

North Dakota University System Campus Solutions Financial Aid Requesting and Reviewing Pell Information

Request Information

Financial Aid > File Management > Pell Grants > Create Pell Data Request	
<p>Establish which reports you want by adding a row to the Create Pell Data Requests. Add a row for each report you wish to request. Your choices are Year to Date, Statement of Accounts, Reconciliation Request and Multiple Reporting.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Pell Data Request</h3> <p style="text-align: right; margin: 0;">Aid Year: 2009 Reset</p> <p>Academic Institution: MISUB Minot State Univ-Bottineau</p> <p>Pell ID Reporting: 002995 MINOT STATE UNIV-BOTTINEAU CAM</p> <p>Attended Pell ID: 002995 MINOT STATE UNIV-BOTTINEAU CAM</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="font-size: small; margin: 0;">Pell Data Request Type Find View All First 2 of 2 Last</p> <p>Request Seq: 2 Request Type: Multiple Reporting</p> <p style="font-size: small; margin: 0;">Multiple Report Request Code 1: <input type="text"/></p> <p style="font-size: small; margin: 0;">Multiple Report Request Code 2: <input type="text"/></p> <p style="text-align: center; margin-top: 5px;"> Institution YTD Request ID Student </p> </div> <ul style="list-style-type: none"> For Multiple Reporting, use the drop down boxes to choose an Origination report or a Disbursement report, and which population you want the report for. For Year To Day, you can choose a single student (using YTD Request ID button) or run the report for all students by not selecting an individual student. </div>
Financial Aid > File Management > Pell Grants > Generate Pell Phase in Data	
<p>The Pell Out process reads what you have set up on the Create Pell Data Requests page and generates your request.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Pell Out</h3> <p style="margin: 0;">Run Control ID: Pell_Process_Out_dj Report Manager Process Monitor Run</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="font-size: small; margin: 0;">Selection Criteria</p> <p>*Institution: MISUB <input type="text"/> <input type="button" value="Q"/></p> <p>*Aid Year: 2009 <input type="text"/> <input type="button" value="Q"/></p> <p>*Pell ID: 002995 <input type="text"/> <input type="button" value="Q"/> <input type="checkbox"/> Send Disb if Verification 'W'</p> <p><input type="checkbox"/> Pell Origination Outbound</p> <p><input type="checkbox"/> Pell Disbursement Outbound</p> <p><input checked="" type="checkbox"/> Pell Data Request Outbound</p> </div> </div>

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Financial Aid > File Management > Create Federal Data Files	
<p>Outbound the file from the Create Federal Data Files page.</p>	<p style="text-align: center;">FA Outbound</p> <p>Run Control ID: FA_EC_File_Outbound_dj Report Manager Process Monitor <input type="button" value="Run"/></p> <p>*Outbound File Path: <input type="text" value="C:\PSoft\FinAid\Federal\Export\MISUB\"/></p> <p>*Outbound File Type: <input type="text" value="PELL Data Request"/></p> <p>*Aid Year: <input type="text" value="2009"/> <input type="button" value="Q"/></p> <p>*Institution: <input type="text" value="MISUB"/> <input type="button" value="Q"/></p> <p style="text-align: center;">Your Outbound File Path should be like C:\PSoft\FinAid\Federal\Export\NDSCS\, but use your school code (BSC01, LRSC1, etc.) in place of NDCSCS.</p>

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View Multiple Reporting Information

Financial Aid > Pell Payment > Multiple Reporting > Review MRR

This is an Inquiry screen. Hit "Search" on the search page to get a list of *EC Transaction IDs*. Find the latest *Pell Batch ID* that contains your school code

In our example you can tell this is a 2005 report by the *EC Transaction ID*, which has an 05 just before the OP, and by the Pell Batch ID, which starts with 2005.

