Financial Aid System

2020-21 FAM Pell
Common Record Process
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1 Overview and Checklists

This chapter provides an overview of the Common Record process (COD) including:

- Understanding why Pell payments are reported

The chapter also covers the following topics:

- Understanding Originations and Disbursements for Pell
- COD process steps
- General set-up checklist
1.1 Overview of COD

Read this section to obtain information about why Pell payments are reported, how the FAM system handles Pell reporting, and what is new for COD reporting in 2020-2021.

Understanding Why Pell Payments Are Reported

Effective 2011-12, colleges do not receive an initial Pell Grant authorization. Instead, the Current Funding Level (CFL) is based on accepted actual disbursements submitted to COD. As the award year progresses, the authorization for the college is adjusted based on the actual disbursements the college reports to the Department of Education (DOE) through the Common Origination and Disbursement process (COD). COD sends information on the college’s disbursement records to the Grants Administration and Payments System (GAPS) to substantiate funds drawn down by each college. In addition, COD sends information in the form of an Electronic Statement of Account (ESOA) to the schools notifying them of their CFL. In simple terms, the Department of Education through COD uses the Pell payment reporting process to allow colleges to tell them about each student that was given a Pell grant. It allows COD to track electronically how much each student received and the date it was given by the college.

Reporting Pell Payments Using FAM

COD has an established process for colleges to report their Pell Payments. Colleges report under the Common Record process. The FAM product has processes to handle three distinct parts of the COD reporting process:

1. Pell Common Record Request (CRAA21IN)
   - Sends origination and disbursement information to COD in a single batch.

2. Pell Common Record Response (CRAA21OP)
   - Receives information back from COD about whether an origination or disbursement was accepted, corrected, or rejected.

3. Pell Year-to-Date Files
   - In addition, the FAM product has a way for colleges to reconcile their Pell payments with COD. The Year-To-Date (YTD) Payment Posting Program uses the Pell year-to-date file from COD and compares it to award and disbursement information in FAM and lists discrepancies. For additional information, please see the Pell Payment Year-to-Date Reconciliation documentation on the SBCTC-IT website.
What’s New About COD Reporting

Enrollment and Program Reporting

Starting in 2017-18, the Department of Education required that enrollment and program information be included in Pell Common Record reporting to COD as part of the disbursement record. The FAM Pell Common Record process has been modified to include the required data.

Program and enrollment data for each Pell recipient includes Program Length, Program Length Unit, Weeks Academic Year, Special Program Flag, Program Credential Level, CIP Code, and Enrollment Status. Starting in 2020-21, the CIP Code Year is also reported.

The Pell Common Record Report 2020-21 edits for that data and will include this data in the XML Export file (at the Disbursement level).

The required program data is entered on the College Education Program screen (SM5006, function key F4) in the Student Management System.

The program data is selected by the student’s quarterly Education Program Code viewable in the PRG field on the Registration screen (SM700A) or in the Stu Prg Enr field on the Student Quarterly Data screen (SM5017) in SMS.

An HPUX batch job looks at the student’s enrollment and program data and optionally posts the data to the FAM Academic Tab. The job is FAS Academic Enrolled Program Update (SM9111J). See Appendix C for further information about this job.

The student’s enrolled credits must also be posted to the Attempted Hours field on the Academic tab. This is posted by HPUX batch job Finaid Academic Attempted Hours Update (SM9110J).

NOTE: Because of the required enrollment and program data, students must be enrolled in the first quarter awarded Pell before their disbursement can be submitted to COD.

Schema Change and Schema Validation version 4.0d

Starting with 2020-21, COD is reported using Schema version 4.0d. As a part of the 4.0d schema implementation, the COD System will fully enforce schema validation on incoming common records. A document level reject edit, Edit 210, will be included on a common record response, if the incoming common record fails schema validation. Batches which reject due to failed schema validation will not be viewable on the COD web site.
Schema version 4.0d for Pell requires Program related tags (fields) in the Disbursement section. These tags are populated by the Student Academic Tab for the year/session being disbursed. The HP-UX job SM9111J must be run to update these values.

A new tag required starting in 2020-21 in the Disbursement section is `<ProgramCIPCodeYear>`. It will automatically be populated with the required value of 2020.

The tags are:

- `<EnrollmentStatus>`
- `<ProgramCIPCode>`
  One of:
    - `<PublishedPgmLengthYears>`
    - `<PublishedPgmLengthMonths>`
    - `<PublishedPgmLengthWeeks>`
    - `<WeeksProgramsAcademicYear>`
    - `<SpecialPrograms>`
    - `<ProgramCredentialLevel>`
    - `<ProgramCIPCodeYear>`

Included in the schema, the software provider and software version number of the software that created the file are required. These appear in the CRAA21IN file under `<Software>` tag. The following will appear in the CRAA21IN file for 2020-21:

```
- <Software>
  <SoftwareProvider>SBTC-IT</SoftwareProvider>
  <SoftwareVersion>1.10.2</SoftwareVersion>
  <OtherSoftwareProvider>FAM</OtherSoftwareProvider>
  <OtherSoftwareVersion>RC1</OtherSoftwareVersion>
</Software>
```
**Student Eligibility Code (previously known as Ability to Benefit Code)**

Starting in 2015-16, the Ability to Benefit code was renamed the Student Eligibility Code and the tag in the COD XML file reads `<StudentEligibilityCode>.

In October, 2015, four new codes were added (11-14). The current values for this field are:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>Test Comp: Enr before 7/1/12</td>
</tr>
<tr>
<td>02</td>
<td>Coll Cred: Enr before 7/1/12</td>
</tr>
<tr>
<td>04</td>
<td>Home Schooled</td>
</tr>
<tr>
<td>06</td>
<td>High School Diploma</td>
</tr>
<tr>
<td>07</td>
<td>GED or State HS Equivalent</td>
</tr>
<tr>
<td>09</td>
<td>2 Yr Frg Xfr Full Credit to BA</td>
</tr>
<tr>
<td>10</td>
<td>Met Admissn Req for Assoc Deg</td>
</tr>
<tr>
<td>11</td>
<td>Test Comp: Enr 7/1/12-6/30/15</td>
</tr>
<tr>
<td>12</td>
<td>Test Comp: Enr 7/1/15 or later</td>
</tr>
<tr>
<td>13</td>
<td>Coll Cred: Enr 7/1/12-6/30/15</td>
</tr>
<tr>
<td>14</td>
<td>Coll Cred: Enr 7/1/15 or later</td>
</tr>
</tbody>
</table>
1.2 Understanding Originations

What is an Origination?

The Pell Common Record program will create origination records for eligible Pell recipients using the data that is already in the system. This includes student’s biographic information and award information. A record of the Pell data that is submitted is kept in the FAM database. The Common Record file containing origination records will also be created so it can be sent to the Department of Education. The program is updated each year to comply with changes made by the Department of Education.

You can originate Pell with the total amount that the student is awarded or the maximum amount that the student is eligible for based on the Pell Schedule. To send the maximum amount that the student is eligible for, add ORIG-MAX-AWD to the SAF/PELL Processing Table (see Processing Table Set-up for more information). The FAM Pell Common Record program will reject and not include the origination if you elect to send the total amount that the student is awarded and that amount is greater than the maximum amount the student is eligible for based on the Pell Schedule. The exception is if the student is being awarded Year-Round Pell and the Additional Pell Eligibility flag on the Financial Aid tab has been set to ‘Y’. In that case, the total awarded amount will be included even if it is greater than 100%.

The program has a report-only option that should be used prior to creating the Common Record file to review and correct any Pell records. Records with errors will be displayed on the report. After correcting records in error, select the Post entries option to create the file and post origination records into the FAM database.

Once a file is created, a rerun option is available for a specific period in the event the file becomes corrupted during the file transfer process. Note that when the rerun option is used, the file will not include records sent in a later batch. The data included in the file will be updated to reflect current information.

For subsequent postings of reporting periods, the posting program compares each eligible Pell record and determines if the student's Pell data has changed from the last reporting period (or has been added). The program will use the Pell grant criteria for reporting changes as discussed in Eligibility for submission.

