



Session 19

Navigating the COD Web Site



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



School Search Batch Search

Welcome to the Common Origination & Disbursement Web Site

Welcome to the U.S. Department of Education's Common Origination and Disbursement (COD) web site. Financial Aid Administrators, Servicers, or other officials can use this site to perform a variety of functions related to student/award/disbursement data for Pell, Direct Loan, and Campus-Based programs.

If you are a student looking for information on Federal Student Financial Aid, please visit:
<http://www.ed.gov/offices/OSFAP/Students/>.

To access this site, please login: [Login](#)

[Click here for today's Direct Loan and Pell News Update](#)
[Click here for today's Pell Grants News Update](#)

Check for system updates

If you experience any problems with the information presented on this page, please use the [Contact Us](#) link.

<http://cod.ed.gov>



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



- Person**
- School
- Batch
- Award
- Services**
- User

Welcome Donald Duck

Person

**Services
replaces Report**

Welcome

Common Origination & Disbursement

Financial Aid Administrators, other school officials, and servicers verify batch status, submit data requests, check account balances, and view institution data records via the internet.

COD News:

- [Pell and Direct Loan Daily News Update](#) - 01/29/2003
- [row, row, row, your boat](#) - 05/05/2006



Person Search

▶ Pnote Search

▶ Credit Check Search

Person Search

HELP

For Direct Loans can search for p-notes and credit checks

Use the search function to find a student and borrower by entering a Social Security Number.

SSN

Entity ID

COD - 71740076 - BATON ROUGE COLLEGE

Name

Last

First

MI

SEARCH

CREATE NEW

- Please enter full SSN for SSN search. (No dashes)
- You may enter up to nine characters of the last name and up to five characters of the first name.
- If you enter a **partial** name the search may take longer to display the results.
- If you enter a valid SSN, the Person Detail page will appear allowing you to view information an individual and their associated awards.
- If you enter a valid name, the Person Detail page will appear allowing you to view information about the person and their associated awards.



- Person Search
- Person Info
 - Detail
 - All Awards
 - Direct Loan
 - Pell
 - Promissory Notes
 - Credit Check
 - Events
 - Correspondence
 - DL Additional Eligibility
- Note Search
- Credit Check Search

Person Detail Information

HELP

FRAM
0000
04/1

View All Awards

Permanent Information			
Address	123 MAIN AVE APT 7 WASHINGTON, DC 20024 USA		
Email		Citizenship	US Citizen
Telephone	(555) 222-5555	Previous SSN	

Local Information	
Address	789 COLLEGE DR SUITE 4 BATON ROUGE, LA 71418 USA

UPDATE PERSON **CREATE NEW AWARD**

Person information for all award types



Person School Batch Award Services User

► **Person Search**

▼ **Person Info**

- Detail
- All Awards
- Direct Loan
- Pell
- Promissory Notes
- Credit Check
- Events
- Correspondence
- DL Additional Eligibility

► **Note Search**

► **Credit Check Search**

Person All Awards Information

? **HELP**

FRANKLIN S PIERCE

999938076

Person has Direct Loan award

Award Year: '03-'04

Program	Total Award	Total Disbursement
Pell	\$2,000.00	\$1,000.00
Direct Loan	\$5,500.00	\$2,450.00
SUBSIDIZED	\$5,500.00	\$2,450.00
UNSUBSIDIZED	\$0.00	\$0.00
PLUS	\$0.00	\$0.00
Campus Based	\$0.00	\$0.00
FEDERAL WORK STUDY	\$0.00	\$0.00
PERKINS	\$0.00	\$0.00
FSEOG	\$0.00	\$0.00
Totals	\$7,500.00	\$3,450.00

Displays all awards by program



Person Search

Person Info

- Detail
- All Awards
- Direct Loan
- Pell
- Promissory Notes
- Credit Check
- Events
- Correspondence
- DL Additional Eligibility

Note Search

Credit Check Search

Person Pell Information

HELP

FRANKLIN S PIERCE
[999938076](#)
04/15/1985

Pell Grant Summary							
Year	Attending School	Eligibility Used	POP Flag	POP Start Date	POP End Date	Award Amount Approved	Scheduled Award Amount
'03-'04	BATON ROUGE COLLEGE	24.691%				\$2,000.00	\$4,050.00
Total for '03-'04:		24.691%					

CREATE NEW AWARD

Shows total eligibility used based on Scheduled award amount on Award Amount Approved

[Disbursements](#)

FRANKLIN S PIERCE
999938076
BATON ROUGE COLLEGE ⓘ
[PELL](#)
'03-'04

Click disbursements

Shows total amount disbursed on this award

Award Information	
Award Amount Approved	\$2,000.00
Scheduled Award Amount	\$4,050.00
Award Amount Disbursed	\$1,000.00
CPS Transaction Number	01
School Use Only	
Low Tuition and Fees Code	
Enrollment Date	09/12/2003
Cost of Attendance	\$20,000.00
EFC	0
Sec EFC Code Used	
Secondary EFC	2300
Verification Status Code	V
Academic Calendar	3
Payment Methodology	1=Standard Terms >= 30 Weeks
Hours Expected to be Completed In Payment Period (Required for Payment Methodology 4,5)	
Hours in Program Academic Calendar Year (Required for Payment Methodology 4,5)	
Weeks in Academic Calendar Year (Required for Payment Methodology 2,3,4,5)	
Weeks of Instructional Time (Required for Payment Methodology 2,3,4,5)	
Incarcerated	
Pell Collection Status Indicator	
Pell Collection Referral Amount	
Pell Collection Amount Collected	
Eligibility Used	

Pell Collection Status Indicator
Pell Collection Referral Amount
Pell Collection Amount Collected

Indicates if a Pell over award has been referred to Debt Collection Service



U.S. DEPARTMENT OF EDUCATION
COMMON ORIENTATION & DISBURSEMENT



Person School Batch **Award** Services User

Award Search

Award Disbursements Information



Award Information

- Detail
- Disbursements

Please click on the Disbursement number to view Disbursement Detail.

