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 and Pell Grant 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:

Direct Loan Type	***Loan Characteristics***
Direct Subsidized Stafford Loan	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.
Direct Unsubsidized Stafford Loan	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.

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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

Page Name	*Definition Name*	*Navigation*	*Usage*
School Code Update	SFA_RUN_SCHLCD_UPD	Financial Aid, Awards, Award Processing, Update School Code	Use this page to change school code values on STDNT _AWRD_DISB and STDNT_ AGGR_SCHL.

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.

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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.

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Pages Used to Originate Direct Loans and Display Loan Status Summary Information

Page Name	*Definition Name*	*Navigation*	*Usage*
Loan Origination	RUNCTL_LNORIG	Financial Aid, Loans, Process Loans, Loan Origination	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.*
Loan Status Summary Information	LN_DLSTATSUM_SEC	Click the Loan Status Summary link on any Direct Lending processing page that has the link available.	View current loan summary information and quickly check the status of the loan.

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 – Population Selection

Note: Only *one* Selection Criterion can be selected: Population Selection, Student Override, *or* Last Name Range.

Population Selection

Select this check box to enable Population Selection for this process.

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A Population Selection Context Definition (Context Name = Loan Origination, Process Name = SFA_LOANORIG) is delivered for use with this process.

Selection Tool Select *External File* or *PS Query*.

Query Name Appears only when PS Query is selected. Select a population selection query that joins with the bind record SCCPU_STDNT _BND.

For more information regarding the Population Selection process, see"Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community).

Selection Criteria – Student Override

Note: Only *one* Selection Criterion can be selected: Population Selection, Student Override, *or* Last Name Range.

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.

Selection Criteria – Last Name Range

Note: Only *one* Selection Criterion can be selected: Population Selection, Student Override, *or* Last Name Range.

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.

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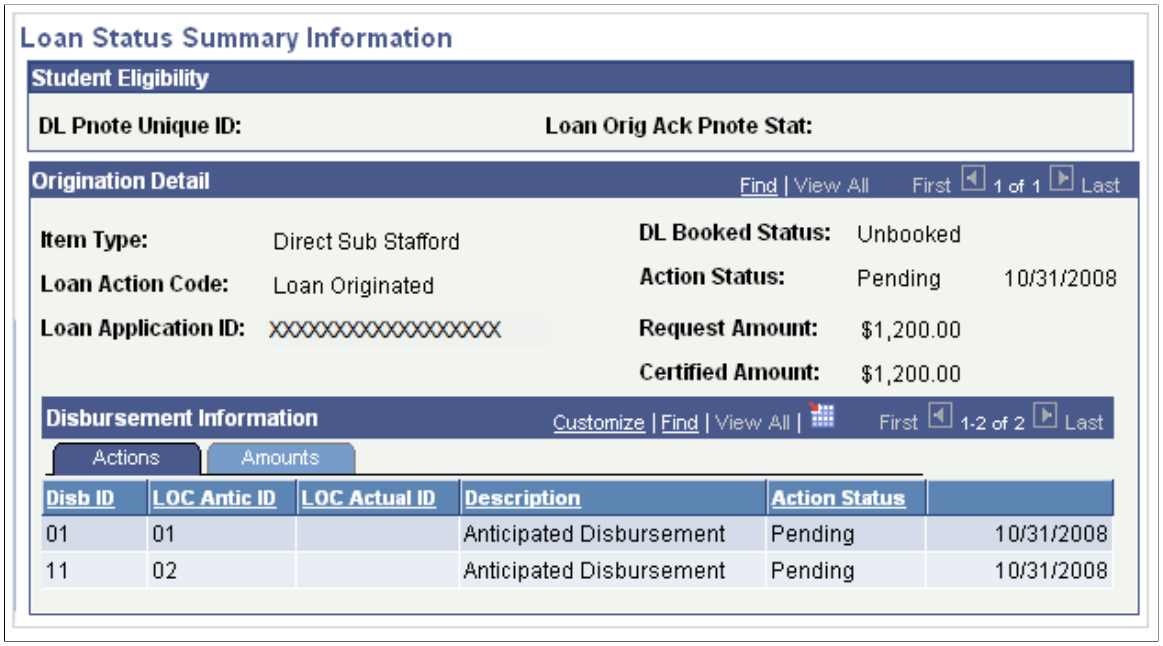
Viewing Loan Status Summary Information

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.



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.

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- *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.

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- 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.

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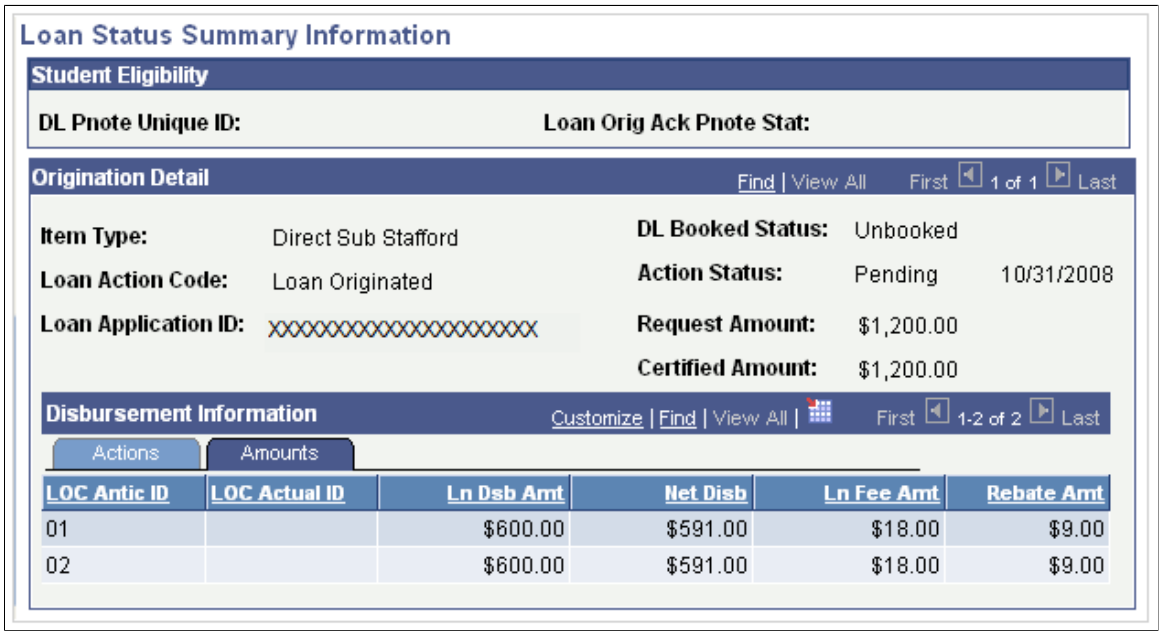
Amounts Tab

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.



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.

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- Process and review loan application acknowledgement data.

Pages Used to View Loan Change Transmission Information

Page Name	*Definition Name*	*Navigation*	*Usage*
Application Bio/Demo	LOAN_ORIG_DMO_DL01	Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Bio/Demo	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.
Application Misc Data (application miscellaneous data)	LOAN_ORIG_ELG_DL01	Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Misc Data	Process and review information about student eligibility, promissory note printing, and loan credit.
Application Financial	LOAN_ORIG_FIN_DL01	Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Financial	Review financial data and adjust the loan start, end, and certification dates. Use an override check box to change any of these dates.
Application Acknowledgement	LOAN_ORIG_STAT_DL0	Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Acknowledgement	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.
Miscellaneous Loan Detail	LN_ORIG_TRNS_MISC	Click the Misc Loan Detail link on the Application Acknowledgement page.	View additional direct lending origination and acknowledgement information regarding the disclosure print option for the loan. The information displayed in this page represents an example of detail on an outbound file.
Loan Eligibility Detail	LN_ORIG_TRNS_ELIG	Click the Eligibility Detail link on the Application Acknowledgement page.	View origination and acknowledged direct lending eligibility detail information. The information displayed in this page represents an example of detail on an outbound file.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Borrower Detail	LN_ORIG_TRNS_BORR	Click the Borrower Detail link on the Application Acknowledgement page.	View origination and acknowledged detail information for the borrower. The information displayed in this page represents an example of detail on an outbound file.
Student Detail	LN_ORIG_TRNS_STU	Click the Student Detail link on the Application Acknowledgement page.	View origination and acknowledged detail information for the student. The information displayed in this page represents an example of detail on an outbound file.
Name Detail	LN_ORIG_TRNS_NAME	Click the Name Detail link on the Application Acknowledgement page.	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.
Address Detail	LN_ORIG_TRNS_ADDR	Click the Address Detail link on the Application Acknowledgement page.	View origination and acknowledged address information for the borrower. The information displayed in this page represents an example of detail on an outbound file.

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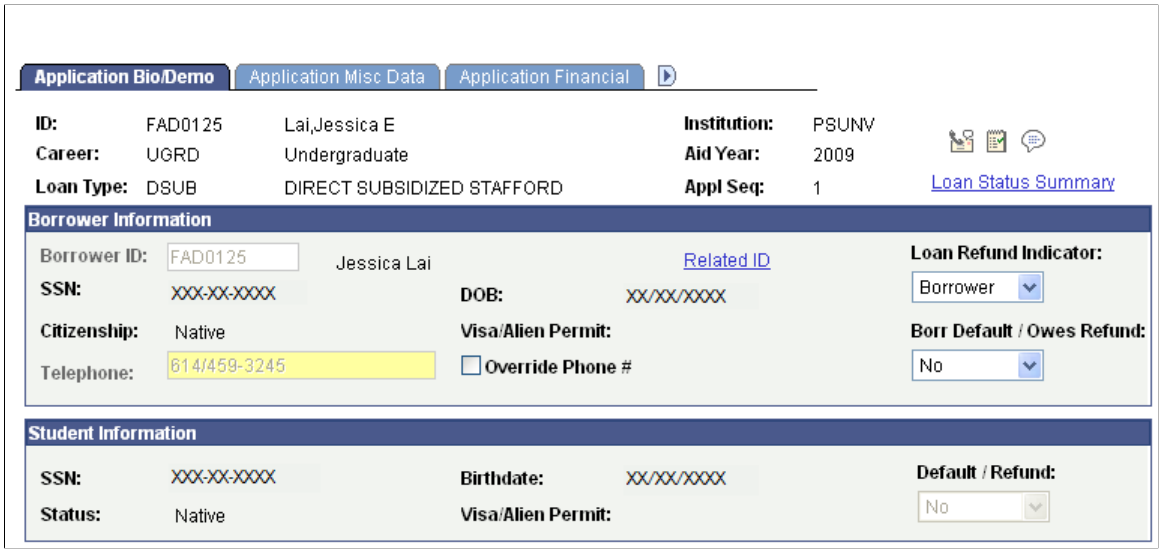
Processing and Reviewing Borrower Bio/Demo Data

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.



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.

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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 9.2: 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.

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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.

Original Match Field Value	*Default/Refund Value*
2. Default 3. Overpayment 4. Default and Overpayment	Yes
5. Eligible Partial Title IV Aid	Overridden
All other values	Not

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.