The selection fields that appear on the Pell Common Record Report 2020-21 page are as follows:
• **Institution Code**: This field lists the school 2-digit code and the name of the institution assigned to that code. Use the drop down list to select other institution codes.

• **Show Previous Report Periods** button: When you click this button, a list of all previous run report periods display.

• **Award Type**: the only selection is Pell

• **Report Options**: Select one of the options for processing. You can Post entries or choose the Report Only option (no posting will occur).

Once all these fields have been filled, click either the Get Report button or Schedule As Task button. *(SBCTC-ITD strongly recommends running these reports as a background task by selecting the Schedule As Task option.)*
1.3 Understanding Disbursements

What is a Disbursement?

The Common Record reporting process generates Originations and Disbursements in the same batch. When a college disburses a Pell award, a disbursement record must be sent to COD for each student within 15 days of the date the funds were initially disbursed. The disbursement record reports the disbursement date and the net amount of the disbursements for that session to substantiate the money a school intends to or has already received from the Grants Administration Payment System (GAPS).

Note: Starting in 2017-18, the Department of Education required that enrollment and program information be included in the disbursement record when reporting Pell to COD. The FAM Pell Common Record process has been modified to include the required data.

More than one college (or school) may report a disbursement for an individual student; however, the total disbursement for that student cannot exceed the annual maximum. Be aware that COD uses a percentage when determining how much a college may disburse when more than one college reports a disbursement for a particular student.

Pell recipients are allowed to receive a maximum of one full scheduled Pell during an award year or if eligible, 150% of the full scheduled Pell. If two colleges report a disbursement for the same period in excess of the annual maximum this places the student in an over-award situation called a POP (Pell Over award Process). When this happens both colleges are sent a Multiple Reporting Record (MRR) file giving the colleges 30 days to resolve the overpayment. If a negative disbursement is not sent within 30 days, bringing the total disbursed to no greater than the annual maximum, both colleges will receive a negative disbursement from COD. The negative disbursement will effectively bring to zero all disbursements sent for that student. Colleges will be required to resend a new disbursement request for that student.

Viewing a Disbursement in FAM

To create disbursement records in FAM, a student must have disbursement data added to the Student Bill Detail record. This is done by the Reconciliation and Posting program (FAM210). Only those students who have a disbursement recorded in Student Bill Detail will be picked up for disbursement reporting.

When a positive disbursement is added to Student Bill Detail, it will be identified by a negative sign “–“ in front of the disbursement amount.

A disbursement can be viewed two ways:
1. A/R Posting (FAM340) Award Processing > A/R Posting
2. Student Inquiry Report (FAM015) Reports > Student Reports > Student Inquiry
Sample of A/R Posting:

A preliminary Reconciliation and Posting (FAM210) can be run to see who will have a disbursement record generated in Student Bill Detail when the final Reconciliation and Posting (FAM210) is run. A preliminary Reconciliation and Posting will not create records in Student Bill Detail.

Sample of Student Inquiry Report:

A preliminary Reconciliation and Posting (FAM210) can be run to see who will have a disbursement record generated in Student Bill Detail when the final Reconciliation and Posting (FAM210) is run. A preliminary Reconciliation and Posting will not create records in Student Bill Detail.
COD will return a response of accepted, corrected, or rejected for all records sent. If an amount was rejected or—in the case of Pell—reduced or “corrected” for any reason, COD lists edit codes in the response file that will explain the problem or problems with the disbursement record.

All response files must be uploaded and posted before another Common Record file is created. If you fail to post a response file before sending another cycle, the COD system will generate 056 edits for invalid sequence numbers to any downward adjustments to a disbursement.

Each step in the COD process is tracked on the system and can be viewed via the Student Inquiry Report (FAM015).

Colleges should not reject and re-send records already accepted by COD. Each disbursement is tracked by both the reference number and associated sequence number. COD will reject the record as a duplicate if it was previously accepted. This will cause the program to continually resend the record batch after batch until the reject is manually removed using Post Pell Rejects Search option (FAM450).

Colleges need to process the Potential Over-award Project (POP) situations manually unless the negative disbursement is contained in a Common Record response file. The POP process will automatically generate a negative disbursement from COD for both colleges for all previously accepted disbursements for the student in question. This occurs only if the colleges do not voluntarily reduce the students’ award to the annual maximum within 30 days of being notified by COD of the POP status. Once you have posted a Common Record response record containing the system-generated negative disbursement, the system will generate an automatic adjustment in Student Bill Detail reducing the student’s aid to zero for the year. The record will then be out of balance with the award page. If the award is not canceled, a new disbursement will be generated in Student Bill Detail. This new disbursement will need to be sent to COD. The reference number will increase as this is considered a new disbursement. Keep in mind that the record may again be placed in a POP status since the other college may also report the disbursement again. If this occurs, you must either work with the other college or contact your COD customer support representative.

The FAM system does not have the capability to process COD system-generated, negative disbursements files (CRND21OP).
1.4 COD Process Steps

For 2020-2021 the Pell Common Record process generates both the Origination batch and Disbursement batch concurrently in one common record file. If the RECON process has not generated new disbursement records in the Student Bill Detail and there are no rejected disbursement records to be resent, the common record batch will only contain originations.

COD Pell Common Record Steps

1. Reconcile Pell awards between the Award Tab and the FAEXP database using your established reconciliation method (for example, AG941A, SM9420J).
2. Schedule the Finaid Academic Attempted Hours Update (SM9110J) to post enrolled credits to the Attempted Hours field on the Academic Tab. This ensures that the student is enrolled for the quarter.
3. Run the Reconciliation and Posting (FAM210) process to post disbursement data to Student Bill Detail.
4. Schedule the FAS Academic Enrolled Program Data HPUX batch job (SM9111J) to post program data to the Academic Tab. See Appendix C for further information about this job.
5. Create a preliminary Origination and Disbursement Report.
6. Review the report. Make any necessary corrections to rejected origination and disbursement records.
7. Create a final Origination and Disbursement Report in XML format.
8. Submit the file to COD using the Department of Education software.
1.5 Checklists

General Set-Up Checklist

This section addresses the following set-up tasks:
Basic set-up requirements for reporting Pell payments
PELL table cleanup - list of key values that can be deleted

Basic Set-Up Requirements for Reporting Pell Payments

- You should have already created your sessions C011 through C015 (or C014)
- You should have already set up your session budgets for the Pell award codes.
- Determine the expected first date of disbursement for each quarter.
- Review your Processing Table (System: SAF, Table ID: PELL) for the carry-over key values:
  - ACAD-CAL
  - ACK-ADJ-POST
  - COD-ID-nnnnnn (where nnnnnn is the Title IV school code)
  - OPE-NO (needs to be an 8 digit number)
  - ORIG-MAX-AWD
  - ORIG-MAX-AWD-150 (optional)
  - ORIG-NEED-DATA
  - PAY-METHOD
  - TRACK-CODE

- Add to the Processing Table (System: SAF, Table ID: PELL) the new year specific values:
  - ACAD-YR21
  - AWARD-YR-C011
  - LAST-SES21

- Establish a new folder on a network or PC drive
  - A folder to store the Common Record request and response files in their XML format; for example C:\2021Pell\XMLFiles
PELL Table Cleanup - List of Key Values that can be Deleted

Optional: At this time you may choose to remove some of the following out-of-date key values and associated parameters from your Processing Table (System: SAF, Table ID: PELL).

Note: Prior to removing any key values from your Processing Table, it is **highly recommended** that you print a copy to retain for later reference. You can print a copy of your PELL table by clicking on the “Report” drop-down menu, then selecting “Application Config” and selecting “Processing Report.” Enter System name: **SAF** and Table ID: **PELL**. Then click the “Get Report” button.

