

Attachment E: Requesting Back-Up Detail Instructions

Annual Reasonability Quarterly Backup

START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report

Report List | Web Report List

Logged on as: GATST1 LOAN+TLF/DISCHRG UPDTR from GA FUNDS, INC.

ID: MBRG09 Type: Extract
Name: ANNUAL REASONABILITY QTRLY BACKUP

Report Parameters

GA CODE: 800

SIGNED NUMERIC (Y/N): N (Y-SIGN NUMERIC, N-NEGATIVE SIGN)

GUARANTY ACTIVITY (Y/N): Y (AR-1 AND AR-3)

CANCELLATION ACTIVITY (Y/N): Y (AR-2 AND AR-4)

GTY TRANSFER IN (Y/N): Y (AR-6)

GTY TRANSFER OUT (Y/N): Y (AR-7)

INSURANCE CLAIM PAYMENT (Y/N): Y (AR-8, AR-10, AND AR-11)

INSURANCE CLAIM REFUND (Y/N): Y (AR-8, AR-10, AND AR-11)

REPURCHASE ACTIVITY (Y/N): Y (AR-8, AR-10, AND AR-11)

Sort By: 1 GA CODE

Output Medium: SAIG

Please select a Fiscal Year and one or more Quarters.

Fiscal Year	Quarter
FY2006	Q1: <input type="checkbox"/>
	Q2: <input type="checkbox"/>
	Q3: <input type="checkbox"/>
	Q4: <input type="checkbox"/>

Submit

REPORT DESCRIPTION: The Annual Reasonability Quarterly Backup (MBRG09) allows authorized GA Users to request backup detail to substantiate calculations for the Quarterly Reasonability process. Users can request to receive separate files for each quarterly calculation or one file with the four quarterly files concatenated. Certain fields provide the User with the option to request data in signed numeric or numeric format. Data will be sent to the SAIG mailbox, designated at www.fsawebenroll.ed.gov, as an extract file. The extract file layout is available in the NSLDS Reference Material section on www.ifap.ed.gov.

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Annual Reasonability Quarterly Backup (MBRG09) allows authorized GA Users to request backup detail to substantiate calculations for the Quarterly Reasonability process. Users can request to receive separate files for each quarterly calculation or one file with the four quarterly files concatenated. Certain fields provide the User with the option to request data in signed numeric or numeric format. Data will be sent to the SAIG mailbox, designated at www.fsawebenroll.ed.gov, as an extract file. The extract file layout is available in the NSLDS Reference Material section on www.ifap.ed.gov.

1. **GA CODE** – this field will pre-populate with the GA Code associated with the NSLDS User ID.
2. **SIGNED NUMERIC** – this field designates if the data requested will be delivered in signed numeric or numeric format. “Y” indicates the data should be delivered in signed numeric format. “N” indicates the data should be delivered in numeric format.

Attachment E: Requesting Back-Up Detail Instructions

3. **Guaranty Activity** – this field designates if the data requested should include the backup detail for Loan Guaranteed (AR-1) and Federal Consolidation Loans Guaranteed (AR-3). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered.
4. **Cancellation Activity** – this field designates if the data requested should include the backup detail for All Loans Cancelled (AR-2) and Federal Consolidation Loans Cancelled (AR-4). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered.
5. **Gty Transfer In** – this field designates if the data requested should include the backup detail for Loans Transferred In (AR-6). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered.
6. **Gty Transfer Out**– this field designates if the data requested should include the backup detail for Loans Transferred Out (AR-7). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered.
7. **Insurance Claim Payment** – this field designates if the data requested should include the insurance claim payment backup detail for Default Claims Paid (AR-8), Death and Disability Claims (AR-10) and Closed School/False Certification Claims Paid (AR-11). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered. (Note: Insurance Claim Payment, Insurance Claim Refund and Repurchases will all be required to reconcile AR-8, AR-10, or AR-11).
8. **Insurance Claim Refund** – this field designates if the data requested should include the insurance claim refund backup detail for Default Claims Paid (AR-8), Death and Disability Claims (AR-10) and Closed School/False Certification Claims Paid (AR-11). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered. (Note: Insurance Claim Payment, Insurance Claim Refund and Repurchases will all be required to reconcile AR-8, AR-10, or AR-11).
9. **Repurchase** – this field designates if the data requested should include the loan repurchase backup detail for Default Claims Paid (AR-8), Death and Disability Claims (AR-10) and Closed School/False Certification Claims Paid (AR-11). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered. (Note: Insurance Claim Payment, Insurance Claim Refund and Repurchases will all be required to reconcile AR-8, AR-10, or AR-11).
10. **Sort By** – this field will pre-populate with “GA Code”. This value cannot be changed.
11. **Output Medium** – this field will pre-populate with “SAIG”. This value cannot be changed.
12. **Fiscal Year** – this field designates which fiscal year data should be included in the backup detail. The dropdown box will allow the User to select the appropriate Fiscal Year (October 1 – September 30). Only one fiscal year may be chosen.
13. **Quarters** – this field designates which quarter, that coincides with the fiscal year selected, data should be included in the backup detail. The checkmark option will allow the User to select one or more quarters. If more than one quarter is selected, the file for all the quarters will be concatenated into one file.
 - a. **Quarter 1** – October 1 – December 31

