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Technical Reference for

# Federal Pell Grant Program

2002-2003

U.S. Department of Education



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# Overview

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## Preface

Postsecondary schools and third-party servicers who participate in the U.S. Department of Education (ED) Federal Pell Grant Program must report Pell disbursements to the Department electronically. Schools and Servicers have either opted to be Full Participants in the Common Origination and Disbursement System (COD) or to be Phase-In Participants. This manual addresses the Phase-In systems and procedures. Full Participants should refer to the Common Origination and Disbursement Technical Reference found at ED's Student Financial Assistance Download (SFAdownload) Web site located at **SFAdownload.ed.gov**.

This reference contains technical system information about the Federal Pell program that allows you to:

- Build your own system
- Use a system provided by another organization (for example, a vendor or third-party servicer)
- Use EDExpress for Windows, the software package provided by ED in combination with your own system or vendor-provided software

### **Common Origination and Disbursement**

All schools participating in Title IV Student Financial Assistance are using the COD System for 2002-2003 to process Federal Pell Grants and Federal Direct Loans using one of two processing models.

The two models are:

- Full Participation
- Phase-In Participation

The difference in the two models is driven by the data transmissions between the institutions and the COD System.

### ***Full Participation***

Full Participation is a new processing model. The Full Participant communicates over the Student Aid Internet Gateway (SAIG) using the XML-based Common Record, which is detailed in the COD Technical Reference. The Common Record uses a shared format for both the Federal Pell Grants and Federal Direct Loans transmissions.

**Note:** Full Participants should use the COD Technical Reference from the SFAdownload Web site located at **SFAdownload.ed.gov**.

### ***Phase-In Participation***

Phase-in Participation is the continuation of the current processing model for the Federal Pell Grant Program and the Direct Loan Program. Phase-In Participants communicate over the SAIG using the record layouts defined in this 2002-2003 Pell Grant Technical Reference and the 2002-2003 Direct Loan Technical Reference.

## **2002-2003 Pell Processing for Phase-In Participants**

For 2002-2003, Pell Participants should:

- Transmit all batch files to the SAIG to be forwarded to COD (Pell Origination and Disbursement processing will no longer occur at RFMS)
- Call COD Customer Service Center using the current telephone numbers

### ***New COD Customer Service Center***

SFA's new COD Customer Service Center integrates customer service for the Federal Pell Grant and Federal Direct Loan programs for all award years.

All schools continue to call the current Pell Grant Customer Service numbers. There is no change in the following telephone numbers:

- Pell Grant Customer Service 1-800-474-7268
- Direct Loan School Service 1-800-848-0978
- Direct Loan Applicant Service 1-800-557-7394

All calls are routed to the new COD Customer Service Center. The telephone system prompts the school to enter the award year the school is calling in reference to, and the call is routed to the proper Customer Service Center staff.

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## Organization

The Federal Pell Grant Program Technical Reference for 2002-2003 is organized as follows:

- Overview
- Custom Layouts
- Implementation Guide
- Combination Systems Layouts
- Pell Processing for Phase-In Participants
- Appendices

The Implementation Guide is a reference to assist school administrators who participate in the Federal Pell Grant Program, their third-party servicers, and their software vendors with implementing the system changes for the 2002–2003 Award Year.

As financial aid administrators, you should read the Overview, Implementation Guide, and Pell Processing for Phase-In Participants sections. These sections contain information to help you choose how you want to participate electronically and how to get started in the program.

If you use a custom system, also read the Custom Layouts section as it provides you with the essential record layouts pertinent to building your own system.

If you choose to use a combination of systems, also read the Combination Systems chapter as it provides you with essential record layouts pertinent to using a combination of systems.

## Overview of Changes from 2001-2002 to 2002-2003

The table below provides an overview of Pell changes made from 2001-2002 to 2002-2003. The first column provides a description of each change. The descriptions are organized by the following three categories: Removed, Added, and Modified. The second column indicates if the change affects EDEExpress or Combination Systems. The third column indicates if the change affects Custom Systems or Mainframe Systems. The fourth column indicates a general process change that may affect the school business process.

Description	EDEExpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Removed</b>			
All Record Layouts have been removed from Print, with the exception of "RL-External Export Add Record." The "RL – External Export Add Record" has also been renamed "RL - User Defined Formats" to be consistent with the same report title in other EDEExpress modules. Pell Record layouts are published for use in this Federal Pell Grant Program Technical Reference for 2002-2003.	X		
Institution Data Record and Institution Data Acknowledgement records have been removed.	X	X	
The Payment Control Number that references the last payment sent to the school is used for accounting and tracking within the Department of Education (ED). It has been deleted from the Electronic Statement of Account - Summary Record layout for the ESOA report that is used by schools.	X	X	
The MRR record types "VW-Verification W" and "SI-Shared SAR ID" are obsolete on the Multiple Reporting Record and therefore have been removed.	X	X	

Description	EDEXpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Removed (Continued)</b>			
The Verification Status codes of “A”, “C”, “N”, “R”, “S”, and “T” have been deleted from all records. Verification Status codes “W” – Without Documentation, “V”- Verified and Blank are the only valid values.	X	X	
<b>Added</b>			
Pell Origination and Loan Origination data can be submitted on a Common Record for 2002-2003. Full Participants will use the Common Record. Phase-In Participants will use legacy record layouts with fixed length files. EDEXpress and Combination systems will be Phase-In Participants for the 2002-2003 cycle.			X
The Student Current SSN, Student Date of Birth, Student Last Name, First Name, and Middle Initial will be added to the Origination record. Their values will be saved to the school’s EDEXpress database and included in the export process.	X	X	
The Current SSN, Date of Birth, Student's Full Name, and Secondary EFC will also be imported from the Origination Acknowledgement record. The current SSN should equal the Original SSN for the reported ISIR transaction number unless the student has altered the SSN through the CPS. For EDEXpress users, this data will be stored on the Student Demo tab. An EFC Identifier has also been added to the Origination List to distinguish if the Primary or Secondary EFC is used.	X	X	
The Student Current SSN, Student Date of Birth and Student 's Last Name, First Name, and Middle Initial have been added to the Data Request Record. These fields are required to export a Data Request for individually selected students.	X	X	

Description	EDEXpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Added (Continued)</b>			
A new import type will be added to transport discrepancy data submitted to the Pell Processor in the SSN, Name and/or Date of Birth fields. It will be a preformatted report with a message class of PGSNOP03. Whenever data that the school submits to the Pell Processor does not match data on the CPS Abbreviated Applicant File, the values in question will be included on the report. There will be no updates made to EDEXpress database for this report.	X	X	
Records rejected by COD are retained in a “holding bin” so that they can be viewed online.	X	X	
The acknowledgement record includes a count for number of duplicate records in the Grant Batch Trailer.	X	X	
A Negative Pending Amount field has been added to the Origination Acknowledgement record without a negative sign or brackets. If a Negative Pending amount does not exist the field will be "0" filled. For EDEXpress users, the absolute value will list on the Origination Import Edit report.	X	X	
The Software Provider field has been added to the Grant Batch Header. This field indicates the name of the provider and software version number.	X	X	
A Record Source Field has been added on the Student Demo Tab to distinguish a traditional Origination Acknowledgement (O), an Origination Acknowledgement via the Web (W) or a Year to Date rebuild (X). These unique values will be populated to identify the source from which the acknowledged record was imported. The corresponding column heading of the Pell Origination List has also been changed to “Record Source” for clarity. It was previously listed as “Origination Source”.	X		

Description	EDEXpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Added (Continued)</b>			
If a Low Tuition and Fees (LTF) code has been selected for a record but LTF requirements have not been satisfied, once a user attempts to run Process Calculate, a message will display that "Criteria for Low Tuition and Fees (LTF) is not met."	X		
The message for Pell Edits will list at the end of the respective Import Edit Report. The 300 series edits and descriptions will list at the end of the Origination Import Edit Report; the 400 series edits and descriptions will list at the end of the Disbursement Edit Report. Users can decide to print or not print the list.	X		
For each disbursement transaction that provokes an edit condition of D-Duplicate, E-Reject or W-Warning the reason for the edit will display by reference number on the Disbursement Tab under View   Processed Edits/Comments.	X		
A new Disbursement Pending Report has been created to assist schools in tracking anticipated disbursements. If the amount originated is equal to the amount disbursed, the record will not be listed on this report. The report will list records where the Originated Award amounts minus Year-to-date Disbursed amounts are greater than zero. Schools will have the option to include originated records with no disbursement activity for the award year.	X	X	
A new option to print Pell Grant records with a Verification status of W-Without Documentation and Disbursements greater than zero is added under File Print Pell Disbursement List.	X		

Description	EDEXpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Modified</b>			
The software has been updated with the 2002-2003 Regular and Alternate Federal Pell Grant Program Payment and Disbursement Schedules. The maximum annual award is \$4000 with Pell eligible EFC ranges between \$0 and \$3800. The complete set of tables for determining annual Pell awards can be viewed via your IFAP Web page.	X	X	
Schools that include cents greater than or equal to "0" when reporting their students Pell "Award Amount for Entire School Year" will have the cents processed and returned back to them by COD.	X	X	
Advanced funded schools can send records up to 30 days prior to the Disbursement Date. However schools can not draw down their funds until seven (7) days prior to the scheduled date as submitted on the record.			X
Enrollment Status is not used for Common Origination and Disbursement system processing and therefore is not being edited if sent to COD. The field is still required for EDEXpress users as it is used to calculate the Origination Award Amount.	X	X	
The name of the Institutional cross-reference fields has been changed to Origination cross-reference and Disbursement cross-reference. These field name changes affect Origination, Disbursement, and YTD file layouts.	X	X	

Description	EExpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Modified (Continued)</b>			
<p>All references to "RFMS" have been changed to "Pell Processor" or "Pell" when space will not allow. Label changes in EExpress include, but are not limited to the following:</p> <p>On the Origination and Disbursement export files:</p> <ul style="list-style-type: none"> <li>• RFMS has been removed from the title;</li> </ul> <p>On the display screen for Pell Originations:</p> <ul style="list-style-type: none"> <li>• "RFMS Status" has been changed to "Pell Action Status;"</li> </ul> <p>On the display screen for Pell Disbursements:</p> <ul style="list-style-type: none"> <li>• "Payment Period" column heading has been changed to "Pay Period."</li> <li>• "Action" has been added to the "Status" column label and "RFMS" has been changed to "Pell." The column heading is now "Pell Action Status".</li> <li>• "RFMS YTD Total" has been changed to "Pell Processor YTD Total."</li> </ul>	X		
<p>Schools that receive a system-generated Multiple Reporting Record (MRR) for Potential Overaward Project (POP) records having been reported by two or more campuses will have 30 days to collaborate and reconcile the questioned discrepancy. If the student is still in an overpaid status after 30 days, the Pell Processor will generate a "Negative Disbursement" and all previously accepted disbursements for the student will be adjusted down to zero.</p>			X

Description	EDEXpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Modified (Continued)</b>			
Updates can now be made to the “Disbursement Cross Reference” field for records in an “Accepted”, “Rejected”, or “Ready” status. Updates can not be made to records that have been set to “Batched”.	X		
The range for Pell System-generated Disbursements has been changed from 91-99 to 66-90. For EDEXpress users, the message that previously provided a warning to users at the 85 <sup>th</sup> disbursement will now be provided for a school’s record that is generated at the 60 <sup>th</sup> disbursement.	X	X	
The Pell screen has been reorganized and now Weeks and Hours fields are listed together in one column. All data elements that display on this screen are grouped in a more logical order.	X		
The School Internal Sequence Number, a non-required field, has been enabled on the Origination Tab and can now be used by EDEXpress and combo system schools at their discretion. The School Internal Sequence Number has also been made available in Query, Browse, and File Format.	X		
As a user views and scrolls between an origination record and a disbursement record for a single student, the software will present the disbursement record(s) associated with the accessed origination record.	X		
The Select All Records option has been disabled for a Year-to-Date Request. Schools will continue to use the Reporting or Attended Campus ID as criteria for requesting a Year-to-date file for all students.	X		
A second level sort has been added to the Disbursement Export Process so that records run in Origination ID order, then disbursement reference number order for each disbursement record that is exported.	X	X	

Description	EDEXpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Modified (Continued)</b>			
A separate Pell budget has been added to the Packaging module for 2002-2003. Schools that use Packaging and Pell in EDEXpress will be able to use this new field to populate the same field on the Pell Tab. The Pell Cost of Attendance (COA) will automatically be populated on the Pell Tab when users select the option to create their Pell records by importing data from the Packaging module in EDEXpress. The Cost of Attendance field has also been added to those that are listed in the Process   Multiple Entry Selection Grid.	X		
During the "Origination Data – External" import process, the system will use the SSN value from the Origination ID to populate the Original SSN field. The value in the Original SSN field will be ignored.	X		
The "Compare/Print Exceptions" option will be disabled when users choose to select specific records to update during an import to rebuild their Year-to-Date files.	X		
The School Default Flag has been added to the data that is brought forward when importing Prior Year Pell Setup information. Users will also have the option of selecting data by Attended Campus or Reporting Campus during a Prior Year Import. Interactive graphics have been added to online Help for Pell Grant Setup.	X		
During the import process, the award year will be checked against the cycle of the software that is listed in the Batch ID Header record. If the award year and software version do not match, a message indicating an "invalid cycle year" will print on the import edit report.	X		

Description	EDEXpress/ Combination Systems	Custom/Mainframe Systems	Pell Process Change Only
<b>Modified (Continued)</b>			
A total count for the number of records with an action code of D-Duplicate has been included in the Grant Trailer record for Origination and Disbursement Acknowledgements.	X	X	
Now to receive a Batch Activity list, the Date range is not a required field. Users should not have to enter the "From" and "To" date on the Print Dialog in order to receive an activity log of all batches created in the Pell module. The system simply defaults to the current PC date if one is not entered.	X		

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## Introduction to Pell Processing for Phase-In Participants

Phase-In Participants in 2002-2003 will continue to send records to the Pell Processor in the legacy fixed file format. The processed batch will then be sent back to the school in the legacy format. Many of the COD enhancements will be “transparent” to Phase-In Participants.

The reporting process starts with origination records. Origination records can be sent well in advance of any disbursements, as early as a school chooses to submit them and the Pell Processor is ready to accept them. A school should submit origination records for any student for which it might award Pell funds. The Origination record is required for Phase-In Participants. When the Pell processor receives an origination record, it checks the record to make sure there are no errors and returns an acknowledgement to the school. This data is also posted on the COD Web site. Records that are rejected are placed in a “Hold Bin” on the COD Web site. Rejected records may be viewed but not corrected online by Phase-In Participants. Only Full Participants can create and correct records online at the COD Web site.

When a school makes a disbursement, or anticipates making a disbursement, it must send a disbursement record to the Pell Processor. The disbursement record reports the actual disbursement date and the amount of the disbursement. The Pell Processor returns an acknowledgement for the disbursement record, which notifies the school of any problems with the submission. In addition, the Pell Processor sends information from disbursement records via SFA’s Financial Management System (FMS) to the Education Central Automated Processing System/Grants Administration and Payments System (EDCAPS/GAPS, or GAPS). The school’s authorization is adjusted once the initial authorization is exceeded.

A school may make a Data Request for an ESOA (Electronic Statement of Account), MRR (Multiple Reporting Record), YTD (Year-to-Date) or Reconciliation file. These files will be in the fixed length format detailed in the Record Layouts in the Custom Layouts section. As with the Origination, Disbursement and Funding process, Phase-In Participants will continue to process in the Federal Pell Grant Program with only minor changes from 2001-2002.

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## System Options

The U.S. Department of Education gives you maximum flexibility in fashioning a system solution that best meets your school's needs. There are three system options:

### **Custom System**

You have the option of developing a system to support all the necessary tasks required to participate in the Federal Pell Grant Program, purchasing a software package from a third-party servicer, or contracting a third-party servicer. Schools should contact their software provider concerning whether their software is for a Full Participant or a Phase-In Participant. Schools who have developed a custom system for years prior to 2002-2003 can use their existing system for 2002-2003. Schools with custom systems should review the Common Origination and Disbursement Technical Reference for addition information about becoming a full participant and programming in XML.

### **EDEExpress for Windows**

EDEExpress for Windows is a comprehensive financial aid management system provided at no cost by the U.S. Department of Education. It is a student-based system that allows you to perform functions, such as processing federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the Central Processing System (CPS). It also computes student award packages; maintains funds; tracks file documents; generates reports; establishes Direct Loan and Pell origination records; prints promissory notes; manages Pell and Direct Loan disbursement data; reconciles and reports Direct Loan and Federal Pell Grant payment data. Schools using this software can refer to the desk reference for the Pell Payment software or the online Help in EDEExpress for assistance. Schools using EDEExpress will be Phase-In Participants.

## Combination EExpress/Custom System

You can choose to use a portion of the functions provided by EExpress in conjunction with external systems or software from another vendor. EExpress allows you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can export data needed by other on-campus systems (such as the school's business office) from the EExpress database. Schools opting to use a combination system will be Phase-In Participants.

## Items to Consider in Choosing a System Option

The following section addresses questions that may help you decide which system design option is best for your school.

Grant Volume	How large is the grant volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available for a system to be developed?
Campus Communications	Are there existing means of communication between offices involved in the Federal Pell Grant Program? (These offices could include financial aid and bursars.)

The remainder of this section describes the hardware and interface requirements for using the EExpress Combination System option.

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## PC Requirements

Beginning January 1, 2002, for the 2002-2003 processing year, the Department of Education's designated electronic processes require participating institutions to meet the hardware and software requirements that appear below. When reviewing these updated specifications, you should be aware that capacity requirements (processor speed, RAM, hard drive storage, etc.) are greatly affected by specific factors at your institution, including which SFA functions your institution uses, the number of records processed, and institutional database interfaces.

- IBM or fully IBM compatible PC
- 800 MHz Pentium Processor or comparable
- 128 MB RAM or more
- 20 GB hard drive or more
- 56K modem (that meets or is upgradable to V.90 standard)
- 3.5"/1.44 MB Diskette Drive
- Monitor and video card capable of Super Video Graphics Adapter (SVGA) (800x600) resolution (small fonts only) or higher\*
- Windows 95 Keyboard with Microsoft compatible mouse
- Laser printer capable of printing on standard paper (8 1/2" x 11")
- 24x CD-ROM Drive or higher with sound card
- 32-bit operating system (Microsoft Windows 98, Microsoft Windows NT 4.0, or Microsoft Windows 2000)
- Internet Service Provider (ISP) that supports 56K modem connection or higher

### Browser Requirements:

- Internet Explorer v4.01 Service Pack 2 or higher
- Netscape Navigator v4.73 or higher
- Supported Networks: Windows NT or Novell Netware
- Dedicated phone line
- 3.5" high-density double-sided diskettes

\* EDEExpress is designed in SVGA. You may use a higher resolution than SVGA at your own discretion without adverse impact on EDEExpress.

## Optional Items to Consider

The following items are recommended as additional tools to assist you in managing your financial aid data:

- Backup system (for example, a tape backup system) to store your data
- Power supply backup or surge protectors
- Phone line surge protector
- Virus scan software

**Note:** A backup of EDEExpress should be performed on a regular basis. Make sure your backup can be restored.

If you are running EDEExpress on a local area network (LAN), refer to the LAN Hardware and Software recommendations in the *EDEExpress Installation Guide*, located on the IFAP Web site ([www.ifap.ed.gov](http://www.ifap.ed.gov)).

## Interface Requirements

EDEExpress interfaces with other ED-provided software modules and systems resident on the same PC, with other systems at the school, and via the Student Aid Internet Gateway (SAIG).

## Interface with other ED-provided Software Systems on PC

EDEExpress includes modules for Application Processing, Packaging, Direct Loan, and Pell. You can import ISIRs from the Application Processing module to create Pell Grant records. However, each record requires manual entry (or import change) before the record can be originated. Alternatively, you can import packaged student records from the Packaging module of EDEExpress to create Pell origination records. EDEExpress uses the award amounts calculated in the Packaging module to establish the grant records in the Pell module.

The Student Aid Internet Gateway (SAIG) communications software, EDConnect, can coexist on the same PC with EDEExpress. EDConnect is a Window's-based software package that participants use to transmit data across the network to the Pell Processing systems. EDConnect is compatible with the LAN; however, care should be taken when using EDConnect in a LAN environment because of its lack of file and record-locking capabilities.

## **Interface with Other Software Systems on Campus**

Your other school computer systems, used for registration or accounting, are potential providers of data to the EDEExpress Pell Grant module. EDEExpress is designed to import data captured in other systems and is reformatted according to specifications provided in this technical reference.

Likewise, data in EDEExpress can be exported for use in other on-campus systems. 2002-2003 Record Layouts for the export files are provided so your school systems can be modified.

# Custom Layouts

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## 2002-2003 Custom Record Layouts

Schools, Servicers and Software developers that program their own Pell Processing system will use the Custom Record Layouts (or Legacy Record Layouts). Phase In Participants will notice minimal changes in the legacy record layouts. Details of the changes are also listed in the 2002-2003 Implementation Section.

### ***SAIG Transmission***

- SAIG Transmission Header Record Description
- SAIG Transmission Batch Header Record Description
- SAIG Transmission Batch Trailer Record
- SAIG Transmission Trailer Record

### ***Creating an Origination Record and Receiving Acknowledgement***

- Grant Batch Header Record Description
- Grant Batch Trailer Record Description
- Origination Record Description
- Origination Acknowledgement Record Description

### ***Batch Reject Reasons***

- Origination and Disbursement Record Batch Reject Reasons
- Disbursement Record Batch Reject Reasons
- Data Request Record Batch Reject Reasons

### ***Creating a Disbursement Record and Receiving Acknowledgement***

- Disbursement Record Description
- Disbursement Acknowledgement Record Description

### ***Receiving and Processing ESOAs***

- ESOA Record Description (Summary)
- ESOA Record Description (Detail)

### ***Printing the ESOA***

- 2002-2003 ESOA Print Format
- ESOA Printing Guidelines
- Institution Data Records and Acknowledgements
- Institution Data Record Description
- Institution Data Acknowledgement Record Description

### ***Electronic Data Requests***

- Data Requests: Multiple Reporting, Reconciliation, SOA, YTD Record Description
- Data Request Acknowledgements Record Description
- Multiple Reporting Record Description
- Reconciliation File Record Description
- Year-to-Date Record (Origination) Description
- Year-to-Date Record (Disbursement) Description
- Year-to-Date Record (Summary) Description

### ***Importing Data to Populate Databases***

- External Origination Add/Change Record Description
- External Disbursement Add/Change Record Description

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## SAIG Transmission Records

What's included:

- SAIG Transmission Header Record Description
- SAIG Transmission Batch Header Record Description
- SAIG Transmission Batch Trailer Record
- SAIG Transmission Trailer Record

**Note:** The Title IV Wide Area Network (TIVWAN) has been renamed to the Student Aid Internet Gateway (SAIG).

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## SAIG Transmission Header Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	5	5	A/N	SAIG Transmission Header ID	Literal value for Header ID	Constant: "O*N01"	
6	53	48	A	Unused	Reserved for future use	Constant spaces	
54	55	2	A/N	Header Indicator	SAIG Transmission Header Indicator	Constant: "73"	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		<b>≥80</b>		<b>Total Record Length</b>			

Type = A (Alphanumeric)

= N (Numeric)

= D (Date)

## SAIG Transmission Batch Header Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	5	5	A/N	SAIG Batch Header Identification Number	SAIG Batch Header ID	Constant: "O*N05"	
6	12	7	A/N	Header Destination Number	SAIG Destination Mailbox ID	'TGXXXXX' where 'XXXXX' is a five-digit number assigned to Destination	
13	19	7	A	Unused	Reserved for future use	Constant spaces	
20	24	5	A/N	Header Class Label	Text used to identify that the next field is a Message Class	Constant: ",CLS = "	
25	32	8	A/N	Header Message Class	Valid Message Class	Format = XXXXYY[IN/OP] where: XXXX = Literal for rec type YY = last year in cycle = '03' for 2002-2003 IN = for records IN to Pell OP = for records OUT of Pell	
33	36	4	A/N	Header XXX Label		Constant: ",XXX"	
37	41	5	A/N	Header Batch label	Text used to identify the next field is a Batch ID	Constant: ",BAT = "	
42	58	17	A/N	Header Batch ID	17-digit character batch ID. If not used, set to all zeros.	Batch ID: "00000000000000000" 0"	

### SAIG Transmission Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
59	64	6	A/N	Header NCNT Label	Text used to identify the next field is the number of records included in this batch.	Constant: “,NCT = ”	
65	70	6	N	Header NCNT	Number of records included in this batch	“000000”	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		≥80		<b>Total Record Length</b>			

## SAIG Transmission Batch Trailer Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	5	5	A/N	SAIG Batch Trailer Identification Number	Record Identifier	Constant: "O*N95"	
6	12	7	A/N	Trailer Destination Number	SAIG Destination Mailbox ID	'TGXXXXXX' where 'XXXXXX' is a five-digit number assigned to Destination	
13	19	7	A	Unused	Reserved for future use	Constant spaces	
20	24	5	A/N	Trailer Class Label	Text used to identify that the next field is a Message Class	Constant: ",CLS = "	
25	32	8	A/N	Trailer Message Class	Valid Message Class	Format = XXXXY[IN/OP] where: XXXX = Literal for rec type YY = last year in cycle = '03' for 2002-2003 IN = for records IN to Pell OP = for records OUT of Pell	
33	36	4	A/N	Trailer XXX Label		Constant: ",XXX"	

### SAIG Transmission Batch Trailer Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
37	41	5	A/N	Trailer Batch Label	Text Used to identify the next field is a Batch ID	Constant: “,BAT = ”	
42	58	17	A/N	Trailer Batch ID	17-digit character batch ID. If not used set to all zeros	Batch ID = “00000000000000000000”	
59	64	6	A/N	Trailer NCNT Label	Text used to identify the next field is the number of records included in this batch.	Constant: “,NCT = ”	
65	70	6	N	Trailer NCNT	Number of records included in this batch	“000000”	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		≥80		<b>Total Record Length</b>			

## SAIG Transmission Trailer Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	5	5	A/N	SAIG Transmission Trailer ID	Literal value for Trailer ID	Constant: "O*N99"	
6	53	48	A	Unused	Reserved for future use	Constant spaces	
54	55	2	A/N	Header Indicator	WAN Transmission Trailer Indicator	Constant: "73"	
		XX	A	Unused	Length extended to make the transmission records match the Message Class record length.	Constant spaces	
		<b>80</b>		<b>Total Record Length</b>			

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## Creating an Origination Record and Receiving Acknowledgement

What's included:

- Grant Batch Header Record Description
- Grant Batch Trailer Record Description
- Origination Record Description
- Origination Acknowledgement Record

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Grant Batch Header Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	10	10	A	Header Identifier	Identify Header record in file. Left Justified	<i>This field is required.</i> Constant: 'GRANT HDR'	
11	14	4	N	Data Record Length	Length of data records included in this batch	<i>This field is required.</i> Must be numeric: 0001 to 9999	
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	<i>This field is required.</i> Format = XXCCYY999999C CYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle: '2003' 999999 = Reporting PELL ID CYYMMDD = date batch created HHMMSS = time batch created.	Valid Batch Type codes: #A = Statement of Account #C = Reconciliation #D = Disbursements #G = System Generated #I = Institution Data from the web #M = Multiple Reporting #O = Originations #P = Origination acknowledgement from the web #R = Data Request #T = ASCII Text #W = Disbursement Acknowledgements from the web #Y = Year-to-Date

## Grant Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
41	48	8	A/N	OPE ID	The OPE ID number assigned to the reporting institution	Valid OPE ID number or blank.	
49	58	10	A/N	Software Provider	For non-Express software provide an identifier to indicate the software provider and version number if applicable.	This field is required. Software provider defined or blank	
59	62	4	A	Unused	Reserved for future expansion	Constant spaces	
63	63	1	A	ED Use	ED Use Only – do not use	Constant Spaces	Media Type = Y for Year-to-Date
64	68	5	A/N	ED Use	ED Use Only – do not use	Constant spaces	ED Express PC software version number
69	76	8	N	Process Date	Date the corresponding batch was processed	Format = CCYYMMDD	Completed as a result of processing the batch

## Grant Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
77	100	24	N	Batch Reject Reasons	List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format = 000 to 999 Position 77 to 79 = 1st reject reason code Position 80 to 82 = 2nd reject reason code Position 83 to 85 = 3rd reject reason code Position 86 to 88 = 4th reject reason code Position 89 to 91 = 5th reject reason code Position 92 to 94 = 6th reject reason code Position 95 to 97 = 7th reject reason code Position 98 to 100 = 8th reject reason code	
		XX	A	Unused	Length extended to make the header record the same length as the detail records which follow.	Constant spaces	
		≥100		<b>Total Record Length</b>			

## Grant Batch Trailer Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	10	10	A	Trailer Identifier	Identify Trailer record in file.	<i>This field is required.</i> Constant: 'GRANT TLR '	
11	14	4	N	Data Record Length	Length of data records included in this batch	<i>This field is required.</i> Must be numeric: 0001 to 9999	
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	<i>This field is required.</i> Format = XXCCYY999999C CYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle = '2003' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created	
41	46	6	N	Reported Number of Records	Number of data records included in the batch.	<i>This field is required.</i> Must be numeric: 000000 to 999999	

## Grant Batch Trailer Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
47	57	11	N	Reported Total of Batch	Total Origination Award Amount or Disbursement amount reported on Origination or Disbursement batches. For all other types of batches this amount will be constant 0.	<i>This field is required.</i> Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. For ESOA is constant 0. 0000000000 to 9999999999	
58	58	1	A	Reported Total Sign Indicator	Positive or negative sign for total amount reported.	<i>This field is required.</i> P = Positive N = Negative For ESOA is constant P.	
59	64	6	N	Accepted and Corrected Number of Records	ED USE ONLY - Number of data records accepted and corrected by the Pell Processor.	000000 to 999999	
65	75	11	N	Accepted and Corrected Total of Batch	ED USE ONLY - Total Award or Disbursement amount accepted and corrected on batch.	Dollars and cents. Use leading zeros, do not include the \$ sign or decimal point. 0000000000 to 9999999999	
76	76	1	A	Accepted and Corrected Total Sign Indicator	ED USE ONLY - Positive or negative sign for total amount accepted.	P = Positive N = Negative	

### Grant Batch Trailer Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
77	82	6	N	Number of Duplicate Records	ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes.	000000 to 999999	
83	100	18	A	Unused	Reserved for future expansion	Constant spaces	
		XX	A	Unused	Length extended to make the trailer record the same length as the detail records.	Constant spaces	
		≥100		<b>Total Record Length</b>			

## Origination Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	<i>This field is required.</i> Format = 999999999XX20039999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	
24	32	9	N	Original SSN	Student's SSN from original FAFSA.	<i>This field is required.</i> 001010001 to 999999999	
33	34	2	A	Original Name Code	Student's name code from original FAFSA.	<i>This field is required.</i> Uppercase A to Z; (period); ' (apostrophe); - (dash); Blank = no last name	
35	40	6	N	Attended Campus PELL-ID	PELL-ID of attended campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	<i>This field is required.</i> Valid PELL-ID	
41	45	5	A/N	Unused	Reserved for expansion.	Constant spaces	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
46	58	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
59	59	1	A	Action Code	Code to indicate action to be taken.	Will always be BLANK	
60	60	1	A	Unused	Reserved for expansion	Constant spaces	
61	67	7	N	Award Amount for Entire School Year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	<i>This field is required.</i> Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAXIMUM	Cannot exceed Total Payment Ceiling - See Pell Grant Calculations Appendix. You must report increases to the Award amount for the entire school year. If any of the origination data used in the award calculation changes, the Award amount must be re-edited to ensure it does not exceed Total Payment Ceiling.
68	75	8	N	Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	<i>This field is required.</i> CCYYMMDD = Range = N days prior to DISBURSEMENT START DATE (20020701) to DISBURSEMENT END DATE (20080930).	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
76	83	8	N	Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
84	91	8	N	Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
92	99	8	N	Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
100	107	8	N	Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
108	115	8	N	Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
116	123	8	N	Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
124	131	8	N	Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
132	139	8	N	Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
140	147	8	N	Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
148	155	8	N	Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
156	163	8	N	Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
164	171	8	N	Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
172	179	8	N	Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
180	187	8	N	Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
188	195	8	D	Enrollment Date	First date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period.	<i>This field is required.</i> CCYYMMDD = Range = 20020101 to 20030630	
196	196	1	A/N	Low Tuition & Fees Code	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	<u>Value Tuition Range</u> 1 = 0 2 = 1-216 3 = 217-433 4 = 434-649 or BLANK = low tuition does not apply	
197	197	1	A	Verification Status Code	Status of verification of applicant data by the school.	V = Verified W = Without Documentation Or Blank	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
198	198	1	A	Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer. Incarcerated	
199	200	2	N	Transaction Number	CPS – assigned Transaction number from eligible ISIR or SAR used to calculate award	<i>This field is required.</i> Must be numeric = 01 to 99	
201	205	5	N	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	<i>This field is required.</i> Range = 00000 to EFC MAXIMUM	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
206	206	1	A	Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. Or BLANK if Secondary EFC not used	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
207	207	1	N	Academic Calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	<p>This field is required.</p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Insitution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Insitution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p>	<p>The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations.</p> <p>If Academic calendar invalid or BLANK, then correct to (in the order shown):</p> <p>--Academic calendar already accepted for this student, if any;</p> <p>--Academic calendar on file for Attended Campus, if any;</p> <p>--Academic calendar on file for Reporting Campus, if any;</p> <p>--Clock hour (5) if Payment Methodology=4;</p> <p>--Semester (3)</p>

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
208	208	1	N	Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	This field is required. Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology.  If Payment Methodology invalid or BLANK, then correct to: --1 Academic calendars 2,3,4; --3 Academic calendar 1; --4 Academic calendars 5, 6

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
209	215	7	N	Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	<i>This field is required.</i> Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to 9999999	
216	216	1	A	Enrollment Status	This student's expected enrollment status for the entire award year. The Enrollment Status 5 "Other" is used when the student's enrollment is "mixed" or student attends more than number of terms in a full academic year. Valid Values depend upon Academic Calendar and Payment Methodology fields.	Leave BLANK only if Payment Methodology is 4.  Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	Used in award amount validation. See Pell Grant Calculations Appendix.

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
217	218	2	A	Weeks of Instructional Time used to Calculate Payment	Total number of weeks of instructional time provided by this student's program of study during a full academic year. PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, or 4) or PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study  PM5 (academic calendar 6) and PM4 =The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	BLANK=Payment Methodology 1  Range for Payment Methodology 2 is 00-29  Range for Payment Methodologies 3, 4, and 5 is 00-78	School determines this value based on the time required for the majority of its full-time students to complete the program of study, not student by student. See Pell Grant Calculations Appendix.

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
219	220	2	A	Weeks of Inst. Time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's program of study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.  Range for Payment Methodologies 2, 3, 4, or 5: 30-78	Used in award amount validation.
221	224	4	A	Credit/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4.  Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix.