FRANKLIN S PIERCE

BATON ROUGE COLLEGE

[999938076](#)

[PELL](#)

04/15/1985

'03-'04

To view detail click 1

1	Disbursements	\$0.00
1	Disbursements	\$1,000.00

Disbursements

No.	Accepted Amount	Date Disbursed	Date Processed	Sequence Number
1	\$1,000.00	09/12/2003	05/12/2006	1

CREATE NEW

To view history
click

- ▶ Award Search
- ▶ Award Information
- ▼ Disbursement Info
 - Detail
 - History

Return to: [Person Detail](#) -> [Pell Awards](#) -> [Award Detail](#)

Disbursement Information

[?HELP](#)

FRANKLIN S PIERCE	BATON ROUGE COLLEGE 
999938076	PELL
04/15/1985	'03-'04
	Disbursement 1

Disbursement Information	
Disbursement Date	09/12/2003
Award Amount Approved	\$2,000.00
Scheduled Award Amount	\$4,050.00
Accepted Amount	\$1,000.00
Sequence Number	1
Status	Disbursed
Date Disbursed	09/12/2003
Date Processed	05/12/2006
Confirmation Flag	
Payment Start Date	07/12/2003

[UPDATE](#)



- ▶ **Award Search**
- ▶ **Award Information**
- ▼ **Disbursement Info**
 - Detail
 - History

Disbursement History Information

[?HELP](#)

FRANKLIN S PIERCE 999938076 04/15/1985	BATON ROUGE COLLEGE i PELL '03-'04 Disbursement 1
--	---

Actual History

Sequence #	Description	Action Date	Scheduled Amount	Accepted Amount	Disbursement Date	Response Date
1	SUBSTANTIATED DISBURSEMNT	05/12/2006	\$4,050.00	\$1,000.00	09/12/2003	05/12/2006

- Award Search
- Award Information
 - Detail
 - Disbursements
 - Promissory Notes

Return to: [Person Detail](#)

Award Detail Information

HELP

FRANKLIN S PIERCE 999938076 01/25/2005	BATON ROUGE COLLEGE 999938076S04G26171201 '03-'04
--	---

Click disbursements

Shows total amount disbursed on this award

Award Information	
Award ID	999938076S04G2617120
Award Amount Approved	\$2,000.00
Award Amount Disbursed	\$1,000.00
Award Start Date	03/21/2004
Award End Date	03/21/2005
Grade Level	1st year, undergraduate
CPS Transaction Number	01
School Use Only	FRESHMAN
Disclosure Print Indicator	COD Prints (Sends to Borrower)
Disclosure Print Date	03/21/2006
Pnote Print Indicator	COD Prints (Sends to School)
Pnote Print Date	03/27/2006
Booked Date	03/21/2006
Dependency Status	Independent
Loan Fee Percentage	3.0%
Academic Start Date	03/21/2004
Academic End Date	03/21/2005
Interest Rebate Percentage	1.5%
Less than Full-time Flag	
Loan Default / Grant Overpay	Z

UPDATE AWARD



- Award Search
- Award Information
 - Detail
 - Disbursements
 - Promissory Notes

Award Disbursements Information

HELP

Please click on the Disbursement number to view Disbursement Detail.

FRANKLIN S PIERCE 999938076 04/15/1985	BATON ROUGE COLLEGE 999938076S04G26171201 '03-'04
--	---

Totals for Actual Disbursements

Gross: \$1,000.00 Origination Fee: (\$30.00) Rebate: \$16.00 Net Award: \$986.00

To view detail click 1

Disbursements

Gross: \$0.00 Origination Fee: \$0.00 Rebate: \$0.00 Net Award: \$0.00

No.	Disb. Date	Gross	Orig. Fee
1	03/20/2004	\$500.00	(\$15.00)
2	03/21/2004	\$500.00	(\$15.00)

Shows all disbursements are funded (actual)

CREATE NEW



- ▶ **Award Search**
- ▶ **Award Information**
- ▼ **Disbursement Info**
 - Detail
 - History

Return to: [Person Detail](#) -> [Direct Loan Awards](#) -> [Award Detail](#)

Disbursement Information

[? HELP](#)

FRANKLIN S PIERCE	BATON ROUGE COLLEGE i
999938076	999938076S04G26171201
04/15/1985	'03-'04
	Disbursement 1

Disbursement Information	
Award ID	999938076S04G26171201
Award Disbursement Date	03/20/2004
Award Amount	\$2,000.00
Award Disbursement Gross	\$500.00
Origination Fee	(\$15.00)
Disbursement Rebate	\$8.00
Net Award	\$493.00
Sequence Number	66
Status	Disbursed
Date Disbursed	03/20/2004
Date Processed	03/21/2006
Confirmation Flag	
First Disbursement Flag	No

Indicates most current sequence number

UPDATE



School Search

School Summary Information

HELP

- School Information
 - School Summary
 - Financial Aid Contact
 - Eligibility
 - General
 - Options
 - Funding Info
 - Summary Financial Info
 - Refunds of Cash
 - Cash Activity
 - Events
 - Message List
 - Yearly Totals
 - Relationships
 - Balance Confirmation
 - Request Post Deadline
 - Processing
 - Correspondence
 - Report Selection

BATON ROUGE COLLEGE

Contacts			Summary	
Type	Name	Phone	Award Year	Program
Direct Loan Financial Aid Officer	KAREN C MURPHY	(225) 292-5464	'03-'04	PELL
Pell Financial Aid Officer	KAREN CMURPHY	(504) 292-5464	Cash > Accepted & Posted Disbursements & older than 30 days	\$44,000.00
FINANCIAL AID ADMINISTRATOR	KAREN C MURPHY	(225) 292-5464 x 21	% of Cash > Accepted & Posted Disbursements	97.77778%
			Cash > Accepted & Posted Disbursements	\$44,000.00
				\$65,000.00

Shows current contacts

Shows summary financial information



► **School Search**

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Message List
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post Deadline
- Processing
- Correspondence
- Report Selection

School Funding Information



BATON ROUGE COLLEGE ⓘ

Funding Information

Program Award Year

Ent	71740076
Init	\$65,000.00

Shows substantiated disbursements and net drawdowns

Shows how much the last ACA was and when it was paid.

