

Appendix

Reports

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

- ⇒ Direct Loan School Account Statement (DLSAS)
- ⇒ Data Matching Exception Report for Booked Loans
- ⇒ Duplicate Student Borrower Report
- ⇒ Data Matching Exception Report for Unbooked Loans
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- ⇒ Loan Origination Add Edit Report
- ⇒ Loan Origination Change Edit Report
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- ⇒ Stafford Promissory Note Shipping Manifest
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- ⇒ Measurement *Tools* Reports
 - Cash Summary Measurement Report
 - Booked Status Measurement Report
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 - Origination Change Measurement Report
 - Promissory Note Measurement Report
 - Batch Regenerate Measurement Report
 - Loan Origination Measurement Report
 - Direct Loan Volume Measurement Report
 - Batch Activity Measurement Report
 - Cash Management Measurement Report
 - Promissory Note Volume Measurement Report
 - Disbursement Measurement Report
 - Cancellation Measurement Report

Example- Cash Summary

Report Date: 99/99/99
Report Time: 99:99:99

U.S. DEPARTMENT OF EDUCATION
Federal Direct Loan Program
Direct Loan School Account Statement

Page: 99

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Batch ID: #XX99999999999999
LOC Process Date: 99/99/9999

School Code: G99999
School Name: Electronic University
Month End: 99/99/9999

CASH SUMMARY

Beginning Balance:	\$99,999,999,999
Cash Receipts:	\$99,999,999,999
Excess Cash Returned:	\$(9,999,999,999)
Booked Disb. Actual:	\$(9,999,999,999)
Booked Disb. Adjustments:	\$99,999,999,999
Booked Disb. Cancellations:	\$99,999,999,999
Ending Cash Balance:	\$99,999,999,999

Total Unbooked as of 99/99/9999: \$99,999,999,999
Adjusted Ending Cash Balance: \$99,999,999,999

Prior Month's Total Unbooked: \$99,999,999,999

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

Data Matching Exception Report for Booked Loans (School file has been accepted by the LOC) Message Class: EDM199OP

Report Date: 99/99/9999
Report Time: 99:99:99

U. S. DEPARTMENT OF EDUCATION
Federal Direct Loan Program
Data Matching Exception Report for Booked Loans
For the End Date of 09/30/1999

Page: 999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: XXXXXXX School Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
No. of Attempts for the Month: 99 Direct Loan Year: 9 File Processed: Accepted

Loan ID

	Transaction Date	Disb No	Acty Code	Seq No	Booked MMY	Gross Amt	Fee Amt	Net Amt	Adj Amt	Manual Adjmnt
XXXXXXXXXX X XX XXXXXXX XXX										
SCHOOL	09/10/1998	1	D	02	09/1998	2000	0080	1920	0000	
LOC	09/10/1998	1	D	01	10/1998	2000	0080	1920	0000	
Difference					*					
SCHOOL	09/10/1998	1	A	03	09/1998	1500	0060	1440	0500	
LOC										
Difference	*	*	*	*	*	*	*	*	*	*
XXXXXXXXXX X XX XXXXXXX XXX										
SCHOOL										
LOC	09/30/1998	1	D	01	09/1998	1500	0060	1440	0000	M
Difference	*	*	*	*	*	*	*	*	*	*
XXXXXXXXXX X XX XXXXXXX XXX										
SCHOOL	09/10/1998	1	D	01	10/1998	2000	0080	1920	0000	
LOC	09/10/1998	1	D	01	10/1998	1000	0040	0960	0000	
Difference					#	1000	0040	0960		

* indicates a difference between the school data and the LOC.
indicates that the school submitted the record for a month that differs from the month for which the data match file was processed.

**Data Matching Exception Report for Booked Loans
(School file has been rejected by the LOC)
Message Class: EDM199OP**

Report Date: 99/99/9999
Report Time: 99:99:99

U. S. DEPARTMENT OF EDUCATION
Federal Direct Loan Program
Data Matching Exception Report for Booked Loans
For the End Date of 99/99/9999

Page: 999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: XXXXXX School Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
No. of Attempts for the Month: 99 Direct Loan Year: 9 File Processed: Rejected

Batch Error Messages:

Process month must be prior to current month.
Report header record contains invalid Direct Loan Year.
Report header record contains an invalid value.

Booked Rejected (Message Class EDM199OP):

Report Date: 99/99/9999 U. S. DEPARTMENT OF EDUCATION Page: 999
Report Time: 99:99:99 Federal Direct Loan Program
Data Matching Exception Report for Booked Loans
For the Process Month of 99/9999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: XXXXXX School Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
No. of Attempts for the Month: 99 Direct Loan Year: 9 File Processed: Rejected

Batch Error Messages:

Process month must be prior to current month.
Report header record contains invalid Direct Loan Year.
Report header record contains an invalid value.

