

Session # 17

Direct Loan Report Functionality in the COD System

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Now Playing:

- Cast of Characters: COD Direct Loan Reports
 - What They Are
 - How To Use Them
 - How To Obtain Them
- Optimizing Your Viewing Experience: Setting Report Options
- Additional Venues: Accessing Reports Online



Cast of Characters



COD Direct Loan Reports



COD Direct Loan Reports

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



School Account Statement (SAS)

What It Is

- Main Tool for Required Monthly Reconciliation
- Provides Department's Official Ending Cash Balance
- Summarizes School's Processing Activity at COD



School Account Statement (SAS)

What It Is

- Includes:
 - Cash Summary
 - Disbursement Summary by Loan Type
 - Cash Detail
 - Loan Detail (Loan or Disbursement Activity Level)

School Account Statement

How To Use It

- Compare Cash Summary Information to Internal Records
- Compare Cash Detail to Internal Cash Records
- Compare Disbursement Detail to Internal Disbursement Detail in both the Financial Aid Office and Business Office

School Account Statement

How To Obtain It

- Generated by COD on 1st full weekend of the month
- Contains data through the end of the previous month
- Year Specific - Separate SAS for each open award year
- Available via SAIG only
- Customize SAS (format and content)

School Account Statement

How To Obtain It

- Format options determine how COD will generate report
 - Fixed Length flat file (Default):
 - Disbursement Level (message class DSDFxxOP)
 - Loan Level (message class DSLFxxOP)
 - Comma-Delimited (with or without headings):
 - Disbursement Level (message class DSDDxxOP)
 - Loan Level (message class DSLDxxOP)
 - Pipe-Delimited:
 - Disbursement Level (message class DSDDxxOP)
 - Loan Level (message class DSLDxxOP)

School Account Statement

How To Obtain It

- Content options determine what data COD will include in your school's report
 - Include Names of Borrowers
 - Report Activity Type (Monthly, YTD, Both)
 - Sections of SAS to Receive
 - Loan Level Disbursement Summary
 - Loan or Disbursement Level Detail

School Account Statement

YTD Cash Summary

Report Date: 05/04/2011 U.S. Department of Education Page 1
Report Time: 09:53:20 Direct Loan Tools - 2010-2011
SAS Year-To-Date Cash Summary

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

End Date: 04/30/2011

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

Beginning Balance:		\$0
Cash Receipts:	\$13,074	
Refunds of Cash:	-\$1,350	
Net Drawdowns/Payments:		\$11,724
Booked Disbursements:	\$5,721	
Booked Adjustments:	-\$1,250	
Total Net Booked Disbursements:		\$4,471
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



School Account Statement

Cash Detail

Report Date: 5/04/2011	U.S. Department of Education	Page 1		
Report Time: 10:18:06	Direct Loan Tools - 2010-2011			
	SAS Cash Detail			
		Sort By: Trans Type		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT				

Date Range:		Trans Type: All		
School Code: G09009				
End Date: 4/30/2011				
<u>Trans Type</u>	<u>Trans Date</u>	<u>Trans Amount</u>	<u>COD Process Date</u>	<u>Payment Control/Check Number</u>
Receipt	03/28/2011	\$8,985	04/01/2011	2011032812345
Receipt	04/28/2011	\$4,089	04/30/2011	2011040767890
Refund	04/15/2011	\$1,000	04/17/2011	000000101100
Refund	04/18/2011	\$350	04/20/2011	000000101101
Total Cash Receipt Records:			2	
Total Refunds Cash Records			2	
Total SAS Cash Detail Records			4	
Total Cash Receipt Amount:		\$13,074		
Total Refunds of Cash Amount:		\$1,350		



School Account Statement

Loan and Disbursement

Detail

Report Date: 05/04/2011 U.S. Department of Education Page 1
 Report Time: 10:04:21 Direct Loan Tools - 2010-2011
 SAS Loan and Disbursement Detail

Sort By: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: Booked Status: Unbooked

End Date: 04/30/2011

Student's Name

PLUS Borrower's Name	Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount	
Loan ID						
	Disb #	Seq #	Type	Disb Date	Gross Amount	Net amount
York, Charlotte						
222334444S10G09009001			Unbooked		\$350	\$345
	1	1	D	05/02/2011	\$350	\$345
222334444U10G09009001			Unbooked		\$1,306	\$1,287

