

2000-2001 RFMS Technical Reference File Naming Conventions

June 2000

Note: When putting together your technical reference, use the following table. The book should be assembled in the order shown below.

- + The first column indicates the document's order.
- + The second column indicates the electronic file name for each section.
- + The third column indicates the sections that are affected by the most recent release (June 2000).
- + The last column gives a brief description of the section.

Order	File Name	June Release	Description
1	00-01RFMSCover&TOC	Yes	Binder cover and main table of contents for document.
2	Overview	Yes	Overview of technical reference.
3	Sec 1 Custom Layouts TOC & Pgs 1-15	Yes	Section 1 – Custom Layouts (includes a table of contents for the section and pages 1 – 15).
4	Sec 1 Custom Layouts Pgs 16-75	Yes	Section 1 – Custom Layouts (pages 16 – 74).
5	Sec 1 Custom Layouts Pgs 76 - 131	Yes	Section 1 – Custom Layouts (pages 75 – 130).
6	Sec 2 Implementation Guide	Yes	Section 2 – Implementation Guide
7	Sec 3 Combo Layouts	Yes	Section 3 – Combination Layouts
8	AppendixCover&TOC	Yes	Cover and table of contents for the appendix section.
9	AppendixA	Yes	Appendix A – Glossary.
10	AppendixB	Yes	Appendix B – Acronyms and Abbreviations.
11	AppendixC	Yes	Appendix C – ESOA Print Format and Specifications.
12	AppendixD	Yes	Appendix D – Edit/Comment Codes and Edit Descriptions.
13	Index	Yes	Index for document.

Technical Reference for

Recipient Financial Management System (RFMS)

2000-2001

U.S. Department of Education



191 H

RFMS Technical Reference

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Overview

Preface

This technical reference is provided to postsecondary institutions participating in the U.S. Department of Education Pell Grant Program. It contains technical system information that allows you to either:

- Build your own system,
- Use a system provided by another organization (for example, a vendor or third-party servicer), or
- Use EDEExpress (the software package provided by the U.S. Department of Education) in combination with your own system or vendor provided software.

Organization

The RFMS Technical Reference for 2000-2001 is organized into the following sections:

Overview

- Preface
- Sources of Assistance
- System Options
- Items to Consider in Choosing a System Option
- PC Requirements

Introduction

- Introduction to the RFMS
- RFMS Software
- Pell Authorization
- Origination Records
- Origination Acknowledgement
- Disbursement Records
- Disbursement and Special Disbursement Acknowledgements
- Data Request Records
- Multiple Reporting Record
- Year-to-Date Record

Custom

- Record Layouts

Combination

- Combination Layouts

Appendices

- Glossary
- Acronyms
- ESOA Print Format and Specifications
- Edit/Comment Codes and Edit Descriptions

All schools should read the Overview section. It contains important phone numbers to call for assistance, as well as information to help you choose how you want to participate electronically in the program.

If you choose to use a custom system, read the Custom section thoroughly. It provides you with essential record layouts pertinent to building your own system.

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

See the following section, Sources of Assistance, for additional resources of help.

What's New for 2000-2001

Listed below are the modifications, additions, and deletions for 2000-2001.

Removed:

- The following two Output Media Types were deleted:
 - Cartridge
 - Reel
- Batch Replacement was deleted as a Data Request type.

Added:

- The field, Total Funds Disbursed for this Payment Period using a Regular Disbursement Record, was added to the Special Disbursement and Special Disbursement Acknowledgement record. This field allows an institution to specify how much of a regular disbursement record(s) should be allocated to a specified payment period.
- Special Disbursement Edits 550 and 552 were added to evaluate the Total Funds Disbursed for this Payment Period using a Regular Disbursement Record field. Edit 550 will reject the Special Disbursement record if the value is nonnumeric or greater than the maximum amount for the award year. Edit 552 will adjust the value if it is greater than the all of the regular disbursements on the record.
- Batch Edit 239 was added to check the EDEExpress version number in the Batch Header record. If the version number is not the most current version of EDEExpress then the batch will receive the warning edit 239. This will help to notify institutions to upgrade to a newer version of the EDEExpress software.
- A Year to Date file can be requested for a single Origination ID in addition to the institution option. This will allow an institution to receive all of the records for the institution, or just the records for a particular student at the institution.

Modified:

- Disbursement Edit 418 was modified to select Disbursement records with a disbursement amount that is greater than 50% of the Scheduled Award Amount and who have a Verification Status of 'W'.
- Special Disbursement Edit 532 was modified to select Special Disbursement records with a disbursement amount that is greater than 50% of the Scheduled Award Amount and who have a Verification Status of 'W'.
- Batch edit 216 was modified to a warning when an incorrect Grantee DUNS Number is submitted.
- Batch edit 233 is now being sent on batches sent from a TIVWAN mailbox other than the one assigned to the reporting campus. Batches must be sent from and returned to the same mailbox.

Sources of Assistance

If you have problems or questions, listed below are sources of assistance.

Note: Telephone numbers are subject to change.

CPS Customer Service **800/330-5947**
Telecommunications Device for the Deaf (TDD/TTY) **800/511-5806**

E-mail: cps@ncs.com

SFA Technical Support:

<http://www.ed.gov/offices/OSFAP/sfatech/listserv.html>

Fax: 319/358-4260

Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday

- CPS Batch Status
- Custom/Combo/Mainframe Support for Direct Loans
- Direct Loan Technical Reference
- EDE Technical Reference
- EDEExpress Software—App Express, Packaging, Direct Loan, and Pell
- FISAP software
- FISAP Technical Reference
- Packaging Technical Reference
- QAP Software
- Rejected EDE Records and Batches
- Renewal Application Processing
- SSCR-32 Software
- SSCR Technical Reference
- Use of CPS On-line Query

Direct Loan Client Account Managers

Region I (CT, MA, ME, NH, RI, VT)	617/565-6911
Region II (NJ, NY, PR, VI)	212/264-8012
Region III (DC, DE, MD, PA, VA, WV)	215/656-5929
Region IV (AL, FL, GA, KY, MS, NC, SC, TN)	404/562-6259
Region V (IL, IN, MI, OH, WI)	312/886-8766
Region VI (AR, LA, NM, OK, TX)	214/880-2405
Region VII (IA, KS, MO, NE)	816/880-4090
Region VIII (CO, MN, MT, ND, SD, UT, WY)	303/844-3677, EXT 121
Region IX (AZ, CA, HI, NV)	415/556-4201
Region X (AK, ID, OR, WA)	206/287-9840

Direct Loan Consolidation **800/557-7392**

E-mail: loan_consolidation@mail.ed.gov

Web site address: <http://www.ed.gov/DirectLoan/consolid.html>

Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday

Direct Loan Operations Staff **202/708-9951**

E-mail: direct_loans@ed.gov

Direct Loan Procedures and Operations

Web site address: <http://www.ed.gov/DirectLoan>

Working hours are 7:30 a.m. – 4:30 p.m. (ET), Monday through Friday

Direct Loan Origination Center

800/848-0978

E-mail: loan_origination@mail.ed.gov

Fax: 800/557-7396

Working hours are 8:00 a.m. - 8:00 p.m. (ET), Monday through Friday

- Acknowledgements
- Batch Integrity Errors
- Check Sum Errors
- Direct Loan Batch Status
- Implementation Guide Questions
- Interface Issues
- Promissory Notes
- Rejected Direct Loan Batches

Direct Loan Servicing Center

800/848-0979

(Borrower Referral Only)

**Telecommunications Device for the Deaf
(TDD/TTY)**

800/848-0983

Working hours are 8:00 a.m. - 8:30 p.m. (ET), AVR Available 24 Hours a Day, Monday through Friday

Web site address: <http://www.dlServicer.ed.gov>

Fax: 800/848-0984

School Services

888/877-7658

Working hours are 8:00 a.m. - 5:30 p.m. (ET)

- Delinquency Issues
- Interface Issues

FAFSA on the Web and FAFSA Express Customer Service 800/801-0576

E-mail: FAFSAWeb@ncs.com

FAFSA on the Web site address: <http://www.fafsa.ed.gov>

*FAFSA Express Web site address:
<http://www.ed.gov/offices/OPE/express.html>*

PIN Web site address: <http://www.pin.ed.gov>

Working hours are 7:00 a.m. - 10:00 p.m. (CT), Monday through Friday

- Application Status
- FAFSA Express Software Assistance
- FAFSA on the Web, Renewal App on the Web, and Correction on the Web Assistance
- General Questions on Electronic Filing
- Help Accessing the Web Page

Federal Pell Grant Program

**800/4PGRANT
or 800/474-7268**

E-mail: pell_systems@ed.gov

Fax: 301/548-2396

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

Working hours are 8:00 a.m. - 8:00 p.m. (ET) Monday through Friday

Customer Service

- Batch Processing Status and Rejected Batches
- Current Authorization Level
- General Inquiries concerning RFMS
- Information and Data Request Regarding Award Years Prior to 1999-2000
- Pell Grant Web Page Questions

Web Page

- Authorization Level for 1999-2000, 2000-2001
- Batch Status for 1999-2000, 2000-2001
- Links to Pell Grant Resources

Federal Student Aid Information Center

**800/4FED AID
or 800/433-3243**

Telecommunications Device for the Deaf (TDD/TTY)800/848-0983

800/730-8913

Working hours are 8:00 a.m. - 8:00 p.m. (ET), Monday through Friday

- Application Status
- Distribution of Selected Publications
- NSLDS Borrower Tracking Questions
- Student Financial Aid Program Questions
- Duplicate SARs or Address and School Changes
(Student only): 319/337-5665

Grant Administration and Payment System (GAPS) 888/336-8930

Web site address: <http://gapsweb.ed.gov>

Working hours are 8:00 a.m. – 8:00 p.m. (ET), Monday through Friday

National Student Loan Data System (NSLDS)

800/999-8219

Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday

- NSLDS Batch Status
- Online NSLDS
- Perkins Data
- Rejected NSLDS Records
- SSCR Assistance

Program Development Division

202/708-8242

Working hours are 8:00 a.m. to 4:30 p.m. (ET), Monday through Friday

- Policies
- Regulations

SFA Customer Support Inquiry Center

**800/4ED-SFAP
or 800/433-7327**

E-mail: osfap_csb@ed.gov

Fax: 202/260-4199

Working hours are 9:00 a.m. - 5:00 p.m. (ET), Monday through Friday

- Application Processing Questions
- Help with Contacting Other Staff in the U.S. Department of Education
- Title IV Policy Questions

Title IV WAN Customer Service

800/615-1189

E-mail: t4wan@ncs.com

Fax: 319/339-6983

Working hours are 7:00 a.m. - 10:00 p.m. (CT), Monday through Friday

- Billing and Invoices
- Campus-Based Award Letter
- EDconnect
- EDE Enrollment and Participation
- Network Password Changes and Resets
- Software and User Manual Distribution
- Transmission Errors

Universal Automation Labs (UAL)

877/801-7168

Fax: 301/565-0613

Working hours are 8:00 a.m. - 5:30 p.m. (ET), Monday through Friday

- FISAP Edit File
- FISAP Replacement Year-to-Date File

System Options

The U.S. Department of Education gives you maximum flexibility in fashioning a system solution that best meets your institution'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.

Combination EDEExpress/Custom System

You can choose to use a portion of the functions provided by EDEExpress in conjunction with external systems or software from another vendor. EDEExpress allows you to import data captured in other on-campus systems (for example, a financial aid packaging system). Beginning in 2000-2001, it will also enable you to export data from the EDEExpress database needed by other on-campus systems (such as the institution's business office).

EDEExpress

EDEExpress 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 loan origination records; prints promissory notes; manages disbursement data; reconciles funds; and reports Federal Pell Grant payment data.

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 institution.

Grant Volume	How large is the grant volume at your institution?
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 is it 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 Pell Grant program? (These offices could include financial aid and bursars.)

If you participate in the Electronic Data Exchange (EDE) with EDEExpress, the Department of Education provides personal computer (PC) software designed to manage financial aid processing, including the Pell Grant Program. Modules in EDEExpress include Application Processing, Packaging, Direct Loan, and Pell Payments. The remainder of this section describes the hardware and interface requirements of the Combination EDEExpress Custom System option.

PC Requirements

If you are planning an equipment purchase to participate in the Federal Pell Grant Program, the following list describes the minimum required configuration:

- IBM or fully IBM-compatible PC with a Pentium 200 MHz processor or better.
- 64 MB total memory or more.
- 300 MB of available hard disk space (depending on the functions you use and how many records you store in your database).
- 56 K analog modem K flex or X2 technology.
- Dedicated phone line.
- 3.5"/1.44 MB high-density floppy disk drive, including 3.5" high-density double-sided diskettes.
- Windows 95 keyboard (for example, IBM Enhanced 101 or 102 Keyboard).
- Microsoft compatible mouse.
- Laser printer capable of printing on standard paper (8 1/2" x 11").
- 32-bit operating system (Microsoft Windows 95, Microsoft Windows 98, or Microsoft Windows NT 4.0).
- Monitor and video card capable of Super Video Graphics Adapter (SVGA) (800 x 600) resolution (small fonts only). EDEExpress is designed in SVGA. You may use a higher resolution than SVGA at your own discretion.
- Internet Service Provider (ISP) or connection to the Internet. A connection to the Internet is necessary to access the "Info for Financial Aid Professionals" Web site (www.ifap.ed.gov). It is also necessary for submission of the Application for Approval to Participate in Federal Student Aid Programs (recertification, reinstatement, and changes), and required in order to download the software from the Internet.

Optional Items to Consider

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

- 12X CD-ROM drive with sound board for other future software distributions.
- 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 EDEExpress Installation Guide for LAN Hardware and Software recommendations.

Interface Requirements

EDEExpress interfaces with other ED-provided software modules and systems resident on the same PC, with other systems at the institution, 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 software package that participants use to transmit data across the network to the RFMS 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 institutional 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 these other systems that has been reformatted according to specifications provided in this technical reference.

Likewise, data in EDEExpress is of potential use to other on-campus systems. Therefore, the system provides you with the ability to export data. 2000-2001 Record Layouts for the export files are provided so your institutional systems can be modified.

Introduction to the Recipient Financial Management System (RFMS)

Beginning with the 1999-2000 award year and continuing in the 2000-2001 award year, schools report Pell disbursements to the Department through the Recipient Financial Management System (RFMS). As in previous years, most schools will receive an initial Pell authorization.

The reporting process starts with origination records. Origination records can be sent well in advance of any disbursements, as early as the school chooses to submit them. A school should submit origination records for any student that it might pay a Pell to. When RFMS receives an origination record, it checks the record to make sure there aren't errors and then returns an acknowledgement.

When the school makes a disbursement to a student or anticipates making a disbursement to a student, it needs to send in a disbursement record. The disbursement record reports the actual disbursement date and the amount of the disbursement. RFMS also returns an acknowledgement for the disbursement record, which will let the school know if there were any problems with its submission. RFMS sends information from disbursement records to the Education Central Automated Processing System/Grants Administration and Payments System (EDCAPS/GAPS, or GAPS), and the school's authorization will be adjusted once the school's initial authorization is exceeded.

RFMS Software

The Department provides a Pell Payment module as part of the EDExpress software. However, schools aren't required to use this software. Schools using the Department's software can use the desk reference for the Pell Payment software or the online Help in EDExpress for help with the software.

A school that develops its own software can refer to the record layouts for the various RFMS records found in this reference. The records have to be formatted correctly to be accepted by RFMS.

Pell Authorization

At the beginning of each award year, most schools are given an initial authorization based on an estimate of the Pell funds the school will need to cover its first Pell Grant disbursements. As the award year progresses, **the authorization for the school will be adjusted based on the actual dollar amount of disbursements the school reports to RFMS.** RFMS sends information on the school's initial authorization to GAPS. It also sends an Electronic Statement of Account (ESOA) to schools to notify them of their initial authorization. The ESOA is sent through TIVWAN with the message class PGAS01OP. This is called Advance Funding.

The Department of Education has placed some schools on Reimbursement or Cash Monitoring and they do not receive an initial authorization. They receive their funding as they submit accepted disbursement batches.

In 2000-2001, RFMS is expanding the Just-in-Time (JIT) pilot program. The schools participating in this pilot also do not receive an initial authorization. They submit disbursement batches and when the batches are accepted, the funds are deposited directly into the schools bank account.

As the school reports disbursements to RFMS, RFMS makes any necessary adjustments to the authorization and notifies GAPS so those funds will be available to the school. **RFMS enables the Department to track a school's need for funds as the award year progresses and adjusts the school's authorization on that basis.** The system also provides documentation to the school for reconciling the school's records of total expenditures with the Department's records of eligible students paid by the school. (This documentation is the Year-to-Date data.) **The Pell funds that the school reports as expenditures to GAPS must equal the total payments to eligible Pell recipients at the school,** as shown by the records for each student.

Origination Records

The Origination record establishes a student's eligibility and the amount of Pell the student can receive for the award year. A school must submit an origination record for every Pell recipient. Included on the origination record are the estimated dates the school expects to pay the student when they make disbursements. These estimated disbursement dates differ from the disbursement dates submitted on the disbursement record which are the actual dates the disbursement was made or is expected to be made. Also included on the origination record are the payment methodology, academic calendar, enrollment status or hours attended, and award amount for the whole year. RFMS calculates the scheduled award for the student based on the information provided on the origination record. If the award calculated by RFMS is the same as on the submitted origination record, the record is accepted. If it differs, and the amount calculated by RFMS is lower, then the record is accepted with corrections. RFMS never increases an award amount.

A school should submit an origination record for every student it **might** pay during the award year; the school doesn't have to disburse funds for each origination record. Also, more than one school can submit an origination record for a student. However, RFMS only accepts one origination record from each school for each student; if a school submits another origination record with different data for a student, RFMS treats the new record as an update to the original record.

A school can submit an origination record as early in the year as it chooses, once the system starts up. It's to the school's benefit to submit origination records well in advance of the time of disbursement. This will allow the school enough time to correct any problems with the student's eligibility that might otherwise delay disbursements. Also, RFMS has to accept an origination record for a student before a disbursement record can be processed and disbursements made. Submitting the origination records early ensures that disbursement records won't be rejected because there's no acceptable origination record. If a school does submit an origination record and disbursement record for a student in the same batch, the origination record gets processed first. However, if there's a problem with that origination record and it is rejected, the disbursement record will also be rejected.

The software the school uses to prepare origination records should help it enter data in the correct origination record format. Some fields of the origination record are required fields, and others are optional. The school will still want to make sure the information is correct and included for all fields of the origination record for that student. The Department's EDEExpress software won't let the school submit invalid data, and schools should make sure that any programs they use do the same.

Origination Record Acknowledgement

When RFMS receives origination records, it edits them to make sure there are no errors. Then it sends an acknowledgement back to the school. RFMS will send one acknowledgement record back for each origination record it received. RFMS will accept the origination record without corrections, make corrections to some of the items, or reject the record. RFMS only rejects the record if there are errors that can't be corrected or if the record has been sent in duplicate.

The acknowledgement record has an action code that shows whether the origination record was accepted (A), corrected (C), or rejected due to errors (E). The record also has Edit/Comment Codes that tell why a particular record was corrected or rejected. When an origination record is accepted or corrected the acknowledgement record reports back the values on file within RFMS for each data element on the origination record. RFMS keeps each data element's accepted or corrected value. If an origination record was rejected, the acknowledgement record reports back the values reported by the school for each data element. RFMS doesn't keep any data for an origination record that was rejected due to errors. Schools should check records rejected because the SSN was invalid or didn't match (edit code 303); in many cases, this means that the student isn't in the Pell database. The school must correct (or have the student correct) these errors before it can receive any payment for the student from the Department.

RFMS Corrections

RFMS makes corrections to invalid values whenever possible, rather than rejecting the record. Values may be invalid because they're formatted incorrectly, or they may be invalid in relation to other data the school has reported. For example, the school reported academic calendar as 3 (Semester) but the payment methodology is reported as 4 (Credit/Clock Hour, or Formula 4). In this case, RFMS would correct the payment methodology to 3 (Credit Hour with standard or nonstandard terms) to agree with the reported academic calendar. The record layouts in Section 1 of this technical reference detail how RFMS corrects invalid values.

RFMS will also calculate the maximum award amount the student can receive based on the attendance, cost, and EFC on file in RFMS. If the reported award amount is more than this maximum amount, RFMS will correct the award amount. Note that RFMS won't **increase** the award amount the school reported; a school that accidentally reported an award amount that's too low will need to update the origination record itself.

Disbursement Records and Special Disbursement Records

A school must report each payment made to each eligible student. RFMS has two records for reporting disbursements: the disbursement record and the special disbursement record. Most schools (those using any funding method other than Reimbursement) will use the disbursement record, which has only 5 items the school needs to report.

Because the Department needs additional award data by payment period for schools on Reimbursement or schools who have lost eligibility during the award year, these types of schools must use special disbursement records, which require the school to report on 18 items. However, any school can use special disbursement records.

Timing of Submissions

As mentioned previously, before RFMS will accept a disbursement record or special disbursement record, it must have an accepted origination record for the student. Although a school can submit both records in the same batch, if there's a problem with the origination record and it is rejected, the disbursement record or special disbursement record won't be accepted.

Under Advance Funding, a disbursement record can be submitted as early as 30 days before the actual disbursement date. However, a school may want to wait until closer to or after the disbursement date, because if a reported disbursement isn't made, the school will need to submit another disbursement record reducing the payment amount. Schools using Just-In-Time Funding can submit records up to five days before the disbursement date; schools on Reimbursement or Cash Monitoring Level 2 can't submit a special disbursement record until they have actually made the disbursement to the student.

In all cases, a record that's submitted too early will be rejected. A disbursement record should be submitted no later than 30 days after the disbursement is made. A school is required to report disbursements within 30 days of making the payment (see "Reporting Deadline," *1999-2000 Student Financial Aid Handbook*, Pell Reference, page 75).

Disbursement Acknowledgement Record Items

The disbursement record must have an Origination ID, which must match an origination record in the RFMS database. If there's no match, the disbursement record will be rejected. It must also have a disbursement reference number. Some software programs, including EDEExpress, assign a disbursement reference number automatically in the way the disbursement is entered in the software. If the school assigns these numbers, the number must be from 01 to 90, and must be different for each of the student's disbursements. Schools may find it convenient to number each student's first disbursement 01, and then use consecutive numbers for the following disbursements.

There are two parts to reporting the disbursement amount. If the Accepted Debit/Credit Indicator field on the disbursement record is set to P (positive), it means the school is reporting a positive disbursement (money paid to the student). If it's set to N (negative), the school is reporting a negative disbursement (money taken from the student, or an award reduction). On the first disbursement record the school submits for a student, the Accepted Debit/Credit Indicator field must be P(positive). The school reports the disbursement amount separately from the indicator. The disbursement amount is reported as seven numbers, with no other characters. The school must report cents for the disbursement amount; if whole dollar amounts are used, 00 must be the last two characters of the figure.

Special Disbursement Records

In addition to the information in disbursement records, special disbursement records have information about the payment period for which the disbursement is made, and information that can be used to calculate the correct amount of the payment for that payment period. The school must report the number of payment periods in the school year, which payment period this disbursement is for, the start and end date of the payment period and the total payment amount for the payment period.

Disbursement Records and Special Disbursement Record Acknowledgements

When RFMS receives disbursement records, it edits them to make sure there are no errors. Then it sends an acknowledgement back to the school. RFMS will send one acknowledgement record back for each disbursement record or special disbursement record it received.

RFMS will accept the record without corrections, make corrections to some of the items, or reject the record. RFMS only rejects the record if there are errors that can't be corrected. The acknowledgement record has an action code that shows whether the record was accepted (A), corrected (C), or rejected due to errors (E). Records sent in duplicate are also rejected.

The record also has Edit/Comment Codes that tell why a particular record was corrected or rejected. When a disbursement record or special disbursement record is accepted or corrected the acknowledgement record reports back the values on file within RFMS for each data element on the Disbursement Record. RFMS keeps each data element's accepted or corrected value. If a disbursement record was rejected, the acknowledgement record reports back the values reported by the school for each data element. RFMS doesn't keep any data for a record that was rejected due to errors.

When a disbursement record or special disbursement record has been accepted or corrected, the acknowledgement record has a Year-to-Date disbursement amount for the student. The school can use this to help reconcile its records for the student with the Department's records of what the student has received for the year. If the disbursement record or special disbursement record was rejected, the Year-to-Date disbursement amount will be left blank.

RFMS Corrections

On a disbursement record, there aren't many items that can be corrected. However, the record layouts explain what corrections will be made on both the disbursement and special disbursement records. RFMS will check to make sure that the student isn't going to receive more than the accepted award amount on the origination record. RFMS will correct the amount to \$0.00, if necessary. This is not a rejected record, it is a corrected record. RFMS also checks to see if disbursements already made by other schools would cause the student to receive more than a Scheduled Award. If the disbursement amount reported on the disbursement record or special disbursement record would cause the student to receive an amount greater than the accepted award amount, RFMS will reduce the disbursement amount. A Multiple Reporting Record will also be generated to advise the institution of the possible Potential Overaward Project (POP) situation.

Reporting Changes

If the origination record acknowledgements and disbursement record acknowledgements the school has received are accurate and there are no changes to the students' awards, the school must simply retain these records in its files. However, if the information for any student is wrong or changes during the award year, the school may have to make corrections. The most frequently required changes are to COA, verification status (to update a "W"—payment without documentation), enrollment status (term schools), and payment amounts and dates. Other changes occur less frequently, except in cases of error. For instance, one wouldn't expect the school's academic calendar to change during the award year.

Changes to Origination Record Information

In general, the school only needs to submit an updated origination record if there's a change that will increase the award amount. The school has to report increased award amounts, or else RFMS won't accept disbursements up to the increased amount. To update the origination record, the school sends a new record with the same Origination ID, Original SSN, Name Code, and Attended Campus ID as the previously accepted origination record. If any of these are different, RFMS will assume the school is sending in a different origination record instead of updating an existing record. If all these identifiers match those on a previous origination record, RFMS replaces the data from the previous record with the data on the new origination record.

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 or special disbursement record. The enrollment status, COA, and EFC on the origination record paid can all effect 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 or special disbursement record doesn't 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 isn't replaced, a school can't actually correct an incorrect disbursement date. If a school reported an anticipated disbursement that wasn't made, it should simply send in a new disbursement record or special disbursement record with a negative disbursement amount for the amount it reported it would pay.

Multiple Reporting Record

In order to reduce potential overpayments, the RFMS has a record called a Multiple Reporting Record (MRR). This record will be used to tell schools when another school has submitted an origination record or disbursement record on a student for whom it has submitted records. Schools will be permitted to request these records, but they will also be sent automatically in some situations. More information on the MRR process can be found in the January 2000 Action Letter on the IFAP Web site (www.ifap.ed.gov).

Requesting MRRs

Schools can request a number of different types of MRRs. For example, the school can request information on other schools that have submitted origination records for certain students, or other schools that have submitted disbursement records. The school can request information about all students it has sent origination records for, or for individual students. Or the school can ask for information on all students for which a particular school has submitted a record. Schools cannot request an MRR to unblock a record. These MRRs are sent automatically by RFMS.

Automatic MRRs

MRRs will be generated automatically only for specific situations involving reported disbursements at two or more schools. The first is if RFMS must reduce or reject a payment to prevent an overaward. The second is if the student is receiving payments for concurrent enrollment. Please see "Concurrent Enrollment" section below for a detailed description of Concurrent Enrollment.

Potential Overaward

If the combination of payments reported would cause the student to receive more than a Scheduled Award, the last disbursement record (the one that causes the student to exceed the Scheduled Award) will have its payment amount reduced (to \$0.00, if necessary). This prevents the student from receiving an overaward.

All the schools involved will receive an MRR. The school that had its disbursement amount reduced will receive an MRR that shows which other schools made payments that prevented RFMS from accepting its disbursement amount. The other school or schools will receive an MRR showing that its payments have blocked another school from receiving payments. The MRR will also have contact information for the other schools, so the financial aid administrator can contact them to resolve the problem.

Concurrent Enrollment

Because a student can't receive Pell funds from two schools for the same period of enrollment, RFMS will provide an MRR as a warning to schools if it looks like the student may be receiving payments from different schools for the same time period. If RFMS receives disbursement records for a student where the enrollment dates are within 30 days of each other, it will generate an MRR for each school.

This MRR will have a record type code of "CE" which shows that it was generated because of a possible concurrent enrollment. However, RFMS won't prevent either payment, because it's possible that the student's enrollment at one school might end before the enrollment at the other begins. Once again, the MRR has contact information, so that the financial aid administrators can resolve any possible problems. Note that if both schools involved try to pay the student a full Pell for the year, they will create a potential overaward situation, and one or more of the subsequent disbursements will be reduced or blocked.

Year-to-Date Records

RFMS has Year-to-Date records. The Year-to-Date file will have origination and disbursement information for each student, as well as summary information for everything the school submitted. However, the Year-to-Date data only includes information from those records that were accepted or corrected. RFMS doesn't keep any information from rejected records. Year-to-Date records aren't automatically sent to schools. Schools must request Year-to-Date records.

The Year-to-Date origination record for a student will show the origination information RFMS is using for the student. If RFMS made corrections to the data, the Year-to-Date record has the corrected information. **This record will also have the total amount disbursed to the student for the year.**

The Year-to-Date disbursement records for the student show the accepted data for each disbursement the school reported. Looking at the Year-to-Date records lets the school see what information the Department has about its students, which may be different than the information in the school records.

The Year-to-Date summary will show the number of recipients at the school; the number of origination and disbursement records that were accepted, corrected, or rejected; and, for a certain number of edit codes, the number of times the school received that edit code on an acknowledgement. The software the school's using should allow it to generate the information it needs for reconciling its records with the Department's record. For example, the school may be able to automatically compare its records to the Year-to-Date record to get a list of students who have differing disbursement amounts in the two sets of records. You should consult the documentation for your software for more information on the uses of Year-to-Date data.

RFMS is designed to report and request funds for the Federal Pell Grant Program. The YTD file is used in reconciliation as well as replacing a corrupted database. It also provides information to you about a student's origination and disbursement status as well as a summary total of all origination and disbursement data submitted by you.

Purpose of the YTD File and How The Process Works

One of the major changes to the Pell reporting process beginning with the 1999-2000 cycle, is the elimination of the Student Payment Summary (SPS) file. In the legacy system for prior years, the SPS was used to reconcile Pell data and the Year-to-Date (YTD) was used primarily to replace lost databases. The SPS file contained both active and inactive record segments and the YTD file contained only active record segments. The RFMS has only active record segments. Therefore, only the YTD file was retained in the RFMS.

Purpose of the YTD File

The YTD file performs a dual role. Institutions can request the YTD file to replace a corrupt database or to reconcile their records with the accepted data that RFMS has retained. In EDEExpress institutions have the following options: comparing and printing a discrepancy report, printing all YTD records, updating selected records, and updating/rebuilding all.

Note: A school must have accepted origination records on file in RFMS in order to receive a YTD file.