**Data Matching Exception Report for Unbooked Loans
(School file has been accepted by the LOC)
Message Class: EDM299OP**

Report Date: 99/99/9999
Report Time: 99:99:99

U. S. DEPARTMENT OF EDUCATION
Federal Direct Loan Program
Data Matching Exception Report for Unbooked Loans
End Date of 99/99/9999

Page: 999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: XXXXXX SCHOOL NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
No of Attempts for the Month: 99 Direct Loan Year: 9 File Processed: Accepted

Loan ID

	Transaction Date	Disb No	Acty Code	Seq No	Booked MMY	Gross Amt	Fee Amt	Net Amt	Adj Amt	Manual Adjmnt
XXXXXXXXXX X XX XXXXXXX XXX										
SCHOOL	09/10/1998	1	D	01		2000	0080	1920	0000	
LOC	09/10/1998	1	D	01	10/1998	2000	0080	1920	0000	
Difference					*					
SCHOOL	09/10/1998	1	A	03	09/1998	1500	0060	1440	0500	
LOC										
Difference	*		*	*	*	1500	0060	1440	0500	
XXXXXXXXXX X XX XXXXXXX XXX										
SCHOOL										
LOC	09/30/1998	1	D	01		1500	0060	1440	0000	U
Difference	*		*	*	*	1500	0060	1440	0000	

* = indicates a difference between the school data and the LOC.

**Data Matching Exception Report for Unbooked Loans
(School file has been rejected by the LOC)
Message Class: EDM299OP**

Report Date: 99/99/9999
Report Time: 99:99:99

U. S. DEPARTMENT OF EDUCATION
Federal Direct Loan Program
Data Matching Exception Report for Unbooked Loans
End Date of 99/99/9999

Page: 999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: XXXXXX SCHOOL NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
No of Attempts for the Month: 99 Direct Loan Year: 9 File Processed: Rejected

Batch Error Messages:

Report header record contains invalid Direct Loan Year.
Report header record contains an invalid value.

Duplicate Student Borrower Report

Message Class: EDM399OP

Report Date: 03/10/1999
 Report Time: 18:31:25

U.S. Department of Education
 Federal Direct Loan Program

Page: 1

Duplicate Student Borrower Report for Direct Loan Year 1998-99
 Reporting Period: 02/30/1999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999
 School Name: Sample Institute

Borrower SS # Borrower Name

Loan ID	Lower of Loan Apprvd/Loan Requested Amt	Total Actual Gross Disb Amt	G R A D E	Loan Period	School Code
---------	---	--------------------------------------	-----------------------	-------------	----------------

School Name	City	State	Zipcode	Telephone #
-------------	------	-------	---------	-------------

999-99-9999	Student Smith				
999999999S99G99999001	\$02625	\$01313	01	09/10/1998-06/01/1999	G99999
Sample Institute	New City			VA 99999-0000	999-999-9999
999999999S99G88888001	\$02625	\$02625	01	09/06/1998-05/10/1999	G88888
Test College	College Station			CA 99999-0000	999-999-9999
999999999S99G77777001	\$00500	\$00500	01	01/02/1999-05/10/1999	G77777
Sample University	Town			IL 99999-0000	999-999-9999
888-88-8888	Student Jones				
888888888U99G99999001	\$03500	\$03500	03	08/02/1998-12/15/1998	G99999
Sample Institute	New City			VA 99999-0000	999-999-9999
888888888U99G99999002	\$03500	\$01750	03	02/01/1999-06/30/1998	G99999
Sample Institute	New City			VA 99999-0000	999-999-9999
888888888U99G55555001	\$03500	\$01750	03	08/02/1998-12/15/1998	G55555
West University	New Town			CO 99999-0000	999-999-9999
777-77-7777	Student John				
777777777S99G99999001	\$03500	\$03500	03	09/10/1998-06/01/1999	G99999
Sample Institute	New City			VA 99999-0000	999-999-9999
777777777S99G88888001	\$02625	\$02625	01	08/02/1998-12/15/1998	G88888
Test College	College Station			CA 99999-0000	999-999-9999

The Duplicate Student Borrower Report lists student borrowers for which the LOC has accepted multiple Direct Stafford 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.**

Unbooked Accepted (Message Class EDM299OP):

Report Date: 99/99/9999 U. S. DEPARTMENT OF EDUCATION Page: 999
 Report Time: 99:99:99 Federal Direct Loan Program
 Data Matching Exception Report for Unbooked Loans
 As of 99/9999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: XXXXXX SCHOOL NAME: XXXXXXXXXXXXXXXXXXXXXXXXXX
 No of Attempts for the Month: 99 Direct Loan Year: 9 File Processed: Accepted

Loan ID	Activity Date	Disb No	Aety Code	Seq No	Booked MMY	Gross Amt	Fee Amt	Net Amt	Adj Amt	Manual Adjmnt
---------	---------------	---------	-----------	--------	------------	-----------	---------	---------	---------	---------------

XXXXXXXXXX X XX XXXXXXX XXX

SCHOOL	09/10/1998	1	D	01		2000	0080	1920	0000	
LOC	09/10/1998	1	D	01	10/1998	2000	0080	1920	0000	
Difference						*				

SCHOOL	09/10/1998	1	A	03	09/1998	1500	0060	1440	0500	
LOC										
Difference	*	*	*	*	*	1500	0060	1440	0500	

XXXXXXXXXX X XX XXXXXXX XXX

SCHOOL										
LOC	09/30/1998	1	D	01		1500	0060	1440	0000	U
Difference	*	*	*	*		1500	0060	1440	0000	

* = indicates a difference between the school data and the LOC.