Hobbs, Miranda

333445555S10G09009001			Unbooked		\$1,656	\$49	\$25	\$1,632
	1	1	D	05/02/2011	\$1,656			\$1,632

Total Booked Loans: 0 \$0
 Total Unbooked Loans: 3 \$3,312
 Total Loans: 3 \$3,312
 Total Disbursements: 3 \$3,312

Total Loan Gross Amount: \$3,312
 Total Loan Net Amount: \$3,264



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30-Day Warning

What It Is

- Displays missing components necessary to “book” a loan
 - Award, MPN, & Initial Disbursement
- Assists in monitoring compliance with the 30-day reporting requirement
- After 90 days, unbooked loans will be removed from the report
- No subsequent disbursement information
- Loans with Award Amounts = \$0 don't display

Warning Rated PG-30:
Too many records on this report
could indicate your school is out of
compliance!

30-Day Warning

How To Use It

- Find missing pieces to book a loan
- Identify MPNs awaiting awards
- Reconcile to unbooked awards on your internal system
- Monitor compliance with 30-day reporting requirement
- Determine if there are awards that need to be inactivated

30-Day Warning

How To Obtain It

- Distributed via SAIG monthly
- Available on COD website
- Year Specific - Separate report for each open award year
- If no data in a given month, report is not sent via SAIG nor available on COD website

30-Day Warning

How To Obtain It

- Report Format Options:
 - SAIG:
 - Preformatted Text file – Default (message class DIWRxxOP)
 - Comma-Delimited (message class DIWCxxOP)
 - Pipe-Delimited (message class DIWCxxOP)
 - COD website:
 - CSV
- Report Selection Options:
 - School can change default format via the COD website
 - If 'Do Not Distribute' option is selected, report is not generated and sent via SAIG

30-Day Warning

REPORT ID:		U.S. DEPARTMENT OF EDUCATION		PAGE 1 OF 1		
RUN DATE: 04/03/2011		FEDERAL DIRECT LOAN PROGRAM		RUN TIME: 01:05AM		
30-Day WARNING REPORT						
AWARD YEAR: 2010-2011						
FOR THE PERIOD ENDING 03/31/2011						
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	02/02/2011	Y		Y
P	222345333P10G01999001	SASSAFRAS, HENRY	02/26/2011	Y		Y
P	345432111P10G01999001	BELL, BOBBY G	02/08/2011	N		Y
P	465433333P10G01999001	SIMON, JOHN S	02/08/2011	Y		Y
P	733433593P10G01999001	MARK, KELLY D	02/08/2011	N		Y
P	743433582P10G01999001	MILLBERN, DAN M	02/08/2011	Y		N
P	877433583P10G01999001	SUITER, GARY B	02/08/2011	Y		N
P	999433566P10G01999001	FLOOD, MEGHAN	01/20/2011	Y		N
P	733433593P10G01999001	MARK, KELLY D	02/08/2011	N		Y
P	743433582P10G01999001	MILLBERN, DAN M	02/08/2011	Y		N
TOTAL NUMBER SUBSIDIZED				2		
U	654321674U10G31933001	BUCHANAN, JAMES	01/07/2011	OK	Y	Y
NUMBER UNSUBSIDIZED				1		
K	123456789K10G31933001	MANI, RAMIREZ	04/08/2011	OK	Y	Y
K	234567890K10G31933001	MANUELLA, RAMIREZ	04/08/2011	OK	Y	Y
TOTAL NUMBER PERKINS				2		
GRAND TOTAL				14		
Promissory Notes Without Origination Records Section:						
PROMISSORY NOTE ID			DATE RECEIVED	NOTE AMOUNT		
200104117M11G01999001			03/04/11			
123404117M11G01999001			03/16/11			
200156765N11G01999001			03/30/11			



Inactive Loans Report

What It Is

- Lists Direct Loan awards that have been inactivated
 - Award and any pending or actual disbursements adjusted to zero

Inactive Loans

How To Use It

- Confirm that the correct loans have been made inactive
- Identify awards that may have dropped off 30-Day Warning Report

Inactive Loans

How To Obtain It

- Automatically sent to SAIG monthly
- Available on COD website
- If no data in a given month, report is not sent via SAIG nor available on COD website

