

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

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(Control+Click to go to page)

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Procedure

The process in a nutshell:

1. Award using DL item types.
 - a. The student will accept award on self-service or return award letter.
 - b. Refer the student to www.studentloans.gov to sign an MPN and to complete counseling.
2. COD will send files indicating completion of entrance loan counseling; enter these on the loan counseling page.
3. Originate and Validate loans. Work validation errors, then transmit loans to COD.
4. COD will send acknowledgement files indicating borrower has signed MPN/passed PLUS credit check.
5. Work any errors reflected on acknowledgement files.
6. Disburse to student account. Work authorization error report.
7. Send Disbursement file to COD.
8. COD will respond with an acknowledgement file; work any errors.
9. School draws down funds from G5.
10. Reconcile monthly.

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Details:

Awarding

Financial Aid > Awards > Award Processing > Assign Awards to a Student

Award Direct Loans the same way as you would award FFEL loans. There are provisions in CS9.0 for doing adjustments using up to 20 disbursement IDs (normally called “buckets”), but for simplicity sake, we are not implementing that capability this year.

Student Aid Package
Need Summary
Term Summary

Aid Year: 2010 Federal Aid Year 2009 -2010

Career: Undergrad

Packaging Plan ID: Retrieve

Repackaging Plan ID: Repackage

ID: ★

Institution:

Package Status: [Award Notification](#)

Aggregate Source: Validate

Award Period: Post Reset

Award
Status

*Nbr	Action	Career	Item Type	Description	Offered	Accepted	Disb Plan	*Split Code	
<input type="text" value="10"/>	<input type="checkbox"/>	UGRD	900000001100	Federal Pell Grant	<input type="text" value="2,250.00"/>	<input type="text" value="2,250.00"/>	01	<input type="text" value="XX"/>	Disbursement +
<input type="text" value="20"/>	<input type="checkbox"/>	UGRD	910000002100	Federal Stafford Loan	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	01	<input type="text" value="01"/>	Disbursement +
<input type="text" value="30"/>	<input type="checkbox"/>	UGRD	910000002200	Federal Unsubsidized Stafford	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	01	<input type="text" value="01"/>	Disbursement +
<input type="text" value="40"/>	<input type="checkbox"/>	UGRD	911000002100	DL Subsidized Stafford	<input type="text" value="4,500.00"/>	<input type="text" value="4,500.00"/>	01	<input type="text" value="01"/>	Disbursement +
<input type="text" value="50"/>	<input type="checkbox"/>	UGRD	911000002200	DL Unsubsidized Stafford Loan	<input type="text" value="6,000.00"/>	<input type="text" value="6,000.00"/>	01	<input type="text" value="01"/>	Disbursement +

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Entrance Loan Counseling

NDU Applications > NDU Financial Aid > Process > NDU Loan Counseling Update

Run this process after packaging. For each new Stafford, Perkins, Nursing or Grad Plus loan that requires loan counseling, this process creates rows at **Financial Aid > View Packaging Status Summary**, Loan Counseling Link (or available directly at **Financial Aid > Loans > View Loan Counseling Data**).

Loan Counseling Update

Loan Counseling Update

Run Control ID: NDU_Loan_Counseling_dj [Report Manager](#) [Process Monitor](#) [Run](#)

*Institution: MISU1 Initiate Entrance Counseling Checklists

*Aid Year: 2009 Initiate Entrance Counseling Letters

Complete Entrance on NSLDS History

There are three options on the run control:

The first, *Initiate Entrance Counseling Checklist* will create a checklist item to appear on the student's To Do List, informing them they need to complete counseling. Completing the loan counseling on the View Loan Counseling Data page completes the checklist. Be sure to enter a date when you mark counseling as complete; note that there is an option to enter comments on the second tab of the View Loan Counseling Data page.

The second option, *Initiate Entrance Counseling Letters*, creates a _LQ communication (Entrance Loan Counseling Letter).

The third option, *Complete Entrance on NSLDS History*, completes entrance counseling if there is an NSLDS history for this lender for this loan from another school.

Note that it will **not** pick up NSLDS history for the school running the process.

See who needs to complete entrance counseling along with their e-mail address by running query **NDU_FA_0001_1, Loan Entrance Counseling**. Use "e-mail" as the address usage type. As students complete their counseling, manually mark counseling as complete on the **View Loan Counseling Data** page. The conversion process will place a comment on the second tab to indicate whether the student has loans reflected on NSLDS. The comment will have a format like LNEX: Letter Initiated - Auto Complete /LNEX. If you enter comments, you should enter them outside of the LINEX tags.

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Financial Aid > Loans > View Loan Counseling Data

Entrance Loan Counseling differs little from FFEL, except the data may or may not come from from **Mapping Your Future**. You will receive an .xml file (CRECMYOP.XXX) in your Reports folder on Sophie for entrance loan counselings done on www.studentloans.gov.

Entrance/Exit Loan Counseling

ID:

Institution: University of North Dakota

*Aid Year	*Loan Code	Comments	Type	Requirement	Status	Date Completed
2010	STAF	Stafford	Entrance	Multi-Yea	Completed	09/03/2009
2010	STAF	Stafford	Exit	Multi-Yea	Pending	
2011	GPLS	Grad Plus	Entrance	Multi-Yea	Completed	04/14/2010
2011	GPLS	Grad Plus	Exit	Multi-Yea	Pending	

The easiest way to read the CRECMYOP files is to open them in Excel as a spreadsheet. You'll see a Routing ID (which should be your Pell Common ID), an SSN, Student's name, Aid Year, Counseling Type of **DLSEntranceCounseling** (for Sub or Unsub) or **DLPEntranceCounseling** (for Grad PLUS), and Counseling Complete Date. Enter counseling the same way you entered FFEL counseling from MYF. Students do **not** need to do new counseling for Direct Lending.

There is a "Counseling Search page on COD that you may also use to download reports for specific SSNs or by date range.

On 4 May 2010, the Department of Education reported there are problems with using the date range to look up loan counseling and they have turned off the functionality. It is expected to be corrected around 25 May 2010.

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

Person School Batch Award Services User

Person Search Counseling Search Note Search Credit Check Search Applicant Search

Counseling Search

You can enter up to 10 SSNs to search from. One SSN per line.

SSN

Date Range search returns all **counselings** for a specific school.

Date Range

Entity ID: <None Selected>

Begin Date: September 28 2010

End Date: September 28 2010

Award Year: '10-'11

Counseling Type: TEACH Grant Counseling, TEACH Grant Counseling, Direct Loan Entrance Counseling, Direct Loan Entrance Counseling with Grad PLUS, All Direct Loan Entrance Counseling, All Counseling

Sep 28 2010 15:21 EDT Home Privacy Glossary Log Off

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Originating

Financial Aid > Loans > Process Loans									
<p>Originate the loan the same as with FFEL loans. Review the Log to find loans that are failing to originate.</p>	<div style="text-align: center;"> <p>Loan Origination</p> <p>Run Control ID: Loan_Origination_dj Report Manager Process Monitor Run</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;">Find First 1 of 1 Last</p> <p style="text-align: right; margin: 0;">Process Instance: 1936627</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">*Institution: MISUB</td> <td style="width: 15%;">*Aid Year: 2010</td> <td style="width: 15%;">*Career: UGRD</td> <td style="width: 45%;">CL Orig Options: Use Prom. Note</td> </tr> <tr> <td colspan="4"> <input type="checkbox"/> Use Loan Program </td> </tr> </table> <p style="margin-top: 5px;">Selection Criteria</p> <p style="margin-top: 5px;">Last Name FROM: Last Name TO:</p> </div>	*Institution: MISUB	*Aid Year: 2010	*Career: UGRD	CL Orig Options: Use Prom. Note	<input type="checkbox"/> Use Loan Program			
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<input type="checkbox"/> Use Loan Program									

Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application																																																										
<p>The Manage Direct Loan Application page serves the same function as the Maintain Loan Origination Page in FFELP.</p> <p>PLUS Loan borrower is added here before transmission.</p> <p>Note the Default Refund indicator can be adjusted on this page. This indicates if a borrower is in default on a student loan or owes a refund to the federal government. The possible values are: <i>No, Overridden, or Yes</i>. If an MPN as been accepted by COD, the <i>Loan Orig Ack Pnote Status</i> would be Accepted (other valid values are Acknowledgement Pending and Rejected). There would also be entries in the <i>DL Pnote Unique ID</i> and <i>Pnote Expire Date</i> fields.</p> <p>You will have separate pages for subsidized and unsubsidized loans.</p>	<div style="text-align: center; border-bottom: 1px solid black;"> Application Bio/Demo Application Misc Data Application Financial Application Acknowledgement </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">ID:</td> <td style="width: 30%;">Institution: MISUB</td> <td style="width: 40%; text-align: right;"> </td> </tr> <tr> <td>Career: UGRD Undergraduate</td> <td>Aid Year: 2010</td> <td style="text-align: right;">Loan Status Summary</td> </tr> <tr> <td>Loan Type: DLS1 DL Sub #1</td> <td>Appl Seq: 1</td> <td></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">Borrower Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Borrower ID: 081</td> <td style="width: 30%; text-align: right;">Related ID</td> <td style="width: 40%;">Loan Refund Indicator: Borrower</td> </tr> <tr> <td>SSN: 501-</td> <td>DOB: 11/10/1975</td> <td>Borr Default / Owes Refund: No</td> </tr> <tr> <td>Citizenship: Not Indic.</td> <td>Visa/Alien Permit:</td> <td></td> </tr> <tr> <td>Telephone: 701/663-1379</td> <td><input type="checkbox"/> Override Phone #</td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">Student Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SSN: 501-04-4581</td> <td style="width: 30%;">Birthdate: 11/10/1975</td> <td style="width: 40%;">Default / Refund: No</td> </tr> <tr> <td>Status: Not Indic.</td> <td>Visa/Alien Permit:</td> <td></td> </tr> </table> </div> <p style="text-align: center; margin-top: 10px;"><i>You will have separate pages for Subsidized and Unsubsidized loans!</i></p> <div style="text-align: center; border-bottom: 1px solid black; margin-top: 10px;"> Application Bio/Demo Application Misc Data Application Financial Application Acknowledgement </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%;">ID:</td> <td style="width: 30%;">Institution: NDSCS</td> <td style="width: 40%; text-align: right;"> </td> </tr> <tr> <td>Career: UGRD Undergraduate</td> <td>Aid Year: 2010</td> <td style="text-align: right;">Loan Status Summary</td> </tr> <tr> <td>Loan Type: DLS4 Early Smr DL Sub Stafford</td> <td>Appl Seq: 1</td> <td></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">Student Eligibility</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Direct Lending Year: Second Year</td> <td style="width: 30%;">Depend Stat (Fed): Dependent</td> <td style="width: 40%;">Additional Unsub Eligibility: <input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> HEAL Eligible</td> <td><input type="checkbox"/> PreProfessional Coursework Eligible</td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">PNote Print Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Loan Destination Nbr: 6 Direct Loans</td> <td style="width: 30%;">DL Disclosure Print: LOC</td> <td style="width: 40%;"></td> </tr> <tr> <td>Loan Print Option: School Prints</td> <td>DL Pnote Unique ID: 123456789M11G02996999</td> <td>DL Pnote Expire Date: 04/15/2011</td> </tr> <tr> <td>Loan Orig Ack Pnote Status: Accepted</td> <td></td> <td></td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; margin: 0;">Loan Credit Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Loan Credit Eligibility: A Credit Approved</td> <td style="width: 30%;">Loan Credit Decision Dt: 04/20/2010</td> <td style="width: 40%;"></td> </tr> <tr> <td>Loan Credit Override: <input type="checkbox"/></td> <td>Loan Endorser Amount:</td> <td></td> </tr> </table> </div>	ID:	Institution: MISUB		Career: UGRD Undergraduate	Aid Year: 2010	Loan Status Summary	Loan Type: DLS1 DL Sub #1	Appl Seq: 1		Borrower ID: 081	Related ID	Loan Refund Indicator: Borrower	SSN: 501-	DOB: 11/10/1975	Borr Default / Owes Refund: No	Citizenship: Not Indic.	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The last tab lets you make basic adjustments to the loan. See descriptions at right.

See information below in the **Adjusting/Correcting Loans** section for information on making other changes to the loan application.

Application Misc Data | **Application Financial** | Application Acknowledgement

ID: 0876543 Student Name: _____ Institution: NDSCS
 Career: UGRD Undergraduate Aid Year: 2010
 Loan Type: DLS1 DL Sub Stafford Appl Seq: 1 [Loan Status Summary](#)

Hold Loan Remove Hold

Origination Detail Find | View All First 1 of 1 Last

 Loan Process Status: Origination Pending [Misc Loan Detail](#) [Borrower Detail](#) [Name Detail](#)
 Loan Orig Trans Stat: Accepted [Eligibility Detail](#) [Student Detail](#) [Address Detail](#)

Anticipated | **Acknowledged**

Disb ID	LOC Antic ID	LOC Actual ID	Ln Dsb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Antc Date
01	01		\$2,250.00	\$33.00	22.00	\$2,239.00	09/08/2009
02	02		\$2,250.00	\$33.00	22.00	\$2,239.00	01/26/2010

Remove Hold: Allows a loan to transmit that has previously been put in a hold status.

Hold Loan: Stops a loan from transmitting.

Update Origination Button: Causes the above action to take effect.

Activate Change: Click this to pull in changes, particularly those made in Campus Community. Changes made on the Direct Loan Application or Award Entry pages do not require pulling in.

Financial Aid > Loans > Direct Lending Management > View Loan Processing Actions

For an individual student, you may also click on the **Msg** link on this page to see why the loan didn't validate for transmission.

Clicking on the **Document ID** link takes you to a page at **Financial Aid > File Management > Full COD Participant > View COD Data**. See page 19.

Direct Loan Orig Actions | **Direct Loan Disb Actions** | Loan Exception Messages

ID: _____ Institution: MISUB
 Career: UGRD Undergraduate Aid Year: 2010
 Loan Type: DLS1 DL Sub #1 Appl Seq: 1 [Loan Status Summary](#)

Even Yr DL Sub Stafford #1 Loan Process Status: Orig Pend Total Certified Loan Amount: \$1,750.00
 Item Type: 912000002100 Loan Orig Trans Stat: Orig Pend Borrower Requested Amount: \$1,750.00

Actions | **CRC Lender Information**

Seq	Document ID	Description	Action Status	Status Date	Loan Action Dttm
1	2009-09-23T16:08:44.4076652635	Loan Originated	Failed Msg	09/23/2009	09/23/2009 15:50:30

Loan Action Message Detail

Sequence: 1 09/23/09 15:50:30 Loan Originated

Equation	Description
1 DLOVL008	Student is not eligible (Citizenship Status)

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Clicking on the **Comments** link on the last tab allows you to add comments to certain activities so you can recall later what you've done to the loan and why.

Direct Loan Orig Actions |
 Direct Loan Disb Actions |
 Loan Exception Messages

ID: 081
Career: UGRD Undergraduate
Loan Type: DLS1 DL Sub #1

Institution: MISUB
Aid Year: 2010
Appl Seq: 1

[Loan Status Summary](#)

Find First 1 of 1 Last

DL Sub Stafford #1 - Late Summ Loan Process Status: Orig Pend	Total Certified Loan Amt: \$1,750.00
Item Type 912000002100 Loan Orig Trans Stat: Orig Pend	Borrower Requested Amount: \$1,750.00

Find View All First 1 of 1 Last

Disbursement ID: 01 Loan Disb Trans Stat: Disb Pending

Actions |
 Details |
 CRC Lender Information

Seq	Description	Action Status	Loan Action Status Date
1	Anticipated Disbursement	Pending	09/23/2009

Direct Loan Disb Actions |
 Loan Exception Messages

ID: 081
Career: UGRD Undergraduate
Loan Type: DLS1 DL Sub #1

Institution: MISUB
Aid Year: 2010
Appl Seq: 1

[Loan Status Summary](#)

Find First 1 of 1 Last

DL Sub Stafford #1 - Late Summ Item Type: 912000002100

DateTime	Message	
10/26/2009 14:10:50	FAPLTRCL: Loan manually removed from hold status by	Comments Details
09/29/2009 13:05:52	FAPLTRCL: Loan manually put on hold by OPRID - djunk	Comments Details

