2002–2003 Desk Reference for

Pell

U.S. Department of Education

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Introduction

Preface

The Pell module of EDExpress is used to report student data, and disburse and keep track of Pell awards with the Pell processing system.

The Pell processing system is a Title IV automated system that supports the operational mission of the Federal Pell Grant Program. Serving the recipients of grants from the Federal Pell Grant Program, the Pell processing system:

- Contains data on Pell Grant recipients.
- Manages the disbursement and accounting of Pell Grant funds to schools.
- Creates and manages both Pell origination and Pell disbursement records for students who are Pell eligible.
- Uses data downloaded from Institutional Student Information Records (ISIRs), packaging records, or a school's mainframe or paper Student Aid Reports (SARs) submitted by students.
- Creates batches of Pell data records to transmit to the Federal Pell Grant Program processing system.

The Federal Pell Grant Program returns to you origination acknowledgements, disbursement acknowledgements, or rejected batches.

EDExpress works in tandem with EDconnect, the telecommunications software that lets you send and receive federal student aid information electronically over the Student Aid Internet Gateway (SAIG) from the various Title IV application systems.

Before using EDExpress, we recommend that you review the following processing steps. These steps will help clarify the relationship between EDExpress and the Pell processing system.

1. Receive a valid SAR from the student or a valid ISIR, electronically, from the CPS.

2. Using EDExpress—Pell, enter and save an origination record and/or a disbursement record for the student, and export it in a payment data batch (PGOR03IN.DAT for originations and PGDR03IN.DAT for disbursements) submission to the network. (Each student must have an origination record to support disbursement records.) Use EDconnect to send the data to the network.

3. The Pell processor retrieves the batches from the network and performs basic batch integrity edits.

   If a batch is rejected, the Pell processor returns rejected batches with applicable comment codes to you.

   If a batch is accepted, the Pell processor performs detailed edits on the accepted batches, updates the Federal Pell Grant Program records for the school, and returns the processed payment data to the Student Aid Internet Gateway (SAIG). Then SAIG adds destination point information and transmits the batches back to the network for you to retrieve.

4. Using EDconnect, retrieve the data from the network.

5. Using EDExpress, import the origination batches (PGOA03OP.DAT) or the disbursement batches (PGDA03OP.DAT) from the network and post the processed data to your Pell database.

6. Review records corrected and/or rejected by the Pell processor.

7. Resubmit any necessary changes.

The *2002–2003 Pell Desk Reference* describes the basic procedures for using the Pell module of EDExpress. It is intended to provide basic instructions and is not intended to be comprehensive. For complete software instructions, see the online Help within EDExpress.

How to Download the Software and Documentation

EDExpress for Windows is distributed via the Internet. You can download the software and the related user documentation from the U.S. Department of Education's Student Financial Assistance Download (SFAdownload) Web site located at **SFAdownload.ed.gov**.

Instructions for downloading EDExpress for Windows are located in the "Downloading Software/Paper Documentation" chapter of the *EDExpress for Windows 2002–2003 Installation Guide*.

If you do not have access to the Internet, or you have trouble opening the SFAdownload Web site located at **SFAdownload.ed.gov**, contact CPS/WAN Technical Support at **800/330-5947** or via e-mail at **cpswan@ncs.com** for assistance.

Important Note

Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

Originations

Global Setup: Defining Security for Groups

Before assigning Security user IDs and passwords, create templates (known as Security Groups) to restrict access to certain EDExpress functions.

Then, assign each user ID to a specific Security Group to designate the functions that will be available to individual users.

To define security for groups:

1. From the menu bar, select **Tools, Setup** and click the **Global** tab.
2. Click the **Security Groups** button.
3. Click **Add**.
4. In the **Group** field, type the name you are assigning to the group.
5. Click the tab you want to establish functions for (for example, **Global**).
6. Click on the **Access** checkboxes in the table of functions to either enable or disable functions. For example, if you do not want users in a group to have access to set-up options, click the **Global** tab and scroll down in the table until you reach the **Setup** checkbox. Click this checkbox to unmark the function.
7. Click **Save**.
8. Click the **Add** button to create more groups, or click **OK** to exit the dialog box.

Important Notes

- If you want to create a group with read-only access to all tabs, select the **Browse Only (Tabs)?** checkbox in the **Security Groups** box.
- If you want to create a group with multiple entry–only access, select the **Multiple Entry** checkbox in the **Security Groups** box.

Global Setup: Defining Security for Users

In the **User Security** dialog box, first establish a password and then assign a Security Group for each user ID.

To define security for users:

1. Select **Tools, Setup** and click the **Global** tab.
2. Click the **Security Users** button.
3. Type a user ID.
4. Click the down arrow next to the **Group Name** field and click on one of the group IDs in the table.
5. (Optional) Select the **Export to EDconnect?** checkbox.
6. Type a password.
7. Type the password again in the **Verify Password** field.
8. Enter a Password Date.
9. Click **Save** to add the user to the database.
10. Click **Add** to create more user IDs and passwords, or click **OK** to exit the **User Security** box.

Important Note

You can also set your Assumed School by clicking **Tools, Setup, App Express, System**.

Global Setup: Establishing An Assumed School

You must establish an assumed school before you can create any student records. The assumed school data appear by default on new EDExpress records. You can change the default information in individual records.

To establish an assumed school:

1. Select **Tools, Setup,** and click the **Global** tab.

2. Click the **School** button.

3. Click **Retrieve**.

   When the school table is displayed, click the right mouse button on any column for additional search capabilities.

4. Click on your school's name and click **OK**.

5. If the school code that now appears in the **School Code** field is the one that you want to appear by default on all new EDExpress records, select the **Assumed School** checkbox and click **Save**.

6. Click **OK**.

Important Note

You can also set your Assumed School by clicking **Tools, Setup, App Express, System**.

Pell School Setup

Use the **School** function to set up your **Reporting** and **Attended Campuses**.

The default information that you enter into the Reporting Campus screen appears in new origination records.

You can change the default information that appears on these screens.

Setting Up a Reporting Campus

To set up a reporting campus:

1. Select **Tools, Setup** and click the **Pell** tab.
2. Click the **School** button.
3. Click **Add**.
4. Click **Reporting Campus** and click **OK**.
5. Fill in the Reporting Campus Pell ID.
6. Complete the fields with default information that appears in new origination records.
7. (Optional) If this is the Reporting and Attended Campus combination that you want to appear by default on new origination records, select the **Default School** checkbox.
8. Click **Save**.
9. Click **OK** to close the **School Setup** box, click **Add** to create another Reporting Campus record, or click **Retrieve** to change an already established Reporting Campus record.

Important Note

Default information that is established for a Reporting Campus appears in all new Origination records for that Reporting Campus. The default information can be changed in individual Origination records.

Setting Up an Attended Campus for a Reporting Campus

To set up an attended campus for a reporting campus:

1. Select **Tools, Setup** and click on the **Pell** tab.
2. Click on the **School** button.
3. Click **Add**. The **Add New School** dialog box appears.
4. Select **Attended Campus**.
5. Click the ellipsis (**...**) button to select a Reporting Campus Pell ID.
6. Click **OK** twice.
7. Fill in the Attended Campus Pell ID.
8. Complete the fields with default information that appears in student records belonging to this Attended Campus. You can change these default values on individual Pell data record entry screens.
9. Click **Save**.
10. Click **OK** to close the **School Setup** box, click **Add** to create another Attended Campus record for this Reporting Campus, or click **Retrieve** to change an already established Reporting Campus record.

Important Notes

- Default information entered in an Attended Campus setup screen appears in all new Origination records for that Attended Campus. The default information can be changed in individual Origination records.
- If you are creating a large number of records with information different than your defaults, consider changing fields on the school setup screen prior to importing and creating Origination records.

Origination Checklist

1. **Global Setup**: Make sure all of your global options are set.

2. **Pell Setup**: Set up all Reporting and Attended Campuses for which you are responsible, using **Tools, Setup, Pell, School**.