Unbooked Rejected (Message Class EDM299OP):

Report Date: 99/99/9999 U. S. DEPARTMENT OF EDUCATION Page: 999
Report Time: 99:99:99 Federal Direct Loan Program
Data Matching Exception Report for Unbooked Loans
As of 99/9999

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School ID: XXXXXX SCHOOL NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
No of Attempts for the Month: 99 Direct Loan Year: 9 File Processed: Rejected

Batch Error Messages:

Report header record contains invalid Direct Loan Year.
Report header record contains an invalid value.

30-Day Warning Report

REPORT DATE: 08/03/98
PROGRAM: LB002

DEPARTMENT OF EDUCATION
DIRECT LOAN ORIGINATION SUBSYSTEM
30 DAY WARNING REPORT
For Academic Year 1998-99
FOR THE PERIOD ENDING 07/31/98

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

SCHOOL CODE: G99999

Loans Pending Booking Section:

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

TOTAL NUMBER STAFFORD 5

U	123456789U99G99999001	DUCK, DONALD	07/09/98	OK	N	Y
U	234567891U99G99999001	BUNNY, BUGSY	07/28/98	OK	Y	Y
U	789456123U99G99999001	COYOTE, WILEY	06/17/98	OK	Y	Y

TOTAL NUMBER STAFFORD (UNS) 3

GRAND TOTAL 8

Promissory Notes Without Origination Records Section:

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

Loan Origination Change Edit Report

Report Date: 99/99/99
Report Time: 99:99:99

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U.S. DEPARTMENT OF EDUCATION
Direct Loan Record External Change Import
Volume Oriented Batch Entry
Edit Report
#XX9999999999999

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

99999999X99X99999999
99999999 XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXX
XX

99999999P99G30908001
99999999 MATHERS, JERRY T

THE CHANGES WERE ALREADY APPLIED TO THIS RECORD.

11111111S99G30908001
???????? ???? ??????????, ??????? ?

LOAN ID NOT FOUND

Total Stafford Subs Changed: 99999999
Total Stafford Unsubs Changed: 99999999
Total PLUS Changed: 99999999
Total Changed: 99999999
Total Records Read: 99999999

Total Records Rejected: 99999999
Total Records Warned: 99999999

*** YOU MUST RESUBMIT ALL REJECTED AND WARNED RECORDS ***

Stafford Promissory Note Manifest Sample

Report Date: 99/99/99
 Report Time: 99:99:99

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U.S. DEPARTMENT OF EDUCATION
 Direct Loan Record Add
 Federal Direct Loan Program
 Promissory Note Shipping Manifest

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

PROMISSORY NOTE SHIPPING BATCH NUMBER: #AX99999999999999

BORROWER'S NAME	LOAN ID	PROM NOTE SEQ #
XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXX	X999999999X99999999999999	99
ABCDEFGHIJKLMNQP, RSTUVWXY	Z999999999X99999999999999	99
BCDEFGHIJKLMNQPQ, RSTUVWXYZ	A999999999X99999999999999	99
CDEFGHIJKLMNQPQR, STUVWXYZA	B999999999X99999999999999	99
ABCDEFGHIJKLMNQP, RSTUVWXY	Z999999999X99999999999999	99
BCDEFGHIJKLMNQPQ, RSTUVWXYZ	A999999999X99999999999999	99
CDEFGHIJKLMNQPQR, STUVWXYZA	B999999999X99999999999999	99
NUMBER OF LOANS FOR SHIPPING	99999	
NUMBER OF NOTES FOR SHIPPING	_____	

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

SCHOOL CODE: X99999 NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: _____
 FAA NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PLUS Promissory Note/App Manifest Sample

Report Date: 99/99/99
Report Time: 99:99:99

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U.S. DEPARTMENT OF EDUCATION
Direct Loan Record Add
Federal Direct Loan Program
Plus Prom Note/App Shipping Manifest

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

PROMISSORY NOTE SHIPPING BATCH NUMBER: #AX99999999999999

BORROWER'S NAME	LOAN ID	PROM NOTE SEQ #
XXXXXXXXXXXXXXXXXX, XXXXXXXXX X	999999999X99999999999	99
BCDEFGHIJKLMNOPQ, RSTUVWXYZ A	999999999X99999999999	99
CDEFGHIJKLMNOPQR, STUVWXYZA B	999999999X99999999999	99
ABCDEFGHIJKLMNQP, QRSTUVWXY Z	999999999X99999999999	99
BCDEFGHIJKLMNOPQ, RSTUVWXYZ A	999999999X99999999999	99
CDEFGHIJKLMNOPQR, STUVWXYZA B	999999999X99999999999	99
NUMBER OF NOTES FOR SHIPPING	99999	

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

SCHOOL CODE: X99999 NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE:

FAA NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Measurement Tools Reports

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

Cash Summary Measurement Report

Description

This report will allow the user to compare the Institution's data to LOC data as reported on the Cash Summary section of the Direct Loan School Account Statement.