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Validate and Outbound

NDU Applications > NDU Financial Aid > Process > NDU Direct Loan AY Override	
<p>Before sending files to COD, the Med School needs to run this process to adjust the academic year dates so the loan will pass validation.</p> <p>The date fields are originally blank; they will populate when you save the run control.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Run AY Override</p> <hr/> <p style="text-align: center;">Loan Origination Academic Year Override</p> <p>Run Control ID: NDU_Direct_Loan_AY_OR_dj Report Manager Process Monitor Run</p> <p>*Institution <input type="text" value="UND01"/> *Academic Year <input type="text" value="2011"/> Academic Career Medical School</p> <p style="text-align: center;">Academic Year Start Date 07/01/2010</p> <p style="text-align: center;">Academic Year End Date 06/30/2011</p> </div>
NDU Applications > NDU Financial Aid > Process > Loan Citizenship Update	
<p>If any school is finding that a large number of loans are failing validation because of invalid citizenship status, run this process to bring the citizenship status from the ISIR into the loan. Citizenship data can be updated for individual students at Financial Aid > Loans > Direct Lending Management > Override Loan Application Data.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Run Citizenship Update</p> <hr/> <p style="text-align: center;">Loan Origination Citizenship Update</p> <p>Run Control ID: NDU_Loan_Citizenship_Updt_dj Report Manager Process Monitor Run</p> <p>*Institution <input type="text" value="UND01"/> *Aid Year <input type="text" value="2010"/></p> <p style="text-align: center;"><i>Running this process does not correct the data source in Campus Community; it only updates individual loans that are not yet validated.</i></p> </div>

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Financial Aid > File Management > COD Full Participant > Generate Direct Loan Data

The Outbound step also does **validation**; you can check mark **Validate Only** to “dry run” your loan file. Add rows for additional careers. If you add a row for different careers, give the file name for each career a different extension (e.g., ..xmd for undergrad; .xmdg for Grad, .xmdm for Meds, .xmdp for Professional).

Direct Loan Outbound

Run Control ID: COD_Direct_Loan_Out_dj [Report Manager](#) [Process Monitor](#) Run

Selection Criteria		Find	First	1 of 1	Last
*Academic Institution	MISUB <input type="text"/>	<input checked="" type="checkbox"/> Originations	+ -		
*Aid Year	2010 <input type="text"/>	<input type="checkbox"/> Origination Changes			
*Academic Career	UGRD <input type="text"/>	<input type="checkbox"/> Disbursements			
*Schema Version	Ver 3.0 <input type="text"/>	<input checked="" type="checkbox"/> Validate Only			
*File Path and Name	C:\PSoft\FinAid\Federal\Export\MISUB\craa10in.xmd				

For term 1040, use path C:\PSoft\FinAid\Federal\Export\SCHOOL\craa10in.xmd, for undergrads where SCHOOL is your folder (BSC01, LRSC1, NDSCS, etc). For 2011, use craa11in.xmd as the file name for undergrads.

For the 2010-2011 aid year, use “craa11in” as the part of file name to the left of the dot.

****DO NOT** run this process with **Origination Changes** and **Validate Only** both checked, as it will create a file for the changes, which will be overwritten if you run the process again the same day without the **Validate Only** box checked.

DO NOT run this process multiple times during the day (except in Validate Only mode) as it will create files that **overwrite the files created earlier in the day**.

Financial Aid > Loans > Direct Lending Reconciliation > Validation Errors Report

Run this process to see if you have students who have failed validation. This can also be run as query FA860. **NDU_FA_0165** is being developed to replace this.

Financial Aid Reports

Run Control ID: DL_Validation_Errors_dj [Report Manager](#) [Process Monitor](#) Run

Academic Institution: MISUB Dakota College at Bottineau
Aid Year: 2010 Federal Aid Year 2009 -2010

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

Adjust/Correct Loans

Financial Aid > Loans > Direct Lending Management > Override Loan Application Data

To use this page, you will need to have “Override” security authorization. Whenever possible, information should be changed in Campus Community, NOT in the override screen!

The first tab just identifies the borrower and the loan.

[Direct Loan Name](#) | [Direct Loan Phone](#) | [Direct Loan Address](#) | [Direct Loan Email](#) | [Direct Loan Demo Ovr](#)

ID: 081 **Institution:** MISUB
Career: UGRD Undergraduate **Aid Year:** 2010
Loan Type: DLS1 DL Sub #1 **Appl Seq:** 1 [Loan Status Summary](#)

Find | View All First 1 of 1 Last

Loan Name Type: Borrower

First Name: Jennifer

Middle Initial: Marie

Last Name: Swanson

The second tab allows you to change the phone number being sent to COD.

[Direct Loan Name](#) | [Direct Loan Phone](#) | [Direct Loan Address](#) | [Direct Loan Email](#) | [Direct Loan Demo Ovr](#)

ID: 0876543 **Student Name** **Institution:** NDSCS
Career: UGRD Undergraduate **Aid Year:** 2010
Loan Type: DLS1 DL Sub Stafford **Appl Seq:** 1

Telephone: Override Phone #

Warning! If you override this phone number, future adjustments to Campus Community information will not update this field. If you clear this check box, the system reinserts the telephone number originating from Campus Community.

The third tab indicates the address types that are being sent to COD. Note there are multiple rows. Addresses MUST BE changed in Campus Community (**Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses**)

[Direct Loan Name](#) | [Direct Loan Phone](#) | [Direct Loan Address](#) | [Direct Loan Email](#)

ID: 081 **Institution:** MISUB
Career: UGRD Undergraduate **Aid Year:** 2010
Loan Type: DLS1 DL Sub #1 **Appl Seq:** 1 [Loan Status Summary](#)

Find | View All First 1 of 2 Last

Loan Address Type: Mailing

Country: USA United States

Address: 4849 85 Ave NE
Devils Lake, ND 58301
Ramsey

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

The fourth tab allows you to modify the e-mail address being sent to COD.

Direct Loan Name		Direct Loan Phone		Direct Loan Address		Direct Loan Email		Direct Loan Demo Ovrd	
ID:	081	Institution:	MISUB						
Career:	UGRD Undergraduate	Aid Year:	2010					Loan Status Summary	
Loan Type:	DLS1 DL Sub #1	Appl Seq:	1						
			FATest@ndus.edu					<input type="checkbox"/> Override Email Address	

Warning! If you override this e-mail address, future adjustments to Campus Community information will not update this field. If you clear this check box, the system reinserts the e-mail address originating from Campus Community

The last tab allows override of SSN, Academic Year Start and End dates, Dependency Status, Borrower Birth Date, Citizenship Status and Alien Registration number.

Direct Loan Phone		Direct Loan Address		Direct Loan Email		Direct Loan Demo Ovrd	
ID:	08765432	Student Name		Institution:	NDSCS		
Career:	UGRD Undergraduate	Aid Year:	2010				
Loan Type:	DLS1 DL Sub Stafford	Appl Seq:	1				
Borrower ID: 08765432		Student Name					
<input type="checkbox"/> Override Borrower SSN		Borr SSN:	123-45-6789				
<input type="checkbox"/> Override Academic Year Start		Academic Year Start Date:	08/24/2009				
<input type="checkbox"/> Override Academic Year End		Academic Year End Date:	08/22/2010				
<input type="checkbox"/> Override Dependency Status		Depend Stat (Fed):	1				
<input type="checkbox"/> Override Borrower BirthDate		Borr DOB:	11/28/1971				
<input checked="" type="checkbox"/> Override Borrower Citizenship		Borrower Citizenship Stat:	1				
<input type="checkbox"/> Override Borrower Alien Reg		Borrower Visa/Permit Nbr:					

It is always advisable to correct information in the originating table instead of overriding it here. Citizenship Status can be corrected at **Campus Community > Personal Information > Identification > Citizenship > Citizenship and Passport**. To update the Citizenship/Passport screen you will need security Role **NDUS CC BIO DEMO (AU)**

Valid values for Dependency Status are I – Independent and D – Dependent.

Valid values for Citizenship status are: 1 – Native, 2 – Naturalized, 3 – Alien Permanent.

A Citizenship Status of “N” or “U” is recorded for most students in Campus Community; validation will not accept these values. **NDU Applications > NDU Financial Aid > Process > Loan Citizenship Update** can be run before you outbound the file to do a batch correction on the Citizenship Status. It will update the status from the ISIR information that has already been matched with Home Land Security.

