



PELL Table Setup

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Abstract

This document is designed to provide you with information necessary to update and maintain the PellSchedule table that is used in the automated processing of PELL awards.

It uses a PELL award table that is exported from ED Express. However you obtain your PELL award table you will need to ensure that it is in the correct format for importing into SQL.

Knowledge of SQL Enterprise Manager or SQL Server Management Studio is necessary to complete the update.

All steps listed will work with both SQL 2000 and SQL 2005. Any steps that are unique to SQL 2005 will be marked with a bold **SQL 2005**.

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Pell Table

This section will discuss the steps necessary to obtain the PELL award table from ED Express.

Exporting the PELL Award Table

You can export the MDB file associated with the PELL award table to a text file using MS Access.

Prepare the Exported PELL File

Once you have the exported PELL file you will need to modify it to successfully import it into SQL.



Step-By-Step: Modify the PELL File

When you open the text file you will see a list of values.

```
tbl_P_Pell.txt - Notepad
File Edit Format View Help
"1", "1", 1, 0, "0 to 199", "0 to 0"
"1", "1", 2, 0, "0 to 199", "1 to 100"
"1", "1", 3, 0, "0 to 199", "101 to 200"
"1", "1", 4, 0, "0 to 199", "201 to 300"
"1", "1", 5, 0, "0 to 199", "301 to 400"
"1", "1", 6, 0, "0 to 199", "401 to 500"
"1", "1", 7, 0, "0 to 199", "501 to 600"
"1", "1", 8, 0, "0 to 199", "601 to 700"
"1", "1", 9, 0, "0 to 199", "701 to 800"
"1", "1", 10, 0, "0 to 199", "801 to 900"
"1", "1", 11, 0, "0 to 199", "901 to 1000"
"1", "1", 12, 0, "0 to 199", "1001 to 1100"
"1", "1", 13, 0, "0 to 199", "1101 to 1200"
"1", "1", 14, 0, "0 to 199", "1201 to 1300"
"1", "1", 15, 0, "0 to 199", "1301 to 1400"
"1", "1", 16, 0, "0 to 199", "1401 to 1500"
```

Figure : PELL Table Export

Before you can import this into SQL you will need to add column headings. Also to make the import easier rename the file to **tbl_P_Pell.txt** if it is not already called this.

1. Insert a row and add the following line at the top of the file:
EnrollStat,BudCode,EFCType,PELLAmt,COA_Range,EFC_Range
2. Rename file to **tbl_P_Pell.txt**.

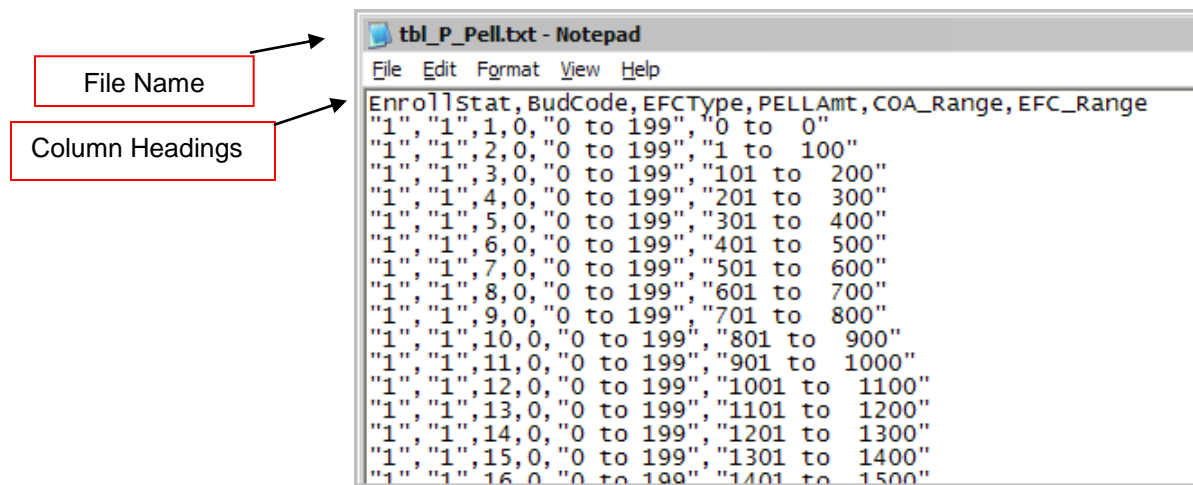


Figure : Renamed Pell File and Column Headings

3. Save and close file.



Step-By-Step: Import the PELL file

The PELL file needs to be imported into a SQL table called tbl_P_Pell.

