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Student Financial Assistance

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# *Pell Hands-On #1*

# *EDExpress Pell Processing Overview - Beginner*

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# *Introduction*

- This session is designed to provide basic guidance for beginner or novice users of the EDExpress Pell Module

- Evaluations

- Questions

# *Agenda*

- **RFMS Process Overview**

- **Origination / RFMS Origination Status Overview**

- **Regular vs Special Disbursements**
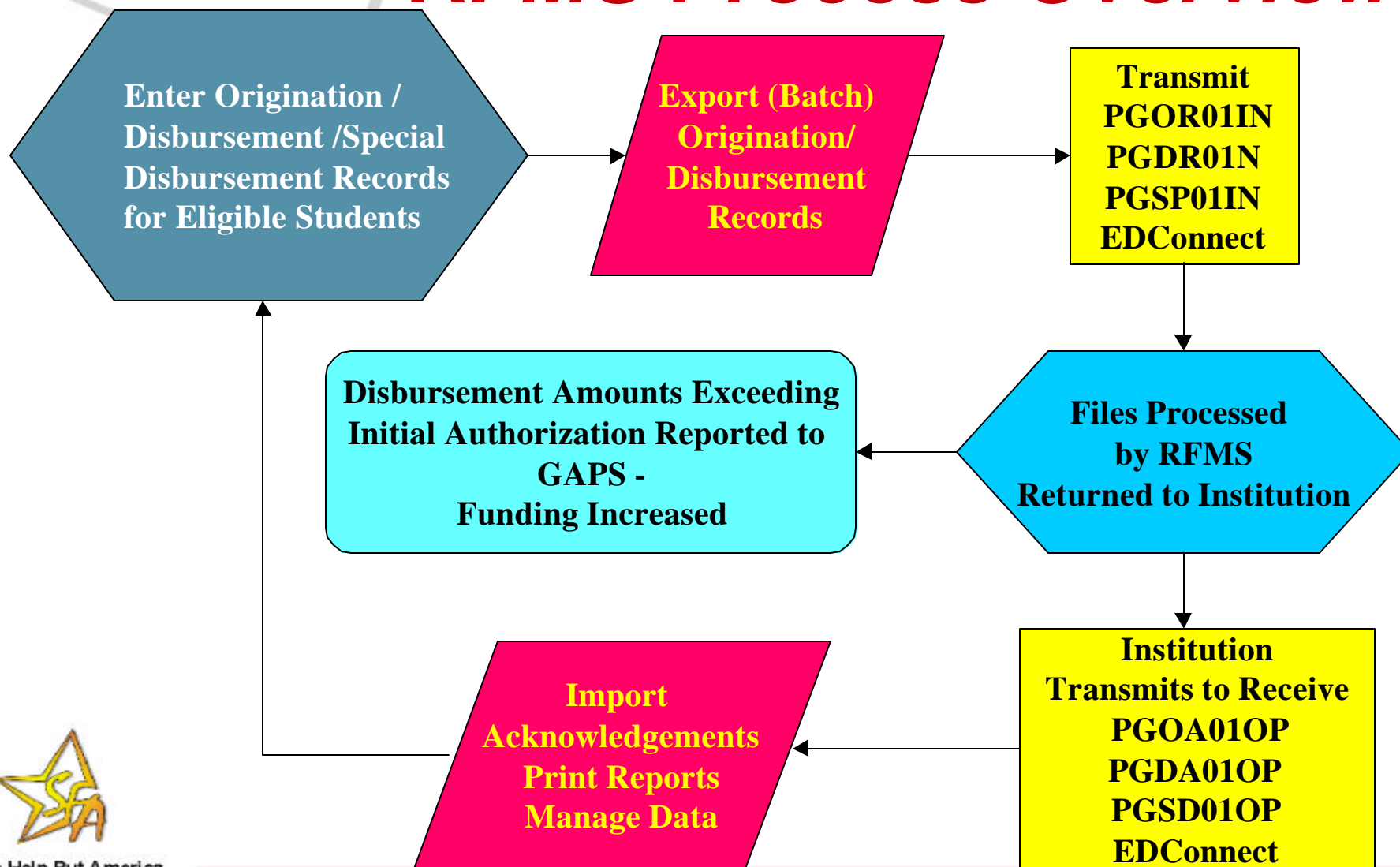
- **Disbursement / RFMS Disbursement Status Overview**

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# Agenda (cont.)