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

Financial Aid > Loans > Direct Lending Management > Override Processing Status

Warning! Use extreme caution when updating loan records with this page. Future processing and dollar amounts are based on these loan amounts and loan statuses. Some actions you may take with this page are listed below at right.

If the student has both Sub and Unsub loans, be sure to update both when updates are needed.

Direct Loan Override

ID: 081	Institution: MISUB		
Career: UGRD Undergraduate	Aid Year: 2010	Loan Status Summary	
Loan Type: DLS1 DL Sub #1	Appl Seq: 1		

<input type="radio"/> Accept Orig	<input type="radio"/> Accept Promissory Note	<input type="radio"/> Remove Hold	Update Origination
<input type="radio"/> Update DL Disb Status	<input type="radio"/> Error Loan	<input type="radio"/> Hold Loan	

Origination Detail		Find View All	First 1 of 1 Last
Activate Change	Loan Process Status: Orig Pend	Borrower Detail	Name Detail Eligibility Detail
	Loan Orig Trans Stat: Orig Pend	Student Detail	Address Detail Misc Loan Detail

Anticipated	Acknowledged
--------------------	---------------------

Disb ID	LOC Antic ID	LOC Actual ID	Ln Dsb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Antc Date
01	01		\$1,750.00	\$26.00		\$1,724.00	01/25/2010

Accept Orig (Accept Origination): Perform this action only if you will not receive an acknowledgment file from COD. Selecting this option accepts the current originated loan amounts. This is the same as receiving a Loan Origination Acknowledgement file. Selecting this option also manually releases a loan from Error status.

Update DL Disb Status (Update DL Disbursement Status). Perform this action when you manually override the credit status for a PLUS loan.

Accept Promissory Note: This allows you to override a promissory note acknowledgement by manually accepting a promissory note. Use this option if you did not or will not receive a promissory note acknowledgement from COD or if the promissory note was rejected and you want to authorize a disbursement and report and transmit the disbursed award to COD. **USE with Caution!** If COD rejects a promissory note after you have overridden the promissory note acknowledgment, the loan's status will be unbooked. To get the loan to a booked status and properly disburse the funds, you will have to work with COD.

Error Loan: Use this option only if you will not receive an acknowledgement file from COD. This changes the Orig Trans Stat to *Error* and is the same as receiving a COD Acknowledgement that rejects your transmission.

Remove Hold: Allows a loan to transmit that has previously been put in a hold status.

Hold Loan: Stops a loan from transmitting.

Update Origination Button: Causes the above actions to take effect.

Activate Change: Click this to pull in changes, particularly those made in Campus Community. Changes made on the Direct Loan Application or Award Entry pages do not require pulling in.

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

Financial Aid > Loans > Direct Lending Management > Review Promissory Note Actions									
<p>If you know that COD has a valid MPN on file but it is not recorded in your system, you can record it here by checking the Borrower/Student Signature box as appropriate. You make these boxes available by marking Accept Promissory Note at Financial Aid > Loans > Direct Lending Management > Override Processing Status (above). See warnings!</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Direct Loan PNote Action</p> <p style="text-align: right; margin: 0;"> </p> <p>ID: 060 DL Pnote ID: 517 M10G02995001</p> <hr/> <p>Loan PNOTE Type: MPN Loan Pnote Status: Accepted Promissory Note Amount:</p> <hr/> <p><input checked="" type="checkbox"/> Borrower Signature Signature Date: 10/07/2009 Manifest: Pending <input type="checkbox"/> Student Signature Signature Date: Loan Manifest Date:</p> <p style="margin: 0;"> Actions Details CRC Lender Information </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Sequence</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Loan Pnote Status</th> <th style="text-align: left;">Loan Action Status Dt</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td style="text-align: center;">1</td> <td></td> <td>Accepted</td> <td>09/29/2009</td> </tr> </tbody> </table> </div>	Sequence	Description	Loan Pnote Status	Loan Action Status Dt	1		Accepted	09/29/2009
Sequence	Description	Loan Pnote Status	Loan Action Status Dt						
1		Accepted	09/29/2009						

Authorize and Disburse Aid

Financial Aid > Disbursement > Process Award Authorization											
<p>Authorize disbursement of the loans. To run in “dry run” mode, uncheck the <i>Update Switch</i>. You can authorize aid for specific terms and/or for specific item.</p> <p>If you have multiple rows, you can use the <i>Active</i> switch to toggle on or off a particular row.</p> <p>Aid for a particular student may be authorized at Financial Aid > Disbursement > Disburse Aid or Financial Aid > disbursement > disburse Aid with Override. Never disburse aid at these navigations.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Authorize Aid</p> <p>Run Control ID: Authorize_Aid_dj Report Manager Process Monitor Run</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: right; font-size: small; margin: 0;">Run Control Parameters Find View All First 1 of 1 Last</p> <p>*Institution: MISUB Dakota College at Bottineau <input checked="" type="checkbox"/> Active</p> <p>*Aid Year: 2010 Federal Aid Year 2009-2010</p> <p><input checked="" type="checkbox"/> Update Switch <input type="checkbox"/> Process Selected Items</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray; padding: 2px;"> <p style="font-size: x-small; margin: 0;">Select Terms Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Term</th> <th style="text-align: right;">+ -</th> </tr> </thead> <tbody> <tr> <td>1 1040 2010 Summer</td> <td style="text-align: right;">+ -</td> </tr> </tbody> </table> </td> <td style="width: 50%; border-bottom: 1px solid gray; padding: 2px;"> <p style="font-size: x-small; margin: 0;">Select Item Types Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item Type</th> <th style="text-align: right;">+ -</th> </tr> </thead> <tbody> <tr> <td>1</td> <td style="text-align: right;">+ -</td> </tr> </tbody> </table> </td> </tr> </table> <p style="font-size: x-small; margin-top: 5px;">Process Instance: 633887 Run Date and Time: 02/01/2006 21:22:01</p> </div> </div>	<p style="font-size: x-small; margin: 0;">Select Terms Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Term</th> <th style="text-align: right;">+ -</th> </tr> </thead> <tbody> <tr> <td>1 1040 2010 Summer</td> <td style="text-align: right;">+ -</td> </tr> </tbody> </table>	Term	+ -	1 1040 2010 Summer	+ -	<p style="font-size: x-small; margin: 0;">Select Item Types Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item Type</th> <th style="text-align: right;">+ -</th> </tr> </thead> <tbody> <tr> <td>1</td> <td style="text-align: right;">+ -</td> </tr> </tbody> </table>	Item Type	+ -	1	+ -
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1	+ -										

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

Reporting Tools > Query > Query Manager: NDU_FA_0033					
<p>This query will help determine why aid did not authorize for particular students. Correct the errors and attempt to authorize the aid.</p>	<div style="text-align: center;"> <h3 style="margin: 0;">NDU_FA_0033 - Authorization Failure List</h3> <hr style="border: 1px solid blue;"/> <p>Institution: <input type="text" value="MISUB"/> </p> <p>Term: <input type="text" value="1040"/> </p> <p style="margin-top: 5px;">View Results</p> </div>				
Financial Aid > Disbursement > Process Disbursements					
<p>When this process is run, it creates a Group Post that is then available for Student Financials to disburse to the student account. Pell, ACG/SMART, and presumable Direct Lending disbursements are not reported to COD until the funds are on the student account.</p>	<div style="text-align: center;"> <h3 style="margin: 0;">Disburse Aid</h3> <p>Run Control ID: Disburse_Aid_dj Report Manager Process Monitor Run</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="background-color: #4a7ebb; color: white; padding: 2px; font-size: small;">Run Control Parameters Find View All Run Control Parameters 1 of 1 Last</div> <div style="padding: 5px;"> <p>*Institution: <input type="text" value="MISUB"/> Dakota College at Bottineau <input checked="" type="checkbox"/> Active </p> <p>*Aid Year: <input type="text" value="2010"/> Federal Aid Year 2009-2010</p> <p><input checked="" type="checkbox"/> Honor Disbursement Date Grace Period (Days): <input type="text" value="0"/></p> <p><input type="checkbox"/> Process Selected Terms <input type="checkbox"/> Process Selected Items</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="background-color: #4a7ebb; color: white; padding: 2px; font-size: x-small;">Select Terms Find View All First 1 of 1 Last</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr><th style="text-align: left;">Term</th></tr> </thead> <tbody> <tr><td style="text-align: left;">1 <input type="text" value=""/> </td></tr> </tbody> </table> </div> <div style="width: 45%;"> <div style="background-color: #4a7ebb; color: white; padding: 2px; font-size: x-small;">Select Item Types Find View All First 1 of 1 Last</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr><th style="text-align: left;">Item Type</th></tr> </thead> <tbody> <tr><td style="text-align: left;">1 <input type="text" value=""/> </td></tr> </tbody> </table> </div> </div> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px; font-size: x-small;"> <p>Process Instance: 2027356 Run Date and Time: 03/08/2010 15:28:19</p> </div> </div>	Term	1 <input type="text" value=""/>	Item Type	1 <input type="text" value=""/>
Term					
1 <input type="text" value=""/>					
Item Type					
1 <input type="text" value=""/>					

