

# VOLUME II COMMON RECORD TECHNICAL REFERENCE

---

COMMON ORIGINATION AND DISBURSEMENT  
2009-2010 TECHNICAL REFERENCE





<b>IMPLEMENTATION GUIDE .....</b>	<b>1</b>
<b>Table of Contents.....</b>	<b>1</b>
<b>Implementation Guide for 2009-2010 .....</b>	<b>6</b>
XML version of EDEExpress for 2009-2010.....	6
<b>Common Record Valid Format Rules .....</b>	<b>7</b>
Common Record XML Schema Guidelines .....	7
<b>2009-2010 Common Record XML Schema .....</b>	<b>8</b>
Maximum Length Values and Leading Zeros.....	8
Empty (Blank) and Null Tags .....	9
<b>Data Types.....</b>	<b>11</b>
Date Fields .....	11
Year Fields .....	11
Date/Time Fields.....	11
Decimal Fields .....	12
Integer Fields .....	15
String Fields.....	15
Boolean Fields .....	15
XML Predefined Entity References .....	15
<b>Common Record Processing Rules .....</b>	<b>16</b>
Document.....	16
Document Submission .....	16
Batch Processing.....	16
COD Message Classes .....	17
Logical Record Length Limitation.....	17
COD Receipts .....	17
Response Documents .....	18
Response Code.....	19
Storing of Reject Records .....	21
Document Validation .....	21
Sequence of Data Elements Required for Document Processing.....	22
Document ID Required for Document Submission .....	22
Duplicate Document IDs.....	23
Inability to Process Future-Dated Documents .....	23
Documents Submitted Must Contain at Least One Detailed Record .....	24
Document Submissions of One Detailed Record.....	24
Minimum Data Elements Required for Document Processing .....	25
Routing ID .....	40
Entity ID .....	41
Total Count in the Reported Financial Summary Complex Element.....	48
Total Award Amount Reported in the Reported Financial Summary Complex Element .....	49
Total Disbursement Amount Reported in the Reported Financial Summary Complex Element.....	49
Person Identifier.....	50
PLUS Rules Applied to All Award Types .....	52
PLUS Rules Applied to only PLUS Awards.....	53
Student Identifier .....	54
Changing Student Identifier Information .....	56
Borrower Identifier .....	59
Changing Borrower Identifier Information .....	61
CPS Transaction Number .....	62
Student Identifier and Data Elements Matched against the CPS .....	62
Data Elements Pulled from the CPS .....	66
Citizenship Status Code Processing for Pell, ACG and National SMART.....	66
Note Message Field .....	67
Updating Phone Numbers .....	68
<b>Direct Loan Award and Disbursement Process .....</b>	<b>69</b>