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
225	228	4	A	Credit/Clock Hours in This Student's Program of Study's Academic Year	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4.  Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix.
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	
232	240	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number	

## Origination Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
241	248	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction.	Format: CCYYMMDD	
249	264	16	A/N	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
265	276	12	A/N	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
277	277	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
278	300	23	A	Unused	Reserved for expansion	Constant spaces	
		<b>300</b>		<b>Total Record Length</b>			

**NOTE:** A change to an origination record is supplied in this same format. Changes apply to the entire award period

## Origination Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	Format = 999999999XX20039999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL- ID = 999999 Orig Sequence Number = 00	
24	32	9	N	Original SSN	Student's SSN from original FAFSA.	001010001 to 999999999	
33	34	2	A	Original Name Code	Student's name code from original FAFSA.	Uppercase A to Z (period) ' (apostrophe) - (dash) Blank = no last name	
35	40	6	N	Attended Campus PELL-ID	PELL-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid PELL-ID	
41	45	5	A/N	Unused	Reserved for expansion.	Constant spaces	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
46	58	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
59	59	1	A	Action Code	Code to indicate action to be taken	Valid Codes = A = Accepted - all fields accepted C = Corrected - one or more fields corrected D = Duplicate of an accepted record E = Rejected - record was rejected	
60	60	1	A	Unused	Reserved for expansion	Constant spaces	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
61	67	7	N	Accepted Award Amount for Entire School Year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAXIMUM	
68	75	8	N	Accepted Estimated Disbursement Date #1	Date 1 <sup>st</sup> disbursement to student is estimated to be made.	Format = CCYYMMDD Range = N days prior to DISBURSEMENT START DATE (20020701) to DISBURSEMENT END DATE (20080930)	
76	83	8	N	Accepted Estimated Disbursement Date #2	Date 2 <sup>nd</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
84	91	8	N	Accepted Estimated Disbursement Date #3	Date 3 <sup>rd</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
92	99	8	N	Accepted Estimated Disbursement Date #4	Date 4 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
100	107	8	N	Accepted Estimated Disbursement Date #5	Date 5 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
108	115	8	N	Accepted Estimated Disbursement Date #6	Date 6 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
116	123	8	N	Accepted Estimated Disbursement Date #7	Date 7 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
124	131	8	N	Accepted Estimated Disbursement Date #8	Date 8 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
132	139	8	N	Accepted Estimated Disbursement Date #9	Date 9 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
140	147	8	N	Accepted Estimated Disbursement Date #10	Date 10 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
148	155	8	N	Accepted Estimated Disbursement Date #11	Date 11 <sup>th</sup> disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
156	163	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
164	171	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
172	179	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
180	187	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
188	195	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD = Range = 20020101 to 20030630	
196	196	1	A	Accepted Low Tuition & Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	<u>Value Tuition Range</u> 1 = 0 2 = 1-216 3 = 217-433 4 = 434-649 or BLANK = low tuition does not apply	
197	197	1	A	Accepted Verification Status Flag	Status of verification of applicant data by the school.	V: Verified W: Without Documentation Or Blank	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
198	198	1	A	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated	
199	200	2	N	Accepted Transaction Number	CPS- assigned Transaction number from eligible SAR used to calculate award	Must be numeric: 01 to 99	
201	205	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR. May be the primary or secondary EFC value.	Range = 00000 to EFC MAXIMUM	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
206	206	1	A	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. OR BLANK if Secondary EFC not used.	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
207	207	1	N	Accepted Academic Calendar	Calendar which applies to this student's educational program.	<p>This field is required.</p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Institution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Institution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p>	
208	208	1	N	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant.	<p>This field is required.</p> <p>Range: 1-5.</p> <p>See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula.</p>	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
209	215	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and Cents. Use Leading Zeros; do not include the \$ sign or decimal point Range: 0000000-9999999	
216	216	1	A	Accepted Enrollment Status	The student's enrollment status at the time the student's records is created or updated. Changes to this field apply to the entire award year.	BLANK=Payment Methodology 4.  Range for all other Payment Methodologies is 1-5. 1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
217	218	2	A	Accepted Weeks of Instructional Time Used to Calculate Payment	Total number of weeks of instructional time provided by this student's program of study during a full academic year. PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, or 4) or PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4 =The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	BLANK=Payment Methodology 1. Range for Payment Methodology 2 is 00-29. Range for Payment Methodologies 3, 4, and 5 is 00-78.	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
219	220	2	A	Accepted Weeks of Inst. Time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's program of study.	BLANK=Payment Methodology 1. Range for Payment Methodologies 2, 3, 4, or 5 is 30-78.	
221	224	4	A	Accepted Cr/Clock Hours in Award Year	Total number of credit/clock hours in all payment periods the institution expects this student to attend, and to be paid from this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3 and 4. Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	
225	228	4	A	Accepted Cr/Clock Hours in This Student's Program of Study's Academic Year	Number of credit or clock hours in this school's definition or a full academic year for this student's program of study.	BLANK for Academic calendars 1, 2, 3 and 4. Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	
232	250	19	A	Unused	Reserved for expansion	Constant spaces	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
251	255	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range = 00000 to AWARD AMOUNT MAXIMUM	
256	257	2	N	Previously Accepted Transaction Number	Transaction number that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	01 to 99 or BLANK if Origination not rejected.	
258	262	5	N	Previously Accepted EFC	EFC that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	Range = 00000 to EFC MAXIMUM. or BLANK if Origination not rejected.	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
263	263	1	A	Previously Accepted Secondary EFC Code	Secondary EFC Code that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used or if Origination not rejected.	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
264	270	7	N	Previously Accepted Cost of Attendance	COA previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to 9999999	
271	345	75	N	Origination Warning/Reject Reasons	List of up to twenty-five 3-digit reject/warning codes which occurred during processing of this origination record. Only edit codes hit will display in the field. Otherwise, this space will be zero filled.	Twenty-five edit/reject codes of = 000 to 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code Position XXX-XXX: 3rd code... Position YYY-YYY: 25th code	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
346	355	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 to 1111111111 Values = 0 – indicates not set 1 = indicates flag is set. Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th through 10th - Reserved for future use	
356	362	7	N	Negative Pending Amount	Amount that indicates the negative disbursement amount required.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000-9999999	
363	367	5	N	Secondary Expected Family Contribution	Indicates the secondary EFC calculated by CPS, if any, for this transaction.	Range: 00000-99999 or BLANK = No Secondary EFC calculated by CPS	

## Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
368	376	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing SSN for this transaction.	Valid Social Security Number	
377	384	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction.	Format: CCYYMMDD	
385	400	16	A/N	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
401	412	12	A/N	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	

### Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
413	413	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
414	450	37	A	Unused	Reserved for expansion	Constant spaces	
		<b>450</b>		<b>Total Record Length</b>			

If record has been rejected, Action Code = E, reported data is returned on the record.

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## Batch Reject Reasons

What's included:

- Origination Record Batch Reject Reasons
- Disbursement Record Batch Reject Reasons
- Data Request Record Batch Reject Reasons

## Origination Reject Reasons

Field Position	Reject Reasons
Origination ID: Field Positions 1 to 23	If Original SSN and Original Name Code do not match a value in the Eligible Applicant Database. If Attending Pell ID does not match the value in the Origination ID. If Attending Pell ID is not funded or is not a branch of the Reporting Pell ID.
Original SSN: Field Positions 24 to 32	If Original SSN does not match the value in the Origination ID.
Original Name Code: Field Positions 33 to 34	If Original Name Code does not match the value in the Origination ID.
Award amount for entire school year: Field Positions 61 to 67	If not numeric. Amount cannot exceed total payment ceiling.
Transaction Number: Field Positions 199 to 200	If not numeric or does not match the Eligible Applicant database.
Expected Family Contribution (EFC): Field Positions 201 to 205	If not numeric or does not match the EFC for the transaction number reported in the Eligible Applicant database.
Secondary Expected Family Contribution Used Code: Field Positions 206 to 206	If Selected and Secondary EFC not in Pell eligible range.

---

## Disbursement Reject Reasons

The disbursement batch edits are a result of the business rules and the information technology used in the system.

- Processing edits can be found in the record layouts later in this technical reference.
- The results of these edits are provided in the comment codes on the disbursement acknowledgement record.
- The editing process may result in rejection, corrections made to data, or warning messages.

For example, the student's disbursement record will be rejected if the institution reports an incorrect origination ID. If the annual award amount is miscalculated, the Pell Processor recalculates the amount and reports the recalculated amount as the accepted value in the disbursement acknowledgement record.

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## Data Request Reject Reasons

The Pell Processor rejects data request records for the following reasons:

<b>Field/Position</b>	<b>Reject Reason</b>
Attending Pell ID: Field Positions 1 to 6	If the attending Pell ID is invalid.
Data Request Type: Field Position 7 to 7	Must be M, S, or Y.
Output Media Type: Field Position 8 to 8	If entered must be valid.
Multiple Reporting Request Code 1: Field Position 35 to 35	Must be O or D if the Data Request Type is M.
Multiple Reporting Request Code 2: Field Position 36 to 36	Must be A, S or I if the Data Request Type is M.
MRR Student ID: Field Positions 37 to 47	Must be valid if the Multiple Reporting Request Code 2 is S. Must have been originated at the requesting institution.
MRR Institution Pell ID: Field Positions 48 to 53	Must be valid if the Multiple Reporting Request Code 2 is I.

**Note:** Batch edits and reject codes for the Origination, Disbursement and Data Request Records are located in Appendix D.

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# Creating a Disbursement Record and Receiving Acknowledgement

What's included:

- Disbursement Record Description
- Disbursement Acknowledgement Record Description

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Disbursement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	<p><i>This field is required.</i></p> <p>Format = 999999999XX200 399999900</p> <p>Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL-ID = 999999 Orig Sequence Number = 00</p>	
24	36	13	A/N	Institution Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code	Action code	Will always be blank	

## Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
38	39	2	N	Disbursement Reference Number	Unique number of the disbursement 01-65. The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.	<i>This field is required.</i> Must be numeric: 01 to 99	
40	40	1	A	Indicator Sign	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	<i>This field is required.</i> P = positive N = negative	
41	47	7	N	Disbursement Amount	Amount of disbursement for student	<i>This field is required.</i> Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	

## Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
48	55	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	<i>This field is required.</i> CCYYMMDD = Range = 20020621 to 20080930	Process Date must be within N days prior of disbursement date. If date plus 30 days > system date, then send 30 day warning message. N may be different for Just In Time and Advance Funding Institutions.
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD = Range = 20020101 to 20030630 Or Spaces	
64	100	37	A	Unused	Reserved for future expansion	Constant spaces	
		<b>100</b>		<b>Total Record Length</b>			

An adjustment to a disbursement record is supplied in this same format.

## Disbursement Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format = 9999999999XX20039999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	
24	36	13	A/N	Institution Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code/Status	Code to indicate processing status of disbursement.	Valid Codes: A = Accepted disbursement amount C = Corrected disbursement amount D = Duplicate disbursement reference number of an accepted record at the Pell Processor E = Rejected - record was rejected	

## Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
38	39	2	N	Disbursement Reference Number	Unique number of the disbursement 01-65. The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.	Must be numeric: 01 to 99	
40	40	1	A	Accepted Indicator Sign	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	

## Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
48	55	8	N	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20020621 to 20080630	
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD = Range = 20020101 to 20030630 Or Spaces	
64	100	37	A	Unused	Reserved for future expansion	Constant spaces	
101	107	7	N	YTD Disbursed Amount	Total amount that has been disbursed to the student for the award year	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	
108	182	75	N	Edit/Comment Codes	Three digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgement record. If less than 25 comments, zero filled.	Twenty-five edit/reject codes of: 000 to 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code Position YYY-YYY: 25th code	

## Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
183	192	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 to 1111111111 Values: 0 = indicates not set 1 = indicates flag is set. Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th through 10th - Reserved for future use	
193	200	8	A	Unused	Reserved for future expansion	Constant spaces	
		<b>200</b>		<b>Total Record Length</b>			

If record has been rejected, Action Code = E, reported data is returned on the record.

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## Receiving and Processing Electronic Statement Of Accounts (ESOAs)

What's included:

- ESOA Record Description - Summary
- ESOA Record – Detail

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Electronic Statement Of Account Record – Summary

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "S"- Summary level account status	
2	7	6	N	Reporting Campus PELL-ID	PELL-ID of reporting campus	Valid PELL-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB where 999999999 is a unique number and BB are Blanks.	
19	29	11	A	Unused	Reserved for future expansion	Constant spaces	

## Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
30	45	16	A/N	GAPS Award Number	Used to identify a unique funding for an institution. Comprised of the following fields = PO Indicator CFDA Number CFDA Subprogram Id Subprogram Fiscal Year Sequence Number	Valid GAPS Award number. Format = P063PCCYYXXXX Where "P" = constant for PO Indicator "063" = constant for CFDA Number "P" = constant " " 3 spaces CCYY = Beginning year of school year pair '2002'. XXXX = unique value for each funded institution	
46	50	5	N	Accounting Schedule Number	Sequence number assigned by the Pell Processor to track Accounting schedules.	Range = 00000 to 99999	
51	58	8	D	Accounting Schedule Date	Date of Current Accounting schedule.	Valid Date in CCYYMMDD format.	
59	69	11	A/N	Previous Obligation Amount	Amount of institution's total obligation prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999	Will always equal zero for institutions that are obligate-only accounts for the whole year.

## Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
70	80	11	A/N	Obligation Adjustment Amount	Adjustment of the obligations for this Accounting cycle.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999	Will always equal zero for institutions that are obligate-only accounts for the whole year.
81	91	11	A/N	Current Obligation Amount	Amount of institution's current obligation balance.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999	Will always equal zero for institutions that are obligate-only accounts for the whole year.
92	102	11	A/N	Previous Obligation/ Payment Amount	Amount of institution's previous payment balance.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999 or Blank	Will always equal zero for institutions that are obligate only accounts for the whole year.

## Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
103	113	11	A/N	Obligation/ Payment Adjustment	Total of all adjustments to payment for the GAPS Award Number.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank	Will always equal zero for institutions that are obligate-only accounts for the whole year.
114	124	11	A/N	Current Obligation/Pay ment Amount	Amount of institution's current payment balance.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank	Will always equal zero for institutions that are obligate-only accounts for the whole year.
125	131	7	N	YTD Total Unduplicated Recipients	Year-to-Date number of unduplicated recipients for institution.	Range = 00000000 to 99999999 or Blank	
132	142	11	N	YTD Accepted Disbursement Amount	YTD Total of disbursements accepted by the Pell Processor.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank	

## Electronic Statement Of Account Record – Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
143	153	11	N	YTD Posted Disbursement Amount	YTD Total of disbursements sent to and acknowledged by GAPS.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank	
154	164	11	N	YTD Administrative Cost Allowance (ACA)	YTD amount of ACA paid to the institution.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank	
165	177	13	N	GAPS Draw-down/Payment	The sum of DD instigated by the school, Direct payments for Obligation/Payment accounts less Returns and Refunds.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 000000000000 to 999999999999 or Blank	
178	185	8	D	Date of Last Activity in GAPS	The date GAPS last posted a transaction for the GAPS Award number.	Valid date in CCYYMMDD format.	
186	200	15	A	Unused	Reserved for future expansion	Constant spaces	
		<b>200</b>		<b>Total Record Length</b>			

## Electronic Statement Of Account Record – Detail

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "D" = Detailed institution activity	
2	7	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB where 999999999 is a unique number and BB are blanks.	
19	29	11	A	Unused	Reserved for future expansion	Constant spaces	

## Electronic Statement Of Account Record – Detail (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
30	45	16	A/N	GAPS Award Number	Used to identify a unique funding for an institution. Comprised of the following fields = PO Indicator CFDA Number CFDA Subprogram Id Subprogram Fiscal Year Sequence Number	Valid GAPS Award number. Format = P063P CCYYXXXX Where “P” = constant for PO Indicator “063” = constant for CFDA Number ‘P/J/Q/R’ constant for CFDA Subprogram ID P = Advance funded (Obligate only) J = Just in Time (Obligate/Pay) R = Reimbursement (Obligate/Pay) Q = ACA (Obligate/Pay) " " = 3 spaces  CCYY = Beginning year of school year pair ‘2002’. XXXX = unique value for each funded institution	

## Electronic Statement Of Account Record – Detail (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
46	53	8	D	Transaction Date	Effective date of accounting transaction sent to GAPS.	Valid Date in CCYYMMDD format.	
54	54	1	A	Sign Indicator	Indicates whether the Adjustment Amount is an increase or a decrease	P = positive (Increase) N = negative (Decrease)	
55	65	11	A/N	Adjustment Amount	Amount of institution's adjustment batch.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 00000000000 to 99999999999	
66	73	8	D	GAPS Process Date	The date GAPS processed adjustment batch.	Valid date in CCYYMMDD format.	

### Electronic Statement Of Account Record – Detail (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
74	99	26	A/N	Adjustment Batch ID	Batch ID which generated the adjustment.	Format = CCYYXX999999CCY YMMDDHHMMSS where: XX = #D = Disbursements CCYY = End year of school year pair = '2003' 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created	
100	200	101	A	Unused	Reserved for future expansion	Constant spaces	
		<b>200</b>		<b>Total Record Length</b>			

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# Electronic Statement of Account (ESOA) Print Format and Specifications

## Description

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date. This section provides a sample as specified in EDEExpress software.

## Output Specifications (Layout and Printing Instructions)

The ESOA report contains:

- Header - see Sample Output Document for correct header information
- Summary Information – see the following ESOA Print (Summary Information) table
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

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## Electronic Statement of Account (ESOA)

### ESOA Print (Summary Information)

This table of print specifications is used in EDEExpress software and is provided as an example.

Row	Field Name in EDEExpress	Printing Instructions
1		Print a blank row.
2	Pell School Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
3	School Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
4	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
5	Grantee Duns Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
6	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
7		Print a blank row.
8	Accounting Schedule	Print the value for this field as defined on the Pell ESOA database table for the specified school
9	Accounting Schedule Date	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
10		Print a blank row.
11	A. Previous Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
12	Current Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.

## ESOA Print (Summary Information) (Continued)

Row	Field Name in EDExpress	Printing Instructions
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.
15	B. Previous Pell Grant Obligation/Payment	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
16	Current Pell Grant Obligation/Payment	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
24	YTD GAPS Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.

## ESOA Print (Summary Information) (Continued)

Row	Field Name in EDEExpress	Printing Instructions
25	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified school Reformat dollar amount.
26		Print a blank row.
27	As of Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for batch # is : XXCCYY123456CCYYMMDDHHMMSS
28		Print a blank row.
29		Print a blank row.
30	Section A values apply to "Obligate only" accounts.	Print Section A Notation as stated below: Section A values apply to "Obligate only" accounts
31	Section B values apply to "Obligate/Pay" accounts.	Print Section B Notation as stated below: Section B values apply to "Obligate/Pay" accounts

## ESOA Detail Information

Row	Column	Field Name in EDEExpress	Printing Instructions
1	N/A	Blank Line	Print a blank line.
2	N/A	ESOA Detail Batch Information	Print the literal section label: 'ESOA DETAIL BATCH INFORMATION'.
3	N/A	Blank Line	Print a blank line.
4-5	1	Adjust Report Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
5	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
4-5	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
4	4, Line 1	Adjust Batch #	Print the value for this field as defined on the Pell ESOA detail database table for the specified school.
5	4, Line 2	Adjust Description	Print the literal value for this field as defined on the Pell ESOA detail database table for the specified institution.

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# Sample Output Document

## SUMMARY INFORMATION

Report Date: MM/DD/CCYY U.S. DEPARTMENT OF EDUCATION  
STUDENT FINANCIAL ASSISTANCE PROGRAMS  
Report Time: HH:MM:SS

2002-2003 Award Year  
FEDERAL PELL GRANT PROGRAM  
ELECTRONIC STATEMENT OF ACCOUNT

\*\*\*\*\*

PELL SCHOOL NUMBER 999999  
SCHOOL NAME XX  
STATE XX  
GRANTEE DUNS NUMBER XXXXXXXXXXXXX  
GAPS AWARD NUMBER XXXXXXXXXXXXXXXX

Accounting Schedule 999  
Accounting Schedule Date MM/DD/CCYY

A. Previous Pell Grant Obligation \$999,999,999.99  
Current Pell Grant Obligation \$999,999,999.99  
Adjustment (Increase + or Decrease -) \$099,999,999.99\*

B. Previous Pell Grant Obligation/Payment \$999,999,999.99  
Current Pell Grant Obligation/Payment \$999,999,999.99  
Adjustment (Increase + or Decrease -) \$099,999,999.99\*

GAPS Drawdowns/Payments \$999,999,999.99  
Date of Last Activity in GAPS MM/DD/CCYY

YTD Total Unduplicated Recipients 999,999  
YTD Pell Accepted Disbursement Amount \$999,999,999.99  
YTD GAPS Posted Disbursement Amount \$999,999,999.99  
YTD Administrative Cost Allowance \$999,999,999.99

As of Batch ID XXCCYY12345619990101123000

SECTION A VALUES APPLY TO "OBLIGATE ONLY".  
SECTION B VALUES APPLY TO "OBLIGATE/PAY ACCOUNTS".

**DETAILED INFORMATION (PAGE 2)**

Electronic Statement of Account Page: 2

ESOA DETAIL BATCH INFORMATION

ADJUST REPORT DATE	ADJUST AMOUNT	ADJUST PROCESS DATE	ADJUST BATCH # ADJUST DESCRIPTION
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXX

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## Electronic Data Requests

What's included:

- Data Requests: Multiple Reporting, Reconciliation, SOA, YTD
- Multiple Reporting Record Description
- Reconciliation File Description
- Year-to-Date Record (Origination) Description
- Year-to-Date Record (Disbursement) Description
- Year-to-Date Record (Summary) Description

Categories for the record layouts are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus on	<i>This field is required.</i> Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	<i>This field is required.</i> M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic File	
9	34	26	A	Unused	Reserved for future expansion	Constant spaces	

**Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)**

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	<i>This field is required.</i> O = Send origination information D = Send disbursement information	
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	<i>This field is required.</i> A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
37	47	11	A	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z , (period) ' (apostrophe) - (dash) Blank = no last name	Must be non-blank MRR Code 2 equals S.
48	53	6	N	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	Must be non-blank if MRR Code 2 equals I.

**Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)**

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	Format = 999999999XX20039999900 Where: SSN = 001010001 to 999999 999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	
77	85	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number	
86	93	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	

**Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)**

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
94	109	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
110	121	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	
122	122	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	
123	125	3	A	Unused	Reserved for future expansion	Constant spaces	
		<b>125</b>		<b>Total Record Length</b>			

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic file	
9	34	26	A	Unused	Reserved for Future Expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	O = Send Origination information D = Send Disbursement information	

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	
37	47	11	A	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	
48	53	6	N	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	Format = 999999999XX20039 9999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	
77	77	1	A	Action Code	Code to indicate action to be taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected	
78	98	21	N	Edit/Comment Codes	List of up to seven 3 digit comment codes which occurred during processing of the data request.	Comment format: 000 – 199 Position XX-XX: 1st comment code Position XX-XX: 2nd comment code... Position XX-XXX: 7th comment code	

## Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
99	107	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number	
108	115	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	
116	131	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
132	143	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	
144	144	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	
145	150	6	A/N	Unused	Reserved for future expansion	Constant spaces	
		<b>150</b>		<b>Total Record Length</b>			

## Multiple Reporting Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	2	2	A	Record Type	Code that indicates the reason the institution is receiving the record.	RO = Originated Institution RD = Disbursed Institution RN = None found CE = Concurrent Enrollment Institution PB = Blocked Institution PR = Blocker Institution PU = Unblocked Institution BC = Blocked and Concurrent Enrollment RC = Blocker and Concurrent Enrollment	
3	8	6	N	Requesting Institution Pell-ID	Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records.	Must be a valid Pell-ID assigned by the Department of Education. May be BLANK.	
9	9	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records.	O = Send origination information D = Send disbursement information May be BLANK.	

## Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
10	10	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank.	
11	21	11	A	MR Student ID	The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name	

## Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
22	27	6	N	MR Institution Pell-ID	The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records.	Valid Pell-ID. May be blank.	
28	36	9	N	Student Original SSN	Student's Original SSN from the origination record.	001010001 to 999999999	
37	38	2	A	Original Name Code	Student's name code from the origination record.	Uppercase A to Z; . (period); ' (apostrophe); - (dash) Blank (no last name).	
39	44	6	N	Institution Pell-ID	Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid Pell-ID assigned by the Department of Education.	
45	114	70	A/N	Institution Name	The name of the institution.		
115	149	35	A/N	Institution Street Address - Line 1	The street or post office box address of institution.		
150	184	35	A/N	Institution Street Address - Line 2	The street or post office box address of institution.		
185	209	25	A/N	Institution City	The city in which the institution is located.		

## Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
210	211	2	A	Institution State	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Zip Code	The zip code of the institution.		
221	250	30	A/N	Financial Aid Administrator (FAA) Name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.	May include blanks and special characters.	
251	260	10	N	FAA Telephone Number	The working phone number for the person indicated as FAA.	Includes area code, but not parentheses or dashes.	
261	270	10	A/N	FAA Fax Number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise includes area code, but not parentheses or dashes.	
271	320	50	A/N	Internet Address	Internet address of an authorized official.	May be BLANK.	

## Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
321	327	7	N	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 0000000 to AWARD AMOUNT MAX	
328	334	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	
335	336	2	N	Transaction Number	Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
337	341	5	N	Expected Family Contribution	Amount of the student's Expected Family Contribution from the SAR used to calculate the award.	Range = 00000 to EFC MAXIMUM	
342	349	8	D	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range = 20020101 to 20030630	
350	357	8	D	Origination Create Date	Date the origination was created in the Pell Processor database.	CCYYMMDD Range = 20020401 to 20080930	
358	364	7	N	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.	Range = 0000000 to AWARD AMOUNT MAX	

## Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
365	372	8	D	Last Activity Date	Date of the last payment was received from the institution.	Format = CCYYMMDD	
373	380	8	D	Next Estimated Disbursement Date	Date of next estimated disbursement date.	Blank or CCYYMMDD Range = 20020101 to 20080930	
381	385	5	N	Eligibility Used	The percentage of the student's eligibility used by the institution.	Format = 000.00% The last two digits represent less than 1 percent. Field does not include decimal point or %.	
386	395	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 Where: Each digit signifies a different situation 1 <sup>st</sup> = Shared SAR ID 2 <sup>nd</sup> = Verification W Status 3 <sup>rd</sup> = Concurrent Enrollment 4 <sup>th</sup> = POP 5 <sup>th</sup> through 10 <sup>th</sup> = Reserved for future use .	
396	411	16	A/N	Student's Last Name	The last name of the student.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
412	423	12	A/N	Student's First Name	The first name of the student.	A to Z, 0 to 9 or blank	
424	424	1	A	Student's Middle Initial	The middle initial of the student.	A to Z or blank	

## Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
425	432	8	D	Student's Date of Birth	The date of birth of the student.	Format = CCYYMMDD	
433	441	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
442	450	9	A	Unused	Reserved for future expansion	Constant spaces	
		<b>450</b>		<b>Total Record Length</b>			

## Reconciliation File

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	16	16	A/N	Student's Last Name	The last name of the student.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
17	28	12	A/N	Student's First Name	The first name of the student.	A to Z, 0 to 9 or blank	
29	29	1	A	Student's Middle Initial	The middle initial of the student.	A to Z or blank	
30	52	23	A	Origination ID	The Origination ID of the student.	Format = 999999999XX20039999 9900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	
53	61	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS	Valid Social Security Number or BLANK if not matched	
62	67	6	N	Reported Campus Pell-ID	Pell-ID of the reporting campus	Valid Pell-ID	

## Reconciliation File (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
68	69	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
70	74	5		Expected Family Contribution (EFC)	The EFC that corresponds to the transaction number.	Range 00000 to EFC MAX	
75	81	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	
82	86	5	N	Scheduled Award Amount	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 00000 to AWARD AMOUNT MAX	
87	93	7	N	YTD Disbursement Amount	Total of all the accepted Disbursement amounts for the student.	0000000 to 9999999. The first five positions are the whole dollars and the last two positions are the cents.	If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0.
94	94	1	A	Verification Status	The verification status supplied on the origination record.	V: Verified W: Without Documentation Or Blank	Accept 'W' and 'V' or else set to blank for 2002 – 2003 and after.
95	95	1	A	POP Flag	Flag set in origination record when a student is in a POP situation.	Y or blank	
96	100	5	A	Unused	Reserved for future expansion	Constant spaces	
		<b>100</b>		<b>Total Record Length</b>			

## Year-to-Date Record (Origination)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement or Summary data.	Constant: "O"	
2	24	23	A/N	Origination ID	Unique number used to identify an origination	Format = 999999999XX200399999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Pell- ID = 999999 Orig Sequence Number = 00	
25	33	9	N	Original SSN	Student's SSN from original FAFSA	001010001 to 999999999	
34	35	2	A	Original Name Code	Student's name code from original FAFSA	Uppercase A to Z; (period); ' (apostrophe); - (dash); BLANK = no last name	
36	41	6	N	Attended Campus Pell-ID	Pell-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid Pell-ID	Identifier Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
42	46	5	A/N	Unused	Reserved for future expansion	Constant spaces	
47	59	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
60	60	1	A	Action Code	Code to indicate action to be taken	Valid Codes: A = Accepted - all fields accepted C = Corrected - one or more fields corrected	
61	61	1	A	Unused	Reserved for future expansion.	Constant spaces	
62	68	7	N	Accepted Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000-MAX AWARD AMOUNT	
69	76	8	N	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20020621 – 20080930	
77	84	8	N	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
85	92	8	N	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
93	100	8	N	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
101	108	8	N	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
109	116	8	N	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
117	124	8	N	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
125	132	8	N	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
133	140	8	N	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
141	148	8	N	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
149	156	8	N	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
157	164	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
165	172	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
173	180	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
181	188	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
189	196	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD = Range = 20020101 to 20030630	
197	197	1	A/N	Accepted Low Tuition and Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Valid Values: 1 = 0 2 = 1-216 3 = 217-433 4 = 434-649 or BLANK= low tuition doesn't apply	
198	198	1	A	Accepted Verification Status Flag	Status of verification of applicant data by the school.	V: Verified W: Without Documentation Or Blank	Accept 'W' and 'V' or else set to blank for 2002 – 2003 and after.

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
199	199	1	A	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but are otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated	
200	201	2	N	Accepted Transaction Number	Transaction number from eligible SAR used to calculate award	Must be numeric: 01 to 99	
202	206	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR	Range = 00000 to EFC MAXIMUM	
207	207	1	N	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as a calculated by the CPS. OR BLANK if Secondary EFC not used.	

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
208	208	1	N	Accepted Academic Calendar	Calendar which applies to this student's educational program.	<p><i>This field is required.</i></p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Institution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Institution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p>	The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations.
209	209	1	N	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	<p><i>This field is required.</i></p> <p>Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula</p>	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology.

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
210	216	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to 9999999.	
217	217	1	A	Accepted Enrollment Status	The student's enrollment status at the time you create or update the student record.	Leave BLANK only if Payment Methodology is 4.  Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	Used in award amount validation. See Pell Grant Calculations Appendix.

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
218	219	2	A	Accepted Weeks of Instructional Time Used to Calculate Payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year.  PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms).  PM5 (academic calendars 1, 2, 3, 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study  PM5 (academic calendar 6) and PM4=The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.  Range for Payment Methodology 2: 00-29.  Range for Payment Methodology 3, 4, 5: 00-78	School determines this value based on the time required for the majority of its full-time students to complete the program of student or the academic year for the program of study, not student by student. See Pell Grant Calculations Appendix.

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
220	221	2	A	Accepted Weeks of inst. time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.  Range for Payment Methodologies 2, 3, 4, or 5: 30-78	
222	225	4	A	Accepted Cr/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4.  Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix.

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
226	229	4	A	Accepted Cr/Clock Hours in this student's Program of Study's Academic Year	Total number of credit or clock hours in the school's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4.  Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix.  If invalid or BLANK, then correct to (in the order shown): --Credit/Clock hours in the academic year for this student's program of study, if any; --Credit/Clock hours in the academic year on file for Attended campus, if any; --Credit/Clock hours in the academic year on file for Reporting campus, if any; --0900 if Academic calendar=5; 0024 if Academic calendar=6; --BLANK if supplied and not needed for Payment Methodology.
230	232	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing
233	251	19	A	Unused	Reserved for expansion	Constant spaces	

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
252	256	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range = 00000 to Maximum Award Amount	
257	272	16	A	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
273	284	12	A	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
285	285	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
286	294	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
295	302	8	D	Student Date of Birth	Date of birth of the student.	Valid date of birth = CCYYMMDD	

## Year-to-Date Record (Origination) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
303	303	1	A	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	310	7	N	YTD Disbursement Amount	The total of processed disbursements by the Pell Processor	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	
311	336	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records. Format for the batch ID is specified.	Format = CCYYXX999999 CCYYMMDDHH MMSS where: XX = batch type code (alpha) CCYY = last year in cycle = '2003' 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created	
337	344	8	D	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format = CCYYMMDD	
345	350	6	A	Unused	Reserved for future expansion	Constant spaces	
		<b>350</b>		<b>Total Record Length</b>			

## Year-to-Date Record (Disbursement)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "D"	
2	24	23	A/N	Origination ID	Unique number used to identify the origination for which the disbursement is to be applied against.	Format = 999999999XX200399999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid PELL ID = 999999 Orig Sequence Number = 00	Identifier
25	37	13	A/N	Disbursement Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
38	38	1	A	Action Code	Code to indicate action to be taken	A = Accepted - all fields accepted C = Corrected - one or more fields corrected	
39	40	2	N	Disbursement Reference Number	Number of the disbursement per student for the Award Year	Must be numeric: 01 to 99	Identifier = 66 to 99 are Reserved for the Pell Processor system generated disbursements

## Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 00000 to Maximum for Award Year	
48	48	1	A	Accepted Indicator Sign	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	
49	56	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20020621 to 20080930	Process Date must be within N days prior of disbursement date.
57	57	1	N	Unused	Reserved for future expansion	Constant spaces	
58	65	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD = Range = 20020101 to 20030630 or BLANK	Field is required when an institution is ineligible.
66	103	38	A	Unused	Reserved for future expansion	Constant spaces	

### Year-to-Date Record (Disbursement) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
104	129	26	A/N	Disbursement Batch ID	Number generated by the institution to identify the batch of disbursement records.	Format = #DCCYY999999C CYMMDDHHMSS where: CCYY = last year in cycle = '2003' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created	
130	350	221	A	Unused	Reserved for future expansion	Constant spaces	
		<b>350</b>		<b>Total Record Length</b>			

## Year-to-Date Record (Summary)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S"	
2	8	7	N	Total Unduplicated Recipients	Provided by the Pell Processor. Year-to-Date number of unduplicated recipients for institution.	Range = 0000000 to 9999999	
9	15	7	N	Total Originations	Provided by the Pell Processor. Year -to-Date number of originations received for the institution.	Range = 0000000 to 9999999	
16	22	7	N	Originations Accepted	Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution.	Range = 0000000 to 9999999	
23	29	7	N	Originations Corrected	Provided by the Pell Processor. Year-to-Date number of originations received and corrected for the institution.	Range = 0000000 to 9999999	
30	36	7	N	Originations Rejected	Provided by the Pell Processor. Year-to-Date number of originations received and rejected for the institution.	Range = 0000000 to 9999999	
37	43	7	N	Total Disbursements	Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution.	Range = 0000000 to 9999999	

## Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
44	50	7	N	Disbursements Accepted	Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution.	Range = 0000000 to 9999999	
51	57	7	N	Disbursements Corrected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution.	Range = 0000000 to 9999999	
58	64	7	N	Disbursements Rejected	Provided by the Pell Processor. Year-to-Date number of Disbursements and rejected for the institution.	Range = 0000000 to 9999999	
65	67	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	
68	74	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
75	77	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	

## Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
78	84	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
85	87	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
88	94	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
95	97	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
98	104	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
105	107	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
108	114	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
115	117	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	

## Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
118	124	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
125	127	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
128	134	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
135	137	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
138	144	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
145	147	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	

### Year-to-Date Record (Summary) (Continued)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
148	154	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
155	157	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
158	164	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
165	350	186	A	Unused	Reserved for future expansion	Constant spaces	
		<b>350</b>		<b>Total Record Length</b>			

# 2002-2003 Implementation Guide

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## Overview

The purpose of this Implementation Guide is to assist school administrators who participate in the Federal Pell Grant Program, third party servicers, and software vendors with implementing the system changes for the 2002–2003 Award Year.

This guide provides information about:

- 2002-2003 Modifications and information on what is new for 2002-2003
- Award Year Specific Information, including Message Class Tables, Yearly Parameters, and Pell Payment Tables
- Batches, 2002-2003 modifications, and edit modifications
- Originations, 2002-2003 modifications, calculation examples/scenarios, and edit modifications
- Disbursements, 2002-2003 modifications, and calculation examples/scenarios,
- Electronic Statement of Account (ESOA), drawing down funds, 2002-2003 modifications, and report layouts
- Four types of data requests, 2002-2003 modifications, and edit modifications
- Process Changes for 2002-2003

- Cycle process flows for daily processing and yearly processing
- At-A-Glance Edit Codes as well as Edit Code Tables, Technical Edits and Pell Grant-COD Edit Conversion Table.

This Implementation Guide is a companion to the record layouts and edits contained in Custom Layouts, and Appendix D, Reject Codes, Error Messages, and Edit Descriptions. Questions pertaining to this section should be directed to Customer Service at 800/4PGRANT (or 800/474-7268) or sent by e-mail to [pell.systems@ed.gov](mailto:pell.systems@ed.gov).