Inactive Loans

How To Obtain It

- Report Format Options:
 - SAIG:
 - Preformatted Text file – Default (message class INACPFOP)
 - Comma-Delimited (message class INACCDOP)
 - Pipe-Delimited (message class INACCDOP)
 - COD website:
 - CSV
- Report Selection Options:
 - School can change default format via the COD website
 - If 'Do Not Distribute' option is selected, report is not generated and sent via SAIG

Inactive Loans

RUN DATE: 08/20/2010 U.S. DEPARTMENT OF EDUCATION PAGE 1
 RUN TIME: 04:34PM FEDERAL DIRECT LOAN PROGRAM
 INACTIVE LOANS REPORT
 AWARD YEAR: 2010-2011
 REPORTING PERIOD: 2010-07-01 - 2010-07-31

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	100017013S11G08303001	CREWS, JOHN M	07/31/2010
S	100013828S11G08303001	JOHNSON, THOMAS P	07/31/2010

TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD: 2

U	100019365U11G08303001	MILLER, JOEL J	07/31/2010
U	100014333U11G08303001	RUMSFELD, MICHAEL F	07/31/2010
U	100018722U11G08303001	WALKER, PETER I	07/31/2010

TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD: 3

P	100111365P11G08303001	FORD, KRISTEN J	07/31/2010
P	100111333P11G08303001	KENDRICK, LORI F	07/31/2010

TOTAL NUMBER OF INACTIVE PLUS LOANS: 2

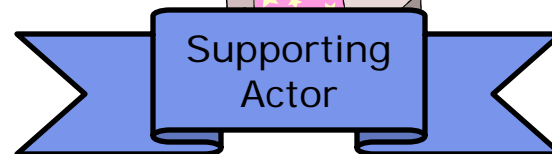
GRAND TOTAL: 7



Pending Disbursement Listing

What It Is

- Lists all pending/anticipated disbursements for reporting period and award year
 - Disbursement Release Indicator = False
 - Pending disbursements with date less than or equal to 45 days into the future or any date in the past



Pending Disbursement Listing

How To Use It

- Determine future funding needs
- Identify pending disbursements that should be actuals
- Identify awards or disbursements to inactivate

Pending Disbursement Listing

How To Obtain It

- Automatically sent to SAIG weekly
- Available on COD website
- Generated for each open award year
- Report is not sent/generated unless school has one or more anticipated disbursements with disbursement date up to 6 days before or 45 days after the report generation date
- Annual report sent before Latest Date to Accept a Common Record even if weekly report criteria is not met

Pending Disbursement Listing

How To Obtain It

- Report Format Options:
 - SAIG:
 - Preformatted Text file – Default (message class DIAAxxOP)
 - Comma-Delimited (message class DALCxxOP)
 - Pipe-Delimited (message class DALCxxOP)
 - COD website:
 - CSV
- Report Selection Options:
 - School can change default format via the COD website
 - If 'Do Not Distribute' option is selected, report is not generated and sent via SAIG



Pending Disbursement Listing

Disbursement Dates
in past should be:

- Made Actuals or
- Inactivated

RUN DATE: 02/26/2011 U.S. DEPARTMENT OF EDUCATION PAGE 1
 RUN TIME: 09:07AM FEDERAL DIRECT LOAN PROGRAM
 PENDING DISBURSEMENT LISTING REPORT
 AWARD YEAR: 2010-2011
 REPORTING PERIOD: 2/23/11
 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
Aaron K Spells	1/13/11	2	123456789	2750.00	S	27.00	123456789S11G01000101	14.00	2737.00
TOTAL NET AMOUNT:									2737.00

Aaron K Spells	1/13/11	2	123456789	2750.00	S	27.00	123456789S11G01000101	14.00	2737.00
TOTAL NET AMOUNT:									2737.00

TOTAL NET AMOUNT:									2488.00
Carrie L Kent	1/09/11	2	999888777	3251.00	P	130.00	999888777P11G01000101	49.00	3170.00
TOTAL NET AMOUNT:									3170.00
	1/09/11	2		2750.00	U	27.00	999888777U11G01000101	14.00	2737.00
TOTAL NET AMOUNT:									2737.00
Marcus N Harvey	8/16/10	1	123123123	2264.00	P	90.00	123123123P11G01000101	34.00	2208.00
	1/13/11	2		2263.00	P	90.00		34.00	2207.00
TOTAL NET AMOUNT:									4415.00
SCHOOL TOTAL NET AMOUNT:									16338.00