3. **Create Origination Records**: Either create Origination records manually, import external data from your institutional system, or import ISIR data from the Application Processing module of EDExpress.

4. **Set to Ready**: In order to be batched, each Origination record status must be set to **Ready**. You can set the status to **Ready** by opening and manually updating each record with all required information or by using Multiple Entry.

5. **Batch Origination Records**: Batch all Origination records (using the **Export** function) for transmission to the Pell processing system for processing by the U.S. Department of Education.

6. **Import Origination Acknowledgements**: Import all Origination Acknowledgements using the Import function.

Important Note

Be sure to read the *EDExpress Installation Guide* and *Application Processing Desk Reference* for additional set-up instructions.

Creating Origination Records

There are three ways to create Origination records:

- Manually enter data from a printed document, such as a SAR.
- Import external data from your institutional system.
- Import ISIR data from the Application Processing module of EDExpress.

Creating an Origination Record Manually

To create an origination record manually:

1. Select **File, New**.
2. Type the student's Social Security Number. Click **OK**.
3. Enter the student's demographic data. For Pell records, the following must be entered: SSN, last name and/or first name, and date of birth.
4. Select **File, Save**. You have now created a demographic record for your student.
5. Click the **Pell Grant** tab (found at the bottom of the screen).
6. Select **Record, Add** and enter the ISIR original name code to complete the **Add Pell Record** dialog box. Click **OK**.
7. Enter the Origination data.
8. Select **File, Save** and then click the **Yes** button if ready to send. You have now created a Pell Origination record.
9. Select **File, Close**.

Important Note

If a demographic record already exists for your student, select **File, Open**. Enter the student's SSN, and proceed with step 5.

Importing Data from an External System

To create origination records by importing data from an external system:

1. Select **File, Import**.

2. Click the **Pell** tab.

3. Click the down arrow in the **Import Type** field and select **Origination Data—External (PGEO)**.

4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.

5. (Optional) Select the **Prompt for Duplicates?** checkbox for EDExpress to prompt for duplicate records.

   Note: If you want to update an existing, nonbatched record, you must use this option, and when the Record Already on File dialog box appears, select **Update** for an individual record or **Update All** for all records.

6. (Optional) To include these files in the next export batch, select the **Include Records in Next Batch Submission?** checkbox. If you choose this option and the imported record does not contain all the information necessary for the Pell record to pass end-of-entry edits, the record will not be added or updated.

7. Click **OK**. A progress bar appears within the **In Progress** box, which displays the number of records imported, batch file name, and batch number.

8. Click **OK** to close the **In Progress** box.

Important Notes

- Data that is imported from a school's internal computer system other than EDExpress must be in **ASCII** format.

- See the *EDE Technical Reference* and the *Federal Pell Grant Program Technical Reference* posted on the SFAdownload Web site located at **SFAdownload.ed.gov** for the format of acceptable external data. You can also print the RL—External User-defined Formats record layout by selecting **File, Print, Pell**. Also see the Creating an SSN File and Using an SSN File sections in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers.

Importing ISIRs from EDExpress

To create origination records by importing ISIRs from EDExpress:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow in the **Import Type** field and select **Origination Data—ISIRs**.
4. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
5. Check any other fields that apply.

   Note: Choosing the option **Include Records in Next Batch Submission?** when importing from ISIR database and using the **Import Packaging Data?** option directs EDExpress to run all End-of-Entry edits for each record and includes the results in the imported edit report. If all edits are passed, EDExpress sets the record status to **Ready**.

6. Click **OK**. A progress bar appears within the **In Progress** box, which displays the number of records imported, batch file name, and batch number. The record(s) are given an origination status of **Not Ready**.
7. Click **OK** to close the **In Progress** box.

Important Notes

- Only one ISIR transaction per Attended School is imported into the Pell module.
- EDExpress imports the ISIR transaction listed in the **Transaction Paid On** field on the **Demo** tab. If this field is blank, EDExpress imports the Active Transaction as denoted on the **Demo** tab, as well as the **ISIR Rvw** tab.
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your report file destination.

  If you chose **Screen** as your report file destination, use the **scroll bars** to view. Select the **Print** button to print the report to a printer, or click **OK** if you're finished.

  For more information and instructions, see the topic *Print a Report* in the online Help.

Batching Origination Records for Export

All required fields must be completed when batching Origination records.

This task can be done by using **Process, Multiple Entry, Pell** or opening each record individually. If all required fields except the Award Amount are populated, you may use the batch level **Process, Calculate Award Amount for the Entire School Year** option to automatically populate the Award Amount with the highest possible award and set the record to Ready status.

Records ready to be batched have an origination status of **Ready**.

To batch origination records for export:

1. Select **File, Export**.

2. Click the **Pell** tab.

3. Select **Origination Data** in the **Export Type** field.

4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Export from** field, click the **File…** button to the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.

5. Click the ellipsis (**...**) button and click on the Reporting Campus for the records you want to batch for export.

6. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number.

7. Click **OK** to close the **In Progress** box.

Important Notes

- After Origination records have been created and are ready to send to the Pell processing system for processing, they must be batched for transmission using the **Export** function.

- Origination records that are ready to be batched have a status of **Ready** in the database. The message class for Origination records is **PGOR03IN**.

Importing Origination Acknowledgements

The Pell processing system responds to Origination records with a file that acknowledges whether the records are duplicates or have been accepted, rejected, or corrected by the Pell processing system.

All records received together in a batch will be returned to the school in the same batch.

A flag on each record indicates acceptance, correction, or rejection and why the record was rejected.

To import origination acknowledgements:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow in the **Import Type** field and select **Origination Acknowledgement (PGOA, PGOP)**.
4. Click the **Import From File** button and select the location and name of the file that has the data you want to import. This location defaults to the Import directory you established in **Global File Management**.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records imported, batch file name, and batch number.
7. Click **OK** to close the **In Progress** box.

Important Notes

- See the Bits & Bytes section of this desk reference for a complete listing of edit/reject codes.
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

  If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

  For more information and instructions, see the topic *Print a Report* in the online Help.

Correcting an Origination Record

All corrections/updates to origination data need to be made to the Origination record. This includes changes to the ISIR transaction number.

Corrections can be made on the Pell Grant tab of the student's record or via Multiple Entry for specific fields.

To correct an origination record:

1. Select **File, Open**.
2. Click the ellipsis (**...**) button next to the **Social Security Number** field, and then click on a Social Security Number.
3. Click **OK** twice.
4. Click the **Pell Grant** tab (found at the bottom of the screen).
5. Make corrections to the record. If necessary, press **F1** for online Help.
6. Select **File, Save**.
7. Click **Yes** when message "Select record ready to send to Pell processing system" appears.
8. Click **OK**. The corrected Origination record now has a status of **Ready**.
9. Select **File, Close**.

Important Note

Origination records with a **Batched** status cannot be updated. You need to import the Origination Acknowledgement prior to making any corrections.

Correcting the Transaction Number on the Pell Grant Tab

To correct the transaction number on the **Pell Grant** tab:

1. Select **File, Open**.
2. Click the ellipsis (**...**) button next to the **Social Security Number** field and select a Social Security Number.
3. Click **OK** twice.
4. Click the **Pell Grant** tab.
5. Click the ellipsis (**...**) button next to the **Transaction Number** field and click on the appropriate ISIR transaction.
6. Click **OK**. EDExpress automatically defaults in the associated EFC and Verification Status values on the **Pell Grant** tab.
7. Make any additional needed corrections.
8 Select **File, Save**.
9. Click **Yes** to "Select record ready to send to Pell processing system."
10. Click **OK**. The corrected Origination record now has the status of **Ready**.
11. Select **File, Close**.

Important Notes

- EFC is the acronym for Expected Family Contribution.
- **New for 2002–2003:** If you click on the ISIR tab, the corresponding transaction will appear.

