

Session #15

Unlocking the Potential of Direct Loan Reports

Allison Richards
Julie Aloisio



START HERE
GO FURTHER
FEDERAL STUDENT AID®

We Will Cover:

- The Lineup – available Direct Loan Reports
- Just the Facts – setting report options and accessing reports
- Searching for Clues – on the case with Direct Loan Reports
- Mystery Solved – locking up the case



The Lineup



START HERE
GO FURTHER
FEDERAL STUDENT AID

The Lineup: Direct Loan Reports

- School Account Statement (SAS)
- 30 Day Warning
- Inactive Loans Report
- Pending Disbursement Listing
- Duplicate Student Borrower Report
- SSN/Name/DOB Change Report
- MPN Reports (Due to Expire, Expired, MPN Discharge Report)
- Rebuild
- School Monitoring Email
- Servicing Reports

We Will Learn:

- *What* Direct Loan reports are available
- *When* and how frequently reports are received
- *Where* to receive reports
- *Why* this information is useful to school processing

School Account Statement



1

```
Report Date: 05/04/2010 U.S. Department of Education Page 1
Report Time: 09:59:50 Direct Loan Tools - 2009-2010
SAS Monthly Cash Summary

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
End Date: 04/30/2010

School Code: G09009
Region Code: 02
State Code: NJ

Beginning Balance: $3,264
Cash Receipts: $4,089
Refunds of Cash: -$1,350
Net Drawdowns/Payments: $2,739

Booked Disbursements: $0
Booked Adjustments: -$1,250
Total Net Booked Disbursements: -$1,250

Ending Cash Balance: $7,253

Unbooked Disbursements Actual: $3,264
Unbooked Adjustments: $0
Total Net Unbooked Disbursements: $3,264

Cash > Accepted and Posted Disbursements: $3,989
```

- What –cash and loan summary and detail
- When – monthly
- Where – SAIG only
- Why – reconcile with school data



30-Day Warning



2

REPORT ID: U.S. DEPARTMENT OF EDUCATION PAGE 1 OF 1
 RUN DATE: 04/03/2010 FEDERAL DIRECT LOAN PROGRAM RUN TIME: 01:05AM
 30-Day WARNING REPORT
 AWARD YEAR: 2009-2010
 FOR THE PERIOD ENDING 03/31/2010
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE UNIVERSITY SCHOOL CODE: G01999
 ADDRESS: 5 COLLEGE AVE
 NEW YORK, NY 10038-2206

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORR NAME	DATE RCV'D	DATA NEEDED		
				LOAN	PROM	DISB
P	111234222P10G01999001	NOONAN, DANNY	02/02/2010	Y		Y
P	222345333P10G01999001	SASSAFRAS, HENRY	02/26/2010	Y		Y
P	345432111P10G01999001	BELL, BOBBY G	02/08/2010	N		Y
P	465433333P10G01999001	SIMON, JOHN S	02/08/2010	Y		Y
P	733433593P10G01999001	MARK, KELLY D	02/08/2010	N		Y
P	743433582P10G01999001	MILLBERN, DAN M	02/08/2010	N		Y
P	877433583P10G01999001	SUITER, GARY B	02/08/2010	N		Y
P	888433366P10G01999001	FLOOD, MEGHAN	01/30/2010	N		Y
P	999433330P10G01999001	BECHARA, MARK	02/07/2010	N		Y

TOTAL NUMBER PLUS 9

S	314111634810G01999001	LEE, KIM G	02/28/2010	OK	N	Y
S	765555463810G01999001	KIBBEE, LOIS	02/28/2010	OK	N	Y

TOTAL NUMBER SUBSIDIZED 2

U	654321674U10G31933001	BUCHANAN, JAMES	01/07/2010	OK	Y	Y
---	-----------------------	-----------------	------------	----	---	---

NUMBER UNSUBSIDIZED 1

GRAND TOTAL 12

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID	DATE RECEIVED	NOTE AMOUNT
123404117M10G01999001	12/31/09	
200104117M10G01999001	01/30/10	

- What – unbooked loans/MPNs
- When - monthly
- Where – SAIG or COD web
- Why – identify and resolve unbooked loans on COD



Inactive Loans

3

RUN DATE: 08/20/2009 U.S. DEPARTMENT OF EDUCATION PAGE 1
RUN TIME: 04:34PM FEDERAL DIRECT LOAN PROGRAM

INACTIVE LOANS REPORT

AWARD YEAR: 2009-2010
REPORTING PERIOD: 2009-07-01 - 2009-07-31

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE COMMUNITY COLLEGE SCHOOL CODE: G08303
ADDRESS: 100 NORTH 40TH STREET
PHOENIX, AZ 85034-1795

LOAN TYPE	LOAN ID	BORROWER NAME	INACTIVE DATE
S	100017013810G08303001	CREWS, JOHN M	07/31/2009
S	100013828810G08303001	JOHNSON, THOMAS P	07/31/2009
TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD: 2			
U	100019365U10G08303001	MILLER, JOEL J	07/31/2009
U	100014333U10G08303001	RUMSFELD, MICHAEL F	07/31/2009
U	100018722U10G08303001	WALKER, PETER I	07/31/2009
TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD: 3			
P	100111365P10G08303001	FORD, KRISTEN J	07/31/2009
P	100111333P10G08303001	KENDRICK, LORI F	07/31/2009
TOTAL NUMBER OF INACTIVE PLUS LOANS: 2			

GRAND TOTAL: 7



- What – inactive loans
- When - monthly
- Where – SAIG or COD Web
- Why – identify inactive loans that should be active or vice versa



START HERE
GO FURTHER
FEDERAL STUDENT AID

Pending Disbursement Listing



4

RUN DATE: 02/26/2010 U.S. DEPARTMENT OF EDUCATION PAGE 1
 RUN TIME: 09:07AM FEDERAL DIRECT LOAN PROGRAM
 PENDING DISBURSEMENT LISTING REPORT
 AWARD YEAR: 2009-2010
 REPORTING PERIOD: 2/23/10
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: Sample University SCHOOL CODE: G01001
 ADDRESS: 11661 Cusack Avenue
 San Diego, CA 92131

