



# COD Action Queue

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## What is the COD Action Queue?

- A COD function that allows you to quickly locate DL records which are in pending status.

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## Why do I use the COD Action Queue?

- When you wish to take a DL record in COD and indicate that you are disbursing that particular disbursement to the student, the Action Queue will locate the record and allow you to release the disbursement. This is sometimes called “Setting the DRI to True”
- Disbursement becomes active instead of pending

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## Action Queue - Search

The screenshot shows a web browser window titled "COD Online - Windows Internet Explorer" with the URL "https://cod.20122871.com/ViewDisbursementPage". The page header includes the U.S. Department of Education logo and "COMMON ORIGINATION & DISBURSEMENT", along with the FSA logo and "FEDERAL STUDENT AID". A navigation bar contains "Person", "School", "Batch", "Award", "Services", and "User". The main content area is titled "Action Queue Search" and includes a "HELP" link. Below the title, it says "Use this screen to search the Action Queue." and "To search the Action Queue for a particular school, please enter the School ID and the date range:". The search form contains the following fields:

- Entity ID: COD - 10043700 - OREGON STATE
- Award Year: '10-'11
- Disb. Start Date: February 16 2009
- Disb. End Date: February 16 2011
- Disbursement Status: A dropdown menu with options "All", "Active", "Pending", and "Review".

Below these fields, there is a section for searching by Batch ID: "To search the Action Queue for a specific Review enter the Batch ID:" followed by a "Batch ID" input field and a "SEARCH" button. A note states: "Note: Batch ID will search only by Review status." The footer of the browser window shows "Feb 16 2011 14:14 EST" and navigation links: "Home | Privacy Act | Links | Contact Us | Today's Update | Help | Glossary | Log Off".

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## Action Queue – Search Result

The screenshot shows the 'Action Queue List' page in the CDD Online system. The page includes a navigation menu with options like 'Batch Search', 'Action Queue', 'Grant Data Requests', 'PLUS App Rsp Request', and 'Rebuild Search'. The main content area displays search filters for School (OREGON STATE), Disb. Start Date (02/16/2009), and Disb. End Date (02/16/2011). Below the filters is a table of records with columns for Select, Name, SSN, Prog., Award Year, Disb. Seq. No., Disb. Amt., Disb. Date, and Status. Three records are listed, all with a status of 'Pending'. A 'Total Disb. Amount' of \$18,109.00 is shown at the bottom of the table. A 'PROCESS SELECTED DISBURSEMENTS' button is located at the bottom of the page.

Select	Name	SSN	Prog.	Award Year	Disb. Seq. No.	Disb. Amt.	Disb. Date	Status
<input type="checkbox"/>	BASSIN,	498972497	DLPLUS	'10-'11	1 01	\$14,625.00	12/26/2010	Pending
<input checked="" type="checkbox"/>	BELVILLE, WINFORD	897581858	DLSUB	'10-'11	1 01	\$1,742.00	01/10/2011	Pending
<input type="checkbox"/>	BELVILLE, WINFORD	897501050	DLSUB	'10-'11	2 01	\$1,742.00	02/16/2011	Pending

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## Action Queue – Error Warning

The screenshot shows the 'Action Queue Processed Disbursement List' page. It displays a message: 'Please refer to the following Batch Ids to track the update: 2011-02-16T14:15:54.424'. Below this, it states 'The following messages were returned:' and shows a table with columns for SSN, Name, Award, Award Year, Disb. No., Seq. No., Disb. Amt., and Status. One record is shown for SSN 897581858, Name BELVILLE, WINFORD, Award DIRECT LOAN, Award Year '10-'11, Disb. No. 01, Seq. No. 01, Disb. Amt. \$1,742.00, and Status Processed. A 'Reported Errors' section lists: '1) Disbursement Information Received 30 Days or more after Date of Disbursement Reported Field: DisbursementDate'. The 'Accepted Total Disb. Amount' is \$1,742.00.