Correcting Origination Records Using Multiple Entry

To correct origination records using Multiple Entry:

1. Select **Process, Multiple Entry, Pell**.
2. Select the field(s) you want to correct. Also, select the **Set Origination Ready to Export** field. **New for 2002–2003:** COA is available on the Multiple Entry grid.
3. Enter a value next to the field(s) to be defaulted for each record.
4. (Optional) Click the **Selection Criteria** button to limit the records you want to correct.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. (Optional) Click the down arrow next to the **Sort By** field if you want to sort by the Student's Last Name or Origination ID.
7. Click **OK**.
8. Click **Save**.
9. Click **Yes** twice.
10. Review the edit report and click **Close**.

Important Notes

- Once the blue grid is displayed with the records and their default value(s), you can modify these values prior to clicking on **Save**.
- Select the **Set Origination Ready to Export** checkbox to set the status for each corrected Origination record equal to **Ready**. Otherwise, the database status will convert to **Not Ready**.
- If you lose an acknowledgement file, contact CPS/WAN Technical Support at **800/330-5947** or via e-mail at **cpswan@ncs.com** for assistance.
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

  If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

  For more information and instructions, see the topic *Print a Report* in the online Help.

Disbursements

Disbursement Checklist

1. **Create Disbursement Records**: Either create a Disbursement record manually, import external disbursement data from your school system, or use Multiple Entry.

2. **Batch Disbursement Records**: Batch all disbursements using the Export function.

3. **Import Disbursement Acknowledgements**: Import all Disbursement Acknowledgements using the Import function.

4. **Review Disbursement Records and Make Necessary Corrections**: With an individual student record open, click on the **Disburse Pell Grant** tab and then click **View, Processed Edits/Comments** from the menu bar to review records. View records with a:

   - Pell processing system status of **C—Corrected** or **E—Rejected,** or

   - Verification status of **W—Verification without Documentation**.

   Note: Records with a status of E are automatically included in the next disbursement batch export.

Disbursement Records

There are three ways to create a Disbursement record:

- Manually enter data from a printed document.
- Import external disbursement data from your institutional system.
- Use Multiple Entry.

If the Pell processing system status is blank, the Pell Origination status must be **Ready** before the Disbursement tab is enabled.

You must enter the disbursement date and the submitted disbursement amount. The first entry must be a positive disbursement amount > **0**.

A disbursement cannot be changed once batched (status = **B**).

Creating a Disbursement Record Manually

To create a disbursement record manually:

1. Select **File, Open**.
2. Type the student's Social Security Number and click **OK,** or click the ellipsis (**...**) button, click on a Social Security Number, and click **OK.**
3. Click **OK** again to open the student record.
4. Click the **Disburse** tab.
5. Enter the disbursement data.
6. Select **File, Save**.
7. Select **File, Close**.

Importing Data from your School System

To create a disbursement record by importing data from your school system:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow in the **Import Type** field and select **Disbursement Data—External (PGED)**.
4. (Optional) If you want to change the default filename, in the **Import from** field, click the **File…** button to locate the filename. Then click the **Open** button. The new filename appears in the textbox.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. (Optional) Select the **Prompt for Duplicates?** checkbox for EDExpress to prompt for duplicate records.
7. Click **OK.** A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number. These records are given the status of **Ready**.
8. Click **OK** to close the **In Progress** box.

Important Note

If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

For more information and instructions, see the topic *Print a Report* in the online Help.

Using Multiple Entry

To create a disbursement record using Multiple Entry:

1. Select **Process, Multiple Entry, Pell**.
2. Select the **Disb. Submit Amount** and **Disb. Submit Date** fields.
3. Enter values for both fields to be defaulted for each record.
4. (Optional) Click the **SSN File** button if you have a text file of selected SSNs. Or, click the ellipsis (**...**) button in the **SSN File** field to enter SSNs.
5. (Optional) Click the **Selection Criteria** button to limit the records you are creating.
6. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
7. (Optional) Click the down arrow next to the **Sort By** field if you want to sort by the student's last name or origination ID.
8. Click **OK**.
9. Click **Save**.
10. Click **Yes** twice. These records are given the status of **Ready**.
11. Review the edit report and click **Close**.

Important Notes

- **New for 2002–2003:** COA is available in Multiple Entry.
- Once the blue grid is displayed with the records and their default value(s), you can modify these values prior to clicking **Save**.
- See the Create an SSN File and Using an SSN File sections in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers. Also, see the online Help in EDExpress for additional information on creating SSN Files.
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

  If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

  For more information and instructions, see the topic *Print a Report* in the online Help.

Batching Disbursement Records for Export

To batch disbursement records for export:

1. Select **File, Export**.
2. Click the **Pell** tab.
3. Click the down arrow in the **Export Type** field and select **Disbursement Data**.
4. (Optional) If you want to change the default filename, in the **Export to** field, click the **File…** button to locate a filename. Then click the **Open** button.
5. Click the ellipsis (**...**) button next to the **Reporting Campus** field to select the records you want to batch for export. (Or, if you want a Reporting Campus to default, check the Default School box in the Institution section of the Pell School Setup.)
6. Click **OK.** A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number.
7. Click **OK** to close the **In Progress** box.

Importing Disbursement Acknowledgements

The Pell processing system responds to Disbursement records with a file that acknowledges whether the records are duplicate or have been accepted, rejected, or corrected by the Pell processing system.

The Pell processing system returns all records in their original batch.

A flag on each record indicates whether the record is duplicated, accepted, corrected, or rejected, and if rejected, why.

To import disbursement acknowledgements:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow in the **Import Type** field and select **Disbursement Acknowledgement (PGDA, PGOW)**.
4. Click the **Import From File** button and select the location and name of the file that has the data you want to import. This location will default to the Import directory you established in **Global File Management**.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. Click **OK.** A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number.
7. Click **OK** to close the **In Progress** box.

Important Notes

- If you exported and sent Disbursement data, you will receive and import a Disbursement Acknowledgement.
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

  If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

  For more information and instructions, see the topic *Print a Report* in the online Help.

Data Requests

Batching Data Requests

Data requests allow you to request information from the Pell processing system using the Export function in EDExpress. Four types of Data Requests are available:

- Reconciliation
- Multiple Reporting Record (MRR)
- Electronic Statement of Account (ESOA)
- Year-to-Date (YTD) records

Requests for all data request types can be made simultaneously. No database updates are performed by the Data Request exports outside of the general batch activity updates.

There are six MRR "per request" record types:

- **OA**—Originated students for all institutions
- **OS**—Selected originated students
- **OI**—Originated students for selected institutions
- **DA**—Disbursed students for all institutions
- **DS**—Selected disbursed students
- **DI**—Disbursed students for selected institutions

Making a Data Request

To make a data request:

1. Select **File, Export**.

2. Click the **Pell** tab.

3. Select **Data Request** in the **Export Type** field.

4. (Optional) If you want to change the default filename, in the **Export to** field, click the **File…** button and type a filename. Then click the **Save** button. The new filename appears in the textbox.

5. Click the **ellipsis (...)** button and click on the **Reporting Campus** for the records you want to batch for export.

6. If requesting an MRR, click the down arrow next to the Multiple Reporting Record (MRR) Type and select the MRR request type.

7. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number.

8. Click **OK** to close the **In Progress** box.

Important Notes

- See the online Help in EDExpress for request-specific prompts.

- The message class for data requests is **PGRQ03IN.***. If your request is rejected by the Pell processing system, you receive a rejected data request acknowledgement. This acknowledgement tells you the reason(s) for rejection. Otherwise, you receive the data you requested.

- For MRR data requests, the Pell processing system returns only accepted or corrected origination/disbursement records.

Receiving Data Request Acknowledgements

After these acknowledgement files have been sent from the Pell processing system, you can import them into EDExpress.

The following pages describe the process for importing into EDExpress:

- Reconciliations,
- Electronic Statements of Account (ESOAs),
- YTD data, and
- Multiple Reporting Records (MRRs).

Note: For 2002–2003, if you are requesting YTD data for all the students at your school, choose YTD and enter the reporting campus code.