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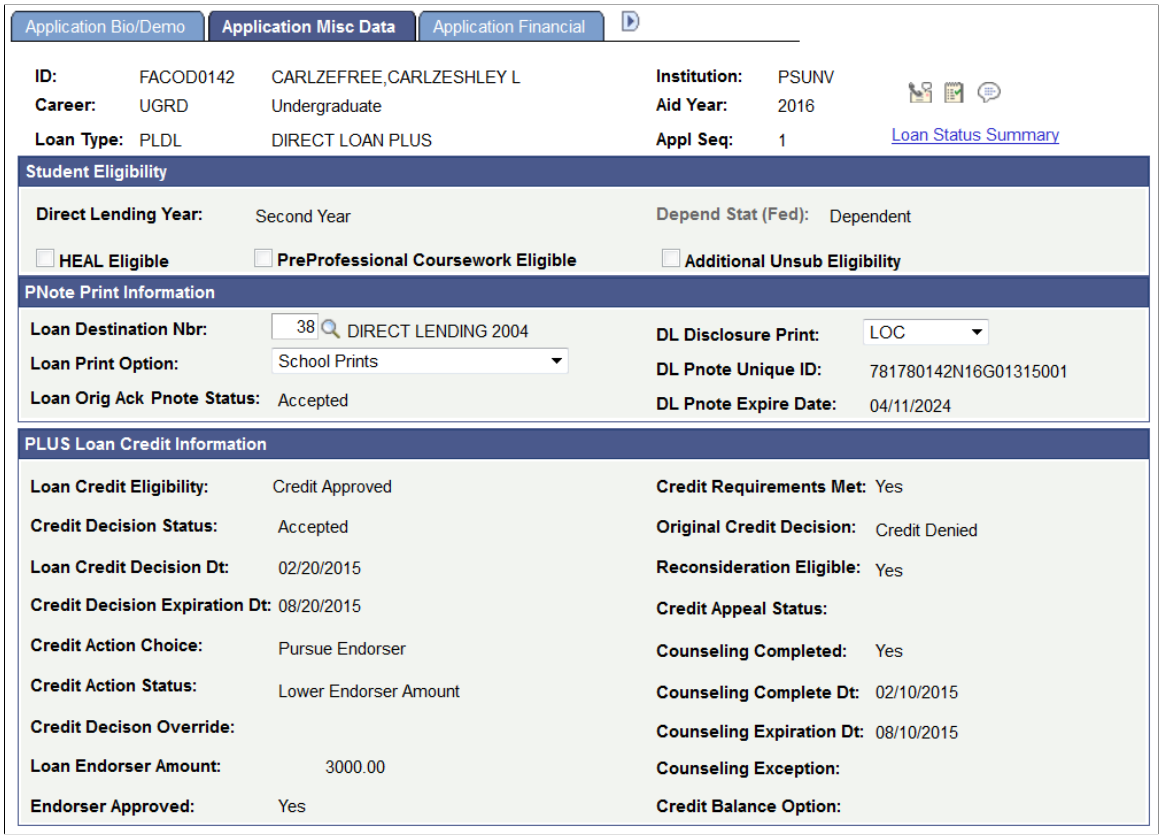
Processing and Reviewing Miscellaneous Borrower Data

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

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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 Coursewrk 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.

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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.

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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

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.

Credit Decision Expiration Dt (credit decision expiration date)

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.

Credit Action Choice

Displays the action a borrower plans once the borrower has failed the credit check:

- A = Appeal Decision
- E = Pursue Endorser

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- N = Not Pursue PLUS Loan (Process Additional Unsubsidized Loan if Eligible)
- U = Undecided

Credit Action Status

Status of Endorser Pursuit:

- D = Credit denied as a result of an endorser's denial
- N = Credit denied after pending
- L = Endorsed for a Lesser Amount

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.

Credit Decision Override

Displays the the status of the credit checks for this loan on COD as a result of an override.

The loan credit values table below dictates the setting of the Loan Credit Eligibility field.

Loan Endorser Amount

Displays the approved Endorser Amount from COD.

Endorser Approved

Displays True or False regarding whether an Endorser Addendum was received and the Endorser was approved:

Credit Requirements Met

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.

Original Credit Decision

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.

- A = Accepted
- 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

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- P = Appeal Pending
- R = Appeal Closed Without Final Decision

Counseling Completed Displays True or False regarding whether the borrower has completed the requisite PLUS Counseling directly with COD – required for PLUS applicants who have obtained an approved endorser or an approved credit appeal due to extenuating circumstances. Must be complete before the loan may be disbursed.

Counseling Complete Dt (counseling complete date) Displays the date on which PLUS Counseling was completed by the borrower.

Counseling Expiration Dt (counseling expiration date) Date on which PLUS Counseling expires.

Counseling Exception Reserved for future use by COD.

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

- B = Borrower
- S = Student

Loan Credit Value	***Explanation***
C – Credit overridden as a result of new credit information provided	Changes the Loan Credit Eligibility to Credit Approved.
D – Credit denied as a result of an endorser's denial	Changes the Loan Credit Eligibility to Credit Denied.
E – Credit overridden as a result of an endorser's approval	Changes the Loan Credit Eligibility to Credit Approved.

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Loan Credit Value	***Explanation***
L – Lower Endorser Amount	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.

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.

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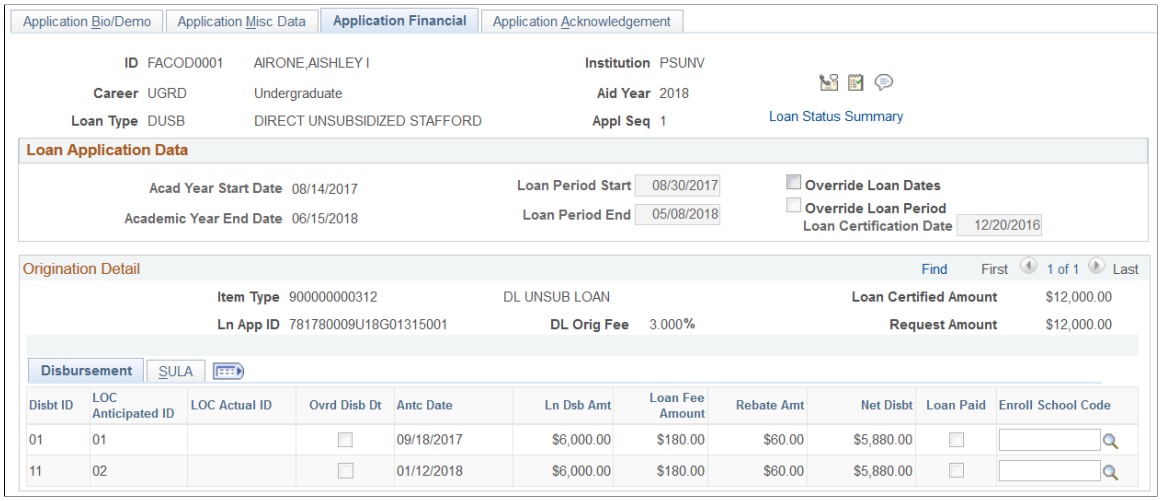
Processing and Reviewing Financial Data

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.

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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.
LOC Actual ID (common origination and disbursement 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'). 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.
Ovrd Disb Dt (override disbursement date)	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.
Antc Date (anticipated date)	Displays the anticipated date for this loan disbursement. This date is derived from the disbursement date specified in the Disbursement ID table.
Ln Dsb Amt (loan disbursement amount)	Displays the gross scheduled disbursement amount. This value is derived from the Accepted balance on the award disbursement.

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Ln Fee Amt (loan fee amount)	Displays the fee amount associated with the scheduled disbursement. This amount is derived from the Accepted fee balance.
Rebate Amt (amount)	Displays the interest rebate fee amount. The system populates this field from packaging fee information.
Net Disb (net disbursement)	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.
Loan Paid	This check box is selected when the loan funds are disbursed to the student's account.
Enroll School Cd (enrollment school code)	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. • When the award is originated this field is blank and editable by default. • The Enrollment School Code can be overridden on the page or by Population Update for disbursements not yet reported to COD. • 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. 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.

Bundle 45

Starting Aid Year 2018 onwards, SULA fields are consolidated on the SULA Disbursement Field Detail page. A new column displays SULA Validated Values.

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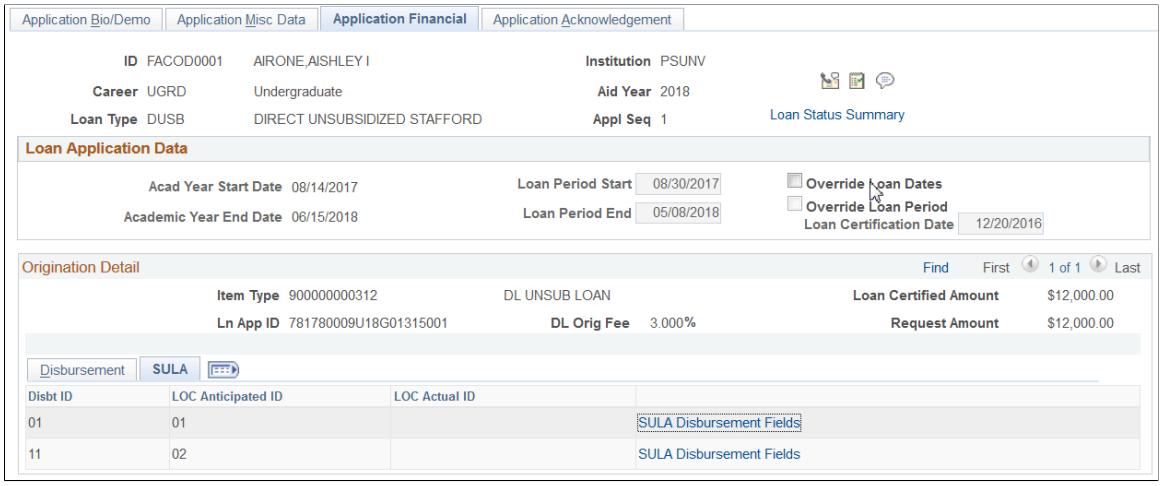
Access the Application Financial page (Financial Aid, Loans, Direct Lending Management, Manage Direct Loan Application, Application Financial, SULA tab).

Image: Application Financial page, SULA tab

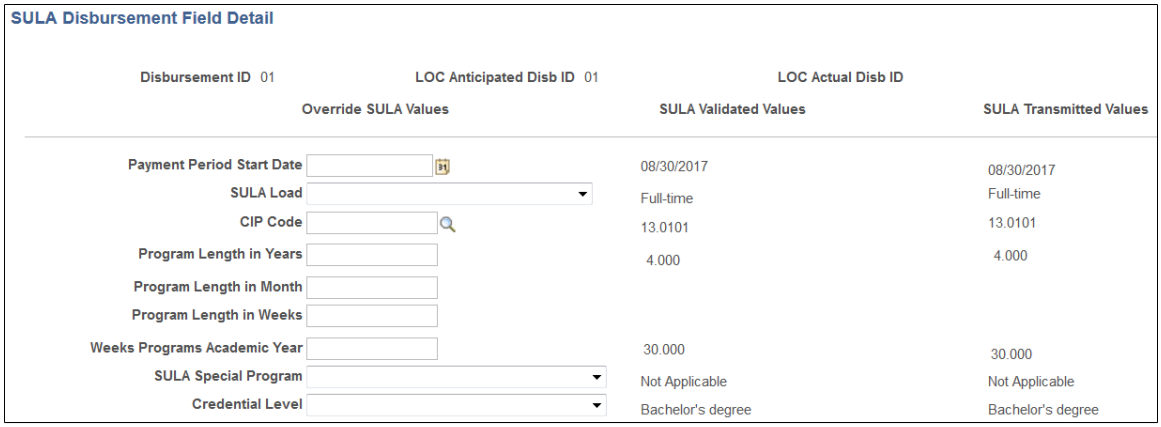
This example illustrates the fields and controls on the Application Financial page, SULA tab. You can find definitions for the fields and controls later on this page.



SULA Disbursement Fields (subsidized usage limit applies disbursement fields) Click this link to open the SULA Disbursement Field Detail page.

Image: SULA Disbursement Field Detail (Application Financial)

This example illustrates the fields and controls on theSULA Disbursement Field Detail (Application Financial) page.



