



# COD Processing Update

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May 20, 2005

## *Direct Loan*

### COD News

#### **COD System Maintenance Planned For Sunday, May 22, 2005 (05/18/05)**

The COD System will undergo routine maintenance on Sunday, May 22, 2005 from 12:30 A.M. until 12:30 P.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, May 22, 2005 (05/18/05)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.



**UPDATED!**

Due to COD System routine maintenance on Sunday, May 22, 2005, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 12:30 A.M. until 1:00 P.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.



**NEW!**

#### **Unlocking And Resetting COD Web Site Passwords (05/20/05)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:

Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.



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- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information has is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common Origination and Disbursement](#)" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>

### **All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 03/21/05)]**

Now that the 2005-2006 COD software has been implemented, COD wants to refresh the reminder that *all* schools must be Full Participants beginning with the 2005-2006 Award Year and forward. This means that *all* schools (including COD Phase-In Participants that currently submit and receive information using fixed-length, flat-file record formats) must send and receive 2005-2006 (and subsequent award year) origination and disbursement data for the Pell Grant and/or Direct Loan programs to the COD System using the Extensible Markup Language (XML) Common Record.

As FSA has previously informed schools, if a school submits 2005-2006 Pell Grant and/or Direct Loan data in fixed-length, flat-file record formats, the COD System will reject the data and the school's access to funding will be affected. If your school has not yet signed up as a Full Participant, or is experiencing difficulty with implementing a Full Participant solution, contact the COD School Relations Center immediately for assistance.



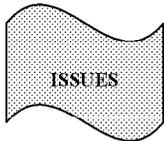
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Additionally, COD is seeking current Full Participant schools that are willing to serve as mentors to schools new to XML processing. If your school is interested in serving as a mentor, or, if your school is new to XML processing and is interested in working with a mentor, contact the COD School Relations Center. COD will assist in connecting like schools with each other.

### Reports and Data Requests



Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Direct Loan reports and/or data requests:

- MPN Discharge Reports—  
• MPNs Due To Expire Reports—  
• Expired MPN Reports—  
Were sent to some schools containing an incorrect total record byte (length). COD is developing a code fix for this issue and will provide updates as more information becomes available. In the meantime, schools should notify the COD School Relations Center if they suspect that this situation has occurred. [03/31/05 (Updated 05/19/05)]
- Direct Loan Rebuild File—  
Cannot be requested on the COD Web site. However, schools in need of this file should contact the COD School Relations Center to discuss their options. [08/25/04 (Updated 04/13/05)]
- Duplicate Student Borrower Reports—  
Have not been sent to schools' SAIG mailboxes. However, these reports are available on the COD Web site. COD is currently researching performance issues related to this report. [02/09/05 (Updated 04/05/05)]



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### Resolved Issues

Described below are "Current Issues" that have been resolved. A full description of each issue will remain in this section for 7 calendar days following the "Updated" date. If a clean up is required, the title of the issue will then be moved to "Resolved Issues In Clean Up."

For the full description of a resolved issue after it is removed from this section, refer to previous postings of the COD Processing Update on the IFAP Web site, [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). The COD Processing Update is posted to the IFAP Web site each Friday.

#### **COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 05/19/05)]**

COD previously reported the following situations in which records were rejecting incorrectly for COD Edit 12:

- An award was being established in the COD System; however, a rejected response (COD Edit 12) was sent back to the school.

On May 3, 2005, COD implemented a code fix to prevent this issue going forward. Schools may now resubmit their records that previously rejected incorrectly for COD Edit 12. The records will be processed and acknowledged by COD.

- When making online changes to names that contain a space rather than a character, schools received COD Edit 12.

On May 3, 2005, COD implemented a code fix to prevent this issue going forward. Schools may now resubmit their records that previously rejected incorrectly for COD Edit 12. The records will be processed and acknowledged by COD.

#### **Some Null Tags Submitted Via Batch Not Updated In COD [09/01/04 (Updated 05/18/05)]**

A null tag containing a *nil="true"* attribute can be submitted for some data elements in a Common Record document to remove or delete content currently on file in the COD database. Previously, COD determined that some null tags were being accepted by the COD System, but were not appropriately updating the COD database. This meant that if a school submitted a null tag for some data elements, the COD System was ignoring it and the content on the COD database for that data element was not being removed. After implementing a code fix to allow the Verification Status Code data element to update the COD database correctly, we informed you that COD was conducting a full review of the null attribute.