To help users understand the new guidelines, the modifications have been classified into four specific functional areas:

- Batches
- Origination Records
- Disbursement Records
- Data Requests

Within each functional area, individual modifications are described and discussed.

## 2002-2003 Modifications

### What's New for 2002-2003

The following matrix, 2002-2003 Modifications-At-A-Glance, presents an at-a-glance table for viewing 2002-2003 cycle modifications to processes and procedures, edits, record layouts, fields, records, and reject codes.

2002–2003 Modifications	New Process/ Procedure	New or Redefined Edit(s)	Redesign Record Layout	New or Redefined Field(s)	Eliminated Records, Fields, Edits & Reject Codes
1. The Software Provider field is now a required field.		X		X	
2. Grant Batch Trailer records for message classes with no reported data have fields that are now zeroed-filled.	X				
3. The Grant Batch Trailer records now have a duplicate record count field.	X		X	X	
4. New field added to the Origination record and Origination Acknowledgment for Student's Current SSN.	X		X	X	
5. New field added to the Origination and Origination Acknowledgment record for Student's Date of Birth.	X		X	X	
6. New field added to the Origination and Origination Acknowledgment record for the Student's Last Name.	X		X	X	

## 2002-2003 Modifications (Continued)

2002–2003 Modifications	New Process/ Procedure	New or Redefined Edit(s)	Redesign Record Layout	New or Redefined Field(s)	Eliminated Records, Fields, Edits & Reject Codes
7. New field added to the Origination record and Origination Acknowledgment for the Student's First Name.	X		X	X	
8. New field added to the Origination and Origination Acknowledgment record for the Student's Middle Initial.	X		X	X	
9. Cents other than zero in award amount now accepted. Award Amount is no longer truncated in processing to lowest whole dollar amount.	X	X			
10. A Negative Pending field has been added to the origination acknowledgment.	X		X	X	
11. The Secondary EFC has been added as a new field to the Origination Acknowledgment.			X	X	
12. Added a new edit 332 - Invalid Reported Current SSN for award year 2003 and beyond.		X			
13. Added a new edit 333- Invalid Reported Date of Birth for award year 2003 and beyond.		X			
14. Added a new edit 334- Invalid Reported Last Name for award year 2003 and beyond.		X			

## 2002-2003 Modifications (Continued)

2002–2003 Modifications	New Process/ Procedure	New or Redefined Edit(s)	Redesign Record Layout	New or Redefined Field(s)	Eliminated Records, Fields, Edits & Reject Codes
15. Added a new edit 335 - Invalid Reported First Name for award year 2003 and beyond.		X			
16. Added a new edit 336 - Invalid Reported Middle Initial for award year 2003 and beyond.		X			
17. Added a new edit 337 - Student Not Pell Eligible for award year 2003 and beyond.		X			
18. Added a new edit 338 - Duplicate Match on CPS for award year 2003 and beyond.		X			
19. Added a new edit 339 - Origination Record Reported with Zero Award Amount for award year 2003 and beyond.		X			
20. The School Cross-Reference field on the Origination record has been renamed to Origination Cross-Reference.				X	
21. The Verification Status Code field uses only the following Valid Values 'V' = Verified, 'W' = Without Documentation, and Blank.	X	X		X	X
22. The first Origination record for a student must have an award amount for the entire year greater than \$0.00 (000000) or it will be rejected.	X	X			

## 2002-2003 Modifications (Continued)

2002–2003 Modifications	New Process/ Procedure	New or Redefined Edit(s)	Redesign Record Layout	New or Redefined Field(s)	Eliminated Records, Fields, Edits & Reject Codes
23. The record length for the Origination Record has been changed to 300.			X		
24. The record length for the External Origination Record has been changed to 350.			X		
25. The record length for the Origination Acknowledgment has been changed to 450.			X		
26. Disbursements for the same student in the same batch will be processed in disbursement reference number order.	X				
27. The Disbursement Reference Number range is 01-65.				X	
28. The Institutional Cross-Reference field has been renamed on the Disbursement record, Disbursement Cross-Reference field.				X	
29. The Institutional Data Record and acknowledgement has been eliminated.					X
30. New field added to the student specific Data Request record and Data Request Acknowledgment for Student's Current SSN.	X		X	X	
31. New field added to the student specific Data Request record and Data Request Acknowledgment record for Student's Date of Birth.	X		X	X	
32. New field added to the student specific Data Request record and Data Request Acknowledgment record for the Student's Last Name.	X		X	X	

## 2002-2003 Modifications (Continued)

2002–2003 Modifications	New Process/ Procedure	New or Redefined Edit(s)	Redesign Record Layout	New or Redefined Field(s)	Eliminated Records, Fields, Edits & Reject Codes
33. New field added to the student specific Data Request record and Data Request Acknowledgment for the Student’s First Name.	X		X	X	
34. New field added to the student specific Data Request record and Data Request Acknowledgment record for the Student’s Middle Initial.	X		X	X	
35. The MRR types “VW” and “SI” are no longer being used and are deleted in the MRR record layout.					X
36. On the Reconciliation file, the field name has been changed from Attending Campus to Reporting Campus.				X	
37. On the Year-to–Date Origination record change the field name from Institutional Cross-Reference to Origination Cross-Reference.				X	
38. On the Year-to-Date Disbursement record change the field name from Institutional Cross-reference to Disbursement Cross-Reference.				X	
39. The Data Request record length is 125.			X		
40. The Data Request Acknowledgment record length is 150.			X		
41. Added a new edit 612- Invalid Reported Current SSN, Date of Birth or Student Name.		X			

# Award Year Specific Information

## Message Class Table

The 2002-2003 Federal Pell Grant message classes are shown in the table below:

### Pell Message Classes

Message Class	Sent or Received by School	Batch ID	Data Type	Record Length	TIVWAN/ SAIG Mailbox
N/A	Sent / Received	N/A	SAIG Transmission Header Record	Variable	TG54880
N/A	Sent / Received	N/A	SAIG Transmission Batch Header Record	Variable	TG54880
N/A	Sent / Received	N/A	SAIG Transmission Batch Trailer Record	Variable	TG54880
N/A	Sent / Received	N/A	SAIG Transmission Trailer Record	Variable	TG54880
N/A	Sent / Received	N/A	Grant Header Record	Variable	TG54880
N/A	Sent / Received	N/A	Grant Trailer Record	Variable	TG54880
PGOR03IN	Sent	#O	Origination Records	300	TG54880
PGOA03OP	Received	#O	Origination Acknowledgement Records	450	TG54880
PGOP03OP	Received	#P	Origination Acknowledgement Records from the Web	450	TG54880
PGDR03IN	Sent	#D	Disbursement Records	100	TG54880
PGDA03OP	Received	#D	Disbursement Acknowledgement Records	200	TG54880
PGDW03OP	Received	#W	Disbursement Acknowledgement Records from the Web	200	TG54880
PGAS03OP	Received	#A	Statement of Account Records	200	TG54880
PGRQ03IN	Sent	#R	Data Request Records	125	TG54880
PGRA03OP	Received	#R	Data Request Acknowledgement	150	TG54880
PGMR03OP	Received	#M	Multiple Reporting Records	450	TG54880
PGRC03OP	Received	#C	Reconciliation Records	112	TG54880
PGYR03OP	Received	#Y	Year to Date Records	350	TG54880
PGTX03OP	Received	#T	ED Comments in ASCII Text Format	80	TG54880
PGDA03OP	Received	#G	System Generated Batches	200	TG54880
PGSN03OP	Received	N/A	SSN/Name/DOB Change Report	80	TG54880

## Yearly Parameters

For each school year, certain parameter data is updated to display the values that will be used for that school year. Listed below are the tables that contain data that is specific to a school year.

<b>Field</b>	<b>Minimum Value</b>	<b>Maximum Value</b>
Expected Family Contribution (EFC)	00000	TBD
Award Amount	00000	TBD
Low Tuition Fee EFC	00000	TBD
Low Tuition Fee Cost of Attendance	00000	99999.99
Payment Period Start Date	01/01/2002	06/30/2003
Cost of Attendance (COA)	00000.00	99999.99
Weeks of Instructional Time in Acad. Year	30	78
Credit Hours in Academic Year	24	100
Clock Hours in Academic Year	900	3120
Enrollment Date	01/01/2002	06/30/2003

The Number of Days is used in the edits for the “N” Day values. This indicates how many days prior to the disbursement the record can be sent depending on the Funding Type of the school.

<b>Code</b>	<b>Number of Days</b>
Just In Time	7
Advance Funding	30
Reimbursement	0

## Pell Payment Tables

The 2002-2003 Pell Payment Tables are available on the IFAP Web site at [www.ifap@ed.gov](http://www.ifap@ed.gov).

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# Batches

## Batch Process/Data

### 2002-2003 Batch Modifications

- The Software Provider field is now a required field (position 49-58 in the Grant Batch Header).
- Message classes sent without reported data from the Pell Processor will have applicable fields zero filled on the Grant Batch Trailer.
- The Grant Batch Trailer will include a count of duplicate records.

---

# Originations

## 2002-2003 Origination Modifications

- Additional fields have been added to the Origination record for the student's name, Date of Birth, and Current SSN.
- New edit codes have been added to reject records that submit incorrect or invalid data in the new origination fields.
- The Origination record length is now 300 and the Origination Acknowledgement record length is 450.
- Renamed the Institution cross-reference field to Origination cross-reference.
- There are now just three Verification Status Codes. They are V- Verified, W- Without Documentation and Blank.
  - Records sent for processing with a "W" must be updated to "V" or funds will be taken away after the Verification deadline.
  - Records sent for processing with a "W" that have not been selected for verification must be updated with a "V" or funds will be taken away after the Verification deadline. Once a "W" is accepted on a record, a "V" must be submitted to update the record.
- If the Origination record causes a decrease in the Origination Award Amount and the student has been disbursed more funds than the current Origination Award Amount, the Negative Pending amount will be included on the Origination Acknowledgement. A 323 edit code will also be included.
- The Amount of the Secondary EFC is included in the Origination Acknowledgement.

- The Origination Award Amount will now accept cents other than zero. The Award Amount is no longer truncated in processing to lowest whole dollar amount.
- When the first Origination record for a student is sent for processing with an Origination Award Amount (Award Amount for the entire year) of \$0.00, the record will be rejected

## **Origination Examples/Scenarios**

The examples shown below are calculated using the 2001-2002 Pell Disbursement Schedule.

The following acronyms are used in the examples:

- Weeks of instructional time used to calculate payment (WKSCALC)
- Weeks of instructional time in program's definition in academic year (WKSPROG)
- Credit/Clock hours in all payment periods expected to complete this school year (HRSCALC)
- Credit/Clock hours in program's definition of academic year (HRSPROG)

### ***Origination Award Amount Calculations***

For the following examples each case will have an EFC = 00000 and a Cost of Attendance = 25000. The full time scheduled award would be 3750.

#### ***A) Payment Methodology = 1***

- The Reported Origination Award Amount = 3750.00
- The Accepted Origination Award Amount will be 3750 since the Full Time value is 3750.

#### ***B) Payment Methodology = 2 or 3***

- The Reported Origination Award Amount = 3750.00

- WKSCALC = 33
- WKSPROG = 39

Total Payment Ceiling (TPC) is calculated by (Scheduled Award \* WKSCALC) / WKSPROG

$$\text{TPC} = (3750 * 33) / 39 = 3173.076923$$

- Since the cents is greater than .01 the TPC is rounded up to the next whole dollar. TPC = 3174
- The Accepted Origination Award Amount will be 3174.00 instead of the reported 3750.00 since 3174 is less than 3750.

***C) Payment Methodology = 4 (Academic Calendar = 5)***

- The Reported Origination Amount = 3750.00
- WKSCALC = 33
- WKSPROG = 39
- HRSCALC = 1000
- HRSPROG = 1100
- Total Payment Ceiling is calculated by:
- (((Scheduled Full Time Award \* WKSCALC) / WKSPROG) \* HRSCALC) / HRSPROG

$$\text{TPC} = (((3750 * 33) / 39) * 1000) / 1100 = 2884.615384$$

Since the cents is greater than .01 the TPC is rounded up to the next whole dollar. TPC = 2885.

The Accepted Origination Award Amount will be 2885.00 instead of the reported 3750.00 since 2885.00 is less than 3750.00.

**D) Payment Methodology = 5 (Academic Calendar = 6)**

- The Report Origination Amount = 3750.00
  - Payment Methodology 5 limits the award to a maximum of ½ the Scheduled Full time Award amount.
- WKSCALC = 33
- WKSPROG = 39
- HRSCALC = 29
- HRSPROG = 73
- Total Payment Ceiling is calculated by:  
$$\frac{((\text{Scheduled Full Time Award} * \text{WKSCALC}) / \text{WKSPROG}) * \text{HRSCALC}}{\text{HRSPROG}}$$
$$\text{TPC} = \frac{((1875 * 33) / 39) * 29}{73} = 630.268703$$

Since the cents is greater than .01 the TPC is rounded up to the next whole dollar. TPC = 631.00.
- The Accepted Origination Award Amount will be 631.00 instead of the reported 3750.00 since 631.00 is less than 3750.00

**Submitting a Change to an Existing Origination Record**

To submit a change to an existing Origination record a new Origination record needs to be created. The new Origination record needs to have the same Origination ID as the existing record. The field(s) that have changed need to be populated with the new value while the field(s) that have not changed need to be populated with the existing values.

**Origination Records with an Overpaid Status (Negative Pending)**

An origination acknowledgement with Edit 323 is an overpaid (or Negative Pending) record. This situation occurs when the origination award amount is changed to an amount less than the total amount of accepted disbursements. When a 323 edit is sent on an Origination Acknowledgement, there is also a Negative Pending amount in positions 356-362. There are three ways to correct this situation:

- Send a negative disbursement to lower the total disbursement amount to equal the origination award amount.
- Send an origination change to increase the origination award amount to equal the total accepted disbursement amount.
- After 30 days, if either option above has not been employed, a negative disbursement will be created for the difference between the total disbursement amount and the origination award amount.

---

# Disbursements

## 2002-2003 Disbursement Modifications

- The Institution Cross-Reference field has been renamed Disbursement Cross-Reference.
- Disbursements for the same student will be processed in Disbursement Reference Number order.
- Disbursements Reference Numbers may range from 01-65. The Disbursement Reference Numbers 66-99 are reserved for ED Use.

## Calculation Examples/Scenarios

### *Correcting a Disbursement Amount*

To correct a disbursement amount a new disbursement record is submitted for the difference between the existing amount and the new amount.

#### Example:

On October 1, 2002 the school submitted a disbursement for \$1,000 which was accepted. On October 15, 2002 the school needed to adjust the disbursement amount to \$750. The following records would have been submitted.

<b>Disb. Number</b>	<b>Date</b>	<b>Disb. Amt.</b>	<b>Debit/Credit Indicator</b>
01	20021001	1000.00	P
02	20021015	250.00	N

The disbursement amount for the student can continue to be adjusted by sending in positive disbursements to increase the total disbursement amount and negative disbursements to decrease the total disbursement amount.

---

## Data Requests

### 2002-2003 Data Request Modifications

- The Institutional Data record has been eliminated because schools can update their information online.
- The Data Request record length has been changed to 125 and the Data Request Acknowledgement has been changed to 250.
- The Data Request has added new fields for student specific data requests. These fields are Current SSN, Date of Birth, and Student Name.
- The MRR record will no longer use record types “VW” or “SI”
- The field name Attending Campus has been changed to Reporting Campus on the Reconciliation file.
- On the Year-to-Date file the Institution cross-reference fields have been changed to the Origination cross-reference and Disbursement cross-reference.

### ESOA Modifications

The Payment Control number has been eliminated.

ESOAs are reported in Detail and Summary reports. Please refer to Section 1, Custom Layouts, for the ESOA record description.

---

## Process Changes

### Award Year Changes

The following matrix shows the Process Changes at-a-glance that have been made to improve Pell Processing. These changes for 2002-2003 affect how the data is received and processed, how the data is interpreted and how the funds are disbursed to schools. Additional detail about these changes can be found throughout the Pell Technical Reference.

Process	Description
COD	Loan Origination and Pell Grant data are submitted on a Common Record. Full Participants use the Common record in 2002-2003 and Phase-In Participants use the legacy record layouts with fixed length files.
Verification "W"	Verification Status Codes have changed. The only codes used in 2002-2003 are "V" for Verified, "W" for Without Documentation, and Blank for not selected for verification.
Student Identifier	The COD Student Identifier uses the Student's Current SSN, Current Last Name, and Current Date of Birth. There are new fields on the Origination record and Data Request for these data elements.
Enrollment Status	The Enrollment Status is not used in COD processing. If sent to COD, no edits will be performed on this field.
Origination Award Amount	Cents greater than zero can now be submitted in the Origination Award Amount.
Reject records	Rejected records are retained in a "holding bin" for viewing online.

<b>Process (Continued)</b>	<b>Description</b>
Funding and Disbursement Date	Advance funded schools can send records up to 30 days in advance of the Disbursement Date in the record, however the funds will not be available for draw down until 7 days prior to the Disbursement Date.
Potential Overaward Project (POP)	After receiving an MRR, schools have 30 days to mediate with the other POP affected school(s) and correct overpayment situations. After 30 days, if the student is still in an Overpaid status, all schools involved will receive system generated negative disbursements decreasing all previously accepted disbursements for the student to zero.

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# Cycle Processing

## Cycle Processes

### *Daily Processing Cycles*

Origination and disbursement batches are processed 2 times a day.

Usually, the acknowledgements are returned to SAIG within 5 hours.

After the data is swept, it is processed in the following order:

- Originations
- Disbursements

During the second cycle, in addition to Originations and Disbursement, ESOAs are generated for schools and disbursement data is sent to NSLDS.

This schedule may be modified at times depending on the volume of data received from schools.

### **Yearly Processing Cycle**

Certain activities occur during the Award Year

<b>Date</b>	<b>Activity</b>
March 2002	The Pell Processor is ready to receive 2002-2003 Origination records and Data Requests.
May 2002	2002-2003 Initial Authorization is run.
June 2002	The Pell Processor is ready to receive 2002-2003 Disbursement Records, Disbursement data starts being sent to NSLDS.
Spring 2003	The first Administrative Cost Allowance (ACA) for 2002-2003 is performed.  The Authorization amounts for 2002-2003 are reduced to the current obligation amounts.
Summer 2003	The second ACA for 2002-2003 is performed.  Deobligation for Verification Status "W" for 2002-2003.
Summer 2004	The third ACA for 2002-2003 is performed.
October 1, 2003	Origination records and increases to Disbursements are no longer accepted except for schools who have been granted Administrative Relief for 2002-2003.

---

# Edit Codes

## Edit Codes At-A-Glance

The following tables present, at-a-glance:

- Legacy Edit and reject codes for batch edits,
- Origination edits,
- Data request edits,
- Disbursement edits, and
- Pell Grant-COD Edit Conversion Table.

An expanded version of the Edit Code Tables that include Edit Codes, What They Mean, How to Fix Them as well as Technical Edit information may be found in Appendix D.

When viewing batch and record data on the COD Web page, users will see the COD edit messages not the legacy edit/comment codes sent on the batch acknowledgement. A listing of all the legacy edit/comment codes and a conversion table of the COD edit messages is included here.

## Batches

Edit Code types are: E=Reject, W=Warning, D=Duplicate

<b>Edit Code</b>	<b>Message</b>	<b>Type</b>
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 School ID is a branch.	E
222	School is currently ineligible upon receipt of batch.	W

## Batches (Continued)

Edit Code types are: E=Reject, W=Warning, D=Duplicate

<b>Edit Code</b>	<b>Message</b>	<b>Type</b>
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 School must send Special Disbursement 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.	N/A
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 EDEExpress.	W
240	OPE ID Number does not match the Schools Reporting Pell ID in the Batch Number for Award Years after 2000-2001.	W

## Originations

Edit Code Types: E-Reject, W-Warning, D-Duplicate

<b>Edit Code</b>	<b>Message</b>	<b>Type</b>
301	Invalid Origination ID.	E
302	Duplicate Origination for Award Year 2000-2001 and before.	E
303	Invalid Original SSN or Name Code resulting in the Pell Processor being unable to match with the Applicant record for Award Year 2001 and before; OR Invalid Original SSN resulting in the Pell Processor being unable to match with the Applicant record for Award Year 2001-2002 and beyond.	E
304	Attending 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 2002 and before.	W
317	Invalid Cost Of Attendance / Correction Applied.	W
318	Invalid Enrollment Status / Correction Applied.	W
319	Invalid Weeks of Inst. Time in program's definition of Academic Year / Correction Applied.	W
320	Invalid Weeks of Inst. Time used to calculate payment / Correction Applied.	W
321	Invalid Credit or Clock hrs in program's definition of academic year / Correction Applied.	W
322	Invalid Credit or Clock hrs in all payment periods expected to complete this school year / Correction Applied.	W

## Originations (Continued)

Edit Code Types: E-Reject, W-Warning, D-Duplicate

<b>Edit Code</b>	<b>Message</b>	<b>Type</b>
323	Origination is 'Over Paid' and negative disbursement is expected.	W
324	Invalid Name Code resulting in the Pell Processor 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
327	Invalid Origination ID - Sequence Number is not "00" for Award Year 2002 and beyond.	E
328	Invalid Origination ID - SSN is non-numeric, or is not $\geq$ 001010001 and $\leq$ 999999999 for Award Year 2002 and beyond.	E
329	Invalid Origination ID - Name Code not A-Z or '.' Or '' or '-' , or " " for Award Year 2002 and beyond.	E
330	Duplicate SAR ID may be shared by two students for Award Year 2002 or 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.	E
399	New Origination award or increase received after end of processing year and school has not been granted Administrative Relief.	E

## Disbursements Edit Codes and Messages

Edit Code Types: E = Reject, W = Warning, D = Duplicate

Edit Code	Message	Type
401	Invalid Origination ID.	E
402	Origination ID Does not match.	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 because date is non-numeric.	E
408	Disbursement Date is Not Valid for Processing Date, not in valid range, or not in valid date format.	E
409	Reserve for future use.	E
410	Potential Concurrent Enrollment – Multiple Reporting. Sent separately.	W
411	Potential Overaward Project - Multiple Reporting. 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	School Eligibility Status indicates the school must submit a Special Disbursement record and Award Year is 2000 – 2001 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 2000 – 2001 or prior.	W

## Disbursements Edit Codes and Messages (Continued)

Edit Code Types: E = Reject, W = Warning, D = Duplicate

<b>Edit Code</b>	<b>Message</b>	<b>Type</b>
419	Origination indicates Verification Status 'W'. Verification 'W' needs to be updated on the origination record.	W
420	Origination indicates Verification Status 'W', only one disbursement allowed, and Award Year is not 2001 – 2002 or prior.	E
421	Disbursement generated after Verification Deadline Date and Award Year is 2000 – 2001 or prior.	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
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 $\geq$ 001010001 and $\leq$ 999999999 for Award Year 2002 and beyond.	E
429	Invalid Origination ID - Name Code not A-Z or '.' Or '' or '-', ', or "" for Award Year 2002 and beyond.	E
430	Duplicate Disbursement reference number. Reference number already used.	D
431	Award Year is 2002 or greater and the Disbursement Reference number is nonnumeric or NOT between 01 to 65.	E
432	Disbursement amount would have been corrected to zero by Pell Processor calculations so the Disbursement record was rejected.	E
440	CMO rejected this student for inadequate/missing eligibility documentation / information.	E

## Disbursements Edit Codes and Messages (Continued)

Edit Code Types: E = Reject, W = Warning, D = Duplicate

<b>Edit Code</b>	<b>Message</b>	<b>Type</b>
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

## Data Requests

Edit Code Types: E = Reject, W = Warning, D = Duplicate

<b>Edit Code</b>	<b>Message</b>	<b>Type</b>
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 MRR Student ID.	E
608	Invalid MRR School ID.	E
609	Requested/Matching Data Not Found.	E
610	Student Not Originated at Requesting School.	E
611	Invalid Reconciliation Origination ID.	E
612	Invalid Reported Current SSN, Date of Birth or Student Name.	W

# Pell Grant-COD Edit Conversion Table

## Overview

The Pell Grant Edit Conversion Table provides a crosswalk of edits in the legacy system with those in the COD System.

The table lists the legacy warning or reject codes and the corresponding message with the COD error code and message. The table references the COD error code and message that will be posted on the COD Web page after a legacy record is processed and the legacy edit/comment code that will be returned on the actual legacy record.

## Batch Edit/Reject Codes

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
201	Missing/Mismatched Grant Batch Header	N/A	N/A for COD	801 - Missing/Mismatched Grant Batch Header
202	Missing/Mismatched Grant Batch Trailer	N/A	N/A for COD	802 - Missing/Mismatched Grant Batch Trailer
203	Duplicate Grant Batch Header	003	Duplicate Document ID	
206	Data Record Length must be numeric	998	Invalid Format	803 - Data Record Length must be numeric
207	Reported Number of Records must be numeric	998	Invalid Format	804 - Reported Number of Records must be numeric
208	Reported Total of Batch must be numeric	998	Invalid Format	805 - Reported Total of Batch must be numeric
209	Invalid/Missing Batch Number	994	Missing Value	806 - Invalid/Missing Batch ID
		996	Invalid Value	
210	Year must be numeric	998	Invalid Format	807 - Year must be numeric
211	Pell ID must be numeric	998	Invalid Format	
212	Pell ID invalid or not found	004	Entity ID Not Found On Participant File	
213	Creation date must be numeric	998	Invalid Format	808 - Creation date must be numeric
214	Creation time invalid	996	Invalid Value	809 - Creation time invalid
215	Batch Type Invalid	996	Invalid Value	810 - Batch Type Invalid

## Batch Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
216	Grantee DUNS does not match the school's Reporting Pell ID in Batch Number for Award Years prior to 2001-2002	N/A	N/A for COD	811 - Grantee DUNS does not match the school's 'Reporting Pell ID' in 'Batch ID' for Award Years prior to 2001-2002
217	Discrepancy between different records with identical batch number	N/A	N/A for COD	812 - Discrepancy between different records with identical Batch ID
218	Reported Number of Records does not equal count of detail records	008	Reported Number of Students Does Not Equal Detail Count	813 - Reported Number of Records does not equal count of detail records
219	Total of Batch does not equal computed total of detail record amounts	090	Reported Amount of Disbursements does not equal Amount of detail records	814 - Message Class, Batch ID, Origination Award Amount, Disbursement Amount, Reported Total of Batch
220	Reported Sign Indicator must be a valid indicator	N/A	N/A for COD	815 - Reported Sign Indicator must be a valid indicator
221	Reporting Campus Pell School ID is a branch	002	Reporting Entity ID is Not Eligible To Report	
222	School is currently ineligible upon receipt of batch	101	The Reporting School Entity ID is listed as ineligible upon receipt of batch	
224	Invalid Message Class	N/A	N/A for COD	816 - Invalid Message Class
225	Data Record Length is not valid for Message Class	N/A	N/A for COD	817 - Data Record Length is not valid for Message Class
226	Batch type code in Batch Number must equal record type for Message Class	N/A	N/A for COD	818 - Batch Type code in Batch ID must equal record type for Message Class
227	Batch Create Date is greater than current system date	006	Document Create Date Greater Than Current System Date	
228	Batch Number indicates you have included a batch with data from a different Award Year	N/A	N/A for COD	819 - Batch ID indicates you have included a Batch with data from a different Award Year

## Batch Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
229	Batch submitted prior to system start-up date	N/A	N/A for COD	
230	Disbursements submitted prior to award year start date	N/A	N/A for COD	
231	Reporting School must send Special Disbursement for Award Years prior to 2001-2002	N/A	N/A for COD	
232	No detail records in Batch	007	No Detail Records In Document	
233	Invalid Destination Mailbox ID	001	Invalid Destination Mailbox ID	
236	Trailer Message Class does not match the Header	N/A	N/A for COD	821 - Trailer Message Class does not match the Header
238	Trailer Destination Mailbox ID does not match the Header	N/A	N/A for COD	822 - Trailer Destination Mailbox ID does not match the Header
240	OPE ID Number does not match the Schools Reporting Pell ID in the Batch Number for Award Years after 2000-2001	N/A	N/A for COD	823 - OPE ID Number does not match the Schools Reporting Pell ID in the Batch ID for Award Years after 2000-2001

## Origination Edit/Reject Codes

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
301	Invalid Origination ID	N/A	N/A for COD	826 - Invalid Origination ID
302	Duplicate Origination for Award Year 2001 and before	N/A	N/A for COD	
303	Invalid Original SSN resulting in Pell Processor being unable to match with the Applicant record for Award Year 2002 and beyond  Invalid Original SSN or Name Code resulting in the Pell Processor being unable to match with the Applicant record for Award Year 2001 and before	N/A	N/A for COD	828 - Invalid Original SSN resulting in COD being unable to match with the Applicant record for Award Year 2002 and beyond  Invalid Original SSN or Name Code resulting in COD being unable to match with the Applicant record for Award Year 2000-2001 and before
304	Attending and Reporting/Funded campus mismatch or Origination Identifier Pell ID mismatch with Attending campus Pell ID	034	Attending School Entity Identifier has no relationship with the Reporting School Entity Identifier	
305	Invalid Award Amount/Correction Applied	039	Incorrect Award Amount	
306	Invalid Disbursement Date/Correction Applied	995	Invalid Value; Correction Applied	
307	Invalid Enrollment Date/Correction Applied	995	Invalid Value; Correction Applied	
308	Invalid Low Tuition & Fees Code/Correction Applied	023	Incorrect Low Tuition & Fees Code/ Correction Applied	
309	Invalid Verification Code/ Correction Applied	995	Invalid Value; Correction Applied	

## Origination Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
310	Invalid Incarcerated Federal Pell Recipient Code/Correction Applied	995	Invalid Value; Correction Applied	
311	Invalid Transaction Number	024	Reported CPS Transaction Number Does Not Match CPS	
312	Invalid Expected Family Contribution	N/A	N/A for COD	824 - Invalid Expected Family Contribution
313	Invalid Secondary Expected Family Contribution/Correction Applied	026	Incorrect Secondary EFC Used/ Correction Applied	
314	Invalid Academic Calendar/Correction Applied	028	Incorrect Academic Calendar/ Correction Applied	
315	Invalid Payment Methodology/Correction Applied	027	Incorrect Payment Methodology/ Correction Applied	
316	Invalid number of Payment Periods/ Correction Applied for Award Year 2001 and before	N/A	N/A for COD	
317	Invalid Cost Of Attendance/Correction Applied	995	Invalid Value; Correction Applied	
318	Invalid Enrollment Status/Correction Applied	N/A	N/A for COD	
319	Invalid Weeks of Instructional Time in Program's Definition of Academic Year/Correction Applied	029	Invalid Weeks of Instructional Time in Program's Definition of Academic Year/Correction Applied	
320	Invalid Weeks of Instructional Time used to Calculate Payment/Correction Applied	030	Invalid Weeks of Instructional Time used to Calculate Payment	

## Origination Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
321	Invalid Credit or Clock Hours in program's definition of academic year/Correction Applied	031	Invalid Credit or Clock Hours in program's definition of academic year	
322	Invalid Credit or Clock Hours in all payment periods expected to complete this school year/Correction Applied	032	Invalid Credit or Clock Hours in all payment periods expected to complete this school year	
323	Origination is "Over Paid" and Negative Disbursement is Expected	040	Changed Award Amount Is Less Than Total Disbursements	
324	Invalid Name Code resulting in The Pell Processor 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	N/A	N/A for COD	829 - Invalid Name Code resulting in COD 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
325	Invalid Origination ID - Pell ID is non-numeric for Award Year 2002 and beyond	998	Invalid Format	830 - Invalid Origination ID - Pell ID is non-numeric for Award Year 2001- 2002 and beyond
326	Invalid Origination ID - Invalid Award Year for the Batch for Award Year 2002 and beyond	996	Invalid Value	831 - Invalid Origination ID - Invalid Award Year for the Batch for Award Year 2001-2002 and beyond
327	Invalid Origination ID - Sequence Number is not "00" for Award Year 2002 and beyond	996	Invalid Value	832 - Invalid Origination ID - Sequence Number is not "00" for Award Year 2001-2002 and beyond

## Origination Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
328	Invalid Origination ID - SSN is non-numeric, or is not $\geq 001010001$ and $\leq 999999999$ for Award Year 2002 and beyond	N/A	N/A for COD	833 - Invalid Origination ID - SSN is non-numeric, or is not $\geq 001010001$ and $\leq 999999999$ for Award Year 2001-2002 and beyond
329	Invalid Origination ID – Name code not “A-Z” or “,” or “-“ for award year 2002 and beyond	N/A	N/A for COD	
330	Duplicate SAR ID may be shared by two students for Award Year 2002 or beyond	N/A	N/A for COD	835 - Duplicate SAR ID may be shared by two students for Award Year 2001-2002 or beyond
331	Duplicate Origination for Award Year 2002 and beyond	N/A	N/A for COD	827 - Duplicate Origination for Award Year
332	Invalid Reported Current SSN for Award Year 2003 and beyond	011	No eligible SSN, DOB, and last name combination match on CPS for student	
333	Invalid Reported Date of Birth for Award Year 2003 and beyond	011	No eligible SSN, DOB, and last name combination match on CPS for student	
334	Invalid Reported Last Name for Award Year 2003 and beyond	011 020	No eligible SSN, DOB, and last name combination match on CPS for student  First and last name blank.	
335	Invalid Reported First Name for Award Year 2003 and beyond	020	First and last name blank.	
336	Invalid Reported Middle Initial for Award Year 2003 and beyond	996	Invalid Value	
337	Student not Pell eligible for Award Year 2003 and beyond	038	Student not Pell Eligible	

## Origination Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
338	Duplicate match on CPS for Award Year 2003 and beyond	025	Duplicate match on CPS	
339	Origination Record reported with Zero Award Amount for Award year 2003 and beyond	042	New award type submitted with a zero award amount	
399	New Origination Award or increase received after end of processing year and school has not been granted Administrative Relief	043	New Award Amount or Award Increase Received After End Of Processing Year and School Has Not Been Granted Administrative Relief (Pell)/ Extended Processing (DL)	

## Disbursement Edit/Reject Codes

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
401	Invalid Origination ID	N/A	N/A for COD	
402	Origination ID does not match a record in the Pell Processor database	N/A	N/A for COD	848 - Origination ID does not match on COD
403	Disbursement Reference Number Already on File	N/A	N/A for COD	841 - Disbursement Reference Number Already on File
404	Debit/Credit Indicator Flag Not Valid	N/A	N/A for COD	842 - Debit/Credit Indicator Flag Not Valid
405	Disbursement Amount Not Valid because amount is non-numeric	996	Invalid Value	
406	Disbursement Amount Is Not in Valid Range	067	Incorrect Disbursement Amount	
407	Disbursement Date is Not Valid Date because date is non-numeric	998	Invalid Format	
408	Disbursement Date is Not Valid for Processing Date, not in Valid Range, or not a valid Date format	051 053 996 998	Disbursement Date With Payment Trigger Set to Yes Outside of Allowable Window Disbursement Date cannot be blank. Invalid Format Invalid Value	
410	Potential Concurrent Enrollment – Multiple Reporting. Sent separately	069	Potential Concurrent Enrollment - Notice Sent Separately	
411	Potential Overaward Project – Multiple Reporting. Sent separately	068	Potential Overaward Project- Notice Sent Separately	

## Disbursement Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
412	Negative Disbursement cannot be accepted without a previous positive disbursement	996	Invalid value	843 - Negative Disbursement cannot be accepted without a previous accepted positive disbursement
413	Insufficient Negative Disbursement amount. Negative Disbursement is expected for difference amount	065	Insufficient Decrease in the Disbursement amount. Disbursement is expected for Amount of the Negative Pending	
414	Origination is in "Overpaid" status. Positive Disbursement cannot be accepted	066	Award is in "Overpaid" status. Disbursement Increase cannot be accepted	
415	School Eligibility Status indicates the School must submit a Special Disbursement Record and Award Year is 2000 – 2001 or prior	N/A	N/A for COD	
416	Negative Disbursement adjusted to reflect accepted Previous Disbursement Balance	N/A	N/A for COD	844 - Negative Disbursement adjusted to reflect accepted Previous Disbursement Balance
417	Disbursement submitted after end of processing year and school has not been granted Administrative Relief	071	New Disbursement, Increase, or Payment Trigger to "Y" Received After End Of Processing Year and School Has Not Been Granted Administrative Relief (Pell)/Extended Processing (DL)	

## Disbursement Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
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 2000 – 2001 or prior	064	Disbursement Amount > 50% of award with Verification Status of "W"	
419	Origination indicates Verification Status 'W'. Verification W needs to be updated on the Origination record	N/A	N/A for COD	"Legacy Edit to be added"
420	Origination indicates Verification Status 'W', only one disbursement allowed, and Award Year is not 2001-2002	061	Only One Disbursement Allowed for Students with a Verification Status of "W"	
422	School is eligible, Payment Period Start Date is invalid or not in a valid range and Award Year is 2001 – 2002 or beyond	996	Invalid Value	
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	996	Invalid Value	
424	School is not eligible, Payment Period Start Date is not in the eligible range and Award Year is 2001 – 2002 or beyond	079 048	Payment Period Start Date Not In Eligible Range School is ineligible	
425	Invalid Origination ID - Pell ID is non-numeric for Award Year 2002 and beyond	N/A	N/A for COD	

## Disbursement Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
426	Invalid Origination ID - Invalid Award Year for the Batch for Award Year 2002 and beyond	N/A	N/A for COD	
427	Invalid Origination ID - Sequence number is not "00" for Award Year 2002 and beyond	N/A	N/A for COD	
428	Invalid Origination ID - SSN is not >=001010001 and <= 999999999 for Award Year 2002 and beyond	N/A	N/A for COD	
429	Invalid Origination ID - Name Code not A-Z or ". " or "- " or " " for Award Year 2002 and beyond	N/A	N/A for COD	
430	Duplicate Disbursement reference number. Reference number already at the Pell Processor	058	Duplicate Disbursement Information On File	
431	Award Year is 2002 or greater and the Disbursement Reference number is nonnumeric or not between 01 to 90	998 996	Invalid Format Invalid Value	
432	Disbursement amount would have been corrected to zero by the Pell Processor calculations so the disbursement record was rejected	N/A	N/A for COD	845 - Disbursement amount would have been corrected to zero by COD calculations so the disbursement record was rejected
440	CMO rejected this student for inadequate/missing eligibility documentation/	083	Case Management Office (CMO) Rejected This Student For Inadequate/ Missing Eligibility Documentation/ Information	

## Disbursement Edit/Reject Codes (Continued)

Legacy Reject Code	Legacy Edit Message	COD Error Code	COD Edit Message	COD Error Code & Message for Legacy Records Only
441	CMO rejected this student for inadequate/missing fiscal documentation/information	084	CMO Rejected This Student For Inadequate/ Missing Fiscal Documentation/ Information	
442	CMO rejected this student for inadequate/missing award or disbursing documentation/information	085	CMO Rejected This Student For Inadequate/ Missing Award or Disbursing Documentation/ Information	
443	CMO rejected this student for not meeting reporting requirements	086	CMO Rejected This Student For Not Meeting Reporting Requirements	
444	CMO rejected this student for failure to comply with requirements	087	CMO Rejected This Student For Failure To Comply With Requirements	
445	CMO rejected this student for inadequate or missing documentation	088	CMO Rejected This Student For Inadequate or Missing Documentation	

# Combination Systems

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## Introduction

This section contains technical information that enables a school to use a combination of the U.S. Department of Education's EDEExpress for Windows software and the institution's administrative software to process Federal Pell Grant program data. It provides the essential record layouts that are appropriate for use with combination systems setup.