Attachment E: Requesting Back-Up Detail Instructions

- b. **Quarter 2** – January 1 – March 31
 - c. **Quarter 3** – April 1 – June 30
 - d. **Quarter 4** – July 1 – September 30
14. **Submit** – this field allows the User to submit the request to NSLDS. (Note: A confirmation web page will follow and must be submitted before the request is completed.)

Annual Reasonability Yearly Backup



START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report

[Report List](#) | [Web Report List](#)

Logged on as: GATST1 LOAN+TLF/DISCHRG UPDTR from [GA FUNDS, INC.](#)

ID: **MBRG11** Type: Extract
Name: ANNUAL REASONABILITY YEARLY BACKUP

Report Parameters

GA CODE: 800

SIGNED NUMERIC (Y/N): (Y-SIGN NUMERIC, N-NEGATIVE SIGN)

PAID IN FULL ACTIVITY (Y/N): (AR-12)

INTERIM LOANS ACTIVITY (Y/N): (AR-13)

FEDERAL DEFAULT FEE (Y/N): (AR-19)

Sort By: 1 GA CODE

Output Medium: SAIG

Please select a Fiscal Year

Fiscal Year

REPORT DESCRIPTION: The *Annual Reasonability Yearly Backup (MBRG11)* allows authorized GA Users to request backup detail to substantiate calculations for the Yearly Reasonability process. Certain fields provide the User with the option to request data in signed numeric or numeric format. Data will be sent to the SAIG mailbox, designated at www.fsawebenroll.ed.gov, as an extract file. The extract file layout is available in the NSLDS Reference Material section on www.ifap.ed.gov.

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Annual Reasonability Yearly Backup (MBRG11) allows authorized GA Users to request backup detail to substantiate calculations for the Yearly Reasonability process. Certain fields provide the User with the option to request data in signed numeric or numeric format. Data will be sent to the SAIG mailbox, designated at www.fsawebenroll.ed.gov, as an extract file. The extract file layout is available in the NSLDS Reference Material section on www.ifap.ed.gov.

1. **GA Code** – this field will pre-populate with the GA Code associated with the NSLDS User ID.
2. **Signed Numeric** – this field designates if the data requested will be delivered in signed numeric or numeric format. “Y” indicates the data should be delivered in signed numeric format. “N” indicates the data should be delivered in numeric format.

Attachment E: Requesting Back-Up Detail Instructions

3. **Paid in Full Activity** – this field designates if the data requested should include the backup detail for Loans Paid-In-Full (AR-12). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered.
4. **Interim Loan Activity** - this field designates if the data requested should include the backup detail for Federal Stafford and Unsubsidized Stafford Interim Loans (AR-13). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered.
5. **Federal Default Fee** - this field designates if the data requested should include the backup detail for the Federal Default Fee (AR-19). “Y” indicates the data should be delivered. “N” indicates the data should not be delivered.
6. **Sort By** – this field will pre-populate with “GA Code”. This value cannot be changed.
7. **Output Medium** – this field will pre-populate with “SAIG”. This value cannot be changed.
8. **Fiscal Year** – this field designates which fiscal year data should be included in the backup detail. The dropdown box will allow the User to select the appropriate Fiscal Year (October 1 – September 30). Only one fiscal year may be chosen.
9. **Submit** – this field allows the User to submit the request to NSLDS. (Note: A confirmation web page will follow and must be submitted before the request is completed.)

Attachment E: Requesting Back-Up Detail Instructions

Monthly Reasonability Backup

START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report

Report List | Web Report List

Logged on as: ERIC HARDY from LOUISIANA OFFICE OF STUDENT FIN. ASST.

