



# Direct Loan Reconciliation PASFAA October 12, 2010

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START HERE  
GO FURTHER  
FEDERAL STUDENT AID



# Reconciliation

- What is it?
- Three Parts
  - Communication
  - The meat
  - Program Year close out





# Reconciliation: What is it?

- First of all- what it is not!
  - The rumor mill
  - Burdensome
  - Something new to learn





# Fact or Fiction ?

- We are running about 99% reconciled each month – this shows that all the new schools that are coming are so far doing great!
- Prior year, 0708 and earlier are either 100% reconciled or have a few (<1%) schools unreconciled that have closed or have special issues
- 0809- 94% are officially closed and of the remaining schools, 33 have a \$0 balance
- 0910- 110 out of 3886 schools are already closed





# Reconciliation: What is it?

- What is it?
  - A Simple accounting of the funds you have drawn and disbursed
  - Very similar to what you do with your personal banking
  - Know where the money is





# Reconciliation: What is it?

- What is it?
  - Communication among school staff
    - Registrar, Business office, Financial Aid
  - The meat- drawing funds, reporting actual disbursements, making adjustments, monthly reconciliation
  - Program Year Close out
    - Cease sending records, drawing funds
    - Confirm zero balance



# Communication

- Involves 3 offices – Registrar, BO, FA
- What will you use to determine your funding needs and if those people are making satisfactory academic progress (SAP)?
- Tools and resources
  - Pending disbursement list
  - Action queue
  - FSA Handbook, Volume 4





# Pending Disbursement List

- Print one out of your software
- Use the pending disbursement list that COD provides (SAIG or Web)
  - (DRI = false) with a disbursement date up to 6 days before or 45 days after the report generation date
  - Fixed length or comma delimited
  - Comma delimited – import into excel, sort and total by date range



# Fixed Length - Format

## Sample Direct Loan Pending Disbursement List Mockup

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

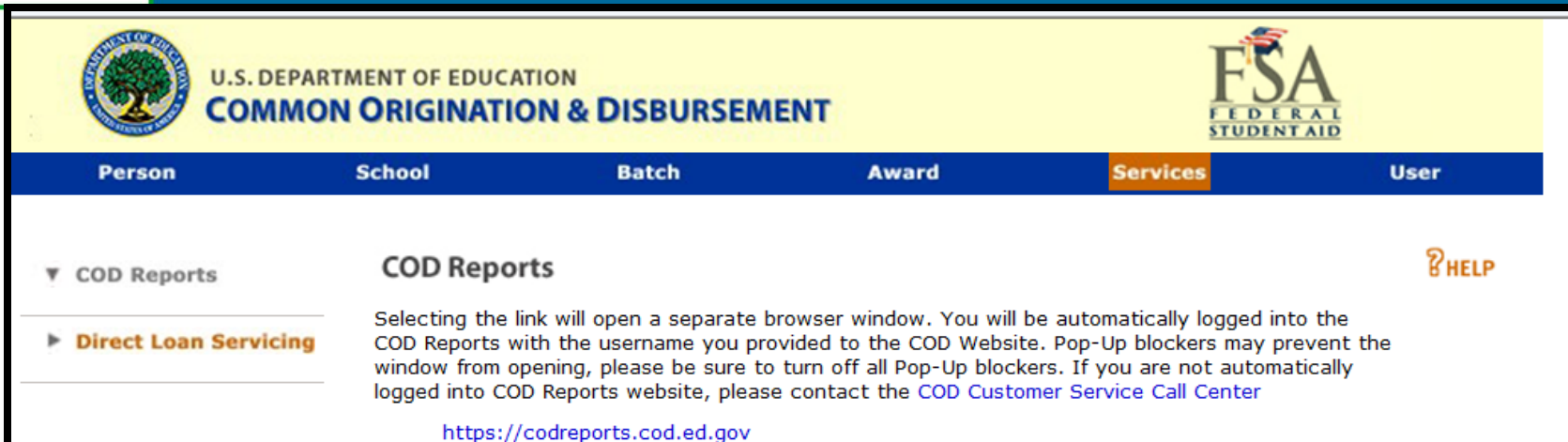
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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
	1/13/11	2		885.00	U	8.00	123456789U11G01000101	4.00	881.00
TOTAL NET AMOUNT:									881.00
Allison J Brown	9/23/10	2	111222333	2500.00	S	25.00	111222333S11G01000101	13.00	2488.00
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		90.00		34.00	2207.00
TOTAL NET AMOUNT:									4415.00
SCHOOL TOTAL NET AMOUNT:									16338.00



# Services/ COD reports



The screenshot shows the top section of the COD Reports website. At the top left is the U.S. Department of Education logo, followed by the text "U.S. DEPARTMENT OF EDUCATION" and "COMMON ORIGATION & DISBURSEMENT". To the right is the FSA Federal Student Aid logo. Below this is a navigation bar with tabs: "Person", "School", "Batch", "Award", "Services" (highlighted in orange), and "User". Under the "Services" tab, there is a "COD Reports" section with a "Direct Loan Servicing" link. A paragraph explains that clicking the link opens a separate browser window and provides instructions on pop-up blockers. A URL "https://codreports.cod.ed.gov" is listed below.