STUDENT NAME	DISB DATE	DISB NO	SOC SEC NO	LOAN TYPE	LOAN ID	NET AMT
			GROSS AMT	ORIG FEE	REBATE AMT	
Aaron K Spells	1/13/10	2	123456789	S	123456789S10G01000101	2709.00
			2750.00	82.00	41.00	
TOTAL NET AMOUNT:						2709.00
	1/13/10	2	885.00	U	123456789U10G01000101	872.00
			885.00	26.00	13.00	
TOTAL NET AMOUNT:						872.00
Allison J Brown	9/23/09	2	111222333	S	111222333S10G01000101	2463.00
			2500.00	75.00	38.00	
TOTAL NET AMOUNT:						2463.00
Carrie L Kent	1/09/10	2	999888777	F	999888777P10G01000101	3170.00
			3251.00	130.00	49.00	
TOTAL NET AMOUNT:						3170.00
	1/09/10	2	2750.00	U	999888777U10G01000101	2709.00
			2750.00	82.00	41.00	
TOTAL NET AMOUNT:						2709.00
Marcus N Harvey	8/16/09	1	123123123	F	123123123P10G01000101	2208.00
	1/13/10	2	2264.00	90.00	34.00	
			2263.00	90.00	34.00	2207.00
TOTAL NET AMOUNT:						4415.00
SCHOOL TOTAL NET AMOUNT:						16338.00

- What – pending disbursements for that period
- When – weekly
- Where – SAIG or COD web
- Why – identify disbursements to be used in funding calculations



Duplicate Student Borrower



5

RUN DATE: 12/02/2009 U.S. DEPARTMENT OF EDUCATION Page 1
 RUN TIME: 03:13PM FEDERAL DIRECT LOAN PROGRAM
 DUPLICATE STUDENT BORROWER REPORT
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

REPORTING PERIOD: 2009-11-01 - 2009-11-30
 SCHOOL NAME: SAMPLE UNIVERSITY SCHOOL CODE: G010001
 ADDRESS: ONE ARMORY SQUARE, SPRINGFIELD, MA 01101-9000

Borrower SSN	Borrower Name				
Loan Id	Loan Amt Approved	Total Actual Gross Dis Amount	G R A D E	Loan Period	School Code

School Name	City	State	Zipcode	Telephone #
Borrower Academic Year	Dependency	Additional UnSub. Dependent	UnSub. Student HEAL	Eligibility:

765433004	MAGGIE SMITH				
765433004S10G01006001	3000	\$1500	5	2009-07-02-2010-07-01	G01006
FAULKNER UNIVERSITY	MONTGOMERY	AL		36109-3398 (334) 555-7211	
2009-07-02-2010-07-01	I	N			
765433030	JOHN SMAILS				
765433030S10G01020001	2000	\$1500	5	2009-07-03-2010-07-02	G01020
TECHNICAL STATE	MONTGOMERY	AL		36265-1602 (205) 782-5006	
2009-07-03-2010-07-02	D	Y			
765433031	HARRIS NELSON				
765433031S10G02103001	3000	\$1500	5	2009-07-02-2010-07-01	G02000
MASSACHUSETTS STATE	NATICK	MA		02225-2511 (508) 697-1341	
2009-07-02-2010-07-01	I	N			

The Duplicate Student Borrower Report lists student borrowers for which COD has accepted multiple Direct Subsidized and/or Unsubsidized common records. The list indicates other schools that have submitted a common record for the same borrower who may be attending your school. This report assists in identifying subsequent loan origination records that may reject due to exceeding the annual loan limits. This report does NOT relieve the school of its responsibility to monitor all loan activity (including FFEL) for a student through the Financial Aid Transcript and NSLDS processes.

- What – list of students at your school with awards at another school
- When – monthly
- Where – SAIG and COD web
- Why – identify potential over awards



SSN/Name/DOB Change



6

RUN DATE: 11/16/2009
 U.S. DEPARTMENT OF EDUCATION
 FEDERAL DIRECT LOAN PROGRAM
 SSN/NAME/DATE OF BIRTH CHANGE REPORT
 REPORTING PERIOD: 2009-07-01 - 2010-09-30
 Page 1 of 1
 RUN TIME: 8:49AM

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL ID: 10029000 OPE ID: 00129000
 SCHOOL NAME: SAMPLE TECH
 ADDRESS: 555 CAMPANILE DRIVE
 ARLINGTON, VA 12345-1234

PERSON LAST NAME, FIRST NAME, MI	USER	FIELD NAME
PERSON SSN	SCHOOL PHONE	OLD VALUE
SCHOOL ID	SCHOOL CITY, ST	NEW VALUE
SCHOOL NAME	SCHOOL ZIP CODE	DATE CHANGE ACCEPTED
BLANCO, JOI P	BATCH	NAME
356-55-2355	7066442544	JOI P BALA
10029000	ARLINGTON, VA	JOI P BLANCO
SAMPLE TECH	12345-1234	2009-09-20
MASRIOS, JOIE Q	BATCH	BIRTH DATE
357-56-2356	7066442544	1985-04-15
10029000	ARLINGTON, VA	1985-12-15
SAMPLE TECH	12345-1234	2009-09-20
SMITH, PAUL T	BATCH	SSN
358-56-2356	7066442544	350-06-2356
10029000	ARLINGTON, VA	358-56-2356
SAMPLE TECH	12345-1234	2009-09-20

This report lists SSN/NAME/DOB changes for a student with awards from schools. This report assists schools in identifying when demographic data changes for a student.

- What –list of individuals at your school with identifier changes
- When – weekly
- Where – SAIG and COD web
- Why – monitor changes & prevent rejects



MPN Due to Expire Report



7

MPNs Due to Expire Report (Fixed Length)

```
DL HEADER 0000MPNEXPOP#E0G999992009083015242120090830152421
LUTTERMAN SANTO 09999999919400320612222222N08G9999900120090915AABOUT TO EXPIRE
LUTTMER SANTIAGO 09777777719400318607777777N08G9999900120090926AABOUT TO EXPIRE
WENDZEL KENDALL U6111111111987090761111111M09G9999900120090907AABOUT TO EXPIRE
WENG KENDA S6099999991989062560999999M09G9999900120091015AABOUT TO EXPIRE
WENGERD KEMBERLY P6066666661987020260666666M09G9999900120091026AABOUT TO EXPIRE
WENGERT KELVIN O6055555551990100160555555M09G9999900120090926AABOUT TO EXPIRE
```

DL HEADER 00	NEXPOP#E0		9	992009083	1524212		90830152421				
LUTTERMAN	SANTO			099999999	19400320	612222222	N08G99999001	20090915	A	ABOUT TO EXPIRE	
LUTTMER	SANTIAGO			097777777	19400318	607777777	N08G99999001	20090926	A	ABOUT TO EXPIRE	
WENDZEL	KENDALL	U		611111111	19870907	611111111	M09G99999001	20090907	A	ABOUT TO EXPIRE	
WENG	KENDA	S		609999999	19890625	609999999	M09G99999001	20091015	A	ABOUT TO EXPIRE	
WENGERD	KEMBERLY	P		606666666	19870202	606666666	M09G99999001	20091026	A	ABOUT TO EXPIRE	
WENGERT	KELVIN	O		605555555	19901001	605555555	M09G99999001	20090926	A	ABOUT TO EXPIRE	
DL TRAILER00	40000000		0		0	Flat file data displayed in Excel spreadsheet					