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 RFMS Web site:

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

to submit a data request. Unlike the Student Payment Summary (SPS), where one request for the reporting campus returned files for all attending campuses, **a data request must be received for each attended campus desired when requesting a YTD file**. To request a YTD file, you must have received an origination acknowledgement record with accepted records from RFMS for your school.

After submitting origination records for eligible students to RFMS and receiving origination acknowledgements using EDEExpress or other software, you may submit data request records asking for a YTD file on your originated students. RFMS receives and edits the data request record to verify that students have been originated at your institution and that the physical layout of the data request record is accurate.

If the data request record passes all the edits and the requested data exists on the database, RFMS sends a YTD file for your institution under the message class PGYR00OP. There is no paper copy of the YTD file. If the data request record fails the edits or RFMS does not find the data you requested, it acknowledges receipt of your request and identifies the reason for rejecting it. For example:

- If you submit a data request record for an institution and omit necessary information, such as leaving the attending campus blank, RFMS acknowledges receipt of the request and rejects it, telling you that your request was incomplete.
- If you submit a data request record for an institution that has not received accepted origination acknowledgement records, RFMS acknowledges receipt of the request and rejects it, telling you that it has no information for the requested institution.

All edits codes and their descriptions are available on the IFAP Web site at <http://ifap.ed.gov> under the Pell Grant (RFMS) Process Section. They are also located in Appendix D of this document.

Format of the YTD File Sent From RFMS

Each YTD file from RFMS 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 for the last accepted origination on record in the RFMS for your institution. The Disbursement portion provides you with each accepted disbursement tied to the above origination. The summary section provides the institution with summary information on all origination and disbursements contained in the YTD record.

It is not possible to request or receive one part of the YTD file; all three are sent with each request. The most current record layout is available on the IFAP Web site at <http://ifap.ed.gov> under "Pell Grant (RFMS) Process."

Note: The "YTD Disbursement Amount" is located on the Origination portion of the record beginning at position 301. This value reflects the current amount of accepted disbursements for that origination ID in RFMS.

For EDExpress Users

When users import a Pell YTD file, the printed results will not be in the same format as previous SPS reports. Like the SPS report, the YTD Comparison Report will list the differences between your database and the imported YTD file - but the YTD report will print in two sections. The first section notes the Pell Origination exceptions. 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 EDExpress database Pell tables and generate a discrepancy report in Origination ID order.

Verify that you have imported all Pell Origination and Disbursement acknowledgements before running the compare feature; this will ensure the RFMS 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 to RFMS. Otherwise, these records will flag as exceptions on the import Compare Report under the Pell database exceptions.

If you are unsure of whether or not you want to use the Update option, we recommend you use the compare feature the first time you import the YTD file to view what 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 Origination ID 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. **You should only use this option if you were forced to reinstall EDEExpress and want to recreate your Pell record database.**

Custom Layouts

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Custom Layouts

Processing Pell Grant Data – Processing Cycles

Pell Grant processing relies on Electronic Data Exchange (EDE). Schools exchange data with the RFMS routinely. Schools should develop data production and transmission schedules around the various Pell Grant processing cycles. The major processing cycles are:

- Origination Record
- Disbursement Record

The Pell Grant program affords schools maximum flexibility in the timing and content of their transmissions. However, certain rules apply. The RFMS processes school data via the Student Aid Internet Gateway (SAIG, formerly Title IV WAN) daily, in the following order:

- Origination Records
- Disbursement Records
- Special Disbursement Records

Generally, the RFMS retrieves data from the Student Aid Internet Gateway (SAIG, formerly Title IV WAN) four times each day at approximately 6:00 a.m., 8:00 a.m., 1:00 p.m., and 5:00 p.m. (ET). Depending on required turnaround, the RFMS will return processed data to the SAIG three times per day at 8:00 a.m., 12:00 noon, and 5:00 p.m. (ET).

Pell Authorization

RFMS sends an Electronic Statement of Account (ESOA) to schools to notify them of their initial authorization. As the school reports disbursements to RFMS, RFMS makes any necessary adjustments to the authorization and notifies GAPS so that funds will be available to the school. RFMS 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 is a 200-byte fixed-length record. ESOAs are transmitted by the RFMS to the SAIG on the same day they are processed by the Department. There are no paper SOAs for 2000-2001; instead, the file is sent in the PGAS message class. ESOAs can be retrieved by your institution 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 multiple ESOAs, and a batch trailer record. Descriptions of the contents of these records follow later in this section.

Under SAIG, records are no longer broken into 80-byte segments; therefore, reformatting to recombine transmission segments back into 200-byte ESOA records is no longer necessary.

Printing the ESOA

The Department of Education specified format for printing ESOAs is provided in Appendix C, ESOA Print Format and Specifications.

EDEExpress checks the ESOA record to ensure that an ESOA for the correct award year is printed by the correct software. If you develop your own software, you need to implement the same check.

Origination Records

The Origination record establishes a student's eligibility and amount of annual Pell Grant award in the RFMS.

- Origination records are prepared and submitted by institutions to RFMS.
- Origination record data is received and edited by RFMS to ensure that the student is eligible to receive the reported amount of Federal Pell Grant funds and to establish the student account in the RFMS.

After RFMS edits the origination data, it returns the accepted, corrected, 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 institution. For accepted records, the origination acknowledgement record also contains an RFMS calculated student scheduled award.

Origination records can be updated if needed when the origination acknowledgement record is received by the institution. Changes to the origination record which result in a reduction of the award amount may result in RFMS 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

An RFMS 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 "PGOR00IN"

Grant Batch Header "#O"

Origination Record

Grant Batch Trailer

Transmission Batch Trailer

Transmission Batch Header "PGDR00IN"

Grant Batch Header "#D"

Disbursement Record

Grant Batch Trailer

Transmission Batch Trailer

Transmission Trailer

Schools using EDEXpress for creating batches and EDconnect to send them simply batch and export their data as the instructions indicate and all the Headers and Trailers will automatically be applied when the data is sent to Pell.

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).

Schools using either a third party software or mainframe to process their data and send it, must create the Transmission Header and Trailer, the Transmission Batch Header(s) and Trailer(s), and the Grant Batch Header(s) and Trailer(s).

The software the school uses to prepare origination records should help it 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 entire origination record batch is returned to the institution/servicer. The Grant Batch Header returned provides the Batch Reject Reasons.

Construction

Institutions must be operational for EDE Electronic Payments Service in order to submit Federal Pell Grant origination and disbursement data via the SAIG. (The institution/servicer point initiates an origination record batch by transmitting the following):

- **Grant Batch Header Record:** The grant batch header record reports the institution's identifying code numbers, output media type, 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; amount reported on this transmission; and the total number of records in this transmission.

Grant Batch Editing

The RFMS 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 institution/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). Grant Batch Reject Reasons are listed in Appendix D.

Each batch number may only be submitted once to RFMS for processing. If the same batch number is submitted twice, it will be rejected at 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 RFMS finds a missing grant batch trailer, the RFMS 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 institution without the detail records. The rejected grant header shall have the comment codes to notify the institution why the batch was rejected. Institutions 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 institution/servicer and the RFMS. The edit/comment codes, on the other hand, apply to all Federal Pell Grant origination and disbursement processing. The text associated with each edit/comment code is provided at the end of this technical reference as Appendix D.

Origination Record Batch Processing

Federal Pell Grant processing creates an origination acknowledgement for every record sent, minus those transactions that are skipped due to rejected batches. An origination acknowledgement is returned to the institution/servicer for each student record in origination record batches received and processed by the Federal Pell Grant Program. (Origination record batches received and processed **exclude** rejected origination record batches.) All questions regarding these reports should be directed to Pell Customer Service at (1-800/4PGRANT).

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

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

Origination Acknowledgement Records

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

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 institution.

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

There are two types of disbursement records:

- **Disbursement Record** – a simple Electronic Data Interchange (EDI) compliant record. This record is used by advance funded or Just-In-Time Pilot institutions.
- **Special Disbursement Record** – a record that includes regular disbursement and additional payment-period-specific data. This record must be used by institutions that have been placed on the reimbursement payment methods by ED or institutions that cease to participate in the Federal Pell Grant program sometime during the award year. All other institutions have the option to use the Special Disbursement Record.

Institutions prepare and submit disbursement records to RFMS for each disbursement made to a recipient, using EDEExpress or their own software. Each student disbursement record must have a unique reference number. In assigning these numbers, it is recommended that institutions start with number one (01) for a student and use consecutive numbers for each additional disbursement transaction submitted to the Department for that student. (Note that 75-99 are reserved for ED use.)

RFMS receives and edits the disbursement record against accepted origination records. If an origination record match is not found, RFMS rejects the disbursement record. If a disbursement exceeds the accepted origination record annual award or 100% of the student's eligibility across all institutions, RFMS corrects the record by adjusting it downwards.

Disbursement Acknowledgement Records

After RFMS processes disbursement records for an institution, it sends the institution a disbursement acknowledgement. These acknowledgements provide institutions with an accurate and timely status of their accepted Federal Pell Grant disbursements. With this information, institutions can reconcile their disbursement records with the Department.

If disbursement records are submitted with origination records, RFMS processes the origination records before the disbursement records. If RFMS rejects the origination record, it will also reject the disbursement record. It is recommended that institutions send origination records to RFMS early so that records can be edited and problems resolved before institutions make disbursements to students.

Special Disbursement Acknowledgement Records

After RFMS processes special disbursement records for an institution, it sends the institution a special disbursement acknowledgement, unless the school is on reimbursement. If the school is on reimbursement, after processing the results are placed on hold until CMO (Case Management Oversight) accepts the batch and releases the hold. Once the hold is released, the acknowledgement is sent.

Data Request Records

The Data Request record is submitted by the school to request information files from RFMS. These files are Multiple Reporting, Statement of Account, and Year-to-Date data. The Multiple Reporting Record and Statement of Account are sent throughout the Award Year by RFMS automatically as they are generated. By using the data request, schools can also obtain this information on demand. The Year-to-Date file must always be requested by the school.

A Data Request may be sent electronically, as a file, or may be submitted through the RFMS Web page (www.pellgrantsonline.ed.gov). Each request must include the attending campus Pell ID of the school and the type of data requested. Unlike the Student Payment Summary of prior years, requesting the information with the reporting campus Pell ID will not send the data for each branch campus.

Data Request Acknowledgement Records

After RFMS processes data request records for an institution, it sends the institution the information they requested or they will receive a rejection in a data request acknowledgement which is different from other record acknowledgements.

Institution Data Records

The Institution data record contains changes to the institution's data.

Multiple Reporting Records

The multiple reporting record (MRR) process is a new function of the RFMS that became available after July 1999 for the 1999-2000 and 2000-2001 processing years.

The MRR provides information to an institution about a student's origination and disbursement status at other institutions and the amount of the scheduled award disbursed. This new function allows institutions to identify the two primary types of multiple reporting conditions: concurrent enrollment and eligibility overaward. MRRs may be requested at any time by submitting a data request record. An MRR can be system generated automatically by RFMS or requested if a disbursement record is submitted and the system detects a Potential Overaward Project (POP) condition. POP is a process that prohibits an eligible student from receiving more than the maximum Federal Pell Grant scheduled award amount when two or more institutions report disbursements for the same student.

Multiple Reporting Record Process

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

For example:

- If a data request record containing correct data is submitted after the institution has processed origination records, RFMS will accept the record and return an MRR for every student the institution has originated that has been originated by another institution.
- If an institution submits a data request record but RFMS cannot find originations or disbursements to return on the MRR, RFMS will produce a rejection indicating there was no data.
- If an institution specifies an MRR type code 2 of “S” (for student) and leaves the student identifier blank, RFMS will reject the record and produce an acknowledgement telling the institution the request was incomplete.

Institutions are encouraged to request MRRs prior to requesting disbursements to reduce the number of problems with POP.

A copy of the edits that RFMS 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 RFMS edits have been incorporated into the 2000-2001 EDEExpress software.

Requesting Multiple Reporting Records

There are several options available to you when requesting a MRR. An institution can submit a data request created in either EDEExpress, their own software, or on the RFMS Web page (www.pellgrantsonline.ed.gov).

The requesting institution must submit their data request in any of these platforms with the following information:

- Attending campus
- Multiple Reporting Request Code 1 = indicates the institution is requesting data about Originations or Disbursements
 - O = Send Origination information
 - D = Send Disbursement information

- Multiple Reporting Request Code 2 = indicates the institution is requesting data for a selected student, a selected institution or all students
 - S = Send other institutions for selected student
 - I = Send students for selected institutions
 - A = Send all students
- MR Student ID = The Student SSN and Name code is required if a selected student was indicated in Multiple Reporting Record Code 2, otherwise leave blank.
- MR Institution Pell ID = The Pell ID for the selected school that was indicated in Multiple Reporting Record Code 2, otherwise leave blank.

In order to ensure that you receive the data that you are requesting caution should be used when building your request.

Most institutions will be requesting the Multiple Reporting Request Code 1–D and Multiple Reporting Request Code 2–A. This will provide a listing of all of the institution’s students who have received funding from any other institution in the current award year.

A request for Multiple Reporting Request Code 1–O and Multiple Reporting Request Code 2–A will result in a tremendous amount of data and is not recommended. This request will provide a listing of all of the institution’s students who were originated at any other institution in the current year. A student may send their FAFSA to as many as six institutions and all six institutions may send an origination record and this would be multiplied by the number of students at the requesting institution.

The following are the guidelines for which combination of Multiple Reporting Request Code 1 and Multiple Reporting Request Code 2 to use:

- O + A Originated students for all institutions
- O + S Selected originated students
- O + I Originated students for selected institutions
- D + A Disbursed students for all institutions
- D + S Selected disbursed students
- D + I Disbursed students for selected institutions

Types of Multiple Reporting Records Produced by RFMS

The two primary types of multiple reporting conditions that RFMS will identify are concurrent enrollment and eligibility overaward. In the case of concurrent enrollment, RFMS automatically generates and sends each institution an MRR with a type code of "CE." In the case of eligibility overaward, RFMS sends the blocking institution an MRR with a type code of "PB" and the blocked institution an MRR with a type code of "PR." Because concurrent enrollment and eligibility overaward can occur simultaneously, RFMS produces combination codes of "RC" to the blocked institution and "BC" to the blocking institution.

Potential Overaward Project (POP)

When Institutions submit a disbursement request, RFMS searches the database to determine if another institution has submitted a disbursement for the same student. If RFMS finds another disbursement, the system checks the enrollment date reported by that institution and calculates the total amount of the scheduled award disbursed. If the enrollment date at the other institution is within 30 days of the enrollment date the requesting institution has reported, or if the total Pell Grant award disbursed plus the disbursement being requested exceeds the student's scheduled award, RFMS produces a MRR for both institutions and, if necessary, reduces the amount of disbursement.

Using the new RFMS, institutions submit disbursement records only when they disburse funds to students and POP conditions are reported daily. Institutions now have the capability to identify possible POP problems before they disburse funds by requesting an MRR. If institutions do not identify POP situations before disbursing funds to students, RFMS automatically sends MRRs to the disbursing institution and the other institution(s) when it processes overaward disbursement records.

Electronic Requests for RFMS Data Batches

To assist schools in maintaining their student information within the EDEExpress software databases, the Department makes available:

1. Reposting individual acknowledgement batches within six months of posting in Student Aid Internet Gateway (SAIG, formerly Title IV WAN), and
2. A complete file of origination and disbursement data records processed year-to-date by the RFMS.

To have an acknowledgement batch reposted, contact SAIG.

You may send a request for the YTD electronically, via a feature in the EDEExpress software. The request is built and sent to SAIG by the software. The screens showing this feature will lead you through the process. The RFMS picks up the request, validates the request, then builds and sends the requested data back to the requesting institution/servicer through the SAIG.

Note: You may continue to use current methods of calling the Pell Customer Service, or submitting a letter to request the data.

To help schools reconcile their databases with the RFMS master files, Year-to-Date (YTD) data is available electronically. The EDEExpress software compares each student's RFMS record against the corresponding record in your database and alerts you of any differences. The Department discontinued sending SPS' on paper and/or tape to institutions automatically with the beginning of the 1998-99 processing year. Instead, YTDs are provided in the media that the institution requests when they submit their requests.

Note: As of the 2000-2001 award year, all schools are required to transmit electronically.

You can use the RFMS Web page at www.pellgrantsonline.ed.gov or refer to the RFMS Record Layouts to populate the data request record for submission to SAIG.

2000-2001 RFMS Record Layouts

The remainder of this section includes the following: 2000-2001 RFMS Record Layouts:

Receiving and Processing ESOAs

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

Printing the ESOA

- Print Format
- ESOA Printing Guidelines

Creating an Origination Record

- Grant Batch Header Record Description
- Origination Record Description
- Institution Data Record Description
- Grant Batch Trailer Record Description

Batch Reject Reasons

- Origination Record Batch Errors Description

Receiving an Acknowledgement

- Origination Acknowledgement Record Description (For All Other Origination Record Input)
- Institution Acknowledgement Record Description

Importing Data to Populate Databases

- Origination (External) Record Description
- Disbursement (External) Record Description

Electronic Data Request

- Multiple Reporting, SOA, YTD Record Description
- Multiple Reporting Record Description
- YTD Record (Disbursement) Description
- YTD Record (Summary) Description

Other Record Descriptions

- SAIG Transmission Header Record Description
- SAIG Transmission Batch Header Record Description
- SAIG Transmission Batch Trailer Record
- Disbursement Record Description
- Disbursement Acknowledgement Record Description
- Special Disbursement Record Description
- Special Disbursement Acknowledgement Record Description

Receiving ESOAs

What's included:

- ESOA Record Description - Summary
- ESOA Record - Detail

Electronic Statement of Account-Summary

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	1	1	A	Output	Record Indicator	Indicates the record is summary or detail.	Constant: "S" – Summary level account status.	
2	7	6	N	Output	Reporting Campus Pell ID	Pell ID of reporting campus.	Valid Pell ID	
8	18	11	A/N	Output	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/N	Output	Payee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the Payee institution.	Valid DUNS number. Format: 999999999BB Where 999999999 is a unique number and BB are Blanks.	
30	45	16	A/N	Output	GAPS Award Number	Identifies a unique funding for an institution. Comprised of the following fields: PO Indicator CFDA Number CFDA Subprogram ID Subprogram Fiscal Year Award ID	Valid GAPS Award number. Format: PO63P CCYYMMDD Where "P" – constant for PO Indicator "063" – constant for CFDA Number	
46	50	5	N	Output	Accounting Schedule	Sequence number assigned by RFMS to track accounting schedules.	Range: 00000-99999	

Electronic Statement of Account-Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
51	58	8	D	Output	Accounting Schedule Date	Provided by RFMS. Date of current accounting schedule.	Valid date.	
59	69	11	A/N	Output	Previous Pell Grant Obligation	Provided by RFMS. Amount of institution's previous obligation balance.	Dollars and cents. Use leading zeros. Do not include \$ sign or decimal point. Range: 0000000000-9999999999	
70	80	11	A/N	Output	Total Obligation Adjustment Amount	Provided by RFMS. Total of all adjustments to obligations for the GAPS Award Number.	Dollars and cents. Use leading zeros; do not include \$ sign or decimal point. Range: 0000000000 – 9999999999	
81	91	11	A/N	Output	Current Pell Grant Obligation	Provided by RFMS. Amount of institution's current obligation balance.	Dollars and cents. Use leading zeros; do not include \$ sign or decimal point. Range: 0000000000 – 9999999999	
92	102	11	A/N	Output	Previous Pell Grant Payment	Provided by RFMS. Amount of institution's previous payment balance. Not applicable for Advance Funding Institutions.	Dollars and cents. Using leading zeros; do not include the \$ sign or decimal point. Range: 0000000000 – 9999999999 or Blank.	Always Blank for institutions on Advance Funding for the entire award year.

Electronic Statement of Account-Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
103	113	11	A/N	Output	Total Payment Adjustment Amount	<p>Provided by RFMS.</p> <p>Total of all adjustments to payment for GAPS Award Number.</p> <p>Not applicable for Advance Funding Institutions.</p>	<p>Dollars and cents. Using leading zeros; do not include the \$ sign or decimal point.</p> <p>Range: 00000000000 – 99999999999</p> <p>or Blank.</p>	Will always be Blank for institutions on Advance Funding for the entire award year.
114	124	11	A/N	Output	Current Pell Grant Payment Amount	<p>Provided by RFMS.</p> <p>Amount of Institutions current payment balance.</p> <p>Not applicable for Advance Funding Institutions.</p>	<p>Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point.</p> <p>Range: 00000000000 – 99999999999</p> <p>or Blank.</p>	Will always be Blank for institutions on Advance Funding for the entire award year.
125	131	7	A/N	Output	YTD Total Unduplicated Recipients	<p>Provided by RFMS.</p> <p>Year to date number of unduplicated recipients for institution.</p>	<p>Range: 000000000 – 999999999</p> <p>or Blank.</p>	
132	142	11	A/N	Output	YTD Pell Accepted Disbursement Amount	<p>Provided by RFMS.</p> <p>YTD Total of disbursements accepted by RFMS.</p>	<p>Dollars and cents. Use leading zeros; do not include \$ sign or decimal point.</p> <p>Range: 00000000000 – 99999999999</p> <p>or Blank</p>	

Electronic Statement of Account-Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
143	153	11	A/N	Output	YTD GAPS Posted Disbursement Amount	Provided by RFMS. YTD Total of disbursements posted to RFMS.	Dollars and cents. Use leading zeros; do not include \$ sign or decimal point. Range: 00000000000 – 99999999999 or Blank.	
154	164	11	A/N	Output	YTD Administrative Cost Allowance	Provided by RFMS. YTD amount of ACA paid to institution.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 00000000000 – 99999999999 or Blank.	
165	177	13	N	Output	GAPS Expenditure Amount	Provided by EDCAPS. Current expenditure amount in GAPS.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 000000000000 – 999999999999 or Blank	
178	185	8	D	Output	Date of Last Activity in GAPS	Provided by EDCAPS. Date GAPS last posted a transaction for the GAPS Award number.	Valid date.	

Electronic Statement of Account-Summary (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
186	198	13	N	Output	Payment Control Number	Provided by EDCAPS. Reference number for last payment sent to the institution.	Valid Payment Control Number.	
199	200	2	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
		200			Total Record Length			

Electronic Statement of Account (ESOA) Record-Detail

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	1	1	A	Output	Record Indicator	Indicates the record is summary or detail.	Constant "D" – Detailed institution activity.	
2	7	6	N	Output	Reporting Campus Pell ID	Pell ID of reporting campus.	Valid Pell ID	
8	18	11	A/N	Output	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to reporting institution.	Valid DUNS number. Format: 999999999BB Where 999999999 is a unique number and BB are Blanks.	
19	29	11	A/N	Output	Payee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the Payee institution.	Valid DUNS Number. Format: 999999999BB Where 999999999 is a unique number and BB are Blanks.	
30	45	16	A/N	Output	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 Award ID	Valid GAPS Award Number Format: P063P CCYYXXXX Where: "P" – constant for PO - Indicator "063" – constant for CFDA Number P – Advance Funded J – Just In Time Q – ACA R – Reimbursement " " – 3 Spaces CCYY - 1 st Year in award year XXXX - unique value for each funded institution	

Electronic Statement of Account (ESOA) Record-Detail (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
46	53	8	D	Output	Adjustment Report Date	Provided by RFMS. Date of adjustment batch reported to ED CAPS.	Valid Date.	
54	54	1	A	Yes	Debit/Credit Indicator Flag	Indicates if Adjustment Amount is positive or negative.	P = Positive N = Negative	
55	65	11	A/N	Output	Adjustment Amount	Provided by RFMS. Amount of institution's adjustment batch.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000000 – 9999999999	
66	73	8	D	Output	Adjustment Process Date	Provided by EDCAPS. Date GAPS processed adjustment batch.	Valid date.	
74	99	26	A/N	Output	Adjustment Batch Number	Batch number that generated the adjustment.	Format: CCYYXX999999 CCYYMMDDHHMMSS Where: XX = Batch Type Code (alpha) CCYY = Last Year in Cycle: '2001' 999999 – Reporting Pell ID CCYYMMDD = Date Batch Created HHMMSS = Time Batch Created	
100	119	20	A	Output	Adjustment Description	Literal to describe the type of batch.	Constants to follow from IFMD.	
120	200	81	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
		200			Total Record Length			

Printing the ESOA

What's included:

- ESOA Print Format

2000-2001 ESOA Print Format

Report Date:01/01/2000 U.S DEPARTMENT OF EDUCATION
Report Time: HH:MM:SS STUDENT FINANCIAL ASSISTANCE PROGRAMS

2000-2001 AWARD YEAR
FEDERAL PELL GRANT PROGRAM
ELECTRONIC STATEMENT OF ACCOUNT

PELL INSTITUTION NUMBER	999999
INSTITUTION NAME	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE	XX
GRANTEE DUNS NUMBER	XXXXXXXXXXXX
GAPS AWARD NUMBER	XXXXXXXXXXXXXXXXXXXX
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 APPLICABLE ONLY FOR ADVANCED FUNDED ACCOUNTS.
SECTION B VALUES APPLICABLE ONLY FOR JUST IN TIME AND REIMBURSEMENT ACCOUNTS.

2000-2001 ESOA Print Format (Continued)

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 XXXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXXX
MM/DD/CCYY	\$999,999,999.99*	MM/DD/CCYY	XXCCYY12345619990101123000 XXXXXXXXXXXXXXXXXXXXXX

Creating an Origination Record

What's included:

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

Grant Batch Header Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	10	10	A	Yes	Header Identifier	Identify Header record in file. Left Justified.	Constant: 'GRANT HDR'	Missing Batch Header – Reject Batch.
11	14	4	N	Yes	Data Record Length	Length of data records included in this batch.	Must be numeric: 0001 – 9999.	If not equal to length for Message Class, then Reject Batch.
15	40	26	A	Yes	Batch #	Number generated by institution to uniquely identify a specific batch of records.	Format: XXCCYY999999 CCYYMMDDHH MMSS Where: XX = batch type code (alpha) CCYY = last year in cycle '2001' 999999 Reporting Pell ID: CCYYMMDD = date batch created HHMMSS = time batch created.	Valid Batch Type codes: #A = Statement of Account #D = Disbursements #E = Batch Errors #G = System Generated #I = Institution Data #M = Multiple Reporting #O = Originations #P = ED PDF Letters #R = Data Request #S = Special Disbursements #T = ASCII Text #Y = Year-to-Date

Grant Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
15 <i>Cont'd</i>	40							<p>If duplicate Batch No., then Reject Batch.</p> <p>If batch type does not agree with Message Class type, then reject batch.</p> <p>If #O, #R, or #I batch and received before system startup, then reject batch.</p> <p>If #D or #S and received more than N days prior to Award Year Start, then reject batch.</p> <p>If #D and required to send SP Disb., then reject batch.</p> <p>If Batch Award Year does not agree with Message Class award year, then reject.</p> <p>If Reporting Pell ID is ineligible, then send warning message.</p> <p>If Reporting Pell ID is a branch campus or has Central Funding, then reject batch.</p> <p>If date batch created is > system date, then reject batch.</p>

Grant Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
41	51	11	A/N	No	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to reporting institution.	Valid DUNS number. Format: 999999999BB Where 999999999 is a unique number and BB are Blanks.	
52	62	11	A/N	No	Financial Aid Servicer DUNS or Pell Assigned Number	Valid DUNS Number or Pell Grant Program assigned identifier, otherwise, leave Blank.	Valid DUNS number. Format: 999999999BB Where 999999999 is a unique number and BB are Blanks, OR Pell Grant Program assigned two digit number right justified, zero filled or Blank.	Need decision of DUNS or Pell Grant Program assigned.
63	63	1	A	No	Output Media Type	MAGNETIC TAPE USE ONLY. Code for type of tape to use when sending output data.	Blank - Send output on same media as input records were received.	EExpress ignores.
64	68	5	A/N	Yes	ED Use	ED Use Only – do not use	Spaces	EExpress PC software version number.

