

Direct Loan Reports



Unlocking the Potential of Direct Loan Reports



We Will Cover:

- The Lineup – available Direct Loan Reports
- Just the Facts – setting report options and accessing reports
- Searching for Clues – on the case with Direct Loan Reports
- Mystery Solved – locking up the case



The Lineup

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Direct Loan Training Suite



The Lineup: Direct Loan Reports

- School Account Statement (SAS)
- 30 Day Warning
- Inactive Loans Report
- Pending Disbursement Listing
- Duplicate Student Borrower Report
- SSN/Name/DOB Change Report
- MPN Reports (Due to Expire, Expired, MPN Discharge Report)
- Rebuild
- School Monitoring Email
- Servicing Reports

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Direct Loan Training Suite





We Will Learn:

- *What* Direct Loan reports are available
- *When* and how frequently reports are received
- *Where* to get them
- *Why* this information is useful to school processing

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School Account Statement



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Report Date: 05/04/2010 U.S. Department of Education Page 1
Report Time: 09:59:50 Direct Loan Tools - 2009-2010
SAS Monthly Cash Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
End Date: 04/30/2010

School Code: GXXXXX
Region Code: 02
State Code: NJ

Beginning Balance:                                $3,264
Cash Receipts:                                   $4,089
Refunds of Cash:                                  -$1,350
Net Drawdowns/Payments:                           $2,739

Booked Disbursements:                             $0
Booked Adjustments:                               -$1,250
Total Net Booked Disbursements:                   -$1,250

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

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- What – cash and loan summary and detail
- When – monthly
- Where – SAIG only
- Why – reconcile with school data

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30-Day Warning



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REPORT ID: U.S. DEPARTMENT OF EDUCATION PAGE 1 OF 1
 RUN DATE: 04/03/2010 FEDERAL DIRECT LOAN PROGRAM RUN TIME: 01:08AM
 30-Day WARNING REPORT
 AWARD YEAR: 2009-2010
 FOR THE PERIOD ENDING 03/31/2010
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE UNIVERSITY SCHOOL CODE: 000000
 ADDRESS: 5 COLLEGE AVE
 NEW YORK, NY 10038-2206

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORR NAME	DATE RCV'D	DATA NEEDED	LOAN FROM	DISB
P	11129422P10G01999001	MOONAN, DANNY	02/02/2010	Y	Y	
P	22224523P10G01999001	SASSAFRAS, HENRY	02/26/2010	Y	Y	
P	34542211P10G01999001	BELL, BOBEY G	02/09/2010	N	Y	
P	46542322P10G01999001	SIMON, JOHN S	02/09/2010	Y	Y	
P	72942322P10G01999001	MORAY, KELLY D	02/09/2010	N	Y	
P	74242322P10G01999001	HILLBERN, DAN M	02/09/2010	N	Y	
P	87742322P10G01999001	SUITER, GARY B	02/09/2010	N	Y	
P	8842322P10G01999001	FLOOD, MEGHAN	01/30/2010	N	Y	
P	9942322P10G01999001	BECHARA, MARK	02/07/2010	N	Y	

TOTAL NUMBER PLUS		9				
S	3141164810G01999001	LEE, KIM G	02/29/2010	OK	N	Y
S	76555462S10G01999001	KIBBELE, LOIS	02/29/2010	OK	N	Y
TOTAL NUMBER SUBSIDIZED		2				

U	45422474U10G21999001	BUCHANAN, JAMES	01/07/2010	OK	Y	Y
NUMBER UNSUBSIDIZED		1				

GRAND TOTAL		12				

PROMISSORY NOTE ID	DATE RECEIVED	NOTE AMOUNT				
123404117M10G01999001	12/21/09					
200104117M10G01999001	01/30/10					

- What –unbooked loans/MPNs
- When - monthly
- Where – SAIG or COD web
- Why – identify and resolve unbooked loans on COD

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Inactive Loans



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RUN DATE: 08/20/2009 U.S. DEPARTMENT OF EDUCATION PAGE 1
 RUN TIME: 04:34PM FEDERAL DIRECT LOAN PROGRAM
 INACTIVE LOANS REPORT
 AWARD YEAR: 2009-2010
 REPORTING PERIOD: 2009-07-01 - 2009-07-31

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE COMMUNITY COLLEGE SCHOOL CODE: 000000
 ADDRESS: 100 NORTH 40TH STREET
 PHOENIX, AZ 85034-1795

LOAN TYPE	LOAN ID	BORROWER NAME	INACTIVE DATE
S	100017013S10G08303001	CRENS, JOHN M	07/31/2009
S	100013828S10G08303001	JOHNSON, THOMAS P	07/31/2009

TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD: 2			

U	100019965U10G08303001	MILLER, JOEL J	07/31/2009
U	100014923U10G08303001	RUMSFELD, MICHAEL F	07/31/2009
U	100018722U10G08303001	WALKER, PETER I	07/31/2009

TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD: 3			

P	100111365P10G08303001	FORD, KRISTEN J	07/31/2009
P	100111333P10G08303001	KENDRICK, LORI F	07/31/2009

TOTAL NUMBER OF INACTIVE PLUS LOANS: 2			

GRAND TOTAL:		7	

- What –inactive loans
- When - monthly
- Where – SAIG or COD Web
- Why – identify inactive loans that should be active or vice versa