Reconciliation

You can make a data request to the Pell processing system for a Reconciliation File.

The message class for this data request is PGRC03OP. Once you import this file, a report prints listing the total that has been accepted by the Pell processing system for each student.

You can compare this report with your school records to be sure the correct amount has been received.

Importing the Reconciliation File

To import the reconciliation file:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **Reconciliation File (PGRC)**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. Click **OK** twice.

Important Note

If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

For more information and instructions, see the topic *Print a Report* in the online Help.

Electronic Statement of Account (ESOA)

Use the ESOA to compare your school's Pell Grant authorization level against the Pell Grant disbursements you have made to date for this award year.

Periodically check your ESOA. ESOAs (PGAS03OP) are sent when your authorization level has changed as a result of the Disbursement records you sent to the Pell processing system.

Importing the ESOA

To import the ESOA:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **Electronic Statement of Account (PGAS)**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **OK** twice.

Important Notes

- After you retrieve the ESOA file, import it into EDExpress—Pell. You can then print the ESOA report for your records.
- The ESOA report prints all previous versions by default. See the online Help in EDExpress for more information.
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

  If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

  For more information and instructions, see the topic *Print a Report* in the online Help.

Printing the ESOA

To print the ESOA:

1. Select **File, Print**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Report Type** field and select **ESOA**.
4. Select **Single** or **Multiple**.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. (Optional) If you selected **Single,** click the ellipsis (**...**) button next to the **Batch ID** field and select the batch for this report.
7. (Optional) If you selected **Multiple,** click the ellipsis (**...**) button next to the **Reporting Campus** field and click on the Reporting Campus for this report.
8. (Optional) Select the **Print Detailed ESOA?** checkbox if you want to print a detailed ESOA.
9. Click **OK**.

Year-to-Date (YTD) Data

YTD data can be used to reconcile your data with the Federal Pell Grant Program's data that has been reported to and accepted by the Pell processing system.

You may use the YTD data to find any discrepancies between your Pell database and the Federal Pell Grant Program's database.

When importing YTD data, you have the following options:

- **Compare and Print Exceptions?**

  This option compares each record, generates a YTD Comparison report after import, and prints exceptions.

- **Print All?**

  This option prints all YTD records.

- **Update—Selected Records**

  This option displays a grid listing selected students, updates selected student records with the Pell processing system YTD data, and lists each student on the YTD comparison report.

- **Update—Rebuild All**

  This option updates all records.

  Caution! This option overwrites all records in your Pell database and should only be used in case of a lost or corrupt database.

Important Note

New for 2002–2003: You can request YTD data for a reporting campus.

Importing YTD Data

To import YTD data:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **YTD Data (PGYR)**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. Select the option(s) for importing the file. **Selected** and **Rebuild All** options are found under **Update**.
7. Click **OK.** A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number.
8. Click **OK** to close the **In Progress** box.

Important Note

If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

For more information and instructions, see the topic *Print a Report* in the online Help.

Multiple Reporting Record (MRR)

There are two reasons why you may receive an MRR generated by the Pell processing system:

- Potential Concurrent Enrollment

  When the same student is reported as attending different attended campuses but the enrollment dates are within 30 days of each other.

- Potential Overaward Project (POP) (**Note:** This process has changed for 2002–2003.)

  When some or all of the disbursements reported cannot be accepted because the student has received greater than 100% of the Scheduled Pell Grant for the academic year, the schools in question have 30 days to resolve the overaward. If no action is taken within 30 days to reduce the award below the 100% limit, the Pell processor sends a system-generated negative disbursement to both schools, reducing the award to $0 for the entire academic year. A school may resubmit the correct disbursements to reinstate the award.

Importing an MRR

To import an MRR:

1. Select **File, Import**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Import Type** field and select **Multiple Reporting Record**.
4. (Optional) If you want to change the default filename (which you established in **Tools, Setup, Global, File Management**) in the **Import from** field, click the **File…** button to locate the filename. After locating the file, click the **Open** button. The new filename appears in the textbox.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. Click **OK.** A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number.
7. Click **OK** to close the **In Progress** box.

Bits & Bytes

Available Reports

Using EDExpress, you can print a single document (allows you to print one record at a time) or multiple documents (allows you to print more than one record at a time) for most items.

You can also use Selection Criteria to specify a group of records when you are printing a report(s). Selection Criteria allows you to narrow the number of records you want to work with when printing. This option is especially helpful with large databases, as it decreases your processing time.

When choosing to print multiple reports, you can specify which records to include when printing in the following ways:

- SSN File: Allows you to create an ASCII file of SSNs for records to print and supplies the filename in the **Print** dialog box. See the **Creating an SSN File** and **Using an SSN File** sections in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers.

- Selection Criteria and Queries: Allows you to select criteria and queries in order to choose groups of records. (You can either create queries to use for your selection criteria or use the set of predefined queries included with EDExpress.) From the selected records, you can also narrow the list using the **Choose Selected Records** option.

Important Notes

- You can choose from predefined queries for record statuses. These statuses include: Origination Status, Pell Processing System Origination Status, Disbursement Status, and Pell Processing System Disbursement Status.

- For more information on using Queries, see the Query section in this desk reference as well as the online Help in EDExpress.

Report Types

Report Name	Report Description
Pell Origination Record	This report prints any record on your school's Pell student database table. There are two prompt specific questions for this report: 1. Print Edits/Comments? 2. Print Disbursement information?
Disbursement Batch Summary	This report provides an overview of processing results and details the number of records that were rejected, accepted, duplicate, and corrected for an acknowledgement batch.
Edits/Comments by Student	This report prints the edits/comments applied to an individual processed Origination/Disbursement record.
Origination List	Multiple option only. This report prints a listing of Origination records based on the user-entered criteria. If you enter no criteria, then all records on your school's Pell Student database table print.
Disbursement List	Multiple option only. This report prints a listing of Disbursement records based on the user-entered criteria. If you enter no criteria, then all records on your school's Pell Disbursement database table print. Dollars and cents print for disbursed information only. **New for 2002–2003:** An option to select for verification W students is now available.
List—Processed Disbursements Year-to-Date	This report lists the totals for all accepted or corrected Disbursement records in the database. Dollars and cents are printed for all amounts on this report.
New for 2002–2003: List—Disbursements Pending	This new report prints a list of students whose Total Disbursed Amount is less than their Origination Award Amount.
ESOA	This report generates the reporting school's statement of account detailing what the school has spent relative to its authorization amount. Dollars and cents print for all amounts on this report.

Report Types (Continued)

Report Name	Report Description
List—Batch Activity	This report provides an activity log of all batches created in the Pell module.
SSN/Name Differences	This report lists all records that have original SSNs that are different from current SSNs or name codes that are different from the first two characters of the last name.
RL—External User-Defined Formats	The field elements for the record layouts specific to the Federal Pell Grant Program. The Record Layouts for Pell appear as follows under Report Type: RL—External User-Defined Formats (formerly External Origination Add Records) **Note:** All other record layouts may be found in the *Federal Pell Grant Program Technical Reference*.

Printing Reports

To print a report:

1. Select **File, Print**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Report Type** field and select the type of report you want to print.
4. Click either the **Single** or **Multiple** button to the right of the **Report Type** field, depending on whether you want to print a report for a single student or for multiple students.
5. If you are printing a report for multiple students, click the **Selection Criteria** button to define the group of student records you want. Press **F1** in any **Selection Criteria** field for online Help.
6. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
7. Complete checking any other fields that apply.
8. Click **OK**. A progress bar appears within an **In Progress** box, which displays the number of records batched, batch file name, and batch number.
9. Click **OK** to close the **In Progress** box.

Important Notes

- You can also use the **File, Print** function to view reports on your screen and to save any of the reports to a file.
- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

  If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

  For more information and instructions, see the topic *Print a Report* in the online Help.

Creating an SSN File

By creating a text file, referred to here as an SSN File, containing the SSNs of the records with which you want to work, you can then use that file to print certain reports using those records.