Grant Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
77	100	24	N	Output	Batch Reject Reasons	List of up to eight three-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: 000-999 Position 77-79: 1 st reject reason code Position 80-82: 2 nd reject reason code Position 83-85: 3 rd reject reason code Position 86-88: 4 th reject reason code Position 89-91: 5 th reject reason code Position 92-94: 6 th reject reason code Position 95-97: 7 th reject reason code Position 98-100: 8 th reject reason code	Completed by RFMS as a result of Batch editing.
		XX	A	Unused	Filler	Filler added if necessary to make header record the same length as detail records which follow.	Spaces	
		≥100			Total Record Length			

Origination Record Description

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX20 0199999900 Where: SSN = 001010001- 99999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell ID Orig Sequence Number = 00	Identifier: If Origination ID matches on RFMS Database, then Compare all fields. If all fields match, then the record returns as a duplicate, otherwise, it is a change. If the Origination ID does not match, then the Origination is new.
24	32	9	N	Yes	Original SSN	Student's SSN from original FASFA.	001010001 - 999999999	Identifier
33	34	2	A	Yes	Original Name Code	Student's name code from original FAFSA	Uppercase A to Z . period) ' apostrophe) - dash) Blank: no last name	Identifier If SSN & Name Code do not match value in Origination ID, then reject the record.
35	40	6	N	Yes	Attending Campus Pell ID	Pell ID of attending campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell ID	Identifier Change creates new origination record. If Attending Pell ID does not match value in Origination ID, then reject the record. If Attending Campus is not equal to Reporting Campus, then reject. If Attending Pell ID is not a branch of the Reporting Pell ID or Central Funded, then reject.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
41	45	5	A/N	Yes	ED Use	Reserved for future use	Spaces	
46	58	13	A	No	Institution Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	Data for this field will not be included in the record from EDEExpress.
59	59	1	A	No	Action Code	Code to indicate action to be taken.	Will always be Blank.	No Editing.
60	60	1	N	No	No. of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year. For schools required to submit special disbursements, reporting must have a valid value.	1 – 9 or Blank.	If not in range: If Academic Calendar = 2, then set to 3, If PM = 1 or 2 Otherwise set to 2. If Academic Calendar does not equal 2, then set to 2. For schools required to submit special disbursements, reporting must have a valid value.
61	67	7	N	Yes	Award Amount for entire school year	Amount of award for student's entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros. Do not include \$ sign or decimal point. Range: 0000000 to Award Amount Minimum	Cannot exceed Total Payment Ceiling – award validation performed. Any change to origination data requires Award Amount to be validated.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
68	75	8	N	Yes	Estimated Disbursement Date #1	Date 1 st disbursement to student is estimated to be made.	CCYYMMDD: Range: N days prior to Disbursement Start Date (20000701) to Disbursement End Date (20060930)	If Date not within range, then set approved value to system date.
76	83	8	N	No	Estimated Disbursement Date #2	Date 2 nd disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	If Date not within range, then set approved value to spaces.
84	91	8	N	No	Estimated Disbursement Date #3	Date 3 rd disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
92	99	8	N	No	Estimated Disbursement Date #4	Date 4 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
100	107	8	N	No	Estimated Disbursement Date #5	Date 5 th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
108	115	8	N	No	Estimated Disbursement Date #6	Date 6 th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
116	123	8	N	No	Estimated Disbursement Date #7	Date 7 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
124	131	8	N	No	Estimated Disbursement Date #8	Date 8 th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
132	139	8	N	No	Estimated Disbursement Date #9	Date 9 th disbursement to student is estimated to be made.	CCYYMMDD: Range:[see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
140	147	8	N	No	Estimated Disbursement Date #10	Date 10 th disbursement to student is estimated to be made.	CCYYMMDD: Range: see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
148	155	8	N	No	Estimated Disbursement Date #11	Date 11 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
156	163	8	N	No	Estimated Disbursement Date #12	Date 12 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
164	171	8	N	No	Estimated Disbursement Date #13	Date 13 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
172	179	8	N	No	Estimated Disbursement Date #14	Date 14 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
180	187	8	N	No	Estimated Disbursement Date #15	Date 15 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	See Estimated Disbursement Date #2.
188	195	8	D	Yes	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 2000-2001 funds, report actual start date of student's classes for that payment period.	CCYYMMDD: Range: 20000101 – 20010630	If Blank or invalid, then set approved value to previous value or date reported Batch Number in Grant Header record.
196	196	1	A	No	Low Tuition and 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.	Value Tuition Range: As per table or Blank; low tuition does not apply.	If invalid, then set approved value to previous value or Blank.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
197	197	1	A	Yes	Verification Status Code	Status of verification of applicant data by the school.	A = Accurate C = Calculated N = Not Selected R = Reprocessed S = Selected, not verified T = Tolerance W = Without Documentation	Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. If Blank or invalid, then If selected by CPS, then set approved value to previous value or "W". ELSE set approved value to "N".
198	198	1	A	No	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.	If invalid, then set approved value to previous value or Blank.
199	200	2	N	Yes	Transaction Number	Transaction Number from eligible SAR used to calculate award.	Must be numeric: 01 – 99.	If Blank or NO Match with eligible app. Data, then reject record. Return last value reported on acknowledgement.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
201	205	5	N	Yes	Expected Family Contribution (EFC)	Must equal student's Expected Family Contribution from the ISIR or SAR.	Range: 00000 - EFC MAXIMUM.	If Blank or NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.
206	206	1	N	No	Secondary Expected Family Contribution	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.	If invalid, then set approved value to previous value or Blank. If NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
207	207	1	N	Yes	Academic Calendar	<p>Calendar which applies to this student's educational program.</p> <p>Must be valid or system accepted to process record.</p>	<p>1 = Credit Hours–non standard terms</p> <p>2 = Credit Hours–standard terms of quarters</p> <p>3= Credit Hours–standard terms of semesters</p> <p>4 = Credit Hours–standard terms of trimesters</p> <p>5 = Clock Hours</p> <p>6 = Credit Hours without terms.</p>	<p>Academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation.</p> <p>The following changes in Academic Calendar indicate need to change Payment Methodology.</p> <p><i>From 1 to 2, 3, 4, or 5</i></p> <p><i>From 2, 3, or 4 to 1 or 5</i></p> <p><i>From 5 to 2, 3, 4, or 6</i></p> <p><i>From 6 to 1 or 5</i></p> <p>If AC invalid or Blank, set accepted value to previous value</p> <p>Or</p> <p>If Attending Pell ID default AC populated, set accepted value to default.</p> <p>ELSE If Reporting Pell ID default AC populated, set accepted value to default.</p> <p>ELSE If Payment Methodology = 4, set accepted value to "5"</p> <p>ELSE set accepted value to "3".</p>

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
208	208	1	N	Yes	Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	<p>1 = Credit hour with standard terms in which Fall through Spring terms equal or exceed 30 weeks, or have been granted waiver. (AC: 2, 3, or 4).</p> <p>2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks not granted waiver. (AC: 2, 3, or 4).</p> <p>3 = Credit hour with standard or non-standard terms. (AC: 1, 2, 3, or 4).</p> <p>4 = Clock hour or Credit hour without terms. (AC: 5 or 6).</p> <p>5 = Programs of study by correspondence. (AC: 1, 2, 3, or 4 denotes Formula 5B; AC: 5 & 6 denotes Formula 5A).</p>	<p>Payment Methodology dictates the data required for enrollment status, weeks of instructional time, weeks of instructional time in academic year, credit/clock hours expected to complete, credit/clock hours in academic year.</p> <p>Used in award amount validation. Academic Calendar and Payment Methodology must be logically consistent.</p> <p><u>PM</u> <u>AC</u> 2, 3, or 4 2, 3, or 4 1, 2, 3, or 4 5 or 6 1, 2, 3, 4, 5 or 6 If invalid or Blank, then set accepted value to previous value or "3".</p>
209	215	7	N	Yes	Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	<p>Dollars and cents. Use leading zeros; do not include \$ sign or decimal point.</p> <p>Range: 0000000 – 9999999.</p>	<p>Used in award amount validation.</p> <p>If invalid or Blank, set accepted value to previous value or "9999999".</p>

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
216	216	1	A	Payment Methodology 1, 2, 3, 5	Enrollment Status	<p>This student's expected enrollment status for the entire award year.</p> <p>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.</p> <p>Valid Values depend upon Academic Calendar and Payment Methodology fields.</p>	<p>Blank (AC: 5 or 6)</p> <p>1 = Full-time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5)</p> <p>2 = ¾ time (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5)</p> <p>3 = ½ time (AC: 1, 2, 3, or 4)</p> <p>4 = Less than ½ time (AC: 1, 2, 3, or 4)</p> <p>5 = Other (AC: 1, 2, 3, or 4 and Payment Methodology not equal to 5)</p>	<p>Used in award amount validation.</p> <p>Blank only if Payment Methodology is either Formula 4 or Formula 5 and Academic Calendar is 6.</p> <p>If PM does not equal 4: or if PM does not equal 5 and AC equals 6 and invalid or Blank, then set accepted value to previous value or "1".</p> <p>ELSE if invalid, set accepted value to Blank.</p> <p>If AC: 1, 2, 3, or 4 and Payment Methodology is 5 and Enrollment Status is reported as either Blank or a value other than 3 or 4, must set the value equal to 3 and a warning comment (W) must go to the institution that says: Enrollment Status may never exceed half time when using Payment Methodology 5.</p>

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
217	218	2	A	Payment Methodology 2, 3, 4, 5	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. Valid Values depend upon Payment Methodology and Academic Calendar fields. Must be completed when Payment Methodologies 2, 3, 4, or 5 are used. PM2: Weeks of instructional time provided by this student's Program of Study Fall through Spring terms.	Blank (Payment Methodology 1) 00-78 (Payment Methodology 2, 3, 4, or 5) If PM = 2, must be < 30 If PM = 3, must be Valid Range If PM = 4, must be Valid Range If PM = 5, must be Valid Range	Must be Blank when using Payment Methodology 1. If invalid or out of range, then accepted value equal to previous value or equal to Weeks for Academic Year. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
217 <i>Cont'd</i>	218					PM3 & PM5B: Weeks of instructional time provided by this student's Program of Study in all terms required in a regular full academic year. PM4 & PM5A: Weeks of instructional time provided by this student's Program of Study in a full academic year.		See Payment Methodology for AC information that determines if the PM is 5B or 5A.
219	220	2	A	Payment Methodology 2, 3, 4, 5	Weeks of Inst. Time in Program's Definition of Academic Year	The total number of weeks of instructional time in the institution's definition of a full academic year for this student's Program of Study.	Blank (PM:1) 30 – 78 (May never be less than the number provided in positions 217-218 Weeks of instructional time used to calculate payment field of Origination record. If > 78 set to 30	Can be Blank when using Payment Methodology 1. Can never be less than a previous field. If invalid or Blank, then set accepted value to previous value or If Attending Pell ID default Weeks populated, then set accepted value to default ELSE If Reporting Pell ID default Weeks populated, then set accepted value to default. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
221	224	4	A	Payment Methodology 4, 5	Cr/Clock Hours in all Pay Periods expected to Comp. this school year	Total number of credit/clock hours institution expects this student to complete and be paid for during the current Federal Pell Grant award year. Valid values depend upon Payment Methodology and Academic Calendar.	Blank (Unless Payment Methodology 5 and AC 6, or Payment Methodology 4) or Ranges: 0000-3120 AC = Clock Hour (5) 0000-0100 AC = Credit Hours Without Terms (6)	Can be Blank when using Payment Methodologies 1, 2, 3, & 5. If invalid or out of range, accepted value equal to previous value or equal to Cr/Clock Hrs for Academic Year. If supplied and not needed for payment methodology, ignore. Used in award amount validation. Can never be Blank if PM = 5 and AC = 6.

Origination Record Description (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
225	228	4	A	Payment Methodology 4, 5	Cr/Clock Hrs in Program's Definition of 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 (Unless Payment Methodology 5 and AC 6, or Payment Methodology 4) or ranges: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6.	Can be Blank when using Payment Methodologies 1, 2, 3, and 5. If invalid or Blank, then set accepted value to previous value or If Attending Pell ID default Hours populated, then set accepted value to default. ELSE if Reporting Pell ID default hours populated, then set accepted value to default. ELSE set accepted value to 900 if Academic Calendar =5 or set accepted value to 24 if Academic Calendar =6. If supplied and not needed for payment methodology, ignore. Used in award amount validation. Can never be less than previous field.
229	250	22	A	Unused	Reserved for expansion	Reserved for expansion.	Leave Blank.	
		250			Total Record Length			

Note: A change to an Origination Record is supplied in this same format. Changes apply to the entire award period.

Grant Batch Trailer Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	10	10	A	Yes	Trailer Identifier	Identify Trailer Record in file.	Constant: 'GRANT TLR'.	Missing Batch Trailer – Reject Batch. No Detail Records – Reject Batch.
11	14	4	N	Yes	Data Record Length	Length of data records included in this batch.	Must be numeric: 0001-9999.	If not equal to Data Record Length on Header, then reject Batch.
15	40	26	A	Yes	Batch Number	Number generated by the institution to uniquely identify a specific batch of records.	Format: XXCCYY999999CC YYMMDDHHMMSS Where: XX-batch type code (alpha) CCYY – last year in cycle: '2001' 999999 – Reporting Pell ID CCYYMMDD-date batch created HHMMSS – time batch created	If not equal to Batch Number on Header, then reject Batch.
41	46	6	N	Yes	Reported Number of Records	Number of data records included in the batch.	Must be numeric: 000000 – 999999.	If not equal to count of detail records in batch, then return warning message.
47	57	11	N	Yes	Reported Total of Batch	Total Origination Award Amount or Disbursement Amount reported on Origination, Disbursement, or Special Disbursement batches.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. 00000000000 – 99999999999.	If not equal to total of detail records in batch, then return warning message.
58	58	1	A	Yes	Reported Total Sign Indicator	Positive or negative sign for total amount reported.	P = Positive N = Negative.	

Grant Batch Trailer Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
59	64	6	N	Output	Accepted and Corrected Number of Records	RFMS use only – Number of data records accepted and corrected by RFMS.	000000 – 999999.	
65	75	11	N	Output	Accepted and Corrected Total of Batch	RFMS 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 – 9999999999	
76	76	1	A	Output	Accepted and Corrected Total Sign Indicator	RFMS use only – positive or negative sign for total amount accepted.	P = Positive N = Negative	
77	100	24	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
		XX	A	Unused	Filler	Filler will be added if necessary to make the trailer record the same length as the detail records.	Spaces	
		≥100			Total Record Length			

Batch Reject Reasons

What's included:

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

Origination and Disbursement Reject Reasons

Field Position	Reject Reasons
Origination ID: (Field Positions 1-23)	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 24-32)	If Original SSN does not match the value in the Origination ID.
Original Name Code: (Field Positions 33-34)	If Original Name Code does not match the value in the Origination ID.
Award amount for entire school year: (Field Positions 61-67)	If not numeric. Amount cannot exceed total payment ceiling.
Transaction Number: (Field Positions 199-200).	If not numeric or does not match the Eligible Applicant database.
Expected Family Contribution (EFC): (Field Positions 201-205).	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 206-206).	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.

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

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

Data Request Reject Reasons

RFMS rejects data request records for the following reasons:

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

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

Receiving Acknowledgement

What's included:

- Origination Acknowledgement Record Description
- Institution Data Acknowledgement Record Description

Origination Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX20010009 9900 Where: SSN – 001010001 – 999999999 Name Code – XX Year Indicator – 2001 Valid Attending Pell ID Orig Sequence Number – 00.	Identifier
24	32	9	N	Yes	Original SSN	Student's SSN from original FAFSA.	001010001 – 999999999.	Identifier
33	34	2	A	Yes	Original Name Code	Student's name code from original FAFSA.	Uppercase A to Z . period) ' (apostrophe) - (dash) Blank: no last name.	Identifier
35	40	6	N	Yes	Attending 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
41	45	5	A/N	Yes	ED Use	Reserved for future use	Spaces	

Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
46	58	13	A	No	Institution 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	No	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.	
60	60	1	N	No	Accepted No. of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year. For schools required to submit special disbursements, must have a valid value.	1 – 9 or Blank.	For schools required to submit special disbursements, must have a valid value.
61	67	7	N	Yes	Accepted Award Amount for Entire School Year	Amount of award for student's entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max.	
68	75	8	N	Yes	Accepted Estimated Disbursement Date #1	Date 1 st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to Disbursement Start Date (20000701 to Disbursement End Date (20060930).	

Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
76	83	8	N	No	Accepted Estimated Disbursement Date #2	Date 2 nd disbursement to student is estimated to be made.	CCYYMMDD: Range [see field position 68 in this record] or Blank.	
84	91	8	N	No	Accepted Estimated Disbursement #3	Date 3 rd disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
92	99	8	N	No	Accepted Estimated Disbursement Date #4	Date 4 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
100	107	8	N	No	Accepted Estimated Disbursement Date #5	Date 5 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
108	115	8	N	No	Accepted Estimated Disbursement Date #6	Date 6 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
116	123	8	N	No	Accepted Estimated Disbursement Date #7	Date 7 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
124	131	8	N	No	Accepted Estimated Disbursement Date #8	Date 8 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
132	139	8	N	No	Accepted Estimated Disbursement Date #9	Date 9 th 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	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
140	147	8	N	No	Accepted Estimated Disbursement Date #10	Date 10 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
148	155	8	N	No	Accepted Estimated Disbursement Date #11	Date 11 th disbursement to student is estimated to be made.	CCYYMMDD: Range [see field position 68 in this record] or Blank.	
156	163	8	N	No	Accepted Estimated Disbursement Date #12	Date 12 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
164	171	8	N	No	Accepted Estimated Disbursement Date #13	Date 13 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
172	179	8	N	No	Accepted Estimated Disbursement Date #14	Date 14 th disbursement to student is estimated to be made.	CCYYMMDD: Range: [see field position 68 in this record] or Blank.	
180	187	8	N	No	Accepted Estimated Disbursement Date #15	Date 15 th 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	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
188	195	8	D	Yes	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 2000-2001 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20000101 to 20010630.	
196	196	1	A	No	Accepted Low Tuition & Fees Flag	Flag to identify tuition ranges when annual tuition is less than or equal to minimum defined by low tuition and fees table.	Value Tuition Range: As per table or Blank: low tuition does not apply.	
197	197	1	A	Yes	Accepted Verification Status Flag	Status of verification of applicant data by the school.	A = Accurate C = Calculated N = Not Selected R = Reprocessed S = Selected, not verified T = Tolerance W = Without Documentation	Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. If Blank or invalid, then If selected by CPS, then set approved value to previous value or "W". ELSE set approved value to "N".

Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
198	198	1	A	No	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	Yes	Accepted Transaction Number	Transaction number from eligible SAR used to calculate award.	Must be numeric: 01 – 99.	
201	205	5	N	Yes	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 – (EFC Maximum).	
206	206	1	A	No	Accepted Secondary Expected Family Contribution	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	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
207	207	1	N	Yes	Accepted Academic Calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1 = Credit Hours – non standard 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	
208	208	1	N	Yes	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant.	1 = Credit hour with standard terms in which Fall through Spring terms equal or exceed 30 weeks, or equal or exceed academic year with waiver (AC: 2, 3, 4). 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without waiver (AC: 2, 3, 4). 3 = Credit hour with standard or non-standard terms (AC: 1-4). 4 = Clock hour or Credit hour without terms (AC: 5, 6). 5 = Nonresidential portion of programs offered by correspondence without terms (AC: 1-4, 6).	

Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
209	215	7	N	Yes	Accepted Cost of Attendance	Must equal COA calculated by the institution following Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros. Do not include \$sign or decimal point. Range: 0000000-9999999	
216	216	1	A	PM 1,2,3,5	Accepted Enrollment Status	Code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. Must be valid when Payment Methodologies 1, 2, 3, or 5 are used.	Blank or: 1 = Full time 2 = ¾ time 3 = ½ time 4 = Less than ½ time 5= Other	
217	218	2	A	Pay Meth 2, 3, 4, 5	Accepted Weeks of Instructional Time Used to Calculate Payment	Weeks of instructional time in which the student will be enrolled, and paid, as part of the academic year or program as defined for each Payment Methodology: PM 2: Weeks of instructional time in fall through spring terms. PM 3: Weeks of instructional time in all terms expected to complete this school year. PM 4: Weeks of instructional time for a full time student to complete hours in program or hours in the academic year. PM 5A: Same as Payment Meth 4. PM 5B: Same as Payment Meth 3. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	Blank or 00-78	

Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
219	220	2	A	Pay Meth 2, 3, 4, 5	Accepted Weeks of Inst. Time in Program's Definition of Academic Year	Number of weeks of instructional time in the program's academic year. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	Blank or 30 – 78.	
221	224	4	A	Pay Meth 4, 5	Accepted Cr/Clock Hrs in All Pay Periods Expected to Comp. This School Year	Number of credit or clock hours you expect the student to complete and to be paid from the 2000-01 award year. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Ranges 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6	
225	228	4	A	Pay Meth 4, 5	Accepted Cr/Clock Hrs in Program's Definition of Academic Year	Number of credit or clock hours in student's educational program's academic year definition. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Ranges 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6	
229	250	22	A	Unused	Reserved for expansion	Reserved for expansion.		
251	255	5	N	Output	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range: 00000 – Award Amount Maximum	
256	257	2	N	Output	Previously Accepted Transaction Number	Transaction number that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	01-99 or Blank if Origination not rejected.	

Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
258	262	5	N	Output	Previously Accepted EFC	EFC that was previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	Range: 00000 EFC Maximum or Blank if Origination not rejected.	
263	263	1	N	Output	Previously Accepted Secondary EFC Code	Secondary EFC Code that was previously accepted and currently stored by RFMS 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 calculated by the CPS. OR Blank if Secondary EFC not used or if Origination not rejected.	
264	270	7	N	Output	Previously Accepted Cost of Attendance	COA previously accepted and currently stored by RFMS for this student. This field will only be populated for rejected originations.	Dollars and cents. Use leading zeros. Do not include \$ sign or decimal point. Range: 0000000 – 9999999	
271	345	75	N	Output	Origination Edit/Reject Reasons	List of up to twenty-five 3-digit reject/edit codes that occurred during processing of this origination record. Only edit codes hit is display in the field. Otherwise, this space is zero filled.	Twenty-five edit/reject codes of: 000-999 Position: XXX-XXX: 1 st code Position XXX-XXX: 2 nd code Position XXX-XXX: 3 rd code Position YYY-YYY: 25 th code	

Origination Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
346	355	10	N	Output	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 st – Shared SAR ID 2 nd – Verification W Status 3 rd - Concurrent Enrollment 4 th – POP 5 th thru 10 th – Reserved for future use	
		355			Total Record Length			

Institution Data Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	6	6	N	Yes	Pell-ID	Pell-ID assigned the Federal Pell Program for the participating campus.	Must be a valid Pell-ID code.	Change applies to all records with the same Pell-ID, unless further identification (DUNS #) is provided to change only a particular institution.
7	7	1	A	No	Action Status	Code to indicate the status of institution data record receipt.	A = Institution Data Record Accepted E = Institution Date Record Rejected	Completed by RFMS as a result of Batch editing.
8	31	24	N	Output	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 display in this field. Otherwise, this space is zero filled.	Reject Reasons format: 000 – 999 Position X-X: 1 st reject reason code Position X-X: 2 nd reject reason code - to - Position XX-XX: 8 th reject reason code	Completed by RFMS as a result of Batch editing.
32	106	75	A	No	Filler	Unused.	Spaces	
		106			Total Record Length			

Electronic Data Requests

What's included:

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

Data Requests: Multiple Reporting, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	6	6	N	Yes	Requesting Attending Campus Pell-ID	Pell-ID for specific campus.	Valid Pell-ID	
7	7	1	A	Yes	Request Type	Code for data request type.	M = Multiple Reporting S = Statement of Account Y = Year-to-Date	
8	8	1	A	No	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by electronic file Blank = Send output on media type on which the request was made.	Cannot be Blank for requests from the WEB.
9	34	26	A	Unused	Reserved for future use	--	--	
35	35	1	A	Type M	Multiple Reporting Request Code 1	Indicates the institution is requesting originated institutions or disbursed institutions.	O = Send originated institutions D = Send disbursed institutions.	
36	36	1	A	Type M	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 student for listed institutions listed in record.	There may be multiple detail records to accommodate the number of Student Ids or institution numbers listed for the attending campus institution.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
37	47	11	A	Type M	Student ID	Student SSN and Name code for which a Multiple Reporting (MR) record is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX - 999999999XX Where XX is Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name.	Must be non-Blank, MRR Code 2 equals S.
48	53	6	N	Type M	MR Institution Pell-ID	Institution code for which MR listings are requested. Only required if the MR Code 2 equals 1.	Blank or valid Pell-ID	Must be non-Blank if MRR Code 2 equals I.
54	77	23	A	Type Y	Origination ID	Origination ID for which a Year to Date is requested.	Format: 999999999XX2001 00099900 Where: SSN-001010001 - 999999999 Name Code – XX Year Indicator – 2001 Valid Attending Pell ID Orig Sequence Number - 00	If Request Type is Y and the Origination ID is non-Blank, the YTD will be generated for that Origination ID. If the Origination ID is not found or invalid, the request will be rejected.
78	100	22	A	Unused	Reserved for future use	Reserved for future use		
		100			Total Record Length			

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	6	6	N	Yes	Requesting Attending Campus Pell-ID	Pell-ID for specific campus.	Valid Pell ID	
7	7	1	A	Yes	Request Type	Code for data request type.	M = Multiple Reporting S= Statement of Account Y= Year-to-Date.	
8	8	1	A	No	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by electronic file Blank = Send output on media type on which the request was made.	
9	34	26	A	Unused	Reserved for future use	--	--	
35	35	1	A	Output	Multiple Reporting Request Code 1	Indicates the institution is requesting originated institutions or disbursed institutions.	O = Send originated institutions D = Send disbursed institutions.	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
36	36	1	A	Output	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 list of other institutions for students listed in record. I = Send list of students for listed institutions listed in record.	
37	47	11	A	Output	MR Student ID	The Student SSN and Name code for which a Multiple Reporting record is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX 999999999XX Where XX is: Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name.	
48	53	6	N	Output	MR Institution Pell ID	Institution code for which MR listings are requested. Only required if the MR Code 2 equals 1.	Blank or valid Pell-ID	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
54	76	23	A	Output	Origination ID	Origination ID for which a Year-to-Date is requested.	Format: 999999999XX200 100099900 Where: SSN = 001010001 – 999999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell ID Orig Sequence Number = 00	If Request Type is Y and the Origination ID is not Blank and the User requested this field on their request. If the Origination ID is not found or invalid, the request will be rejected.
77	77	1	A	Outputs	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.	For FMS Use Only.
78	98	21	N	Output	Edit/Comment Codes	List of up to seven three-digit comment codes that occurred during processing of the data request.	Comment format: 000-199 Position XX-XX: 1 st comment code Position XX-XX: 2 nd comment code. Position XX-XXX: 7 th comment code	
99	100	2	A	Output	Reserved for future use			
		100			Total Record Length			

Multiple Reporting Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	2	2	A	Output	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 VW = Verification W SI = Shared SAR ID	(Shared SAR ID cannot be checked by RFMS.)
3	8	6	N	Request Output	Requesting Institution Pell-ID	Pell-ID of the requesting attending campus of the student. Will be Blank for concurrent enrollment and potential overaward records.	Must be a valid Pell-ID assigned by ED. May be Blank.	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
9	9	1	A	Request Output	Multiple Reporting Request Code 1	Indicates the institution is requesting originated institutions or disbursed institutions. Will be Blank for concurrent enrollment and potential overaward records.	O = Send originated institutions D = Send disbursed institutions May be Blank.	
10	10	1	A	Request Output	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 overaward records.	A = Send list of other institutions for all students. S = Send list of other institutions for students listed in record. I = Send list of students for listed institutions listed in record. May be Blank.	
11	21	11	A	Request Output	MR Student ID	The Student SSN and Name code for which a Multiple Reporting record is requested. Will be Blank for concurrent enrollment and potential overaward records.	Blank or 001010001XX - 999999999XX Where XX is: Uppercase A to Z (period) ' (apostrophe) (dash) Blank = no last name.	
22	27	6	N	Request output	MR Institution Pell-ID	Institution code for which Multiple Reporting records are requested. Will be Blank for concurrent enrollment and potential overaward records.	Valid Pell-ID May be Blank.	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
28	36	9	N	Output	Student Original SSN	Student's Original SSN from the origination record.	001010001 – 999999999	
37	38	2	A	Output	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	Output	Institution Pell ID	Pell-ID of the attending campus of the student. Use 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	Output	Institution Name	Name of the institution.		
210	211	2	A	Output	Institution State	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	Output	Zip Code	Zip code of the institution.		
221	250	30	A/N	Output	Financial Aid Administrator (FAA) Name	Full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with the first name, e.g., JOHN E DOE.	May include Blanks and special characters.	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
251	260	10	N	Output	FAA Telephone Number	Working phone number for the person indicated as FAA.	Includes area code, but not parentheses or dashes.	
261	270	10	A/N	Output	FAA Fax Number (Optional)	Working fax number used by the person indicated as FAA.	May be Blank. Otherwise, include area code, but not parentheses or dashes.	
271	320	50	A/N	Output	Internet Address	Internet address of an authorized official.	May be Blank.	
321	327	7	N	Output	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attending full-time for a full academic year.	Range: 0000000 – Award Amount Max	
328	334	7	N	Output	Origination Award Amount	Annual award amount supplied on the origination record.	Range: 0000000 Award Amount Max.	
335	336	2	N	Output	Transaction Number	Transaction number from the eligible SAR used to calculate the award.	Range: 01 – 99.	
337	341	5	N	Output	Expected Family Contribution (EFC)	Amount of the student's Expected Family Contribution from the SAR used to calculate the award.	Range: 00000 EFC Maximum.	
342	349	8	D	Output	Enrollment Date	First date the student was enrolled in an eligible program for the award year.	CCYYMMDD Range: 20000101 – 20010630	
350	357	8	D	Output	Origination Create Date	Date the origination was created in RFMS.	CCYYMMDD Range: 20000401 – 20060930.	