- What – list of MPNs about to expire
- When – monthly
- Where – SAIG and COD web
- Why – identify MPNs that will be expiring in next 60 days



Expired MPN Report



8

Expired MPN Report (Pipe Delimited)

```
DL HEADER 0000MPNINAOP#I0G99999200908302352220090830235222
U.S. DEPARTMENT OF EDUCATION
EXPIRED MPN REPORT
LAST NAME|FIRST NAME|MIDDLE INITIAL|SSN|DOB|MPN ID|EXPIRATION DATE|MPN STATUS|MPN EXPIRATION STATUS
LA|75777777|19870705|75777777|M08G99999001|20090814|E|EXPIRED
LA|76777777|19880915|76777777|M09G99999001|20090814|E|EXPIRED
```

DL HEADER 0000MPNINAOP#I0G99999200908302352220090830235222

U.S. DEPARTMENT OF EDUCATION

EXPIRED MPN REPORT

Flat file data displayed in Excel spreadsheet

LAST NAME	FIRST NAME	MIDDLE INITIAL	SSN	DOB	MPN ID	EXPIRATION DATE	MPN STATUS	MPN EXPIRATION STATUS
	LA		75777777	19870705	75777777M08G99999001	20090814	E	EXPIRED
	LA		76777777	19880915	76777777M09G99999001	20090814	E	EXPIRED
	SA		09555555	19400316	75888888N08G99999001	20090801	E	EXPIRED
	SA		09566666	19400317	76111111N09G99999001	20090801	E	EXPIRED
LUTTS	SANJUANITA		09333333	19400314	75333333N09G99999001	20090814	E	EXPIRED
LUTWIN	SANJUANA		09222222	19400313	75222222N09G99999001	20090814	E	EXPIRED
MARSHALL	DONNY	D	44333333	19520707	75111111N08G99999001	20090813	E	EXPIRED
MARSHALL	DONNY	D	44333333	19520707	78444444N08G99999001	20090813	E	EXPIRED
WEINMANN	LAMONT	H	75444444	19870630	75444444M09G99999001	20090814	E	EXPIRED
WEINRICH	LAKITA	D	75000000	19870626	75000000M08G99999001	20090828	E	EXPIRED
WEINS	LAKISHA	C	74999999	19880625	74999999M09G99999001	20090828	E	EXPIRED

DL TRAILER00000000010000000000000000

- What – list of MPNs that have expired
- When – weekly
- Where – SAIG and COD web
- Why – identify MPNs no longer available for linking



START HERE
GO FURTHER
FEDERAL STUDENT AID

MPN Discharge Report



MPN Discharge Report (Comma Delimited)

9

```
DL HEADER 0000MPNDISOP#G0G999992009083023520120090830235201
U.S. DEPARTMENT OF EDUCATION
MPN DISCHARGE REPORT
"LAST NAME","FIRST NAME","MIDDLE INITIAL","SSN","DOB","MPN ID","EXPIRATION DATE","MPN STATUS","MPN EXPIRATION STATUS"
","LA","","75777777","19870705","75777777M08G99999001","20090814","D","INACTIVE DUE TO DEATH"
","LA","","76777777","19880915","76777777M09G99999001","20090814","D","INACTIVE DUE TO DEATH"
","SA","","09555555","19400316","75888888N08G99999001","20090801","D","INACTIVE DUE TO DEATH"
","SA","","09566666","19400317","76111111N09G99999001","20090801","D","INACTIVE DUE TO DEATH"
```

- What – list of MPNs inactive due to discharge
- When – weekly
- Where – SAIG and COD web
- Why – identify MPNs no longer available for linking

DL HEADER 0000MPNDISOP#G0G999992009083023520120090830235201

U.S. DEPARTMENT OF EDUCATION

MPN DISCHARGE REPORT

Flat file data displayed in Excel spreadsheet

LAST NAME	FIRST NAME	MIDDLE INITIAL	SSN	DOB	MPN ID	EXPIRATION DATE	MPN STATUS	MPN EXPIRATION STATUS
LA			75777777	19870705	75777777M08G99999001	20090814	D	INACTIVE DUE TO DEATH
LA			76777777	19880915	76777777M09G99999001	20090814	D	INACTIVE DUE TO DEATH
SA			09555555	19400316	75888888N08G99999001	20090801	D	INACTIVE DUE TO DEATH
SA			09566666	19400317	76111111N09G99999001	20090801	D	INACTIVE DUE TO DEATH
LUTTS	SANJUANITA		09333333	19400314	75333333N09G99999001	20090814	G	INACTIVE DUE TO UNAUTHORIZED SIGNATURE
LUTWIN	SANJUANA		09222222	19400313	75222222N09G99999001	20090814	G	INACTIVE DUE TO UNAUTHORIZED SIGNATURE
MARSHALL	DONNY	D	44333333	19520707	75111111N08G99999001	20090813	I	INACTIVE DUE TO IDENTITY THEFT

DL TRAILER000000001000000000000000

Direct Loan Rebuild



- What –detailed origination and disbursement data on COD
- When – by request via COD Web
- Where – SAIG
- Why – rebuild lost Direct Loan data



School Monitoring Email



10

COD School Monitoring

School OPE ID: 00364200

As part of our proactive approach to assist schools with the financial aid disbursement process, the Common Origination and Disbursement (COD) School Relations Center would like to alert you to one or more of the following conditions at your school:

- Unsubstantiated Cash
- Pell Grant Potential Overaward Process (POP) Situations
- 30-Day Disbursement Reporting

Note: We understand that some of the information provided in this e-mail may be associated with outstanding COD System issues currently logged with the COD School Relations Center. However, the information will still help your school identify and resolve conditions that are not associated with COD System issues. If your school discovers additional COD System issues that have not yet been logged, please notify the COD School Relations Center.

Your school's information is listed below and is current as of [December 30, 2008].

