



## Business Process Document Financial Aid: How to Reconcile Pell

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<b>Date Modified</b>	12/3/2010
<b>Last Changed by</b>	System Office
<b>Status</b>	DRAFT

### How to Reconcile Pell

#### Concept

For a given aid year, lists individual Student Financial Aid PELL awards and compares aid year disbursements against Student Financials and Department of Education Common Origination Disbursement records. (Please note this is not PeopleSoft delivered; it was written locally.)

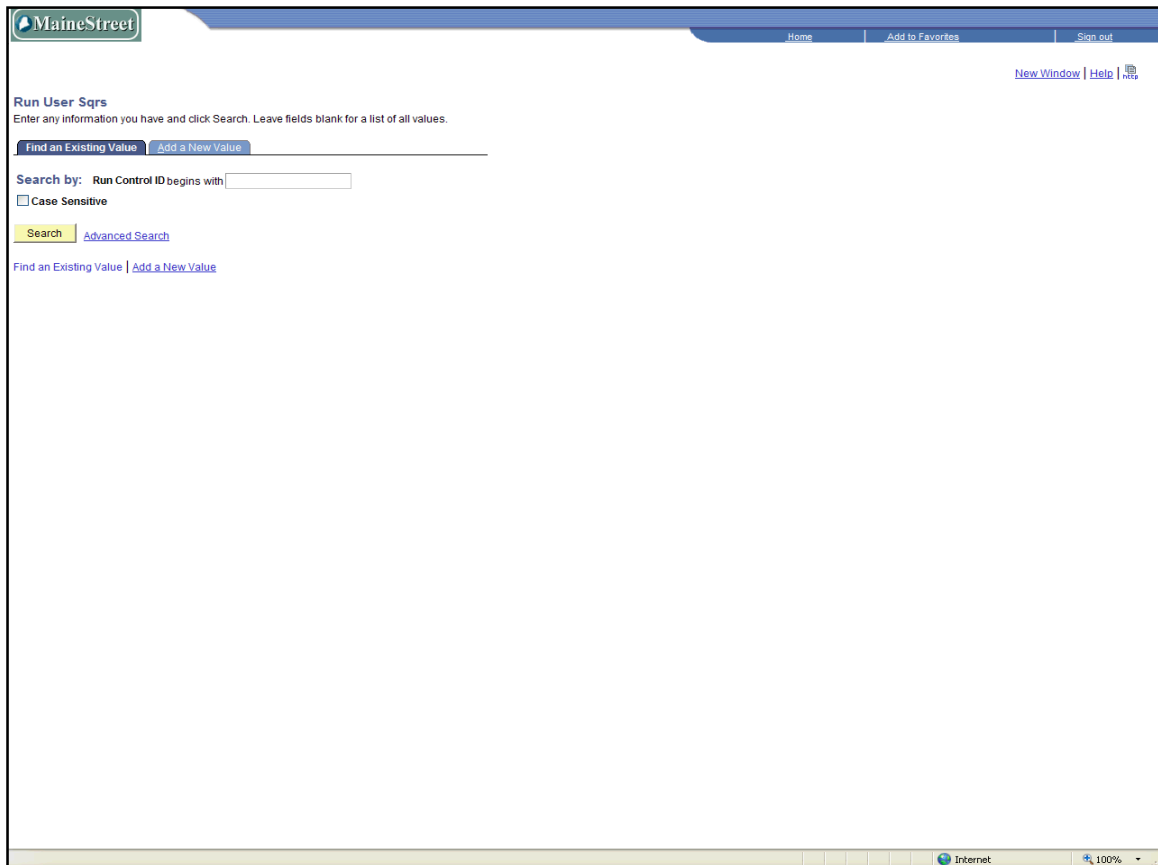
Security to run this program is handled at the system office. Please contact the financial aid SME if access is needed.

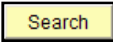


## Navigation

Step	Action
1.	Click the <b>University of Maine System</b> link.
2.	Click the <b>Utilities</b> link.
3.	Click the <b>Run User SQRs</b> link.

## Procedure



Step	Action
4.	On the Run Your SQRs page, use an existing, or create a new run control id to access the run control page.  Click the  button.



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The screenshot shows the 'Run a Saved SQR' interface in the MaineStreet application. The 'Run Control ID' is 'PELLRECON'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. A search field labeled '\*Program Name' is highlighted with a red oval. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser status bar at the bottom shows 'Done', 'Internet', and '100%'.