Last CFL Change Date & Time	
Available Balance	
Cash > Net Accepted & Posted Disbursements	
Net Accepted & Posted Disbursements	\$7,000.00
Net Drawdowns	\$45,000.00
Total Unduplicated Recipients	1
Total Unduplicated Recipients Paid	1
Total ACA	\$5.00
Last ACA Payment Date	05/19/2006



School Search

School Information

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Message List
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post Date
- Processing
- Correspondence
- Report Selection

Cash Activity

HELP

BATON ROUGE COLLEGE

Program/Year Selection

Program PELL

Award Year '03-'04

Printer Friendly

Cash Activity Summary

Net Draws	\$45,000.00
Cash > Accepted & Posted Disbursements & older than 30 days	\$44,000.00

Allows printing of all cash activity

Shows total drawdowns and unsubstantiated amount greater than 30 days

Date of Transaction	Totals		
		04/28/2003	
		11:01:51 PM	
	0,000.00	\$20,000.00	
	00		
	00		
	00		
	00		
		1121	1152
		000	000
		2000000000000000	1500000000
Accepted & Posted Disbursements Applied	\$1,000.00	\$0.00	\$0.00
% of Accepted & Posted Disb. Applied to Net Draws	2.2%		
Cash > Accepted & Posted Disbursements	\$44,000.00		
% of Cash > Accepted & Posted Disbursements	97.77778%		
Source System		GAPS	GAPS

Amounts in parentheses decrease net draws



► **School Search**

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Message List
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post Deadline
- Processing
- Correspondence
- Report Selection

School Yearly Totals

HELP

BATON ROUGE COLLEGE

Award Year: '03-'04

	Total Awarded	Total Disbursed	Recipients
Total Pell Awards	\$6,000.00	\$1,000.00	1
Total Direct Loan Awards	-	-	-
Total Subsidized	\$14,975.00	\$6,750.00	4
Total Unsubsidized	\$5,000.00	\$500.00	1
Total PLUS	\$25,000.00	\$10,500.00	5
Total Campus Based Awards	-	-	-
Total FSEOG	-	-	-
Total FWS	-	-	-
Total Perkins	-	-	-

Shows total award and disbursement amounts by program and award year



- ▼ Batch Search
- ▶ Action Queue
- ▶ Pell Data Requests
- ▶ Direct Loan Rebuild

Batch Search

[? HELP](#)

Use this screen to search for existing Batches to modify.

To search for Batches for a particular School, please enter the Entity ID and the date range:

Entity ID

Batch Type

Award Year

Start Date

End Date

Status

Search for all batches by date range and/or batch type

To search for a specific Batch, please enter the Batch ID:

Batch ID

Search by specific batch id

To search for all records for a particular Person, enter their SSN. If you do not know the status:

SSN

Status

Search for all batches for a person by SSN



- ▼ Batch Search
- ▶ Action Queue
- ▶ Pell Data Requests
- ▶ Direct Loan Rebuild

Search Results ? HELP

Date Range Search

Click on a Batch

Entity ID	School Name	Begin Date	End Date
71740076	BATON ROUGE COLLEGE i	09/01/2003	10/31/2003

Batch Type Award Year

Records 1 to 39 of 39

Batch ID	Date Received / Date Res Sent	Status	Students	Accepted	Rejected
2006-05-12T12:17:39.2571740076	10/06/2003				
2006-05-12T12:17:39.252	10/06/2003				
2006-05-12T12:16:22.5971740076	10/06/2003				
2006-05-12T12:16:22.595	10/06/2003	Accepted	1	1	0
2003-09-19T16:58:40.0000000001	09/19/2003	Accepted	1	1	0
2006-03-29T15:25:56.7971740076	09/19/2003	Accepted	1	1	0
2006-03-29T15:25:56.793	09/19/2003	Accepted	1	1	0
2006-03-29T14:42:17.6971740076	09/19/2003	Accepted	1	1	0
2006-03-29T14:42:17.698	09/19/2003	Accepted	1	1	0
2003-09-19T14:06:07.0300000001	09/19/2003	Accepted	2	2	0
2006-03-28T10:48:15.4771740076	09/19/2003	Accepted	1	1	0
2006-03-28T10:48:15.479	09/19/2003	Accepted	1	1	0
2006-03-28T10:45:56.8171740076	09/19/2003	Accepted	1	1	0

For more detail click on Batch ID

Total Award Amount School Reported
\$2,000.00

Total Award Amount By COD
\$2,000.00

Total Accepted
0

Total Dollar Amount Accepted
\$0.00

Shows summary information for the batch

Total Award Accepted With Corrections
0

Total Disbursement Dollars Accepted With Corrections
\$0.00

Total Award Records Rejected
1

Total Disbursement Dollar Amount Rejected
\$500.00

Total Financial Award Accepted
\$0.00

Total Financial Disbursement Accepted

Total Funded Disbursement Accepted
\$0.00

Shows status of all records in a batch, to view reject reasons, click Rejected

Enter filter criteria here

SSN:

Status:

Award Year	Name	SSN	Award No	Disb No
'03-'04	FRANKLIN S. PIERCE	999938076 - Rejected	201 - Rejected	1 - Rejected

Records 1 to 1 of 1

[Print Batch](#)

Return to: [Batch Detail](#)

Batch Detail Information Print

This screen displays the print area for your web browser, and has a maximum of 1000 records per print. To print this page, use the "Print" function on your web browser. If there are more than 1000 records in the batch, click "Next" to view the next 1000 records, and click "Print" on your browser again. Repeat as needed.

Can print 1000 records at a time

School Name	COSMETOLOGY TRAINING CENTER	Batch ID	2006-04-20T07:33:28.063999934
--------------------	-----------------------------	-----------------	-------------------------------

To print the below records, select the Print option from your browser.

Award Year	Name	SSN	Award No	Disb No
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	1 - Accepted
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	10 - Accepted
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	11 - Accepted
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	12 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	13 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	14 - Accepted
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	15 - Accepted
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	16 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	17 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	18 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	19 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	2 - Accepted
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	20 - Accepted
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	3 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	4 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	5 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	6 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	7 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	8 -
'03-'04	MILLARD , FILLMORE	999935619 -	1 -	9 -



U.S. DEPARTMENT OF EDUCATION
COMMON ORIENTATION & DISBURSEMENT



Person | **School** | **User**

To get to reports click

- ▼ COD Reports
- ▶ **Direct Loan Servicing**

COD Reports

? HELP

Below is a link to COD Reports.

Selecting a link will open a separate browser window. When you have finished viewing the information associated with the chosen link, simply close the browser window.

<https://codreports.qa.tsysecom.com>



U.S. DEPARTMENT OF EDUCATION
COMMON ORIENTATION & DISBURSEMENT



Person School Batch

- ▶ **COD Reports**
- ▼ **Direct Loan Servicing**

Direct Loan Servicing

Below is a link to the Direct Loan Servicing web site.

Select the link to open the Direct Loan Servicing Web site.

DLSS SSO 1-888-877-7658 <https://intersys.dlssonline.com/schools/main.asp>

To get to Direct Loan Servicing





U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



- Person
- School
- Batch
- Award
- Services**
- User

- ▶ **COD Report**
- ▼ Direct Loan

Direct Loan Servicing's Online School Site - Home Page - Microsoft Internet Explorer provided by US Department of Educat...