The file layouts in this section are used to:

- Import data from another institutional system into the EDEExpress database to create or update Pell origination and Pell disbursement records.
- Export origination and disbursement records from EDEExpress that will be used by other institutional systems.

### **Pell Student Information Systems**

You can import student data from your campus system into EDEExpress. You can also export records from the EDEExpress database into a file that is then imported into your campus system. For example, information from your institution's financial aid packaging system can be imported into EDEExpress to originate Pell records; likewise, Pell disbursement records can be exported from EDEExpress into your institution's system. Your business office can use this information to reconcile the school's disbursements with accepted Federal Pell Grant Program (or Common Origination and Disbursement – COD) System disbursement data.

## **EExpress with Internal or Vendor Software**

You can use some of the functions in EExpress in conjunction with your own internal system or with vendor-provided software. The process allows you to quickly add and update both origination records and disbursement records using a combination of EExpress and your third-party software functionality.

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## Using Record Layouts

The record layouts that are included in this section are used to provide a batch import to the EDEExpress defined database, to populate a school defined or other software provider's defined database. Two record layouts exist to assist combination systems with the Pell Payment process:

- External Origination Add/Change record has a message class of PGEO03OP and a record length of 350 characters.
- External Disbursement Add/Change record has a message class of PGED03OP and a record length of 108 characters.

Schools can import origination award and disbursement data from their external system using the record layouts as prescribed.

**Note:** A change to an origination or disbursement record is supplied in the same format as the layout used to add a new origination or disbursement record. Any change to an existing origination record applies to the entire award period.

### Origination ID

The key for the message file types is the Origination ID with the following elements:

1		3		5
999999999	XX	2003	999999	00
	2		4	

- 1 Positions 1 to 9 characters are the SSN with a valid range of 001010001-999999999.
- 2 Positions 10 to 11 are the Name Code.
- 3 Positions 12 to 15 are the Year Indicator with a valid range of 2003.
- 4 Positions 16 to 21 are the Valid Attended Campus Pell ID.
- 5 Positions 22 to 23 are the Origination Sequence Numbers, which must be 00.

Each institutional system has unique requirements for importing data files. Because of this, export files are created without header or trailer records attached. These export files are in ASCII format and the end of each record is marked with carriage return and line-feed characters (ASCII 13 and 10). There is no end of file marker (EOF); only the final carriage return/line feed marker after the last record.

Similarly, EDEExpress receives data from external systems without a header and trailer record and requires ASCII format where the end of each record is marked with carriage return/line feed characters (ASCII 13 and 10). Again, there is no end of file marker (EOF); only the final carriage return/line feed marker after the last record.

**Note:** If the import file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: “Invalid record length. Check import file format.”

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## Combination Record Layouts

What's included:

- External Origination Add/Change Record Description
- External Disbursement Add/Change Record Description

These record layouts are used to add and change origination records and disbursement records in the EDEExpress software. They are not sent to the Federal Pell Grant Program (or Common Origination and Disbursement – COD) System.

### External Origination Add/Change Record

This layout designates the data elements that are required for the origination record type. It is to be used by external automated systems to add and change origination award records in EDEExpress' database. The detail of each record is based upon a set of predefined field elements. The software creates message class PGEO03OP as a final result.

**Note:** A change to the Origination record is supplied in the same format. Changes apply to the entire award period.

Categories for the origination record layout are as follows:

- **Start** – First position of the field.
- **End** – Last position of the field.
- **Length** – Sum of the positions assigned to a field.
- **Type** – Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** – General term that acknowledges the field.
- **Description** – Explanation that gives clear purpose of the use of the field.
- **Valid Values** – Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the software.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## External Origination Add/Change Record (PGEO03OP)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	This field is required. Format: 999999999XX2003999 99900  Where: SSN - 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	
24	32	9	N	Original SSN	Student's SSN from original FAFSA.	001010001 to 999999999	
33	34	2	A	Original Name Code	Student's name code from original FAFSA.	Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank (no last name)	
35	40	6	N	Attended Campus Pell-ID	Pell-ID of attended campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell-ID	Change creates new origination record.
41	45	5	A/N	ED Use	Reserved for future use.	Spaces	
46	58	13	A/N	Origination cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing is applied.
59	59	1	A	Action Code	Code to indicate action to be taken.	Will always be blank	No editing is applied.

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
60	60	1	A	Unused	Reserved for future expansion	Constant spaces	
61	67	7	N	Award amount for entire school year  <b>Note:</b> Field Name is "Origination Award Amount for the Entire School Year" in EDEExpress Software.	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.  Range = 0000000 to Award Amount Maximum	Cannot exceed Total Payment Ceiling - award validation performed.  Increases must be submitted to COD.  Any change to origination data requires the Award Amount to be validated.  Refer to Edits 1200, 1205, 1209, 1210, 1211, 1213, and 1450.
68	75	8	N	Estimated Disbursement Date #1	Date 1st disbursement to student will be made	CCYYMMDD =  Range=N days prior to DISBURSEMENT START DATE (20020701) to DISBURSEMENT END DATE (20080930).	
76	83	8	N	Estimated Disbursement Date #2	Date 2nd disbursement to student will be made	CCYYMMDD =  Range = [see field position 68 in this record] or BLANK	
84	91	8	N	Estimated Disbursement Date #3	Date 3rd disbursement to student will be made	CCYYMMDD =  Range =[see field position 68 in this record] or BLANK	
92	99	8	N	Estimated Disbursement Date #4	Date 4th disbursement to student will be made	CCYYMMDD =  Range =[see field position 68 in this record] or BLANK	

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
100	107	8	N	Estimated Disbursement Date #5	Date 5th disbursement to student will be made	CCYYMMDD = Range =[see field position 68 in this record] or BLANK	
108	115	8	N	Estimated Disbursement Date #6	Date 6th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
116	123	8	N	Estimated Disbursement Date #7	Date 7th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
124	131	8	N	Estimated Disbursement Date #8	Date 8th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
132	139	8	N	Estimated Disbursement Date #9	Date 9th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
140	147	8	N	Estimated Disbursement Date #10	Date 10th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
148	155	8	N	Estimated Disbursement Date #11	Date 11th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
156	163	8	N	Estimated Disbursement Date #12	Date 12th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
164	171	8	N	Estimated Disbursement Date #13	Date 13th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
172	179	8	N	Estimated Disbursement Date #14	Date 14th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
180	187	8	N	Estimated Disbursement Date #15	Date 15th disbursement to student will be made	CCYYMMDD = Range = [see field position 68 in this record] or BLANK	
188	195	8	D	Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell Award Year (July 1), but which will be paid from 2002-2003 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20020101 – 20030630	
196	196	1	A/N	Low Tuition & Fees code	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	<u>Value Tuition Range</u> 1= 0 2= 1-216 3= 217-433 4 = 434-649 or BLANK: low tuition does not apply	
197	197	1	A	Verification Status code	Status of verification of applicant data by the school.	V: Verified W: Without Documentation Or Blank	Refer to Edit 1302.
198	198	1	A	Incarcerated Federal Pell Recipient code	Students incarcerated in local penal institutions are not eligible to receive Federal Pell grants.	BLANK= Not incarcerated  Y= Yes, the student is incarcerated in a local institution, but is otherwise eligible.  N= No, if student previously reported as incarcerated, but is not or is no longer incarcerated	

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
199	200	2	N	Transaction number	CPS-assigned Transaction number from eligible SAR used to calculate award.	01 to 99	Changes to this field after associated disbursements are made create a new active origination record.
201	205	5	N	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	Range = 00000 to EFC MAXIMUM.	Changes to this field after associated disbursements are made create a new active origination record.
206	206	1	A	Secondary Expected Family Contribution code	Code indicating which EFC value is used to determine award amount.	O - Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the primary EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. BLANK if Secondary EFC not used	Changes to this field after associated disbursements are made create a new active origination record.

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
207	207	1	N	Academic Calendar	Calendar which applies to this student's educational program.	<p>This field is required.</p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Institution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Institution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p>	The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations.

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
208	208	1	N	Payment Methodology	Formula used to calculate the student's Federal Pell grant.	This field is required. Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology.  Refer to Edits 1000, 1001, 1002, 1003, 1004, 1005, 1006, and 1007
209	215	7	N	Cost of Attendance	Must equal or exceed minimum COA in the Federal Pell Grant Payment Schedule.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.  Range = 0000000 to 9999999.	Used in award amount recalculation.
216	216	1	N	Enrollment Status	The student's enrollment status at the time you create or update the student record.	Leave BLANK only if Payment Methodology is 4.  Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	Used in award amount validation. See Pell Grant Calculations Appendix.

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
217	218	2	A/N	Weeks of instructional time used to calculate payment	Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year.  PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study  PM5 (academic calendar 6) and PM4=The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.  Range for Payment Methodology 2: 00-29. Range for Payment Methodology 3, 4, 5: 00-78	School determines this value based on the time required for the majority of its full-time students to complete the program of student or the academic year for the program of study, not student by student. See Pell Grant Calculations Appendix.
219	220	2	A/N	Weeks of inst. time in program's definition of academic year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.  Range for Payment Methodologies 2, 3, 4, or 5: 30-78	Used in award amount validation.  Refer to Edits 1102 and 1105.

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
221	224	4	A/N	Credit/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4.  Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix.
225	228	4	A/N	Credit/Clock hours in this student's program of study's academic year  Max Cr/Clk Hrs in Prg for Acad Yr	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4.  Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix.  Refer to Edits 1106, 1110, 1112, 1113, and 1114
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institution defined	No editing will be performed on this field.
232	258	30	A	Unused	Reserved for future expansion	Leave Blank	

## External Origination Add/Change Record (PGE003OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
259	264	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
265	273	9	A/N	Student Current SSN	Social Security Number, as altered by the student through CPS for the transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing..	Valid Social Security Number or BLANK if not matched	
274	302	29	A	Student Name	Student's full name as reported to the CPS for the Transaction Number reported. Blank indicates this record could not be matched on Student ID and or EFC during Federal Pell Grant processing.	BLANK or Full name listed in order= Last Name 01 - 16 First Name 17 - 28 Middle Initial 29	
303	303	1	A	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	311	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction.	Format: CCYYMMDD	
312	316	33	A	Unused	Reserved for expansion	Constant Spaces	
317	344	28	A	Unused	Reserved for Expansion	Constant Spaces	
345	350	6	A	Created Time	Time when the record was created. Supplied by the system.	000000 – 235959  Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required to be populated only for those schools which cannot have a blank field in the last field of a record.
		<b>350</b>		<b>Total Record Length</b>			

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## External Disbursement Add/Change Record

This layout designates the data elements that are required for the disbursement record type. It is to be used by external automated systems to add and change disbursement records in the EDEExpress database. The detail of each record is based upon a set of predefined field elements. The software creates a file with the default name or message class PGED03OP as a final result.

**Note:** A change to a disbursement record is supplied in the same format.

Categories for the disbursement record layout are as follows:

- **Start** - First position of the field.
- **End** - Last position of the field.
- **Length** - Sum of the positions assigned to a field.
- **Type** - Alpha (A) or Numeric (N) character that indicates the required value for the field.
- **Field Name** - General term that acknowledges the field.
- **Description** - Explanation that gives clear purpose of the use of the field.
- **Valid Values** - Predefined content that satisfies processing requirements to be used in the field. A “blank” listed as a valid value also indicates that the data element is not a required field. Elements other than those described will be rejected by the system.
- **Processing Notes/Edits** – Comments related to the process that merit attention.

## External Disbursement Add/Change Record (PGED03OP)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	23	23	A/N	Origination ID	Unique number used to identify an origination	This field is required. Format: 999999999XX2003999 99900  Where: SSN - 001010001 to 999999999 Name Code = XX Year Indicator = 2003 Valid Attended PELL ID to 999999 Orig Sequence Number = 00	
24	36	13	A/N	Disbursement cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	The field can be used by the school to track each disbursement record (by reference number) to a payment period.
37	37	1	A	Action Code	Action code	Will always be blank	No editing
38	39	2	N	Disbursement Reference Number	Number of the disbursement per student for the Award Year	01 to 65	Identifier 66 to 99 are reserved for ED-system generated disbursements
40	46	7	N	Disbursement Amount	Amount of disbursement for student's payment period.	Dollars and cents.  Use leading zeros; do not include the \$ sign or decimal point.  Range = 0000000 to AWARD AMOUNT	
47	47	1	A	Sign Indicator	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year	P = Positive N = Negative	
48	55	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range = 20020621 to 20080930	Refer to Edits 1520, 1530, and 1540. Must be within N days prior of Payment Period Start Date.

## External Disbursement Add/Change Record (PGED03OP) (Continued)

Start	End	Length	Type	Field Name	Description	Valid Values	Processing Notes/Edits
56	56	1	A	Unused	Reserved for future expansion	Constant spaces	
57	64	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD = Range = 20020101 to 20030630 Or Spaces	Required only for schools that were ineligible at some point in the award year.
65	102	38	A	Unused	Reserved for future expansion	Constant spaces	
103	108	6	D	Created Time	Time when the record was created. Supplied by the system.	000000 – 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required to be populated only for those schools which cannot have a blank field in the last field of a record.
		<b>108</b>		<b>Total Record Length</b>			

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# Import Process and Edits in EExpress for Windows

## Import Process

External Origination Add/Change and External Disbursement Add/Change import options are used to bring student information into EExpress' Pell database. The external import files must be in an ASCII format and data elements must be as prescribed in the layouts detailed previously in this chapter.

The External Add/Change files can be used to mass create or update Pell origination award and disbursement records. EExpress requires that the Reporting Campus setup be completed and saved to the database before users are able to import External Origination Add/Change or External Disbursement Add/Change files. Records can be set ready to batch upon importing these external files. A description of the process is as follows.

The Import dialog box displays a list of Import Types. Users select either the External Origination Data or External Disbursement Data option. The command button brings up the "Import from" box, and at this point, the default file location and name are filled in based upon the file selected. The system checks security access and displays the selected import type.

Three options are available for the Output Destination: Printer, File, and Screen. This is where the edit reports will display or print, if applicable. At least one of the three must be active, and cannot be deselected.

The progression of the import process is contingent upon the user's response to subsequent prompt questions. These prompt questions are based upon the specific type of import that was previously selected by the user.

### ***Prompt for Duplicates***

The software offers a "Prompt for Duplicates?" option. It is selected if the user wants to be warned whenever a duplicate record is found.

- If **yes** is checked, EExpress reminds the user each time a record already exists in the database and has the same Pell Origination ID as a record in the import file.
- If **yes** is not checked, the system defaults to the "Skip All" option and all duplicate records are disregarded.

The “Prompt for Duplicates?” option should be selected when users wish to update existing origination and disbursements. The software offers the following preferences when “Prompt for Duplicates?” is selected.

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.
- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. The software does not prompt the user of duplicates throughout the process. This is also the default option if yes is not checked at “Prompt for Duplicates?”
- **Update?** This option prompts the user to update the current record and continues processing with the next record. Update will process the current record, then advance to the next record and prompt the user once again when another duplicate record is found.
- **Update All?** This option updates the current record and all other duplicate records throughout the process, without pausing to prompt the user of duplicate records found.

At the end of the prompt for duplicate cycle, a Batch Statistics dialog box displays the following summary information:

- **Records Added:** A count of records added for the first time to the Pell Student database
- **Records Updated:** A count of records changed
- **Records Rejected:** A count of records rejected
- **Records Skipped:** A count of records skipped
- **Total:** The sum of all records in the import file

## **Import Edits for Valid Values**

As the import progresses, all records are passed through field by field edits. The software checks each field for valid content. If any field fails an edit, the associated record is rejected. The field(s) causing the record rejection and an appropriate invalid value message(s) are displayed on the Import Edit Report.

All records that successfully pass the valid values edits are saved to the EDEExpress database.

### **Additional Optional Edits – for Originations**

Advancement to this step is dependent upon the user's selection and applies to origination records only. The user can select the "Include Records in Next Batch Submission?" option for External Origination Add/Change imports.

If the "Include Records in Next Batch Submission?" option is selected, the record proceeds through a second tier of edits referred to as End-of-Entry edits. The record is reviewed for the integrity of its content before it is saved to the Pell database. The Origination status is then marked with the R-Ready to Export status for all records that meet the conditions of all required edits.

Records that possess inadequate information are rejected, and the import report displays the details of the failed edit condition. Users are not able to set the record to the R-Ready to Export status until it is changed to conform to edit specifications.

If the "Include Records in Next Batch Submission?" option is not selected, users must use Multiple Entry or set the records to the R-Ready to Export status one at a time.

Disbursement records that successfully pass valid field content edits are systematically added to the Pell database at the "R-Ready to Export Status." Therefore, the option to include them in the next batch submission is not necessary.

To resolve field-by-field edits and/or data element edits, refer to the Valid Values column in the record layout and the End-of-Entry Edits table at the end of this section.

At the completion of the import process, an Import Edit Report is generated. The Import Edit Report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report.

		<b>Status</b>
Records Added	Total of 1 <sup>st</sup> time records added	A
Records Read	Total of all records read	
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

### **Correcting Errors**

Invalid or missing data must be updated on the external system. You must then recreate the External Origination Add/Change or External Disbursement Add/Change record layout and re-import it into EDEExpress. Use the “Prompt for Duplicates” Import Dialog option if updating existing records and to direct EDEExpress to skip or update the duplicate records.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. The system skips these records unless prompted otherwise. When updating existing records you may choose the “Prompt for Duplicates” Import Dialog option to direct EDEExpress to skip or update duplicate records. The corrected records will run through the edits again. If the corrected record passes all edits, it is saved to the Pell database. The correction and re-import process can be repeated until all errors are resolved.

### **End of Entry Edits**

The table that follows this section represents the edits that reside within the EDEExpress Pell module.

During an External Import Add or Change process, EDEExpress passes the data through these edits. If any edit is set or ‘hit,’ an error message appears on the Import Edit Report at the end of the process. You may also see ‘Invalid Value’ errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the ‘Valid Values’ column for help in resolving it.

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## End of Entry Edits Table in EDEExpress for Windows

### What's Included:

- Edits residing in EDEExpress Pell module

Categories for the End of Entry Edits Table column headings are as follows:

- **Edit** – the assigned number that is set when the condition for the edit is met.
- **Field Name** – the EDEExpress field name that is affected by the edit.
- **Condition** – the edit logic performed on the data that causes the edit to be invoked.
- **Message** – the description of the error that displays on the Import Edit Report if this edit is set.

## End of Entry Edits Table

Edit #	Field Name	Condition	Message
1000	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	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	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)
1003	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	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	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 Edits Table (Continued)

<b>Edit #</b>	<b>Field Name</b>	<b>Condition</b>	<b>Message</b>
1006	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	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	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	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
1102	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	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	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
1106	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

## End of Entry Edits Table (Continued)

<b>Edit #</b>	<b>Field Name</b>	<b>Condition</b>	<b>Message</b>
1107	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	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)
1111	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	Hours/Credits in Program Academic Year	If Payment Methodology = 1, 2, or 3 and Hours/Credits in Program Academic Year is Non-Blank.	Field must be blank if Payment Methodology = 1 (Formula 1), 2 (Formula 2), and 3 (Formula 3)
1113	Hours/Credits Program Academic Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits in Program Academic Year is Non-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	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
1120	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

## End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1121	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	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	Award Amount for Entire School Year	If Payment Methodology = 2 or 3 and Enrollment Status = 1 or 5 or Enrollment Status = 2, 3 or 4 and Award Amount for Entire School Year > Total Payment Ceiling	Award Amount exceeds payment amount ceiling
1209	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

## End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1210	Award Amount for Entire School Year	<p>If Payment Methodology = 5 and Academic Calendar = 6 and Award Amount for Entire School Year &gt; Result of two formulas below</p> <p>(Annual Pell Grant award at half-time or less than 1/2-time * Weeks Used to Calculate Payment) / Weeks in Program Academic Year</p> <p>(Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year</p>	Award Amount exceeds payment amount ceiling
1211	Award Amount for Entire School Year	<p>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) &gt; (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year</p>	Award Amount exceeds payment amount ceiling
1213	Award Amount for Entire School Year	<p>If (Award Amount for Entire School Year) &gt; (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)</p>	Award Amount exceeds remaining eligibility

## End of Entry Edits Table (Continued)

Edit #	Field Name	Condition	Message
1302	Verification Status Code	If the Verification Status Code (tbl Pell_Student.VERIFSTAT) = W AND the Total Disbursement Amount (tbl Pell_Student.DISBTOTAL) is > 50% of the Scheduled Award (tbl Pell_Student.SCHEDAWD).	“W” Verification Status – student should receive only ½ of the Scheduled Award Amount.
1400	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	Award Amount for Entire School Year	If award amount for entire school yr < Total Disbursement amount	Total Disbursement Amount exceeds Award Amount for entire school year.
1520	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	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	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 Edits Table (Continued)

<b>Edit #</b>	<b>Field Name</b>	<b>Condition</b>	<b>Message</b>
1540	Disbursement Date	If Institution Disbursement Option from setup is Cash Monitoring/Reimbursement 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	Date of Birth	If the student's Date of Birth is blank.	Student's Date of Birth (Demo tab) cannot be blank.

# Pell Processing for Phase-In Participants

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## Overview

Phase-In Participants may continue to use their custom software, EDEExpress or a third party software to create and import Pell records in the 2002-2003 Award Year. The programmatic changes are detailed in the Implementation section. This section reviews Pell Processing and includes changes due to COD.

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## Pell Grant Funding

The funding for the Federal Pell Grant Program is based on an award year that begins each academic year with an initial authorization amount, beginning July 1 and ending on September 30, fifteen months later, when schools can no longer request routine increases. However, extensive post-deadline processing continues for five years until the funding is cancelled.

COD supports schools participating in Advanced Funding, Just-In-Time (JIT), or Reimbursement methods of funding. Advanced Funding is the primary method of payment for Federal Pell Grants, in which the school receives an initial obligation amount which it may draw down. This obligation amount is not increased until the net accepted disbursement amount exceeds the initial authorization amount. JIT Funding is a method of payment that was made available for the first time in the 1999-2000 Award Year. JIT skips the initial funding process and deposits funds directly into the school's bank account each time student level Disbursement Records are processed.

The Case Management Oversight (CMO) staff at ED determines when a school is required to participate in Reimbursement. This method of payment is for schools requiring additional reporting for Federal Pell Grant fund payments.

### ***Initial Authorization for Advance Funded Schools***

The School Participation Data is updated at the beginning of each award year for all schools eligible to participate in the Federal Pell Grant Program. Once the school data has been updated, initial funding amounts are calculated for all schools participating in the Advance Funding method of payment. This batch process runs once a year in May. After the school data is updated for all eligible schools and the initial funding is determined for all appropriate schools, initial funding is complete.

The Pell Processor sends an Electronic Statement of Account (ESOA) to schools to notify them of their initial authorization. As the school reports disbursements, any necessary adjustments to the authorization are made and GAPS is notified so that funds will be available to the school. The Pell Processor enables the Department to track a school's need for funds as the award year progresses and adjust the school's authorization on that basis.

The Electronic Statement of Account (ESOA) is a 200-byte fixed-length record. ESOAs are transmitted by the Pell Processor to SAIG on the same day they are processed by the Department. The file is sent electronically in the PGAS message class. A school can retrieve ESOAs at any time for a six-month period following their placement on the network. If they are not retrieved within this six-month period, they are deleted.

ESOAs are transmitted in batches containing a batch header record, one or more ESOA detail records, and a batch trailer record.

### ***When do schools get their funding?***

Pell Grant funds become available to schools on July 1 of each award year.

### ***What formula is used to calculate funding?***

An initial authorization is not intended to fund a school for the entire award year. This initial authorization provides the basis for immediate funding for the new award year. As each advance-funded school submits disbursement batches, the total accepted amount for each batch is applied to the initial authorization. When the batch total exceeds the amount of

the initial authorization, the authorization will be increased to cover each additional batch as it is accepted.

Remember that Origination Records do not increase your authorization level; only Disbursement Records increase authorizations.

As in previous years, the initial authorization for 2002-2003 is determined based on a percentage of disbursement data that is submitted and accepted during the 2001-2002 award year.

The formula used to determine your initial authorization is based on three criteria:

- Previous Award Year's Disbursements
- Type of Academic Calendar Used at the school
- Percentage Level Associated with Academic Calendar

**Example:**

School A is a semester school that disbursed \$100,000 in AY 2001-2002.

Criteria:

\$100,000

Semester School

Semester Schools receive 40%

School A would receive an Initial Authorization of \$40,000 for AY 2002-2003.

***Is the money deobligated?***

Yes. Near the end of the award year, a program is run to bring the amount of obligations down to the current disbursement amount.

***Can initial funding be increased?***

Yes. Schools may ask for an increase to their initial authorization by submitting an email request to: [pell.systems@ed.gov](mailto:pell.systems@ed.gov)

You may also call the Pell Grant Hotline 1-800-4PGRANT (1-800-474-7268) if you have any questions concerning Initial Authorization.

## **Funds Drawdown**

Two types of funds drawdown are available:

- Advance Funding
- JIT

### ***Advance Funding***

An initial authorization is produced by the Pell Processor for which a school must submit disbursement records to justify and increase its authorization level. Once this is done, the school can draw down funds through the Grants Administration and Payment System (GAPS). The Pell Processor issues an ESOA to the institution showing the status of the school's account in detail and summary format. Disbursement records may be received as early as 30 days prior to the disbursement date for Advance Funded schools. However there will be no increase in funding levels until seven days before the disbursement date.

### ***Just-In-Time Funding***

In Just-in-Time, a disbursement record that is accepted becomes both a report of a disbursement for a student and a request for funds. The Pell Processor accepts a disbursement record from a school only if the school has sent in an acceptable origination record or sends an acceptable origination record at the same time it sends the student's initial disbursement record.

A school participating in JIT Funding submits a disbursement record no earlier than seven days prior to the actual disbursement date reported in the record. Based on the accepted and processed disbursement record, the Pell Processor automatically sends a transaction to GAPS which draws down funds and deposits them directly into the school's bank account without any further action by the school. The Pell Processor transmits an ESOA to the school showing the status of its account in detail and summary format. GAPS then sends the Pell Processor an acknowledgement.

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## COD Student Identifier

Phase-In Participants will continue to use the Origination ID on their records; however, the Student Identifiers for COD are the Current SSN, Current Date of Birth, and current Last Name. In the legacy system the SAR ID on the ISIR and the Attending Campus Pell Number were used to create the Origination ID for the student. In order to link the legacy records and COD Processing system, new fields have been added to the Origination record to include this data. The Pell Processor will verify the information in the new fields matches the information on file for the student. Therefore, when submitting updated origination records, schools should ensure they are using the correct ISIR Transaction Number that matches the current SSN, Date of Birth, or Last Name.

The Identifiers can be changed when necessary. Changes to SSN, Date of Birth and the Student Name must be reported to CPS as corrections to the ISIR prior to reporting the change to the Pell Processor on the Origination record. Students, in general, should not submit a new Free Application for Student Financial Aid (FASFA) to correct a problem unless specifically instructed to do so by CPS.

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## Origination Records

The origination record establishes a student's eligibility and amount of annual Pell Grant award.

- Origination records are prepared and submitted by schools to the Pell Processor.
- Origination record data is received and edited by the Pell Processor to ensure that the student is eligible to receive the reported amount of Federal Pell Grant funds and to establish the student in the Pell Processor's database.

After the Pell Processor edits the origination data, it returns the accepted, corrected, duplicate, or rejected values for each origination record in an origination acknowledgement record. The origination acknowledgement record contains:

- Acceptance status of the record.
- Accepted or corrected value for each data item.
- Comment codes for corrections or rejections.

In a rejected record, all data is sent back as reported by the school. For accepted records, the origination acknowledgement record also contains a calculated student scheduled award.

Origination records can be updated, if needed, when the school receives the origination acknowledgement record. Changes to the origination record which result in a reduction of the award amount may result in the Pell Processor generating negative disbursements. Origination award amounts are used to verify disbursement requests.

No changes should be made to any record that has not been acknowledged.

## Submitting Origination Records

### **Headers and Trailers**

A fixed length file batch submission can include one type of data, such as Origination or multiple types of data such as Origination and Disbursement. To keep the data in order, there is a system of Headers and Trailers.

An example is provided below:

```
Transmission Header
    Transmission Batch Header "PGOR03IN"
        Grant Batch Header "#O"
            Origination Record
        Grant Batch Trailer
    Transmission Batch Trailer
    Transmission Batch Header "PGDR03IN"
        Grant Batch Header "#D"
            Disbursement Record
        Grant Batch Trailer
    Transmission Batch Trailer
Transmission Trailer
```

For schools using EDEExpress for creating batches and EDconnect to send them, simply batch and export student data as the instructions indicate and all Headers and Trailers will automatically be applied when the data is sent.

Schools using a third-party software or a mainframe to process their data can use EDconnect to send the data. EDconnect will apply the Transmission Header and Trailer and the Transmission Batch Header(s) and Trailer(s) to the batches. The third party software or mainframe must create the Grant Batch Header(s) and Trailer(s).

The software the school uses to prepare origination records should enter data in the correct origination record format. Some fields that can be entered in the origination record are required, and others are optional. The school will need to make sure the information is correct in both types of fields of the origination record for that student.

**Tip:** When a Grant Batch Header fails batch-level edits, the Grant Batch Header returned provides the Legacy Batch Reject Reasons. The Batch number will also be available for viewing with COD edits on the COD Web page.

## **Construction**

Schools must be operational for EDE Electronic Payments Service in order to submit Federal Pell Grant origination and disbursement data via the SAIG. Schools must also have successfully submitted an application to use SAIG and been assigned a valid TG number to submit electronic files . (The school/servicer point initiates an origination record batch by transmitting the following):

- **Grant Batch Header Record:** The grant batch header record reports the record length, the batch type, the school's identifying code numbers, and processing dates.
- **Origination Record:** An origination record is included for each student reported in the origination batch. All fields applicable to the recipient must be completed. No fields may be left blank unless noted in the record layout.
- **Grant Batch Trailer Record:** The grant batch trailer record reports the number of student records included in the transmission; the amount reported on this transmission; and the total number of records in the transmission.
- **Grant Batch Editing:** The Pell Processor receives each origination batch from the SAIG and performs specific batch-level edits. If the submission passes all of these edits, the batch is submitted for Federal Pell Grant program processing. If a grant batch fails any of the batch-level edits, the header record is updated to indicate the reason for rejection and the header and trailer are returned to the submitting school/servicer for corrective action. None of the transaction data in the rejected batch are forwarded to the program for processing.

The grant batch reject reasons field, positions 77 – 100 of the grant batch header record, indicates the specific reject reason(s).

Each batch number may only be submitted once for processing. If the same batch number is submitted twice, it will be rejected on the second submission. If a batch is sent twice in error at the same time, both batches will be rejected. The batch number in the Grant Header and the Grant Trailer must both be changed with each new batch.

All other fields contain blanks. When the Pell Processor finds a missing grant batch trailer, it constructs a grant batch trailer record for the returned batch.

During the edit process, batches are either approved or rejected. For rejected batches, the grant header and trailer are returned immediately to the school without the detail records. The rejected grant header shall have the comment codes to notify the school why the batch was rejected.

Schools must resubmit the detail records in new batches with new batch numbers after the errors are corrected. If the Pell Reporting Campus ID number in the grant header record is missing or incorrect, the batch acknowledgement cannot be returned to the school.

The grant batch reject reasons are specific to electronic processing and are different from the edit/comment codes produced in Federal Pell Grant Program processing. Grant batch reject reasons indicate errors related to the transmission of origination and disbursement data between the school/servicer and the Pell Processor. The edit/comment codes, on the other hand, apply to all Federal Pell Grant origination and disbursement processing. Rejected batch numbers can also be viewed on the COD Web page with the applicable COD edit(s).

## **Origination Record Batch Processing**

Federal Pell Grant processing creates an origination acknowledgement for every record sent, except those transactions that are skipped due to rejected batches. An origination acknowledgement is returned to the school/servicer for each student record in origination record batches received and processed by the Federal Pell Grant Program. (You can view rejected origination records on the COD Web page with COD associated edits. All questions regarding these records should be directed to Pell Customer Service at 1-800-4PGRANT [1-800-474-7268]).

The Pell Processor transmits origination acknowledgement batches to the network for pick-up by the school/servicer. The school/servicer should receive back an origination acknowledgement batch for each accepted origination record batch it transmits. Batch integrity is maintained during processing.

The Pell Processor transmits origination acknowledgement batches to the network the same day they are processed by the Federal Pell Grant Program. The school/servicer retrieves the origination acknowledgement batches following their placement on the network.

## **Origination Acknowledgement Records**

Origination acknowledgement records contain the data reported by the school/servicer on the origination records, edit/comment codes, and any corrections or reject reasons applied during Federal Pell Grant processing of the origination records.