ID: MBRG17 Type: Extract
Name: MONTHLY REASONABILITY BACKUP

Report Parameters

GA CODE: 722

SIGNED NUMERIC (Y/N): Y (Y-SIGN NUMERIC, N-NEGATIVE SIGN)

REINSURANCE DEFAULTS NET: N (MR-1-A)

REINSUR EXEMPT/LENDER LAST RST: N (MR-1-B)

REINSURANCE DEATH/DISABILITY: N (MR-1-C)

REINSUR CLOSED SCH/FALSE CERT: N (MR-1-D)

REINSURANCE BANKRUPTCY: N (MR-1-E)

INSURANCE DEFUALTS: N (MR-1 Other)

PRINCIPAL GARN AND COLL: N (MR-12-A, MR-13-A, and MR-14-A)

INTEREST GARN AND COLL: N (MR-12-A, MR-13-A, and MR-14-A)

TRSRY OFFSET PYMT PRINCIPAL: N (MR-17, MR-4, and MR-19)

TRSRY OFFSET PYMT INTEREST: N (MR-17, MR-4, and MR-19)

Sort By: 1 GA CODE

Output Medium: SAIG

Please select a Beginning Calendar Month/Year and an Ending Calendar Month/Year

Beginning Calendar Month/Year	Ending Calendar Month/Year
May2008	May2008

Submit

REPORT DESCRIPTION: The Monthly Reasonability Backup (MBRG17) allows authorized GA Users to request backup detail to substantiate calculations for the Monthly Reasonability process. Users are allowed to request backup data for one or more months at the same time and choose specific line items. Users select beginning and ending months and year for the requested timeframe. Data will be sent to the User's SAIG mailbox in an extract file. The extract file layout is available in the NSLDS Reference Material section on www.ifap.ed.gov.

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Monthly Reasonability Backup (MBRG17) allows authorized GA Users to request backup detail to substantiate calculations for the Monthly Reasonability process. Users are allowed to request backup data for one or more months at the same time and choose specific line items. Users select beginning and ending months and year for the requested timeframe. Data will be sent to the User's SAIG mailbox in an extract file. The extract file layout is available in the NSLDS Reference Material section on www.ifap.ed.gov.

1. **GA Code** – this field will pre-populate with the GA Code associated with your NSLDS User ID. (Note: Data can only be sent to the TG Box associated with the User ID requesting the data.)
2. **Signed Numeric** – this field designates if the data requested will be delivered in signed numeric or numeric format. “Y” indicates the data should be delivered in

Attachment E: Requesting Back-Up Detail Instructions

signed numeric format. “N” indicates the data should be delivered in numeric format.

3. **Reinsurance Defaults Net** - this field designates if the data requested should include the backup detail for Defaults - Principal Amount (MR-1-A). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
4. **Reinsur Exempt/Lender Last Resort** - this field designates if the data requested should include the backup detail for Exempt/Lender-of-last-resort- Principal Amount (MR-1-B). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
5. **Reinsurance Death/Disability** - this field designates if the data requested should include the backup detail for Death/Disability - Principal Amount (MR-1-C). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
6. **Reinsur Closed Sch/False Cert** - this field designates if the data requested should include the backup detail for Closed School/False Certification - Principal Amount (MR-1-D). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
7. **Reinsurance Bankruptcy** - this field designates if the data requested should include the backup detail for Bankruptcy - Principal Amount (MR-1-E). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
8. **Insurance Defaults** - this field designates if the data requested should include the backup detail for Claims Paid (MR-1). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
9. **Principal Garn and Coll** - this field designates if the data requested should include the backup detail for Administrative Wage Garnishment Principal (MR-12-A plus MR-13-A plus MR-14-A). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
10. **Interest Garn and Coll** - this field designates if the data requested should include the backup detail for Administrative Wage Garnishment Interest (MR-12-A plus MR-13-A plus MR-14-A). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
11. **Trsry Offset Pymt Principal** - this field designates if the data requested should include the backup detail for Treasury Offset Principal (MR-17 minus MR-4 minus MR-19). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
12. **Trsry Offset Pymt Interest** - - this field designates if the data requested should include the backup detail for Treasury Offset Interest (MR-17 minus MR-4 minus MR-19). “Yes” indicates the data should be delivered. “No” indicates the data should not be delivered.
13. **Beginning Calendar Month/Year** - this field designates the beginning of the calendar month and year range which should be included in the backup detail. The dropdown box will allow the User to select the appropriate month and calendar year. (Note: This field designates the beginning of a range of time. The end of the range concludes with Ending Calendar Month/Year. If the user is only

Attachment E: Requesting Back-Up Detail Instructions

selecting one month and year, the same month and year should be entered in the Beginning and Ending Month/Year fields.)