File Edit View Favorites Tools Help

Address <https://intersys.dlssonline.com/schools/main.asp>

Google Search Web Search Site PageRank Options

FSA Welcome To:
DIRECT LOAN SERVICING'S ONLINE SCHOOL SITE

FEDERAL STUDENT AID

We Help Put America Through School

[Versión en español](#)

Direct Loan Servicing News

Direct Loan Servicing Resources ▾ **Student Account Info** ▾ **School Reports** ▾

Welcome

BATON ROUGE COLLEGE

You are now successfully logged into the Direct Loan Servicing's Online School Site and may select any options you wish to use from the menu at the top of the page.

New! Web site Login Change
Login access to this site will shift from the LO-Online Web site to the COD Web site in late September. If you have

Logout

Internet

May 23 2006 12:1



Full Participant Functions



Creating Person, Award and Disbursement

- Use the COD web site to create a person, award and disbursement immediately
- Add an additional award for an existing person
- Add additional disbursements for existing awards

Create Person



The fields marked with an asterisk (*) are required. If creating a PLUS Award Loan enter the students data on this page.

Common Record Information

Batch ID 2006-05-23T11:13:35.489

*Attending Entity ID

Entity ID

COD - 71740076 - BATON ROUGE COLLEGE

Permanent Information

*Last Name

Harrison

*First Name

William

Middle Initial

*Address

122 Lofty Pine Lane

*City

Clinton

County

*State/Province

Mississippi

*Postal Code

39056

Country

USA

*SSN

999938088

*Date Of Birth

April

15

1985

Telephone Number

601-555-9999

CREATE AWARD

To create a person fill in all required information and click Create Award

Student

Student Name WILLIAM HARRISON
SSN 999938088
Date of Birth 04/15/1985

Award Information

*Type PELL
*Award Year '03-'04
*Award Amount 2000
*CPS Transaction Number 01
Low Tuition and Fees Code
*Enrollment Date May 23 2003
*Cost of Attendance 20000
Secondary EFC Code
*Academic Calendar 3=Credit Hours - Semesters
*Payment Method 1=Standard Terms >= 30 Weeks
*Verification Status V
Hours Expected to be Completed In Payment Period (Required for Payment Methodology 4,5)
Hours in Program Academic Calendar Year (Required for Payment Methodology 4,5)
Weeks in Academic Calendar Year (Required for Payment Methodology 2,3,4,5)
Weeks of Instructional Time (Required for Payment Methodology 2,3,4,5)
*Incarcerated
School Use Only

Choose award type:
Pell, DL Sub, Unsub, or
PLUS

To create new
disbursement



Create Disbursement

[?HELP](#)

BATON ROUGE COLLEGE i
[PELL](#)
'03-'04

The fields marked with an asterisk (*) are required.

Common Record Information BATON ROUGE COLLEGE i

Batch ID 2006-05-23T11:20:46.715
Attending Entity ID 71740076

Disbursement Information

Name WILLIAM HARRISON
SSN 999938088
***Disbursement Number**
Sequence Number 1
***Disbursement Date**
***Accepted Amount**
Payment Start Date
***Disbursement Release Indicator Flag**
School Use Only

Complete all required information and click submit



[VIEW PERSON DATA](#) [VIEW AWARD DATA](#) [CANCEL](#) [SUBMIT](#)



▶ **Person Search**

▼ **Person Info**

- Detail
- All Awards
- Pell
- Credit Check
- Events
- Correspondence

▶ **Phone Search**

▶ **Credit Check Search**

Person Detail Information

[? HELP](#)

WILLIAM HARRISON
999938088
04/15/1985

Permanent Information	
Address	122 LOFTY PINE LANE CLINTON, MS 39056 USA
PROVIDER	
	USA
UPDATE PERSON CREATE NEW AWARD	

Person is created with Pell award

To create new Direct Loan award

Student

Student Name WILLIAM HARRISON
SSN 999938088
Date of Birth 04/15/1985
Loan Default / Grant Overpay

Award Information

***Type**
***Subtype**
***Award ID**
***Award Year**
***Award Number**
***Award Amount**
***Award Start Date**
***Award End Date**
***College Year**
***CPS Trans Number**
Disclosure Print Indicator
Pnote Print Indicator
***Academic Start Date**
***Academic End Date**
Loan Fee Percentage 3.0%
Interest Rebate Percentage 1.5%
Dependency Status
School Use Only

Need to create 21
rd ID

Last three digits of
award ID

Choose who prints
disclosure statement
and p-note

[VIEW PERSON DATA](#) [CREATE NEW DISBURSEMENT](#) [CANCEL](#) [SUBMIT](#)

Create Disbursement

 [HELP](#)

BATON ROUGE COLLEGE 

[999938088S04G26171501](#)

'03-'04

The fields marked with an asterisk (*) are required.

Common Record Information

BATON ROUGE COLLEGE 

Batch ID 2006-05-23T11:24:50.495

Attending Entity ID 71740076

Disbursement Information

Name WILLIAM HARRISON

SSN 999938088

Academic Year '03-'04

Award ID 999938088S04G26171501

***Disbursement Number**

Sequence Number 1

***Disbursement Date**

***Gross Amount**

***Fee Amount**

***Interest Rebate Amount**

***Net Amount**

***Disbursement Release Indicator Flag**

Confirmation Flag

First Disbursement Flag

School Use Only

If actual disbursement choose True

[VIEW PERSON DATA](#)

[VIEW AWARD DATA](#)

[CANCEL](#)

[SUBMIT](#)



▶ **Person Search**

Person Detail Information

HELP

▼ **Person Info**

- Detail
- All Awards
- Direct Loan
- Pell
- Promissory Notes
- Credit Check
- Events
- Correspondence
- DL Additional Eligibility

The information was saved successfully.

WILLIAM HARRISON
 999938088
 04/15/1985

Permanent Information

Address	
Citizenship	US Citizen
Previous SSN	

Local Information

Address	NO STREET ADDRESS PROVIDED
	USA

UPDATE PERSON **CREATE NEW AWARD**

Person now has Pell and Direct Loan awards



Processing Pended Disbursements

- Pended disbursements can be processed on the web
- Process a single disbursement through the Disbursement Detail page
- Process multiple disbursements through the Action Queue



- ▶ Award Search
- ▼ Award Information
 - Detail
 - Disbursements
 - Promissory Notes

Award Disbursements Information

[? HELP](#)

Please click on the Disbursement number to view Disbursement Detail.