Utilizing Award Key for Subsidized and Unsubsidized Direct Loans.....	69
Disbursement Sequence Number Required on all Disbursements .....	72
Disbursement Release Indicator.....	73
Establishing an Initial Direct Loan Award.....	74
Submitting Direct Loan Anticipated Disbursement Information .....	76
Generating Disclosure Statements .....	77
Performing Annual Loan Limit Edits .....	80
Submitting Direct Loan Disbursement Information and Disbursement Release Indicator .....	84
Reporting Pennies in the Award and Disbursement Amount Data Elements .....	89
Calculating Direct Loan Disbursements .....	90
Origination Fee Calculation.....	93
Interest Rebate Calculation.....	94
Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount Calculations .....	95
Updating and Adjusting Direct Loan Disbursement Amounts and Dates.....	98
Disbursement Requirements for Award Amount Updates.....	101
Inactivating a Direct Loan .....	103
Generating Direct Loan Booking Notification Responses.....	103
Generating Payment to Servicing Responses.....	105
Loan Discharge.....	108
<b>Direct Loan Master Promissory Notes.....</b>	<b>111</b>
Master Promissory Notes.....	111
Master Promissory Note Features.....	112
Multi-Year MPN Feature.....	112
Schools Opting for Single-Year MPN Feature .....	113
Single-Year MPN Feature.....	114
Single-Loan MPN Feature (PLUS and Grad PLUS Only).....	114
Electronic Master Promissory Notes (e-MPN) .....	115
Master Promissory Note Printing Process.....	116
Submitting a Promissory Note Print Code.....	119
Linking an MPN to a Direct Loan Subsidized/Unsubsidized, Grad PLUS or PLUS Award.....	121
Generating an Expiration Date for an MPN.....	128
Closing MPNs.....	129
Generating a Master Promissory Note Response.....	129
<b>Direct Loan PLUS and Grad PLUS Credit Check .....</b>	<b>133</b>
Requesting a PLUS and Grad PLUS Credit Decision.....	133
Credit Decision Appeal Process.....	133
Generating Credit Decision Override Responses.....	133
<b>Direct Loan Entrance/Exit Interview .....</b>	<b>136</b>
Requesting an Entrance Counseling File/Report .....	136
Requesting an Exit Counseling File/Report.....	136
<b>Direct Loan Closeout.....</b>	<b>137</b>
<b>Pell Grant Award and Disbursement Process.....</b>	<b>139</b>
Pell Grant Correction Edits can be Treated as Rejects.....	139
Reporting Pennies in the Award and Disbursement Amount Data Elements .....	139
Establishing Pell Grant Award Information.....	141
Maximum Pell for Post 9/11 Dependents of Deceased Veterans.....	143
Disbursement Sequence Number Required on all Disbursements .....	144
Disbursement Release Indicator.....	144
Submitting Pell Grant Disbursement Information and Disbursement Release Indicator .....	145
Updating and Adjusting Pell Grant Disbursement Amounts and Dates.....	148
Processing System-Generated Pell Responses.....	150
Reporting Verification Status Code .....	152
Deobligation of Funds Due to Verification Status “W”.....	154
Negative Pending Records.....	156
Concurrent Enrollment.....	157
Two Pell Grants in one Award Year.....	158

Pell Potential Overaward Process (POP) .....	159
Pell Administrative Cost Allowance (ACA).....	162
Post-Deadline Processing.....	162
Pell Close-Out Processing.....	163
Pell Lifetime Eligibility Used (LEU).....	163
<b>Academic Competitiveness Grant (ACG) Award and Disbursement Process .....</b>	<b>164</b>
Overview.....	164
School Eligibility .....	164
Student Eligibility .....	164
ACG Data Will Not Be Corrected .....	165
Reporting Pennies in the Award and Disbursement Amount Data Elements .....	165
Creating Financial Award ID and Financial Award Number.....	167
Establishing ACG Award Information .....	169
Updating and Adjusting ACG Awards .....	172
Disbursement Sequence Number Required on all Disbursements .....	172
Submitting ACG Disbursement Information and Disbursement Release Indicator.....	173
Calculating Eligibility Used and Total Eligibility Used .....	175
Updating and Adjusting ACG Disbursement Amounts and Dates .....	177
Deobligation of Funds Due to “No Pell” .....	178
<b>National Science and Mathematics Access to Retain Talent (SMART) Grant Award and Disbursement Process.....</b>	<b>180</b>
Overview.....	180
School Eligibility .....	180
Student Eligibility .....	180
National SMART Grant Data Will Not Be Corrected .....	181
Reporting Pennies in the Award and Disbursement Amount Data Elements .....	181
Creating Financial Award ID and Financial Award Number.....	183
Establishing National SMART Grant Award Information.....	185
Updating and Adjusting National SMART Grant Awards .....	187
Disbursement Sequence Number Required on all Disbursements .....	188
Submitting National SMART Grant Disbursement Information and Disbursement Release Indicator.....	188
Calculating Eligibility Used and Total Eligibility Used .....	190
Updating and Adjusting National SMART Grant Disbursement Amounts and Dates .....	193
Deobligation of Funds Due to “No Pell” .....	194
<b>Teacher Education Assistance for College and Higher Education (TEACH) Award and Disbursement Process.....</b>	<b>195</b>
Overview.....	195
School Eligibility .....	195
Student Eligibility .....	196
TEACH Grant Data Will Not Be Corrected .....	196
Reporting Pennies in the Award and Disbursement Amount Data Elements .....	197
Creating Financial Award ID and Financial Award Number.....	198
Establishing TEACH Grant Award Information.....	198
Updating and Adjusting TEACH Grant Awards.....	202
Disbursement Sequence Number Required on all Disbursements .....	203
Submitting TEACH Grant Disbursement Information and Disbursement Release Indicator.....	204
Updating and Adjusting TEACH Grant Disbursement Amounts and Dates.....	206
<b>Teacher Education Assistance for College and Higher Education (TEACH) Grant Program Agreement to Serve .....</b>	<b>208</b>
TEACH Grant Counseling .....	208
TEACH Agreement To Serve (ATS).....	209
Linking an ATS to a TEACH Award.....	210
Generating an ATS Acknowledgement .....	211
<b>TEACH Grant Closeout.....</b>	<b>215</b>
Balance Notification Letter.....	215
Automatic Closeout .....	217
<b>User Readiness Checklist .....</b>	<b>218</b>