Duplicate Student Borrower

What It Is

- Lists student borrowers for which COD has accepted multiple DL Sub or Unsub Award records with overlapping award years
- Identifies the schools that sent those awards



Stunt Double



Duplicate Student Borrower

How To Use It

- Identify potential overawards
- Monitor remaining awards for students listed on this report for rejects due to overaward
- Check NSLDS
 - Report doesn't relieve school of responsibility to monitor NSLDS and Financial Aid Transcripts
- Check with student

Duplicate Student Borrower

How To Obtain It

- Automatically sent via SAIG monthly
- Available on COD website
- If no data in a given month, report is not sent via SAIG nor available on COD website

Duplicate Student Borrower

How To Obtain It

- Report Format Options:
 - SAIG:
 - Preformatted Text file – Default (message class DUPLPFOP)
 - Comma-Delimited (message class DUPLCDOP)
 - Pipe-Delimited (message class DUPLCDOP)
 - COD website:
 - CSV
- Report Selection Options:
 - School can change default format via the COD website
 - If 'Do Not Distribute' option is selected, report is not generated and sent via SAIG

Duplicate Student Borrower

RUN DATE: 12/02/2010 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: 2010-11-01 - 2010-11-30
 SCHOOL NAME: SAMPLE UNIVERSITY SCHOOL CODE: G010001
 ADDRESS: ONE ARMORY SQUARE, SPRINGFIELD, MA 01101-9000

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

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

765433004	MAGGIE SMITH	3000	\$1500	5	2010-07-02-2011-07-01	G01006
765433004S11G01006001	FAULKNER UNIVERSITY	MONTGOMERY	AL		36109-3398	(334) 555-7211
2010-07-02-2011-07-01	I		N			
765433030	JOHN SMAILS	2000	\$1500	5	2010-07-03-2011-07-02	G01020
765433030S11G01020001	TECHNICAL STATE	MONTGOMERY	AL		36265-1602	(205) 782-5006
2010-07-03-2011-07-02	D		Y			
765433031	HARRIS NELSON	3000	\$1500	5	2010-07-02-2011-07-01	G02000
765433031S11G02183001	MASSACHUSETTS STATE	NATICK	MA		02325-2511	(508) 697-1341
2010-07-02-2011-07-01	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.



SSN/Name/Date of Birth Change

What It Is

- Lists students/borrowers with identifier changes during the 90 days prior to the report end date
- Includes any student/borrower associated with your school for three most recent award years
- Change initiated by:
 - Your school
 - Another school associated with borrower

SSN/Name/Date of Birth Change

How To Use It

- Confirm identifier changes sent by your school
- Update your records

SSN/Name/Date of Birth Change How To Obtain It

- Automatically sent to SAIG weekly
- Available on COD website
- If no data in a given week, report is not sent via SAIG nor available on COD website

SSN/Name/Date of Birth Change

How To Obtain It

- Report Format Options:
 - SAIG:
 - Preformatted Text file – Default (message class SNDCPFOP)
 - Comma-Delimited (message class SNDCCDOP)
 - Pipe-Delimited (message class SNDCCDOP)
 - COD website:
 - CSV
- Report Selection Options:
 - School can change default format via the COD website
 - If 'Do Not Distribute' option is selected, report is not generated and sent via SAIG

SSN/Name/DOB Change

RUN DATE: 11/16/2010

U.S. DEPARTMENT OF EDUCATION
 FEDERAL DIRECT LOAN PROGRAM
 SSN/NAME/DATE OF BIRTH CHANGE REPORT
 REPORTING PERIOD: 2010-07-01 - 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	2010-09-20

MASRIOS, JOIE Q	BATCH	BIRTH DATE
357-56-2356	7066442544	1985-04-15
10029000	ARLINGTON, VA	1985-12-15
SAMPLE TECH	12345-1234	2010-09-20
SMITH, PAUL T	BATCH	SSN
358-56-2356	7066442544	350-06-2356
10029000	ARLINGTON, VA	358-56-2356
SAMPLE TECH	12345-1234	2010-09-20