<u>Unsubstantiated Cash</u>

Regulations require schools to submit disbursement and adjustment records within certain timeframes. (For Pell Grant, ACG, and National SMART Grant, the timeframe is published annually in the Federal Register.) Additionally, the cash management regulations require schools to return excess cash (i.e., refund of cash) within certain timeframes. You can

- What – email about potential school processing issues
- When – weekly, as needed
- Where – email from COD customer service
- Why – alerts schools to potential processing issues



START HERE
GO FURTHER
FEDERAL STUDENT AID

School Monitoring Email



10

Direct Loan Unsubstantiated Cash:

<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
<i>Net Draws \$21,690,131.00</i>	<i>Net Draws \$21,778,533.00</i>	<i>Net Draws \$24,424,773.00</i>	<i>Net Draws \$12,909,355.00</i>
<i>- NAPD \$21,690,125.00</i>	<i>- NAPD \$21,778,533.00</i>	<i>- NAPD \$24,424,773.00</i>	<i>- NAPD \$12,908,155.00</i>
<i>Unsubstantiated Funds \$6.00</i>	<i>Unsubstantiated Funds \$0.00</i>	<i>Unsubstantiated Funds \$0.00</i>	<i>Unsubstantiated Funds \$1,200.00</i>

ACG Unsubstantiated Cash:

<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
<i>Net Draws \$70,009.00</i>	<i>Net Draws \$209,837.00</i>	<i>Net Draws \$29,556.00</i>
<i>- NAPD \$70,009.00</i>	<i>- NAPD \$209,837.00</i>	<i>- NAPD \$29,556.00</i>
<i>Unsubstantiated Funds \$0.00</i>	<i>Unsubstantiated Funds \$0.00</i>	<i>Unsubstantiated Funds \$0.00</i>

SMART Unsubstantiated Cash:

<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
<i>Net Draws \$118,000.00</i>	<i>Net Draws \$78,307.50</i>	<i>Net Draws \$30,687.00</i>
<i>- NAPD \$118,000.00</i>	<i>- NAPD \$78,307.50</i>	<i>- NAPD \$30,687.00</i>
<i>Unsubstantiated Funds \$0.00</i>	<i>Unsubstantiated Funds \$0.00</i>	<i>Unsubstantiated Funds \$0.00</i>

TEACH Unsubstantiated Cash:

<u>2008-2009</u>
<i>Net Draws \$0.00</i>
<i>- NAPD \$0.00</i>
<i>Unsubstantiated Funds \$0.00</i>

Direct Loan Servicing Reports

- What – reports covering:
 - Entrance Counseling Reports
 - Exit Counseling Reports
 - Delinquency Reports
 - Portfolio Reports
- When – as needed daily, weekly, monthly
- Where – SAIG mailbox, email, Direct Loan servicing website
 - Must subscribe for SAIG mailbox delivery
- Why – to monitor borrower activity at Direct Loan Servicing





Just The Facts

Setting Direct Loan Report Options and Accessing Reports



Direct Loan Reports Options

- Options for Receiving Your Reports:
 - SAIG mailbox
 - school's Newsbox on COD Web site
 - Email
 - Direct Loan Servicing Web site
- 09-10 reports are sent to schools as flat file
- Format options vary

Report Formats and Options

Format and Delivery Methods				SAIG Mail Box					COD Website	
Report Name	Report Selection Web Page	Sort	Frequency	Preformat ted Text	Comma Delimited	Pipe- Delimited	Fixed Length	Do No Distribute	PDF	Comma Delimited
30-Day Warning Report	Yes	Award ID	Monthly	Yes	Yes	Yes		Yes		Yes
Direct Loan Rebuild File	No Separate Direct Loan Rebuild Page	SSN	By Request (via school relations center)				Yes			
Duplicate Student Borrower Report	Yes	SSN	Monthly	Yes*	Yes	Yes		Yes	Yes	Yes
Funded Disbursement Listing (For Pushed Cash Schools Only)	Yes	SSN	Daily	Yes*	Yes	Yes				Yes
Inactive Loan Report	Yes	Award ID	Monthly	Yes*	Yes	Yes		Yes		Yes
Pending Disbursement Listing	Yes	Last Name	Weekly	Yes*	Yes	Yes		Yes		Yes
School Account Statement (SAS)	Yes Linked to Separate SAS	SSN	Monthly		Yes	Yes	Yes*			
SSN/Name/Date of Birth Change Report	Yes	SSN	Weekly If triggered by Change	Yes*	Yes	Yes		Yes		Yes
MPN Discharge Report	Yes	Last Name	Weekly		Yes	Yes	Yes*			Yes
Expired MPN Report	Yes	Last Name	Weekly		Yes	Yes	Yes*			Yes
MPNs Due to Expire	Yes	Last Name	Monthly		Yes	Yes	Yes*			Yes
School Monitoring Email Report			Weekly							
Direct Loan Servicing Reports				SAIG Mail Box					DL Servicing Website	
Entrance Counseling	Yes	date/ssn	daily, weekly or monthly	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel
Exit Counseling	Yes	date/ssn	same as	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel
Delinquency Reports	Yes	date/ssn	same as	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel
Portfolio Reports	Yes	date/ssn	same as	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel

* Indicates Default Option



START HERE
GO FURTHER
FEDERAL STUDENT AID

Setting Report Options in COD

The screenshot shows the COD web application interface. The top navigation bar includes tabs for Person, School, Batch, Award, Services, and User. The 'School' tab is selected and highlighted with an orange box. Below the navigation bar, the 'School Search' section is visible, with 'Report Selection' highlighted in an orange box. The main content area is titled 'Report Selection' and contains several sections:

- Report Selection**: A table with columns for Program (Direct Loan), Award Year ('09-'10), and a dropdown menu.
- Award Year Specific Reports**: A section with a dropdown menu for report format (Preformatted, Comma Delimited, Pipe Delimited, Do Not Distribute) and a link for 'Modify SAS Options'.
- Non-Award Year Specific Reports**: A section with dropdown menus for report format (Preformatted, Fixed Length) for various report types: Duplicate Student Borrower, Inactive Loans, SSN/Name/Date of Birth Change, MPN Discharge, Expired MPN, and MPNs Due to Expire.

A large orange arrow points to the 'SUBMIT' button at the bottom of the page. A text box in the upper right corner of the screenshot contains the URL <https://cod.ed.gov>. The footer includes the date 'Aug 27 2007 21:10 EDT', navigation links (Home, Privacy Act, Links, Contact Us, Today's Update, Help, Glossary, Log Off), and the 'FEDERAL STUDENT AID' logo.

Setting School Account Statement (SAS) Options

Person **School** Batch Award Services User

▶ **School Search**

▼ **School Information**

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

SAS Options HELP

Award Year '09-'10

SAS Options

Report Format Fixed Length

Include Names of Borrowers No

Report Activity Type Both

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

You will receive Monthly Cash Detail if you choose Monthly activity and Year-to-Date Cash Detail if you choose Year-to-Date.

You will receive both the Monthly and Year-to-Date Cash Detail if you select Both as your option.

Sections of SAS to Receive

Summary by Loan Type Yes

If chosen, you will receive Monthly and Year-to-Date.

	Monthly	Year-to-Date
Disbursement Detail	No	Yes
Loan Level (optional)	N/A	No

Loan Level is only available for Year-to-Date.