Use this page to override SULA Disbursement information. You can override any of the fields on this page until Disbursement Outbound occurs.

The SULA Validated Values column is populated after a validation process compares values in the Student Term View and the Override fields for Origination, Origination Change (on only the Disbursement block fields), and Disbursement.

The SULA Transmitted Values column reflects the SULA value during the Origination Outbound and Disbursement Outbound processes.

The Payment Period Start Date, SULA Load, and CIP Code fields can be updated in batch via Population Update.

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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

Bundle 45

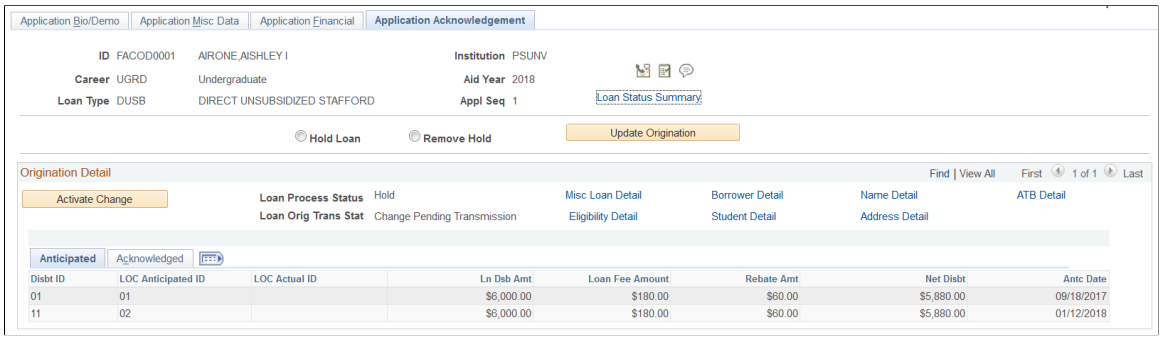
For Aid Years 2018 onwards, the SULA link is removed. Information is now accessed through the Application Financial page.

For Aid Years 2017 and earlier, SULA fields are populated both during Origination (Originated column) and when the Response file is inbounded (Acknowledged column). For Aid Years 2018 and later, because all SULA fields reside in Disbursement, they are populated when Origination and Disbursement values are transmitted (Transmitted column).

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

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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 9.2: 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 for other data changes (for example, the student or borrower name).

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 status to Hold. 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 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 transmission 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 has not been transmitted to the COD.

Transmitted: Indicates that an acknowledgement from the COD is due regarding an origination or an origination

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change record. All loan change activity is suspended until the acknowledgement arrives.

Misc Loan Detail (miscellaneous loan detail) Click to access the Miscellaneous Loan Detail page, where you can review printing information, origination fees, and academic year start/end dates.

Eligibility Detail Click to access the Loan Eligibility Detail page, where you can review information on the student's loan eligibility.

Borrower Detail Click to access the Borrower Detail page, where you can review the borrower's demographic information.

Student Detail Click to access the Student Detail page, where you can review the student's demographic information.

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.

Anticipated Tab

For definitions of the fields that appear on this tab:

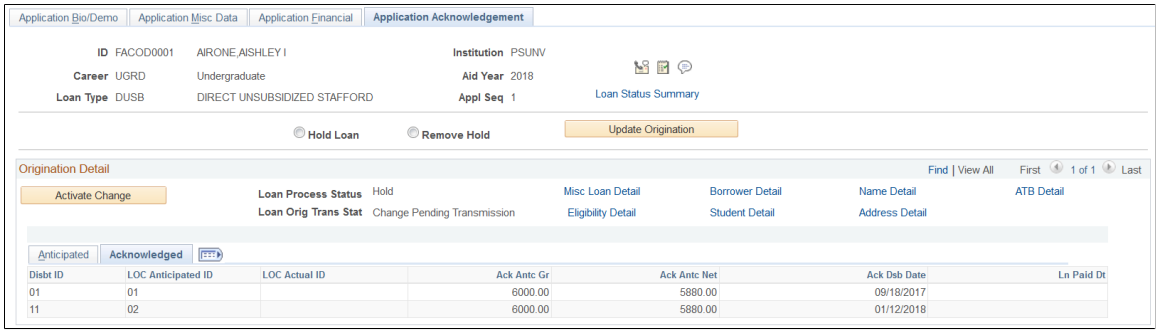
See Processing and Reviewing Financial Data.

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.



Ack Antc Gr (acknowledged anticipated gross) Displays the acknowledged anticipated gross disbursement amount, as acknowledged by the COD. This amount is derived

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	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 (acknowledged anticipated 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

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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 Address 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 9.2: 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,

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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.

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

Bundle 45

For Aid Years 2018 and later, overriding SULA values is now managed at Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application > Application Financial > SULA tab: SULA Disbursement Fields link.

Page Name	*Definition Name*	*Navigation*	*Usage*
Direct Loan Name	LOAN_NAME	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Name	View the current name information on a direct loan record. This is a view only page.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Direct Loan Phone	LOAN_PHONE	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Phone	Override telephone information on the direct loan record.
Direct Loan Address	LOAN_ADDRESS	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Address	View address information on the direct loan record.
Direct Loan Email	LOAN_EMAIL	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Email	Override email information on the direct loan record. For direct lending, the email address is restricted to 50 characters and must follow email address identification protocol.
Direct Loan Demo Ovrd	LOAN_DMO_OVRD_DL	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, Direct Loan Demo Ovrd	Override Campus Community or institutional application information.
PLUS Credit Override	LOAN_ORIG_ELG_DL01	Financial Aid, Loans, Direct Lending Management, Override Loan Application Data, PLUS Credit Override	Override PLUS Loan Credit Information fields.

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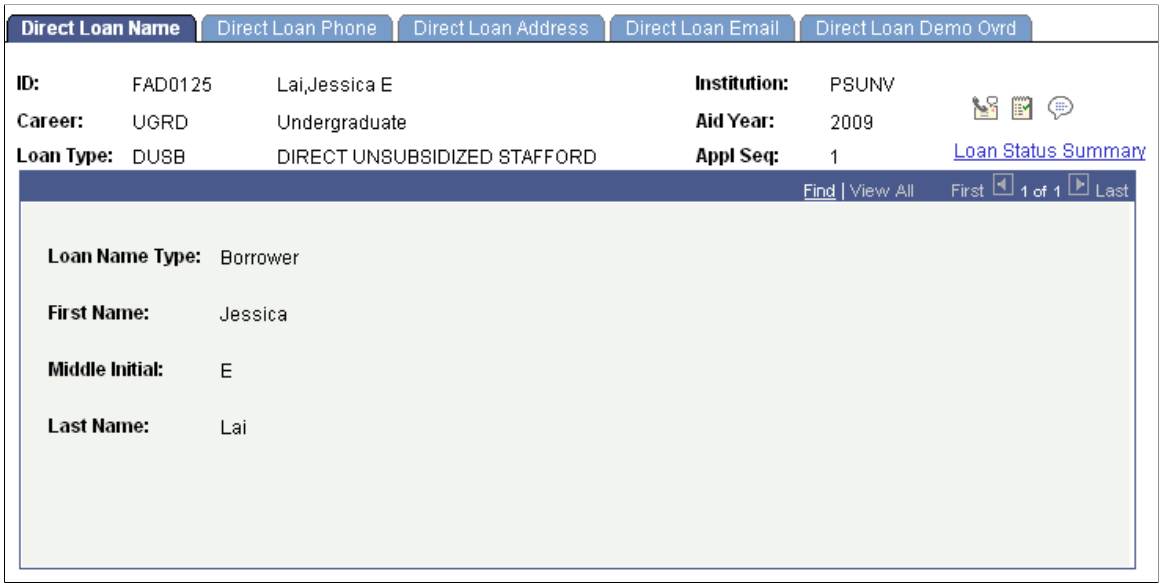
Viewing Direct Loan Name Information

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).

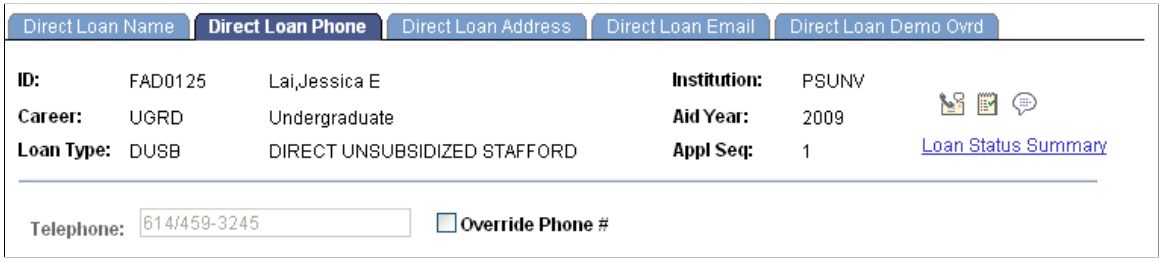
The Loan Name Type and the full name of the borrower are displayed. If multiple name types are associated with the loan, all are displayed. These fields are display only.

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.



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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.

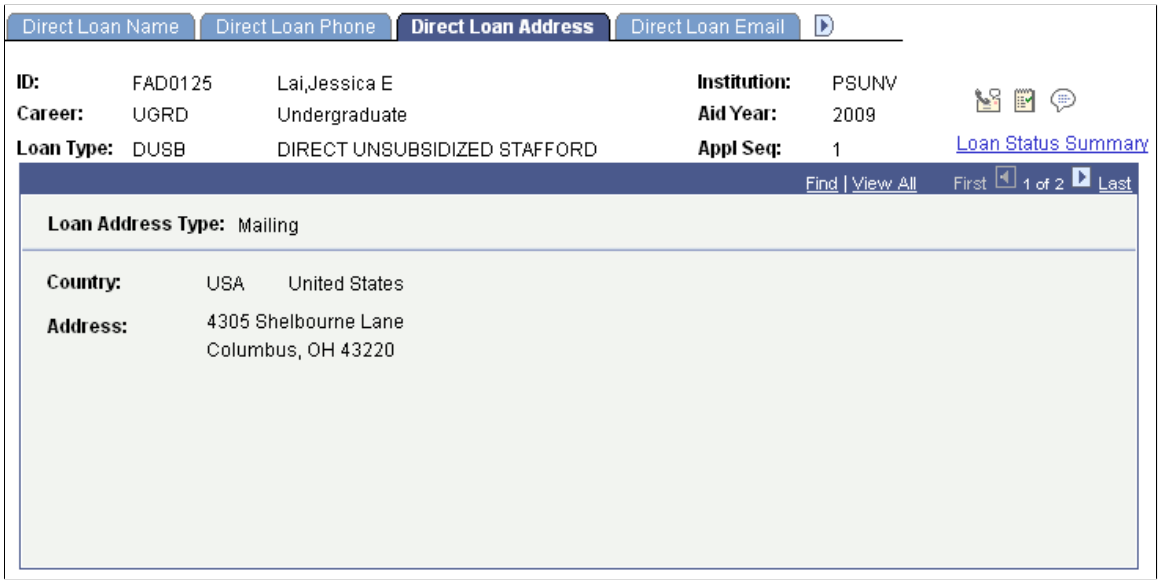
Override Phone Select to override the current phone number on the loan record only. Selecting the check box activates the Telephone field. If you override this phone number, future adjustments to Campus Community information do not update this field. If you clear this check box, the system reinserts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

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.



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).