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Pending Disbursement Listing



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RUN DATE: 02/26/2010 U.S. DEPARTMENT OF EDUCATION PAGE 1
 RUN TIME: 09:07AM FEDERAL DIRECT LOAN PROGRAM
 PENDING DISBURSEMENT LISTING REPORT
 AWARD YEAR: 2009-2010
 REPORTING PERIOD: 2/23/10
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: Sample University SCHOOL CODE: G0000X
 ADDRESS: 11661 Cusack Avenue
 San Diego, CA 92131

STUDENT NAME	DISB DATE	DISB NO	SOC SEC NO	LOAN TYPE	LOAN ID	NET AMT
Aaron K Spells	1/13/10	2	123456789	S	1234567891000101	2709.00
TOTAL NET AMOUNT:						2709.00
	1/13/10	2	885.00	U	1234567891000101	872.00
TOTAL NET AMOUNT:						872.00
Allison J Brown	9/23/09	2	111222333	S	1112223331000101	2463.00
TOTAL NET AMOUNT:						2463.00
Carrie L Kent	1/05/10	2	999888777	F	9998887771000101	3170.00
TOTAL NET AMOUNT:						3170.00
	1/09/10	2	2750.00	U	9998887771000101	2709.00
TOTAL NET AMOUNT:						2709.00
Marcus N Harvey	8/16/09	1	123123123	F	1231231231000101	2208.00
	1/13/10	2	2264.00			2207.00
TOTAL NET AMOUNT:						4415.00
SCHOOL TOTAL NET AMOUNT:						16338.00

- What – pending disbursements for that period
- When – weekly
- Where – SAIG or COD web
- Why – identify disbursements to be used in funding calculations

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Direct Loan Training Suite



Duplicate Student Borrower



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RUN DATE: 12/02/2009 U.S. DEPARTMENT OF EDUCATION Page 1
 RUN TIME: 09:19PM FEDERAL DIRECT LOAN PROGRAM
 DUPLICATE STUDENT BORROWER REPORT
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
 REPORTING PERIOD: 2009-11-01 - 2009-11-30
 SCHOOL NAME: SAMPLE UNIVERSITY SCHOOL CODE: G0000X
 ADDRESS: ONE ARMORY SQUARE, SPRINGFIELD, MA 01101-9000

Borrower SSN	Borrower Name	Loan Id	Loan Amt	Total Actual Approved	G Gross Dis Amount	R	Loan Period	School Code
765432004	MAGGIE SMITH	3000	\$1500		S		2009-07-02-2010-07-01	G01006
FAULKNER UNIVERSITY MONTGOMERY AL 36109-3399 (334) 556-7211								
765432030	JOHN SMAILS	2000	\$1500		S		2009-07-02-2010-07-02	G01020
TECHNICAL STATE MONTGOMERY AL 36265-1602 (205) 782-8006								
765432021	HARRIS NELSON	3000	\$1500		S		2009-07-02-2010-07-01	G02000
MASSACHUSETTS STATE NATTICK MA 02225-2911 (508) 497-1241								

The Duplicate Student Borrower Report lists student borrowers for which COD has accepted multiple Direct Subsidized and/or Unsubsidized common records. The list indicates other schools who have submitted a common record for the same borrower who may be attending your school. This report assists in identifying subsequent loan origination records that may reject due to exceeding the annual loan limits. This report does NOT relieve the school of its responsibility to monitor all loan activity (including FFEL) for a student through the Financial Aid Transcript and NSLDS processes.

- What – list of students at your school with awards at another school
- When – monthly
- Where – SAIG and COD web
- Why – identify potential over awards

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Direct Loan Training Suite



SSN/Name/DOB Change



6 RUN DATE: 11/16/2009 U.S. DEPARTMENT OF EDUCATION FEDERAL DIRECT LOAN PROGRAM SSN/NAME/DATE OF BIRTH CHANGE REPORT REPORTING PERIOD: 2009-07-01 - 2010-09-30 Page 1 of 1 RUN TIME: 8:49AM

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL ID: XXXXXXXX OPE ID: XXXXXXXX
 SCHOOL NAME: SAMPLE TECH
 ADDRESS: 555 CAMPANILE DRIVE ARLINGTON, VA 12345-1234

PERSON LAST NAME, FIRST NAME, MI	USER	FIELD NAME
PERSON SSN	SCHOOL PHONE	OLD VALUE
SCHOOL ID	SCHOOL CITY, ST	NEW VALUE
SCHOOL NAME	SCHOOL ZIP CODE	DATE CHANGE ACCEPTED
BLANCO, JOI P 356-56-2355 10029000 SAMPLE TECH	BATCH 7066442544 ARLINGTON, VA 12345-1234	NAME JOI P BALA JOI P BLANCO 2009-09-20
MASRIOS, JOE O 357-56-2356 10029000 SAMPLE TECH	BATCH 7066442544 ARLINGTON, VA 12345-1234	BIRTH DATE 1985-04-15 1985-12-15 2009-09-20
SMITH, PAUL T 358-56-2356 10029000 SAMPLE TECH	BATCH 7066442544 ARLINGTON, VA 12345-1234	SSN 350-06-2356 358-56-2356 2009-09-20

This report lists SSN/NAME/DOB changes for a student with awards from schools. This report assists schools in identifying when demographic data changes for a student.