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

Report Disbursement to COD

Financial Aid > File Management > COD Full Participant > Generate Direct Loan Data

Direct Lending shares the problem that prevents grants from being properly processed at COD if the origination and disbursement are in the same file. You may want to outbound disbursements separately from originations so you can run the DL Outbound process before the Disbursement process is run on any given day. If you do this, create a different run control row and name the DL outbound files differently from the origination files: (e.g., extension .xdd for undergrad; .xddg for Grad, .xddm for Meds; .xddp for Professional)..

Direct Loan Outbound

Run Control ID: COD_Outbound_dj

[Report Manager](#) [Process Monitor](#)

Selection Criteria		Find	First	1 of 1	Last
*Academic Institution	MISUB	🔍	<input type="checkbox"/>	Originations	+ -
*Aid Year	2010	🔍	<input type="checkbox"/>	Origination Changes	
*Academic Career	UGRD	🔍	<input checked="" type="checkbox"/>	Disbursements	
*Schema Version	Ver 3.0	▼			
*File Path and Name	C:\pssoft\finaid\Federal\export\MISUB\craa10in.xdd				

For term 1040, use path C:\PSoft\FinAid\Federal\Export\SCHOOL\craa10in.xmd, for undergrads where SCHOOL is your folder (BSC01, LRSC1, NDSCS, etc). For 2011, use craa11in.xmd as the file name for undergrads.

For the 2010-2011 aid year, use "craa11in" as the part of file name to the left of the dot.

DO NOT run this process with **Origination Changes** and **Validate Only** both checked, as it will create a file for the changes, which will be overwritten if you run the process again the same day without the **Validate Only** box checked.

DO NOT run this process multiple times during the day (except in Validate Only mode) as it will create files that **overwrite the files created earlier in the day.**

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

View COD Data

Financial Aid > File Management > COD Full Participant > View COD Data

If you enter a date in YYYY-MM-DD format, you will get a list of students that were included in a COD batch created on that date. You can click on a particular student's row to see information about that student.

Alternatively, to look at information about a particular student, you can enter that student's ID, then select from the list the **Document ID** you are interested in, as determined by the date embedded in the **Document ID**.

View COD Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Document ID:

Reporting School ID:

Attended School ID:

ID:

SSN Identifier:

Birthdate Identifier:

Last Name Identifier:

Case Sensitive

[Basic Search](#)

Search Results
View All First 1-71 of 71 Last

Document ID	Reporting School ID	Attended School ID	SSN Identifier	Birthdate Identifier	Last Name Identifier
2010-04-20	04.45.22.2575658862	75658862	75658862	75658862	EDERSON
2010-04-20	04.45.22.2575658862	75658862	75658862	75658862	JOSEPH
2010-04-20	04.45.22.2575658862	75658862	75658862	75658862	UNKEBY

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

On the COD Award tab, look for a row with an Award name indicating it is a Direct Loan. Look for information about the award in the Loan Information area at the bottom of the page.

You may have multiple rows if the student has both Sub and Unsub loans, or even a PLUS loan.

[COD Document](#) | [COD School Information](#) | [COD Student](#) | **COD Award** | [COD Disbursement](#)

Document ID	2010-04-20T08:37:53.7239060065	Reporting School ID	39060065
ID		Attended School ID	39060065

[Find](#) | [View All](#) | First 1 of 1 Last

Award Block	
Award Name	DLSubsidized
Award Year	2010
Award Number	1
Award Amount	1981.00
CPS Transaction Number	02
Note Message	
Response Code	A
	Response Information

[▶ Pell Information](#)
[▶ ACG Information](#)
[▶ SMART Information](#)
[▼ Loan Information](#)

Loan Key	1	Additional Loan Information	Booked Loan Date	
Award ID	12345678910G02996001		Booked Loan Amount	
Award Create Date	2010-04-12		Loan Servicer	
Dependency Status	D		Year-To-Date Disb Amt	
Entrance Counseling			Payment to Servicer Amt	
Default/Overpay	N		Payment to Servicer Date	
HPPA Indicator			eMPN Indicator	true
PreProfessional Coursewrk			MPN ID	123456789M11G02996999
Additional Unsubsidized			MPN Status	A
Award Amt Requested			MPN Link Indicator	true
Application Id			MPN Expire Date	2011-04-15
Application Complete Date			Entrance Counseling Response	
Application Loan Amount			Credit Decision Date	
Maximum Loan Indicator			Credit Decision Expiration Dt	

Valid MPN Status values are:

A	Accepted
N	Not Ready to Print
R	Rejected or not on file
X	Pending MPN at COD

Cash Management

Financial Aid > Loans > DL School Account Summary > Manage DL Cash Transactions

Whoever is doing G5 transactions should enter those transactions here. Be sure to create it with you DL School code (which starts with a "G").

This screen is also in the *SF Superuser* Role.

Direct Loan Cash Transactions

Institution: MISUB Aid Year: 2010 School Code: G02995

*Transaction Date	*TransactionType	Check Number	*Transaction Amount	GAPS Control Number
1 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

The information entered here is used by the DL Reconciliation Report (**Financial Aid > Loans > DL School Account Summary > Generate Reconciliation Report**).

North Dakota University System
Campus Solutions – Financial Aid
Direct Lending Procedures

Reconciliation

Financial Aid > Loans > DL School Account Summary > DLSAS Import nnnn - nnnn																															
<p>The EC Transaction ID will be DSL<i>Fnn</i>OP, where <i>nn</i> is the aid year. This navigation creates a page where you can view the DLSAS report prepared by the federal processor.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;"> Batch Header Cash Summary Disbursement Summary Cash Detail Loan Level Detail Disbursement Activity D </p> <p> Batch ID: AS5G0131520040702165234 Status: Loaded Trans ID: DSLF050P Queue Inst: 1 In/Out: Inbound </p> <hr/> <p> School Code: G01315 Region Code: 09 State Code: CA </p> <div style="text-align: right; font-size: small; margin-top: 5px;"> Customize Find View All First 1-2 of 2 Last </div> <p style="margin: 5px 0 0 0;"> Booked Loan Info Unbooked Loan Info </p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Type</th> <th>DL End Date</th> <th>Ben Cash Bal</th> <th>Cash Receipts</th> <th>Excess Cash</th> <th>Tot NetCsh Rept</th> <th>Net Book Dish</th> <th>Net Book Adj</th> <th>Tot Book Ln Dtl</th> <th>End Cash Bal</th> </tr> </thead> <tbody> <tr> <td>Y1</td> <td>06/30/2004</td> <td></td> <td>2910247</td> <td></td> <td>2910247</td> <td>2016178</td> <td>1479</td> <td>2017657</td> <td>892590</td> </tr> <tr> <td>T1</td> <td>06/30/2004</td> <td>594532</td> <td>306444</td> <td></td> <td>306444</td> <td>10247</td> <td>-1861</td> <td>8386</td> <td>892590</td> </tr> </tbody> </table> </div>	Type	DL End Date	Ben Cash Bal	Cash Receipts	Excess Cash	Tot NetCsh Rept	Net Book Dish	Net Book Adj	Tot Book Ln Dtl	End Cash Bal	Y1	06/30/2004		2910247		2910247	2016178	1479	2017657	892590	T1	06/30/2004	594532	306444		306444	10247	-1861	8386	892590
Type	DL End Date	Ben Cash Bal	Cash Receipts	Excess Cash	Tot NetCsh Rept	Net Book Dish	Net Book Adj	Tot Book Ln Dtl	End Cash Bal																						
Y1	06/30/2004		2910247		2910247	2016178	1479	2017657	892590																						
T1	06/30/2004	594532	306444		306444	10247	-1861	8386	892590																						
Financial Aid > Loans > DL School Account Summary > Generate DLSAS Report																															
<p>The monthly School Account Statement report prints the data in the DLSAS flat file from COD, which is created the first Saturday of each month for the preceding month. The original data that COD provides does not identify students by name, only by Loan ID number. When you run this report, the system matches the Loan IDs in the Loan Detail Records section of the report with the student ID to identify each student by name. (Report ID: FADLSAS)</p>																															
Financial Aid > Loans > DL School Account Summary > Generate Reconciliation Report																															
<p>Generate the DL Reconciliation Report, which compares cash detail, loan detail, and disbursement activity with information in the database.</p>																															