Step	Action
5.	Lookup and select the UMFPELL <b>Program Name</b> .

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MaineStreet

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Run a Saved SQR

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

\*Program Name: JMFPELL  Test

Name	Field Data Type	Required	Field Value
1 ACAD_CAREER	Character	Y	<input type="text"/>
2 AID_YEAR	Character	Y	<input type="text"/>
3 INSTITUTION	Character	Y	<input type="text"/>

Please enter dates in the form MM/DD/YYYY

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Done Internet 100%

Step	Action
6.	<p>In the <b>Program Parameters</b> section, enter the appropriate academic career in the <b>ACAD_CAREER</b> field (e.g. UGRD, GRAD, LAW).</p> <p><b>NOTE:</b> There are no lookups or edit checks on the field values so enter them carefully. Incorrectly defined parameters will cause the program to error.</p>



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Run a Saved SQ

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

Program Name:

Name	Field Data Type	* Required	Field Value
1 ACAD_CAREER	Character	Y	UGRD
2 AID_YEAR	Character	Y	<input type="text"/>
3 INSTITUTION	Character	Y	<input type="text"/>

Please enter dates in the form MM/DD/YYYY

Step	Action
7.	Enter the appropriate Aid Year in the <i>AID_YEAR</i> field.

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MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Run a Saved SQR

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

\*Program Name: UMFPELL  Test

Program Parameters

Name	Field Data Type	* Required	Field Value
1 ACAD_CAREER	Character	Y	UGRD
2 AID_YEAR	Character	Y	2011
3 INSTITUTION	Character	Y	<input type="text"/>

Please enter dates in the form MMDDYYYY

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Done Internet 100%

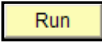
Step	Action
8.	Enter the appropriate Institution in the <i>INSTITUTION</i> field.



## Business Process Document Financial Aid: How to Reconcile Pell

The screenshot shows the 'Run a Saved SQR' interface in the MaineStreet application. The 'Run Control ID' is 'PELLRECON'. There are links for 'Report Manager', 'Process Monitor', and a highlighted 'Run' button. A search box for 'Program Name' contains 'UMFAPELL'. Below is a table of 'Program Parameters' with columns for Name, Field Data Type, Required, and Field Value. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.


Name	Field Data Type	Required	Field Value
1 ACAD_CAREER	Character	Y	UGRD
2 AID_YEAR	Character	Y	2011
3 INSTITUTION	Character	Y	UMS01

Step	Action
9.	Click the  button.

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Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) **Saved**

**Process Scheduler Request**

User ID: 0020625      Run Control ID: PELLRECON

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	UMSORUSR	UMSORUSR	SQR Report	Web	PDF	Distribution

Internet      100%

Step	Action
10.	On the <b>Process Scheduler Request</b> page, click the <input type="button" value="OK"/> button.



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Run a Saved SQR

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

Process Instance: 3189

Program Name:

Name	Field Data Type	* Required	Field Value
1 ACAD_CAREER	Character	Y	<input type="text" value="UGRD"/>
2 AID_YEAR	Character	Y	<input type="text" value="2011"/>
3 INSTITUTION	Character	Y	<input type="text" value="UMS01"/>