Following implementation of the 2005-2006 software (implemented March 18-19, 2005), the COD System will only process a null attribute (*nil="true"*) for the following data elements:

- First Name, Middle Initial, E-mail Address, Note Message, Dependency Status Code, HPPA Indicator, Less Than Full Time Indicator, Incarcerated Indicator, and Verification Status Code



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For more information on how nil="true" will update the COD database for each of these data elements, refer to Volume II, Section 3 of the 2005-2006 COD Technical Reference posted at <http://www.fsadownload.ed.gov/CODTechRef0506.htm/>.

### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Disbursements Not Displaying On COD Web Site And/Or SAS	√	

### Current Issues

**COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 05/19/05)]**  
COD previously reported three situations in which records were rejecting incorrectly for COD Edit 12 (No Eligible SSN, DOB, and Last Name Combination Match Found on CPS for Student). At this time, two of the three issues are resolved (see Resolved Issues section), however, the following issue remains:

Some schools are receiving COD Edit 12 for students with prior year Direct Loan Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Direct Loan origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.

COD continues to research a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center to report the affected records.

**COD Rejecting Records Incorrectly For COD Edit 021 (05/18/05)**  
Some schools submitting 2004-2005 and 2005-2006 records have received COD Edit 021 (Address Is Incomplete) incorrectly. This situation is limited to Direct Loan records containing a foreign address. COD is developing a fix for this issue and will provide updates as more information becomes available.

**COD Incorrectly Rejecting For COD Edit 039 [12/27/04 (Updated 04/15/05)]**  
COD became aware of an issue that results in schools receiving COD Edit 039 (Incorrect Award Amount) in error. This sometimes occurs when schools submit changes to awards to lower the amount to zero through either batch or online processing.

COD has made significant progress in analyzing the issue and is currently developing a code fix. COD will continue to provide updates as more information becomes available. In



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the meantime, please do not resubmit your records. We appreciate your patience as we work to resolve this issue.



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## *Pell Grants*

### COD News

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#### **Federal Pell Grant 2005-2006 Initial Authorization For Advanced Funded Schools (05/20/05)**

COD has processed the Federal Pell Grant Initial Authorization for the 2005-2006 Award Year, for schools receiving Federal Pell Grant funds under the advanced funding method. A school's Initial Authorization, known in the COD System as Current Funding Level (CFL), was determined based on a percentage of the disbursement data submitted and accepted during the 2004-2005 Award Year. Shortly, COD will generate an Electronic Statement of Account (ESOA) listing the amount of the school's Initial CFL for the 2005-2006 Award Year and send it to the school's SAIG mailbox in the message class PGAS06OP.

Note: Schools participating in the Just-in-Time pilot and schools on Reimbursement, Heightened Cash Monitoring 1 (HCM1), or Heightened Cash Monitoring 2 (HCM2) have not received an Initial CFL. These schools are eligible for a CFL once actual disbursements have been accepted and posted. A new ESOA is sent to a school each time its CFL amount changes.

For further details, see the Electronic Announcement that will be posted on the IFAP Web site at [www.ifap.ed.gov](http://www.ifap.ed.gov). If you have any questions about your school's Initial Authorization, contact the COD School Relations Center.



#### **Unlocking And Resetting COD Web Site Passwords (05/20/05)**

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Additionally, COD is seeking current Full Participant schools that are willing to serve as mentors to schools new to XML processing. If your school is interested in serving as a mentor, or, if your school is new to XML processing and is interested in working with a mentor, contact the COD School Relations Center. COD will assist in connecting like schools with each other.

### **Pell Grant Year-To-Date Record In Production [12/01/04 (Updated 02/09/05)]**

Pell Grant Year-to-Date (YTD) records (PGYRxxOP) are being generated and sent to schools' SAIG mailboxes. The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes.

Previously, we informed schools of three COD System issues affecting the Pell Grant YTD record and cautioned schools not to use the YTD record for rebuilding a complete student record or Pell database until the issues were resolved. At this time, two of the three issues are no longer affecting the YTD Record.