Other Reports

Financial Aid > Loans > Direct Lending Reconciliation > _____	
<p>There are sixteen reports available in this menu area. Although the title uses the word Reconciliation, the reports you want for your monthly reconciliation are at Financial Aid > Loans > DL School Account Summary. The reports in Financial Aid > Loans > Direct Lending Reconciliation help you find validation errors, accepted originations, rejected originations, PLUS Credit Decisions, Disbursement Information, and Booking Status. (Booking Status lets you know whether the loan disbursement has been received and accepted by COD.)</p>	
Financial Aid > File Management > Create Federal Data Files	
<p>You can request origination and disbursement reports here. Use an Outbound File Path like C:\PSoft\FinAid\Federal\Export\(\school code)\ where (school code) is your Institution (BSC01, NDSCS, LRSC1, etc.)</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">FA Outbound</p> <p> Run Control ID: FA_EC_Outbound Report Manager Process Monitor Run </p> <p> *Outbound File Path: C:\PSoft\FinAid\Federal\Export\ndscs\ </p> <p> *Outbound File Type: PELL Data Request </p> <p> *Aid Year: </p> <p> *Institution: </p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <ul style="list-style-type: none"> DL Change DL Disbursement DL PLUS Origination <li style="background-color: #e0e0e0;">DL Stafford Origination ISIR Corrections ISIR Signatures PELL Data Request PELL Disbursement PELL Origination </div> </div>

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Questions

Below are questions asked on the HEUG web site about Direct Loans and answers provided by the user community.

Can changes to sub and unsub be made the same day?

Answer: (smartino@indiana.edu): You can send Sub and Unsub changes in the same day, but there is a good chance that depending on what change you are making one of those changes will get rejected.

For example, if you are reducing an Unsub, and giving the student an additional Sub loan to replace what was reduced. The reduction on the Unsub will be accepted, but the increase in the SUB may get rejected because at the time it is being originated, the Unsub change has yet to take place in COD. This is definitely a limitation in COD.

What we do is we allow the staff to make the changes in the system to both loans, we outbound the changes for both loans, and if one comes back rejected we can see it was due to a “timing” issue and we just remove the hold and send the change back to COD. Not necessarily the most efficient, but it keeps the impact to the student to a minimum and nobody has to keep track of additional updates that have to be made on another date. Now we transmit nightly to COD which helps immensely in these situations.

Can I change a direct loan to one term?

Answer (from HELP): The packaging engine does not allow you to change the disbursement plan for direct lending loans, even if the loan has not been originated. You would need to change disbursement plans if you awarded a direct lending loan for two terms, then found out the student should only be awarded for one term. There are two ways to accomplish this change. The steps are shown below.

Option 1 – Changing disbursement plans for non-originated direct lending loans.

1. Cancel the original loan (with the original disbursement plan and split code) on the Student Aid Package page.
2. Insert a row on the Student Aid Package page below the row for the canceled loan in step 1.
3. Using the same financial aid item type as the original loan, award the loan with the new disbursement plan and split code.

Note. If you are using professional judgment to override an award amount, you must make sure that your loan disbursements (amounts, fees, and rebates) are split correctly between your item types. Refer to the common origination and disbursement technical data for details.

Option 2 – Changing disbursement plans for non-originated direct lending loans.

1. Using the original loan you awarded (with the original disbursement plan), create a custom split so the money is allocated only to the new terms you want to use.
2. Originate the loan.
3. Go to the Application Financial page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application) and select the Override Loan Dates check box. Change the Loan Period Start, Loan Period End, and Antc Date (anticipated disbursement date) to match the new period for which the loan is awarded.

Can I adjust a Direct Loan to one term after disbursement?

Answer: (smartino@indiana.edu) In a case where a student wants the fall or spring portion of the loan cancelled AFTER disbursement, the way to handle those is to truly do a custom split. Go to the disbursement link, click on Custom Split and split the loan as needed (made sure the Custom Loan Fee box is NOT checked). This will then update the origination record correctly and the disbursements will go in the correct order.

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Answer (smartino@indiana.edu) In order to do this you have to do a custom split, but when you do the custom split DO NOT check the Custom Loan Fee box. If you check that box then the fees are not calculated. If this has been done, you can go into the Disbursement link, uncheck the Custom Loan Fee box and then validate the post and the fees will be re-calculated correctly. Once this is done you then remove the HOLD on the loan and when you re-originate the fees will be corrected on the loan, and the loan will show a disbursement only for the fall.

A loan with a disbursement for fall and nothing for spring will only be accepted by COD if the loan was already originated and accepted. If the initial loan origination has not been accepted you then have to cancel that loan and re-award with a new item type with a Disbursement Plan and Split Code that is only for fall term.

Can I reduce the fall award after disbursement if we receive outside aid that over awards the student?

Answer: (Betsy.Hobson@Williams.edu) Yes. After you reduce the disbursement, disburse it and send the new disbursement record.

I'm having a problem with the direct lending Loan fee and rebate, they are rounding to the nearest dollar.

Answer: (smartino@indiana.edu): Direct Loan fee and rebates are always truncated, there are never any cents. The origination fee is rounded down to the nearest dollar, and the rebate is rounded up to the nearest dollar. The COD technical manual describes these calculations if you are interested.

If you are unable to send refund to student or funds are returned to University and then have to reduce Direct Loan funds to return to DOE; since Direct Loans does not allow cents, how are you handling the amount to return. "

Answer: (jshisler@depaul.edu): We round the cents, 50 - .99 round up and .49 - .01 round down. If there is an account balance student accounts will handle the situation.

If there is a credit balance (regardless of the amount) the student has two options:

1. Release the credit balance as a refund.
2. Return the credit balance to direct lending.

What will cause a Direct Loan to fail validation?

Answer: The DL validation edits are hard coded into the program FAPDLOVL. Here is a list of the edits:

- Invalid or missing Student SSN
- Invalid Student Birth date
- Invalid Student Name
- Invalid Student Middle Initial
- Student Address is Incomplete
- Invalid Student Phone Number
- Invalid Email Address
- Student is not eligible (Citizenship Status)
- Invalid Origination Fee Percentage
- Invalid Interest Rebate Percentage
- Invalid Promissory Note Print Code
- Invalid disclosure Statement Print Code
- Loan Period greater than 12 months
- Loan Period End Date before Start Date
- Disb Date < Loan Period Start Date (-10 Days)

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Disb Date > Loan Period End Date (+120 Days)
Sum of Disbursements > Loan Approved Amount
Award Amount exceeds limits
Invalid Dependency Status
Invalid Student Default/Overpay Code
Incorrect Disbursement Net Amount
Incorrect Disbursement Rebate Amount
Invalid or missing Borrower SSN
Borrower and Student SSN are the same
Invalid Borrower Birthdate
Invalid Borrower Name
Invalid Borrower Middle Initial
Borrower Address is Incomplete
Invalid Borrower Default/Overpay code
Borrower is not eligible (Citizenship Status)
Preprof cannot be selected when grade level not = 5
Preprof and Health cannot be selected on same loan
Dependency Status set to D and Grade Level > = 6

I can't figure out how to fix these two validation errors: Borrowers Middle Initial Not Blank or Alphanumeric/Student's Middle Initial Not Blank or Alphanumeric.

Answer: (jhisler@depaul.edu) Take a look at this student's bio/demo data. If the middle initial is, for example, "M." that period will cause this error. If you remove the ".", remove the loan from hold, and click the Update Origination button, the new middle initial will be pulled into the loan record and things should get straightened out when the loan is transmitted. Or, if there has been a space entered (VERY fun, because you can't see it...) you can delete the space, remove the loan from hold, click the Update Origination button, etc.

