Appendix

Reports

The following pages describe reports available to users of EDExpress. These reports include:

⇒ Direct Loan School Account Statement (DLSAS)

⇒ Data Matching Exception Report for Booked Loans

⇒ Data Matching Exception Report for Unbooked Loans

⇒ Duplicate Student Borrower Report

⇒ LOC 30-Day Warning Report

⇒ Inactive Loan Report

⇒ SSN/Name/Date of Birth Change Report

⇒ Loan Origination Add Edit Report

⇒ Loan Origination Change Edit Report

⇒ Stafford Promissory Note

⇒ Stafford Promissory Note Shipping Manifest

⇒ PLUS Promissory Note/Application

⇒ PLUS Promissory Note/Application Shipping Manifest

⇒ Measurement Tools Reports

- Booked Status Measurement Report
- Origination Change Measurement Report
- Promissory Note Measurement Report
- Batch Regenerate Measurement Report
- Loan Origination Measurement Report
- Direct Loan Volume Measurement Report
- Batch Activity Measurement Report
- Promissory Note Volume Measurement Report
- Disbursement Measurement Report
- Acknowledgment Update Fields
- Access Database Tables and Field Names
- Predefined Queries
- Inactive Loan Report
- SSN/Name/Birthdate Change Report
- Receiving the Delinquent Borrower Report

Example- Cash Summary

```
Report Date: 99/99/9999        U.S. Department of Education            Page: 99
Report Time: 99:99:99        1999-2000 Federal Direct Loan Program
                             Direct Loan School Account Statement
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
********************************************************************************
Batch ID:                  #X9X999999999999999999
LOC Process Date:  99/99/9999

School Code:       G99999
Month End:         99/99/9999


CASH SUMMARY


Beginning Balance:                                    $99,999,999,999
     Cash Receipts:                  $99,999,999,999
     Excess Cash Returned:           $(9,999,999,999)
Total Net Cash Receipts                                    $99,999,999,999

     Net Booked Disb. Actual      $99,999,999,999
     Net Booked Disb. Adjustments $99,999,999,999
Total Net Booked Loan Detail                       $99,999,999,999

Ending Cash Balance:                               $99,999,999,999

----------------------------------------------------------------------

     Net Unbooked Disb. Actual      $99,999,999,999
     Net Unbooked Disb. Adjustments $99,999,999,999
Total Net Unbooked Loan Detail                     $99,999,999,999


Adjusted Ending Cash Balance:                      $99,999,999,999


                              ******


The LOC's Ending Cash Balance represents the Department's official cash balance for your
school at the end of the current month. This ending cash balance from the LOC's records will
be used by the Department to monitor the cash activity and balances at your school.   If your
records do not agree, please notify your Customer Service Representative  IMMEDIATELY.

                              ******
```

Example- Cash Detail

```
Report Date: 04/17/1999    U.S. DEPARTMENT OF EDUCATION              Page:  2
Report Time: 09:25:07      1999-2000 Federal Direct Loan Program
                           Direct Loan School Account Statement
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
BATCH ID:        ASG01890122397901456187
LOC Process Date: 12/23/1998

School Code:  G01890
Month End:    12/23/1998


CASH DETAIL RECORDS FOR THIS MONTH

TRANS TYPE        DATE       AMOUNT     GAPS CONTROL #      CHECK #
-----------    ----------  ---------   ----------------    -------
Cash Receipt   01/01/1999  $     1     XXXXXXXXXXXXX       XXXXXXX




                    ******
```

Example- Loan Detail

```
Report Date: 04/17/1999     U.S. DEPARTMENT OF EDUCATION         Page:  3
Report Time: 09:25:09    1999-2000 Federal Direct Loan Program
                          Direct Loan School Account Statement
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************
BATCH ID:        ASG01890122397901456153
LOC Process Date: 12/23/1998

School Code:  G01890
Month End:    12/23/1998


LOAN DETAIL RECORDS

BORROWER'S NAME              DISB#/TYPE    LOC         STATUS     DISB.BOOKED
LOAN ID                      SEQ#/ DATE    AMOUNT                 DATE
--------------------         ---------------  -----------  ----------   ----------
MAGUIRE, JERRY                 1 D                         BOOKED     12/01/1999
0010100001U99G01890001       12/13/1999     $ 1312   GROSS
                                            $   40   FEE
                                            $ 1272   NET
                                            $        NET ADJUSTMENT



                   * ALL RECORDS BOOKED *
```

Duplicate Student Borrower Report

Message Class: ED0300OP

```
Report Date:  03/10/2000   U.S. Department of Education    Page:  1
Report Time:  18:31:25           Federal Direct Loan Program
      Duplicate Student Borrower Report for Direct Loan Year 1999-2000
                        Reporting Period:    02/30/2000


This Document Contains Sensitive Information Protected By the Privacy Act
School Code: G99999
School Name: Sample Institute
```

Borrower SS #　　　　Borrower Name					
Loan ID	Lower of Loan Approved/Loan Requested Amt	Total Actual Gross Dis	G R A D E	Loan Period	School Code
School Name	City	State	Zipcode	Telephone #	
Borrower Academic Year	Dependency	Additional Unsub. Eligibility: Dependent Student　　HEAL			

```
999-99-9999        Student Smith
999999999S00G99999001  $02625   $01313    01  09/10/1999-06/01/2000  G99999
Sample Institute        New City            VA  99999-0000       999-999-9999
09/10/1999-06/01/2000      D


999999999S00G88888001  $02625   $01312    01  09/06/1999-05/10/2000  G88888
Test College       College Station  CA  99999-0000     999-999-9999
09/06/1999-05/10/2000      D


999999999S00G77777001  $00500   $00000    01  01/02/2000-05/10/2000  G77777
Sample University        Town         IL  99999-0000      999-999-9999
01/02/2000-08/25/2000      D


888-88-8888       Student Jones
888888888U00G99999001  $03500   $03500    03  09/02/1999-12/15/1999  G99999
Sample Institute        New City            VA  99999-0000       999-999-9999
09/02/1999-05/20/2000      D


888888888U00G99999002  $04000   $04000    03  02/01/2000-06/30/2000  G99999
Sample Institute        New City            VA  99999-0000       999-999-9999
02/01/2000-08/28/2000         D                            Y
```

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

30-Day Warning Report

30 DAY WARNING REPORT
For Academic Year 1999-2000
FOR THE PERIOD ENDING 07/31/1999

SCHOOL NAME: LOS University   SCHOOL CODE: G99999
   ADDRESS: 4200 WILSON BOULEVARD, ARLINGTON, VA 22203

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORR NAME	DATE RCVD	DATA NEEDED: LOAN	PROM	DISB
S	123456789S99G99999001	DUCK, DONALD	07/09/98	OK	N	Y
S	234567891S99G99999001	BUNNY, BUGSY	06/17/98	OK	Y	Y
S	345678912S99G99999001	DUCK, DAFFY	07/28/98	OK	Y	Y
S	456789123S99G99999001	GOODE, JOHNNY B	07/03/98	OK	N	Y
S	789456123S99G99999001	COYOTE, WILEY	06/17/98	OK	N	Y

TOTAL NUMBER STAFFORD   5

U	123456789U99G99999001	DUCK, DONALD	07/09/99	OK	N	Y
U	234567891U99G99999001	BUNNY, BUGSY	07/28/99	OK	Y	Y
U	789456123U99G99999001	COYOTE, WILEY	06/17/99	OK	Y	Y

TOTAL NUMBER STAFFORD (UNS)   3

GRAND TOTAL   8

Promissory Notes Without Origination Records Section:

Loan ID	Batch ID	Date Received	Note Amount
312345678U99G99999001	96G9999970297701	07/02/98	$4,000

===

Inactive Loans Report

Message Class: ED0600OP

```
REPORT DATE: /MM/DD/YYYY   U.S. DEPARTMENT OF EDUCATION      PAGE: 0000
PROGRAM:  XXXXX            FEDERAL DIRECT LOAN PROGRAM
                             INACTIVE LOANS REPORT
                    FOR THE PERIOD 01/01/1999 - 01/31/1999

SCHOOL NAME: XYZ ACADEMY                       SCHOOL CODE: 000000
    ADDRESS: 123456 X-RAY TECHNICIAN BLVD, WINSTON-SALEM, NC 27403

LOAN                                                      INACTIVE
TYPE LOAN ID                 BORROWER NAME                DATE
-----------------------------------------------------------------------
 S   000000000S00X00000000 PAULSEN, PATRICK              01/03/1999
 S   000000000S00X00000000 COLLINS, MICHILLE             01/02/1999
 S   000000000S00X00000000 CARTWRIGHT, ROBERT            01/22/1999
 S   000000000S00X00000000 BASILE, LINDA                 01/28/1999

 TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD:    4
-----------------------------------------------------------------------

 U   000000000U00X00000000 MARSHALL, EDWARD              01/28/1999
 U   000000000U00X00000000 FORRESTER, SUSAN              01/02/1999

 TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD:    2
-----------------------------------------------------------------------

 P   000000000P00X00000000 PHILLIPS, JOAN                01/13/1999

 TOTAL NUMBER OF INACTIVE PLUS LOANS:    1
-----------------------------------------------------------------------

 GRAND TOTAL:     7
```

Social Security Number/Name/Date of Birth Change Report

Message Class: ED0700OP

```
Run Date: 09/05/1999    U.S. Department of Education     Page   1
Run Time: 05:46:14 PM   Federal Direct Loan Program

             Social Security Number/Name/Date of Birth Change Report
                   Reporting Period: Month Ending 08/30/1999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: GXXXXX    School Name: UNIVERSITY OF FINANCE
-----------------------------------------------------------------------------
Borrower Name                                    Borrower SS #
Loan ID               Field Name   Old Value     New Value
Loan Period           School Code  Change Date   Status  Ini.  Ini.
                                   accepted by           Loan  Code
                                      LOS
-----------------------------------------------------------------------------
School Name           City         State Zipcode  Telephone #
-----------------------------------------------------------------------------
MILLER, ANN                                       888-88-8888
999999999S00GXXXXX101  LST NAME     SMITH          MILLER
08/20/1999-05/30/2000  GXXXXX       08/24/1999     A       Y
UNIV OF FINANCE        CITY         MO    65211    999-999-9999

999999999U00GXXXXX101  BIRTH DT     01/12/1970     01/21/1970
08/20/1999-05/30/2000  GXXXXX       08/28/1999     A       Y
UNIV OF FINANCE        CITY         MO    65211    999-999-9999

999999999U00EXXXXX101  SSN          999-99-9999    888-88-8888
09/20/1999-06/30/2000  EXXXXX       08/04/1999     A       N
UNIVERSITY             NEWTOWN      MO    63121    888-888-8888

TUSKFB, JOAN                                      222-22-2222
222222222S00GXXXXX101  FST NAME     JO-ANN         JOAN
08/20/1999-05/30/2000  GXXXXX       08/07/1999     A       Y
UNIV OF FINANCE        CITY         MO    65211    999-999-9999

222222222U00GAAAAA101  SSN          222222222      122222222
09/10/1999-04/15/2000  GAAAAA       08/18/1999     R       N      **
XYZ ACADEMY            SALT WATER   MD    99999    777-777-7777


This report lists SSN/Name/Date of Birth changes for a student with loans
from schools.  The list also indicates SSN changes rejected by CDS.  This
report assists schools in identifying when demographic data changes for
a student.

** Servicer has notified the LOC of a different Social Security Number for this borrower.  The
LOC recommends that the school sends a Change record to the LOC to update the borrower's Social
Security Number.
```

```
Loan Origination Add Edit Report
```

U.S. DEPARTMENT OF EDUCATION
Direct Loan Record Add
Volume Oriented Batch Entry
Edit Report
#XX99999999999999999999

****

Student SSN Student Name
Field Name   Data in Question
Error Message

_____

999-99-9999 XXXXXXXXXXXXXXXX, XXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

999-99-9999 XXXXXXXXXXXXXXXX, XXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

999-99-9999 XXXXXXXXXXXXXXXX, XXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

999-99-9999 XXXXXXXXXXXXXXXX, XXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Total Stafford Subs Accepted: 999999999
Total Stafford Unsubs Accepted: 999999999
Total PLUS Accepted: 999999999
Total Accepted: 999999999
Total Records in Batch: 999999999

Total Records in Error: 999999999
Total Records Warned: 999999999
Total Records Skipped: 999999999
Total Base Records Accepted: 999999999

*** YOU MUST RESUBMIT ALL REJECTED RECORDS ***
or
*** ALL RECORDS SUCCESSFULLY PASSED EDIT ***
or
*** PLEASE REVIEW SKIPPED RECORDS AND REIMPORT IF NECESSARY ***

Loan Origination Change Edit Report

U.S. DEPARTMENT OF EDUCATION
Direct Loan Record External Change Import
Volume Oriented Batch Entry
Edit Report
#XX99999999999999999999

****

Loan ID
Student SSN Student Name
Field Name   Data in Question
Error Message

999999999X00X99999999
999999999 XXXXXXXXXXXXXXX, XXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

999999999P00G30908001
999999999 MATHERS, JERRY T

THE CHANGES WERE ALREADY APPLIED TO THIS RECORD.

111111111S00G30908001
???????? ???????????????, ???????? ?

LOAN ID NOT FOUND

Total Stafford Subs Changed:	99999999
Total Stafford Unsubs Changed:	99999999
Total PLUS Changed:	99999999
Total Changed:	99999999
Total Records in Batch:	99999999
Total Records in Error:	99999999
Total Records Warned:	99999999

*** YOU MUST RESUBMIT ALL REJECTED RECORDS ***
or
*** ALL RECORDS SUCCESSFULLY PASSED EDIT ***
or
*** PLEASE REVIEW SKIPPED RECORDS AND REIMPORT IF NECESSARY ***

```
                  Sample Promissory Note Shipping Manifest (Stafford/PLUS)

Report Date: 99/99/9999      U.S. DEPARTMENT OF EDUCATION     Page:  99
Report Time: 99:99:99            Federal Direct Loan Program
                             Promissory Note Shipping Manifest

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************

PROMISSORY NOTE SHIPPING BATCH NUMBER:  #AX99999999999999999999

BORROWER'S NAME                       LOAN ID              PROM
STUDENT'S NAME                                            NOTE
STUDENT'S CURRENT SSN                                     SEQ#
----------------------------          --------------------    ----

XXXXXXXXXXXXXXX, XXXXXXXXX X          999999999X99999999999     99
XXXXXXXXXXXXXXX, XXXXXXXXX X
999999999

ABCDEFGHIJKLMNOP, QRSTUVWXY Z         999999999X99999999999     99
XXXXXXXXXXXXXXX, XXXXXXXXX X
999999999

BCDEFGHIJKLMNOPQ, RSTUVWXYZ A         999999999X99999999999     99
XXXXXXXXXXXXXXX, XXXXXXXXX X
999999999

NUMBER OF LOANS FOR SHIPPING          99999
NUMBER OF NOTES FOR SHIPPING          99999
```

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for
enrollment on at least a half-time basis and is making satisfactory progress in a program
that is eligible for the loan type(s) awarded. I certify that each student is an eligible
borrower in accordance with the Act. I further certify that each borrower's eligibility for a
Pell Grant has been determined, that each borrower is not incarcerated, and that each
borrower has been determined eligible for loan(s) in the amount(s) certified. I further
certify that the disbursement schedules comply with the requirements of the Act and hereby
authorize the Department of Education to adjust disbursement dates if necessary to ensure
compliance with the Act. I further certify that, based on records available and due inquiry,
each borrower has met the requirements of the Selective Service Act, that each borrower is
not liable for an overpayment of any Federal grant made under the Act, and that the
information provided in the Borrower and the School sections of the promissory
notes/disclosures (including information supplied in electronic format) is true, complete and
accurate to the best of my knowledge and belief.

```
SCHOOL CODE:  X99999  NAME:      XXXXXXXXXTXXXXXXXXXTXXXXXXXXXTXXXXX

SIGNATURE:_____

FAA NAME:   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Sample Promissory Note Shipping Manifest (PLUS)

        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****

PROMISSORY NOTE SHIPPING BATCH NUMBER: #AX99999999999999

BORROWER'S NAME   LOAN ID
STUDENT'S NAME
STUDENT'S CURRENT SSN
----------------------------   --------------------

XXXXXXXXXXXXXXXX, XXXXXXXXX X   999999999X99999999999
XXXXXXXXXXXXXXXX, XXXXXXXXX X
999999999

ABCDEFGHIJKLMNOP, QRSTUVWXY Z   999999999X99999999999
XXXXXXXXXXXXXXXX, XXXXXXXXX X
999999999

BCDEFGHIJKLMNOPQ, RSTUVWXYZ A   999999999X99999999999
XXXXXXXXXXXXXXXX, XXXXXXXXX X
999999999

NUMBER OF NOTES FOR SHIPPING   _____

I hereby certify that each student named on the enclosed
applications/promissory notes is accepted for enrollment on at least a half-
time basis and is making satisfactory progress in a program that is eligible
for the loan type certified. I certify that each borrower is an eligible
borrower in accordance with the Act and has been determined eligible for a
loan in the amount certified. I further certify that the disbursement
schedules comply with the requirements of the Act and hereby authorize the Department of
Education to adjust disbursement dates if necessary to ensure compliance with the Act. I
further certify that, based on records available
and due inquiry, each student has met the requirements of the Selective
Service Act, that each student is not liable for an overpayment of any
Federal grant made under the Act, and that the information provided in the Borrower, Student
and School sections of the applications/promissory notes (including information supplied in
electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: X99999 NAME: XXXXXXXXXTXXXXXXXXXTXXXXXXXXXTXXXXX

SIGNATURE:_____

FAA NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(The Prom Note will be inserted here at a later date)

(The Prom Note will be inserted here at a later date)

(The Prom Note will be inserted here at a later date)

(The deferment form will be inserted at a later date)

Measurement Tools Reports

The following pages describe reports available to users of EDExpress to assist in managing the Direct Loan process at their institutions. You may want to develop similar reports to gather data from your custom system. The data tables show the field labels and valid field contents from EDExpress. However, you may create similar reports using your own field labels and contents, using the tables as a guide.

Booked Status Measurement Report

Description

This report will provide a review of booked and unbooked records on the database up to a given end date in separate sections. The report will be used to compare Direct Loan data to LOC data received in the Direct Loan School Account Statement.

Analysis Tips

This report is a valuable tool for identifying and resolving booking problems. For example, this report lists all loans with all three status flags not equal to A (Accepted). This may indicate the export batches were created, but not sent to the LOC, or acknowledgment batches were not imported when received back from LOC. On another level, this report may help you analyze the bottlenecks in processing if the report indicates a high percentage of status codes of B (Batched) or E (Rejected). A promissory note with an E (Rejected) status could indicate the Borrower changed the promissory note without initialing the change, some information was missing, or the promissory note was not signed.

Report Headings and Data Descriptions

Booked Status Measurement Report

Heading	Description
Borrower's Name	The loans are identified and can be sorted by the borrower's name
Student's Name	The loans are identified and can be sorted by the student's name If the loan is a Stafford Subsidized or Unsubsidized this will be blank.
Loan ID	Identifies the loan record. The report can be sorted by Loan ID.
Current SSN	Identifies the borrower's social security number
Origination Status	The status of the loan origination record. Valid values are: B Batched or grouped and ready to transmit to the LOC E Error, previously rejected by the LOC A Accepted previously by the LOC Note: The values of N (Note Ready to Originate) and R (Ready to Originate) are valid status values, but do not appear on this report
Promissory Note Status	The status of the promissory note. Valid values are: S Signed and received by the institution S* Included on a shipping manifest to be mailed to LOC E Error, previously rejected by the LOC X Pending at the LOC A Accepted previously by the LOC Note: The values of N (Not Ready), R (Ready) and P (Printed) are valid promissory notes status values, but those records would not appear on this report.
Disbursement Status	The status of the first through fourth disbursement records. Valid values are: R Ready to be batched B Batched and ready to be sent to the LOC E Error, previously rejected by the LOC A Accepted previously by the LOC The value of N(Not Ready) is a valid disbursement status value, but those records would not appear on this report.
Disbursement Type	Identifies the type of actual disbursement. The valid values are: G Gross disbursement N Net disbursement A Adjusted gross disbursement J Adjusted net disbursement Q Adjusted disbursement date
Disbursement Amount	Disbursement amount corresponding with each actual disbursement. If Disbursement type = Q then the disbursement amount will be blank.
Disbursement Date	The actual disbursement date corresponding with each actual disbursement record.
<Status Code> Total Number	The total number of disbursements with the listed status code for origination, promissory note, or disbursement
<Status Code> Percentage	The percentage of the total number of records at this status for origination, promissory note, or disbursement.
Total records	The grand total of all loan disbursements listed on the report

Sample Document Output

```
Report Date: 99/99/9999     U.S. DEPARTMENT OF EDUCATION          Page:  99
Report Time:  99:99:99  1999-2000 Federal Direct Loan Program
                         Booked Status Measurement Report
                              (Query Title)              Sort: Last Name
                                 ALL RECORDS
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
Reported Period to: 99/99/9999
Booked Records
BORROWER'S NAME
STUDENT'S NAME                   CURRENT  Orig Pnote  Disb   Disb  Disb   Disb
LOAN ID                          SSN      Sts  Sts    Sts/#  Type  Amt    Date
------------------------         -------- ----- ----- ------- ----- ------ --------
JAMES, JANNA F                   111111115
111111115S00G91234001                      A    A      R 1     A   $99,999 99/99/9999


STANLEY, LISABETH Q              111111116
 111111118S00G91234001                     A    A      R 1     C   $99,999 99/99/9999


XXXXXXXXXXXXXXXX, XXXXXXXXX X   XXXXXXXXX
 999999999X00999999999                     X    X      X X     X   $99,999 99/99/9999

Total Booked Disbursements Actual:               $999,999,999
Total Booked Net Adjustments:                    $999.999.999

B = Batched Origination Records         9999  999.99%
E = Rejected Origination Records        9999  999.99%
A = Accepted Origination Records        9999  999.99%

S = Signed Promissory Notes             9999  999.99%
S*= Prom Notes Sent on Manifest         9999  999.99%
E = Rejected Promissory Notes           9999  999.99%
X - Pending Promissory Notes             9999  999.99%
A = Accepted Promissory Notes           9999  999.99%

   R = Ready Disbursement Records         9999  999.99%
   B = Batched Disbursement Records       9999  999.99%
   E = Rejected Disbursement Records      9999  999.99%
   A = Accepted Disbursement Records      9999  999.99%

   Total Records          99,9999
```

Origination Change Measurement Report

Description

This report provides information on the number of times loan origination records are changed and which fields have changed. The report prints the student's Loan ID, loan transmit number, the fields that changed and the field transmit number. The loan transmit number indicates the number of times the loan record has changed and sent to the Loan Origination Center. The field transmit number does not necessarily indicate the number of times the field has changed -- only the number of times the contents of the field was reported to the LOC in a loan origination change record.

When selecting this report from EDExpress, the user has the option to limit the number of times the loan record has changed or the transmission number associated with a field, plus the standard sort and selection criteria available on all measurement tool reports.

Analysis Tips

The report can be used to review and hopefully reduce the number of changes or costly transmission of changes to the Loan Origination Center. For example, if several students have a large amount of change records:

- Are you sending origination records to the LOC before the data is available or before the data is collected accurately?

- If there are specific fields that are changed frequently, is there a problem collecting accurate data?

- How time sensitive is the data or can change records be held and sent less often?

Report Headings and Data Descriptions

Origination Change Measurement Report

Heading	Description
Borrower's Name, Student's Name, Loan ID , and College Grade Level	The loans are identified and can be sorted by either the Borrower's Name/Student's Name and Loan ID in the left most column. The College Grade Level prints on the third line.
Number of Times Record Changed	This number represents the loan transmission number. This number increments by 1 for every time the loan records is sent to the LOC. The loan origination record is always 1, and then each additional change record increments this transmission number. Therefore, loan transmit numbers are one greater than the number of change records sent to the LOC. The value of 3 in this field represents sending the initial origination record and two change records.
Field Name Changed	Prints a list of all field names for which changes were made. Every field included in a change record sent to the LOC is listed.
Field Transmit No.	This number represents which change record this field was last changed on. For example, a value of 02 prints next to all fields last changed on the first change record (record with loan transmit number

```
Sample Output Document
Report Date: 99/99/9999    U.S. DEPARTMENT OF EDUCATION    Page:    99
Report Time:   99:99:99  1999-2000 Federal Direct Loan Program
                         Origination Change Measurement Report
                                   (Query Title)Sort: Last Name
                                  ALL RECORDS
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
************************************************************************
Borrower's Name
Student's Name
Loan ID                        # of Times    Field
College Grade Level            Record Chgd   Field Name Changed
Transmit #
----------------------------   -----------   ---------------------
XXXXXXXXXXXXXXXXX, XXXXXXXXX X  99            XXXXXXXXXXXXXXXXXXXXXX   9999999999
99999999999999999999
99

DAY, LINDA                     02            Borrower's Last Name     02
111111113S98G91234001                        Borrower's First Name    02
03
```

Promissory Note Measurement Report

Description

This report monitors the process of receiving signed promissory notes from borrowers, updating EDExpress with the date signed, then sending the signed notes with a manifest to the LOC. An acceptable date range is determined by the institution and entered as the tolerance or institution guideline. The process time is calculated and averaged over the number of records processed for the reporting period then compared to your institutional tolerance. It is important to monitor this process carefully since LOC acceptance of the promissory note is a part of booking the loan.

This report contains detailed records of all active originated loan records on the database with a promissory note received date. Originated records are identified as having a loan origination status equal to R (Ready to be Batched), B (Batched for Export), or A (Accepted by the Loan Origination Center). Loan records with loan origination status equal to N (Not Ready) or E (Error) or a loan inactive flag equal to Y (Yes inactive) are not included. Promissory notes must have been printed, signed by the borrower, and returned to the school. Completed Promissory Note Received Date indicates all of these steps have been completed.

At the time you select this report from EDExpress you have the option to print just the exceptions (those outside the tolerance range) on the report, select a date range for the reporting period, print totals only, plus the standard sort and selection criteria.

Analysis Tips

If the Promissory Note report shows your process is performing outside of the institutional tolerance, consider the following:

Note Volume

- How does the volume of notes affect your processing?

- What is the most efficient number of notes included on a manifest?

Manifest Creation

- Do your procedures call for creation of a manifest based on the number of notes ready to be sent or based on time elapsed since last manifest?

- Which procedures best meet your needs?

Report Headings and Data Descriptions

Promissory Note Measurement Report

Heading	Description
Borrower's Name	The loans are identified and can be sorted by the borrower's name.
Loan ID	Identifies the promissory notes. The report can be sorted by Loan ID.
Received Date	Prints the date received from the loan record.
Manifest Date	Prints the date the promissory note was included on a manifest.
Days Elapsed	The number of days which have elapsed between the date the note was received and the date the note was included on the manifest. An asterisk (*) prints if the current system date is used for the manifest date to calculate days elapsed.
Total Number of Loan Records	The total number of loan records with signed promissory notes in the loan database for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Average Days Elapsed	The average number of days elapsed between the date the notes were received and the date the note was included on a manifest.
Recommended Tolerance	The tolerance established by the institution for the number of days to elapse between received date and manifest date.

```
Sample Output Document
Report Date: 99/99/9999        U.S. DEPARTMENT OF EDUCATION         Page:  99
Report Time:  99:99:99    1999-2000 Federal Direct Loan Program
                              Promissory Note Measurement Report
                                   (Query Title)            Sort: Last Name
                                    ALL RECORDS
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************
Reported Period:99/99/9999 to  99/99/9999
Borrower's Name                               Received   Manifest  Days
Student's Name          Loan ID (Subsidized)  Date       Date      Elapsed
------------------------ -------------------- ---------  -------   -------
MAGUIRE, JERRY           424123456S98G91234001 03/28/1999 03/28/1999   0
XXXXXXXXXXXXXXX, XXXXXXXX X  9999999999999999999  99/99/9999 99/99/9999   999


Total Number of Subsidized Loan Records:  9999999
Average Days Elapsed:                      999.99
Recommended Tolerance:                         99


Borrower's Name                               Received    Manifest   Days
Student's Name          Loan ID (PLUS)        Date        Date       Elapsed
----------------------- --------------------  ----------  --------   ------
MAGUIRE, JERRY          424123456P98G91234001 03/28/1999  03/28/1999   0

Total Number of PLUS Loan Records:          1
Average Days Elapsed:                    0.00
Recommended Tolerance:                      0
```

Batch Regeneration Measurement Report

Description

This report provides the counts of batches regenerated by batch type. There are no other sort or selection options.

Analysis Tips

If one batch type is regenerated significantly more than others, this may indicate problems with:

- Your hardware/software communications setup

- Procedure problems with creating and sending batches

- Improper use of the regeneration function.

Report Headings and Data Descriptions

Batch Regeneration Measurement Report

Heading	Description
Batch Type	Identifies the batch created for transmission to the Loan Origination Center. The first two characters identifies the type of records included in the batch: #D - Full Stafford Origination PF - Full PLUS Origination #E - Origination Change #A - Promissory Note Manifest #H – Disbursement The other portions of the Batch ID are school code, batch date, and batch type sequence number.
Number of Times Regenerated	The number of times this batch has been regenerated.

```
Sample Output Document
Report Date: 99/99/9999        U.S. DEPARTMENT OF EDUCATION          Page:  99
Report Time:   99:99:99   1999-2000 Federal Direct Loan Program
                          Batch Regeneration Measurement Report
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************
Institution Code: 999999


Batch Type                              # of Times Regenerated
--------------------------              ---------------------
ORIGINATION CHANGE                              999
FULL PLUS ORIGINATION                           999
FULL STAFFORD ORIGINATION                       999
DISBURSEMENT                                    999
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Total Batches Regenerated:                    99,999
```

Loan Origination Measurement Report

Description

This report monitors the process of loan origination from entering loan records through batching loan records for transmission to the LOC. Institution recommended tolerances (or guidelines) are set for the number of days each activity should be completed: a tolerance for the period from entering the loan record until the record is originated, and a tolerance for the period from origination to batching the record for export to the LOC. The actual process time for each activity is calculated and averaged for every loan record processed in the reporting period. The average days elapsed is compared to the institutional tolerances.

The report prints detail records of all the originated loan records on the database and calculates totals. The detail records are divided by loan type into three sections: PLUS, Stafford Subsidized, and Stafford Unsubsidized loans. Each section ends with subtotals and averages. When requesting the report within EDExpress, the user provides beginning and ending dates, the option to print totals only, exceptions only, and the standard sort and selection criteria.

Analysis Tips

When you review this report, pay attention to the tolerance exceptions. These exceptions indicate records that have taken longer than expected to process.

If the period from record creation to loan origination is exceeded, you might consider:

- Was the volume for the reporting period high or low?

- How does increased/decreased volume affect entry of origination records?

- Is data being received in a timely manner?

- What procedures are there to collect missing data?

- Is staff sufficient to keep up with data entry needs for reporting period?

If the period from origination to batched is exceeded, you might consider:

- Are origination batches being prepared frequently enough?

- Is there sufficient staff assigned to the batching process?

Report Headings and Data Descriptions

Loan Origination Measurement Report

Heading	Description
Borrower's Name, Student's Name, and Loan ID	The loans are identified and are sorted by the borrower's name, student's name or Loan ID. Originated records are identified with a Loan Origination Status of R, (Ready) to be Batched, B, (Batched) for Export, or A for (Accepted) by the LOC.
ADD Date	The ADD date is the original date the loan was first entered into the EDExpress software.
Origination Date	The loan origination date is the date the loan went through the origination process and anticipated disbursements were calculated.
Days Elapsed (ADD to Originated)	A calculated field indicating the days elapsed between the day the loan record was first entered and when it was originated.
Batched Date	The date the loan record was included in a batch to be sent to the Loan Origination Center.
Days Elapsed (Origination to Batched)	A calculated field indicating the days elapsed between when the loan was originated and when it was included in an export batch. An asterisk (*) prints if the current system date is used for the Batched date to calculate days elapsed.
Total Number of Loan Records	The total number of selected originated loan records in the loan database by loan type: PLUS, Stafford Subsidized, or Stafford Unsubsidized.
Average Days Elapsed: (ADD to Originated)	The average number of days elapsed between the date the loans were first entered and the date the loans were originated.
Average Days Elapsed: (Origination to Batched)	The average number of days elapsed between the date the loans were originated and the date the loans were batched.
Recommended Tolerance: (ADD to Originated)	The tolerance established by the institution for the number of days to elapse between entry and origination.
Recommended Tolerance: (Origination to Batched)	The tolerance established by the institution for the number of days to elapse between origination and inclusion in an export batch.

```
Sample Output Document
Report Date: 99/99/9999        U.S. DEPARTMENT OF EDUCATION          Page:  99
Report Time:   99:99:99  1999-2000 Federal Direct Loan Program
                          Loan Origination Measurement Report
                                (Query Title)      Sort: Last Name
                               ALL RECORDS
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************
Reported Period: 99/99/9999  to 99/99/9999
Borrower's Name:
Student's Name:            Add          Orig        Days      Batched     Days
Loan ID (Unsubsidized)     Date         Date        Elapsed   Date        Elapsed
--------------------     -----------   ----------   --------   -------    ------
SHOUSE, RHONDA E          04/15/1999   04/15/1999   0          04/15/1999  0
111111119U98G91234001
XXXXXXXXXXXXXXX, XXXXXXXX X 99/99/9999  99/99/9999  999         99/99/9999  999


Total Number of Unsubsidized Loan Records:       999
Average Days Elapsed (Add to Originated):        999.99
Average Days Elapsed (Originated to Batched):    999.99
Recommended Tolerance (Add to Originated):        99
Recommended Tolerance (Originated to Batched):    99
```

```
Report Date: 05/22/1999        U.S. DEPARTMENT OF EDUCATION           Page:    2
Report Time:  11:49:52    1999-2000 Federal Direct Loan Program
                             Loan Origination Measurement Report
                                 (Query Title)          Sort: Last Name
ALL RECORDS
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
Reported Period:  to
Borrower's Name:
Student's  Name:           Add        Orig       Days     Batched   Days
Loan ID (Subsidized)       Date       Date       Elapsed  Date      Elapsed
----------------    --------  --------   --------  ------ --------
AAAAA, AAA K             04/15/1999 04/15/1999    0      04/15/1999    0
222222222S00G02002001

MAGUIRE, JERRY A         03/19/1999 03/28/1999    9      04/15/1999   18
424123456S00G91234002


Total Number of Subsidized Loan Records:          2
Average Days Elapsed (Add to Originated):         4.50
Average Days Elapsed (Originated to Batched):     9.00
Recommended Tolerance (Add to Originated):        0
Recommended Tolerance (Originated to Batched):    0
```

```
Report Date: 05/22/1999        U.S. DEPARTMENT OF EDUCATION          Page:  3
Report Time:   11:49:53   1999-2000 Federal Direct Loan Program
                         Loan Origination Measurement Report
                            (Query Title)        Sort: Last Name
```

```
                                  ALL RECORDS
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
**************************************************************************
Reported Period:  to
Borrower's Name:
Student's Name:         Add        Orig        Days     Batched   Days
Loan ID (PLUS)          Date       Date        Elapsed  Date      Elapsed
-------------  ---------  --------  ---------  ------- --------
ROTH, JIM J            03/21/1999  03/21/1999    0                62*
111111116P00G91234001


Total Number of Plus Loan Records:                      1
Average Days Elapsed (Add to Originated):             .00
Average Days Elapsed (Originated to Batched):       62.00
Recommended Tolerance (Add to Originated):              0
Recommended Tolerance (Originated to Batched):          0
```

Direct Loan Volume Measurement Report

Description

This report provides the volume of booked loans on your database by loan type. A loan is booked when the LOC has accepted the loan origination record, promissory note, and first disbursement. These loans are identified with an "A" status (Accepted) in the status field for origination, promissory note, and first disbursement. The detail section of the report lists the gross and net loan amounts.

When requesting this report from EDExpress, the user will enter the reporting period date range and select a totals only option, plus the standard sort and selection options. Before running this report, make sure all acknowledgments from the LOC have been imported and processed by your system.

Analysis Tips

This report can be utilized as a Direct Loan status report for end of period accounting and financial aid projections. Information from this report can be used for:

- Comparison with the 30 Day Warning Report from the LOC

- Comparison of volume between Direct Loan types

- Comparison of Direct Loan against other loan programs

- Loan and budget projections for the next fiscal year

Report Headings and Data Descriptions

Direct Loan Volume Measurement Report

Heading	Description
Borrower's Name and Student's Name	The loans are identified and can be sorted by the borrower's name and student's name.
Loan ID	Identifies the loan records. The report can be sorted by Loan ID. Loan records must have a status of A (Accepted) for the following status fields to be included on this report: origination, promissory note, and first disbursement.
Gross Amount	Prints the gross loan amount.
Net Amount	Prints the net loan amount.
Dependency Status	Prints the student's dependency status.
Total Number of <Loan Type> Loan Records	The total number of loans for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Number of Loan Records	The total number of loan records for all loan types.
Direct <Loan Type> Loan Volume	The total dollar value for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Loan Volume Grand Total	The total dollar value for all booked Direct Loans.
Direct <Loan Type> Loan Volume % of Grand Total	The percentage each loan type represents of the Loan Volume Grand Total.

```
Sample Output Document
Report Date: 99/99/9999  U.S. DEPARTMENT OF EDUCATION        Page:    99
Report Time:   99:99:99 1999-2000 Federal Direct Loan Program
                     Direct Loan Volume Measurement Report
                        (Query Title)       Sort: Last Name
                          ALL RECORDS
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
************************************************************************
Direct Loan Volume for 99/99/9999 to 99/99/9999
Borrower's Name                                  Gross      Net     Dep
Student's  Name          Loan ID (Unsubsidized) Amount    Amount   Status
------------------------  ------------------     ------   -------   ------
XXXXXXXXXXXXXXX,XXXXXXXX X  999999999009999999999  $9999999 $9999999     I


Borrower's Name                                  Gross      Net     Dep
Student's  Name          Loan ID (Subsidized)   Amount    Amount   Status
--------------------    -----------------    -------   -------    ------
MAGUIRE, JERRY A         424123456S00G91234001    $  1,500 $  1,440    D
SSSSSS, SSSSS S          111111118S00G91234001    $      0 $      0    I


Borrower's Name                                  Gross      Net     Dep
Student's  Name          Loan ID (PLUS)         Amount    Amount   Status
-------------------------  ----------------------  -------   ------    ------
MAGUIRE, SUSAN J         424123456P00G91234001    $    750 $    720    D


Total Number of Unsubsidized Loan Records:             999
Total Number of Subsidized Loan Records:               999
Total Number of PLUS Loan Records:                     999
Total Number of Loan Records:                          999

Direct Unsubsidized Loan Volume:           $999,999  $999,999
Direct Subsidized Loan Volume                $999,313  $999,999
Direct PLUS Loan                           $999,999  $999,999
Direct Loan Volume Grand Total:            $999,999  $999,999

Direct Unsubsidized Loan Volume % of Grand Total:     99.99%
Direct Subsidized Loan Volume % of Grand Total:       99.99%
Direct PLUS Loan Volume % of Grand Total:             99.99%
```

Batch Activity Measurement Report

Description

This report monitors the process of creating, transmitting, and importing batches. Institution tolerances (or guidelines) are set for the number of days each type of batch should take to complete. When setting these tolerances, keep in mind the LOC's processing time, institutional procedures for exports and imports, and other specifics associated with your institution's communication software/hardware configuration.

When selecting this report from EDExpress, the user will be prompted to provide the institution code, a reporting date range, batch type to be included, the option to print only exceptions to the tolerances, and the option to print totals only.

Analysis Tips

Analysis of the report results provides assistance with identifying possible bottlenecks or inefficiencies in your current procedures. This report can be utilized as part of a Continuous Improvement evaluation performed at regular reporting intervals.

There are many variables which can affect transmitting batches to the LOC. If the Batch Activity report shows your process is performing outside of your institutional tolerances, you may want to consider:

- Creating procedures for sending and receiving data from the network

- Putting procedures in place to ensure timely transmission of data

- Including steps in your procedures for export and import into your system

- Critical time batch processing

- Processing batches efficiently during periods of high volume. You may want to set the report period to evaluate your batch control during these critical processing periods

Report Headings and Data Descriptions

Batch Activity Measurement Report

Heading	Description
Batch ID	Identifies the batch created for transmission to the Loan Origination Center. The first two characters identify the type of records included in the batch: #D - Full Stafford Origination PF - Full PLUS Origination #E - Origination Change #A - Promissory Note Manifest #H - Disbursement #L - Allocation/Reallocation The other portions of the Batch ID are school code, batch date, and batch type sequence number.
Batch Type	The following are the batch types which are displayed on this report: Full Stafford Origination Full PLUS Origination Origination Change Promissory Note Manifest Disbursement Allocation/Reallocation
Date Batched	The date the batch was created through the export process within your system. The report period is based on this date.
Import Date	The date the batch acknowledgment was imported into your system.
Days Elapsed (Batched to Import)	A calculated field indicating the days elapsed between when the batch was created and when the batch acknowledgment was imported. An asterisk (*) prints if the current system date is used for the Import date to calculate days elapsed.
Average Days Elapsed	The average number of days elapsed between the date the batch was created and the date the batch acknowledgment was imported.
Recommended Tolerance	The tolerance established by the institution for the number of days to elapse between batch and import.

```
Sample Output Document
Report Date: 99/99/9999      U.S. DEPARTMENT OF EDUCATION          Page:  99
Report Time:  99:99:99    1999-2000 Federal Direct Loan Program
                              Batch Activity Measurement Report
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
Reported Period: 99/99/9999 to 99/99/9999
Institution Code: X99999
                                          Date      Import      Days
Batch ID               Batch Type         Batched   Date        Elapsed
-------------          ------------------  --------- ---------   -------
#D0G9123419000321021501  FULL ORIG STAFFORD  03/21/1999 03/23/1999    2

Full Origination Stafford
  Average Days Elapsed:      25.33
  Recommended Tolerance:        0

#E0G9123419000327021501  ORIGINATION CHANGE  03/27/1999               56 *

Origination Change
  Average Days Elapsed:      56.00
  Recommended Tolerance:        0

#H0G9123419000831021501  DISBURSEMENT        08/31/1999 08/31/1999    0

Disbursement
  Average Days Elapsed:       0.00
  Recommended Tolerance:        0

PF0G9123419000321021501  FULL ORIG PLUS      03/21/1999 03/28/1999    7

Full Origination PLUS
  Average Days Elapsed:       7.00


 Recommended Tolerance:        0
```

Promissory Note Volume Measurement Report

Description

This report provides the volume of all promissory notes printed by your institution during a specified period. Loans that have a promissory note status of P(Printed), S(Signed and Returned), A(Accepted by the LOC), or E(Rejected by LOC) are included on this report. Promissory note listings can be printed for each received promissory note, separated by loan type: subsidized Stafford, unsubsidized Stafford, and PLUS. The detail listings include the borrower's name, Loan ID, and promissory note sequence number. Total number of received promissory notes are calculated for each loan type and grand total. In addition to the totals, loan type percentages of the total promissory notes are calculated by this report. The user provides the reporting period date range and may select a totals only option.

Analysis Tips

Before running this report, make sure all promissory notes received and signed dates have been entered and acknowledgment batches have been processed. Also, take note of the following after running the report:

- Promissory notes with large print sequence numbers

- Is this a special case or is there a procedural problem which requires multiple reprints?

- Percent of grand total by loan type

- Are the percentages what you expected for each loan type? If not, is there a problem processing promissory notes for a certain loan type?

- Promissory note volume comparison to loan origination volume

- Is your promissory note volume behind your loan origination volume? If yes, is the cause due to collection of signed notes or entry of the received date into your system?

Report Headings and Data Descriptions

Promissory Note Volume Measurement Report

Heading	Description
Borrower's Name and Student's Name	The loans are identified and can be sorted by the borrower's name and student's name.
Loan ID <Loan Type>	Identifies the loan record for the promissory note. The report can be sorted by Loan ID.
Print Sequence No.	Prints the print sequence number indicating the number of times the promissory note has been printed.
Total Number of <Loan Type> Promissory Notes	The total number of received signed promissory notes in the loan database for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Number of Promissory Notes	The grand total number of received promissory notes.
Direct <Loan Type> Prom Note Volume % of Grand Total	The percentage each loan type represents of the grand total of received promissory notes.

```
Sample Output Document
Report Date: 99/99/9999      U.S. DEPARTMENT OF EDUCATION          Page: 99
Report Time:  99:99:99   1999-2000 Federal Direct Loan Program
                         Promissory Note Volume Measurement Report
                                (Query Title)       Sort: Last Name
                                 ALL RECORDS
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
Promissory Note Volume for 99/99/9999  to 99/99/9999
Borrower's Name                                          Prom Note
Student's  Name              Loan ID (Subsidized)  Print Seq #
----------------------------  ----------------------  -----------
MAGUIRE, JERRY A              424123456S00G91234001        1
AAAA, AAA A                   111111116S00G91234001        1


Borrower's Name                                          Prom Note
Student's  Name              Loan ID (PLUS)        Print Seq #
----------------------------  ----------------------  ----------
MAGUIRE, JERRY A              424123456P00G91234001        1
XXXXXXXXXXXXXX, XXXXXXXX X    99999999900999999999        99


Total Number of Unsubsidized Promissory Notes:    999
Total Number of Subsidized Promissory Notes:      999
Total Number of PLUS Promissory Notes:            999
Total Number of Promissory Notes:                 999

Direct Unsubsidized Prom Note Volume % of Grand Total:   99.99%
Direct Subsidized Prom Note Volume % of Grand Total:     99.99%
Direct PLUS Prom Note Volume % of Grand Total:           99.99%
```

Disbursement Measurement Report

Description

This report monitors the disbursement process by calculating and averaging the actual process time from acceptance of the promissory note to sending the actual disbursements in a batch to the LOC. The report compares the average number of days elapsed to your institutional tolerances (or guidelines). Analysis of these results provides assistance with identifying possible bottlenecks or inefficiencies in your current process.

At the time you select this report from EDExpress, you may enter the beginning and ending dates for the reporting period, select an option to print only those records that exceed the tolerances, or totals only, and the standard sort and selection criteria.

Analysis Tips

If the Disbursement report shows your process is performing outside of the set tolerances, you may want to consider the following:

Disbursement date prior to promissory notes received date

- Is this due to making disbursements before sending promissory notes to the LOC? The pound sign (#) prints next to the days elapsed for this situation.

- Have you imported all promissory note acknowledgments? The promissory note acceptance date is sent to your institution in this file. Therefore, if the acknowledgment has not been imported, the report data may not reflect the actual situation.

Disbursement batch date prior to promissory note acceptance date

- Have you imported all promissory note acknowledgments?

- Ensure the promissory notes are sent to the LOC prior to sending the disbursement batch. The LOC needs to have the loan origination records, signed promissory notes, and first disbursements to book the loan.

Exceptions to tolerance from acceptance to disbursement

- For first disbursements, what has caused the delay in disbursements? Administrative process or student problems?

- If the majority of the disbursements reported are not the first disbursement, the tolerance value may need to be adjusted. Several months may have passed between when the promissory note is accepted and the 2nd, 3rd, or 4th disbursements are made. Set the tolerance to what is most appropriate and re-run the report.

Exceptions to tolerance from disbursement to batched

- Exceptions to this tolerance value indicate the LOC is not promptly notified of disbursements.

- For first disbursements, remember delays in posting first disbursements delay the initial contact the LOC makes with your students.

- For all disbursements, the booked status with the LOC may be affected since disbursements on your system would not be reflected on the LOC's system.

Report Headings and Data Descriptions

Disbursement Measurement Report

Heading	Description
Borrower's Name, Student's Name, and Loan ID	The loans are identified and can be sorted by the borrower's name, student's name, and Loan ID.
Prom Note Date	The date the signed promissory note was accepted by the Loan Origination Center.
Disb Date	The date funds were disbursed to the borrower.
Disb #	Identifies which disbursement was made: first, second, third, or fourth.
Disb Type	Identifies the type of disbursement reported. The valid values are: G Gross disbursement N Net disbursement A Adjusted gross disbursement J Adjusted net disbursement Q Adjusted disbursement date
Days Elapsed	Calculated field indicating the days elapsed between the date the signed promissory note was accepted and when the funds were disbursed. An asterisk (*) prints next to this value if the current system date is used for the Promissory Note received date. A pound sign (#) prints next to this value if disbursement occurred prior to accepting the signed promissory note.
Disb Batched Date	The date the disbursement was included in a batch to be sent to the LOC
Days Elapsed	Calculated field indicating the days elapsed between when the disbursement was made and when it was included in an export batch. An asterisk (*) prints next to this value if the current system date is used for the Promissory Note received date.
Total Number of (Loan Type) Loan Records	The total number of records in the loan database with actual disbursements by the loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Average Days Elapsed (Acceptance to Disbursement)	The average number of days elapsed between the date the promissory note was accepted and the date the disbursement was made.
Average Days Elapsed (Disbursement to Batched)	The average number of days elapsed between the date the disbursement was made and the date the disbursement was batched.
Recommended Tolerance (Acceptance to Disbursement)	The tolerance established by the institution for the number of days elapsed between promissory note acceptance and disbursement.
Recommended Tolerance (Disbursement to Batched)	The tolerance established by the institution for the number of days elapsed between disbursement and inclusion in a batch.

```
Sample Output Document
Report Date: 99/99/9999        U.S. DEPARTMENT OF EDUCATION         Page:  99
Report Time:   99:99:99  1999-2000 Federal Direct Loan Program
                          Disbursement Measurement Report
                              (Query Title)         Sort: Last Name
                                ALL RECORDS
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
Reported Period:99/99/9999 to 99/99/9999
                              Borrower's Name
                                                             Disb
Student's  Name              Prom Note    Disb          Days    Batched Days
Loan ID-(Unsubsidized)       Acc Date    Date/#/Type    Elapsed  Date   Elapsed
------------------           --------    -----------    -------  ------- -------
XXXXXXXXXXXXXXXX, XXXXXXXXX X
99999999900999999999         99/99/9999  99/99/9999 X X   999  99/99/9999   999

Total Number of Unsubsidized Loan Records:        99,999,999
Average Days Elapsed (Acceptance to Disbursement):     999.99
Average Days Elapsed (Disbursement to Batched):        999.99
Recommended Tolerance (Acceptance to Disbursement):        99
Recommended Tolerance (Disbursement to Batched):           99

Borrower's Name                                              Disb
Student's  Name              Prom Note    Disb          Days    Batched  Days
Loan ID-(Subsidized)         Acc Date    Date/#/Type    Elapsed  Date    Elapsed
----------------             ----------  ---------      -------- ------   ------
MACGUIRE, JERRY A            03/28/1999  09/01/1999 1 G   157   03/21/1999   -163
111111117S00G91234001

Total Number of Subsidized Loan Records:          99,999,999
Average Days Elapsed (Acceptance to Disbursement):     999.99
Average Days Elapsed (Disbursement to Batched):        999.99
Recommended Tolerance (Acceptance to Disbursement):        99
Recommended Tolerance (Disbursement to Batched):           99

Borrower's Name                                              Disb
Student's  Name              Prom Note    Disb          Days    Batched  Days
Loan ID-(PLUS)               Acc Date    Date/#/Type    Elapsed  Date    Elapsed
---------------              --------- - ---------      -------- -------- -------
MAGUIRE, SUSAN J             03/28/1999  09/01/1997 1 G   157   03/21/1999   163
424123456P00G91234001

Total Number of Plus Loan Records:                99,999,999
Average Days Elapsed (Acceptance to Disbursement):     999.99
Average Days Elapsed (Disbursement to Batched):        999.99
Recommended Tolerance (Acceptance to Disbursement):        99
Recommended Tolerance (Disbursement to Batched):           99
```

The following fields when imported into EDExpress will change the last Update Date.

Full Loan Origination Acknowledgment
(DISF00OP/DIPF00OP)

Field Name	MS Access Database Table/Field Name
Loan Origination Status	LOAN LOANSTAT
Loan Origination Batch ID	LOAN ORIGBATCH
Export to External System	LOAN EXPEXTERNAL
Credit Check Original Date	LOAN CREDITORIGDATE
Credit Check Indicator	LOAN CREDIT
Pnote Status	LOAN PNOTESTAT
Pnote Accepted Amount	LOAN PNOTEACCAMT
Pnote Accepted ID	LOAN PNOTELOANID
Pnote Accepted Date	LOAN PNOTEACCAMTDT
Pnote Accepted Batch ID	LOAN PNOTEACCBATCHID

PLUS Credit Decision Acknowledgement
(DIPC00OP)

Field Name	MS Access Database Table/Field Name
Export to External	LOAN EXPEXTERNAL
Credit Check Decision	LOAN CREDIT
Credit Check Last Updated	LOAN CREDITUPDATE

The following fields when imported into EDExpress will change the last Update Date. (Continued)

Promissory Note Acknowledgement
(DIPA00OP)

Field Name	MS Access Database Table/Field Name
Pnote Status	LOAN PNOTESTAT
Pnote Accepted Date	LOAN PNOTECONF
Export to External	LOAN EXPSERVICER
Loan Amount Request	LOAN AMTREQ
Altered Note	LOAN PNOTEALT
Pnote Sequence Number Accepted	LOAN
Manifest Print Date	LOAN PNOTESNT
Promissory Note Manifest Batch ID	LOAN PNOTEBATCH
Signed Note Received Date	LOAN PNOTEREC
Borrower/Student (for PLUS) Signed Note	LOAN BORRSIGN
Disbursement Amounts	ANTICIPATED GROSS (1-4)
Booked Status	ACTUAL RECONSTATUS
Booked Date	ACTUAL RECONDATE
Booked Batch	ACTUAL RECONBATCH
LOC Total Net Loan Amount	LOAN LOCAMT
LOC Total Net Loan Amount Change Date	LOAN LOCCHDATE
Pnote Accepted Amount	LOAN PNOTEACCAMT
Pnote Accepted ID	LOAN PNOTELOANID

The following fields when imported into EDExpress will change the last Update Date.
(Continued)

Disbursement Acknowledgement
(DIOD00OP)

Field Name	MS Access Database Table/Field Name
Disbursement Status	ACTUAL DISBSTATUS
Disbursement Batch ID	ACTUAL DISBATCH
Booked Status	ACTUAL RECONSTATUS
Booked Date	ACTUAL RECONDATE
Booked Batch	ACTUAL RECONBATCH
Export to External	LOAN EXPEXTERNAL
LOC Total Net Loan Amount	LOAN LOCAMT
LOC Total Net Loan Amount Change Date	LOAN LOCCHGDATE

Actual Disbursement Roster

Field Name	MS Access Database Table/Field Name
Alternate Originator	PARAMETER ALTORIG

Access Database Tables and Field Names

Field Name	MS Access Database Table/Name	Message Classes
Academic Year End Date	Loan ACADCALENDT	DESF00IN DEPF00IN
Academic Year Start Date	Loan ACADCALSTDT	DESF00IN DEPF00IN
Active Transaction	Demo ACTIVETRAN	DEER00IN
Active Transaction Date	Demo ACTIVETRANDT	DEER00IN
Active Transaction ID	Demo ACTIVETRANID	DEER00IN
Actual Booked Date	Actual RECONDATE	DEER00IN DSAS00OP
Actual Booked Status	Actual RECONSTATUS	DESD00IN DIOD00OP
Actual Disbursement Gross Amount	Actual GROSS	DESD00IN DIOD00OP
Actual Disbursement Loan Fee Amount	Actual FEE	DESD00IN DIOD00OP
Actual Disbursement Status	Actual DISSTATUS	DESD00IN DIOD00OP
Actual Disbursement Amount	Actual AMOUNT	DESD00IN DIOD00OP
Actual Disbursement Date	Actual DATE	DESD00IN DIOD00OP
Actual Disbursement Number	Actual NUMBER	DESD00IN DIOD00OP
Actual Disbursement Sequence Number	Actual SEQUENCE	DESD00IN DIOD00OP
Actual Disbursement Type	Actual TYPE	DESD00IN DIOD00OP
Add Date	Demo ADDDATE	DEER00IN
Add Date/ Loan	Loan ADDDATE	DEER00IN
Add ID	Demo ADDID	DEER00IN
Add ID/ Loan	Loan ADDID	DEER00IN
Add Time	Demo ADDTIME	DEER00IN
Add Time/ Loan	Loan ADDTIME	DEER00IN

Additional Unsubsidized Loan Flag	Loan ADDUNSUBFLAG	DESD00IN DEPF00OP DIEA00OP DIEC00OP
Anticipated Completion Date	Loan ANTICCOMPDT	DESD00IN DEPF00OP
Anticipated Disbursement Gross Amount	Anticipated GROSS	DESD00IN DEPF00OP
Anticipated Disbursement Loan Fee Amount	Anticipated FEE	DESD00IN DEPF00OP
Anticipated Disbursement Net Amount	Anticipated NET	DESD00IN DEPF00OP
Are You Male?	Demo TITLE	DEER00IN
Booked Batch ID	Actual RECONBATCH	DEER00IN
Change Batch Identifier	Loan CHGBATCH	DESC00IN DIOC00OP
Credit Decision	Loan CREDIT	DIPC00OP
Credit Decision Original Date	Loan CREDITORIGDATE	DEER00IN
Credit Update Date	Loan CREDITUPDATE	DEER00IN
Dependency Status	Demo MODEL	DESD00IN DEPF00OP DIEA00OP
Disbursement Actual Net Adjustment Amount	Actual NETADJ	DESD00IN DIOD00OP DIEC00OP DEER00IN
Disbursement Actual Net Amount	Actual NET	DESD00IN DIOD00OP DIEC00OP DEER00IN
Disbursement Affirmed Flag	Actual AFFIRM	DESD00IN DIOD00OP DIEC00OP DEER00IN
Disbursement Batch Number	Actual DISBATCH	DESD00IN DIOD00OP DEER00IN
Disbursement Date/Anticipated	Anticipated DATE	DESF00IN DEPF00IN DIEC00OP DEER00IN
Disbursement Number/Anticipated	Anticipated NUMBER	DESF00IN DEPF00IN DIEC00OP DEER00IN

Access Database Tables and Field Names (Continued)

Document Add Date	Demo DOCDTADD	DEER00IN
Document Status	Demo DOCSTAT	DEER00IN
Entrance Interview Completed	Demo INTERVIEW	DIEA00OP DEER00IN
Export External Flag/Actual	Actual EXPEXT	DEER00IN
Export External Flag/Anticipated	Anticipated EXPORT	DEER00IN
Export to External/ Loan	Loan EXPEXTERNAL	DEER00IN
Export to LOC/ Loan	Loan EXPSERVICER	DEER00IN
Field Transmit #'s	Demo FTRANSNO	DEER00IN
Field Transmit Number	Loan FTRANSNO	DEER00IN
Field Transmit Number/Anticipated	Anticipated FTRANSNO	DEER00IN
Has Correction Record	Demo HAS_CORRECTION	DEER00IN
Has Document Tacking Record	Demo HAS_DOCUTRACK	DEER00IN
Has FAFSA Record	Demo HAS_FAFSA	DEER00IN
Has Loan Record	Demo HAS_LOAN	DEER00IN
Has Notepad Record	Demo HAS_NOTE	DEER00IN
Has NSLDS Record	Demo HAS_NSLDS	DEER00IN
Has Packaging Record	Demo HAS_PACKAGE	DEER00IN
Has PELL Record	Demo HAS_PELL	DEER00IN
Has RAD Record	Demo HAS_RAD	DEER00IN
Has User Defined Record	Demo HAS_USERDB	DEER00IN
Has Verification Worksheet	Demo HAS_VERIFWORKSHEET	DEER00IN
HEAL Loan	Loan HEALLOAN	DESD00IN DEPF00OP DIEA00OP

Access Database Tables and Field Names (Continued)

Inactive Date	Loan CANDATE	DESC00IN DIOC00OP DIEC00OP
Inactive Flag	Loan CANCODE	DESC00IN DIOC00OP DIEC00OP
Institution Use	Demo INSTUSE	DEER00IN
Last Mailed Date	Demo LASTMAIL	DEER00IN
Letter Count	Demo LETTERCT	DEER00IN
Loan Amount Approved	Loan AMTAPP	DESD00IN DEPF00OP DIEA00OP
Loan Amount Requested	Loan AMTREQ	DESD00IN DEPF00OP DIEA00OP
Loan Fee Percentage Rate	Loan FEERATE	DEER00IN
Loan Identifier/Actual	Actual LOANID	DEER00IN
Loan Identifier/Anticipated	Anticipated LOANID	DEER00IN
Loan Identifier/Loan	Loan LOANID	DESD00IN DEPF00OP DISF00OP DIPF00OP DIPC00OP DIEA00OP
Loan Origination Batch Identifier	Loan ORIGBATCH	DESD00IN DEPF00OP DISF00OP DIPF00OP DIEC00OP
Loan Origination Date	Loan ORIGDATE	DESD00IN DEPF00OP
Loan Period Code	Loan LOANCODE	DESD00IN DEPF00OP DIEA00OP
Loan Period End Date	Loan LOANEND	DESD00IN DEPF00OP DIEA00OP
Loan Period Start Date	Loan LOANSTART	DESD00IN DEPF00OP DIEA00OP
Loan Status	Loan LOANSTAT	DISF00OP DIPF00OP
Loan Type/ Loan	Loan LOANTYPE	DIEA00OP

Parent/Borrower's Permanent Address State	Loan STATE	DESD00IN DEPF00OP DIEA00OP
Parent/Borrower's Permanent Phone Number	Loan PHONE	DESD00IN DEPF00OP DIEA00OP
Parent/Borrower's Permanent Zip Code	Loan ZIP	DESD00IN DEPF00OP DIEA00OP
Parent/Borrower's Social Security Number	Loan SSNCURR	DESD00IN DEPF00OP DIEA00OP
Parent/Borrower's Date of Birth Change Date	Loan DOBCHGDATE	DESD00IN DEPF00OP
Parent/Borrower's Original SSN	Loan SSNORIG	DEER00IN
Parent/Borrower's Social Security Number Change Date	Loan SSNCHGDATE	DESC00IN DIOC00OP
PELL Grant Status	Demo PELLSTAT	DEER00IN
Previous Transaction	Demo PREVTRAN	DEER00IN
Professional Judgement	Loan PROFJUDGE	DEER00IN
Prom Note Manifest Batch ID	Loan PNOTEBATCH	DIPA00OP DEER00IN
Prom Note Print Date	Loan PNOTEPRTDATE	DEER00IN
Prom Note Sent Date	Loan PNOTESNT	DEER00IN
Prom Note to be on Manifest	Loan MANIFEST	DEER00IN
Promissory Note Accepted Sequence Number	Loan PNOTEASEQNO	DIPA00OP DEER00IN
Promissory Note Accepted Batch ID	Loan PNOTEACCBATCHID	DIPA00OP DEER00IN
Promissory Note Accepted Amount	Loan PNOTEACCAMT	DIPA00OP DEER00IN
Promissory Note Accepted Date	Loan PNOTEACCAMTDT	DEER00IN
Promissory Note Accepted Loan ID	Loan PNOTELOANID	DIPA00OP DEER00IN
Promissory Note Acknowledgment Date	Loan PNOTECONF	DIPA00OP DEER00IN
Promissory Note Altered?	Loan PNOTEALT	DEER00IN

Access Database Tables and Field Names (Continued)

Promissory Note Print Indicator	Loan PNOTEIND	DESF00IN DISF00IN DEER00IN
Promissory Note Print Sequence Number	Loan PNOTESEQ	DESD00IN DEPF00OP
Promissory Note Received Date	Loan PNOTEREC	DEER00IN
Promissory Note Status	Loan PNOTESTAT	DEER00IN DIPA00OP
Record Source	Demo SOURCE	DEER00IN
Refund Code	Anticipated REFCODE	DEER00IN
Refund Date	Anticipated REFDATE	DEER00IN
School Code	Loan VENDOR	DIEA00OP DEER00IN
School Code/Actual	Actual VENDOR	DEER00IN
School Code/Anticipated	Anticipated VENDOR	DEER00IN
Servicer Code	Loan SERVICER_CODE	DISV00OP DEER00IN
Student Signed Note	Loan STUDSIGN	DEER00IN
Student's State of Legal Residence	Demo STATELEGAL	DEER00IN
Student's College Grade Level	Loan YRCOLL	DIEA00OP DEER00IN
Student's Current Social Security Number	Demo SSNCURR	DEER00IN
Student's Date of Birth	Demo DOB	DESF00IN DEPF00IN DIEA00OP DEER00IN
Student's Default on Education Loans	Loan SDEFAULT	DESF00IN DEPF00IN DIEA00OP DEER00IN
Student's Driver's License State	Demo LICSTATE	DIEA00OP DEER00IN
Student's Driver's License Number	Demo LICNUM	DIEA00OP DEER00IN
Student's Driver's License?	Demo DRIVERLIC	DIEA00OP DEER00IN

Access Database Tables and Field Names (Continued)

Student's First Name	Demo NAMEF	DESF00IN DEPF00IN DIEA00OP DEER00IN
Student's Last Name	Demo NAMEL	DESF00IN DEPF00IN DIEA00OP DEER00IN
Student's Local Address	Demo LADDRESS	DESF00IN DEPF00IN DIEA00OP
Student's Local City	Demo LCITY	DESF00IN DEPF00IN DIEA00OP
Student's Local State	Demo LSTATE	DESF00IN DEPF00IN DIEA00OP
Student's Local Telephone Number	Demo LPHONE	DESF00IN DEPF00IN DIEA00OP
Student's Local Zip Code	Demo LZIP	DESF00IN DEPF00IN DIEA00OP
Student's Middle Initial	Demo NAMEM	DESF00IN DEPF00IN DIEA00OP
Student's Permanent Address	Demo PADDRESS	DESF00IN DEPF00IN DIEA00OP
Student's Permanent City	Demo PCITY	DESF00IN DEPF00IN DIEA00OP
Student's Permanent Phone Number	Demo PPHONE	DESF00IN DEPF00IN DIEA00OP
Student's Permanent State	Demo PSTATE	DESF00IN DEPF00IN DIEA00OP
Student's Permanent Zip Code	Demo PZIP	DESF00IN DEPF00IN DIEA00OP
Student's Prior Residence ?	Demo STUDRESPRIOR	DEER00IN
Student's Date of Birth Change Date	Demo DOBCHGDATE	DEER00IN
Student's Local Address Change Date	Demo LADDRCHGDATE	DEER00IN
Student's Permanent Address Change Date	Demo ADDRCHGDATE	DEER00IN
Student's SSN Change Date	Demo SSNCHGDATE	DEER00IN

Access Database Tables and Field Names (Continued)

Student's Alien Registration Number	Demo ARN	DESF00IN DEPF00IN DIEA00OP
Student's Citizenship Status	Demo CITIZEN	DESF00IN DEPF00IN DIEA00OP
Student's Enrollment Status	Demo ENROLL	DEER00IN
Student's Legal Residence Date	Demo STATEDATE	DEER00IN
Transaction Date	Loan TRANSDATE	DEER00IN
Transaction Number	Demo TRANS	DEER00IN
Transaction Number	Loan TRANSNO	DEER00IN
Transaction Paid On	Demo TRANS_PAID_ON	DEER00IN
Update Date	Demo UPDDATE	DEER00IN
Update Date/ Loan	Loan UPDATE	DEER00IN
Update ID	Demo UPDID	DEER00IN
Update ID/ Loan	Loan UPDID	DEER00IN
Update Time	Demo UPDTIME	DEER00IN
Update Time/ Loan	Loan TIME	DEER00IN

For 1999-2000, EDExpress Software is being shipped with Predefined Queries built into the system. The Direct Loan Module will have a total of 26 Queries available in the software that can be used to define reports that are specific to the schools' needs. Listed below are the queries that will be available with EDExpress 32-bit software.

Title:
Add Date Range
(Loan Add Date >= '(Parameter)') And
(Loan Add Date <= '(Parameter)')

Borrower's Last Name Range
(Borrower's Last Name >= '(Parameter)') And
(Borrower's last Name <= '(Parameter)')

Borrower SSN
(Borrower's Current SSN = '(Parameter)')

Borrowers SSN Range
(Borrower's Current SSN >= '(Parameter)') And
(Borrower's Current SSN <= '(Parameter)')

Borrowers Zip Code Range
(Borrower's Perm. Zip Code >= '(Parameter)') And
(Borrower's Perm. Zip Code <= '(Parameter)')

College Grade Level
(STD'S College Grade Level ='(Parameter)')

Dependency Status
(Dependency Status = '(Parameter)')

Disb. Number Range
(Act. Disbursement #>='(Parameter)') And
(Act. Disbursement #<='(Parameter)')

Inactive Loans
(Loan Cancellation Code ='Y")

Institution Range
(School Code >='(Parameter)') And
(School Code <='(Parameter)')

Loan Amount Approved = Zero
(Loan Amount Approved = 00000)

Loan Origination Date Range
(Loan Origination Date >='(Parameter)') And
(Loan Origination Date <='(Parameter)')

Loan Origination Status
(Loan Status = '(Parameter)')

Original SSN
(Original SSN ='(Parameter)')

Origination Batch Number
(Loan Origination Batch ID ='(Parameter)')

PLUS Loans
(Loan Type = 'P')

Prom Note Batch Number
(Prom Note Manifest Batch ID = '(Parameter)')

Promissory Note Status
(Prom Note Status ='(Parameter)')

Ready For Manifest
(Prom Note Manifest Flag = 'Y')

Stafford Loans
(Loan Type <>'P')

Students Current SSN
(Current SSN ='(Parameter)')

Students Last Name Range
(Last Name >='(Parameter)') And
(Last Name <='(Parameter)')

Students Mailing State
(Permanent State ='(Parameter)')

Students SSN Range
(Current SSN >='(Parameter)')
(Current SSN <='(Parameter)')

Students Zip Code Range
(Permanent Zip Code >='(Parameter)') And
(Permanent Zip Code <='(Parameter)')

Receiving the Delinquent Borrower Report

Schools may request the Delinquent Borrower Report in either report or data format (See Direct Loan Bulletin 98-25). The report indicates delinquent borrowers who are at least 31 days delinquent in making their loan payments. The preformatted print file, is received in message class EDM0400OP. The report is printed in portrait and lists four borrowers on a page. The following data elements are listed:

School Number
School Date
Borrower Name
Account Number
Residence Phone
Business Phone
Address Line 1
Address Line 2
Address Line 3
Address Code
Birth Date
Loan Amount
Repayment Plan
Monthly Pmt
Days Delinquent
Delinquent Date
Separation Date
Grace End Date
Current Status
Past Due Amount
Location Code
Location Name
Location Phone

A summary report is also provided. The summary is divided into three sections: Stafford Borrowers, In-School Consolidation Borrowers, and All Borrowers. Within each section the borrowers are categorized by their days past due. These categories are summarized by Number of accounts, Amount past due, and the Original loan amount. Finally, each section has a total number of borrowers who defaulted during the current month and the number of borrowers who defaulted year to date.

DELINQUENT BORROWER DETAIL RECORD (Data Format)

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan school Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	DETL = Detail
3	11	18	8	As of Date	A/N	MMDDCCYY
4	19	27	9	Borrower SSN	N	
5	28	35	8	Borrower Date of Birth	A/N	MMDDCCYY
6	36	65	30	Borrower Last Name	A/N	
7	66	95	30	Borrower first name	A/N	
8	96	96	1	Borrower Middle Initial	A/N	
9	97	107	11	Past Due Amount	N	Includes pennies
10	108	111	4	Days delinquent	N	
11	112	119	8	Delinquent Date	A/N	MMDDCCYY
12	120	130	11	Loan Amount	N	Includes pennies
13	131	141	11	Monthly Payment Amount	N	Includes pennies
14	142	149	8	Academic Completion Date	A/N	MMDDCCYY
15	150	179	30	Address Line 1	A/N	
16	180	209	30	Address Line 2	A/N	
17	210	234	25	City	A/N	
18	235	236	2	State Abbreviation	A/N	
19	237	250	13	Zip Code	A/N	
20	251	275	25	Country	A/N	
21	276	276	1	Address Condition	A/N	G = Good R = Returned B = Bad
22	277	286	10	Borrower's Residence Phone	A/N	
23	287	296	10	Borrower's Business Phone	A/N	
24	297	304	8	Grace End Date	A/N	MMDDCCYY
25	305	314	10	Borrower Status	A/N	Delinquent Defaulted

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
26	315	316	2	Repayment Option	A/N	FF = Fixed Payment FE = Fixed Payment, Extended Term GR = Graduated Payment IC = Income Contingent NR = Not in Repayment SP = Special Plan SF = Alternate Plan, Fixed Payment SG = Alternate Plan, Graduated SN = Alternate Plan, Fixed Term ST = Alternate Plan, Negative Amortization
27	317	320	4	Location Code	N	0101
28	321	350	30	Location Name	A/N	DLSC - Utica
29	351	360	10	Location Phone Number	N	8008480979
30	361	450	100	Filler	A/N	

Privacy Act Warning Record

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	PRVC = Privacy Act
3	11	18	8	As of Date	A/N	MMDDCCYY
4	19	108	90	Privacy Act Warning	N	The information included in these transactions is protected under the Privacy Act of 1974
5	109	450	342	Filler	A/N	

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	NRLC = Non Reporting Location
3	11	18	8	As of Date	A/N	MMDDCCYY
4	19	22	4	Non Reporting Location ID	N	0101
5	23	52	30	Non Reporting Location Name	A/N	DLSC - Utica
6	53	62	10	Borrower Services Phone Number	A/N	8008480979
7	63	450	388	Filler	A/N	

Stafford Summary Record

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan school Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	STTL = School Stafford Total
3	11	18	8	As of Date	A/N	MMDDCCYY
4	19	27	9	Stafford Borrowers Count 31-60 Days delinquent	N	
5	28	40	13	Stafford Amount Past Due 31-60 days delinquent	N	Includes pennies
6	41	54	14	Stafford Original Loan Amount 31-60 days delinquent	N	Includes pennies
7	55	63	9	Stafford Borrowers Count 61-90 Days delinquent	N	
8	64	76	13	Stafford Amount Past Due 61-90 days delinquent	N	Includes pennies
9	77	90	14	Stafford Original Loan Amount 61-90 days delinquent	N	Includes pennies
10	91	99	9	Stafford Borrowers Count 91-120 Days delinquent	N	
11	100	112	13	Stafford Amount Past Due 91-120 days delinquent	N	Includes pennies

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
12	113	126	14	Stafford Original Loan Amount 91-120 days delinquent	N	Includes pennies
13	127	135	9	Stafford Borrowers Count 121-150 Days delinquent	N	
14	136	148	13	Stafford Amount Past Due 121-150 days delinquent	N	Includes pennies
15	149	162	14	Stafford Original Loan Amount 121-150 days delinquent	N	Includes pennies
16	163	171	9	Stafford Borrowers Count 151-180 Days delinquent	N	
17	172	184	13	Stafford Amount Past Due 151-180 days delinquent	N	Includes pennies
18	185	198	14	Stafford Original Loan Amount 151-180 days delinquent	N	Includes pennies
19	199	207	9	Stafford Borrowers Count 181-270 Days delinquent	N	
20	208	220	13	Stafford Amount Past Due 181-270 days delinquent	N	Includes pennies
21	221	234	14	Stafford Original Loan Amount 181-270 days delinquent	N	Includes pennies
22	235	243	9	Stafford Borrowers Count Monthly Total	N	
23	244	256	13	Stafford Amount Past Due Monthly Total	N	Includes pennies
24	257	270	14	Stafford Original Loan Amount Monthly Total	N	Includes pennies
25	271	279	9	Stafford Borrowers Count Defaulted This Month	N	
26	280	292	13	Stafford Amount Past Due Defaulted This Month	N	Includes pennies
27	293	306	14	Stafford Original Loan Amount Defaulted This Month	N	Includes pennies
28	307	315	9	Stafford Borrowers Count Defaulted Calendar YTD	N	

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
29	316	328	13	Stafford Amount Past Due Defaulted Calendar YTD	N	Includes pennies
30	329	342	14	Stafford Original Loan Amount Defaulted Calendar YTD	N	Includes pennies
31	343	450	108	Filler	A/N	

In-School Consolidation Summary Record

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan school Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	CTTL = School In-School Total
3	11	18	8	As of Date	A/N	MMDDCCYY
4	19	27	9	In-School Borrowers Count 31-60 Days delinquent	N	
5	28	40	13	In-School Amount Past Due 31-60 days delinquent	N	Includes pennies
6	41	54	14	In-School Original Loan Amount 31-60 days delinquent	N	Includes pennies
7	55	63	9	In-School Borrowers Count 61-90 Days delinquent	N	
8	64	76	13	In-School Amount Past Due 61-90 days delinquent	N	Includes pennies
9	77	90	14	In-School Original Loan Amount 61-90 days delinquent	N	Includes pennies
10	91	99	9	In-School Borrowers Count 91-120 Days delinquent	N	
11	100	112	13	In-School Amount Past Due 91-120 days delinquent	N	Includes pennies
12	113	126	14	In-School Original Loan Amount 91-120 days delinquent	N	Includes pennies
13	127	135	9	In-School Borrowers Count 121-150 Days delinquent	N	

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
14	136	148	13	In-School Amount Past Due 121-150 days delinquent	N	Includes pennies
15	149	162	14	In-School Original Loan Amount 121-150 days delinquent	N	Includes pennies
16	163	171	9	In-School Borrowers Count 151-180 Days delinquent	N	
17	172	184	13	In-School Amount Past Due 151-180 days delinquent	N	Includes pennies
18	185	198	14	In-School Original Loan Amount 151-180 days delinquent	N	Includes pennies
19	199	207	9	In-School Borrowers Count 181-270 Days delinquent	N	
20	208	220	13	In-School Amount Past Due 181-270 days delinquent	N	Includes pennies
21	221	234	14	In-School Original Loan Amount 181-270 days delinquent	N	Includes pennies
22	235	243	9	In-School Borrowers Count Monthly Total	N	
23	244	256	13	In-School Amount Past Due Monthly Total	N	Includes pennies
24	257	270	14	In-School Original Loan Amount Monthly Total	N	Includes pennies
25	271	279	9	In-School Borrowers Count Defaulted This Month	N	
26	280	292	13	In-School Amount Past Due Defaulted This Month	N	Includes pennies
27	293	306	14	In-School Original Loan Amount Defaulted This Month	N	Includes pennies
28	307	315	9	In-School Borrowers Count Defaulted Calendar YTD	N	
29	316	328	13	In-School Amount Past Due Defaulted Calendar YTD	N	Includes pennies
30	329	342	14	In-School Original Loan Amount Defaulted Calendar YTD	N	Includes pennies
31	343	450	108	Filler	A/N	

All Borrowers Consolidation Summary Record

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan school Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	ATTL = School All Borrowers Total
3	11	18	8	As of Date	A/N	MMDDCCYY
4	19	27	9	All Borrowers Count 31-60 Days delinquent	N	
5	28	40	13	All Borrowers Amount Past Due 31-60 days delinquent	N	Includes pennies
6	41	54	14	All Borrowers Original Loan Amount 31-60 days delinquent	N	Includes pennies
7	55	63	9	All Borrowers Count 61-90 Days delinquent	N	
8	64	76	13	All Borrowers Amount Past Due 61-90 days delinquent	N	Includes pennies
9	77	90	14	All Borrowers Original Loan Amount 61-90 days delinquent	N	Includes pennies
10	91	99	9	All Borrowers Count 91-120 Days delinquent	N	
11	100	112	13	All Borrowers Amount Past Due 91-120 days delinquent	N	Includes pennies
12	113	126	14	All Borrowers Original Loan Amount 91-120 days delinquent	N	Includes pennies
13	127	135	9	All Borrowers Count 121-150 Days delinquent	N	
14	136	148	13	All Borrowers Amount Past Due 121-150 days delinquent	N	Includes pennies
15	149	162	14	All Borrowers Original Loan Amount 121-150 days delinquent	N	Includes pennies
16	163	171	9	All Borrowers Count 151-180 Days delinquent	N	
17	172	184	13	All Borrowers Amount Past Due 151-180 days delinquent	N	Includes pennies
18	185	198	14	All Borrowers Original Loan Amount 151-180 days delinquent	N	Includes pennies

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
19	199	207	9	All Borrowers Count 181-270 Days delinquent	N	
20	208	220	13	All Borrowers Amount Past Due 181-270 days delinquent	N	Includes pennies
21	221	234	14	All Borrowers Original Loan Amount 181-270 days delinquent	N	Includes pennies
22	235	243	9	All Borrowers Count Monthly Total	N	
23	244	256	13	All Borrowers Amount Past Due Monthly Total	N	Includes pennies
24	257	270	14	All Borrowers Original Loan Amount Monthly Total	N	Includes pennies
25	271	279	9	All Borrowers Count Defaulted This Month	N	
26	280	292	13	All Borrowers Amount Past Due Defaulted This Month	N	Includes pennies
27	293	306	14	All Borrowers Original Loan Amount Defaulted This Month	N	Includes pennies
28	307	315	9	All Borrowers Count Defaulted Calendar YTD	N	
29	316	328	13	All Borrowers Amount Past Due Defaulted Calendar YTD	N	Includes pennies
30	329	342	14	All Borrowers Original Loan Amount Defaulted Calendar YTD	N	Includes pennies
31	343	450	108	Filler	A/N	