### Out-of-Date Key Values (That Can Be Deleted)

- ACAD-YR01  A011 0700-0700 20000701-20010630 3300
- ACAD-YR02  A121 0701-0701 20010701-20020630 3700
- ACAD-YR03  A231 0702-0702 20020701-20030630 4000
- ACAD-YR04  A341 0703-0703 20030701-20040930 4050
- ACAD-YR05  A451 0703-0703 20040701-20050930 4050
- ACAD-YR06  A561 0705-0705 20050701-20061001 4050
- DISB00001 000325215 (and all key values that start DISB00)
- DISB0102  000325215 (and all key values that start DISB01)
- DISB0203  000325215 (and all key values that start DISB02)
- DISB0304  000325215 (and all key values that start DISB03)
- DISB0405  000325215 (and all key values that start DISB04)
- ENRL-CDE01 00-05=05 06-08=02 09-11=03 12-99=01
- ENRL-CDE02 00-05=05 06-08=02 09-11=03 12-99=01
- ENRL-CDE03 00-05=05 06-08=02 09-11=03 12-99=01
- ENRL-CDE04 00-05=05 06-08=02 09-11=03 12-99=01
- ENRL-CDE05 00-05=05 06-08=02 09-11=03 12-99=01
- LAST-SES01 A015
- LAST-SES02 A125
- LAST-SES03 A235
- LAST-SES04 A345
- LAST-SES05 A455
- LAST-SES06 A565
- NMBR-MTHS94 04
- NMBR-MTHS95 04
- OPE-ID xxxxxx
- PAYM-MTHSnn 8 9 9 9 (all instances, retired value)
- SAF430-EPV-EXT CREATE EPVEXT98 160 BYTE FILE
### Processing Table Set-Up for Colleges

<table>
<thead>
<tr>
<th>Key Value</th>
<th>Parameter Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD-CAL</td>
<td>2 (See Appendix A)</td>
</tr>
<tr>
<td>ACAD-YR21</td>
<td>C011 0720-0720 20200701-20210930 <strong>6345</strong></td>
</tr>
<tr>
<td>ACK-ADJ-POST</td>
<td>POST FEDERAL DISBURSEMENT CORRECTIONS **</td>
</tr>
<tr>
<td>AWARD-YR-C011</td>
<td>20-21</td>
</tr>
<tr>
<td>COD-ID-nnnnnn</td>
<td>(Where nnnnnn = the 6-digit school code.) nnnnnnnn (a unique 8-digit Entity ID code, typically 6-digit school code with an additional 00 for the main campus)</td>
</tr>
<tr>
<td>LAST-SES21</td>
<td>C015 (or C014 if your college does not use C015)</td>
</tr>
<tr>
<td>OPE-NO</td>
<td>nnnnnnnn (your college’s 8-digit OPE NO; has to contain 8 digits)</td>
</tr>
<tr>
<td>ORIG-MAX-AWD</td>
<td>ORIGINATE MAXIMUM PELL AMOUNT PER EFC</td>
</tr>
<tr>
<td>ORIG-MAX-AMT-150</td>
<td>SEND 150% MAXIMUM AWARD AMOUNT ***</td>
</tr>
<tr>
<td>ORIG-NEED-DATA</td>
<td>USE NEED FOR NAME AND DOB FOR PELL ORIG</td>
</tr>
<tr>
<td>PAY-METHOD</td>
<td>1</td>
</tr>
<tr>
<td>TRACK-CODE</td>
<td>nn (track code used to report ISIR verification status. For example: 50)</td>
</tr>
</tbody>
</table>

* The amount **6345** at the end of the key value ACAD-YR21 represents the 2020-21 maximum annual Pell award. This is used in editing for over-awards.

** The Pell Response process has an option to post a disbursement adjustment to the Student Bill Detail data set when the record comes back corrected. To implement this option, add the above key value to the Processing Table.

*** The ORIG-MAX-AMT-150 entry is optional. If set, and the student has the Additional Pell flag set to Y, the student Origination amount will be 150% of the Full Pell allowed.
1.6 Understanding Each Common Record Value

Each Common Record value provides specific functionality within the Common Record programs. To better understand how each value affects the process they are defined below. These values are entered in the Processing Table, System: SAF, Table ID: PELL.

Value: ACAD-CAL
Description: 2
What it does: Indicates the type of academic term used by your college. The 2 is for standard quarters on a credit basis. (See Appendix A)

Value: ACAD-YR21
Description: ssss mmy1-mmy2 ccyymmd1-ccyymmd2 9999
Key:

ssss = start session for that award year, for example, C011
Space: a space is required after ssss
mmy1 = edit month and year, for example, 0720 for 2020-21
Dash: a dash is required after mmy1
mmy2 = report month and year, for example, 0720 for 2020-21
Space: a space is required after mmy2
ccyymmd1 = start date of award year, for example, 20200701 for 2020-21
Dash: a dash is required after ccyymmd1
ccyymmd2 = end date of award year, for example, 20210930 for 2020-21
Space: a space is required after ccyymmd2
9999 = maximum annual Pell award, for example, 6345 for 2020-21

The edit and report month and year are used when your summer session start date, as indicated on the session master, occurs before the actual start of the Pell award year.

For example, if the session master has a start date of 06/23/2020, then the entry in mmy1 would be 0720 and the entry in mmy2 would be 0820. 0820 would be the month and year for reporting purposes. The 0720 entry is the edit, since the session start date (ex: 06/23/2020) occurs before the mmy1 entry (0720), the mmy2 entry (0820) is used for reporting purposes.

Note: If your summer start and actual start are the same, you still need to have the mmy1 and mmy2 entries in the DESCRIPTION portion of the table. They would just be the same, for example, 0720-0720 or 0820-0820.

What it does: Indicates the session start, date start and end, and maximum Pell award amounts for each year.
Value: ACK-ADJ-POST
Description: Post Disb Adj for Feds
What it does: This entry will cause the Pell Response process to post the system-generated disbursements. This allows the system to automatically readjust and send the disbursement corrections needed to update the Department of Education with the correct disbursement totals.

Value: AWARD-YR-C011
Description: 20-21
What it does: Designates the academic year.

Value: COD-ID-nnnnnn (where nnnnnn is the Title IV school code)
Description: Your schools 8 digit COD routing ID
What it does: This entry is used to translate the Pell School ID into a COD routing ID in the XML file.

Value: LAST-SES21
Description: C015 (or C014 if your college does not use C015)
What it does: This required parameter is used to determine the award range for extraction of the date the award was made or last updated.

Value: OPE-NO
Description: Must be valid 8-digit OPE ID
What it does: The COD System requires the <EnrollmentSchoolCode> tag in the Common Record file be specified on all disbursements. The Enrollment School Code indicates the physical location where the student is attending class and has to be 8 digits in length.

Value: ORIG-MAX-AWD
Description: SEND ANNUAL AWARD AMOUNT
What it does: This parameter is used to set the option for the Origination program to calculate and send the maximum Pell amount that the student is eligible for. If the calculated amount is greater than the awarded amount, it will be sent. However, if the awarded amount is greater than the calculated amount, the awarded amount will be sent and the following warning will be printed for the student: * W A R N – TOTAL EXCEEDS SCHEDULED AWD

Value: ORIG-MAX-AWD-150
Description: SEND 150% MAXIMUM AWARD AMOUNT
What it does: This parameter, if set, and if the student is allowed Additional Pell, will send 150% of the maximum Pell amount as the Origination amount. If this parameter is not set, the program will use the sum of Award amounts. If the student is eligible for Additional Pell, the sum of their awards could be greater than 100% of Pell. (Note: This parameter is new as of October 2017).
Value: ORIG-NEED-DATA
Description: Originate Demographic Data from NEED
What it does: This option causes the Pell origination record to report the student’s name and birth date from the ISIR record (NED_DOE_DTL) rather than the Student Tab (STD_MSTR) of the FAM database. Since the FAFSA instructs students to enter the name as it appears on their Social Security card, many students have been rejected because they have been married or divorced and are going by a different name than what is listed on the Student Tab. The feds are matching the origination data to federal databases, so to avoid rejections due to name and/or birth date mismatches you may want to consider adding this option.