1. Open SQL Enterprise Manager (or SQL Server Management Studio), navigate to the CAMS_Enterprise database, select Tables, and if the **tbl_P_Pell** table exists rename it to something like **tbl_P_Pell_Old**.
2. Right click Tables and select **All Tasks > Import Data**. The Import Wizard starts. Click **Next**.
SQL 2005 Right click the database name (CAMS_Enterprise) and select **Tasks > Import Data**. Click **Next**.
3. Select **Text File** for the Data Source. Then browse to and select the tbl_P_Pell.txt file and then click **Next**.

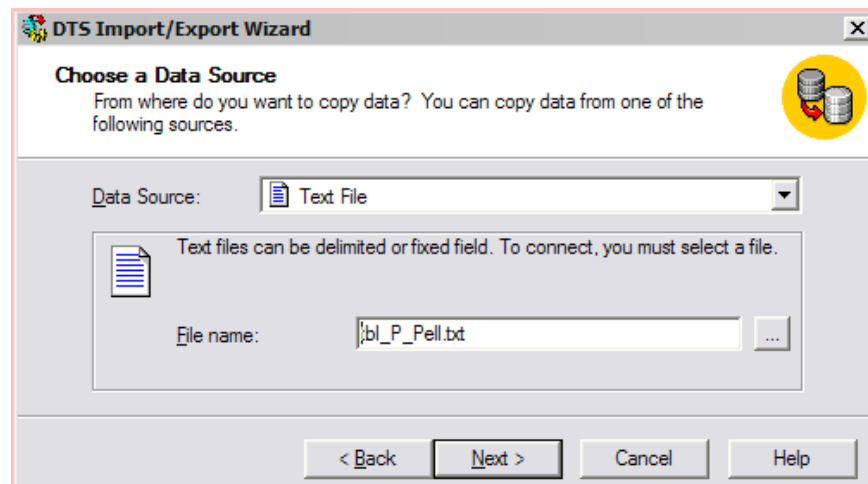


Figure : Select the Pell text file.

SQL 2005 Select **Flat File Source**. Then browse to and select the tbl_P_Pell.txt file and then click **Next**. Set **Format** to Delimited and the Text Qualifier to open quotes ("). Set Header row delimiter to {LF}, enter **0** in

Header rows to skip and check Column names in the first data row. Click **Next**.



Note: You can click the Columns option to verify that the correct column headings are displayed.

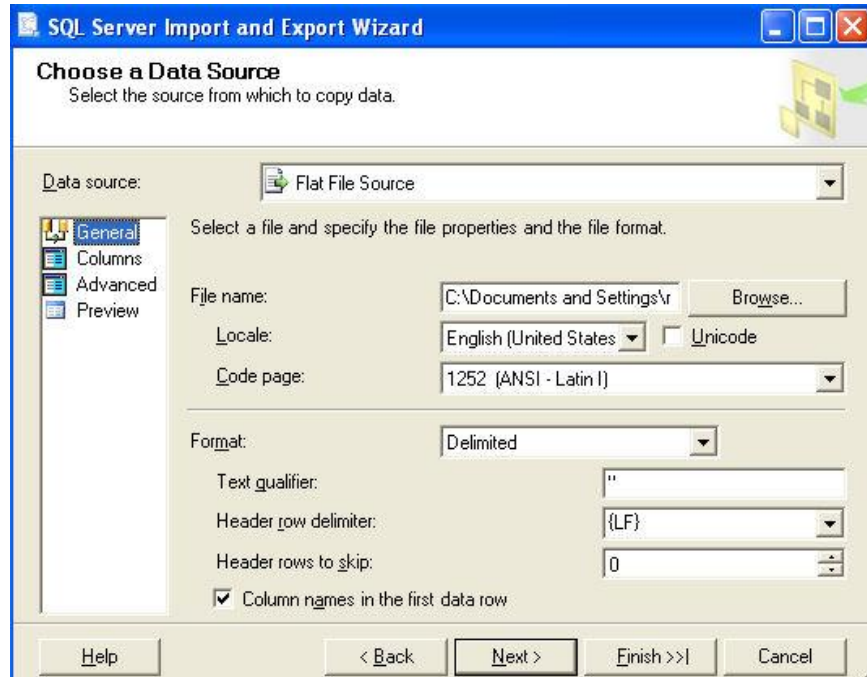


Figure : SQL 2005 Select the Pell text file.

