

2001-2002 Direct Loan Technical Reference

566 H

Tracking Log

Page(s) affected	Page(s) inserted	Change(s) made
Table of Contents		
vi	vi through ix	Updated Table of Contents on page vi and repaginated to the end of the section.
Overview		
O-2	O-2	Updated CPS Customer Service reference.
O-5	O-5	Updated CPS Customer Service reference. Deleted "http://" before each Web site address.
O-6	O-6	Changed telephone number for Region X to 206/615-2231.
O-7	O-7	Deleted "http://" before each Web site address.
O-9	O-9	Deleted "http://" before the Web site address.
O-10	O-10	Deleted "http://" before the Web site address.
O-11	O-11	Deleted "http://" before the Web site address.
O-12	O-12	Deleted "http://" before the Web site address.
O-13	O-13	Deleted Title IV WAN Customer Service reference and updated FISAP Technical Support reference.
O-14	O-14	Added "Do you perform drawdown requests at your school? from Direct Loan System Setup" to the Removed section.
Custom Layouts		
1-2	1-2	Removed DDAD##OP message class rows.
1-5	1-5	Removed ED09##OP and ED11##OP rows.
1-6	1-6	Removed ED11##OP and DDAD##OP message class rows.
1-7	1-7	Removed ED09##OP message class row.
1-12	1-12	Updated Valid Field Content for field 9.
1-98	1-98	Modified Valid Field Content for field 23.
1-99	1-99	Moved Valid Field Content down a space for field 28.
1-121	1-121	Removed message classes ED0902OP and ED1102OP from items 1 and 2. Also modified sentence structure.
1-122	1-122	Removed message classes DDAD02OP and ED1102OP from items 1 and 2. Also modified sentence structure.
1-133	1-133	Modified end position for field 21 (it was listed twice, so deleted duplicate).

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Page(s) affected	Page(s) inserted	Change(s) made
Custom System Requirements		
3-34	3-34	Added a hyphen between the loan year and the Direct Loan School Code within Section B, item 11, within Print Instructions.
3-39	3-39	Modified print instructions for each Form Label/Position and updated the line reference within Sections C, Item 16, within the Print Instructions.
Implementation Guide		
4-44	4-44	Deleted message classes ED0902OP, ED1102OP, and DDAD02OP from 5 th , 6 th , 8 th , and 9 th paragraphs; also modified sentence structure.
Combination Layouts		
5-4	5-4	Updated the Valid Field Content for Field 19.
5-7	5-7	Updated the Valid Field Content for Field 37.
5-9	5-9	Updated the Field Name/Description for Field 47.
5-18	5-18	Updated the Valid Field Content for DL Change Number D006.
5-22	5-22	Updated the Field Name/Description for DL Change Number S117.
5-32	5-32	Updated the Field Name/Description for DL Change Number S117.
5-55	5-55	Updated the Valid Field Content for field entitled "Prom Note Status or MPN Status."
Combination Edits		
6-6	6-6	Updated the condition for Edit 1065.
6-7	6-7 and 6-7A	Updated the condition and/or message for the following edits: 1080, 1085, 1090, and 1100. Created page 6-7A to accommodate additional space required for pagination.
6-8	6-8	Updated the condition for Edit 1195 and enclosed #N within parentheses: #(N) in the message for edits 2000, 2001, 2010, and 3000.

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Tracking Log (Continued)

Page(s) affected	Page(s) inserted	Change(s) made
Combination Edits (Continued)		
6-9	6-9 and 6-9A	Updated the condition and message for Edit 3040 and added Edit 3070. Created page 6-9A to accommodate additional space required for pagination. Enclosed #N within parentheses: #(N) in the message for edits 3040, 3044, 3050, 3070, 3080, and 3090.
6-10	6-10, 6-11, and 6-12	Updated the condition for Edit 4003. Added the following edits: 4004, 4005, 4006, 4007, 4008, 4009, 4010, 4011, and 4012. Created pages 6-11 and 6-12 to accommodate additional space required for pagination.
Combination System Edits		
7-14	7-14	Modified wording in second paragraph, third sentence. The sentence now reads: "Also, it includes information specific to the loan such as the loan amount approved, loan period start and end dates, and assumed MPN status."
New	7-16A, 7-16B, and 7-16C	Added the following new sections: Originating and Determining MPN Status within EDEExpress, Indicating in EDEExpress Multi-Year or Single-Year Functionality, and Exporting the MPN Status to the LOC.
7-17	7-17	Added a new sentence at the end of the first paragraph after Submitting Full Loan Origination Records to the LOC. This new sentence reads: "In addition, upon origination, EDEExpress determines the assumed MPN status for subsidized and unsubsidized loans. (The process for determining the MPN Status is explained later in the MPN text of this section.)"
7-18	7-18	Added a new sentence at the end of the second paragraph under Receiving Full Loan Origination Acknowledgements from the LOC. This new sentence reads: "For subsidized and unsubsidized loans, the Full Loan Origination Acknowledgement also indicates the LOC's MPN Status for the loan. (Further information about this process is explained later in the MPN text of this section.)"

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Page(s) affected	Page(s) inserted	Change(s) made
Combination System Edits (Continued)		
7-25	7-25, 7-25A, and 7-26	Added additional information to the New for 2001-2002 explanation under Multi-Year Functionality. Created page 7-25A to accommodate additional space required for pagination. Repaginated page 7-26 only.
7-33	7-33	Modified Step 5 in Scenario B.
7-38	7-38	Corrected the word “Date” to “Data” in the second line of the first paragraph.
Appendix A		
A-3	A-3	Modified UPC02OP to DUPC02OP within “The Duplicate Student Borrower Report” heading.
A-7	A-7	Added in Rebate Amount for Year-to-Date Disbursement Summary example.
A-9	A-9	Added in Rebate Amount for Monthly Disbursement Summary.
A-11	A-11	Added in Rebate Amount for Loan Detail Example. Updated Fee and Net Amount Example.
A-12	A-12	Modified headings within 30-Day Warning Report.
A-13	A-13	Modified UPC02OP to DUPC02OP within the message class under the “The Duplicate Student Borrower Report” heading.
A-18	A-18	Added Rebate Amount for Anticipated Disbursement List. Updated Fee and Net Amount Example.
A-19	A-19	Added Rebate Amount for Actual Disbursement Roster.
Appendix E		
E-7	E-7	Modified Valid Field Content for field 19.
E-24	E-24	Modified Field Name and Description for field 122.
E-25	E-25	Modified Valid Field Content for field 126, 127, 128, 129, and 130.
E-26	E-26	Modified Valid Field Content for field 131, 132, and 133.
E-32	E-32	Modified Valid Field Content for field 164.
E-33	E-33	Modified field name and description for field 169.
E-37	E-37	Modified Valid Field Content for fields 15 and 16.

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- Miscellaneous
- Direct Loan Forms
- Rebuild Loan File Record Layouts

Important Telephone Numbers

The U.S. Department of Education (ED) Direct Loan Operations Staff is available to answer Direct Loan operations and procedure questions from 8:00 a.m. - 5:00 p.m. (ET), Monday through Friday. They can be reached at:

202/708-9951

Questions regarding this technical reference should be directed to ~~CPS Customer Service~~ ***CPS/WAN Technical Support*** at:

800/330-5947

Questions regarding the Loan Origination Center (LOC) Implementation Guide should be directed to the LOC at:

800/848-0978

See the section, Sources of Assistance, for additional help lines.

Sources of Assistance

If you have concerns or questions, listed below are sources of assistance.

Note: Telephone numbers are subject to change.

CPS/WAN Technical Support **800/330-5947**
CPS Customer Service
Telecommunications Device for the Deaf (TDD/TTY) **800/511-5806**

e-mail: ~~eps@nes.com~~ *cpswan@ncs.com*

SFA Technical Support: <http://www.ed.gov/offices/OSFAP/sfatech/listserv.html>

Fax: 319/358-4260

Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday

- CPS Batch Status
- Custom/Combo/Mainframe Support for Direct Loans
- Direct Loan Technical Reference
- EDE Technical Reference
- EDEExpress Software - App Express, Packaging, Direct Loan, and Pell
- FISAP software
- FISAP Technical Reference
- Packaging Technical Reference
- QAP Software
- Rejected EDE Records and Batches
- Renewal Application Processing
- SSCR-32 Software
- SSCR Technical Reference
- Use of CPS On-line Query
- Return of Title IV Funds
- Campus-Based Award Letter
- ***EDconn32***
- ***EDE Enrollment and Participation***
- ***Network Password Changes and Resets***
- ***Software and User Manual Distribution***
- ***Transmission Errors***

Direct Loan Client Account Managers

- Program and Technical Assistance
- Reconciliation and Closeout
- Site Visits
- Training

Region I (CT, MA, ME, NH, RI, VT)	617/565-6911
Region II (NJ, NY, PR, VI)	212/264-8012
Region III (DC, DE, MD, PA, VA, WV)	215/656-5929
Region IV (AL, FL, GA, KY, MS, NC, SC, TN)	404/562-6259
Region V (IL, IN, MI, OH, WI)	312/886-8766
Region VI (AR, LA, NM, OK, TX)	214/880-2405
Region VII (IA, KS, MO, NE)	816/880-4090
Region VIII (CO, MN, MT, ND, SD, UT, WY)	303/844-3677, EXT 121
Region IX (AZ, CA, HI, NV)	415/556-4201
Region X (AK, ID, OR, WA)	206/287-9840 206/615-2231

Direct Loan Consolidation

800/557-7392

e-mail: loan_consolidation@mail.ed.gov

Web site address: <http://www.ed.gov/DirectLoan/consolid.html>

Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday

- Provide Borrower Counseling
- Complete Certification Information for Processing
- Process Consolidation Applications
- Obtain Payoff Amounts from Lenders
- Provide Funds to Lenders for Approved Loans
- Process Promissory Notes/Loan Statements
- Provide Repayment Plan Information to Borrowers
- Add Supplemental Loans to Existing Consolidation Loans

Direct Loan Operations Staff

202/708-9951

e-mail: direct_loans@ed.gov

Web site address: <http://www.ed.gov/DirectLoan>

Working hours are 7:30 a.m. – 4:30 p.m. (ET), Monday through Friday

Direct Loan Servicing Center

Borrower Referral Only

800/848-0979

Telecommunications Device for the Deaf (TDD/TTY)

800/848-0983

Web site address: <http://www.dlServicer.ed.gov>

e-mail: Not available.

