Processing Direct Loans

Understanding Direct Lending

The William D. Ford Federal Direct Loan program was established to provide long-term academic loans to qualified students who are enrolled in facilities of higher education, vocational, technical, business and trade schools. The Federal Government provides the funds for direct loans directly to the student, bypassing an outside lender. Schools participating in the Direct Loan program communicate direct loan origination and disbursement data using the Common Origination and Disbursement (COD) process.

The Oracle Financial Aid system supports COD processing for the Direct Loan, Pell and ACG/SMART award programs. Once these award programs are awarded within the system, you run a process that creates distinct COD application records to support the maintenance and processing of COD data.

For each Common Record received and processed by the COD System, the COD System returns a Response document indicating the status of processing, including any rejected data elements and reasons. For Direct Loans, you must create the origination, change, and disbursement record so that the system can properly load and process corresponding inbound acknowledgement records (origination, change and disbursement). There must always be a one to one match between any Direct Loan outbound document and corresponding inbound response document.

**Note:** The system does not process COD web-initiated response files (document type WB) or the System-Generated PLUS Application Acknowledgment files (document type SP). The COD import process only loads the COD XML data from these document types into the COD staging tables to view and query. System-Generated Entrance Counseling files (document type EC) are loaded into the COD staging tables. A separate process to evaluate and update the Loan Counseling application table (SFA_LN_CNSL_TBL) with the COD Entrance Counseling data is available.

See Managing Loan Counseling Data.

The three types of direct loans are:

<table>
<thead>
<tr>
<th>Direct Loan Type</th>
<th>Loan Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Stafford Loan</td>
<td>A student's eligibility for a Direct Subsidized Stafford loan is determined entirely on the student's ability to demonstrate financial need. The U.S. Department of Education subsidizes the interest; therefore, borrowers are not charged interest while they are enrolled in school at least half time, and during grace and deferment periods.</td>
</tr>
<tr>
<td>Direct Unsubsidized Stafford Loan</td>
<td>A student is eligible for a Direct Unsubsidized Stafford loan regardless of their financial situation. Borrowers are responsible for paying the interest on these loans.</td>
</tr>
</tbody>
</table>
Direct Loan Type | Loan Characteristics
--- | ---
Direct PLUS Loan and Graduate PLUS Loan | Parents of dependent students may apply for a Direct PLUS loan to help pay for the student's educational expenses. Graduate and Professional students may apply for PLUS Loans for their own expenses. Dependent and Graduate/Professional students must be enrolled at least halftime. Applicant must not have adverse credit history.

The direct lending portion of the Financial Aid package is designed to help you process the Subsidized Stafford, Unsubsidized Stafford, PLUS, and Grad/PLUS loans awarded to students attending your institution.

**Viewing Packaging Results Before Origination**

This section discusses how to:

- View Packaging results before origination.
- Update school codes.

**Page Used to Update School Codes**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Code Update</td>
<td>SFA_RUN_SCHLCD_UPD</td>
<td>Financial Aid, Awards,</td>
<td>Use this page to change school code values on STDNT_AWRD_DISB and STDNT_AGGR_SCHL.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Award Processing, Update School Code</td>
<td></td>
</tr>
</tbody>
</table>

**View Packaging Results**

You should include a preliminary and periodic review of your packaging results, your loan amount, loan fees, and rebate information for each loan record. This minimizes the potential for incorrect information being originated and submitted to the common origination and disbursement processing center.

**Update School Codes**

This section discusses how to update school codes for award disbursements and aggregate areas.

Access the School Code Update page (Financial Aid, Awards, Award Processing, Update School Code).

Use this page to update school code values on STDNT_AWRD_DISB and, for awards with an associated aggregate area defined on the financial aid item type setup, to also update the school code values on STDNT_AGGR_SCHL.

**Career**

Enter the academic career to process. Awards are keyed by academic career.
From School Cd

Enter the school code that you want to be updated from for this selection and parameters. Valid values are retrieved from the Careers for School Code setup.

To School Cd

Enter the school code that you want award records to be updated to for this selection and parameters.

---

### Re-awarding Direct Loans with New Disbursement Plans

The Packaging process does not allow you to change the disbursement plan for direct lending loans, even if the loan has not been originated. If you award a direct lending loan for two terms and then find that the student should only be awarded for one term, you must change disbursement plans. There are two ways to change disbursement plans for non-originated direct lending loans:

#### Option 1

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 use professional judgement to override an award amount, ensure that your loan disbursements (amounts, fees, and rebates) are split correctly among your item types. Refer to the common origination and disbursement technical data for details.

#### Option 2

1. Using the original loan that you awarded (with the original disbursement plan), create a custom split so the money is allocated only to the new terms.
2. Originate the loan.
3. Access 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.

---

### Originating Direct Loans and Viewing Loan Status Summary Information

This section discusses how to:

- Originate direct loans.
- View loan status summary information.
Pages Used to Originate Direct Loans and Display Loan Status Summary Information

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Origination</td>
<td>RUNCTL_LNORIG</td>
<td>Financial Aid, Loans, Process Loans, Loan Origination</td>
<td>Originate any Stafford or PLUS loans that have been awarded and have an award status of Accepted. The Stafford or PLUS loans must have the loan program indicated as Direct.</td>
</tr>
<tr>
<td>Loan Status Summary Information</td>
<td>LN_DLSTATSUM_SEC</td>
<td>Click the Loan Status Summary link on any Direct Lending processing page that has the link available.</td>
<td>View current loan summary information and quickly check the status of the loan.</td>
</tr>
</tbody>
</table>

Originating Direct Loans

This section discusses how to originate any Stafford or PLUS loans that have been awarded and have an award status of Accepted.

Access the Loan Origination page (Financial Aid, Loans, Process Loans, Loan Origination).

Control Information

Use this page to run the Loan Origination process (FAPLBOG1). You can add additional rows to include different institution, aid year, and career combinations for originating loans.

**CL Orig Options** (CommonLine origination options)

This field is used for CommonLine loans only.

**Adjustments**

Select to include origination adjustments when you run the origination process.

When this check box is selected, origination adjustments are processed for loans for which the overall award or disbursement amounts have changed and the application has been flagged for Loan Change review based on use of the Activate Change button on the Application Acknowledgement page.

Students who have origination adjustments are not included in the values for the ID field in the Student Override group box unless this check box is selected.

Selection Criteria

Use the fields in the Selection Criteria group box to originate loans for a group of students selected by last name. Only students with the selected Institution, Aid Year, and Career are selected. You can enter names in the Selection Criteria only if the Student Override check box is not selected.
Last Name FROM
Enter the beginning last name of the group of students to originate. Enter the names in alphabetical order. For example, Last Name FROM Atkins and Last Name TO McMurphy.

Last Name TO
Enter the ending last name of the group of students to originate. Enter the names in alphabetical order.

**Student Override**

The Student Override group box is used to originate loans for a single student or a group of specific students within the selected Institution, Aid Year, and Career.

**Student Override**
Select this check box to originate specific students. When you select this check box, the ID field becomes available.

**ID**
Enter the unique ID of the student to originate. Only students with loans that have a loan award in the Accepted status are available. You can insert rows to originate multiple students.

**Viewing Loan Status Summary Information**

Access the Loan Status Summary Information page (click the Loan Status Summary link on any Direct Loan page with an available link).

**Image: Loan Status Summary Information page**

This example illustrates the fields and controls on the Loan Status Summary Information page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Loan Status Summary Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Eligibility</strong></td>
</tr>
<tr>
<td>DL Proto Unique ID:</td>
</tr>
<tr>
<td>Loan Orig Ack Proto Stat:</td>
</tr>
<tr>
<td><strong>Orignation Detail</strong></td>
</tr>
<tr>
<td>Item Type: Direct Sub Stafford</td>
</tr>
<tr>
<td>Loan Action Code: Loan Originated</td>
</tr>
<tr>
<td>Loan Application ID: X000000000000</td>
</tr>
<tr>
<td>DL Booked Status: Unbooked</td>
</tr>
<tr>
<td>Action Status: Pending 10/31/2008</td>
</tr>
<tr>
<td>Request Amount: $1,200.00</td>
</tr>
<tr>
<td>Certified Amount: $1,200.00</td>
</tr>
<tr>
<td><strong>Disbursement Information</strong></td>
</tr>
<tr>
<td>Dish ID  LOC Anc ID  LOC Actual ID Description  Action Status</td>
</tr>
<tr>
<td>01      01         01              Anticipated Disbursement Pending 10/31/2008</td>
</tr>
<tr>
<td>11      02         02              Anticipated Disbursement Pending 10/31/2008</td>
</tr>
</tbody>
</table>
Student Eligibility

**DL Pnote Unique ID** (direct lending promissory note unique ID)

Displays the promissory note identifier assigned to this loan.

**Loan Orig Ack Pnote Stat** (loan origination acknowledgement promissory note status)

Displays the current status of the promissory note.

- *(blank)* – Value initially established when Stafford loans (Subsidized and Unsubsidized) origination record is created. System internally recognizes this value as 'no promissory note' available.

- *Ack Pending*(acknowledgement pending) – Value represents the MPN Status as reported by COD or may indicate that a promissory note has been created internally by the system. System internally recognizes this value as 'promissory note pending'.

- *Accepted* – COD has successfully linked a valid MPN to this loan application ID. Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files.

- *Closed* – Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files.

- *Endorser* – Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files. This status is used beginning with the 2012–2013 aid year.

- *Inactive* – Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files. This status is used for the 2011–2012 and prior aid years.

- *Print* – Value initially established when Direct PLUS loans (parent or graduate professional) origination record is created. System internally recognizes this value as 'no promissory note' available.

- *Rejected* – Status is set when acknowledgment is received from COD and processed by the system.

**Note:** Closed, Endorser, and Inactive MPN values are reported by COD. For disbursement purposes, the system treats Closed, Endorser, and Inactive MPNs as an Accepted MPN. For more information regarding how COD processes MPN's:

See the U.S. Department of Education's *Common Origination and Disbursement (COD) Technical Reference*
### Origination Detail

**Item Type**
Displays the financial aid item type associated with this loan.

**Loan Action Code**
Displays the most recent loan origination action for the loan. For example, *Loan Origination*, *Loan Origination Change*, and so on.

**Loan Application ID**
Displays the unique ID that the Origination process generated for this loan. The loan application ID is comprised of the following elements:

- Student's social security number.
- A single-character code identifying the type of loan (*Subsidized*, *Unsubsidized*, PLUS).
- A two-character code identifying the aid year.
- Direct Loan school code.
- A 3-digit sequence number, which is incremented by one each time the student receives an additional loan of the same type.

**DL Booked Status** *(direct lending booked status)*
Displays *Booked* if the origination, first disbursement, and promissory notes are accepted and acknowledged by the COD. Until this occurs, the status is *Unbooked*.

**Action Status**
Displays the current status of the action. The values are: *Accepted*, *Ac-NtApld* (accepted-not applied), *Authorized*, *Failed*, *Invalid*, *Pending*, *Received*, *Rejected*, and *Transmitted*. The Action Status for an Acknowledgement is always *Received*. If an origination or origination change is rejected, the system creates a new loan originated row to track the re-submission of the failed/rejected action.

**Request Amount**
Displays the amount derived from the accepted amount on the award and is equal to the scheduled disbursement amount.

**Certified Amount**
Displays the amount approved for the loan. This value is derived from the offer amount on the award.

### Actions Tab

**Disb ID** *(disbursement ID)*
Displays the Disbursement ID defined within the Disbursement Plan and Split Code assigned to the Direct Loan Award from Packaging.

**LOC Antic ID** *(loan origination center replaced by common origination and disbursement anticipated [disbursement] ID)*
Displays the sequentially ordered ID for the anticipated disbursement. The system converts the Disbursement ID that comes from the award and the anticipated disbursement date defined in the Disbursement ID setup to assist in defining the disbursement sequencing requirements. The LOC Antic ID represents the Disbursement Number for anticipated...
disbursements (Disbursement Release Indicator set to 'false'). The LOC Antic ID may change if additional disbursements are added. However, once an associated LOC Actual ID has been assigned, the LOC Antic ID does not change.

**LOC Actual ID**
Displays the numerically ordered disbursement ID, without skipping numbers. The LOC Actual ID represents the Disbursement Number for actual disbursements (Disbursement Release Indicator set to 'true').

**Action Code**
Describes the type of disbursement action for that row.

**Action Status**
Displays the status for this disbursement ID. See the description of the Action Status field above for more details.

**(unlabeled)**
Indicates the date of the disbursement action.

## Amounts Tab
Select the Amounts tab.

**Image: Loan Status Summary Information page: Amounts tab**

This example illustrates the fields and controls on the Loan Status Summary Information page: Amounts tab. You can find definitions for the fields and controls later on this page.

### Loan Status Summary Information

<table>
<thead>
<tr>
<th>Origination Detail</th>
<th>Loan Orig Ack Pnote Stat:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item Type:</td>
<td>Loan Originated</td>
</tr>
<tr>
<td>Loan Action Code:</td>
<td>Loan Originated</td>
</tr>
<tr>
<td>Loan Application ID:</td>
<td>XXXXXXXXXXXXXXXXXXXXXXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement Information</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOC Antic ID</td>
<td>LOC Actual ID</td>
<td>Ln Dsb Amt</td>
<td>Net Disb</td>
</tr>
<tr>
<td>01</td>
<td>02</td>
<td>$600.00</td>
<td>$561.00</td>
</tr>
</tbody>
</table>

**Ln Dsb Amt** (loan disbursement amount)
Displays the gross scheduled disbursement amount. This value is derived from the accepted balance on the loan award.

**Net Disb** (net disbursement)
Displays the amount derived from the loan amount minus the loan fee amount plus the rebate amount.

**Ln Fee Amt** (loan fee amount)
Displays the calculated loan fee for this disbursement.

**Rebate Amt** (rebate amount)
Displays the calculated rebate amount for this disbursement.
Processing and Reviewing Direct Lending Origination Information

Access to the Direct Loan Application component should be restricted to key personnel who are actively involved with the Direct Lending process. The information in this component is eventually transmitted to the common origination and disbursement processing center (COD) in the origination outbound file.

This section discusses how to:

• Process and review borrower bio/demo data.
• Process and review miscellaneous borrower data.
• Process and review financial data.
• Process and review loan application acknowledgement data.

Pages Used to View Loan Change Transmission Information

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Bio/Demo</td>
<td>LOAN_ORIG_DMO_DL01</td>
<td>Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Bio/ Demo</td>
<td>Review and correct borrower information, student information, and parent information for PLUS loans. This information comes from Campus Community as well from ISIR load information that the system populates on the Institutional Application pages.</td>
</tr>
<tr>
<td>Application Misc Data (</td>
<td>LOAN_ORIG_ELG_DL01</td>
<td>Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Misc Data</td>
<td>Process and review information about student eligibility, promissory note printing, and loan credit.</td>
</tr>
<tr>
<td>application miscellaneous data)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Financial</td>
<td>LOAN_ORIG_FIN_DL01</td>
<td>Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Financial</td>
<td>Review financial data and adjust the loan start, end, and certification dates. Use an override check box to change any of these dates.</td>
</tr>
<tr>
<td>Application Acknowledgement</td>
<td>LOAN_ORIG_STAT_DL0</td>
<td>Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgement</td>
<td>Review loan process status, loan origination outbound, acknowledgement information, an data elements that go to the Origination files. Set and remove loans from Hold status. When the inbound files return from COD, the system acknowledges the data and populates the fields on this page.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Miscellaneous Loan Detail</td>
<td>LN_ORIG_TRNS_MISC</td>
<td>Click the Misc Loan Detail link on the Application Acknowledgement page.</td>
<td>View additional direct lending origination and acknowledged information regarding the disclosure print option for the loan. The information displayed in this page represents an example of detail on an outbound file.</td>
</tr>
<tr>
<td>Loan Eligibility Detail</td>
<td>LN_ORIG_TRNS_ELIG</td>
<td>Click the Eligibility Detail link on the Application Acknowledgement page.</td>
<td>View origination and acknowledged direct lending eligibility detail information. The information displayed in this page represents an example of detail on an outbound file.</td>
</tr>
<tr>
<td>Borrower Detail</td>
<td>LN_ORIG_TRNS_BORR</td>
<td>Click the Borrower Detail link on the Application Acknowledgement page.</td>
<td>View origination and acknowledged detail information for the borrower. The information displayed in this page represents an example of detail on an outbound file.</td>
</tr>
<tr>
<td>Student Detail</td>
<td>LN_ORIG_TRNS_STU</td>
<td>Click the Student Detail link on the Application Acknowledgement page.</td>
<td>View origination and acknowledged detail information for the student. The information displayed in this page represents an example of detail on an outbound file.</td>
</tr>
<tr>
<td>Name Detail</td>
<td>LN_ORIG_TRNS_NAME</td>
<td>Click the Name Detail link on the Application Acknowledgement page.</td>
<td>View the origination and acknowledged name information for this loan. The information displayed in this page represents an example of detail on an outbound file.</td>
</tr>
<tr>
<td>Address Detail</td>
<td>LN_ORIG_TRNS_ADDR</td>
<td>Click the Address Detail link on the Application Acknowledgement page.</td>
<td>View origination and acknowledged address information for the borrower. The information displayed in this page represents an example of detail on an outbound file.</td>
</tr>
</tbody>
</table>
Processing and Reviewing Borrower Bio/Demo Data

Access the Application Bio/Demo page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Bio/Demo).

Image: Application Bio/Demo page

This example illustrates the fields and controls on the Application Bio/Demo page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Application Bio/Demo</th>
<th>Application Misc. Data</th>
<th>Application Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>FAD0125</td>
<td>Institution:</td>
</tr>
<tr>
<td>Career:</td>
<td>Undegraduate</td>
<td>Institution:</td>
</tr>
<tr>
<td>Loan Type:</td>
<td>D6UG</td>
<td>Addr Year: 2008</td>
</tr>
<tr>
<td>Appl Seq:</td>
<td>1</td>
<td>Loan Status Summary:</td>
</tr>
</tbody>
</table>

The Appl Seq (application sequence) number increases each time a new loan origination record is created for the ID, Career, Loan Type, Institution, and Aid Year combination.

Borrower Information

The fields in the Borrower Information group box contain information regarding the borrower of the loan. The borrower information for Stafford loans and PLUS loans for Graduate and Professional students automatically display the student's information. Information is display only.

When a PLUS for parent loan application is created, the Borrower Information is empty. Valid Borrower Information must be entered before the loan application can be communicated to COD.

Borrower ID

For Stafford loans and PLUS loans for Graduate and Professional students, the Borrower ID is automatically populated with the student's ID. For PLUS loans for parents, if blank, select the 'Look Up' icon to view valid Borrower IDs already established as a valid Relationship to the student's ID. Only Relationship IDs defined with the Guardian attribute of Parent or Guardian appear in the Look Up results.

Related ID

Link to open the Campus Community Relationship component. Use this link to directly create a valid relationship ID, that can then be available to be entered in the Borrower ID field.

When creating a relationship, the Guardian attribute must either defined as 'Parent' or 'Guardian'.

SSN (social security number)

Displays the social security number for the borrower.
DOB  (date of birth) Displays the date of birth for the borrower.

Loan Refund Indicator Select a value if loan refunds go to the Borrower – the parent or guardian in the case of PLUS loan or to the Student.

Citizenship Displays the Citizenship value applied to the loan application. Valid values are: 1 – Native, 2 – Naturalized, and 3 – Alien Permanent.

For DL Stafford loans, the field is initially 'blank'. If the borrower's Citizenship is updated via the Override Loan Application Data component, the field displays any overridden Citizenship value. The field can also be updated for the loan application using the Population Update process.

For DL PLUS for Graduate and Professional loans, the field displays the student's Citizenship defined in Campus Community. If the borrower's Citizenship is updated via the Override Loan Application Data component, the field displays any overridden Citizenship value. The field can also be updated for the loan application using the Population Update process.

For DL PLUS for parent loan applications, the field displays the borrower's Citizenship defined in Campus Community. If the borrower's Citizenship is updated via the Override Loan Application Data component, the field displays any overridden Citizenship value.

See Overriding Direct Loan Application Information.

See "Using the Population Selection Process (PeopleSoft Campus Solutions 9.0: Campus Community)".

Visa/Alien Permit Displays whether a borrower who is not a U.S. citizen holds a valid Visa or Alien Permit. Field can be updated via the Override Loan Application Data component.

See Overriding Direct Loan Application Information.

Override Phone #  (override phone number) Select this check box to activate the Telephone field and override the current information. If you select this check box and override the phone number, the new value remains regardless of changes made to Campus Community records. If you clear the check box, the system populates the Telephone field with the current Campus Community values and makes the field inaccessible.

Borr Default / Owes Refund (borrower default/owes refund) Indicates whether a borrower is in default on a student loan or owes a refund to the federal government. Values are: No, Overridden, or Yes.

For Stafford loans, this value is derived from the NSLDS Match field on the Packaging Status Summary page.
Note: Overridden applies to PLUS origination files only. Overridden is not an acceptable value for Direct Stafford loan origination files.

The values from the NSLDS Match field are translated to this field as shown in the following table.

<table>
<thead>
<tr>
<th>Original Match Field Value</th>
<th>Default/Refund Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Default</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Overpayment</td>
<td></td>
</tr>
<tr>
<td>4. Default and Overpayment</td>
<td></td>
</tr>
<tr>
<td>5. Eligible Partial Title IV Aid</td>
<td>Overridden</td>
</tr>
<tr>
<td>All other values</td>
<td>Not</td>
</tr>
</tbody>
</table>

Student Information

SSN, Birthdate, Status, and Visa/Alien Permit

The values that appear are for the student associated with this loan. If the borrower is the student, this information is the same as the information in the Borrower Information group box.

Default / Refund

This is the same field as the Borr Default / Owes Refund field in the Borrower Information group box.

Processing and Reviewing Miscellaneous Borrower Data

Bundle 37 (Documentation update only)

Renamed “Loan Credit Information” group box to “PLUS Loan Credit Information”.

Access the Application Misc Data page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Misc Data).

**Image: Application Misc Data page**

This example illustrates the fields and controls on the Application Misc Data page. You can find definitions for the fields and controls later on this page.

---

**Student Eligibility**

**Direct Lending Year**

Contains the direct lending grade level for this student, as defined by the U.S. Department of Education's COD Technical Reference.

The term in the Direct Lending Year field in FA Term on the FA Info page is related to the first distribution used in the award for this student. That term is used to derive this Direct Lending Year value.

**Depend Stat (Fed)** (dependency status, federal)

Displays the federal dependency status for the student. The status is derived from the FA Term table and is required on all established Direct Loans.

**HEAL Eligible** (Health Education Assistance Loan eligible)

Indicates whether the student is eligible for a HEAL loan, as determined on the Packaging Status Summary page and is valid only on Unsubsidized loans. HEAL loans are for health profession students who meet the HEAL program requirements.
HPPA indicator tag reports a true value.

**PreProfessional Coursework Eligible** Indicates whether the student is eligible for additional Unsubsidized Stafford due to participation in eligible undergraduate or graduate preparatory coursework. This value is derived from the Packaging Status Summary page. The student must have a Direct Lending Year of Fifth Year and above.

Preprofessional Coursework indicator tag reports a true value.

**Additional Unsub Eligible** (additional unsubsidized eligible) This field is checked if either of two circumstances arise:

- The student is a dependent and the parent or guardian is denied a PLUS loan.

  This value is derived from a combination of the Plus Override check box (accessed on the Database Matches page via the Packaging Status Summary page) and the Additional Unsubsidized Eligibility option defined on the corresponding Loan Type. The Packaging process determines the eligibility for additional unsubsidized Stafford by evaluating the PLUS Override check box.

  It is the school's responsibility to ensure the additional unsubsidized award uses a unique Unsubsidized Stafford Financial Aid Item Type that has a corresponding Loan Type with the Additional Unsubsidized Eligibility option set. For NSLDS reporting, this ensures the loan application and specific amount is properly identified as an additional unsubsidized Stafford based on PLUS Denied.

- The student is a dependent and the PreProfessional Coursework check box on the Packaging Status Summary page is checked.

  If either circumstance is met, then the Additional Unsubsidized Eligibility indicator tag reports a value of True.

**PNote Print Information** (promissory note print information)

**Loan Destination Nbr** (loan destination number) Represents the EDI destination. Select the number that corresponds to direct loan COD.

**Loan Print Option** Determines where the promissory note is printed. Select one of the following values:

- **Dest Prints (return to school)**: Select this option to specify that the COD (the destination) prints the promissory note and sends it to the school. The school then sends the promissory note to the borrower.
Dest prints (send to Borr): Select this option to specify that the COD (the destination) prints the promissory note and sends it to the borrower.

Dest Reprint: Select this option to specify that the COD (the destination) is reprinting a promissory note that was printed previously.

School Prints: Select this option to specify that the school prints the promissory note and sends it to the borrower.

Loan Orig Ack Pnote Status
(loan origination acknowledgement promissory note status)

Displays the current status of the promissory note.

- *(blank)* – Value initially established when Stafford loans (Subsidized and Unsubsidized) origination record is created. System internally recognizes this value as 'no promissory note' available.

- Ack Pending (acknowledgement pending) – Value represents the MPN Status as reported by COD or may indicate that a promissory note has been created internally by the system. System internally recognizes this value as 'promissory note pending'.

- Accepted – COD has successfully linked a valid MPN to this loan application ID. Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files.

- Closed – Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files.

- Endorser – Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files. This status is used beginning with the 2012–2013 aid year.

- Inactive – Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files. This status is used for the 2011–2012 and prior aid years.

- Print – Value initially established when Direct PLUS loans (parent or graduate professional) origination record is created. System internally recognizes this value as 'no promissory note' available.

- Rejected – Status is set when acknowledgment is received from COD and processed by the system.
Note: Closed, Endorser, and Inactive MPN values are reported by COD. For disbursement purposes, the system treats Closed, Endorser, and Inactive MPNs as an Accepted MPN. For more information regarding how COD processes MPN's:

See the U.S. Department of Education's Common Origination and Disbursement (COD) Technical Reference

DL Disclosure Print (direct loan disclosure print)

Specifies whether the COD or School prints the disclosure. You can also select Reprint to indicate the disclosure was reprinted. Select COD unless the school has a custom print solution. Financial Aid does not support disclosure printing.

DL Pnote Unique ID (direct loan promissory note unique ID)

Displays the unique identifier assigned to the promissory note that is attached to the loan. The loan origination acknowledgement and the PNote acknowledgement files update this value.

Beginning with 2003-2004, the direct loan application processing supports master promissory note requirements for the PLUS loan types. The system adds the letter "N" to the ID to indicate that the loan is PLUS Loan MPN. The system adds the letter "M" to indicate that the loan is a Stafford (subsidized or Unsubsidized) Loan MPN.
PLUS Loan Credit Information

Bundle 37 (Documentation update only)

Renamed “Loan Credit Override” to “Credit Decision Override” and updated the field description.

Renamed “Ln Endorser Amount” to “Loan Endorser Amount” and updated the field description.

Added the following new fields:

- Credit Decision Status
- Credit Decision Expiration Dt
- Credit Action Choice
- Credit Action Status
- Endorser Approved
- Credit Requirements Met
- Original Credit Decision
- Reconsideration Eligible
- Credit Appeal Status
- Counseling Completed
- Counseling Complete Dt
- Counseling Expiration Dt
- Counseling Exception
- Credit Balance Option

These fields are used when a credit check is necessary for loan approval. This occurs with PLUS loans.

**Loan Credit Eligibility**  Displays the current status of the credit check. Values are A-Credit Approved, D-Credit Denied, or X-Credit Pending.

**Credit Decision Status**  Displays The status of the PLUS credit decision for the loan on COD:

- A = Accepted
- D = Denied
- P = Pending

**Loan Credit Decision Dt** (loan credit decision date)  Displays the date that the Loan Credit Eligibility decision occurs.
<table>
<thead>
<tr>
<th><strong>Credit Decision Expiration Dt</strong> (credit decision expiration date)</th>
<th>Displays the date on which a potential borrower’s credit decision will expire, necessitating the need for another credit check prior to originating a PLUS loan.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Credit Action Choice</strong></th>
<th>Displays the action a borrower plans once the borrower has failed the credit check:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A = Appeal Decision</td>
<td></td>
</tr>
<tr>
<td>• E = Pursue Endorser</td>
<td></td>
</tr>
<tr>
<td>• N = Not Pursue PLUS Loan (Process Additional Unsubsidized Loan if Eligible)</td>
<td></td>
</tr>
<tr>
<td>• U = Undecided</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Credit Action Status</strong></th>
<th>Status of Endorser Pursuit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• D = Credit denied as a result of an endorser's denial</td>
<td></td>
</tr>
<tr>
<td>• N = Credit denied after pending</td>
<td></td>
</tr>
<tr>
<td>• L = Endorsed for a Lesser Amount</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If Credit Action Status = L, check to see if Edit 184 is present. If it is, this means that the loan is endorsed for less than the Award Amount, and the institution must submit an Origination Change transaction that reflects an Award Amount equal to or less than the Endorsed Amount. Once COD accepts the Origination Change transaction for the lesser Award Amount (equal to or less than the Endorsed Amount), it sends an Acknowledgment with Edit 183.

<table>
<thead>
<tr>
<th><strong>Credit Decision Override</strong></th>
<th>Displays the status of the credit checks for this loan on COD as a result of an override.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The loan credit values table below dictates the setting of the Loan Credit Eligibility field.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Loan Endorser Amount</strong></th>
<th>Displays the approved Endorser Amount from COD.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Endorser Approved</strong></th>
<th>Displays True or False regarding whether an Endorser Addendum was received and the Endorser was approved:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Credit Requirements Met</strong></th>
<th>Displays True or False regarding whether borrower has met all of the credit requirements for the PLUS loan. If the loan was originally denied, this also includes the PLUS Credit Counseling. Must be True before the loan may be disbursed.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Original Credit Decision</strong></th>
<th>Displays the initial credit decision for a PLUS borrower. If denied, the borrower may choose to appeal the decision due to extenuating circumstances or seek an endorser for the loan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A = Accepted</td>
<td></td>
</tr>
</tbody>
</table>
• D = Denied

**Reconsideration Eligible** Displays True or False regarding whether the applicant is eligible for reconsideration of the PLUS loan when the PLUS was originally denied.

**Credit Appeal Status** Displays the current status of a credit appeal:

• A = Appeal Accepted
• D = Appeal Denied
• P = Appeal Pending
• R = Appeal Closed Without Final Decision

**Credit Balance Option**
Indicates whether a credit balance on a loan should be directed to the student or the borrower:

• B = Borrower
• S = Student

<table>
<thead>
<tr>
<th>Loan Credit Value</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>C – Credit overridden as a result of new credit information provided</td>
<td>Changes the Loan Credit Eligibility to Credit Approved.</td>
</tr>
<tr>
<td>D – Credit denied as a result of an endorser's denial</td>
<td>Changes the Loan Credit Eligibility to Credit Denied.</td>
</tr>
<tr>
<td>E – Credit overridden as a result of an endorser's approval</td>
<td>Changes the Loan Credit Eligibility to Credit Approved.</td>
</tr>
<tr>
<td>Loan Credit Value</td>
<td>Explanation</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **L** – Lower Endorser Amount | Bundle 37 (Documentation update only)  
Updated explanation. |
|                    | Changes the Loan Credit Eligibility to Credit Denied. |
|                    | Value represents a credit check where endorser is approved, but the endorsed amount is less than the award amount requested by the borrower. |
|                    | Edit 184 accompanies this Lower Endorsed Amount condition -- "Financial Award Amount exceeds Endorser Amount" is returned when a PLUS award is submitted with an existing valid Endorser linked and the Financial Award Amount is greater than the Endorser Amount." |
|                    | Credit eligibility remains denied with COD. School's action is to resubmit an award record with the award amount less than or equal to the endorser amount. COD requires an entire award record to be submitted. |
|                    | The Loan Origination Change process generates the appropriate award record. Schools should: 1) Reduce award amount in packaging; 2) Run Process Loans with adjustments (FAPLBOG1) to carry forward the new award amount to the loan application; 3) Generate an Origination Change. A entire award record is created only if the loan award amount is less than or equal to the endorser amount. |
|                    | All subsequent origination changes (except if the amount is set to zero) are held until the loan application has been updated with an accepted award adjustment by COD and response has been loaded into the system. |
| **N** – Denied after Pending | Changes the Loan Credit Eligibility to Credit Denied. |

Bundle 37 (Documentation update only)  
Added a new Note.
Note: The COD Inbound process checks the Credit Requirements Met field to see if the loan is eligible to be disbursed. Based on the type of candidate being evaluated, Credit Appeal Candidate or Credit Action Candidate, the system uses the following criteria for disbursement eligibility:

- **Credit Appeal Candidate** – This is an applicant who pursued an appeal for extenuating circumstances for an originally denied PLUS Loan. If Loan Credit Eligibility equals Credit Approved and Credit Requirements Met equals Yes, the loan is eligible to be disbursed from a PLUS Credit Check perspective.

- **Credit Action Candidate** – This is an applicant who pursued an Endorser for an originally denied PLUS Loan. If Loan Credit Eligibility equals Credit Approved, Credit Requirements Met equals Yes, and Edit 184 is not present, the loan is eligible to be disbursed from a PLUS Credit Check perspective. However, if Edit 184 is present, then this indicates that COD endorsed the loan for an amount less than Award Amount. The institution must submit an Origination Change transaction that reflects an Award Amount reduction equal to or less than the Endorsed Amount. Once COD accepts the Origination Change transaction for the lesser Award Amount (equal to or less than the Endorsed Amount), it sends an Acknowledgment Response file with Edit 183 which replaces Edit 184. The loan is then eligible to be disbursed from a PLUS Credit Check perspective.

### Processing and Reviewing Financial Data

Access the Application Financial page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Financial, Disbursement tab).

**Image: Application Financial page, Disbursement tab**

This example illustrates the fields and controls on the Application Financial page, Disbursement tab. You can find definitions for the fields and controls later on this page.

#### Loan Application Data

- **Acad Year Start** (academic year start) and **Academic Year End Date** These fields display the start and end dates for the academic year. These values are derived from the Aid Year table and can only be changed there.

- **Loan Period Start** Displays the start date for the loan period. This date is generated from the Valid Careers for Terms table. This date is derived
using the first day of the first term in which the anticipated distribution of the student's award is to be made.

**Loan Period End**
Displays the end date for the loan period. This date is generated from the Valid Careers for Terms table. This date is derived using the last day of the final term in which the anticipated distribution of the student's award can be made.

**Override Loan Dates**
Select to override and edit the loan dates. The dates are for this loan record only. When you select the check box, the date fields become available. After you edit the date fields, you must save the record.

**Override Loan Period**
This check box is accessible only after you select the Override Loan Dates check box. Select to change the start and end dates for the loan period. In addition, when you select this check box you prevent loan adjustments from updating the changes you made to the loan period start and end dates.

**Loan Certification Date**
Indicates the date that the loan is originated.

**Origination Detail**

**Item Type**
Displays the financial aid item type and description for the loan. If available, click the link next to this field to access the Award Entry and the Award Activity pages.

**Ln App ID** (loan application ID)
Displays the unique identifier that the Loan Origination process generated for this loan.

**DL Orig Fee** (direct lending origination fee)
Displays the fee charged to the borrower to originate the loan.

**Loan Certified Amount**
Displays the amount approved for the loan. This value is derived from the offer/accept amount for the award.

**Request Amount**
Displays the Accepted amount for the award and represents the Scheduled Disbursement Amount.

**Disb ID** (disbursement ID)
Displays the disbursement ID given to this disbursement in awarding.

**LOC Antic ID** (common origination and disbursement anticipated ID)
Displays the sequentially ordered ID for the anticipated disbursement. The system converts the Disbursement ID that comes from the award and the anticipated disbursement date defined in the Disbursement ID setup to assist in defining the disbursement sequencing requirements. The LOC Antic ID represents the Disbursement Number for anticipated disbursements (Disbursement Release Indicator set to 'false). The LOC Antic ID may change if additional disbursements are added. However, once an associated LOC Actual ID has been assigned, the LOC Antic ID does not change.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOC Actual ID</td>
<td>Displays the numerically ordered disbursement ID, without skipping numbers. The LOC Actual ID represents the Disbursement Number for actual disbursements (Disbursement Release Indicator set to 'true'). This field is empty until the loan is disbursed to Student Financials. This field is populated when the authorization and disbursement processes are completed and the Direct Loan Out for the Disbursement Process has been run. The COD Actual ID is what is sent to the COD with the Disbursement file.</td>
</tr>
<tr>
<td>Ovrd Disb Dt</td>
<td>Select to override and change the current requested disbursement date. If you select this check box and edit the field, the new value remains in effect regardless of future adjustments.</td>
</tr>
<tr>
<td>Antc Date</td>
<td>Displays the anticipated date for this loan disbursement. This date is derived from the disbursement date specified in the Disbursement ID table.</td>
</tr>
<tr>
<td>Ln Dsb Amt</td>
<td>Displays the gross scheduled disbursement amount. This value is derived from the Accepted balance on the award disbursement.</td>
</tr>
<tr>
<td>Ln Fee Amt</td>
<td>Displays the fee amount associated with the scheduled disbursement. This amount is derived from the Accepted fee balance.</td>
</tr>
<tr>
<td>Rebate Amt</td>
<td>Displays the interest rebate fee amount. The system populates this field from packaging fee information.</td>
</tr>
<tr>
<td>Net Disb</td>
<td>Displays the amount scheduled for disbursement to the student. This value equals the loan disbursement amount minus the loan fee amount plus any rebate amount.</td>
</tr>
<tr>
<td>Loan Paid</td>
<td>This check box is selected when the loan funds are disbursed to the student's account.</td>
</tr>
<tr>
<td>Enroll School Cd</td>
<td>The Enrollment School Code represents the physical location of the student at the disbursement level. The Enrollment School Code reported is the OPEID of the Campus of the Financial Aid Term associated with the disbursement ID.</td>
</tr>
<tr>
<td></td>
<td>• When the award is originated this field is blank and editable by default.</td>
</tr>
<tr>
<td></td>
<td>• The Enrollment School Code can be overridden on the page or by Population Update for disbursements not yet reported to COD.</td>
</tr>
<tr>
<td></td>
<td>• When a disbursement is transmitted to COD, the field becomes display only and is either blank to indicate that the setup value was used or displays the override value.</td>
</tr>
</tbody>
</table>

See Defining Your Campus OPEID Codes.
Note: Oracle delivers the QA_CS_FA_DL_CROF query to compare cleaned-up loan fee data received from COD with a CROFyyOP message class to system loan application data to identify loans that have a mismatch in loan origination percentages and/or rebate amounts.

Access the Application Financial page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Financial, SULA tab).

Image: Application Financial page, SULA tab

This example illustrates the fields and controls on the Application Financial page, SULA tab. You can find definitions for the fields and controls later on this page.

Use these fields to override SULA Disbursement information.

These fields can be updated in batch via Population Update.

Note: For COD Originations and Origination Changes, all SULA Load values are reported to COD as "Full-time" for all loans unless there is a SULA Load override value entered on this page. For COD Disbursements, either the student’s actual SULA Load or, if entered in this page, the SULA Load override is reported to COD.

Note: Once the amount associated with a particular Disbursement ID has been disbursed to the student's account, you are not permitted to override the disbursement-level SULA fields.
Processing and Reviewing Loan Application Acknowledgement Data

Access the Application Acknowledgement page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgement).

Image: Application Acknowledgement page

This example illustrates the fields and controls on the Application Acknowledgement page. You can find definitions for the fields and controls later on this page.

To perform one of the following actions, select the appropriate option and click the Update Origination button.

**Hold Loan**

Select this option to manually change the loan processing status to *Hold*. Selecting this option suspends processing for this loan record. If you set a loan on hold, the system generates an exception message for this activity on the Loan Exception Messages page. After the exception message is generated, you can enter a comment for audit purposes.

**Remove Hold**

Select this option to manually remove a hold from a student's loan and permit loan processing to continue. If you remove a loan from hold, the system generates an exception message for this activity on the Loan Exception Messages page. After the exception message is generated, you can enter a comment for audit purposes.

**Note:** Hold Loan and Remove Hold can be updated using Population Update.

See "Using the Population Selection Process (PeopleSoft Campus Solutions 9.0: Campus Community)".

**Origination Detail**

**Activate Change**

Click this button to have the Loan Adjustment process review the student for change transactions. Data changes in the Direct Loan Application component or the Award Entry page do not require you to manually start the Loan Adjustment process here. Click the Activate Change button to start the Loan Adjustment process.
process for other data changes (for example, the student or borrower name).

<table>
<thead>
<tr>
<th><strong>Loan Process Status</strong></th>
<th>Displays the current status of the loan. Values are:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cancelled</strong></td>
<td>Not used for Direct Lending.</td>
</tr>
<tr>
<td><strong>Hold</strong></td>
<td>Indicates the COD rejected an activity or a user manually set the loan status to Hold. The system suspends all loan processing until the hold is removed.</td>
</tr>
<tr>
<td><strong>Offered and Not Accepted</strong></td>
<td>Indicates that a loan transmission based on an offer is not transmitted until the award is accepted.</td>
</tr>
<tr>
<td><strong>Origination Pending</strong></td>
<td>Indicates a pending origination that has not been transmitted to the COD.</td>
</tr>
<tr>
<td><strong>In Service</strong></td>
<td>Indicates the loan has been transmitted to the COD.</td>
</tr>
<tr>
<td><strong>Terminated</strong></td>
<td>Indicates the award is cancelled and the Offer amount is set to zero prior to transmission to the COD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Loan Orig Trans Stat</strong> (loan origination transmission status)</th>
<th>Indicates the current status of the loan origination. Values are:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accepted</strong></td>
<td>Indicates the COD has accepted the loan.</td>
</tr>
<tr>
<td><strong>Change Pending Transmission</strong></td>
<td>Indicates an adjustment generated a change transaction that has not been sent to the COD. Any further changes entered alter the change record until the transmission occurs.</td>
</tr>
<tr>
<td><strong>Error</strong></td>
<td>Represents an acknowledgement from the COD indicating a rejection of an origination or origination change record.</td>
</tr>
<tr>
<td><strong>Origination Pending Transmission</strong></td>
<td>Indicates an Origination that has not been transmitted to the COD.</td>
</tr>
<tr>
<td><strong>Transmitted</strong></td>
<td>Indicates that an acknowledgement from the COD is due regarding an origination or an origination change record. All loan change activity is suspended until the acknowledgement arrives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Misc Loan Detail</strong> (miscellaneous loan detail)</th>
<th>Click to access the Miscellaneous Loan Detail page, where you can review printing information, origination fees, and academic year start/end dates.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligibility Detail</strong></td>
<td>Click to access the Loan Eligibility Detail page, where you can review information on the student's loan eligibility.</td>
</tr>
<tr>
<td><strong>Borrower Detail</strong></td>
<td>Click to access the Borrower Detail page, where you can review the borrower's demographic information.</td>
</tr>
<tr>
<td><strong>Student Detail</strong></td>
<td>Click to access the Student Detail page, where you can review the student's demographic information.</td>
</tr>
</tbody>
</table>
**Name Detail**
Click to access the Name Detail page, where you can review the name on the loan.

**Address Detail**
Click to access the Address Detail page, where you can review or override the address for the loan.

**ATB Detail** (ability to benefit detail)
Displays a link to Ability to Benefit information if present. Click the link to view Ability to Benefit data.
See [Managing Ability to Benefit](#).

**SULA** (subsidized usage limit applies)
Click to access the SULA Loan Detail page.

**Anticipated Tab**
For definitions of the fields that appear on this tab:
See [Processing and Reviewing Financial Data](#).

**Acknowledged Tab**
Select the Acknowledged tab.

**Image: Application Acknowledgement page: Acknowledged tab**
This example illustrates the fields and controls on the Application Acknowledgement page: Acknowledged tab. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Ack Antc Gr</th>
<th>Ack Antc Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>(acknowledged anticipated gross)</td>
<td>(acknowledged anticipated net)</td>
</tr>
</tbody>
</table>

**Ack Antc Gr**
Displays the acknowledged anticipated gross disbursement amount, as acknowledged by the COD. This amount is derived from the offer balance on the award. The sum of the anticipated gross amounts for this loan equals the loan certified amount.

**Ack Antc Net**
Displays the acknowledged anticipated net amount, which represents the maximum disbursement for the student, as acknowledged by the COD. This amount is equal to the difference between the anticipated gross and the anticipated fee amounts.
**Ack Dsb Date** (acknowledged disbursement date)  
Displays the acknowledged disbursement date, which is the expected disbursement date, as specified on the acknowledgment record.

**Ln Paid Dt** (loan paid date)  
Displays the actual date of the disbursement after the loan funds are disbursed to the student's account and the Loan Paid check box is selected.

---

**Viewing Miscellaneous Loan Details**

Access the Miscellaneous Loan Detail page (click the Misc Loan Detail link on the Application Acknowledgement page).

The field values are derived from the Origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ORIGINATED and ACKNOWLEDGED sections are completed. If your institution has not received an acknowledgement or the Origination is rejected, only the ORIGINATED section is complete.

---

**Viewing Loan Eligibility Details**

Access the Loan Eligibility Detail page (click the Eligibility Detail link on the Application Acknowledgement page).

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ORIGINATED and ACKNOWLEDGED sections are completed. If an acknowledgement has not been received or the origination is rejected, only the ORIGINATED section is complete.

---

**Viewing Borrower Details**

Access the Borrower Detail page (click the Borrower Detail link on the Application Acknowledgement page).

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ORIGINATED and ACKNOWLEDGED sections are completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

---

**Viewing Student Details**

Access the Student Detail page (click the Student Detail link on the Application Acknowledgement page).

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ORIGINATED and ACKNOWLEDGED sections are completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

---

**Viewing Name Details**

Access the Name Detail page (click the Name Detail link on the Application Acknowledgement page).

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ORIGINATED and ACKNOWLEDGED sections are
completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

**Viewing Address Details**

Access the Address Detail page (click the Address Detail link on the Application Acknowledgement page).

The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ORIGINATED and ACKNOWLEDGED sections are completed. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is complete.

**Viewing ATB Details**

Access the ATB Detail page (click the ATB Detail link on the Application Acknowledgement page).

The field values display the most current sequence row captured on the Manage Ability to Benefit component. The field values are derived from the origination record and Direct Loan Application component. If the COD has sent an acknowledgment, the ORIGINATED and ACKNOWLEDGED sections are both populated. If your institution has not received an acknowledgement or the origination is rejected, only the ORIGINATED section is populated.

See Managing Ability to Benefit.

**Viewing SULA Details**

Access the SULA Loan Detail page (click the SULA link on the Application Acknowledgement page).

These are award-level fields that are reported to COD.

- **Program Length in Months, Program Length in Weeks, Program Length in Years**
  Displays the Program Length based on Program Length Type and Program Length values in the Academic Plan setup.

  See "Setting Up Taxonomy (PeopleSoft Campus Solutions 9.0: Application Fundamentals)".

- **Weeks Programs Academic Year**
  Displays the number of weeks in a Program’s Academic Year based on the following logic:

  1. Check for a Student override for Acad Base Weeks. If it exists, use it. If not,
  2. Check for an Academic Program-level Acad Base Weeks. If it exists, use it. If not,
  3. Use Financial Aid Installation Acad Base Weeks.

- **SULA Special Program**
  Displays the SULA Special Program from the Financial Aid Term record.

- **Credential Level**
  Displays the Credential Level based on the Credential Level Cross Reference setup.
See Setting Up 150 Percent Direct Subsidized Loan Limit (SULA).

Viewing and Overriding Bio/Demo Data for Direct Lending

This section discusses how to:

- View direct loan name information.
- Override direct loan phone information.
- View direct loan address information.
- Override direct loan email information.
- Override direct loan application information.
- Override direct loan SULA Award-level information.

Changes you make here do not change the Campus Community data. You must save changes to data made on these pages. To commit the data you override to the Origination file and application pages, go to Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, App Acknowledgement and click the Activate Change button. Then re-run Origination with adjustments.

Note: The system sends Bio/Demo data to the COD. If you choose to override data on any of these pages, ensure the changes are accurate. If the student has more than one Stafford loan type such as a subsidized and unsubsidized loan and if both loans have been created and originated, you must ensure that changes are reflected on each loan type for the student.

Pages Used to Override Bio/Demo Data for Direct Lending

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan Name</td>
<td>LOAN_NAME</td>
<td>Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Name</td>
<td>View the current name information on a direct loan record. This is a view only page.</td>
</tr>
<tr>
<td>Direct Loan Phone</td>
<td>LOAN_PHONE</td>
<td>Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Phone</td>
<td>Override telephone information on the direct loan record.</td>
</tr>
<tr>
<td>Direct Loan Address</td>
<td>LOAN_ADDRESS</td>
<td>Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Address</td>
<td>View address information on the direct loan record.</td>
</tr>
</tbody>
</table>
### Viewing Direct Loan Name Information

Access the Direct Loan Name page (Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Name).

**Image: Direct Loan Name page**

This example illustrates the fields and controls on the Direct Loan Name page. You can find definitions for the fields and controls later on this page.

The system displays the ID, Career, Loan Type, Institution, Aid Year, and Appl Seq (application sequence).

The Loan Name Type and the full name of the borrower are displayed. If multiple name types are associated with the loan, all are displayed. These fields are display only.
Overriding Direct Loan Phone Information

Access the Direct Loan Phone page (Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Phone).

Image: Direct Loan Phone page

This example illustrates the fields and controls on the Direct Loan Phone page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Direct Loan Name</th>
<th>Direct Loan Phone</th>
<th>Direct Loan Address</th>
<th>Direct Loan Email</th>
<th>Direct Loan Demo Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: FAD0126</td>
<td>Lai, Jessica E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career: UGRD</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Type: USSB</td>
<td>DIRECT UNSUBSIDIZED STAFFORD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td>PUBLIN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aid Year: 2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appt Seq: 1</td>
<td></td>
<td></td>
<td></td>
<td>Loan Status Summary</td>
</tr>
</tbody>
</table>

Telephone: 814/538-9243

Override Phone

Select to override the current phone number on the loan record only. Selecting the check box activates the Telephone field. If you override this phone number, future adjustments to Campus Community information do not update this field. If you clear this check box, the system reinserts the telephone number originating from Campus Community.

Telephone

Displays the current telephone number for the borrower. This phone number originates from Campus Community. This field is display only until you select the Override Phone check box.
Viewing Direct Loan Address Information

Access the Direct Loan Address page (Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Address).

Image: Direct Loan Address page

This example illustrates the fields and controls on the Direct Loan Address page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Direct Loan Name</th>
<th>Direct Loan Phone</th>
<th>Direct Loan Address</th>
<th>Direct Loan Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: FAD0125</td>
<td>LaJavon E</td>
<td>Institution: FSUNM</td>
<td></td>
</tr>
<tr>
<td>Career: Undergraduate</td>
<td></td>
<td>Aid Year: 2009</td>
<td></td>
</tr>
<tr>
<td>Loan Type: USB</td>
<td>DIRECT UNSUBSIDIZED STAFFORD</td>
<td>Appl Seq: 1</td>
<td></td>
</tr>
<tr>
<td>Loan Address Type: Mailing</td>
<td></td>
<td>Find</td>
<td>View All</td>
</tr>
<tr>
<td>Country: USA United States</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: 4305 Sheelbourne Lane</td>
<td>Columbus, OH 43220</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Loan Address Type

Specifies the type of address displayed.

Country

The address fields change depending on the country you select. You can only select a country if you select the Override Address check box.

Note: To make address changes, use the Addresses page in Campus Community (Managing Biographical Information, Managing Addresses and Phone, Addresses).
Overriding Direct Loan Email Information

Access the Direct Loan Email page (Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Email).

Image: Direct Loan Email page

This example illustrates the fields and controls on the Direct Loan Email page. You can find definitions for the fields and controls later on this page.

**Override Email Address**

Select to override the student's email address. Enter the updated or changed email address in the field. If you override the student's email address, future adjustments to Campus Community information do not update this field. If you clear this check box, the system reinserts the email information originating from Campus Community.

Overriding Direct Loan Application Information

Access the Direct Loan Demo Ovrd page (Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Demo Ovrd).

Image: Direct Loan Demo Ovrd page

This example illustrates the fields and controls on the Direct Loan Demo Ovrd page. You can find definitions for the fields and controls later on this page.
<table>
<thead>
<tr>
<th>Override Borrower SSN</th>
<th>Select to change the borrower’s social security number or date for the SSN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Override Academic Year Start</td>
<td>Select to change the start date of the academic year for this borrower.</td>
</tr>
<tr>
<td>Override Academic Year End</td>
<td>Select to change the end date of the academic year for this borrower.</td>
</tr>
<tr>
<td>Override Dependency Status</td>
<td>Select to change the borrower’s federal dependency status.</td>
</tr>
<tr>
<td>Override Student Citizenship</td>
<td>Select to change the student's citizenship status. The values acceptable to COD for Student Citizenship Stat are:</td>
</tr>
<tr>
<td></td>
<td>• 1 - Native</td>
</tr>
<tr>
<td></td>
<td>• 2 - Naturalized</td>
</tr>
<tr>
<td></td>
<td>• 3 - Alien Permanent</td>
</tr>
<tr>
<td><strong>Note:</strong> This option only appears for parent PLUS loans.</td>
<td></td>
</tr>
<tr>
<td>Override Borrower BirthDate</td>
<td>Select to change the borrower’s date of birth and to enter the date you changed the date of birth.</td>
</tr>
<tr>
<td>Override Borrower Citizenship</td>
<td>Select to change the borrower’s citizenship status. The values acceptable to COD for Borrower Citizenship Stat are:</td>
</tr>
<tr>
<td></td>
<td>1: Native</td>
</tr>
<tr>
<td></td>
<td>2: Naturalized</td>
</tr>
<tr>
<td></td>
<td>3: Alien Permanent</td>
</tr>
<tr>
<td><strong>Note:</strong> Override Borrower Citizenship can be updated using Population Update for Stafford and GRAD PLUS loans. Population Update can also update the 'student' citizenship field for a DL PLUS parent application.</td>
<td></td>
</tr>
<tr>
<td>Override Borrower Alien Reg (override borrower alien registration)</td>
<td>Select to change the borrower's alien registration or Visa/permit number.</td>
</tr>
</tbody>
</table>

*Warning!* If you override these required fields, *your institution takes full responsibility* for the data you transmit that may be in conflict with existing institutional records. Access to this page should be limited to key personnel.
Overriding Direct Loan SULA Information

Access the Direct Loan Demo Ovrd page (Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan SULA).

Image: Direct Loan SULA Override page

This example illustrates the fields and controls on the Direct Loan SULA Override page. You can find definitions for the fields and controls later on this page.

Select the check box for the SULA information you want to override and enter the override value. These fields can be updated in batch via Population Update.

Overriding and Viewing Direct Loan Origination Data and Action Messages

This section discusses how to:

• Override direct loan origination data.
• View direct loan origination action messages.
• Review the loan origination action history.
• Review direct loan disbursement actions.
• Review loan exception messages.
### Pages Used to Override and View Direct Loan Origination Data and Action Messages

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan Override</td>
<td>LOAN_ORIG_ACK_DL01</td>
<td>Financial Aid, Loans, Direct Lending Management, Override Processing Status, Direct Loan Override</td>
<td>Manually accept a loan origination, manually accept a promissory note, update the disbursement status, put the loan in hold or error status, and remove a hold from the loan.</td>
</tr>
<tr>
<td>Direct Loan Orig Actions (direct loan origination actions)</td>
<td>LN_DL_ORIG_INQ</td>
<td>Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Orig Actions</td>
<td>Review actions and errors pertaining to origination, origination change, and validation.</td>
</tr>
<tr>
<td>Direct Loan Disb Actions (direct loan disbursement actions)</td>
<td>LN_DL_DISB_INQ</td>
<td>Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Disb Actions</td>
<td>View the disbursement actions associated with the loan.</td>
</tr>
<tr>
<td>Loan Exception Messages</td>
<td>LN_MSG_INQ</td>
<td>Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Loan Exception Messages</td>
<td>View messages pertaining to loan processing, such as why a loan is on hold or explanations for manual overrides performed. The information contained in this page is cumulative for the particular loan.</td>
</tr>
</tbody>
</table>
Overriding Direct Loan Origination Data

Access the Direct Loan Override page (Financial Aid, Loans, Direct Lending Management, Override Processing Status, Direct Loan Override).

Image: Direct Loan Override page

This example illustrates the fields and controls on the Direct Loan Override page. You can find definitions for the fields and controls later on this page.

**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.

**Note:** If you override these required fields, your institution must take full responsibility for the data you submit to the COD that may be in conflict with existing institutional records. Access to this page should be limited to key personnel.

With the exception of the fields listed below, the fields on this page are the same as those on the Application Acknowledgement page.

To perform one of the following actions, select the appropriate option and click the Update Origination button.

**Accept Orig** (accept origination) Perform this action only if you do not expect to receive an acknowledgement file from the COD. Selecting this option accepts the current originated loan amounts. The system populates the transmitted fields with the same amount as the originated fields. This is the same as receiving a Loan Origination Acknowledgment file. Selecting this option also manually releases a loan from Error status.

**Update DL Disb Status** (update direct lending disbursement status) If you select this option, the system reevaluates the disbursement status for a student. Perform this action when you manually override the credit status for a PLUS loan type or you change the switches on the loan type.
Accept Promissory Note

Select this option to override a promissory note acknowledgement by manually accepting a promissory note. Use this option if you did not or do not expect to receive a promissory note acknowledgement from the COD or if the promissory note was rejected and you want to authorize a disbursement and report and transmit the disbursed award to the COD on behalf of the borrower.

When you click the Update Origination button, the system does the following:

- The system checks the Loan Pnote Stat (promissory note status) field. If the status value is *Accepted*, no further processing occurs. If status is not *Accepted*, the system checks to see if a promissory note record has been created. If no promissory note record exists, the system creates an entry in the promissory note table for this loan.

- The system updates the promissory note status on both the promissory note table and on the loan origination record to *A - Accepted*.

- The system insets an entry into the promissory note action table to indicate that the promissory note was manually accepted. You can view this information on the Direct Loan PNote page (Financial Aid, Loans, Direct Lending Management, Review Promissory Note Actions, Direct Loan PNote) or on the (view only) Direct Loan PNote Action page (Financial Aid, Loans, Direct Lending Management, View Promissory Note Actions, Direct Loan PNote Action).

- The system inserts a message into the Loan Exception Messages page (Financial Aid, Loans, Direct Lending Management, Loan Exception Messages) indicating that the promissory note was manually accepted. You can make additional comments to explain why you manually accepted the promissory note.

- The system reevaluates the disbursement status. If the promissory note was the only criteria keeping the loan from being disbursed, the system updates the appropriate fields to allow for the disbursement of the loan funds.

**Important!** Use the promissory note acknowledgement override with caution. If the COD rejects a promissory note after you have overridden the promissory note acknowledgement the loan's status is unbooked. To get the loan to a booked status and properly disburse the funds, this situation must be resolved directly with the COD.

Error Loan

Perform this action only if you do not expect to receive an acknowledgement file from the COD. Selecting this option changes the Orig Trans Stat (origination transmission status) to *Error*. This simulates receiving an COD Acknowledgement that
rejects the origination or origination change record. This results in loan adjustments reevaluating the loan for changes based on the current acknowledgement values.

**Note:** When you perform any of the above actions, the system generates an exception message that you can review on the Loan Exception Messages page. You are encouraged to note exceptions by adding your own detail.

### Viewing Direct Loan Origination Action Messages

The Direct Loan Actions Inquiry component is view only and is designed to provide status and processing information to staff who may or may not be directly involved with the processing of Direct Lending files, but may need access to direct lending information.

You use the DL Actions Inquiry component to view origination and disbursement action history and loan exception messages.

For SULA processing, Oracle delivers a sample PS Query (QA_CS_FA_SULA_STUDENT) to assist you in evaluating the COD reporting readiness of your students as it relates to their SULA fields. You can run this before attempting to outbound an Origination, Origination Change, or Disbursement transaction. The query includes all of the SULA-related fields that are validated during the Outbound process.

**Note:** For the SULA sample query, you must update the criteria to reflect the corresponding Aid Year's FA Terms and EMPLID list.
Reviewing the Loan Origination Action History

Access the Direct Loan Orig Actions page (Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Orig Actions).

Image: Direct Loan Orig Actions page

Orig/Orig Chg Validate Errors – FA860A • > Disb Validation Error Report – FA860B

This example illustrates the fields and controls on the Direct Loan Orig Actions page. You can find definitions for the fields and controls later on this page.

The system displays the ID, Career, Loan Type, Institution, Aid Year, and Appl Seq (application sequence) values. The application sequence number increases each time the system creates a new loan origination record for each ID, career, loan type, institution, and aid year combination.

The following fields are derived from the Loan Origination record.

**Item Type**

Displays the financial aid item type associated with this loan.

**Loan Process Status**

Displays the current status of the loan. Values are:

- **Cancelled**: Not used for direct lending.
- **Hold**: Indicates the COD rejected an activity or a user manually set the loan to hold status. The system suspends all loan processing until the hold is removed.
- **Offered and Not Accepted**: Indicates that a loan transmission based on an offer is not be transmitted until the award is accepted.
- **Origination Pending**: Indicates a pending origination that has not been transmitted to the COD.
- **In Service**: Indicates the loan has been transmitted to the COD.
- **Terminated**: Indicates the award is cancelled and the Offer amount is set to zero prior to transmission to the COD.
**Loan Orig Trans Stat** (loan origination transaction status)

Indicates the current status of the loan origination. Values are:

- **Accepted**: Indicates the COD has accepted the loan.
- **Change Pending Transmission**: Indicates an adjustment generated a change transaction that has not been sent to the COD. Any further changes entered alter the change record until the transmission occurs.
- **Error**: Represents an acknowledgement from the COD indicating a rejection of an origination or origination change record.
- **Origination Pending Transmission**: Indicates an Origination that was not transmitted to the COD.
- **Transmitted**: Indicates that an acknowledgement from the COD is due regarding an origination or an origination change record. The system suspends all loan change activity until the acknowledgement arrives.

**Total Certified Loan Amt** (total certified loan amount)

Indicates the amount approved for the loan. This value is derived from the offer amount on the Award.

**Borrower Requested Amount**

Derived from the Accepted Amount on the Award and represents the Certified Amount to be reported to the COD.

**Actions Tab**

**Seq** (sequence)

Displays the origination action sequence generated from the loan record activity. When multiple sequences exist for a loan, they display in reverse order; the most recent sequence displays at the top.

**Document ID**

Click this hyperlink to the View COD Data component which represents the COD Staging Table results.

---

**Note**: This is the disbursement-related activity being sent to or received by COD.

**Description**

Displays the description of the action. Values are:

- **Accepted Orig**
- **Rejected Orig**
- **Accepted Orig/Credit Chk PLUS only**
- **Acpt Orig/Credit Chk Denied PLUS only**
- **Loan Originated**
- **Lower Endr**
- **Orig Change**
Manually Accepted
Manually Rejected
Rejected
Orig not Proc, Rejected Doc
Change not Proc, Rejected Doc
Disb not Proc, Rejected Doc

**Note:** Regarding the *Orig not Proc, Rejected Doc*, *Change not Proc, Rejected Doc*, and *Disb not Proc, Rejected Doc* Actions:
If the system receives a file whose entire document was rejected, instead of placing all impacted loans contained in the Rejected Document XML on Hold, the system resets the loan to its previous Loan Processing Status prior to the loan being transmitted to COD (for example, Orig Pending, Change Pending, or Disb Pending). This way, when you are able to identify and resolve the offending students in the Rejected Document, you can run the corresponding Outbound processes for inclusion in the transmission.

**Action Status**
Displays the current status of the action. Values are:

*Accepted*

*Ac-NiApld* (accepted-not applied)

*Authorized*

*Failed*

*Invalid*

*Pending*

*Received*

*Rejected*

*Transmitted*

The action status for an acknowledgement is always *Received*. If the COD rejects an origination or origination change record, the system creates a new *Loan Originated* row to track the re-submission of the failed/rejected action.

**Msg (message)**
Click this hyperlink to view:

- Change transactions being generated to COD,
- Origination or Origination Change Validation errors.
- Origination or Origination Change Response Error Codes.
**Status Date**
For actions representing received information, the action status date is the COD acknowledgement date. For actions representing transmitted information, this date is the date the action is created.

**Loan Action Dttm** (loan action date/time)
For actions representing received information, the action date time field displays the date and time the acknowledgement is loaded to the system. For actions representing sent information, this field displays the date and time the transmission was sent.

**CRC Lender Information Tab**
Select the CRC Lender Information tab.

**Image: Direct Loan Orig Actions page: CRC Lender Information tab**
This example illustrates the fields and controls on the Direct Loan Orig Actions page: CRC Lender Information tab. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>ID: FAC00000111</th>
<th>Career: UGRD</th>
<th>Loan Type: DSUB</th>
<th>Institution: PSUNV</th>
<th>Loan Process Status: Chg Pend</th>
<th>Total Certified Loan Amount: $0.00</th>
<th>Borrower Requested Amount: $0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1657</td>
<td>P8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1568</td>
<td>P8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1537</td>
<td>P8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instance**
Displays the unique identifier assigned to the particular process that created the action row.

**User**
Displays the user ID for the individual who processed the action.

**Explaining Direct Loan Origination Status and Action Codes**
This section provides an explanation of the Direct Lending Status Codes for origination. This includes the processes run and the actions that generate each status code. The fields referenced in the following table display on the Direct Loan Orig Actions page.
<table>
<thead>
<tr>
<th>Loan Processing Status</th>
<th>Loan Origination Transmission Status</th>
<th>Loan Origination Action</th>
<th>Loan Origination Action Status</th>
<th>Status/Action Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orig Pend</td>
<td>Orig Pend</td>
<td>Loan Originated</td>
<td>Pending</td>
<td>You have not transmitted the loan to the COD. Any changes that you make to the source data are applied to the loan record by the loan adjustments. The system does not create a change transaction.</td>
</tr>
<tr>
<td>In Service</td>
<td>Trans</td>
<td>Loan Originated</td>
<td>Transmitted</td>
<td>You have run the Direct Loan Outbound process and sent the loan origination or loan origination change records to the COD. The system suspends Loan Origination Change Processing until you receive the acknowledgement from the COD. The system updates the action status.</td>
</tr>
<tr>
<td>In Service</td>
<td>Accepted</td>
<td>Accepted Orig, Accepted Orig/Credit Chk, Acpt Orig/Crdt Chk Denied, or Acpt Orig/Crdt Chk Pending</td>
<td>Received</td>
<td>You received an origination acknowledgement and the COD accepted the loan origination. The system inserts a new origination action. If you change the origination data, the system generates an origination change record.</td>
</tr>
</tbody>
</table>
### Explaining Direct Loan Origination Change Status and Action Codes

This section provides an explanation of the Direct Lending Status Codes for Origination Change. This includes the processes run and the actions that generate each status code. The fields referenced in the following table display on the Direct Loan Orig Actions page.

<table>
<thead>
<tr>
<th>Loan Processing Status</th>
<th>Loan Origination Transmission Status</th>
<th>Loan Origination Action</th>
<th>Loan Origination Action Status</th>
<th>Status/Action Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold</td>
<td>Orig Pend</td>
<td>Rejected Orig</td>
<td>Received</td>
<td>You received an origination acknowledgement from the COD and ran COD Inbound. The COD rejected the origination. The system inserts two new actions (Rejected Orig and Loan Originated).</td>
</tr>
<tr>
<td>Hold</td>
<td>Orig Pend</td>
<td>Loan Originated</td>
<td>Pending</td>
<td>As a result of the previous action, the system inserts a new loan origination action to resubmit the origination.</td>
</tr>
<tr>
<td>Terminated</td>
<td>Origination Pending</td>
<td></td>
<td></td>
<td>The award was cancelled/declined before transmitting the loan origination to the COD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan Processing Status</th>
<th>Loan Origination Transmission Status</th>
<th>Loan Origination Action</th>
<th>Loan Origination Action Status</th>
<th>Status/Action Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Service</td>
<td>Change Pend</td>
<td>Orig Change</td>
<td>Pending</td>
<td>You changed origination data after the COD accepted the origination; therefore, the Loan Adjustment process created an origination change record. The Origination program inserts a new origination action.</td>
</tr>
<tr>
<td>Loan Processing Status</td>
<td>Loan Origination Transmission Status</td>
<td>Loan Origination Action</td>
<td>Loan Origination Action Status</td>
<td>Status/Action Explanation</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------</td>
<td>-------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>In Service</td>
<td>Transmitted</td>
<td>Orig Change</td>
<td>Transmitted</td>
<td>You have transmitted an origination change and the origination program inserts a new origination action.</td>
</tr>
<tr>
<td>In Service</td>
<td>Accepted</td>
<td>Orig Change</td>
<td>Accepted</td>
<td>You received an origination acknowledgment from the COD and the origination change is accepted. The Origination program inserts a new origination action.</td>
</tr>
<tr>
<td>In Service</td>
<td>Accepted</td>
<td>Orig Change</td>
<td>Accepted</td>
<td>Lower Endr – You sent a loan application based on a Credit Override of – Accept Endorser with an Endorser amount lower than the original loan award amount. You received an origination acknowledgement, and COD accepted the updated loan origination. The system inserts this row of data and a Accepted Origination Change row. Therefore, two loan action rows are inserted when a response to Lower Award amount is loaded. This is done to show that the award amount was reduced as a result of lower Endorser amount.</td>
</tr>
</tbody>
</table>
### Reviewing Direct Loan Disbursement Actions

Access the Direct Loan Disb Actions page (Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Disb Actions).

**Image: Direct Loan Disb Actions page**

This example illustrates the fields and controls on the Direct Loan Disb Actions page. You can find definitions for the fields and controls later on this page.

![Direct Loan Disb Actions page](image)

The item type, status, and amount fields are the same as those on the Direct Loan Orig Actions page.

**Disbursement ID**

Displays the ID number assigned to this particular disbursement.

**Loan Disb Trans Stat** (loan disbursement transaction status)

Indicates the status for this disbursement. Values are:

- **Accepted**
- **Chg Pend** (change pending)
- **Actual** (actual disbursement)
Error

Disb Pend (disbursement pending) Trans (transmitted)

Actions Tab

Seq (sequence) Displays the disbursement action sequence generated from the loan record activity. When multiple sequences exist for a loan, the most recent sequence appears at the top.

Document ID Click this hyperlink to the View COD Data component which represents the COD Staging Table results.

Note: This is the data that gets sent to COD.

Description Displays the description of the disbursement action type. The values are:

Adjusted Disbursement
Canceled Disbursement
Actual Disbursement
Booking Disbursement
Booking Adjustment
Anticipated Disbursement
Servicer Refund
Disbursed to Student Account

Action Status Displays the current status of the disbursement action. The values are:

Accepted
Ac-NtApld (accepted-not applied)
Authorized
Failed
Invalid
Pending
Received
Rejected
Transmitted
Chapter Processing Direct Loans

The action status for an Acknowledgement is always *Received.*

**Msg (message)**
Click this hyperlink to view:
- Disbursement-level Validation errors,
- Disbursement Response Error Codes.

**Loan Action Status Date**
For actions representing received information, displays the COD acknowledgement date. For actions representing transmitted information, this is the date the action is created.

**Details Tab**
Select the Details tab.

**Image: Direct Loan Disb Actions page: Details tab**
This example illustrates the fields and controls on the Direct Loan Disb Actions page: Details tab. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Direct Loan Orig Actions</th>
<th>Direct Loan Disb Actions</th>
<th>Direct Loan SULA Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: FACOD0111</td>
<td>CARGEFREELYCARGESLEY</td>
<td>Institution: PSUNV</td>
</tr>
<tr>
<td>Career: UGRD Undergraduate</td>
<td></td>
<td>Aid Year: 2015</td>
</tr>
<tr>
<td>Loan Type: DSUB</td>
<td>DIRECT SUBSIDIZED STAFFORD</td>
<td>Appl Seq: 1</td>
</tr>
</tbody>
</table>

This example illustrates the fields and controls on the Direct Loan Disb Actions page: Details tab. You can find definitions for the fields and controls later on this page.

- **Loan Action Dttm (loan action date/time)**
  For actions representing received information, the action date time is the date/time the acknowledgement is loaded to the system. For actions representing sent information, this is the date and time the transmission is sent.

- **Loan Disb Action Amt (loan disbursement action amount)**
  Displays the gross disbursement amount.

- **Loan Disb Action Fee (loan disbursement action fee)**
  Displays the loan fee amount for the disbursement.

- **Loan Disb Action Net (loan disbursement action net)**
  Displays the net disbursement amount, minus fees, plus rebate.
**Loan Disb Action Adj** (loan disbursement action adjustment)

Displays the adjusted disbursement amount reported.

**SULA Tab**

Select the SULA tab.

**Image: Direct Loan Disb Actions page: SULA tab**

This example illustrates the fields and controls on the Direct Loan Disb Actions page: SULA tab. You can find definitions for the fields and controls later on this page.

Displays the Payment Period Start Date, SULA Load, and CIP Code. These fields are reported on Origination and Disbursement transactions.
CRC Lender Information Tab

Select the CRC Lender Information tab.

Image: Direct Loan Disb Actions page: CRC Lender Information tab

This example illustrates the fields and controls on the Direct Loan Disb Actions page: CRC Lender Information tab. You can find definitions for the fields and controls later on this page.

Direct Lending Booked Status
Displays *Booked* if the COD has accepted and acknowledged the origination, first disbursement, and promissory notes. Until this occurs, the status is *Unbooked*.

Loan Disb Sequence Status (loan disbursement sequence status)
Displays one of the following values:

- Accepted
- Invalid (invalid sequence number)
- AlrdyRecv (already received)

Loan School Cd Status (loan school code status)
Displays one of the following values: *blank* if the school code is accepted and *I - Invalid* if the school code is invalid.

Loan Disbursement Status
Displays one of the following values:

- Accepted
- Invalid (invalid disbursement)
- AlrdyRecv (already received)
- Reject

Loan ID Status
Displays one of the following values:

- I - Invalid Loan Identifier
- N - Loan Identifier Not on File
Instance Displays the number used by the system to count the occurrences of the processes you run. Use this on the Messages page to select the particular instance of the process.

User ID Displays the user ID for the individual who processed the action.

Explaining Direct Loan Disbursement Status and Action Codes

This section provides an explanation of the Direct Lending Status Codes for disbursements. This includes the processes run and actions that generate each status code. The fields referenced in the following table are located on the Direct Loan Disb Actions page.

The Loan Disbursement Transaction Status field appears opposite the Disbursement ID. The loan disbursement action status refers to the Action Status field on the page.

<table>
<thead>
<tr>
<th>Loan Disbursement Transmission Status</th>
<th>Loan Disbursement Action</th>
<th>Loan Disbursement Action Status</th>
<th>Status/Action Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disb Pend</td>
<td>Anticipated Disbursement</td>
<td>Pending</td>
<td>You originated the loan. This record represents the anticipated disbursement data at the time of disbursement. The Origination program inserts a new disbursement action row.</td>
</tr>
<tr>
<td>Disb Pend</td>
<td>Disbursed to Student Account</td>
<td>Received</td>
<td>You authorized and disbursed funds to the students account. The Disbursement program inserts a new disbursement action row.</td>
</tr>
<tr>
<td>Transmitted</td>
<td>Actual Disbursement</td>
<td>Transmitted</td>
<td>You transmitted an actual disbursement record to the COD. The Disbursement Outbound program inserts a new disbursement action.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Actual Disbursement</td>
<td>Accepted</td>
<td>You received a disbursement acknowledgement from the COD that indicates the disbursement was accepted. The Disbursement Inbound program updates the disbursement action.</td>
</tr>
<tr>
<td>Loan Disbursement Transmission Status</td>
<td>Loan Disbursement Action</td>
<td>Loan Disbursement Action Status</td>
<td>Status/Action Explanation</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Error</td>
<td>Actual Disbursement</td>
<td>Rejected</td>
<td>You received a disbursement acknowledgement from the COD indicating the disbursement was rejected. The Disbursement program updates the disbursement action.</td>
</tr>
<tr>
<td>Transmitted</td>
<td>Adjusted Disbursement</td>
<td>Transmitted</td>
<td>You transmitted an adjusted disbursement record to the COD. The Disbursement Outbound program inserts a new disbursement action.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Adjusted Disbursement</td>
<td>Accepted</td>
<td>You received a disbursement acknowledgement from the COD indicating the disbursement adjustment was accepted. The Disbursement Inbound program updates the disbursement action.</td>
</tr>
<tr>
<td>Error</td>
<td>Adjusted Disbursement</td>
<td>Rejected</td>
<td>You received a disbursement acknowledgement from the COD indicating the disbursement adjustment was rejected. The disbursement program updates the disbursement action.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Booking Disbursement</td>
<td>Accepted</td>
<td>You received a booking notification from the COD. The booking notification indicates that the loan origination, promissory note and the first actual disbursement are accepted. The booking notification includes the Disbursement Activity Type L booking disbursement, the booked date and COD's total net booked amount.</td>
</tr>
<tr>
<td>Loan Disbursement Transmission Status</td>
<td>Loan Disbursement Action</td>
<td>Loan Disbursement Action Status</td>
<td>Status/Action Explanation</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Accepted</td>
<td>Booking Adjustment</td>
<td>Accepted</td>
<td>For each disbursement adjustment acknowledgement you receive from the COD, you also receive a booking notification. The booking notification includes the Disbursement Activity Type M booking adjustment, booked date and COD's total net booked amount.</td>
</tr>
<tr>
<td>Accepted</td>
<td>Servicer Refund</td>
<td>Accepted</td>
<td>You received a servicer refund acknowledgement from the COD.</td>
</tr>
</tbody>
</table>

**Reviewing Direct Loan SULA Response**

Access the Loan Exception Messages page (Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan SULA Response).

**Image: Direct Loan SULA Response page**

This illustrates the Direct Loan SULA Response page.

COD calculates a borrower's Subsidized Usage for two categories of usage: Undergraduate Subsidized Usage and Non-Credential Teacher Certification Usage. Depending upon whether the Special Programs tag equals T (Non-Credential Teacher Certification), one or both of these categories may be populated.
with duration, consumption, and remaining eligibility values. Also displayed is either anticipated and/or actual values, depending upon whether at least one actual disbursement has taken place (driven by Disbursement Release Indicator equaling true or false).

Reviewing Loan Exception Messages

Access the Loan Exception Messages page (Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Loan Exception Messages).

**Image: Loan Exception Messages page**

This example illustrates the fields and controls on the Loan Exception Messages page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>DateTime</th>
<th>Displays the date and time that the message was created.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message</td>
<td>Displays the exception message logged for each transaction listed. You can enter further information regarding the exception message using the Loan Message Comment page.</td>
</tr>
<tr>
<td>Details</td>
<td>Click this link to view additional message information.</td>
</tr>
</tbody>
</table>

Updating Loan Dates

This section discusses updating Loan Period Start, Loan Period End, Academic Year Start and Academic Year End dates for CommonLine & Direct loans.

**Page Used to Update Loan Dates**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Date Update</td>
<td>SFA_LNUPD_PG</td>
<td>Financial Aid, Loans, Process Loan Dates</td>
<td>Update Loan Period Start, Loan Period End, Academic Year Start and Academic Year End dates for CommonLine &amp; Direct loans.</td>
</tr>
</tbody>
</table>
Updating Loan Dates

Access the Loan Date Update page (Financial Aid, Loans, Process Loan Dates).

**Image: Loan Date Update page**

This example illustrates the fields and controls on the Loan Date Update page. You can find definitions for the fields and controls later on this page.

Use the Loan Date Update process to update Loan Period Start, Loan Period End, Academic Year Start and Academic Year End dates for CommonLine & Direct loans.

**Note:** This process only allows dates to be updated for eligible loan records. Since this process does not create change transactions, eligible loan records are those having a Loan Process Status of O (Origination Pending and a Transmission Status of O (Origination Pending Transmission). Oracle recommends running this process immediately after Loan Origination and/or just prior to the Loan Outbound process.

**Query Name**
Displays only when PS Query is selected in the Selection Tool field. Select a PS Query that uses the SFA_LNUPD_BND bind record.

**Equation Name**
Select an equation that is defined with the application prompt Loan Date Update.

**Populate**
Click this button to automatically populate the grid with ALL valid Disbursement Plans and Dates based on the Academic Institution, Aid Year, and Academic Career combination. These are the default dates based on setup, you can then delete/modify rows as needed.
Disb Plan (disbursement plan) Enter valid Disbursement Plans based on the Academic Institution, Aid Year, and Academic Career combination.

For the Date Fields (Loan Period Start, Loan Period End, Acad Year Start, and Acad Year End), enter the date value you want to be updated on the student’s loan record for the Academic Institution, Aid Year, Academic Career, and Disb Plan combination.

Note: If a Date Field is left blank, no update is made for that Academic Institution, Aid Year, Academic Career, Disb Plan, and Date combination. In other words, the date that currently exists on the student’s loan record remains.

If a Date field is updated during this process, the associated Override field is marked as “Y”.

<table>
<thead>
<tr>
<th>Loan Date Field</th>
<th>Override Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Period Start/Loan Period End</td>
<td>Loan Period Override (LN_PERIOD_OVRD)</td>
</tr>
<tr>
<td>Academic Year Start</td>
<td>Academic Year Start Override (LN_ACAD_ST_OVRD)</td>
</tr>
<tr>
<td>Academic Year End</td>
<td>Academic Year End Override (LN_ACAD_END_OVRD)</td>
</tr>
</tbody>
</table>

Related Links
"Using the Population Selection Process (PeopleSoft Campus Solutions 9.0: Campus Community)"

Creating and Using Promissory Notes

Multi-year Master Promissory Notes allow a student to sign and use one promissory note throughout multiple loan years and for multiple schools participating in the multi-year master promissory notes.

All existing 1999-2000 and 2000-2001 master promissory notes, are treated as multi-year promissory notes. Schools that are eligible for multi-year promissory note functionality can use these existing master promissory notes for 2001-2002 loans for the same student. Borrowers who attend a school that is eligible for multi-year functionality are required to have only one master promissory note on file at the COD for all subsidized and unsubsidized loans disbursed for the academic year 2000-2001 and forward. An open master promissory note on file at the COD is assigned to the borrower and can be used by any school eligible for multi-year functionality.

Note: The Social Security Number, date of birth, and first name on the Loan Origination Record must match the same values on the master promissory note, otherwise the COD cannot link the existing master promissory note to the Loan Origination Record.

An open master promissory note is valid for up to ten years from the date of the first anticipated disbursement, if an actual disbursement is made. Students can close open master promissory notes by calling a customer service representative at the COD. After a master promissory note is closed, no new loans can be disbursed without generating a new master promissory note. However, all disbursements and booking activity for the loans already attached to the closed master promissory notes are processed.

Single-year schools are not eligible to use multi-year master promissory notes. For these schools, a borrower must sign a new master promissory note for each academic year. Single-year schools must use
a master promissory note generated specifically for that institution. For these schools, subsidized and unsubsidized loans for the same student and the same academic year can be linked to a single master promissory note.

This section discusses how to:

• Create a promissory note communication record.
• Print direct loan master promissory notes.
• Sign and review direct loan promissory notes.
• Create batch signatures for DL promissory notes.

You use the same pages whether you are creating multi-year promissory notes or single year promissory notes.

For more information regarding the use of the Electronic Master Promissory Note and alternative print options to allow COD to print and communicate with borrowers regarding promissory note requirements, For more information, see U.S. Department of Education's Common Origination and Disbursement (COD) Technical Reference.

### Pages Used to Create and Use Promissory Notes

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create DL PNote Communication (create direct loan promissory note communication)</td>
<td>RUNCTL_DLPN02</td>
<td>Financial Aid, Loans, Create PNote Communication, Create DL PNote Communication</td>
<td>Create promissory note communication records for the types of documents defined in the report package selected. The print process that produces the output for the promissory notes reads the communication record.</td>
</tr>
<tr>
<td>Print DL Promissory Note (print direct loan promissory note)</td>
<td>RUNCTL_DL_PN_PRT02</td>
<td>Financial Aid, Loans, Print Promissory Note, Print DL Promissory Note</td>
<td>Print promissory notes for direct lending.</td>
</tr>
<tr>
<td>Direct Loan Pnote (direct loan promissory note)</td>
<td>LN_DL_PNOTE</td>
<td>Financial Aid, Loans, Direct Lending Management, Review Promissory Note Actions, Direct Loan PNote</td>
<td>For an originated loan, indicate when a promissory note has been signed, adjust the status of the promissory note for the loan manifest, reprint the promissory note, create another promissory note, and cancel the promissory note.</td>
</tr>
</tbody>
</table>
Creating a Promissory Note Communication Record

Access the Create DL Pnote Communication page (Financial Aid, Loans, Create PNote Communication, Create DL PNote Communication).

Use this page to run the Create PNote Communication Rec process (FAPLDPN2). You can create direct lending (and non-Direct Lending) promissory note communication records that determine which promissory notes are printed, based on the criteria you enter. The fields in the Selection Criteria group box have a cumulative search effect. Each field that you enter narrows your search criteria.

The DL PNote Create program (FAPLDPN2.CBL) creates one VAR_DATA_LOAN record if it is assigning a Checklist and Communication at the same time and ensures consistent VAR_DATA_LOAN data. When you run the Loan Origination and the DL Pnote Create (FAPLDPN2.CBL) processes, the system populates the fields to be in sync. This accommodates users who run the CCLTRGEN routines. For loans other than direct loans, the system populates all fields except for LN_APPL_ID. As a result, the system only creates one VAR_DATA_LOAN record when the loan origination process is run along with the CCLTRGEN routine.

Selection Criteria

Select the institution, aid year, and academic career for which to create a promissory note communication record for loans originated for that group of students.

**Ln Output Type** (loan output type)  Select a value to set the output format for your documents from Delimited, External, Fixed, and Positional. For direct lending, PeopleSoft supports External (for institutions that use third-party software to generate documents) and Positional values.

**Report Package**  Specify your report package based on how you set up the Loan Report Packages page. The system evaluates the report package and assigns communications to any loan types the student may have that correspond to the document types defined in the package.

**Document Type**  Select from:
**Hlth Pnote**

**Mstr Pnote:** The system generates communications only for Subsidized Stafford or Unsubsidized Stafford loan types.

**PNote:** The system generates communications for PLUS and Graduate PLUS loans.

**Perk PNote**

**Univ Pnote**

All document types are linked to the loan category and loan program from the Loan Type Table.

If you leave this field blank, the system assigns communications to any loan types that the student has that correspond to the document types defined in the report package. If you enter a value, the system assigns communications only to the loan type that matches the selected document type. For example, if **Pnote** is selected, the system generates communications only for PLUS loans.

---

**Note:** Although **Cover Ltr, TIL,** and **TIS** are listed, they are not valid selections for Document Type for this process.

<table>
<thead>
<tr>
<th>Print Option</th>
<th>Select which promissory notes to print. Values are:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blank</strong></td>
<td>This option prints promissory notes for all loan types that have not had a promissory note printed.</td>
</tr>
<tr>
<td><strong>New</strong></td>
<td>This option is similar to the <strong>Blank</strong> option processing promissory notes for all loan types, except when processing direct lending subsidized and unsubsidized loans. The <strong>New</strong> option only creates a master promissory note communication for students who do not have an accepted loan origination in a previous year and who do not have a MPN on file with the COD.</td>
</tr>
<tr>
<td><strong>P Stat</strong></td>
<td>This option prints all promissory notes that the COD origination acknowledgment file has flagged to print.</td>
</tr>
</tbody>
</table>

**From Date and Thru Date**

Select a range of dates. The system generates communications for loans with origination dates that start with the From Date and end with the Thru Date.

**Student Override**

Select this check box to allow you to print a promissory note for specific students. If an existing promissory note is lost, use this method to create new communications.

**ID**

Select an ID for the students requiring their promissory note to be printed. Add a new row for each student for whom you want to create a promissory note communication.
Note: After you run the Create DL PNote Comm process once with the document type blank, you can create additional promissory notes and promissory note communications by running the process using singular document types or using the From Date and Thru Date. Otherwise, the communication continues to select all the promissory note types and populating the promissory note communication table with multiple rows.

Check the Batch Message Inquiry page in this component after you run the process to be sure it completed correctly.

Printing Direct Loan Master Promissory Notes

Access the Print DL Promissory Note page (Financial Aid, Loans, Print Promissory Note, Print DL Promissory Note).

Use this page to run the Print Packages/PNote Docs process (FALDPNT2).

You can use Master Promissory Notes (MPN) in making Subsidized and Unsubsidized Stafford, PLUS, and Graduate PLUS loans in the Direct Loan (DL) program. One promissory note can be used to make one or more loans to a parent borrower to help pay for the educational costs of one dependent student for one or more academic years.

If your institution collects signed promissory notes for the Direct Lending program, you can produce a manifest to send with the signed promissory notes to the Direct Lending common origination and disbursement processing center (COD).

A loan origination record must exist before you can create a promissory note. Set up your Manage Communication Tables in Campus Community, set up Loan Report Packages and DL Serial Pnote Tables in Process Loans. To print a promissory note, first create a promissory note communication record for the types of documents defined in the report package selected. The print process that produces the output for the promissory notes reads the communication record.

Campus Solutions uses an unlabeled format for printing promissory notes and only supports a positional print process. There is also an extract process.

Note: For details on how to set up a loan origination record, the Manage Communication Table, Loan Report Packages, and DL Serial Pnote Tables:

See Creating and Using Promissory Notes.

Selection Criteria

The following fields are the same as those on the Create DL PNote Comm page: Institution, Aid Year, Career, Ln Output Type, Student Override, and ID.

Ln Output Type (loan output type) Select Positional. For Subsidized and Unsubsidized Stafford promissory notes, the system prints for unlabeled forms. For PLUS promissory notes, the system prints for labeled forms.

Report Package Select Positional.

Document Type If you leave this field blank, the system generates output for each type of document defined in the report package that has an unprocessed communication record. If a cover letter or truth-
in-lending document(s) is defined in the package they are also produced.

If you enter a value, the system generates output only for the document type selected (where an unprocessed communication record exists).

If you select Mstr Pnote, the system generates output only for Subsidized and Unsubsidized Stafford Promissory Notes. If you select Pnote, the system generates output only for PLUS Promissory Notes.

**From Date and Thru Date**
Select the range of dates for the promissory note/package print process. The system processes communication records with dates that start with the date you enter in the From Date field and end with the date you enter in the Thru Date field.

If you select the Student Override check box, the date fields do not appear.

**Number of Copies**
Enter the number of promissory notes to print.

**Note:** The system manages positional printing differently. When you run the process to create the communication record, the system processes all loan types associated with the package. It creates all of the communication records. If you are using positional printing, you can only print one document at a time. When you select the package you want to use, you must also specify which document type you want to run.

---

**Signing and Reviewing Direct Loan Promissory Notes**

Access the Direct Loan PNote page (Financial Aid, Loans, Direct Lending Management, Review Promissory Note Actions, Direct Loan PNote).
Note: The Direct Loan Pnote page can only be accessed if a Promissory Note Acknowledgement file is imported or if the school internally creates promissory notes to manage.

Image: Direct Loan PNote page: Actions tab

This example illustrates the fields and controls on the Direct Loan PNote page: Actions tab. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Direct Loan PNote</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: FAD0125</td>
</tr>
<tr>
<td>DL Pnote ID: 0000000000000000000XX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan PNOTE Type</th>
<th>Loan PNote Status</th>
<th>Promissory Note Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPN</td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>

- **Borrower Signature**: Signature Date: 05/09/2015

- **Manifest**: Batch

- **Student Signature**: Signature Date: 05/09/2006

- **Loan Manifest Date**: 05/09/2006

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Description</th>
<th>Loan PNote Status</th>
<th>Loan Action Status ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Accepted</td>
<td>Accepted</td>
<td>05/09/2005</td>
</tr>
<tr>
<td>1</td>
<td>Created</td>
<td>Pending</td>
<td>05/09/2005</td>
</tr>
</tbody>
</table>

Note: Select the tabs on the page to access multiple views of this page. Fields common to all views are documented first.

### Common Page Information

**DL Pnote ID**

Beginning with 2003-2004, direct loan application processing supports master promissory note requirements for the PLUS loan types. The system adds the letter N to the ID to indicate that the loan is PLUS Loan MPN. The system adds the letter M to indicate that the loan is a Stafford (subsidized or unsubsidized) Loan MPN.

**Loan PNOTE Type** (loan promissory note type)

Displays the type of promissory note used for this loan.

**Loan PNote Status** (loan promissory note status)

Displays the current status of the loan promissory note.

- **Ack Pending** (acknowledgement pending) – Status is set when the Promissory Note is created by the system.
- **Accepted** – Status is set when acknowledgment is received from COD and processed by the system.
- **Rejected** – Status is set when acknowledgment is received from COD and processed by the system.
- **Closed** – Status is set when acknowledgment is received from COD and processed by the system. No additional loan awards can be associated with this promissory note, but
disbursement and booking processing may continue with COD.

- **Endorser** – Value represents the MPN Status as reported by COD on either the origination or promissory note acknowledgement files. This status is used beginning with the 2012–2013 aid year.

- **Inactive** – Status is set when acknowledgment is received from COD and processed by the system. No additional loan awards can be associated with this promissory note, but disbursement and booking processing may continue with COD.

**Note:** Closed, Endorser, and Inactive MPN values are reported by COD. For disbursement purposes, the system treats Closed, Endorser, and Inactive MPNs as an Accepted MPN. For more information regarding how COD processes MPN's:

See the U.S. Department of Education's *Common Origination and Disbursement (COD) Technical Reference*

<table>
<thead>
<tr>
<th>Promissory Note Amount</th>
<th>Displays the amount of the promissory note.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrower Signature</td>
<td>Select this check box when the borrower has signed the promissory note. For a PLUS loan, the borrower is the parent or guardian. The system makes the Student Signature field unavailable.</td>
</tr>
</tbody>
</table>

**Note:** The Checklist associated with the loan type is inserted when the Promissory note Communication is assigned. In previous versions of Financial Aid, the Checklist associated with the loan was inserted at loan origination. Make sure you have assigned a 3Cs inquiry group to your communication category.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Select this check box when the student has signed the promissory note. The student signature is unavailable on the promissory note for PLUS loans only.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature Date</td>
<td>Displays today's date. You can edit the field if needed.</td>
</tr>
<tr>
<td>Manifest</td>
<td>Select the status of this promissory note in regards to the Loan Manifest. Use this check box when your institution collects signed promissory notes and sends them with a manifest to a loan service provider or the direct lending common origination and disbursement processing center (COD). The values are:</td>
</tr>
</tbody>
</table>

*Authorize:* Indicates that the signature check boxes are selected.

*Batch:* Indicates that the Manifest Generation process is complete.

*Pending:* Indicates that the loan is originated.
**Chapter 5  Processing Direct Loans**

**Actions Tab**

**Sequence** Displays the promissory note action sequence generated from the loan record activity. When multiple sequences exist for a promissory note, they display in reverse chronological order.

**Description** Displays a description for the displayed action code.

**Loan Pnote Status** (loan promissory note status) Displays the current status of the promissory note. Values are *Accepted, Pending, and Rejected.*

**Loan Action Status Dt** (loan action status date) Indicates the date when the loan action status activity occurred.

**Details Tab**

Select the Details tab.

**Image: Direct Loan PNote page: Details tab**

This example illustrates the fields and controls on the Direct Loan PNote page: Details tab. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th><strong>Direct Loan PNote</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lr:</strong> FAD0125</td>
</tr>
<tr>
<td><strong>Dt Note Id:</strong> xxxxxxxxxxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan PNOTE Type:</th>
<th>Loan Pnote Status:</th>
<th>Promissory Note Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPN</td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Borrower Signature</strong></th>
<th><strong>Signature Date:</strong> 05/09/2005</th>
<th><strong>Manifest:</strong> Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Signature</strong></td>
<td><strong>Signature Date:</strong></td>
<td><strong>Loan Manifest Date:</strong> 05/09/2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Borrower Signature</strong></th>
<th><strong>Signature Date:</strong> 05/09/2005</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Signature</strong></td>
<td><strong>Signature Date:</strong></td>
</tr>
</tbody>
</table>

**Borrower Signature** Indicates whether the borrower has signed the promissory note.

**Signature Date** Displays the date that the Borrower Signature check box was selected, or the actual date the borrower signed the promissory note if you edited the signature date.

**Student Signature** This field is unavailable with PLUS loans when the borrower is not the student.

**Signature Date** Displays the date that the Student Signature check box is selected, or the actual date the student signed the promissory note if you edited the signature date.
Promissory Note Amount Displays the amount printed on the promissory note.

CRC Lender Information Tab
Select the CRC Lender Information tab.

Image: Direct Loan PNote page: CRC Lender Information tab
This example illustrates the fields and controls on the Direct Loan PNote page: CRC Lender Information tab. You can find definitions for the fields and controls later on this page.

### Direct Loan PNote

<table>
<thead>
<tr>
<th>Loan PNote Type</th>
<th>Loan PNote Status</th>
<th>Promissory Note Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFN</td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>

### Loan Action Dttm
Displays the date and time the loan promissory note status was posted.

### Batch ID
Displays the direct lending batch ID.

### Instance
Displays the number that the system assigns incrementally to count the occurrences of the processes you run. You can use this number to select the particular instance of the process for which you want to view the process results.

### User ID
Displays the ID of the person who ran the process.

Creating Batch Signatures for DL Promissory Notes
Access the DL Batch Signature page (Financial Aid, Loans, Direct Lending Management, Create Signatures in Batch, DL Batch Signature).

Use this page to sort based on aid year by selecting it on the Selection Criteria page.

**Note:** This page is designed to select a cumulative list of outstanding unsigned promissory notes. To select the promissory notes to be signed, review the aid year designation in the DL Pnote ID. The two-digit aid year designation is located after the Borrower's Social Security Number and the $M$ for a Stafford loan and the $P$ for a PLUS.

### Description
Enter a description for the current batch of signatures that you are creating.
**Batch PNote Action** (batch promissory note action)

Choose the *Select* option to specify the promissory notes to sign.

**Batch PNote Selection** (batch promissory note selection)

Click this link to access the Loan PNote Selection Criteria page, where you can specify which promissory notes to sign.

Click the lightning bolt to activate the selection.

The group box contains the promissory note ID numbers and names of the students you selected.

**DL PNote ID** (direct lending promissory note ID)

Select the unique ID assigned to the promissory note.

**Name**

Displays the borrower name that is on the promissory note.

**PNote Status**

Displays the current status of the promissory note. Values are *Accepted*, *Pending*, and *Rejected*.

**PNote Type**

Specifies the type of promissory note. It displays either *MPN* for Stafford loans or *PNOTE* for PLUS loans.

**Borrower Signature**

Select this check box to indicate that the borrower signed the promissory note. The system automatically selects this check box when you sign a batch of promissory notes. Clearing the check box indicates that the borrower has not signed the promissory note. Use the date field to enter the date that the borrower signed the promissory note.

**Student Signature**

This check box is active for PLUS PNOTE types only. The field that displays to the right of the student signature date field contains the status of the manifest. When you sign the promissory note, the status changes to *Authorize*. Prior to signing the promissory notes, the status is *Pending*. After the manifest generation process is complete, the status is *Batch*.

**Signing or Un-signing a Group of Promissory Notes**

To sign the entire group of promissory notes:

1. Select the *Sign* option in the Batch PNote Action field.

2. Click the lightning bolt to select all the active signature check boxes. For PLUS notes, both the Borrower Signature and Student Signature check boxes are active.

To un-sign the entire group of promissory notes:

1. Select the *Unsign* option in the Batch PNote Action field.

2. Click the lightning bolt to clear all the active signature check boxes.

The group box contains the promissory note ID numbers and names of the students you selected.

**Entering Loan PNote Selection Criteria**

Access the Loan PNote Selection Criteria page (click the Batch PNote Selection button from the DL Batch Signature page).
You can select promissory notes by the borrower's name or National ID number. For U.S. citizens this is the social security number. You can also specify whether to select promissory notes of a specific type.

### Aid Year
Select the aid year on which to sort the signature records.

### Last Name FROM and Last Name TO
Use these fields to select a group of students by their last names. Enter the beginning name for the range in the FROM field and the ending name in the TO field.

### National ID FROM and National ID TO
Use these fields to select a group of students by their national ID numbers. Enter the beginning national ID number for the range in the FROM field and the ending national ID in the TO field.

### Loan PNOTE Type
Select the type of promissory note to sign. Select MPN for Stafford loans or PNOTE for PLUS loans. To include both types of promissory notes, select Both.

## Viewing Promissory Note Action History and Loan Disbursement Messages

This section discusses how to:

- View promissory note action history.
- View loan disbursement messages.

### Page Used to View Promissory Note Action History and Loan Disbursement Messages

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan PNote Action</td>
<td>LN_DL_PNOTE_INQ</td>
<td>Financial Aid, Loans, Direct Lending Management, View Promissory Note Actions, Direct Loan PNote Action</td>
<td>View promissory note action history. This is information the same information as on the Direct Loan PNote page, but this page cannot be updated. You can also review messages pertaining to rejected transactions.</td>
</tr>
</tbody>
</table>
Viewing Promissory Note Action History

Access the Direct Loan PNote Action page (Financial Aid, Loans, Direct Lending Management, View Promissory Note Actions, Direct Loan PNote Action).

Image: Direct Loan PNote Action page

This example illustrates the fields and controls on the Direct Loan PNote Action page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Direct Loan PNote Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: FAW0053</td>
</tr>
<tr>
<td>DL Photo ID: Xxxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan PNOTE Type</th>
<th>Loan Photo Status</th>
<th>Promissory Note Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNOTE</td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>

- **Borrower Signature**
  - Signature Date: 09/13/2007
  - Manifest: Authorized

- **Student Signature**
  - Signature Date: 09/13/2007
  - Loan Manifest Date: 

### Actions Tab

Click the Msg (message) link to access the Loan Disbursement Messages page, where you can view messages that explain the problem with the promissory note.

### Related Links

- Signing and Reviewing Direct Loan Promissory Notes

Viewing Loan Disbursement Messages

Access the Loan Disbursement Messages page (click the Msg link on the Direct Loan PNote Action page).

- **PNot MsqSq** (promissory note message sequence)
  - Displays the number generated from the promissory note record activity. Multiple sequences display, with the most recent sequence first.

- **Msg Code** (message code)
  - Displays the code that the COD has assigned to this action message.

- **Msg** (message)
  - Click this link to view the full text of the message.

- **Descr** (description)
  - Displays the description of the action message.
Processing Direct Loan Manifests

If your institution collects signed promissory notes for the direct lending program, you must produce a manifest to send with the signed promissory notes to the direct lending common origination and disbursement (COD) processing center. When you receive a signed promissory note, access the Direct Loan Pnote page and indicate that the promissory note is signed. The system sets the Manifest Status to Authorize and the promissory note is included the next time you create a loan manifest.

Next, create the data for the loan manifest by running the Populate Manifest process, which selects all students' promissory notes that have a manifest status of Authorize. You can review the selected promissory notes and delete any not to be included in the manifest before printing the manifest.

Then manually sort the signed promissory notes and attach the printed manifest to each group of fifty promissory notes. Financial Aid creates a manifest for every fifty promissory notes. Separate manifests are created for Stafford subsidized and unsubsidized and PLUS promissory notes as required by the COD.

This section discusses how to:

- Create a direct loan manifest.
- Edit a direct loan manifest.
- Print PLUS and Stafford loan manifests.

Pages Used to Process Direct Loan Manifests

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Populate Manifest</td>
<td>RUNCTL_MANIFEST1</td>
<td>Financial Aid, File Management, Direct Loans, Generate Direct Loans Manifest, Populate Manifest</td>
<td>Select the students whose promissory notes are signed and ready to be added to the loan manifest.</td>
</tr>
<tr>
<td>Direct Loan Manifest</td>
<td>LOAN_MANIFEST</td>
<td>Financial Aid, Loans, Direct Lending Management, Review Manifest Batches, Direct Loan Manifest</td>
<td>View the list of students and their loan IDs that are in each manifest. There are separate manifests for Stafford and PLUS promissory notes. You can remove students that should not be included on the manifest.</td>
</tr>
<tr>
<td>DL Print PLUS Manifest</td>
<td>RUNCTL_MANIFEST2</td>
<td>Financial Aid, Loans, Direct Lending Management, Print Manifest Report PLUS, DL Print PLUS Manifest</td>
<td>Print PLUS loan manifests.</td>
</tr>
</tbody>
</table>
Creating a Direct Loan Manifest

Access the Populate Manifest page (Financial Aid, File Management, Direct Loans, Generate Direct Loans Manifest, Populate Manifest).

Use this page to run the DL Manifest Generation process for subsidized and unsubsidized loans (FAMANF01). The DL Manifest Generation process for PLUS loans is FAMAN2.

Select the academic institution and aid year of the promissory notes to be included on the manifest.

Editing a Direct Loan Manifest

Access the Direct Loan Manifest page (Financial Aid, Loans, Direct Lending Management, Review Manifest Batches, Direct Loan Manifest).

- **School Code**: Displays the Central Processing Center (CPS) code for your institution.
- **Loan Manifest Date**: Displays the date you created the manifest.
- **Manifest Group Number**: Indicates each manifest group. A new manifest group is created for each Stafford or PLUS group of fifty promissory notes. You can view the different manifest groups.
- **DL Batch ID** (direct lending batch identifier): Displays a batch ID comprised of alphanumeric characters representing batch type, cycle year, school code, date, and time. This batch ID is used to monitor and control the number of promissory notes accepted by the Department of Education COD.
- **Seq Number** (sequence number): Indicates the order that you should organize the signed promissory notes you include with the manifest.
- **ID**: Displays the student's ID.
- **Loan ID**: Displays the identification number of the loan. The promissory note type is displayed next to this field.
- **Delete Row**: Select this check box to remove a student from the manifest when it is printed. To include the student in future manifests, reset the manifest status to *Authorize* on the Direct Loan PNote page.

Printing PLUS and Stafford Loan Manifests

Different run control pages are available for printing PLUS loan manifests and Stafford loan manifests. Use the Plus Manifest page to print PLUS loan manifests and the Stafford Manifest page to print Stafford loan manifests that you have created. You can print or reprint the manifests by date or by manifest group.

Printing a PLUS Loan Manifest

Access the DL Print PLUS Manifest page (Financial Aid, Loans, Direct Lending Management, Print Manifest Report PLUS, DL Print PLUS Manifest).
Use this page to run the Generate Manifest Report process for subsidized and unsubsidized (FAMANFS3). The process that runs the DL Manifest Generation for PLUS loans is FAMANFS2.

**Loan Manifest Date**
Select the manifests to print by entering a loan manifest date. If you enter a value in this field, the From Manifest Group Number and Thru Manifest Group Number fields are not available.

**From Manifest Group Number**
Select a group of manifests to print, from this manifest group number through the group number in the Thru Manifest Group Number field. The system prints the most current instance of each manifest for that date selected. All loan manifest groups are available, even if they have been printed.

**Thru Manifest Group Number**
Enter the ending manifest group number to specify the manifests to print.

**Printing a Stafford Loan Manifest**
Access the DL Print Stafford Manifest page (Financial Aid, Loans, Direct Lending Management, Print Manifest Report—Stafford, DL Print Stafford Manifest).

Use this page to run the Print Manifest Report Stafford process (FAMANFS3).

---

**Using EC Queue Status with Direct Loan Processing**

This section discusses how to review the EC Queue status.

**Page Used to Review the EC Queue Status**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
Reviewing the EC Queue Status


Image: EC Queue Review page

This example illustrates the fields and controls on the EC Queue Review page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Loan EC Queue Records</th>
<th>File Status Information</th>
<th>Customize</th>
<th>First</th>
<th>View All</th>
<th>Next</th>
<th>1-10 of 3</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td>Trans ID</td>
<td>Queue Inst</td>
<td>EC Queue Status</td>
<td>Update Status</td>
<td>EDI Driver Datetime</td>
<td>EC Queue Control Number</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A004F</td>
<td>1</td>
<td>Processed</td>
<td>Update Status</td>
<td>4F072004501</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A004F</td>
<td>2</td>
<td>Processed</td>
<td>Update Status</td>
<td>4F072204501</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A004F</td>
<td>3</td>
<td>Processed</td>
<td>Update Status</td>
<td>4F081604401</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the Update Status button to change the EC Queue Status field. The Override button toggles through the following values: P- processed, E- error, and L- loaded.

The EC Queue Status indicates the load status for the entire file. A file can contain one or many records. When the flat file is loaded into the EDI Manager staging tables, the EC Queue Status is set to Loaded. When the data in the file is moved from the staging tables to the database, the EC Queue Status is set to Processed. To prevent a specific file from being loaded to the database, set the EC Queue Status to Processed and the system ignores the file on subsequent loads to the database.

To reload a file to the database, set the EC Queue Status to Loaded.

A file with an EC Queue Status of Error is automatically recycled attempted to be loaded to the database the next time the inbound process is run.

Viewing Direct Loan EC History

You can access Direct Loan EC history for aid years that were removed from the menu; it retrieves Direct Loan data from 2004 and earlier.

This section discusses how to enter data to review DL EC history.

Pages Used to View Direct Loan EC History

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan EC History Information</td>
<td>DL_EC_HIST_TRNSFR</td>
<td>Financial Aid, Financial Aid History, View Archived Direct Loan Data, Direct Loan EC History Information</td>
<td>Access Direct Loan History.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Batch Header</td>
<td>DL_HDR_ORIG_01</td>
<td>Click the Originations link on the Direct Loan EC History Information page.</td>
<td>View data on the following pages in the Direct Loan Origination Export component for aid year 2001: Batch Header, Borrower Export Information, Student Export Information, Financial Export Information, and Batch Trailer.</td>
</tr>
<tr>
<td>Batch Header</td>
<td>DL_HDR_ORGACK_01</td>
<td>Click the Originations Acknowledgements link on the Direct Loan EC History Information page.</td>
<td>View data on the following pages in the Direct Loan Origination Acknowledgment Import component for aid year 2001: Batch Header, Origination Acknowledgement, and Batch Trailer.</td>
</tr>
<tr>
<td>Batch Header</td>
<td>DL_HDR_CHG_01</td>
<td>Click the Changes link on the Direct Loan EC History Information page.</td>
<td>View data on the following pages in the Direct Loan Change Export component for aid year 2001: Batch Header, Change Information, and Trailer.</td>
</tr>
<tr>
<td>Batch Header</td>
<td>DL_HDR_CHGACK_01</td>
<td>Click the Change Acknowledgements link on the Direct Loan EC History Information page.</td>
<td>View data on the following pages in the Direct Loan Change Acknowledgment component for aid year 2001: Batch Header, Change Acknowledgement, and Batch Trailer.</td>
</tr>
<tr>
<td>Batch Header</td>
<td>DL_HDR_CRD_01</td>
<td>Click the Credit Decisions link on the Direct Loan EC History Information page.</td>
<td>View data on the following pages in the Direct Loan Credit Import 00/01 component for aid year 2001: Batch Header, Credit Decision, and Batch Trailer.</td>
</tr>
<tr>
<td>Batch Header</td>
<td>DL_HDR_PNT_01</td>
<td>Click the PNote Acknowledgements link on the Direct Loan EC History Information page.</td>
<td>View data on the following pages in the Direct Loan Promissory Note Import component for aid year 2001: Batch Header, Pnote Acknowledgement, and Batch Trailer.</td>
</tr>
<tr>
<td>Batch Header</td>
<td>DL_HDR_DSB_01</td>
<td>Click the Disbursements link on the Direct Loan EC History Information page.</td>
<td>View data on the following pages in the Direct Loan Disbursement Export component for aid year 2001: Batch Header, Disbursement Information, and Batch Trailer.</td>
</tr>
</tbody>
</table>

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### Entering Data to Review DL EC History

Access the Direct Loan EC History Information page (Financial Aid, Financial Aid History, View Archived Direct Loan Data, Direct Loan EC History Information).

<table>
<thead>
<tr>
<th>ID</th>
<th>Enter the student's ID.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aid Year</td>
<td>Enter an aid year of 2004 or earlier.</td>
</tr>
<tr>
<td>Originations</td>
<td>Click to access the Direct Loan Origination Export component.</td>
</tr>
<tr>
<td>Origination Acknowledgements</td>
<td>Click to access the Direct Loan Origination Acknowledgement Import component.</td>
</tr>
<tr>
<td>Changes</td>
<td>Click to access the Direct Loan Change Export component.</td>
</tr>
<tr>
<td>Change Acknowledgements</td>
<td>Click to access the Direct Loan Change Acknowledgement component.</td>
</tr>
<tr>
<td>Credit Decisions</td>
<td>Click to access the Direct Loan Credit Import component.</td>
</tr>
<tr>
<td>Pnote Acknowledgements</td>
<td>Click to access the Direct Loan Promissory Note Import component.</td>
</tr>
<tr>
<td>Disbursements</td>
<td>Click to access the Direct Loan Disbursement Export component.</td>
</tr>
<tr>
<td>Disbursement Acknowledgements</td>
<td>Click to access the Direct Loan Disbursement Acknowledgement Import component.</td>
</tr>
</tbody>
</table>

### Processing Direct Lending Origination Changes

This section discusses how to process Direct Lending origination changes.
Page Used to Process Direct Lending Origination Changes

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL Student Change Information</td>
<td>LN_DL_EMPL_PARM</td>
<td>Financial Aid, Loans, Direct Lending Management, Hold/Suspend Change, DL Student Change Information</td>
<td>Set change parameters for a particular student. By setting change parameters for specific fields, you can determine how Direct Lending change processing handles the specified fields for the particular student.</td>
</tr>
</tbody>
</table>

Setting Change Parameters for Direct Loan Origination Changes

Access the DL Student Change Information page (Financial Aid, Loans, Direct Lending Management, Hold/Suspend Change, DL Student Change Information).

*Image: DL Student Change Information page*

This example illustrates the fields and controls on the DL Student Change Information page. You can find definitions for the fields and controls later on this page.

**DL Student Change Information**

| ID: FA00147 | Huser, Peter R | Institution: P8UV | Aid Year: 2019 |

<table>
<thead>
<tr>
<th>DL Student Change Parameters</th>
<th>Find</th>
<th>View All</th>
<th>1 of 2</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chg Field</strong></td>
<td>Description</td>
<td>DL Change Type</td>
<td>Change Parm</td>
<td></td>
</tr>
<tr>
<td>P002</td>
<td>Student SSN</td>
<td>Demographic</td>
<td>No Chg</td>
<td></td>
</tr>
</tbody>
</table>

| 8025 | Borrower Social Security Nbr | Demographic | Suspend |

Specify any change processing requirements for the selected student by entering the fields in the DL Student Change Parameters group box. The fields are the same fields as on the Ln Dl Inst Parm page.

*Note:* The above change parameters affect those loans that have been transmitted to the COD. Prior to submitting loans to the COD, you can change the fields on the loan record without generating a change transaction. Change transactions occur when you make changes to loans you have transmitted to the COD.

Understanding Direct Lending Change Processing

This section discusses three examples of the Direct Loan Origination Change process. Each example addresses a different type of change. The processing examples are:
• A bio/demo change.
• An award change.
• A rejected origination change.

**Processing a Bio/Demo Change**

The following steps represent the process for changing bio/demo data. For this example, the borrower's date of birth requires a change after you have originated the loan and transmitted it to the COD.

To change bio/demo data:

1. Enter and save a new date in the Birth date field on the Bio/Demo Data page (SA_BIO_DEMO_DATA3).
2. For the Loan Change process to recognize the changed field, you can flag the loan for change processing. Click the Activate Change button on the Application Acknowledgement page (LOAN_ORIG_STAT_DL0) (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgment).

   **Note:** Click the Activate Change button to trigger the Loan Adjustment process to review the student for change transactions. Data changes in the Direct Loan Application component or the Award Entry page do not require you to manually start the Loan Change process here. Click the Activate Change button for any other data changes (for example, the student or borrower name) to start the Loan Change process.

3. Initiate the Loan Change process by running the Loan Origination process. Access the Loan Origination page (Financial Aid, Loans, Process Loans, Loan Origination) select the Adjustments check box, and run the Loan Origination process.
4. Review the Application Acknowledgment page. At this point, the Loan Process Status is In Service and the Loan Orig Trans Stat (loan origination transaction status) is Change Pending.
5. Review the Direct Loan Orig Actions page (Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Orig Actions) to ensure that the change was processed. The latest sequence number should reflect an Origination Change, with an action status of Pending.
6. The change is complete and ready to send to the COD.

**Processing an Award Change**

The following steps represent the process for changing an award. For this example, you are canceling the borrower's unsubsidized loan after the loan was originated, transmitted, and acknowledged by the COD.

To process an award change:

1. Make the change to the award on the Student Aid Package page (STDNT_AWARD_ENTRY3). If you canceled the Unsubsidized loan, for example, the offered and accepted amounts are now zero.
2. Initiate the Loan Change process by running the Loan Origination process with the Adjustments check box selected.
3. Review the Application Acknowledgment page to verify the Loan Change process completed successfully. See Step 4 under Processing a Bio/Demo Change. At this point, the Loan Process Status is In Service and the Loan Orig Trans Stat (loan origination transaction status) is Change Pending.

4. Review the Direct Loan Orig Actions page (Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Orig Actions) to ensure the change was processed. The latest sequence number should reflect an Origination Change, with an action status of Pending.

5. At this point, the change is complete and you would create the Direct Loan Change Processing outbound file to send to the COD. View this file using the Direct Loan Change Export nn/nn component. The COD must acknowledge the change by sending a Direct Loan Change Acknowledgement file.

**Processing a Rejected Origination Change**

The following steps represent the process when a change is sent to the COD and the COD rejects the change. In this example, you attempt to change the citizenship status of a student.

To process a rejected origination change:


2. For the Loan Change process to recognize the changed field, flag the loan for change processing. Click the Activate Change button on the Application Acknowledgement page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgment).

   **Note:** Click the Activate Change button to trigger the Loan Adjustment process to review the student for change transactions. Data changes in the Direct Loan Application component or the Award Entry page do not require you to manually start the Loan Change process here. Click the Activate Change button for any other data changes (for example, the student or borrower name) to start the Loan Change process.

3. Initiate the Loan Change process by running the Loan Origination process with the Adjustments check box selected. Access the Loan Origination page (Financial Aid, Loans, Process Loans, Loan Origination). Select the Adjustments check box and run the Loan Origination process.

4. Review the Application Acknowledgment page to verify that the Loan Change process completed successfully. See Step 4 under Processing a Bio/Demo Change. At this point, the Loan Process Status is In Service and the Loan Orig Trans Stat (loan origination transaction status) is Change Pending.

5. Review the Direct Loan Orig Actions page (Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Orig Actions) to ensure the change was processed. The latest sequence number should reflect an Origination Change, with an action status of Pending.

6. Run the Origination Change Outbound and Outbound EC Agent (EDI outbound) processes to export the file to the COD.

7. The COD returns the acknowledgement file that includes the error code.

8. Run the COD Inbound processes to import the COD data.

9. Review the Exception Error, the DL Inbound Origination Acknowledgement Errors, and the DL Rejected Origination Changes reports to determine which records contain errors.
10. Review the Application Acknowledgment page to view the inbound file you determined has an error. See Step 4 under Processing a Bio/Demo Change.

11. Review the Direct Loan Orig Actions page (LN_DL_ORIG_INQ) to see details about the error. The latest sequence shows an origination change with an action status of *Rejected*.

12. Fix the error and resubmit the change record to the COD.

---

### Managing Direct Lending Cash Transactions

This section provides an overview of direct lending cash management and discusses how to manage Direct Lending cash transactions.

#### Understanding Direct Lending Cash Management

Managing your Direct Lending cash transactions entails entering information for cash receipts, cash drawdowns, and return of excess cash, and then reconciling that information with similar information from the COD. You also reconcile individual student disbursements using the data in your Loan Application tables and the disbursement information from the COD. Reconciliation ensures on a monthly basis that your institution reviews and compares its Direct Lending origination and disbursements to student accounts against the cash balance reported by the COD.

For each reconciliation period, a comparison is made among Financial Aid, PeopleSoft Student Financials, and COD data. Data from all three sources should match. The Student Financials data shows dollars actually disbursed to students and the amount of each cash receipt and return of excess cash.

Your institution receives cash receipts from Grants Administration and Payment System (GAPS) and returns excess cash to GAPS. Usually, the Bursar's Office interacts directly with GAPS to request funds for Direct Loan disbursements to students. Work with your Bursar's Office or other appropriate office when using the Cash Reconciliation pages.

#### Understanding the Direct Loan School Account Statement

The COD sends the Direct Loan School Account Statement (DLSAS) to schools that participate in the Direct Lending program. The U.S. Department of Education's *COD Technical Reference* states that schools must reconcile their Direct Loan records on file at the COD with their internal Direct Lending records. This School Reconciliation process should be performed on a monthly basis.

Each school is responsible for reviewing the monthly statement to ensure the accuracy of the data. This data must also be reconciled to the school's internal student account records and bank records.

### Managing Direct Lending Cash Transactions

The general steps used in the Direct Lending Cash Management process are:

1. Set up your Cash Transaction page for the aid year.

2. Receive cash receipts cash drawdowns and return excess cash.

3. Enter your cash receipt and return of excess cash information on the Cash Transaction page.
4. Enter your cash receipt and return of excess cash information on the Cash Detail page.

5. Use the online and report information to reconcile your institutional data with the COD data.

6. Repeat Steps 2 - 5 for each Reconciliation Period.

---

**Entering Cash Summary Data**

Before you receive the SAS file, you can manually enter cash transactions, including information about your cash receipts from GAPS, and your excess cash returned to GAPS. The DL-SAS reports use the data you enter manually to compare and match reported fund levels from the DL-SAS file.

This section discusses how to enter institutional data for cash transactions.

*Note: This page is used for the DLSAS processing.*

---

**Page Used to Enter Cash Summary Data**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Loan Cash Transactions</td>
<td>LN_DL_CASH_DTL</td>
<td>Financial Aid, Loans, DL School Account Summary, Manage DL Cash Transactions, Direct Loan Cash Transactions</td>
<td>Enter your institutional data for cash transactions, including information about your cash receipts from GAPS and your excess cash returned to GAPS.</td>
</tr>
</tbody>
</table>
Entering Institutional Data for Cash Transactions


**Image: Direct Loan Cash Transactions page**

This example illustrates the fields and controls on the Direct Loan Cash Transactions page. You can find definitions for the fields and controls later on this page.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Transaction Type</th>
<th>Check Number</th>
<th>Transaction Amount</th>
<th>GAPS Control Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/02/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$250,912</td>
<td>2005061278000</td>
</tr>
<tr>
<td>02/07/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$246,705</td>
<td>2005061278006</td>
</tr>
<tr>
<td>03/14/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$231,200</td>
<td>2005061278013</td>
</tr>
<tr>
<td>04/15/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$4,560</td>
<td>2004012312345</td>
</tr>
<tr>
<td>05/15/2014</td>
<td>Return of Excess Cash</td>
<td></td>
<td>$239,985</td>
<td>2005061278018</td>
</tr>
<tr>
<td>06/18/2014</td>
<td>Return of Excess Cash</td>
<td></td>
<td>$249,258</td>
<td>2005061278019</td>
</tr>
<tr>
<td>07/21/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$274,167</td>
<td>2005061278020</td>
</tr>
<tr>
<td>08/22/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$23,314</td>
<td>2005061278036</td>
</tr>
<tr>
<td>09/25/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$227,899</td>
<td>2005061278099</td>
</tr>
<tr>
<td>10/01/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$265,696</td>
<td>2005061278048</td>
</tr>
<tr>
<td>11/02/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$8,009</td>
<td>2007770610000</td>
</tr>
<tr>
<td>12/07/2014</td>
<td>Cash Receipt</td>
<td></td>
<td>$39,482</td>
<td>200777010005</td>
</tr>
<tr>
<td>13/05/2014</td>
<td>Return of Excess Cash</td>
<td></td>
<td>$555</td>
<td>200777010007</td>
</tr>
<tr>
<td>13/05/2014</td>
<td>Return of Excess Cash</td>
<td></td>
<td>$555</td>
<td>200777010007</td>
</tr>
</tbody>
</table>

To report your cash transactions, set up the Direct Loans Cash Transactions page for the new aid year.

**Transaction Date**

Enter the date on which the cash transaction occurred at your institution.

**Transaction Type**

Select the cash transaction that you are entering:

- **Cash Receipt:** Your institution receives a cash draw down.
- **Return of Excess Cash:** Your institution returns excess cash.

**Check Number**

Enter the number of the check sent to the U.S. Department of Education for returned funds. This information typically comes from your Bursar's Office. This field is only used with cash return transactions. You or the Bursar Office can enter the data in this field.

**Transaction Amount**

Enter the total amount of funds received from GAPS or returned to GAPS for this transaction. This information typically comes from your Bursar's Office. You or the Bursar Office can enter the data in this field.

**GAPS Control Number** (Grants Administration and Payment System control number)

Enter the GAPS Control Number received from GAPS. This information typically comes from your Bursar's Office. You or the Bursar Office can enter the data in this field.
Tracking Number

Enter the Tracking Number returned from the U.S. Department of Education as confirmation that they have received a Return of Excess Cash Transaction. Populating this alphanumeric field has no bearing on any Direct Loan School Account Statement processing or reporting. It is for information only.

Importing School Account Statement Data

Bundle 37

Added Disbursement Detail On Demand file types (DSRFnnOP, DSMFnnOP and/orDSYFnnOP).

Use the FA Inbound page to import the SAS file types (DSDFnnOP and/or DSLFnnOP, where nn is the processing year), and SAS Disbursement Detail On Demand file types (DSRFnnOP, DSMFnnOP and/orDSYFnnOP, where nn is the processing year). The FA_INBOUND Application Engine process loads the data into staging tables.

This section discusses how to load the SAS file.

Page Used to Load the SAS File

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>

Loading the SAS File

Access the FA Inbound page (Financial Aid, File Management, Import Federal Data Files, FA Inbound).

Use the Inbound File field to set the location and name of the file to be loaded. Make sure that your application server has access to the location of the file.

**Note:** The FA_INBOUND process automatically determines the file type by reading the header row of the file. It is important that the file be in its original, unaltered state. Opening the file with a text editor that automatically reformats the file—such as trimming blank spaces at the end of each row of data in the file—may cause the load to fail.

Viewing School Account Statement Data

This section lists the pages used to view School Account Statement data.

- View header information.
- View Direct Loan School Account Statement Disbursement Detail On Demand information.
• View cash summary information.
• View disbursement summary information.
• View cash detail information.
• View loan level detail information.
• View disbursement activity information.
• View trailer information.

For descriptions of the School Account Statement fields displayed in these pages, refer to the U.S. Department of Education's *COD Technical Reference*.

### Pages Used to View Data Import Information

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bundle 37 (Documentation update only)</td>
<td>DL_DLSAS_DEMAND_nn</td>
<td>Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, DLSAS On Demand</td>
<td>View Direct Loan Student Account Statement Disbursement Detail On Demand disbursement, amount, and total information.</td>
</tr>
<tr>
<td>DLSAS On Demand (Direct Loan Student Account Statement on Demand)</td>
<td>DL_DLSAS_CSHSUM_nn</td>
<td>Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Cash Summary</td>
<td>View cash summary information from Sections I and II (Fixed Length)—Year-To-Date and Monthly Cash Summary (Record Type &quot;T&quot;) of the SAS file.</td>
</tr>
<tr>
<td>Cash Summary</td>
<td>DL_DLSAS_DISSUM_nn</td>
<td>Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Disbursement Summary</td>
<td>View disbursement summary information from Sections III and IV (Fixed Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types &quot;Y&quot; and &quot;M&quot;) of the SAS file.</td>
</tr>
<tr>
<td>Cash Detail</td>
<td>DL_DLSAS_CSHDTL_nn</td>
<td>Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Cash Detail</td>
<td>View cash detail information from Section V (Fixed Length)—Cash Detail (Record Type &quot;C&quot;) of the SAS file.</td>
</tr>
</tbody>
</table>
Working with the DL School Account Statement and the DL Reconciliation Reports

This section discusses how to:

- Generate the DL School Account Statement report.
- Generate the DL Reconciliation report.

Pages Used to Generate DL School Account Statement and Reconciliation Loan Destination Reports

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL School Account Statement</td>
<td>RUNCTL_DLSAS</td>
<td>Financial Aid, Loans, DL School Account Statement, Generate DLSAS Report, DL School Account Statement</td>
<td>Generate the DL School Account Statement Report. This report prints the data in the DLSAS flat file from the EDI Manager staging tables.</td>
</tr>
</tbody>
</table>

Generating the DL School Account Statement Report

Use this page to run the DL School Account Statement (FADLSAS) process to print both file types, DSDFnnOP DL-SAS Import School Account Statement (Fixed-Length, Disbursement Level Loan Detail) and DSLFnnOP DL-SAS Import School Account Statement (Fixed-Length, Loan Level Loan Detail), where nn is the aid year.

This report prints the data in the DLSAS flat file from the EDI Manager staging tables. The original data the COD provides does not identify students by name, but 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.

**DL Batch ID** (direct lending batch ID) Enter the direct lending batch ID that represents the DLSAS file to include on this report. This is the School Account Statement Batch ID defined in the U.S. Department of Education's COD Technical Reference.

---

**Important!** To maintain a historical archive of the DL School Account Statement Report, rename the files generated by the report. If you do not change the file names, the system writes over the existing files when you run subsequent reports.

---

**Note:** The School Account Statement (SAS) report options are year-specific; update your report options and preferences with the COD separately for each year to change the defaults. Ensure that you use the correct program year in the SAS Report Options page before updating your options.

For more information, see U.S. Department of Education's Common Origination and Disbursement (COD) Technical Reference

### Generating the DL Reconciliation Report


**DL Batch ID** Enter the DL Batch ID of a previously loaded SAS file. You cannot run this report without first loading one or more SAS files.

### Reviewing the DL Reconciliation Report

The three main sections in the report are:

- Cash summary information
- Cash detail
- Loan detail

**Cash Summary Information**

This section of the report contains:

- Year-to-date cash summary.
- Monthly cash summary.
- Year-to-date disbursement summary by loan type.
- Monthly disbursement by loan type.

**Cash Detail**

The content of this section of the report depends on the information in the SAS file.

If the file contains monthly cash detail (default), the system compares the data from the SAS file to data in PS_LN_DL_CASH_DTL for the month specified only.

This section reports any mismatches where:

- Cash transactions in the SAS file are not in the database.
- Cash transactions in the database are not in the SAS file.
- Year-to-date cash detail: The system compares the data from the SAS file to all data in PS_LN_DL_CASH_DTL for the specified aid year.

The section reports any mismatches where:

- Cash transactions in the SAS file are not in the database
- Cash transactions in the database are not in the SAS file.
- No cash detail: The section contains a *No Cash Detail* message.

**Loan Detail**

The content of this section of the report depends on the information in the SAS file.

If the file contains monthly disbursement detail without loan summary (default), the system compares the data from the SAS file to data in PS_LOAN_DISB_ACTION for the month specified only.

The section also reports any mismatches where:

- Disbursement transactions in the SAS file are not in the database.
- Disbursement transactions in the database are not in the SAS file.
- Disbursement transactions that match based on disbursement number and disbursement sequence number have differing amounts or dates.

**Note:** You can use the disbursement sequence number to compare information from the SAS file against the database.

- Year-to-date disbursement detail: The system compares the data from the SAS file with the sum of data in PS_LOAN_DISBMNT where LOAN_PAID_IND = "Y" and with data in PS_LOAN_DISB_ACTN.

The section reports any mismatches at the loan level where:

- Loan level records in the SAS file are not in the database.
• Loan level records in the database that have a disbursed amount greater than zero are not in the SAS file.

• Loan level records that match based on loan ID have differing gross, fee, rebate, or net amounts.

The section also reports any mismatches at the disbursement activity level where:

• Disbursement transactions in the SAS file are not in the database.

• Disbursement transactions in the database (that have a disbursed amount greater than zero) are not in the SAS file.

• Disbursement transactions that match based on disbursement number and disbursement sequence number have differing amounts or dates.

• Year-to-date loan level detail: The system compares the data from the SAS file with the sum of data in PS_LOAN_DISBMNT where LOAN_PAID_IND = "Y."

The section reports any mismatches where:

• Loan level records in the SAS file are not in the database.

• Loan level records in the database that have a disbursed amount greater than zero are not in the SAS file

• Loan level records that match based on loan ID have differing gross, fee, rebate, or net amounts.

• No loan detail: The section contains a "No Loan Detail" message.

The format of the loan detail section of the report also depends on the data included in the SAS file.

**Reviewing SAS Files with Monthly Disbursement Level Detail Only**

For SAS files with monthly disbursement level detail only (no loan level detail), the section contains the following information for each loan ID:

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
<th>Row 3</th>
<th>Row 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>From PeopleSoft data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Name</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from the Total fields provided on the disbursement detail record)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan ID</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from the Total fields provided on the disbursement detail record)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Row 1</td>
<td>Row 2</td>
<td>Row 3</td>
<td>Row 4</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Disbursement Number</td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
<td></td>
</tr>
<tr>
<td>Disbursement Sequence Number</td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
<td></td>
</tr>
<tr>
<td>Transaction Type</td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
<td></td>
</tr>
<tr>
<td>Disbursement Date</td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
<td></td>
</tr>
<tr>
<td>Loan/Disbursement Actual Gross Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from the Total fields provided on the disbursement detail record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Loan Fee Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from the Total fields provided on the disbursement detail record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Interest Rebate Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from the Total fields provided on the disbursement detail record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Net Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from the Total fields provided on the disbursement detail record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Disbursement Actual Net Adjustment Amount</td>
<td>From PeopleSoft disbursement transaction data</td>
<td></td>
<td>From COD disbursement transaction data.</td>
<td></td>
</tr>
<tr>
<td>Transaction Date</td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
<td></td>
</tr>
</tbody>
</table>
**Note:** Rows 3 and 4 repeat for each disbursement transaction associated with the loan ID.

For SAS files with year-to-date disbursement level detail and loan level summary, the section contains the following information for each loan ID:

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
<th>Row 3</th>
<th>Row 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>From PeopleSoft loan data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Name</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from loan level summary record)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan ID</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from loan level summary record)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursement Number</td>
<td></td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Disbursement Sequence Number</td>
<td></td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td></td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Disbursement Date</td>
<td></td>
<td></td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Gross Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from loan level summary record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Loan Fee Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from loan level summary record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Interest Rebate Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from loan level summary record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Net Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data (pulled from loan level summary record)</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
</tbody>
</table>
### Processing Direct Loans

#### Chapter __

**Note:** Rows 3 and 4 repeat for each disbursement transaction associated with the loan ID.

For SAS files with year-to-date loan level detail (loan level detail only), the section contains the following information for each loan ID:

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement Actual Net Adjustment Amount</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>From PeopleSoft disbursement transaction data.</td>
<td>From COD disbursement transaction data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID</td>
<td>From PeopleSoft loan data.</td>
<td></td>
</tr>
<tr>
<td>Student Name</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data.</td>
</tr>
<tr>
<td>Disbursement Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursement Sequence Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursement Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan/Disbursement Actual Gross Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Loan Fee Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Interest Rebate Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data.</td>
</tr>
<tr>
<td>Loan/Disbursement Actual Net Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data.</td>
</tr>
<tr>
<td>Disbursement Actual Net Adjustment Amount</td>
<td>From PeopleSoft loan data.</td>
<td>From COD loan data.</td>
</tr>
<tr>
<td>Transaction Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Running Direct Loan Reports

Most Direct Lending reports are generated from a generic run control page, but some reports have their own run control pages.

This section discusses how to:

- Use the generic run control page for Direct Lending reports.
- Generate the Direct Lending Loan Booking Status Report.
- Use demographic data selection for loan origination.
### Pages Used to Run Direct Lending Reports

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Reports</td>
<td>RUN_CNTL_DL_RPT</td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Disbursement Errors Report, Financial Aid Reports</td>
<td>Generate many of the Direct Lending reports. The navigation path varies depending on the report that you generate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Accepted Originations Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Loans on Hold Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, PLUS Credit Decisions Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Rejected Originations Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Origination Export Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Change Pending Status Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Validation Errors Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial Aid, Loans, Direct Lending Reconciliation, Inbound Errors Report, Financial Aid Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• You can access the Financial Aid Reports page through multiple</td>
<td></td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------</td>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

**Using the Generic Run Control Page for Direct Lending Reports**


Select the Academic Institution and Aid Year for which to run the report.

**Generating the Direct Lending Loan Booking Status Report**


Select the Academic Institution and Aid Year for this report. For the Direct Lending Booked Status, select *Booked* or *Unbooked* loans.

**Using Demographic Data Selection for Loan Origination**

The loan processes use three types of demographic data, address, phone number, and name. The views used to access this data are:

- LN_MAIL_ADDR_VW
- LN_PERM_ADDR_VW
- LN_PHONE_VW
- LN_NAME_VW