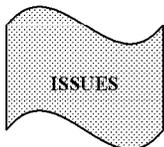
We regret that the one remaining COD System issue continuing to affect the Pell Grant YTD record has taken longer than initially expected to resolve. We continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved. The issue is as follows:

- In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions are **currently not reflected in the YTD record and on the COD Web site**. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number. We are currently researching a code fix and cleanup plan for this issue.

**Note:** For a disbursement with this issue, if a school encounters difficulty processing further disbursement activity through its software, the activity can be performed on the COD Web site.

Schools should also refer to the Electronic Announcement that was posted on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/1130PellGrantYTDRecord.html>, for additional information on the Pell Grant YTD record. Note: The status of the YTD record will continue to be covered in the Reports and Data Requests section of this document until the COD System issue affecting the YTD record is resolved.

## **Reports and Data Requests**



Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Pell Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting



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the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the "Pell Grant Year-To Date Record Back In Production" item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated 02/09/05)]

### Resolved Issues

Described below are "Current Issues" that have been resolved. A full description of each issue will remain in this section for 7 calendar days following the "Updated" date. If a clean up is required, the title of the issue will then be moved to "Resolved Issues In Clean Up."

For the full description of a resolved issue after it is removed from this section, refer to previous postings of the COD Processing Update on the IFAP Web site, [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). The COD Processing Update is posted to the IFAP Web site each Friday.

#### **COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 05/19/05))]**

COD previously reported the following situations in which records were rejecting incorrectly for COD Edit 12:

- An award was being established in the COD System; however, a rejected response (COD Edit 12) was sent back to the school.

On May 3, 2005, COD implemented a code fix to prevent this issue going forward. Schools may now resubmit their records that previously rejected incorrectly for COD Edit 12. The records will be processed and acknowledged by COD.

- When making online changes to names that contain a space rather than a character, schools received COD Edit 12.

On May 3, 2005, COD implemented a code fix to prevent this issue going forward. Schools may now resubmit their records that previously rejected incorrectly for COD Edit 12. The records will be processed and acknowledged by COD.

#### **Some Null Tags Submitted Via Batch Not Updated In COD [08/31/04 (Updated 05/18/05)]**

A null tag containing a *nil="true"* attribute can be submitted for some data elements in a Common Record document to remove or delete content currently on file in the COD database. Previously, COD determined that some null tags were being accepted by the COD System, but were not appropriately updating the COD database. This meant that if a school submitted a null tag for some data elements, the COD System was ignoring it and the content on the COD database for that data element was not being removed. After implementing a code fix to allow the Low Tuition and Fees Code and Verification Status



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Code data elements to update the COD database correctly, we informed you that COD was conducting a full review of the null attribute.

Following implementation of the 2005-2006 software (implemented March 18-19, 2005), the COD System will only process a null attribute (nil="true") for the following data elements:

- o First Name, Middle Initial, E-mail Address, Note Message, Less Than Full Time Indicator, Incarcerated Indicator, Low Tuition and Fees, and Verification Status Code

For more information on how nil="true" will update the COD database for each of these data elements, refer to Volume II, Section 3 of the 2005-2006 COD Technical Reference posted at <http://www.fsadownload.ed.gov/CODTechRef0506.htm/>.

### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS	√	
Disbursements Not Displaying On COD Web Site	√	

### Current Issues

#### **COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 05/19/05)]**

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Some schools are receiving COD Edit 12 for students with prior year Pell Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Pell origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.

COD continues to research a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center to report the affected records.



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### **Schools Unable To Import Response With A Negative Dollar Amount [02/21/05 (Updated 05/12/05)]**

As previously reported, COD learned of an issue affecting some Full Participants that have their Pell Grant Error Processing Option set to "Corrected". COD is returning to some Full Participants, Pell Grant responses with a disbursement amount corrected to a negative value in error. As a result, the affected schools are unable to import the responses. At this time, COD believes this issue is occurring when a Full Participant submits multiple disbursement adjustments for the same disbursement number within the same batch.

The COD Development team is developing a code fix for this issue and will provide updates as more information becomes available. In the meantime, if a school suspects that it is experiencing this issue, contact the COD School Relations Center to report the affected Batch ID. COD will then clean up the affected record.