WILLIAM HARRISON	BATON ROUGE COLLEGE
999938088	999938088S04G26171501
04/15/1985	'03-'04

Totals for Actual Disbursements

Gross: \$0.00 **Origination Fee:** \$0.00 **Rebate:** \$0.00 **Net Award:** \$0.00

Totals for Pending Disbursements

Gross: \$2,000.00 **Origination Fee:** (\$60.00) **Rebate:** \$31.00 **Net Award:** \$1,971.00

Disbursements

Select	No.	Disb. Date	Gross	Orig. Fee	Rebate	Net Award	Status
	1	05/23/2003	\$1,000.00	(\$30.00)	\$15.00	\$985.00	Active
	2	11/23/2003	\$500.00	(\$15.00)	\$8.00	\$493.00	Active
<input checked="" type="checkbox"/>	3	02/23/2004	\$500.00	(\$15.00)	\$8.00	\$493.00	Pending

[Select All](#)

[Clear](#)

[CREATE NEW](#)

[PROCESS SELECTED DISBURSEMENTS](#)

Check box(es) of disbursements to change Disbursement Release Indicator from False to True



- ▶ [Award Search](#)
- ▶ [Award Information](#)

Action Queue List

[HELP](#)

Please refer to the following Batch Ids to track the update:

2006-05-23T11:45:31.165

The following messages were returned:

SSN	Name	Award	Award Year	Disbursement Number	Status
999938088	HARRISON, WILLIAM	DIRECT LOAN 999938088S04G26171501	2004	3	Processed

Shows which disbursements were processed



- ▶ **Batch Search**
- ▼ Action Queue
- ▶ Pell Data Requests
- ▶ Direct Loan Rebuild

Action Queue Search

? **HELP**

Use this screen to search the Action Queue.

To search the Action Queue for a particular school, please enter the School ID and the date range:

Entity ID

005-71740070-04

To process disbursements for multiple students use the Action Queue

Select award year, date range of disbursements, and pending status

To search the Action Queue for a specific Batch, please enter the Batch ID:

Note: Batch ID will search only by Review status.

Batch ID

SEARCH



Person School **Batch** Award Services User

- ▶ **Batch Search**
- ▼ **Action Queue**
- ▶ **Pell Data Requests**
- ▶ **Direct Loan Rebuild**

Action Queue List

HELP

School	Disb. Start Date	Disb. End Date
BATON ROUGE COLLEGE	05/23/2002	05/23/2006
Filter by Status	<input type="text" value="Pending"/>	Filter by Program Type
Filter by SSN	<input type="text"/>	<input type="text" value="All"/>
	Filter by Last Name	<input type="text"/>
FILTER		RESET

Records 1 to 4 of 4

Select	Name	SSN	Prog.	Award Year	Disb. No.	Disb. Amt.	Disb. Date	Status
<input checked="" type="checkbox"/>	HARRISON, WILLIAM	999938						
<input checked="" type="checkbox"/>	HARRISON, WILLIAM	999938						
<input checked="" type="checkbox"/>	HARRISON, WILLIAM	999938						
<input type="checkbox"/>	HARRISON, WILLIAM	999938088	DLSUB	'03-'04	3	\$493.00	02/23/2004	Pending

Choose disbursements to process

Records 1 to 4 of 4 **Total Disb. Amount:** \$1,986.00

[Select All](#) [Clear All](#)

PROCESS SELECTED DISBURSEMENTS



Working Rejects

- See the reason why a record rejects
- Schools can choose to correct the rejects for those records on the web

- ▶ **Batch Search**
- ▼ **Batch Information**
Detail
- ▶ **Action Queue**
- ▶ **Pell Data Requests**
- ▶ **Direct Loan Rebuild**

Return to: [Batch List](#)

Record Errors

[?HELP](#)

Batch	Entity Id	Award Year	Person
2006-05-23T11:55:42.358	71740076	'03-'04	999938088 (HARRISON)

Award Error	
Field	AwardBeginDt
Edit number	045
Description	INCORRECT AWARD DATES
Edit status	Rejected
Field value	2003143
View Record	

View why Records rejected, to correct click View Record

Award Error	
Field	AcYrBeginDt
Edit number	046
Description	INCORRECT ACADEMIC YEAR DATES
Edit status	Rejected
Field value	2006143
View Record	

Disbursement Error	
Field	DisbDt
Edit number	050
Description	DISBURSEMENT DATE OUTSIDE ALLOWABLE WINDOW
Edit status	Rejected
Field value	2006143
View Record	

One or More Edits Rejected:

INCORRECT AWARD DATES [AwardBeginDt]
INCORRECT ACADEMIC YEAR DATES [AcYrBeginDt]
DISBURSEMENT DATE OUTSIDE ALLOWABLE WINDOW [DisbDt]
DISBURSEMENT DATE WITHIN 7 DAYS OR PASSED, PAYMENT TRIGGER SET TO N [PmtTriggerFlg]

The fields marked with an asterisk (*) are required.

Common Record Information

BATON ROUGE COLLEGE 

Shows all rejects for a record

Student

Student Name WILLIAM HARRISON
SSN 999938088
Date of Birth 04/15/1985
Loan Default / Grant Overpay

Make all corrections including disbursement rejects

Award Information

***Award Year** '03-'04
***Award Number** 601
***Award Amount** \$2,000.00
***Award Start Date** May 23 2003
***Award End Date** May 23 2004
***College Year** 1st year, undergraduate/never attended college
***CPS Trans Number** 1
Disclosure Print Indicator COD Prints (Sends to Borrower)

Create Disbursement

BATON ROUGE COLLEGE 
999938088U04G26171601
'03-'04

One or More Edits Rejected:

INCORRECT AWARD DATES [AwardBeginDt]
INCORRECT ACADEMIC YEAR DATES [AcYrBeginDt]
DISBURSEMENT DATE OUTSIDE ALLOWABLE WINDOW [DisbDt]
DISBURSEMENT DATE WITHIN 7 DAYS OR PASSED, PAYMENT TRIGGER SET TO N [PmtTriggerFlg]

The fields marked with an asterisk (*) are required.