The school/servicer must review each origination acknowledgement batch for corrections applied and for rejects; then correct the data as required. The school/servicer corrects origination acknowledgements by transmitting a new origination record for each student whose data requires changes.

Duplicates are not rejected records, but should be reviewed by schools/servicers for any problems or software issues.

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## Disbursement Records

Disbursement records are used to report student Pell Grant disbursement data to ED. They also determine and commit the amount of Federal Pell Grant funding available to each school.

As in prior award years, each school under the Advance Payment method receives an initial authorization as start-up funding. Schools receive an Electronic Statements of Account (ESOA) for each adjustment to their authorization, after the disbursements exceed the initial authorization. For example, if the initial authorization amount established by the Department is \$100,000 and the school reports disbursements totaling \$101,000, that school's authorization will increase by \$1,000.

Schools prepare and submit records for each disbursement made to a recipient, using EDEExpress or their own software. Each disbursement record must have a unique reference number (01-65). In assigning these numbers, it is recommended that schools start with number one (01) and use consecutive numbers for each additional disbursement transaction submitted to the Department for that student. (Note that 66-99 is now reserved for ED use.)

The Pell Processor receives and edits the disbursement record against accepted origination records. If an origination record match is not found, the Pell Processor rejects the disbursement record. If a disbursement exceeds the Accepted Award amount for the Entire Year the record is corrected by adjusting it downwards. If a disbursement record exceeds 100% of the student's eligibility across all schools, the record is temporarily accepted for the amount submitted. At the same time, an MRR is sent to all schools at which the student has a disbursement for that academic year. The schools then have 30 days to correct the Overpayment. If the overpayment is not resolved, all disbursements are reduced to zero. Schools may resubmit disbursements to reinstate the student's grant.

Disbursement records may be received as early as 30 days prior to the reported disbursement date for Advance Funded schools or seven days for JIT schools. However there will be no increase in funding levels until seven days before the scheduled disbursement date.

### General Process for Disbursements

Schools report each payment made to an eligible student with a Disbursement Record. Schools send Disbursement Records electronically via the SAIG. Disbursement batches can be sent at the same time as Origination batches. However, to ensure that the student's Origination is

processed and accepted before the Disbursement, it is recommended that Originations be batched and transmitted prior to Disbursements.

Before the Pell Processor can accept a Disbursement Record, there must be an accepted Origination Record on file for the student. Any Disbursement Record received prior to receiving an accepted Origination Record will be rejected. Likewise, if Origination and Disbursement records are sent at the same time and the Origination Record is rejected, then the Disbursement Record will also be rejected.

Schools may send a Disbursement Record for each Pell Grant disbursement either before or after the disbursement has been made. The reported record should contain information regarding a single disbursement activity for the student. To view all fields of the Disbursement Record, please see the Disbursement Record layout description in Custom Layouts.

When Disbursement Records are received, they are edited to make sure there are no errors. The Pell Processor verifies that the reported disbursement amount does not exceed the student's Origination Award amount. Acknowledgements are sent back to the school for each Disbursement Record. Acknowledgements are generally returned to the school within three to five hours.

Once the Disbursement Records are accepted, the Pell Processor submits the data to the Financial Management System (FMS). This action generates obligations and payment transactions for the Grants Administration and Payment System (GAPS). When the school's reported disbursements exceed its current authorization an ESOA is generated which increases the Pell Funds available for the school.

## **Disbursement Acknowledgement Records**

After processing disbursement records for a school, the Pell Processor sends the school a disbursement acknowledgement. The acknowledgement provides schools with an accurate and timely status of their accepted Federal Pell Grant disbursements. With this information, schools can reconcile their disbursement records with the Department. It is recommended that schools send origination records to the Pell Processor early so that records can be edited and problems resolved before disbursements are made to students.

## **Changes to Disbursement Record Information**

Very few items can be corrected on a Disbursement Record. However, the record layouts explain which corrections are valid. The Pell Processor will not allow the student to receive more than the accepted award amount on the Origination Record. If the Pell Processor calculates that the student is going to receive more than the accepted amount on the origination record, the award is either reduced or the record is rejected.

## **School Changes to Disbursement Information**

To correct payment amounts, it may be necessary to update the Origination Record before the school submits a new Disbursement Record. The enrollment status, COA, and EFC on the Origination Record can affect disbursement amounts on the Disbursement Record. The school should verify the accepted award amount on the Origination Record and correct the Origination Record before submitting a new Disbursement Record.

Unlike Origination Records, the information on the new Disbursement Record does not replace the existing record. Instead, the payment amount reported on the new Disbursement Record is added to or subtracted from the accepted payment amount, resulting in a new total payment to the student.

Because the old Disbursement Record information is not replaced, a school cannot actually correct an incorrect disbursement date. If a school reported an anticipated disbursement that was not made, it should send a new Disbursement Record with a negative disbursement for the amount that it reported it would pay.

If the Origination Acknowledgements and Disbursement Acknowledgements that the school receives are accurate and there are no changes to the students' awards, the school should simply retain these records in their files. However, if the information for any student is incorrect or there are changes during the award year, the school should submit corrections.

The most frequently required changes are to COA, verification status (to update a "W"—payment without documentation), and payment amounts and dates. Other changes occur less frequently, except in cases of error. For instance, one would not expect the school's academic calendar to change during the award year.

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## Rejected Records

An enhancement in 2002-2003 is the way rejected records are handled. The new COD Web page will allow Phase-In Participants to view their rejected records online. After the Pell Processor processes the Origination, Disbursement, and Data Requests, an acknowledgement is sent to the school and any rejected records are placed in a “holding bin.” Phase-In Participants may view rejected record(s) and determine which corrections need to be made. They will then be able to send a corrected record through EDEExpress or their software. In 2002-2003, Phase-In Participants can not create or correct records via the COD Web Page, but they can view the records that have been accepted or rejected.

The holding bin will hold the rejected records even after the record has been corrected and accepted. This will allow schools to review a complete documentation of all records submitted for processing.

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## Data Request Records

Schools may request information from the Pell Processor by submitting a data request. These files are Multiple Reporting, Statement of Account, Year-to-Date, and Reconciliation data. The Pell Processor sends the Multiple Reporting Record and Statement of Account automatically throughout the Award Year to notify schools of changes and potential problems. Schools can also obtain this information on demand with a data request. The school must always request the Year-to-Date and Reconciliation files.

A Data Request may be sent as an electronic file or may be submitted via [www.pellgrantsonline.ed.gov](http://www.pellgrantsonline.ed.gov) for award years prior to 2002-2003.

### Data Request Acknowledgement Records

After the Data Request record is received and processed, a Data Request Acknowledgement record is sent back to the institution for each data request received.

### *Institution Data Records*

The Institution data record has been discontinued in the 2002-2003 award year. Updates to a school's address, contact person, and telephone numbers can be made at <http://eligcert.ed.gov>. It is not recommended to use the RFMS Web page to update Institution information because the RFMS Web page is for award years prior to 2002-2003.

### *Multiple Reporting Records*

The Multiple Reporting Record (MRR) process provides information to a school about a student's origination and disbursement status at other schools and the amount of the scheduled award disbursed. This function allows schools to identify the two primary types of multiple reporting conditions: concurrent enrollment and eligibility overaward. Schools may request MRRs at any time by submitting a data request record electronically or online.

An MRR will be system-generated by the Pell Processor if a disbursement record is submitted and the system detects a Potential Overaward Project (POP) condition. You can also request an MRR any time after the student record is originated. POP is a process which detects that an eligible student may receive more than the maximum Federal Pell Grant scheduled award amount at two or more schools.

## Multiple Reporting Record Process

Schools prepare and submit eligible students' origination records to the Pell Processor using EDEExpress or their own software. After a school receives an Origination Acknowledgement, it may submit a data request record with a type code of "M" (for multiple). The Pell Processor receives and edits the MRR data request to verify that the student has been originated at that school and that the physical layout of the record is accurate. If the record passes these edits, the Pell processor will search the database to identify all other originations and disbursements submitted by other schools for the student requested on the MRR. The Pell Processor returns the data requested or rejects the request. If the request is rejected, the school receives an acknowledgement of the rejection reason.

Schools are encouraged to request MRRs prior to requesting disbursements to reduce the number of problems with POP. A copy of the edits that the Pell Processor uses to process data request records is included at the end of this section in Appendix D. To provide additional assistance in submitting data requests records and the most effort-free process as possible, many of the Pell Processor edits have been incorporated into the EDEExpress software.

## Requesting Multiple Reporting Records

There are several options available to you when requesting an MRR. A school can submit a data request created in either EDEExpress, their own software, or on the COD Web page.

### POP

Beginning with 2002-2003, a change is being implemented to improve the efficiency in which POP situations are resolved. After receiving an MRR, schools have 30 days to mediate with the other POP-affected school(s) and correct overpayment situations. After 30 days, if the student is still in an Overpaid status, all schools involved will receive system-generated negative disbursement. The negative disbursement will reduce all previously accepted disbursements to the student to zero for the award year.

A school may resubmit valid disbursement record(s) individually, indicating the correct disbursement date and amount the student received. If multiple schools resubmit disbursements, causing an Overpaid status again, the Pell Processor will again send an MRR to all involved schools informing them of the recurring POP situation. Then after 30 days, the schools will receive system-generated negative disbursements decreasing

the student's disbursements to zero. If this cyclic situation occurs, it is suggested that schools contact Customer Service for assistance in mediating and resolving the POP situation before resubmitting disbursements.

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## Reconciliation File

For 2002-2003, the Reconciliation File has not been changed. This type of request can be a request for an individual student or an entire school.

The Reconciliation file is a one-record summary of the data the Pell Processor has for a student. This record can be used to reconcile the school's total disbursement amount per student with the Pell Processor. If the amounts do not match, information on the Reconciliation record should help to determine where the discrepancy is located.

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## Year-To-Date (YTD) Records

The YTD origination record for a student will show the origination information stored in the Pell Processing System, correction data, and the total amount disbursed to the student for the year.

The YTD disbursement records for the student show the accepted data for each disbursement the school reported. The YTD records show the school the information the Department has about its students, which may conflict with the school records.

The YTD summary will show the number of recipients at the school; the number of origination and disbursement records that were accepted, corrected, duplicated, or rejected; and, for a certain edit codes, the number of times the school received that specific edit code on an acknowledgement.

The school's software should generate the information needed for reconciling its records with the Department's records. For example, the school may be able to automatically compare its records to the YTD record to get a list of students who have differing disbursement amounts in the two sets of records. Schools should consult the documentation for their software for more information on the uses of YTD data.

The YTD file is used in reconciliation and in replacing a corrupted database. It also provides information to schools about a student's origination and disbursement status as well as a summary total of all origination and disbursement data submitted by a school.

### **General Purpose of the YTD File and the Process for Requesting It**

In the legacy system for years prior to the 1999-2000 cycle, the YTD file was used to replace lost databases. This functionality has been retained in COD.

### ***Purpose of the YTD File***

The YTD file performs a dual role. Schools can request the YTD file to replace a corrupt database or to reconcile its records with the accepted data that the Pell Processor has retained. Schools who use EDEExpress have the following options:

- Comparing and printing a discrepancy report,
- Printing all YTD records,
- Updating selected records, and
- Updating/rebuilding all.

### ***Process for Requesting a YTD File***

You may request a YTD file at any time by submitting a data request record or by using the COD Web site.

### ***Format of the YTD File***

Each YTD file contains three parts:

1. The last accepted Origination Record for each student,
2. Each accepted Disbursement Record for each student, and
3. A summary of data sent to the school.

The Origination portion contains all accepted data from the last accepted origination record at the Pell Processor for the students at your school. The Disbursement portion provides you with each accepted disbursement associated with the origination. The summary provides the school with information on all origination and disbursements contained in the YTD record.

**Note:** The "YTD Disbursement Amount" is located on the Origination portion of the record beginning at position 304. This value reflects the current amount of accepted disbursements for a specific origination ID in the Pell Processor database.

### ***For EExpress Users***

The YTD Comparison Report will list the differences between your database and the imported YTD file; it prints in two sections. The first section notes the Pell Origination exceptions; and the second section prints the Pell Disbursement exceptions, followed by a one-page summary of the Origination and Disbursement data.

When importing a YTD file you can mark the "Compare and Print Exception?" box so the software will identify the differences between the information in the import file and your EExpress database Pell tables and generate a discrepancy report in Last Name order.

Verify that you have imported all Pell Origination and Disbursement acknowledgements before running the compare feature; this will ensure the data in the YTD file is being compared against your most current processing results.

You should also delete records for students not attending your school that have been created but not submitted for processing. Otherwise, these records will be flagged as exceptions on the import Compare Report under the Pell database exceptions.

If you are not sure whether you want to use the Update option, we recommend you use the compare feature the first time you import the YTD file to view which updates may occur. There may not be any exceptions.

You also have the option to select the "Print All" box which will print all records in the YTD file in Last Name order.

Once you have imported the YTD file with the compare option selected and verified the potential updates, you can re-import the same YTD file and choose "Update: Selected Records." With this feature you can update specific student records with the information from the imported YTD file, if you are missing an acknowledgement file and want to update specific records that were in the missing batch.

The "Rebuild All" Update option will overwrite all the records in your database that have matching origination IDs in the YTD file.

## **Electronic Statement of Account (ESOA)**

The ESOA summarizes the status of a school's spending authorization versus amount expended to date for that award year.

A school can send requests electronically for ESOA data batches. The request is sent via the SAIG.

There are two ways a school can receive an ESOA:

- By submitting a data request for the ESOA, or
- By the Pell Processor automatically generating the ESOA.

If a school is Advanced Funded, an ESOA will be received when the initial authorization is performed. When the Pell processor has accepted enough disbursements to exceed their authorization level, it automatically generates a new ESOA to the school. The ESOA is only generated when the authorization level is exceeded or decreased; it is not generated each time a disbursement is accepted.

If a school is JIT, an ESOA is produced each time a disbursement batch with accepted records is processed. This is because there is no initial authorization level that has to be exceeded.

The Pell Processor generates ESOAs and sends them in message class batches with a header and trailer record back to the SAIG. Schools can retrieve the ESOAs for a 6-month period following placement on the SAIG.

## **General Process for Electronic Correspondence from ED to Schools**

Throughout the year, the Federal Pell Grant Program produces electronic letters and messages to communicate information from ED and the Federal Pell Grant Program to participating schools. School-specific letters are sent from ED in a text file through SAIG.

Some Electronic Correspondence media include:

- **IFAP Web site:** The IFAP Web site is an ED Web site designed to provide information to financial aid professionals. It has an electronic library and search tool and contains publications, regulations, and guidance correspondence regarding the administration of the Title IV Federal Programs.

The following frequently requested publications are maintained:

- Action letters
- Dear Partner Letters
- Electronic Announcements (P-Messages)
- New issues in Federal Registers
- SFA Handbooks

At the IFAP Web site, there are many links to other EDE sites, such as:

- SFA Training Web site
- SFA School Portal
- SFA Conference Registration Web site
- SFA Download
- Direct Loan Web site
- Publications Ordering Web site

### ***P-Messages***

P-messages are a type of ad hoc correspondence from ED. They are messages sent via e-mail, SAIG Message, or Listserv to every eligible school in the Federal Pell Grant Program. They are also posted on the IFAP Web Page as an Electronic Announcement. These messages are used to communicate an announcement or problem.

### ***SFATECH***

SFATECH is an online e-mail listserv for technical questions about Student Financial Aid (SFA) systems and software. Inquiries posted to the

listserv are reviewed by ED staff and forwarded to the appropriate Title IV program analyst for response.

Pell-specific questions are forwarded to [pell.systems@ed.gov](mailto:pell.systems@ed.gov). The mailbox is reviewed and responses are sent within 24 hours of receipt. If a response needs further clarification, it is referred to a Development Team Leader. If it requires more than a one-day response, an e-mail will be sent to the school advising of this delay.

If a question is received that requires additional information or clarification from the originator, an attempt will be made to contact the originator by a telephone call. If unsuccessful, an e-mail will be sent to SFATECH to have a private e-mail sent to the originator rather than the entire listserv.

### **COD Web Site**

To improve school access to Pell Grant Data, schools can verify batch status, student records, submit data requests, or enter institution data records via the Internet at the Federal Pell Grant Program Web site. In addition, the schools can enter post-deadline records via this interface. The COD Web Site is available 24 hours a day, 7 days a week.

### **RFMS Web Site**

The RFMS Web site will remain up until December 2002 for Award Years 1999-2000 through 2001-2002. At that time the data for these years will be migrated to the COD Web site.

<http://www.pellgrantsonline.ed.gov>

## **Pell Interfaces**

### ***School Interface***

Schools use the EDEExpress software and third-party software to send Origination and Disbursement records to the Pell Processor through the Student Aid Internet Gateway (SAIG). The Pell Processor sends related Acknowledgement records back to the schools through SAIG.

Schools send batches of origination and disbursement records because of paying or expecting to pay Federal Pell Grant funds to students. Schools can send batches across the SAIG. These batches of records are processed with records accepted, accepted with corrections, duplicates, or rejected.

For each type of batch, a detailed acknowledgement is sent back to the school after processing is complete. Each acknowledgement contains the acceptance status, accepted field values, and comments explaining the processing results if necessary. Comment codes are returned to explain rejections and corrections. Batches that are rejected are not processed and no information is retained other than the reject reason. The Batch number and COD edit code can also be viewed on the COD Web page. The acknowledgement also contains additional data calculated during processing.

## **ED Systems**

The Pell Processor interfaces with the following ED systems to receive or send data.

- Central Processing System (CPS)
- Postsecondary Education Participants System (PEPS)
- Student Aid Internet Gateway (SAIG)
- Grants Administration Payment System (GAPS)
- Financial Management Systems (FMS)
- Financial Management Systems Software (FMSS)
- National Student Loan Data System (NSLDS)

### ***Central Processing System (CPS)***

CPS provides student eligibility information to the Pell Processor for processing detail records. Reciprocally, the Pell Processor provides recipient data to CPS for reporting purposes. School data is also provided to CPS, until the point in time when CPS interfaces directly with PEPS.

### ***Postsecondary Education Participants System (PEPS)***

PEPS provides the Pell Processor with school eligibility information. A school's eligibility to participate in the Federal Pell Grant Program can change anytime throughout the academic year; therefore, updates must be provided to the Pell Processor on a regular basis.

### ***Student Aid Internet Gateway (SAIG)***

The SAIG (formerly TIVWAN) is the primary vehicle that transports data between the Pell Processor and schools via the Internet. It also provides participation data. This data assists the Pell Processor in determining which schools are eligible to send data electronically.

By enrolling in SAIG, schools are able to exchange information electronically with the U.S. Department of Education. Many student financial aid services can be accessed via the SAIG. Schools must determine which services they need, and enroll appropriate individuals as destination point administrators (DPAs) for the specific services that the school wants them to access. When a school enrolls a new DPA, a destination will be established with an assigned "TG" number that identifies the DPAs' destination point on the SAIG.

Schools may enroll destination point administrators with their own destination points (mailboxes) for each service or function, or you may combine services and functions through a single DPA with a single destination point (DP). Where permitted, the DPA will determine which SAIG users are allowed access to that destination point. The DPA must enforce the security requirements as outlined in the SAIG User Statement, including the completion and maintenance of this statement(s). The President/CEO/Chancellor must certify that each DPA has developed secure procedures in compliance with the security requirements for permitting other people to use his/her destination point. The DPA must also complete a profile for each SAIG user within the EDconnect software used to connect to SAIG.

### ***Grants Administration Payment System (GAPS)***

GAPS is the system within the ED Central Processing System (EDCAPS) that processes obligations and payment transactions. The Pell Processor sends obligations and payments to GAPS. GAPS provides an acknowledgement back to the Pell Processor with processing results. In addition, GAPS provides updates to transactions which affect the available balance.

### ***Financial Management Systems (FMS)***

FMS is the system that forwards the financial data from COD to GAPS and from GAPS the information is applied to FMSS. The FMS system is within the SFA.

## ***Financial Management Systems Software (FMSS)***

FMSS is a system within EDCAPS. FMSS posts obligations received from GAPS to the General Ledger and processes receivables for the Department of Education.

## ***National Student Loan Data System (NSLDS)***

NSLDS receives payment information for all students receiving Federal Pell Grants.

## **Other Pell Processing Functions**

### ***Administrative Cost Allowance***

The Administrative Cost Allowance is money that ED pays schools to offset some of the cost of delivering financial aid to students. For the Federal Pell Grant Program, the amount is \$5.00 for each student at the school who receives a Federal Pell Grant. This amount is based on the number of Pell recipients reported by the school, including students who withdrew from school or were transferred (even if all Federal Pell Grants were recovered). The Pell Processor then calculates Administrative Cost Allowance (ACA) payments for Pell Operations approval.

### ***Administrative Cost Allowance Letter***

Administrative Cost Allowance Letters are transmitted electronically through SAIG at least three times a year for all participating Federal Pell Grant schools. The letter notifies schools that they will receive, under separate cover, a direct deposit into their bank account from the Federal Reserve to cover certain expenses associated with administering the Federal Pell Grant program.

### ***Sample Electronic Administrative Cost Allowance Text Message***

Shown below is the Sample Electronic Administrative Cost Allowance Text Message that is sent electronically to schools notifying them of the ACA amount being deposited in their account.

**Note:** Your institution should expect a deposit totaling 999999999999.99 for Administrative Cost Allowance supporting reporting of 99999999 student disbursements for the award year 2003.

### ***Verification Status***

For 2002-2003, the valid values for the Student Verification Status reported on the Origination record are 'V' for Verified, 'W' for Without Documentation, and 'Blank'. The value 'Blank' is used for students not selected for verification.

Institutions that originate students using the 'W' verification status may only disburse up to 50% of the student's scheduled Pell Grant. The school must subsequently update the verification status in those students' Origination records to 'V' after validating their income information. Near the end of the award year all funds for students with a "W" Verification Status are zeroed out. The Pell Processor sends a warning notification to schools after June 30 if they still have students with Verification Status of "W".

### ***Percent Eligibility Used at a School vs. Total Percent of Eligibility Used***

The Pell Processor calculates the Percent Eligibility Used at a school and the Total Percent of Eligibility Used whenever a disbursement record is accepted. These percentages are used in the POP calculations and the percentages are sent to NSLDS.

The Percent Eligibility Used at a school field is calculated by summing all of the accepted disbursement records for a student at an attended institution and dividing that amount by the Scheduled Federal Pell Grant at the attended institution. Round to four places after the decimal.

The Total Percent of Eligibility Used field is calculated by summing up all of the Percent Eligibility Used amounts at all campuses attended by this student for the current school year. This amount will be rounded to four places after the decimal. The Pell Processor performs percentile rounding that checks for schools using whole dollar disbursements.

**Example:**

<b>School A Student</b>	<b>Sch. Federal Pell Grant</b>	<b>Disb. Amt.</b>	<b>Percent Elig.</b>	<b>Total Percent</b>
1	3300	350.00	0.1970	0.2275
1	3300	300.25	0.1970	0.2275
2	1750	500.00	0.2857	0.5718

<b>School B Student</b>	<b>Sch. Federal Pell Grant</b>	<b>Disb. Amt.</b>	<b>Percent Elig.</b>	<b>Total Percent</b>
1	3300	100.50	0.0305	0.2275
2	3300	250.33	0.2861	0.5718
2	1750	250.33	0.2861	0.5718

# Appendix A – Glossary

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## **Academic Calendar**

Academic calendar is the academic term of the amount of academic work completed by students at a school.

- 1 Credit Hours – Nonstandard terms
- 2 Credit Hours – Standard terms of quarters
- 3 Credit Hours – Standard terms of semesters
- 4 Credit Hours – Standard terms of trimesters
- 5 Clock Hours
- 6 Credit Hours – Without terms

## **Actual Disbursement Record**

A Common Record submitted to the COD System to request or substantiate funding. Actual Disbursement Records post to a student/borrower's award (loan or grant). Records either release funds available to a school via drawdown or FedWire/ACH or substantiate money already made available to the school. Records must be submitted with a payment trigger set to "Y". An Actual Disbursement Record refers only to Pell Grant and Direct Loan Awards.

## **Administrative Cost Allowance (ACA)**

This is money paid to schools to offset some of the cost of delivering financial aid to students.

For the Federal Pell Grant Program, the amount is \$5 for each student at the school who receives a Federal Pell Grant.

This amount is based on the number of Pell recipients reported by the school, including students who withdrew from the school or were transferred, even if all Federal Pell Grant funds were recovered.

## **Administrative Relief Request**

This is a school's request to ED to grant relief to a school unable to meet the September 30 deadline, due to:

- An event, such as a natural disaster
- A processing error
- Or other circumstances beyond the school's control

## **Advance Funding Method**

Under the Advance Funding Method, a school receives an initial authorization amount from which it may draw down funds from the Grants Administration Payment System (GAPS).

The Pell Processor adjusts the school's initial authorization amount during the award year based on the receipt and acceptance of disbursement records transmitted by the school.

## **American Standard Code for Information Interchange (ASCII)**

This is one of the standard formats for representing characters and text files. This is the format that Text messages are sent by the Pell Processor. The message class used is PGTX.

## **Attended Campus**

This is the campus attended by the student as noted by the Pell ID.

If the school is a branch campus with a unique Pell ID, the branch campus Pell ID is used to identify that location on individual payment records. If the school is a branch campus without a unique Pell ID, the Pell ID of the eligible location is used as the attended campus Pell ID.

## **Attended School Entity Identifier**

The location where the student will be attending classes for which Federal Financial Aid funds are being used.

## **Award**

An Award refers to the amount of money given to a student for a given award year. Awards are designated by program, (ie: Direct Loan, Pell Grant or campus-based programs).

## **Award Year**

The twelve month period beginning July 1st and ending June 30th of the following year for which funding has been authorized for the Federal Pell Grant Program. Funding for Federal Pell Grants and campus-based programs is provided on an award year basis.

## **Award Year Cycle**

The standard period during which a school can submit origination and disbursement records and expect to draw down funds for accepted Pell eligible students processed by the Pell Processor.

The cycle begins July 1st and ends September 30th of the following year. As an example, for 2002-2003, the award year cycle is from July 1, 2002 to September 30, 2003. See the annual Federal Register Pell Deadline Date Notice for further information concerning Postdeadline Processing beyond the normal award year cycle.

## Batch

Users submit groups of records in a file called a batch. A batch consists of a Grant Batch Header Record, one or more detail records, and a Grant Batch Trailer Record. Each batch can have only one type of record. Origination and disbursement records may be sent at the same time but they must each be sent in separate batches with a separate Grant Batch header and Grant Batch trailer separating them.

## Batch Acknowledgement Date

This is the date on which the processed batch acknowledgement is sent back to the school or servicer through SAIG.

## Batch ID Number

Each legacy batch sent must have the same unique batch ID number in the Grant Batch Header and Trailer. The format for the Batch Number is as follows: XXCCYY999999CCYYMMDDHHMMSS

XX	Batch Type (alpha)
CCYY	Last Year in Reporting Cycle
999999	Reporting Pell Institution Number
CCYYMMDD	Date Batch Created
HHMMSS	Time Batch Created

Batches that do not have unique batch numbers or that have different batch numbers in the Grant Batch Header and Grant Batch Trailer are rejected.

## Batch Processing Date

This is the date on which the Federal Pell Grant Program completes processing the origination or disbursement data batch.

## Batch Received Date

This is the date on which the batch was received for processing.

## **Batch Type Codes**

Each Batch number has a Batch Type Code that identifies the type of batch. The Batch types are as follows:

#A	Statement of Account
#C	Reconciliation
#D	Disbursements
#G	System Generated
#M	Multiple Reporting Record
#O	Originations
#P	Origination Acknowledgement from the WEB
#R	Data Request
#T	ASCII Text
#W	Disbursement Acknowledgement from the WEB
#Y	Year to Date

## **Campus-Based Programs**

The term applied to three federal Title IV student aid programs administered on campus by eligible institutions of postsecondary education:

Federal Perkins Loan Program

Federal Work-Study (FWS) Program

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

## **Case Management and Oversight (CMO)**

This is the U.S. Department of Education office responsible for overseeing school eligibility. Regional representatives work with schools on reimbursement and cash monitoring.

There are 10 Case Management Teams that include staff located in Washington, DC and ten field offices. These teams:

- Perform on-site reviews and analysis of reports on schools and their agents
- Review and approve institutional applications for initial or renewal SFA certification

- Process and maintain schools Program Participation Agreements and eligibility notices
- Recommend reimbursement method of funding
- Maintain institutional and student data in Schools Channel databases (PEPS); for example, address changes, etc.
- Review institutional compliance audits and financial statements
- Work with both domestic and foreign institutions

For more information see the document Sources of Assistance available on [www.sfadownload.ed.gov](http://www.sfadownload.ed.gov)

### **Central Processing System (CPS)**

This is the ED system that processes student financial aid applications (FAFSA), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR) for the applicant, and transmits ISIR data electronically to schools.

### **Changes**

Corrections made to a previously submitted Common Record are referred to as Changes.

### **Clock Hour Programs (or Credit Hour Programs without Terms)**

This identifies academic programs in which duration is measured by clock hours or by credit hours completed with no terms.

### **Common Origination and Disbursement (COD) System**

The COD System is a technical solution designed to accommodate the COD Process for Pell Grant and Direct Loan funding and campus-based reporting.

## Common Record

The Common Record is a data transport mechanism exchanged by trading partners participating in Student Financial Assistance. The Common Record is a document formatted in Extensible Markup Language.

## Complex Element

An XML Element that contains other elements. It may also contain text but it isn't required. Elements contain other elements in order to provide for logical groupings of data. For example, an applicant's address information can be represented by the following XML:

```
<home_address>
  <street>1 Country Drive</street>
  <city>Small Town</city>
  <state>VA</state>
  <zip>11111</zip>
</home_address>
<work_address>
  <street>1 Main Street</street>
  <city>Big City</city>
  <state>VA</state>
  <zip>22222</zip>
</work_address>
```

Through the nesting of street, city, state, and zip code information in the home\_address and work\_address complex elements, the information is logically grouped and the meaning of each group of address information is very clear. Complex elements can contain other complex elements so many levels of nesting and organization are possible.

## Cost of Attendance (COA)

Cost of Attendance is used to determine the student's scheduled Pell Grant award and is always based on the cost for a full-time student for an entire academic year. It must be greater than 0000.

These costs can consist of:

- Tuition and fees
- Allowances for room and board
- Allowance for books, supplies, transportation, and miscellaneous personal expenses
- Allowances established by the school for dependent care, disability-related expenses, study abroad, and employment expenses related to cooperative education programs
- Cost of computer allowance
- Special exceptions to which cost components apply, including less than half-time students, correspondence study students, incarcerated students, and students receiving instruction by telecommunications

For further information see the Student Financial Aid Handbook available for download at [www.ifap.ed.gov](http://www.ifap.ed.gov)

### **CPS Transaction Number**

A sequential number assigned by CPS to each new or correction of an eligible SAR/ISIR.

### **Cross Reference Field**

This is an optional identification field that can be entered into the student origination and disbursement (for example, it may be a school-assigned student ID or different SSN). This field is now known as the Origination Cross-Reference Field or the Disbursement Cross-Reference Field.

### **Current Social Security Number**

This is the Social Security Number (SSN) reported by the student on the Free Application for Federal Student Aid (FAFSA) for the given transaction number.

### **Data Request**

This record is used to request information from the Pell Processor. Schools can request an Electronic Statement of Account (ESOA), a Year-to-Date (YTD) file, a Multiple Reporting Record (MRR), or a Reconciliation file.

## **Date Enrolled This Award Year**

This is the date the student first enrolled (for example, the first day the student attended classes) in an eligible program for the applicable award year. If the student enrolled in a crossover payment period before the first day of the award year (July 1), report the actual date enrolled, even though that date occurs before the start of the award year.

## **Dear Partner Letter**

This is a means of communicating all policy or major programmatic information on federal student financial aid issues from ED to the postsecondary financial aid community.

Dear Partner Letters are posted on the IFAP Web site, [www.ifap.ed.gov](http://www.ifap.ed.gov).

## **Deobligation**

The Federal Pell Grant Program runs a program late in the award year called the deobligation. This program reduces a school's authorization to the amount of accepted disbursements the school has submitted.

## **Destination Point**

In Electronic Data Exchange (EDE), this is the receiver and transmitter of Title IV applicant and/or Pell Grant payment data with the Student Aid Internet Gateway (SAIG, formerly known as Title IV WAN). It may be a postsecondary school servicing one or more schools or a service agent servicing multiple schools.

## **Detail Record**

A batch consists of a Grant Batch Header Record, one or more detail records, and a Grant Batch Trailer Record. A detail record can be an individual student origination or disbursement record, or an individual data request or institution data record. See the record layouts for each type of detail records for more information.

## **Direct Loan Program**

A Federal program in which the government provides four types of education loans to student and parent borrowers:

- Federal Direct Stafford Loan (subsidized, for students)
- Federal Direct Unsubsidized Stafford Loan (for students)
- Federal Direct PLUS Loan (for parents)
- Federal Direct Consolidation Loan (for students and parents)

The US Treasury guarantees these loans, which are referred to collectively as Direct Loans.

## **Disbursement**

Title IV program funds are disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED
- Federal Family Education Loan (FFEL) Program funds received from a lender, or
- Institution funds used before receiving Title IV program funds.

## **Disbursement Record**

This is an Electronic Data Exchange (EDE) record that contains regular disbursement information.

## **Disbursement Record Acknowledgement**

This is the reply to a school's submission of student disbursement data that has been processed through the Federal Pell Grant Program. It is returned to the school with updated information which explains the results of Federal Pell Grant Program processing.

## **Disbursement Reference Number**

This is a unique identifying number 01 to 99 that is on each disbursement. It cannot be repeated. Schools and Servicers can use 01-65 on their disbursement records. The Disbursement Reference numbers 66-99 are reserved for ED Use on System Generated Disbursements.

## **Document**

In the context of XML, a document is a message or data transmission and is a combination of markup and content. Markup is a type of language contained within start and end tags. Content is the data that falls between the tags. A Common Record message or transmission is considered to be an XML document.

## **Downside Adjustment**

This is the amount of money that a school returns for their Federal Pell Grant Program recipients during the award year. This return should occur no later than 30 days from when the student's award changed.

## **DUNS (Data Universal Numbering Scheme) Number**

Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.

## **Edit/Comment Codes**

These are a series of numeric codes that explain processing results, including data corrections, duplicates, and record rejects, for specific processed origination and disbursement records for a Federal Pell Grant recipient.

## **Edit Only Records**

Edit Only Records are records sent as edits only, and are not intended to request or report funds.

## **Electronic Data Exchange (EDE)**

This process allows participating destination points to exchange federal student aid application and Federal Pell Grant payment data electronically with the Student Aid Internet Gateway (SAIG, formerly Title IV WAN).

## **Element**

XML documents consist of elements that are preceded and terminated with tags. An example of an element is <LastName> Smith </LastName>, where LastName is an element.

### **Eligibility Used**

Eligibility Used percentage field is calculated by summing all of the accepted disbursement records for this student at this attended institution and dividing that amount by the Scheduled Federal Pell Grant Award at the attended institution.

### **Eligible Applicant(s)**

An eligible applicant is a student who has submitted a Free Application for Federal Student Aid (FAFSA) and meets the eligibility requirements for a Federal Pell Grant.

The student must be currently enrolled or be a prospective student at a postsecondary school which is accredited to participate in Student Financial Aid programs.

### **Electronic Statement of Account (ESOA)**

This is the electronic version of the Statement of Account (SOA) that summarizes the status of a school's spending authorization versus amount expended to date for that award year.

### **Enrollment Status**

Enrollment Status, prior to 2002-2003, was submitted by standard academic term schools and used by the Federal Pell Grant Program to calculate a student's Pell Grant award. Although still required for Phase-In Participants, this field is unedited for 2002-2003 and is not used for calculation by the Federal Pell Grant Program.

## **Enterprise Application Integration Bus (EAI Bus)**

This system acts as a bridge between schools and the COD System. It transmits information from schools to COD and vice versa. Schools send information to the EAI Bus via Direct Loan and Pell Grant Origination and Disbursement records or Common Records. The EAI Bus sends origination and disbursement information to the COD System.