Multiple Reporting Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
358	364	7	N	Output	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP Student.	Range: 0000000 Award Amount Max	
365	372	8	D	Output	Last Activity Date	Date the last payment was received from this institution.	Format: CCYYMMDD	
373	380	8	D	Output	Next Estimated Disbursement Date	Date of next estimated disbursement date.	Blank or CCYYMMDD Range: 20000101 – 20060930	
381	385	5	N	Output	Eligibility Used	Percentage of the student's eligibility used by this institution.	Format: 000.00%. The last two digits represent less than 1 percent. Field does not include decimal point or %.	
386	395	10	N	Output	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 st – Shared SAR ID 2 nd – Verification W Status 3 rd – Concurrent Enrollment 4 th – POP 5 th thru 10 th – Reserved for future use	(1 st digit, shared SAR ID cannot be checked by RFMS.)
396	400	5	A	Output	Reserved for future use	Reserved for future use		
		400			Total Record Length			

YTD File

Year-to-Date Record (Origination)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	1	1	A	Output	YTD Record Indicator	Indicates if record is YTD Origination, YTD Disbursement or Summary data.	Constant "O"	
2	24	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX200100 099900 Where: SSN – 001010001- 999999999 Name Code – XX Year Indicator – 2001 Valid Pell-ID Orig Sequence Number – 00.	Identifier
25	33	9	N	Yes	Original SSN	Student's SSN from original FAFSA.	001010001 – 999999999	Identifier
34	35	2	A	Yes	Original Name Code	Student's name code from original FAFSA.	Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	Identifier
36	41	6	N	Yes	Attending 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 attending campus as necessary.
42	46	5	A/N	Yes	ED Use	ED Use Only. Reserved for future use		

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
47	59	13	A	No	Institution cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
60	60	1	A	No	Action Code	Code to indicate action to be taken.	Valid Codes: A = Accepted – student ID requested was found on Federal Pell Grant Database for Institution. E = Rejected – student ID requested was NOT found on the Federal Pell Grant Database for Institution.	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attending Campus, and “R” for Action Code. All other fields shall be blank and no other records for the student will be enclosed in batch.
61	61	1	N	No	Accepted No. of Payment Periods in Student’s school year	Number of terms or payment periods in student’s school year. For schools required to submit special disbursements, must have a valid value.	1 – 9 or Blank	
62	68	7	N	Yes	Accepted Award Amount for Entire School Year	Amount of award for student’s entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 00000 – Max Award Amount.	Cannot exceed Total Payment Ceiling for student award validation performed.
69	76	8	N	No	Accepted Estimated Disbursement Date #1	Date 1 st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701-20060930.	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
77	84	8	N	No	Accepted Estimated Disbursement Date #2	Date 2 nd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
85	92	8	N	No	Accepted Estimated Disbursement Date #3	Date 3 rd disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
93	100	8	N	No	Accepted Estimated Disbursement Date #4	Date 4 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
101	108	8	N	No	Accepted Estimated Disbursement Date #5	Date 5 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
109	116	8	N	No	Accepted Estimated Disbursement Date #6	Date 6 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
117	124	8	N	No	Accepted Estimated Disbursement Date #7	Date 7 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	
125	132	8	N	No	Accepted Estimated Disbursement Date #8	Date 8 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 – 20060930	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
133	140	8	N	No	Accepted Estimated Disbursement Date #9	Date 9 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
141	148	8	N	No	Accepted Estimated Disbursement Date #10	Date 10 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
149	156	8	N	No	Accepted Estimated Disbursement Date #11	Date 11 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
157	164	8	N	No	Accepted Estimated Disbursement Date #12	Date 12 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
165	172	8	N	No	Accepted Estimated Disbursement Date #13	Date 13 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
173	180	8	N	No	Accepted Estimated Disbursement #14	Date 14 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	
181	188	8	N	No	Accepted Estimated Disbursement Date #15	Date 15 th disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20000701 - 20060930	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
189	196	8	D	Yes	Accepted Enrollment Date	First date student was enrolled in an eligible program for the designated school year. If student enrolled in a crossover payment period before first day of the Pell Award Year (July 1), but which will be paid from 2000-2001 funds, report the actual start date of the student's classes for that payment period.	Format: CCYYMMDD Range: 20000101 - 20010630	
197	197	1	A	No	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.	Value Tuition Range: As per Table or blank: low tuition does not apply	
198	198	1	A	Yes	Accepted Verification status flag	Status of verification of applicant data by the school.	A = Accurate C = Calculated N = Not Selected R = Reprocessed S = Selected, not verified T = Tolerance W = Without Documentation	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if status remains W. Once a student is selected, he/she is always selected.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
199	199	1	A	No	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	Yes	Accepted Transaction Number	Transaction number from eligible SAR used to calculate award.	Must be numeric: 01 – 99	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
202	206	5	N	Yes	Accepted Expected Family Contribution (EFC)	Must be equal the student's Expected Family Contribution from the ISIR or SAR.	Range: 00000 - EFC MAXIMUM	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
207	207	1	N	No	Accepted Secondary Expected Family Contribution	Code indicating which EFC value is used to determine award amount.	<p>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.</p> <p>S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS.</p> <p>Or,</p> <p>Blank if Secondary EFC not used.</p>	
208	208	1	N	Yes	Accepted Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	<p>1 = Credit Hours – non standard terms</p> <p>2 = Credit Hours – standard terms of quarters</p> <p>3 = Credit Hours – standard terms of semesters</p> <p>4 = Credit Hours – standard terms of trimesters</p> <p>5 = Clock hours</p> <p>6 = Credit Hours without terms</p>	<p>The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation.</p> <p>The following changes in Academic Calendar indicate need to change Payment Methodology.</p> <p><i>From 1 to 2, 3, 4, or 5</i></p> <p><i>From 2, 3, or 4 to 1 or 5</i></p> <p><i>From 5 to 2, 3, 4 or 6</i></p> <p><i>From 6 to 1 or 5</i></p>

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
209	209	1	N	Yes	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	1 = Credit hour with standard terms in which Fall through Spring terms equal or exceed 30 weeks, or equal or exceed academic year with waiver. (AC: 2, 3, 4) 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without waiver (AC: 2, 3, 4) 3 = Credit hour with standard or non-standard terms (AC: 1-4) 4 = Clock hour or Credit hour without terms (AC: 5, 6) 5 = Nonresidential portion of programs offered by correspondence without terms (AC: 1-4, 6)	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation.
210	216	7	N	Yes	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	Used in award amount validation.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
217	217	1	A	Payment Methodology 1, 2, 3, 5	Accepted Enrollment Status	The code that applies to the student's expected enrollment status for the Award Year. Changes to this field will be accepted for the entire award year. Must be valid when Payment Methodologies 1, 2, 3, or 5 are used.	Blank or 1 = Full time 2 = ¾ time 3 = ½ time 4 = Less than ½ time 5 = Other	
218	219	2	A	Payment Methodology 2, 3, 4, 5	Accepted Weeks of instructional time used to calculate payment	The weeks of instructional time in which the student will be enrolled, and paid, as part of the academic year or program as defined for each Payment Methodology: PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in all terms expected to complete this school year. PM 4: Weeks of instructional time for a full time student to complete hours in prog or hours in the academic year PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3. Must be valid when Payment Meth 2, 3, 4 or 5 are used.	Blank or 00 – 78.	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Use in award amount validation.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
220	221	2	A	Payment Methodology 2, 3, 4, 5	Accepted Weeks of Inst. Time in Program's Definition of Academic Year	The number of weeks of instructional time in the program's academic year. Must be valid when Payment Methodologies 2, 3, 4 or 5 are used.	Blank or 30-78.	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
222	225	4	A	Payment Methodology 4, 5	Accepted Cr/Clock Hrs in All Pay Periods Expected to Comp. This School Year	Number of credit or clock hours you expect the student to complete and to be paid from the 2000-2001 award year. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Ranges: 00900-3120 Academic calendar 5 0000-0100 Academic calendar 6.	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
226	229	4	A	Payment Methodology 4, 5	Accepted Cr/Clock Hrs in Program's Definition of Academic Year	Number of credit or clock hours in this student's educational program's academic year definition. Must be valid when Payment Methodologies 4 or 5 are used.	Blank or Range: 00900-3120 Academic Calendar 5 0024-0100 Academic calendar 6.	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
230	251	22	A	Unused	Reserved for Expansion	Reserved for Expansion		
252	256	5	N	Output	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range: 00000 – 03125	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
257	282	26	A	Output	Student Name	Full student name as reported to the CPS for the Transaction number reported. Blank indicates 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 17-25 Middle Initial 26	
283	291	9	A/N	Output	Student Current SSN	Social Security Number, as altered by the student through CPS for Transaction number reported. Field equals the original SSN if student has not changed SSN in the CPS. Blank indicates 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.	
292	299	8	D	Output	Student Date of Birth	Date of birth of student.	Valid date of birth: CCYYMMDD	
300	300	1	A	Output	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.	
301	307	7	N	Output	YTD Disbursement Amount	Total of processed disbursements by RFMS	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
308	333	26	A	Output	Batch ID	Number generated by the institution to uniquely identify a specific batch of records. Format for the batch number is specified.	Format: CCYYXX999999CC YYMMDDHHMMSS Where: CCYY = last year in cycle: '2001' XX = batch type code (alpha) 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created	
334	341	8	D	Output	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format: CCYYMMDD	
342	343	2	A	Output	Unused	Will always be blank.	Blank	
		343			Total Record Length			

Year-to-Date Record (Disbursement)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	1	1	A	Output	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant "D"	
2	24	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the disbursement is to be applied against.	Format: 99999999XX200 199999900 Where: SSN = 001010001- 999999999 Name Code = XX Year Indicator = 2001 Valid Pell-ID Orig. Sequence Number = 00	Identifier
25	37	13	A	No	Institution 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	No	Action Code	Will always be blank.	Blank	
39	40	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year.	Must be numeric: 01 – 90.	Identifier: 91-99 are Reserved for RFMS system generated disbursements.
41	47	7	N	Yes	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-MAX FOR AWARD YEAR.	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
48	48	1	A	Yes	Accepted Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = Positive N = Negative	
49	56	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 - 20060930	Process Date must be within N days prior to disbursement date.
57	57	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing.	Must be numeric: 1-9	
58	65	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period.	CCYYMMDD Range: PP START (20000101) - PP END DATE (20011231) Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
66	73	8	N	Yes	Payment Period End Date	Ending Date of Payment Period.	CCYYMMDD Range: PP START (20000101) - PP END DATE (20011231) Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
74	74	1	N	Yes	Accepted No. of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year.	1, 9, or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
75	81	7	N	Yes	Accepted Total Payment for this Payment Period	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 00000 – Maximum for Award Year Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
82	82	1	A	Yes	Accepted Academic Calendar for This Payment Period	Calendar which applies to this payment period for the student's educational program.	1 = Institution uses non standard terms and measures progress by credit hours 2 = Institution uses quarters and measures progress by credit hours 3 = Institution uses semesters and measures progress by credit hours 4 = Institution uses trimesters and measures progress by credit hours 5 = Institution measures progress by clock hours 6 = Institution does not use terms, but does measure progress by credit hours or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
84	90	7	N	Yes	Accepted Cost of Attendance for This Payment Period	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros. Do not include \$ sign. Range: 0000000 – 9999999 Or Blank	Field is populated when a Special Disbursement record is processed by RFMS.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
91	91	1	A	Payment Methodology 1, 2, 3, 5	Accepted Enrollment Status for This Payment Period	The code that applies to the student's enrollment status for the Payment Period.	1 = Full time 2 = ¾ time 3 = ½ time 4 = Less than ½ time or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
92	93	2	A/N	Payment Methodology 2, 3, 4, 5	Accepted Weeks of Instructional Time Used to Calculate Payment for This Payment Period	Number of weeks used to calculate payment for this payment period by PM. PM 2: Weeks of instructional time in fall through spring terms. PM 3: Weeks of instructional time in payment period. PM 4: Weeks of instructional time for a full time student to complete hours in prog or hrs in academic yr. PM 5A: Same as PM 4 PM 5B: Same as PM 3.	00-78 or Blank	Field is populated when a Special Disbursement record is processed by RFMS
94	95	2	A/N	Payment Methodology 2, 3, 4, 5	Accepted Weeks of Instructional Time in Program's Definition of Academic Year	Number of weeks in program's definition of academic year.	30-78 or Blank	Field is populated when a Special Disbursement record is processed by RFMS.

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
96	99	4	A/N	Payment Methodology 4, 5	Accepted Cr/Clock Hours Expected to Complete in This Payment Period	Number of Cr/Clock hours expected to be completed for this payment period.	Range: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6 or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
100	103	4	A/N	Payment Methodology 4, 5	Accepted Cr/Clock Hrs in Program's Definition of Academic Year	Number of Cr/clock hrs in program's definition of academic year.	Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6 or Blank	Field is populated when a Special Disbursement record is processed by RFMS.
104	343	240	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
		343			Total Record Length			

Year-to-Date Record (Summary)

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

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
44	50	7	N	Output	Disbursements Accepted	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and accepted for the institution.	Range: 0000000 – 9999999	
51	57	7	N	Output	Disbursements Corrected	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and corrected for the institution.	Range: 0000000 – 9999999	
58	64	7	N	Output	Disbursements Rejected	Provided by RFMS. Year to date number of Disbursements and Special Disbursements received and rejected for the institution.	Range: 0000000 – 9999999	
65	67	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000-999 Or Blank	
68	74	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
75	77	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000 - 999 Or Blank	
78	84	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgment.	Range: 0000000 - 9999999 Or Blank	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
85	87	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000 - 999 Or Blank	
88	94	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
95	97	3	N	Output	Comment Code XXX	Comment Code number.	Range 000 - 999 Or Blank	
98	104	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
105	107	3	N	Output	Comment Code XXX	Comment Code number.	Range: 000 - 999 Or Blank	
108	114	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
115	117	3	N	Output	Comment Code XXX	Comment Code number.	Range: 000 - 999 Or blank	
118	124	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
125	127	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 Or Blank	

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

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
128	134	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 – 9999999 Or Blank	
135	137	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 - 999 Or Blank	
138	144	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 – 9999999 Or Blank	
145	147	3	N	Output	Comment Code XXX	Comment Code Number	Range: 000 - 999 Or Blank	
148	154	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to the institution on an acknowledgement.	Range: 0000000 – 9999999 Or Blank	
155	157	3	N	Output	Comment Code XXX	Comment code number.	Range: 000 – 999 Or Blank	
158	164	7	N	Output	Comment Code XXX Count	Provided by RFMS. Year to date number of times comment code was returned to institution on an acknowledgement.	Range: 0000000 - 9999999 Or Blank	
165	343	179	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
		343			Total Record Length			

Institution Data Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	6	6	N	Yes	Pell –ID	Pell-ID assigned the Federal Pell Program for the participating campus.	Must be a valid Pell-ID code.	Change applies to all records with the same Pell-ID, unless further identification (DUNS #) is provided to change only a particular institution.
7	17	11	N	No	DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. This field is optional.	Valid DUNS number. Format: 999999999BB Where: 999999999 is a unique number and BB are Blanks	Used to identify an institution that may be referenced by more than one Pell-ID.
18	52	35	A/N	No	Institution Street Mailing Address – Line 1	Line 1 of the street or post office box address of institution.	May be blank.	Blank if unchanged May edit to determine change of ownership.
53	87	35	A/N	No	Institution Street Mailing Address – Line 2	Line 2 of the street or post office box address of institution.	May be blank.	Blank if unchanged
88	112	25	A/N	No	Institution Mailing City	City in which the institution is located.	May be blank.	Blank if unchanged
113	114	2	A/N	No	Institution Mailing State	Two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.	May be blank.	Blank if unchanged
115	123	9	A/N	No	Mailing Zip Code	Zip code plus 4 of the institution.	May be blank.	Blank if unchanged

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
124	173	50	A/N	No	FAA Email Address	Internet address of an authorized official. Do not provide an e-mail address usable only with your school's internal e-mail system.		Blank if unchanged
174	203	30	A/N	No	Financial Aid Administrator (FAA) Name	Enter 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. Do not use titles or punctuation. Do not enter the name of your service agent.	May include blanks and special characters.	Blank if unchanged Will Updating Be Allowed?
204	217	14	A/N	No	FAA Telephone Number	Phone number for the FAA indicated previously, including area code and extension. Do not enter the number for your service agent.	Numeric only. No parentheses or dashes.	Blank if unchanged

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
218	231	14	A/N	No	FAA Fax Number Optional	Fax number used by the FAA indicated previously, including area code. Do not enter the number for your service agent.	Numeric only for the first 10 positions. No parentheses or dashes. Last 4 positions should be blank.	Blank if unchanged
232	232	1	A	No	Institution Type	Code that best describes the type of institution.	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.	Blank if unchanged
233	233	1	A	No	Financial Control	The source of financial control for your institution in Pell Grant files, use the code that best describes your institution.	1 = Public 2 = Private, nonprofit 3 = Proprietary Otherwise, leave blank.	Blank if unchanged

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
234	234	1	A	No	Academic Calendar	Academic calendar in Pell Grant files, use the code that best describes the MAJOR type of academic term your institution uses.	1 = Institution uses nonstandard academic terms and measures academic progress by credit hours. 2 = Institution uses standard quarters and measures academic progress by credit hours 3 = Institution uses standard semesters and measures academic progress by credit hours 4 = Institution uses standard trimesters and measures academic progress by credit hours 5 = Institution measures academic progress by clock-hours. 6 = Institution does not use terms, but does measure academic progress by credit hours. Otherwise, leave blank.	Blank if unchanged
235	236	2	A/N	No	Weeks of Inst. Time in Program's Definition of Academic Year	The number of weeks of instructional time in the program's academic year.	Blank or 30-78	

Institution Data Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
237	240	4	A/N	No	Cr/Clock Hrs in Program's Definition of Academic Year	Number of hours/credit hours in your school's academic year definition in Pell Grant file.	Use leading zeros and the applicable range: 0900-3120 – academic calendar 5 0024 – 0100 – academic calendar 6 Otherwise, leave blank.	Blank if unchanged
		240			Total Record Length			

Other Record Descriptions

What's included:

TIVWAN Transmission

- TIVWAN Transmission Header Record Description
- TIVWAN Transmission Batch Header Record Description
- TIVWAN Transmission Batch Trailer Record

Disbursement

- Disbursement Record Description
- Disbursement Acknowledgement Record Description
- Special Disbursement Record Description
- Special Disbursement Acknowledgement Record Description

Note: The Title IV Wide Area Network (TIVWAN) has been renamed to the Student Aid Internet Gateway (SAIG). For the purposes of this technical reference, we have used the name TIVWAN to refer to the various related record layouts.

TIVWAN Transmission Header Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Transmission Header ID	Literal value for header ID.	Constant: "O*N01"	Missing Transmission Header – Reject Transmission.
6	53	48	A/N	Yes	Filler	Reserved for future use	Spaces	
54	55	2	A/N	Yes	Header Indicator	WAN Transmission Header Indicator.	Constant: "73"	
		XX	A/N	Yes	Filler	Filler will be added to make the Transmission records to match the Message Class record length.	Spaces	
		≥100			Total Record Length			

TIVWAN Transmission Batch Header Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Batch Header Identification Number		Constant: "O*N05"	Missing Transmission Header – Reject Transmission.
6	12	7	A/N	Yes	Header Destination Number	TIVWAN Destination Mailbox ID.	'TGXXXXX' Where: 'XXXXX' is a five-digit number assigned to Destination.	
13	19	7	A/N	Yes	Filler	Reserved for Future Use.	Spaces	
20	24	5	A/N	Yes	Header Class Label	Text used to identify that the next field is a Message Class.	Constant: ",CLS="	
25	32	8	A/N	Yes	Header Message Class	Valid Message Class.	Format: XXXXYY[IN/OP] Where: XXXX = Literal for rec type YY = last year in cycle: '00' IN = for records IN to RFMS OP = for records OUT of RFMS	

TIVWAN Transmission Batch Header Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
33	36	4	A/N	Yes	Header XXX Label		Constant: “,XXX”	
37	41	5	A/N	Yes	Header Batch Label	Text used to identify the next field is a Batch Number.	Constant: “,BAT=”	
42	58	17	A/N	Yes	Header Batch Number	17 digit character batch number. If not used set to all zeros.	Batch Number: “00000000000000000000”	
59	64	6	A/N	Yes	Header NCNT Label		Constant: “,NCT=”	
65	70	6	N	Yes	Header NCNT	Number of records included in this batch.	“000000”	
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces	
		≥100			Total Record Length			

TIVWAN Transmission Batch Trailer Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Batch Trailer Identification Number	Record Identifier	Constant: "O*N95"	Missing Transmission Trailer – Reject Transmission. No Detail Records – Reject Transmission.
6	12	7	A/N	Yes	Trailer Destination Number	TIV WAN Destination Mailbox ID.	'TGXXXXX' Where: "XXXXX" is a five-digit number assigned to Destination.	
13	19	7	A/N	Yes	Filler	Reserved for Future Use.	Spaces	
20	24	5	A/N	Yes	Trailer Class Label	Text used to identify that the next field is a Message Class.	Constant: ",CLS="	
25	32	8	A/N	Yes	Trailer Message Class	Valid Message Class.	Format: XXXXYY [IN/OP] Where: XXXX = Literal for rec type YY = last year in cycle: '00' IN = for records IN to RFMS OP = for records OUT of RFMS	

TIVWAN Transmission Batch Trailer Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
33	36	4	A/N	Yes	Trailer XXX Label		Constant: “,XXX”	
37	41	5	A/N	Yes	Trailer Batch Label	Text Used to Identify the Next Field is a Batch Number.	Constant: “,BAT=”	
42	58	17	A/N	Yes	Trailer Batch Number	17-digit character batch number. If not used to set to all zeros.	Batch Number: “00000000000000000000”	
59	64	6	A/N	Yes	Trailer NCNT Label		Constant: “,NCT=”	
65	70	6	N	Yes	Trailer NCNT	Number of Records Included in this Batch.	“000000”	
		XX	A/N	Yes	Filler	Filler will be added to make the Transmission Records to match the Message Class Record length.	Spaces	
		≥100			Total Record Length			

TIVWAN Transmission Trailer Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	5	5	A/N	Yes	TIVWAN Transmission Trailer ID	Literal Value for Trailer ID.	Constant: "O*N99"	Missing Transmission Trailer – Reject Transmission No Detail Records – Reject Transmission.
6	53	48	A/N	Yes	Filler	Reserved for future use	Spaces	
54	55	2	A/N	Yes	Header Indicator	WAN Transmission Trailer Indicator.	Constant: "73"	
		XX	A/N	Yes	Filler	Filler will be added to make the transmission records to match the Message Class record length.	Spaces	
		≥100			Total Record Length			

Disbursement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the disbursement is to be applied against.	Format: 999999999XX2001 00099900 Where: SSN = 001010001 – 999999999 Name Code = XX Year Indicator = 2001 Valid Attending PELL-ID Orig. Sequence Number = 00.	Identifier If Origination ID does not match on RFMS database, then reject record.
24	36	13	A	No	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	No	Action Code	Action Code.	Will always be Blank	No editing
38	39	2	N	Yes	Disbursement Reference Number	Number of this disbursement. RFMS will send disbursement # 91-99 for system generated disbursement.	Must be numeric: 01 – 90	Identifier 91-99 are Reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.
40	40	1	A	Yes	Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = positive N = negative	If first accepted disbursement, then must equal "P".

Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
41	47	7	N	Yes	Disbursement Amount	Amount of disbursement for student.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060930	Process Date must be within N days prior to 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	100	45	A	Unused	Reserved for future expansion	Reserved for future expansion		
		100			Total Record Length			

Disbursement Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the disbursement is to be applied against.	Format: 999999999XX2001 00099900 Where: SSN = 001010001- 99999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell-ID Orig Sequence Number = 00	Identifier
24	36	13	A	No	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	Yes	Action Code/Status	Code to indicate processing status of disbursement.	Valid Codes: A = Accepted disbursement amount C = Corrected disbursement amount E = Rejected – record was rejected	
38	39	2	N	Yes	Disbursement Ref. Number	No. of disbursement. RFMS will send disbursement number 91-99 for system generated disbursement.	Must be numeric: 01 – 90.	Identifier: 91-99 are reserved for RFMS system generated disbursements.

Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
40	40	1	A	Yes	Accepted/Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative	P = positive N = negative	
41	47	7	N	Yes	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 – AWARD AMOUNT MAX.	
48	55	8	N	Yes	Disbursement date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060630.	
56	100	45	A	Unused	Reserved for future expansion	Reserved for future expansion	Spaces	
101	107	7	N	Output	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 – Award Amount Max.	
108	182	75	N	Output	Edit/Comment Codes	Three-digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgment record. If less than 25 comments, zero filled.	Twenty-five edit/reject codes of: 000-999 Position XXX-XXX: 1 st code Position XXX-XXX: 2 nd code Position YYY-YYY: 25 th code.	

Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
183	192	10	N	Output	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 st = Shared SAR ID 2 nd = Verification W Status 3 rd = Concurrent Enrollment 4 th = POP 5 th thru 10 th = Reserved for future use	
193	200	8	A	Unused	Reserved for future expansion	Reserved for future expansion		
		200			Total Record Length			

Special Disbursement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination which the special disbursement is to be applied against.	Format: 999999999XX20 0100099900 Where: SSN = 001010001- 999999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell- ID Orig Sequence Number = 00	Identifier If Origination ID does not match on RFMS database, then reject record.
24	36	13	A	No	Institution Cross-reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
37	37	1	A	No	Action Code	Will always be blank.	Blank	No editing
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year. 91-99 are Reserved for RFMS system generated disbursements.	Must be numeric: 01 – 90	Identifier 91-99 are reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
40	46	7	N	Yes	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 – Award Amount Max	There may be more than one disbursement per payment period. Accumulated amount per payment period not to exceed Total Payment for the payment period. Reported Disbursement Amount may be adjusted downward by RFMS to avoid Potential Overaward Payment conflict with other institution(s) that have previously reported disbursements for the student. If not in valid format, i.e., non-numeric, then reject record.
47	47	1	A	Yes	Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = positive N = negative	If the first disbursement, reject if "N".

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060930	If not in valid date format, then reject record. If institution is Reimbursement or Cash Monitoring and disbursement date is not equal to or less than the RFMS Process Date, then reject record. If institution is JIT or Advanced Funded and reported disbursement date is less than the RFMS Process Date by more than N days, then reject record. N days represents the value established by the Department's Notice of Deadlines and may vary by award year. N days will be established separately for JIT and Advanced Funded institutions.
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing.	Must be numeric: 1-9	If not numeric or not in valid range, then reject record.
57	64	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period.	CCYYMMDD Range: PP START (20000101) - PP END DATE (20011231)	If not in valid range, then reject record.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
65	72	8	N	Yes	Payment Period End Date	Ending date of Payment Period.	CCYYMMDD Range: PP Start (20000101) -PP End Date (20011231)	If End Date is less than Start Date Set Start Date to Start Date + 1 day.
73	73	1	N	Yes	Number of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year.	Must be numeric: 1 – 9	Must be less than or equal to the Origination Award and consistent with the attendance and cost information reported for the payment period.
74	80	7	N	Yes	Total Payment for the Payment Period - Award Amount	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 -Award Amount Max (0312500).	Cannot exceed Total Payment Ceiling - Award Validation performed.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
81	81	1	A	Yes	Academic Calendar	Calendar which applies to this payment period for the student's educational program.	Blank or 1 = Institution uses nonstandard terms and measures progress by credit hours 2 = Institution uses quarters and measures progress by credit hours 3 = Institution uses semesters and measures progress by credit hours 4 = Institution uses trimesters and measures progress by credit hours 5 = Institution measures progress by clock hours 6 = Institution does not use terms, but does measure progress by credit hours	If blank, or not within valid range (1-6), then set = Academic Calendar on file on file on the Origination Record.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
82	82	1	A	Yes	Payment Methodology	Report the formula used to calculate this payment for the student's Federal Pell Grant.	<p>Blank or</p> <p>1 = Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2, 3, 4)</p> <p>2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2, 3, 4)</p> <p>3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC: 1-4)</p> <p>4 = Clock hour or Credit hour without terms (AC: 5, 6)</p> <p>5 = Nonresidential portion of programs offered by correspondence with credit hours (AC: 1-6)</p>	<p>If blank or not a valid value and the Origination PM is consistent with the accepted Academic Calendar value for the payment period, RFMS will set PM to Origination PM.</p> <p>If the Origination PM is not consistent with the accepted Academic Calendar value for this payment period, RFMS will set PM = 3, when accepted Academic Calendar = 1, 2, 3, or 4; and will set PM = 4 if accepted Academic Calendar = 5 or 6.</p>

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
83	89	7	N	Yes	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	If missing or invalid, then set accepted value to origination value.
90	90	1	A	PM 1, 2, 3, 5	Enrollment Status	Code that applies to the student's enrollment status for the Payment Period.	Blank or 1 = Full time 2 = $\frac{3}{4}$ time 3 = $\frac{1}{2}$ time 4 = Less than $\frac{1}{2}$ time	If the enrollment status is not valid, set it to 1. If the accepted AC is 1, 2, 3, or 4, and the PM is 5 and the Enrollment Status is 3 or 4, set the accepted value to the reported value. If the Enrollment Status is not 3 or 4, set it to 3. If AC = 5 or 6 and not Blank, set = BLANK

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
91	92	2	A/N	Pay Meth 2, 3, 4, 5	Weeks Used to Calculate Payment	<p>Total Number of Weeks of instructional time used to calculate payment.</p> <p>For Academic Calendars 2,3, and 4, a “week of instructional time” is any seven-day period in which at least one day of regularly scheduled instruction, examination, or preparation for examinations occurs.</p> <p>For Acad. Calendars 1,5 and 6, a “week of instructional time” must include at least 12 hours of instruction, examinations, or preparation for examination within a consecutive seven-day period.</p>	<p>Blank or 00 – 78</p> <p>If PM = 1, leave Blank</p> <p>If PM = 2, report total number of weeks of instructional time in the Fall through Spring Terms for the educational program in which the student is enrolled.</p> <p>If PM = 3 or 5B, report total number of weeks of instructional time in the term for which this disbursement record is sent.</p> <p>If PM = 4 or 5A, report the lesser of:</p> <p>(1) The total number of weeks of instructional time for a full-time student to complete all of the clock-hours or credit-hours of instructions in the student’s educational program;</p> <p>Or,</p> <p>(2) The total number of weeks of instructional time for a full-time student to complete all of the clock-hours or credit hours of instruction in the student’s educational program’s academic year.</p>	<p>(Federal Pell Grant program does not disburse funds for more than one academic year within an award year).</p> <p>If none of the above, then set the accepted value to the reported value.</p>

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
93	94	2	A/N	Pay Meth 2, 3, 4, 5	Weeks in Academic Year.	Total number of weeks of instructional time in student's educational program's definition of academic year. See Weeks of instructional time used to calculate payment above for definition of a "week of instructional time." For Federal Pell Grant awards the minimum number of weeks of instructional time in an educational program's definition of academic year is 30.	Blank or 30 – 78 If PM = 1, leave Blank If PM = 2, 3, 4, or 5 valid range is 30 – 78.	If PM = 1 and weeks is blank, set accepted value to the reported value. If PM = 2, 3, 4, or 5 and weeks is 30 to 78, set accepted value to the report value. If PM = 1 and weeks is not blank, set the accepted value to blank. If PM = 2, 3, 4 or 5 and weeks is not 30 to 78, set accepted value to 30.

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
95	98	4	A/N	Pay Meth 4,5	Credit/Clock Hours Expected to Complete Year	Number of CR/clock hrs expected to be completed in this payment period.	<p>If AC = 1, 2, 3, or 4, leave Blank.</p> <p>If AC = 5 or 6, valid range is 0000 – 3120 for AC 5 and 0000 – 01000 for AC 6.</p> <p>If PM = 5, valid range may not exceed ½ of Credit/Clock Hours in program's definition of academic year.</p>	<p>If invalid set to accepted value of credit/clock hours using academic years.</p> <p>If hours are not blank and AC is 1,2,3 or 4, set the accepted value to blank.</p> <p>If hours are invalid which includes: Academic Calendar = 5 and PM = 4 (< 0000 OR > accepted value in programs definition of academic year) set accepted value to accepted value in programs definition of academic year. Academic Calendar = 6 and PM = 4 (< 0000 OR > accepted value in programs definition of academic year. Set accepted value to accepted value in programs definition of academic year. Academic Calendar = 5 and PM = 5 (< 0000 OR > ½ of accepted value in programs definition of academic year. Set accepted value to ½ of accepted value in programs definition of academic year. Academic Calendar = 6 and PM = 5 (< 0000 OR > ½ of accepted value in programs definition of academic year. Otherwise set the accepted value to the reported value.</p>

Special Disbursement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
99	102	4	A/N	Pay Meth 4, 5	Credit/Clock Hours in Academic Year	Number of Cr/clock hours in student's educational program's definition of academic year.	If AC = 1, 2, 3, or 4 leave Blank. If AC = 5 or 6, valid range is 0900 – 3120 for AC 5 and 0024 – 0100 for AC 6.	If AC = 1, 2, 3, or 4 and not Blank, set = Blank. If AC = 5, or 6 and not in valid range, set = minimum valid range; i.e., AC = 5, set = 0900; AC = 6, set = 0024.
103	109	7	N	Yes	Total Funds Disbursed for This Payment Period Previously Reported Using a Regular Disbursement Record	Total Federal Pell Grant funds disbursed to student for this payment period previously reported as disbursed via a regular disbursement record.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	Must be less than or equal to total disbursements received for student. If Blank or not in range or in excess of total disbursements received for student then reject record.
110	110	1	A	Unused	Reserved for future expansion	Reserved for future expansion		
		110			Total Record Length			

Special Disbursement Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
1	23	23	A/N	Yes	Origination ID	Unique number used to identify the origination that the special disbursement is to be applied against.	Format: 999999999XX200 100099900 Where: SSN = 001010001-99999999 Name Code = XX Year Indicator = 2001 Valid Attending Pell-ID Orig Sequence Number = 00	Identifier
24	36	13	A	No	Institution Cross-Reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	No editing
37	37	1	A	No	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	
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year. 91-99 are reserved for RFMS system generated disbursements.	Must be numeric: 01 – 90.	Identifier 91-99 are Reserved for RFMS system generated disbursements

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
40	46	7	N	Yes	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: 0000000 – Award Amount Max	
47	47	1	A	Yes	Accepted Debit/Credit Indicator Flag	Indicates if the Disbursement Amount is positive or negative.	P = positive N = negative	
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD Range: 20000621 – 20060930	
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing.	Must be numeric: 1-9	
57	64	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period.	CCYYMMDD Range: PP Start (20000101) - PP END 20011231	
65	72	8	N	Yes	Payment Period End Date	Ending date of Payment Period.	CCYYMMDD Range: PP Start (20000101) - PP End 20011231	
73	73	1	N	Yes	Number of Payment Periods in Student's School Year	Number of terms or payment periods in student's school year.	Must be numeric: 1 – 9	

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
74	80	7	N	Yes	Total Payment for the Payment Period – Award Amount	Total Payment Amount acceptable for this Payment Period.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max	
81	81	1	A	Yes	Academic Calendar	Calendar which applies to this payment period for the student's educational program.	Blank or 1 = Institution uses nonstandard terms and measures progress by credit hours 2 = Institution uses quarters and measures progress by credit hours 3 = Institution uses semesters and measures progress by credit hours 4 = Institution uses trimesters and measures progress by credit hours 5 = Institution measures progress by clock hours 6 = Institution does not use terms, but does measure progress by credit hours	

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
82	82	1	A	Yes	Payment Methodology	Report the formula used to calculate this payment for the student's Federal Pell Grant.	Blank or 1 = Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2, 3, 4) 2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2, 3, 4) 3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Non-residential portion of programs offered by correspondence with credit hours (AC: 1-6)	
83	89	7	N	Yes	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 \$ sign. Range: 0000000 – 9999999	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
90	90	1	A	PM 1,2,3,5	Enrollment Status	The code that applies to the student's enrollment status for the Payment Period.	Blank or 1 = Full time 2 = ¾ time 3 = ½ time 4 = Less than ½ time	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
91	92	2	A/N	Pay Meth 2, 3, 4, 5	Weeks Used to Calculate Payment	Number of weeks used to calculate payment for this payment period by PM. PM2: Weeks of Instructional time in fall through spring terms PM3: Weeks of instructional time in payment period PM4: Weeks of instructional time for a full-time student to complete hours in program or hours in academic year PM5A: Same as PM4 PM5B: Same as PM3	Blank or 00-78.	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
93	94	2	A/N	Pay Meth 2, 3, 4, 5	Weeks in Academic Year	Number of weeks in program's definition of academic year.	Blank or 30-78.	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
95	98	4	A/N	Pay Meth 4, 5	Credit/Clock Hours Expected to Complete Year	Number of Cr/clock hrs expected to be completed in this payment period.	Ranges: Blank or 0000-3120 Academic Calendar 5 0000-0100 Academic Calendar 6	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
99	102	4	A/N	Pay Meth 4,5	Credit/Clock Hours in Academic Year	Number of Cr/clock hrs in program's definition of academic year.	Range: Blank or 0900-3120 Academic Calendar 5 0024-0100 Academic Calendar 6	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
103	109	7	N	Yes	Total Funds Disbursed for This Payment Period Previously Reported Using a Regular Disbursement Record	Total Federal Pell Grant funds disbursed to student for this payment period previously reported as disbursed via a regular disbursement record.	Dollars and cents. Use leading zeros. Do not include the \$ sign or decimal point. Range: 0000000 – Award Amount Max.	
110	110	1	A	Unused	Reserve for future expansion	Reserved for future expansion	Spaces	
111	117	7	N	Output	YTD Disbursement 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 – Award Amount Max.	

