

Creating Pell Outbound Files-061608

1.	Navigate: Financial Aid > File Management > COD Full Participant > Generate Pell Data.
2.	The Pell Outbound process requires a Run Control ID . You can either use an existing Run Control ID or create a new one. To create a new one, click the Add a New Value tab.
3.	Enter a name for the new Run Control ID.
4.	Click Add .
5.	On the Pell Outbound page, enter the parameters for the process. Make sure the correct Institution and Aid Year are entered. Leave the Schema Version to its default setting. Fill in or look up the SFA Common School ID .
6.	Select the checkboxes that correspond to the data you want to send to COD. If all you have is origination records, check the Pell Origination Outbound checkbox. If you have disbursement data, check Pell Disbursement Outbound . Checking the Pell Disbursement Outbound box automatically selects the Pell Origination Outbound option as well. Select the Send Disb if Verification 'W' option to send the disbursement if the verification status code is W (without documentation). This value is used only for disbursement.
7.	Enter a file path and file name in the File Path and Name field. Check with your FA director for the correct entry for this field.
8.	Click Run .
9.	Click OK .
10.	Click the Process Monitor link.
11.	Click the Refresh button from time to time until the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .
12.	Click the PELLOUT link in the Process Name field.
13.	Click the " SFA_COD_OUT Success " link.
14.	Click View Log/Trace .
15.	The output file is the second item in the list. Save it to your workstation hard drive so you can send it to COD.
16.	End of Procedure.