To create an SSN file:

1. Using a DOS text editor (such as Windows Notepad) or a word-processing program, open a new document.

2. Type the nine-digit SSNs, with only one SSN per line. Do not use hyphens, spaces, or empty lines. Do not press **Enter** after the last SSN, because doing so inserts a blank line and causes an error in EDExpress.

3. (optional) Type an end of file (EOF) marker.

4. Name and save the file as an ASCII file. For example, in WordPerfect for Windows, select **File, Save As,** then choose **ASCII Text (DOS)** in the **Format** field. In Microsoft Word, select **File, Save As,** then choose **MS-DOS Text** in the **Save File as Type** field.

   If you used a DOS text editor to create the file, just save the file. Windows Notepad and other DOS text editors save files only in ASCII format.

Important Note

You can also create an SSN File by clicking the ellipsis (**...**) button on the following screens:

- **Process, Multiple Entry, Pell**

- Under **Print, Pell:** Pell Origination Record, Edits/Comments by Student—Origination, and Edits/Comments by Student—Disbursement

Using an SSN File

After you have created an SSN File, you can then use that text file to print certain reports using those records.

To use an SSN File:

1. Enter EDExpress and select **File, Print** from the menu bar.
2. Select the module you want to use by clicking on the appropriate tab.
3. Click the down arrow in the **Report** box to view the types of reports that you can print. Select the type of report you want to print.
4. Click the **Multiple** button to the right of the **Report** box.
5. In the **Report File Destination** box, select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. In the **SSN File** box, click the **File** button to find the text file of SSNs that you created previously. Click the **Open** button when you have located the correct file.
7. Select any of the various options that appear for the report type chosen.
8. Click **OK** to send the report to the output destination you chose.

Important Notes

- For more information, click **Help Topics, Index** and search for these topics:

  Print dialog box (Pell)
  Print a Report

- If you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your output destination.

  If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you're finished.

Printing Origination Records

You can print a student's Origination record from a Pell-eligible ISIR or SAR.

Printing a Student's Pell Origination Record

To print a student's Pell origination record:

1. With the student's record open on the **Pell Grant** tab, click **File, Print**.
2. (Optional) Select the **Print Edits/Comments?** and/or **Print Disbursement Information?** checkbox(es).
3. Click **OK**.

   The student's record prints to your default printer.

Printing Multiple Origination Records

To print multiple origination records:

1. From the main screen (with no record open), select **File, Print**.
2. Click the **Pell** tab.
3. Click the down arrow next to the **Report Type** field and select **Pell Origination Record**.
4. Click the **Multiple** button.
5. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a filename, then click **OK**. The filename appears in the text box.
6. (Optional) Click the **SSN File** button if you have a text file of selected SSNs.
7. Click the ellipsis (**...**) button next to the **Reporting Campus** field and click on the Reporting Campus of the records. Click **OK**.
8. Click the ellipsis (**...**) button next to the **Attended Campus** field and click on the Attended Campus of the records. Click **OK**.
9. (Optional) Click the **down** arrow to select a Sort Order by Last Name or Origination ID.
10. (Optional) Select the **Print Edits/Comments?** and/or **Print Disbursement Information?** checkbox(es).
11. If you want to narrow the range of records, click the **Selection Criteria** button. Press **F1** in any **Selection Criteria** field for online Help.
12. Click **OK**.

Important Notes

- You can print multiple Origination records for one Reporting Campus. To print a more specific group of records, use the **Selection Criteria** function.
- See the online Help in EDExpress for additional information creating SSN files.

Message Classes

Message Class	Data Type
<all>	Grant Header Records
<all>	Grant Trailer Records
PGOR03IN	Origination Records
PGOA03OP	Origination Acknowledgement
PGDR03IN	Disbursement Records
PGDA03OP	Disbursement Acknowledgement
PGAS03OP	Electronic Statement of Account Records
PGRQ03IN	Data Request Records
PGRA03OP	Data Request Acknowledgements
PGMR03OP	Multiple Reporting Record
PGYR03OP	Year-to-Date Records
PGTX03OP	ED Comments (ASCII Text Format)
PGEO03OP	External Origination Add Records
PGED03OP	External Disbursement Add Records
PGRC03OP	Reconciliation File
PGOP03OP	Web Origination Acknowledgement
PGDW03OP	Web Disbursement Acknowledgement
PGSN03OP	**New for 2002–2003:** SSN/Name/DOB Change Report

Important Note:

All message classes are referenced from the Pell processing system perspective.

03 = Year indicator 03 is used for 2002–2003 data.

IN = Data you sent to the network for a Title IV application system to retrieve (for example, CPS and Pell processing system).

OP = Data the Title IV application system put on the network for you to retrieve.

Edit/Reject Codes

Pell Edit/Reject Codes are three-digit codes indicating the results of Federal Pell Grant processing and are categorized into the following areas:

- Batch/Edit Reject Codes
- Origination Edit Codes
- Disbursement Edit Codes

Batch Edit/Reject Codes

Code	Message	Type
201	Missing/Mismatched Grant batch header	E
202	Missing/Mismatched Grant batch trailer	E
203	Duplicate Grant batch header	E
206	Data record length must be numeric	E
207	Reported number of records must be numeric	E
208	Reported total of batch must be numeric	E
209	Invalid/missing batch number	E
210	Year must be numeric	E
211	Pell ID must be numeric	E
212	Pell ID invalid or not found	E
213	Creation date must be numeric	E
214	Creation time invalid	E
215	Batch Type invalid	E
216	Grantee DUNS does not match the School's Reporting Pell ID in Batch Number for Award Years prior to 2001–2002	W
217	Discrepancy between different records with identical batch number	E
218	Reported number of records does not equal count of detail records	W
219	Total of batch does not equal computed total of detail record amounts	W
220	Reported Sign Indicator must be a valid indicator	W
221	Reporting Campus Pell ID is a branch campus	E
222	School is currently ineligible upon receipt of batch at Pell processing system	W

Batch Edit/Reject Codes (Continued)

Code	Message	Type
224	Invalid message class	E
225	Data record length is not valid for message class	E
226	Batch type code in batch number must equal record type for message class	E
227	Batch create date is greater than current system date	E
228	Batch number indicates you have included a batch with data from a different award year	E
229	Batch submitted prior to system start-up date	E
230	Disbursements submitted prior to award year start date	E
231	Reporting Schools must send Special Disbursements for Award Years prior to 2001–2002	E
232	No detail records in batch	E
233	Invalid destination mailbox ID	E
234	Reserved for future use	—
235	For Award Year 2000–2001 and prior: Blank Output Media Type; set to Media Type that was received	W
236	Trailer message class does not match the header	E
238	Trailer destination mailbox ID does not match the header	E
239	School is not using the latest release of EDExpress	W
240	OPE ID Number does not match the School's Reporting Pell ID in the Batch Number for Award Years after 2000–2001	W

Important Notes

- These codes are subject to change.
- See the Information for Financial Aid Professionals (IFAP) Web site located at **ifap.ed.gov** for updates.
- Types:

  W = Warning

  E = Rejected

  D = Duplicate

Origination Edit Codes

Code	Message	Type
301	Invalid Origination ID	E
302	Duplicate Origination for Award Year 2001 and before	E
303	Invalid Original SSN or Name Code resulting in Pell processing system being unable to match with the Applicant record for Award Year 2001 and before; or Invalid Original SSN resulting in Pell processing system being unable to match with the Applicant record for Award Year 2002 and beyond	E
304	Attended and Reporting/Funded campus mismatch or Origination Identifier Pell ID mismatch with Attended Campus Pell ID	E
305	Invalid award amount/correction applied	W
306	Invalid disbursement date/correction applied	W
307	Invalid enrollment date/correction applied	W
308	Invalid low tuition & fees code/correction applied	W
309	Invalid verification code/correction applied	W
310	Invalid Incarcerated Federal Pell Recipient code/correction applied	W
311	Invalid Transaction Number	E
312	Invalid Expected Family Contribution	E
313	Invalid Secondary Expected Family Contribution/correction applied	W
314	Invalid academic calendar/correction applied	W
315	Invalid payment methodology/correction applied	W
316	Invalid number of Payment Periods/correction applied for Award Year 2001 and before	W
317	Invalid cost of attendance/correction applied	W
318	Invalid enrollment status/correction applied	W
319	Invalid Weeks of Instructional Time in program's definition of Academic Year/correction applied	W
320	Invalid Weeks of Instructional Time used to calculate payment/correction applied	W
321	Invalid Credit/Clock hours in program's definition of Academic Year/correction applied	W
322	Invalid Credit/Clock hours in all payment periods expected to complete this school year/correction applied	W
323	Origination is over paid and negative disbursement is expected	W
324	Invalid Name Code resulting in Pell processing system being unable to match with the Applicant record, or does not equal the name code in the Origination ID for Award Year 2002 and beyond	E
325	Invalid Origination ID; Pell ID is non-numeric for Award Year 2002 and beyond	E
326	Invalid Origination ID; Invalid Award Year for the Batch for Award Year 2002 and beyond	E

Origination Edit Codes (Continued)

Code	Message	Type
327	Invalid Origination ID; Sequence number is not 00 for Award Year 2002 and beyond	E
328	Invalid Origination ID; SSN is not >=001010001 and <=999999999 for Award Year 2002 and beyond	E
329	Invalid Origination ID; Name Code not A-Z or “ . ” or “ - ” or “ ‘ ” for Award Year 2002 and beyond	E
330	Duplicate SAR; ID may be shared by two students for Award Year 2002 and beyond	W
331	Duplicate Origination for Award Year 2002 and beyond	D
332	Invalid reported Current SSN for Award Year 2003 and beyond	E
333	Invalid reported Date of Birth for Award Year 2003 and beyond	E
334	Invalid reported Last Name for Award Year 2003 and beyond	E
335	Invalid reported First Name for Award Year 2003 and beyond	E
336	Invalid reported Middle Initial for Award Year 2003 and beyond	E
337	Student not Pell eligible for Award Year 2003 and beyond	E
338	Duplicate match on CPS for Award Year 2003 and beyond	E
339	Origination Record reported with Zero Award Amount for Award Year 2003 and beyond	W
399	New origination award or increase received after end of processing year and the school has not been granted administrative relief	E

Important Notes

- **New for 2002–2003:** Codes 332 through 339 have been added.
- These codes are subject to change.
- See the Information for Financial Aid Professionals (IFAP) Web site located at **ifap.ed.gov** for updates.
- Types:

  W = Warning

  E = Rejected

  D = Duplicate

Disbursement Edit Codes

Code	Message	Type
401	Invalid Origination ID	E
402	Origination ID does not match on Pell processing system	E
403	Disbursement Reference Number already on file	E
404	Debit/Credit Indicator flag not valid	E
405	Disbursement amount not valid because amount is non-numeric	E
406	Disbursement amount is not in valid range	W
407	Disbursement date is not valid date format because date is non-numeric	E
408	Disbursement date is not valid for processing date; not in valid range or not a valid Pell processing system date format	E
409	Reserved for future use	—
410	Potential Concurrent Enrollment—Multiple Reporting Record sent separately	W
411	Potential Overaward Payment—Multiple Reporting Record sent separately	W
412	Negative disbursement cannot be accepted without a previous positive disbursement	E
413	Insufficient negative disbursement amount. Negative disbursement is expected for difference amount.	W
414	Origination is in overpaid status. Positive disbursement cannot be accepted.	E
415	Institution Eligibility Status indicates the institution must submit a Special Disbursement Record and Award Year is 2001–2002 or prior	E
416	Negative disbursement adjusted to reflect accepted previous disbursement balance	W
417	Disbursement submitted after end of processing year and school has not been granted administrative relief	E
418	Origination indicates Verification Status "W"; disbursement adjusted to the Origination Award Amount or 50% of the Scheduled Award Amount, whichever is lesser, and Award Year is not 2001–2002	W
419	Origination indicates Verification Status "W"	W
420	Origination indicates Verification Status "W"; only one disbursement allowed, and Award Year is not 2001–2002	E
421	Disbursement generated after Verification Deadline Date and Award Year is not 2001–2002	E
422	School is eligible, Payment Period Start Date is invalid or not in a valid range and Award Year is 2001–2002 or beyond	W
423	School is not eligible, Payment Period Start Date is invalid or not in a valid range and Award Year is 2001–2002 or beyond	E

Disbursement Edit Codes (Continued)

Code	Message	Type
424	School is not eligible, Payment Period Start Date is not in the eligible range and Award Year is 2001–2002 or beyond	E
425	Invalid Origination ID; Pell ID is non-numeric for Award Year 2002 and beyond	E
426	Invalid Origination ID; Invalid Award Year for the Batch for Award Year 2002 and beyond	E
427	Invalid Origination ID; Sequence number is not 00 for Award Year 2002 and beyond	E
428	Invalid Origination ID; SSN is not >=001010001 and <=999999999 for Award Year 2002 and beyond	E
429	Invalid Origination ID; Name Code not A–Z or " . " or " - " or " ' " for Award Year 2002 and beyond	E
430	Duplicate Disbursement Reference number; Reference number already at Pell processing system	D
431	Award Year is 2002 and the Disbursement Reference number is non-numeric or not between 01 and 90 or Award Year is 2003 and the Disbursement Reference Number is non-numeric or NOT between 01 to 65.	E
432	Disbursement amount would have been corrected to zero by Pell processing system calculations, so the disbursement was rejected	E
440	CMO rejected this student for inadequate/missing eligibility documentation/information	E
441	CMO rejected this student for inadequate/missing fiscal documentation/information	E
442	CMO rejected this student for inadequate/missing award or disbursing documentation/information	E
443	CMO rejected this student for not meeting reporting requirements	E
444	CMO rejected this student for failure to comply with requirements	E
445	CMO rejected this student for inadequate or missing documentation	E

Important Notes

- These codes are subject to change.
- See the Information for Financial Aid Professionals (IFAP) Web site located at **ifap.ed.gov** for updates.
- Types:

  W = Warning
  E = Rejected
  D = Duplicate

Data Request Edit Codes

Code	Message	Type
601	Invalid Attended Pell ID	E
602	Invalid data request type	E
603	Invalid requested output media type	E
604	Invalid Pell Batch Number	E
605	Invalid multiple reporting request code 1; should be O or D	E
606	Invalid multiple reporting request code 2; should be A, S, or I	E
607	Invalid MR Student ID	E
608	Invalid MR Institution ID	E
609	Requested/Matching data not found	E
610	Student not originated at requesting institution	E
611	Invalid reconciliation Origination ID	E
612	Invalid reported Current SSN, DOB, or Student Name	W

Important Notes

- **New for 2002–2003:** Data Request Edit Codes have been added.
- These codes are subject to change.
- See the Information for Financial Aid Professionals (IFAP) Web site located at **ifap.ed.gov** for updates.
- Types:

  W = Warning

  E = Rejected

  D = Duplicate

End-of-Entry Edit Codes

Edit #	Database	Field Name	Condition	Message
1000	Pell Student	Payment Methodology	If Payment Methodology = 1 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 1 (Formula 1)
1001	Pell Student	Payment Methodology	If Payment Methodology = 2 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 2 (Formula 2)
1002	Pell Student	Payment Methodology	If Payment Methodology = 3 and Academic Calendar = 5 or 6	Academic Calendar must be 1 (Credit Hour), 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 3 (Formula 3)

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1003	Pell Student	Payment Methodology	If Payment Methodology = 4 and Academic Calendar = 1, 2, 3, or 4	Academic Calendar must be 5 (Clock Hour) or 6 (Credit Hour w/o Terms) for Payment Methodology 4 (Formula 4)
1004	Pell Student	Payment Methodology	If Payment Methodology = 5 and Academic Calendar = 5	Academic Calendar must be 1 (Credit Hour), 2 (Quarter), 3 (Semester), 4 (Trimester), or 6 (Credit Hour w/o Terms) for Payment Methodology 5 (Formula 5)
1005	Pell Student	Payment Methodology	If Payment Methodology = 1 and Weeks used to calculate payment cannot equal blank	Weeks used to calculate payment must be blank for Payment Methodology 1 (Formula 1)

