



## How to Reconcile Pell

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.
4.	On the <b>Run Your SQRs</b> page, use an existing, or create a new run control id to access the run control page.
5.	Click the <input type="button" value="Search"/> button.
6.	Lookup and select the UMFAPPELL <b>Program Name</b> .
7.	In the <b>Program Parameters</b> section, enter the appropriate academic career in the <b>ACAD_CAREER</b> field (e.g. UGRD, GRAD, LAW).  <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.
8.	Enter the appropriate Aid Year in the <b>AID_YEAR</b> field.
9.	Enter the appropriate Institution in the <b>INSTITUTION</b> field.
10.	Click the <input type="button" value="Run"/> button.
11.	On the <b>Process Scheduler Request</b> page, click the <input type="button" value="OK"/> button.
12.	On the <b>Run a Saved SQR</b> page, click the <a href="#">Process Monitor</a> link.
13.	On the <b>Process List</b> page, click the <input type="button" value="Refresh"/> button until the <b>Distribution Status</b> for your process shows <i>Posted</i> .
14.	Click the <a href="#">Details</a> link for your process to open the <b>Process Details</b> page.
15.	Click the <a href="#">View Log/Trace</a> link to open the <b>View Log/Trace</b> page and access your report.



<p>16.</p>	<p>Once the program is run there will be several output files accessible through the Process Monitor. 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>
<p>17.</p>	<p><b>End of Procedure.</b></p>