<b>School Processing Options</b> .....	<b>219</b>
Promissory Note Print Option.....	219
Promissory Note Type Option .....	220
Disclosure Statement Print Option.....	220
Administrative Cost Allowance Option.....	221
Pell Grant Error Processing Option .....	221
Full or Standard Response .....	221
Response Records Generated Based on Web Activities .....	222
Common Record Response Document Length Option .....	222
<b>MESSAGE CLASSES</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>1</b>
<b>Common Record Message Classes</b> .....	<b>3</b>
<b>Non-Program Specific</b> .....	<b>4</b>
Non-Program Specific, Non-Award Year Specific.....	4
Non-Program Specific, Award Year Specific .....	4
<b>Program Specific, Non-Award Year Specific</b> .....	<b>5</b>
Pell Message Classes .....	5
Direct Loan Message Classes .....	5
Academic Competitiveness Grant (ACG) Message Classes .....	5
National Science and Mathematics Access to Retain Talent (SMART) Grant Message Classes .....	5
Teacher Education Assistance for College and Higher Education (TEACH) Grant Message Classes .....	6
<b>Program Specific, Award Year Specific</b> .....	<b>7</b>
Pell Message Classes for 2009-2010 Data .....	7
Direct Loan Message Classes for 2009-2010 Data .....	7
Academic Competitiveness Grant (ACG) Message Classes for 2009-2010 Data.....	7
National Science and Mathematics Access to Retain Talent (SMART) Grant Message Classes for 2009-2010 Data.....	7
Teacher Education Assistance for College and Higher Education (TEACH) Grant Message Classes for 2009-2010 Data.....	8
<b>System-Generated Responses for 2009-2010</b> .....	<b>9</b>
<b>Receipts</b> .....	<b>10</b>
<b>Report Message Classes</b> .....	<b>11</b>
Pell Grant Report Message Classes .....	11
Academic Competitive Grant (ACG) Report Message Classes .....	12
National Science and Mathematics Access to Retain Talent (SMART) Grant Report Message Classes .....	13
Direct Loan Report Message Classes.....	14
TEACH Grant Report Message Classes .....	17
TEACH Exit Counseling Report Message Classes.....	18
<b>COMMON RECORD LAYOUT</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>1</b>
<b>Introduction</b> .....	<b>2</b>
<b>Schema Version 3.0b Common Record Layout</b> .....	<b>4</b>
System-Generated Responses .....	4
Addition of Counseling Complex Element .....	4
Changes to Pell Complex Element.....	5
<b>Document Information</b> .....	<b>7</b>
<b>Entity Information</b> .....	<b>9</b>
<b>Person Information</b> .....	<b>11</b>
<b>Award Information</b> .....	<b>15</b>
<b>Disbursement Information</b> .....	<b>26</b>
<b>Response Information</b> .....	<b>30</b>

**Common Record Physical Layout.....36**  
    Line Length Limitations .....36  
    Standard .....37  
    Coding Guidelines .....38

**EDITS.....1**  
**Table of Contents.....1**  
**Introduction .....2**  
**COD Edits .....3**