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



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MPN Due to Expire Report

What It Is

- Contains data on MPNs that will expire within the next 60 days due to any of the following:
 - No awards linked within a year of date of receipt
 - No actual disbursements linked within a year of date of receipt
 - 10 years passing since date of receipt



MPN Due to Expire Report

How To Use It

- Identify when a new MPN is needed:
 - If new award will not be accepted, linked, and disbursed prior to expiration date, obtain a new MPN
 - If existing award is linked to MPN about to expire, no action is needed for that award



MPN Due to Expire Report

How To Obtain It

- Automatically sent to SAIG monthly
- Available on COD website
- If no data in a given month, report is not sent via SAIG nor available on COD website
- Transmitted to the following Attended School's Newsbox:
 - All Attended Schools with loans linked to the MPNs in the report
 - All Attended Schools that created the MPNs listed in the report regardless of whether they have awards linked to the MPN

MPN Due to Expire Report How To Obtain It

- Report Format Options:
 - SAIG:
 - Fixed Length file - Default
 - Comma-Delimited (CSV)
 - Pipe-Delimited
 - All formats are sent from COD with MPNEXPOP as message class
 - COD website:
 - CSV

MPN Due to Expire Report

Fixed Length File

```
DL HEADER 0000MPNEXPOP#E8G010072010021515242120100215152421
LUTTERMAN SANTO 09979007919400320612952595N10G0100700120100226AABOUT TO EXPIRE
LUTTMER SANTIAGO 09777007719400318607902590N10G0100700120100226AABOUT TO EXPIRE
WENDZEL KENDALL U6111112221967020761111222M11G0100700120100226AABOUT TO EXPIRE
WENG KENDA S60992292219670205609922922M11G0100700120100226AABOUT TO EXPIRE
WENGERD KEMBERLY P60660660619670202606606606M11G0100700120100226AABOUT TO EXPIRE
WENGERT KELVIN O60588558819670201605885588M11G0100700120100226AABOUT TO EXPIRE
DL TRAILER00000000004000000000000000
```

A	B	C	D	E	F	G	H	I
DL HEADER	(NEXPOP#E	9	992010083	1524212	90830152421			
LUTTERMAN	SANTO		099999999	19400320	612222222N10G999999001	20100915	A	ABOUT TO EXPIRE
LUTTMER	SANTIAGO		097777777	19400318	607777777N10G999999001	20100926	A	ABOUT TO EXPIRE
WENDZEL	KENDALL	U	611111111	19870907	611111111M11G999999001	20100907	A	ABOUT TO EXPIRE
WENG	KENDA	S	609999999	19890625	609999999M11G999999001	20101015	A	ABOUT TO EXPIRE
WENGERD	KEMBERLY	P	606666666	19870202	606666666M11G999999001	20101026	A	ABOUT TO EXPIRE
WENGERT	KELVIN	O	605555555	19901001	605555555M11G999999001	20100926	A	ABOUT TO EXPIRE
DL TRAILER	0	0	0	0				

Fixed Length File Formatted in Excel

Expired MPN Report

What It Is

- Contains data on MPNs that have expired in the last 30 days due to any of the following:
 - No awards linked within a year of date of receipt
 - No actual disbursements linked within a year of date of receipt
 - 10 years passing since date of receipt
 - A PLUS loan linked with endorser



Expired MPN Report

How To Use It

- Identify when a new MPN is needed:
 - If MPN has expired, you cannot use that MPN to link to a new, unlinked award that will be disbursed after the expiration date
 - If MPN has expired that is already linked to an award at your school, any disbursements made to that award will be accepted

Expired MPN Report

How To Obtain It

- Automatically sent to SAIG weekly
- Available on COD website
- If no data in a given week, report is not sent via SAIG nor available on COD website
- Transmitted to the following Attended School's Newsbox:
 - All Attended Schools with loans linked to the MPNs in the report
 - All Attended Schools that created MPNs listed on the report regardless of whether or not an award was linked

Expired MPN Report

How To Obtain It

- Report Format Options:
 - SAIG:
 - Fixed Length file – Default
 - Comma-Delimited (CSV)
 - Pipe-Delimited
 - All formats are sent from COD with MPNINAOP as message class
 - COD website:
 - CSV