Analysis Tips

Using this report, you can:

- Evaluate cash flow
- Provide summaries for specified periods (year-to-date, monthly, quarterly, etc.)
- Prepare budget projections for future cycles

Report Headings and Data Descriptions

Cash Summary Measurement Report

Heading	Description
Beginning Cash Balance	This is the LOC's beginning balance for this report. This field also represents the last month's ending balance. It is all "booked" activity up to and through the prior month's end date.
Cash Receipts	The sum of all cash receipts in the database with Action Taken equal to R (Cash Receipts).
Excess Cash Returned	The sum of all returned excess cash in the database with Action Taken equal to X (Return of Excess Cash).
Booked Disbursement Actual	The sum of all disbursement transactions in the database with an Action Type equal to G (Gross Disbursement) or N for (Net Disbursement) amounts.
Booked Disbursement Adjustments	The sum of all adjustments to actual disbursements in the database with an Action Type equal to A (Adjusted Gross Disbursement) or J (Adjusted Net Disbursement)
Booked Disbursement Cancellations	The sum of all disbursement cancellations in the database with an Action Type equal to C (Canceled Disbursement).
Net Booked Disbursements	The total of all Actual Disbursement less Canceled Disbursement less Adjustments
Ending Cash Balance	The sum of Net Increase (Decrease) in Cash and Beginning Cash Balance

Cash Summary Report Sample

Report Date: 99/99/99
Report Time: 99:99:99

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U.S. DEPARTMENT OF EDUCATION
Federal Direct Loan Program
Cash Summary Measurement Report

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period: 99/99/9999 to 99/99/9999
Institution Code: XXXXXX

Cash Summary - School Amounts:

Beginning Cash Balance:	\$99,999,999,999
Cash Receipts:	\$99,999,999,999
Excess Cash Returned:	\$(9,999,999,999)
Booked Disbursements Actual:	\$(9,999,999,999)
Booked Disbursements Adjustments:	\$99,999,999,999
Booked Disbursements Cancellations:	\$99,999,999,999
Net Booked Disbursements:	\$(9,999,999,999)
Ending Cash Balance:	\$99,999,999,999

Booked Status Measurement Report

Description

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

Analysis Tips

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

Report Headings and Data Descriptions

Booked Status Measurement Report

Heading	Description
Borrower's Name	The loans are identified and can be sorted by the borrower's name.
Loan ID	Identifies the loan record. The report can be sorted by Loan ID.
Origination Status	<p>The status of the loan origination record. Valid values are:</p> <p>B Batched or grouped and ready to transmit to the LOC E Error, previously rejected by the LOC A Accepted previously by the LOC</p> <p>Note: The values of N (Not Ready to Originate) and R (Ready to Originate) are valid status values, but do not appear on this report.</p>
Promissory Note Status	<p>The status of the promissory note. Valid values are:</p> <p>S Signed and received by the institution S* Included on a manifest to be sent to the LOC E Error, previously rejected by the LOC A Accepted previously by the LOC</p> <p>The values of N, (Not Ready) R, (Ready) and P (Printed) are valid promissory note status values, but those records would not appear on this report.</p>
Disbursement Status	<p>The status of the first through fourth disbursement records. Valid values are:</p> <p>R Ready to be batched B Batched and ready to be sent to the LOC E Error, previously rejected by the LOC A Accepted previously by the LOC L Accepted by the LOC, but not applied</p> <p>The value of N (Not Ready) is a valid disbursement status value, but those records would not appear on this report.</p>
Disbursement Number	Identifies which disbursement was made: first, second, third, or fourth.
Action Type	<p>Identifies the type of actual disbursement. The valid values are:</p> <p>G Gross disbursement N Net disbursement A Adjusted gross disbursement J Adjusted net disbursement C Canceled disbursement</p>
<Status Code> Total Number:	The total number of disbursements with the listed status code for origination, promissory note, or disbursement.
<Status Code> Percentage	The percentage of the total number of records at this status for origination, promissory note, or disbursement.
Total records	The grand total of all loan disbursements listed on the report.

Booked Status Measurement Report Sample

Report Date: 99/99/99
 Report Time: 99:99:99

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U.S. DEPARTMENT OF EDUCATION
 Federal Direct Loan Program
 1998-99 Booked Status Measurement Report
 ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period to: 99/99/9999

Booked Records

BORROWER'S NAME	LOAN ID	Orig Sts	Pnote Sts	Disb Sts/#	Disb Type	Disb Amt
JAMES, JANNA F	111111115S99G91234001	A	A	R/1	A	\$99,999
STANLEY, LISABETH Q	111111118S99G91234001	A	A	R/1	C	\$99,999
XXXXXXXXXX, XXXXXX X	999999999X9999999999	X	X	X/ X	X	\$99,999

Total Booked Disbursements Actual: \$999,999.999
 Total Booked Adjustments: \$999,999.999
 Total Booked Cancellations: \$999,999.999

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

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

R ' Ready Disbursement Records 9999 999.99%
 B ' Batched Disbursement Records 9999 999.99%
 E ' Rejected Disbursement Records 9999 999.99%
 A ' Accepted Disbursement Records 9999 999.99%
 L ' Accepted But Not Applied Disb Records 9999 999.99%

Total Disbursements 99,9999

Booked Status Report Sample

Report Date: 99/99/99
 Report Time: 99:99:99

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U.S. DEPARTMENT OF EDUCATION
 Federal Direct Loan Program
 1998-99 Booked Status Measurement Report
 ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period to: 99/99/9999