Value: PAY-METHOD
Description: 1
What it does: Indicates the payment method used by your college. The 1 is for credit colleges.

Value: TRACK-CODE
Description: nn (track code used to report ISIR verification status)
What it does: The Pell verification method code is taken from the tracking data in the student’s record on the Tracking Tab. This entry designates the tracking code. The verification method has been entered in the student’s record as the tracking notation code. The data exchange software will check the student’s record for a match on this designated code and then move the tracking notation code into the Pell data record as the verification code. The only valid codes for verification are V for Verified, W for Without Documentation, and blank for not selected or not verified.
This page inserted for back-to-back printing.
2 Common Record Requests

This chapter describes the following tasks required for completing Common Record requests for Pell awards.

The first step required in developing your Common Record report with disbursement data begins with running Reconciliation and Posting (FAM210) for Pell once for each year/session of disbursements you intend to report per cycle. This builds a record called Student Bill Detail. This record consists of disbursements that are then extracted and sent to COD in the Common Record request file CRAA21IN. The data being created in the Student Bill Detail data set is taken directly from your Award Detail page (Award Tab). You may choose to run the preliminary Reconciliation and Posting for Pell to see in advance any awards that will be reported. This provides you with an opportunity to correct award data prior to building this data in Student Bill Detail, thus minimizing the need for corrections and blocking of records to be sent to COD.

To ensure you are reporting the most accurate disbursement data, it is recommended that you run the Preliminary Award Disbursement Reconciliation job group (AG941A) before running Reconciliation and Posting (FAM210) to find any discrepancies between FAM award data and FMS expenditure data. If you resolve any discrepancies before creating your records in Student Bill Detail, you will have fewer adjustments to resend and minimize the possibilities of errors at COD.

Note: **DO NOT** run Reconciliation and Posting (FAM210) Pell more than once per cycle. Do not run Reconciliation and Posting (FAM210) for Pell more than 30 days prior to the intended disbursement date of any quarter or the data will be built and sent to COD too early.

<table>
<thead>
<tr>
<th>To complete this task:</th>
<th>Use this process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Update or add necessary Processing Table values</td>
<td>FAM Processing Table</td>
</tr>
<tr>
<td>2. Run Preliminary Award Reconciliation (RECON)</td>
<td>FAM210</td>
</tr>
<tr>
<td>3. Run Finaid Attempted Hours Update</td>
<td>SM9110J</td>
</tr>
<tr>
<td>4. Run Final Award Reconciliation (RECON)</td>
<td>FAM210</td>
</tr>
<tr>
<td>4. Run FAS Academic Enrolled Program Data Update</td>
<td>SM9111J</td>
</tr>
<tr>
<td>5. Generate preliminary 2020-21 Common Record request report.</td>
<td>FAM4121</td>
</tr>
<tr>
<td>5. Generate final 2020-21 Common Record request extract file.</td>
<td>FAM4121</td>
</tr>
<tr>
<td>6. Save final Common Record request XML file to PC or network drive.</td>
<td>N/A</td>
</tr>
<tr>
<td>7. Submit XML Common Record file to COD using Dept. of Education software.</td>
<td>N/A</td>
</tr>
<tr>
<td>8. View Pell origination and disbursement request data.</td>
<td>Student Inquiry Report (FAM015)</td>
</tr>
</tbody>
</table>
2.1 Run Reconciliation and Posting (FAM210) for Pell

Before you run Reconciliation and Posting (FAM210) for the first time each year, verify the key value for CURR-SESS in System: SAF, Table ID: AGENCY.

Verify Current Sessions for Reconciliation and Posting (FAM210)

The Reconciliation and Posting process requires that one key value be set up in the Processing Table (System: SAF, Table ID: AGENCY). The key value CURR-SESS is defined as a session or range of sessions, depending on the number of quarters you are processing. As you begin an award year, you may establish the description for the CURR-SESS value with only one quarter (for example, C011–C011). If you choose to establish a single session, then as you begin disbursing aid for multiple quarters, you will need to change the ending session to reflect the current quarter (for example, C011–C012 for reporting disbursements for C011 through C012). If you choose to establish a range of sessions, **BE CAREFUL** when selecting the Session Begin and Session End values on the Reconciliation and Posting page. If you neglect to select the proper Session End value on the Reconciliation and Posting Program page, the program will extract and report future quarters too early, causing the records to be rejected by COD.

![Processing Table Edit](image-url)

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALC-DUE-DAYS</td>
<td>21</td>
<td><img src="edit-url" alt="Edit" /></td>
<td><img src="delete-url" alt="Delete" /></td>
</tr>
<tr>
<td>CURR-SESS</td>
<td>C011-C012</td>
<td><img src="edit-url" alt="Edit" /></td>
<td><img src="delete-url" alt="Delete" /></td>
</tr>
</tbody>
</table>
Ensure Enrolled Credits are Posted to Academic Tab

To avoid creating disbursement records for students who are not enrolled, make sure the following entry is on your SAF/AGENCY Processing Table. Without this entry, students who are not enrolled will appear with errors on the Disbursement section of the Pell Common Record Report. Over time, this can cause the report to become quite large.

When you do run Recon, students that are not enrolled and have no Attempted Hours posted to the Academic Tab for the quarter will appear on the Recon Report with the message ‘NO REGIS NO DISB’.

Once the student has enrolled and their enrolled credits are posted to the Attempt Hours field on the Academic Tab by SM9110J, a disbursement record will be created the next time you run Recon.

**Value:** SAF210-NO-ACAD

**Description:** NO RECON W/OUT ATTEMPTED HOURS

**What it does:** Requires that attempted hours be posted to the Academic tab before a disbursement record is created.

<table>
<thead>
<tr>
<th>Session Unit/Hrs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempted</td>
<td>0.00</td>
</tr>
<tr>
<td>Earned</td>
<td>0.00</td>
</tr>
<tr>
<td>Funded</td>
<td>0.00</td>
</tr>
<tr>
<td>Override Ind</td>
<td></td>
</tr>
</tbody>
</table>

Example:
To run Reconciliation and Posting (FAM210)

1. Go to Award Processing, Reconciliation, and click FAM Disbursements:

2. The Reconciliation and Posting page is displayed:
3. Complete the necessary fields, as follows:

<table>
<thead>
<tr>
<th>Institution Code</th>
<th>Usually 01</th>
</tr>
</thead>
</table>
| Session Range – Session Start | SAF/Agency Processing Table Value = CURR-SESS  
First quarter of disbursement for the current award year (example: C011) |
| Session End | SAF/Agency Processing Table Value = CURR-SESS  
Note: Pay close attention to which quarters you are posting to STD-BILL-DTL. You do not want to post and send future disbursement prior to the time frame allowed by COD.  
To process for C011 only = C011  
To process for C011, C012 only = C012  
To process for C011, C012, C013 only = C013  
To process for C011, C012, C013, C014 only = C014  
To process for C011, C012, C013, C014, C015 = C015 |
| Percent of Awards to be Posted | Usually 100 |
| Minimum Amount | Usually 0 (zero) |
Award Programs to be credited to Student Accounts | 01 for Pell

Student ID’s
Leave blank to select ALL students or enter and add individual student SSNs. 
Note: The Student ID’s option will only process a total of 25 students at a time. If you add more than 25 students an error will be displayed.

Update Options
Select Preliminary reports only if you would like to check for error messages before FAM updates Student Bill Detail records. 
Select Final to post data to Student Bill Detail

Report Sequence
Select Student Name or Student ID

Date for Date Controlled Disbursements
This option defaults to the current days date (MM/DD/CCYY)
If a disbursement, such as Direct Loans, has an anticipated disbursement date \textit{LATER} than the current days date you may need to change this to the true anticipated disbursement date in order for FAM210 to run properly.

4. Click the “Schedule As Task” button to run the report as a background task. A message in green text at the top of the page is displayed, indicating that the background task has been accepted:
Once the task is complete, you will receive an email notification. You can either click the link within the email message or go to Reports, then Background Tasks in FAM.