- What –list of individuals at your school with identifier changes
- When – weekly
- Where – SAIG and COD web
- Why – monitor changes & prevent rejects

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MPN Due to Expire Report



7 MPNs Due to Expire Report (Fixed Length)

DL HEADER	0000MPNEXP	OP#	0G999992009083015242120090830152421
LUTTERMAN	SANTO	0999999991940032061222222N08G9999900120090915A	ABOUT TO EXPIRE
LUTTMER	SANTIAGO	0977777771940031860777777N08G9999900120090926A	ABOUT TO EXPIRE
WENZEL	KENDALL	U611111111987090761111111M09G9999900120090907A	ABOUT TO EXPIRE
WENG	KENDA	S56099999919890625609999999M09G9999900120091015A	ABOUT TO EXPIRE
WENGERD	KEMBERLY	P6066666661987020260666666M09G9999900120091026A	ABOUT TO EXPIRE
WENGERT	KELVIN	O605555551990100160555555M09G9999900120090926A	ABOUT TO EXPIRE

DL HEADER	00NEXP	OP#	9	992009083	1524212	90830152421
LUTTERMAN	SANTO		099999999	19400320	612222222N08G99999001	20090915 A ABOUT TO EXPIRE
LUTTMER	SANTIAGO		097777777	19400318	607777777N08G99999001	20090926 A ABOUT TO EXPIRE
WENZEL	KENDALL	U	611111111	19870907	611111111M09G99999001	20090907 A ABOUT TO EXPIRE
WENG	KENDA	S	609999999	19890625	609999999M09G99999001	20091015 A ABOUT TO EXPIRE
WENGERD	KEMBERLY	P	606666666	19870202	606666666M09G99999001	20091026 A ABOUT TO EXPIRE
WENGERT	KELVIN	O	605555555	19901001	605555555M09G99999001	20090926 A ABOUT TO EXPIRE

DL TRAILER 001 40000000 0 0 Flat file data displayed in Excel spreadsheet

- What –list of mpns about to expire
- When – monthly
- Where – SAIG and COD web
- Why – identify MPNs that will be expiring in next 60 days

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Expired MPN Report



Expired MPN Report (Pipe Delimited)

8 DL HEADER 0000MPNINAOP#10G999992009083023522220090830235222
 U.S. DEPARTMENT OF EDUCATION
 EXPIRED MPN REPORT
 LAST NAME|FIRST NAME|MIDDLE INITIAL|SSN|DOB|MPN ID|EXPIRATION DATE|MPN STATUS|MPN EXPIRATION STATUS
 |LA||75777777|19870705|75777777|M08G99999001|20090814|E|EXPIRED
 |LA||76777777|19880915|76777777|M09G99999001|20090814|E|EXPIRED

DL HEADER 0000MPNINAOP#10G999992009083023522220090830235222
 U.S. DEPARTMENT OF EDUCATION
 EXPIRED MPN REPORT

Flat file data displayed in Excel spreadsheet

LAST NAME	FIRST NAME	MIDDLE INITIAL	SSN	DOB	MPN ID	EXPIRATION DATE	MPN STATUS	MPN EXPIRATION STATUS
LA			75777777	19870705	75777777M08G99999001	20090814	E	EXPIRED
LA			76777777	19880915	76777777M09G99999001	20090814	E	EXPIRED
SA			09555555	19400316	75888888M08G99999001	20090801	E	EXPIRED
SA			09566666	19400317	76111111M09G99999001	20090801	E	EXPIRED
LUTTS	SANJUANITA		09333333	19400314	75333333M09G99999001	20090814	E	EXPIRED
LUTWIN	SANJUANA		09222222	19400313	75222222M09G99999001	20090814	E	EXPIRED
MARSHALL	DONNY	D	44333333	19520707	75111111M08G99999001	20090813	E	EXPIRED
MARSHALL	DONNY	D	44333333	19520707	78444444M08G99999001	20090813	E	EXPIRED
WEINMANN	LAMONT	H	75444444	19870630	75444444M09G99999001	20090814	E	EXPIRED
WEINRICH	LAKITA	D	75000000	19870626	75000000M08G99999001	20090828	E	EXPIRED
WEINS	LAKISHA	C	74999999	19880625	74999999M09G99999001	20090828	E	EXPIRED

DL TRAILER 00000000000000000000000000000000

- What –list of mpns that have expired
- When – weekly
- Where – SAIG and COD web
- Why – identify MPNs no longer available for linking

MPN Discharge Report



MPN Discharge Report (Comma Delimited)

9 DL HEADER 0000MPNDISOP#10G999992009083023520120090830235201
 U.S. DEPARTMENT OF EDUCATION
 MPN DISCHARGE REPORT
 "LAST NAME","FIRST NAME","MIDDLE INITIAL","SSN","DOB","MPN ID","EXPIRATION DATE","MPN STATUS","MPN EXPIRATION STATUS"
 ""LA","75777777","19870705","75777777M08G99999001","20090814","D","INACTIVE DUE TO DEATH"
 ""LA","76777777","19880915","76777777M09G99999001","20090814","D","INACTIVE DUE TO DEATH"
 ""SA","09555555","19400316","75888888M08G99999001","20090801","D","INACTIVE DUE TO DEATH"
 ""SA","09566666","19400317","76111111M09G99999001","20090801","D","INACTIVE DUE TO DEATH"
 ""LA","09333333","19400314","75333333M09G99999001","20090814","G","INACTIVE DUE TO DEATH"
 ""LUTWIN","09222222","19400313","75222222M09G99999001","20090814","G","INACTIVE DUE TO DEATH"
 ""MARSHALL","DONNY","D","44333333","19520707","75111111M08G99999001","20090813","I","INACTIVE DUE TO DEATH"