UPDATE

Accessing Direct Loan Reports Online

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA
FEDERAL
STUDENT AID

Person School Batch Award **Services** User

▼ COD Reports

▶ **Direct Loan Servicing**

COD Reports HELP

Selecting the link will open a separate browser window. You will be automatically logged into the COD Reports with the username you provided to the COD Website. Pop-Up blockers may prevent the window from opening, please be sure to turn off all Pop-Up blockers. If you are not automatically logged into COD Reports website, please contact the [COD Customer Service Call Center](#)

➔ <https://codreports.cod.ed.gov>

Aug 06 2008
13:23 EDT

Home | Privacy Act | Links | Contact Us | Today's Update | Help | Glossary | Log Off

COD Direct Loan Newsbox

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT

FSA
FEDERAL
STUDENT AID

Home | Personalize | Log Off | Help

COD Reporting > Direct Loan Reports

99999999-DL
Electronic University

New Edit View

30 DAY WARNING (CSV) 2008-2009
Modified: Saturday, August 01, 2009 08:26:39 PM
Actions

30 DAY WARNING (CSV) 2009-2010
Modified: Saturday, October 03, 2009 10:16:47 PM
Actions

DUPLICATE STUDENT BORROWER (CSV)
Modified: Saturday, October 03, 2009 11:01:14 PM
Actions

EXPIRED MPN REPORT
Modified: Saturday, October 24, 2009 05:25:21 AM
Actions

INACTIVE LOANS (CSV)
Modified: Saturday, October 03, 2009 11:10:58 PM
Actions

MPNS DUE TO EXPIRE REPORT
Modified: Sunday, October 04, 2009 12:02:05 AM
Actions

PENDING DISBURSEMENT LIST (CSV) 2007-2008
Modified: Saturday, December 06, 2008 08:20:13 AM
Actions

PENDING DISBURSEMENT LIST (CSV) 2008-2009
Modified: Saturday, October 10, 2009 10:24:07 AM
Actions

PENDING DISBURSEMENT LIST (CSV) 2009-2010
Modified: Saturday, October 24, 2009 06:17:43 AM
Actions

SSN-NAME-DATE OF BIRTH CHANGE(CSV)
Modified: Saturday, October 24, 2009 07:07:53 AM
Actions

Index 5
69906559
Search Options
Search results:
View results in right frame
69906559-DL
69906559-PL



COD Viewing/Selection Options

30 DAY WARNING (CSV) 2008-2009 - Actions

Select the action you want to perform by clicking on a link.

Available actions:

 [Show most recent report in delimited text format](#)
[Other display options...](#)

 [Previous versions...](#)

 [Create shortcut...](#)

 [Return to NewsBox](#)

30 DAY WARNING (CSV) 2008-2009 - Versions

The following is a list of all versions available for this report.

Modified	Format	User and User Class
Saturday, August 01, 2009 23:31:59	Delimited text	7(Multiple user classes)
Monday, July 06, 2009 16:54:23	Delimited text	7(Multiple user classes)
Saturday, June 06, 2009 20:20:04	Delimited text	7(Multiple user classes)
Saturday, May 02, 2009 19:49:45	Delimited text	7(Multiple user classes)
Saturday, April 04, 2009 23:19:24	Delimited text	7(Multiple user classes)
Saturday, March 07, 2009 20:17:58	Delimited text	7(Multiple user classes)
Tuesday, February 10, 2009 04:29:13	Delimited text	7(Multiple user classes)
Saturday, February 07, 2009 21:09:11	Delimited text	7(Multiple user classes)

 [Sort ascending](#)



Accessing Direct Loan Servicing Reports



U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

Person School Batch Award **Services** User Program

► COD Reports
Direct Loan Servicing ?HELP

Selecting the link will open a separate browser window. You will be automatically logged into the Direct Loan Servicing Website with the username you provided to the COD Website. Pop-Up blockers may prevent the window from opening, please be sure to turn off all Pop-Up blockers. If you are not automatically logged into the Direct Loan Servicing Website, please contact the [COD Customer Service Call Center](#)

DLSS SSO 1-888-877-7658 <https://schools.dl.ed.gov/schools/school/logincod.do>

START HERE
GO FURTHER
FEDERAL STUDENT AID™

Financial Aid Professionals

Home School
Student Account Lookup **School Reports** Web Site Help General Information Contact Us Versión en español

Welcome!

to the Direct Loan Servicing's Online School Site!

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.

FOIA | Privacy | Security | Notices | Logout

WhiteHouse.gov | USA.gov | Ed.gov

Accessing Direct Loan Servicing Reports



START HERE
GO FURTHER
FEDERAL STUDENT AID

Home School

Student Account Lookup **School Reports** Web Site Help General Information Contact Us Versión en español

School Reports

- [Entrance Counseling](#)
- [Exit Counseling](#)
- [Delinquency Reports](#)
- [Portfolio Reports](#)
- [Report Subscription](#)

Sign up to receive reports in your SAIG mailbox.

Direct Loan Servicing: Entrance Counseling

Entrance Counseling



Plus Entrance Counseling By Date

Owner: Administrator

Modified: 6/28/08 6:30:26 AM

The Entrance Counseling by Date report enables Financial Aid Officers / other authorized school staff to search within a given date range and view a listing of students that have completed Online Entrance Counseling while attending their institution.

[Export](#) [PDF](#)



Plus Entrance Counseling By SSN

Owner: Administrator

Modified: 6/28/08 2:57:19 AM

The Entrance Counseling by SSN report enables Financial Aid Officers or other authorized school staff to search by SSN and determine whether a given borrower has completed Online Entrance Counseling.

[Export](#) [PDF](#)



Stafford Entrance Counseling By Date

Owner: Administrator

Modified: 6/28/08 6:12:06 AM

The Entrance Counseling by Date report enables Financial Aid Officers / other authorized school staff to search within a given date range and view a listing of students that have completed Online Entrance Counseling while attending their institution.

[Export](#) [PDF](#)



Stafford Entrance Counseling By SSN

Owner: Administrator

Modified: 6/28/08 5:54:57 AM

The Entrance Counseling by SSN report enables Financial Aid Officers or other authorized school staff to search by SSN and determine whether a given borrower has completed Online Entrance Counseling.

[Export](#) [PDF](#)



Reports Subscription Page

START HERE GO FURTHER FEDERAL STUDENT AID

Financial Aid Professionals

Home School

Student Account Lookup School Reports Web Site Help General Information Contact Us

Entrance Counseling Exit Counseling Delinquency Reports Portfolio Reports **Report Subscription**

School Campus code: 004088

Sign up for a Service
To sign up, complete the following steps:

1. Select a service.
2. Specify a schedule and an address.
3. Personalize your service content (if applicable).

VIEW NODE
• Large icons view
• Mini view

Two subscription mechanisms are offered for the Exit Counseling Reports: the SAIG network or your email address. You may subscribe to receive the Exit Counseling reports through one or both of these channels. (please click on the report for which you wish to subscribe)

The first option is to receive Exit Counseling summary level information via your email address. No borrower information will be sent in this report. Instead, a summary count of the number of borrowers who completed Exit Counseling within the time period you specify will be sent to your email inbox. A link back to the Direct Loan Servicing for Schools Web site will be provided in the email so that you may generate the details associated with this count.

You may also elect to receive detailed Exit Counseling information from the SAIG network. This option requires the use of your TC code, and will result in the selected report(s) being delivered to the SAIG network for you to access at your convenience. Upon retrieving the selected report(s), detailed borrower information will be presented in one of three formats: Comma Separated Values (CSV), Preformat, and Plain Text. Please click on the report for which you wish to subscribe.

Direct Loan Exit Counseling CSV Report
If you often import data into Lotus or Excel, this format is suggested. The detailed information will be displayed in comma separated values that will assist you in transferring the report into other spreadsheets. (DUCHEXOP format)
Modified: 02/12/2008

Direct Loan Exit Counseling Plain Text Report
This format supports viewing the report results with any text editor (i.e. Notepad, Word, WordPerfect). (DUFFESOP format)
Modified: 02/12/2008

Direct Loan Exit Counseling Preformatted Report
If your web browser allows you to view images, this format is appropriate. The detailed information will be displayed in a similar format to what you would see on the Direct Loan Servicing for School Web site. (DUFFESOP format)
Modified: 02/12/2008

Direct Loan Exit Counseling Summary Report
If you only want to view summary level Exit Counseling information, or need an email reminder stating when the report is available for your review, this option is recommended.
Modified: 11/29/2004

VIEW NODE



To sign up for a service, complete the following steps:

1. Select a service
2. Specify a schedule and an address
3. Personalize your service content (if applicable)



Searching for Clues –

On the Case with Direct Loan Reports



The Case of Mistaken Identity



- How can I determine if a student identifier has been changed on COD?



Mistaken Identity

- Change sent by my school:
 Common Record Acknowledgment
- Change sent by my school or another school:
 SSN/Name/DOB Change Report



Mistaken Identity: SSN/Name/DOB Change Report



6

RUN DATE: 11/16/2009

U.S. DEPARTMENT OF EDUCATION
FEDERAL DIRECT LOAN PROGRAM
SSN/NAME/DATE OF BIRTH CHANGE REPORT
REPORTING PERIOD: 2009-07-01 - 2010-09-30

Page 1 of 1
RUN TIME: 8:49AM

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL ID: 10029000 OPE ID: 00129000
SCHOOL NAME: SAMPLE TECH
ADDRESS: 555 CAMPANILE DRIVE
ARLINGTON, VA 12345-1234

PERSON LAST NAME, FIRST NAME, MI	USER	FIELD NAME
PERSON SSN	SCHOOL PHONE	OLD VALUE
SCHOOL ID	SCHOOL CITY, ST	NEW VALUE
SCHOOL NAME	SCHOOL ZIP CODE	DATE CHANGE ACCEPTED

BLANCO, JOI P	BATCH	NAME
356-55-2355	7066442544	JOI P BALA
10029000	ARLINGTON, VA	JOI P BLANCO

MASRIOS, JOIE Q
357-56-2356
10029000
SAMPLE TECH

BATCH
7066442544
ARLINGTON, VA
12345-1234

BIRTH DATE
1985-04-15
1985-12-15
2009-09-20

357-56-2356	7066442544	357-56-2356
10029000	ARLINGTON, VA	358-56-2356
SAMPLE TECH	12345-1234	2009-09-20

This report lists SSN/NAME/DOB changes for a student with awards from schools. This report assists schools in identifying when demographic data changes for a student.



Mistaken Identity



- How do I use this information?
 - Monitor identifier changes made by my school
 - Update my school records to prevent future rejects



The Case of the Unbooked Loan



- How can I determine what piece is missing to book a loan?
- How can I determine why an MPN is not linked to available loans?



Unbooked Loan/MPN Issues

- Where should I look?
 - 30-Day Warning
 - MPN Reports (Discharge, Expired, Due to Expire)





Unbooked Loan/MPN Issues: 30 Day Warning Report

2

Pieces Needed
by COD to
Book a Loan

REPORT ID: U.S. DEPARTMENT OF EDUCATION
RUN DATE: 04/03/2010 FEDERAL DIRECT LOAN PROGRAM
30-Day WARNING REPORT
AWARD YEAR: 2009-2010
FOR THE PERIOD ENDING 03/31/2010
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY T

SCHOOL NAME: SAMPLE UNIVERSITY
ADDRESS: 5 COLLEGE AVE
NEW YORK, NY 10038-2206

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORR NAME	DATE RCV'D	DATA NEEDED		
				LOAN	PROM	DISB
P	111234222P10G01999001	NOONAN, DANNY	02/02/2010	Y		Y
P	222345333P10G01999001	SASSAFRAS, HENRY	02/26/2010	Y		Y

P	345432111P10G01999001	BELL, BOBBY G	02/08/2010		N	Y
P	465433333P10G01999001	SIMON, JOHN S	02/08/2010		Y	Y
P	732433593P10G01999001	MARK, KELLY D	02/08/2010		N	Y

TOTAL NUMBER PLUS		9				
S	314111634S10G01999001	LEE, KIM G	02/28/2010	OK	N	Y
S	765555463S10G01999001	KIBBEE, LOIS	02/28/2010	OK	N	Y
TOTAL NUMBER SUBSIDIZED		2				
U	654321674U10G31933001	BUCHANAN, JAMES	01/07/2010	OK	Y	Y
NUMBER UNSUBSIDIZED		1				
GRAND TOTAL		12				

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID	DATE RECEIVED	NOTE AMOUNT
123404117M10G01999001	12/31/09	
200104117M10G01999001	01/30/10	
200156765N10G01999001	12/04/09	





Unbooked Loan/MPN Issues: Expired MPN Report

8

DL HEADER 0000MPNINAOP#I0G999992009083023522220090830235222
 U.S. DEPARTMENT OF EDUCATION
 EXPIRED MPN REPORT
 LAST NAME|FIRST NAME|MIDDLE INITIAL|SSN|DOB|MPN ID|EXPIRATION DATE|MPN STATUS|MPN EXPIRATION STATUS
 LA||75777777|19870705|75777777M08G99999001|20090814|E|EXPIRED