Expired MPN Report

Pipe Delimited Format

```
DL HEADER 0000MPNINAOP#I8G010072010043023522220100430235222
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|759422742|19670705|759422742M10G01007001|20100414|E|EXPIRED
|LA|760432743|19670705|760432743M11G01007001|20100414|E|EXPIRED
|SA|095750075|19400316|758412741N10G01007001|20100401|E|EXPIRED
|SA|096760076|19400317|761442744N11G01007001|20100401|E|EXPIRED
LUTTS|SANJUANITA|093730073|19400314|753362736N11G01007001|20100414|E|EXPIRED
```

A	B	C	D	E	F	G	H	I
DL HEADER 0000MPNINAOP#I0G999992010083023522220100830235222								
U.S. DEPARTMENT OF EDUCATION								
EXPIRED MPN REPORT								
		MIDDLE				EXPIRATI	MPN	MPN
LAST NAME	FIRST NAME	INITIAL	SSN	DOB	MPN ID	ON DATE	STATUS	EXPIRATION
	LA		757777777	19870705	757777777M10G99999001	20100814	E	EXPIRED
	LA		767777777	19880915	767777777M11G99999001	20100814	E	EXPIRED
	SA		095555555	19400316	758888888M10G99999001	20100801	E	EXPIRED
	SA		095666666	19400317	761111111M11G99999001	20100801	E	EXPIRED
LUTTS	SANJUANITA		093333333	19400314	753333333M11G99999001	20100814	E	EXPIRED
LUTWIN	SANJUANA		092222222	19400313	752222222M11G99999001	20100814	E	EXPIRED
MARSHALL	DONNY	D	443333333	19520707	751111111M10G99999001	20100813	E	EXPIRED
MARSHALL	DONNY	D	443333333	19520707	784444444M10G99999001	20100813	E	EXPIRED
WEINMANN	LAMONT	H	754444444	19870630	754444444M11G99999001	20100814	E	EXPIRED
WEINRICH	LAKITA	D	750000000	19870626	750000000M10G99999001	20100828	E	EXPIRED
WEINS	LAKISHA	C	749999999	19880625	749999999M11G99999001	20100828	E	EXPIRED
DL TRAILER00000000010000000000000000000000								

Pipe Delimited Formatted in Excel



MPN Discharge Report

What It Is

- Contains data on MPNs that have become inactive within the last 30 days due to discharges for:
 - Death
 - Unauthorized Signature
 - Identity Theft

MPN Discharge Report

How To Use It

- Identify when new MPN is needed:
 - If MPN has been made inactive due to discharge, it cannot be used for additional awards

MPN Discharge Report

How To Obtain It

- Automatically sent to SAIG weekly
- Available on COD website
- If no data in a given week, report will not be sent to School's SAIG nor made available on COD website
- Transmitted to the following Attended School's Newsbox:
 - All Attended Schools with loans linked to the MPNs in the report
 - All Attended Schools that created the MPNs listed in the report regardless of whether they have awards linked to the MPN



MPN Discharge Report

How To Obtain It

- Report Format Options:
 - SAIG:
 - Fixed Length file – Default
 - Comma-Delimited (CSV)
 - Pipe-Delimited
 - All formats are sent from COD with MPNDISOP as message class
 - COD website:
 - CSV

MPN Discharge Report

Comma Delimited Format

```
DL HEADER 0000MPNDISOP#G0G999992010083023520120100830235201
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","LA","757777777","19870705","757777777M10G999999001","20100814","D","INACTIVE DUE TO DEATH"
"LA","LA","767777777","19880915","767777777M11G999999001","20100814","D","INACTIVE DUE TO DEATH"
"SA","SA","095555555","19400316","758888888N10G999999001","20100801","D","INACTIVE DUE TO DEATH"
"SA","SA","095666666","19400317","761111111N11G999999001","20100801","D","INACTIVE DUE TO DEATH"
"LUTTS","SANJUANITA","093333333","19400314","753333333N11G999999001","20100814","G","INACTIVE DUE TO UNAUTHORIZED SIGNATURE"
"LUTWIN","SANJUANA","092222222","19400313","752222222N11G999999001","20100814","G","INACTIVE DUE TO UNAUTHORIZED SIGNATURE"
"MARSHALL","DONNY","D","443333333","19520707","751111111N10G999999001","20100813","I","INACTIVE DUE TO IDENTITY THEFT"
DL TRAILER00000000010000000000000000
```