DL HEADER 0000MPNDISOP#10G999992009083023520120090830235201
 U.S. DEPARTMENT OF EDUCATION
 MPN DISCHARGE REPORT

Flat file data displayed in Excel spreadsheet

LAST NAME	FIRST NAME	MIDDLE INITIAL	SSN	DOB	MPN ID	EXPIRATION DATE	MPN STATUS	MPN EXPIRATION STATUS
LA			75777777	19870705	75777777M08G99999001	20090814	D	INACTIVE DUE TO DEATH
LA			76777777	19880915	76777777M09G99999001	20090814	D	INACTIVE DUE TO DEATH
SA			09555555	19400316	75888888M08G99999001	20090801	D	INACTIVE DUE TO DEATH
SA			09566666	19400317	76111111M09G99999001	20090801	D	INACTIVE DUE TO DEATH
LUTTS	SANJUANITA		09333333	19400314	75333333M09G99999001	20090814	G	INACTIVE DUE TO UNAUTHORIZED SIGNATURE
LUTWIN	SANJUANA		09222222	19400313	75222222M09G99999001	20090814	G	INACTIVE DUE TO UNAUTHORIZED SIGNATURE
MARSHALL	DONNY	D	44333333	19520707	75111111M08G99999001	20090813	I	INACTIVE DUE TO IDENTITY THEFT

DL TRAILER 00000000000000000000000000000000

- What –list of MPNs inactive due to discharge
- When – weekly
- Where – SAIG and COD web
- Why – identify MPNs no longer available for linking

Direct Loan Rebuild



- What –detailed origination and disbursement data on COD
- When – by request via COD Web
- Where – SAIG
- Why – rebuild lost Direct Loan data

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Direct Loan Training Suite



School Monitoring Email



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COD School Monitoring

School OPE ID:

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

- What – email about potential school processing issues
- When – weekly, as needed
- Where – email from COD customer service
- Why – alerts schools to potential processing issues

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Direct Loan Training Suite



School Monitoring Email

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Direct Loan Unsubstantiated Cash:			
2005-2006	2006-2007	2007-2008	2008-2009
Net Draws \$21,690,131.00	Net Draws \$21,778,533.00	Net Draws \$24,424,773.00	Net Draws \$12,909,355.00
- NAPD \$21,690,125.00	- NAPD \$21,778,533.00	- NAPD \$24,424,773.00	- NAPD \$12,908,155.00
Unsubstantiated Funds \$6.00	Unsubstantiated Funds \$0.00	Unsubstantiated Funds \$0.00	Unsubstantiated Funds \$1,200.00

ACG Unsubstantiated Cash:		
2006-2007	2007-2008	2008-2009
Net Draws \$70,009.00	Net Draws \$209,837.00	Net Draws \$29,556.00
- NAPD \$70,009.00	- NAPD \$209,837.00	- NAPD \$29,556.00
Unsubstantiated Funds \$0.00	Unsubstantiated Funds \$0.00	Unsubstantiated Funds \$0.00

SMART Unsubstantiated Cash:		
2006-2007	2007-2008	2008-2009
Net Draws \$118,000.00	Net Draws \$78,307.50	Net Draws \$30,687.00
- NAPD \$118,000.00	- NAPD \$78,307.50	- NAPD \$30,687.00
Unsubstantiated Funds \$0.00	Unsubstantiated Funds \$0.00	Unsubstantiated Funds \$0.00

TEACH Unsubstantiated Cash:		
2008-2009		
Net Draws \$0.00		
- NAPD \$0.00		
Unsubstantiated Funds \$0.00		

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Direct Loan Training Suite

FEDERAL STUDENT AID

Direct Loan Servicing Reports

- What – reports covering:
 - Entrance Counseling Reports
 - Exit Counseling Reports
 - Delinquency Reports
 - Portfolio Reports
- When – as needed daily, weekly, monthly
- Where –SAIG mailbox, email, Direct Loan servicing website
 - Must subscribe for SAIG mailbox delivery
- Why – to monitor borrower activity at Direct Loan Servicing



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Direct Loan Training Suite

START HERE
GO FURTHER
FEDERAL STUDENT AID



Just The Facts

Setting Direct Loan Report Options and Accessing Reports

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Direct Loan Training Suite



Direct Loan Reports Options

- Options for Receiving Your Reports:
 - SAIG mailbox
 - school's Newsbox on COD web site
 - Email
 - Direct Loan Servicing Website
- 09-10 reports are sent to schools as flat file
- Format options vary