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1006	Pell Student	Payment Methodology	If Payment Methodology = 1 and Weeks in program academic year cannot equal blank	Weeks in program academic year must be blank for Payment Methodology 1 (Formula 1)
1007	Pell Student	Payment Methodology	If Payment Methodology = 5 and Enrollment Status = 1, 2, or 5	Enrollment Status must be 3 (Half Time) or 4 (Less than ½ Time) for Payment Methodology 5 (Formula 5).
1100	Pell Student/ School	Weeks used to calculate payment	If Payment Methodology = 2 and weeks used to calculate payment > 29	Valid Range is 00–29 when Payment Methodology is 2 (Formula 2)
1101	Pell Student	Weeks used to calculate payment	If Weeks used to calculate payment > Weeks in Program Academic Year	Weeks used to calculate payment cannot exceed Weeks in Program Academic Year

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1102	Pell Student/ School	Weeks in Program Academic Year	If Payment Methodology = 2, 3, 4, or 5 and Weeks in Program Academic Year is Blank or range is not between 30 and 78	Valid range is 30–78 when Payment Methodology = 2 (formula 2), 3 (formula 3), 4 (formula 4), or 5 (formula 5). See Setup and Entry change logs
1104	Pell Student/ School	Weeks used to calculate payment	If Weeks used to calculate payment is blank and Weeks in Program Academic Year is not blank	Both Weeks used to calculate payment or Weeks in Program Academic Year must be blank or both must have values
1105	Pell Student/ School	Weeks in Program Academic Year	If Weeks in Program Academic Year is blank and Weeks used to calculate payment is not blank	Both Weeks used to calculate payment or Weeks in Program Academic Year must be blank or both must have values

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1106	Pell Student	Hours/Credits in Program Academic Year	If Hours/Credits in Program Academic Year is blank and Hours/Credits Paid this Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values
1107	Pell Student	Hours/Credits Paid this Year	If Hours/Credits Paid this Year is blank and Hours/Credits in Program Academic Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values
1110	Pell Student	Hours/Credits in Program Academic Year	If Academic Calendar = 5 and (Hours/Credits in Program Academic Year < 900 or Hours/Credits in Program Academic Year > 3120)	Hours/Credits in Program Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour)

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1111	Pell Student	Hours/Credits Paid this Year	If Academic Calendar = 6 and (Hours/Credits Paid this Year < 24 or Hours/Credits Paid this Year > 100)	Hours/Credits Paid this Year has a valid range of 0024 to 0100 for Academic Calendar 6 (Credit Hour without terms)
1112	Pell Student/ School	Hours/Credits in Program Academic Year	If Payment Methodology = 1, 2, or 3 and Hours/Credits in Program Academic Year is not blank	Field must be blank if Payment Methodology = 1 (Formula 1), 2 (Formula 2), and 3 (Formula 3)
1113	Pell Student/ School	Hours/Credits Program Academic Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits in Program Academic Year is not blank	Hours/ credits in program academic year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms)
1114	Pell Student/ School	Hours/Credits Program Academic Year	If Academic Calendar = 6 and (Hours/Credits in Program Academic Year < 24 or Hours/Credits in Program Academic Year > 100)	Hours/Credits in Program academic year field must be Greater than or Equal to 24 and Less than or Equal to 100.

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1120	Pell Student	Hours/Credits Paid this Year	If Hours/Credits Paid from Year > Hours/Credits in Program Academic Year	Hours/Credits Paid from Year cannot exceed Hours/Credits in Program Academic Year
1121	Pell Student/ School	Hours/Credits Paid this Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits Paid this Year is Non-Blank.	Hours/ credits paid from year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms)
1200	Pell Student	Award Amount for Entire School Year	If Payment Methodology = 1 and Enrollment Status = 1 or Enrollment Status = 2 or Enrollment Status = 3 or Enrollment Status = 4 or Enrollment Status = 5 and Award Amount for Entire School Year > Scheduled Federal Pell Grant	Award amount exceeds payment amount ceiling
1205	Pell Student	Award Amount for Entire School Year	If (Payment Methodology = 2 or 3) and (Enrollment Status = 1 or 5) or (Enrollment Status = 3) or (Enrollment Status = 2) or (Enrollment Status = 4) and Award Amount for Entire School Year > Total Payment Ceiling	Award Amount exceeds payment amount ceiling

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1209	Pell Student	Award Amount for Entire School Year	If Payment Methodology = 4 and Award Amount for Entire School Year > Result of two formulas below (Scheduled Federal Pell Grant for EFC and COA * Weeks Used to Calculate Payment) / Weeks in Program Academic Year(Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling
1210	Pell Student	Award Amount for Entire School Year	If Payment Methodology = 5 and Academic Calendar = 6 and Award Amount for Entire School Year > Result of two formulas below(Annual Pell Grant award at half time or less than ½ time * Weeks Used to Calculate Payment) / Weeks in Program Academic Year(Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1211	Pell Student	Award Amount for Entire School Year	If Payment Methodology = 5 and Enrollment Status = 2 or 5 and Academic Calendar = 1, 2, 3, or 4 and (Award Amount for Entire School Year) > (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year	Award Amount exceeds payment amount ceiling
1213	Pell Student	Award Amount for Entire School Year	If (Award Amount for Entire School Year) > (Scheduled Federal Pell Grant for EFC and COA * Eligibility Used %), where Eligibility Used % = 1.0000 (in decimal) – Total eligibility used at all OTHER attended campuses (in decimal form, with 4 positions after the decimal)	Award Amount exceeds remaining eligibility
1302	Pell Student	Verification Status Code	If Verification Status Code = W AND the Total Disbursed Amount is > 50% of the Scheduled Award	"W" Verification Status: Student may only receive half of the Scheduled Award Amount

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1400	Pell Student	Enrollment Status	If Payment Methodology = 4 (Formula 4) and Enrollment Status is Non-Blank	Field must be blank for Payment Methodology 4 (Formula 4)
1450	Pell Student	Award Amount for Entire School Year	If award amount for entire school year < Total Disbursement amount	Total Disbursement Amount exceeds Award Amount for entire school year
1520	Pell Disbursement	Disbursement Date	If Institution Disbursement Option from setup is Just in Time and current date is more than 7 days prior to the disbursement date	Current date cannot be more than 7 days prior to the Disbursement date
1530	Pell Disbursement	Disbursement Date	If Institution Disbursement Option from setup is Advanced and current date is more than 30 days prior to the disbursement date	Current date cannot be more than 30 days prior to the Disbursement date
1535	Pell Student	Enrollment Status	If enrollment status is blank and Payment Methodology is 1, 2, 3, or 5 and Academic Calendar is not equal to 5 or 6	Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5

End-of-Entry Edit Codes (Continued)

Edit #	Database	Field Name	Condition	Message
1540	Pell Disbursement	Disbursement Date	If Institution Disbursement Option from setup is Cash Monitoring/Reimbursemen t and current date is more than zero days prior to the disbursement date	Current date cannot be more than 0 days prior to the Disbursement date
1550	tbl A Demographic DOB	Date of Birth	If the student's Date of Birth is blank	Student's Date of Birth (Demo tab) cannot be blank

State/Country/Jurisdiction Codes

State/Country/Jurisdiction	Code	State/Country/Jurisdiction	Code
Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
American Samoa	AS	New Hampshire	NH
Arizona	AZ	New Jersey	NJ
Arkansas	AR	New Mexico	NM
California	CA	New York	NY
Canada*	CN	North Carolina	NC
Colorado	CO	North Dakota	ND
Connecticut	CT	Northern Mariana Islands	MP
Delaware	DE	Ohio	OH
District of Columbia	DC	Oklahoma	OK
Federated States of Micronesia	FM	Oregon	OR
Florida	FL	Palau	PW
Georgia	GA	Pennsylvania	PA
Guam	GU	Puerto Rico	PR
Hawaii	HI	Rhode Island	RI
Idaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN	Tennessee	TN
Iowa	IA	Texas	TX
Kansas	KS	Utah	UT
Kentucky	KY	Vermont	VT
Louisiana	LA	Virginia	VA
Maine	ME	Virgin Islands	VI
Marshall Islands	MH	Washington	WA
Maryland	MD	West Virginia	WV
Massachusetts	MA	Wisconsin	WI
Mexico	MX	Wyoming	WY
Michigan	MI	Military Location Code AA (Asia)	AA
Minnesota	MN	Military Location Code AE (Europe)	AE
Mississippi	MS	Military Location Code AP (Pacific)	AP
Missouri	MO	Foreign Country Address	FC
Montana	MT		

*For Canadian address, CN should be placed in the state field. Do not enter the initials of a province in the state field.