I need help figuring out a DL error message. The error messages are: 147 - Identifier inconsty for GPLUS ; 120 - Incomplete Address for PLUS

Answer: (pwoolley@bf.umich.edu) When we see this error it is usually that one (or more) bio demo fields (name, date of birth, etc) is being reported differently in the borrower data section vs. the student data section in the COD file.

How do you override the validation error of "Invalid Student Default/Overpay Code"?

Answer: (jhisler@depaul.edu) There are two places to do this.

1. On the packaging status summary page, behind the Database Matches link, click the override next to NSLDS Match and set that field to Eligible. If this is done before the loan origination record has been created in PeopleSoft, then the Default flag should be set properly from the getgo.
2. If the loan origination records has already been created in PeopleSoft, you'll also want to set the NSLDS Match field (for any subsequent loans), but you can update that field on the loan records. It's on the Application Bio/Demo page of the Manage Direct Loan application component.

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How do I override a C code for defaulted loans?

Answer: (lschiavone@vccs.edu) To rectify the default/overpay code problem, you would navigate to Financial Aid > Loans > Direct Lending Management > Manage Direct Lending Application and change the Borr Default/Owes Refund value from 'Yes' to 'No.' From the Application Acknowledgement tab, you would then click the Activate Change pushbutton. *This is assuming you have already verified that any existing default or overpayment has been satisfied by the involved student prior to awarding his or her loan eligibility.*

You then need to repeat the Validation process which will re-validate the problem students so that you can ensure that they no longer appear on this Validation Error report.

The PNote Status on the Manage Direct Loan Application is still showing as "Print", but there is a DL PNote Unique ID and a DL PNote Expire Date. COD shows MPN as complete.

Answer (smartino@indiana.edu). Here are my responses:

1. The PNOTE status WAS updated, but the PNOTE status was updated BEFORE the loan origination response was loaded, so when the loan origination acknowledgement came in the PNOTE status was overlaid. This happens when COD takes a little longer to return the loan origination response than normally. When the loan was originated there was not an MPN, but in the meantime the student does sign an MPN and COD sends that update to you, which set the status to "accept" Then when the loan origination record comes in, that changes the "accept" back to "print".
2. Most likely if the loan has NOT already disbursed, this will prevent disbursement, and prevent the disbursement from being sent to COD. It all depends on what you have set on the Direct Loan Options of the Loan Type.
3. We wrote a little report to find these. When we find these we confirm in COD that the MPN is actually linked to the loan, if so (and they all have been) we go the Override Processing Status page, click on the "Accept PNOTE" and click on the Update Origination button. This will then change the status from "print" to "accept" and everything will be good to go. (Query NDU_FA_0164 is under development).

How do I resend a loan that is "stuck" in transmitted status?

Answer: (pwoolle@b.umich.edu) Error the loan at **Financial Aid > Loans > Direct Lending Management > Override Processing Status** by clicking on the button next to "Error Loan" and then clicking on the "Update Origination" button. That will set the status of the origination back to error and the loan will get picked up the next time origination is run. There is no online update for the disbursement status.

Answer (Eunice.oshiro@io-consulting.com) If your loan is still in transmitted status, you are missing an acknowledgement/response file. You should check with your team to make sure the corresponding acknowledgement file was not skipped or "not loaded" by accident. If indeed the file was received and not loaded, just have them load the file and that should unlock your record. If you are unsure, check on the COD website to ensure that the original batch file was received and a response file was not created.

I want to caution you about trying to force transactions without investigating why your record is still in transmit status. And understand that it should not take that long to ensure that the record is "unlocked".

If you would navigate to View Loan Processing Actions for that student, you should be able to determine which process (origination, origination-change or disbursement) is missing the response. If the loan is still in transmitted status and you don't have a REJECT status on that loan type, click on the Document ID link. This link will navigate you to the View COD Data components. Click on search as the fields are auto populated at this point; just click on search and review the

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first tab (the Document ID Tab). If the second field after the Document ID field, labeled Document Response is BLNAD (not = to RS), and the outbound process date is not current (i.e., you sent it over 24 hours ago), you have the ability to regenerate and resend this file. You should also check the COD website that the DOCUMENT ID does not have a corresponding RS file before regenerating/resending the file to COD.

It is more than likely that if you don't have a response for this student's record, that you really don't have a response loaded for everyone included in this same batch, so don't be surprised to see your student as well as other records in the newly regenerated batch. Usually, the COD processes files quite quickly (if the batch does not contain PLUS loans – credit checks take a bit longer for the COD to process) and responds within 24 hours.

NOTE: if your record is in rejected status, you should fix the rejects, take the loan off of hold and let the subsequent processes resend the loan record.

What might cause the authorization error “Funds for this disbursement have not been recorded in the system?”

Answer: (smartino@indiana.edu) Since your Grad PLUS has (1) An In Service, Accepted Origination record (2) An acknowledged Prom Note, and (3) You have manually updated the Credit Decision to Approved, go to the Override Processing Status page and click on the Update Disb Status radio button, and then the Update origination button. This will get everything in sync and then you can disburse.

Answer: (acipolla@umuc.edu) If the student has completed MPN and Entrance Interview and the origination has been accept by COD, check to see if the origination and pnote statuses have been updated manually on the Override Processing Status page. If you update both these statuses manually, then it's best to also click on the Update DL Disb Status on the same page and click the Update Origination button. Also, if you are updating the statuses manually, make sure to update the origination status and then the pnote status second.

What do these two rejects from COD mean? (Sum of Awd Amts > Loan Limit, Disb Dt in window, Ind=False)

Answer: (pwooley@bf.umich.edu) We normally see the error message “Sum of Awd Amts > Loan Limit” when a loan has been cancelled and a new item type awarded. Until the first loan comes back accepted at the zero amount, usually the new loan is rejected because it exceeds the amount allowed. If that's the case, and the first loan has come back accepted at the zero amount, then you can just remove the hold from the new loan(s) and let it go through again.

If that's not the case, is the student near max is not eligible for the full loan amount?

Just a note on the second message, “Disb Dt in window, Ind-False” – this is just an indicator of whether it's an origination or disbursement file. You really don't need to worry about this message. The disbursement indicator should always be False on an origination file and always True on a disbursement file, and we've never seen where the system didn't send the correct status for the file.

What will “flip” the disbursement release indicator to “True”?

Answer: (jshisler@depaul.edu) To be honest, I don't know. I've never paid any attention to the disbursement release indicator for Direct Loans. My understanding is that this is used primarily for CommonLine Loans as a way to manage when funds are released from the lender (and when they can start charging interest) and arrive in an EFT Disbursement Roster record to be loaded to PeopleSoft. With Direct Lending, there is no external EFT Disbursement Roster file to load, if all of the “loan record requirements” are met for the loan (orig acknowledged, PNote ack received) then the loan disbursement is “recognized” by the mass authorization process and will then be drawn through your item type disbursement rules to check for Entrance Interview, enrollment, etc. Until those loan record requirements are met, you'll see the “funds for this disbursement have not been recorded in the system” authorization failure message.

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How do I resend a DL disbursement that has come back rejected and is currently reflecting an “error” status on the “Loan Disb Trans Stat” field?

Answer: (smarino@indiana.edu) Correcting the error and removing the hold is all you need to do.

Do we have to disburse DL loans before sending the disbursement request to COD?

Answer: (jshisler@depaul.edu) Yes, and when PeopleSoft will generate these files is dependent upon how you have your DL Loan Types set up. On the Direct Loan Options page there are two drop down boxes on the right side of the page. The lower of those two buttons, the DL Disb Transmit Option field, is what governs when your disbursement requests will be generated. Here at DePaul, we have that field set to Orig+PNote. This means that when the Loan’s Origination record has been accepted at COD and when the PNote acknowledgement has been received, that PeopleSoft will create disbursement requests for use when we have the Disbursements box checked on the Generate Direct Loan Data page.

How do we handle summer loans that haven’t disbursed yet by Jul 1st?