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Direct Loan Training Suite





Report Formats and Options

Format and Delivery Methods				SAIG Mail Box					COD Website	
Report Name	Report Selection	Sort	Frequency	Preformatted Text	Comma Delimited	Pipe-Delimited	Fixed Length	Do Not Distribute	PDF	Comma Delimited
30-Day Warning Report	Yes	Award ID	Monthly	Yes	Yes	Yes		Yes		Yes
Direct Loan Rebuild File	No Separate Direct Loan Rebuild Page	SSN	By Request (via school relations center)				Yes			
Duplicate Student Borrower Report	Yes	SSN	Monthly	Yes*	Yes	Yes		Yes	Yes	Yes
Funded Disbursement Listing (For Pushed Cash Schools Only)	Yes	SSN	Daily	Yes*	Yes	Yes				Yes
Inactive Loan Report	Yes	Award ID	Monthly	Yes*	Yes	Yes		Yes		Yes
Pending Disbursement Listing	Yes	Last Name	Weekly	Yes*	Yes	Yes		Yes		Yes
School Account Statement (SAS)	Yes	Linked to Separate SAS	SSN		Yes	Yes	Yes*			
SSN/Name/Date of Birth Change Report	Yes	SSN	Weekly If triggered by Change	Yes*	Yes	Yes		Yes		Yes
MPN Discharge Report	Yes	Last Name	Weekly		Yes	Yes	Yes*			Yes
Expired MPN Report	Yes	Last Name	Weekly		Yes	Yes	Yes*			Yes
MPNs Due to Expire	Yes	Last Name	Monthly		Yes	Yes	Yes*			Yes
School Monitoring Email Report			Weekly							
Direct Loan Servicing Reports				SAIG Mail Box					DL Servicing Website	
Entrance Counseling	Yes	date/ssn	daily, weekly or monthly	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel
Exit Counseling	Yes	date/ssn	same as	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel
Delinquency Reports	Yes	date/ssn	same as	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel
Portfolio Reports	Yes	date/ssn	same as	Yes	Yes	Yes	Yes	Yes	PDF/Excel	PDF/Excel

* Indicates Default Option



Setting Report Options in COD

<https://cod.ed.gov>



Setting School Account Statement (SAS) Options

Person School Batch Award Services User

School Search

SAS Options

Award Year: '09-'10

SAS Options

Report Format: Fixed Length

Include Names of Borrowers: No

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	No	Yes
Loan Level (optional)	N/A	No

Loan Level is only available for Year-to-Date.

UPDATE

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Direct Loan Training Suite



Accessing Direct Loan Reports Online

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & 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>

Aug 06 2008
13:23 EDT

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

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Direct Loan Training Suite



COD Direct Loan Newsbox

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COD Viewing/Selection Options

30 DAY WARNING (CSV) 2008-2009 - Actions

Select the action you want to perform by clicking on a link.

Available actions:

Show most recent report in delimited text format
[Other display options...](#)

Previous versions...

Create shortcut...

Return to NewsBox

30 DAY WARNING (CSV) 2008-2009 - Versions

The following is a list of all versions available for this report.

Modified	Format	User and User Class
Saturday, August 01, 2009 23:31:59	Delimited text	7(Multiple user classes)
Monday, July 06, 2009 16:54:23	Delimited text	7(Multiple user classes)
Saturday, June 06, 2009 20:20:04	Delimited text	7(Multiple user classes)
Saturday, May 02, 2009 19:49:45	Delimited text	7(Multiple user classes)
Saturday, April 04, 2009 23:19:24	Delimited text	7(Multiple user classes)
Saturday, March 07, 2009 20:17:58	Delimited text	7(Multiple user classes)
Tuesday, February 10, 2009 04:29:13	Delimited text	7(Multiple user classes)
Saturday, February 07, 2009 21:09:11	Delimited text	7(Multiple user classes)

Sort ascending

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Accessing Direct Loan Servicing Reports

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

Person School Batch Award **Services** Users Program

Direct Loan Servicing

Selecting the link will open a separate browser window. You will be automatically logged into the Direct Loan Servicing Website 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 the Direct Loan Servicing Website, please contact the COD Customer Service Call Center
DLSS SSO 1-888-877-7658 <https://schools.dl.ed.gov/schools/school/logincod.do>

START HERE GO FURTHER FEDERAL STUDENT AID

Home School

Student Account Lookup **School Reports** Web Site Help General Information Contact Us Versión en español

Welcome!

to the Direct Loan Servicing's Online School Site!

You are now successfully logged into the Direct Loan Servicing's Online School Site and may select any options you wish to use from the menu at the top of the page.

FOIA | Privacy | Security | Notices | Logout Whitehouse.gov | USA.gov | Ed.gov

Accessing Direct Loan Servicing Reports

START HERE GO FURTHER FEDERAL STUDENT AID

Home School

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School Reports

- [Entrance Counseling](#)
- [Exit Counseling](#)
- [Delinquency Reports](#)
- [Portfolio Reports](#)
- [Report Subscription](#)

Sign up to receive reports in your SAIG mailbox.