14. **Ending Calendar Month/Year** - this field designates the ending of the calendar month and year range which should be included in the backup detail. The dropdown box will allow the User to select the appropriate month and calendar year. (Note: This field designates the ending of a range of time. The beginning of the range starts with Beginning Calendar Month/Year. If the user is only selecting one month and year, the same month and year should be entered in the Beginning and Ending Month/Year fields.)
15. **Sort By** – this field will pre-populate with “GA Code”. This value cannot be changed.
16. **Output Medium** – this field will pre-populate with “SAIG”. This value cannot be changed.
17. **Submit** – this field allows the User to submit the request to NSLDS. (Note: A confirmation web page will follow and must be submitted before the request is completed.)

Monthly Reasonability Federal Receivables Backup

The screenshot shows the NSLDS web interface for the 'Monthly Reasonability Federal Receivables Backup' report. The page header includes the NSLDS logo and the text 'START HERE GO FURTHER FEDERAL STUDENT AID' and 'National Student Loan Data System (NSLDS)'. A navigation menu contains 'Menu', 'Aid', 'Enroll', 'Org', and 'Report'. The user is logged in as 'ERIC HARDY from LOUISIANA OFFICE OF STUDENT FIN. ASST.'. The report ID is 'MBRG19' and the type is 'Extract'. The report name is 'FEDERAL RECEIVABLES BACKUP'. The report parameters are: GA CODE: 722, Signed Numeric (Y/N): N, Sort By: 1 GA CODE, and Output Medium: SAIG. The user is prompted to select a Beginning Calendar Month/Year and an Ending Calendar Month/Year, both set to 'May2008'. A 'Submit' button is visible. A report description box at the bottom states: 'REPORT DESCRIPTION: The Federal Receivables Backup (MBRG19) allows authorized GA Users to request backup detail to substantiate calculations for Federal Receivables which is part of the Monthly Reasonability process. Users are allowed to request backup data for one or more months at the same time. Data will be sent to the User's SAIG mailbox in an extract file. The extract file layout is available in the NSLDS Reference Material section on www.itfp.ed.gov.' The footer includes 'PRIVACY ACT OF 1974 (AS AMENDED)' and links for 'FOIA | Privacy | Security | Notices' and 'WhiteHouse.gov | USA.gov | ED.gov'.

Federal Receivables Backup (MBRG19) allows authorized GA Users to request backup detail to substantiate calculations for Federal Receivables which is part of the Monthly Reasonability process. Users are allowed to request backup data for one or more months at the same time. Data will be sent to the User's SAIG mailbox in an extract file. The

Attachment E: Requesting Back-Up Detail Instructions

extract file layout is available in the NSLDS Reference Material section on www.ifap.ed.gov.

1. **GA Code** – this field will pre-populate with the GA Code associated with your NSLDS User ID. (Note: Data will only be sent to the TG Box associated with the User ID requesting the data.)
2. **Signed Numeric** – this field designates if the data requested will be delivered in signed numeric or numeric format. “Y” indicates the data should be delivered in signed numeric format. “N” indicates the data should be delivered in numeric format.
3. **Sort By** – this field will pre-populate with “GA Code”. This value cannot be changed.
4. **Output Medium** – this field will pre-populate with “SAIG”. This value cannot be changed.
5. **Beginning Calendar Month/Year** - this field designates the beginning of the calendar month and year range which should be included in the backup detail. The dropdown box will allow the User to select the appropriate month and calendar year. (Note: This field designates the beginning of a range of time. The end of the range concludes with Ending Calendar Month/Year. If the user is only selecting one month and year, the same month and year should be entered in the Beginning and Ending Month/Year fields.)
6. **Ending Calendar Month/Year** - this field designates the ending of the calendar month and year range which should be included in the backup detail. The dropdown box will allow the User to select the appropriate month and calendar year. (Note: This field designates the ending of a range of time. The beginning of the range starts with Beginning Calendar Month/Year. If the user is only selecting one month and year, the same month and year should be entered in the Beginning and Ending Month/Year fields.)
7. **Submit** – this field allows the User to submit the request to NSLDS. (Note: A confirmation web page will follow and must be submitted before the request is completed.)