## **Enterprise Wide**

SFA is seeking solutions which support all of the SFA enterprise, not just a departmental solution.

## **Entity Identifier**

Unique identifier for each data exchange partner.

## **Estimated Disbursement Dates**

This field position in the student origination record contains 15 dates for which a disbursement to a student is estimated to be made. Each student must have at least one estimated date of disbursement.

(Valid Values = CCYYMMDD)

Range = N days prior to Disbursement Start Date (20020701) to Disbursement End Date (20080930)

## **Expected Family Contribution (EFC)**

When a student applies for federal student aid, the information reported is used in a formula established by the U.S. Congress. This figure, which is determined according to a statutorily defined method known as the Federal Need Analysis Methodology, is used for all students in determining eligibility for Title IV student financial aid.

This formula determines the Expected Family Contribution (EFC), an amount the student and his/her family are expected to contribute toward the student's education (although this amount may not exactly match the amount the student and his/her family actually contributes). If the EFC is below a certain amount, the student is eligible for a Federal Pell Grant, assuming they meet all other eligibility requirements.

## **Federal Pell Grant Payment Schedule**

Schedule of Federal Pell Grant Awards. Schedule is based on the EFC, the enrollment status, and the school COA. The schedule is usually posted in January on the IFAP Web site, [www.ifap.ed.gov](http://www.ifap.ed.gov), for the upcoming award year.

## **Federal Pell Grant Program**

This is a type of federal financial aid grant awarded to qualified student applicants. A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree is usually earned after earning a bachelor's degree in a field such as medicine, law, or dentistry.) In some cases, a student may receive a Pell Grant for attending a postbaccalaureate teacher certificate program. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

## **Federal Pell Grant Web site**

The Federal Pell Grant Web site improves school access to Pell Grant Data. Schools or Servicers use this Web site to verify batch statuses, submit data requests, check account balances, or enter institution data records via the Internet. In addition, schools can enter post-deadline data records.

## **Financial Control**

Financial control is a code indicating the source of financial control for a school.

Use the code that best describes your school:

- |       |                    |
|-------|--------------------|
| 1     | Public             |
| 2     | Private, nonprofit |
| 3     | Proprietary        |
| Blank | No change          |

## **Financial Management System (FMS)**

The FMS receives financial data from SFA that records obligations and payments. This information is then reported to GAPS.

### **Financial Management System Software (FMSS)**

FMSS is a system within EDCAPS (ED Central Applications Processing Systems) that posts obligations received from GAPS to the general ledger and processes receivables.

### **Free Application for Federal Student Aid (FAFSA)**

This is the application that must be filed by an applicant to apply for any Title IV student financial aid distributed by the federal government.

### **Full Participant**

A Full Participant is a school that will be submitting the Common Record in the new XML format to COD for origination and disbursement of the Pell Grant and Direct Loan programs over the Student Aid Internet Gateway (SAIG). This is instead of submitting the multiple layouts in fixed file formats, or “legacy records”.

### **GAPS Award Number**

This identifies a specific school year and grantee within GAPS for the processing of obligations and payments. It consists of:

- Program Office code, which identifies the ED Program Office making the award.
- Catalog of Federal Domestic Assistance code (CFDA) code, which identifies the specific program making the award.
- CFDA subpart, which identifies a particular type of award account.
- Year which identifies the school year of the award; for example, either the beginning or ending year of the school year pair.
- Sequence number, which uniquely identifies the school that receives the award.

## **Grant Batch Header Record**

A batch of data records sent is made up of a Grant Batch Header record, detail records, and a Grant Batch Trailer record. The Grant Batch Header record is at the top of the file, and it includes a header identifier-GRANT HDR, the data record length, a unique batch ID number, the OPE-ID number, and Software Provider ID.

## **Grant Batch Trailer Record**

A batch of data records is made up of a Grant Batch Header record, detail records, and a Grant Batch Trailer record. The Grant Batch Trailer record is at the bottom of the file, and it includes a trailer identifier-GRANT TLR, the data record length, a unique batch ID number (the same number as in the Grant Batch Header Record), the number of Records, the reported total of the batch, and the Sign Indicator (positive 'P' or negative 'N').

## **Grants Administration and Payment System (GAPS)**

GAPS is the system used by ED's Office of Chief Financial Officer to process school-specific obligations and to make payments against those obligations. GAPS is part of EDCAPS and interfaces directly with U.S. Treasury's Federal Reserve System.

## **Hours/Credits in Academic Year**

This is the number of program hours in a program's year.

Only programs using clock hour or non-standard term credit hour academic calendars enter this field.

If the student attends a term-based program measured in credit hours (including standard academic term programs with less than 30 weeks of instructional time), enter the number of weeks of instructional time in the school's definition of academic year.

## **Incarcerated**

This code indicates the incarceration status of those students who are in local (not state or federal) penitentiaries and who are otherwise eligible to receive Federal Pell Grants.

## **Instance of Award**

Multiple awards may be reported on a single Common Record. Each Instance of Award refers to each award that may be present on a single Common Record.

## **Institution Type**

- 1 = Less than 1 year
- 2 = 1 year, less than 2 years
- 3 = 2 years, less than 3 years
- 4 = 3 years, less than 4 years
- 5 = 4 years (baccalaureate)
- 6 = 5 years or more

Otherwise, leave blank.

## **Institutional Data Record**

This record is sent by schools on the Federal Pell Grant Web page to change information concerning the school. This information includes the financial aid administrator's (FAA) name, telephone number, school address, and defining characteristics such as length of program, institution type, and financial control.

## **Institutional Financial Aid Professionals (IFAP) Web Site**

This SFA Web site ([www.ifap.ed.gov](http://www.ifap.ed.gov)) provides information to financial aid professionals in the areas of Title IV federal programs, publications, regulations, and correspondence regarding administration of Title IV federal programs. This Web site also maintains Action Letters, Dear Partner Letters, Electronic Announcements (P-Messages), Federal Registers, and SFA Handbooks issued by ED.

## **Institutional Student Information Record (ISIR)**

This is the electronic version of the Student Aid Report (SAR) that indicates eligibility for the Federal Pell Grant Program.

The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and NSLDS (National Student Loan Data System) Financial Aid History information.

It is transmitted electronically to postsecondary schools and state educational agencies from the CPS.

## **Just-In-Time (JIT) Method**

Schools using the Just-In-Time payment method, do not receive an initial authorization. The accepted disbursement records report disbursement amounts and function as the school's request for funds that are provided immediately to the school.

As a result of this systemic improvement, schools using the JIT payment method are relieved of several cash management regulatory requirements.

## **Multiple Reporting Record (MRR)**

The Multiple Report Record (MRR) identifies originations and/or disbursements being reported by more than one institution for the same student. The MRRs are designed to provide institutions with information to identify and resolve potential overaward payments and concurrent enrollments before they occur. Institutions may request records identifying the institutions which have originated or disbursed for specific recipients, specific institutions, or for all students originated at their school. This request can be done electronically through the Federal Pell Grant Web site or by phone to Customer Service (1-800-4-PGRANT). Disbursement records being reported by more than one school for the same student are automatically sent to each applicable institution for resolution.

## **Name Code**

Name Code is the first two characters of the student's last name as reported on the FAFSA and part of the Student ID. It is provided in the ISIR and appears on the SAR.

## **National Student Loan Data System (NSLDS)**

As a Title IV automated system, the National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965.

This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

## **Negative Disbursement**

When a Phase-In Participant submits a disbursement record in the legacy format, one of the required elements is the Sign Indicator. This indicates when the disbursement amount is an increase or a decrease to the total amount that has been disbursed to the student. A debit or decrease amount is a negative disbursement.

## **OPE (Office of Postsecondary Education) ID**

Unique 8-digit OPE code used to identify a location of an institution. This code will end with 00 for the main campus.

## **Original SSN**

This is the Social Security Number (SSN) as originally reported by the student on the FAFSA. The legacy file uses the Original SSN to identify the student in the Origination ID. COD uses the Current SSN as a student Identifier. The student's Current SSN is not the same as the Original Social Security Number (used in the Student ID to submit origination or disbursement data) if the student has submitted SSN changes to the Federal Student Aid Application Processing System.

Phase-In Participants will submit the both the Original and Current SSNs on each student's Origination record.

## **Origination ID**

Each student has a unique number called an Origination ID that identifies the student, the award year, and the attending campus for the student. The Origination ID is on the origination record as well as the disbursement record. The format of the Origination ID is as follows:

999999999XX200399999900

SSN – 999999999	001010001-999999999
Name Code – XX	Two letter alpha code
Year Indicator – 2003	Last Year of the Award Year Cycle
Valid Attended Pell ID	999999
Orig Sequence Number – 00	This is always 00

If the student transfers mid-year and is attending a new school, he or she will have a new Origination ID that identifies the new attending campus.

## Origination Record

Origination records are prepared and submitted by schools using the EDEExpress software or the school's own software.

Origination record data is received and edited by the Pell Processor to ensure that the student is eligible to receive the reported amount of Federal Pell Grant funds and to establish the student account.

## Origination Record Acknowledgement

This is a reply to a school's submission of student origination data that has been processed through the Federal Pell Grant Program. It is returned to the school with updated information that reflects the results of Federal Pell Grant Program processing.

## Origination Sequence Number

The Sequence number is part of the Origination ID number in the legacy file format. It follows the Pell ID number and is always 00.

999999999XX200399999900

SSN – 999999999	001010001-999999999
Name Code – XX	Two letter alpha code
Year Indicator – 2003	Last Year of the Award Year Cycle
Valid Attended Pell ID	999999
Orig Sequence Number – 00	This is always 00

## Over-Paid Record

A student is 'over-paid' when the Origination Award amount is less than the amount already disbursed to the student. This occurs when an Origination record is updated to a lower award amount after the student has been disbursed. The Edit/Comment warning message 323 is returned to the school and the updated origination is processed notifying the school of the error.

When the award amount is lowered to an amount lower than the amount already disbursed, a negative disbursement record should also be sent. If the Pell Processor receives no negative disbursement in 30 days, a system-generated negative disbursement will be created by the Pell Processor and sent to the school. This negative disbursement will be sent in the PGDA message class but the batch identifier will be #G to identify it as a system-generated negative disbursement. Also, the individual detail records in the disbursement batch will have a disbursement reference number of 66 to 99.

### **Payment Methodology (PM)**

This is the method of calculation used to determine a student's payment in the Federal Pell Grant Program.

The five payment methods are:

- 1 Standard-term, credit-hour program where weeks in program's academic year are equal to or greater than 30 weeks
- 2 Standard-term, credit-hour program in which the weeks in program's academic year are less than 30
- 3 Any credit-hour program with standard or nonstandard terms
- 4 Clock-hour programs and credit-hour programs without terms
- 5 Programs offered by correspondence

### **Payment Trigger Flag**

The Payment Trigger Flag is a field on the Common Record that designates a record as an Actual Disbursement Record. It signals the COD System to post the amount of disbursement to an award (loan/grant).

### **Pell ID of Attended Campus**

This is the Pell Institution Number of the campus where the student is actually attending.

If the school is a central campus and your branch campuses have unique Pell Institution Numbers, always enter the Pell Institution Number of the campus the student is actually attending.

### **Pell Institution Number**

This is a six-digit number assigned to a postsecondary educational school that's eligible to participate in the Federal Pell Grant Program.

### **Performance Based Organization (PBO)**

Performance Based Organization is an organization based on the principle that it is held accountable for producing measurable results which customers value. In return, the organization is given unusual flexibility in the way it can pursue those results.

### **Phase-in Participant**

A Phase-In Participant is a school that communicates with COD over the Student Aid Internet Gateway using the "legacy" record formats defined in the Federal Direct Loan and Federal Pell Grant Technical Reference documents. This is instead of using the Common Record in XML to communicate with COD.

### **P-Messages**

P-messages are a type of ad hoc correspondence that are sent via e-mail, SAIG message, listserv, or posted on the IFAP Web site. P messages are sent to every eligible school in the Federal Pell Grant Program to communicate an announcement or problem when over 50 schools are affected.

### **Postsecondary Education Participants System (PEPS)**

PEPS is the system that provides the Federal Pell Grant Program's processing system with school eligibility information.

## **Potential Overaward Project (POP)**

Federal Pell Grant regulations allow a student to receive a maximum of one full Scheduled Pell Grant (SPG) during an award year. When a school submits a student record for payment (either a Full Participant or a Phase-In Participant) the Federal Pell Grant System will verify if the student has already been paid his full award. If this disbursement exceeds 100 percent of his full award, it is temporarily approved and all the involved schools are notified of the POP by MRR record. After 30 days of overaward all disbursements at all schools will be set to zero and schools must resubmit disbursement records to reinstate the funds.

## **Processed Acknowledgement Record**

These are student origination and disbursement data records submitted and processed through the Federal Pell Grant Program.

Origination and disbursement acknowledgement data batches are returned to the school and imported into the software's database.

## **Processing Date**

This is the date that the origination or disbursement record was processed through the Federal Pell Grant Program.

This appears on the acknowledgement record in century/year/month/day (CCYYMMDD) format where:

CC	Century
YY	Year
MM	Month
DD	Day

## **Processing Termination**

COD Process termination occurs when a Common Record designated as an Actual Disbursement substantiates a draw down.

## **Program Specific**

In the context of the edits, some edits performed in the COD System are program specific. They apply only to Direct Loans, such as loan limits, or only to Pell Grants.

## **Real-time**

Describes an application that requires a program or process to respond immediately, typically on-line while an operator waits for the response or update. The alternative is batch processing which is done for high volumes and does not require the operator to wait for each response.

## **Reasonability Checks**

Checks that confirm information is within prescribed parameters to allow posting to the COD database (e.g., date of birth is numeric and between 19901231 and 19020101).

## **Receipt**

The COD System returns a receipt after it performs an XML Schema check. The receipt is sent to the Full Participant after the Common Record is received by the COD System, but before actual processing of the Common Record.

## **Recipient Financial Management System (RFMS)**

RFMS is the processing system that institutions used to report Federal Pell Grant student payment data and request funding adjustments from 1999-2000 through 2001-2002.

## **Reconciliation File Record**

This is a data request type record that is included in the legacy record layouts. It was first implemented as a text file in 1999-2000 and then as a separate message class in 2001-2002.

The file can be requested for an individual student and it includes the Student's Name, Origination ID, Scheduled Award Amount, School's Award Amount, and Amount Disbursed YTD or it can be requested for a school's entire Pell population.

This file can be requested by any users; however, it is usually requested by schools using a third-party or home-grown software or mainframe.

### **Record Status Code**

This is a code that indicates the processing results for origination and disbursement records. The status code values are:

A	Accepted
C	Corrected
D	Duplicate
E	Rejected

### **Reported Date Enrolled**

This is the first date the student was enrolled, as reported by the school. (See also Date Enrolled This Award Year.)

### **Reporting Campus**

This is the Pell Institution Number of the campus that receives the Federal Pell Grant authorization and submits origination and disbursement records for itself and any branch campuses, which it may have.

This item is entered under the Institution option from the Setup menu.

### **Response**

The Common Record which is sent back to the school after processing is complete. This Common Record contains updated information including edit comments and rejects, if applicable.

## **Scheduled Pell Grant**

A primary concept in the Federal Pell Grant Program is the Scheduled Pell Grant or Scheduled Award. The Student Financial Aid Handbook uses the term “Scheduled Award.” The concept of the Scheduled Pell Grant has always been important because it limits the student to a maximum payment for an award year. It assumes that the student is enrolled full time for a full academic year, and the calculated amount is based upon a given Cost of Attendance and Expected Family Contribution. If a student does not complete an academic year, in both weeks of instructional time and hours, he or she will receive less than a full Scheduled Pell Grant.

The student’s Scheduled Pell Grant cannot be exceeded, even if transferring to another school or if attending multiple terms and sessions during the award year. For example, the total Federal Pell Awards for a full time student attending Fall Term, Spring Term and a Summer session cannot exceed the Scheduled Award.

## **Secondary EFC (Expected Family Contribution)Code**

This is a code indicating the Expected Family Contribution (EFC) on which the school based the student's Federal Pell Grant award.

The acceptable values are:

- O Federal Pell Grant award previously based on the Secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.
- S Federal Pell Grant award based on the Secondary EFC is calculated by the CPS.
- Blank Secondary EFC never used.

## **Simple Element**

An XML Element that does not contain any other elements. A Simple Element contains only text. An example of a Simple Element is:

```
<simple_element_name>text for this simple element</simple_element_name>
```

## **Student Aid Internet Gateway (SAIG)**

The SAIG (formerly TIVWAN) is the primary vehicle which transports data between the Pell Processor and schools via the Internet. It also provides the Pell Processor with participation data. This data assists the Federal Pell Grant program in determining which schools are eligible to send data electronically. By enrolling in SAIG, schools will be able to exchange information electronically with ED.

## **Student Aid Report (SAR)**

After the student's application is received by the CPS, the processor will produce a Student Aid Report (SAR). The SAR will report the information from the student's application and, if there are no questions or problems with the application, the SAR will report the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid. The EFC will appear in the upper right-hand portion of the student's SAR. The results will be sent to the student and to the schools that he or she listed on the application.

## **Student Aid Report Identification (SAR ID)**

This ID consists of the student's:

- Original Social Security Number (SSN)
- First two letters of the student's last name (name code)
- Transaction number
- Students Attending Multiple Branch Campuses
- The Pell Processor accepts one origination record per reporting campus/attended campus combination.

If the school system has branch campuses with unique Pell Institution Numbers and students attend more than one campus during the award year, origination records must be established in with the Pell Processor for each attended campus a student attends.

When making disbursements to students who attend more than one campus during the award year, you must ensure that the total disbursements to the students do not exceed the scheduled Pell award for the award year.

### **Students Attending Multiple Branch Campuses**

The Pell Processor accepts one origination record per reporting campus/attended campus combination.

If the school system has branch campuses with unique Pell Institution Numbers and students attend more than one campus during the award year, origination records must be established for each attended campus a student attends.

When making disbursements to students who attend more than one campus during the award year, you must ensure that the total disbursements to the students do not exceed the scheduled Pell award for the award year.

### **Substantiate**

The act of accounting for funds already drawn. In the COD Process, schools can substantiate funds by sending in an Actual Disbursement Record (where the payment trigger is set to “Y”)detailing disbursement amount and date.

### **System Generated Negative Disbursement**

The Pell Processor on overpaid and POP records creates a system-generated negative disbursement. This is a negative disbursement that is sent in the PGDA message class but the batch identifier is #G to identify it as a system-generated negative disbursement, and the individual detail records in the disbursement batch have a disbursement reference number of 66 to 99.

## **Tag**

A tag is an element name that is used inside brackets to denote the beginning and end of content. For example, <LastName>Jones</LastName> uses the tag of LastName.

## **Term and Nonterm Programs not using Formula 1**

This identifies academic programs that use a payment methodology of 2-6, but not formula 1.

## **Title IV Student Financial Aid**

Federal financial aid programs for students attending postsecondary educational schools, authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of Education. Title IV programs consist of:

- Academic Achievement Incentive Scholarship Program
- Pell Grants
- FSEOGs
- FWS
- Federal Perkins Loans
- Federal Direct Student Loans
- FFEL Program
- Federal Consolidation Loans
- Gaining Early Awareness and Readiness for Undergraduates Program (GEAR-UP)
- LEAP
- Robert C. Byrd Honors Scholarships

## **Total Eligibility Used (%)**

The Total Eligibility Used percentage is the sum of all of the Eligibility Used percentage amounts at all campuses attended by this student for the particular award year.

## **Trading Partner**

Two parties that exchange electronic data. Those parties that do not exchange data through the COD System can use the Common Record as a means of data exchange. These organizations are known as trading partners. Examples of trading partners are: FFEL partners and schools; state grant agencies and schools, alternative loan partners and schools.

## **Transaction Number**

This is a two-digit number that identifies a specific SAR or ISIR transaction from the CPS for the applicant and for processing control purposes.

## **Verification Status Code**

This is a code that you enter to best describe the method used to verify the student's application information.

The Verification Status Codes are:

V	Verified
W	Without Documentation
Blank	Not selected for verification

**Note:** If a student not selected for verification is submitted on an origination record with a W in error, the origination record must be updated with a "V".

## **Weeks in Academic Year**

This is the number of weeks of instruction in the program's academic year.

## **Weeks Used to Calculate Payment**

This is the total number of weeks of instructional time a school uses to calculate this student's award.

## **XML Schema**

XML Schema specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.

**Year-to-Date (YTD) Data**

This is the total year-to-date originations and disbursements that are accepted by the Federal Pell Grant Program for a school for an award year.

**Year-to-Date (YTD) Disbursed Amount**

Total amount that has been reported by the school and acknowledged as being disbursed to the student for the year.

# Appendix B - Acronyms and Abbreviations

## **4**

**4GL** Fourth Generation Language

## **A**

**ACA** Administrative Cost Allowance

**ACH** Automated Clearing House

**ACS GSG** Affiliated Computer Services, Government Solutions Group

**ADE** Automated Date Exchange

**ADP** Automated Data Processing

**AIS** Automated Information System

**ASCII** American Standard Code for Information Interchange

**ATM** Asynchronous Transfer Mode

## ***C***

<b>CCF</b>	Central Computer Facility
<b>CM</b>	Configuration Management
<b>CMO</b>	Case Management Oversight
<b>COA</b>	Cost of Attendance
<b>COTR</b>	Contracting Officer's Technical Representative
<b>CPS</b>	Central Processing System
<b>CSO</b>	Computer Security Officer

## ***D***

<b>DBMS</b>	Data Base Management System
<b>DDL</b>	Data Definition Language
<b>DISB.</b>	Disbursement
<b>DUNS</b>	Data Universal Numbering Scheme

## ***E***

<b>EAPS</b>	Electronic Applications
<b>ED</b>	U.S. Department of Education
<b>EDCAPS</b>	ED Central Applications Processing Systems
<b>ED/CCF</b>	ED Central Computer Facility

## ***E (Continued)***

<b>EDE</b>	Electronic Data Exchange
<b>EDI</b>	Electronic Data Interchange
<b>EDNET</b>	ED Network
<b>EDP</b>	Electronic Data Processing
<b>EFC</b>	Expected Family Contribution
<b>EOY</b>	End of Year
<b>ESOA</b>	Electronic Statement of Account
<b>EYTD</b>	Electronic Year-to-Date

## ***F***

<b>FAA</b>	Financial Aid Administrator
<b>FAFSA</b>	Free Application for Federal Student Aid
<b>FIPS</b>	Federal Information Processing Standards
<b>FMSS</b>	Financial Management System Software
<b>FRC</b>	Federal Records Center

## ***G***

<b>GAO</b>	General Accounting Office
<b>GAPS</b>	Grant Administration and Payment System
<b>GEIS</b>	General Electronic Information System
<b>GL</b>	General Ledger
<b>GSL</b>	Guaranteed Student Loan
<b>GUI</b>	Graphical User Interface

## ***H***

<b>HEA</b>	Higher Education Act
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## ***I***

<b>IFAP</b>	Institution Financial Aid Professionals
<b>IRG</b>	Information Resources Group
<b>ISIR</b>	Institutional Student Information Record

## ***J***

<b>JIT</b>	Just-In-Time
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## ***L***

**LEAP**      Leveraging Educational Assistance Partnership Program

## ***M***

**MB**      Modernization Blueprint

**MDE**      Multiple Data Entry

**MIS**      Management Information System

**MR**      Multiple Reporting

**MRR**      Multiple Reporting Record

## ***N***

**NSLDS**      National Student Loan Data System

## ***O***

**OCFO**      Office of the Chief Financial Officer

**OIG**      Office of Inspector General

**OPE**      Office of Postsecondary Education

**OPEIDS**      OPE Institutional Data System

**ORACLE**      Oracle® Financials Database

**ORIG.**      Origination

## ***P***

<b>PDF</b>	Portable Document Format
<b>PEPS</b>	Postsecondary Education Participants System
<b>PGRFMS</b>	Pell Grant Recipient Financial Management System
<b>PM</b>	Payment Methodology
<b>POB</b>	Pell Operations Branch
<b>POP</b>	Potential Overaward Project

## ***Q***

<b>QA</b>	Quality Assurance
<b>QC</b>	Quality Control

## ***R***

<b>RACF</b>	Resource Access Control Facility
<b>RDE</b>	Recipient Data Exchange
<b>RDBMS</b>	Relational Data Base Management System
<b>RFMS</b>	Recipient Financial Management System
<b>RS</b>	Registry System

## ***S***

<b>SAIG</b>	Student Aid Internet Gateway
<b>SAR</b>	Student Aid Report
<b>SAR ID</b>	Student Aid Report Identification
<b>SEOG</b>	Supplemental Educational Opportunity Grant
<b>SFAP</b>	Student Financial Assistance Programs
<b>SOA</b>	Statement of Account
<b>SPG</b>	Scheduled Pell Grant
<b>SQA</b>	Software Quality Assurance
<b>SQL</b>	Structure Query Language
<b>SSN</b>	Social Security Number

## ***T***

<b>TIVWAN</b>	Title IV Wide Area Network
<b>TPC</b>	Total Payment Ceiling

## ***U***

<b>UniKix</b>	CICS emulator for UNIX systems
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## **V**

**VDC** Virtual Data Center

**VSAM** Virtual Storage Access Method

## **W**

**WAN** Wide Area Network

**WWW** World Wide Web

## **Y**

**YTD** Year-to-Date

# Appendix C - Pell Calculations Table

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## Introduction

The Federal Pell Grant Calculation chart briefly describes the programs of study and academic calendar to which each Pell Grant Payment Methodology applies. It also documents the data elements required for calculating the student's Pell award under each methodology and the acceptable range of values for each element. Finally, it depicts the relationship between Scheduled Federal Pell Grant, Annual award, and the result of the Payment Methodology calculation. The table begins on the next page. For further details and examples of Pell Grant calculations, please refer to the Student Financial Aid Handbook, Pell Grant chapter.

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h) Scheduled Federal Pell Grant	(i) Annual Award	(j) Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	<b>I</b> Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses standard terms; (c) in which the fall through spring terms (i) equal or exceed 30 weeks of instructional time; or (ii) equal or exceed the weeks in its academic year if the program receives a waiver	2,3,4	1  Full-time	Blank	Blank	Blank	Blank	From Payment Schedule for EFC/COA	Same as SFPG	Same as SFPG
		2,3,4	2  ¾ time	Blank	Blank	Blank	Blank	Same as above	From ¾ Disb Sched for EFC/COA	Same as Annual award
		2,3,4	3  ½ time	Blank	Blank	Blank	Blank	Same as above	From ½ time Disb Sched for EFC/COA	Same as Annual award
		2,3,4	4  LT ½ time	Blank	Blank	Blank	Blank	Same as above	From LT ½ Disb Sched for EFC/COA	Same as Annual award
		2,3,4	5  Other	Blank	Blank	Blank	Blank	Same as above	Same as SFPG	Same as Annual award

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h)  Scheduled Federal Pell Grant	(i)  Annual Award	(j)  Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	<b>2</b> Student enrolled in eligible program: (a) that measures progress in credit hours; (b) that uses standard terms; (c) in which the fall through spring terms (i) are less than 30 weeks of instructional time; AND (ii) the program did not receive a waiver of the 30 week minimum	2,3,4	1  Full-time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		2,3,4	2  ¾ time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	From ¾ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		2,3,4	3  ½ time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h)  Scheduled Federal Pell Grant	(i)  Annual Award	(j)  Ceiling on Expected Total Payment (aka Award amount)
		2,3,4	4 LT ½ time	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		2,3,4	5 Other	Blank	Blank	Numeric & LE (g) & LT 30	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h)  Scheduled Federal Pell Grant	(i)  Annual Award	(j)  Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	<b>3</b>  Student enrolled in eligible program:  (a) that measures progress in credit hours;  (b) that uses terms (standard or nonstandard)	1,2,3,4	1  Full-time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		1,2,3,4	2  ¾ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From ¾ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		1,2,3,4	3  ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year
		1,2,3,4	4  LT ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From LT ½ Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h)  Scheduled Federal Pell Grant	(i)  Annual Award	(j)  Ceiling on Expected Total Payment (aka Award amount)
		1,2,3,4	5  Other	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h) Scheduled Federal Pell Grant	(i) Annual Award	(j) Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	<b>4</b> Student enrolled in eligible program:  (a) that measures progress in clock hours;  or  (b) that measures progress in credit hours BUT DOES NOT HAVE TERMS	5	Blank	Numeric & LE (e)	Numeric & GE 900 & LE 3120	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year;  (Results * Hours expected to complete – Paid from this award year)/Hours in program's academic year definition
		6	Blank	Numeric & LE (e)	Numeric & GE 24 & LE 100	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	Same as SFPG	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year;  (Results * Hours expected to complete – Paid from this award year)/Hours in program's academic year definition

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h)  Scheduled Federal Pell Grant	(i)  Annual Award	(j)  Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	5  Student enrolled in eligible program; nonresidential portion by correspondence and NOT USING TERMS	6	3  ½ time	Numeric & LE (e)	Numeric & GE 24 & LE 100	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year;  (Results * Credits expected to complete – Paid from this award year)/Credits in program's academic year definition

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

Regulation Reference	(a) All Programs  Payment Methodology	(b) All Programs  Academic Calendar	(c) Term Programs Only  Enrollment Status	(d) Clock hour programs, or Credit hour programs without terms  Hours/Credits expected to complete – Paid from this award year	(e) Clock hour programs, or Credit hour programs without terms  Hours/Credits in program's academic year definition	(f) Terms and Nonterm programs not using Formula 1  Weeks used to calculate payment	(g) Terms and Nonterm programs not using Formula 1  Week's in program's academic year	(h)  Scheduled Federal Pell Grant	(i)  Annual Award	(j)  Ceiling on Expected Total Payment (aka Award amount)
690.63 thru 690.67	<b>5, continued</b>  Student enrolled in eligible program; nonresidential portion by correspondence and USING TERMS	1,2,3,4	3  ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	From Payment Schedule for EFC/COA	From ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year;
		1,2,3,4	4  LT ½ time	Blank	Blank	Numeric & LE (g)	Numeric & GE 30 & LE 78	Same as above	From LT ½ time Disb Sched for EFC/COA	(Annual Award * Weeks used to calculate payment)/ Weeks in program's academic year;

Legend: LT = Less than; LE = Less than or equal to; GT = Greater than; GE = Greater than or equal to.

# Appendix D - Edit Comment Codes and Descriptions

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## Introduction

This section provides a table to help you interpret the various edit codes that are used and their related comments. The information is grouped according to the following column headings:

- **Edit Code** – the number that is assigned if the edit condition(s) is met. This column also lists one of the three edit types. They are:
  - W Warning and/or Corrected
  - E Rejected
  - D Duplicate
- **Message** – the explanation that displays for the prescribed edit condition.
- **Condition and Action** – a description of the situation that caused the edit and the action taken either to resolve it and/or to notify the school of the potential error.
- **What It Means** – further explanation of the message in an effort to make the cause of the edit clearer.
- **How to Fix It** – what the user must do to resolve the mistaken condition.

The following comparison operators are used in performing these edits:

Equals	=
Less than	<
Greater than	>
Less than or equal to	<=
Greater than or equal to	>=
Not equal to	<>
A parameter value that can be changed between cycles, this is the data that comes from the ALGORITHM and AWARD YEAR tables and can be made year- specific.	@

**Note:** The Institutional Data record has been eliminated as of 2002-2003. However, changes to the FAA name and telephone and Fax numbers can be made on the COD Web Page) and if those changes have edits applied to them they will appear only on the batch details on the Web page.

## Batch Edit/Reject Codes

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
201 E	“Missing/ Mismatched Grant Batch Header”	If ANY of the following are true: <ul style="list-style-type: none"> <li>• Grant Batch Header Record is missing</li> <li>• Batch Number in Header Record does not match Batch Number in Trailer</li> <li>• Literal “GRANT HDR” is misspelled or not all uppercase</li> </ul> <b>REJECT BATCH</b> Set edit code 201	Occurs when there is no Grant Batch Header, when the Batch Number in the header and trailer do not match, or when the “GRANT HDR” is misspelled or not in uppercase.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. ***** <b>EDEExpress:</b> Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.
202 E	“Missing/ Mismatched Grant Batch Trailer”	If ANY of the following are true: <ul style="list-style-type: none"> <li>• Grant Batch Trailer Record is missing</li> <li>• Batch Number in Trailer Record does not match Batch Number in Header</li> <li>• Literal “GRANT TLR” is misspelled or not all uppercase</li> </ul> <b>REJECT BATCH</b> Set edit code 202	Occurs when there is no Grant Batch Trailer, when the Batch Number in the header and trailer do not match or when the “GRANT TLR” is misspelled or not in uppercase.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. Verify “TLR” is spelled correctly. ***** <b>EDEExpress:</b> Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.
203 E	“Duplicate Grant Batch Header”	If the Batch Number already exists on the database  <b>REJECT BATCH</b> Set edit code 203	Occurs when the Batch Number has been used before either with the same batch or a different batch.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.  <b>EDEExpress:</b> First verify that you have not sent in a duplicate batch by opening a student record with this Batch ID. If the batch is NOT acknowledged, regenerate the batch and export again.

## Batch Edit/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>Condition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
206 E	“Data Record Length must be numeric”	If Data Record Length is nonnumeric  REJECT BATCH Set edit code 206	Occurs when the record length in the Grant Batch Header and Trailer is missing or has a nonnumeric character.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct record length.  ***** EExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.
207 E	“Reported Number of Records must be numeric”	If reported number of records is nonnumeric  REJECT BATCH Set edit code 207	Occurs when the Reported number of records in the Grant Batch Trailer is missing or has a nonnumeric character.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct number of records.  ***** EExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.
208 E	“Reported Total of Batch must be numeric”	If Reported Total of Batch in the Trailer record is nonnumeric  REJECT BATCH Set edit code 208	Occurs when the dollar Total of the Batch is either missing or has a nonnumeric character.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and a new Reported Total of Batch in the Grant Batch Trailer.  ***** EExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.