Direct Loan Servicing: Entrance Counseling

Entrance Counseling



Plus Entrance Counseling By Date

Owner: Administrator
Modified: 6/28/08 6:30:26 AM
 The Entrance Counseling by Date report enables Financial Aid Officers / other authorized school staff to search within a given date range and view a listing of students that have completed Online Entrance Counseling while attending their institution.
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Plus Entrance Counseling By SSN

Owner: Administrator
Modified: 6/28/08 2:57:19 AM
 The Entrance Counseling by SSN report enables Financial Aid Officers or other authorized school staff to search by SSN and determine whether a given borrower has completed Online Entrance Counseling.
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Stafford Entrance Counseling By Date

Owner: Administrator
Modified: 6/28/08 6:12:06 AM
 The Entrance Counseling by Date report enables Financial Aid Officers / other authorized school staff to search within a given date range and view a listing of students that have completed Online Entrance Counseling while attending their institution.
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Stafford Entrance Counseling By SSN

Owner: Administrator
Modified: 6/28/08 5:54:57 AM
 The Entrance Counseling by SSN report enables Financial Aid Officers or other authorized school staff to search by SSN and determine whether a given borrower has completed Online Entrance Counseling.
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Reports Subscription Page



To sign up for a service, complete the following steps:

1. Select a service
2. Specify a schedule and an address
3. Personalize your service content (if applicable)



Searching for Clues –

On the Case with Direct Loan Reports



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Direct Loan Training Suite



The Case of Mistaken Identity



- How can I determine if a student identifier has been changed on COD?



32

Direct Loan Training Suite



Mistaken Identity

- Change sent by my school:
 - 🔑 Common Record Acknowledgment
- Change sent by my school or another school:
 - 🔑 SSN/Name/DOB Change Report



33

Direct Loan Training Suite



Mistaken Identity: SSN/Name/DOB Change Report



6 RUN DATE: 11/16/2009 U.S. DEPARTMENT OF EDUCATION Page 1 of 1
 FEDERAL DIRECT LOAN PROGRAM RUN TIME: 8:49AM
 SSN/NAME/DATE OF BIRTH CHANGE REPORT
 REPORTING PERIOD: 2009-07-01 - 2010-09-30

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL ID: xxxxxxxx OPE ID: xxxxxxxx
 SCHOOL NAME: SAMPLE TECH
 ADDRESS: 555 CAMPANILE DRIVE
 ARLINGTON, VA 12345-1234

PERSON LAST NAME, FIRST NAME, MI	USER	FIELD NAME
PERSON SSN	SCHOOL PHONE	OLD VALUE
SCHOOL ID	SCHOOL CITY, ST	NEW VALUE
SCHOOL NAME	SCHOOL ZIP CODE	DATE CHANGE ACCEPTED
BLANCO, JOE P	BATCH	NAME
356-56-2355	7066442544	JOE P BALA
10029000	ARLINGTON, VA	JOE P BLANCO

MASRIOS, JOE Q	BATCH	BIRTH DATE
357-56-2356	7066442544	1985-04-15
10029000	ARLINGTON, VA	1985-12-15
SAMPLE TECH	12345-1234	2009-09-20

358-56-2358	7066442544	350-08-2358
10029000	ARLINGTON, VA	358-56-2356
SAMPLE TECH	12345-1234	2009-09-20

This report lists SSN/NAME/DOB changes for a student with awards from schools. This report assists schools in identifying when demographic data changes for a student.

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Direct Loan Training Suite



➤ Mistaken Identity



- How do I use this information?
 - Monitor identifier changes made by my school
 - Update my school records to prevent future rejects



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Direct Loan Training Suite



➤ The Case of the Unbooked Loan



- How can I determine what piece is missing to book a loan?
- How can I determine why an MPN is not linked to available loans?



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Direct Loan Training Suite



Unbooked Loan/MPN Issues

- Where should I look?
 - 30-Day Warning
 - MPN Reports (Discharge, Expired, Due to Expire)



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Direct Loan Training Suite



Unbooked Loan/MPN Issues: 30 Day Warning Report



2

REPORT ID: U.S. DEPARTMENT OF EDUCATION
 RUN DATE: 04/03/2010 FEDERAL DIRECT LOAN PROGRAM
 30-Day WARNING REPORT
 AWARD YEAR: 2009-2010
 FOR THE PERIOD ENDING 03/31/2010
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY

SCHOOL NAME: SAMPLE UNIVERSITY
 ADDRESS: 5 COLLEGE AVE
 NEW YORK, NY 10028-2206

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORR NAME	DATE RCV'D	DATA NEEDED		
				LOAN	FROM	DISB
F	111234222P10G01999001	NOONAN, DANNY	02/02/2010	Y		Y
F	222345222P10G01999001	SASSAFRAS, HENRY	02/26/2010	Y		Y
F	345432111P10G01999001	BELL, BOBBY G	02/08/2010	N		Y
F	465433333P10G01999001	SIMON, JOHN S	02/08/2010	Y		Y
F	783433523P10G01999001	MARK, KELLY D	02/08/2010	N		Y

TOTAL NUMBER PLUS 9

S	LOAN ID	BORR NAME	DATE RCV'D	OK	N	Y
S	31411634810G01999001	LEE, KIM G	02/28/2010	OK	N	Y
S	76555462810G01999001	KIBBEE, LOIS	02/28/2010	OK	N	Y

TOTAL NUMBER SUBSIDIZED 2

U	LOAN ID	BORR NAME	DATE RCV'D	OK	Y	Y
U	65421674U10G01992001	BUCHANAN, JAMES	01/07/2010	OK	Y	Y

NUMBER UNSUBSIDIZED 1

GRAND TOTAL 12

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID	DATE RECEIVED	NOTE AMOUNT
123404117M10G01999001	12/31/09	
200104117M10G01999001	01/30/10	
200186768N10G01999001	12/04/09	

Pieces Needed by COD to Book a Loan

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Direct Loan Training Suite



Unbooked Loan/MPN Issues: Expired MPN Report



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DL HEADER 0000MPNINAOP#10G999992009083023522220090830235222
 U.S. DEPARTMENT OF EDUCATION
 EXPIRED MPN REPORT
 LAST NAME|FIRST NAME|MIDDLE INITIAL|SSN|DOB|MPN ID|EXPIRATION DATE|MPN STATUS|MPN EXPIRATION STATUS
 LA|75777777|19870705|75777777M08G99999001|20090814|E|EXPIRED

DL	U.S. DEPARTMENT OF EDUCATION	EXPIRED MPN REPORT	LAST NAME	FIRST NAME	MIDDLE INITIAL	SSN	DOB	MPN ID	EXPIRATION DATE	MPN STATUS	MPN EXPIRATION STATUS
			LA			75777777	19870705	75777777M08G99999001	20090814	E	EXPIRED
			LA			76777777	19880915	76777777M09G99999001	20090814	E	EXPIRED
			SA			09555555	19400316	75888888N08G99999001	20090801	E	EXPIRED
			SA			09566666	19400317	76111111N09G99999001	20090801	E	EXPIRED
			LUTTS	SANJUANITA		09333333	19400314	75333333N09G99999001	20090814	E	EXPIRED
			LUTWIN	SANJUANA		09222222	19400313	75222222N09G99999001	20090814	E	EXPIRED
			MARSHALL	DONNY	D	44333333	19520707	75111111N08G99999001	20090813	E	EXPIRED
			MARSHALL	DONNY	D	44333333	19520707	78444444N08G99999001			
			WEINMANN	LAMONT	H	75444444	19870630	75444444M09G99999001			
			WEINRICH	LAKITA	D	75000000	19870626	75000000M08G99999001			
			WEINS	LAKISHA	C	74999999	19880625	74999999M09G99999001			
			DL TRAILER00000000010000000000000000								

Expired MPNs
Not Available
for Linking



Unbooked Loan/MPN Issues: MPNs Due to Expire Report



7

DL HEADER 0000MPNEXPOP#E0G999992009083015242120090830152421
 U.S. DEPARTMENT OF EDUCATION
 MPNs Due to Expire Report
 LUTTERMAN SANTO 099999991940032061222222N08G9999900120090915AABOUT TO EXPIRE
 LUTTMER SANTIAGO 097777771940031860777777N08G9999900120090926AABOUT TO EXPIRE

DL	U.S. DEPARTMENT OF EDUCATION	MPNs Due to Expire Report	LAST NAME	FIRST NAME	MIDDLE INITIAL	SSN	DOB	MPN ID	EXPIRATION DATE	MPN STATUS	MPN EXPIRATION STATUS
			LUTTERMAN	SANTO		09999999	19400320	61222222N08G99999001	20090915	A	ABOUT TO EXPIRE
			LUTTMER	SANTIAGO		09777777	19400318	60777777N08G99999001	20090926	A	ABOUT TO EXPIRE
			WENDZEL	KENDALL	U	61111111	19870907	61111111M09G99999001	20090907	A	ABOUT TO EXPIRE
			WENG	KENDA	S	60999999	19890625	60999999M09G99999001	20091015	A	ABOUT TO EXPIRE
			WENGERD	KEMBERLY	P	60666666	19870202	60666666M09G99999001	20091026	A	ABOUT TO EXPIRE
			WENGERT	KELVIN	O	60555555	19901001	60555555M09G99999001	20090926	A	ABOUT TO EXPIRE
			DL TRAILER001 40000000 0 0								

MPNs Available
for Linking



Unbooked Loan/MPN Issues



- How do I use this information?
 - Look for:
 - Pieces missing to book the loan
 - MPNs without origination records
 - Unbooked loan amounts
 - MPNs still available for linking
 - Send in additional data or MPN to book the loan

Case Closed

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Direct Loan Training Suite



The Case of the Cash Balance



- Why is my school's reported Ending Cash Balance (ECB) different from what my school records show? 

$$\begin{aligned} & \text{Net Drawdowns} \\ & - \text{Net Booked Disbursements} \\ & = \text{ECB} \end{aligned}$$



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Direct Loan Training Suite



Ending Cash Balance (ECB)

- Where should I look?

 School Account Statement (SAS)

 Pending Disbursement Listing

 School Records



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Direct Loan Training Suite



ECB: SAS Cash Summary



1

Report Date: 09/01/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 09:26:56 DIRECT LOAN TOOLS - 2009-2010
 SAS Year-To-Date Cash Summary (DSDP100P)

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

End Date: 04/30/2009

School Code: GXXXX
 Region Code: 10
 State Code: CA

Do the totals
match school
records?

Beginning Cash Balance:		\$0
Cash Receipts:	\$40,377	
Refunds of Cash:	\$0	
Net Drawdowns/Payments:		\$40,377
Booked Disbursements:	\$44,648	
Booked Adjustments:	\$9,126	
Total Net Booked Disbursements:		\$35,452
Ending Cash Balance:		\$4,925
Unbooked Disbursements:	\$578	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$578
Cash > Accepted and Posted Disbursements:		\$4,347

Can you
explain the
ECB?

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Direct Loan Training Suite



ECB: SAS Cash Detail



1
a

Report Date: 09/01/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 09:48:09 DIRECT LOAN TOOLS - 2009-2010
 SAS Cash Detail

Sort by: Trans Type
 ***** THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT *****

Date Range: Match Trans Type: All
 School Code: (GXXXXX School
 End Date: 04/30/2009 Records?