DL HEADER 0000MPNINAOP#I0G999992009083023522220090830235222								
U.S. DEPARTMENT OF EDUCATION								
EXPIRED MPN REPORT								
LAST NAME	FIRST NAME	MIDDLE INITIAL	SSN	DOB	MPN ID	EXPIRATION DATE	MPN STATUS	MPN EXPIRATION STATUS
LA	LA		75777777	19870705	75777777M08G99999001	20090814	E	EXPIRED
	LA		76777777	19880915	76777777M09G99999001	20090814	E	EXPIRED
	SA		09555555	19400316	75888888N08G99999001	20090801	E	EXPIRED
	SA		09566666	19400317	76111111N09G99999001	20090801	E	EXPIRED
LUTTS	SANJUANITA		09333333	19400314	75333333N09G99999001	20090814	E	EXPIRED
LUTWIN	SANJUANA		09222222	19400313	75222222N09G99999001	20090814	E	EXPIRED
MARSHALL	DONNY	D	44333333	19520707	75111111N08G99999001	20090813	E	EXPIRED
MARSHALL	DONNY	D	44333333	19520707	78444444N08G99999001			
WEINMANN	LAMONT	H	75444444	19870630	75444444M09G99999001			
WEINRICH	LAKITA	D	75000000	19870626	75000000M08G99999001			
WEINS	LAKISHA	C	74999999	19880625	74999999M09G99999001			
DL TRAILER00000000010000000000000000								

Expired MPNs
Not Available
for Linking





Unbooked Loan/MPN Issues: MPNs Due to Expire Report

7

HEADER 0000MPNEXPOP#E0G9999992009083015242120090830152421

LUTTERMAN	SANTO	09999999919400320612222222N08G99999900120090915A	ABOUT TO EXPIRE
LUTTMER	SANTIAGO	09777777719400318607777777N08G99999900120090926A	ABOUT TO EXPIRE

DL	HEADER	00	NEXPOP#E0	9	992009083	1524212		90830152421				
W	LUTTERMAN		SANTO		099999999	19400320	612222222N08G999999001	20090915	A	ABOUT TO EXPIRE		
W	LUTTMER		SANTIAGO		097777777	19400318	607777777N08G999999001	20090926	A	ABOUT TO EXPIRE		
W	WENDZEL		KENDALL	U	611111111	19870907	611111111M09G999999001	20090907	A	ABOUT TO EXPIRE		
W	WENG		KENDA	S	609999999	19890625	609999999M09G999999001	20091015	A	ABOUT TO EXPIRE		
D	WENGERD		KEMBERLY	P	606666666	19870202	606666666M09G999999001	20091026	A	ABOUT TO EXPIRE		
	WENGERT		KELVIN	O	605555555	19901001	605555555M09G999999001	20090926	A	ABOUT TO EXPIRE		
	DL TRAILER00		40000000		0	0						

MPNs Available
for Linking

Unbooked Loan/MPN Issues



- How do I use this information?
 - Look for:
 - Pieces missing to book the loan
 - MPNs without origination records
 - Unbooked loan amounts
 - MPNs still available for linking
 - Send in additional data or MPN to book the loan



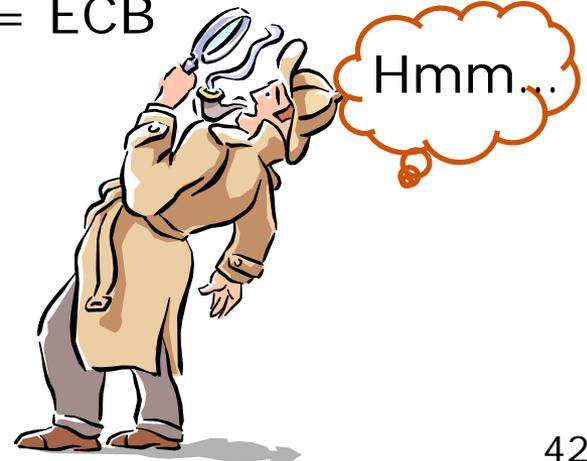
The Case of the Cash Balance



- Why is my school's reported Ending Cash Balance (ECB) different from what my school records show?



$$\begin{aligned} & \text{Net Drawdowns} \\ - & \text{Net Booked Disbursements} \\ = & \text{ECB} \end{aligned}$$



Ending Cash Balance (ECB)

- Where should I look?
 -  School Account Statement (SAS)
 -  Pending Disbursement Listing
 -  School Records





ECB: SAS Cash Summary

1

Report Date: 09/01/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 09:26:56 DIRECT LOAN TOOLS - 2009-2010
SAS Year-To-Date Cash Summary (DSDF100P)

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

End Date: 04/30/2009

School Code: G30107
Region Code: 10
State Code: CA

Beginning Cash Balance:		\$0
Cash Receipts:	\$40,377	
Refunds of Cash:	\$0	
Net Drawdowns/Payments:		\$40,377
Booked Disbursements:	\$44,648	
Booked Adjustments:	\$9,196	
Total Net Booked Disbursements:		\$35,452
Ending Cash Balance:		\$4,925
Unbooked Disbursements:	\$578	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$578
Cash > Accepted and Posted Disbursements:		\$4,347

Do the totals
match school
records?

Can you
explain the
ECB?





ECB: SAS Cash Detail

1a

Report Date: 09/01/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 09:48:09 DIRECT LOAN TOOLS - 2009-2010
 SAS Cash Detail

Sort by: Trans Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: Match Trans Type: All
 School Code: G30107 School Records?
 End Date: 04/30/2009 Records?

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
------------	------------	--------------	------------------	---------------------------

Receipt	04/03/2009	\$19,848	04/03/2009	2009040312345
Receipt	04/06/2009	\$1,294	04/06/2009	2009040623456
Receipt	04/19/2009	\$19,235	04/19/2009	2009041934567

Total Cash Receipt Records: 3
 Total Refunds of Cash Records: 0
 Total SAS Cash Detail Records: 3
 Total Cash Receipt Amount: \$40,377
 Total Refunds of Cash Amount: \$0

Timing Differences?





ECB: SAS Disbursement Detail

1b

Report Date: 09/25/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 09:58:16 DIRECT LOAN TOOLS - 2009-2010
SAS Loan and Disbursement Detail

Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: Match School
School Code: G30107 Booked Status: Booked and Unbooked
End Date: 04/30/2009 Loan Type: All
Records?

Student's Name
PLUS Borrower's Name
Loan ID

Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount
-------------	--------------	------------	-------------------	------------

Timing?

Disb #	Seq #	Type	Disb Date	Gross Amount	Net Amount
012345678S10G30107001	1	Booked		\$0	\$0
	1	D	04/01/2009	\$1,313	\$1,300
012345678U10G30107001	1	Booked		\$0	\$0
	1	D	04/01/2009	\$2,000	\$1,980

102345678S10G30107001		Booked		\$0	\$0	\$0	\$0
	1	1	D	04/15/2009	\$1,167	\$1,156	
102345678U10G30107001		Booked		\$0	\$0	\$0	\$0
	1	1	D	04/15/2009	\$1,833	\$1,815	
	1	66	A	04/15/2009	\$0	\$0	
	1	67	A	04/15/2009	\$1,833	\$1,815	



START HERE
GO FURTHER
FEDERAL STUDENT AID

Missing
Data?