Pell Mult Reporting Rec
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EC Transaction ID:

EC Queue Instance:

Pell Batch ID:

Case Sensitive

[Basic Search](#)

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
[View All](#) First 1-100 of 300 Last

EC Transaction ID	EC Queue Instance	Pell Batch ID	User ID	Pell Trans Date/Time
PGMR05OP	2	#M2005102994	20051029094817 djunk	10/31/2005 12:07:34
PGMR06OP	2	#M2006003008	20051021074836 djunk	10/26/2005 10:37:52

To run the MRR by Batch Report, you'll need to copy the current Pell Batch ID

Financial Aid > Pell Payment > Multiple Reporting > MRR by Batch

To obtain the **MRR Batch Report**, copy the Pell Batch ID from the **Review YTD Records** page and paste it here or do a look up.

Pell MRR Batch Report

Run Control ID: Pell_MRR_by_Batch_dj [Report Manager](#) [Process Monitor](#)

Report Request Parameters

*Pell Batch ID:

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Financial Aid > Pell Payment > Multiple Reporting > MRR by Status	
<p>To run a report for a specific status code, find the status code you want to use from the drop down box.</p> <p>The report shows the student, Origination Status and Pell Trans Status.</p> <p>The query equivalent to this report is FA875B.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Pell MRR by Status Code</p> <p>Run Control ID: Pell_MMR_Rpt_dj Report Manager Process Monitor Run</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: left; margin: 0;">Report Request Parameters</p> <p>*Academic Institution: <input type="text" value="UND01"/> <input type="button" value="Q"/> University of North Dakota</p> <p>*Aid Year: <input type="text" value="2007"/> <input type="button" value="Q"/> Federal Aid Year 2006-2007</p> <p>Pell MRR Status: <input type="text" value="Concurrent Enrollment Inst"/> <input type="button" value="v"/></p> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> <ul style="list-style-type: none"> Blocked Institution Blocked and Concurrent Enrlmnt Blocker Institution Blocker/Concurrent Enrlmnt <li style="background-color: #e0e0e0;">Concurrent Enrollment Inst Disbursed Institution None Found Originated Institution Shared SAR ID Unblocked Institution Verification W </div> </div> <p style="margin-top: 5px;"> Save Return to Search Add Update/Display </p> </div>

Financial Aid > Pell Payment > Multiple Reporting > MRR Report	
<p>This report will also give student information sorted by MRR Status (Concurrent Enrollment, Unblocked Institution, etc). The report also shows the student, Origination Status and Pell Trans Status.</p> <p>The query equivalent to this report is FA875A.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Pell MRR Report</p> <p>Run Control ID: Pell_MRR_by_Batch_dj Report Manager Process Monitor Run</p> <p style="text-align: right; margin-right: 50px;">Process Instance: 1912464</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: left; margin: 0;">Report Request Parameters</p> <p>*Academic Institution: <input type="text" value="UND01"/> <input type="button" value="Q"/> University of North Dakota</p> <p>*Aid Year: <input type="text" value="2009"/> <input type="button" value="Q"/> Federal Aid Year 2008-2009</p> </div> </div>

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View Reconciliation Information

Financial Aid > Pell Payment > Cash Management Reports > Review Reconciliation

This is an Inquiry screen. Hit "Search" on the search page to get a list of EC Transaction IDs. Find the latest Pell Batch ID that contains your school code

In our example you can tell this is a 2004 report by the EC Transaction ID, which has an 04 just before the OP, and by the Pell Batch ID, which starts with 2004.

Pell Reconciliation
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EC Transaction ID:

EC Queue Instance:

Pell Batch ID:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results
[View All](#) First 1-100 of 156 Last

EC Transaction ID	EC Queue Instance	Pell Batch ID	User ID	Pell Trans Date/Time
PGRC04OP	1	#C200400300520081015091943	djunk	10/23/2008 13:17:16

In order to run the Reconciliation Report, you'll need the *EC Transaction ID* and *EC Queue Instance* that correspond to your latest *Pell Batch ID*.

