## Selecting and Sending Pell Data Request Types

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Pell Data Request</strong> page. Click the <strong>Financial Aid</strong> link.</td>
</tr>
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<td>2.</td>
<td>Click the <strong>File Management</strong> link.</td>
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<td>3.</td>
<td>Click the <strong>Create Pell Data Request</strong> link.</td>
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<tr>
<td>4.</td>
<td>Click in the <strong>Aid Year</strong> field. Enter the desired information into the <strong>Aid Year</strong> field. Enter a valid value e.g. &quot;2006&quot;.</td>
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<tr>
<td>5.</td>
<td>Enter the desired information into the <strong>Pell ID Reporting</strong> field. Enter a valid value e.g. &quot;001315&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Click in the <strong>Attended Pell ID</strong> field. Enter the desired information into the <strong>Attended Pell ID</strong> field. Enter a valid value e.g. &quot;001315&quot;.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Search</strong> button. Use the <strong>Pell Data Request</strong> page to select the type of data request that you want.</td>
</tr>
<tr>
<td>8.</td>
<td>For the <strong>Request Type</strong> field, you can select to request multiple reporting information, reconciliation information, or funding levels and transactions with GAPS. You can also select to receive a summary of how many originations and disbursements were sent out and how many rejections and message codes you received based on year-to-date. Click the <strong>Multiple Reporting</strong> list item.</td>
</tr>
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</table>
### Step 14
Use the **Multiple Report Request Code 1** field to select either Disbursed Records or Originated Records.

For example, you can base the request on disbursements and select Disbursed Records to see if another school has disbursed to the student.

Click the **Multiple Report Request Code 1** list.

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<td>14.</td>
<td>Use the <strong>Multiple Report Request Code 1</strong> field to select either Disbursed Records or Originated Records. For example, you can base the request on disbursements and select Disbursed Records to see if another school has disbursed to the student. Click the <strong>Multiple Report Request Code 1</strong> list.</td>
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### Step 15
Click the **Disbursed Records** list item.

### Step 16
Use the **Multiple Report Request Code 2** field to select All Students, Selected Institution, or Selected Students.

Click the **Multiple Report Request Code 2** list.

### Step 17
Click the **Selected Students** list item.

### Step 18
The **Institution, YTD Request ID**, and **Student** buttons are available depending on the criteria that you set up in the Request Type and Multiple Report Request Code 1, and Multiple Report Request Code 2 fields.

In this topic, the **Student** button is available.

### Step 19
Click the **Student** button.

### Step 20
Use the **By Student** page to search for and select a specific student.

### Step 21
Enter the desired information into the **MRR Student ID** field. Enter a valid value e.g. "FA0861".

### Step 22
Click the **OK** button.

### Step 23
Click the **Save** button.

### Step 24
Click the **Generate Pell Phase-In Data** link.

### Step 25
A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.
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| 26.  | You can run this process by searching for an existing **Run Control ID** or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for the future.  26.  
In this topic, you will search for an existing value.  
Click the **Search** button. |
| 27.  | Use the **Pell Out** page to send Pell data requests by moving them from the database to the outbound staging tables.  
On this page you'll enter your request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. |
| 28.  | Click in the **Aid Year** field.  
2004 |
| 29.  | Enter the desired information into the **Aid Year** field. Enter a valid value e.g. "2006". |
| 30.  | Click in the **Pell ID** field.  
| 31.  | The **Pell ID** is the identification code assigned to your institution by the Department of Education.  
Enter the desired information into the **Pell ID** field. Enter a valid value e.g. "001315". |
| 32.  | Click the **Pell Data Request Outbound** option.  
Pell Data Request Outbound |
| 33.  | At this point, you would continue to run the **Pell Out** process just as you would any other PeopleSoft Enterprise Process Scheduler process.  
Refer to the Running Reports module for examples of running a process. |
| 34.  | You have successfully selected multiple reporting as a Pell data request type for a selected student and sent the request.  
**End of Procedure.** |