ECB: SAS (Alternate Formats)

1c

BEGINNING CASH BALANCE	CASH RECEIPTS	REFUNDS OF CASH	NET WNS/PAYMENTS	BOOKED DISBURSEMENTS	BOOKED ADJUSTMENTS	TOTAL NET BOOKED DISBURSEMENTS	ENDING CASH BALANCE
0	7215	0	7215	3434	398	3832	3383

ENDING CASH BALANCE	UNBOOKED DISBURSEMENTS	UNBOOKED ADJUSTMENTS	TOTAL NET BOOKED DISBURSEMENTS
3383	3483	-100	3383

Cash Summary



U.S. DEPARTMENT OF EDUCATION
SCHOOL ACCOUNT STATEMENT CASH DETAIL YTD
SCHOOL CODE: G99999
SCHOOL NAME: ELECTRONIC UNIVERSITY

STATE	END DATE	PROCESS DATE	CASH SUMMARY TYPE	BEGINNING CASH BALANCE	CASH RECEIPTS	REFUNDS OF CASH	NET DRAWN WNS/PAYMENTS	BOOKED DISBURSEMENTS	BOOKED ADJUSTMENTS	TOTAL NET BOOKED DISBURSEMENTS	ENDING CASH BALANCE	UNBOOKED DISBURSEMENTS	UNBOOKED ADJUSTMENTS	TOTAL NET UNBOOKED DISBURSEMENTS
4 VA	20081031	20081101	T1	0	7215	0	7215	3434	398	3832	3383	3483	-100	3383

Comma Delimited with Headers

U.S. DEPARTMENT OF EDUCATION
SCHOOL ACCOUNT STATEMENT DISBURSEMENT DET
SCHOOL CODE: G99999
SCHOOL NAME: ELECTRONIC UNIVERSITY

REC	SAS BATCH IDENTIFIER	SCHOOL CODE	REGION CODE	STATE CODE	END DATE	RUN DATE	AWARD IDENTIFIER	LOAN BOOKED DATE	DISB BOOKED DATE	DISB ACT GROSS AMT	DISB ACT LOAN FEE AMT	DISB ACT REBATE AMT	DISB ACT NET AMT	DISB ACT NET ADJ	DISB NUMBER	DISB SEQ #	TRANS TYPE	TRANS DATE
D	AS9G999992008110122114	G99999	4	VA	20081031	20081101	569680568S09G99999001	20081022	20081022	750	15	12	747	0	1	1	D	20081022
D	AS9G999992008110122114	G99999	4	VA	20081031	20081101	569680568S09G99999001	20081022	20081022	500	10	8	498	0	2	1	D	20081022
D	AS9G999992008110122114	G99999	4	VA	20081031	20081101	571700570S09G99999001	20081022	20081022	1200	24	18	1194	0	1	1	D	20081022
D	AS9G999992008110122114	G99999	4	VA	20081031	20081101	571700570S09G99999001	20081022	20081022	1350	27	21	1344	150	1	2	A	20081022





ECB: Pending Disbursement Listing

4

RUN DATE: 02/26/2010 U.S. DEPARTMENT OF EDUCATION PAGE 1
 RUN TIME: 09:07AM FEDERAL DIRECT LOAN PROGRAM
 PENDING DISBURSEMENT LISTING REPORT
 AWARD YEAR: 2009-2010
 REPORTING PERIOD: 2/23/10
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: Sample University SCHOOL CODE: G01001
 ADDRESS: 11661 Cusack Avenue
 San Diego, CA 92131

STUDENT NAME	DISB DATE	DISB NO	SOC SEC NO	GROSS AMT	LOAN TYPE	ORIG FEE	LOAN ID	REBATE AMT	NET AMT
--------------	-----------	---------	------------	-----------	-----------	----------	---------	------------	---------

Pending Disbs that Should be Actual?

Aaron K Spells			123456789		S		123456789S10G01000101		
1/13/10	2		2750.00			82.00		41.00	2709.00
TOTAL NET AMOUNT:									2709.00

Allison J Brown	9/23/09	2	111222333	2500.00	S	75.00	111222333S10G01000101	38.00	2463.00
TOTAL NET AMOUNT:									2463.00
Carrie L Kent	1/09/10	2	999888777	3251.00	P	130.00	999888777P10G01000101	49.00	3170.00
TOTAL NET AMOUNT:									3170.00
	1/09/10	2		2750.00	U	82.00	999888777U10G01000101	41.00	2709.00
TOTAL NET AMOUNT:									2709.00
Marcus N Harvey	8/16/09	1	123123123	2264.00	P	90.00	123123123P10G01000101	34.00	2208.00
	1/13/10	2		2263.00		90.00		34.00	2207.00
TOTAL NET AMOUNT:									4415.00
SCHOOL TOTAL NET AMOUNT:									16338.00

Disbs that Should be Reduced to Zero?





ECB: School Records

- Compare Business Office to Financial Aid Office
- Look for:
 - Disbursements or adjustments on one system but not the other
 - Funds in one year but used for disbursements in another
 - Other issues





ECB

- How do I use this information?
 - Look for:
 - Reconciling differences
 - Outstanding rejects or unbooked
 - Reasons for Ending Cash Balance
 - Resolve all issues prior to the next run of the SAS





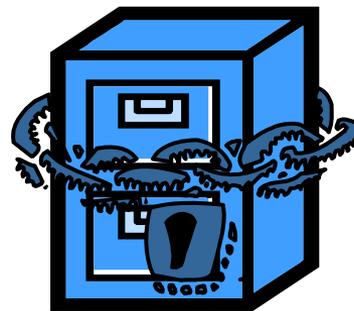
Mystery Solved -

Locking up the Case



We covered:

- The *What, When, Where* and (most importantly) the *Why* of Direct Loan Reports



For More Information:

- COD Technical Reference Volume 6 Section 8
- COD Website Reports Link (Services Menu)
- Direct Loan Servicing Website



Customer Service Centers

COD School Relations Center

<http://www.cod.ed.gov>

(800) 848-0978

School Services – Direct Loan Servicing

<http://www.dl.ed.gov/schools>

(888) 877-7658

Direct Loan Consolidation Center

<http://www.loanconsolidation.ed.gov>

(800) 557-7392

Contact Information

We appreciate your feedback and comments. We can be reached at:

- allison.richards@ed.gov
- julie.aloisio@ed.gov

Questions?