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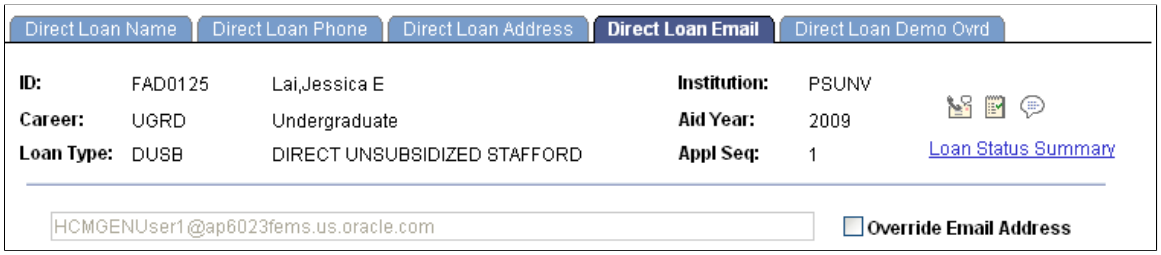
Overriding Direct Loan Email Information

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.



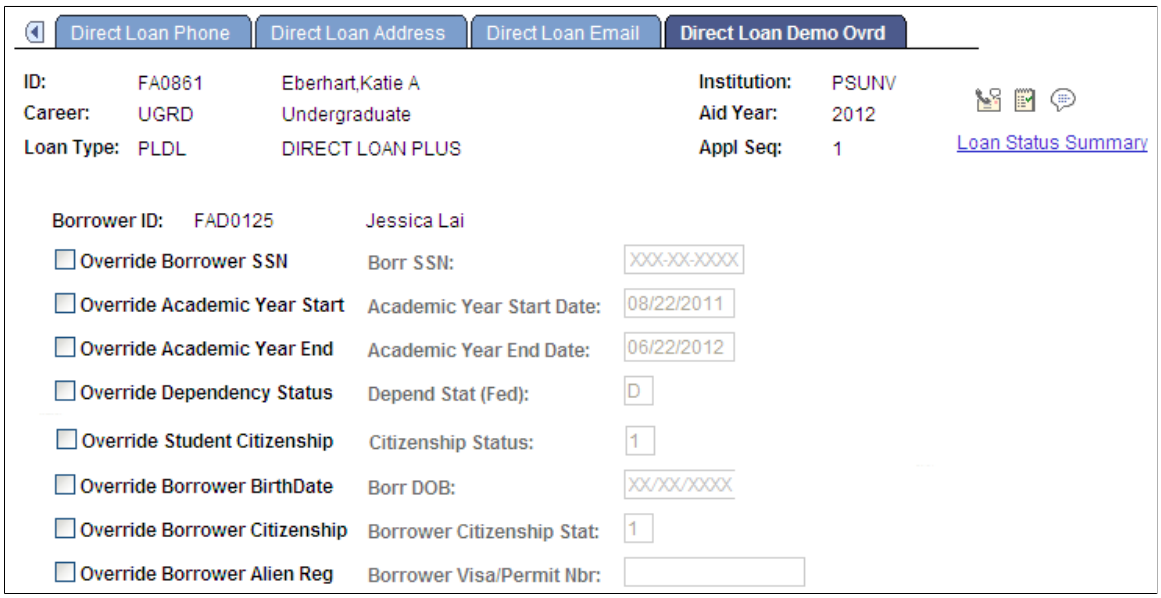
Override Email Address Select to override the student's email address. Enter the updated or changed email address in the field. If you override the student's email address, future adjustments to Campus Community information do not update this field. If you clear this check box, the system reinserts the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



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Override Borrower SSN	Select to change the borrower's social security number or date for the SSN.
Override Academic Year Start	Select to change the start date of the academic year for this borrower.
Override Academic Year End	Select to change the end date of the academic year for this borrower.
Override Dependency Status	Select to change the borrower's federal dependency status.
Override Student Citizenship	Select to change the student's citizenship status. The values acceptable to COD for Student Citizenship Stat are: • *1* - Native • *2* - Naturalized • *3* - Alien Permanent **Note:** This option only appears for parent PLUS loans.
Override Borrower BirthDate	Select to change the borrower's date of birth and to enter the date you changed the date of birth.
Override Borrower Citizenship	Select to change the borrower's citizenship status. The values acceptable to COD for Borrower Citizenship Stat are: *1: Native* *2: Naturalized* *3: Alien Permanent* **Note:** 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. See "Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: Campus Community).
Override Borrower Alien Reg (override borrower alien registration)	Select to change the borrower's alien registration or Visa/permit number.

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.

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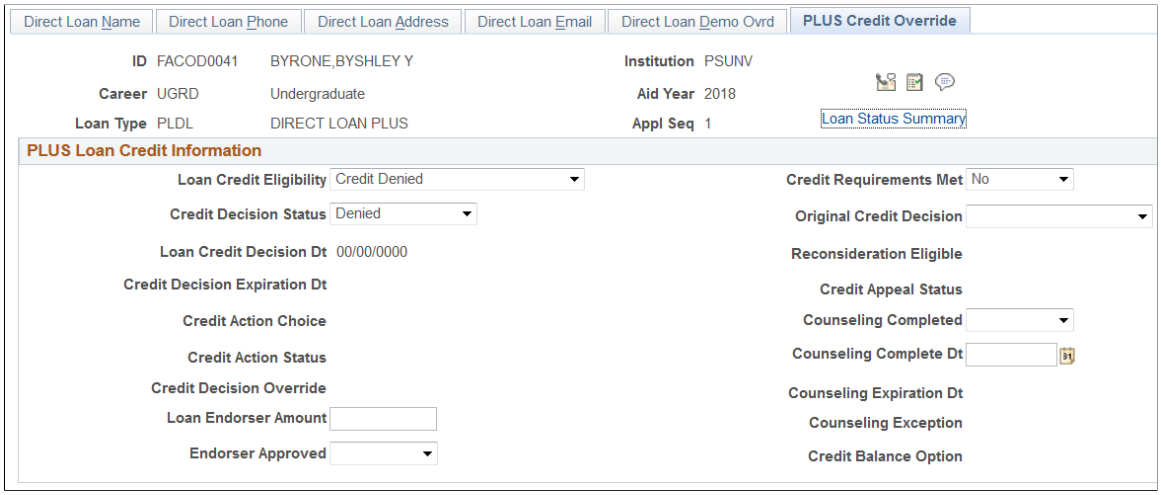
Overriding PLUS Credit Decisions

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

Image: PLUS Credit Override page

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



Use this page to override PLUS Loan Credit Information fields.

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.

Related Links

Reviewing COD Data

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Pages Used to Override and View Direct Loan Origination Data and Action Messages

Page Name	*Definition Name*	*Navigation*	*Usage*
Direct Loan Override	LOAN_ORIG_ACK_DL01	Financial Aid, Loans, Direct Lending Management, Override Processing Status, Direct Loan Override	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.
Direct Loan Orig Actions (direct loan origination actions)	LN_DL_ORIG_INQ	Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Orig Actions	Review actions and errors pertaining to origination, origination change, and validation.
Direct Loan Disbt Actions (direct loan disbursement actions)	LN_DL_DISB_INQ	Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Disbt Actions	View the disbursement actions associated with the loan.
Direct Loan SULA Response (direct loan subsidized usage limit applies response)	SFA_DL_SULA_ACTN	Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Direct Loan Disbt Actions	View SULA response associated with the loan.
Loan Exception Messages	LN_MSG_INQ	Financial Aid, Loans, Direct Lending Management, View Loan Processing Actions, Loan Exception Messages	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.

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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 – Anticipated tab

This example illustrates the fields and controls on the Direct Loan Override page – Anticipated tab.

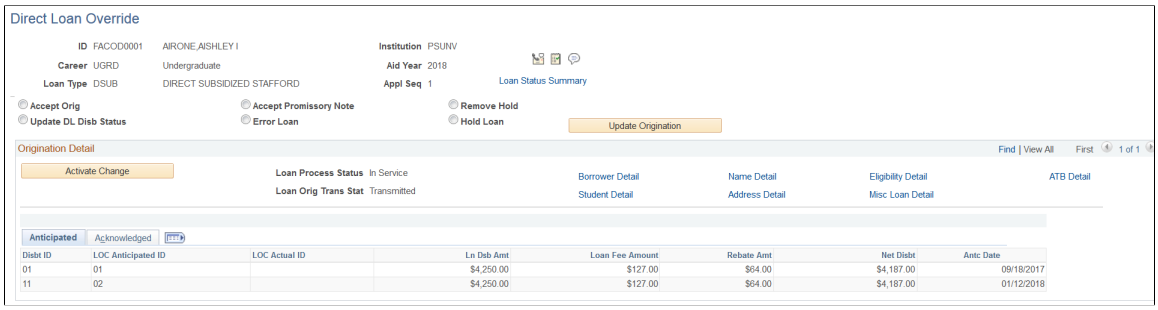
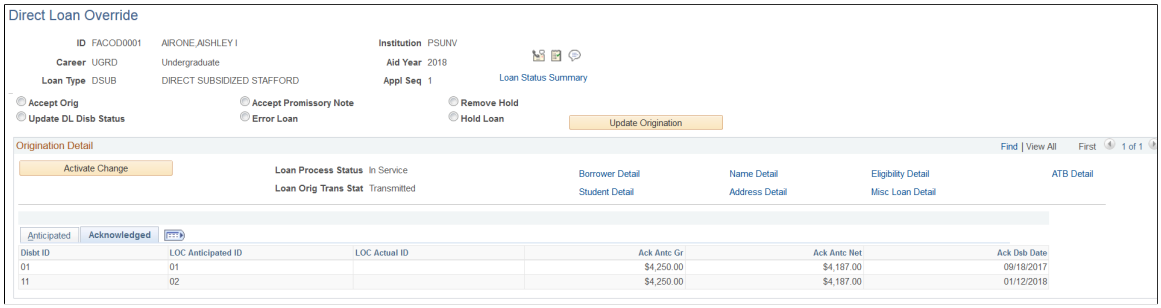


Image: Direct Loan Override page – Acknowledged tab

This example illustrates the fields and controls on the Direct Loan Override page – Acknowledged tab.



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 Common Origination and Disbursement (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.

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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 un-booked. To get the loan to a booked status and properly disburse the funds, this situation must be resolved directly with the COD.

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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.

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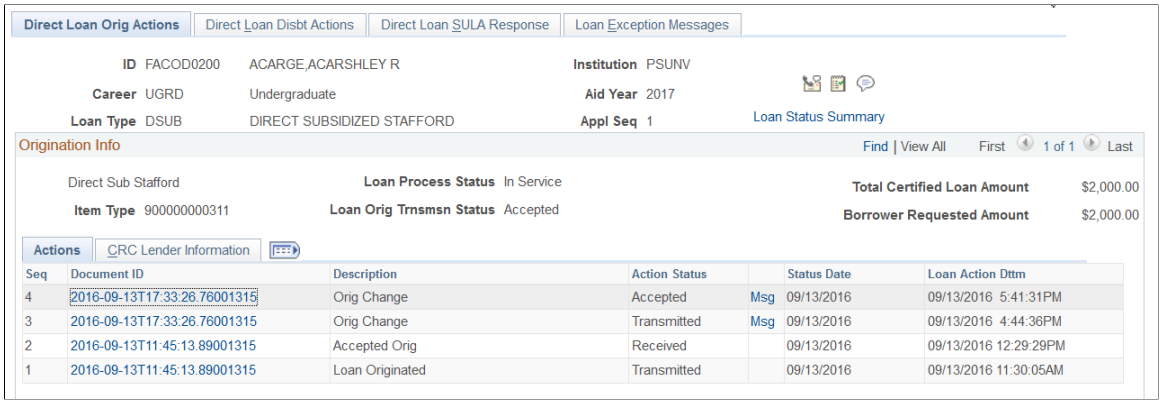
Reviewing the Loan Origination Action History

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.

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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

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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-NtApld (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)

Note: This column with no header only appears where there is a message to view for the action.

Click this hyperlink to view:

- Change transactions being generated to COD,
- Origination or Origination Change Validation errors.
- Origination or Origination Change Response Error Codes.