Records Not Booked

BORROWER'S NAME	LOAN ID	Orig Sts	Pnote Sts	Disb Sts/#	Disb Type	Disb Amt
XXXXXXXXXXXXX, XXXXXXXX X	99999999999999999999	X	X	X/X	X	\$99,999

Total Unbooked Disbursements Actual: \$999,999.999
 Total Unbooked Adjustments: \$999,999.999
 Total Unbooked Cancellations: \$999,999.999

B = Batched Origination Records 9999 99.99%
 E = Rejected Origination Records 9999 99.99%
 A = Accepted Origination Records 9999 99.99%

S = Signed Promissory Notes 9999 99.99%
 S* = Prom Notes Sent on Manifest 9999 99.99%
 E = Rejected Promissory Notes 9999 99.99%
 X - Pending Promissory Notes 9999 99.99%
 A = Accepted Promissory Notes 9999 99.99%

R = Ready Disbursement Records 9999 99.99%
 B = Batched Disbursement Records 9999 99.99%
 E = Rejected Disbursement Records 9999 99.99%
 A = Accepted Disbursement Records 9999 99.99%
 L = Accepted But Not Applied Disb Records 9999 99.99%

Total Disbursements 99,999

Annual Stafford Loan Measurement Report

Description

This report identifies students who may have exceeded the Federal regulations for annual Stafford loan limits. For each student, the loan amount approved for all originated, non-canceled Subsidized and Unsubsidized Stafford loans is totaled and compared to the annual Stafford loan limit as determined by the student's college grade level. Only the students whose total Stafford loan amount approved exceeds the annual Stafford loan limit are listed on this report.

For those students who have different grade levels for separate loan records, you can use the higher or lower grade level to determine the student's annual limit. Choosing the lower grade level ensures that all students who might exceed the limit are listed on the report. An asterisk (*) prints next to all students who have different grade levels for separate loans. The user may also use the standard sort and selection criteria available on all EDEExpress measurement tool reports.

Students who have both an unsubsidized Stafford loan and a denied or unprocessed PLUS loan will appear on this report and will be marked with the pound (#) sign.

Annual Loan Limit Calculations

College Grade Level	College Grade Level Code	Annual Stafford Limit
Freshman (1st Year)	01 - 02	6,625
Sophomore (2nd Year)	03	7,500
Junior/Senior (3rd - 5th Year)	04 - 06	10,500
Graduate	07 - 10	18,500

Analysis Tips

You may need to review and verify each student record that appears on this report. If you determine that there are no errors in the record, follow the Federal guidelines for correcting an overaward situation.

- Verify student's college grade level.
- Is the student's college grade level incorrect? This may be true especially for those records marked with an asterisk (*).
- Evaluate all Stafford Loans for the student.
- Should any of the loans have been canceled? Is the date current?

Report Headings and Data Descriptions

Annual Stafford Loan Measurement Report

Heading	Description
Borrower's Name	Print Borrower's Last Name, First Name, and middle initial from left to right. Print a comma
Loan ID	Print Loan ID.
College Grade Level	Print the Student's College Grade Level.
Loan Amount Approved	Print the Loan Amount Approved for the above records. Print an (*) asterisk if a change in college grade level for student occurs. Print an (#) pound sign for the Unsub (Loan type = U) record if the student also has a PLUS loan (loan type = P) with a credit decision = D or N. Right Justify.
Total Loan Amount Approved	Sum <i>of</i> the total loan amount approved for all loans above for the student. Right Justify
Annual XXXXX Total	where XXXXX is for Freshman (01-02) Sophomore (03) Junior (04) Senior (05-06) Graduate (Ind only 07-10) Print the appropriate value from the table above depending on what grade level is printing. Right Justify

Annual Stafford Loan Measurement Report Sample

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Borrower's Name	Loan ID	College Grade Lvl	Loan Amount Approved
XXXXXXXXXXXXXXXXXX, XXXXXXXXX X SHOUSE, RHONDA E	99999999999999999999 11111119U99G91234001	99 01	\$9999999999 \$ 5,000
Total Loan Amount Approved	\$99,999		
Annual Freshman Total	\$99,999		
STANLEY, LISABETH Q	11111118S99G91234001	02	\$ 2,625
Total Loan Amount Approved	\$99,999		
Annual Freshman Total	\$99,999		

Origination Change Measurement Report

Description

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

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

Analysis Tips

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

- Are you sending origination records to the LOC before the data is available or is the data not collected accurately?
- If there are specific fields that are changed frequently, is there a problem collecting accurate data?
- How time sensitive is the data or can change records be held and sent less often?

Report Headings and Data Descriptions

Origination Change Measurement Report

Heading	Description
Borrower's Name, Loan ID, and College Grade Level	The loans are identified and can be sorted by the borrower's name and Loan ID in the left most column. The College Grade Level prints on the third line.
Number Of Times Record Changed	This number represents the loan transmission number. This number increments by 1 for every time the loan record is sent to the LOC. The loan origination record is always 1, and then each additional change record increments this transmission number. Therefore, loan transmit numbers are one greater than the number of change records sent to the LOC. A value of 3 in this field represents sending the initial origination record and two change records.
Field Name Changed	Prints a list of all field names for which changes were made. Every field included in a change record sent to the LOC is listed.
Field Transmit No.	This number represents which change record this field was last changed on. For example, a value of 02 prints next to all fields last changed on the first change record (record with loan transmit number equal to 02.) This does NOT indicate the number of times this field was changed.