## Batch Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
209 E	“Invalid/Missing Batch Number”	<p>If Batch Number does not have a length of 26</p> <p>REJECT BATCH Set edit code 209</p>	<p>Occurs when:</p> <ul style="list-style-type: none"> <li>• the batch number is missing,</li> <li>• is not the proper length of 26 characters, or</li> <li>• is not properly formatted.</li> </ul>	<p>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.</p> <p>*****</p> <p>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>
210 E	“Year must be numeric”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Positions 3 to 6 of the Batch ID are nonnumeric</li> <li>• Positions 3 to 6 of the Batch ID do not equal a valid Award Year @</li> </ul> <p>REJECT BATCH Set edit code 210</p>	<p>Occurs when the year is missing or nonnumeric.</p>	<p>Correct the award year and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.</p> <p>*****</p> <p>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>
211 E	“Pell ID must be numeric”	<p>If Positions 7 to 12 of the Batch ID are nonnumeric</p> <p>REJECT BATCH Set edit code 211</p>	<p>Occurs when the Pell ID is missing or nonnumeric.</p>	<p>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number.</p> <p>*****</p> <p>EDEExpress: Verify that the correct Reporting Campus Code is displayed in the export screen. If so, regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>

## Batch Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
212 E	“Pell ID invalid or not found”	<p>If Pell ID is not found in the institution table</p> <p>REJECT BATCH Set edit code 212</p>	If Pell ID is incorrect or missing, the batch can not be returned to the school.	<p>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number.</p> <p>*****</p> <p>EDExpress: First verify you have created your student records using the correct Reporting/Attended Campus Codes. If yes, regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>
213 E	“Creation date must be numeric”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Positions 13 – 14 of the Batch ID do not equal 19 or 20(century)</li> <li>• Positions 15 – 16 of the Batch ID do not equal 00 to 99 (year)</li> <li>• Positions 17 – 18 of the Batch ID do not equal 01 to 12 (month)</li> <li>• Positions 19 – 20 of the Batch ID do not equal 01 to 31(day), based on the Month value</li> </ul> <p>REJECT BATCH Set edit code 213</p>	Occurs if date is missing or nonnumeric.	<p>Correct the date in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer.</p> <p>*****</p> <p>EDExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>

## Batch Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
214 E	“Creation time invalid”	If ANY of the following are true: <ul style="list-style-type: none"> <li>• Positions 21 – 22 of the Batch ID do not equal 00 to 23 (hours)</li> <li>• Positions 23 – 24 of the Batch ID do not equal 00 to 59 (minutes)</li> <li>• Positions 25 - 26 of the Batch ID do not equal 00 to 59 (seconds)</li> </ul> REJECT BATCH Set edit code 214	Occurs if time is missing or nonnumeric.	Correct the time in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. ***** EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.
215 E	“Batch Type Invalid”	If Batch Type is not valid for the award year @ in the Batch ID of the incoming record  REJECT BATCH Set edit code 215	Occurs if record type is invalid or missing.	Correct the batch type code and resubmit with a new Batch Number in the Grant Batch Header and Trailer. ***** EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.
216 W	“Grantee DUNS does not match the institution’s Reporting Pell ID in Batch Number for Award Years prior to 2001-2002”	If ALL of the following are true: <ul style="list-style-type: none"> <li>• DUNS Number is nonblank</li> <li>• DUNS Number is not assigned to that Reporting Campus (position 46-51)</li> <li>• Award Year portion of batch number &lt;=2001</li> </ul> Set edit code 216	Occurs if “Grantee DUNS Number Does Not Match” for award years 2000-2001 and prior. It is reserved for future use as of Award Year 2001-2002.	Warning Message – No Correction Necessary.  EDEExpress: N/A

## Batch Edit/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>Condition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
217 E	“Discrepancy between different records with identical batch number”	The Record Length on the header record does not match the Record Length on the trailer record  REJECT BATCH Set edit code 217	Occurs when the Grant Batch Header detail information does not match the Grant Batch Trailer detail information for a batch.	Review Grant Batch Header and Trailer and correct any discrepancies. ***** EDEXpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.
218 W	“Reported Number of Records does not equal count of detail records”	The “Reported Number of Records” in the Trailer does not equal the actual number of detail records in the batch  Set edit code 218	Occurs when the reported Number of Records does not match the actual total of records received.	Warning message – no correction necessary. ***** EDEXpress: Contact CPS Customer Service.
219 W	“Total of Batch does not equal computed total of detail record amounts”	The “Reported Total of Batch” in the Trailer does not equal the actual total of the batch  If Type is #O: <ul style="list-style-type: none"> <li>Use Origination Award to determine the total of the batch</li> </ul> If the Type is #D (or prior to 2001 – 2002 cycle) <ul style="list-style-type: none"> <li>Use the disbursement amount to determine the total of the batch</li> </ul> Set edit code 218	Occurs when the reported Total of Batch does not match the actual total of batch.	Warning message – no correction necessary. ***** EDEXpress: Contact CPS Customer Service.
220 W	“Reported Sign Indicator must be a valid indicator”	If Reported Sign Indicator is not a “P” or “N”  Set the Sign Indicator to ‘P’ Set edit code 220	Occurs when the Positive (P) or Negative (N) indicator is not present.	Warning message, correction applied – no further action necessary. ***** EDEXpress: Contact CPS Customer Service.

## Batch Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
221 E	"Reporting Campus Pell Institution ID is a branch"	<p>The Institution's Campus Type is 3 (School is a Non-funded Branch campus)</p> <p>REJECT BATCH Set edit code 221</p>	Occurs when the Pell ID number in Grant Batch Header is a branch campus.	<p>Change the branch campus Pell ID to the Reporting Campus Pell ID number. If there is no other campus ID number, contact the Federal Pell Grant Hotline.</p> <p>*****</p> <p>EDExpress: Verify records were created under the correct Reporting/Attended Campus codes. If not, delete records and recreate them under the correct codes. If they are under the correct codes, regenerate the batch and export again.</p>
222 W	"School is currently ineligible upon receipt of batch at the Pell Processor"	<p>The Institution's Eligible Flag is &lt;&gt; "Y"</p> <p>Set edit code 222</p>	Occurs when the Pell ID in the Grant Batch Header is ineligible.	<p>Warning message, contact Federal Pell Grant Hotline.</p> <p>*****</p> <p>EDExpress: Verify the correct Reporting/Attended campus IDs are defined in setup. If they are, then contact Federal Pell Grant Hotline.</p>

## Batch Edit/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>Condition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
224 E	“Invalid Message Class”	If the message class does not exist on the database  REJECT BATCH Set edit code 224	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.  OR When Non-Express users assign an incorrect message class name to the batch.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class.  ***** EExpress: Retransmit the batch in EDconn32, making sure to select the appropriate message class.
225 E	“Data Record Length is not valid for Message Class”	If Data Record Length is not valid for message class  REJECT BATCH Set edit code 225	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class.  ***** EExpress: Retransmit the batch in EDconn32, making sure to select the appropriate message class.
226 E	“Batch type code in Batch Number must equal record type for Message Class”	If Batch type code in Batch Number is not equal to record type for Message Class  REJECT BATCH Set edit code 226	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.  OR Occurs when a non-Express User assigns the wrong batch type code in the Batch ID.	Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class.  ***** EExpress: Regenerate the batch and export again.

## Batch Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
227 E	"Batch Create Date is greater than current system date"	<p>If the Batch Create Date is greater than current system date</p> <p>REJECT BATCH Set edit code 227</p>	Occurs when a future date is entered in the Batch Number or when the date on the PC that batch was created has a future date.	<p>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected date.</p> <p>Verify the date on your PC is current and correct.</p> <p>*****</p> <p>EDEExpress: If the date on your PC is current and correct, regenerate the batch and export again.</p>
228 E	"Batch Number indicates you have included a batch with data from a different Award Year"	<p>If the Message Class is not valid for the Award Year @ in the Batch ID of the incoming record</p> <p>REJECT BATCH Set edit code 228</p>	Occurs when the Award Year in the Batch Number is incorrect.	<p>Verify the batch was created with software for the correct award year or if the wrong Award Year was entered in error.</p> <p>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected Award Year.</p> <p>*****</p> <p>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>
229 E	"Batch submitted prior to system start-up date"	<p>If Batch Create Date is &lt; the Process Begin Date @ for the Award Year</p> <p>REJECT BATCH Set edit code 229</p>	Occurs when batch is submitted prior to official start-up date.	<p>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer after the system start-up date.</p> <p>*****</p> <p>EDEExpress: On or after the system start-up date, regenerate the batch and export again.</p>

## Batch Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
230 E	“Disbursements submitted prior to award year start date”	If Batch Create Date is < Disbursement Begin Date @ for the Award Year  REJECT BATCH Set edit code 230	Occurs when disbursement batch is submitted too early.	Resubmit the batch with a new batch number in the Grant Batch Header and Trailer after Disbursement Start-up date.  ***** EDEXpress: On or after the disbursement start-up date, regenerate the batch and export again.
231 E	“Reporting School must send Special Disbursement for Award Years prior to 2001-2002”	If <b>ALL</b> of the following are true for 2001-2002: <ul style="list-style-type: none"> <li>• The school is Reimbursement or Cash Monitoring</li> <li>• Award year is 1999-2000 or 2000-2001</li> </ul> REJECT BATCH Set edit code 231	This was “Reporting School Must Send Special Disbursement” for award years prior to 2001 – 2002. It is reserved for future use as of Award Year 2001-2002.	
232 E	“No detail records in Batch”	No detail records in batch  REJECT BATCH Set edit code 232	Occurs if the batch had only a Grant Batch Header and Grant Batch Trailer with no data records.	Resubmit the batch detail records with a new Batch Number in the Grant Batch Header and Trailer and a corrected date.  ***** EDEXpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.

## Batch Edit/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>Condition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
233 E	“Invalid Destination Mailbox ID”	If Destination Mailbox ID does not exist on the database for the Award Year @ from the Batch ID of the incoming record  REJECT BATCH Set edit code 233	Occurs if the TG number is invalid or not assigned to send Pell data from the school. Some schools have multiple TG numbers but only one TG number is assigned to send Pell data. If another number is used in error, the batch will be rejected. Also if the batch is sent from a TG number assigned to an attended campus the batch will be rejected. The batch must be sent from the TG number assigned to the reporting campus.	Verify that the correct TG number was used by contacting TIVWAN.
234		Reserved for future use.		
235 W	“For Award year 2000-2001 and prior . Blank OUTPUT MEDIA TYPE. Set to media type that was received”	If ANY of the following are true: <ul style="list-style-type: none"> <li>Media Type does not = “E”, “Y” or blank for award year 2000 – 2001 and beyond</li> </ul> Media Type equals “Y” and Version Number does not equal ‘WEB’ Set edit code 235	Occurred in award year 2000-2001 when there was nothing in the Media Type field. The default was the same media type as was received.	No action needed.
236 E	“Trailer Message Class does not match the Header”	If Trailer Message Class does not match the Header Message Class  REJECT BATCH Set edit code 236	Occurs when the TIVWAN Transmission Header message class does not match the TIVWAN Transmission Trailer message class.	Resubmit the batch with a corrected message class in the TIVWAN Transmission Header and Trailer and a new Batch Number in the Grant Batch Header and Trailer.
238 E	“Trailer Destination Mailbox ID does not match the Header”	If Trailer Destination Mailbox ID does not match the Header Destination Mailbox ID  REJECT BATCH Set edit code 238	Occurs when the TIVWAN Transmission Header Destination Mailbox ID does not match the TIVWAN Transmission Trailer Destination mailbox ID.	Resubmit the batch with a new Batch Number and same mailbox in the TIVWAN Transmission Header and Trailer after Disbursement Start-up date.

## Batch Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
239 W	"School is not using the latest release of EDEExpress"	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The EDEExpress Version number is nonblank</li> <li>• The Express Version number does not equal 'WEB'</li> <li>• The EDEExpress Version number in the Header record does not match the Most Current Version Number @ in the database</li> </ul> <p>Set edit code 239.</p>	Occurs when the version of EDEExpress used is not the most current version.	<p>Warning message- no further action is necessary.</p> <p>*****</p> <p>EDEExpress: Verify you are using the latest version of EDEExpress by clicking on Help/About EDEExpress for Windows. If you are not using the latest version, complete your installation following the procedures outlined in your installation guide. Subsequent batches submitted to should no longer receive this type of warning.</p>
240 W	"OPE ID Number does not match the Schools Reporting Pell ID in the Batch Number for Award Years after 2000-2001"	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• OPE ID Number is nonblank</li> <li>• OPE ID Number is not assigned to that Reporting Campus (position 46 – 51)</li> <li>• Award Year portion of batch number <math>\geq</math> 2002</li> </ul> <p>Set edit code 240</p>	Occurs when the OPE ID is incorrect or does not match the reporting campus ID number.	Correct the OPE ID number or leave blank.

## Origination Edit/Reject Codes

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
301 E	"Invalid Origination ID"	<p>If the Award Year portion of the Origination ID is &lt;=2001 and any of the following are true:</p> <ul style="list-style-type: none"> <li>• The SSN is nonnumeric</li> <li>• The Pell ID is nonnumeric for six positions</li> <li>• The Award &lt;&gt; the Award Year @ of the Batch</li> <li>• The Sequence Number is not "00"</li> <li>• The SSN is not &gt;=001010001 and &lt;999999999</li> <li>• The Name Code is not A-Z or "." or "" or "-" or " " or " ` "</li> </ul> <p>REJECT RECORD Set edit code 301</p>	<p>Occurred for the 2000-2001 Award Year when the Origination ID was incomplete, invalid or missing.</p> <p>It is reserved for future use as of the 2001-02 Award Year.</p>	

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
302 E	"Duplicate Origination for Award Year 2001 and before."	<ul style="list-style-type: none"> <li>• If the Award Year portion of the Origination ID is &lt;=2001 and <b>ALL</b> of the following fields on the input Origination record match the values on the database:</li> <li>• Origination ID</li> <li>• Original SSN</li> <li>• Original Name Code</li> <li>• Attended Pell ID</li> <li>• Award Amount</li> <li>• Estimated Disbursement Dates (1 – 15)</li> <li>• Enrollment Date</li> <li>• Incarcerated Code</li> <li>• Low Tuition and Fees Code</li> <li>• Verification Status Code</li> <li>• Transaction Number</li> <li>• Secondary EFC Code</li> <li>• Expected Family Contribution (EFC)</li> <li>• Enrollment Status</li> <li>• Cost of Attendance (COA)</li> <li>• Academic Calendar (AC)</li> <li>• Payment Methodology (PM)</li> <li>• Weeks of Instructional Time in Program's Definition of Academic Year (WKSPROG)</li> <li>• Weeks of Instructional Time Used to Calculate Payment (WKSCALC)</li> <li>• Credit/Clock Hours in Program's Definition of Academic Year (HRSPROG)</li> <li>• Credit/Clock Hours in all Payment Periods Expected to Complete (HRSCALC)</li> </ul> <p>REJECT RECORD Set edit code 302</p>	<p>Occurred for Award Year 2000-2001 when the Origination record was sent to The Pell Processor more than once with no change in the record.</p> <p>It is reserved for future use as of the 2001-2002 Award Year.</p> <p>For 2001-2002 edit, code 331 is set as a warning instead.</p>	

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
303 E	<p>“Invalid Original SSN resulting in COD being unable to match with the Applicant record for Award Year 2002 and beyond”</p> <p>“Invalid Original SSN or Name Code resulting in the Pell Processor being unable to match with the Applicant record for Award Year 2001 and before.</p>	<p>If Award Year &gt;= 2002 and if ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• The Original SSN does not have a matching Applicant record</li> <li>• The Original SSN does not match the SSN portion of the Origination ID</li> </ul> <p>If Award Year &lt;=2001 and if ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• If Original SSN or Original Name Code do not have a matching Applicant record</li> <li>• The Original SSN does not match the SSN portion of the Origination ID</li> <li>• The Original Name Code does not match the Name Code portion of the Origination ID</li> </ul> <p>REJECT RECORD Set edit code 303</p>	<p>Occurs when the SSN can not be found on the applicant file.</p> <p>Codes 311 and 312 are usually reported at the same time.</p>	<p>Verify that the SSN in the Origination ID is correct; verify that the student is Pell eligible.</p> <p>Correct the record and resubmit if the student is eligible.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
304 E	“Attending and Reporting/Funded campus mismatch or Origination Identifier Pell ID mismatch with Attending campus Pell ID”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Attended Pell ID does not match the Pell ID portion of the Origination ID</li> <li>• The Pell ID does not exist in the database</li> <li>• Attended Pell ID is nonnumeric</li> <li>• Attended Pell ID is not a Branch of Pell ID in the Batch Number located in the Grant Batch Header and the Attended Pell ID is not a Reporting Campus</li> </ul> <p>REJECT RECORD Set edit code 304</p>	<p>Occurs when the Pell reporting campus in the Grant Batch header record has no relationship with the Attended Campus in the student Origination record. If the Pell Reporting Campus ID in the Grant Batch Header is different than the Pell Attended Campus ID in the student Origination ID then COD checks that there is a relationship in the COD database between the two campuses. If there is not, the record is rejected.</p>	<p>Resubmit the student Origination record with the correct Pell Reporting Campus ID in the Grant Batch Header.</p> <p>***** EExpress: Verify the record is created under the correct Origination ID. If not, delete record and recreate it using the correct Reporting/Attended campus ID. Export new record and transmit to the Pell Processor.</p>
305 W	“Invalid Award Amount/Correction Applied”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Award amount is non-numeric</li> <li>• Award amount is not in valid range (0 – maximum award @)</li> <li>• Award amount is greater than calculated/ recalculated award amount</li> </ul> <p>Set the Accepted Award amount to the Calculated/Recalculated Award Amount. If the pennies are greater than 0 set to 0</p> <p>Set edit code 305</p>	<p>Occurs when COD corrects the calculation for the Origination award amount. COD calculates the Award Amount based on the student’s EFC, COA, Attendance, and the School’s Payment Methodology and Academic Calendar.</p>	<p>Verify that the student’s EFC, COA, Attendance, and the School’s Payment Methodology and Academic Calendar are correct and resubmit.</p> <p>If no new Origination record is submitted, the accepted award amount will remain the amount that COD calculated.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
306 W	“Invalid Disbursement Date/Correction Applied”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• If Estimated Disbursement Date 1 is blank or</li> <li>• If Estimated Disbursement Date 1 is not in range ((Disbursement Start Date @ – N Days @) to Disbursement End Date @)</li> </ul> <p>Set it to the Minimum Estimated Disbursement date if the Estimated Disbursement date is less than the range</p> <p>Set it to the Maximum Estimated Disbursement Date if the Estimated Disbursement date is greater than the range.</p> <ul style="list-style-type: none"> <li>• If Estimated Disbursement Dates 2 – 15 are not in range ((Disbursement Start Date @ – N Days @) to Disbursement End Date @)</li> </ul> <p>Set the Estimated Disbursement Date to Blank.</p> <p>Set edit code 306</p>	Occurs when the Estimated Disbursement Date is out of range and COD corrects the date.	Warning Message – correction applied, no action necessary.

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
307 W	“Invalid Enrollment Date/Correction Applied”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Enrollment date is nonnumeric</li> <li>• Enrollment date is not in valid range (Enrollment Start Date @ to Enrollment End Date @)</li> </ul> <p>The enrollment dates will come from the ALGORITHM table</p> <p>If Origination record is a change record then set Accepted Enrollment Date to previously accepted value</p> <p>Otherwise, set Accepted Enrollment Date to Creation Date in Batch ID located on Pell Grant Batch Header</p> <p>Set edit code 307</p>	Occurs when the enrollment date is out of range and COD corrects it to the batch processed date.	Warning Message – correction applied, no action necessary.

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
308 W	“Invalid Low Tuition & Fees Code/Correction Applied”	<p>If the following is true:</p> <ul style="list-style-type: none"> <li>• If LTF is not in valid range (1 – 3 or blank)</li> </ul> <p>Then set Accepted LTF to previously accepted value if Origination record is a change;</p> <p>Otherwise set Accepted LTF to Blank</p> <p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Accepted EFC &gt; LTF minimum EFC amount for the Award Year @</li> <li>• Accepted Cost of Attendance &lt; LTF maximum COA amount for the Award Year @</li> </ul> <p>Award Year Set Accepted LTF to Blank</p> <p>Set edit code 308</p>	Occurs when a school indicates that they qualify for low tuition but conflicting information (such as EFC and COA information) indicates they are not eligible.	<p>Warning Message – correction applied, no action necessary.</p> <p>If the school truly is a low tuition school, the Origination record must be resubmitted with corrected EFC and COA information.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
309 W	"Invalid Verification Code/ Correction Applied"	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Verification Status codes are V, W or BLANK</li> </ul> <p>Set Accepted Verification Status to previously accepted value if Origination is change record;</p> <p>Otherwise set Accepted Verification Status to W if Student is Selected for Verification by CPS;</p> <p>Otherwise, set Verification Status to Blank.</p> <p>If Verification Status is set to W and student is not selected for Verification by CPS</p> <p>A V status code must be sent to update the record</p> <p>Set edit code 309</p>	<p>Occurs when the Verification Code has been corrected by the Pell Processor. This occurs when</p> <ul style="list-style-type: none"> <li>• A code other than V, W, or BLANK has been submitted, and the student was not selected.</li> </ul>	<p>The Origination record must be resubmitted with a new Verification Code if COD corrected the Verification Code to "W."</p> <p>If the Verification Code was corrected to BLANK by the Pell Processor, no further action is necessary.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
310 W	“Invalid Incarcerated Federal Pell Recipient Code/Correction Applied”	<p>If Incarcerated Federal Pell Recipient Code is not Y, N or Blank</p> <p>Set Accepted Incarcerated Federal Pell Recipient Code to Blank</p> <p>Set edit code 310</p>	Occurs when the Incarcerated Pell Recipient code has been corrected because something other than Y, N or blank was submitted.	Warning message – correction applied, no further action is necessary.
311 E	“Invalid Transaction Number”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Transaction Number is nonnumeric</li> <li>• Transaction Number is not in valid range (01 to 99)</li> <li>• Transaction Number does not exist on Applicant record</li> </ul> <p>REJECT RECORD</p> <p>Set edit code 311</p>	Occurs when the Transaction Number and EFC do not match, an incorrect or invalid Transaction Number is provided or when the SSN number is not on the applicant file. Often sent with 303 and 312.	<p>Verify that the Transaction Number, EFC, Original SSN and Original Name Code are correct and that the student is Pell eligible. Correct and resubmit the Origination record.</p> <p>*****</p> <p>EDExpress: Verify the record is created under the correct Origination ID using a valid ISIR. If not, delete record and recreate using the correct Reporting /Attended Campus ID as well as the correct Transaction Number, EFC and Name ID. Export new record and transmit to the Pell Processor.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
312 E	“Invalid Expected Family Contribution”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• EFC is nonnumeric</li> <li>• EFC is not in valid range (0 to maximum for Award Year @)</li> <li>• EFC does not match on Applicant record for the accepted transaction number</li> <li>• If Edit 311 is hit</li> <li>• If Accepted Secondary EFC code is S and Secondary EFC does not match on applicant record for the accepted transaction number Award Year</li> </ul> <p>REJECT RECORD Set edit code 312</p>	Occurs when the EFC does not match the Transaction Number, an incorrect or invalid EFC is provided, or when the SSN is not on the applicant file. Often sent with 303 and 311.	<p>Verify that the Transaction Number, EFC, SSN and Name Code are correct and that the student is Pell eligible.</p> <p>Correct and resubmit the Origination record.</p> <p>*****</p> <p>EDExpress: Verify the record is created under the correct Origination ID using a valid ISIR. If not, delete record and recreate using the correct Reporting/Attended campus ID as well as the correct Transaction Number, EFC and Name ID. Export new record and transmit to the Pell Processor..</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
313 W	“Invalid Secondary Expected Family Contribution/Correction Applied”	<p>If the following is true:</p> <ul style="list-style-type: none"> <li>• If Secondary EFC Code is not O, S or Blank</li> </ul> <p>Set Accepted Secondary EFC code to previously accepted value;</p> <p>Otherwise, set accepted secondary EFC code to Blank.</p> <p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• If Secondary EFC Code is S and the Applicant record for the accepted transaction number does not have a Secondary EFC</li> <li>• If Secondary EFC Code is O and previous value is not S</li> </ul> <p>Set Accepted Secondary EFC code to blank</p> <p>Set edit code 313</p>	Occurs when something other than O, S, or Blank has been submitted and COD corrects the record.	Warning message – correction applied, no further action is necessary.

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
314 W	“Invalid Academic Calendar/ Correction Applied”	<p>If AC is not 1 to 6</p> <p>If Origination is change record set Accepted AC to previously accepted value</p> <p>Otherwise, if Attended Pell ID default value is populated and valid, then set accepted AC to default value</p> <p>Otherwise, if Reporting Pell ID default value is populated and valid, then set accepted AC to default</p> <p>Otherwise, if Payment Methodology = 4, then set accepted AC to “5”</p> <p>Otherwise, set accepted AC to “3”</p> <p>Set edit code 314</p>	Occurs when the Academic Calendar is invalid (not 1-6) or missing and COD corrects.	Verify that the corrected Academic Calendar is correct. If it is correct, no further action is necessary. If the Academic Calendar is incorrect, resubmit the Origination record with the correct Academic Calendar and make sure the Payment Methodology matches the Academic Calendar.

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
315 W	“Invalid Payment Methodology/ Correction Applied”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• AC = 1 and PM &lt; 3 or 5</li> <li>• AC = 2 – 4 and PM = 4</li> <li>• AC = 6 and PM &lt; 4</li> <li>• AC = 5 and PM = 5</li> </ul> <p>If Origination is change record and Accepted PM is valid with current AC then set to previously accepted value</p> <p>Otherwise, if Accepted AC = 1 – 4, then set Accepted PM to 3</p> <p>Otherwise set Accepted PM to 4</p> <p>Set edit code 315</p>	Occurs when the Payment Methodology is invalid (not 1-5) or missing and COD corrects.	Verify that the corrected Payment Methodology is correct. If it is correct, no further action is necessary. If the Payment Methodology is incorrect, resubmit the Origination record with the correct Payment Methodology.
316 W	“Invalid number of Payment Periods/ Correction Applied for Award Year 2001 and before”	<p>If Award Year &lt;=2001 and <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Number of Payment Periods is not in valid range (1 – 9)</li> <li>• Reporting Campus is Cash Monitoring, Reimbursement, or Ineligible</li> </ul> <p>Set the Accepted Number of Payment Periods to 3 if Accepted AC = 2 and Accepted PM is 1 – 2;</p> <p>Otherwise, set the Accepted Number of Payment Periods to 2</p> <p>Set edit code 316</p>	<p>Occurred for Award Year 2000-2001 when there was an invalid or missing number of payment periods and COD corrected it. This field was only required if the school was on cash monitoring or reimbursement.</p> <p>It is reserved for future use as of the 2001-2002 Award Year.</p>	

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
317 W	“Invalid Cost Of Attendance/Correction Applied”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• COA is nonnumeric</li> <li>• COA is not in the valid range (minimum for the Award Year @ to maximum for the Award Year)</li> </ul> <p>Award Year</p> <p>If Origination is change record, set Accepted COA to previously accepted value</p> <p>Otherwise, set the Accepted COA to the maximum COA for the Award Year @</p> <p>Set edit code 317</p>	Occurs when there is an invalid or missing Cost of Attendance and COD corrects. COD will correct to the maximum COA for the Award Year.	<p>Warning message, no further action is necessary unless corrected COA is too high.</p> <p>If this occurs, resubmit the record with the correct COA.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
318 W	“Invalid Enrollment Status/ Correction Applied”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Enrollment Status is not 1 to 5</li> <li>• Accepted AC is 1 to 4 and Accepted PM &lt;&gt; 5</li> </ul> <p>Set Accepted Enrollment Status to previously accepted value if Origination is change record;</p> <p>Otherwise, set the Accepted Enrollment Status to 1</p> <p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Enrollment Status is not 3 – 4</li> <li>• Accepted AC is 1 to 4 and Accepted PM = 5</li> </ul> <p>Set Accepted Enrollment Status to previously accepted value if Origination is change record;</p> <p>Otherwise, set the Accepted Enrollment Status to 3</p> <p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Enrollment Status is NOT blank</li> <li>• Accepted AC is 5 – 6</li> </ul> <p>Set the Accepted Enrollment Status to Blank</p> <p>Set edit code 318</p>	<p>Occurs when there is invalid (not 1-5) or missing Enrollment Status Code and COD corrects. COD will also correct if the Payment Methodology and Academic Calendar indicate that the school uses Clock Hour or Credit Hours without terms but Enrollment Status is submitted, or if the school is term-based and no Enrollment Status is submitted.</p>	<p>Verify that the correct Payment Methodology and Academic Calendar were used and then verify that the CODadjusted Enrollment Status is correct.</p> <p>If correct, no further action is necessary. If not, correct the Payment Methodology, Academic Calendar, and Enrollment Status and resubmit.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
319 W	“Invalid Weeks of Instructional Time in Program’s Definition of Academic Year/ Correction Applied”	<p>If the following is true:</p> <ul style="list-style-type: none"> <li>• If WKSPROG is not in valid range (30 – 78) and PM is 2 – 5</li> </ul> <p>Set accepted WKSPROG to default value if Attended Pell ID default value is populated and valid;</p> <p>Otherwise, set accepted WKSPROG to default if Reporting Pell ID default value is populated and valid;</p> <p>Otherwise set accepted WKSPROG to “30”</p> <p>If the following is true:</p> <ul style="list-style-type: none"> <li>• If WKSPROG is not Blank and PM = 1</li> </ul> <p>Set accepted WKSPROG to blank</p> <p>Set edit code 319</p>	<p>Occurs when invalid or missing Weeks of Instruction is included and CODcorrects. Usually this occurs when the Payment Methodology and Academic Calendar indicate a term-based program. Credit/Clock Hour schools populate this field only.</p>	<p>Verify that the Payment Methodology and Academic Calendar are correct and the CODcorrection is correct. If this is correct, no further action is necessary.</p> <p>If it is not correct, correct the Payment Methodology and Academic Calendar and Weeks of Instructional Time and resubmit.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
320 W	“Invalid Weeks of Instructional Time used to Calculate Payment/Correction Applied”	<p>If the following is true:</p> <p>If WKSCALC is not blank and Accepted PM = 1 Set accepted WKSCALC to Blank</p> <p>If the following is true:</p> <p>If WKSCALC is not blank and not in valid range (00 – 78) and Accepted PM &lt;&gt; 1</p> <p>Set Accepted WKSCALC to previously accepted value if Origination is change record;</p> <p>Otherwise, set the Accepted WKSCALC to the Accepted WKSPROG.</p> <p>If the following is true:</p> <p>If WKSCALC is not 00 – 29 and Accepted PM = 2</p> <p>Set Accepted WKSCALC to 29.</p> <p>If the following is true:</p> <p>If (WKSCALC is not 00 – 78 or greater than Accepted WKSPROG) and Accepted PM = 3 to 5</p> <p>Set Accepted WKSCALC to Accepted WKSPROG</p> <p>Set edit code 320</p>	<p>Occurs when invalid or missing Weeks of Instruction is included and CODcorrects. This usually occurs when the Payment Methodology and Academic Calendar indicate a term-based program. This field is only populated by cr/clock hour schools.</p>	<p>Verify that the Payment Methodology and Academic Calendar are correct and the CODadjustment is correct.</p> <p>If correct, no further action is necessary.</p> <p>If it is not, correct the Payment Methodology, Academic Calendar and Weeks of Instructional Time and resubmit.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
321 W	“Invalid Credit or Clock Hours in program’s definition of academic year/ Correction Applied”	<p>If the following is true:</p> <p>If HRSPROG is not Blank and Accepted AC = 1 – 4</p> <p>Set Accepted HRSPROG to Blank</p> <p>If the following is true:</p> <p>IF (HRSPROG is &lt; 900 or &gt; 3120) and Accepted AC = 5</p> <p>Set accepted HRSPROG to default value if Attended Pell ID default value is populated and valid;</p> <p>Otherwise, set accepted HRSPROG to default</p> <p>If Reporting Pell ID default value is populated and valid;</p> <p>Otherwise, set Accepted HRSPROG to 900</p> <p>If (HRSPROG is &lt; 24 or &gt; 100) and Accepted AC = 6</p> <p>Set accepted HRSPROG to default value if Attended Pell ID default value is populated and valid;</p> <p>Otherwise, set accepted HRSPROG to default</p> <p>If Reporting Pell ID default value is populated and valid;</p> <p>Otherwise, set Accepted HRSPROG to 24.</p> <p>Set edit code 321</p>	Occurs when Clock Hours are invalid or missing and COD corrects. Usually this occurs when the Payment Methodology and Academic Calendar indicate a term-based program and this field is only populated by cr/clock hour schools.	Verify that the Payment Methodology and Academic Calendar are correct and the COD correction is correct. If this is correct, no further action is necessary. If it is not correct, correct the Payment Methodology and Academic Calendar and Cr/Clock Hours and resubmit.

## Origination Edit/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>Condition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
322 W	“Invalid Credit or Clock Hours-in all payment periods expected to complete this school year/ Correction Applied”	<p>If the following is true:            If HRSCALC is not blank and Accepted AC is 1 – 4            Set Accepted HRSCALC to Blank</p> <p>If the following is true:            If (HRSCALC is NOT between 0000 AND Accepted HRSPROG) and (Accepted AC is 5 or 6)            Set Accepted HRSCALC to Accepted HRSPROG</p> <p>Set edit code 322</p>	Occurs when invalid or missing Clock hours are included and CODcorrects. Usually this occurs when the Payment Methodology and Academic Calendar indicate a term-based program. Only cr/clock hour schools populate this field.	Verify that the Payment Methodology and Academic Calendar are correct and the CODcorrection is correct. If this is correct, no further action is necessary. If it is not correct, correct the Payment Methodology and Academic Calendar and CR/Clock Hours and resubmit.

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
323 W	“Origination is “Over Paid” and Negative Disbursement is Expected”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Origination is change record</li> <li>• Student has previous disbursements</li> <li>• Recalculated accepted Origination award amount is less than the total amount disbursed</li> </ul> <p>Set the Negative Disbursement Amount to (Recalculated Accepted Origination Award Amount – Total Amount Disbursed)</p> <p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Origination is change record</li> <li>• Student has previous disbursements</li> <li>• Student has negative pending disbursement amount &lt; 0</li> <li>• Recalculated award amount is less than or equal to the total amount disbursed</li> </ul> <p>Set the Negative Disbursement Amount to (Recalculated Accepted Origination Award Amount – Total Amount Disbursed)</p> <p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Origination is change record</li> <li>• Student has previous disbursements</li> <li>• Student has negative pending disbursement amount &lt; 0</li> <li>• Recalculated award amount is greater than or equal to the total amount disbursed</li> </ul> <p>Set the Negative Disbursement Amount to 0</p> <p>Set edit code 323</p>	<p>Occurs when a new Origination record for a lower award amount is submitted and the amount already disbursed to the student exceeds the new award amount. School must submit negative disbursement within 30 days or COD will send a system-generated negative disbursement.</p>	<p>Send a negative disbursement for the overpaid amount.</p> <p>In the future, when the award amount decreases, adjust the disbursement record not the Origination record.</p>

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
324 E	“Invalid Name Code resulting in COD 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”	If Award Year is >= 2001-2002 and subsequent years and if ANY of the following are true: <ul style="list-style-type: none"> <li>• The Original Name Code does not have a matching applicant record</li> <li>• The Original Name Code does not match the Name Code portion of the Origination ID</li> </ul> REJECT RECORD Set edit code 324	Occurs when COD is not able to match the Original Name code with the Applicant record or it does not match the Name code in the Origination ID.	Verify that there is a name for the number used on the Origination record. If not, resubmit the Origination record with a Blank space in the Name Code field. ***** EDExpress: Resubmit the Origination record with a BLANK in the Name Code Field.
325 E	“Invalid Origination ID - Pell ID is non-numeric for Award Year 2002 and beyond”	If ALL of the following are true: <ul style="list-style-type: none"> <li>• Award Year portion of the Origination ID is &gt;= 2002</li> <li>• The Pell ID is nonnumeric for six positions</li> </ul> REJECT RECORD Set edit code 325	Occurs when the Origination ID has a Pell ID that is nonnumeric.	Correct the Origination ID and resend the record.
326 E	“Invalid Origination ID – Invalid Award Year for the Batch for Award Year 2002 and beyond”	If ALL of the following are true: <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is &gt;= 2002</li> <li>• The Award Year &lt;&gt; the Award Year @ of the Batch</li> </ul> REJECT RECORD Set edit code 326	Occurs when the Origination ID has an Award Year that is different from the Award Year in the Batch Number.	Resubmit the record with a corrected Origination ID. ***** EDExpress: Verify the record is created under the correct Origination ID. If not, delete record and recreate using the correct Reporting/Attended campus ID. Export new record and transmit to the Pell Processor..

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
327 E	“Invalid Origination ID -Sequence Number is not “00” for Award Year 2002 and beyond.	If ALL of the following are true: <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is &gt;= 2002</li> <li>• The Sequence Number is not “00”</li> </ul> <b>REJECT RECORD</b> Set edit code 327	Occurs when the Origination ID has a sequence number that is not ‘00’.	Resubmit the record with a corrected Origination ID. ***** <b>EDEExpress:</b> Verify the record is created under the correct Origination ID. If not, delete record and recreate using the correct Reporting/Attended campus ID. Export new record and transmit to the Pell Processor..
328 E	“Invalid Origination ID - SSN is non-numeric, or is not >=001010001 and <= 999999999 for Award Year 2002 and beyond”	If the Award Year portion of the Origination ID is >= 2001-2002 and subsequent years and ANY of the following are true: <ul style="list-style-type: none"> <li>• The SSN is nonnumeric</li> <li>• The SSN is not &gt;= 001010001 and &lt;= 999999999</li> </ul> <b>REJECT RECORD</b> Set edit code 328	Occurs when the Origination ID has a SSN that is nonnumeric or is not within the allowable SSN range.	Resubmit the record with a corrected Origination ID. ***** <b>EDEExpress:</b> Verify the record is created under the correct Origination ID. If not, delete record and recreate using the correct Reporting /Attended Campus ID. Export new record and transmit to the Pell Processor..
329 E	“Invalid Origination ID - Name Code not A-Z or “.” or “ ’ ” or “ - ” or “ ” for Award Year 2002 and beyond”	If ALL of the following are true: <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is &gt;= 2002</li> <li>• The Name Code is not A-Z or “.” or “ ’ ” or “ - ”, or “ ”</li> </ul> <b>REJECT RECORD</b> Set edit code 329	Occurs when the Origination ID has a Name Code that is not valid.	Resubmit the record with a corrected Origination ID. ***** <b>EDEExpress:</b> Verify the record is created under the correct Origination ID. If not, delete record and recreate using the correct Reporting /Attended Campus ID. Export new record and transmit to the Pell Processor.