Fax: 800/848-0984

Working hours are 8:00 a.m. - 8:30 p.m. (ET), AVR Available 24 Hours a Day, Monday through Friday

- Borrower Account Inquiries
- Deferments/Forbearances
- Payment Inquiries
- Repayment Options

School Services

888/877-7658

Working hours are 8:00 a.m. - 5:30 p.m. (ET), Monday through Friday

- Delinquency Issues
- Interface Issues

FAFSA on the Web and FAFSA Express Customer Service

800/801-0576

e-mail: FAFSAWeb@ncs.com

FAFSA on the Web site address: <http://www.fafsa.ed.gov>

FAFSA Express Web site address: <http://www.ed.gov/offices/OPE/express.html>

PIN Web site address: <http://www.pin.ed.gov>

Working hours are 7:00 a.m. - 10:00 p.m. (CT), Monday through Friday

- Application Status
- Correction on the Web Assistance
- FAFSA Express Software Assistance
- FAFSA on the Web Assistance
- General Questions on Electronic Filing
- Help Accessing the Web Page
- Process Corrections
- Renewal App on the Web Assistance
- Renewal Application

Federal Pell Grant Program

**800/4PGRANT
or 800/474-7268**

e-mail: pell_systems@ed.gov

Web site: <http://www.pellgrantsonline.ed.gov>

Fax: 301/548-2396

Working hours are 8:00 a.m. - 8:00 p.m. (ET), Monday through Friday

Federal Pell Grant Program Customer Service

- Batch Processing Status and Rejected Batches
- Current Authorization Level
- General Inquiries concerning RFMS
- Information and Data Request Regarding Award Years Prior to 2000-2001
- Pell Grant Web Page Questions

Federal Pell Grant Program Web Page

- Authorization Level for 1999-2000, 2000-2001, 2001-2002
- Batch Status for 1999-2000, 2000-2001, 2001-2002
- Links to Pell Grant Resources

Federal Student Aid Information Center

**800/4FED AID
or 800/433-3243**

Telecommunications Device for the Deaf (TDD/TTY)

800/730-8913

Working hours are 8:00 a.m. - 8:00 p.m. (ET), Monday through Friday

- Application Status
- Distribution of Selected Publications
- Duplicate SARs or Address and School Changes (Student only): 319/337-5665
- NSLDS Borrower Tracking Questions
- Student Financial Aid Program Questions

**Grant Administration and Payment System
(GAPS)**

888/336-8930

Web site address: <http://gapsweb.ed.gov>

Working hours are 8:00 a.m. – 8:00 p.m. (ET), Monday through Friday

National Student Loan Data System (NSLDS)

800/999-8219

Web site address for FAA Professionals (Restricted System--Authorized Personnel Only): <https://www.nslsdfap.ed.gov>

Working hours are 7:00 a.m. - 7:00 p.m. (CT), Monday through Friday

- NSLDS Batch Status
- Online NSLDS
- Perkins Data
- Rejected NSLDS Records
- SSCR Assistance

SFA Customer Service Call Center (CSCC)

Formerly SFA Customer Support Inquiry Center

**800/4ED-SFAP
or 800/433-7327**

e-mail: SFA_Customer_Support@ed.gov

Fax: 202/260-4199

Working hours are 9:00 a.m. - 5:00 p.m. (ET), Monday through Friday

- Application Processing Questions
- Help with Contacting Other Staff in the U.S. Department of Education
- Title IV Policy Questions

~~Title IV WAN Customer Service~~

800/615-1189

~~e-mail: t4wan@nes.com~~

~~Fax: 319/339-6983~~

~~Working hours are 7:00 a.m. - 10:00 p.m. (CT), Monday through Friday~~

- ~~• Billing and Invoices~~
- ~~• Campus-Based Award Letter~~
- ~~• EDeconn32~~
- ~~• EDE Enrollment and Participation~~
- ~~• Network Password Changes and Resets~~
- ~~• Software and User Manual Distribution~~
- ~~• Transmission Errors~~

FISAP Technical Support

877/801-7168

~~Universal Automation Labs (UAL)~~

Fax: 301/565-0613

Working hours are 8:00 a.m. - 5:30 p.m. (ET), Monday through Friday

- FISAP Edit File
- FISAP Replacement Year-to-Date File

Overview of Changes from 2000-2001 to 2001-2002

The table below provides an overview of Direct Loan changes made from 2000-2001 to 2001-2002. The first column provides a description of each change. The descriptions are organized by the following four categories: Removed, Added, Modified, and Replaced. The second column indicates if the change affects EDEXpress or Combination Systems. The third column indicates if the change affects Custom Systems or Mainframe Systems.

Description	EDEXpress/ Combination Systems	Custom/ Mainframe Systems
Removed		
Professional Judgement field from the Loan tab within EDEXpress.	X	
Loan Servicer record layout and the Loan Servicer code within EDEXpress. The LOC is no longer sending this data.	X	X
Refund Code and Refund Date from the EDEXpress Disbursement tab and External Export record layout.	X	
<i>Do you perform drawdown requests at your school? from Direct Loan System Setup.</i>	X	
Added		
50-character field for borrower e-mail address to the Loan Origination record layout and to EDEXpress. The e-mail address is a changeable field.	X	X
Disclosure Statement Print Indicator of “Z” to reprint a Disclosure Statement at the LOC.	X	X
Change process for Loan Origination Records via the LOC Web site. The LOC Web site processes using the same edits used to process electronically transmitted Change records. The school has the option to request from the LOC Web site a listing of the changes.	X	X
First Disbursement Flag of “F” to the Disbursement Record to indicate a first disbursement if it is not disbursement number 01 or a change to the first disbursement flag, “C.”	X	X

Summary of Direct Loan Message Classes

The following tables provide a summary of the Direct Loan message classes. The first is sorted by message class, and the second is sorted by data description.

Batch Type	Message Class	Data Description	Data Sent or Received by User	01/02 Record Length	User ID for LOC
#R	DALC##OP	Import Anticipated Disbursement Listing (Comma-Delimited) (Optional)	Received	**	TG50005
#Q	DARC##OP	Import Actual Disbursement Roster (Comma-Delimited)	Received	**	TG50005
*	DASC##OP	Import Disbursement Activity Not Yet Booked at Servicing Report (Comma-Delimited) (Optional)	Received	**	TG50005
*	DDAD##OP	Import 732 Disbursement Activity Detail Report (On Demand)	Received	**	TG50005
*	DDAM##OP	Import 732 Disbursement Activity Detail Report (Monthly)	Received	**	TG50005
PF	DEPF##IN	Export Full Loan PLUS Origination	Sent	1064	TG50005
#L	DERC##IN	Export Optional Loan Detail Exception File	Sent	220	TG50005
#E	DESC##IN	Export Loan Origination Change	Sent	614	TG50005
#H	DESD##IN	Export Disbursement	Sent	152	TG50005
#D	DESF##IN	Export Full Loan Subsidized/Unsubsidized Origination	Sent	1064	TG50005
#R	DIAA##OP	Import Anticipated Disbursement Listing	Received	80	TG50005
#Q	DIAO##OP	Import Actual Disbursement Roster	Received	80	TG50005
*	DILC##OP	Import Inactive Loans Report (Comma-Delimited) (Optional)	Received	**	TG50005
#E	DIOC##OP	Import Loan Origination Change	Received	614	TG50005

Note: ## = Year Indicator; 02 is used for 2001–2002 data; for example, DESF02IN. In the table above, look for DESF##IN.

IN = Input to the SAIG.

OP = Output from the SAIG.

*There is no batch type.

**The record length is variable.

Summary of Direct Loan Message Classes (Continued)

Batch Type	Message Class	Data Description	Data Sent or Received by User	01/02 Record Length	User ID for LOC
*	ED01##OP	Import Loan Detail Exception Report for Booked Loans (Optional)	Received	80	TG50005
*	ED02##OP	Import Loan Detail Exception Report for Unbooked Loans (Optional)	Received	80	TG50005
*	ED03##OP	Import Duplicate Student Borrower Report (Optional)	Received	80	TG50005
*	ED04##OP	Delinquent Borrower Report	Received	**	TG58647 Servicing
*	ED06##OP	Import Inactive Loans Report (Optional)	Received	80	TG50005
*	ED07##OP	Import SSN/Name/Date of Birth Change Report (Optional)	Received	80	TG50005
*	ED08##OP	Import Pending SSN Changes Over 45 Days Report (Optional)	Received	80	TG50005
*	ED09##OP	Import 732 Loan Detail Report (Bi-weekly)	Received	**	TG50005
*	ED11##OP	Import 732 Cash Summary Report (Bi-weekly)	Received	**	TG50005
*	ED12##OP	Import 732 Loan Detail Report (Monthly)	Received	**	TG50005
*	ED13##OP	Import 732 Cash Summary Report (Monthly)	Received	**	TG50005
*	ED14##OP	Import Disbursement Activity Not Yet Booked at Servicing Report	Received	80	TG50005

Note: ## = Year Indicator; 02 is used for 2001–2002 data; for example, DESF02IN. In the table above, look for DESF##IN.

IN = Input to the SAIG.

OP = Output from the SAIG.

*There is no batch type.

**The record length is variable.

Summary of Direct Loan Message Classes (Continued)

The following table provides a summary of the Direct Loan message classes. It is sorted by data description.

Batch Type	Message Class	Data Description	Data Sent or Received by User	01/02 Record Length	User ID for LOC
*	ED04##OP	Delinquent Borrower Report	Received	**	TG58647 Servicing
*	DQBD##OP	Direct Loan Delinquency File	Received	**	TG58647 Servicing
#H	DESD##IN	Export Disbursement	Sent	152	TG50005
PF	DEPF##IN	Export Full Loan PLUS Origination	Sent	1064	TG50005
#D	DESF##IN	Export Full Loan Subsidized/Unsubsidized Origination	Sent	1064	TG50005
#E	DESC##IN	Export Loan Origination Change	Sent	614	TG50005
#L	DERC##IN	Export Optional Loan Detail Exception File	Sent	220	TG50005
#W	DIWR##OP	Import 30 Day Warning Report	Received	80	TG50005
#W	DIWC##OP	Import 30-Day Warning Report (Comma-Delimited) (Optional)	Received	**	TG50005
*	ED11##OP	Import 732 Cash Summary Report (Bi-weekly)	Received	**	TG50005
*	ED13##OP	Import 732 Cash Summary Report (Monthly)	Received	**	TG50005
*	DDAM##OP	Import 732 Disbursement Activity Detail Report (Monthly)	Received	**	TG50005
*	DDAD##OP	Import 732 Disbursement Activity Detail Report (On Demand)	Received	**	TG50005
*	ED12##OP	Import 732 Loan Detail Report (Monthly)	Received	**	TG50005

Note: ## = Year Indicator; 02 is used for 2001–2002 data; for example, DESF02IN. In the table above, look for DESF##IN.

IN = Input to the SAIG.

OP = Output from the SAIG.

*There is no batch type.

**The record length is variable.

Summary of Direct Loan Message Classes (Continued)

Batch Type	Message Class	Data Description	Data Sent or Received by User	01/02 Record Length	User ID for LOC
*	ED09##OP	Import 732 Loan Detail Report (Bi-weekly)	Received	**	TG50005
#Q	DIAO##OP	Import Actual Disbursement Roster	Received	80	TG50005
#Q	DARC##OP	Import Actual Disbursement Roster (Comma-Delimited)	Received	**	TG50005
#R	DIAA##OP	Import Anticipated Disbursement Listing	Received	80	TG50005
#R	DALC##OP	Import Anticipated Disbursement Listing (Comma-Delimited) (Optional)	Received	**	TG50005
#B	DIOD##OP	Import Booking Notification	Received	152	TG50005
AS	DSAS##OP	Import Direct Loan School Account Statement <ul style="list-style-type: none"> • Year-To-Date Cash Summary Section • Year-To-Date Disbursement Summary by Loan Type Section • Monthly Cash Summary Section • Monthly Disbursement Summary by Loan Type Section • Cash Detail Section • Loan Detail Section 	Received	220	TG50005

Note: ## = Year Indicator; 02 is used for 2001–2002 data; for example, DESF02IN. In the table above, look for DESF##IN.