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
Receipt	04/03/2009	\$19,848	04/03/2009	2009040312345
Receipt	04/06/2009	\$1,294	04/06/2009	2009040623456
Receipt	04/19/2009	\$19,235	04/19/2009	2009041934567

Total Cash Receipt Records: 3
 Total Refunds of Cash Records: 0
 Total SAS Cash Detail Records: 3
 Total Cash Receipt Amount: \$40,377
 Total Refunds of Cash Amount: \$0
 Timing Differences?



ECB: SAS Disbursement Detail



1b

Report Date: 09/25/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 09:58:16 DIRECT LOAN TOOLS - 2009-2010
 SAS Loan and Disbursement Detail

Sort by: Loan ID
 ***** THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT *****

Date Range: Match School
 School Code: GXXXXX Records?
 End Date: 04/30/2009 Booked Status: Booked and Unbooked
 Loan Type: All

Student's Name PLUS Borrower's Name Loan ID	Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount
102345678SGXXXXX001	1 Booked	\$0	\$0	\$0	\$0
102345678USGXXXXX001	1 Booked	\$0	\$0	\$1,313	\$1,300
	1	\$0	\$0	\$0	\$0
	1	\$2,000	\$0	\$0	\$1,980

102345678SGXXXXX001	1	1	D	04/15/2009	\$0	\$1,167	\$1,156
102345678USGXXXXX001	1	1	D	04/15/2009	\$0	\$0	\$0
	1	66	A	04/15/2009	\$1,833	\$1,815	\$1,815
	1	67	A	04/15/2009	\$1,833	\$1,815	\$1,815

Missing Data?



ECB: SAS (Alternate Formats)



1c

U.S. DEPARTMENT OF EDUCATION FEDERAL DIRECT LOAN PROGRAM SCHOOL ACCOUNT STATEMENT CASH DETAIL YTD		NET		TOTAL NET	
BEGINNING	CASH	REFUNDS	WNS/PAY	BOOKED	ENDING
G CASH	CASH	OF CASH	MENTS	DISBURSE	CASH
BALANCE	RECEIPTS			MENTS	BALANCE
0	7215	0	7215	3434	3383

Cash Summary

Comma Delimited with Headers

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GO FURTHER FEDERAL STUDENT AID

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Direct Loan Training Suite

ECB: Pending Disbursement Listing



4

RUN DATE: 02/26/2010 U.S. DEPARTMENT OF EDUCATION FEDERAL DIRECT LOAN PROGRAM PAGE 1
 RUN TIME: 09:07AM PENDING DISBURSEMENT LISTING REPORT
 AWARD YEAR: 2009-2010
 REPORTING PERIOD: 2/23/10
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
 SCHOOL NAME: Sample University SCHOOL CODE: 0X000X
 ADDRESS: 11661 Cusack Avenue
 San Diego, CA 92131

STUDENT NAME	DISB DATE	DISB NO	GROSS AMT	ORIG FEE	REBATE AMT	NET AMT
Aaron K Spells	1/13/10	2	2750.00	82.00	41.00	2709.00
TOTAL NET AMOUNT:						2709.00
Allison J Brown	9/22/09	2	2500.00	75.00	98.00	2427.00
TOTAL NET AMOUNT:						2427.00
Carrie L Kent	1/09/10	2	9291.00	130.00	49.00	9112.00
TOTAL NET AMOUNT:						9112.00
	1/09/10	2	2790.00	82.00	41.00	2709.00
TOTAL NET AMOUNT:						2709.00
Marcus N Harvey	8/16/09	1	2264.00	90.00	34.00	2200.00
	1/12/10	2	2262.00	90.00	34.00	2200.00
TOTAL NET AMOUNT:						4400.00
SCHOOL TOTAL NET AMOUNT:						16938.00

Pending Disbs that Should be Actual?

Disbs that Should be Reduced to Zero?

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GO FURTHER FEDERAL STUDENT AID



ECB: School Records



- Compare Business Office to Financial Aid Office
- Look for:
 - Disbursements or adjustments on one system but not the other
 - Funds in one year but used for disbursements in another
 - Other issues

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Direct Loan Training Suite



ECB

- How do I use this information?
 - Look for:
 - Reconciling differences
 - Outstanding rejects or unbooked
 - Reasons for Ending Cash Balance
 - Resolve all issues prior to the next run of the SAS



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Direct Loan Training Suite





Mystery Solved -

Locking up the Case



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Direct Loan Training Suite



We covered:

- The *What*, *When*, *Where* and (most importantly) the *Why* of Direct Loan Reports



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Direct Loan Training Suite





For More Information:

- COD Technical Reference Volume 6 Section 8
- COD Website Reports Link (Services Menu)
- Direct Loan Servicing Website

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Direct Loan Training Suite



Customer Service Centers

COD School Relations Center

<http://www.cod.ed.gov>

(800) 848-0978

School Services – Direct Loan Servicing

<http://www.dl.ed.gov/schools>

(888) 877-7658

Direct Loan Consolidation Center

<http://www.loanconsolidation.ed.gov>

(800) 557-7392

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Direct Loan Training Suite



➤ **Unlocking the Potential of Direct Loan Reports**

Questions???
dlenrollment_fsa@ed.gov