A	B	C	D	E	F	G	H	I
DL HEADER 0000MPNDISOP#G0G999992010083023520120100830235201								
U.S. DEPARTMENT OF EDUCATION								
MPN DISCHARGE REPORT								
		MIDDLE				EXPIRATI	MPN	
LAST NAME	FIRST NAME	INITIAL	SSN	DOB	MPN ID	ON DATE	STATUS	MPN EXPIRATION STATUS
	LA		757777777	19870705	757777777M10G999999001	20100814	D	INACTIVE DUE TO DEATH
	LA		767777777	19880915	767777777M11G999999001	20100814	D	INACTIVE DUE TO DEATH
	SA		095555555	19400316	758888888N10G999999001	20100801	D	INACTIVE DUE TO DEATH
	SA		095666666	19400317	761111111N11G999999001	20100801	D	INACTIVE DUE TO DEATH
LUTTS	SANJUANITA		093333333	19400314	753333333N11G999999001	20100814	G	INACTIVE DUE TO UNAUTHORIZED SIGNATURE
LUTWIN	SANJUANA		092222222	19400313	752222222N11G999999001	20100814	G	INACTIVE DUE TO UNAUTHORIZED SIGNATURE
MARSHALL	DONNY	D	443333333	19520707	751111111N10G999999001	20100813	I	INACTIVE DUE TO IDENTITY THEFT
DL TRAILER00000000010000000000000000								

Comma Delimited Formatted in Excel



Direct Loan Rebuild

- Electronic File Containing Origination & Disbursement Detail
- Used to Rebuild Lost Data
- Request via COD website
- Distributed via SAIG

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA
FEDERAL
STUDENT AID

Person School **Batch** Award Services User Program

▶ Batch Search
▶ Action Queue
▶ PLUS App Rsp Request
▼ Rebuild Search
▶ CommonLine Search

Rebuild Search HELP

Enter one or more of the following fields:

Entity ID Type: COD Entity ID:

Program: ALL

Request Type: All

Start Date: November 18 2010

End Date: November 18 2010

Fulfill Flag: Send All

SEARCH NEW REQUEST

Nov 18 2010 12:53 EST Home Privacy Act Links Contact Us Today's Update Help Glossary Log Off

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Person School **Batch** Award Services User Program

▶ Batch Search
▶ Action Queue
▶ Interface Rejects
▶ Grant Data Requests
▶ PLUS App Rsp Request
▼ Rebuild Search
▶ Post Data Arc Search
▶ CommonLine Search

Rebuild Request List HELP

Electronic University

Records 1 to 1 of 1

Request Program	Request Type	Date	Award ID	Award Year	Start Date	End Date	SSN	Date of Birth	Last Name	Fulfill Date	Fulfill Flag
Direct Loan	Award Year	07/15/2010		2011							N

Records 1 to 1 of 1

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Optimizing Your Viewing Experience

Setting Report Options



Report Formats and Options

Format and Delivery Methods				SAIG Mailbox					COD Web Site	
				Preformatted Text	Comma-Delimited	Pipe-Delimited	Fixed Length	Do Not Distribute	PDF	Comma-Delimited
Report Name	Report Selection Web Page	Sort	Frequency							
30-Day Warning Report	✓	Award ID	Monthly	✓*	✓	✓		✓		✓
Direct Loan Rebuild File	✗ Separate Direct Loan Rebuild Page	SSN	By Request ¹				✓			
Duplicate Student Borrower Report	✓	SSN	Monthly	✓*	✓	✓		✓		✓
Funded Disbursement Listing **(For Pushed Cash Schools Only)	✓	SSN	Daily	✓*	✓	✓		✓		✓
Inactive Loan Report	✓	Award ID	Monthly	✓*	✓	✓		✓		✓
Pending Disbursement Listing	✓	Last Name	Weekly	✓*	✓	✓		✓		✓
School Account Statement (SAS)	✓ Link to Separate SAS Page	SSN	Monthly		✓	✓	✓*			
SSN/Name/Date of Birth Change Report	✓	SSN	Weekly ²	✓*	✓	✓		✓		✓
MPN Discharge Report	✓	Last Name	Weekly		✓	✓	✓*			✓
Expired MPN Report	✓	Last Name	Weekly		✓	✓	✓*			✓
MPNs Due to Expire	✓	Last Name	Monthly		✓	✓	✓*			✓