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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.

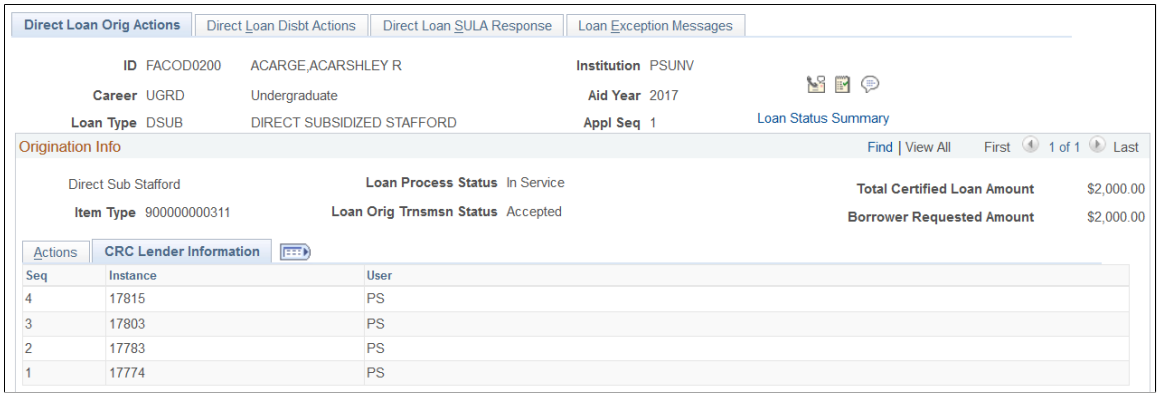
Loan Action Dttm (loan action date/time) For actions representing received information, the action date time field displays the date and time the acknowledgement is loaded to the system. For actions representing sent information, this field displays the date and time the transmission was sent.

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.



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.

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Loan Processing Status	***Loan Origination Transmission Status***	***Loan Origination Action***	***Loan Origination Action Status***	***Status/Action Explanation***
Orig Pend	Orig Pend	Loan Originated	Pending	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.
In Service	Trans	Loan Originated	Transmitted	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.
In Service	Accepted	Accepted Orig, Accepted Orig/Credit Chk, Acpt Orig/Crdt Chk Denied, or Acpt Orig/Crdt Chk Pending	Received	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.

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Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
Hold	Orig Pend	Rejected Orig	Received	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).
Hold	Orig Pend	Loan Originated	Pending	As a result of the previous action, the system inserts a new loan origination action to resubmit the origination.
Terminated	Origination Pending			The award was cancelled/declined before transmitting the loan origination to the COD.

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.

Loan Processing Status	Loan Origination Transmission Status	Loan Origination Action	Loan Origination Action Status	Status/Action Explanation
In Service	Change Pend	Orig Change	Pending	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.

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Loan Processing Status	***Loan Origination Transmission Status***	***Loan Origination Action***	***Loan Origination Action Status***	***Status/Action Explanation***
In Service	Transmitted	Orig Change	Transmitted	You have transmitted an origination change and the origination program inserts a new origination action.
In Service	Accepted	Orig Change	Accepted	You received an origination acknowledgment from the COD and the origination change is accepted. The Origination program inserts a new origination action.
In Service	Accepted	Orig Change	Accepted Lower Endr	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.

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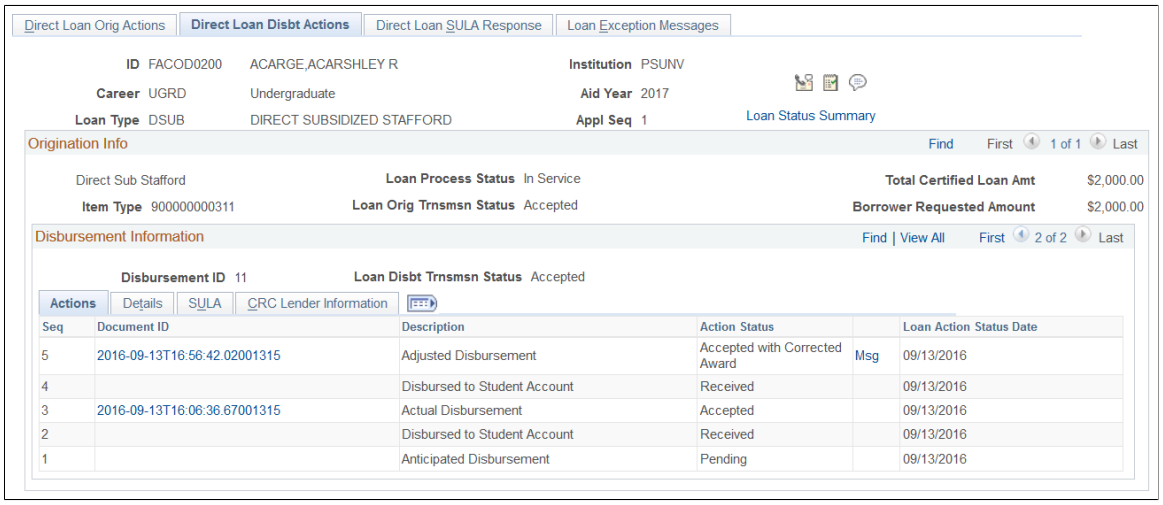
Loan Processing Status	*Loan Origination Transmission Status*	*Loan Origination Action*	*Loan Origination Action Status*	*Status/Action Explanation*
Hold	Error	Orig change	Rejected	You received an origination change acknowledgement from the COD that rejects the origination change. The Origination program inserts a new origination action.

Reviewing Direct Loan Disbursement Actions

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

Image: Direct Loan Disbt Actions page

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



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
- Actual (actual disbursement)
- Chg Pend (change pending)
- Disb Pend (disbursement pending)
- Error

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- 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)
- Accepted with Corrected Award
- Authorized
- Failed
- Invalid
- Pending
- Received
- Rejected
- Transmitted

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

Msg (message)

Note: This column with no header only appears where there is a message to view for the action.

Click this hyperlink to view:

- Disbursement-level Validation errors,
- Disbursement Response Error Codes.

Loan Action Status Date

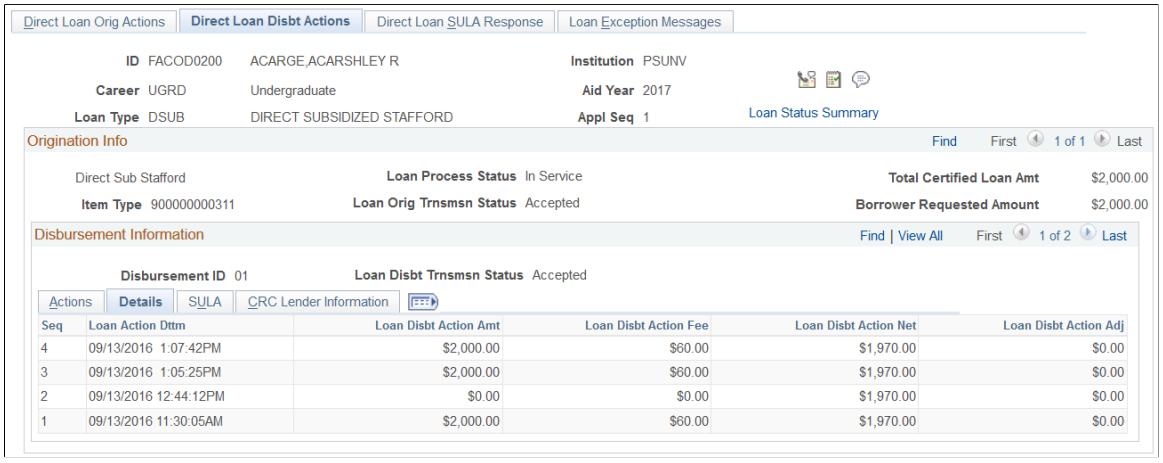
For actions representing received information, displays the COD acknowledgement date. For actions representing transmitted information, this is the date the action is created.

Details Tab

Select the Details tab.

Image: Direct Loan Disbt Actions page: Details tab

This example illustrates the fields and controls on the Direct Loan Disbt 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.

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Loan Disb Action Adj (loan disbursement action adjustment)	Displays the adjusted disbursement amount reported.

SULA Tab

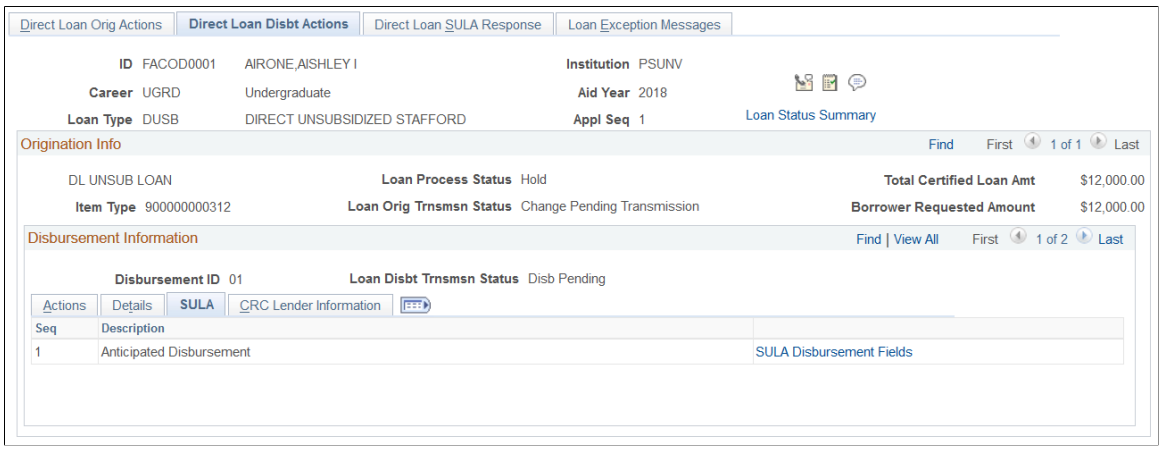
Bundle 45

For Aid Years 2018 and later, all SULA fields reside in Disbursement. Clicking the new SULA Disbursement Fields link makes them viewable.

Select the SULA tab.

Image: Direct Loan Disbt Actions page: SULA tab

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



SULA Disbursement Fields (subsidized usage limit applied disbursement fields)	Click this link to view the SULA disbursement field details.

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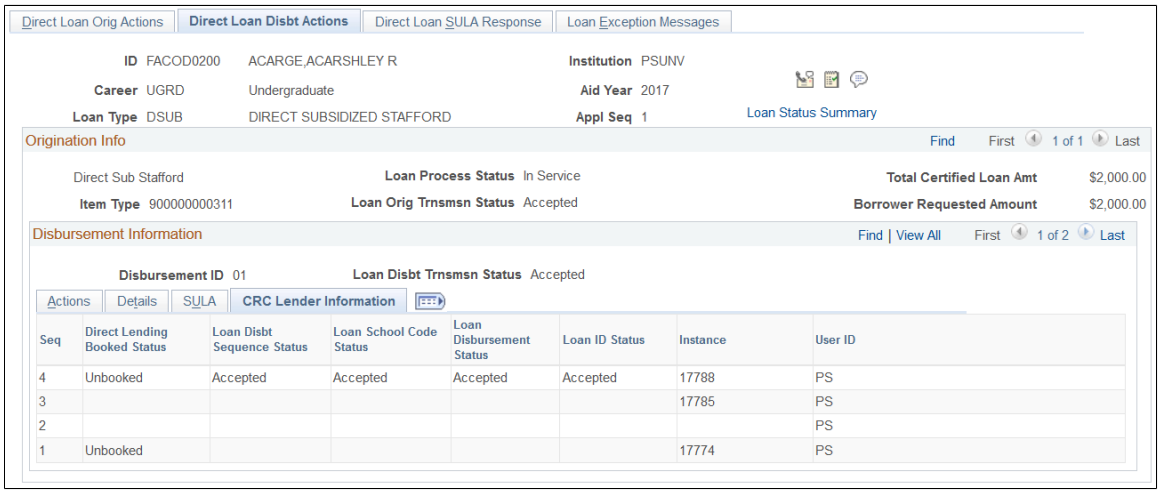
CRC Lender Information Tab

Select the CRC Lender Information tab.

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

This example illustrates the fields and controls on the Direct Loan Disbt 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

blank - Accepted

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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 Disbt 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.

Loan Disbursement Transmission Status	*Loan Disbursement Action*	*Loan Disbursement Action Status*	*Status/Action Explanation*
Disb Pend	Anticipated Disbursement	Pending	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.
Disb Pend	Disbursed to Student Account	Received	You authorized and disbursed funds to the students account. The Disbursement program inserts a new disbursement action row.
Transmitted	Actual Disbursement	Transmitted	You transmitted an actual disbursement record to the COD. The Disbursement Outbound program inserts a new disbursement action.
Accepted	Actual Disbursement	Accepted	You received a disbursement acknowledgement from the COD that indicates the disbursement was accepted. The Disbursement Inbound program updates the disbursement action.
Error	Actual Disbursement	Rejected	You received a disbursement acknowledgement from the COD indicating the disbursement was rejected. The Disbursement program updates the disbursement action.

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Loan Disbursement Transmission Status	***Loan Disbursement Action***	***Loan Disbursement Action Status***	***Status/Action Explanation***
Transmitted	Adjusted Disbursement	Transmitted	You transmitted an adjusted disbursement record to the COD. The Disbursement Outbound program inserts a new disbursement action.
Accepted	Adjusted Disbursement	Accepted	You received a disbursement acknowledgement from the COD indicating the disbursement adjustment was accepted. The Disbursement Inbound program updates the disbursement action.
Error	Adjusted Disbursement	Rejected	You received a disbursement acknowledgement from COD indicating the disbursement adjustment was rejected. The disbursement program updates the disbursement action.
Accepted	Booking Disbursement	Accepted	You received a booking notification from 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.
Accepted	Booking Adjustment	Accepted	For each disbursement adjustment acknowledgement you receive from 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.
Accepted	Servicer Refund	Accepted	You received a servicer refund acknowledgement from COD.

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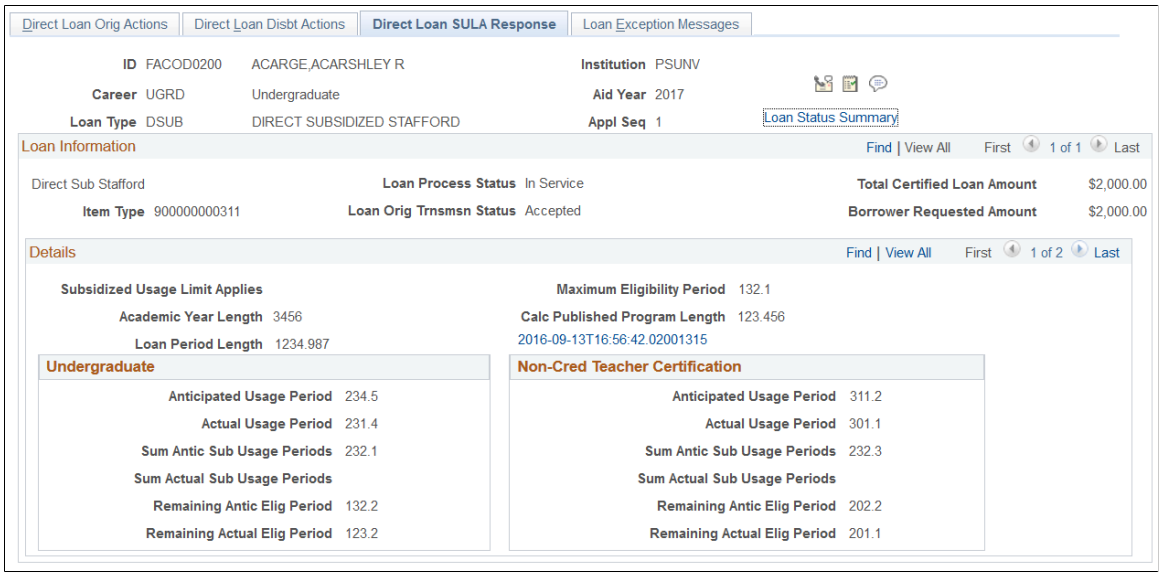
Loan Disbursement Transmission Status	***Loan Disbursement Action***	***Loan Disbursement Action Status***	***Status/Action Explanation***
Accepted	Adjusted Disbursement	Accepted with Corrected Award	You received a disbursement acknowledgement from COD with Response Error Code 219 indicating that the student's award amount has been adjusted downward by COD to equal the sum of the actual and anticipated disbursements. Look for these values in the Response file: • ResponseCode tag = *C* • EditProcessResult tag = *219* • ResponseErrorField tag = *FinancialAwardAmount* • ResponseErrorValue tag = COD-corrected loan amount

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.



For Subsidized Usage Limit Applies (SULA) rules, 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

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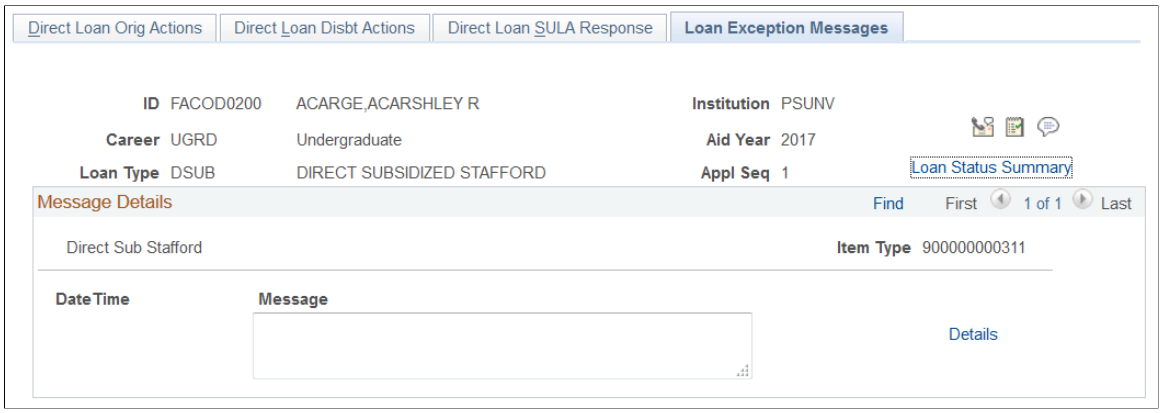
Certification), one or both of these categories may be populated with duration, consumption, and remaining eligibility values. Also displayed is either anticipated and/or actual values, depending upon whether at least one actual disbursement has taken place (driven by Disbursement Release Indicator equaling 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.



DateTime Displays the date and time that the message was created.

Message Displays the exception message logged for each transaction listed. You can enter further information regarding the exception message using the Loan Message Comment page.

Details Click this link to view additional message information.

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

Page Name	*Definition Name*	*Navigation*	*Usage*
Loan Date Update	SFA_LNUPD_PG	Financial Aid, Loans, Process Loan Dates	Update Loan Period Start, Loan Period End, Academic Year Start and Academic Year End dates for CommonLine & Direct loans.

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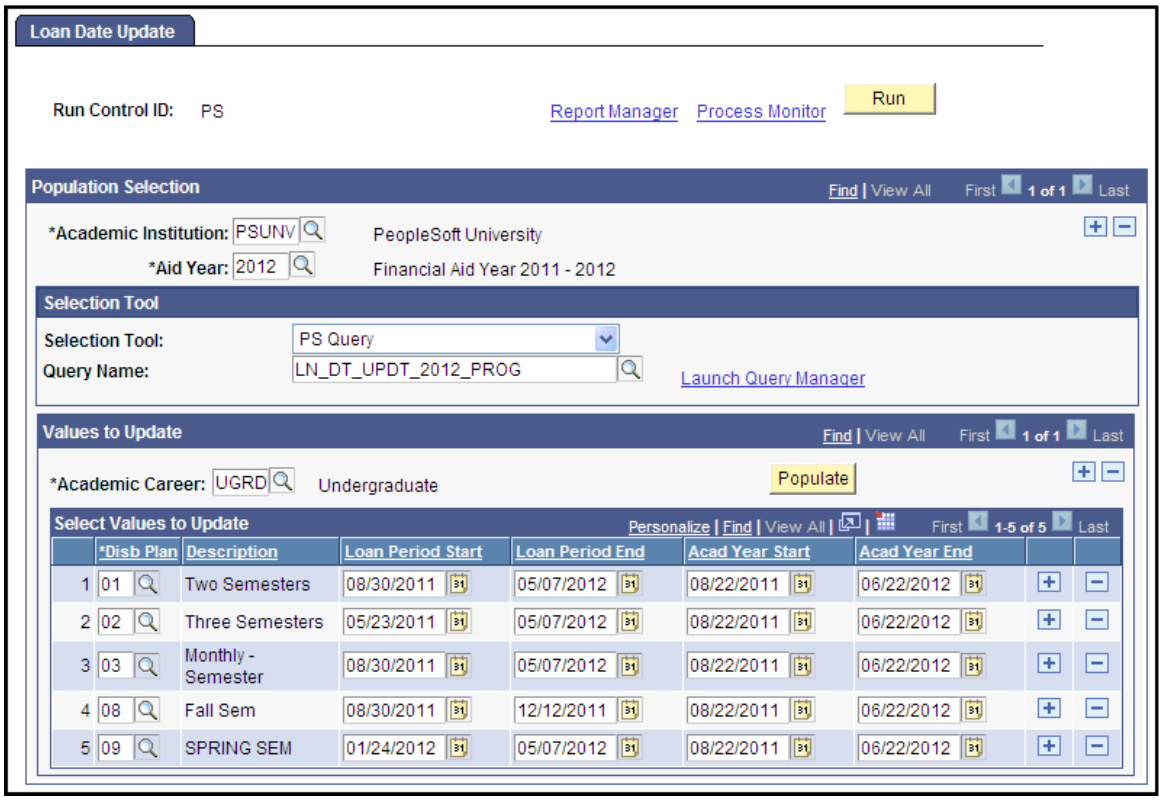
Updating Loan Dates

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.

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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".

Loan Date Field	*Override Field*
Loan Period Start/Loan Period End	Loan Period Override (LN_PERIOD_OVRD)
Academic Year Start	Academic Year Start Override (LN_ACAD_ST_OVRD)
Academic Year End	Academic Year End Override (LN_ACAD_END_OVRD)

Related Links

"Using the Population Selection Process" (PeopleSoft Campus Solutions 9.2: 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

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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

Page Name	*Definition Name*	*Navigation*	*Usage*
Create DL PNote Communication (create direct loan promissory note communication)	RUNCTL_DLPN02	Financial Aid, Loans, Create PNote Communication, Create DL PNote Communication	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.
Print DL Promissory Note (print direct loan promissory note)	RUNCTL_DL_PN_PRT02	Financial Aid, Loans, Print Promissory Note, Print DL Promissory Note	Print promissory notes for direct lending.
Direct Loan Pnote (direct loan promissory note)	LN_DL_PNOTE	Financial Aid, Loans, Direct Lending Management, Review Promissory Note Actions, Direct Loan PNote	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.

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Page Name	Definition Name	Navigation	Usage
DL Batch Signature (direct loan batch signature)	DL_BTCH_PNT	Financial Aid, Loans, Direct Lending Management, Create Signatures in Batch, DL Batch Signature	Record promissory note signatures in batch mode and remove signatures in batch. To record promissory note signatures, select the promissory note IDs and apply the signatures. You can sign a group of promissory notes or individual promissory notes. You can remove the signature from a promissory note.
Loan PNote Selection Criteria (loan promissory note selection criteria)	LN_DL_PNOTE_SLCT	Click the Batch PNote Selection button from the DL Batch Signature page.	Enter criteria to be used to select the promissory notes to sign or un-sign.

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, the system 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:

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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.

Print Option

Select which promissory notes to print. Values are:

Blank: This option prints promissory notes for all loan types that have not had a promissory note printed.

New: This option is similar to the *Blank* option processing promissory notes for all loan types, except when processing direct lending subsidized and unsubsidized loans. The *New* 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.

P Stat: This option prints all promissory notes that the COD origination acknowledgment file has flagged to print.

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.

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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-

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	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).

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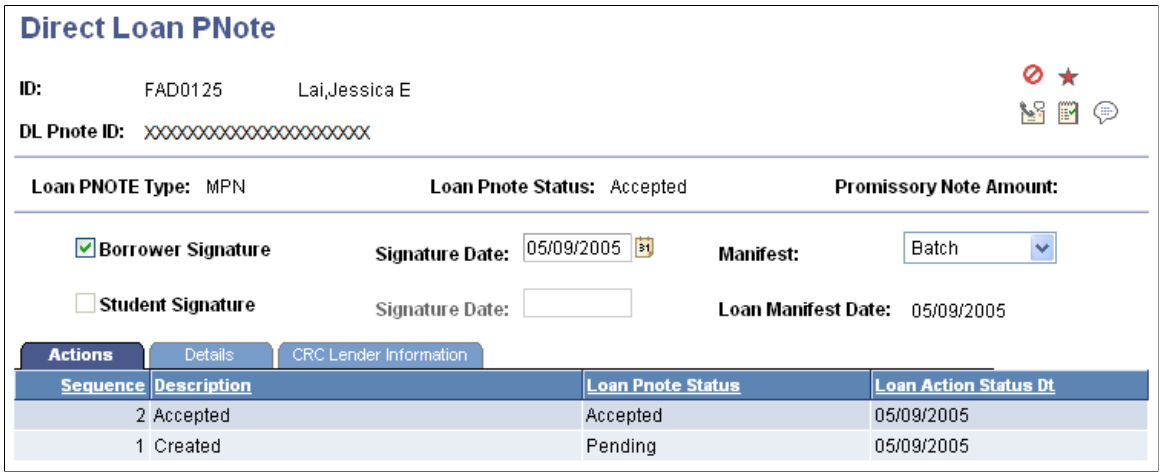
Note: The Direct Loan Pnote page can only be accessed if a Promissory Note Acknowledgement file is imported or if the school internally creates promissory notes to manage.

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.



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

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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*

Promissory Note Amount

Displays the amount of the promissory note.

Borrower Signature

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.

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.

Student Signature

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.

Signature Date

Displays today's date. You can edit the field if needed.

Manifest

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:

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.

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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.*

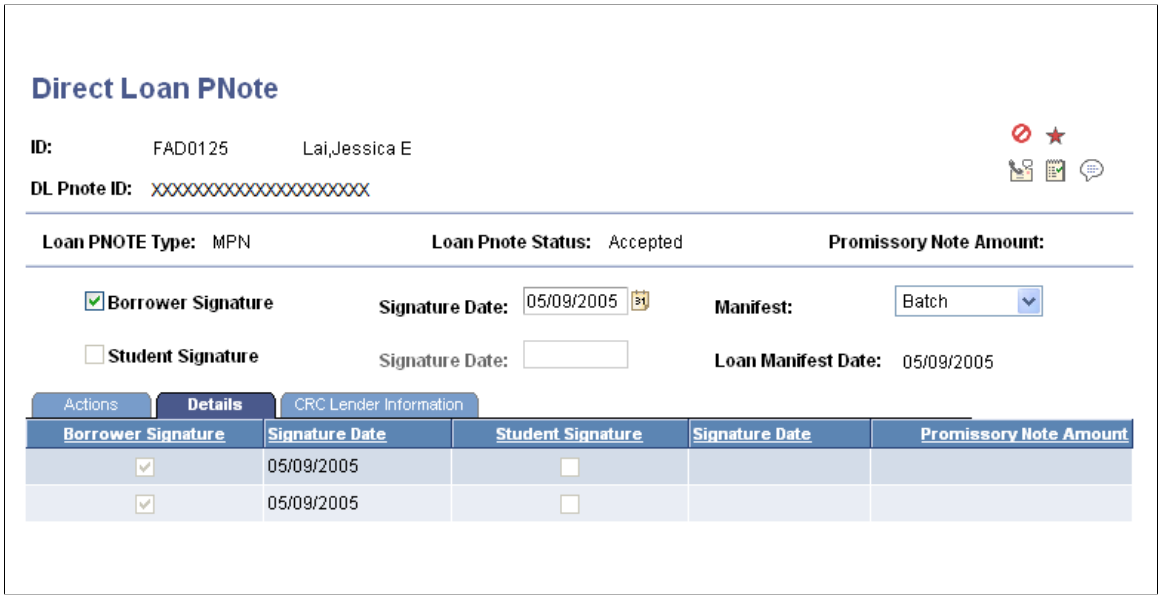
Loan Action Status Dt (loan action status date) Indicates the date when the loan action status activity occurred.

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.



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.

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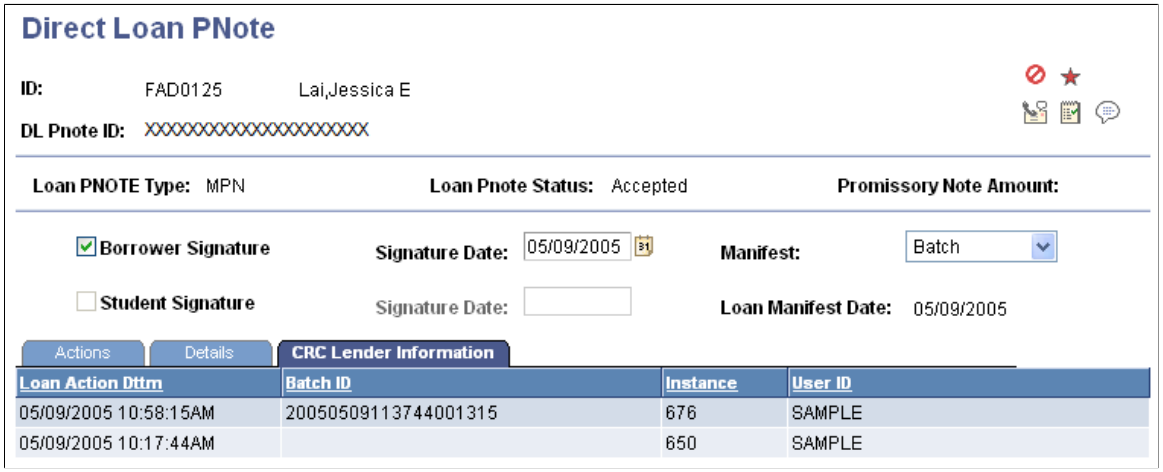
Promissory Note Amount Displays the amount printed on the promissory note.

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.



Loan Action Dttm (loan action date and time) 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.

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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 lightening 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 lightening 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 lightening 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).

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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

Page Name	*Definition Name*	*Navigation*	*Usage*
Direct Loan PNote Action	LN_DL_PNOTE_INQ	Financial Aid, Loans, Direct Lending Management, View Promissory Note Actions, Direct Loan PNote Action	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.

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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.

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).

PNt 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.

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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

Page Name	***Definition Name***	***Navigation***	***Usage***
Populate Manifest	RUNCTL_MANIFEST1	Financial Aid, File Management, Direct Loans, Generate Direct Loans Manifest, Populate Manifest	Select the students whose promissory notes are signed and ready to be added to the loan manifest.
Direct Loan Manifest	LOAN_MANIFEST	Financial Aid, Loans, Direct Lending Management, Review Manifest Batches, Direct Loan Manifest	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.
DL Print PLUS Manifest	RUNCTL_MANIFEST2	Financial Aid, Loans, Direct Lending Management, Print Manifest Report PLUS, DL Print PLUS Manifest	Print PLUS loan manifests.
DL Print Stafford Manifest	RUNCTL_MANIFEST3	Financial Aid, Loans, Direct Lending Management, Print Manifest Report— Stafford, DL Print Stafford Manifest	Print subsidized and unsubsidized Stafford loan manifests.

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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).

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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

Page Name	*Definition Name*	*Navigation*	*Usage*
EC Queue Review (electronic commerce queue review)	FA_LN_EDI_ECQUEUE	Financial Aid, File Management, CommonLine Loans, Review CL 4 File Transactions, EC Queue Review	Review and edit the EC Queue Status for a file in the staging tables. FA_LN_EDI_ECQUEUE

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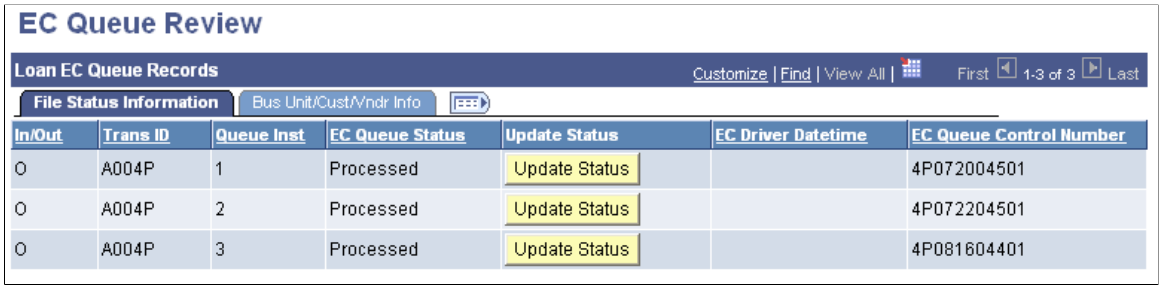
Reviewing the EC Queue Status

Access the EC Queue Review page (Financial Aid, File Management, CommonLine Loans, Review CL 4 File Transactions, EC Queue Review).

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.



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

Page Name	*Definition Name*	*Navigation*	*Usage*
Direct Loan EC History Information	DL_EC_HIST_TRNSFR	Financial Aid, Financial Aid History, View Archived Direct Loan Data, Direct Loan EC History Information	Access Direct Loan History.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Batch Header	DL_HDR_ORIG_01	Click the Originations link on the Direct Loan EC History Information page.	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.
Batch Header	DL_HDR_ORGACK_01	Click the Originations Acknowledgements link on the Direct Loan EC History Information page.	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.
Batch Header	DL_HDR_CHG_01	Click the Changes link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Change Export component for aid year 2001: Batch Header, Change Information, and Trailer.
Batch Header	DL_HDR_CHGACK_01	Click the Change Acknowledgements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Change Acknowledgment component for aid year 2001: Batch Header, Change Acknowledgement, and Batch Trailer.
Batch Header	DL_HDR_CRD_01	Click the Credit Decisions link on the Direct Loan EC History Information page.	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.
Batch Header	DL_HDR_PNT_01	Click the PNote Acknowledgements link on the Direct Loan EC History Information page.	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.
Batch Header	DL_HDR_DSB_01	Click the Disbursements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Disbursement Export component for aid year 2001: Batch Header, Disbursement Information, and Batch Trailer.