Answer: (Pat Marts, University of Michigan) So here's what we do: for our loan periods that start before July 1, we use specific item types with the prior to July 1 fee/rebate attached. For loan periods that begin after July 1, we use different item types with the after July 1 fee/rebate attached and the loan request date on the disbursement id in the disbursement plan cannot be before July 1. If a loan that was awarded (and or originated) for a term beginning before July 1 does not disburse for any reason by June 30, we cancel it and tell the student to contact us if they want it reinstated. If the student does want the loan, we then put on one of the after July 1 item types which has the correct fee/rebate attached and we use a different disbursement plan because the loan request date needs to be after July 1.

Will sending a disbursement request change the loan to “booked” status at COD?

Answer: (jshisler@depaul.edu) Yes, and in addition to the disbursement acknowledgement that comes back, you’ll also receive a booking notification file (message class CRBN##OP). This will come separately and probably the day after the disbursement acknowledgement file.

When will funds be available for draw-down?

Answer: (jshisler@depaul.edu) That may have to do with whether you are an “advanced funding” school or a “just in time” school. As we’re the latter, I’ll tell you what we do....We run authorization/disbursement twice a week on Mondays and Wednesdays. On Wednesdays right after Mass Disbursement has completed, a member of our controller’s Office runs a query to see how much we have disbursed in “new” direct loan funds. She then enters the request to draw down those funds. Keep in mind that this will be BEFORE we have transmitted our disbursement requests. We then have 30 days to “substantiate” that draw down with the disbursement requests we transmit.

We are under the impression that within 7 calendar days of our disbursement date that we could send the disbursement records to COD before actually disbursing the loan funds to the student. However, we are unable to make this happen. We’ve never tried to do this, we only attempt to send disbursement requests after we’ve disbursed funds to our students. However! We do disburse our funds shortly before the start of the term.

How do I handle PLUS credit checks?

Answer (adkuzmack@notes.cc.sunysb.edu) When we receive back the acknowledgement that a PLUS credit check is denied, we cancel the award on award entry, run loan origination to create the change transaction, but then place the loan record in a 'hold' status so that it does NOT outbound. In so doing, we do not receive back a rejected record from

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COD. If we subsequently receive a credit decision override record, we then remove the hold from the loan record and put back the loan amount on award entry using the original item type. The next time loan origination runs, it then creates the appropriate change transaction and successfully gets acknowledged

Answer (cmongell@boisestate.edu) We were running into the a problem with our PLUS loans so we had to change our processing rules:

What we have done at Boise State is to perform a credit check online at COD before we try to originate the loan. If the credit check comes back "denied", we don't even offer the PLUS loan. We contact the parent/student to see if they are going to seek a co-signer or if the student will be getting the UNSUB replacement. Only if the credit check is accepted will we even try to originate the PLUS loan

Answer : (nystrom@uthscsa.edu) Just to weigh in on this situation – the way I found that works best for us is to simply cancel the award when the denial comes in and place a hold on the loan over-ride screen (“DL Management – Override Processing”) BEFORE origination is run. We then notify the borrower that the loan is presently in denied status (even though I believe COD/DL does this as well) and let them know they can try and obtain a cosigner.

If they should obtain a cosigner we will receive a CRCO file at some point. Every time I receive one I simply view the file and see who it is for, go to that students award screen and re-award the loan, go to the over-ride screen and remove the hold, and then run the CRCO file in through normal processing. The loan will then disburse assuming other conditions (e.g. entrance, enrollment, etc) are still being met.

If they do not obtain a cosigner, at the end of the award year (after ALL processing is done) I run the loans on hold report, remove the holds, process the loans, and manually accept the cancellations (in lieu of transmitting a “known rejecting” file) on the override screen.

This has been the easiest for us since trying to get the unique ID's to match up was difficult and reinstating a loan was impossible! We are a 9.0 school but this worked with 8.9 too.

How do I process a Direct Loan Unsubsidized Loan for a Dependent Student without a FAFSA?

Answer: (jshisler@depaul.edu) This set of procedures comes from Harriet McCann, Julie Churchill, DePaul's COD School Rep, and Jessica Holler...

The COD is set up to approve the loan from the origination request file when it contains two things:

- The Additional Unsub field set to True (as if this were for a student whose parents were denied PLUS)
- The most recent ISIR transaction number

We need to:

- Set the PLUS Override flag behind the Database matches link before the loan origination record is created (or check it on and update the origination...which would be more likely in our situation)
- Generate the Origination Request file
- (*Request NDUS Campus Solutions*) Open the Origination Request file and update the CPS Transaction number for the afflicted student from 99 to whatever is most current
- (*NDUS Campus Solutions will*) Transmit the loan
- Cross fingers, hold thumbs, rub a rabbit's foot...whatever!

The part you (*NDUS Campus Solutions will*) update looks like this:

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<AwardKey>1</AwardKey>
<FinancialAwardYear>2010</FinancialAwardYear>
<CPSTransactionNumber>01</CPSTransactionNumber>
<FinancialAwardAmount>7500.00</FinancialAwardAmount>

How do I used the canned reports under Financial Aid > Loans > Direct Lending Reconciliation?

Answer (jhisler@depaul.edu). We run the following reports weekly on Mondays:

- Validation Errors Report
- Origination Export Report
- Rejected Originations Report
- Disbursement Errors Report

The first two reports help us make certain we're transmitting everything possible and that we're receiving timely responses from COD (infrequently, a batch gets "stuck").

The other two reports help us make certain anything that causes a loan to be placed on Hold gets resolved, the new information gets drawn in the loan record and the updated data is transmitted.

We run the following report weekly on Tuesdays:

- Loans on Hold Report

This report is a "catch all" for us. Nearly everything that places a loan record on Hold gets resolved when you work the Rejected Originations and Disbursement Error Reports; the few that remain appear on the Loans on Hold Report.

Answer (Julie.ibanez@sonoma.edu). Daily we run the Validation Errors report and the Loan on Hold Report. The Validation Errors identifies student that failed to be validated (weren't picked up to go out to COD at all). The Loans on Hold provides rejected originations and disbursements on one report rather than running two separate reports. I find that one easier.

Which SAS file is your school currently using with the *delivered* PS DL reconciliation process? Are you using the DSLF (loan level) or DSDF (disbursement detail) file

Answer: (jhisler@depaul.edu) We get both, I have found that at times an issue will show up on the delivered report from one file that didn't show up on the report when it was run with the other file.

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What federal reports do I use for Reconciliation?

Answer: (petemal@udel.edu) We actually use the DSLF report (loan level detail) (go to your report selection and select Modify SAS Options) see attached. I load that file through FA Inbound and then run the reconciliation report under DL School Account Summary.

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA
FEDERAL STUDENT AID

Person School Batch Award Services User

SAS Options HELP

UNIVERSITY OF DELAWARE

Program: DIRECT LOAN Award Year: '09-'10

SAS Options

Report Format: Fixed Length

Include Names of Borrowers: Yes

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	Yes
Loan Level (optional)	N/A	Yes

Loan Level is only available for Year-to-Date

UPDATE

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What are the rules for Creating Master Promissory Note Paper Manifests?

The following is from the Department of Education Technical Manual:

All promissory notes must be mailed and accepted by COD before the loans are booked. The hard copy promissory notes must be accompanied by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school. A sample Direct Subsidized/Unsubsidized Loan MPN Paper Manifest and a sample Direct PLUS Loan MPN Paper Manifest are provided below.

Business Rules:

- 1) Subsidized/Unsubsidized MPNs and PLUS MPNs must be batched separately and a separate paper manifest created for each batch.
- 2) Additionally, separate batches and manifests must be created for each DL school code.
- 3) Each batch may contain up to 100 notes.
- 4) After processing, the manifest is returned to the school address on the promissory note unless the school indicates another address on the manifest.
- 5) The Report Date (in MM/DD/YYYY format) and the Report Time (in HH:MM:SS format) indicate when the manifest was produced.
- 6) A page number starting with 1, incremented by 1 for each subsequent page printed, is included on each page of the manifest.
- 7) Records are printed in the last name alphabetical order, or numerical borrower ID order. The borrower's name is printed in last name, first name, and middle initial order. The Loan ID associated with borrower's name is printed.
- 8) The number of notes for shipping indicates the number of promissory notes covered by the paper manifest. It is only printed on the final page of the paper manifest.
- 9) The certification statement, DL school code, school name, signature block, and Financial Aid Administrator (FAA) name are only printed on the last page.