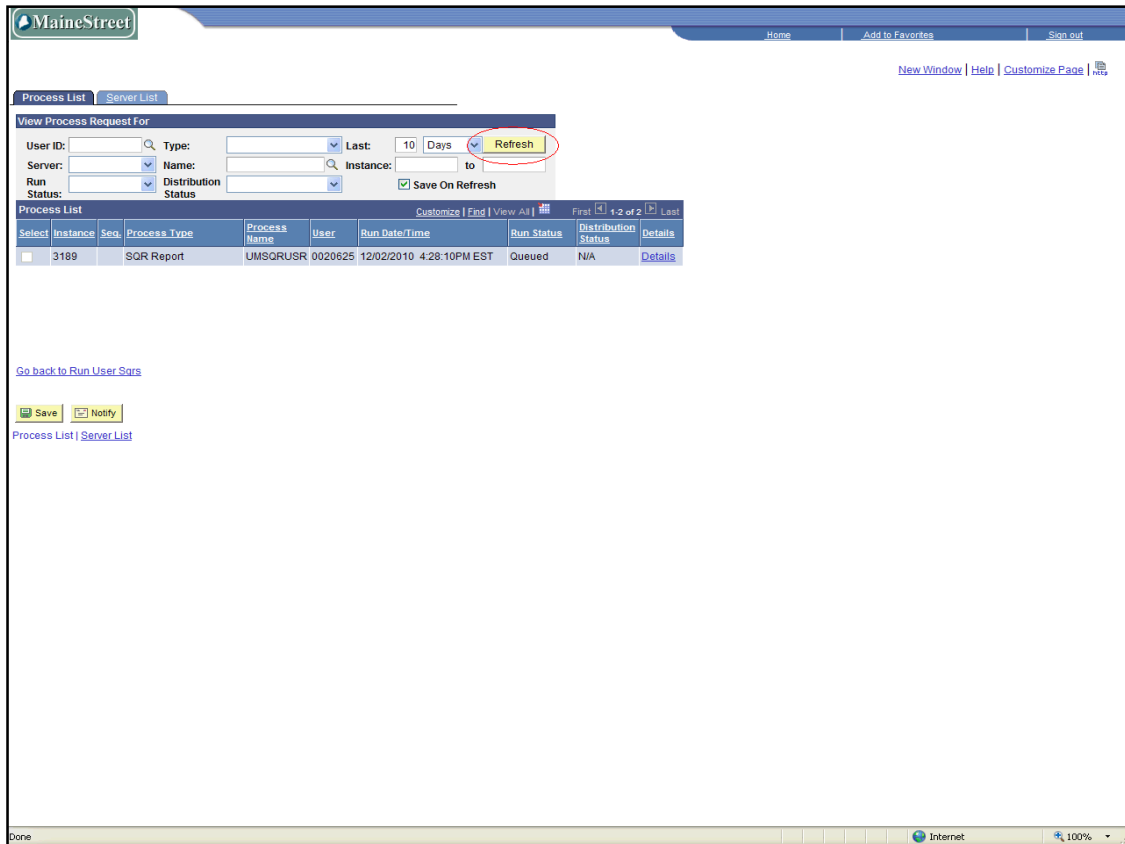
Please enter dates in the form MM/DD/YYYY

Step	Action
11.	On the <b>Run a Saved SQR</b> page, click the <i>Process Monitor</i> link.

# Business Process Document

## Financial Aid: How to Reconcile Pell



Step	Action
12.	On the <i>Process List</i> page, click the <b>Refresh</b> button until the <i>Distribution Status</i> for your process shows <i>Posted</i> .



## Business Process Document Financial Aid: How to Reconcile Pell

The screenshot shows the 'Process List' page in the MaineStreet application. At the top, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. Below the application title, there are tabs for 'Process List' and 'Server List'. A search filter section titled 'View Process Request For' contains fields for 'User ID' (0020625), 'Type', 'Last' (10 Days), 'Refresh', 'Server', 'Name', 'Instance', 'to', 'Run Status', and 'Distribution Status'. A 'Save On Refresh' checkbox is also present. Below the search filter is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3188		SQR Report	UMSQRUSR	0020625	12/02/2010 4:18:30PM EST	Success	Posted	<a href="#">Details</a>

Below the table, there are links for 'Go back to Run User Sqs', 'Save', 'Notify', and 'Process List | Server List'. The 'Details' link in the table is circled in red.

Step	Action
13.	Click the <a href="#">Details</a> link for your process to open the <b>Process Details</b> page.

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The screenshot shows the 'Process Detail' page in the MaineStreet application. The page includes a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' options. Below the navigation bar, there are links for 'New Window', 'Help', 'Customize Page', and a printer icon. The main content area is titled 'Process Detail' and contains several sections:

- Process:** Instance: 3188, Type: SQR Report, Name: UMSQRUSR, Description: UMSQRUSR, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: rs, Location: Server, Server: PSUNIX, Recurrence: (empty).
- Update Process:** A list of radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'.
- Date/Time:** Request Created On: 12/02/2010 4:18:51PM EST, Run Anytime After: 12/02/2010 4:18:30PM EST, Began Process At: 12/02/2010 4:19:00PM EST, Ended Process At: 12/02/2010 4:25:15PM EST.
- Actions:** A list of links: 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace' (circled in red).

At the bottom of the main content area, there are 'OK' and 'Cancel' buttons. The browser's status bar at the very bottom shows 'Done' and 'Internet'.

Step	Action
14.	Click the <i>View Log/Trace</i> link to open the <b>View Log/Trace</b> page and access your report.