Common Record Information

BATON ROUGE COLLEGE 

Batch ID 2006-05-23T11:58:30.213
Attending Entity ID 71740076

Disbursement Information

Name WILLIAM HARRISON
SSN 999938088
Academic Year '03-'04
Award ID 999938088U04G26171601
***Disbursement Number**
Sequence Number 1
***Disbursement Date**
***Gross Amount**
***Fee Amount**
***Interest Payment**
***Net Amount**
***Disbursement Release Indicator Flag**
Confirmation Flag
First Disbursement Flag

Make all corrections and click submit



Changes for 2004-2005



School Summary Financial

- Direct Loan screen will change to be more like the School Account Statement (SAS)
- Pell screen will remain the same, but calculations will be corrected



- ▶ **School Search**
- ▼ **School Information**
 - School Summary
 - Financial Aid Contact
 - Eligibility
 - General
 - Options
 - Funding Info
 - Summary Financial Info
 - Refunds of Cash
 - Cash Activity
 - Events
 - Memos
 - Message List
 - Yearly Totals
 - Relationships
 - Correspondence

School Summary Financial Information



SWEET BRIAR COLLEGE ⓘ

Program DIRECT LOAN ▾ **Award Year** 03-04 ▾

Summary Financial Information		
Entity ID		12345678
Beginning Cash Balance		\$0
Cash Receipts	\$9,999,999,999.00	
Refunds of Cash	(\$9,999,999,999.00)	
Net Drawdowns/Payments		\$99,999,999,999.00
Booked Disbursements	\$9,999,999,999.00	
Booked Adjustments	(\$9,999,999,999.00)	
Total Net Booked Disbursements		\$99,999,999,999.00
Ending Cash Balance		\$99,999,999,999.00
Unbooked Disbursements	\$9,999,999,999.00	
Unbooked Adjustments	(\$9,999,999,999.00)	
Total Net Unbooked Disbursements		\$99,999,999,999.00
Cash > Accepted and Posted Disbursements		\$99,999,999,999.00



Batch Search Results

- More detail will be added to the result screen
 - Record type
 - Pell only
 - Direct Loan only
 - Campus Based only
 - Common – a combination of two or all three types
 - Document Type
 - Response
 - System generated documents
 - Pell system generated negative
 - Direct Loan promissory note acknowledgements
 - Date Received and Date Response Sent are separated



- ▼ Batch Search
- ▶ Action Queue
- ▶ Interface Rejects
- ▶ Pell Data Requests
- ▶ Direct Loan Rebuild
- ▶ Archived Prog Search

Batch Detail Information

[?HELP](#)

Enter filter criteria here to narrow down your search.

Batch Type:

Status:

New Batch Search by SSN

Document ID	Record Type	Doc Type	Date Received	Date Response Sent	Entity	Award Year	Name	SSN	Award No	Disb No
2003-04-19T16:21:27.0044888666	Common	RS	04/19/2003	04/19/2003	12345678	'03-'04	JOHN H. DOE	123456789 -Accepted	000 - Accepted	01 - Rejected
2003-05-11T16:20:34.0044888666	PL	RS	05/11/2003	05/11/2003	23456789	'03-'04	JOHN H. DOE	123456789 -Accepted	000 - Accepted	01 - Accepted
2004-04-19T16:02:45.0031456789	PL	RS	04/19/2003	04/19/2003	12345678	'03-'04	JOHN H. DOE	123456789 -Accepted	000 - Accepted	01 - Accepted

Records 1 to 3 of 3

Date Received and Date Response Sent separated type of batch and what is in it.



Batch Detail View

- Separating School Reported data from Batch Statistics
- Adding award type
 - PEL (Pell award)
 - DLS (sub loan)
 - DLU (unsub loan)
 - DLP (PLUS loan)
- Displaying all characters for award id including leading zeros
- Phase-In participants will not have a summary view



Batch Detail View

New Fields added to summary

- Award amount rejected
- Total # of duplicate awards
- Amount of duplicate awards
- Total # of award accepted with warnings
- Award amount of award accepted with warnings
- Total # of disbursements accepted
- Disbursement amount accepted
- Total # of disbursements rejected
- Disbursement amount rejected
- Total # of disbursements accepted with corrections
- Disbursement amount accepted with corrections
- Total # of duplicate disbursements
- Amount of duplicate disbursements
- Total # of disbursements accepted with warnings
- Amount of disbursements accepted with warnings



▼ Batch Search

► Action Queue

Batch Detail Information

HELP

School Reported Data		
Document ID	Status	Total Students
2003-07-11T14:10:33.282	Accepted	3
Total Number of Awards	Award Amount	
3	\$3,000.00	
Total Number of Disbursements	Disbursement Amount	
3	\$1,500.00	
Batch Statistics		
Total Number of Awards Accepted	Award Amount Accepted	Total Students
0	\$0.00	3
Total Number of Awards Rejected	Award Amount Rejected	
0	\$0.00	
Total Funded Disbursement Accepted	Total Non Funded Disbursement Accepted	
\$1000.00	\$5000.00	

Shows award type

Enter filter criteria here to narrow down your search

SSN: Status:

Award Type:

Award Year	Name	SSN	Award Type	Award No	Disb No
'04-'05	Student, Sample	123456789 - Accepted	PEL	001 - Accepted	01 - Accepted
'03-'04	Dentsample, Imastu	345678901 - Accepted	DLU	005 - Accepted	04 - Accepted
'02-'03	Toschool, Eyegoh	678901234 - Accepted	DLS	002 - Accepted	02 - Accepted



View Records

- Flow of screens will be slightly different
- View all data submitted on a record
- View response data sent by COD system
- System generated documents will only display the information submitted in the document



Return to: [SSN Record List](#)

Response Information

[? HELP](#)

UNIVERSITY OF SAN FRANCISCO 
000000000U00G00000000
'03-'04

Common Record Information

Document ID 2003-06-11T10:35:20.0000000001
Attending Entity ID 49226575

Student

Student Name
Student SSN 999918241
Student Date of Birth 04/15/1985

Award Information

Award Year '03-'04
Award Number 1
EMPN Indicator Y
MPN ID 999918241M04G01325001
MPN Status Code P
MPN Link Indicator N

System Generated response detail



Return to: [SSN Record List](#)

Record Information

[? HELP](#)

TIMOTHY TAYLOR	ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
258467894	999918124P03G1002001
5/15/1954	'02-03'

Common Record Information

Document ID	PF3G0286820030603090922
Attending Entity ID	25688586

Shows all information provided by school when viewing an accepted record

		Student	
Student Identifier	SSN	999918124	DOB
Student Name		Franklin	
Student SSN		999918124	
Student Date of Birth		04/15/1985	
Citizenship Status		1	
Address			
City			
State			
Award Begin Date			
Award End Date			
Academic Start Date			
Academic End Date			
Loan Fee Percentage		4.0%	

To view response sent to school click View Response

[VIEW PERSON DATA](#) [VIEW AWARD DATA](#) [VIEW DISBURSEMENT DATA](#) [VIEW RESPONSE](#)



- ▶ Batch Search
- ▼ Batch Information
 - Detail
- ▶ Action Queue
- ▶ Interface Rejects
- ▶ Pell Data Requests
- ▶ Direct Loan Rebuild
- ▶ Archived Prog Search

Return to: [SSN Record List](#)

Record Errors

Document ID	Entity ID
#H3G0286820030603090925	36056932
Disbursement Error	
Field	
Edit	
Desc	
Edit	
Field value	2003164