5. Click the Finished link associated with the background task (FAM210 – Reconciliation Report):

<table>
<thead>
<tr>
<th>Task ID</th>
<th>Job Description</th>
<th>Submitted All</th>
<th>Start Time</th>
<th>Finished Time</th>
<th>Task Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>40336</td>
<td>FAM210 - Reconciliation Report</td>
<td>2020-04-22 12:17:00.0</td>
<td>2020-04-22 12:33:00.0</td>
<td>2020-04-22 12:33:00.0</td>
<td>Finished</td>
<td></td>
</tr>
<tr>
<td>40335</td>
<td>N03002 - FAF Load</td>
<td>2020-04-21 16:37:00.0</td>
<td>2020-04-21 16:37:00.0</td>
<td>2020-04-21 16:37:00.0</td>
<td>Finished</td>
<td></td>
</tr>
<tr>
<td>40334</td>
<td>FAM421 - DL Status Report for 2020-21</td>
<td>2020-04-17 12:29:00.0</td>
<td>2020-04-17 12:29:00.0</td>
<td>2020-04-17 12:29:00.0</td>
<td>Finished</td>
<td></td>
</tr>
</tbody>
</table>

6. Select the format for both the Reconciliation and Posting report and the Disbursement report by clicking the drop-down boxes and selecting a format:
Two reports are produced each time the Reconciliation and Posting program completes:

- FAM341 - Award Disbursement Report (New awards and adjustments)
- FAM210 - Financial Aid A/R Reconciliation Exceptions Report (Award Adjustments)

7. Your reports will appear in two separate windows, one window for each report.

Sample of the FAM341 Award Disbursement report (without errors):

```
Sample of the FAM210 Financial Aid A/R Reconciliation Exceptions report:

Note: **DO NOT** run the Reconciliation and Posting program for Pell more than once per cycle.
2.2 Generate Common Record Request File (FAM4121)

The Common Record Request File includes both origination and disbursement records. Origination records come from the Pell awards on the Award Tab. Disbursement records within this file are created from entries in Student Bill Detail which were created when the Reconciliation and Posting Program (FAM210) was run. Program data is required for each Pell recipient. See Appendix C for further information about posting program data.

Navigation: Pell/Loan Processing > 2020-21 > Common Record

1. From the Pell/Loan drop-down menu, select 2020-21, and then Common Record. The Pell Common Record Report 2020-21 page is displayed:
2. Click the Institution Code drop-down arrow and select the appropriate code.

3. For a preliminary report, select the Report Only option. This provides a report of all student Pell entries that will be posted and indicates rejects for missing data or invalid entries. Review the report carefully. The data on this report is what will be submitted to the Department of Education.

4. Click the Schedule As Task button to initiate the process in background.

5. When the process has completed the following page is displayed. Choose the desired format for viewing the report. Then click the Submit button:

![Select the desired report format and then click on the "Submit" button to view the report.](image)

**Pell Common Record Report 2020-21**

Select the desired report format and then click on the "Submit" button to view the report.

![Select the desired report format and then click on the "Submit" button to view the report.](image)

**Select the desired report format and then click on the "Submit" button to view the report.**

Pell Common Record Report 2020-21

<table>
<thead>
<tr>
<th>Format</th>
<th>PDF</th>
<th>Submit</th>
</tr>
</thead>
</table>

**Click here to view unformatted report data**

**Note:** You may select any format to view the report. There are two sections of the report, Originations and Disbursements.

Correct any rejects by updating the student data. Normally the corrections would be made using the Student Tracking Data (FAM505) page to correct tracking data for verification data, the Student Financial Aid Data (FAM503) page to correct financial data for enrollment code, EFC, or cost of education, and/or the Student Award Data (FAM502) page to correct award data.

![PEL COD Report 2020-2021](image)

**PEL COD Report 2020-2021**

| Origination Section | | |
|---------------------|------------------|
| Institution: 003805  | Session Range: C011 - C015 |
| 01 HAPPY VALLEY COLLEGE | Report Period: 21/0002 |
| Post Option: REPORT | Return: ANNUAL AWD COMPUTED |

<table>
<thead>
<tr>
<th>Name</th>
<th>Original ID</th>
<th>Transaction #</th>
<th>Enrollment Date</th>
<th>Grant</th>
<th>Verif</th>
<th>EFC</th>
<th>CoE</th>
<th>Grade</th>
<th>CIP</th>
<th>Elig</th>
<th>HS Code</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARGE, MOOSEY</td>
<td>222222222BA 003805</td>
<td>01</td>
<td>09/21/20</td>
<td>V</td>
<td></td>
<td>19098.0</td>
<td>2</td>
<td>24.0105</td>
<td>00</td>
<td>$6,245.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PELL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Batch ID: 2020-04-22T14:27:32.6269615246

Valid Records: 1  $6,345.00  Invalid Records: 0
6. To review changes again before posting, repeat steps 1 through 5 above as necessary, until the data on the report is ready for submission.

7. For a final report, click the “Post entries for Pell Common Record File” option when scheduling this task.

8. Click the Schedule As Task button to run the report as a background task. You will receive a message in green at the top of the page indicating that the background task has been accepted.

9. Once the task is complete, you will receive an email notification. You can either click the link within the email message or go to Reports then Background Tasks in FAM. Click the Finished link associated with the background task (FAM4121 – Pell Common Record 2020-21).

10. The following page is displayed:
11. Select the format you want for the final report.

12. **Important**: Click the orange link that says “Click here to download the Common Record File.” Follow the prompts in order to save your file to either your PC or a folder on your network drive. (The file is automatically created in XML format.)
Sample of XML formatted file:

```xml
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<CommonRecord xmlns="http://www.ed.gov/FSA/COD/2020/v4.0d">
  <TransmissionData>
    <CreatedDateTime>2020-04-22T14:31:24.59</CreatedDateTime>
    <Source>
      <School/>
    </Source>
    <Destination>
      <COD>
        <RoutingID>00000001</RoutingID>
      </COD>
    </Destination>
    <Software>
      <SoftwareProvider>SBCTC-IT</SoftwareProvider>
      <SoftwareVersion>1.10.2</SoftwareVersion>
      <OtherSoftwareProvider>FAM</OtherSoftwareProvider>
      <OtherSoftwareVersion>RC1</OtherSoftwareVersion>
    </Software>
    <FullResponseCode>F</FullResponseCode>
  </TransmissionData>
  <ReportingSchool>
    <RoutingID>69615246</RoutingID>
    <ReportedFinancialSummary>
      <FinancialAwardType>Pell</FinancialAwardType>
      <FinancialAwardYear>2021</FinancialAwardYear>
      <TotalCount>1</TotalCount>
      <TotalReportedAward>6345.00</TotalReportedAward>
      <TotalReportedDisbursement>2115.00</TotalReportedDisbursement>
    </ReportedFinancialSummary>
  </ReportingSchool>
  <AttendedSchool>
    <RoutingID>69615246</RoutingID>
    <Student/>
  </AttendedSchool>
</CommonRecord>
```

13. Submit the data: Transfer the file you just created, CRAA21INxxxxx.xml, using the Department of Education software.

An entry will be created for each submission batch to identify the date, number of records, total dollar amount, and optionally, a resubmission date. The entries will be recorded and stored on the Processing Table under:

**System:** SAF  
**Table ID:** PELL  
**Value:** DISB-21pppp — where pppp is the batch number.  
**Description:** Will contain the date the Pell Disbursement was finalized, the number of records sent and the dollar amount sent. **Do not delete this record from the Processing Table.**
<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISE-210001-01</td>
<td>20200416 000001 000106700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISE-210002-01</td>
<td>20200422 000001 000211500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Date batch was created**
- **Number of disbursements included in file**
- **Dollar amount of disbursements sent**
- **Date batch was recreated if recreated**
2.3 Resolving Errors on the Preliminary Report

Following are possible error messages that may be generated in the Origination Report section. Solutions for each error message are provided:

Error message *REJ-COST OF ATTENDANCE MISSING:
Check the student’s budget on the Financial Tab. The Ed Cost on the Financial Aid Tab is zero by default since the Ed Cost is assigned to the student’s budget at the time of set up and does not need to appear on the Financial Aid Tab. If you are unsure if the Ed Cost was properly assigned to the student budget code in question, check your student budget (Application Setup > New Year > Budgets). The Ed Cost can only be zero if the budget code used for that student has the Ed Cost associated with it in set up. If the budget code on the Financial Aid Tab in the Pell Data section is 99, then the Ed Cost in the Pell data section must not be zero.

Warning message *W A R N - AWD TOTAL EXCEEDS SCHEDULED AWD:
Determine whether a student’s award amount exceeds his/her annual maximum amount and correct that award data on the Award Tab, or in the case of using a 99 budget code that the Pell Cost of Attendance is sufficient to warrant the award granted the student.

Error message *REJ-VALIDATION CODE INVALID:
This displays if there is SAF/PELL TRACK-CODE processing table entry and the Track Code listed in the Description field is on the student’s tracking page. Often an RQ, NR is left in the Notation field and must be corrected to one of the valid verification statuses mentioned in Section 1.6 as either V or W. Remember that if the tracking notation code is left blank for the validation track code, the record will not report as verified, nor will it reject; it will simply be sent to COD as not verified. You will want to be aware of this if your program is reviewed.

Error message *REJ-PELL CAMPUS INVALID:
Check the Institution Code the Student Tab to ensure that the correct Institution code has been entered. If the Institution Code on the Student Tab is missing or is invalid when a student is awarded, their award record will contain either an invalid or blank Institution Code. You can view the Institution Code on the student’s award record on the Award Tab or by running a Student Inquiry report. It is possible that the Institution Code on the Student Tab has been corrected which does not automatically change the institution Code on the award record. You will need to verify that the correct institution Code is entered on the Student Tab, delete the awards on the Award Tab and then re-add the awards.

Error message *REJ-PELL STUDENT ID INVALID:
Check the student’s SAR Record ID on the Financial Aid Tab. Ensure that the SAR Record ID is a valid 9-digit SSN, a 2-character name code, and a 2-digit numerical transaction number. Resolve and correct any invalid data.
**Error message** *EFC FOR SEC IS INVALID:*
The use of a secondary EFC is no longer applicable for Pell reporting. If you receive this message you must clear the comment field next to the track code used for validation status, for example 50. The number 6 in the first position of the comment field related to the validation track code causes the program to expect a secondary EFC. Clearing this field should resolve the error.

**Following are possible error messages that may be generated in the Disbursement Report section.** Solutions for each error message are provided:

**Error message** *REJ-NO ORIGINATION RECORD:*
Resolve the error associated with the origination for this student. It should appear in the upper portion of the report. Refer to the error resolutions provided on the previous page.

**Error message** *WARNING-DISB DATE OUT OF RANGE:*
Check the student’s reported disbursement date listed on the Disbursement Request report. Either the date should be changed to an anticipated disbursement date that falls within the range listed in your SAF/PELL table using SM9529J or you should update the SAF/PELL table value ACAD-YR21.

The key value ACAD-YR21 has a Description/Parameter value of: 
C011 0720-0720 20200701-20210830 6345

The ending date in the range above likely would need to be increased to accommodate a later payment date, commonly 20210930.

**ACADEMIC TAB**

If one (or more) of the following messages display for a Disbursement, there is either a missing Academic Tab for the Disbursement Yr/Ses or an invalid entry on the Academic Tab.

**Error message** *REJ-CIP CODE (ACAD TAB).*
**Error message** *REJ-ENROLL STAT (ACAD TAB).*
**Error message** *REJ-SPEC PROGRAM (ACAD TAB).*
**Error message** *REJ-CRED LEVEL (ACAD TAB).*
**Error message** *REJ-PRG LGTH UNIT (ACAD TAB).*
**Error message** *REJ-PRG LENGTH (ACAD TAB).*
**Error message** *REJ-WEEKS ACAD YR (ACAD TAB).*
Similar to Direct Loan Disbursements, starting in 2017-18 Pell Disbursements are required to report Program information. This information is stored in the student’s Academic record, shown below.
2.4 Recreate a Common Record Request File

If the final Common Record request extract file is lost or overwritten, you can re-extract the file and save it to your PC for submission to COD.

**Navigation:** Pell/Loan Processing > 2020-21 > Common Record

1. Go to Pell/Loan Processing, then 2020-21 and click on Common Record. This will take you to the Pell Common Record Report 2020-21 page. (This is the same process in extracting your original Common Record file.)

2. Click the Show Previous Record Periods button. This will direct you to a list of all the previously extracted files and reports.
3. Click on the applicable batch you need to re-extract.
4. Ensure that the “Post entries for Pell Common Record File 2020-21” radio button is selected.

5. Click the Schedule As Task button to schedule your report.

6. Once the task has completed, you will receive an email notifying you that your report is available. (You can check on the progress of your report by going to Reports then clicking on Background Tasks.)
7. Once you have access to your report, save it to your PC or network drive to later submit to COD via the Department of Education software (i.e. EdConnect).

**Note:** When recreating a file, the same students are sent, but the information is updated to what is currently on the system. The file will *NOT* include any records that were already sent in later batches.

When the batch has been rerun, the SAF/PELL DISB-21 entry is updated with the rerun date.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISB-210001-01</td>
<td>20200416 000001 000106700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISB-210002-01</td>
<td>20200422 000001 000211500 20200422</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 3 Common Record Responses

This chapter describes the following tasks for completing Pell Common Record Responses.

<table>
<thead>
<tr>
<th>To complete this task:</th>
<th>Use this process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Upload Pell Common Record Response file.</td>
<td>FAM4721</td>
</tr>
<tr>
<td>2. As required, manually reject Pell Common Record Response records.</td>
<td>FAM450</td>
</tr>
</tbody>
</table>
3.1 Upload a Response File (FAM4721)