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Length (# of Bytes)	Type	Required	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last							
118	192	75	N	Output	Edit/Comment Codes	<p>Three digit comment codes indicating the results of Federal Pell Grant processing.</p> <p>Maximum of 25 comments will appear in a single acknowledgement record.</p> <p>If less than 25 comments, zero filled.</p>	<p>Twenty-five edit/reject codes of: 000 – 999:</p> <p>Position XXX-XXX: 1st code</p> <p>Position XXX-XXX: 2nd code</p> <p>Position YYY-YYY: 25th code</p>	
193	202	10	N	Output	ED Use Flags	<p>Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify.</p>	<p>Format: 0000000000</p> <p>Where: Each digit signifies a different situation</p> <p>1st – Shared SAR ID</p> <p>2nd – Verification W Status</p> <p>3rd – Concurrent Enrollment</p> <p>4th – POP</p> <p>5th thru 10th – Reserved for future use.</p>	(1 st digit, Shared SAR ID cannot be checked by RFMS.)
203	210	8	A	Unused	Reserved for future expansion	Reserved for future expansion		
		210			Total Record Length			

Implementation Guide

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Implementation Guide

Overview

The purpose of this section is to assist Recipient Financial Management System (RFMS) Schools, Third Party Servicers, and Software Vendors with implementing the system changes for the 2000–2001 RFMS Program. This section describes each 2000–2001 RFMS modification and is a companion to the record layouts and edits contained in Section 1, Custom Layouts and Appendix D: Reject Codes, Error Messages, and Edit Descriptions. Questions pertaining to this section should be directed to RFMS Customer Service at 800/4PGRANT (or 800/474-7268).

An overview of the 2000–2001 RFMS modifications is provided in “*2000–2001 Modifications at a Glance*” (see Exhibit 2-1: 2000-2001 Modifications at a Glance).

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

- Batches
- Origination Records
- Disbursement Records
- Special Disbursement Records
- Data Requests

Within each functional area, individual modifications are described and discussed. This discussion includes the business rules for implementation.

If you have questions regarding the material in this section, please call RFMS between the hours of 8:00 a.m. and 8:00 p.m. (ET).

800/474-7268

OR

pell_systems@ed.gov

2000–2001 Modifications at a Glance

A matrix of the modifications made for the 2000–2001 cycle (shown below in Exhibit 2-1) has been included. We hope this matrix serves as a quick reference for 2000–2001 changes.

2000–2001 Modifications	New Process/ Procedure	New or Redefined Edit(s)	Redesign Record Layout	New or Redefined Field(s)	Eliminate Fields & Reject Codes
1. Cartridge and Reel are no longer acceptable media types.		X		X	X
2. Edit 216 Grantee DUNS Number is a warning, not a reject.		X			
3. Edit 239 was added to check for the EDEExpress version number.		X			
4. Edit 418 was modified to select disbursement records with a disbursement amount greater than 50% of the Scheduled Award amount.		X			
5. “Total Funds Disbursed for this Payment Period Using a Regular Disbursement Record” field was added to the special disbursement record.		X	X	X	

2000–2001 Modifications at a Glance (Continued)

2000–2001 Modifications	New Process/ Procedure	New or Redefined Edit(s)	Redesign Record Layout	New or Redefined Field(s)	Eliminate Fields & Reject Codes
6. Edit 532 was modified to select special disbursement records with a disbursement amount greater than the Origination Award Amount or greater than 50% of the Scheduled Award amount.		X			
7. Edits 550 and 552 added for the “Total Funds Disbursed for this Payment Period Using a Regular Disbursement Record” field.		X		X	
8. Batch Replacement no longer a Data Request option.			X		
9. Origination ID added to the YTD Request.	X	X	X		

Batches

Cartridge and Reel are no longer acceptable media types.

2000–2001 Modification

Description: The **Output Media Type** will only allow a value of blank or E starting in the 2000–2001 cycle. Due to the very low volume of data received and sent on cartridge or reel, these media types will no longer be accepted by RFMS.

The **Output Media Type** is used on the Batch Header record and in the Data Request record to notify RFMS which media type should be used to return the output data. The institution could request the data by Cartridge, Reel, or Electronic means. The number of institutions and servicers using Cartridge or Reel has been decreasing over the years. Due to this the Cartridge and Reel options are being removed and all data will be sent and received electronically.

Business Rules

- All batches for years prior to 2000–2001 will be allowed to request and use the Cartridge and Reel output media types.
- Starting in 2000–2001 the only valid values will be E or blank. The blank will be defaulted to Electronic.
- On the Grant Batch Header, if a value other than E or blank is used, the batch will receive Edit 235, which is a warning edit.
- On the Data Request record, if a value other than E or blank is used, the request will receive edit 603, which is a rejected edit.

Edit 239 was added to check for the EDEExpress version number.

2000-2001 Modification

Description: A new batch edit was added to check the EDEExpress version number in the Batch Header record. This edit is only performed if there is data in the **Version Number** field of the header record. If the version number in the header does not match the version number at RFMS, the batch receives Edit 239. Edit 239 is a warning edit.

The EDEExpress version number in the header is being checked to determine if the most recent version of the EDEExpress software is being used by the school. Schools are recommended to use the most recent version to take advantage of enhancements and corrections made to the software.

Business Rules

- All batches for years prior to 2000–2001 will not be checked for the most recent version number.
- If the **Version Number** field in the Batch Header record is blank then no edit will be performed.

Disbursements

Edit 418 was modified to select disbursement records with a disbursement amount great than 50% of the Scheduled Award amount.

2000-2001 Modification

Description: Edit 418 now edits for the following conditions:

- The **Verification Status** on the Origination Record is a 'W,' and
- The **Disbursement Amount** is greater than 50% of the **Scheduled Award Amount**.

This change will apply to all cycles.

In the 1999–2000 cycle Edit 418 selected disbursement records with a **Disbursement Amount** greater than 50% of the **Origination Award Amount**, and whose origination record has a **Verification Status** of 'W.' This edit is being modified to use the **Scheduled Award Amount**.

Business Rules

- This edit will be modified for the 1999–2000 and the 2000–2001 cycles.
- Edit 418 is a warning edit.
- If this edit is meet then the **Accepted Disbursement Amount** will be corrected to the lesser of either the **Origination Award Amount** or 50% of the **Scheduled Award Amount**.

Special Disbursements

“Total Funds Disbursed for This Payment Period Using a Regular Disbursement Record” field added to the special disbursement record.

2000-2001 Modification

Description: A new field is being added to the Special Disbursement Record and the Special Disbursement Acknowledgement record. The field is **Total Funds Disbursed for this Payment Period using a Regular Disbursement Record**. The value in the field will be total Federal Pell Grant funds disbursed to student for this payment period previously reported as disbursed via a regular disbursement record.

The **Total Funds Disbursed for this Payment Period using a Regular Disbursement** record is a new field being added in 2000–2001. This field will allow a school to enter the amount of Pell Grant that has already been disbursed for the student for the payment period using a regular disbursement record. This field will help to ensure that a student does not receive more than the maximum Pell Grant allowed for a payment period.

Business Rules

- The field will not be used for the 1999–2000 data.
- The valid values for the field are dollars and cents. Use leading zeros; the valid range is 0000000 - Award Amount Maximum.
- The field will be in position 103 to 109 of the Special Disbursement and the Special Disbursement Acknowledgement record layouts.
- The value must be less than or equal to total disbursements received for student.
- Edits 550 and 552 are being added to determine if value in the field is valid.

Edit 532 was modified to select special disbursement records with a Disbursement Amount greater than the Origination Award Amount or greater than 50% of the Scheduled Award Amount.

2000-2001 Modification

Description: Edit 532 now edits for the following conditions. The **Verification Status** on the Origination Record is a 'W', and the **Disbursement Amount** is greater than the **Origination Award Amount** or greater than 50% of the **Scheduled Award Amount**. This change will apply to all cycles.

In the 1999–2000 cycle Edit 532 selected special disbursement records with a **Disbursement Amount** greater than 50% of the **Origination Award Amount**, and whose origination record has a **Verification Status** of 'W.' This edit is being modified to use the **Scheduled Award Amount** and the **Origination Award Amount**.

Business Rules

- This edit will be modified for the 1999–2000 and the 2000–2001 cycles.
- Edit 532 is a warning edit.
- If this edit is met then the **Accepted Disbursement Amount** will be corrected to the lesser of either the **Origination Award Amount** or 50% of the **Scheduled Award Amount**.

Edits 550 and 552 added for the “Total Funds Disbursed for this Payment Period Using a Regular Disbursement Record” field.

2000-2001 Modification

Description: Two edits were added for the Special Disbursement record to determine if the **Total Funds Disbursed for this Payment Period Using a Regular Disbursement Record** contains a valid value. The edits are 550 and 552:

- 550 will reject the record if the **Total Funds Disbursed for this Payment Period Using a Regular Disbursement Record** is not numeric.
- 552 will issue a warning and correct the **Amount of Total Funds Disbursed for this Payment Period Using a Regular Disbursement Record** is greater than the **Amount of Regular Disbursements Accepted for the Origination Record**.

These edits are new for the 2000–2001 cycle since the **Total Funds Disbursed for this Payment Period Using a Regular Disbursement Record** is a new field this year. These edits will ensure that only valid data is processed by the RFMS.

Business Rules

- These edits will not be performed in the 1999–2000 cycle.
- Edit 550 is a reject edit. Edit 552 is a warning edit.
- If the edits are selected the edit code will be returned on the Special Disbursement record layout.
- If the field is left blank on the Special Disbursement record it will be selected by edit 550.

Data Requests

Batch Replacement no longer a Data Request option.

2000-2001 Modification

Description: The Batch Replacement option on the Data Request will no longer be available. The only Data Request options available will be Year-to-Date (YTD), Multiple Reporting Record (MRR), and Statement of Account (SOA).

The Batch Replacement option is being removed because RFMS true batch could not be regenerated if any of the records were rejected because RFMS does not keep rejected records. RFMS could only generate the accepted and corrected records for a batch.

Business Rules

- Batch Replacement will be a valid option for the 1999–2000 cycle and not available in the 2000–2001 cycle.
- If a Data Request is sent in for the 2000–2001 cycle with the Batch Replacement option it will be rejected by edit 602.

Origination ID added to the YTD Request.

2000-2001 Modification

Description: A Year-to-Date (YTD) Request can not be done for a single student by specifying the origination ID on the YTD request. In addition, a YTD Request can still be performed for an institution.

By adding the ability to perform a YTD request for a single student this allows a school to request a small amount of data instead of all of the Origination, Disbursement and Special Disbursement data for the institution.

Business Rules

- The Origination ID was added to positions 54–76 on the Data Request Record, and positions 54–76 on the Data Request Acknowledgement record.
- If the Origination ID requested is invalid or not found on the RFMS database, the request will be rejected.
- If the Origination ID is blank the request will be processed for the all of the data of the institution.

Combination Layouts

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Combination Layouts

Introduction

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

Importing Student Data

You can import student data that is captured from your campus system into EDEExpress or you can export records from the EDEExpress database into a file that can then be 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 acknowledgements that provide institutions with an accurate status of accepted disbursements can be exported from EDEExpress. This information can be used by your business office to reconcile the institution's disbursement activity with the Department's disbursement data.

Using EDEExpress with Internal or Vendor Software

Users can choose to use a portion of the functions provided by EDEExpress in conjunction with their own internal system or vendor software. A brief overview of the External Add process is described here. More details are available within the online Help system in the EDEExpress software. The process allows you to quickly update both Origination Records and add Disbursement Records in EDEExpress.

Using Record Layouts

There are two record layouts used to assist combination schools with the Pell Payment process: The Origination Add-External, for origination records, has a message class of PGEO01OP and a record length of 300 characters; the Disbursement Add-External, for disbursement records, has a message class of PGED01OP and a record length of 108 characters. Schools can import origination and disbursement data from their external system using the record layout as shown within this technical reference.

Add files are created and imported without header or trailer records attached. The EDExpress software requires an ASCII import format with the end of each record marked with carriage return and line feed characters (ASCII 10 and 13). There is no end of file marker (EOF), only the final carriage return/line feed marker after the last record.

Note: If the 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”.

Origination ID

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

1		3		5
999999999	XX	2001	999999	00
	2		4	

1. Positions 1-9 characters are the SSN with a valid range of 001010001-999999999.
2. Positions 10-11 are the Name Code.
3. Positions 12-15 are the Year Indicator with a valid range of 2001.
4. Positions 16-21 are the Valid Attending Campus Pell ID.
5. Positions 22-23 are the Origination Sequence Numbers which must be 00.

Edits

Interfacing the two systems will also allow the school to take advantage of edits included in EDEExpress' Save process. The data will pass through **field by field** edits to check for valid content and proceed through a second tier of **End-of-Entry edits**, to check for integrity of content. An error message will display for any field that fails these edits. The valid field content is detailed in the "Valid Values" column in the record layout table. The End-of-Entry Edits are described in a separate table at the end of this section.

All updates are performed during the save process. At the end of the external add process for both origination and disbursement, a batch statistics dialog box will display. The dialog will contain the total number of records added, updated and skipped in the file. Details on records with errors will also print on the edit report.

Importing Data to Populate Databases

What's included:

- External Origination Add Record Description
- External Disbursement Add Record Description
- Pell Save End of Entry Edits

External Origination Add Record

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX20019999 9900 Where: SSN - 001010001- 999999999 Name code - XX Year Indicator – 2001 Valid Attending Pell ID Orig Sequence Number – 00	
24	32	9	N	Yes	Original SSN	Student's SSN from original FAFSA.	001010001 - 999999999	Identifier
33	34	2	A	Yes	Original Name code	Student's name code from original FAFSA.	Uppercase A to Z; (period); '(apostrophe); - (dash); Blank: no last name	Identifier

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
35	40	6	N	Yes	Attending Campus Pell ID	Pell ID of attending campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell ID	Identifier Change creates new origination record.
41	45	5	A/N	Yes	ED Use	Reserved for future use.	Spaces	
46	58	13	A	No	Institution cross-reference	This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined	Data for this field will not be included in the record from EDEExpress.

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
59	59	1	A	No	Action code	Code to indicate action to be taken.	Will always be blank	
60	60	1	N	No	No. of Payment Periods in Student's school year.	Number of terms or payment periods in student's school year. Must have a valid value for schools on Special Disbursement. If not, records will be rejected.	1 - 9	Change usually occurs with increase in award amount.
61	67	7	N	Yes	Award amount for entire school year.	Amount of award for student's entire school year. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000-Award Amount Max (0330000)	Cannot exceed eligible award amount for student award validation performed.
68	75	8	N	Yes	Estimated Disbursement Date #1.	Date 1 st disbursement to student will be made.	CCYYMMDD: Range: Disbursement Start Date (20000701)-N days— Disbursement End Date (20060930). For 00-01 N days will equal 10.	

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
76	83	8	N	No	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	No	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	No	Estimated Disbursement Date #4	Date 4th disbursement to student will be made.	CCYYMMDD: Range:[see field position 68 in this record] or BLANK	
100	107	8	N	No	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	No	Estimated Disbursement Date #6	Date 6th disbursement to student will be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
116	123	8	N	No	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	No	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	No	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	No	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	No	Estimated Disbursement Date #11	Date 11th disbursement to student will be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
156	163	8	N	No	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	No	Estimated Disbursement Date #13	Date 13th disbursement to student will be made.	CCYYMMDD: Range: [see field position 68 in this record] or BLANK	
172	179	8	N	No	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	No	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	Yes	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 2000-2001 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD: Range: 20000101 – 20010630	

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
196	196	1	A	No	Low Tuition & Fees code	Flag to identify tuition ranges when the annual tuition is less than \$300.	<u>Value Tuition Range</u> 1: 0 2: 1 – 149 3: 150 -299 or BLANK: low tuition does not apply	
197	197	1	A	Yes	Verification Status code	Status of verification of applicant data by the school.	A: Accurate C: Calculated N: Not Selected R: Reprocessed S: Selected, not verified T: Tolerance W: Without Documentation	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. Once a student is selected he/she is always selected.

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
198	198	1	A	No	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.	
199	200	2	N	Yes	Transaction number	Transaction number from eligible SAR used to calculate award.	01-99	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
201	205	5	N	Yes	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	Range: 00000-EFC MAXIMUM (03100).	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. For 2000-01 EFC Max = 03100.

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
206	206	1	N	No	Secondary Expected Family Contribution	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.	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. For 2000-01 EFC Max = 3100.
207	207	1	N	No	Academic calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	1= Credit Hours - non-standard 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	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount recalculation. If one of the following changes occur and associated disbursements have been processed, a new active origination record is created. Payments for the previous origination will be set to zero. From 1 to 2, 3, 4, or 5 From 2, 3, or 4 to 1 or 5 From 5 to 2,3,4, or 6 From 6 to 1 or 5

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
208	208	1	N	Yes	Payment methodology	Formula used to calculate the student's Federal Pell Grant.	1= Credit hour with standard terms in which Fall through Spring terms equal or exceed 30 weeks, or equal or exceed academic year with waiver (AC: 2,3,4) 2 = Credit hour with standard terms in which Fall through Spring terms are less than 30 weeks without waiver (AC: 2,3,4) 3 = Credit hour with standard or non-standard terms (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence without terms (AC: 1-4, 6)	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount recalculation.

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
209	215	7	N	Yes	Cost of Attendance	Must equal or exceed minimum COA in Federal Pell Grant Payment Schedule.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000 - 9999999.	Used in award amount recalculation.
216	216	1	A	Payment Method 1,2,3,5	Enrollment status	The code that applies to the student's expected enrollment status for the AWARD YEAR. Changes to this field will be accepted for the entire award year. For Payment Methodology 1,2,3&5 must be valid.	Blank or 1: Full-time 2: 3/4 time 3: 1/2 time 4: Less than 1/2 time 5: Other	BLANK only if Payment Methodology is Formula 4. Used in award amount recalculation.

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
217	218	2	N	Pay Meth 2,3,4,5	Weeks of instructional time used to calculate payment.	The weeks of instructional time in which the student will be enrolled and paid as part of the academic year or program as defined for each Payment Methodology: PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in all terms expected to complete this school year PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hours in the academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3 Must be completed for Payment Methodologies 2, 3, 4, & 5.	Blank or 00 – 78	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount recalculation.
219	220	2	N	Pay Meth 2,3,4,5	Weeks of inst. time in program's definition of academic year.	The number of weeks of instructional time in the program's academic year. For Payment Methodology 2,3,4&5 must be valid.	Blank or 30 – 78	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount recalculation.

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
221	224	4	N	Pay Meth 4, 5	Cr/clock hrs in all pay. periods expected to comp. this school year.	Number of credit or clock hours you expect the student to complete and to be paid from the 2000-01 award year. For Payment Methodology 4&5 must be valid.	Blank or Ranges: 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
225	228	4	N	Pay Meth 4, 5	Cr/clock hrs in program's definition of academic year.	Number of credit or clock hours in this student's educational program's academic year definition. For Payment Methodology 4&5 must be valid.	Blank or Range: 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
229	258	30	A	Unused	Reserved for expansion	Reserved for expansion	Leave blank.	
259	264	6	N	Output	Reporting Campus Pell ID	Pell ID of reporting campus	Valid Pell ID.	
265	273	9	A/N	Output	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.	

External Origination Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
274	299	26	A	Output	Student name	Full student 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 - 25 Middle Initial: 26	
300	300	1	A	Output	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.	
		300			Total Record Length			

Note: A Change to an Origination record is supplied in this same format. Changes apply to the entire award period.

External Disbursement Add Record

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
1	23	23	A/N	Yes	Origination ID	Unique number used to identify an origination.	Format: 999999999XX2001 99999900 Where: SSN - 001010001- 999999999 Name Code - XX Year Indicator – 2001 Valid Attending PELL ID Orig Sequence Number - 00	
24	36	13	A	No	Institution Cross-Reference			
37	37	1	A	No	Action Code	Action code	Will always be blank	No editing
38	39	2	N	Yes	Disbursement Reference Number	Number of the disbursement per student for the Award Year.	Must be numeric 01-74	Identifiers 75-99 are reserved for ED system generated disbursements.
40	46	7	N	Yes	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: 0000000-AWARD AMOUNT MAX (0330000)	
47	47	1	A	Yes	Debit/ Credit Indicator Flag	Indicates if the Disbursement Amount is a positive or negative.	P : positive N : negative	
48	55	8	D	Yes	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD: Range: 20000621 - 20060930	Must be within N days prior of payment period start date.
56	56	1	N	Yes	Payment Period Number	Number used to identify which Payment Period this record is referencing.	1- 9	Field will be populated only when Payment Period data is desired.

External Disbursement Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
57	64	8	N	Yes	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD: Range: PP START(20000101) - PP END DATE (20011231)	Field will be populated only when Payment Period data is desired. Note: Should only be populated with Special Disbursement Records.
65	72	8	N	Yes	Payment Period End Date	Ending date of Payment Period	CCYYMMDD: Range:PP START(20000101) - PP END DATE (20011231)	Field will be populated only when Payment Period data is desired. Note: Should only be populated with Special Disbursement Records.
73	73	1	N	Yes	No. of Payment Periods in Student's school year.	Number of terms or payment periods in student's school year	1 – 9	Field will be populated only when Payment Period data is desired. Note: Should only be populated with Special Disbursement Records.
74	80	7	N	Yes	Total Payment for the Payment Period.	Amount of award for this Payment Period. Increases are required to be submitted to RFMS.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000-AWARD AMOUNT MAX (0330000)	Cannot exceed eligible award amount for student – award recalculation performed. Field will be populated only when Payment Period data is desired.

External Disbursement Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
81	81	1	A	Yes	Academic calendar for this payment period.	Calendar which applies to this payment period for the student's educational program.	Blank or 1= Institution uses non-std terms and measures progress by credit hours; 2 = Institution uses quarters and measures progress by credit hours; 3 = Institution uses semesters and measures progress by credit hours; 4 = Institution uses trimesters and measures progress by credit hours; 5 = Institution measures progress by clock hours; 6 = Institution does not use terms, but does measure progress by credit hours.	

External Disbursement Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
82	82	1	A	Yes	Payment methodology for this payment period.	Report the formula used to calculate this payment for the student's Federal Pell Grant.	Blank or 1= Credit hour with standard terms of Quarter, Semester, or Trimester equal to or exceeding 30 weeks (AC: 2,3,4) 2 = Credit hour with standard terms of Quarter, Semester, or Trimester less than 30 weeks (AC: 2,3,4) 3 = Credit hour with non-standard terms of Quarter, Semester, Trimester (AC:1-4) 4 = Clock hour or Credit hour without terms (AC: 5,6) 5 = Nonresidential portion of programs offered by correspondence with credit hours (AC: 1-6)	Field will be populated only when Payment Period data is desired.
83	89	7	N	Yes	Cost of Attendance for this payment period.	Must equal or exceed minimum COA in Federal Pell Grant Payment Schedule.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000 - 9999999.	Field will be populated only when Payment Period data is desired.

External Disbursement Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
90	90	1	A	Payment Method 1, 2, 3, 5	Enrollment status for this payment period.	The code that applies to the student's enrollment status at the current time.	Blank or 1: Full-time; 2: 3/4 time; 3: 1/2 time; 4: Less than 1/2 time	Field will be populated only when Payment Period data is desired.
91	92	2	N	Payment Method 2, 3, 4, 5	Weeks of instructional time used to calculate payment for this payment period.	Number of weeks used to calculate payment for this payment period by Payment Method. PM 2: Weeks of instructional time in fall through spring terms PM 3: Weeks of instructional time in payment period PM 4: Weeks of instructional time for a full-time student to complete hours in prog or hrs in academic yr PM 5A: Same as Payment Meth 4 PM 5B: Same as Payment Meth 3	Blank or 00 - 78	Field will be populated only when Payment Period data is desired.
93	94	2	N	Pay Meth 2,3,4,5	Weeks of inst. time in program's definition of academic year.	Number of weeks in program's definition of academic year.	Blank or 30 - 78	Field will be populated only when Payment Period data is desired.

External Disbursement Add Record (Continued)

Start Position	End Position	Length /Bytes	Type	Required	Field Name	Description	Valid Values	Processing notes/Edits
95	98	4	N	Pay Meth 4,5	Cr/clock hrs expected to comp. in this Payment period.	Number of Cr/clock hrs expected to complete in this payment period.	Ranges: Blank or 0000-3120 Academic calendar 5 0000-0100 Academic calendar 6	Field will be populated only when Payment Period data is desired.
99	102	4	N	Pay Meth 4,5	Cr/clock hrs in program's definition of academic year.	Number of Cr/clock hrs in program's definition of academic year.	Range: Blank or 0900-3120 Academic calendar 5 0024-0100 Academic calendar 6	Field will be populated only when Payment Period data is desired.
103	108	6	D		Created Time Time when the record was created.	Time when the record was created. Supplied by the system.	000000 – 235959 Format is HHMMSS HH = 00 – 23 MM = 00 – 59 SS = 00 – 59	Field is required to be populated only for those schools which cannot have a blank field in the last field of a record.
		108			Total Record Length			

Pell Save End of Entry Edits

Edit #	Database	Field Name	Condition	Message
1000	Pell Student	Payment Methodology	If Payment Methodology = 1 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 1 (Formula 1)
1001	Pell Student	Payment Methodology	If Payment Methodology = 2 and Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 2 (Formula 2)
1002	Pell Student	Payment Methodology	If Payment Methodology = 3 and Academic Calendar = 5 or 6	Academic Calendar must be 1 (Credit Hour), 2 (Quarter), 3 (Semester), or 4 (Trimester) for Payment Methodology 3 (Formula 3)
1003	Pell Student	Payment Methodology	If Payment Methodology = 4 and Academic Calendar = 1, 2, 3, or 4	Academic Calendar must be 5 (Clock Hour) or 6 (Credit Hour w/o Terms) for Payment Methodology 4 (Formula 4)
1004	Pell Student	Payment Methodology	If Payment Methodology = 5 and Academic Calendar = 5	Academic Calendar must be 1 (Credit Hour), 2 (Quarter), 3 (Semester), 4 (Trimester), or 6 (Credit Hour w/o Terms) for Payment Methodology 5 (Formula 5)
1005	Pell Student	Payment Methodology	If Payment Methodology = 1 and Weeks used to calculate payment cannot equal blank	Weeks used to calculate payment must be blank for Payment Methodology 1 (Formula 1)

Pell Save End of Entry Edits (Continued)

Edit #	Database	Field Name	Condition	Message
1006	Pell Student	Payment Methodology	If Payment Methodology = 1 and Weeks in program academic year cannot equal blank	Weeks in program academic year must be blank for Payment Methodology 1 (Formula 1)
1007	Pell Student	Payment Methodology	If Payment Methodology = 5 and Enrollment Status = 1, 2, or 5	Enrollment Status must be 3 (Half Time) or 4 (Less than ½ Time) for Payment Methodology 5 (Formula 5).
1100	Pell Student/ Institution	Weeks used to calculate Payment	If Payment Methodology = 2 and weeks used to calculate payment > 29	Valid Range is 00-29 when Payment Methodology is 2 (Formula 2)
1101	Pell Student	Weeks used to calculate payment	If Weeks used to calculate payment > Weeks in Program Academic Year	Weeks used to calculate payment cannot exceed Weeks in Program Academic Year
1102	Pell Student/ Institution	Weeks in Program Academic Year	If Payment Methodology = 2, 3, 4 or 5 and Weeks in Program Academic Year is Blank and range is not between 30 and 78.	Valid range is 30 – 78 when Payment Methodology = 2 (formula 2), 3 (formula 3), 4 (formula 4), or 5 (formula) 5. See Setup and Entry change logs.
1104	Pell Student/ Institution	Weeks used to calculate payment	If Weeks used to calculate payment is blank and Weeks in Program Academic Year is not blank	Both Weeks used to calculate payment or Weeks in Program Academic Year must be blank or both must have values.
1105	Pell Student/ Institution	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.