IN = Input to the SAIG.

OP = Output from the SAIG.

*There is no batch type.

**The record length is variable.

Header (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
9	70	71	2	Rebuild Loan File Request Type Identifies the data requested by schools for data recovery	01 = Program Year 02 = Date Range 03 = Borrower 04 = 21-Character Loan ID 99 = Combination of any of the above Can be blank This is used only on the Rebuild Loan File (DLRBLDOP/Batch Type RB)	
10	72	80	9	*Filler Length of filler = N minus 71 where N= Record length provided in Field #2	For ED use only	Left
		Total Bytes	N*			

* The minimum filler length is 9 bytes, making the minimum header record length 80 bytes. Filler is added, if necessary, to make the header record the same length as the detail records which follow.

**Disbursement—Export to Loan Origination Center
Disbursement Acknowledgement, Booking Notification, or Servicer Refund—Import
from Loan Origination Center (Continued)**

Field #	Start Position	End Position	Field Length	Field Name and Description	Export or Ack	Valid Field Content	Justify
23	123	128	6	Servicer Refund Amount Amount of payment refund sent to the Servicer	Ack	-99999 to 099999 Disbursement Activity = P only A negative amount indicates a refund A positive amount indicates a reversal of the refund (that is, bounced check) Disbursement Activity Q, L, and M, D, A = Blank	Right
24	129	129	1	First Disbursement Flag This flag is used to identify which disbursement (01–20) for Sub/Unsub and (01–04) for PLUS is the disbursement with the earliest transaction date	Export & Ack	F = First Disbursement Required if First Actual Disbursement has a disbursement number greater than 01 C = Change First Disbursement Flag to indicate the new First Actual Disbursement with an earlier transaction date Disbursement Activity = D Only Disbursement Activity A, Q, L, M, and P = Blank	Left
25	130	134	5	Disbursement Actual Interest Rebate Amount—LOC The LOC calculated actual interest rebate amount for the disbursement	Ack	Numeric > 0 Blank if LOC record matches the school's Disbursement Activity Q, L, M, and P = Blank	Right
26	135	138	4	Filler		For ED use only	Left

**Disbursement—Export to Loan Origination Center
Disbursement Acknowledgement, Booking Notification, or Servicer Refund—Import
from Loan Origination Center (Continued)**

Field #	Start Position	End Position	Field Length	Field Name and Description	Export or Ack	Valid Field Content	Justify
27	139	143	5	LOC's Total Net Booked Loan Amount Total net disbursements accepted and booked by the LOC for this loan	Ack	Numeric > = 0 Can be blank Disbursement Activity = L and M Only Disbursement Activity Q, P, D, and A = Blank	Right
28	144	151	8	Acknowledgement Date The date the LOC acknowledges this disbursement activity OR The original Disbursement Date of an Adjusted Disbursement Date (Q) Activity When submitting an Adjusted Disbursement Date Activity, this is the date the original disbursement activity occurred at the school	Ack (Import message class: DIOD) (Export message class: DESD)	Format is CCYYMMDD 19000101–20991231 Format is CCYYMMDD 20000623–20030927 Disbursement Activity Q Only	Date
29	152	152	1	Confirmation Flag This disbursement has been confirmed by the borrower at the school	Export & Ack	Y = Yes Default is blank Disbursement Activity Q, L, M, and P = Blank	Left
		Total Bytes	152				

732 Loan Detail and 732 Disbursement Activity Detail Reports— Import from Loan Origination Center

This file contains a detail record of the information that is to be received from the LOC. The data is presented in the following six sections:

- Section I: Disbursement Summary Record by Loan Type
- Section II: Cash Receipts
- Section III: Excess Cash
- Section IV: Loan Detail
- Section V: Disbursement Activity Detail
- Section VI: Cash Summary

The **732 Loan Detail Report** contains the following two files:

1. Message Classes **ED1202OP/ED0902OP** includes the following sections in the order listed below:
 - a. Section I: Disbursement Summary Records by Loan Type
 1. Disbursement Summary Record for Subsidized Loans (Record Type = “YS”)
 2. Disbursement Summary Record for Unsubsidized Loans (Record Type = “YU”)
 3. Disbursement Summary Record for PLUS Loans (Record Type = “YP”)
 4. Disbursement Summary Record for Subsidized/Unsubsidized/PLUS Loans (Record Type = “YT”)
 - b. Section II: Cash Receipts (Record Type = “R”)
 - c. Section III: Excess Cash (Record Type = “X”)
 - d. Section IV: Loan Detail (Record Types = “B” and “U”)
2. Message Classes **ED1302OP/ED1102OP** includes Section VI: Cash Summary (Record Type = “T1”)

The **732 Disbursement Activity Detail Report** contains the following two files:

1. Message Classes **DDAM02OP/~~DDAD02OP~~** includes the following sections in the order listed below:
 - a) Section I: Disbursement Summary Records by Loan Type
 1. Disbursement Summary Record for Subsidized Loans (Record Type = “YS”)
 2. Disbursement Summary Record for Unsubsidized Loans (Record Type = “YU”)
 3. Disbursement Summary Record for PLUS Loans (Record Type = “YP”)
 4. Disbursement Summary Record for Subsidized/Unsubsidized/PLUS Loans (Record Type = “YT”)
 - b) Section II: Cash Receipts (Record Type = “R”)
 - c) Section III: Excess Cash (Record Type = “X”)
 - d) Section V: Disbursement Activity Detail (Record Types = “B” and “U”)
 - e) Section VI: Cash Summary (Record Type = “T1”)
2. Message Classes **ED1302OP/~~ED1102OP~~** includes Section VI: Cash Summary (Record Type = “T1”)

Section IV—Loan Detail (Record Types = “B” and “U”) (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
20	71	77	7	Interest Rebate Amount The total interest rebate amount for the loan	-999999 to 0999999 Normally positive	Right
21	78	78 -78	1	Delimiter A character used as a delimiter	, (Comma)	Left
22	79	85	7	Net Amount The total net amount for the loan	-999999 to 0999999 Normally Positive	Right
23	86	86	1	Delimiter A character used as a delimiter	, (Comma)	Left
		Total Bytes	86			

Note: An upward adjustment increases the amount disbursed. A downward adjustment decreases the amount disbursed.

Master Promissory Note Print Specifications (Continued)

<i>Section A, continued</i>			
Form Label/Position	Label Line #	Field Name	Print Instructions
5. Date of Birth	7	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on line 7
6. Area Code/Telephone No.	8	Student Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on line 9

<i>Section B: To Be Completed By The School</i> (Print this label on line 26 in italics.)			
Form Label/Position	Label Line #	Field Name	Print Instructions
9. School Name and Address	27	School Name	From left to right, print the School Name associated with the DL school code on the record on line 28
9. School Name and Address (continued)	27	School Address	From left to right, print the School's Street Address associated with the DL school code on line 29
9. School Name and Address (continued)	27	School's City, State, and Zip Code	From left to right, print the School's City, State and Zip Code on line 30 Separate each field with a space and follow city with a comma
10. School Code/Branch	27 28	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on line 29
11. Identification No.	27	Master Promissory Note identification number, use 21 character Loan ID of one of the loans associated with this Master Promissory Note with loan type code field of the Loan ID replaced with "M" instead of "S" or "U"	Print in 999999999-M-99-99999-9-99 format on line 30

Direct PLUS Loan Application and Promissory Note Print Specifications (Continued)

<i>Section B, continued</i>			
Form Label/Position	Line #	Field Name	Print Instructions
14. Anticipated Disbursement Date(s) (MMDDYYYY) 1st	22 23	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date in MM/DD/CCYY format if disbursement cancellation code is blank on line 23
14. Anticipated Disbursement Date(s) (MMDDYYYY) 2nd	22 23	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date in MM/DD/CCYY format if disbursement cancellation code is blank on line 23
14. Anticipated Disbursement Date(s) (MMDDYYYY) 3rd	22 23	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date in MM/DD/CCYY format if disbursement cancellation code is blank on line 23
14. Anticipated Disbursement Date(s) (MMDDYYYY) 4th	22 23	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date in MM/DD/CCYY format if disbursement cancellation code is blank on line 23

<i>Section C: To Be Completed By Student</i> (Print this label on line 24 in italics.)			
Form Label/Position	Line #	Field Name	Print Instructions
15. Name (last, first, middle initial)	25	Student's Last Name, First Name, and Middle Initial	From left to right, print the Student's Last Name, First Name, and Middle Initial on line 26 Print a comma and space following Last Name, and a space after First Name
16. Social Security Number	25	Student's Current SSN	Print in 999-99-9999 format on line 22 26

- Each disbursement activity detail record type lists the disbursement (disbursement activity = “D”) or adjusted disbursement amount (disbursement activity = “A”) detail information such as Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, Net Adjustment Amount for a loan.
- The Total Gross Amount, Total Fee Amount, Total Interest Rebate Amount, and Total Net Amount at the loan level are included in the last disbursement activity detail record for the particular loan.
- Except for the Record Type (B or U) and Disbursement Activity Type (D or A) the record layout is the same for each disbursement activity detail record.
- The 732 Loan Detail Report option generates two files that are sent in the following record type order:
 - The first file includes the Disbursement Total For Subsidized Loans, Disbursement Total For Unsubsidized Loans, Disbursement Total For PLUS Loans, Disbursement Total For Subsidized/Unsubsidized/PLUS Loans, Cash Receipts, Excess Cash, Booked Loan Detail, and Unbooked Loan Detail record types. The message classes are *is* ED1202OP (monthly). ~~and ED0902OP (bi-weekly)~~
 - In the second file, the Cash Summary record is provided. The message classes are *is* ED1302OP (monthly). ~~and ED1102OP (bi-weekly)~~.
- The 732 Disbursement Activity Detail Report option generates two files that are sent in the following record type order:
 - The first file includes the Disbursement Total For Subsidized Loans, Disbursement Total For Unsubsidized Loans, Disbursement Total for PLUS Loans, Disbursement Total For Subsidized/Unsubsidized/PLUS Loans, Cash Receipts, Excess Cash, Booked Disbursement Activity Detail, Unbooked Disbursement Activity Detail, and Cash Summary record types. The new message class is DDAM02OP (monthly). ~~and DDAD02OP (on-demand)~~.
 - A separate file provides the Cash Summary record. The message classes are *is* ED1302OP (monthly). ~~and ED1102OP (bi-weekly)~~.
- The 732 Booked Loan Detail, Unbooked Loan Detail, Booked Disbursement Activity Detail, and Unbooked Disbursement Activity Detail record types are sorted by loan type (Subsidized/Unsubsidized/PLUS) and then by loan SSN. For example, all subsidized loans are reported together and sorted by the first 9 characters of the 21-character loan identifier.
- The Cash Summary information is in a separate file in both the 732 Loan Detail Report and 732 Disbursement Activity Detail Report. As an additional flexibility, if you request the 732 Disbursement Activity Detail Report, the Cash Summary record is also included in the first file of this report so you can import one file in order to receive all your 732 information.

External Import Loan Origination Add File (Continued)

Field #	Start Position	End Position	Field Length	Required Field	Field Name/Description	Valid Field Content	Justify
13	131	132	2	S/P	Student or Parent Borrower's Permanent Address State State where the borrower permanently resides	Uppercase A-Z A valid two-letter postal code See State Abbreviation Table If foreign address, state should contain "FC" and zip code should contain "00000"	Left
14	133	141	9	S/P	Student or Parent Borrower's Permanent Zip Code Borrower's address Zip Code	0-9 Space(s) Last 4 digits may be blank If foreign address, state should contain "FC" and zip code should contain "00000"	Left
15	142	151	10		Student or Parent Borrower's Telephone Number Borrower's home telephone number	0000000000 – 9999999999 Can be blank	Right
16	152	171	20		Student or Parent Borrower's Driver's License Number Borrower's driver's license number	0-9 Uppercase A-Z Space(s) - (Dash) * (Asterisk) Can be blank	Left
17	172	173	2		Student or Parent Borrower's Driver's License State Borrower's driver's license state	Uppercase A-Z A valid two-letter postal code See State Abbreviation Table Can be blank	Left
18	174	181	8	S/P	Student or Parent Borrower's Date of Birth Borrower's date of birth	CCYYMMDD 19020101 – 19901231 Student must be 12 years	Right
19	182	182	1	P	Student or Parent Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (Valid only on Sub/Unsub origination records or Sub/Unsub change records) <i>Can be blank for sub/unsub loans.</i> <i>Can be blank for PLUS loans but loan record will not originate in this case.</i>	Right

External Import Loan Origination Add File (Continued)

Field #	Start Position	End Position	Field Length	Required Field	Field Name/Description	Valid Field Content	Justify
33	223	223	1		Disclosure Printed? (Sub/Unsub only) Has a disclosure statement been printed by the school?	Y = Disclosure printed N = Disclosure not printed or ready to reprint Default is N PLUS should be equal to "N"	Left
34	224	239	16	P	Student's Last Name (PLUS only) Student's last name	0-9 Uppercase A-Z Space(s) (Period) ' (Apostrophe) (Dash)	Left
35	240	251	12	P	Student's First Name (PLUS only) Student's first name	0-9 Uppercase A-Z Space(s) (Period) ' (Apostrophe) (Dash)	Left
36	252	252	1	P	Middle Initial (PLUS only) Student's middle initial	Uppercase A-Z	Left
37	253	253	1	P	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (Valid only on Sub/Unsub origination records or Sub/Unsub change records) Can be blank for sub/unsub loans.	Left
38	254	262	9		Student's Alien Registration Number (PLUS only) Student's Alien Registration Number if an eligible non-citizen	00000000-99999999	Left
39	263	270	8	P	Student's Date of Birth (PLUS only) Student's date of birth	CCYYMMDD 19020101 – 19901231	Right
40	271	271	1	P	Student's Loan Default/ Grant Overpayment (PLUS only) Is the student in default on a Title IV loan or owes a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School	Left

External Import Loan Origination Add File (Continued)

Field #	Start Position	End Position	Field Length	Required Field	Field Name/Description	Valid Field Content	Justify
44	325	326	2	P	Student's Local Address State Student's local address state	Uppercase A-Z A valid two-letter postal code See State Abbreviation Table Can be blank	Right
45	327	335	9	P	Student's Local Zip Code Student's local Zip Code	0-9 Space(s) Last 4 digits may be blank Can be blank	Left
46	336	336	1	S/P	Dependency Status Dependency status of the student	I = Independent D = Dependent	Left
47	337	337	1		Additional Unsubsidized Loan Flag (Sub/Unsub only) Is the student eligible for additional unsubsidized loan amount?	Y = Yes N or blank = No Blank is default	Left
48	338	387	50		Student's E-mail Address E-mail address of the student	0-9 Uppercase and lowercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s) @ and a . (dot) to the right of the character is required if an e-mail address is provided Can be blank	Left
49	388	392	5		Interest Rebate Percentage Interest rebate percentage; i.e., 01500 for 1.5% (Implied decimal between the 2 nd and 3 rd position from the left)	Number > 0	

Loan Origination Import Change Field Numbers (Continued)

Sorted by Field Name Alphabetically

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S191	5	20 th Disbursement Anticipated Gross Amount Anticipated gross amount for the 20 th disbursement	Numeric > = 0 (Sub/Unsub Only)
S122	8	Academic Year End Date Date the academic year ends at the institution	Format is CCYYMMDD 20010701 – 20030629
S121	8	Academic Year Start Date Date the academic year starts at the institution	Format is CCYYMMDD 20000702 – 20020630
D007	6	Action Amount Reported Disbursement Amount	-99999-099999 (leading zero can be blank) Negative values only valid for Action Type = N
D006	1	Action Type Type of disbursement entered	D = Disbursement (Gross or Net) Amount A = Adjusted Disbursement (Gross or Net) <i>U = Use Anticipated Disbursement Information (Gross or Net based on Direct Loan Setup selected criteria.)</i> N = Net Adjusted Amount (Enter an adjusted disbursement by using the net adjusted amount) Q = Adjusted Disbursement Date
D008	1	Actual First Disbursement Change Flag Indicates the first disbursement	C = Change the first disbursement from disbursement number 1 to a subsequent disbursement number
S123	1	Additional Unsubsidized Eligibility for Dependent Student (Unsub only) Indicates whether or not there is additional unsub. eligibility for a dependent student	Y = Yes N or blank = No
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (Unsub only) This was formerly a HEAL Loan	Y = Yes
S019	9	Borrower's Alien Registration Number Borrower's alien registration number if eligible non-citizen	000000000 to 999999999
S018	1	Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (Valid for subsidized/unsubsidized loan change records)
S016	8	Borrower's Date of Birth Borrower's date of birth	Format is CCYYMMDD 19020101 – 19901231
S107	8	Borrower's Date of Birth Change Date The date that the date of birth last changed	Format is CCYYMMDD 19000101 – 20991231

Loan Origination Import Change Field Numbers (Continued) Sorted by Field Name Alphabetically

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S032	8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	Format is CCYYMMDD 20000702 – 20020630
S117	1	MPN/Promissory Note Status (Sub/Unsub only) The status of the MPN/Promissory Note	T = Assumes the borrower has an open MPN at the LOC S = MPN/PLUS Promissory Note is signed
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record, i.e., 04000 (Implied decimal between the 2 nd and 3 rd position from the left)	Numeric > 0
S104	8	Permanent Address Change Date The date the borrower's permanent address last changed	Format is CCYYMMDD 19000101 – 20991231
S083	1	Promissory Note Print Indicator Promissory note print option used for this record	S = LOC Prints (Send to Borrower) R = LOC Prints (Return to School) O = On-site (EDEXpress) F = On-site (Custom System) Z = LOC Reprint
S085	8	Promissory Note Received Date Date on which the signed promissory note or promissory note/application was received from the borrower and verified by the school	Format is CCYYMMDD 19000101 to 20991231
S027	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000 – X99999 where X = G or E
P008	9	Student's Alien Registration Number (PLUS only) Student's alien registration number, if eligible non-citizen	000000001-999999999
P007	1	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (Valid only for PLUS Loan change records)

Loan Origination Import Change Field Numbers (Continued)

Sorted by DL Change Number

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S102	2	Student's Local Address State Student's local state	Uppercase A-Z A valid two-letter postal code See State Abbreviation Table
S103	9	Student's Local Zip Code Student's local zip code	000000000-999999999 Last 4 digits may be blank
S104	8	Borrower's Permanent Address Change Date The date the borrower's permanent address last changed	Format is CCYYMMDD 19000101 – 20991231
S105	8	Student's Local Address Change Date The date the student's local address last changed	Format is CCYYMMDD 19000101 – 20991231
S106	8	Borrower's Social Security Number Change Date The date the borrower's Social Security Number last changed	Format is CCYYMMDD 19000101 – 20991231
S107	8	Borrower's Date of Birth Change Date The date the borrower's date of birth last changed	Format is CCYYMMDD 19000101 – 20991231
S109	1	Entrance Interview Flag Indicates whether the student received entrance interview counseling	Y = Yes
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (Unsub only) This was formerly a HEAL Loan	Y = Yes
S115	1	Disclosure Statement Print Indicator (Sub/Unsub only) Disclosure statement print option used for this record	Y = LOC prints N = School prints Z = LOC reprints Blank for PLUS
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record, i.e., 04000 (Implied decimal between the 2 nd and 3 rd position from the left)	Numeric > 0
S117	1	MPN/Promissory Note Status(Sub/Unsub Only) The status of the MPN/Promissory Note	T = Assumes the borrower has an open MPN at the LOC S = MPN/PLUS Promissory Note is signed
S118	1	Disclosure Printed? (Sub/Unsub Only) Indicates whether or not a disclosure was printed using EDExpress	Y = Disclosure printed N = Disclosure not printed

External Export (Continued)

Field Length	Field Name	Valid Field Content	Justify
1	Prom Note Print Indicator MPN/PLUS Promissory Note print option used for this record	S = LOC prints (send to borrower) R = LOC prints (return to school) O = On-site (EDEXpress) F = On-site (Custom system) Z = LOC reprint	Left
8	Prom Note Received Date Date on which the signed MPN or PLUS Promissory Note/Application was received from the borrower and verified by the school	Format is CCYYMMDD 19000101 – 20991231	Right
1	Prom Note Status or MPN Status Status of the promissory note or MPN with the LOC	Valid values for PLUS Promissory Notes: A = Accepted R = Ready to Print X = Pending N = Not Ready to Print S = Signed P = Printed or Request to print sent to LOC M = Manifested E = Error Valid values for MPNs: A = Valid MPN at LOC I = Inactive MPN at LOC C = Closed MPN at LOC F = Valid MPN Not on file at the LOC T = School assumes the student has an MPN on file at the LOC R = Ready to Print X = Pending at LOC N = Not Ready to Print S = Signed P = Printed or Request to print sent to LOC M = Manifested Q = MPN rejected	Left
1	Record Source – DL Origin of record data	M = Manual Entry I = ISIR L = Import External Add, Direct Loan P = Import External Add, Packaging Y = Import External Add, Pell	Left

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
1055 (Cont'd)	Loan Amount Approved (Cont'd)	Loan (Cont'd)	<p>For Records where Loan Type = S Health Profession Programs Flag = Blank Add'l Unsub Flag = Blank Dep Status = I Grade level = 6, 7 Loan Amt approved > 8500</p> <p>OR</p> <p>For Records where Loan Type = U Health Profession Programs Flag = Y Add'l Unsub Flag = Blank Dep Status = I Grade level = 4, 5 Loan Amt approved > 27167</p> <p>OR</p> <p>For Records where Loan Type = U Health Profession Programs Flag = Y Add'l Unsub Flag = Blank Dep Status = I Grade level = 6, 7 Loan Amt approved > 45167</p>	<p>The Loan Amount Approved for this Loan Exceeds Annual Loan Limits for this Student</p> <p>Maximum Loan Amount [99999]</p> <p>(Cont'd)</p>
1060	Loan Amount Approved	Loan	If Loan Amount Approved is greater than Loan Amount Requested (PLUS only)	Loan Amount Approved may not be greater than the Loan Amount Requested
1065	MPN/Promis- sory Note Status	Loan	<p>If status is N or R and Promissory Note Indicator is not = F (For Import External Change only) If MPN/Prom Note Status is changed to S and the current MPN/Prom Note Status is not P or is not R and the Prom Note Print Indicator is F.</p>	MPN/ Promissory Note may not be signed prior to printing note
1077	Disbursement- Anticipated Gross Amount	Anticipated	If the amount is changed and the sum of the anticipated disbursements exceeds the loan amount approved	Anticipated Gross Loan Total may not exceed the Loan Amount Approved

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
1080	Borrower Signed Note Date	Loan	If <i>Loan Type = P (Plus)</i> and Borrower Signed Note Date is changed to blank OR If <i>Loan Type = S or U and Borrower Signed Note Date is changed to blank and MPN Status is not changed to T</i>	Date Signed Note Received cannot be changed to blank OR Date Signed Note Received cannot be changed to blank unless MPN Status is changed to T (MPN Exists)
1085	Borrower Signed Note	Loan	If MPN/Promissory Note Status is N is not equal to A, S, or M and signed note received date is non-blank OR If MPN/Promissory Note Status is S and signed note received date is blank	MPN/Promissory Note status must change to signed before entering a be signed, manifested, or accepted when the signed note received date is non-blank Date note received required on signed notes
1086	Borrower Signed Note Date	Loan	If borrower signed note date is in the future	Borrower Signed Note Date may not be in the future
1090	Borrower's Citizenship	Loan	If changed to blank for (PLUS only) If <i>PLUS Loan and Borrower's Citizenship = Blank (PLUS only)</i>	Citizenship may not be changed to blank
1100	Borrower's Citizenship	Loan	If citizenship is equal to 3 (PLUS only) and <i>Loan Type = PLUS (P)</i>	Borrower citizenship may not be 3 (Not eligible) for a PLUS loan.
1125	Loan Period End Date	Loan	If Loan Period End Date is less than or equal to loan period start date	Loan Period Start Date must be prior to Loan Period End Date
1126	Loan Period End Date	Loan	If Loan Period End Date is more than 12 calendar months past the loan period start date	WARNING – LOC may reject this record as Loan Period may not be greater than 12 calendar months
1135	Academic Year End Date	Loan	If Academic Year End Date is more than 12 calendar months past the Academic Year Start Date	WARNING – LOC may reject this record as Academic Year may not be greater than 12 calendar months

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
1136	Academic Year End Date	Loan	If Loan Period Start Date is earlier than Academic Year Start Date OR If Loan Period End Date is greater than Academic Year End Date	Loan Period must be within Academic Year Review Loan Period Start and End dates and Academic Year Start and End dates
1170	School Code	Loan	During Import Change process, if school code changed and saved to database is different than what is previously on the database and the origination status is not N	School Code may not be changed after origination
1180	Disbursement-Anticipated Date	Anticipated	If dates are out of order	Anticipated disbursement must be in ascending date order

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
1195	Action Date	Actual	If the transaction date entered is prior to the transaction date of the 1 st actual disbursement on the database, <i>or the actual disbursement with the First Disbursement Flag = C, if one exists</i> , use the transaction with Type D, unless a Type Q transaction exists If a Type Q transaction exists, use the date of the Type Q transaction with the highest sequence number	Actual Disbursement Date entered may not be prior to the 1 st Actual Disbursement Date
1215	Action Type	Actual	If Inactive Flag is Y and actual disbursements added	This Loan is currently Inactive You must remove the Inactive Flag before making any disbursements
1220	Action Type	Actual	If action type U is entered and a disbursement record already exists for this disbursement (For Import External Change and Multiple Entry only)	Actual Disbursement record already exists for this disbursement
2000	Disbursement-Anticipated Date	Anticipated	If date entered is more than 10 days before Loan Period Start Date	Anticipated Disbursement date #(N) may not be more than 10 days prior to Loan Period Start Date
2001	Action Date	Actual	If date entered is more than 10 days before Loan Period Start Date	WARNING – The LOC may reject this record since Actual Disbursement date #(N) may not be more than 10 days prior to Loan Period Start Date
2005	Disbursement-Anticipated Date	Anticipated	If disbursement date is after loan period end date	WARNING – The LOC may reject this record since Anticipated Disbursement date must be prior to Loan Period End Date
2010	Anticipated Detail fields	Anticipated	If anticipated date is not present and any other anticipated detail is present	Anticipated Disbursement #(N) detail fields may not be completed without an anticipated disbursement date
3000	Action Type	Actual	If the PLUS Credit check indicator is blank, N, X, F, or D and any action type is entered (PLUS only)	Actual Disbursement #(N) may not be made with a blank, Pending, Failed or Credit Denied Credit Decision status on PLUS loan

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
3040	Action Date	Actual	Update with First Disbursement Flag if Action Date, Type or Amount empty and at least one action field non blank If any actual disbursement has a blank Action Type or Action Date field, or is an Action Type other than A, N, or Q with a blank Action Amount (For Import External Change and Multiple Entry Only)	Disbursement date required to disburse loan Actual Disbursement #(N) Action Type, Action Amount, and Action Date are required to disburse a loan
3042	Action Type	Actual	If Disbursement Type Q and current disbursement # is not Accepted or Batched	Disbursement must be Accepted or Batched before a disbursement date change is applied to that disbursement
3044	Action Date	Actual	If Disbursement Type Q date for 1 st actual disbursement or actual disbursement with First Disbursement Flag = C is after any other Disbursement Type D Date If any subsequent disbursement contains a Type Q transaction, edit against the date of the Type Q transaction with the highest sequence number Example: 7/15/2001: Disb #1 Original Date 7/20/2001: Q for Disb #1 Date 7/18/2001: Disb #2 Date	Adjusted Disbursement Date of the first disbursement cannot be after a subsequent disbursement #(N) date
3050	Action Amount	Actual	If action type of D is entered and amount is equal to zero	Actual Disbursement Amount #(N) may not be equal to zero
3051	Action Amount	Actual	If action amount gross is same as previous gross amount for this disbursement number	You may not enter an action amount where the Gross Amount is the same as the previous transaction for this disbursement number
3055	Action Disbursement Number	Actual	If action disbursement number is greater than one (01) and actual disbursement 01 does not exist	Disbursement number 01 must be entered before this disbursement
3070	Action Type	Actual	If an actual disbursement's first transaction type is A or Q	First transaction type for disbursement #(N) cannot be A, N, or Q

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
3080	Action Date	Actual	If date entered is after current date	Actual disbursement #(N) may not be in the future
3090	Actual Gross Amount	Actual	If the MPN/Promissory Note status is equal to N, R or P and the origination status is N or R and the entered amount is changed and saved as non-zero	MPN/Promissory Note must be signed and Loan record must be batched prior to entering Actual Disbursement #(N)

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
3100	Action Type	Actual	If action type entered is A or N and date entered is before date on actual disbursement (type D)	Adjustment may not be prior to actual disbursement
3105	Action Date	Actual	If the action date is 91 days or more greater than the loan period end date	WARNING – This Disbursement Date is 90 days past the Loan Period End Date and will be rejected by the LOC unless your institution has prior approval from the Department of Education
3900	Disbursement-Anticipated Gross Amount	Anticipated	During Import Change process, if the loan origination status is equal to N and a disbursement is non-blank	Anticipated Disbursements may not be changed prior to originating a loan
3911	Actual Gross Amount	Actual	If the sum of all actual disbursements exceeds the Loan Amount Approved	Actual Gross Loan Total may not exceed the Loan Amount Approved
3914	Actual Gross Amount	Actual	CANCODE is set to Y (through multiple entry/ import change) and sum of actuals is greater than zero	You must first adjust all Actual Disbursements to \$0 before you can mark this loan inactive
3995	Actual Gross Amount	Actual	If Required Entrance Interview Flag is checked in system setup, and College Grade Level on Demo record = 0 or 1, and Entrance Interview Flag on demo is not checked	Actual disbursements may not be saved without an Entrance Interview for Grade Level 0 or 1
4000	Anticipated Disbursement Number	Anticipated	If Anticipated Disbursement Numbers greater than or equal to 5 exist on a PLUS loan	PLUS loans can only contain 4 anticipated disbursements
4001	PLUS Borrower Current SSN	Loan	If PLUS borrower's current SSN is the same as the student's current SSN	Parent current SSN may not be the same as the Student's Current SSN
4002	Anticipated Disbursement Number	Anticipated	If only one anticipated disbursement record exists for a loan and the school is not designated as a Special school in Direct Loan setup	WARNING - The LOC may reject this record since a loan must have at least two disbursements unless your school is designated as a Special school
4003	Loan Period Code	Loan	If loan period code is changed and the loan status is A or B <i>(For Import External Change and Multiple Entry Only)</i>	The Loan Period Code may not be changed when the loan status is Accepted or Batched

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
4004	Action Date	Actual	If the disbursement is flagged as the "first" and the Action Date is greater than the date of any other disbursement	Actual Disbursement #(N) must have the earliest Disbursement Date since it is flagged as the "first" disbursement
4005	Date of Birth	Demographic DOB	If the student's date of birth is not 19020101-19901231	Student's date of birth must be between 01/01/1902 and 12/31/1990.
4006	MPN/Prom Note Status	Loan	If MPN/Prom Note Status is changed to T AND The Loan Type is S or U AND The current MPN/Prom Note Status is not N, R, P, S, or M	MPN Status may not be changed to T (MPN Exists) when the current status is not N, R, P, S, or M
4007	Local Zip Code	Demographic LSTATE LZIP	Student's local zip code is not blank and local state is blank OR Student's local address state is not blank and is not "CN," "MX," or "FC," and zip code is blank (External Add/Change Only)	Student's Local Address State should not be blank OR Student's Local Zip Code should not be blank
4008	Local Address	Demographic LADDRESS LCITY LSTATE LZIP	If only one of the local address fields is non-blank (External Add/Change Only)	At least two Local Address fields must be populated
4009	Student's Name	Demographic NAMEL NAMEF	Student's First and Last Names are blank	Student's First and Last Names cannot both be blank
4010	Parent's Name	Loan NAMEL NAMEF	Parent's First and Last Names are blank and Origination Status is not N (N/A to Imports)	Parent's First and Last Names cannot both be blank

Combination Edits (Continued)

Edit	Field Name	Table	Condition	Message
<i>4011</i>	<i>Current SSN</i>	<i>Loan SSNCURR</i>	<i>If PLUS Borrower's Current SSN is changed to blank and Origination Status is not N</i>	<i>Parent's Current SSN may not be changed to blank after the loan is originated</i>
<i>4012</i>	<i>First Disbursement Flag</i>	<i>ActualDisbursement.FIRST</i>	<i>If the First Disbursement Flag = C and Disbursement Status of Actual Disbursement 01 is not A (Accepted)</i>	<i>Actual Disbursement 01 must be accepted before a subsequent Actual Disbursement can be flagged as the "First" Actual Disbursement</i>

Importing Data into the EDEExpress Direct Loan Software

Interfacing your institution's system with EDEExpress allows you to take advantage of the built-in edits and PC communication software. It reduces the data preparation effort by importing student data from your existing systems into EDEExpress. After processing Direct Loan records with EDEExpress, you can create a customized export file to share the data with your other institutional systems.

Certain borrower information is required before you can originate a loan. This information includes data about the borrower such as the name, address, date of birth, citizenship, and year in college. Also, it includes information specific to the loan such as the loan amount approved, ~~and~~ loan period start and end dates, *and assumed MPN status*. When creating the import file, please refer to the column marked 'required field' in the External Import Loan Origination Add file (DIEA) record layout.

As an EDEExpress user, you have the following three options when entering data required to originate a Direct Loan:

1. Key enter data from the SAR and other hardcopy documents
2. Import data from EDEExpress' ISIR and/or packaging system databases
3. Import data from an institutional system (External System)

The following specifications address the third option - importing data from an institutional system. For information regarding the first and second options, please refer to the online Help in the Direct Loan software.

Notes:

- EDEExpress automatically performs origination for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of N.
- If your institution chooses to fill field #1 with a preassigned Loan ID, you may assign any loan sequence number (001-999). However, we strongly recommend that you start loan sequence number creation with 001 and do not start with 101.

If you have developed systems to capture information required to originate a loan, two general import capabilities are available.

Originating and Determining MPN Status within EExpress

New for 2001-2002: Upon Origination, EExpress determines the MPN status of a loan and updates the MPN status field. This is the MPN status for the loan record until the record is exported and acknowledged by the LOC.

The criteria EExpress uses to determine the MPN status of a loan is based on whether you have indicated that you process loans using multi-year functionality or single-year functionality in Direct Loan Setup.

Indicating in EExpress Multi-Year or Single-Year Functionality

New for 2001-2002: A field is added to Direct Loan System Setup asking “Do you use multi-year MPNS at your school?” This field is a checkbox. If you process MPNs using multi-year functionality, mark the box. If you process MPNs using single-year functionality, leave the box empty.

EExpress defaults to a marked box indicating yes, school is using multi-year functionality.

Multi-Year Functionality

Determining the MPN Status for schools using multi-year functionality is a two step decision making process within EExpress.

First, EExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EExpress for a student, EExpress reviews the MPN Status of the existing loan.

<i>IF...</i>	<i>THEN...</i>
<i>The MPN Status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A, P, S, M, or T)</i>	<i>EExpress updates the MPN Status of the originating loan to “T,” assumes a valid MPN exists</i>
<i>The MPN Status of the existing loan indicates no valid MPN exists (R or N)</i>	<i>EExpress sets the MPN Status of the originating loan to “R,” ready to print and a new MPN can be printed</i>

When no other loan(s) exist within EDEExpress for a student, EDEExpress reviews the ISIR MPN Indicator if ISIRs were imported into EDEExpress.

<i>IF...</i>	<i>THEN...</i>
<i>The ISIR MPN Indicator indicates an active MPN at the LOC (A)</i>	<i>EDEExpress updates the MPN of the originating loan to “T” assumes a valid MPN exists</i>
<i>The ISIR MPN Indicator is blank or indicates no valid MPN (I, C, N, or U)</i>	<i>EDEExpress sets the MPN Status of the originating loan to “R,” ready to print and a new MPN can be printed</i>

Single-Year Functionality

When determining the MPN Status of a loan at a school using single-year functionality, EDEExpress looks for other originated subsidized or unsubsidized loans for the student with the same academic year within EDEExpress.

<i>IF...</i>	<i>THEN...</i>
<i>No other loans exist for this student within EDEExpress</i>	<i>EDEExpress sets the MPN Status of the originating loan to “R,” ready to print and a new MPN can be printed</i>
<i>Another loan exists and the academic year start and end dates do NOT match the loan being originated</i>	<i>EDEExpress sets the MPN Status of the originating loan to “R,” ready to print and a new MPN can be printed</i>
<i>Another loan exists and the academic year start and end date match the loan being originated and EDEExpress reviews the MPN Status of the existing loan</i> <i>If the MPN Status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (A, P, S, M, or T)</i> <i>If the MPN Status of the existing loan indicates no valid MPN exists (R or N)</i>	 <i>EDEExpress updates the MPN Status of the originating loan to “T,” assumes a valid MPN exists</i> <i>EDEExpress sets the MPN Status of the originating loan to “R,” ready to print and a new MPN can be printed</i>

Note: For schools implementing single-year functionality the ISIR MPN Indicator is not used in the process to determine if a new MPN should be printed.

Exporting the MPN Status to the LOC

EDEExpress exports the determined MPN status for a loan to the LOC via the Loan Origination record.

When the loan is accepted by the LOC, the LOC links the loan to a MPN, if possible. The Loan Origination Acknowledgement (DISF02OP) contains the LOC's MPN status for the loan record.

Upon import of the LOC Loan Origination Acknowledgement EDEExpress updates the MPN Status of a loan.

<i>IF LOC MPN Status imported is:</i>	<i>THEN EDEExpress Updates to:</i>
<i>A = Accepted MPN at the LOC</i>	<i>A = Accepted by the LOC</i>
<i>P = MPN not on file at the LOC</i>	<i>R = Ready to Print</i>
<i>I = Inactive</i>	<i>R = Ready to Print</i>
<i>C = Closed</i>	<i>R = Ready to Print</i>
<i>Q = Rejected</i>	<i>R = Ready to Print</i>
<i>X = Pending MPN at the LOC</i>	<i>X = Pending</i>

Exchanging Loan Origination Records with the LOC

You transmit a loan origination record to the LOC for each originated loan. If you request the LOC to print promissory notes, your request is part of the loan origination record. If you print your borrower's promissory notes, the loan origination record can be transmitted before or after the student signs the note. However, the LOC must receive the loan origination record, promissory note, and disbursement record before it can book the loan.

Two types of loan origination records can be exported to the LOC:

- Full Loan Origination Record
- Loan Origination Change Record

Submitting Full Loan Origination Records to the LOC

For each new loan, subsidized, unsubsidized and PLUS, you must send a Full Loan Origination Record to the LOC. The Full record contains all of the demographic information about the borrower, as well as anticipated loan disbursement data, required to originate the loan. Data on each record must be edited to adhere to the field length, field type, and valid field content specifications. *In addition, upon origination, EDEExpress determines the assumed MPN status for subsidized and unsubsidized loans. (The process for determining the MPN Status is explained later in the MPN text of this section.)*

Full Loan Origination Records are transmitted in two types of files. All of the subsidized and unsubsidized records are transmitted in a file with a message class of DESF02IN. All PLUS records are transmitted in a file with a message class of DEPF02IN.

New for 2001-2002: Loan records marked by the user as inactive on the Loan tab are excluded from the Loan Origination export to the LOC from EDEExpress.

Schools can perform credit checks for PLUS borrowers by using the LO Online Web Application. Schools have the option to submit credit check requests via the LO Online Web Application or to submit Full Loan PLUS Origination Records to the LOC for the LOC to perform the credit check request. Schools are given the capability to receive a credit decision through an interactive Web-based application. The Web page accesses an approved credit bureau and returns a credit acknowledgement to the school. The Web page displays the credit decision of approved (accepted) or denied (failed). The reason for a failed credit decision is not displayed.

When the school receives a failed credit decision from the LO Online Web Application, the Full Loan PLUS Origination Record can be submitted to the LOC (so that the LOC can send an endorser form to the borrower) or the school may decide to originate additional unsubsidized loans for the student. The Full Loan PLUS Origination Record must be sent to the LOC if the borrower requests an endorser.

The credit decision received from the LO Online Web Application does not have to be forwarded to the LOC. The LOC receives a simultaneous response from the credit bureau at the time the school performs the credit check. The LOC stores the credit decision and sends necessary letters to the borrowers.

Note: Certification must be kept at the school, indicating that the borrower has authorized the school to perform the credit check and also indicating whether or not the borrower wants an endorser in the case of a failed credit decision.

Receiving Full Loan Origination Acknowledgements from the LOC

The LOC returns one acknowledgement record for each Full Loan Origination Record it receives. Batch integrity is maintained; the school receives acknowledgement records for all transmitted records in the batch.

These records are received in message class DISF02OP for subsidized and unsubsidized records and DIPF02OP for PLUS records. These records indicate whether the origination record is rejected or accepted. For PLUS records, the Full Loan Origination Acknowledgement also indicates whether the credit check is accepted, denied or pending. ***For subsidized and unsubsidized loans, the Full Loan Origination Acknowledgement also indicates the LOC's MPN Status for the loan. (Further information about this process is explained later in the MPN text of this section.)***

If a credit decision is overridden (modified) for a PLUS record, a separate PLUS Credit Decision Acknowledgement is received from the LOC (message class DIPC02OP). The PLUS Credit Decision Acknowledgement is transmitted to you at any time after the initial decision has been received on the Full Loan Origination Acknowledgement.

Once the Full Loan Origination record is accepted by the LOC, it should not be sent to the LOC again. If changes need to be sent to update information on the record, a change record described below must be sent to the LOC. When a Full Loan Origination record is rejected by the LOC, it is not kept on file in the LOC System. The record errors need to be corrected and the updated Full Loan Origination record transmitted to the LOC with the message class DESF02IN/DEPF02IN.

New for 2001-2002: The LOC processes credit check requests within hours and acknowledges PLUS loan records within 24 hours of receipt at the LOC. If a credit decision other than accepted or denied is received, the LOC acknowledges the accepted PLUS loan record with a pending credit check status.

Note: MPNs are linked to a Loan Origination record by the LOC using the first three letters of the First Name. If the First Name field is blank on the Loan Origination Record or on the MPN, the LOC links using the first three letters of the Last Name.

Multi-Year Functionality

Multi-Year use of the MPN applies to all four-year and graduate/professional schools that are not subject to an emergency action or limitation, suspension or termination (LS&T) action per Direct Loan regulations. Any school requesting an exception to this regulation may contact the Direct Loan Operations Staff at 202/708-9951.

If a borrower is attending a school eligible for multi-year functionality, the borrower may have only one open MPN on file at the LOC for all subsidized and unsubsidized loans disbursed for academic year 1999-2000 and forward. For example, the open MPN at the LOC can be an MPN processed for academic year 2000-2001. The 2000-2001 loans and forward are linked by the LOC to this open MPN.

An open MPN on file at the LOC is assigned to the borrower and is not limited for use at a specific Direct Loan school. Therefore, any MPN accepted by the LOC can be used by a Direct Loan school eligible for MYN functionality. Thus, all loans for a student are linked to the same MPN across schools and academic years.

New for 2001-2002: An MPN Indicator is being added to the Institutional Student Information Record (ISIR). The ISIR MPN Indicator tells the school whether a valid MPN is on file at the LOC for a specific student. The values for this indicator are: A – Valid MPN on file at the LOC, C – Closed MPN at LOC, I – Inactive MPN at LOC, ~~and~~ N – Valid MPN not on file at LOC, *U - Unavailable (data is unavailable at NSLDS) or Blank.*

Upon importing ISIR data into EDEExpress, the ISIR MPN Status is stored within EDEExpress and can be viewed from the Loan tab under View, NSLDS on the top tool bar. This ISIR MPN Status is used by EDEExpress to determine if a MPN needs to be printed for a loan record. In addition, the ISIR MPN Status is listed as a demographic field for queries and external export.

Note: *The ISIR MPN Status can be imported into EDEExpress only through the ISIR Import process. Schools with external systems use the External Import Add or Change file and import a MPN Status of “T.”*

Single-Year Functionality

If a school is NOT eligible for MYN functionality (single-year school), a new MPN must be generated each academic year for each borrower. A single-year school must use an MPN generated at or for that school only. A single-year school can link all subsidized and unsubsidized loans for the same academic year, for the same student to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

Valid MPN

An open MPN is valid for up to 10 years from the date of the first anticipated disbursement if an actual disbursement has been made for any associated loan origination record. If a student wishes to close an MPN, he or she must provide a request in writing to close an MPN to the Direct Loan Servicing Center or to the school. If the closed notification is received at the school, the school must forward the original documentation to the LOC. Once an MPN has been closed, no new loans can be linked to the closed MPN. A new MPN must be generated if new loans are originated. However, all disbursements and booking activities for the loans already linked to the closed MPN continue to be processed by the LOC.

Reporting Disbursements

Note: The Actual Disbursement Record cannot be accepted by the LOC until they have accepted the Loan Origination Record.

Before the LOC can "book" a loan, the LOC needs three essential components:

1. An accepted Loan Origination Record
 - a) Approved Credit Decision (PLUS ONLY)
2. An accepted MPN/PLUS Promissory Note
3. An accepted Actual Disbursement Record

Once an Option 1 or 2 school has verified a completed and signed MPN/PLUS Promissory Note is on file as well as other eligibility verification required by regulations (e.g., student enrolled at least half-time), it can make a loan disbursement to the student or parent (either by check or by crediting the student's account).

LOC Disbursement Record Types

Actual Disbursement Records must be submitted and accepted for each disbursement transaction. Each disbursement and adjustment books separately.

There are six LOC Disbursement Records:

1. Disbursement = record type D (Batch Type #H)
2. Adjusted Disbursement Amount = record type A (Batch Type #H)
3. Adjusted Disbursement Date = record type Q (Batch Type #H)
4. Booked Disbursement = record type L (Batch Type #B)
5. Booked Adjusted Disbursement = record type M (Batch Type #B)
6. Servicer Refund = record type P (Batch Type SP)

A Disbursement Record contains data for the initial disbursement for a given disbursement number.

The following scenarios demonstrate this process:

Scenario A

School needs to cancel an entire loan and NO Actual Disbursements have been made:

1. Reduce the Loan Amount Approved to \$0 or mark the loan Inactive and select the option to reduce the Loan Amount Approved to \$0. Save the record.
2. Save process within EDExpress automatically reduces each Anticipated Disbursement to \$0.
3. Forward a Loan Origination Change Record to the LOC, which contains the change to the Loan Amount Approved and all Anticipated Disbursements.
4. Increase the Loan Amount Approved to the appropriate amount, which automatically resets the Inactive Flag, if you need to reactivate this loan.

EDExpress automatically recalculates the Anticipated Disbursements.

Forward a Loan Origination Change Record to the LOC, which contains the change to the Loan Amount Approved and all Anticipated Disbursements.

Scenario B

School wants to cancel an entire loan but Actual Disbursements have been made:

1. Adjust all Actual Disbursements to \$0 and send in a Disbursement Record to the LOC, which contains adjusted disbursement record.
2. At the same time, reduce the Loan Amount Approved to \$0 or mark the loan Inactive and select the option to reduce the Loan Amount Approved to \$0. Save the record.
3. The Save process in EDExpress automatically reduces each Anticipated Disbursement.
4. Forward a Loan Origination Change Record to the LOC, which contains the change to the Loan Amount Approved and all Anticipated Disbursements.

Note: This change record (Step 4) can be forwarded to the LOC at the same time the Disbursement Record in Step 1 is forward to the LOC.

5. (As in Step 4 for Scenario A above) Increase the Loan Amount Approved to the appropriate amount if you need to reactivate this loan.

~~EDExpress automatically~~ **Enter the** recalculates ~~the~~ Anticipated Disbursements. A Loan Origination Change record is sent to the LOC to report the new amounts.

6. Adjust the appropriate Disbursement number back up to the disbursement amount if an Actual Disbursement is to be recorded. A Disbursement Record is sent to the LOC to report the new Actual Disbursement amounts.

User-Defined Data Fields

If you create a File Format that contains fields from all record types (A=Demographic, B=User Defined, D=Loan, N=Anticipated Disbursement, and M=Actual Disbursement), the software does not export records of types A or B unless one record of type D, M or N matches the Export Status (Y or N) selected on the Export dialog.

In order to ensure that Demographic and User-Defined Data records are exported, we recommend you create a File Format that contains only Demo and/or User-Defined Data fields (record types A and B) and export using this new File Format and an export status of B.

This method requires two External Exports but ensures that all Demographic and User-Defined Data records that changed are exported.

The Duplicate Student Borrower Report (ED0302OP or DUPC02OP)

The Duplicate Student Borrower Report lists the student borrowers for which the LOC has accepted multiple Direct Subsidized and/or Unsubsidized loan origination records with the same or overlapping academic years.

The Inactive Loan Report (ED0602OP or DILC02OP)

The Inactive Loan Report is a file listing loans that have been inactivated (adjusted to \$0) by the school for the reporting period.

The SSN/Name/Date of Birth Change Report (ED0702OP or DSNC02OP)

The SSN/Name/Date of Birth Change Report lists Social Security Number changes initiated by the school or Servicing, Name changes initiated by the school, and Date of Birth Changes initiated by the schools.

It also indicates SSN changes initiated by the school but rejected by Servicing.

The Pending SSN Changes Over 45 Days Report (ED0802OP or DPSC02OP)

The Pending SSN Changes Over 45 Days Report list the SSN changes initiated by the school and forwarded to Servicing for confirmation. However, a confirmation has not been received from Servicing for a period of 45 days from the date the LOC sent the request to Servicing.

The Disbursement Activity Not Yet Booked At Servicing Report (ED1402OP or DASC02OP)

The Disbursement Activity Not Yet Booked at Servicing Report lists the disbursement transactions that have been booked at the LOC but have not been booked at Servicing. This report also lists the disbursement transactions that have not been booked at the LOC because of error transactions received from Servicing.

Direct Loan School Account Statement (DLSAS) (Continued)

Message Class: DSAS02OP or DSAC02OP

Example - Year-to-date Disbursement Summary

Report Date: 06/04/2001 U.S. DEPARTMENT OF EDUCATION Page: 2

Report Time: 09:25:07 2001-2002 Federal Direct Loan Program

Direct Loan School Account Statement

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

BATCH ID: AS2G0189020010603145618

LOC Process Date: 06/03/2001

School Code: G01890

Month End: 05/31/2001

YEAR-TO-DATE DISBURSEMENT SUMMARY

Disbursement Loan Totals:

	BOOKED LOANS	UNBOOKED LOANS
Subsidized Gross :	\$99,999,999,999	\$99,999,999,999
Subsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
Subsidized Net :	\$99,999,999,999	\$99,999,999,999
Unsubsidized Gross:	\$99,999,999,999	\$99,999,999,999
Unsubsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
Unsubsidized Net :	\$99,999,999,999	\$99,999,999,999
PLUS Gross :	\$99,999,999,999	\$99,999,999,999
PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
PLUS Net :	\$99,999,999,999	\$99,999,999,999

Total for all Loan Types:

Sub/Unsub/PLUS Gross:	\$99,999,999,999	\$99,999,999,999
Sub/Unsub/PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
Sub/Unsub/PLUS Net :	\$99,999,999,999	\$99,999,999,999

Direct Loan School Account Statement (DLSAS) (Continued)

Message Class: DSAS02OP or DSAC02OP

Example - Monthly Disbursement Summary

Report Date: 06/04/2001 U.S. DEPARTMENT OF EDUCATION Page: 4
 Report Time: 09:25:07 2001-2002 Federal Direct Loan Program
 Direct Loan School Account Statement

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

BATCH ID: AS2G0189020010603145618
 LOC Process Date: 06/03/2001

School Code: G01890
 Month End: 05/31/2001

MONTHLY DISBURSEMENT SUMMARY

Disbursement Loan Totals:

	BOOKED LOANS	UNBOOKED LOANS
Subsidized Gross :	\$99,999,999,999	\$99,999,999,999
Subsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
Subsidized Net :	\$99,999,999,999	\$99,999,999,999
Unsubsidized Gross:	\$99,999,999,999	\$99,999,999,999
Unsubsidized Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
Unsubsidized Net :	\$99,999,999,999	\$99,999,999,999
PLUS Gross :	\$99,999,999,999	\$99,999,999,999
PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
PLUS Net :	\$99,999,999,999	\$99,999,999,999

Total for all Loan Types:

Sub/Unsub/PLUS Gross:	\$99,999,999,999	\$99,999,999,999
Sub/Unsub/PLUS Fee :	\$(9,999,999,999)	\$(9,999,999,999)
Rebate Amount :	\$ 9,999,999,999	\$ 9,999,999,999
Sub/Unsub/PLUS Net :	\$99,999,999,999	\$99,999,999,999

Direct Loan School Account Statement (DLSAS) (Continued)

Message Class: DSAS02OP or DSAC02OP

Example - Loan Detail

Report Date: 06/04/2001 U.S. DEPARTMENT OF EDUCATION Page: 6

Report Time: 09:25:09 2001-2002 Federal Direct Loan Program

Direct Loan School Account Statement

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

BATCH ID: AS2G0189020010603145618

LOC Process Date: 06/03/2001

School Code: G01890

Month End: 05/31/2001

LOAN DETAIL RECORDS

BORROWER'S NAME LOAN ID	DISB#/TYPE SEQ#/ DATE	LOC AMOUNT	STATUS	DISB.BOOKED DATE
MAGUIRE, JERRY 0010100001U02G01890001	01 D 001 05/13/2001	\$ 1312 \$ 39 \$ 20 \$ 1293 \$	BOOKED GROSS FEE REBATE AMOUNT NET NET ADJUSTMENT	05/14/2001

* ALL RECORDS BOOKED *

30-Day Warning Report
Message Class: DIWR02OP or DIWC02OP

REPORT DATE: 08/03/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1
PROGRAM: LB002 **Federal** DIRECT LOAN ORIGINATION ~~SUBSYSTEM~~ PROGRAM
30 DAY WARNING REPORT
For Academic Year 2001-2002
FOR THE PERIOD ENDING 07/31/2001
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	123456789S02G99999001	DUCK, DONALD	07/09/01	OK	N	Y
S	234567891S02G99999001	BUNNY, BUGSY	06/17/01	OK	Y	Y
S	345678912S02G99999001	DUCK, DAFFY	07/28/01	OK	Y	Y
S	456789123S02G99999001	GOODE, JOHNNY B	07/03/01	OK	N	Y
S	789456123S02G99999001	COYOTE, WILEY	06/17/01	OK	N	Y

TOTAL NUMBER STAFFORD 5

U	123456789U02G99999001	DUCK, DONALD	07/09/01	OK	N	Y
U	234567891U02G99999001	BUNNY, BUGSY	07/28/01	OK	Y	Y
U	789456123U02G99999001	COYOTE, WILEY	06/17/01	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
312345678U02G99999001	#A2G9999920010929070701	07/02/01	\$4,000

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Duplicate Student Borrower Report

Message Class: ED0302OP or DUPC02OP

Report Date: 03/10/2002 U.S. Department of Education Page: 1
 Report Time: 18:31:25 Federal Direct Loan Program
 Duplicate Student Borrower Report
 For Direct Loan Year 2000-2002
 Reporting Period: 02/30/2002

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999
 School Name: Sample Institute

Borrower SS #	Borrower Name				
Loan ID	Loan Amount Approved	Total Actual Gross Dis Amount	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				
999999999S02G99999001	\$02625	\$01313	01	09/10/2001-06/01/2002	G99999
Sample Institute	New City	VA	99999-0000	999-999-9999	
09/10/2001-06/01/2002	D				
999999999S02G88888001	\$02625	\$01312	01	09/06/2001-05/10/2002	G88888
Test College	College Station	CA	99999-0000	999-999-9999	
09/06/2001-05/10/2002	D				
888-88-8888	Student Jones				
888888888U02G99999001	\$03500	\$03500	03	09/02/2001-12/15/2001	G99999
Sample Institute	New City	VA	99999-0000	999-999-9999	
09/02/2000-05/20/2001	D				
888888888U02G99999002	\$04000	\$04000	03	02/01/2002-06/30/2002	G99999
Sample Institute	New City	VA	99999-0000	999-999-9999	
02/01/2002-08/28/2002	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.

Anticipated Disbursement List

Message Class: DIAA02OP or DALC02OP

RUN DATE: 11/03/2001 U. S. DEPARTMENT OF EDUCATION PAGE: 1
 PROGRAM: DB002 FEDERAL DIRECT LOAN PROGRAM
 WEEKLY ANTICIPATED DISBURSEMENT LIST
 12/21/2001 THRU 12/27/2001
 FOR ACADEMIC YEAR 2001-2002

SCHOOL NAME: BROOKSTONE COLL
 ADDRESS: 234 ROVER RD SCHOOL CODE: G97814
 ANAHEIM VA 34382

STUDENT NAME	SOC SEC NO	LOAN TYPE	LOAN ID		
DISB DATE DISB NO	GROSS AMT	ORIG FEE	REBATE AMT	NET	AMT
JOAN HARIAS	887-00-9950	U	87009950U01G97814001		
12/25/2001	13 \$100.00	\$3.00	\$2.00	\$99.00	
	TOTAL NET AMOUNT:			\$99.00	
JOAN HARIAS	897-00-9950	U	7009950U01G97814001		
12/25/2001	14 \$100.00	\$3.00	\$2.00	\$99.00	
	TOTAL NET AMOUNT:			\$99.00	
	SCHOOL TOTAL NET AMOUNT:			\$198.00	

Actual Disbursement Roster
Message Class: DIAO02OP or DARC02OP

RUN DATE: 03/29/2001 U. S. DEPARTMENT OF EDUCATION PAGE: 1
PROGRAM: DB003 FEDERAL DIRECT LOAN PROGRAM
ACTUAL DISBURSEMENT ROSTER
FOR LOANS TO BE FUNDED 04/04/2001
FOR ACADEMIC YEAR 2001-2002

SCHOOL NAME: TUSKEGEE UNIVER
ADDRESS: FINANCIAL AID OFFICE SCHOOL CODE:G01051
TUSKEGEE AL 36088

STUDENT NAME	DISB DATE	DISB NO	SOC SEC NO	LOAN TYPE	LOAN ID	GROSS AMT	ORIG FEE	REBATE AMT	NET AMT
KELLIE BALL	08/18/2001	1	M 111-11-1111	S	111111111S02G01051001	\$2,750.00	\$82.00	\$41.00	\$2,709.00
	01/05/2002	2				\$2,750.00	\$82.00	\$41.00	\$2,709.00
TOTAL NET AMOUNT:									\$5,418.00
HERBERT BRYANT	01/05/2001	1	111-11-1112	P	111111112P02G01051001	\$750.00	\$30.00	\$12.00	\$732.00
	03/09/200	2				\$750.00	\$30.00	\$12.00	\$732.00
TOTAL NET AMOUNT:									\$1,464.00
DIANE LANGLEY	08/18/2001	1	111-11-1113	P	111111113P02G01051002	\$500.00	\$20.00	\$8.00	\$488.00
	01/05/2002	2				\$500.00	\$20.00	\$8.00	\$488.00
TOTAL NET AMOUNT:									\$976.00
ANDRECE WHITE	09/25/2001	1	L 111-11-1114	S	111111114S02G01051001	\$1,750.00	\$52.00	\$26.00	\$1,724.00
	01/05/2002	2				\$1,750.00	\$52.00	\$26.00	\$1,724.00
TOTAL NET AMOUNT:									\$3,448.00
ANDRECE WHITE	09/25/2001	1	L 111-11-1115	U	111111115U02G01051001	\$2,000.00	\$60.00	\$30.00	\$1,970.00
	01/05/2002	2				\$2,000.00	\$60.00	\$30.00	\$1,970.00
TOTAL NET AMOUNT:									\$3,940.00
SCHOOL TOTAL NET AMOUNT:									\$15,246.00

Rebuild Origination Detail Record—Import from Loan Origination Center (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
19	176	180	5	Loan Amount Approved The total maximum amount for which the borrower is eligible	Numeric > = 0	Right
20	181	188	8	Loan Period Start Date The date when classes begin for the specific period covered by the loan	Format is CCYYMMDD	Date
21	189	196	8	Loan Period End Date The date when classes end for the specific period covered by the loan	Format is CCYYMMDD	Date
22	197	204	8	1st Disbursement Anticipated Date The anticipated disbursement date for the 1st disbursement	Format is CCYYMMDD	Date
23	205	209	5	1st Disbursement Anticipated Gross Amount The anticipated gross amount for the 1st disbursement	Numeric > = 0	Right
24	210	214	5	1st Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 1st disbursement	Numeric > = 0	Right

Rebuild Origination Detail Record—Import from Loan Origination Center (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
126	787	795	9	Student's Social Security Number (PLUS) Social Security Number of the student	001010001-999999999 PLUS only <i>Blank for Sub/Unsub</i>	Right
127	796	807	12	Student's First Name (PLUS) The student's first name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position PLUS only <i>Blank for Sub/Unsub</i>	Left
128	808	823	16	Student's Last Name (PLUS) The student's last name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position PLUS only <i>Blank for Sub/Unsub</i>	Left
129	824	824	1	Student's Middle Initial (PLUS) The student's middle initial	Uppercase A-Z Can be blank <i>Blank for Sub/Unsub</i>	Left
130	825	825	1	Student's Citizenship (PLUS) The student's citizenship status	1 = U.S. Citizen 2 = Eligible Non-Citizen 3 = Ineligible Non-Citizen (Valid only on Subsidized/Unsubsidized Loan Origination Records or Subsidized/Unsubsidized change records) Can be <i>Blank for Sub/Unsub</i>	Left

Rebuild Origination Detail Record—Import from Loan Origination Center (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
131	826	834	9	Student's Alien Registration Number (PLUS) The student's alien registration number, if eligible non-citizen	000000001-999999999 Can be blank <i>Blank for Sub/Unsub</i>	Right
132	835	842	8	Student's Date of Birth (PLUS) The student's date of birth	Format is CCYYMMDD PLUS only <i>Blank for Sub/Unsub</i>	Date
133	843	843	1	Student's Loan Default/Grant Overpayment (PLUS) The student is in default on a Title IV loan or owes a refund on a Title IV grant	Y = Yes N = No Z = Overridden by School PLUS only <i>Blank for Sub/Unsub</i>	Left
134	844	849	6	School Code Direct Loan School Code	X00000 - X99999 where X = G or E	Left
135	850	854	5	Loan Amount Requested (PLUS) The total amount requested for the loan	Numeric > = 0 Blank for Subsidized/Unsubsidized	Right

Rebuild Origination Detail Record—Import from Loan Origination Center (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
163	975	982	8	Academic Year End Date The date the student's academic year ends at the school	Format is CCYYMMDD	Date
164	983	983	1	Additional Unsubsidized Eligibility up to Health Profession Programs Amount This was formerly a HEAL loan	Y = Yes Can be blank <i>Unsubsidized only</i>	Left
165	984	984	1	Disclosure Statement Print Indicator Indicates whether the school or LOC will print the Disclosure Statement The party (school or LOC) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure	Y = LOC prints Blank = School prints Blank for PLUS	Left

Rebuild Origination Detail Record—Import from Loan Origination Center (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
166	985	1034	50	Student's E-mail Address The student's e-mail address	Alphanumeric Upper and Lower Cases ' (Apostrophe) - (Dash) _ (Underscore) # (Number) % (Percent or in care of) & (Ampersand) / (Slash) , (Comma) Space(s) Can be blank	Left
167	1035	1035	1	Credit Decision Indicator (PLUS) The credit decision at the LOC for this loan	A = Accepted D = Denied P = Pending Blank for Subsidized/Unsubsidized	Left
168	1036	1036	1	Promissory Note Status (PLUS) The status of the PLUS Promissory Note at the LOC	A = Accepted R = Rejected X = Pending Blank for Subsidized/Unsubsidized	Left
169	1037	1037	1	Master Promissory Note Status The current status of the Master Promissory Note on file at the LOC. <i>This status may not be the status at the time the loan was linked by the LOC.</i>	A = Accepted Master Promissory Note at the LOC P = Master Promissory Note NOT on file at the LOC I = Inactive C = Closed Q = Rejected X = Pending Master Promissory Note at the LOC Blank for PLUS	Left

Rebuild Disbursement Detail Record—Import from Loan Origination Center (Continued)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
12	61	83	23	Disbursement Batch Number The Batch Number of the Disbursement Batch	Batch Type = RB Cycle Indicator = 2 (for 01–02) = 1 (for 00–01) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
13	84	89	6	School Code Direct Loan School Code Also identifies school originating loan record	X00000–X99999 where X = G or E	Left
14	90	90	1	First Disbursement Flag This flag identifies which disbursement (01–20) for Sub/Unsub and (01–04) for PLUS has the earliest transaction date at the LOC	F = First Disbursement Disbursement Activity A and Q = Blank Can be blank Populated only for Program Year = 02 and forward loans	Left
15	91	95	5	LOC's Total Net Booked Loan Amount Total net disbursements accepted and booked by the LOC for this loan	Numeric > = 0 Disbursement Activity Q = Blank <i>Unbooked Loans= All zeros</i>	Right
16	96	103	8	LOC's Booked Date This is the date the individual disbursement activity booked at the LOC	Format is CCYYMMDD Disbursement Activity Q = Blank <i>Can be blank.</i> <i>Unbooked loans= blank.</i>	Date
17	104	111	8	The original disbursement date of an Adjusted Disbursement Date (Q) Activity	Format is CCYYMMDD Disbursement Activity D and A = Blank	Date
18	112	1059	948	Filler	For ED use only	Left
		Total Bytes	1059			