Pell origination and disbursement response information will be retrieved from the Common Origination and Disbursement (COD) CRAA21OP.xml file and will be used to update FAM records with any reject information. Records that are flagged as rejected will automatically be included on the next submission when the Pell Origination and Disbursement process is run. Please correct the situation that has caused the record to be rejected in order that the record is not rejected again.

Currently, FAM is unable to post a negative disbursement response file (CRND21OP).

**Navigation:** Pell/Loan Processing > 2020-21 > Response File

1. Go to the Pell/Loan drop-down menu; select 2020-21 and then select Response File. The Pell Response 2020-21 page is displayed:

2. Type the file path and name of the Response file received from COD or click the Browse button to locate the CRAA21OP.xml file on the local hard drive or network drive.
**Note:** You may need to rename your CRAA21OP.xxx (where xxx represents the cycle number) to CRAA21OP.xml prior to uploading the file into FAM. FAM will only recognize and process an XML format. It will not recognize the file if any other format is used. Once you have uploaded your response file, you can rename it back to CRAA21OP.xxx and save it on your PC or network drive to continue to assist you in identifying which cycle each file belongs to.

3. Select the **“Post rejects, corrections, and System Generated Records”** check box to enable the system to post the rejects, corrections, and system-generated records to the FAM database. To run the report without posting any data, leave this box unselected. It is recommended to post the rejects, corrections and System Generated Records.

4. Click the Schedule As Task button to allow the system to run the program on the Background Server. You will receive an email notifying you when the process is complete.

Sample of report generated. First is the Origination Section (origination accepted).

Next is the Disbursement Section (this has a Rejected Disbursement)
## Disbursement Section

<table>
<thead>
<tr>
<th>Name</th>
<th>Fell ID</th>
<th>Name ID</th>
<th>Student ID</th>
<th>Grant</th>
<th>Dist. #</th>
<th>Seq #</th>
<th>Amount</th>
<th>Rel.</th>
<th>St</th>
<th>Date</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BARGE, MOOSEY A</td>
<td>222222222</td>
<td>BA</td>
<td>222222222</td>
<td>FELL</td>
<td>01</td>
<td>01</td>
<td>$2,115.00</td>
<td>T</td>
<td>R</td>
<td>04/22/20</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Disbursement Error Totals

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Reject</th>
<th>Error Message</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td></td>
<td>Disbursement Date Outside Allowable Window</td>
<td>1</td>
</tr>
</tbody>
</table>
3.2 Rejecting Common Record Records Manually

You can manually reject Pell Origination data by using the Post Pell Rejects program (FAM450). When deciding to manually reject an Origination record, note the Report Code when the record was last sent (see example below). This information is required when attempting to reject a record and can be found by generating a Student Inquiry Report.

Note: Currently you only have the ability to manually post or remove rejects for Origination data. So if you need to manually post or remove rejects for Disbursements please contact SBCTC-ITD.

FAM450 - Post Pell Rejects

Navigation: Pell/Loan Processing > Post Rejects

To find a particular Pell Report Period, generate a Student Inquiry Report and be sure to select, at minimum, the Pell Tape option.

Reports → Students Reports → Student Inquiry

Once you are able to view the Student Inquiry Report, look for the Pell Tape section. The report period will be listed under the Report Code column heading, beginning with 21xxxx.
Pressing the Get Student Status button presents the Post Pell Rejects Edit page.

### Post Pell Rejects Search

- **Record Type**
  - Origination/non COD payments
  - COD Disbursements
- **Pell Report Period**: 210002
- **Student ID**: 222222222
- **Institution Code**: 01
- **Get Student Status**

### Post Pell Rejects Edit

- **Student ID**: 222222222 BARGE, MOOSEY A
- **Reject Status**:
  - [Reject]
  - [Cancel Reject]
  - [Cancel]
Appendix A – Glossary of Terms

**Academic Calendar**
The academic term of the amount of academic work completed by students at a college (used in the key value ACAD-CAL).
- 1 Credit Hours – Nonstandard terms
- 2 Credit Hours – Standard terms of quarters
- 3 Credit Hours – Standard terms of semesters
- 4 Credit Hours – Standard terms of trimesters
- 5 Credit Hours – Without terms

**Central Processing System (CPS)**
The Department of Education system that processes student financial aid applications (FAFSA), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR), and transmits ISIR data electronically.

**Disbursement Reference Number**
A unique number (01 to 90) that is on each disbursement sent to COD. It cannot be repeated; therefore, each time a record created in the Student Bill Detail data set is sent to COD, it is assigned a year (21 for 2020-21) and a 4 digit reference number (for example, 210001). Even if a record is rejected and resent, this reference number is not increased.

**Edit/Comment Codes**
A series of numeric codes that explain processing results, including data corrections, duplicates, and record rejects, for specific processed Common Record and disbursement records for a Federal Pell Grant recipient. These codes are listed on the Response report with their definitions. For a full listing of the edit and comment codes, refer to the 2020-2021 COD Technical Reference, Volume II, Section 4: Edits found on the SFA download web site at


**Electronic Statement of Account (ESOA)**
The electronic version of the Statement of Account (SOA) that summarizes the status of a school’s spending authorization versus amount expended to date for that award year. This is provided by COD and should reflect that amount that GAPS will allow for a college based on their initial allocation or adjustments based on disbursements reported.
Grants Administration and Payments System (GAPS)
The system used by the Department of Education’s Office of Chief Financial Officer to process school-specific obligations and to make payments against those obligations. GAPS is part of EDCAPS and interfaces directly with the U.S. Treasury’s Federal Reserve System.

Name Code
Name Code is the first two characters of a student’s last name as reported on the FAFSA and part of the Student ID. It is provided in the ISIR and appears on the SAR. This information is taken from FAM503 Financial Aid Tab, in the SAR ID field. If a record has an incorrect SAR ID on FA Tab, it may be due to the Freeze status on the FA Tab being set to Y. The ISIR is blocked from updating when the Freeze Status is set to Y in the Freeze Status field in the upper right of the FA Tab. You can update the Freeze Status from Y to an N and load the most recent ISIR. However, it does require that you reconcile your award to the new information from the most recent ISIR transaction. If this does not correct a problem with the name code, you will need to contact SBCTC-ITD Customer Support by e-mailing support@sbctc.edu.

Entity ID
A unique 8-digit Entity ID code used to identify a location of a college. Typically this will be the 6-digit college code followed by the 2-digit campus identifier. This code will end with 00 for the main campus.
Appendix B: SM9111J – FAS Academic Enrolled Program Update HPUX Batch Job

This HPUX batch job will optionally post student enrollment and program data from the Student Management System (SMS) to the Academic Tab in FAM. The job will also produce reports with the student’s enrollment and program data. The data posted to the Academic Tab includes Program Code, Program Length, Program Length Unit, CIP Code, Weeks Academic Year, Enrollment Status, Special Program Flag, and Program Credential Level. The program data is selected by the student’s quarterly Education Program Code viewable in the PRG field on the Registration screen (SM700A) or in the Stu Prg Enr field on the Student Quarterly Data screen (SM5017).

The student enrollment and program data posted to the Academic Tab in FAM is required for Pell Common Record reporting and to create Direct Loan Origination and Disbursement records through the FAM Direct Loan process. The enrollment and program data is required for COD reporting.

If you college using the FAM Direct Loan process, this job may already be scheduled for loan recipients. You can just add the Pell Award Code (01) to the AWD-CDE job scheduling parameters.

**How this job works**

1. Students with awards for a specified quarter and are enrolled in specified program or programs are selected. The awards and award status can be specified when scheduling the job or left blank to select all awarded students for the quarter.

2. The student’s quarterly enrollment record in SMS is then looked at to determine their enrollment status (F for fulltime, Q for ¾ time; H for halftime and L for less than half time) and obtain their Educational Program Code. The Educational Program Code is entered into the PRG field on the Registration screen (SM700A). If the student’s Education Program Code is entered on their SMS biographic record (SM5001 screen), it will be automatically posted to the student’s enrollment record when they register for a quarter.