Financial Aid > Pell Payment > Cash Management Reports > Reconciliation Report

To obtain the **Reconciliation Report**, copy the *EC Queue Instance* from the **View Reconciliation** page and paste it here.

The query equivalent to this report is FA923

Pell Reconciliation Report

Run Control ID: Pell_Reconciliation_Rpt_dj [Report Manager](#) [Process Monitor](#)

Report Request Parameters

EC Transaction ID:

EC Queue Instance:

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View Statement of Account Information

Financial Aid > Pell Payment > Cash Management Reports > Review Statement of Account

This is an Inquiry screen. Hit "Search" on the search page to get a list of EC Transaction IDs. Find the latest Pell Batch ID that contains your school code

In our example you can tell this is a 2006 report by the EC Transaction ID, which has an 06 just before the OP, and by the Pell Batch ID, which starts with 2006.

Pell Statement of Acct

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EC Transaction ID:

EC Queue Instance:

Pell Batch ID:

Case Sensitive

[Basic Search](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of results.

[View All](#) First 1-100 of 300 Last

EC Transaction ID	EC Queue Instance	Pell Batch ID	User ID	Pell Trans Date/Time
PGAS06OP	2	#A200600300520051026092727	djunk	10/27/2005 11:00:19

Financial Aid > Pell Payment > Cash Management Reports > Print Grant ESOA

To print the **Pell Grant Statement of Account**, copy the Pell Batch ID from the **Review YTD Records** page and paste it here or do a look up.

The query equivalent to this report is FA870, but the report is much easier to read.

Print Pell ESOA

Run Control ID: Print_Pell_Grant_ESOA_dj [Report Manager](#) [Process Monitor](#)

Report Request Parameters

*Aid Year:

*Pell ID Reporting: VALLEY CITY STATE UNIVERSITY

*Pell Batch ID:

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View Year To Date Information

Financial Aid > Pell Payment > Year To Date Reports > Review YTD Records

This is an Inquiry screen. Hit "Search" on the search page to get a list of *EC Transaction IDs*. Find the latest *Pell Batch ID* that contains your school code

In our example you can tell this is a 2005 report by the *EC Transaction ID*, which has an 05 just before the OP, and by the *Pell Batch ID*, which starts with 2005.

Pell YTD Records

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EC Transaction ID:

Pell Batch ID:

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

First 1-84 of 84 Last

EC Transaction ID	EC Queue Instance	Pell Batch ID	User ID	Pell Trans Date/Time
PGYR05OP	2	#Y200500300720050923165130	djunk	09/26/2005 11:04:05
PGYR05OP	3	#Y200500299120050926111054	djunk	09/27/2005 10:39:33
PGYR05OP	4	#Y200500299120050926111054	djunk	09/27/2005 10:39:59

Copy the entire Pell Batch ID if you want to run a report.

Financial Aid > Pell Payment > Year To Date Reports > YTD Originations

To obtain the **Year to Date** report for Originations, copy the *Pell Batch ID* from the **Review YTD Records** page and paste it here.

YTD Orig All Rcpts

Run Control ID: YTD_Originations_dj [Report Manager](#) [Process Monitor](#)

Report Request Parameters

*Academic Institution: Minot State Univ-Bottineau
 *Aid Year: Federal Aid Year 2005-2006
 *Pell Batch ID:

Financial Aid > Pell Payment > Year To Date Reports > YTD Disbursements

To obtain the **Year to Date** report for Disbursements, copy the *Pell Batch ID* from the **Review YTD Records** page and paste it here.

YTD Disb All Recipients

Run Control ID: YTD_Disbursements_dj [Report Manager](#) [Process Monitor](#)

Report Request Parameters

*Academic Institution: Bismarck State College
 *Aid Year: Federal Aid Year 2008-2009
 *Pell Batch ID: