Session #FS3

Common Origination and Disbursement (COD) System Hands-On

Jennifer Pattison
U.S. Department of Education
2019 FSA Foreign Schools Training
Common Origination and Disbursement (COD)

- Person menu searches
  - Master Promissory Note (MPN), Counseling, and PLUS application
  - Individual person search data
- School data
  - Funding and close out
- Batch menu
  - Anticipated disbursement queue
  - Batch and edit rejects
- Reports
Person Menu

Searching for Multiple results
- Counseling
- MPNs
- PLUS applications

Searching for Single results
- Person
- Credit check
- Applicant search
- Servicer
- Default
Counseling Search

- Search by Social Security Number (SSN) (up to 10)
- Search by School Date Range (up to 7 days), and by Counseling type or all types
- Export search results into .CSV format
Promissory Note (MPN)/Agreement to Serve (ATS)

- Search by SSN
- MPN or ATS ID
- School Date Range (up to 90 days)
- Export search results into .CSV format

Note: MPN Expiration Date is the 10-year expiration date. This may not be applicable to your school if you use the Single Year MPN.
PLUS Application

- Search by PLUS APP ID
- Student or Parent SSN/Name
- School Date Range (up to 7 days)
- Export search results into .CSV format
Searching for Individual Records

• Applicant Data
• Award Information
• Credit
• Servicer
• Default Status
Applicant Search-Institutional Student Information Record (ISIR) Data
Person Information

Person Search

Use this screen to search for individuals. The information consists of student and borrower demographics along with details about the awards they hold. Please enter a Social Security Number or Name.

- Please enter full SSN for SSN search. (No dashes)
- You may enter up to nine characters of the last name and up to five characters of the first name.
- If you enter a partial name the search may take longer to display the results.
- If you enter a valid SSN, the Person Detail page will appear allowing you to view information an individual and their associated awards.
- If you enter a valid name, the Person Detail page will appear allowing you to view information about the person and their associated awards.
Person: All Awards

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Award</th>
<th>Total Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell</td>
<td>$5,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TEACH</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Direct Loan</td>
<td>$12,500.00</td>
<td>$3,734.00</td>
</tr>
<tr>
<td>SUBSIDIZED</td>
<td>$5,500.00</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>UNSUBSIDIZED</td>
<td>$7,000.00</td>
<td>$2,334.00</td>
</tr>
<tr>
<td>PLUS</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$17,500.00</td>
<td>$3,734.00</td>
</tr>
</tbody>
</table>
Person: Direct Loan Information

Person Search
- Person Info
  - Detail
  - All Awards
  - Direct Loan
  - Pell
  - Promissory Notes
  - Counseling
  - Credit Check
  - Events
  - Correspondence
  - Disclosure Statements
  - Memo
  - Additional Eligibility
  - Borrower-Servicer
  - Relationship
  - Default Search

Person Direct Loan Information

<table>
<thead>
<tr>
<th>Sum Actual Subsidized Usage Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate: 1.0</td>
</tr>
<tr>
<td>Non-Credential Teacher Certification: 0.0</td>
</tr>
</tbody>
</table>

- View Undergraduate Usage History
- View Teacher Certification Usage History
- View Borrower Outstanding Balance Period

Award Year: 19-20

Loan Summary

<table>
<thead>
<tr>
<th>Attending School</th>
<th>Person Type</th>
<th>Award ID</th>
<th>Award Amount Approved</th>
<th>Award Amount Disbursed</th>
<th>Grade Level</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year '19-20</td>
<td>Student</td>
<td>20G03090001</td>
<td>$3,184.00</td>
<td>$1,592.00</td>
<td>2</td>
<td>DLSL</td>
</tr>
</tbody>
</table>

Total for Grade Level 2:
- $3,184.00
- $1,592.00

Total for '19-20:
- $3,184.00
- $1,592.00
Direct Loan: Award Detail

[Image of Direct Loan Award Information with details such as Award ID, Award Amount Approved, Award Amount Disbursed, Award Start Date, Grade Level, etc., listed in a table format.]

Federal Student Aid
An Office of the U.S. Department of Education
Proud Sponsor of the American Mind.
Disbursement Data
Credit Check

Credit Check Information

Borrower Information
- SSN: ********
- Name: Jane Doe
- Date of Birth: 10/18/1965
- Request Date: 08/31/2017
- Original Decision: Accepted
- Decision Date: 08/31/2017
- PLUS Loan Reconsideration: N
- Flag

Credit Check Request

Please refer to the Fair Credit Reporting Act before you perform a credit check on an applicant. Please make sure you have authorization to perform a credit check by instructing the applicant to complete and sign the Credit Record Authorization Form and following the credit check policies and procedures.

NOTE: If a borrower has placed a security freeze on their credit file, they must lift or remove the freeze at each credit bureau before you can complete a credit check or process a Direct PLUS Loan.
<table>
<thead>
<tr>
<th>Award ID</th>
<th>Attending School</th>
<th>Servicer Name</th>
<th>Servicer ID</th>
<th>Booked Date</th>
<th>Initial Servicer Relationship Established Date</th>
<th>Previous Servicer Name</th>
<th>Loan Transfer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9P18GZ2005001</td>
<td>MIDDLESEX UNIVERSITY</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>09/26/2016</td>
<td>09/26/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9P18GZ20195001</td>
<td>UNIVERSITY OF WESTMINSTER</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>09/18/2017</td>
<td>09/18/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9S11E00554001</td>
<td>ANTIPOC UNIVERSITY - LOS ANGELES</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>01/06/2011</td>
<td>01/06/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9S12E00554001</td>
<td>ANTIPOC UNIVERSITY - LOS ANGELES</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>07/12/2011</td>
<td>07/12/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9U11E00554001</td>
<td>ANTIPOC UNIVERSITY - LOS ANGELES</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>01/06/2011</td>
<td>01/06/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9U12E00554001</td>
<td>ANTIPOC UNIVERSITY - LOS ANGELES</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>07/12/2011</td>
<td>07/12/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9U12E00554002</td>
<td>ANTIPOC UNIVERSITY - LOS ANGELES</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>04/03/2012</td>
<td>04/03/2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9U17GZ2005001</td>
<td>MIDDLESEX UNIVERSITY</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>09/26/2016</td>
<td>09/26/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9U18GZ20195001</td>
<td>UNIVERSITY OF WESTMINSTER</td>
<td>DEPT OF ED NAVIENT</td>
<td>700578</td>
<td>09/18/2017</td>
<td>09/18/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Awards
- Attending School
- Servicer Name
- Booked Date
- Date Relationship Established
Default Status

- Search by SSN, Last Name, and Date of Birth
- Results returned by exact match
Practice Time

• Log into COD
• Search for either your school’s Promissory Notes, Counseling, or PLUS Applications
• Using one of your student's SSN’s search for that Person. Look at the information specific to them
• Search for a student's loan with an actual disbursement date
Forgot your token?

To obtain a temporary passcode, please select a delivery method below.

- Send a temporary passcode via SMS
- Generate a temporary passcode

Answer Challenge Question

To obtain a temporary one-time passcode, please answer the following challenge question and click "Continue".
School Menu

- School Summary
- Options
- Funding Information
- Balance Confirmation
- Reopen/Extended Processing
School Menu: Options
School Menu: Funding Information
Balance Confirmation & Reopen/Extended Processing
Practice Time

• Log into COD
• Search for your school
• Locate your Options for Direct Loans
• Locate your schools Cash > Net Accepted and Posted Disbursements and determine if you need to send actual disbursement records to COD
Batch Menu

Search for:
- Batches for your School
- Anticipated Disbursement Queue
- Report Requests
Batch Search

- Individual Search buttons
  - Search by School/Date Range
  - Document ID
  - SSN
- Select all or multiple years in both date range and SSN
<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BN</td>
<td>Booking Notification</td>
</tr>
<tr>
<td>CO</td>
<td>Credit Decision Override</td>
</tr>
<tr>
<td>CS</td>
<td>Credit Status</td>
</tr>
<tr>
<td>EC</td>
<td>Direct Loan Counseling</td>
</tr>
<tr>
<td>ND</td>
<td>Negative Disbursement</td>
</tr>
<tr>
<td>OF</td>
<td>Origination Fee and Interest Rebate Percentage</td>
</tr>
<tr>
<td>PN</td>
<td>Promissory Note</td>
</tr>
<tr>
<td>PS</td>
<td>Payment to Servicing</td>
</tr>
<tr>
<td>RS</td>
<td>Common Record</td>
</tr>
<tr>
<td>SP</td>
<td>PLUS Application Acknowledgement</td>
</tr>
<tr>
<td>SU</td>
<td>Subsidized Usage</td>
</tr>
<tr>
<td>WB</td>
<td>Web Initiated batch</td>
</tr>
</tbody>
</table>

**Accepted and rejected broken out by Student, Award, and Disbursement**
Batch Detail

- School Name
- Schema Version
- Filter by Program Type
- Total Awards and dollar amount
- Total Disbursements and dollar amount
- Total Rejects and dollar amount
- Total Duplicates and dollar amount
• 66 disbursement records in this batch rejected for edit 996

• $116,900.00 worth of disbursements
Lots of Filtering Capability

Ability to filter by:
- SSN
- Name
- Status
- Award Type
- Disbursements Release Indicator (DRI)
- Edit Code
Record Errors and Details

Click on “Edit Details”

Click on “Rejected”

Edit Details

Edit Number 117
Edit Description
Disbursement information is incomplete or rejected, DL award is not accepted

CLOSE WINDOW

Award Error

Field: FinancialAwardAmount
Edit number: 117
Description: DISBURSEMENT INFORMATION IS INCOMPLETE OR REJECTED, DL AWARD IS NOT ACCEPTED
Edit status: Rejected
Field value: 7000.00

UPDATE RECORD | VIEW RECORD | VIEW RESPONSE
Help Main

Click on one of the links below for aid or information regarding the system.

- Site Usage Help
- Glossary
- Department of Education Links
- Edit/Comment Codes '19-'20
- Edit/Comment Codes '18-'19
- Edit/Comment Codes '17-'18
- Edit/Comment Codes '16-'17
- Edit/Comment Codes '15-'16
- Edit/Comment Codes '14-'15
- Edit/Comment Codes '13-'14
- Edit/Comment Codes '12-'13
- Edit/Comment Codes '11-'12
- Edit/Comment Codes '10-'11
- Edit/Comment Codes '09-'10
- Edit/Comment Codes '08-'09
- Ability to Benefit
- Valid Completion Dates
- Privacy Notice

Information about browsers that are supported by this website and how to use the site not frequently used terms related to the origination and disbursement processes.

Other sites related to the Department of Education.

Edit / Comment Codes Award Year '19-'20
Edit / Comment Codes Award Year '18-'19
Edit / Comment Codes Award Year '17-'18
Edit / Comment Codes Award Year '16-'17
Edit / Comment Codes Award Year '15-'16
Edit / Comment Codes Award Year '14-'15
Edit / Comment Codes Award Year '13-'14
Edit / Comment Codes Award Year '12-'13
Edit / Comment Codes Award Year '11-'12
Edit / Comment Codes Award Year '10-'11
Edit / Comment Codes Award Year '09-'10
Edit / Comment Codes Award Year '08-'09

A list of the approved Ability to Benefit (ATB) tests and states and the completion dates for which they are valid.

The privacy policy of this web site.

Edit and Comment Codes '19-'20

- Award Edits
- Award Information Edits
- Disbursement Information Edits
- Document Information Edits
- Entity Information Edits
- General Edits
- Person Edits
- Grant Data Requests Edits

Sep 09 2019 12:03 EDT

AWARD EDITS '19-'20

<table>
<thead>
<tr>
<th>CR</th>
<th>Edit Type/Error Code</th>
<th>CR Message</th>
<th>Program</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>R 117</td>
<td>Disbursement information is incomplete or rejected. Direct Loan award is not accepted.</td>
<td>Direct Loan</td>
<td>Direct Loan</td>
<td></td>
</tr>
</tbody>
</table>

Initial Direct Loan award is submitted and ANY of the following is true:
- Sum of disbursements (Disbursement Release Indicator = false and/or true) does not equal award amount
- one or more of the disbursements rejects
- School is not eligible for a single disbursement and submits a single disbursement
- School is eligible for a single disbursement and submits a single disbursement not equal to the award amount
- If the sum of the disbursements is equal to the award amount check to see if one or more of the disbursements rejected.

NOTE: Applicable for Award Year 2004-2005 and forward only.

Review the sum of disbursement amounts. Confirm that sum of disbursement amounts are equal to award amount. Update and resubmit award.
Practice Time

- Go to the Batch Menu and conduct a Date Range search for your school’s batches
- Find a batch with rejected data and filter by Edit Type and/or Actual (true) Disbursements
- What is the dollar amount of the rejects and name one edit and description you found
- If you have no rejected data in any batches, then identify the number of records in the batch and the actual disbursements dollar amount
Anticipated Disbursement Queue

Search by:
- Entity ID
- Award Year
- Program Type
- Award Year
- Disbursement Date Range
- Disbursement Status
  - All, pending or active
- Disbursement Amount
  - >$0
  - =$0
  - All disbursement amounts
Anticipated Disbursement Queue

Two primary uses

1. Conduct a search for past dated records which should have been reduced to $0 or were reduced to $0 and should not have been

2. Conduct a future dated search to select records to submit as actual disbursements
Select Up to 100 Records to Batch

Showing 1 out of 6 record(s).
Only 100 disbursements may be selected and submitted in a batch. If you need to submit more than 100 disbursements, please submit multiple batches.

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>SSN</th>
<th>Award ID</th>
<th>School Enroll. Code</th>
<th>Pgm</th>
<th>Awd. Year</th>
<th>Distb. Number</th>
<th>Distb. Amount</th>
<th>Distb. Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>S18G01003001</td>
<td>001003000 DLS</td>
<td>'17-'18</td>
<td>2</td>
<td>$2,029.00</td>
<td>07/12/2017</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S18G01003001</td>
<td>001003000 DLS</td>
<td>'17-'18</td>
<td>3</td>
<td>$2,029.00</td>
<td>10/12/2017</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>U18G01003001</td>
<td>001003000 DLU</td>
<td>'17-'18</td>
<td>2</td>
<td>$2,309.00</td>
<td>07/12/2017</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>U18G01003001</td>
<td>001003000 DLU</td>
<td>'17-'18</td>
<td>3</td>
<td>$2,309.00</td>
<td>10/12/2017</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>001003000 PEL</td>
<td>'17-'18</td>
<td>1</td>
<td>$2,500.00</td>
<td>06/11/2017</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>001003000 PEL</td>
<td>'17-'18</td>
<td>2</td>
<td>$2,500.00</td>
<td>10/11/2017</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>
Select Records to Submit

Showing 1 out of 6 records.
Only 100 disbursements may be selected and submitted in a batch. If you need to submit more than 100 disbursements, please submit multiple batches.

Total Number of Records Selected: 3
Total Selected Disbursement Amount: $6,838.00

Anticipated Disbursement Queue Confirmation

Please review your selected disbursements below and click the ‘Submit’ button to submit the disbursements. If you would like to edit the disbursement list, use the ‘Return to Disbursement List’ button to return to the search page.

Total Number of Records Selected: 3
Total Selected Disbursement Amount: $6,838.00
Voila! A Batch!

- Batch ID
- Rejects and Warnings
- Total Disbursement Amount
Practice Time

- Go to the Batch Menu and select Anticipated Disbursement Queue
- Search for past dated disbursements
  - Award Year 2019-20 by Program and through December 2019
- Note how many were reduced to $0 or should have been disbursed/reduced to $0
- Create a batch of records within seven days of today’s date
  - Go up to the step where you are ready to submit and then return to disbursement list. What was the dollar amount of your batch?
COD Reporting Portal

COD Reports
To access reports including the Experimental Sites Initiative report, select the following link. Selecting the link will open a separate browser window. You will be automatically logged into the COD Reports with the username you provided to the COD Website. Pop-Up blockers may prevent the window from opening, please be sure to turn off all Pop-Up blockers. If you are not automatically logged into COD Reports website, please contact the COD Customer Service Call Center.

https://analytics.cod.ed.gov/ibmcognos/

Please click here to log in to the Reporting Site
Welcome to COD Reporting Portal
School Report Search
Report Availability on the Report Portal

Direct Loan Reports
• Direct Loan Actual Disbursement List
• Direct Loan Completed MPN Report
• Direct Loan Completed PLUS Application Report
• Direct Loan Counseling Report
• Direct Loan Pending Disbursement List
• Direct Subsidized Usage Change Report
• Discrepant Loan Data
• Duplicate Student Borrower Report
• MPN Status Report
• Weekly Credit Status

All Programs
• COD School Monitoring Report
School Report Search, Filtering, and Results

### Search Filters

![Search Filters]

### Search Results

![Search Results]
Navigating Back Home
Practice Time

- Go to the Services Menu
- Use the School Report Search
- Find a Direct Loan Actual Disbursement Report
- Find your MPN Status Report
Additional Resources

Federal Student Aid E-Training, formerly "COD Computer Based Training (CBT)".

- Login to the E-training website at https://fsatraining.info/login
- Navigate to the Main Menu bar. Select “Systems Training” > COD Training > then select the Getting Started with COD Program Icon

COD Technical Reference on Information for Financial Aid Professionals (IFAP)

- https://ifap.ed.gov/ifap/byAwardYear.jsp?type=codtechref&display=single
Questions and Answers

Jennifer.Pattison@ed.gov
codsupport@ed.gov