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGATION & DISBURSEMENT

FSA  
FEDERAL  
STUDENT AID

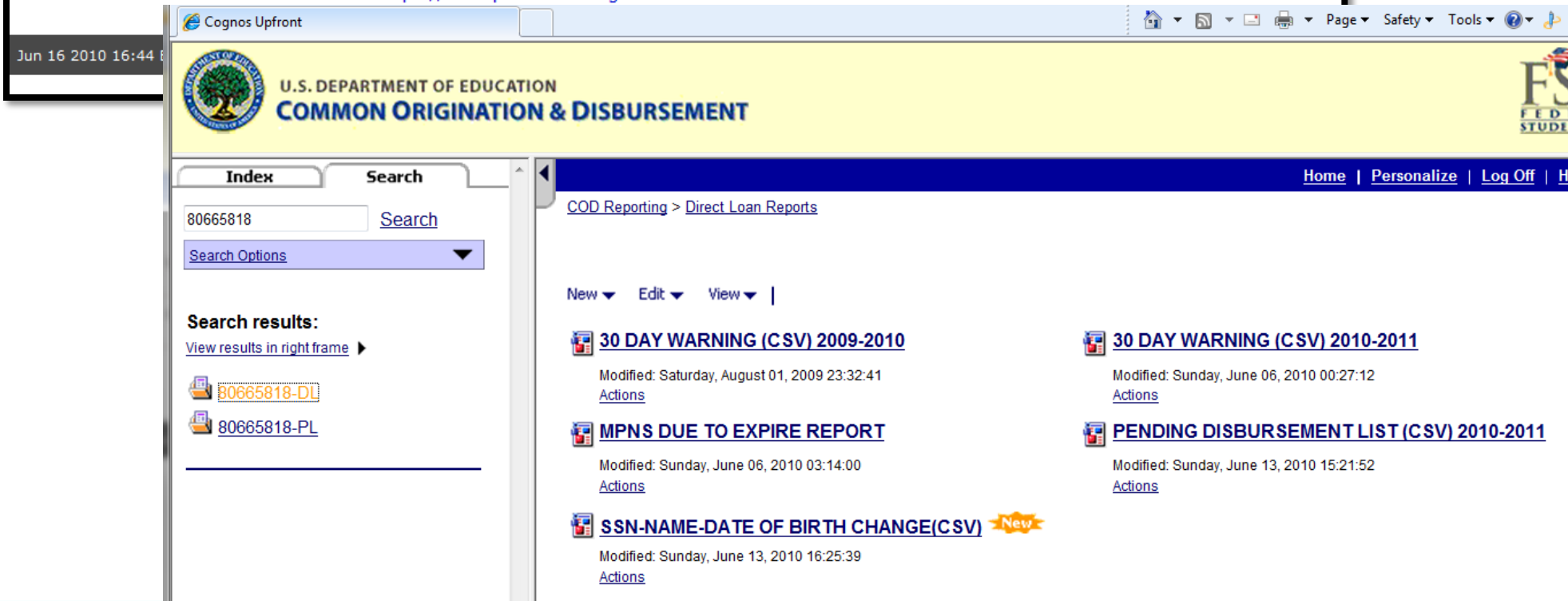
Person School Batch Award **Services** User

▼ COD Reports

► Direct Loan Servicing

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>



This screenshot shows the "COD Reporting > Direct Loan Reports" page. The browser window title is "Cognos Upfront" and the address bar shows "https://codreports.cod.ed.gov". The page has a header with the U.S. Department of Education logo and "COMMON ORIGATION & DISBURSEMENT". A navigation bar includes "Home", "Personalize", "Log Off", and "H". The main content area is divided into a left sidebar and a main panel. The sidebar has an "Index" tab and a "Search" section with a search box containing "80665818" and a "Search" button. Below the search box is a "Search Options" dropdown. The "Search results:" section shows two results: "80665818-DL" and "80665818-PL". The main panel has a breadcrumb "COD Reporting > Direct Loan Reports" and a "New" button. It lists four reports: "30 DAY WARNING (CSV) 2009-2010", "30 DAY WARNING (CSV) 2010-2011", "MPNS DUE TO EXPIRE REPORT", and "SSN-NAME-DATE OF BIRTH CHANGE(CSV)" (marked as "New"). Each report entry includes a "Modified" date and time, and an "Actions" link.

Cognos Upfront

Jun 16 2010 16:44

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGATION & DISBURSEMENT

Home | Personalize | Log Off | H

Index Search

80665818 Search

Search Options

Search results:  
View results in right frame ►

80665818-DL

80665818-PL

COD Reporting > Direct Loan Reports

New Edit View

30 DAY WARNING (CSV) 2009-2010  
Modified: Saturday, August 01, 2009 23:32:41  
Actions

30 DAY WARNING (CSV) 2010-2011  
Modified: Sunday, June 06, 2010 00:27:12  
Actions

MPNS DUE TO EXPIRE REPORT  
Modified: Sunday, June 06, 2010 03:14:00  
Actions

SSN-NAME-DATE OF BIRTH CHANGE(CSV) **New**  
Modified: Sunday, June 13, 2010 16:25:39  
Actions

PENDING DISBURSEMENT LIST (CSV) 2010-2011  
Modified: Sunday, June 13, 2010 15:21:52  
Actions