Pell Save End of Entry Edits (Continued)

Edit #	Database	Field Name	Condition	Message
1106	Pell Student	Hours/Credits in Program Academic Year	If Hours/Credits in Program Academic Year is blank and Hours/Credits Paid this Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values
1107	Pell Student	Hours/Credits Paid this Year	If Hours/Credits Paid this Year is blank and Hours/Credits in Program Academic Year is not blank	Both Hours/Credits in Program Academic Year and Hours/Credits Paid this Year must be blank or both must have values
1110	Pell Student	Hours/Credits in Program Academic Year	If Academic Calendar = 5 and (Hours/Credits in Program Academic Year < 900 or Hours/Credits in Program Academic Year > 3120)	Hours/Credits in Program Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour)
1111	Pell Student	Hours/Credits Paid this Year	If Academic Calendar = 6 and (Hours/Credits Paid this Year < 24 or Hours/Credits Paid this Year > 100)	Hours/Credits Paid this Year has a valid range of 0024 to 0100 for Academic Calendar 6 (Credit Hour without terms)
1112	Pell Student/ Institution	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	Pell Student/ Institution	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)

Pell Save End of Entry Edits (Continued)

Edit #	Database	Field Name	Condition	Message
1114	Pell Student/ Institution	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	Pell Student	Hours/Credits Paid this Year	If Hours/Credits Paid from Year > Hours/Credits in Program Academic Year	Hours/Credits Paid from Year cannot exceed Hours/Credits in Program Academic Year
1121	Pell Student/ Institution	Hours/Credits Paid this Year	If Academic Calendar = 1, 2, 3, 4 and Hours/Credits Paid this Year is Non-Blank.	Hours/ credits paid from year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms)
1200	Pell Student	Award Amount for Entire School Year	If Payment Methodology = 1 and Enrollment Status = 1 or Enrollment Status = 2 or Enrollment Status = 3 or Enrollment Status = 4 or Enrollment Status = 5 and Award Amount for Entire School Year > Scheduled Federal Pell Grant	Award amount exceeds payment amount ceiling
1205	Pell Student	Award Amount for Entire School Year	If (Payment Methodology = 2 or 3) and (Enrollment Status = 1 or 5) or (Enrollment Status = 3) or (Enrollment Status = 2) or (Enrollment Status = 4) and Award Amount for Entire School Year > Total Payment Ceiling	Award Amount exceeds payment amount ceiling

Pell Save End of Entry Edits (Continued)

Edit #	Database	Field Name	Condition	Message
1209	Pell Student	Award Amount for Entire School Year	<p>If Payment Methodology = 4 and Award Amount for Entire School Year > Result of two formulas below</p> <p>(Scheduled Federal Pell Grant for EFC and COA * 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
1210	Pell Student	Award Amount for Entire School Year	<p>If Payment Methodology = 5 and Academic Calendar = 6 and Award Amount for Entire School Year > 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

Pell Save End of Entry Edits (Continued)

Edit #	Database	Field Name	Condition	Message
1211	Pell Student	Award Amount for Entire School Year	If Payment Methodology = 5 and Enrollment Status = 2 or 5 and Academic Calendar = 1, 2, 3, or 4 and (Award Amount for Entire School Year) > (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year	Award Amount exceeds payment amount ceiling
1213	Pell Student	Award Amount for Entire School Year	If (Award Amount for Entire School Year) > (Scheduled Federal Pell Grant for EFC and COA * Eligibility Used %), where Eligibility Used % = 1.0000 (in decimal) - Total eligibility used at all OTHER attended campuses (in decimal form, with 4 positions after the decimal)	Award Amount exceeds remaining eligibility
1300	Pell Student	Verification Status Code	If R is entered and transaction = 01	Only transactions 02-99 can be reprocessed
1301	Pell Student	Verification Status Code	If Institutional Verification Indicator = * and N is entered	Record has been selected for verification. Verification status code cannot be N (Not Selected)
1302	Pell Disbursement	Verification Status Code	If "W/Out Documentation" is entered	"W" Verification Status - student may only receive ½ of the Scheduled Award Amount.
1400	Pell Student	Enrollment Status	If Payment Methodology = 4 (Formula 4) and Enrollment Status is Non-Blank.	Field must be blank for Payment Methodology 4 (Formula 4).

Pell Save End of Entry Edits (Continued)

Edit #	Database	Field Name	Condition	Message
1450	Pell Student	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	Pell Disbursement	Disbursement Date	If Institution Disbursement Option from setup is Just in time and current date is more than 5 days prior to the disbursement date.	Current date cannot be more than 5 days prior to the Disbursement date.
1530	Pell Disbursement	Disbursement Date	If Institution Disbursement Option from setup is Advanced and current date is more than 30 days prior to the disbursement date.	Current date cannot be more than 30 days prior to the Disbursement date.
1535	Pell Student	Enrollment Status	If enrollment status is blank and Payment Methodology is 1,2,3, or 5 and Academic Calendar is not equal to 5 or 6.	Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5.
1540	Pell Disbursement	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.

Appendices

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Appendix A - Glossary

Academic Calendar

Academic Calendar is a type of academic term used by the institution for the student. Acceptable terms are:

- 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

Academic Year

A measure of academic work to be accomplished by a student. A school defines its own academic year. However, federal statute and regulations set minimum standards to determine federal financial aid awards.

Adjustment Sign

The Adjustment Sign indicates whether the net accepted change on the processed payment record is an increase (+) or decrease (-). Zero change is also represented by a + sign.

Administrative Cost Allowance

This is money paid to institutions 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 institution who receives a Federal Pell Grant. This amount is based on the number of Pell recipients reported by the institution, including students who withdrew from the institution or were transferred (even if all Federal Pell Grants were recovered).

Administrative Relief Request

This is a school's request to ED or the contractor to grant relief which prevents the school from meeting the September 30 deadline, such as:

- An event, such as a natural disaster
- Processing Error

Advance Funding Method

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

RFMS will continue to adjust the initial authorization amount during the award year based on the disbursement records transmitted by the institution.

The institution's authorization level is adjusted based on the receipt and acceptance of disbursement records by RFMS.

Amount Disallowed Due to Errors/Corrections

This is the amount disallowed by the Federal Pell Grant program edits in determining a student's award.

Amount of Net Accepted Change

This is the net change to the student's award as a result of processing the student record (refer also to Adjustment Sign).

Attended Campus

This is the campus attended by the student as denoted by the Pell ID. If the school is a branch campus with a unique Pell ID, the branch campus Pell ID is used.

If the school is a branch campus without a unique Pell ID, the Pell ID of the central campus is used.

ASCII

The acronym for the American Standard Code for Information Interchange. This is one of the standard formats for representing characters and text files. This format is useful when importing files between programs.

Authorization to Submit Data

Authorization to submit Pell data to the Federal Pell Grant Program. This applies to all data you report to the Federal Pell Grant Program. It makes an administrator officially responsible for the accuracy and completeness of the submitted data.

Award Year

The award year begins on July 1 of one year and extends to June 30 of the next year. Funding for Federal Pell Grants and campus-based programs is provided on the basis of the award year.

Batch

A group of records gathered in one file for processing.

Batch Number

Institutions/Servicers assign their own batch numbers when they submit origination and disbursement batches to ED. They must assign batch numbers in the format ED prescribes in the RFMS Grant Batch Header Record fields 15-40.

Format is:

XX = Batch Type Code (alpha)

CCYY = Last Year in Cycle

999999 = Reporting Pell Institution Number

CCYYMMDD = Date Batch Created

HHMMSS = Time Batch Created

Batch Processing Date

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

Batch Regeneration

Batch Regeneration is a function of the origination and disbursement software that allows the Student Aid Internet Gateway (SAIG, formerly Title IV WAN) to replace a batch previously generated.

The function matches batch sequence number.

Batch Sequence Number

This is a unique, four-digit, system generated batch number that is linked to each student origination and disbursement record batch generated by an institution. It is used for tracking and audit trail purposes (formerly known as "internal batch number").

Case Management Oversight (CMO)

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

Central Processing System (CPS)

This is the system that processes student financial aid applications, calculates the Expected Family Contribution (EFC) for each applicant, and prints the Student Aid Report (SAR).

Certification

Certification is the initial step an institution takes to become a participant in the Pell Grant Automated Data Exchange.

The institution must complete the Federal Pell Grant Program Data Exchange Certification form and submit the form to ED.

Clock Hour Programs (or Clock Hour Programs Without Terms)

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

Cost of Attendance

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 consist of:

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

Current Social Security Number

This is the Social Security Number, as reported by the student in the Federal Student Aid Application Processing System for the Transaction Number given.

Database

This is information entered in the computer and stored in various files.

Data Request

This is the Electronic Transmission request to the Federal Pell Grant program for replacement of missing disbursement batches.

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 Colleague Letter

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

Destination Point

In 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 institution servicing one or more institutions or a service agent servicing multiple institutions.

Disbursement Record (Regular)

This is a simple Electronic Data Interchange (EDI compliant record that contains regular disbursement information). This record is used by advance funded or Just-In-Time pilot institutions.

Disbursement Reference Number

This is a unique number 01-90 that is on each disbursement. It cannot be repeated.

Downside Adjustment

This is the amount of money that an institution 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.

Edit/Comment Codes

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

EFC

See Expected Family Contribution.

Electronic Applications (EAPS)

This is a function on the main menu of the Pell Payment module that enables users of the Electronic Data Exchange to input ISIRs without using EDEExpress for Windows.

Electronic Correction to Applicant Record (ECAR)

This is a record containing corrections to applicant data transmitted electronically over the network. This corresponds to the Electronic Corrections stage of Electronic Data Exchange program.

Electronic Data Exchange (EDE)

This program 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 known as Title IV WAN).

Electronic Disbursement Information

This is the former name of a software module now called the Pell Payment PC Software, which is invoked by EDEExpress and used to:

- Preload Pell eligible applicant records.
- Enter and maintain payment records.
- Generate payment batches.
- Produce reports on recipients.
- Post processed payment records to the Federal Pell Grant database.

Eligibility Used

Eligibility Used displays the percent of a student's eligibility that has been used from other campuses.

Eligible Applicant(s)

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

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

Electronic Pell Origination and Disbursement Data

This is the electronic equivalent of the Student Origination or Disbursement Record enabling institutions to report Federal Pell Grant Origination and Disbursement data to ED.

It corresponds to the Electronic Disbursement Service function of the Electronic Data Exchange program.

Electronic Pell Origination and Disbursement Acknowledgment Data

This is the electronic origination or disbursement acknowledgment record returned to the institution containing updated student origination or disbursement information.

It corresponds to the Electronic Disbursement Service function of the Electronic Data Exchange program.

Electronic Statement of Account (ESOA)

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

Enrollment Status

Enrollment Status is used only for standard academic term schools. It includes the student's expected enrollment status for the entire award year. If the student's enrollment status is mixed, then the enrollment status "5 = Other" is used.

Input values are:

- 1 = full-time
- 2 = $\frac{3}{4}$ -time
- 3 = $\frac{1}{2}$ -time
- 4 = less than $\frac{1}{2}$ time
- 5 = other

If Academic Calendar = 2,3, or 4, then Enrollment Status = 1,2,3,4, or 5.

If Academic Calendar = 1 or 4, then Enrollment Status = blank

Estimated Disbursement Dates

This field position in the Student Origination Record contains 15 dates of when disbursement to student is estimated to be made.

Expected Family Contribution (EFC Valid Values = CCYYMMDD).

Range = N days prior to Disbursement Start Date (20000701) to Disbursement End Date (20060930).

Expected Family Contribution (EFC)

EFC is used for all Title IV programs.

The number is calculated by the Federal Student Aid Application Processing System.

To be eligible for a Federal Pell Grant, the EFC must be 3100 or less (for 2000-2001).

Federal Pell Grant

This is a type of federal financial aid awarded to qualified student applicants. It is named after U.S. Senator Claiborne Pell of Rhode Island.

Federal Pell Grant Payment Schedule

Schedule of Federal Pell Grant Awards. Schedule is based on the Expected Family Contribution (EFC), enrollment status, and the institution cost of attendance.

Federal Pell Grant Program

This is the U.S. Department of Education's computerized financial management processing system of Federal Pell Grants.

Financial Control

Financial Control is a code indicating the source of financial control for your institution.

Use the code that best describes your institution:

- 1 = Public
- 2 = Private, nonprofit
- 3 = Proprietary
- Blank = no change

Free Application for Federal Student Aid (FAFSA)

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

Generate

Generate refers to creating a batch of student origination and disbursement records to submit to the Federal Pell Grant program.

Grants Administration and Payment System (GAPS)

This is the system used by EDGAPS for grants administration and payment.

Grant Batch Header Record

This record is part of the Origination Record and reports the institution's identifying code numbers, output media, and processing dates.

Grant Batch Trailer Record

This record is part of the Origination Record and reports the number of student records included in the transmission, amount paid to date on the transmission, and total disbursements to date for all Federal Pell Grant recipients at the institution.

Hours/Credits in Academic Year

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

It is completed only by programs using clock hour or non-standard term credit hour academic calendars.

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

Code to indicate the student's incarceration status, for students who are in local (not state or federal) penitentiaries and who are otherwise eligible to receive Federal Pell Grants.

Institution Cross Reference ID

This is an optional field that can be entered into the student payment record as an optional identification field (for example, it may be a school-assigned student ID or different SSN).

Institutional Student Information Record (ISIR)

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

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 Financial Aid History information.

It is transmitted electronically or provided on tape to postsecondary institutions and state educational agencies.

ISIR

See Institutional Student Information Record.

Just-In-Time (JIT)

The Just-In-Time payment method is a new payment method available for the first time in the 1999-2000 award year under a pilot project.

Under this payment method, an institution does not receive an initial authorization, and the accepted disbursement records not only report disbursement amounts but also function as the institution's request for funds that are provided immediately to the institution.

As a result of this systemic improvement, institutions using the Just-In-Time payment method are relieved of several cash management regulatory requirements.

Last Updated

Last Updated displays the user ID, date, and time the information currently displayed on the screen was previously edited.

Name Code

This is the first two characters of the student's last name as reported on the original application and part of the Student ID.

It is provided in the ISIR and appears on the SAR, Part 1 and Part 2.

Number of Payment Periods in Student's School Year

This is the number of terms or payment periods in a student's school year. For schools required to submit special disbursements, reporting must have valid values.

Valid Values: 1-9 or blank.

Origination Record

This record establishes a student's eligibility and amount of annual Pell Grant Award in the new RFMS.

Origination Records are prepared and submitted by institutions to RFMS using the EDEExpress software or the institution's own software.

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

Original Social Security Number

This is the SSN as *originally* reported by the student to the Federal Student Aid Application System.

The student's Current Social Security Number 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.

Note: ALWAYS use the Original SSN when entering student data.

Payment Methodology

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

The five methods are for:

- 1 = Standard-term, credit-hour program where weeks in program's academic year is equal to or greater than 30 weeks.
- 2 = Standard-term, credit-hour program in which the weeks in program's academic year is 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 Schedule

This is the Federal Pell Grant Payment Schedules (including the Alternate Federal Pell Grant Schedules for Students with Low Assessed Tuition), which are now under Tools, Browse.

Pell Award Cycle

This is the academic year for the Federal Pell Grant program, beginning July 1 and ending September 30 of the following year.

For example, for 2000-2001, the award year is from July 1, 2000 to September 30, 2001.

However, the deadline for reporting student payment data is September 30 following the end of the award year.

Funding for the Federal Pell Grant program is provided on the basis of the award year; thus, a student is paid out of funds designated for a particular award year, such as the 1999-2000 award year or the 2000-2001 award year.

Pell Institution Number

This is a six-digit representation of a postsecondary educational institution eligible to participate in the Federal Pell Grant Program.

Pell ID of Attended Campus

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

If your institution 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.

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.

The Federal Pell Grant Recipient Financial Management System (RFMS) is programmed to calculate the percentage of SPG used each time an institution reports a recipient's award.

Any amount exceeding 100 percent of a full SPG represents an over award and is disallowed.

Processed Disbursement 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 institution and loaded into the software's database.

Unselected Origination and Disbursement Acknowledgement data records have a processing stage of "P."

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

Recipient Data Exchange (RDE)

RDE is the method by which institutions submit student payment data to, and receive processed payment data from, the Federal Pell Grant program using magnetic tape reel or cartridge.

1999-2000 is the last award year this medium was used in RFMS.

Record Status Code

This is a code that indicates the processing results for RFMS Origination and Disbursement records.

The records' three status code values are:

A = Accepted

C = Corrected

E = Rejected

Reported Date Enrolled

This is the first date the student was enrolled, as reported by the institution (see Date Enrolled This Award Year).

Reporting Campus

This is the Pell Institution Number of the campus that receives the Federal Pell Grant Authorization for the institutions.

For a school system that has a central campus and branch campuses that have unique Pell Institution Number, the Reporting Campus is the central campus.

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

Recipient Financial Management System (RFMS)

This is the system through which schools report Pell disbursements to the U. S. Department of Education.

RFMS Origination and Disbursement Record Acknowledgements

This is an RFMS Origination or Disbursement Acknowledgement PPD that has been processed through the Federal Pell Grant program.

Acknowledgements are returned to the institution with updated information reflecting the results of the Federal Pell Grant program processing.

SAR

See Student Aid Report.

SPS

See Student Payment Summary.

Secondary EFC

This is a code indicating the Expected Family Contribution (EFC) on which the institution 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 or Blank if Secondary EFC is not used.
- Blank Secondary EFC never used.

Special Disbursement Record

This is a record that indicates regular disbursement and additional payment-period-specific data.

This record is used by institutions that have been placed on either the reimbursement or cash monitoring payment methods by ED or institutions that cease to participate in the Federal Pell Grant program sometime during the award year.

Statement of Account (SOA)

This is a report to an institution participating in the Federal Pell Grant Program that summarizes the status of the institution's spending authorization versus the amount expended to date for that award year.

Student Aid Report (SAR)

This is the federal "output document" printed by a FAFSA processor and mailed to the student.

The SAR contains the family's financial and other information as reported by the student on the financial aid application.

The student's eligibility for aid is indicated by the EFC printed on the front of the SAR.

Student Aid Report (SAR) Record ID

This ID consists of the student's:

- original Social Security Number,
- first two letters of the student's last name (name code), and
- Transaction Number.

Student Financial Assistance Program

This is an organization within the U.S. Department of Education that administers the student financial aid programs and for developing the policies and procedures to meet the objectives of those programs.

It provides funds to meet students' educational costs at the postsecondary level.

This program is referred to as a 'Title IV program.'

Student Payment Summary (SPS)

This is a report produced by the Federal Pell Grant Program that provides the Federal Pell Grant award amount for each student for whom payment data was submitted during the award year. This report was produced for years prior to 1999-2000.

Students Attending Multiple Branch Campuses

RFMS accepts one origination record per reporting campus/attended campus combination.

If your institutional 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 RFMS for each attended campus a student attends.

When making disbursements to students who attend more than one campus during the award year, you must assure that the total disbursements to a student do not exceed his/her scheduled Pell award for the award year.

Term and Nonterm Programs not using Formula 1

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

Total Payment Ceiling

This displays the maximum available award for a student.

Transaction Number

This is the two-digit number assigned by the Federal Student Aid Application Processing System.

This number is the third part of the Student ID assigned by the Federal Title IV Program Application Central Processing System.

The SAR ID is included in the ISIR data record and in both Part 1 and Part 2 of the SAR.

Transfer Data

Information may be requested on Pell Grant disbursements by other institutions to students for whom origination acknowledgement records have been received from RFMS.

In response, RFMS sends Multiple Reporting Records (MRRs) that can be used to import the data into your recipient database.

The Department's EDEExpress Pell software also permits the entering of transfer disbursement information manually.

Transaction Number

This is a two-digit number assigned sequentially by the Federal Student Aid Application Processing System to uniquely identify a specific transaction for the applicant and for processing control purposes.

Types of Eligible Institutions

This is a code describing the length of the majority of programs at the institution.

Institution type changes are reported to RFMS in the Institution Data Record.

It corresponds to Item 4 on the Institutional Payment Record (IPR).

Uploading

Uploading is the process of transmitting data from a:

- Personal Computer,
- minicomputer, or
- floppy diskette

to a mainframe computer.

Verification Status Code

This is a code that you enter that best describes the method used to verify the student's application information.

The *Verification Guide* gives a complete description of the verification process.

The codes that can be entered are:

A = Accurate Data

C = Calculated

N = Not Selected

R = Reprocessed

S = Selected, Not Verified

T = Tolerance Applied

W = Without Documentation

Note: The verification code cannot be an "R" for students with transaction 01.

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 you use to calculate this student's award.

Year-to-Date (YTD) Data

This is the total year-to-date originations/disbursements accepted by the Federal Pell Grant program for an institution for an award year.

YTD (YTD) Disbursed Amount

Total amount that has been reported by the institution and acknowledged by RFMS 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

ATM Asynchronous Transfer Mode

C

CCF	Central Computer Facility
CDR	Critical Design Review
CI	Configuration Item
CMO	Case Management Oversight
COA	Cost of Attendance
CPS	Central Processing System
CSO	Computer Security Officer

D

DBMS	Data Base Management System
DDL	Data Definition Language
DISB.	Disbursement
DUNS	Data Universal Numbering Scheme

E

ECAR	Electronic Correction to Applicant Record
ED	U.S. Department of Education
EDCAPS	ED Central Applications Processing Systems
ED/CCF	ED Central Computer Facility

E (Continued)

EDE	Electronic Data Exchange
EDI	Electronic Data Interchange
EDNET	ED Network
EDP	Electronic Data Processing
EFC	Expected Family Contribution
EOY	End of Year
ESOA	Electronic Statements of Account
EYTD	Electronic Year-to-Date

F

FAA	Financial Aid Administrator
FAFSA	Free Application for Federal Student Aid
FIPS	Federal Information Processing Standards
FMSS	Financial Management Systems Software
FRC	Federal Records Center

G

GAO	General Accounting Office
GAPS	Grant Administration and Payment System
GEIS	General Electronic Information System
GL	General Ledger
GSL	Guaranteed Student Loan
GUI	Graphical User Interface

H

HEA	Higher Education Act
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I

IRG	Information Resources Group
ISIR	Individual Student Information Record

J

JIT	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

PDF	Portable Document Format
PEPS	Postsecondary Education Participants System
PGRFMS	Pell Grant Recipient Financial Management System
PM	Payment Method
POB	Pell Operations Branch
POP	Potential Overaward Project

Q

QA	Quality Assurance
QC	Quality Control

R

RACF	Resource Access Control Facility
RDE	Recipient Data Exchange
RDBMS	Relational Data Base Management System
RFMS	Recipient Financial Management System
RS	Registry System

S

SAIG	Student Aid Internet Gateway
SAR	Student Aid Report
SEOG	Supplemental Educational Opportunity Grant
SFAP	Student Financial Assistance Programs
SOA	Statements of Account
SQA	Software Quality Assurance
SQL	Structure Query Language
SSN	Social Security Number

T

TIVWAN	Title IV Wide Area Network
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U

UniKix	A 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 - ESOA Print Format and Specifications

Electronic Statement of Account (ESOA)

Description

The Electronic Statement of Account (ESOA) 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 ESOAs for the indicated Reporting Campus ID.
- The multiple option will print ESOAs for ALL Reporting Campus IDs.

This section details 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 the Electronic Statement of Account (ESOA) report type.

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.

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	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
15	Blank Line	Print a blank line.
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	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	Previous Pell Grant Obligation/Payment - Current Pell Grant Obligation/Payment - 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.

ESOA Print (Summary Information) (Continued)

Row	Field Name	Printing Instructions
23	Blank Line	Print a blank line.
24	GAPS Drawdowns/Payments	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 Pell 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 GAPS 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 funded accounts.	Print Section A Notation as stated below: Section a values applicable only for advanced funded accounts.
35	Section B values applicable only for just in time and reimbursement accounts.	Print Section B Notation as stated below: Section B values applicable only for just in time and reimbursement accounts.

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.

ESOA Detail Information

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 ESOA Detail 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.

ESOA Detail Information (Continued)

Row	Column	Field Name	Printing Instructions
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

SUMMARY INFORMATION

Report Date:01/01/2000 U.S DEPARTMENT OF EDUCATION
Report Time: HH:MM:SS STUDENT FINANCIAL ASSISTANCE PROGRAMS

2000-2001 AWARD YEAR
FEDERAL PELL GRANT PROGRAM
ELECTRONIC STATEMENT OF ACCOUNT

PELL INSTITUTION NUMBER 999999
INSTITUTION NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE XX
GRANTEE DUNS NUMBER XXXXXXXXXXXXX
GAPS AWARD NUMBER XXXXXXXXXXXXXXXXXXXX

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 APPLICABLE ONLY FOR ADVANCED FUNDED ACCOUNTS.
SECTION B VALUES APPLICABLE ONLY FOR JUST IN TIME AND REIMBURSEMENT 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

Appendix D - Edit/Comment Codes and Edit Descriptions

Introduction

This section provides a variety of tables that describe the edit/comment codes and edit descriptions.

For Batch Edit/Reject Codes, Origination, Disbursement, Special Disbursement, Data Request Edits, Institutional Data Record Edit Codes, the tables are designed into the following columns: Edit Code, Message, What it Means, How to Fix It, and Type (W = Warning and E = Rejected).

The other tables are designed into the following columns: Field Positions (First and Last), Field Names, and Processing Notes/Edit Descriptions.

These tables are provided to help you interpret the various edit/comment codes and edit descriptions that are used in the RFMS process. See the Table of Contents for a complete listing of these tables.

Batch Edit/Reject Codes

Edit Code	Message	What it Means	How to Fix It	Type
201	Missing Grant Batch Header	Occurs when there is no Grant Batch header or when the batch number in the header and trailer do not match.	RFMS: 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.	E
202	Missing Grant Batch Trailer	Occurs when there is no Grant Batch trailer or when the batch number in the header and trailer do not match. The most commonly "GRANT TRL" has TLR" in error.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. Verify "TLR" is spelled correctly. ***** EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
203	Duplicate Grant Batch Header	Occurs when the batch number has been used before either with the same batch or a different batch.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. ***** EDEExpress: 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.	E
204	Reserved for future use			
205	Reserved for future use			
206	Data Record Length must be numeric	Occurs when the record length in the Grant Batch Header and Trailer is missing or has a non-numeric character.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct record length. ***** EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
207	Reported Number of Records must be numeric	Occurs when the Reported number of records in the Grant Batch Trailer is missing or has a non-numeric character.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct number of records. ***** EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
208	Reported Total of Batch must be numeric	Occurs when the dollar Total of Batch is either missing or has a non-numeric character.	<p>RFMS: 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.</p> <p>*****</p> <p>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>	E
209	Invalid Batch Number	Occurs when the batch number is missing, not the proper length or not properly formatted.	<p>RFMS: 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>	E
210	Year must be numeric	Year is missing or non-numeric.	<p>RFMS: 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>	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
211	Pell ID must be numeric	Pell ID is missing or non-numeric.	<p>RFMS: 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>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>	E
212	Pell ID invalid or not found	If Pell ID is incorrect or missing, the batch can not be returned to the school.	<p>RFMS: 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>EDEExpress: 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>	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
213	Creation date must be numeric	Date is missing or non-numeric.	<p>RFMS: 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>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>	E
214	Creation time must be numeric	Time is missing or non-numeric.	<p>RFMS: Correct the time in the batch number and resubmit the batch with a new batch number in the Grant Batch Header and Trailer. *****</p> <p>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>	E
215	Type Invalid	Record type is invalid or missing.	<p>RFMS: Correct the batch type code and resubmit with a new batch number in the Grant Batch Header and Trailer. *****</p> <p>EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
216	Grantee DUNS does not match the Institutions Reporting Pell ID in Batch Number	Occurs when the DUNS number is incorrect or does not match the number in RFMS.	RFMS: Warning message –no correction necessary (in Award Year 2000-2001). ***** EDEExpress: Not applicable.	W
217	Discrepancy between different records with identical batch number	The Grant Batch header detail information does not match the Grant Batch Trailer detail information for a batch.	RFMS: Review Grant Batch Header and Trailer and correct any discrepancies. ***** EDEExpress: Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.	E
218	Reported Number of Records does not equal count of detail records	Occurs when the number count reported does not match the actual total of records received.	RFMS: Warning message – no correction necessary. ***** EDEExpress: Contact CPS Customer Service	W
219	Total of Batch does not equal computed total of detail record amounts	Occurs when the reported total of batch does not match the actual total of batch.	RFMS: Warning message – no correction necessary. ***** EDEExpress: Contact CPS Customer Service	W

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
220	Reported Sign Indicator must be a valid indicator	Positive or Negative (P or N) indicator must be present.	<p>RFMS: Warning message, correction applied – no further action necessary. *****</p> <p>EDEExpress: Contact CPS Customer Service</p>	W
221	Reporting Campus Pell Institution ID is a branch Campus	Pell ID number in Grant Batch Header is a branch campus.	<p>RFMS: Change the branch campus Pell ID to the Reporting Campus Pell ID number. If there is no other campus ID number, contact the Pell Grant Hotline. *****</p> <p>EDEExpress: 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>	E
222	Institution is currently ineligible upon receipt of batch at RFMS	Pell ID in Grant Batch Header is ineligible.	<p>RFMS: Warning message, contact Pell Grant Hotline. *****</p> <p>EDEExpress: Verify the correct Reporting/Attended campus IDs are defined in setup. If they ARE, then contact Pell Grant Hotline.</p>	W

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
223	Reserved for future use			
224	Invalid Message Class	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class. ***** EDEExpress: Regenerate the batch and export again.	E
225	Data Record Length is not valid for Message Class	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class. ***** EDEExpress: Regenerate the batch and export again.	E
226	Batch type code in Batch Number must equal record type for message class	Occurs when wrong message class is selected by the user when submitting a batch through TIVWAN.	RFMS: Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and send in the correct TIVWAN message class. ***** EDEExpress: Regenerate the batch and export again.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
227	Batch Create Date is greater than current system date	Occurs when a future date is entered in the batch number or the date on the PC the batch was created on, has a future date.	<p>RFMS:</p> <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>EDExpress:</p> <p>If the date on your PC is current and correct, regenerate the batch and export again.</p>	E
228	Batch Number indicates you have included a batch with data from a different Award Year	Occurs when the Award year in the batch number is incorrect.	<p>RFMS:</p> <p>Verify the batch was created with software for Award Year 2000-2001 or if 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>EDExpress:</p> <p>Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
229	Batch submitted prior to system start-up date	Occurs when batch is submitted prior to official start-up date.	<p>RFMS:</p> <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>EDExpress:</p> <p>On or after the system start-up date, regenerate the batch and export again.</p>	E
230	Disbursements submitted prior to award year start date	Occurs when disbursement batch is submitted too early.	<p>RFMS:</p> <p>Resubmit the batch with a new batch number in the Grant Batch Header and Trailer after Disbursement Start-up date.</p> <p>*****</p> <p>EDExpress:</p> <p>On or after the disbursement start-up date, regenerate the batch and export again.</p>	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
231	Reporting Institution is not eligible to send normal Disbursements	Occurs when a school on Reimbursement sends a normal disbursement batch instead of a Special Disbursement batch.	<p>RFMS:</p> <p>Resubmit the disbursement batch as a Special Disbursement batch with a new batch number in the Grant Batch Header and Trailer and a corrected date.</p> <p>*****</p> <p>EDExpress:</p> <p>Verify in your Institutional setup you have your Institutional Disbursement Option set to Reimbursement (3). Then on the disbursement tab, add the additional information required for special disbursements under the Payment Period Info Special Info button. Once entered, export your updated disbursements using the Special Disbursement Export type (PGSP) option.</p>	E
232	No detail records in Batch	Batch had only a Grant Batch Header and Grant Batch Trailer with no data records.	<p>RFMS:</p> <p>Resubmit the batch detail records and with a new batch number in the Grant Batch Header and Trailer and a corrected date.</p> <p>*****</p> <p>EDExpress:</p> <p>Regenerate the batch and export again. If problem still occurs, contact CPS Customer Service.</p>	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
233	Invalid Destination Mailbox ID	TG number is invalid or not assigned to send Pell data from the school. Some schools have multiple TG numbers but only one number is assigned to send Pell data. If another number is used in error, the batch will be rejected.	Verify that the correct TG number was used by contacting TIVWAN.	E
234	Institution does not have an agreement with TIVWAN	Occurs when the school is not set up for Pell with TIVWAN.	Contact TIVWAN.	E
235	Blank Output Media Type. Set to Media Type that was received.	Occurs when there is nothing in Media Type, the default is same media type that was received. Must be E (Electronic) for 2000-2001.	Warning Message - no action necessary.	W
236	Trailer Message Class does not match the Header	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.	E
237	Trailer Batch Number does not match the Header	Occurs when the TIVWAN Transmission Header and TIVWAN Transmission Trailer Batch numbers do not match.	Resubmit the batch with a corrected batch number in the TIVWAN Transmission header and trailer and the Grant Batch Header and Trailer.	E
238	Trailer Destination Mailbox ID does not match the Header	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 mail box in the TIVWAN transmission Header and Trailer after Disbursement Start-up date.	E