First page if record is rejected or accepted with warnings

Choose to view incoming record, response sent to school, or update record

- [View Record](#)
- [View Response](#)
- [Update Record](#)



Return to: [SSN Record List](#)

Response Information

[HELP](#)

Hudson Valley Community College

999918241P04G0286800

'03-'04

Common Record Information

Document ID PF3G0286820030603090922
Attending Entity ID 25688586

Student Information

Student Name Pierce
Student SSN 999918241
Student Date of Birth 04/15/1985

MPN ID

MPN Status Code

MPN Link Indicator

Award Begin Date

Award End Date

Credit Decision Status

Credit Decision Date

Academic Begin Date

Academic End Date

Field

Edit Number

Description

Edit Status

Field Value

Response for a DL PLUS origination (shows added MPN and Credit Decision status)

PmtTriggerFlg
 054
 PmtTriggerFlg value incorrect
 W
 N

[VIEW PERSON DATA](#)

[VIEW AWARD DATA](#)

[VIEW DISBURSEMENT DATA](#)

[VIEW RECORD](#)



MPN Search

- Search for **ALL** promissory notes for a single SSN
- No longer need 21 character MPN ID to find p-notes completed for another institution
- Added status of p-note to search results page



- ▶ **Person Search**
- ▼ Pnote Search
- ▶ **Credit Check Search**

Pnote Search

HELP

Search for Promissory Notes using 1 of the 4 search types shown below:

SSN

MPN ID

Name search will return Linked Promissory Notes only

Name

Last Name First Name

First Name and DOB search will return Unlinked Promissory Notes only

First Name and Date of Birth

First Name Date of Birth 2004

[▶ Person Search](#)[▼ Pnote Search](#)[▶ Credit Check Search](#)

Search Results

[?HELP](#)

Click on a Name from the list below to search for Promissory Notes for the selected individual.

Records 1 to 7 of 7

SSN	Name	MPN ID	DOB	MPN/LINK STATUS
123456789	Doe, John	123456789M03G12345002	04/15/1972	Accepted/Linked
123456789	Doe, John	123456789M04G12345003	04/15/1972	Closed/Linked
123456789	Doe, John	123456789M04G12345001	04/15/1972	Inactive/Unlinked
123456789	Doe, John	123456789M04G12345004	04/15/1972	Accepted/Unlinked

7 individuals found matching the search criteria.



Required Anticipated Disbursements for Direct Loan

- When creating an award online, you will need to include all anticipated or actual disbursements for an award
- Web site will allow the creation of multiple disbursements before submitted record
- New Disbursement List page
- Can update/delete a disbursement before submitting record



Create Disbursement

HELP

TENNESSEE STATE UNIVERSITY
22222222222222222222
 '03-'04

The fields marked with an asterisk (*) are required.

Common Record Information TENNESSEE STATE UNIVERSITY

Batch ID 2005-10-09T15:12:34.866
Attending Entity ID 59438540

Disbursement Information

Name GEORGE JONES
SSN 222222222
Academic Year '03-'04
Award ID 22222222222222222222
***Disbursement Number**
***Sequence Number** 1
***Disbursement Date**
***Gross Amount**
***Net Amount**
***Disbursement Release Indicator Flag**
Confirmation Flag
First Disbursement Flag
School Use Only

VIEW PERSON DATA **VIEW AWARD DATA** **CANCEL** **SUBMIT**



U.S. DEPARTMENT OF EDUCATION
COMMON ORIENTATION & DISBURSEMENT



- Person
- School
- Batch
- Award**
- Reports
- User
- Program

Disbursement List

HELP

*Click on Disbursement No. for Disbursement Detail Information

George Jones	ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY
222222222	Direct Loan
12/19/1985	'03 - '04

Disbursements

No.	Seq No.	Disb Date	Gross	Orig Fee	Rebate	Net Amount	Disbursement Release Indicator Flag
1	1	12/19/20					
2		01/15/20					

Can correct or delete a disbursement before submission



View Applicant data

- New function to search for applicant data
- View multiple transaction data for a student for multiple years
- Data comes from CPS



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



[Person](#) |
 [School](#) |
 [Batch](#) |
 [Award](#) |
 [Reports](#) |
 [User](#) |
 [Program](#)

- ▶ [Person Search](#)
- ▶ [Pnote Search](#)
- ▶ [Credit Check Search](#)
- ▶ [Archived Prog Year](#)
- ▼ [Applicant Search](#)

Person Search ?HELP

Use this screen to search for individuals. The information consists of student and borrower demographics along with details about the awards they hold. Please enter a Social Security Number or Name.

SSN OR
Name Last First MI

- Please enter full SSN for SSN search. (No dashes)
- You may enter up to nine characters of the last name and up to five characters of the first name.
- If you enter a **partial** name the search may take longer to display the results.
- If you enter a valid SSN, the Person Detail page will appear allowing you to view information an individual and their associated awards.
- If you enter a valid name, the Person Detail page will appear allowing you to view information about the person and their associated awards.



U.S. DEPARTMENT OF EDUCATION
COMMON ORIENTATION & DISBURSEMENT



- ▶ Person Search
- ▶ Pnote Search
- ▶ Credit Check Search
- ▶ Archived Prog Year
- ▼ Applicant Search

Applicant Search

[?HELP](#)

SSN	Award Year
<input type="text"/>	ALL <input type="button" value="v"/>
<input type="button" value="Search"/>	

- Please enter full SSN and select an award year or ALL to view applicant data for all years.



U.S. DEPARTMENT OF EDUCATION
COMMON ORIENTATION & DISBURSEMENT



- Person
- School
- Batch
- Award
- Reports
- User
- Program

- Person Search
- Print Search
- Credit Check Search
- Archived Prog Year
- Applicant Search

Return to: [Applicant Search](#)

Applicant Detail

[?HELP](#)

999999999

Award Year

If person exists on COD, SSN will go to Person Detail

CPS Detail

Award Year	CPS Transaction Number	Date of Birth	Name	Pell Eligibility
2004-2005	01	04/11/1981	Smith, John	Y
2004-2005	02	04/11/1981	Smith, John	Y
2003-2004	01	09/03/1976	Smith, Jane	
2003-2004	02	09/03/1976	Smith, Jane	
2001-2002	01	04/11/1981	Smith, John	

Shows if transaction is Pell eligible

- ▶ **Note Search**
- ▶ **Credit Check Search**
- ▶ **Archived Prog Year**
- ▼ **Applicant Search**

Applicant Information HELP

Sample Person

[265601710](#)