SSN	Name	Award	Award Year	Disb. No.	Seq. No.	Disb. Amt.	Status
897581858	BELVILLE, WINFORD	DIRECT LOAN	'10-'11	01	01	\$1,742.00	Processed

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# Batch Search Using Batch ID

**Batch Search**

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: <None Selected>

Batch Type: All

Award Year: All

Start Date: February 16 2011

End Date: February 16 2011

Status: All

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

Document ID: 2011-02-16T14:15:54.424

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**

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# Batch Search Results

Accepted	\$0.00	1
Total Number of Awards Rejected	Award Amount Rejected	
0	\$0.00	
Total Number of Awards Accepted with Corrections	Award Amount Accepted with Corrections	
0	\$0.00	
Total Number of Duplicate Awards	Amount of Duplicate Awards	
0	\$0.00	
Total Number of Awards Accepted with Warnings	Award Amount Accepted with Warnings	
0	\$0.00	
Total Number of Disbursements Accepted	Disbursement Amount Accepted	
1	\$1,750.00	
Total Number of Disbursements Rejected	Disbursement Amount Rejected	
0	\$0.00	
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	
0	\$0.00	
Total Financial Award Accepted	Total Financial Disbursement Accepted	
\$0.00	\$1,750.00	
Total Funded Disbursement Accepted	Total Non Funded Disbursement Accepted	
\$1,750.00	\$0.00	

Enter filter criteria here to narrow down your search.

SSN: Status: All **Apply Filter** **Reset Filter**

Award Type: All

Award Year	Name	SSN	Award Type	Award No	Disb No
10-11	BELVILLE	697891858	Accepted	DLS	001 - Accepted DS - Accepted

Records 1 to 1 of 1 [Print Batch](#)

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# Back to the Action Queue

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

**Action Queue List**

School: OREGON STATE  
 Disb. Start Date: 02/16/2009  
 Disb. End Date: 02/16/2011

Filter by Status: All | Filter by Program Type: All  
 Filter by SSN: | Filter by Last Name: |

Records 1 to 3 of 3

Select	Name	SSN	Prog.	Award Year	Disb. No.	Seq. No.	Disb. Amt.	Disb. Date	Status
<input type="checkbox"/>	BASSIN, BELVILLE, WINFORD	498972497	DLPLUS	'10-'11	1	01	\$14,625.00	12/26/2010	Pending
<input type="checkbox"/>	BELVILLE, WINFORD	897581858	DLSUB	'10-'11	1	01	\$1,742.00	01/10/2011	Active
<input type="checkbox"/>	BELVILLE, WINFORD	897581858	DLSUB	'10-'11	2	01	\$1,742.00	02/16/2011	Pending

Records 1 to 3 of 3 | Total Disb. Amount: \$18,109.00

Select All | Clear All

**PROCESS SELECTED DISBURSEMENTS**

Feb 16 2011 14:16 EST | Home | Privacy Act | Links | Contact Us | Today's Update | Help | Glossary | Log Off

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# Update Disbursement Info

**Update Disbursement Information**

OREGON STATE  
 8975818581060457001  
 '10-'11  
 Disbursement 2

The fields marked with an asterisk (\*) are required.

**Common Record Information**

Batch ID: 2011-02-16T14:37:24.843  
 Attending Entity ID: 10043700

**Disbursement Information**

Name: WINFORD BELVILLE  
 SSN: 897581858  
 Award Amount: \$3,500.00  
 Academic Year: '10-'11  
 Disbursement Number: 2  
 Sequence Number: 1

\*Disbursement Date: February 16 2011  
 \*Gross Amount: \$1,760.00  
 \*Fee Amount: (\$17.00)  
 \*Interest Rebate Amount: \$9.00  
 \*Net Amount: \$1,742.00  
 \*Disbursement Release Indicator: False  
 Confirmation Flag: False  
 First Disbursement Flag: False

**VIEW PERSON DATA | VIEW AWARD DATA | CONTINUE | DELETE | CANCEL | SUBMIT**

Feb 16 2011 14:37 EST | Home | Privacy Act | Links | Contact Us | Today's Update | Help | Glossary | Log Off

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# Update

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIENTATION & DISBURSEMENT

PERSON School Batch **Award** Services User

### Update Disbursement Information

OREGON STATE  
637281585210004372021  
10-11  
Disbursement 2

The fields marked with an asterisk (\*) are required.