4. Ensure that **Delimited** is selected and that **First row has column names** is checked. Then click **Next**.

Must be checked.

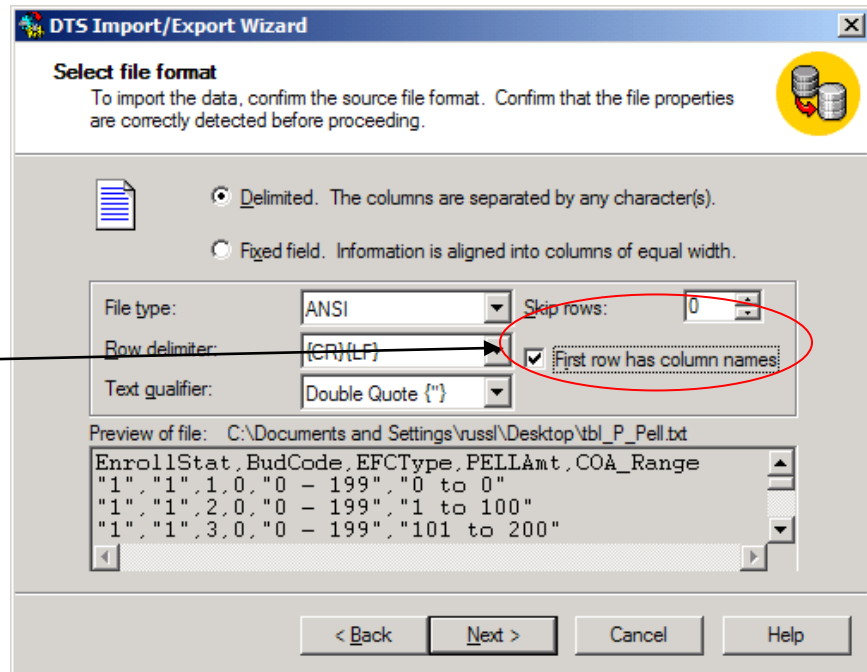


Figure : Select File Format

5. Ensure Comma is selected for the column delimiter. Then click **Next**.

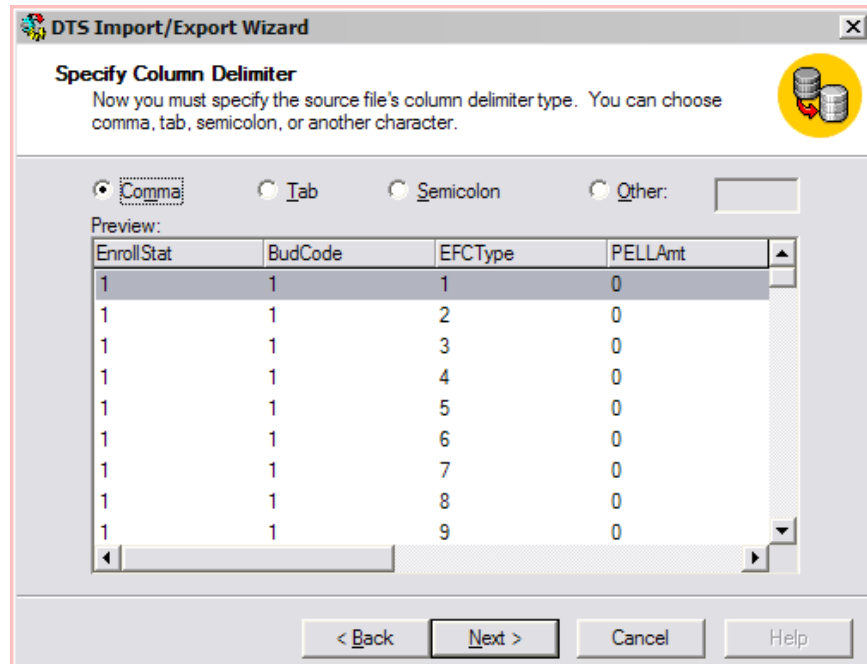


Figure : Select Column Delimiter

SQL 2005 Ensure that **Comma** is selected for Column delimiter. Then click **Next**.