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
330 W	“Duplicate SAR ID may be shared by two students for Award Year 2002 or beyond”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is <math>\geq</math> 2002</li> <li>• The SSN and Pell ID match one on file</li> <li>• The first name on the associated applicant record is different than the one on the STUDENT record for that origination</li> </ul> <p>Set SHARED SAR ID ED USE FLAG to ‘1’ on the Origination Acknowledgement Record</p> <p>Set edit code 330</p>	Occurs when the SSN is submitted to COD more than once for a student with different name codes.	Verify the SSN number and name code are correct on the ISIR for the student. If a correction is necessary, have the student complete a new FAFSA so that new SAR ID will be generated. Submit a new Origination record under the corrected SAR ID.

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
331 D	“Duplicate Origination for Award Year 2002 and beyond”	<p>If <b>ALL</b> of the following are true: The Award Year portion of the Origination ID is &gt;= 2001-2002 and subsequent years and <b>ALL</b> of the following fields on the input Origination record match the values on the database:</p> <ul style="list-style-type: none"> <li>• Origination ID</li> <li>• Original SSN</li> <li>• Original Name Code</li> <li>• Attended Pell ID</li> <li>• Award Amount</li> <li>• Estimated Disbursement Dates (1 – 15)</li> <li>• Enrollment Date</li> <li>• Incarcerated Code</li> <li>• Low Tuition and Fees Code</li> <li>• Verification Status Code</li> <li>• Transaction Number</li> <li>• Secondary EFC Code</li> <li>• Expected Family Contribution (EFC)</li> <li>• Enrollment Status</li> <li>• Cost of Attendance (COA)</li> <li>• Academic Calendar (AC)</li> <li>• Payment Methodology (PM)</li> <li>• Weeks of Instructional Time in Program’s Definition of Academic Year (WKSPROG)</li> <li>• Weeks of Instructional Time Used to Calculate Payment (WKSCALC)</li> <li>• Credit/Clock Hours in Program’s Definition of Academic Year (HRSPROG)</li> <li>• Credit/Clock Hours in all Payment Periods Expected to Complete (HRSCALC)</li> </ul> <p>Set Action Code = ‘D’</p> <p>Set edit code 331</p>	Occurs when the record sent has been previously submitted and accepted.	This is a duplicate record. No further action is necessary.

## Origination Edit/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>Condition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
332 E	Invalid Reported Current SSN for Award Year 2003 and beyond.	<p>If the Award Year is <math>\geq</math> 2003 and the following is true:</p> <ul style="list-style-type: none"> <li>▪ The Current SSN does not match the Current SSN on the applicant table for the same transaction number.</li> </ul> <p><b>REJECT RECORD</b> Set edit code 332.</p>	Occurs when the Current SSN is incorrect on the Origination record	Verify on the ISIR the correct Current SSN and submit the corrected Current SSN for processing. If the SSN is incorrect on the ISIR, a correction should be done on the ISIR with CPS
333 E	Invalid Reported Date of Birth for Award Year 2003 and beyond.	<p>If the Award Year is <math>\geq</math> 2003 and the following is true:</p> <ul style="list-style-type: none"> <li>▪ The Date of Birth does not match the Date of Birth on the applicant table for the same transaction number.</li> </ul> <p><b>REJECT RECORD</b> Set edit code 333.</p>	Occurs when the Date of Birth is incorrect on the Origination record	Verify on the ISIR the correct Date of Birth and submit the corrected for processing. If the Date of Birth is incorrect on the ISIR, a correction should be done on the ISIR with CPS
334 E	Invalid Reported Last Name for Award Year 2003 and beyond.	<p>If the Award Year is <math>\geq</math> 2003 and the following is true:</p> <ul style="list-style-type: none"> <li>• The Last Name does not match the Last Name on the applicant table for the same transaction number.</li> </ul> <p><b>REJECT RECORD</b> Set edit code 334.</p>	Occurs when the Last Name on the Origination record does not match the last name on file on the ISIR.	Verify on the ISIR the correct Last Name and submit the corrected Last Name for processing. If the Last Name is incorrect on the ISIR, a correction should be done on the ISIR with CPS
335 E	Invalid Reported First Name for Award Year 2003 and beyond.	<p>If the Award Year is <math>\geq</math> 2003 and the following is true:</p> <ul style="list-style-type: none"> <li>• The First Name does not match the First Name on the applicant table for the same transaction number.</li> </ul> <p><b>REJECT RECORD</b> Set edit code 335.</p>	Occurs when the First Name on the Origination record does not match the First name on file on the ISIR.	Verify on the ISIR the correct First Name and submit the corrected First Name for processing. If the First Name is incorrect on the ISIR, a correction should be done on the ISIR with CPS

## Origination Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
336 E	Invalid Reported Middle Initial for Award Year 2003 and beyond.	If the Award Year is $\geq$ 2003 and the following is true: <ul style="list-style-type: none"> <li>The Middle Initial does not match the Middle Initial on the applicant table for the same transaction number.</li> </ul> <b>REJECT RECORD</b> Set edit code 336.	Occurs when the Middle Initial on the Origination record does not match the Middle Initial on file on the ISIR.	Verify on the ISIR the correct Middle Initial and submit the corrected Last Name for processing. If the Middle Initial is incorrect on the ISIR, a correction should be done on the ISIR with CPS
337 E	Student Not Pell Eligible for Award Year 2003 and beyond.	If Award Year $\geq$ 2003 and if the following is true: <ul style="list-style-type: none"> <li>If Original SSN does not have a matching Applicant record.</li> </ul> <b>REJECT RECORD</b> Set edit code 337.		
338 E	Duplicate Match on CPS for Award Year 2003 and beyond.	<b>REJECT RECORD</b> Set edit code 338.		
339 E	Origination Record Reported with Zero Award Amount for Award Year 2003 and beyond.	If Award Year $\geq$ 2003 and if ANY of the following are true: <ul style="list-style-type: none"> <li>If the Award Amount is = 0000000.</li> </ul> <b>REJECT RECORD</b> Set edit code 339.	The Award Amount must be greater than Zero on a new origination record.	Resubmit the record with an Award Amount greater than zero. If the student is not eligible for a Pell Grant, the record should not be submitted for processing by the Pell Processor.
399 E	“New Origination Award or increase received after end of processing year and institution has not been granted Administrative Relief”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>The Batch Date is <math>&gt;</math> the Award Year Processing Cycle End Date@</li> <li>The school has not been granted administrative relief based on the Administrative relief table or has not been granted an audit adjustment</li> <li>The Origination record is currently not in COD or the Origination Award amount is an increase to the amount in COD</li> </ul> <b>REJECT RECORD</b> Set edit code 399	Occurs when a new Origination record or an Origination record for an increased Award Amount was submitted after the processing deadline for the Award Year and the school has not been granted administrative relief.	Contact the Federal Pell Grant Hotline for assistance.

## Disbursement Edit/Reject Codes

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
401 E	"Invalid Origination ID"	<p>If the Award Year portion of the Origination ID is &lt;=2001 and ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• The Pell ID is nonnumeric for six positions</li> <li>• The Award Year &lt;&gt; the Award Year @ of the Batch</li> <li>• The Sequence Number is not "00"</li> <li>• The SSN is not &gt;=001010001 and &lt;=999999999</li> <li>• The Name Code is not A-Z or "." or "" or "-" or " " or "".</li> </ul> <p>@ Award Year processing comes from the AWARD_YEAR table</p> <p>REJECT RECORD Set edit code 401</p>	<p>Occurred for Award Year 2000 – 2001 when the Origination ID was not formatted correctly or was missing data.</p>	

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
402 E	“Origination ID does not match on the Pell Processor”	<p>If the Origination ID is not found on the Pell Processor database or the Award Year &lt;&gt; the Award Year of the Batch</p> <p>REJECT RECORD Set edit code 402</p>	<p>Occurs when the Disbursement record is received before the Origination is accepted or when there is a Reporting/Attended Campus mismatch.</p>	<p>Before resubmitting the Disbursement record, verify that the Origination record has been accepted. Verify before submitting that the proper Pell ID is in the Grant Batch Header record.</p> <p>***** EDExpress: Resave the rejected Disbursement record after receiving the Accepted Origination Acknowledgement record. This will reset your disbursement status back to ‘Ready’ so the record will export again.</p>
403 E	“Disbursement Reference Number Already on File”	<p>If Award Year is &lt;=2001 and ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Disbursement Reference Number is nonnumeric</li> <li>• Disbursement Reference Number is NOT between 01 to 90</li> <li>• Disbursement Reference Number already exists</li> </ul> <p>REJECT RECORD Set edit code 403</p>	<p>Occurred for Award Year 2000-2001 when the disbursement reference number was repeated, no number was sent, or a number other than 01-90 was sent.</p> <p>It is reserved for future use as of the 2001-2002 Award Year.</p> <p>Award Year</p>	

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
404 E	“Debit/Credit Indicator Flag Not Valid”	<p>If the Debit/Credit Indicator Flag is not ‘P’ or ‘N’</p> <p><b>REJECT RECORD</b> Set edit code 404</p>	Occurs if a value other than P-Positive or N-Negative is sent.	<p>Resubmit the disbursement record with a “P” or “N.”</p> <p>*****</p> <p>EDEExpress: Resave the disbursement record so the status will reset back to ‘Ready.’ If rejects again, contact CPS Customer Service.</p>
405 E	“Disbursement Amount Not Valid because amount is non-numeric”	<p>If the Disbursement Amount is nonnumeric</p> <p><b>REJECT RECORD</b> Set edit code 405</p>	Occurs if Disbursement amount is not numeric.	<p>Resubmit the Disbursement record with a numeric amount.</p> <p>*****</p> <p>EDEExpress: Resave the Disbursement record so the status will reset back to ‘Ready.’ Export and transmit record again. If rejects again, contact CPS Customer Service.</p>
406 W	“Disbursement Amount Is Not in Valid Range”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Debit/Credit flag is ‘P’</li> <li>• The Disbursement Amount + the Total Amount Disbursed for the Origination ID is &gt; Award Amount on the Origination Record</li> </ul> <p>Set the Accepted Disbursement Amount to the Award Amount – the Total Disbursed Amount</p> <p>Set edit code 406</p>	Occurs if the full amount of the disbursement is not allowed because the Origination award amount has been reached.	<p>Verify, on the Origination record, the total award amount.</p> <p>If the amount is incorrect, verify that the Payment Methodology, Academic Calendar, COA, EFC and Attendance are correct, and correct if necessary.</p> <p>Submit the corrected Origination record and then submit a new Disbursement record with a new disbursement reference number.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
407 E	“Disbursement Date is Not Valid Date because date is non-numeric”	<p>If the Disbursement Date is nonnumeric</p> <p><b>REJECT RECORD</b> Set edit code 407</p>	<p>Occurs if a nonnumeric date is submitted, the date is not in the CCYYMMDD format or the Calendar day is invalid for the month. For example, 20000931 is not a valid date.</p>	<p>Resubmit the Disbursement record with a numeric date. *****</p> <p>EDExpress: Resave the Disbursement record so that the status will reset back to ‘Ready’. Export and transmit record again. If record rejects again, contact CPS Customer Service.</p>
408 E	“Disbursement Date is Not Valid for Processing Date, not in a Valid Range, or not a valid Date format”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• The COD processing date is less than N days prior to the disbursement date</li> <li>• The disbursement date is not a valid COD date format</li> <li>• The disbursement date is not in the valid range</li> </ul> <p>* N is 5 days for JIT, 30 days for Advance Funding, and 0 days for Reimbursement</p> <p><b>REJECT RECORD</b> Set edit code 408</p>	<p>Occurs if a School sends a date prior to June 21<sup>st</sup> of the first year of the Award Year or a date over 30 days in advance of the batch creation date.</p>	<p>Resubmit the Disbursement record with a corrected disbursement date. *****</p> <p>EDExpress: Resave the Disbursement record so that the status will reset back to ‘Ready’ after verifying your system date is correct. If record rejects again, contact CPS Customer Service.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
409			Reserved for future use.	
410 W	“Potential Concurrent Enrollment – Multiple Reporting. Sent separately”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Disbursement record is not rejected</li> <li>• Other Origination records exist for the student at different attended campuses for the current Award Year</li> <li>• The total amount disbursed for any of the other Origination records is &gt; 0</li> <li>• The Enrollment dates on any two Origination records with Total Disbursement amounts &gt; 0 are less than 30 days of each other</li> </ul> <p>Generate “CE” Multiple Reporting Records to all Attended campuses involved</p> <p>Set edit code 410</p>	Multiple Reporting Records that are sent separately occur when at least one other school has submitted a Disbursement record for the same student and the enrollment periods are within 30 days of each other. A MRR is sent to the school in addition to this edit code on the Disbursement Acknowledgement record.	Warning Message. Review the MRR record for details concerning the other school(s) involved.

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
411 W	“Potential Overaward Project – Multiple Reporting. Sent separately”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Disbursement record is not rejected</li> <li>• Other Origination records exist for the student at different attended campuses for the current Award Year</li> <li>• Total amount disbursed for any of the other Origination records is &gt; 0</li> <li>• Total of the Percentage Used is &gt; 100.00</li> </ul> <p>Refer to Total Percentage Calculations to determine Total Percentage Used</p> <p>Set the Accepted Disbursement Amount so that the Total Percentage used is 100.00, rounded to the nearest penny</p> <p>Generate appropriate Multiple Reporting Records (PB, PR, BC or RC) to all attended campuses involved</p> <p>Set the POP Flag on the Origination record to one of the following values, depending on the situation:</p> <ul style="list-style-type: none"> <li>• ‘Y’ – If POP-blocked</li> <li>• ‘B’ – If POP-blocker</li> <li>• ‘U’ – If PU is generated</li> <li>• ‘N’ – If disbursement received and accepted after PU and no longer POP blocked</li> </ul> <p>Set edit code 411</p>	<p>Occurs when COD receives student disbursement records from two or more schools that exceed the Award Amount for the Entire year.</p> <p>An MRR is sent to the school in addition to this edit code on the disbursement acknowledgement record.</p>	<p>Warning message. Review the disbursement amount for changes and the MRR record for details concerning the other school(s) involved.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
412 E	“Negative Disbursement cannot be accepted without a previous positive disbursement”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>• The Debit/Credit flag = ‘N’</li> <li>• No positive accepted disbursement exists</li> </ul> <b>REJECT RECORD</b> Set edit code 412	Occurs whenever a school sends a negative disbursement and there is no accepted positive disbursement on file at the Pell Processor.	Resubmit the Disbursement record with a positive disbursement amount. ***** EDEExpress: Delete the negative Disbursement record and create a positive disbursement.
413 W	“Insufficient Negative Disbursement amount. Negative Disbursement is expected for difference amount”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>• The Origination record has an “Over Paid” status</li> <li>• The Debit/Credit Flag is ‘N’</li> <li>• The disbursement amount is &lt; the negative pending disbursement amount</li> </ul> Update the negative disbursement amount with reported negative disbursement amount  Set edit code 413	Occurs if an updated Origination is sent that reduces the award to an amount that is less than Total Accepted Disbursements.	Submit a new negative disbursement in the amount of the over payment. In the future, do not send update Origination records with lower award amounts. Send a new negative disbursement to adjust the award paid to the student.

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
414 E	“Origination is in “Overpaid” status. Positive Disbursement cannot be accepted”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The school is Advance Funded or Just in Time (JIT)</li> <li>• The Debit/Credit flag is ‘P’</li> <li>• Disbursement Amount is &gt; 0</li> <li>• The Attended campus is Eligible</li> <li>• The Origination record has an “Over Paid” status</li> </ul> <p><b>REJECT RECORD</b> Set edit code 414</p>	A school has submitted a disbursement for a record that is in Overpaid status.	<p>Send a Negative Disbursement record for the overpaid amount. In the future, do not adjust the award amount down by updating the Origination Award Amount; instead send a Disbursement record to adjust the amount paid.</p> <p>*****</p> <p><b>EDExpress:</b> Either update the positive Disbursement record to a negative amount and resubmit or delete the positive disbursement record from the Disbursement tab.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
415 E	“Institution Eligibility Status indicates the Institution must submit a Special Disbursement Record and Award Year is 2000 – 2001 or prior”	<p>If Award Year is prior to or equal to 2000 – 2001 and ANY of the following are true:</p> <ul style="list-style-type: none"> <li>• Institution’s eligibility end date is &lt; the processing date</li> <li>• Institution has full eligibility, but the flag on the Institution Characteristics table is S for Special Disbursements</li> </ul> <p>Institution refers to the Attended Pell ID component of the Origination ID</p> <p><b>REJECT RECORD</b> Set edit code 415</p>	<p>Occurred for Award Year 2000-2001 when an institution’s eligibility had expired and the school was required to submit Special Disbursement records. It is reserved for future use as of the 2001-2002 Award Year.</p>	
416 W	“Negative Disbursement adjusted to reflect accepted Previous Disbursement Balance”	<p>If the following is true:</p> <p>If the negative disbursement amount on the input record is greater than the total amount disbursed to date for the current Origination</p> <p>Decrease the Disbursement Amount to equal the YTD Disbursement Amount on the Origination record</p> <p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Origination record has an “Over Paid” status</li> <li>• The Debit/Credit Flag is ‘N’</li> <li>• The Reported Disbursement amount is &gt; (the negative pending disbursement amount + the YTD disbursement amount for that Origination record)</li> </ul> <p>Reduce the Disbursement Amount to the Difference between (Negative Pending Disbursement Amount + the YTD amount) – (the Reported Disbursement Amount).</p> <p>Set edit code 416</p>	<p>The amount of the negative disbursement has been reduced to the lower amount already accepted on the disbursement records.</p>	<p>Warning Message - No further action is necessary.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
417 E	“Disbursement submitted after end of processing year and institution has not been granted Administrative Relief”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Debit/Credit Flag is ‘P’</li> <li>• The Processing Date is &gt; the Award Year Processing Cycle End Date@</li> <li>• The school has not been granted administrative relief based on the Administrative relief table</li> <li>• This is not an audit adjustment</li> <li>• POP Flag &lt;&gt; ‘U’ or Blank</li> </ul> <p>REJECT RECORD Set edit code 417</p>	Occurs if the Disbursement is sent after the Award Year deadline.	Contact Federal Pell Grant Hotline concerning requesting Administrative Relief.
418 W	“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 2000 – 2001 or prior”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Award Year is prior to or equal to 2000 – 2001</li> <li>• The Verification Status is ‘W’ on the Origination record</li> <li>• Disbursement Amount is &gt;50% of the Scheduled Award Amount</li> </ul> <p>Set the Accepted Disbursement Amount to the lesser of either the Origination Award amount or 50% of the Schedule Award Amount</p> <p>Set edit code 418</p>	<p>This occurred during the 2000-2001 Award Year for Verification Status of “W”.</p> <p>It is reserved for future use as of the 2001-2002 Award Year</p>	
419 W	“Origination indicates Verification Status ‘W’. Verification W needs to be updated on the Origination record in the Pell Processor.”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Award Year is prior to or equal to 2000 – 2001</li> <li>• The Verification Status is ‘W’ on the Origination Record</li> </ul> <p>Set edit code 419</p>	<p>This occurred during the 2000-2001 Award Year for Verification Status of “W”.</p> <p>It is reserved for future use as of the 2001-2002 Award Year.</p>	

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
420	Verification W	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Award Year is not 2000 – 2001</li> <li>• The Verification Status is ‘W’ on the Origination Record</li> <li>• The Debit/Credit Flag is ‘P’</li> <li>• The Batch Date is &lt;=the Award Year Verification Date @</li> <li>• This is not the first disbursement</li> </ul> <p>@ The Verification W Decrease date is defined as the date the program is run to reclaim the money for records who still have a Verification W status. See Verification W specification for more information.</p>	<p>REJECT RECORD Set edit code 420.</p>	
421 E	“Disbursement generated after Verification Deadline Date and Award Year is 2000 – 2001 or prior”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Award Year is prior to or equal to 2000 – 2001</li> <li>• The Verification Status is ‘W’ on the Origination record</li> <li>• The Debit/Credit Flag is ‘P’</li> <li>• The Processing Date is &gt;the Award Year Verification Date @</li> </ul> <p>REJECT RECORD Set edit code 421</p>	<p>This occurred for a “Disbursement that was generated after the verification deadline” for 2000-2001 and prior.</p> <p>It is reserved for future use as of the 2001-2002 Award Year</p>	

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
422 W	“Institution is eligible, Payment Period Start Date is invalid or not in a valid range and Award Year is 2001 – 2002 or beyond”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Award Year is 2001 – 2002 or beyond</li> <li>• School is eligible</li> <li>• Payment Period Start Date@ is invalid or not within the range defined in the ALGORITHM table</li> </ul> <p>Set the Accepted Payment Period Start Date to blank</p> <p>Set edit code 422</p>	The school has sent a value in the Payment Period Start Date field that is not valid or not in the valid date range.	This is warning message, CODhas corrected the date to blank because an invalid value was submitted.
423 E	“Institution is not eligible, Payment Period Start Date is invalid or not in a valid range and Award Year is 2001 – 2002 or beyond”	<p>If <b>ALL</b> of the following are true:</p> <p>Award Year is 2001 – 2002 or beyond            School is <b>NOT</b> eligible            Payment Period Start Date@ is invalid or not within the range defined in the ALGORITHM table</p> <p><b>REJECT RECORD</b>            Set edit code 423</p>	The school is ineligible and has sent a date in the Payment Period Start Date field that is not valid or not in the valid date range.	Resend the record with a corrected Payment Period Start Date.
424 E	“Institution is not eligible, Payment Period Start Date is not in the eligible range and Award Year is 2001 – 2002 or beyond”	<p>If <b>ALL</b> of the following are true:</p> <p>Award Year is 2001 – 2002 or beyond            School is <b>NOT</b> eligible            Payment Period Start Date is not in the range of eligibility</p> <p><b>REJECT RECORD</b>            Set edit code 424</p>	The school is ineligible and has sent a date in the Payment Period Start Date field that is not in the range of eligibility.	Resend the record with a corrected Payment Period Start Date.

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
425 E	“Invalid Origination ID - Pell ID is non-numeric for Award Year 2002 and beyond”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Award Year portion of the Origination ID is &gt;= 2001-2002 and subsequent years</li> <li>• The Pell ID is nonnumeric for six positions</li> </ul> <p>REJECT RECORD Set edit code 425</p>	Occurs if the Origination ID has a Pell ID that is nonnumeric.	<p>Correct the Origination ID and resubmit the disbursement record.</p> <p>*****</p> <p>EDExpress: Verify the disbursement record was created using the correct Origination ID. If not, delete disbursement record and recreate using the correct Origination ID.</p>
426 E	“Invalid Origination ID - Invalid Award Year for the Batch for Award Year 2002 and beyond”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is &gt;= 2002</li> <li>• The Award Year &lt;&gt; the Award Year @ of the Batch</li> </ul> <p>REJECT RECORD Set edit code 426</p>	Occurs if the Origination ID has an Award Year that is different from the Award Year in the Batch Number.	<p>Correct the Origination ID and resubmit the disbursement record.</p> <p>*****</p> <p>EDExpress: Verify the Disbursement record was created using the correct Origination ID. If not, delete disbursement record and recreate using the correct Origination ID.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
427 E	“Invalid Origination ID - Sequence number is not “00” for Award Year 2002 and beyond”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is &gt;= 2002</li> <li>• The Sequence Number is not “00”</li> </ul> <p>REJECT RECORD Set edit code 427</p>	Occurs if the Origination ID has a Sequence number that is not “00.”	<p>Correct the Origination ID and resubmit the disbursement record.</p> <p>*****</p> <p>EDEExpress: Verify the Disbursement record was created using the correct Origination ID. If not, delete Disbursement record and recreate using the correct Origination ID.</p>
428 E	“Invalid Origination ID - SSN is not >=001010001 and <= 999999999 for Award Year 2002 and beyond”	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is &gt;= 2002</li> <li>• The SSN is not &gt;= 001010001 and &lt;= 999999999 or is non numeric</li> </ul> <p>REJECT RECORD Set edit code 428</p>	Occurs if the Origination ID has a SSN that is nonnumeric or is not within the allowable SSN range.	<p>Correct the Origination ID and resubmit the disbursement record.</p> <p>*****</p> <p>EDEExpress: Verify the disbursement record was created using the correct Origination ID. If not, delete disbursement record and recreate using the correct Origination ID.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
429 E	<p>“Invalid Origination ID - Name Code not A-Z or “. ” or “ ’ ” or “ - ” or “ ” for Award Year 2002 and beyond”</p>	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• The Award Year portion of the Origination ID is <math>\geq</math> 2001-2002 and subsequent years</li> <li>• The Name Code is not A-Z or “. ” or “ ’ ” or “ - ” or “ ”</li> </ul> <p><b>REJECT RECORD</b> Set edit code 429</p>	<p>Occurs if the Origination ID has a name code that is invalid.</p>	<p>Correct the Origination ID and resubmit the disbursement record.</p> <p>***** EDEXpress: Verify the disbursement record was created using the correct Origination ID. If not, delete disbursement record and recreate using the correct Origination ID.</p>
430 D	<p>“Duplicate Disbursement reference number. Reference number already at the Pell Processor”</p>	<p>If <b>ALL</b> of the following are true:</p> <ul style="list-style-type: none"> <li>• Award Year is <math>\geq</math> 2001-2002 and subsequent years</li> <li>• Disbursement Reference number already exists</li> </ul> <p>Set the record to a Duplicate status.</p> <p>Set the Action Code to ‘D’ and create the full acknowledgement record with the data stored on RFMS.</p> <p>Set edit code 430</p>	<p>Occurs when a duplicate disbursement has been sent on a record, usually when a batch is processed more than once.</p>	<p>This is a duplicate, the record has already been processed, and no further action is necessary.</p>

## Disbursement Edit/Reject Codes (Continued)

Edit Code and Type	Message	Condition and Action	What It Means	How to Fix It
431 E	“Award Year is 2002 or greater and the Disbursement Reference number is nonnumeric or not between 01 to 90”	<p>If Award Year is <math>\geq</math> 2001- 2002 and subsequent years and ANY of the following are true:            Disbursement Reference Number is nonnumeric            Disbursement Reference Number is NOT between 01 and 90</p> <p><b>REJECT RECORD</b>            Set edit code 431</p>	Occurs if the Disbursement Reference Number is not valid.	Correct the Disbursement Reference Number to a number 01-90 that has not been previously used for this Origination ID.
432 E	“Disbursement amount would have been corrected to zero by COD calculations so the disbursement record was rejected”	<p>If ALL of the following are true:            The Award Year is <math>\geq</math> 2001-2002 and subsequent years            Reported Disbursement Amount does <math>\neq</math> Accepted Disbursement Amount            Accepted Disbursement Amount = 0</p> <p><b>REJECT RECORD</b>            Set edit code 432</p>	Occurs if the school has submitted a disbursement record that COD has corrected to \$0. Usually occurs when the amount on this Disbursement record and the amount already paid to this Origination ID exceed the Origination Award Amount.	Verify the total award amount on the Origination record. If the amount is incorrect, verify the Payment Methodology, Academic Calendar, COA, EFC and Attendance and correct if necessary. Submit the corrected Origination record; then submit a new disbursement record with a new disbursement reference number.

## Disbursement Edit/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>Condition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
440 E	“CMO rejected this student for inadequate/missing eligibility documentation/ information”	CMO rejected this student for inadequate/missing eligibility documentation / information  REJECT RECORD Set edit code 440	Occurs if insufficient data is submitted to the CMO.	Contact the CMO for additional information about correcting this record.
441 E	“CMO rejected this student for inadequate/ missing fiscal documentation/ information”	CMO rejected this student for inadequate/missing eligibility documentation / information  REJECT RECORD Set edit code 441	Occurs if insufficient data is submitted to the CMO.	Contact the CMO for additional information about correcting this record.
442 E	“CMO rejected this student for inadequate/ missing award or disbursing documentation/ information”	CMO rejected this student for inadequate/missing eligibility documentation / information  REJECT RECORD Set edit code 442	Occurs if insufficient data is submitted to the CMO.	Contact the CMO for additional information about correcting this record.
443 E	“CMO rejected this student for not meeting reporting requirements”	CMO rejected this student for inadequate/missing eligibility documentation / information  REJECT RECORD Set edit code 443	Occurs if insufficient data is submitted to the CMO.	Contact the CMO for additional information about correcting this record.
444 E	“CMO rejected this student for failure to comply with requirements”	CMO rejected this student for inadequate/missing eligibility documentation / information  REJECT RECORD Set edit code 444	Occurs if insufficient data is submitted to the CMO.	Contact the CMO for additional information about correcting this record.
445 E	“CMO rejected this student for inadequate or missing documentation”	CMO rejected this student for inadequate/missing eligibility documentation / information  REJECT RECORD Set edit code 445	Occurs if insufficient data is submitted to the CMO.	Contact the CMO for additional information about correcting this record.

## Data Request Edits/Reject Codes

Edit Code and Type	Message	CODCondition and Action	What It Means	How to Fix It
601 E	“Invalid Attended Pell ID”	If ANY of the following are true: <ul style="list-style-type: none"> <li>• The Attended Pell ID is nonnumeric</li> <li>• The Attended Pell ID does not exist on the CODdatabase</li> <li>• The Attended Pell ID is not a branch of the Reporting or Central Funded ID (only if the attended campus is not also the Reporting Campus)</li> <li>• The Award Year &lt;=2001 and Attended Pell ID is all zeros</li> </ul> REJECT RECORD Set edit code 601	Occurs if the Attended Pell ID is either missing or invalid.	Resubmit data request with valid Attended Campus Pell ID. ***** EDExpress: Verify your Reporting/Attended Campus codes are defined correctly in setup. If not, correct and export Data Request Record again.
602 E	“Invalid Data Request Type”	If ANY of the following are true: <ul style="list-style-type: none"> <li>• The Data Request Code is &lt;&gt; ‘M’ or ‘S’ or ‘R’ or ‘Y’ for Award Year 2001 – 2002 and beyond</li> <li>• The Data Request Code is &lt;&gt; ‘M’ or ‘S’ or ‘Y’ for Award Year 2000 – 2001 and beyond</li> <li>• The Data Request Code is &lt;&gt; ‘M’ or ‘S’ or ‘Y’ or ‘B’ for Award Year 1999 – 2000</li> </ul> REJECT RECORD Set edit code 602	Occurs if invalid or missing data request type: M-Multiple Reporting Record, S-Statement of Account, Y-Year to Date, or R (Reconciliation).	Resubmit data request with valid data request type. ***** EDExpress: Contact CPS Customer Service.
603 E	“Invalid Requested Output Media Type”	If ANY of the following are true: <ul style="list-style-type: none"> <li>• The Media Type is &lt;&gt; ‘E’ or blank for Award Year 2000 – 2001 and beyond</li> <li>• The Media Type is &lt;&gt; ‘C’, ‘R’, ‘E’ or blank for Award Year 1999 – 2000</li> </ul> REJECT RECORD Set edit code 603	Occurs if school’s Output Media type is invalid.  Must submit BLANK or E.	Resubmit data request with BLANK or E. ***** EDExpress: Contact CPS Customer Service.

## Data Request Edits/Reject Codes (Continued)

Edit Code and Type	Message	CODCondition and Action	What It Means	How to Fix It
604 E	“Invalid Pell Batch Number”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>• The Request Type = ‘B’</li> <li>• Batch ID is Blank or Batch ID type is not #O, #D, or #S</li> <li>• Award Year is equal to 1999 – 2000</li> </ul> REJECT RECORD Set edit code 604	Occurs if an invalid Batch ID has been requested.	Resubmit the data request with a valid Batch ID. ***** EDEExpress: Contact CPS Customer Service.
605 E	“Invalid Multiple Reporting Request Code 1, should be ‘O’ or ‘D’”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>• The first position of the Data Request Type = ‘M’</li> <li>• MRR Code 1 &lt;&gt; ‘O’ or ‘D’</li> </ul> REJECT RECORD Set edit code 605	Occurs if an invalid MRR code is entered on data request. Must submit O-Origination or D-Disbursement.	Resubmit data request with O or D. ***** EDEExpress: Contact CPS Customer Service.
606 E	“Invalid Multiple Reporting Request Code 2, should be ‘A’, ‘S’ or ‘I’”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>• The first position of the Data Request Type = ‘M’</li> <li>• MRR Code 2 &lt;&gt; ‘A’ or ‘S’ or ‘I’</li> </ul> REJECT RECORD Set edit code 606	Invalid MRR code entered on data request. Must submit A (All), S (Single), or I (Institution).	Resubmit data request with A, S, or I. ***** EDEExpress: Contact CPS Customer Service.
607 E	“Invalid MR Student ID”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>• The MRR Code 2 = ‘S’</li> <li>• Positions 1 – 9 of the Student ID are nonnumeric</li> </ul> REJECT RECORD Set edit code 607	Occurs if an invalid or incomplete Student ID is entered on a Data request for a specific student.	Resubmit data request with corrected Student ID. ***** EDEExpress: Verify first that this is a record that has been processed by the Pell Processor. If it has, contact CPS Customer Service.

## Data Request Edits/Reject Codes (Continued)

<b>Edit Code and Type</b>	<b>Message</b>	<b>CODCondition and Action</b>	<b>What It Means</b>	<b>How to Fix It</b>
608 E	“Invalid MR Institution ID”	If <b>ALL</b> of the following are true: <ul style="list-style-type: none"> <li>• The MRR Code 2 = ‘I’</li> <li>• The MR Pell ID is nonnumeric</li> </ul> <p>REJECT RECORD Set edit code 608</p>	Occurs if an invalid Institution Pell ID is entered on a Data Request for MRR records.	Resubmit data request with the corrected institution Pell ID. ***** EDEXpress: Verify your Reporting/Attended Campus codes are defined correctly in setup. If not, correct and export data request record again.
609 E	“Requested/ Matching Data Not Found”	If no data is found for the Request  REJECT RECORD Set edit code 609	Occurs if no data is found for request.	Create a different request; otherwise, no further action is necessary.
610 E	“Student Not Originated at Requesting Institution”	If no data is found for the transaction being sought (Only applies to MRR)  REJECT RECORD Set edit code 610	Occurs if a Student ID is requested on MRR but the ID was not originated at the requesting school.	Verify the correct Student ID was entered. If correct, school must submit an Origination for student prior to requesting MRR information. ***** EDEXpress: Verify you have an acknowledged Origination record on file before submitting this type of data request.
611 E	“Invalid Reconciliation Origination ID”	If all the following are true: <ul style="list-style-type: none"> <li>• Request type = ‘R’</li> <li>• Positions 1-9 of the Student ID are nonnumeric</li> </ul> <p>REJECT RECORD Set edit code 611</p>	Occurs if the Student ID is incomplete or not valid.	Resubmit the Data Request with the correct identifier.

## Data Request Edits/Reject Codes (Continued)

Edit Code and Type	Message	CODCondition and Action	What It Means	How to Fix It
612 W	Invalid reported Current SSN, Date of Birth, or Student Name	<p>If any of the following are true:</p> <ul style="list-style-type: none"> <li>▪ The Current SSN does not match the Current SSN on the applicant table for the same transaction number.</li> <li>▪ The Date of Birth does not match the Date of Birth on the applicant table for the same transaction number.</li> <li>▪ The Last Name does not match the Last Name on the applicant table for the same transaction number.</li> <li>▪ The First Name does not match the First Name on the applicant table for the same transaction number.</li> <li>• The Middle Initial does not match the Middle Initial on the applicant table for the same transaction number.</li> </ul> <p>If the Current SSN, Date of Birth or First Name, Last Name, Middle Initial do not match the value on the applicant table, then set the incorrect fields to the value currently stored on the applicant table.</p> <p>Set edit code 612.</p>	The student specific Data request was received with incorrect Current SSN, Date of Birth or Student Name	Verify on the ISIR the correct Current SSN, Date of Birth or Student Name and resubmit the corrected record. If the ISIR is incorrect, a correction to the ISIR should be done.

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