Origination Change Report Sample

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Borrower's Name	Loan ID	College Grade Level	# of Times Record Chgd	Field Name Changed	Field Transmit #
XXXXXXXXXXXXXXXXXX, XXXXXXXXXXX X	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	99	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999999999
DAY, LINDA	11111113S99G91234001		02	Loan Cancel Code	02
	03			Loan Cancel Date	02

Promissory Note Measurement Report

Description

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

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

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

Analysis Tips

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

Note Volume

- How does the volume of notes affect your processing?
What is the most efficient number of notes included on a manifest?

Manifest Creation

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

Report Headings and Data Descriptions

Promissory Notes Measurement Report

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

Promissory Note Measurement Report Sample

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Reported Period: 99/99/99 to 99/99/99

Borrower's Name	Loan ID (Subsidized)	Received Date	Manifest Date	Days Elapsed
MACGUIRE, JERRY	424123456S99G91234001	03/28/1998	03/28/1998	0
XXXXXXXXXXXXXXXXXX, XXXXXXXXXXX X	9999999999999999999	99/99/9999	99/99/9999	999

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

Borrower's Name	Loan ID (PLUS)	Received Date	Manifest Date	Days Elapsed
MACGUIRE, JERRY	424123456P99G91234001	03/28/1998	03/28/1998	0

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

Batch Regeneration Measurement Report

Description

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

Analysis Tips

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

- Your hardware/software communications setup
- Procedure problems with creating and sending batches
- Improper use of the *regeneration* function.

Report Headings and Data Descriptions

Batch Regeneration Measurement Report

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

Batch Regeneration Measurement Report

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Batch Regeneration Measurement Report

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Institution Code: 999999

Batch Type	# of Times Regenerated
-----	-----
ORIGINATION CHANGE	999
DRAWDOWN REQUEST	999
FULL PLUS ORIGINATION	999
FULL STAFFORD ORIGINATION	999
DISBURSEMENT	999
PROM NOTE MANIFEST	999
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Total Batches Regenerated:	99,999

Loan Origination Measurement Report

Description

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

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

Analysis Tips

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

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

- Was the volume for the reporting period high or low?
- How does increased/decreased volume affect entry of origination records?
- Are data not being received in a timely manner?
- What procedures are there to collect missing data?
- Is staff sufficient to keep up with data entry needs for reporting period?

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

- Are origination batches being prepared frequently enough?
- Is there sufficient staff assigned to the batching process?

Report Headings and Data Descriptions

Loan Origination Measurement Report

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

Loan Origination Measurement Report Sample

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Reported Period: 99/99/99 to 99/99/99

Borrower's Name: Loan ID (Unsubsidized)	Add Date	Orig Date	Days Elapsed	Batched Date	Days Elapsed
-----	-----	-----	-----	-----	-----
SHOUSE, RHONDA E 11111119U99G91234001	04/15/1997	04/15/1997	0	4/15/1997	0
XXXXXXXXXX, XXXXXXXX X	99/99/9999	99/99/9999	999	99/99/9999	999

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

Loan Origination Measurement Report Sample (Continued)

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Reported Period: 99/99/99 to 99/99/99

Borrower's Name: Loan ID (Subsidized)	Add Date	Orig Date	Days Elapsed	Batched Date	Days Elapsed
-----	-----	-----	-----	-----	-----
AAAAA, AAA K 22222222S99G02002001	04/15/1997	04/15/1997	0	4/15/1997	0
MACGUIRE, JERRY A 424123456S99G91234002	03/19/1997	03/28/1997	9	04/15/1997	18

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

Loan Origination Measurement Report Sample (Continued)

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 Loan Origination Measurement Report
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Reported Period: 99/99/99 to 99/99/99

Borrower's Name: Loan ID (PLUS)	Add Date	Orig Date	Days Elapsed	Batched Date	Days Elapsed
-----	-----	-----	-----	-----	-----
ROTH, JIM J 111111116P99G91234001	03/21/1997	03/21/1997	0		62*

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

Direct Loan Volume Measurement Report

Description

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

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

Analysis Tips

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

- Comparison with the 30 Day Warning Report from the LOC
- Comparison of volume between Direct Loan types
- Comparison of Direct Loan against other loan programs
- Loan and budget projections for the next fiscal year

Report Headings and Data Descriptions

Direct Loan Volume Measurement Report

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

Batch Activity Measurement Report

Description

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

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

Analysis Tips

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

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

- Procedures for sending and receiving data from the network
- Are there procedures in place to ensure timely transmission of data?
- Do these procedures include steps for export and import into your system?
- Critical time batch processing
- Processing batches efficiently may be more important during periods of high volume. You may want to set the report period to evaluate your batch control during these critical processing periods.