3. The program data is located for the Educational Program Code. This data is entered on the College Educational Program Misc screen (SM5006, F4 function key).

4. If the job had been scheduled in preliminary mode, nothing will be posted to FAM and two reports will be produced.
   a. The Academic Enrolled Program Data Update report (SM9111A) lists the students who will be updated when run in final mode and display their enrollment status and program information. SM9111J can also be scheduled to just list student’s whose records would be changed if running in final mode. The fields with new values are designated with an asterisk.
   b. The Academic Enrolled Program Data Errors report (SM9111B) list students with errors. The error condition is displayed on the report.

5. If the job has been scheduled in final mode, the student’s enrollment status and program information will be posted to FAM. Two reports will be produced.
   a. The Academic Enrolled Program Data Update report (SM9111A) lists the students who were updated and display their enrollment status and program information. The SM9111J can also be scheduled to just list student’s whose records had changed. The fields that changed are designated with an asterisk.
   b. The Academic Enrolled Program Data Errors report (SM9111B) lists students with errors. The error condition is displayed on the report.

Scheduling the Academic Enrolled Program Update job – SM9111J

The job can be scheduled to run anytime. However, it should not be scheduled for multiple quarters at the same time. Also, it should not be scheduled to run at the same time as the following jobs:
- SM9105J – FAM Academic Interface Update
- SM9109J – Finaid Academic Funded Hours Update
- SM9110J - Finaid Academic Attempted Hours Update
- SM9112J – Financial Aid Student Attendance Update
- SM9408J – Finaid Check Calculation Update

Note: Do not schedule this job for a future quarter where there are no enrollments.

The job scheduling parameters for this job are:

AWD-CDS-1 - Enter up to 20 comma-separated Awd-Cds in each of the 3 parameters (ex: 01,09,01,DU). Leave blank to select all awarded students for the quarter.
AWD-STATS Enter up to 20 comma-separated Awd-Stats (ex: 1,2,4). Leave blank to select all awarded students for the quarter.

AWD-YR-SES Enter the session where the student must have at least one award (ex: C011)

POST-YR-SES Enter the Academic session to be added or updated (ex: C011)

PRELIM-FINAL Enter P for preliminary run (no academic records updated or added); enter F for final run (academic record updated or added)

PRG-CDS Enter up to 12 comma-separated Prg-Cds (ex: 437,999A,313B). Leave blank to select all program codes.

REG-YR-SES Enter the Registration YRQ to be used (ex: C011)

RPT-ONLY-CHGS Enter Y to report only students whose Acad-Dtl is to be updated or added on the SM9111A report; enter N to report all selected students on the SM9111A report.

SORT-OPT-A Enter N to sort the SM9111A by student’s name; enter S to sort by SSN on the SM9111A report.

SORT-OPT-B Enter N to sort the SM9111B report by student’s name; enter Y to sort by error number then student name on the SM9111B report.

**Reports**

Two reports are produced by the job. The first is a list of students who’s Academic Tab will be or has been updated by the job. The 2nd report is a list of student with errors. The errors need to be resolved before the student’s Academic Tab can be updated by the job. Both reports display the job scheduling parameters on the first page and totals at the end of the report.

### Academic Enrolled Program Update – SM9111A

<table>
<thead>
<tr>
<th>ESN</th>
<th>SID</th>
<th>STUDENT</th>
<th>DEGREE</th>
<th>CIP CODE</th>
<th>CRED</th>
<th>LEN OP</th>
<th>EPDP</th>
<th>UNIT</th>
<th>PRG ENRL</th>
<th>SPEC</th>
<th>ENRL STAT</th>
<th>ACAD REC CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>999-99-9247</td>
<td>999-91-2131</td>
<td>HUDSON, HENRY</td>
<td>3303</td>
<td>51.3501</td>
<td>2</td>
<td>16,000</td>
<td>N</td>
<td>33,000</td>
<td>A</td>
<td>L</td>
<td>new</td>
<td></td>
</tr>
<tr>
<td>999-99-9207</td>
<td>999-99-9937</td>
<td>EDBOLLAS, DONNA</td>
<td>420</td>
<td>51.4500</td>
<td>2</td>
<td>16,000</td>
<td>N</td>
<td>33,000</td>
<td>N</td>
<td>Q</td>
<td>updated</td>
<td></td>
</tr>
<tr>
<td>999-99-9248</td>
<td>999-99-9383</td>
<td>INGER STEVEN</td>
<td>7898</td>
<td>24.0301</td>
<td>2</td>
<td>16,000</td>
<td>N</td>
<td>33,000</td>
<td>L</td>
<td>new</td>
<td></td>
<td></td>
</tr>
<tr>
<td>999-99-9250</td>
<td>999-99-9407</td>
<td>KESSEL, FRANIE</td>
<td>9400</td>
<td>24.0301</td>
<td>2</td>
<td>16,000</td>
<td>N</td>
<td>33,000</td>
<td>N</td>
<td>L</td>
<td>new</td>
<td></td>
</tr>
<tr>
<td>999-99-9266</td>
<td>999-99-9415</td>
<td>LASHBROHLE, DUNK</td>
<td>420</td>
<td>51.4500</td>
<td>2</td>
<td>16,000</td>
<td>N</td>
<td>33,000</td>
<td>N</td>
<td>Q</td>
<td>new</td>
<td></td>
</tr>
<tr>
<td>999-99-9284</td>
<td>999-99-9410</td>
<td>KNIGHT, LANCEY</td>
<td>260</td>
<td>52.0004</td>
<td>2</td>
<td>16,000</td>
<td>N</td>
<td>33,000</td>
<td>N</td>
<td>P</td>
<td>new</td>
<td></td>
</tr>
</tbody>
</table>
• If the job adds an Academic Tab for the student in FAM, ‘new’ displays in the ACAD REC CHANGED column.

• If the job changed or updated an existing Academic Tab, ‘chgd(*)’ displays in the ACAD REC CHANGED column. An asterisk appears next to the fields that were changed.

• If the job did not add, changed or updated an existing Academic Tab, ‘unchgd’ displays in the ACAD REC CHANGED column.

• If the student’s Program Freeze Flag is Y=Yes, ‘frozen’ displays in the ACAD REC CHANGED column.

**NOTE:** When scheduled in preliminary mode and the data is different the message ‘chgd(all)’ appears in the ACAD REC CHANGED column.

Summary totals appear at the end of the SM9111A report:

<table>
<thead>
<tr>
<th>Number of Acad records frozen</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Acad records unchanged</td>
<td>275</td>
</tr>
<tr>
<td>Number of Acad records added (new)</td>
<td>1</td>
</tr>
<tr>
<td>Number of Acad records changed</td>
<td>3</td>
</tr>
<tr>
<td>Total number of Acad recs reported</td>
<td>279</td>
</tr>
</tbody>
</table>

**Academic Enrolled Program Data Errors report – SM9111B**

This report lists students with errors. The student’s Academic Tab will not be updated until the errors are resolved.

<table>
<thead>
<tr>
<th>SSN</th>
<th>SID</th>
<th>STUDENT</th>
<th>ERROR NUMBER / MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>999-99-9399</td>
<td>OLSON, NELLY</td>
<td>02</td>
<td>Student is missing an SSN/SID crosswalk</td>
</tr>
<tr>
<td>999-99-9664 999-99-9561</td>
<td>LEWIS, JUDE</td>
<td>04</td>
<td>Student is not enrolled for the req YRQ Registration YRQ : B672</td>
</tr>
<tr>
<td>999-99-9592</td>
<td>TERRY, PETE</td>
<td>03</td>
<td>Students YRQ code is blank on SM700A Registration YRQ : B672</td>
</tr>
</tbody>
</table>
## Error Messages

<table>
<thead>
<tr>
<th>Error Number</th>
<th>Message</th>
<th>What is causing the error and what needs to be done</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Student is missing a Std-Mstr record</td>
<td>Very rare. Student tab record is missing. Add the record back by re-loading the student’s ISIR.</td>
</tr>
<tr>
<td>02</td>
<td>Student is missing a SSN/SID crosswalk</td>
<td>Student’s SSN is not entered in the crosswalk between SMS and FAM. Add the student’s SSN to SMS using screen SM5053.</td>
</tr>
<tr>
<td>03</td>
<td>Student’s PRG code is blank on SM700A</td>
<td>The student’s Education Program Code has not been assigned to the student’s quarterly record. Enter the Educational Program Code into the PRG field on the SM700A screen for the quarter listed below the error message.</td>
</tr>
<tr>
<td>04</td>
<td>Student is not enrolled for the reg YRQ</td>
<td>The student is not enrolled. This message will go away when the student registers for the quarter.</td>
</tr>
<tr>
<td>05</td>
<td>Unable to determine student’s Enrollment-Status</td>
<td>The process is not able to determine the student’s enrollment status. Make sure the CIS/WCC entry of ENROLL-LEVEL1 and ENROLL-LEVEL2 exists on your Processing Table.</td>
</tr>
<tr>
<td>06</td>
<td>Student is missing an SM5006 MISC rec for the reg YRQ</td>
<td>The required program information is missing for the Educational Program Code assigned to the student’s quarterly record. Add the required program information to SMS screen SM5006, function key F4.</td>
</tr>
<tr>
<td>07</td>
<td>Student’s program is not FA eligible on SM5006 MISC screen</td>
<td>The Educational Program Code has been coded as not being financial aid eligible. Ensure that the Educational Program Code has been coded correctly on SM5006, function key F4.</td>
</tr>
<tr>
<td>08</td>
<td>Student is missing an SM5006 MISC record for the reg YRQ</td>
<td>The required program information is missing for the Educational Program Code assigned to the student’s quarterly record for that quarter. Add the required program information to SMS screen SM5006, function key F4 for the registration quarter.</td>
</tr>
<tr>
<td>09</td>
<td>WARNING: some program information is missing</td>
<td>Some required program information is missing from the SM5006, function key F4 screen. Add the missing information to that screen.</td>
</tr>
</tbody>
</table>