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Page Name	Definition Name	Navigation	Usage
Batch Header	DL_HDR_DSBACK_01	Click the Disbursement Acknowledgements link on the Direct Loan EC History Information page.	View data on the following pages in the Direct Loan Disbursement Acknowledgement Import component for aid year 2001: Batch Header, Disbursement Acknowledgement, and Batch Header.

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).

ID Enter the student's ID.

Aid Year Enter an aid year of 2004 or earlier.

Originations Click to access the Direct Loan Origination Export component.

Origination Acknowledgements Click to access the Direct Loan Origination Acknowledgement Import component.

Changes Click to access the Direct Loan Change Export component.

Change Acknowledgements Click to access the Direct Loan Change Acknowledgement component.

Credit Decisions Click to access the Direct Loan Credit Import component.

Pnote Acknowledgements Click to access the Direct Loan Promissory Note Import component.

Disbursements Click to access the Direct Loan Disbursement Export component.

Disbursement Acknowledgements Click to access the Direct Loan Disbursement Acknowledgement Import component.

Processing Direct Lending Origination Changes

This section discusses how to process Direct Lending origination changes.

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Page Used to Process Direct Lending Origination Changes

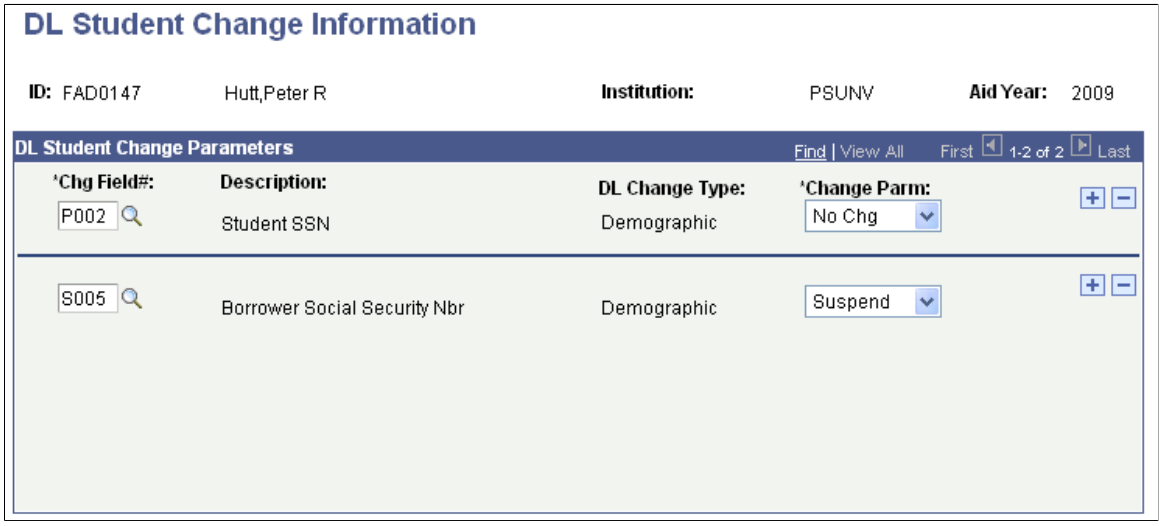
Page Name	*Definition Name*	*Navigation*	*Usage*
DL Student Change Information	LN_DL_EMPL_PARM	Financial Aid, Loans, Direct Lending Management, Hold/ Suspend Change, DL Student Change Information	Set change parameters for a particular student. By setting change parameters for specific fields, you can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

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.



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:

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- 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.

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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:

1. Change the value of the Citizenship Status field on the Citizenship Detail page from the Bio/Demo Data page (SA_BIO_DEMO_DATA3).

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.

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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.

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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

Page Name	*Definition Name*	*Navigation*	*Usage*
Direct Loan Cash Transactions	LN_DL_CASH_DTL	Financial Aid, Loans, DL School Account Summary, Manage DL Cash Transactions, Direct Loan Cash Transactions	Enter your institutional data for cash transactions, including information about your cash receipts from GAPS and your excess cash returned to GAPS.

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Entering Institutional Data for Cash Transactions

Access the Direct Loan Cash Transactions page (Financial Aid, Loans, DL School Account Summary, Manage DL Cash Transactions, Direct Loan 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.

Direct Loan Cash Transactions

Institution: PSUNV **Aid Year:** 2015 **School Code:** G0135

	*Transaction Date	*TransactionType	Check Number	*Transaction Amount	GAPS Control Number	Tracking Number
1	01/02/2014	Cash Receipt		$250,912	2005061278000	
2	01/07/2014	Cash Receipt		$240,705	2005061278006	
3	01/14/2014	Cash Receipt		$-231,200	2005061278013	
4	01/15/2014	Cash Receipt	000000000342	$4,560	2004012312345	
5	01/15/2014	Return of Excess Cash		$239,985	2005061278018	R1401154363
6	01/18/2014	Return of Excess Cash	000000001234	$249,258		R1401184364
7	01/21/2014	Cash Receipt		$-274,167		
8	01/22/2014	Cash Receipt		$23,314	2005061278036	
9	01/25/2014	Cash Receipt		$227,899	2005061278999	
10	01/26/2014	Cash Receipt		$265,096	2005061278048	
11	02/02/2014	Cash Receipt		$8,009	2007770010000	
12	02/07/2014	Cash Receipt		$-39,482	2007770010005	
13	02/15/2014	Return of Excess Cash		$555	2007770010007	R1402154365

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.

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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

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

Page Name	*Definition Name*	*Navigation*	*Usage*
FA Inbound	RUNCTL_FA_INBOUND	Financial Aid, File Management, Import Federal Data Files, FA Inbound	Load external financial aid electronic commerce files.

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.

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- 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 Educations's *COD Technical Reference.*

Pages Used to View Data Import Information

Page Name	***Definition Name***	***Navigation***	***Usage***
Batch Header	DL_HDR_DLSAS_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Batch Header	View header information from the SAS file.
DLSAS On Demand (Direct Loan Student Account Statement on Demand)	DL_DLSAS_DEMAND_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, DLSAS On Demand	View Direct Loan Student Account Statement Disbursement Detail On Demand disbursement, amount, and total information.
Cash Summary	DL_DLSAS_CSHSUM_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Cash Summary	View cash summary information from Sections I and II (Fixed Length)—Year-To-Date and Monthly Cash Summary (Record Type "T") of the SAS file.
Disbursement Summary	DL_DLSAS_DISSUM_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Disbursement Summary	View disbursement summary information from Sections III and IV (Fixed Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") of the SAS file.
Cash Detail	DL_DLSAS_CSHDTL_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Cash Detail	View cash detail information from Section V (Fixed Length)—Cash Detail (Record Type "C") of the SAS file.
Loan Level Detail	DL_DLSAS_LNLVL_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Loan Level Detail	View loan level detail information from Section VI (Fixed Length)—Loan Detail, Loan Level (Record Type "L") of the SAS file.

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Page Name	Definition Name	Navigation	Usage
Disbursement Activity	DL_DLSAS_LNDAL_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Disbursement Activity	View disbursement activity information from Section VII (Fixed Length)—Loan Detail, Disbursement Activity Level (Record Type "D") of the SAS file.
Batch Trailer	DL_TRL_DLSAS_nn	Financial Aid, Loans, DL School Account Summary, DLSAS Import 20nn-20nn, Batch Trailer	View trailer information from the SAS file.

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

Page Name	Definition Name	Navigation	Usage
DL School Account Statement	RUNCTL_DLSAS	Financial Aid, Loans, DL School Account Statement, Generate DLSAS Report, DL School Account Statement	Generate the DL School Account Statement Report. This report prints the data in the DLSAS flat file from the EDI Manager staging tables.
DL Reconciliation Report	RUNCTL_DL_RECON	Financial Aid, Loans, DL School Account Statement, Generate Reconciliation Report, DL Reconciliation Report	Generate the DL Reconciliation Report, which compares cash detail, loan detail, and disbursement activity with institutionally-entered information in the database.

Generating the DL School Account Statement Report

Access the DL School Account Statement page (Financial Aid, Loans, DL School Account Statement, Generate DLSAS Report, DL School Account Statement).

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.

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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

Access the DL Reconciliation Report page (Financial Aid, Loans, DL School Account Statement, Generate Reconciliation Report, 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.

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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.

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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:

Field	***Row 1***	***Row 2***	***Row 3***	***Row 4***
EmplID	From system data.			
Student Name	From system loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)		
Loan ID	From system loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record		
Disbursement Number			From system disbursement transaction data.	From COD disbursement transaction data.

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Field	*Row 1*	*Row 2*	*Row 3*	*Row 4*
Disbursement Sequence Number			From system disbursement transaction data.	From COD disbursement transaction data.
Transaction Type			From system disbursement transaction data.	From COD disbursement transaction data.
Disbursement Date			From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Gross Amount	From system loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Loan Fee Amount	From system loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Interest Rebate Amount	From system loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Net Amount	From system loan data.	From COD loan data (pulled from the Total fields provided on the disbursement detail record)	From system disbursement transaction data.	From COD disbursement transaction data.
Disbursement Actual Net Adjustment Amount			From system disbursement transaction data	From COD disbursement transaction data.
Transaction Date			From system disbursement transaction data.	From COD disbursement transaction data.

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:

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Field	*Row 1*	*Row 2*	*Row 3*	*Row 4*
EmplID	From system loan data.			
Student Name	From system loan data.	From COD loan data (pulled from loan level summary record		
Loan ID	From system loan data.	From COD loan data (pulled from loan level summary record		
Disbursement Number			From system disbursement transaction data.	From COD disbursement transaction data.
Disbursement Sequence Number			From system disbursement transaction data.	From COD disbursement transaction data.
Transaction Type			From system disbursement transaction data.	From COD disbursement transaction data.
Disbursement Date			From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Gross Amount	From system loan data.	From COD loan data (pulled from loan level summary record)	From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Loan Fee Amount	From system loan data.	From COD loan data (pulled from loan level summary record)	From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Interest Rebate Amount	From system loan data.	From COD loan data (pulled from loan level summary record)	From system disbursement transaction data.	From COD disbursement transaction data.
Loan/Disbursement Actual Net Amount	From system loan data.	From COD loan data (pulled from loan level summary record)	From system disbursement transaction data.	From COD disbursement transaction data.
Disbursement Actual Net Adjustment Amount			From system disbursement transaction data.	From COD disbursement transaction data.
Transaction Date			From system disbursement transaction data.	From COD disbursement transaction data.

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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:

Field	*Row 1*	*Row 2*
EmplID	From system loan data.	
Student Name	From system loan data.	From COD loan data.
Disbursement Number		
Disbursement Sequence Number		
Transaction Type		
Disbursement Date		
Loan/Disbursement Actual Gross Amount	From system loan data.	From COD loan data.
Loan/Disbursement Actual Loan Fee Amount	From system loan data.	From COD loan data.
Loan/Disbursement Actual Interest Rebate Amount	From system loan data.	From COD loan data.
Loan/Disbursement Actual Net Amount	From system loan data.	From COD loan data.
Disbursement Actual Net Adjustment Amount		
Transaction Date		

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.

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Pages Used to Run Direct Lending Reports

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

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Page Name	Definition Name	Navigation	Usage
		navigation paths in addition to the paths listed above.	
DL Booking Status Report	RUN_CNTL_FADLBOOK	Financial Aid, Loans, Direct Lending Reconciliation, Booking Status Report, DL Booking Status Report	Generate the Direct Lending Originations Booking report (FADLBOOK).

Using the Generic Run Control Page for Direct Lending Reports

Access the Financial Aid Reports page (Financial Aid, Loans, Direct Lending Reconciliation, Disbursement Errors Report, Financial Aid Reports).

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

Generating the Direct Lending Loan Booking Status Report

Access the DL Booking Status Report page (Financial Aid, Loans, Direct Lending Reconciliation, Booking Status Report, DL 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

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