

## Pell Origination-061608

1.	Navigate: <b>Financial Aid &gt; Pell Payment &gt; Originate Pell Payment.</b>
2.	You can either select an existing Run Control ID or create a new one. To create a new one, click the <b>Add a New Value tab.</b>
3.	Enter a name for the new Run Control ID (do not use blanks).
4.	Click <b>Add.</b>
5.	The parameters for this process are: the <b>Institution, Aid Year</b> and <b>Pell ID Reporting</b> (required) and optionally a list of student IDs.
6.	Make sure the correct <b>Institution</b> and <b>Aid Year</b> are entered. Click the look up button on the <b>Pell ID Reporting</b> field.
7.	Click the correct Pell ID from the Search Results list.
8.	If you want to limit the process to specific students, click the <b>Student Override</b> checkbox as shown in this example. This opens up the <b>ID</b> field in the <b>Student Override List</b> section of the page. Enter a student's ID in the <b>ID</b> field. Click the <b>Add a New Row</b> button to add more student IDs.
9.	Click <b>Run</b>
10.	Click <b>OK.</b>
11.	Click the <b>Process Monitor</b> link.
12.	The current process is always the topmost one in the list. Click the <b>Refresh</b> button from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> .
13.	Click the <b>Details</b> link.
14.	Click <b>View Log/Trace.</b>
15.	To see messages from the process, click the <b>Message Log.</b>
16.	The Message Log opens in a new window.
17.	<b>End of Procedure.</b>