Report Headings and Data Descriptions

Batch Activity Measurement Report

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

Batch Activity Measurement Sample

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 Federal Direct Loan Program
 Batch Activity Measurement Report

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Reported Period: 99/99/99 to 99/99/99
 Institution Code: X99999

Batch ID	Batch Type	Date Batched	Import Date	Days Elapsed
#AG91234032897901	PROM NOTE MANIFEST	03/28/1998	03/28/1998	0
#9999999999999999	XXXXXXXXXXXXXXXXXXXX	99/99/9999	99/99/9999	999

Prom Note Manifest

Average Days Elapsed: 999.99
 Recommended Tolerance: 99

#DG91234032197901	FULL ORIG STAFFORD	03/21/1998	03/23/1998	2
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Full Origination Stafford

Average Days Elapsed: 25.33
 Recommended Tolerance: 0

#EG91234032797901	ORIGINATION CHANGE	03/27/1998		56*
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Origination Change

Average Days Elapsed: 56.00
 Recommended Tolerance: 0

#HG91234083197901	DISBURSEMENT	08/31/1998	08/31/1998	0
-------------------	--------------	------------	------------	---

Disbursement

Average Days Elapsed: 0.00
 Recommended Tolerance: 0

#JG91234033197901	DRAWDOWN REQUEST	03/31/1998	08/31/1998	153
-------------------	------------------	------------	------------	-----

Drawdown Request

Average Days Elapsed: 153.00
 Recommended Tolerance: 0

PFG91234032197901	FULL ORIG PLUS	03/21/1998	03/28/1998	7
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Full Origination PLUS

Average Days Elapsed: 7.00
 Recommended Tolerance: 0

Cash Management Measurement Report

Description

This report lists cash receipts and returns of excess cash for the reporting period. The transactions are listed sequentially, grouped by transaction type. Totals for each transaction type are calculated and printed at the end of the section. In addition, returned excess cash percentage of total cash receipts is calculated. Total returns of excess cash is divided into total cash receipts showing the dollars returned in comparison to total cash flow. Institutional tolerance (or guideline) is set for this percentage in Setup.

If you administer Direct Loans for multiple institutions, you may need to print out separate reports for each institution code. In addition, you need to provide the reporting period date range, and you can select a totals only option.

Analysis Tips

This report provides a high level view of your institution's cash flow. Comparisons of these entries with your institution's Federal accounts can identify discrepancies before reconciliation. If the percentage of returned cash is high, you may need to evaluate your drawdown and disbursement procedures. Also, you should evaluate your institutional tolerance level to ensure it is an appropriate percentage.

Report Headings and Data Descriptions

Cash Management Measurement Report

Heading	Description
Cash Transaction Date	The date of the cash transaction. This date is used to sort the transactions sequentially.
Cash Type	The type of cash transactions: Return of E(X)cess Cash or Cash (R)eceipt.
Cash Transaction Amount	The value of the cash transaction type.
Total Return of Excess Cash	The sum (total dollar value of excess cash returned).
Total Cash Receipts	The sum (total dollar value of cash receipts).
Percent of Returned Cash	The percentage (total excess cash returned divided by total cash receipts).
Recommended Tolerance (%)	The tolerance established by the institution for the percentage of returned cash.

Cash Measurement Report

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 Federal Direct Loan Program
 Cash Management Measurement Report

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Reported Period: 99/99/9999 to 99/99/9999
 Institution Code: 999999

Date -----	Cash Type -----	Amount -----
08/30/1998	RETURN OF EXCESS CASH	\$ 1,525
99/99/9999	XXXXXXXXXXXXXXXXXXXXXXXXXX	\$99,999,999
08/29/1998 Cash Receipt:		\$ 15,200
Total Return of Excess Cash:		\$99,999,999
Total Cash Receipts:		\$99,999,999
% of Cash Returned:		999.99%
Recommended Tolerance (%):		.9999%

Promissory Note Volume Measurement Report

Description

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

Analysis Tips

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

- Promissory notes with large print sequence numbers
- Is this a special case or is there a procedural problem which requires multiple reprints?
- Percent of grand total by loan type
- Are the percentages what you expected for each loan type? If not, is there a problem processing promissory notes for a certain loan type?
- Promissory note volume comparison to loan origination volume
- Is your promissory note volume behind your loan origination volume? If yes, is the cause due to collection of signed notes or entry of the received date into your system?

Report Headings and Data Descriptions

Promissory Note Volume Measurement Report

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

Disbursement Measurement Report

Description

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

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

Analysis Tips

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

Disbursement date prior to promissory notes received date

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

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

Disbursement batch date prior to promissory note acceptance date

- Have you imported all promissory note acknowledgments?
- Ensure the promissory notes are sent to the LOC prior to sending the disbursement batch. The LOC needs to have the loan origination records, signed promissory notes, and first disbursements to book the loan.

Exceptions to tolerance from acceptance to disbursement

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

Exceptions to tolerance from disbursement to batched

- Exceptions to this tolerance value indicate the LOC is not promptly notified of disbursements.
- For first disbursements, remember delays in posting first disbursements delay the initial contact the LOC makes with your students.
- For all disbursements, your reconciliation with the LOC may be affected since disbursements on your system would not be reflected on the LOC's system.