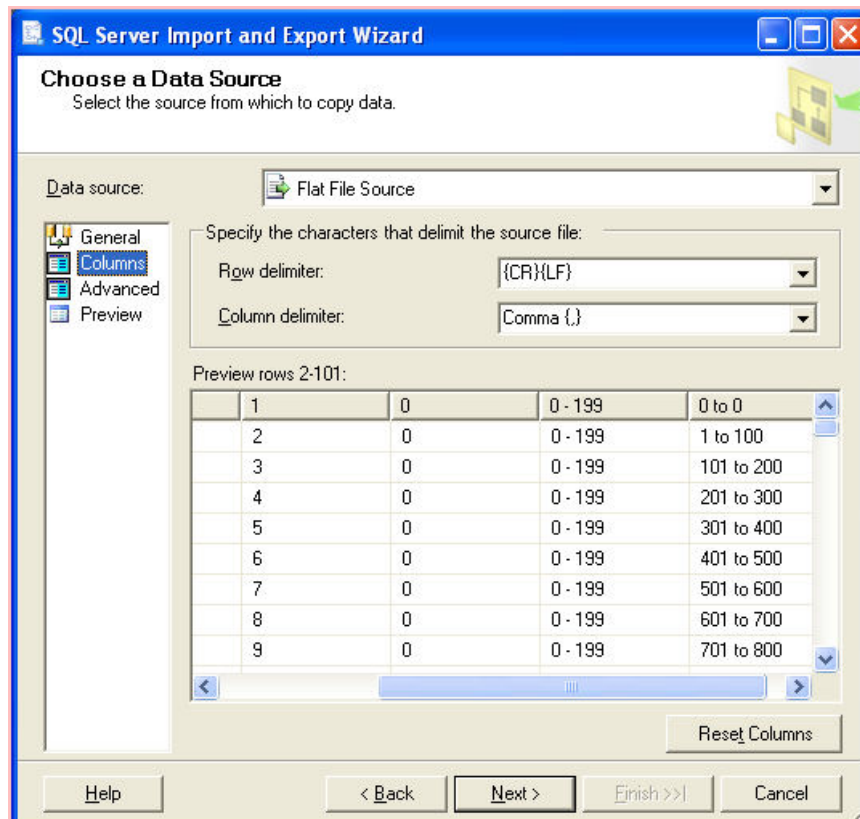


Figure : SQL 2005 Select Column Delimiter

6. You can use either **Windows Authentication**, if you have permission to add tables to the database, or use **SQL Server Authentication** with a Username and Password that does have permission. Click **Next**.