# Comma delimited version


A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
School Name	Address Line 1	Address Line 2	City	State	ZIP Code	School ID	First + Mid Init + Last Name	Social Security Number	Sub-program	Loan ID	Disbursement Date	Disbursement Number	Disbursement Amount	Fee Amount	Rebate Amount	Net Amount	Reporting Period
									S		5/10/2010	2	2833	42	28	2819	2010-05-14 -
									S		5/10/2010	3	2834	42	28	2820	2010-05-14 -
									S		5/10/2010	2	290	4	3	289	2010-05-14 -
									S		5/10/2010	3	290	4	3	289	2010-05-14 -
									S		5/10/2010	2	166	2	2	166	2010-05-14 -
									S		5/10/2010	3	167	2	2	167	2010-05-14 -
									P		5/10/2010	2	509	20	8	497	2010-05-14 -
									P		5/10/2010	3	510	20	8	498	2010-05-14 -
									S		5/11/2010	2	2241	33	22	2230	2010-05-14 -
									S		5/11/2010	3	2242	33	22	2231	2010-05-14 -
									U		5/11/2010	2	518	7	5	516	2010-05-14 -
									U		5/11/2010	3	518	7	5	516	2010-05-14 -
									U		5/11/2010	2	1441	21	14	1434	2010-05-14 -
									U		5/11/2010	3	1441	21	14	1434	2010-05-14 -
									U		5/11/2010	2	133	1	1	133	2010-05-14 -
									U		5/11/2010	3	134	2	2	134	2010-05-14 -
									U		5/11/2010	2	198	2	2	198	2010-05-14 -
									U		5/11/2010	3	199	2	2	199	2010-05-14 -
									U		5/11/2010	2	468	7	5	466	2010-05-14 -
									U		5/11/2010	3	468	7	5	466	2010-05-14 -
									U		5/11/2010	2	647	9	6	644	2010-05-14 -
									P		5/11/2010	2	4257	170	64	4151	2010-05-14 -
									P		5/11/2010	3	4258	170	64	4152	2010-05-14 -
									P		5/11/2010	2	409	16	6	399	2010-05-14 -
									P		5/11/2010	3	410	16	6	400	2010-05-14 -
									S		5/11/2010	2	1833	27	18	1824	2010-05-14 -
									S		5/11/2010	2	66	0	0	66	2010-05-14 -
									S		5/11/2010	3	67	1	1	67	2010-05-14 -
									U		5/11/2010	1	1400	21	14	1393	2010-05-14 -
									U		5/11/2010	2	1400	21	14	1393	2010-05-14 -
									U		5/11/2010	3	1400	21	14	1393	2010-05-14 -
																25839	
									U		5/12/2010	1	1000	15	10	995	2010-05-14 -
									U		5/12/2010	2	1000	15	10	995	2010-05-14 -
									U		5/12/2010	3	1000	15	10	995	2010-05-14 -



# Action Queue/Pending Disbursements



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



PersonSchoolBatchAwardServicesUser

▶ Batch Search

▼ Action Queue

▶ Grant Data Requests

▶ PLUS App Rsp Request

## Action Queue Search

Use this screen to search the Action Queue.

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

Entity ID Type

COD

Entity ID

80665818

Award Year

'10-'11

Disb. Start Date

June

15

2010

Disb. End Date

June

17

2010

Disbursement Status

All

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

Note: Batch ID will search only by Review status.

Batch ID

SEARCH

Jun 16 2010 16:52 EDT

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# Action Queue



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



Person School **Batch** Award Services User

► Batch Search

## Action Queue List

? HELP

▼ Action Queue

► Grant Data Requests

► PLUS App Rsp Request

School UNIVERSITY OF CALIFORNIA, Disb. Start Date 06/15/2010 Disb. End Date 06/17/2010

Filter by Status All

Filter by Program Type All







Filter by SSN

Filter by Last Name

FILTER

RESET

Records 1 to 100 of 197

Select	Name	SSN	Prog.	Award Year	Disb. No.	Seq. No.	Disb. Amt.	Disb. Date	Status
<input type="checkbox"/>	 RO		DLPLUS	'10-'11	1	01	\$6,532.00	06/15/2010	Pending
<input type="checkbox"/>	 E		DLPLUS	'10-'11	1	01	\$4,281.00	06/15/2010	Pending
<input type="checkbox"/>	 KAI		DLPLUS	'10-'11	1	01	\$6,648.00	06/15/2010	Pending
<input type="checkbox"/>	 DEI		DLPLUS	'10-'11	1	01	\$11,864.00	06/15/2010	Pending
<input type="checkbox"/>	 TO		DLPLUS	'10-'11	1	01	\$4,388.00	06/15/2010	Pending
<input type="checkbox"/>	 CM		DLPLUS	'10-'11	1	01	\$2,810.00	06/15/2010	Pending





# Action Queue, continued

<input type="checkbox"/>			DLUNSUB	'10-'11	1	01	\$796.00	06/15/2010	Pending
<input type="checkbox"/>			DLUNSUB	'10-'11	1	01	\$1,203.00	06/15/2010	Pending
<input type="checkbox"/>		SA	DLUNSUB	'10-'11	1	01	\$4,478.00	06/15/2010	Pending
<input type="checkbox"/>			DLUNSUB	'10-'11	1	01	\$1,294.00	06/15/2010	Pending
<input type="checkbox"/>			DLUNSUB	'10-'11	1	01	\$2,588.00	06/15/2010	Pending
<input type="checkbox"/>		PA	DLUNSUB	'10-'11	1	01	\$1,203.00	06/15/2010	Pending
<input type="checkbox"/>			DLUNSUB	'10-'11	1	01	\$3,980.00	06/15/2010	Pending
<input type="checkbox"/>			DLUNSUB	'10-'11	1	01	\$1,203.00	06/15/2010	Pending
<input type="checkbox"/>		C	DLUNSUB	'10-'11	1	01	\$3,275.00	06/15/2010	Pending

Records 1 to 100 of 197

**Total Disb. Amount:** \$245,276.00

1 | 2 [Next](#)

[Select All](#)

[Clear All](#)

**PROCESS SELECTED DISBURSEMENTS**

6 2010 16:53 EDT

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# FSA Handbook, Volume 4

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# The meat- ie the core of recon

- Drawing funds
- Reporting disbursements
- Adjustments
- SAS
- Direct Loan tools
- School monitoring
- Other tools and resources



# Request funds via G5

The screenshot shows the G5 system interface. At the top, there's a header with the G5 logo and the tagline 'Empowering the grant community.' Below this is a navigation bar with links: Log Out, Home, Payments, User Management, My Profile, Reports, and Help. A dropdown menu is open under the 'Payments' link, showing options: Create Payments, Modify/Cancel Payments, Inquire Payments, Create Payments - Loan (highlighted in orange), Modify/Cancel Payments - Loan, and Inquire Payments - Loan. Below the dropdown, there's a section titled 'Enter Payments' with a sub-header 'Create payments using the form below. An \* indicates a required field.' Below this is a table of awards. The table has columns: Award No., Payment Amount (\$), Deposit Date (MM/DD/YYYY), Recipient Reference, Available Balance, Net Authorization, Last Day to Draw, Bank Account, and Flag. There are three rows of awards. The first row is P268K081111 with a payment amount of \$0.00. The second row is P268K091111 with a payment amount of \$168,360,473.00. The third row is P268K101111 with a payment amount of \$251,097,016.00. To the left of the second and third rows, there are red arrows pointing to the award numbers, with the text '0809' and '0910' respectively. Below the table, there's a 'Comments and File Upload' section.

Log Out Home Payments User Management My Profile Reports Help

Create Payment Request - Loan

Payments Summary Conf

Create Payments

Modify/Cancel Payments

Inquire Payments

Create Payments - Loan

Modify/Cancel Payments - Loan

Inquire Payments - Loan

Enter Payments

Create payments using the form below. An \* indicates a required field.

Total: 3 Page 1 of 1 Awards/Page: Show All Awards

Award No.	Payment Amount (\$)	Deposit Date (MM/DD/YYYY)	Recipient Reference	Available Balance	Net Authorization	Last Day to Draw	Bank Account	Flag
P268K081111		09/28/2009	Direct Loan 0708 8/1	\$0.00	\$9,567,163.00	12/31/2012	*****	
P268K091111		09/28/2009	Direct Loan 0809	\$168,360,473.00	\$648,582,205.00	12/31/2013	*****	
P268K101111		09/28/2009	Direct Loan 200910	\$251,097,016.00	\$489,897,016.00	12/31/2014	*****	

Total: 3 Page 1 of 1 Awards/Page: Show All Awards

Comments and File Upload





# Drawing Direct Loan Funds

- Advance Funding method
  - Request, Credit, Report
  - Credit, Report, Request
  - Report, Request, Credit
- Report actual disbursements up to 7 days in advance
- Must report actual disbursements within 30 days of disbursement date






# Reporting Disbursements


- Anticipated vs Actual
- Watch your rejects
  - Rejected disbursements = unsubstantiated funds
- Use your software import edit report or
- Review your batches on COD



# Batch Searches



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



PersonSchoolBatchAwardServicesUser

▼ Batch Search

► Action Queue

► Grant Data Requests

► PLUS App Rsp Request

## Batch Search

?

HELP

Use this screen to search for existing Batches to modify.

Batches that were submitted and processed prior to July 1, 2007 may have been archived and will no longer be available to view.

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

Entity ID Type

COD

Entity ID

Batch Type

All

Award Year

All

Start Date

February

1

2010

End Date

April

1

2010

Status

All

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

Document ID

To search for all records for a particular Person, enter their SSN and Award Year. To filter the list by status, enter the status:

SSN

Status

All

Award Year

'10-'11

SEARCH

Apr 01 2010 05:55 EDTHomePrivacy ActLinksContact UsToday's UpdateHelpGlossaryLog Off

Up to 60 day  
date range





# Batch Search- Date Range Results

Batch Type  Award Year


Records 1 to 100 of 1318

Document ID	Record Type	Doc Type	Date Received	Date Response Sent	Status	Students Accepted	Rejected	Warning
2010-06-16T22:33:04.9751686954	DL	RS	06/16/2010	06/16/2010	Accepted	37	37	0 N
2010-06-16T22:03:06.4551686954	DL	RS	06/16/2010	06/16/2010	Accepted	75	74	1 N
2010-06-16T21:33:04.4251686954	DL	RS	06/16/2010	06/16/2010	Accepted	63	63	0 N
2010-06-16T21:03:04.4751686954	DL	RS	06/16/2010	06/16/2010	Accepted	55	55	0 N
2010-06-16T19:09:11.5200000002	DL	PN	06/16/2010	06/17/2010	Accepted	2	2	0 N
2010-06-16T19:08:17.7800000004	DL	PN	06/16/2010	06/17/2010	Accepted	25	25	0 N
2010-06-16T19:08:17.5200000003	DL	PN	06/16/2010	06/17/2010	Accepted	11	11	0 N
2010-06-16T19:07:36.5600000002	DL	PN	06/16/2010	06/17/2010	Accepted	19	19	0 N
2010-06-16T19:07:36.3600000001	DL	PN	06/16/2010	06/17/2010	Accepted	2	2	0 N
2010-06-16T19:07:22.3600000001	DL	PN	06/16/2010	06/17/2010	Accepted	49	49	0 N
2010-06-16T19:07:21.9200000002	DL	EC	06/16/2010	06/17/2010	Accepted	1	1	0 N
2010-06-16T19:07:21.1900000001	DL	PN	06/16/2010	06/17/2010	Accepted	22	22	0 N
2010-06-16T19:06:13.9200000001	DL	SP	06/16/2010	06/17/2010	Accepted	1	1	0 N
2010-06-16T19:06:12.8100000004	DL	PN	06/16/2010	06/17/2010	Accepted	55	55	0 N
2010-06-16T19:06:12.4000000003	DL	PN	06/16/2010	06/17/2010	Accepted	16	16	0 N
2010-06-16T19:05:34.2600000001	DL	SP	06/16/2010	06/17/2010	Accepted	21	21	0 N
2010-06-16T19:05:07.3000000001	DL	PN	06/16/2010	06/17/2010	Accepted	807	807	0 N
2010-06-16T19:05:06.8100000001	DL	EC	06/16/2010	06/17/2010	Accepted	5	5	0 N
2010-06-16T19:05:05.6300000001	DL	PN	06/16/2010	06/17/2010	Accepted	40	40	0 N
2010-06-16T19:05:04.4300000001	DL	PN	06/16/2010	06/17/2010	Accepted	35	35	0 N
2010-06-16T19:05:03.5700000002	DL	PN	06/16/2010	06/17/2010	Accepted	15	15	0 N
2010-06-16T19:01:08.7400000004	DL	PN	06/16/2010	06/17/2010	Accepted	8	8	0 N
2010-06-16T19:01:08.4700000003	DL	PN	06/16/2010	06/17/2010	Accepted	8	8	0 N
2010-06-16T18:33:17.5251686954	DL	RS	06/16/2010	06/16/2010	Accepted	60	60	0 N
2010-06-16T18:03:05.0051686954	DL	RS	06/16/2010	06/16/2010	Accepted	114	114	0 N
2010-06-16T17:33:04.9351686954	DL	RS	06/16/2010	06/16/2010	Accepted	98	98	0 N
2010-06-16T17:03:05.3851686954	DL	RS	06/16/2010	06/16/2010	Accepted	61	60	1 N






# Batch Detail



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



PersonSchoolBatchAwardServicesUserProgram

▶ Batch Search

▶ Action Queue

▶ Grant Data Requests

▶ PLUS App Rsp Request

Batch Detail Information

?

HELP

School	Entity ID	Date Received	Date Response Sent	Award Year
	0	06/14/2010	06/14/2010	All

To print the below records, select the Print Batch link on the bottom of the page. The records will print a maximum of 1,000 at a time.

Program: All

School Reported Data

Document ID	Status	Total Students
2010-06-14T16:04:30.6599874640	Accepted	172
<b>Total Number of Awards</b>	<b>Award Amount</b>	
216	\$499,171.00	
<b>Total Number of Disbursements</b>	<b>Disbursement Amount</b>	
431	\$497,834.00	

Batch Statistics

Total Number of Awards Accepted	Award Amount Accepted	Total Students
188	\$427,235.00	172
<b>Total Number of Awards Rejected</b>	<b>Award Amount Rejected</b>	
26	\$71,936.00	
<b>Total Number of Awards Accepted with Corrections</b>	<b>Award Amount Accepted with Corrections</b>	
0	\$0.00	
<b>Total Number of Duplicate Awards</b>	<b>Amount of Duplicate Awards</b>	
0	\$0.00	
<b>Total Number of Awards</b>	<b>Award Amount Accepted with</b>	

Done

Internet | Protected Mo





# Filter Batch by Rejects

Total Number of Awards Accepted with Warnings	Award Amount Accepted with Warnings
2	\$0.00
Total Number of Disbursements Accepted	Disbursement Amount Accepted
235	\$267,834.00
Total Number of Disbursements Rejected	Disbursement Amount Rejected
52	\$71,936.00
Total Number of Disbursements Accepted with Corrections	Disbursement Amount Accepted with Corrections
0	\$0.00
Total Number of Duplicate Disbursements	Amount of Duplicate Disbursements
0	\$0.00
Total Number of Disbursements Accepted with Warnings	Disbursement Amount Accepted with Warnings
144	\$158,064.00
Total Financial Award Accepted	Total Financial Disbursement Accepted
\$427,235.00	\$425,898.00
Total Funded Disbursement Accepted	Total Non Funded Disbursement Accepted
\$1,338.00	\$424,560.00

Enter filter criteria here to narrow down your search.

SSN:  Status:

Award Type:

Award Year	Name	Award Type	Award No	Disb No
	Accepted with corrections			
	Duplicate			
'09-'10	- Accepted	DLS	001 - Rejected	01 - Rejected
'09-'10	- Accepted	DLS	001 - Rejected	02 - Rejected
'09-'10	- Accepted	DLS	001 - Rejected	01 - Rejected
'09-'10	- Accepted	DLS	001 - Rejected	02 - Rejected
'09-'10	- Accepted	DLU	001 - Rejected	01 - Rejected
'09-'10	- Accepted	DLU	001 - Rejected	02 - Rejected
'09-'10	- Accepted	DLS	001 - Rejected	01 - Rejected
'09-'10	- Accepted	DLS	001 - Rejected	02 - Rejected





# Record Reject



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**

**FSA**  
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PersonSchoolBatchAwardServicesUserProgram

▶ Batch Search

▼ Batch Information  
Detail

▶ Action Queue

▶ Grant Data Requests

Return to: [Batch List](#)

Record Errors [? HELP](#)

Document ID	Entity Id	Award Year	Person
2009-06-26T13:06:07.1604304838		'09-'10	
Disbursement 1 Error			
Field	DisbursementDate		
Edit number	144		
Description	DISBURSEMENT DATES DO NOT MATCH ORIGATION FEE PERCENT AND/OR INTEREST REBATE PERCENT ON FILE		
Edit status	Rejected		
Field value	12/26/2009		
<a href="#">VIEW RECORD</a>		<a href="#">VIEW RESPONSE</a>	



## COD technical reference

No.	Edit Type	Block	Message	Condition	Award Types Affected	How to Fix Record
056	C/R	Disbursement	Sequence Number Not In Sequential Order	<p><b>For actual disbursements (DRI=true):</b></p> <ul style="list-style-type: none"> <li>Disbursement Sequence numbers associated with a specific Disbursement Number must be processed in incremental, sequential order. (i.e. 01, 02, 03,...)</li> <li>School reported a disbursement sequence number other than '01' on a disbursement that is not yet accepted.</li> <li>Sequence Number on accepted disbursement is not one higher than the last previously accepted transaction for this disbursement number.</li> </ul> <p><b>For Pell anticipated disbursements (DRI=false):</b> If a sequence number other than "01" is submitted, COD will correct the sequence number to "01" and record will be accepted with correction.</p> <p><b>NOTE:</b> This will be a reject edit for ACG and National SMART Grant.</p>	Pell ACG National SMART Grant TEACH Grant Direct Loan Perkins	Review disbursement transactions and disbursement sequence numbers for this disbursement and resubmit all transactions not yet accepted by COD in the proper order.
057	R	Disbursement	A change/adjustment to a Disbursement Date and Disbursement Amount were submitted on the same transaction. Adjustment to Disbursement Amount has been rejected.	<p>A change to Disbursement Date and an adjustment to a Disbursement Amount were made at the same time, i.e. in the same transaction with the same Sequence Number for the same Disbursement Number, after a Disbursement has been funded.</p> <p>This edit applies to Disbursement Release Indicator = True only</p>	TEACH Grant Direct Loan	<p>The change to the Disbursement Date is accepted but the change to the disbursement amount is rejected.</p> <p>Resubmit the adjustment to the Disbursement Amount with a new Sequence Number.</p>
058	R	Disbursement	Duplicate Disbursement Information On File	The reported Disbursement Number, Sequence Number, and Disbursement Release Indicator equal to True are already on file with COD.	Pell ACG National SMART Grant TEACH Grant Direct Loan Perkins	<p>No action is required.</p> <p>If you are attempting to make a change, resubmit with a higher sequence number.</p>
059	W	Disbursement	Duplicate Adjustment Information on File	The Disbursement Number, Disbursement Amount(s) Disbursement Date, and Disbursement Release Indicator equal to True or False are already on file with COD for this Disbursement Adjustment.	Pell ACG National SMART Grant TEACH Grant Direct Loan Perkins	<p>No action required.</p> <p>Review the field you are attempting to change and resubmit</p>
060	R	Disbursement	Insufficient Number of Disbursements Based on School Type	<p>Disbursement Amount equals the Total Net Loan Amount and the school does not meet special condition status.</p> <p>Special condition status includes:</p> <p>Schools with a cohort default rate of &lt;5% for the most recent year for which we have data may make a single disbursement on loans used for study abroad programs.</p> <p>Schools with a cohort default rate of &lt;10% for the most recent three years for which we have data may make a single disbursement on single term loans.</p> <p>A minimum of two disbursements is required for all other schools.</p>	Direct Loan	<p>Since your school does not meet the cohort default rate requirements to make a single disbursement, you must disburse a loan in two or more disbursements and the disbursement amount (net disbursement) cannot equal the total net loan amount.</p> <p>Update the disbursement amount for this record and resubmit.</p> <p>If you believe your school does meet the cohort default rate requirements, call your Customer Service Representative.</p>

April 2010

2010-2011 COD Technical Reference  
Volume II – Common Record Technical Reference

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Unknown





# Adjustments or corrections

- Inactivating a loan
  - Reduce to zero
- Changes needed to fees
- Increasing loan amount approved
- Decreasing loan amount
- Adjustments to a specific disbursement
  - Date adjustments
  - Disbursement amount adjustments
- Refunds = no cents = rounding rules



# COD tech ref- Implementation Guide

## Direct Loan Award and Disbursement Process

### Inactivating a Direct Loan

To inactivate a Direct Loan, update the Award Amount to \$0 and reduce actual disbursements to \$0.

#### Business Rules

1. The Award Amount and actual disbursements must be reduced to \$0 to inactivate a loan.
2. All activity can be generated and submitted in the same Common Record.
3. If the Award Amount is reduced to \$0 and the sum of the actual disbursements is equal to \$0, the COD System automatically reduces all anticipated disbursements to \$0 to allow loan inactivation. Warning edit 119 is returned in the Response document to inform schools that all anticipated disbursements for the award have been reduced to \$0. *Please see Example 1.*
4. A funded loan may be inactivated for a number of reasons. Examples include: A borrower returns all of the disbursed funds to the school within 120 calendar days of disbursement, or the school returns the money to comply with Federal Regulations. Gross, fees, interest and rebate are adjusted accordingly.
5. Schools must always return funds to COD via G5 or check.

#### Example 1

The award amount changes from \$6000 to \$0 on an award with no actual disbursements on file. The COD System reduces all anticipated disbursements to zero and inactivates the loan.

Disbursement Number	Previous Anticipated Disbursement Amount	New Anticipated Disbursement Amount
1	\$2000	\$0
2	\$2000	\$0
3	\$2000	\$0



# School Account Statement (SAS)

- Generated by COD on 1<sup>st</sup> weekend of the month
- Contains data through the end of the previous month.
- Separate SAS for each open award year






# School Account Statement (SAS)

- Four Primary SAS Components
  - Cash Summary
  - Disbursement Summary by Loan Type
  - Cash Detail
  - Loan Detail (Loan or Disbursement Activity Level)
- Different Report Options
  - Format (fixed length or comma delimited)
  - Content






# SAS Options Screen



U.S. DEPARTMENT OF EDUCATION  
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PersonSchoolBatchAwardServicesUser

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/Extended Processing
- Correspondence
- Report Selection

SAS Options

Euclid University

ProgramDIRECT LOANAward Year'09-'10

SAS Options

Report FormatFixed Length

Include Names of BorrowersNo

Report Activity TypeBoth

- Monthly
- Year-to-Date
- 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 TypeYes

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

START HERE  
GO FURTHER  
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# Schools Account Statement

Report Date: 05/04/2010 U.S. Department of Education Page 1  
Report Time: 09:53:20 Direct Loan Tools - 2009-2010  
SAS Year-To-Date 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:		\$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





# Cash Detail

Report Date: 02/01/2010 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 12:01:01 DIRECT LOAN TOOLS - 2009-2010  
SAS Cash Detail

Sort by: Trans Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

Date Range: 01/01/2010 to 01/31/2010

Trans Type: All

School Code: G99999

End Date: 01/31/2010

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
-----	-----	-----	-----	-----
Receipt	01/02/2010	\$3,126	01/05/2010	111111111111
Receipt	01/03/2010	\$5,881	01/10/2010	111111111112
Receipt	01/04/2010	\$9,217	01/11/2010	111111111113
Receipt	01/05/2010	\$112	01/12/2010	111111111114
Receipt	01/06/2010	\$378	01/13/2010	111111111115
Receipt	01/07/2010	\$1,247	01/14/2010	111111111116
Receipt	01/08/2010	\$4,084	01/15/2010	111111111117
Receipt	01/09/2010	\$3,350	01/17/2010	111111111118
Receipt	01/10/2010	\$1,797	01/18/2010	111111111119
Receipt	01/11/2010	\$954	01/19/2010	111111111110
Refund	01/02/2010	\$3,126	01/20/2010	111111111111
Refund	01/03/2010	\$5,881	01/21/2010	111111111112
Refund	01/05/2010	\$9,217	01/22/2010	111111111113
Refund	01/06/2010	\$112	01/23/2010	111111111114
Refund	01/07/2010	\$378	01/24/2010	111111111115
Refund	01/08/2010	\$1,247	01/25/2010	111111111116
Refund	01/09/2010	\$4,084	01/26/2010	111111111117
Refund	01/11/2010	\$3,350	01/27/2010	111111111118
Refund	01/12/2010	\$954	01/28/2010	111111111119
Refund	01/14/2010	\$1,797	01/29/2010	111111111121



START HERE  
GO FURTHER  
FEDERAL STUDENT AID



# Loan and Disbursement Detail

Report Date: 05/04/2010  
Report Time: 10:04:21

U.S. Department of Education  
Direct Loan Tools - 2009-2010  
SAS Loan and Disbursement Detail

Page 1

Sort By: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

School Code:

Booked Status: Unbooked

End Date: 04/30/2010

Student's Name

PLUS Borrower's Name  
Loan ID

Record  
Type

Gross  
Amount

Fee  
Amount

Int Rebate  
Amount

Net  
Amount

Disb #

Seq #

Type

Disb Date

Gross Amount

Net amount

York, Charlotte

222334444S10G09009001

Unbooked

\$350

\$10

\$5

\$345

1

1 D

05/05/2010

\$350

\$345

222334444U10G09009001

Unbooked

\$1,306

\$39

\$20

\$1,287

1

1 D

05/05/2010

\$1,306

\$1,287

Hobbs, Miranda

333445555S10G09009001

Unbooked

\$1,656

\$49

\$25

\$1,632

1

1 D

05/05/2010

\$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



START HERE  
GO FURTHER  
FEDERAL STUDENT AID




# Direct Loan Tools

- Software downloaded from [www.fsadownload.ed.gov](http://www.fsadownload.ed.gov)
- New version released each year late June (3 years at a time)
- Read the SAS, compare to your school's data



# Direct Loan Tools



U.S. DEPARTMENT OF EDUCATION  
**FSA DOWNLOAD - SOFTWARE & MANUALS**

Skip navigation link

Search:

Go

[Information for Financial Aid Professionals](#) | [Help Center](#) | [Feedback](#) | [Privacy](#) | [About Us](#)

**Site Navigation**

[Home](#)

[Site Map](#)

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[Privacy Act](#)

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**Related Services**

[FSA Enrollment](#) (SAIG Mailbox)

[Subscribe](#) to the [FSATECH Listserv](#) to join our on-line discussion of systems issues.

**Other Web Sites for FSA Student Data**


[FAA Access to CPS Online](#)

[E-Campus Based/FISAP](#)

[COD](#) (separate enrollment required)

[NSLDS for FAAs](#) (separate enrollment required)

[Other Dept. of ED Links](#)



## Student Aid Internet Gateway Software and Documentation


### [Direct Loan Tools Release 9.0](#)

**Description:** Direct Loan (DL) Tools for Windows, Release 9.0 is a multi-year Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Compare the School Account Statement (SAS) to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS to the DL Tools Cash database.
- Print the SAS in a readable format.
- Track Cash Receipts (drawdowns) and Refunds of Cash
- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.
- Run the Disbursement Measurement Tool Report to help monitor Direct Loan records in your EDEExpress database.

DL Tools processes data for multiple program years. Release 9.0 contains functionality for the 2007-2008, 2008-2009, and 2009-2010 cycles.

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDEExpress for Windows databases. However, non-EDEExpress users can export data from a rebuilt EDEExpress database to recreate non-EDEExpress loans or databases.



### [EDconnect](#)

**Description:** EDconnect is a Windows-based software that assists users with sending, receiving, and managing their Federal student aid information electronically. Users collect data on their personal computer (PC) or computer system and transmit the collected data in batches over the Student Aid Internet Gateway (SAIG). The appropriate Title IV Application System receives the data, processes the data, performs any required database cross-referencing, and returns the processed data to the user's SAIG mailbox. The entire processing cycle for routine application data within the SAIG system

Internet | Protected Mode: On

125%



# COD Technical Reference- Vol 4

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Unknown Zone | Protected Mode: On





# Other Tools and Resources

- COD Customer Service
  - Customer Service Representative
  - Weekly monitoring e-mails
  - Reconciliation Team
  - 800.848.0978 or
  - [codsupport@acs-inc.com](mailto:codsupport@acs-inc.com)
- COD web screens and reports





# School Monitoring Email



## 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].

### Unsubstantiated Cash

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





# School Monitoring Continued

## Unsubstantiated Cash

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 review your school's cash balances on the COD Web site or the G5 Web site.

**Issue:** The COD System reflects that your school has received cash for one or more Title IV Programs; however, to date, we have not received a sufficient number of student actual disbursement records to substantiate these amounts. We call this unsubstantiated cash.

**Action:** To prevent delays in receiving additional cash, resolve your school's unsubstantiated cash by submitting disbursement records to the COD System or returning cash to the Department of Education.

**Regulatory References:** Pell Grant, 34 CFR 690.83; ACG and National SMART Grant, 34 CFR 691.83; TEACH Grant, 34 CFR 686.37; Direct Loan, 34 CFR 685.301(e); all programs, 34 CFR 668.166.