Query

Rules for Queries

A query is a set of criteria that describes a particular student population. Queries are used in functions like Print and Export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

When creating your own queries, consider these basic rules:

- Queries are processed from left to right, or beginning to end; however, AND is applied first, even if it appears after OR in the query statement.
- Parentheses change the order of precedence. Expressions enclosed in parentheses are processed before AND and OR. In the case of nested expressions, innermost parentheses are processed first. See the topic *Using Parentheses* in online Help for more information.
- Both segments of the query connected by AND must be true for a field value to be selected.
- Only one of the segments connected by OR must be true for a field value to be selected.

Creating A Query

To create a query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Click **Add**.

3. Type a descriptive title for the query.

4. Select a field from the **Field** drop-down list. You can type the first few letters of a field to find the field name that begins with those letters.

5. Click the down arrow in the **Operator** field to select an operator.

6. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

   Tip: If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.

7. Click the **Append** button to add the query statement to the Criteria box.

8. (Optional) Click the **And** button or the **Or** button to add another statement to the query.

   Repeat steps 4 through 7 until you've added all statements for the query, then continue with step 9.

9. Click **Save** to save the query. Click **OK**.

10. Click **OK** to close the Query box or click **Add** to create another query.

Creating a Query from a Predefined Query

EDExpress comes with a set of predefined queries commonly used in Global, App Express, Packaging, Direct Loan, and Pell.

Wherever the Selection Criteria option is available in EDExpress, you can use these queries to identify groups of records. See "Using a Query" in this desk reference for more information.

You can also use predefined queries as templates to create your own queries.

To create a query from a predefined query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Use the arrow buttons in the control box to locate the predefined query you want to use for a template.

3. Type a new title for the query. You can modify and save a predefined query only if you rename it.

4. Modify the query. Click any line to select it and change the Field, Operator, or Value. Then, click the **Change** button.

   You can also delete lines or add new lines to the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, then click **Append.** Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.

5. Click **Save** to save the query. Click **OK**.

6. Click **OK** to close the Query box or click **Add** to create another query.

Important Note

For more information, click **Help Topics, Index** from the EDExpress Main Menu and search for the topic *Query dialog box*.

Modifying a Query

To modify a query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Use the arrow buttons in the database buttons box to locate the query you want to modify.

3. Modify the query. Click any line to select it and change the Field, Operator, or Value. Then, click the **Change** button.

   You can also delete lines or add new lines to the query.

   - To add new lines, select the line that should appear after the new line.
   - Specify the Field, Operator, and Value for the new line, then click **Append**.
   - Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.

   To delete a line, select the line and click **Remove**.

4. Click **Save** to save the query. Click **OK**.

5. Click **OK** to close the Query box.

Using Query for the First Time

When you open Query for the first time, you'll see that the predefined queries are stored as the first set of records in the Query database.

You'll know a query is predefined if you see "PREDEFINED QUERY" in the upper right corner of the Query box.

You can view the query fields available in each module by selecting **Tools, Browse,** then selecting the appropriate module and clicking on **Query Fields** tab.

Important Notes

- Use the Query function to create queries that are most useful to your school and the way you process data.
- For more information, click **Help Topics, Index** and search for these topics:
  - Query Grid dialog box
  - Parameter Query Entry dialog box
  - View Query dialog box
  - Parameter Queries

Using A Query

You can use queries in any function that has a **Selection Criteria** button.

To use a query:

1. Click the **Selection Criteria** button.

2. Click the ellipsis (**…**) button next to the **Query Title** field to display a list of queries. The **Query Grid** box displays.

3. Click on the query you want to use to select it.

   - If the **Parameter Query** column is not checked, click **OK**. EDExpress returns you to the **Selection Criteria** box and enters the title of the query in the **Query Title** field. Skip to step 9.

   - If the **Parameter Query** column is checked, click **OK**. EDExpress returns you to the **Selection Criteria** box and enters the title of the query in the **Query Title** field. Click **OK** again and the **Parameter Query Entry** box displays.

4. Click in the **Field Value** column next to each Field Name and type a valid value. Click the **Value Help** button to see a list of valid values.

5. Click the **View Query** button to see the completed query. Review the query carefully to be sure you've entered the correct values for each field.

6. Click **Close** to return to the **Parameter Query Entry** box.

7. Click **OK** to save your entries.

8. Click **Close** to return to the function screen.

9. (Non-parameter query only) Finish choosing options in the **Selection Criteria** box, if applicable (for example, Selected Records).

10. Click **OK** to return to the **Selection Criteria** box. Next, click **OK**. A box displays the progress of the process.

Important Note

For more information, click **Help Topics, Index** and search for these topics:

- Query Grid dialog box
- Parameter Query Entry dialog box
- View Query dialog box
- Parameter Queries

Sample Queries

Here are three examples of queries that you can use in processing your students' financial aid data.

Sample 1

Dependent students from New Mexico whose parents' number in college is greater than 1 or whose adjusted gross income is less than $25,000.

((DEPENDENCY STATUS = "D") AND
(STATE OF LEGAL RESIDENCE = "NM")) AND
((PARENTS' # IN COLLEGE > "1") OR
(PARENTS' ADJUSTED GROSS INCOME < "25000"))

Sample 2

Graduate students under 2000 EFC with a verification status code of W or V.

(EFC < 2000) AND
(COLLEGE GRADE LEVEL > = "6") AND
((VERIFICATION STATUS = "W") OR
(VERIFICATION STATUS = "V"))

Sample 3

Independent students who are enrolled at least half time.

(ENROLLMENT STATUS = "1") OR
(ENROLLMENT STATUS = "2") OR
(ENROLLMENT STATUS = "3")) AND
(DEPENDENCY STATUS = "I")

Deleting A Query

To delete a query:

1. Select **Tools, Query** and a system by clicking on the corresponding tab.

2. Use the arrow buttons in the database buttons box to locate the query you want to delete. Note that you cannot delete predefined queries.

3. Click the **Delete** button in the Control box.

   EDExpress asks you to confirm that you want to delete the query.

4. Click **Yes** to delete the query.

5. Click **OK** to continue.

Important Note

For more information, click **Help Topics, Index** and search for the topic *Query dialog box*.

Getting Help

Types of Help

Online Help

Instead of a paper user's guide, EDExpress has online Help. General help is available from the menu bar and field help is available by pressing the **F1** key. See the "Using Help" topic in the online Help for more information.

CPS/WAN Technical Support

For questions regarding technical assistance and software functionality, call CPS/WAN Technical Support at:

800/330-5947

TDD/TYY: 800/511-5806

or e-mail CPS/WAN Technical Support at:

cpswan@ncs.com

Sources of Assistance for Schools

Sources of Assistance for Schools is a new document that contains helpful contact information for all Student Financial Assistance programs, including frequently called help lines, e-mail addresses, phone numbers, and Web site addresses. The document is available for downloading from the SFAdownload Web site located at **SFAdownload.ed.gov**.