- Reports Overview

- Message Class Overview

- Hands-On Exercises

# RFMS Process Overview

**Enter Origination / Disbursement /Special Disbursement Records for Eligible Students**

**Export (Batch) Origination/ Disbursement Records**

**Transmit PGOR01IN PGDR01N PGSP01IN EDConnect**

**Disbursement Amounts Exceeding Initial Authorization Reported to GAPS - Funding Increased**

**Files Processed by RFMS Returned to Institution**

**Import Acknowledgements Print Reports Manage Data**

**Institution Transmits to Receive PGOA01OP PGDA01OP PGSD01OP EDConnect**

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# *Origination Status*

■ **EDExpress Origination Record Status**

– N = Not Ready

– R = Ready

– B = Batched

– A = Accepted

– E = Rejected (Error)

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# *RFMS Origination Status*

■ **RFMS Origination Status returned on Origination Acknowledgement or Year to Date File**

- – A = Accepted
- – C = Corrected
- – E = Rejected (Error)

| Origination Information | |
|---|---|
| Origination ID: | 003562644DA200100249500 |
| Origination Status: | Batched |
| Origination Processed Date: | 10/20/2000 |
| RFMS Status: | Rejected |
| Batch ID: | #02001002495200001027154931 |

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# *Regular vs Special*

- Cash Monitoring/Reimbursement required to send Special Disbursements

- Other Institutions may send Special Disbursements.  However, strict editing rules are used.  (No rounding)

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# *Special Disbursement Fields*

- Payment Period Number

- Payment Period Start Date

- Payment Period End Date

- Number of Payment Periods in Student's School Year (From Origination Record)

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# *Disbursement Status*

- **EDExpress Disbursement Record Status**
  - R = Ready
  - B = Batched
  - A = Accepted
  - E = Rejected (Error)

# RFMS Disbursement Status

- **RFMS Disbursement Status returned on Disbursement Acknowledgement or Year to Date File**
  - A = Accepted
  - C = Corrected
  - E = Rejected (Error)

| Status | |
| --- | --- |
| Disb. | RFMS |
| A | A |
| A | A |
| B | |

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# *Origination Reports*

- **Pell Origination Record**
- **Origination List**
- **Edits/Comments by Student**

# *Disbursement Reports*

- Disbursement List (All statuses)

- List Processed Disbursements Year-to-Date (Accepted and Corrected Only)

- Batch Summary

- Students by Payment Period (Special Disbursements Only)

# Reports - General

- **SSN/Name Difference**
  - Original SSN differs from current SSN
  - Name Code differs from the first two characters of Last Name on Demo
- **List - Batch Activity**
- **Transfer Student List N/A**
- **Record Layouts**

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# *Message Classes*

■ Exports

- Origination Data (PGOR01IN)

- Disbursement Data (PGDR01IN)

- Special Disbursement Data (PGSP01IN)

- Institution Data (PGID01IN)

- Data Request (PGRQ01IN)

  *Statement of Account      *Multiple Reporting Record

  *Year-to-Date Records

# *Message Classes (cont.)*

■ Imports

  – Origination Data-External (PGEO01OP)

  – Disbursement Data-External (PGED01OP)

  – Origination Acknowledgement (PGOA01OP)

  – Disbursement Acknowledgement (PGDA01OP)

  – Special Disbursement Acknowledgement (PGSD01OP)

# *Message Classes (cont.)*

- – Institutional Data Acknowledgement (PGIA01OP)
- – Data Request Acknowledgement (PGRA01OP)
- – Electronic Statement of Account (PGAS01OP)
- – YTD Data (PGYR01OP)
- – MRR (PGMR01OP)
- – ED Comments (in ASCII File Format) (PGTX01OP)

# *Further Assistance*

- Questions About The Pell Module Of The EDExpress Software Should Be Referred To CPS Customer Service At 1-800-330-5947, Option 4

- Questions About The Electronic Transmission Process Should Be Referred To Title IV WAN Customer Service At 1-800-615-1189

# *Further Assistance*

- Questions About The Pell Process, Rejected Batches Or Account Information Should Be Referred To RFMS At 1-800-4-P-Grant (1-800-474-7268)

# *Hands-On!*

- Please, remember to always set print options to "Screen"

- We're here to help, just flag us down.

- The Computer Lab is a great resource - feel free to drop in with any questions or issues.

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# *Please Remember Evaluations*

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