**Net Draws - Net Accepted and Posted Disbursements (NAPD) = Unsubstantiated Funds**



Direct Loan Unsubstantiated Cash	Net Draws	NAPD	Unsubstantiated Funds
2005-2006			
2006-2007			
2007-2008			
2008-2009			





# School Monitoring Continued

## 30-Day Disbursement Reporting

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.)

Issue: COD System records reflect awards with funded disbursements that were not accepted within 30 days of the disbursement date. The summary below provides information accepted by the COD System within the past week where one or more funded disbursements were accepted more than 30 days after the actual disbursement date.

Action: Review the 30-day disbursement reporting requirements and make adjustments to your reporting processes for future disbursements.


Regulatory References: Pell Grant, 34 CFR 690.83; ACG and National SMART Grant, 34 CFR 691.83; TEACH Grant, 34 CFR 686.37; Direct Loan, 34 CFR 685.301(e).

Program	Disbursements Accepted	Disbursements Accepted > 30 Days	Percentage of Disbursements > 30 Days	Net Amount Accepted	Net Amount Accepted > 30 Days After Disbursement
Pell Grant					
ACG					
National SMART Grant					
TEACH Grant					
Direct Loan					





# Cod web screens- cash activity



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



PersonSchoolBatchAwardServicesUser

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/Extended

Processing

Correspondence

Report Selection

Cash Activity

?

HELP

Program/Year Selection

ProgramDIRECT LOANAward Year'09-'10Printer Friendly

Cash Activity Summary

Net Draws\$83,200,463.00

Cash > Accepted & Posted Disbursements & older than 30 days\$398,271.00


	Totals	06/10/2010	06/03/2010
Date of Transaction		11:43:25 AM	4:13:14 PM
Time		06/10/2010	06/03/2010
GAPS Debit Date			
Drawdowns/Payments	\$84,467,297.00	\$5,967.00	\$17,956.00
Drawdown Adjustments	\$0.00		
Refunds of Cash	(\$1,266,834.00)		
Returns of Cash	\$0.00		
Drawdown Offsets	\$0.00		
Days Since Net Draws Increase		7	14
Days Left For On-time Reporting		023	016
Payment Control Number		2010060995577	20100602804
Accepted & Posted Disbursements Applied	\$82,672,858.00	\$0.00	\$0.00
% of Accepted & Posted Disb. Applied to Net Draws	99.4%		
Cash > Accepted & Posted Disbursements	\$527,605.00		
% of Cash > Accepted & Posted Disbursements	0.63%		
Source System		GAPS	GAPS

Amounts in parentheses decrease net draws






# Cod web screens- summary financial



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIGATION & DISBURSEMENT**



PersonSchoolBatchAwardServicesUser

School Search

School Information

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- Deadline/Extended
- Processing
- Correspondence
- Report Selection

School Summary Financial Information

Summary Financial Information

ProgramDIRECT LOANAward Year'09-'10

Entity ID		94288157
Beginning Cash Balance		\$0.00
Cash Receipts	\$84,467,297.00	
Refunds of Cash	(\$1,266,834.00)	
Net Drawdowns/Payments		\$83,200,463.00
Booked Disbursements	\$84,100,938.00	
Booked Adjustments	(\$1,428,080.00)	
Total Net Booked Disbursements		\$82,672,858.00
Ending Cash Balance		\$527,605.00
Unbooked Disbursements	\$0.00	
Unbooked Adjustments	\$0.00	
Total Net Unbooked Disbursements		\$0.00
Cash > Accepted and Posted Disbursements		\$527,605.00

Jun 17 2010 08:01 EDT

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





# There's MORE!

- COD Action queue
  - Date range search is huge-
  - Choose your award year and then search back from current date to well before beginning of processing for that year
- Pending disbursement list
  - Carries pending disbursements from the past




# How do I? Close Out the Direct Loan PY


- Program Year (PY) closeout by July 31 of the year following the award year
  - July 31, 2011 for the 0910 award year
- COD website-balance confirmation screen
- No unsubstantiated cash
- Close out means no more reporting of disbursements, no more draws of cash, no more reports
- Reopening the year



# Balance Confirmation



U.S. DEPARTMENT OF EDUCATION  
COMMON ORIGATION & DISBURSEMENT



PersonSchoolBatchAwardServicesUser

School Search

School Information

- School Summary
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- Refunds of Cash
- Cash Activity
- Events
- Memos
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post
- Deadline/Extended
- Processing
- Correspondence
- Report Selection

School Balance Confirmation

ProgramDIRECT LOANAward Year'08-'09

The main purpose of this screen is to allow you to submit your confirmation and to enter the School Ending Cash Balance and the End Date of the School Balance.

UNIVERSITY OF CALIFORNIA

Current Program Year Close Data	
Today's Date	04/12/2010
Net Drawdowns/Payments	\$114,312,722.00
Total Net Booked Disbursements	\$114,317,368.00
Current Ending Cash Balance	(\$4,646.00)
Total Net Unbooked Disbursements	\$0.00
Latest Award End Date	09/09/2009

Days past the Latest Reported Award End Date: 215

Balance Confirmation Form	
Date	
School Name	
Name of School Official	
Telephone Number	
E-Mail Address	
Last SAS Ending Cash Balance	(\$4,646.00)
Last SAS Date	03/31/2010
School Ending Cash Balance	
End Date of School Balance	

I am certifying that my school's internal cash balance is \$0 for the Award Year referenced above. This is in agreement with the Department's official ending cash balance reflected in my school's most recent SAS report. My school has no outstanding issues for this program year. I understand that by submitting this request I authorize the Department of Education to take the following actions for the Award Year listed above:



# Recap of Reconciliation

- What is it?
- Three Parts
  - Communication
  - The meat
  - Program Year close out





# Contact Information

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

[Barbara.davis@ed.gov](mailto:Barbara.davis@ed.gov)