**Common Record Information**  
Batch ID 2011-02-16714:17:24:843  
Attending Entity ID 10043700

**Disbursement Information**  
Name WINFORD BELVILLE  
SSN 897581858  
Award Amount \$3,500.00  
Academic Year '10-'11  
Disbursement Number 2  
Sequence Number 1  
\*Disbursement Date February 16 2011  
\*Gross Amount \$1,000.00  
\*Fee Amount (\$10.00)  
\*Interest Rebate Amount \$5.00  
\*Net Amount \$995.00  
\*Disbursement Release Indicator False  
Confirmation Flag False  
First Disbursement Flag False

VIEW PERSON DATA VIEW AWARD DATA CONTINUE DELETE CANCEL SUMMIT

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# DRI Can Be Changed Here

U.S. DEPARTMENT OF EDUCATION  
COMMON ORIENTATION & DISBURSEMENT

PERSON School Batch **Award** Services User

### Update Disbursement Information

OREGON STATE  
637281585210004372021  
10-11  
Disbursement 2

The fields marked with an asterisk (\*) are required.

**Common Record Information**  
Batch ID 2011-02-16714:17:24:843  
Attending Entity ID 10043700

**Disbursement Information**  
Name WINFORD BELVILLE  
SSN 897581858  
Award Amount \$3,500.00  
Academic Year '10-'11  
Disbursement Number 2  
Sequence Number 1  
\*Disbursement Date February 16 2011  
\*Gross Amount \$1,000.00  
\*Fee Amount (\$10.00)  
\*Interest Rebate Amount \$5.00  
\*Net Amount \$995.00  
\*Disbursement Release Indicator False  
Confirmation Flag **True**  
First Disbursement Flag False

VIEW PERSON DATA VIEW AWARD DATA CONTINUE DELETE CANCEL SUMMIT

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# Action Queue List After Change

COD Online - Windows Internet Explorer  
 https://cs.202.128.31.com/Trail/TrailName=BatchTrails55/Filter/James=AQList

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

FSA  
 FEDERAL STUDENT AID

Person School **Batch** Award Services User

Batch Search  
 Action Queue  
 Grant Data Requests  
 PLUS App Rep Request  
 Rebuild Search

### Action Queue List

School: OREGON STATE  
 Disb. Start Date: 02/16/2009  
 Disb. End Date: 02/16/2011

Filter by Status: All  
 Filter by Program Type: All  
 Filter by SSN:   
 Filter by Last Name:

**FILTER** **RESET**

Records 1 to 3 of 3

Select	Name	SSN	Prog. Year	Award No.	Disb. No.	Seq. No.	Disb. Amt.	Disb. Date	Status
<input type="checkbox"/>	BASSIN,	498972497	DLPLUS	'10-'11	1	01	\$14,625.00	12/26/2010	Pending
<input type="checkbox"/>	BELVILLE, WINFORD	897581858	DLSUB	'10-'11	1	01	\$1,742.00	01/10/2011	Active
<input type="checkbox"/>	BELVILLE, WINFORD	897581858	DLSUB	'10-'11	2	01	\$995.00	02/16/2011	Pending

Records 1 to 3 of 3  
**Total Disb. Amount:** \$17,362.00

Select All [Clear All](#)

**PROCESS SELECTED DISBURSEMENTS**

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# COD Action Queue



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