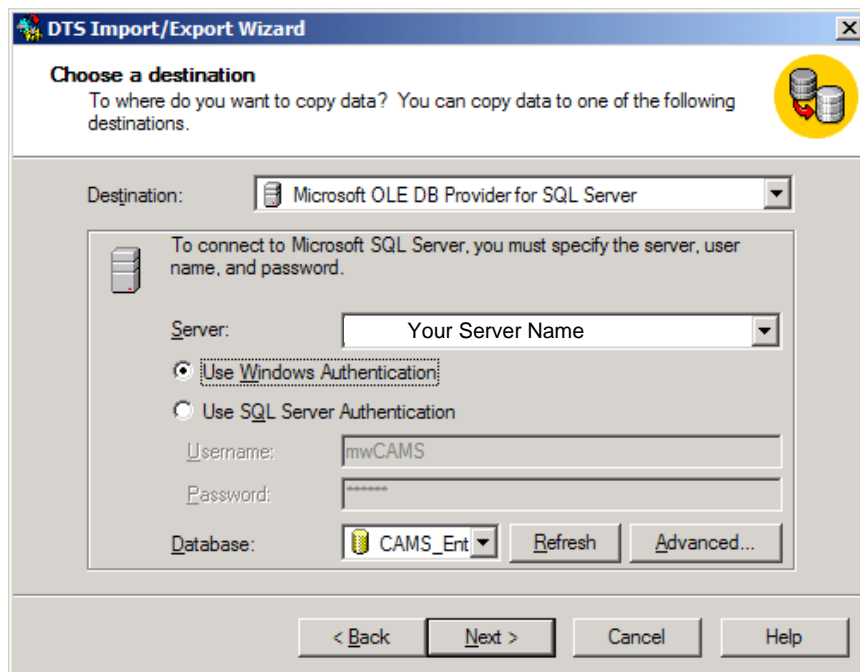


Figure : Choose a Destination

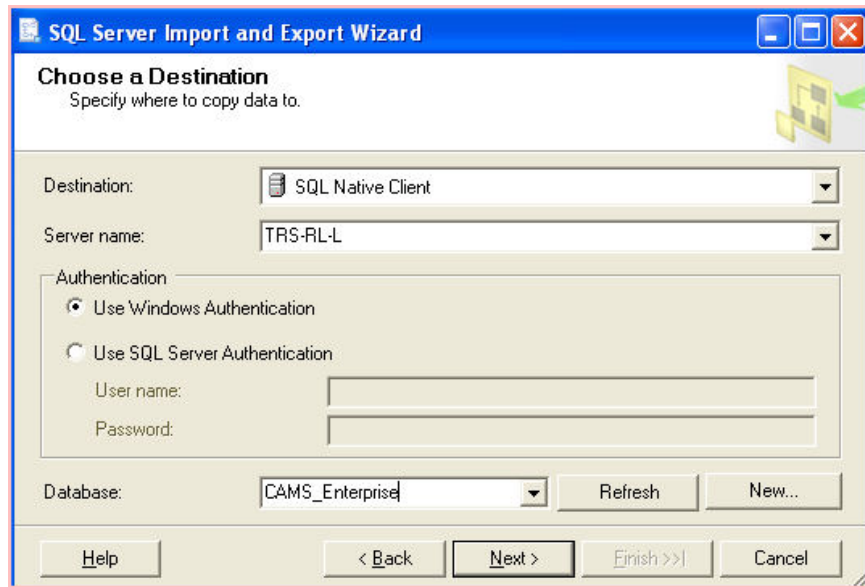


Figure : **SQL 2005** Choose a Destination

7. Because the file was renamed the file it should automatically import into the tbl_P_Pell SQL table. If you didn't rename the file you can rename the destination now by highlighting the table name and renaming it. Click **Next**.