11/11/1975

CPS Detail	CPS Transaction 02	Award Year '00 - '01
Original SSN		
Original Name Code		
EFC		
Date of Birth		
First Name		
Middle Initial		
Last Name		
Current SSN		
Secondary EFT		
Address		
City		
State		
Zip		
Pell Eligible Flag		
Verification Selection Indicator		
SSN Match Indicator		
NSLDS Match		
Correction Type		
Duplicate SSN		



View detail for specific transaction



Choosing Preferences

- Select which award year and program to use throughout navigation of web site under School tab
- Can select preference on the School search page or under the School Summary Information page
- Can still change view of data per page, and preference will remain for next page
- If there is no information found for the preference selected, then the page will display the default (Pell for most current award year)



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT



School Search

School Search

HELP

Enter one or more of the following fields:

Entity ID Type Entity ID

School Name

City

State

SEARCH

Enter the default selections here for Default Program and Default Award Year:

Default Program Default Award Year

Allows users to choose which Program and award year to view while in the School section. Choose when searching or...



- ▶ **School Search**
- ▼ **School Information**
 - School Summary
 - Financial Aid Contact
 - Eligibility
 - General
 - Options
 - Funding Info
 - Summary Financial Info
 - Refunds of Cash
 - Cash Activity
 - Events
 - Memos
 - Message List
 - Yearly Totals
 - Relationships
 - Balance Confirmation
 - Request Administrative Relief
 - Correspondence

School Summary Information

[? HELP](#)

SWEET BRIAR COLLEGE ⓘ

Enter the default selections here for Default Program and Default Award Year:

Default Program **Default Award Year**

Contacts		Summary	
Type	Name	Phone	Award Year
			<input type="text" value="04-05"/>

Direct Loan Financial Aid Officer	Sand	1234	Disbursements & older than 30 days
Pell Financial Aid Officer	Bill B Gates	(706) 111-1234	% of Cash > Accepted & Posted 0.0%

Choose on School Summary Financial

Can still view other programs and award years on each page

Funding Info	Advanced Funded
Third Party	No
Full Participant Indicator	No
View Batches	Last 7 Days



Award Information Page

- Adding an award year filter on the award information page
- Adding total disbursed amount to the award information page



U.S. DEPARTMENT OF EDUCATION COMMON ORIGATION & DISBURSEMENT



- Person Search
- Person Info
 - Detail
 - All Awards
 - Direct Loan
 - Campus Based
 - Pell
 - Promissory Notes
 - Credit Check
 - Events
 - Correspondence
 - Memo
- Note Search
- Credit Check Search

Person Direct Loan Information HELP

Sample Person
265601710
 11/11/1975

Award Year

Loan Summary

Attending School	Person Type	Award ID	Award Amount Approved	Award Amount Disbursed	Type
Sample School	Student			00.00	DLPLUS
Sample School	Student			0.00	DLPLUS
Year '03 - '04					
Sample School	Student	520040149P04G03765001	\$1,000.00		
Sample School	Studnet	520040149P04G03765001	\$2,000.00		

Separated by award year visually

Filter by Award Year

Shows total disbursed amount

CREATE NEW AWARD



Add GAPS Debit Date

- Adding date that GAPS sends money to school on the Cash Activity Screen



Changes for Later 2004-2005 Releases



School Report Options

- Adding Pell reports to the options page
- Allowing schools to change
 - Format
 - Sort Options
 - Frequency – including do not distribute



U.S. DEPARTMENT OF EDUCATION COMMON ORIENTATION & DISBURSEMENT



- Person
- School**
- Batch
- Award
- Reports
- User
- Program

▶ **School Search**

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Yearly Totals
- Relationships

▶ **School Workflows**

Report Selection

[? HELP](#)

UNIVERSITY OF KENTUCKY COMMUNITY COLLEGE SYSTEM i

Program **Award Year**

Report Name	Column Order Options	Frequency Options	Format Options
Funded Disbursement Listing	<input type="text" value="Student First Name*"/>	<input type="text" value="Daily*"/>	<input type="text" value="Preformatted*"/>
Pell POP Report	<input type="text" value="Name, SSN"/>	<input type="text" value="Do Not Distribute"/>	<input type="text" value="Preformatted*"/>
Pending Disbursement Listing	<input type="text" value="SSN, Name"/>	<input type="text" value="Monthly"/>	<input type="text" value="PDF"/>

SUBMIT

Asterisk (*) denotes default value



▶ **School Search**

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Yearly Totals
- Relationships
- Report Selection

▶ **School Workflows**

Report Selection

[? HELP](#)

UNIVERSITY OF KENTUCKY COMMUNITY COLLEGE SYSTEM i

Program **Award Year**

Report Name	Sort	Order	Frequency Options	Format Options
30 Day Warning	<input type="text" value="Loan Type*"/>		<input type="text" value="Monthly*"/>	<input type="text" value="Preformatted*"/>
Duplicate Student Borrower	<input type="text" value="Borrower SSN*"/>		<input type="text" value="Daily"/>	<input type="text" value="Pipe Delimited"/>
Funded Disbursement Listing	<input type="text" value="SSN, Name"/>		<input type="text" value="Do Not Distribute"/>	<input type="text" value="PDF"/>
Inactive Loans	<input type="text" value="Award ID, Name"/>		<input type="text" value="Monthly*"/>	<input type="text" value="Preformatted*"/>
Pending Disbursement Listing	<input type="text" value="Student Name*"/>		<input type="text" value="Weekly*"/>	<input type="text" value="Comma Delimited"/>
SAS				Modify SAS Options

SUBMIT

Asterisk (*) denotes default value



How Do I Obtain Access to the COD Web Site?

- Submit a Security Administrator Request Letter on school or corporate letterhead:
 - Security Administrator is responsible for setting up additional users at your institution.
 - Reporting/Attending school relationships in COD will automatically allow access to other school codes.

- Refer to announcements on IFAP for detailed instructions and mailing address:
 - 3/18/03 - Updated: COD web site Access for Schools
 - 3/18/03 - COD web site Access for Vendors/3rd Party Servicers



How Do I Navigate on the COD Web Site?

- COD Computer Based Training (CBT)
 - Updated to include new system functionality that has been added from January 2003-July 2003
 - Available on IFAP(www.IFAP.ed.gov) to download
 - Available in the PC Lab as a CD Rom





Other COD Sessions

- **Session 17:** COD 101 - The Big Picture
- **Session 18:** COD Open Forum
- **Session 20:** COD - What's New for Direct Loan Processing in 2004-2005
- **Session 21:** COD - What's New for Pell Processing in 2004-2005