## Business Process Document Financial Aid: How to Reconcile Pell

### View Log/Trace

#### Report

**Report ID:** 2815      **Process Instance:** 3188      [Message Log](#)  
**Name:** UMSQRUSR      **Process Type:** SQR Report  
**Run Status:** Success

UMSQRUSR

#### Distribution Details

**Distribution Node:** DEV      **Expiration Date:**

#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">PELL Reconciliation Exceptions 2011.PDF</a>	240,736	12/02/2010 4:25:15.000000PM EST
<a href="#">PELL Reconciliation Summary 2011.PDF</a>	537,343	12/02/2010 4:25:15.000000PM EST
<a href="#">Message Log</a>	2,273	12/02/2010 4:25:15.000000PM EST
<a href="#">UMS01 PELL Reconciliation Exception Records AY 2011.TXT</a>	56,754	12/02/2010 4:25:15.000000PM EST
<a href="#">UMS01 PELL Reconciliation Summary Records AY 2011.TXT</a>	130,674	12/02/2010 4:25:15.000000PM EST
<a href="#">Trace File</a>	2,216	12/02/2010 4:25:15.000000PM EST

#### Distribute To

Distribution ID Type	*Distribution ID
User	0020625

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Step	Action
15.	<p>Once the program is run there will be several output files accessible through the Process Monitor – View Log/Trace page. Here are descriptions of each file:</p> <p><b>PELL_Reconciliation_Summary_CCYY.PDF</b> - A PDF document that lists all students who received a PELL award for a given aid year. The following fields are displayed as follows:</p> <ul style="list-style-type: none"> <li>- EMPLID</li> <li>- Name</li> <li>- SSN</li> <li>- Student Financial Aid Award Offered (aid year)</li> <li>- Student Financial Aid Award Accepted (aid year)</li> <li>- Student Financial Aid Award Authorized (aid year)</li> <li>- Student Financial Aid Award Disbursed (aid year)</li> <li>- Student Financials (aggregate by all PELL item types)</li> <li>- Student Financial Aid Award Disbursed/Student Financials Variance</li> <li>- Common Origination Disbursement (PGRC booked value)</li> <li>- Student Financial Aid Award Disbursed/Common Origination Disbursement Variance</li> </ul> <p><b>PELL_Reconciliation_Exceptions_CCYY.PDF</b> - Same as above with one exception, it lists all students who have a Student Financial Aid Award Disbursed/Student Financials Variance greater than \$0.00 and/or Student Financial Aid Award Disbursed/Common Origination Disbursement Variance greater than \$0.00.</p> <p><b>UMS01_PELL_Reconciliation_Summary_Records_AY_CCYY.TXT</b> - Same as 'PELL_Reconciliation_Summary_CCYY.PDF' with one exception, it is a text file to be imported into Excel.</p> <p><b>UMS01_PELL_Reconciliation_Exception_Records_AY_CCYY.TXT</b> - Same as 'PELL_Reconciliation_Exceptions_CCYY.PDF' with one exception, it is a text file to be imported into Excel.</p> <p><b>Trace</b> - It lists parameters passed or used by the program to create the above output.</p>



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The screenshot displays the 'View Log/Trace' page in the MaineStreet application. The report details are as follows:

- Report ID:** 2815
- Process Instance:** 3188
- Name:** UMSQRUSR
- Process Type:** SQR Report
- Run Status:** Success
- Distribution Node:** DEV
- Expiration Date:** 12/12/2010

The 'File List' section contains the following data:

Name	File Size (bytes)	Datetime Created
<a href="#">PELL_Reconciliation_Exceptions_2011.PDF</a>	240,736	12/02/2010 4:25:15.000000PM EST
<a href="#">PELL_Reconciliation_Summary_2011.PDF</a>	537,343	12/02/2010 4:25:15.000000PM EST
<a href="#">Message Log</a>	2,273	12/02/2010 4:25:15.000000PM EST
<a href="#">UMSQ1_PELL_Reconciliation_Exception_Records_AY_2011.TXT</a>	56,754	12/02/2010 4:25:15.000000PM EST
<a href="#">UMSQ1_PELL_Reconciliation_Summary_Records_AY_2011.TXT</a>	130,674	12/02/2010 4:25:15.000000PM EST
<a href="#">Trace File</a>	2,216	12/02/2010 4:25:15.000000PM EST

The 'Distribute To' section shows:

Distribution ID	Type	Distribution ID
User		0020625

A 'Return' button is located at the bottom left of the page.

Step	Action
16.	<b>End of Procedure.</b>