Batch Edit/Reject Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
239	Institution is not using the latest release of EDEExpress	Occurs when the version of EDEExpress used is not the most current version.	<p>RFMS:</p> <p>Warning message- no further action is necessary.</p> <p>*****</p> <p>EDEExpress:</p> <p>Verify you are using the latest version of EDEExpress by clicking on Help/About EDEExpress for Windows. If you are not in the latest version, complete your installations following the procedures outlined in your installation guide. Subsequent batches submitted to RFMS should no longer receive this type of warning.</p>	W

Origination

Edit Code	Message	What it Means	How to Fix It	Type
301	Invalid Origination ID	Occurs when the origination ID is incomplete, invalid or missing.	<p>RFMS: Resubmit the record with a corrected origination ID. Verify that the Origination ID includes the SSN, Name Code, Award Year (2001), Attending Pell ID and ends with 00.</p> <p>*****</p> <p>EDEExpress: 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 RFMS.</p>	E
302	Duplicate Origination	Occurs when the origination record is sent to RFMS more than once with no change in the record. Receiving this edit means RFMS already has an accepted record on file; the duplicate is being rejected.	<p>No action is necessary. Note: EDEExpress will set rejected duplicates back to an Accepted status when importing the acknowledgement file.</p>	E

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
303	Invalid Original SSN or Name Code resulting in RFMS being unable to match with the Applicant record	Applicant not on Eligible Applicant file. Occurs when the SSN can't be found on the applicant file, usually codes 311 and 312 are also reported at the same time. Will also occur if Name Code is invalid or missing and SSN is correct and on applicant file.	Verify that the SSN and Name Code are correct; and verify that the student is Pell eligible. Correct the record and resubmit if the student is eligible.	E
304	Attending and Reporting/Funded campus mismatch or Origination Identifier Pell ID mismatch with Attending Campus Pell ID	Occurs when the Pell reporting campus in the Grant Batch header record has no relationship with the Attending campus in the student origination record. If the Pell reporting campus ID in the Grant Batch Header is different than the Pell Attending campus ID in the student origination ID then RFMS checks that there is a relationship in the RFMS database between the two campuses. If there is not, the record is rejected.	RFMS: Resubmit the student origination record with the correct Pell reporting campus. ID in the Grant Batch Header. ***** 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 RFMS.	E
305	Invalid Award Amount / Correction Applied	Occurs when RFMS corrects the calculation for the origination award amount. RFMS calculates the award amount based on the student's EFC, COA, Attendance, and the School's Payment Methodology and Academic Calendar.	Verify that the student's EFC, COA, Attendance, and the School's Payment Methodology and Academic Calendar are correct and resubmit. If no new origination record is submitted, the accepted award amount will remain the amount that RFMS calculated.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
306	Invalid Disbursement Date / Correction Applied	Occurs when the estimated disbursement date is out of range and RFMS corrects the date.	Warning Message - correction applied, no action necessary.	W
307	Invalid Enrollment Date / Correction Applied	Occurs when the Enrollment date is out of range or missing and RFMS corrects the date to the date the batch is processed.	Warning Message - correction applied, no action necessary.	W
308	Invalid low tuition & fees code / Correction Applied	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.	Warning Message - correction applied, no action necessary. If the School truly is a low Tuition school, the Origination record must be resubmitted with corrected EFC and COA information.	W
309	Invalid Verification Code/ Correction Applied	Occurs when the Verification Code has been corrected by RFMS. This occurs when a code other than A, C, N, R, S, T, or W has been submitted, or when W was sent and the student was not selected or when N is sent and the student was selected. Also occurs when R is sent with transaction 01.	The Origination record must be resubmitted with a new verification code if RFMS corrected the verification code to W. If the Verification Code was corrected to N, no further action is necessary.	W
310	Invalid Incarcerated Federal Pell Recipient code / Correction Applied	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.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
311	Invalid Transaction Number	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>RFMS:</p> <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:</p> <p>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.</p> <p>Export new record and transmit to RFMS.</p>	E

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
312	Invalid Expected Family Contribution	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>RFMS:</p> <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:</p> <p>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 RFMS.</p>	E
313	Invalid Secondary Expected Family Contribution / Correction Applied	Occurs when something other than O, S, or Blank has been submitted and RFMS corrects the record.	Warning message - correction applied, no further action is necessary.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
314	Invalid Academic Calendar / Correction Applied	Occurs when the academic calendar is invalid (not 1-6) or missing and RFMS 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.	W
315	Invalid Payment Methodology / Correction Applied	Occurs when the Payment Methodology is invalid (not 1-5) or missing and RFMS 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.	W
316	Invalid Number of Payment Periods / Correction Applied	Occurs when there is an invalid or missing number of payment periods and RFMS corrects. This field is only required if the school is on cash monitoring or reimbursement.	If the corrected number of Payment Periods is correct, no further action is necessary; otherwise, correct the number of Payment Periods and resubmit.	W
317	Invalid Cost Of Attendance/ Correction Applied	Occurs when there is an invalid or missing Cost of Attendance and RFMS corrects. RFMS will correct to the maximum COA for the award year.	Warning message, no further action is necessary unless corrected COA is too high. If this occurs, resubmit the record with the correct COA.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
318	Invalid Enrollment Status/ Correction Applied	Occurs when there is invalid (not 1-5) or missing Enrollment status code and RFMS corrects. RFMS will also correct if the Payment Methodology and Academic Calendar indicate that the school uses Clock Hour or Credit hours without terms and enrollment status was submitted or if the school is a term based school and no enrollment status was submitted.	Verify that the correct Payment Methodology and Academic Calendar were used and then verify that the corrected enrollment status is correct. If it is correct, no further action is necessary. If it is not correct, correct the Payment Methodology, Academic Calendar, and enrollment status and resubmit.	W
319	Invalid Weeks of inst. Time in program's definition of Academic Year / Correction Applied	Occurs when invalid or missing Weeks of Instruction is included and RFMS 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 RFMS 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 Weeks of Instructional Time and resubmit.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
320	Invalid Weeks of inst. Time used to calculate payment / Correction Applied	Occurs when invalid or missing Weeks of Instruction is included and RFMS 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 RFMS 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 Weeks of Instructional Time and resubmit	W
321	Invalid Cr/Clock hrs in program's definition of academic year / Correction Applied	Occurs when Clock hours are invalid or missing and RFMS 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 RFMS 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.	W
322	Invalid Cr/Clock hrs in all payment periods expected to complete this school year/ Correction Applied	Occurs when invalid or missing Clock hours are included and RFMS corrects. 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 RFMS 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.	W

Origination (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
323	Origination is 'Over Paid' and negative disbursement is expected	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 RFMS will send a system generated negative disbursement.	Send a negative disbursement for the overpaid amount. In the future, when the award amount decreases, adjust the disbursement record not the origination record.	W
324	Invalid Secondary Expected Family Contribution	Occurs when an invalid code is used, or the code used for the secondary EFC is used and there is no secondary EFC.	RFMS: Verify that there is a secondary EFC for the transaction number used on the Origination record. If there is not, resubmit the origination record with a BLANK space in the Secondary EFC field and the Secondary EFC Code. ***** EDEXpress: Resubmit the origination record with a BLANK in the Secondary EFC field and the Secondary EFC Code.	E

Disbursement

Edit Code	Message	What it Means	How to Fix It	Type
401	Invalid Origination ID (Not in Valid Format)	The origination ID is not formatted correctly or is missing data.	<p>RFMS: 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>	E
402	Origination ID Does not match on RFMS	Occurs when the disbursement record is received before the origination is accepted or when there is a Reporting/Attending campus mismatch.	<p>RFMS: Before resubmitting the Disbursement record, verify the origination record has been accepted.</p> <p>Verify before submitting that the proper Pell ID is in the Grant Batch Header record.</p> <p>*****</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>	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
403	Disbursement Reference Number Not Valid	Occurs when the disbursement reference number is repeated, no number is sent, or a number not 01-90 is sent.	Resubmit the Disbursement record with a new Disbursement Reference Number. Note: EDExpress will set rejected duplicates back to an Accepted status when importing the acknowledgement file.	E
404	Debit/Credit Indicator Flag Not Valid	A letter other than P (positive) or N (negative) is sent.	RFMS: Resubmit the Disbursement record with a P or N. ***** EDExpress: Resave the disbursement record so the status will reset back to Ready. If rejects again, contact CPS Customer Service.	E
405	Disbursement Amount Not Valid	Disbursement amount is not numeric.	RFMS: Resubmit the Disbursement record with a numeric amount. ***** EDExpress: Resave the disbursement record so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
406	Disbursement Amount Is Not in range	The full amount of the disbursement is not allowed because the origination award amount has been reached. The amount of the disbursement may be corrected to \$0.00.	<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>	W
407	Disbursement Date is Not Valid Date Format	A non-numeric date is sent.	<p>RFMS: Resubmit the Disbursement record with a numeric date.</p> <p>*****</p> <p>EDExpress: 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>	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
408	Disbursement Date is Not Valid for Processing Date or Not in valid Range	Institution has sent a date prior to 6/21/00 or a date over 30 days in advance of the batch creation date.	<p>RFMS: Resubmit the Disbursement record with a corrected Disbursement date.</p> <p>*****</p> <p>EDExpress: Resave the disbursement record so the status will reset back to Ready after verifying your system date is correct. If rejects again, contact CPS Customer Service.</p>	E
409	Institution must submit special disbursement	The Institution is or was either on Reimbursement or Cash Monitoring during the award year.	<p>RFMS: Resubmit as a Special Disbursement record. If the school is not on Reimbursement or Cash Monitoring contact the Pell Grant Hotline.</p> <p>*****</p> <p>EDExpress: If you are a Reimbursement or Cash Monitoring school first verify Pell Institution setup has a '3' entered for the Institutional Disbursement Option under the Reporting Campus Code. Next update your disbursement record with the additional Pay Period specific Special Info information. Export your updated data using the Special Disbursement Export record type (PGSP). Transmit your data to RFMS.</p>	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
410	Potential Concurrent Enrollment	Multiple Reporting sent separately. A MRR was 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.	W
411	Potential Overaward Payment – Multiple Reporting sent separately	A MRR was sent to the school in addition to this edit code on the disbursement acknowledgement record.	Warning Message – review the disbursement amount for changes and the MRR record for details concerning the other school(s) involved.	W
412	Negative disbursement cannot be accepted without a previous positive disbursement	A negative disbursement was sent although there is no accepted positive disbursement on file.	RFMS: Resubmit the Disbursement record with a positive disbursement amount. ***** EDExpress: Delete the negative disbursement record and recreate as a positive disbursement.	E
413	Insufficient negative disbursement amount. Negative disbursement is expected for difference amount.	An updated origination was sent that reduced the award to less than the amount already disbursed and the negative disbursement submitted was not enough to cover the negative disbursement.	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 new negative disbursements to adjust the award paid to the student.	W

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
414	Origination is in "Over_Paid" status. Positive disbursement cannot be accepted.	A school has submitted a disbursement for a record that is in Over-Paid status.	<p>RFMS: Send a Negative Disbursement record for the over paid 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>EDExpress: Either update the positive disbursement record and make it a negative and resubmit it or delete the positive disbursement record from the disbursement tab.</p>	E
415	Institution Status indicates the institution must submit a Special Disbursement Record	The institution is not currently eligible to participate in Pell.	Contact Pell Grant Hotline.	E
416	Negative disbursement adjusted to reflect accepted previous disbursement balance	The amount of the negative disbursement has been reduced to the lower amount already accepted on the disbursement records.	Warning Message – no further action is necessary.	W

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
417	Disbursement submitted after end of processing year and institution has not been granted administrative relief.	Disbursement sent after award-year deadline is rejected.	Contact Pell Grant Hotline concerning requesting Administrative Relief.	E
418	Origination indicates Verification Status 'W', disbursement adjusted to 50% of scheduled award amount.	Disbursement adjusted downward to 50% of scheduled award amount, due to Verification W status.	Update Verification Status code on the Origination record then submit a new disbursement record with a new disbursement reference number.	W
419	Origination indicates Verification Status 'W'.	The first disbursement has been sent to indicate the origination record has Verification Status 'W'.	Warning message – No action is necessary.	W
420	Origination indicates Verification Status 'W', only one disbursement allowed.	A second disbursement has been sent on a Verification Status 'W' record.	<p>RFMS: Update Verification Status code on the Origination record then resubmit the Disbursement record. *****</p> <p>EDExpress: Update the Origination record and resubmit with a new verification status other than 'W'. Then resave the rejected disbursement record to a Ready status and re-send to RFMS.</p>	E

Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
421	Disbursement generated after Verification Deadline Date	A disbursement was sent on a Verification 'W' record after the deadline for correcting Verification W has passed.	Update Verification Status code on the Origination record then submit a new Disbursement record.	E

Special Disbursement

Edit Code	Message	What it Means	How to Fix It	Type
501	Invalid Origination ID (Not in Valid Format)	The origination ID is not formatted correctly or is missing data.	<p>RFMS: Correct the Origination ID and resubmit the Special Disbursement record.</p> <p>*****</p> <p>EDExpress: Verify the Special Disbursement record was created using the correct Origination ID. If not, delete the Special Disbursement record and recreate using the correct Origination ID.</p>	E
502	Origination ID Does not match on RFMS	Occurs when the Special Disbursement record is received before the origination or when there is a Reporting/Attending campus mismatch.	<p>RFMS: Resubmit the Disbursement record after the origination record has been accepted.</p> <p>Verify before submitting that the proper Pell ID is in the Grant Batch Header record.</p> <p>*****</p> <p>EDExpress: Verify the Special Disbursement record was created using the correct Origination ID. If not, delete the Special Disbursement record and recreate using the correct Origination ID.</p>	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
503	Disbursement Reference Number Not Valid	When the disbursement reference number is non-numeric, no number is sent or a number not 01-90 is sent.	<p>RFMS: Resubmit the Special Disbursement record with a corrected Disbursement Reference Number.</p> <p>*****</p> <p>EDExpress: Verify that the reference number you have created is between 01 and 90. If it is, resave the disbursement record to a Ready status and export again to RFMS. If you still receive a rejected record contact CPS Customer Service.</p>	E
504	Disbursement with this reference number already exists (Duplicate Special Disbursement)	Occurs when the Disbursement Reference Number has already been used. This will cause the record to reject even if other information such as the amount, date or payment period have been changed.	<p>Resubmit the Special Disbursement record with a new Disbursement Reference Number.</p> <p>Note: EDExpress will set rejected duplicates back to an Accepted status when importing the acknowledgement file.</p>	E
505	Disbursement Amount Not Valid	Disbursement amount is not numeric.	<p>RFMS: Resubmit the Special Disbursement record with a corrected Disbursement Amount.</p> <p>*****</p> <p>EDExpress: Resave the disbursement record so the status will reset back to Ready. If rejects again, contact CPS Customer Service.</p>	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
506	Disbursement Amount Is Not in range	The amount of the disbursement is not allowed due to the Origination award amount. Also occurs because the Origination Award amount must be paid in equal payments determined by the number of payment periods submitted on the origination record.	Verify the Origination award amount is correct and the number of payment periods reported on the origination record was correct. If either of these fields are incorrect, correct the origination record and resubmit. Then, submit a new Special Disbursement record with a new disbursement reference number.	W
507	Debit/Credit Indicator Flag Not Valid	A letter other than P or N is sent.	RFMS: Resubmit the Special Disbursement record with a P or N. ***** EDExpress: Resave the Special Disbursement record so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E
508	Disbursement Date is Not Valid Date Format	A non-numeric date was sent.	RFMS: Resubmit the Special Disbursement record with a numeric date. ***** EDExpress: Resave the Special Disbursement record so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
509	Disbursement Date is Not Valid for Processing Date or Not in valid Range	Institution has sent a date prior to 6/21/00 or a future date. Schools under Cash Monitoring or Reimbursement must submit their Special Disbursement records indicating the date they paid the disbursement. No future dates are valid.	<p>RFMS: Resubmit the Special Disbursement record with a valid date. ***** EDEXpress: Verify your system date is the current date. Resave record so status goes back to Ready and resubmit Special Disbursement record.</p>	E
510	Invalid Payment Period Start Date or not within valid range	An invalid date was sent.	<p>RFMS: Resubmit the Special Disbursement record with a date between 20000101 and 20011231. ***** EDEXpress: Verify your system date is the current date and the date you have entered is correct. Resave record so status goes back to Ready and resubmit Special Disbursement record. If rejects still occur contact CPS Customer Service.</p>	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
511	Invalid Payment Period End Date or not within valid range	An invalid end date was sent.	<p>RFMS:</p> <p>Resubmit the Special Disbursement record with a date between 20000101 and 20011231.</p> <p>*****</p> <p>EDExpress:</p> <p>Verify your system date is the current date and the date you have entered is correct. Resave record so status goes back to Ready and resubmit Special Disbursement record. If rejects still occur contact CPS Customer Service.</p>	E
512	Payment Period End Date is prior to Payment Period start Date	The Payment Period end date sent is prior to the Payment Period start date.	Resubmit the Special Disbursement record with a date between 20000101 and 2001123.	W
513	Invalid Total Payment for Payment Period	An invalid or non-numeric amount was sent, or the Payment exceeded the amount allowed for the payment period.	Warning message – correction was applied. The payment was adjusted to the allowable amount.	W
514	Invalid Academic Calendar	An Academic Calendar was sent that was not 1-6.	Warning message - Correction was applied. The Academic Calendar was set to the Academic Calendar submitted on the Origination record. If this is incorrect, correct the Origination record and resubmit it and resubmit the Disbursement record with a new Disbursement reference number.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
515	Invalid Payment Methodology	An invalid Payment Methodology was sent that was not 1-5, or the Payment Methodology was inconsistent with the Academic Calendar submitted.	Warning message - Correction was applied.	W
516	Invalid Enrollment Status	An invalid Enrollment Status was sent that was not 1-5.	Warning message – correction was applied. If the correction is incorrect, resubmit the Special Disbursement record with the correct enrollment status.	W
517	Number of Payment Periods is less than the Payment Period Number on the last accepted disbursement	The Number of Payment Periods was missing or invalid (not 1-9) or was less than on the last accepted Special Disbursement record for this student.	Warning message – correction was applied. If the correction is incorrect, resubmit the Special Disbursement record with the correct number of Payment Periods.	W
518	Invalid Payment Period Number	Not in valid format or blank. The Payment Period Number was not 1-9 or was missing or non-numeric.	<p>RFMS: Resubmit the Special Disbursement record with the correct Payment Period Number. *****</p> <p>EDExpress: Resave the Special Disbursement record after updating the pay period number in the Pay Period Info Special Info grid so the status will reset back to Ready. Export and transmit record again. If rejects again, contact CPS Customer Service.</p>	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
519	Invalid Cost Of Attendance	Not in valid format or blank, not in valid range. COA corrected to amount on Origination Record.	Warning Message – no further action is necessary.	W
520	Invalid Enrollment Status	If the payment methodology and academic calendar indicate a clock hour school and the enrollment status indicates a semester/trimester/quarter school, this is invalid.	Warning message – correction was applied. If the correction is incorrect, verify the payment methodology, academic calendar, and enrollment status are correct and resubmit the Special Disbursement record with the correction(s).	W
521	Invalid Weeks of Inst. Time in Program's definition of academic year	Occurs when data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message – correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Weeks of Instr Time and resubmit the Special Disbursement record.	W
522	Invalid Weeks of instructional time used to calculate payment	When data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message – correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Weeks of Instr Time and resubmit the Special Disbursement record.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
523	Invalid Cr/Clock hrs in program's definition of academic year	When data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message – correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Clock Hrs and resubmit the Special Disbursement record.	W
524	Invalid Cr/Clock hrs expected to complete in this Payment Period	When data is provided in this field and the payment methodology and academic calendar indicate a program other than clock hour.	Warning message - correction was applied. If the correction is incorrect, verify and correct the payment methodology, academic calendar and Clock Hours and resubmit the Special Disbursement record.	W
525	Origination is in "Over Paid" status. Positive disbursement cannot be accepted	An updated origination record has placed the record in an Over Paid status and new positive disbursements can not be accepted.	<p>RFMS:</p> <p>Submit a negative Special Disbursement record for the amount overpaid.</p> <p>In the future, do not adjust the award amount downward by updating the origination award amount. Adjust the Disbursement record instead.</p> <p>*****</p> <p>EDExpress:</p> <p>Verify that you have exported any negative disbursements created for this record and they have been acknowledged by RFMS. If you have created a negative special disbursement but have not exported it, transmit this data to RFMS before reducing your origination award amount.</p>	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
526	Potential Concurrent Enrollment - Multiple Reporting sent separately	Two disbursements were received for the same student in 30 days from 2 or more schools, a MRR is also being sent to each involved school.	Warning Message – review the MRR record for details concerning the other school(s) involved.	W
527	Potential Overaward Payment - Multiple Reporting sent separately	The amount of disbursement created a POP record, a MRR is also being sent to each involved school.	Warning Message - review the MRR record for changes to the award amount and details concerning the other school(s) involved.	W
528	Negative disbursement cannot be accepted without a previous positive disbursement	A negative disbursement was sent when there has been no positive disbursement.	RFMS: Correct the special disbursement to a positive amount and resubmit. ***** EDExpress: Delete the negative Special Disbursement record and recreate as a positive special disbursement.	E
529	Insufficient negative disbursement amount Negative disbursement is expected for difference amount	An updated disbursement was sent in that indicated the disbursement paid to date over paid the student and the negative disbursement sent to correct the problem was not enough. An additional negative disbursement is necessary.	Submit an additional negative Special Disbursement record for the amount overpaid. In the future, do not adjust the award amount downward by updating the origination award amount. Adjust the Disbursement record instead.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
530	Institution is ineligible to submit a positive disbursement for this Payment Period	The institution's eligibility is expired.	Contact the Pell Grant Hotline.	E
531	Disbursement Sent after end of processing year	Disbursement sent after award-year deadline is rejected.	Contact the Pell Grant Hotline about Administrative Relief.	E
532	Origination indicates Verification Status 'W' disbursement adjusted to 50% of the scheduled award amount	Disbursement adjusted down to 50% of the scheduled award amount, due to Verification W status.	Update Verification Status code on the Origination record then submit a new Special Disbursement record with a new disbursement reference number.	W
533	Origination indicates Verification Status 'W' maximum allowable disbursement for this student is 50% of award	Origination record has Verification W status, the allowable disbursement is 50 % of the scheduled Pell Award.	Update Verification Status code on the Origination record then submit a new Special Disbursement record with a new disbursement reference number.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
534	Origination indicates Verification Status 'W' only one disbursement allowed	Origination record has Verification Status W, only one disbursement is allowed on records with Verification W status.	<p>RFMS: Update Verification Status code on the Origination record then submit a new Special Disbursement record with a new disbursement reference number.</p> <p>*****</p> <p>EDExpress: Update the verification status on the origination record and resubmit it to RFMS. Once accepted, resubmit the rejected disbursement record by re-saving it on the disbursement tab. This will reset the status back to Ready so you can export the record again.</p>	E
535	Student is not eligible to receive additional disbursement due to regular disbursements that have been credited to the payment period	Occurs when the student has regular disbursements credited to the payment period which exceed the allowable amount for the payment period.	<p>RFMS: Submit a new Special Disbursement record for a different payment period with a new Disbursement reference Number.</p> <p>*****</p> <p>EDExpress: Enter a different pay period number under the Pay Period Info Special Info grid. Resave the data and set the status back to Ready. Export and transmit the updated data to RFMS.</p>	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
536	Special Disbursement amount adjusted due to prior disbursement balance	Occurs when the student has regular disbursements credited to the payment period which when added to the disbursement amount on the Special Disbursement exceed the allowable amount for the payment period. The amount on the Special Disbursement is corrected to the remaining amount allowed for the payment period.	Warning message – correction applied. Verify the Special Disbursement record was submitted for the correct Payment Period. If it was not, submit a negative disbursement for the amount of the incorrect Special Disbursement record and submit new Special Disbursement record for the correct payment period and the correct disbursement amount.	W

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
537	Payment Period Number is greater than the number of Payment Periods in the Student's School Year	Invalid payment period number submitted. The number submitted is greater than the total number of Payment Periods reported for the student.	<p>RFMS:</p> <p>Verify the correct number of payment periods for the student.</p> <p>Submit a new origination record, if necessary, to correct the number of Payment Periods on the Origination Record.</p> <p>If the Origination record is correct, send a corrected Special Disbursement record with the corrected Payment Period Number.</p> <p>*****</p> <p>EDExpress:</p> <p>If the number of payment periods is incorrect, update this on the Origination record and resubmit the data to RFMS. Then, resave the disbursement record to a Ready status and re-send. If the origination record is correct, then update the Special Disbursement record to the correct pay period number and resave and export the data again.</p>	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
538	Disbursement generated received after verification deadline date	Occurs when a disbursement is received for a student with Verification W status after the deadline to correct the Verification Status.	<p>RFMS: Send a new Origination record with an updated Verification Status. Then send a new Special Disbursement record.</p> <p>*****</p> <p>EDEExpress Update the Origination record to a verification status other than 'W'. Resubmit to RFMS. Then resave the rejected Special Disbursement record to a Ready status and re-send.</p>	E
539	Negative disbursement adjusted to reflect accepted previous disbursement balance	Occurs when a negative disbursement for more than the amount disbursed for the student for the YTD and the amount is corrected.	Warning message – correction was applied and no further action is necessary.	W
540	CMO rejected this student for inadequate/ missing eligibility documentation/information	Contact the CMO for additional information about correcting this record.	Contact the CMO for additional information about correcting this record.	E
541	CMO rejected this student for inadequate/missing fiscal documentation/information	Contact the CMO for additional information about correcting this record.	Contact the CMO for additional information about correcting this record.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
542	CMO rejected this student for inadequate/missing award or disbursing documentation/information	Contact the CMO for additional information about correcting this record.	Contact the CMO for additional information about correcting this record.	E
543	CMO rejected this student for not meeting reporting requirements	Contact the CMO for additional information about correcting this record.	Contact the CMO for additional information about correcting this record.	E
544	CMO rejected this student for failure to comply with requirements	Contact the CMO for additional information about correcting this record.	Contact the CMO for additional information about correcting this record.	E
545	CMO rejected this student for inadequate or missing documentation	Contact the CMO for additional information about correcting this record.	Contact the CMO for additional information about correcting this record.	E
550	Total funds disbursed for this payment period previously reported using a regular disbursement record not numeric.	Occurs when the field "Total Funds disbursed for this payment period previously using a regular disbursement record" is populated with a non-numeric character.	RFMS: Resubmit the Special Disbursement record with a numeric amount in the "Total Funds disbursed for this payment period previously using a regular disbursement record" field. ***** EDEXpress: Resave the rejected Special Disbursement record and export again. If reject occurs again, contact CPS Customer Service.	E

Special Disbursement (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
552	Total funds disbursed for this payment period previously reported using a regular disbursement record exceeds amount of accepted regular disbursements.	Occurs when "Total Funds disbursed for this payment period previously using a regular disbursement record" field has an amount that is greater than the amount of accepted regular disbursements.	Warning message - Correction was applied and no further action is necessary.	W

Data Request Edits

Edit Code	Message	What it Means	How to Fix It	Type
601	Invalid Attending Pell ID	Attending Pell ID is either missing or invalid.	RFMS: Resubmit data request with valid attending campus Pell ID. ***** EDExpress: Verify your Reporting/Attended Campus codes are defined correctly in setup. If not, correct and export Data Request Record again.	E
602	Invalid Data Request Type	Invalid or missing Data Request Type: M (Multiple Reporting Record), S (Statement of Account), or Y (Year to Date).	RFMS: Resubmit data request with valid Date Request type. ***** EDExpress: Contact CPS Customer Service.	E
603	Invalid Requested Output Media Type	Invalid output media type or type Output media type requested that the school is not certified for. Must submit BLANK or E.	RFMS: Resubmit data request with BLANK or E. ***** EDExpress: Contact CPS Customer Service.	E
604	Invalid Pell Batch Number	Invalid Pell Batch Number requested for reprint.	RFMS: Not valid for 2000-2001. ***** EDExpress: Verify you are requesting a batch that has been processed by RFMS. If it is a batch that you have batched but not transmitted then RFMS will not have on file to re-send.	E

Data Request Edits (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
605	Invalid Multiple Reporting Request Code 1	Invalid MRR code entered on Data request. Must submit O (Origination) or D (Disbursement).	RFMS: Resubmit data request with O or D. ***** EDEExpress: Contact CPS Customer Service.	E
606	Invalid Multiple Reporting Request Code 2	Invalid MRR code entered on Data request. Must submit A (All), S (Single), or I (Institution).	RFMS: Resubmit data request with A, S, or I. ***** EDEExpress: Contact CPS Customer Service.	E
607	Invalid MR Student ID	Invalid or incomplete Student ID entered on Data request for a specific student.	RFMS: Resubmit data request with corrected Student ID. ***** EDEExpress: Verify first that this is a record that has been processed by RFMS. If it has, contact CPS Customer Service.	E
608	Invalid MR Institution ID	Invalid Institution Pell ID entered on Data request that is requesting MRR records for a specific institution.	RFMS: Resubmit data request with the corrected institution Pell ID. ***** EDEExpress: Verify your Reporting/Attended Campus codes are defined correctly in setup. If not, correct and export Data Request Record again.	E

Data Request Edits (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
609	Requested/ Matching Data Not Found	No data found for Data Request.	No further action is necessary.	E
610	Student Not Originated at Requesting Institution	Student ID requested on MRR but not originated at requesting institution.	<p>RFMS: Verify the correct student ID was entered, if correct, then school must submit origination for student prior to requesting MRR information.</p> <p>*****</p> <p>EDExpress: Verify you have an acknowledged Origination record on file before submitting this type of data request.</p>	E

Institutional Data Record Edit Codes

Edit Code	Message	What it Means	How to Fix It	Type
701	Invalid Attending Pell ID	An invalid Pell ID number was submitted.	RFMS: Resubmit the Institutional Data Record with the correct attending campus Pell ID. ***** EDExpress: Verify the Reporting Campus Code selected on the export dialog has the correct Attended Campus Pell ID defined in setup and export Institution Data record again.	E
702	Invalid State In Mailing Address	A missing or invalid State was submitted in the mailing address.	RFMS: Resubmit the Institutional Data Record with the corrected State in the mailing address. ***** EDExpress: Verify the State code in setup is correct for the Reporting Institution and export Institution Data record again.	E
703	FAA Telephone Number Not Numeric	The telephone number contained blanks or non-numeric characters (such as a dash).	RFMS: Resubmit the Institutional Data Record with a corrected telephone number. ***** EDExpress: Verify the telephone number is completed in setup and export Institution Data record again.	E

Institutional Date Record Edit Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
704	FAA Fax Number Not Numeric	The fax number contained blanks or non-numeric characters (such as a dash).	RFMS: Resubmit the Institutional Data Record with a corrected Fax number. ***** EDEExpress: Verify the fax number is completed in setup and export Institution Data record again.	E
705	Invalid Institution Type	Institution type was not 1-6.	RFMS: Resubmit the Institutional Data Record with a corrected institution type. ***** EDEExpress: Verify the Institution Type is completed in setup and export Institution Data record again.	E
706	Invalid Financial Control Code	Financial control code is invalid.	RFMS: Resubmit the Institutional Data Record with a corrected Financial Control Code. ***** EDEExpress: Verify the Financial Control number is either 1, 2 or 3 in setup and export Institution Data record again.	E
707	Invalid Academic Year Code	Academic year code is invalid.	Resubmit the Institutional Data Record with award year 2001.	E

Institutional Data Record Edit Codes (Continued)

Edit Code	Message	What it Means	How to Fix It	Type
708	Invalid Weeks In Institution Academic Year	The number of weeks in the Academic year is invalid (payment Methodology and academic calendar indicate a term based school, not a clock hour school).	RFMS: Resubmit the Institutional Data Record with this field blank. ***** EDEXpress: Verify the information in setup is correct and export Institution Data record again.	E
709	Invalid Credit/Clock Hours In Institution Academic Year	The number of clock hours in the Academic year is invalid (payment Methodology and academic calendar indicate a term based school, not a clock hour school).	RFMS: Resubmit the Institutional Data Record with this field blank. ***** EDEXpress: Verify the information in setup is correct and export Institution Data record again.	E
710	No Input Data Or Data Matched Current Data	No data sent or data had no changes with data on file.	Warning message - no further action necessary.	W

Types:

- W= Warning
- E= Rejected

Electronic Statement of Account (ESOA) Record - Summary

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
92	102	Previous Payment Amount	Will always be blank for institutions on Advance Funding for the entire award year.
103	113	Total Payment Adjustment Amount	Will always be blank for institutions on Advance Funding for the entire award year.
114	124	Current Payment Amount	Will always be blank for institutions on Advance Funding for the entire award year.