* Default Options

Setting Report Options in COD

<https://cod.ed.gov>

Person School Batch

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

Report Selection

OHIO STATE UNIVERSITY

Report Selection

Program Direct Loan Award Year '10-'11

Award Year Specific Reports

30 Day Warning:

Funded Disbursement List

Pending Disbursement List

SAS

Non-Award Year Specific Reports

Duplicate Student Borrower

Inactive Loans

SSN/Name/Date of Birth Change

MPN Discharge

Expired MPN

MPNs Due to Expire

Preformatted

Preformatted

Comma Delimited

Pipe Delimited

Do Not Distribute

Modify SAS Options

Preformatted

Preformatted

Preformatted

Fixed Length

Fixed Length

Fixed Length

SUBMIT

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To Access:

- Click on School
- Choose Report Selection



START HERE
GO FURTHER
FEDERAL STUDENT AID

Setting School Account Statement Options in COD

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FEDERAL
STUDENT AID

Person School Batch Award Services User

School Search

SAS Options HELP

UNIVERSITY OF SAN FRANCISCO

Program: DIRECT LOAN Award Year: '10-'11

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	Yes	No
Loan Level (optional)	N/A	No

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

UPDATE





Additional Venues

Accessing Direct Loan
Reports Online



START HERE
GO FURTHER
FEDERAL STUDENT AID[®]

Accessing Direct Loan Reports Online

Select Services Tab

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Person School Batch Award **Services** User Program Admin

▼ COD Reports HELP

- ▶ **Direct Loan Servicing**
- ▶ TEACH Grant Web
- ▶ eMPN Web

<https://codreports.cod.ed.gov>

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Select Hyperlink

To access COD reports:

- Select the Services tab,
- Select the hyperlink



COD Direct Loan Newsbox

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COMMON ORIGATION & DISBURSEMENT

FSA
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STUDENT AID

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COD Reporting > Direct Loan Reports

99999999-DL

Electronic University

New ▼ Edit ▼ View ▼ |

30 DAY WARNING (CSV) 2008-2009
Actions

30 DAY WARNING (CSV) 2009-2010
Actions

30 DAY WARNING (CSV) 2010-2011
Actions

EXPIRED MPN REPORT
Actions

MPNS DUE TO EXPIRE REPORT
Actions

PENDING DISBURSEMENT LIST (CSV) 2008-2009
Actions

PENDING DISBURSEMENT LIST (CSV) 2009-2010
Actions

30 DAY WARNING (CSV) 2009-2010
Actions

DUPLICATE STUDENT BORROWER (CSV)
Actions

INACTIVE LOANS (CSV)
Actions

PENDING DISBURSEMENT LIST (CSV) 2008-2009
Actions

PENDING DISBURSEMENT LIST (CSV) 2010-2011
Actions

Index

99999999-DL

Search Options

Search results:
View results in right frame

99999999-DL

99999999-PL

Years


COD Viewing/Selection Options

30 DAY WARNING (CSV) 2010-2011 - Actions


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

Available actions:

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

 [Previous versions...](#)

 [Create shortcut...](#)

 [Return to NewsBox](#)

30 DAY WARNING (CSV) 2010-2011 - Versions

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

Modified	Format	User and User Class
Sunday, October 03, 2010 19:24:52	Delimited text	6(99999999)-DL
Sunday, September 05, 2010 21:47:12	Delimited text	6(Multiple user classes)
Sunday, August 08, 2010 19:26:39	Delimited text	6(Multiple user classes)
Sunday, July 04, 2010 03:17:34	Delimited text	6(Multiple user classes)
Sunday, June 06, 2010 00:13:45	Delimited text	6(Multiple user classes)
Sunday, May 02, 2010 02:06:17	Delimited text	6(Multiple user classes)

[Sort ascending](#)



Need More Information?

- COD Technical Reference, Volume 6, Section 8 (Reports)
- Look for updated information on IFAP
<http://ifap.ed.gov/ifap/>

Upcoming Changes

- Entrance counseling
- PLUS request
- MPN
- Actual disbursement



Contact Information

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

- Allison.Richards@ed.gov
- Wendy.Jerreld@ed.gov



Standing Ovation



