

APPENDIX C: ESOA PRINT FORMAT AND SPECIFICATIONS

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Electronic Statement of Account (ESOA)

Description

Definition The Electronic Statement of Account details an institution’s spending authorization and amount expended to date. This is a single and multiple option print report. The single option will print ESOA’s for the indicated Reporting Campus ID. The multiple option will print ESOA’s for ALL Reporting Campus ID’s. This section will detail the specifications for printing an ESOA for single institution or all institutions.

Record Selection Logic The system selects the record set for the report using the following logic:

- If single is selected, enable the Reporting Campus ID field and print the ESOA for the indicated reporting campus. Print in ascending order of the Batch ID for the indicated reporting campus
- If multiple is selected, disable the Reporting Campus ID field and print ESOA for all Reporting Campuses. Print in ascending order of the Reporting Campus ID and with each Reporting Campus, print in ascending order of the Batch ID.

Selection criteria is not available for Electronic Statement of Account report type.

Output Specifications

Layout and Printing Instructions The ESOA report contains:
 Header - see *Sample Output Document for correct header information*.
 Summary Information – see table (*summary info*) below
 Detail Information - see table (*detail info*) below

ESOA Print (Summary Information)		
Row	Field Name	Printing Instructions
10	Pell Institution Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
11	Institution Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
12	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
13	Grantee DUNS Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
14	Payee DUNS Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
15	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
16	Blank Line	Print a blank line.
17	Accounting Schedule	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
18	Accounting Schedule Date	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Print date in MM/DD/CCYY format.
19	Blank Line	Print a blank line.
20	A. Previous Pell Grant Obligation Current Pell Grant Obligation Adjustment (Increase+ or Decrease-)	Print the value for these fields as defined on the Pell ESOA database table for the specified institution. 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.
21	Blank Line	Print a blank line.
22	B. Previous Pell Grant Amount Current Pell Grant Amount Adjustment (Increase+ or Decrease-)	Print the value for these fields as defined on the Pell ESOA database table for the specified institution. 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.
23	Blank Line	Print a blank line.

ESOA Print (Summary Information)		
Row	Field Name	Printing Instructions
24	GAPS Expenditures Amount	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
25	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Print date in MM/DD/CCYY format.
26	Blank Line	Print a blank line.
27	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Insert ','s if number is over 999. If spaces, leave blank.
28	YTD Accepted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
29	YTD Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
30	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
31	Blank Line	Print a blank line.
32	As of Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified institution. Print format for batch # is : XXCCYY123456CCYYMMDDHHMMSS
33	Blank Line	Print a blank line.
34	Section A values applicable only for advanced funding institutions.	Print Section A Notation as stated below: Section a values applicable only for advanced funding institutions.
35	Section B values applicable only for just in time funded institutions.	Print Section B Notation as stated below: Section b values applicable only for just in time funded institutions.

ESOA Detail Information: If the user selects the option to Print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below. Information for page 2 should print in descending order of the Batch ID.

Row	Column	Field Name	Printing Instructions
1	N/A	Electronic Statement of Account Page: 2	Print the label and insert the page #.
2	N/A	Blank Line	Print a blank line.
3	N/A	Blank Line	Print a blank line.
4	N/A	ESOA Detail Batch Information	Print the literal section label: 'ESOA DETAIL BATCH INFORMATION'.
5	N/A	Blank Line	Print a blank line.
6	1	Adjust Report Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Print date in MM/DD/CCYY format.
6	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOADetail table is "P", print a "+" after the amount; if the flag is "N", print a "-." after the amount.
6	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Print date in MM/DD/CCYY format.
6	4, Line 1	Adjust Batch #	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution.
6	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.

Sample Output Document

Sample The output document should print in Courier 10. See below for more detail.

SUMMARY INFORMATION

U.S DEPARTMENT OF EDUCATION
OFFICE OF STUDENT FINANCIAL ASSISTANCE PROGRAMS

1999-2000 AWARD YEAR
FEDERAL PELL GRANT PROGRAM
ELECTRONIC STATEMENT OF ACCOUNT

PELL INSTITUTION NO	999999
INSTITUTION NAME	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE	XX
GRANTEE DUNS NUMBER	XXXXXXXXXXXX
PAYEE DUNS NUMBER	XXXXXXXXXXXX
GAPS AWARD NUMBER	XXXXXXXXXXXX
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 Amount	\$999,999,999.99
Current Pell Grant Amount	\$999,999,999.99
Adjustment (Increase + or Decrease -)	\$099,999,999.99*
GAPS Expenditures Amount	\$999,999,999.99
Date of Last Activity in GAPS	MM/DD/CCYY
YTD Total Unduplicated Recipients	999,999
YTD Accepted Disbursement Amount	\$999,999,999.99
YTD Posted Disbursement Amount	\$999,999,999.99
YTD Administrative Cost Allowance	\$999,999,999.99
As of Batch ID	XXCCYY12345619990101123000

SECTION A VALUES APPLICABLE ONLY FOR ADVANCED FUNDING INSTITUTIONS.
SECTION B VALUES APPLICABLE ONLY FOR JUST IN TIME FUNDED INSTITUTIONS.

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