Grant Batch Header Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	10	Header Identifier	Missing Batch Header – Reject Batch.
11	14	Data Record Length	If not equal to length for Message Class, then Reject Batch.
15	40	Batch Number	<p>Valid Batch Type codes:</p> <p>#A - Statement of Account #D – Disbursements #E – Batch Errors #G – System Generated #I – Institution Data #M – Multiple Reporting #O – Originations #P – ED PDF Letters #R – Data Request #S – Special Disbursements #T – ASCII Text #Y – Year-to-Date</p> <p>If duplicate Batch No., then Reject Batch. If batch type does not agree with Message Class type, then reject batch. If #O, #R, or #I batch and received before system startup, then reject batch. If #D or #S and received more than N days prior to Award Year Start, then reject batch. If #D and required to send SP Disb., then reject batch. If Batch Award Year does not agree with Message Class award year, then reject. If Reporting Pell ID is ineligible, then send warning message. If Reporting Pell ID is a branch campus or has Central Funding, then reject batch. If date batch created is > system date, then reject batch.</p>

Grant Batch Header Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
41	51	Grantee DUNS Number	If not blank and not equal to DUNS associated with Pell ID, then reject batch.
52	62	Financial Aid Servicer DUNS or Pell Assigned Number	Need decision of DUNS or Pell Grant Program assigned.
63	63	Output Media Type	EDEExpress ignores.
64	68	ED Use	EDEExpress PC software version number.
69	76	RFMS Process Date	Completed by RFMS as a result of processing the batch.
77	100	Batch Reject Reasons	Completed by RFMS as a result of Batch editing.

Origination Record Description

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	23	Origination ID	<p>Identifier:</p> <p>If Origination ID matches on RFMS Database, then Compare all fields.</p> <p>If all fields match, then the record return as a duplicate, otherwise, it is a change.</p> <p>If the Origination ID does not match, then the Origination is new.</p>
24	32	Original SSN	Identifier
33	34	Original Name Code	<p>Identifier</p> <p>If SSN & Name Code do not match value in Origination ID, then reject the record.</p>
35	40	Attending Campus PELL-ID	<p>Identifier</p> <p>Change creates new origination record.</p> <p>If Attending Pell ID does not match value in Origination ID, then reject the record.</p> <p>If Attending Campus is not equal to Reporting Campus, then reject.</p> <p>If Attending Pell ID is not a branch of the Reporting Pell ID or Central Funded, then reject.</p>
41	45	ED Use	
46	58	Institution Cross-Reference	Data for this field will not be included in the record from EDEExpress.
59	59	Action Code	No Editing.
60	60	No. of Payment Periods in Student's school year	<p>If not in range:</p> <p>If Academic Calendar = 2, then set to 3, if PM = 1 or 2</p> <p>Otherwise set to 2.</p> <p>If Academic Calendar does not equal 2, then set to 2.</p> <p>For schools required to submit Special Disbursements, reporting must have a valid value.</p>

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
61	67	Award Amount for entire school year	Cannot exceed Total Payment Ceiling – award validation performed. Any change to origination data requires the Award Amount to be validated.
68	75	Estimated Disbursement Date #1	If Date not within range, then set approved value to system date.
76	83	Estimated Disbursement Date #2	If Date not within range, then set approved value to spaces.
84	91	Estimated Disbursement Date #3	See Estimated Disbursement Date #2.
92	99	Estimated Disbursement Date #4	See Estimated Disbursement Date #2.
100	107	Estimated Disbursement Date #5	See Estimated Disbursement Date #2.
108	115	Estimated Disbursement Date #6	See Estimated Disbursement Date #2.
116	123	Estimated Disbursement Date #7	See Estimated Disbursement Date #2.
124	131	Estimated Disbursement Date #8	See Estimated Disbursement Date #2.
132	139	Estimated Disbursement Date #9	See Estimated Disbursement Date #2.
140	147	Estimated Disbursement Date #10	See Estimated Disbursement Date #2.

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
148	155	Estimated Disbursement Date #11	See Estimated Disbursement Date #2.
156	163	Estimated Disbursement Date #12	See Estimated Disbursement Date #2.
164	171	Estimated Disbursement Date #13	See Estimated Disbursement Date #2.
172	179	Estimated Disbursement Date #14	See Estimated Disbursement Date #2.
180	187	Estimated Disbursement Date #15	See Estimated Disbursement Date #2.
188	195	Enrollment Date	If blank or invalid, then set approved value to previous value or date reported Batch Number in Grant Header record.
196	196	Low Tuition and Fees Code	If invalid, then set approved value to previous value or BLANK.
197	197	Verification Status Code	Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. If blank or invalid, then if selected by CPS, then set approved value to previous value or “W”. ELSE, set approved value to “N”.
198	198	Incarcerated Federal Pell Recipient Code	If invalid, then set approved value to previous value or BLANK.
199	200	Transaction Number	If BLANK or NO Match with eligible app. data, then reject record. Return last value reported on acknowledgement.

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
201	205	Expected Family Contribution (EFC)	If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.
206	206	Secondary Expected Family Contribution	If invalid, then set approved value to previous value or BLANK. If NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.
207	207	Academic Calendar	<p>The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation.</p> <p>The following changes in Academic Calendar indicate need to change Payment Methodology:</p> <p><i>From 1 to 2, 3, 4, or 5</i> <i>From 2, 3, or 4 to 1 or 5</i> <i>From 5 to 2, 3, 4, or 6</i> <i>From 6 to 1 or 5</i></p> <p>If AC invalid or BLANK, then set accepted value to previous value or</p> <p>If Attending Pell ID default AC populated, then set accepted value to default.</p> <p>ELSE, If Reporting Pell ID default AC populated, then set accepted value to default.</p> <p>ELSE, If Payment Methodology = 4, then set accepted value to "5".</p> <p>ELSE, set accepted value to "3".</p>

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions												
First	Last														
208	208	Payment Methodology	<p>The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year.</p> <p>Used in award amount validation. Academic Calendar and Payment Methodology must be logically consistent.</p> <table> <tr> <td><u>PM</u></td> <td><u>AC</u></td> </tr> <tr> <td>1</td> <td>2, 3, or 4</td> </tr> <tr> <td>2</td> <td>2, 3, or 4</td> </tr> <tr> <td>3</td> <td>1, 2, 3, or 4</td> </tr> <tr> <td>4</td> <td>5 or 6</td> </tr> <tr> <td>5</td> <td>1, 2, 3, 4, 5 or 6</td> </tr> </table> <p>If invalid or BLANK, then set accepted value to previous value or "3".</p>	<u>PM</u>	<u>AC</u>	1	2, 3, or 4	2	2, 3, or 4	3	1, 2, 3, or 4	4	5 or 6	5	1, 2, 3, 4, 5 or 6
<u>PM</u>	<u>AC</u>														
1	2, 3, or 4														
2	2, 3, or 4														
3	1, 2, 3, or 4														
4	5 or 6														
5	1, 2, 3, 4, 5 or 6														
209	215	Cost of Attendance	<p>Used in award amount validation.</p> <p>If invalid or BLANK, then set accepted value to previous value or "9999999".</p>												
216	216	Enrollment Status	<p>Used in award amount validation. BLANK only if Payment Methodology is either Formula 4 or Formula 5 and Academic Calendar is 6.</p> <p>If PM does not equal 4: or if PM does not equal 5 and AC equals 6 and invalid or BLANK, then set accepted value to previous value or "1".</p> <p>ELSE if invalid, set accepted value to BLANK.</p> <p>If AC: 1, 2, 3, or 4 and Payment Methodology is 5 and Enrollment Status is reported as either Blank or a value other than 3 or 4, we must set the value equal to 3 and we must have a warning comment (W) go to the institution that says: Enrollment Status may never exceed half time when using Payment Methodology 5.</p>												

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
217	218	Weeks of Instructional Time Used to Calculate Payment	<p>Must be BLANK when using Payment Methodology 1.</p> <p>If invalid or out of range, then accepted value equal to previous value or equal to Weeks for Academic Year.</p> <p>If supplied and not needed for payment methodology, ignore.</p> <p>Used in award amount validation.</p> <p>See Payment Methodology for AC information that determines if the PM is 5B or 5A.</p>
219	220	Weeks of Inst. Time in Program's Definition of Academic Year	<p>Can be blank when using Payment Methodology 1. Can never be less than a previous field.</p> <p>If invalid or BLANK, then set accepted value to previous value or</p> <p>If Attending Pell ID default Weeks populated, then set accepted value to default.</p> <p>ELSE If Reporting Pell ID default Weeks populated, then set accepted value to default.</p> <p>If supplied and not needed for payment methodology, ignore.</p> <p>Used in award amount validation.</p>
221	224	Cr/Clock Hours in all Pay Periods expected to Comp. this school year	<p>Can be BLANK when using Payment Methodologies 1, 2, 3, & 5.</p> <p>If invalid or out of range, then accepted value equal to previous value or equal to Cr/Clock Hrs for Academic Year.</p> <p>If supplied and not needed for payment methodology, ignore.</p> <p>Used in award amount validation.</p> <p>Can never be blank if PM = 5 and AC = 6.</p>

Origination Record Description (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
225	228	Cr/Clock hrs in program's definition of academic year	<p>Can be BLANK when using Payment Methodologies 1, 2, 3, and 5.</p> <p>If invalid or BLANK, then set accepted value to previous value or</p> <p>If Attending Pell ID default Hours populated, then set accepted value to default.</p> <p>ELSE, if Reporting Pell ID default hours populated, then set accepted value to default.</p> <p>ELSE, set accepted value to 900 if Academic Calendar =5 or set accepted value to 24 if Academic Calendar =6.</p> <p>If supplied and not needed for payment methodology, ignore.</p> <p>Used in award amount validation.</p> <p>Can never be less than previous field.</p>
229	250	Reserved for expansion	

Note: A change to an Origination Record is supplied in this same format. Changes apply to the entire award period.

Grant Batch Trailer Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	10	Trailer Identifier	Missing Batch Trailer – Reject Batch. No Detail Records – Reject Batch.
11	14	Data Record Length	If not equal to Data Record Length on Header, then reject Batch.
15	40	Batch Number	If not equal to Batch Number on Header, then reject Batch.
41	46	Reported Number of Records	If not equal to count of detail records in batch, then return warning message.
47	57	Reported Total of Batch	If not equal to total of detail records in batch, then return warning message.

Origination Acknowledgement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	23	Origination ID	Identifier
24	32	Original SSN	Identifier
33	34	Original Name Code	Identifier
35	40	Attending Campus PELL-ID	Identifier
60	60	Accepted No. of Payment Periods in Student's school year	For schools required to submit special disbursements, must have a valid value.
197	197	Accepted Verification status flag	<p>Only one disbursement for an amount less than or equal to ½ of the Origination Award amount can be accepted while status = W.</p> <p>These disbursements will be reversed in the second August of the Award Cycle if the status remains W.</p> <p>If blank or invalid, then If selected by CPS, then set approved value to previous value or "W".</p> <p>ELSE, set approved value to "N".</p>

Institution Data Acknowledgement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	6	Pell-ID	Change applies to all records with the same Pell-ID, unless further identification (DUNS #) is provided to change only a particular institution.
7	7	Action Status	Completed by RFMS as a result of Batch editing.
8	31	Batch Reject Reasons	Completed by RFMS as a result of Batch editing.

Data Requests: Multiple Reporting, Statement of Account, YTD

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	6	Requesting Attending Campus Pell-ID	Attended Campus ID. Will be populated for MRR and YTD requests. Reporting Campus ID will be populated for SOA requests.
7	7	Request type	Request type.
8	8	Requested Output Media Type	Cannot be blank for requests from the WEB.
9	34	Reserved for Future Use	Reserved for future use.
35	35	Multiple Reporting Request Code 1	Multiple Reporting Request code 1.
36	36	Multiple Reporting Request Code 2	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attending campus institution.
37	47	MR Student ID	Must be non-blank, MRR Code 2 equals S.
48	53	MR Institution Pell-ID	Must be non-blank if MRR Code 2 equals I.
54	76	Origination ID	If Request Type is Y and the Origination ID is non-blank then the YTD will be generated for that Origination ID. If the Origination ID is not found or invalid, the request will be rejected.
77	100	Reserved for future use	Reserved for future use.

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

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
54	76	Origination ID	If Request Type is Y and the Origination ID is not blank and the User requested this field on their request. If the Origination ID is not found or invalid, the request will be rejected.
77	77	Action Code	For RFMS use only.
78	98	Edit/Comment Codes	List of up to seven, three-digit comment codes which occurred during processing of the data request.
99	100	Reserved for Future Use	Reserved for future use.

Multiple Reporting Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	2	Record Type	(Shared SAR ID cannot be checked by RFMS.)
381	385	ED Use Flags	(1 st digit, Shared SAR ID cannot be checked by RFMS.)

Year-to-Date Record (Origination)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
2	24	Origination ID	Identifier.
25	33	Original SSN	Identifier.
34	35	Original Name Code	Identifier.
36	41	Attending Campus Pell-ID	Identifier. Change creates new origination record. Institution must change payment amounts for student at original attending campus as necessary.
47	59	Institution cross-reference	No editing.
60	60	Action Code	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attending Campus, and "R" for Action Code. All other fields shall be blank and no other records for the student will be enclosed in batch.
62	68	Accepted Award amount for entire school year	Cannot exceed Total Payment Ceiling for student award validation performed.
117	124	Accepted Estimated Disbursement Date #7	
198	198	Accepted Verification status flag	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if status remains W. Once a student is selected, he/she is always selected.
200	201	Accepted Transaction Number	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.

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

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
202	206	Accepted Expected Family Contribution (EFC)	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
208	208	Accepted Academic calendar	The academic calendar dictates which Payment Methodology can be accepted. Used in award amount validation. The following changes in Academic Calendar indicate need to change Payment Methodology: <i>From 1 to 2, 3, 4, or 5</i> <i>From 2, 3, or 4 to 1 or 5</i> <i>From 5 to 2, 3, 4 or 6</i> <i>From 6 to 1 or 5</i>
209	209	Accepted Payment Methodology	The Payment Methodology dictates the data required for Enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year. Used in award amount validation.
210	216	Accepted Cost of Attendance	Used in award amount validation.
218	219	Accepted Weeks of instructional time used to calculate payment	Must be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Use in award amount validation.
220	221	Accepted Weeks of inst. time in program's definition of academic year	Can be blank when using Payment Methodology 1. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

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

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
222	225	Accepted Cr/clock hrs in all pay periods expected to comp. this school year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
226	229	Accepted Cr/clock hrs in program's definition of academic year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

Year-to-Date Record (Disbursement)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
2	24	Origination ID	Identifier
25	37	Institution cross-reference	No editing
39	40	Disbursement Reference Number	Identifier: 91-99 are Reserved for RFMS system generated disbursements.
49	56	Disbursement Date	Process Date must be within N days prior to disbursement date.
58	65	Payment Period Start Date	Field is populated when a Special Disbursement record is processed by RFMS.
66	73	Payment Period End Date	Field is populated when a Special Disbursement record is processed by RFMS.
74	74	Accepted No. of Payment Periods in Student's school year	Field is populated when a Special Disbursement record is processed by RFMS.
75	81	Accepted Total Payment for this Payment Period	Field is populated when a Special Disbursement record is processed by RFMS.
82	82	Accepted Academic calendar for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
83	83	Accepted Payment Methodology for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
84	90	Accepted Cost of Attendance for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.

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

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
91	91	Accepted Enrollment status for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
92	93	Accepted weeks of instructional time used to calculate payment for this payment period. Accepted weeks of instructional time used to calculate payment for this payment period	Field is populated when a Special Disbursement record is processed by RFMS.
94	95	Accepted Weeks of instructional time in program's definition of academic year	Field is populated when a Special Disbursement record is processed by RFMS.
96	99	Accepted Cr/clock hours expected to complete in this Payment period	Field is populated when a Special Disbursement record is processed by RFMS.
100	103	Accepted Cr/clock hrs in program's definition of academic year	Field is populated when a Special Disbursement record is processed by RFMS.

Institution Data Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	6	Pell –ID	Change applies to all records with the same Pell-ID, unless further identification (DUNS #) is provided to change only a particular institution.
7	17	DUNS Number	Used to identify an institution that may be referenced by more than one Pell-ID.
18	52	Institution street mailing address – Line 1	BLANK if unchanged. May edit to determine change of ownership.
53	87	Institution street mailing address – Line 2	BLANK if unchanged.
88	112	Institution mailing city	BLANK if unchanged.
113	114	Institution mailing state	BLANK if unchanged.
115	123	Mailing Zip code.	BLANK if unchanged.
124	173	FAA Email Address	BLANK if unchanged.
174	203	Financial Aid Administrator (FAA) name	BLANK if unchanged. Will Updating Be Allowed?
204	217	FAA telephone number	BLANK if unchanged.
218	231	FAA fax number (Optional)	BLANK if unchanged.
232	232	Institution type	BLANK if unchanged.
233	233	Financial control	BLANK if unchanged.
234	234	Academic Calendar	BLANK if unchanged.

Institution Data Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
235	236	Weeks of inst. Time in program's definition of academic year	
237	240	Cr/Clock hrs in program's definition of academic year	BLANK if unchanged.

External Origination Add Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
24	32	Original SSN	Identifier
33	34	Original Name Code	Identifier
35	40	Attending Campus Pell-ID	Identifier Change creates new origination record.
46	58	Institution cross-reference	Data for this field will not be included in the record from EDEExpress.
59	59	Action Code	No editing.
60	60	No. of Payment Periods in Student's school year	Change usually occurs with increase in award amount.
61	67	Award amount for entire school year	Cannot exceed eligible award amount for student award validation performed.
197	197	Verification Status Code	Only one disbursement can be accepted while status = W. These disbursements will be reversed in the second August of the Award Cycle if the status remains W. Once a student is selected, he/she is always selected.
199	200	Transaction number	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
201	205	Expected Family Contribution (EFC)	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.
206	206	Secondary Expected Family Contribution	Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero.

External Origination Add Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
207	207	Academic calendar	<p>The academic calendar dictates which Payment Methodology can be accepted.</p> <p>Used in award amount recalculation.</p> <p>If one of the following changes occurs and associated disbursements have been processed, a new active origination record is created.</p> <p>Payments for the previous origination will be set to zero.</p> <p><i>From 1 to 2, 3, 4, or 5</i> <i>From 2, 3, or 4 to 1 or 5</i> <i>From 5 to 2, 3, 4, or 6</i> <i>From 6 to 1 or 5</i></p>
208	208	Payment Methodology	<p>The Payment Methodology dictates the data required for enrollment status, Weeks of instructional time, Weeks of instructional time in academic year, Credit/Clock Hours expected to complete, Credit/Clock Hours in academic year.</p> <p>Used in award amount recalculation.</p>
209	215	Cost of Attendance	Used in award amount recalculation.
216	216	Enrollment Status	BLANK only if Payment Methodology is Formula 4. Used in award amount recalculation.
217	218	Weeks of instructional time used to calculate payment	<p>Must be blank when using Payment Methodology 1.</p> <p>If incorrect, change to standard value.</p> <p>If supplied and not needed for payment methodology, ignore. Used in award year recalculation.</p>
219	220	Weeks of instructional time in program's definition of academic year	<p>Can be blank when using Payment Methodology 1.</p> <p>If incorrect, change to standard value.</p> <p>If supplied and not needed for payment methodology, ignore.</p> <p>Used in award amount recalculation.</p>

External Origination Add Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
221	224	Cr/Clock Hrs in all pay periods expected to comp. this school year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.
225	228	Cr/clock hrs in program's definition of academic year	Can be blank when using Payment Methodologies 1, 2, 3, & 5. If incorrect, change to standard value. If supplied and not needed for payment methodology, ignore. Used in award amount validation.

Note: A Change to an Origination record is supplied in this same format. Changes apply to the entire award period.

External Disbursement Add Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
24	36	Institution cross-reference	No editing.
37	37	Action Code	No editing.
38	39	Disbursement Reference Number	Identifier: 91-99 are Reserved for ED system generated disbursements.
48	55	Disbursement Date	Must be within N days prior of payment period start date.
56	56	Payment Period Number	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
57	64	Payment Period Start Date	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
65	72	Payment Period End Date	Field will be populated only when Payment Period date is desired. Only required on Special Disbursements.
73	73	No. of payment periods in Student's school year	Field will be populated only when Payment Period data is desired.
74	80	Total Payment for the Payment Period	Cannot exceed eligible award amount for student award recalculation. Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
81	81	Academic calendar for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.

External Disbursement Add Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
82	82	Payment Methodology for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
83	89	Cost of Attendance for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
90	90	Enrollment status for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
91	92	Weeks of instructional time used to calculate payment for this payment period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
93	94	Weeks of instructional time in program's definition of academic year	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
95	98	Cr/clock hrs expected to be completed in this Payment Period	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
99	102	Cr/clock hrs in program's definition of academic year	Field will be populated only when Payment Period data is desired. Only required on Special Disbursements.
103	108	Create time	Field will be populated only for those schools who must have data in the last field of a record.

TIVWAN Transmission Header Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	5	TIVWAN Transmission Header ID	Missing Transmission Header – Reject Transmission.

TIVWAN Transmission Batch Header Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	5	TIVWAN Batch Header Identification Number	Missing Transmission Header – Reject Transmission.

TIVWAN Transmission Batch Trailer Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	5	TIVWAN Batch Trailer Identification Number	Missing Transmission Trailer – Reject Transmission. No Detail Records – Reject Transmission.

TIVWAN Transmission Trailer Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	5	TIVWAN Transmission Trailer ID	Missing Transmission Trailer – Reject Transmission. No Detail Records – Reject Transmission.

Disbursement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	23	Origination ID	Identifier. If Origination ID does not match on RFMS database, then reject record.
37	37	Action Code	No editing.
38	39	Disbursement Reference Number	Identifier: 91-99 are Reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.
40	40	Debit/Credit Indicator Flag	If first accepted disbursement, then must equal "P".
48	55	Disbursement Date	Process Date must be within N days prior to 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.

Disbursement Acknowledgement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	23	Origination ID	Identifier.
38	39	Disbursement Reference number	Identifier: 91-99 are reserved for RFMS system generated disbursements.

Special Disbursement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	23	Origination ID	Identifier: If Origination ID does not match on RFMS database, then reject record.
24	36	Institution cross-reference	No editing.
37	37	Action Code	No editing.
38	39	Disbursement Reference Number	Identifier: 91-99 are reserved for RFMS system generated disbursements. If number is equal to number associated with Origination ID, then reject record as duplicate.
40	46	Disbursement Amount	There may be more than one disbursement per payment period. Accumulated amount per payment period not to exceed Total Payment for the payment period. Reported Disbursement Amount may be adjusted downward by RFMS to avoid Potential Overaward Payment conflict with other institution(s) that have previously reported disbursements for the student. If not in valid format, i.e., non-numeric, then reject record.
47	47	Debit/Credit Indicator Flag	If the first disbursement, reject if "N".
48	55	Disbursement Date	N days represents the value established by the Department's Notice of Deadlines and may vary by award year. N days will be established separately for JIT and Advanced Funded institutions.
56	56	Payment Period Number	If not numeric or not in valid range, then reject record.

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
57	64	Payment Period Start Date	If not in valid range, then reject record.
65	72	Payment Period End Date	If End Date is less than Start Date, set Start Date to Start Date + 1 day.
73	73	No. of Payment Periods in Student's School Year	Must be less than or equal to the Origination Award and consistent with the attendance and cost information reported for the payment period.
74	80	Total Payment for the Payment Period	Cannot exceed Total Payment Ceiling - Award Validation performed.
81	81	Academic Calendar for this Payment Period	If blank, or not within valid range (1-6), then set = Academic Calendar on file on file on the Origination Record.
82	82	Payment Methodology for this payment period	If blank or not a valid value and the Origination PM is consistent with the accepted Academic Calendar value for the payment period, RFMS will set PM to Origination PM. If the Origination PM is not consistent with the accepted Academic Calendar value for this payment period, RFMS will set PM = 3, when accepted Academic Calendar = 1, 2, 3, or 4; and will set PM = 4 if accepted Academic Calendar = 5 or 6.
83	89	Cost of Attendance for this payment period	If missing or invalid, then set accepted value to origination value.

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
90	90	Enrollment status for this payment period	<p>If the accepted AC is 1, 2, 3, or 4 and the PM is not 5, and Enrollment Status is valid, set the accepted value to the reported value.</p> <p>If the enrollment status is not valid, set it to 1.</p> <p>If the accepted AC is 1, 2, 3, or 4, and the PM is 5 and the Enrollment Status is 3 or 4, set the accepted value to the reported value.</p> <p>If the Enrollment Status is not 3 or 4, set it to 3.</p> <p>If AC = 5 or 6 and not BLANK, set = BLANK.</p>
91	92	Weeks of instructional time used to calculate payment for this payment period	<p>If invalid, then set accepted value to origination value.</p> <p>If PM is 1 and value not blank set accepted value to blank.</p> <p>If PM is 2 and weeks is not 00 – 29, set accepted value to 29.</p> <p>If PM is 3, 4, or 5 and value reported is not within range or value reported exceeds the accepted value for Weeks of Instructional Time in student’s educational program’s definition of academic year, set = to accepted value for Weeks of Instructional Time in student’s educational program’s definition of academic year (Federal Pell Grant program does not disburse funds for more than one academic year within an award year).</p> <p>If none of the above, then set the accepted value to the reported value.</p>

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
93	94	Weeks of instructional time in student's educational program's definition of academic year	<p>If PM = 1 and weeks is blank, set accepted value to the reported value.</p> <p>If PM = 2, 3, 4, or 5 and weeks is 30 to 78, set accepted value to the report value.</p> <p>If PM = 1 and weeks is not blank, set the accepted value to blank.</p> <p>If PM = 2, 3, 4 or 5 and weeks is not 30 to 78, set accepted value to 30.</p>
95	98	Cr/clock hrs expected to comp. for this Payment period.	<p>If invalid, set to accepted value of credit/clock hours using academic years.</p> <p>If hours are not blank and AC is 1,2,3 or 4, set the accepted value to blank.</p> <p>If hours are invalid, which includes:</p> <ol style="list-style-type: none"> Academic Calendar = 5 and PM = 4 (< 0000 OR > accepted value in programs definition of academic year) Set accepted value to accepted value in programs definition of academic year Academic Calendar = 6 and PM = 4 (<0000 OR > accepted value in programs definition of academic year) Set accepted value to accepted value in programs definition of academic year. Academic Calendar = 5 and PM = 5 (<0000 OR > ½ of accepted value in programs definition of academic year) Set accepted value to ½ of accepted value in programs definition of academic year. Academic Calendar = 6 and PM = 5 (< 0000 OR > ½ of accepted value in programs definition of academic year. <p>Otherwise, set the accepted value to the reported value.</p>

Special Disbursement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
99	102	Cr/clock hrs in program's definition of academic year	<p>If AC = 1, 2, 3, or 4 and not Blank, set = Blank.</p> <p>If AC = 5, or 6 and not in valid range, set = minimum valid range; for example, AC = 5, set = 0900; AC = 6, set = 0024.</p>
103	109	Total funds disbursed for this payment period previously reported using a regular disbursement record	<p>Must be less than or equal to total disbursements received for student.</p> <p>If blank or not in range or in excess of total disbursements received for student, then reject record.</p>

Special Disbursement Acknowledgement Record

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
1	23	Origination ID	Identifier
24	36	Institution cross-reference	No editing
38	39	Disbursement Reference Number	Identifier: 91-99 are reserved for RFMS system generated disbursements.
83	89	Accepted Cost of Attendance for this payment period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
90	90	Accepted Enrollment Status for this Payment Period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
91	92	Accepted Weeks of Instructional time used to Calculate Payment for This Payment Period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
93	94	Accepted Weeks of inst. Time in program's definition of academic year	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
95	98	Accepted Cr/clock hrs expected to comp. for this Payment Period	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.

Special Disbursement Acknowledgement Record (Continued)

Field Positions		Field Names	Processing Notes/Edit Descriptions
First	Last		
99	102	Accepted Cr/clock hrs in program's definition of academic year	Only populated if changed. Changes applied only if different from the origination record for the designated payment period.
193	202	ED Use Flags	(1 st digit, Shared SAR ID cannot be checked by RFMS.)

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