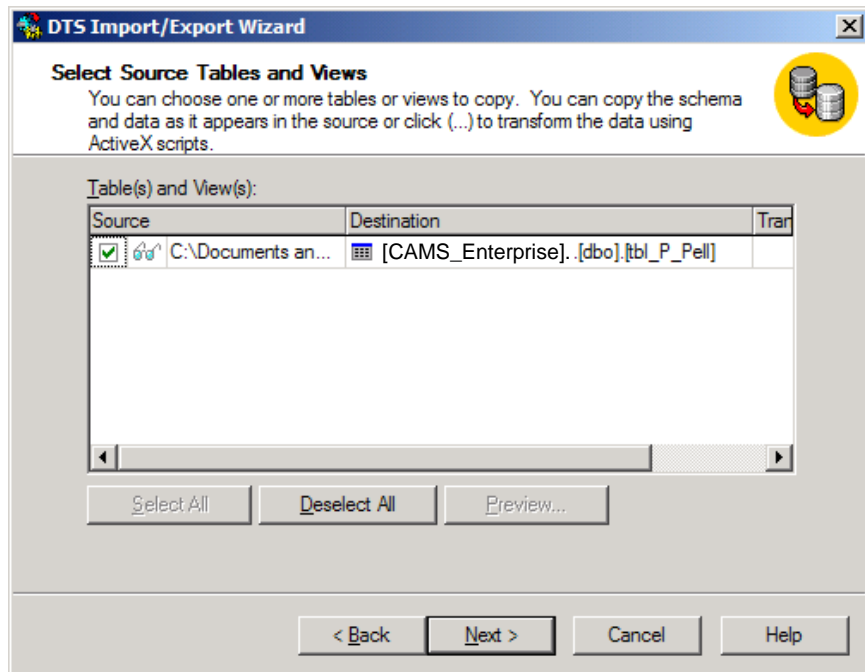


Figure : Source Table

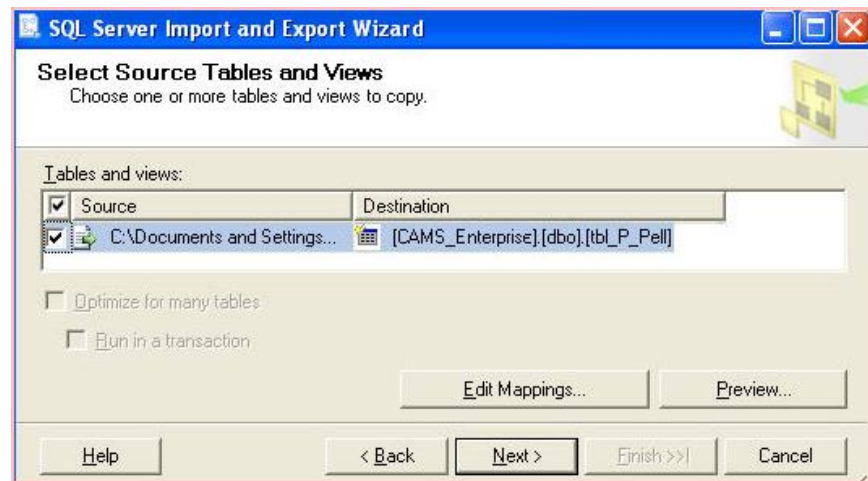


Figure : **SQL 2005** Source Table

8. Click **Next** and then click **Finish**.
9. You will receive a notice that the table was copied successfully. Click **OK** and then click **Done**.

SQL 2005 You will see all items marked as **Success**. Click **Close**.

PELLSchedule Table

There is a Stored Procedure called **CAMS_utilCreateUpdatePellSchedule** that is designed to import the information in the tbl_P_Pell table and parse it correctly into the PELLSchedule table.

The PELLSchedule table may contain data from a previously imported PELL award files.

PellIndexUID	AwardPeriodID	StudentLoadUID	MaxCostofAttenda	MaxEFC	PellAmount	FinAidYearID
4800	0	796	199	0	0	56
4801	0	796	199	100	0	56
4802	0	796	199	200	0	56
4803	0	796	199	300	0	56
4804	0	796	199	400	0	56
4805	0	796	199	500	0	56
4806	0	796	199	600	0	56
4807	0	796	199	700	0	56
4808	0	796	199	800	0	56
4809	0	796	199	900	0	56
4810	0	796	199	1000	0	56
4811	0	796	199	1100	0	56
4812	0	796	199	1200	0	56
4813	0	796	199	1300	0	56

Figure : PELLSchedule table

Two fields that are important to remember:

AwardPeriodID – This field groups all the entries for the same Academic Year (the AwardPeriodID column.) You can have multiple AwardPeriodIDs that work with different Academic Years, which will allow automated PELL awarding for students for different years.

FinAidYearID – When a PELL award is processed for a student you must select the financial aid year to apply the award to. That selection must have an entry in the PELLSchedule table. In **Figure** above FinAidYearID 56 equates to SP-05/FA-05. When the PELL award is awarded for this financial aid year it will be distributed over both terms as specified when the Academic Year / Financial Aid Year was set up in the Financial Aid module.

Run the Stored Procedure

After you have imported the tbl_P_Pell file you will have to run two stored procedures to update the PELLSchedule table. The first stored procedure adds the necessary columns to the tbl_P_Pell table imported earlier. The second stored procedure actually updates the PELLSchedule table. To run the stored procedures use the following script replacing the 2007-2008 Academic year with your Academic year:

```
DECLARE @AcademicYearID int
DECLARE @FinAidYearID int
SET @AcademicYearID = (SELECT AcademicYearID FROM
FinAcademicYear WHERE AcademicYear = '2007-2008')
SET @FinAidYearID = (SELECT TOP 1 FinAidYearID FROM
FinancialAidYear WHERE AcademicYearID = @AcademicYearID)
EXEC CAMS_utilCreateUpdatePellSchedule_ColumnCheck
EXEC CAMS_utilCreateUpdatePellSchedule @AcademicYearID,
@FinAidYearID
```

It is important that you enter the AcademicYear exactly as it is displayed in CAMS Enterprise. This will also only retrieve one Financial Aid year. If you have more than one Financial Aid year per Academic year then you will have to modify the script for each Financial Aid year that needs to be populated.

Federal Pell Grant Program

When changes occur in the PELL Table you will need to run through the above processes to ensure that your PELLSchedule table is up-to-date. CAMS Enterprise does not automatically update the PELLSchedule table or notify you if there are changes to Federal Pell Grant Program.

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