Report Headings and Data Descriptions

Disbursement Measurement Report

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

Disbursement Measurement Sample

Report Date: 99/99/99
 Report Time: 99:99:99

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 Federal Direct Loan Program
 Disbursement Measurement Report
 ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period: 99/99/99 to 99/99/99

Borrower's Name Loan ID-(Unsubsidized)	Prom Note Acc Date	Disb Date/#/Type	Days Elapsed	Disb Batched Date	Days Elapsed
XXXXXXXXXXXXXXXXXX, XXXXXXXXXXX X 99999999999999999999	99/99/9999	99/99/9999 X X	999	99/99/9999	999

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

Borrower's Name Loan ID-(Subsidized)	Prom Note Acc Date	Disb Date/#/Type	Days Elapsed	Disb Batched Date	Days Elapsed
MACGUIRE, JERRY A 11111117S99G91234001	03/28/1998	09/01/1998 1 G	157	03/21/1998	163

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

Borrower's Name Loan ID-(PLUS)	Prom Note Acc Date	Disb Date/#/Type	Days Elapsed	Disb Batched Date	Days Elapsed
MACGUIRE, SUSAN J 424123456P99G91234001	03/28/1998	09/01/1998 1 G	157	03/21/1998	163

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

Cancellation Measurement Report

Description

This report is available three ways! Canceled loans, Canceled Disbursements, or both. The Loan Cancellations section prints the number and dollar value of entire loans canceled. The Disbursement Cancellations section prints the same information, but for canceled individual disbursements. Each section prints canceled loans or disbursements by loan type: Stafford Subsidized, Stafford Unsubsidized, and PLUS. Each section can be printed separately or together. The user provides the reporting period date range and may select a totals only option.

Analysis Tips

This report assists with resolution of loan cancellation values with data from other institutional systems. Some things to consider are:

Large numbers of loans canceled

- Are loans being canceled due to no-show students, change in eligibility status, or other reasons?
- Are there any procedure changes to reduce this number?

Which disbursements are being canceled

- Are the canceled disbursements representative of students who have dropped out or are there other reasons for the cancellations.

Double reporting between loan and disbursement sections

- When an entire loan is canceled with actual disbursements, the individual disbursements are automatically canceled by the software. Keep in mind these records are represented on both sections of this report.

Report Headings and Data Descriptions

Cancellation Measurement Report - Canceled Loans

Heading	Description
Borrower's Name and Loan ID	The loans are identified and can be sorted by the borrower's name and Loan ID in the left most column
Net Loan Amount	Prints the net loan amount for Loan ID listed.
Cumulative Loan Type Total	Prints a cumulative sum, per Loan ID, by loan type, of the loan amount canceled.
Total <Loan Type> Loans Canceled	The total number of loans canceled for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Number of All Loans Canceled	The total number of loans canceled for all loan types.
Cumulative <Loan Type> Loans Canceled	The total dollar value of loans canceled for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Amount of All Loans Canceled	The total dollar value for all canceled loans.

Cancellation Measurement Report - Canceled Disbursements

Heading	Description
Borrower's Name	The loans are identified and can be sorted by the borrower's name.
Loan ID	Identifies the loan which had canceled disbursements. If more than one disbursement for a loan is canceled, then separate detail records print.
Disbursement Number	Identifies which disbursement is canceled.
Net Amount	Prints the dollar value of the canceled disbursement.
Cumulative Loan Type Total	Prints a cumulative sum, per Loan ID and by loan type, of the disbursement amount canceled.
Total <Loan Type> Disbursements Canceled	The total number of disbursements canceled for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Number of All Disbursements Canceled	The total number of disbursements canceled for all loan types.
Cumulative <Loan Type> Disbursements Canceled	The total dollar value of disbursements canceled for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Amount of All Disbursements Canceled	The total dollar value for all canceled disbursements.

Cancellation Measurement Sample

Report Date: 99/99/99
 Report Time: 99:99:99

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U.S. DEPARTMENT OF EDUCATION
 Federal Direct Loan Program
 Cancellation Measurement Report
 ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Entire Loan Cancellations for 99/99/9999 to 99/99/9999

Borrower's Name Loan ID (Subsidized)	Net Loan Amount	Cumulative Loan Type Totals
-----	-----	-----
DAY, LINDA A 11111113S99G91234001 XXXXXXXXXXXXXXXXXX, XXXXXXXXXXX X	\$ 1,680 \$ 99,999	\$ 1,680 \$999,999,999

Total Unsubsidized Loans Canceled:	999
Total Subsidized Loans Canceled:	999
Total PLUS Loans Canceled:	999
Total Number of ALL Loans Canceled:	999
Cumulative Subsidized Loans Canceled:	\$999,999
Cumulative Unsubsidized Loans Canceled:	\$999,999
Cumulative PLUS Loans Canceled:	\$999,999
Total Amount of ALL Loans Canceled:	\$999,999

DRAFT - Delinquency Report Data Format

99/99/99

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For those Direct Loan Schools that have requested the delinquency information in data format, the following will be the record formats utilized when placing the records in the schools TIV WAN Mailbox. The message class will be DQBD99OP.DAT - DELINQUENT BORROWERS DATA. This message class will contain six record types, identified by the Record Type field in positions 7-10 of each record. All record types will be padded to 450 bytes.

PRIVACY ACT WARNING RECORD (Record Type = PRVC)

NON-REPORTING LOCATION RECORDS (Record Type = NRLC)

SCHOOL DELINQUENCY AND DEFAULT DETAIL RECORDS (Record Type = DETL)

SCHOOL DELINQUENCY AND DEFAULT SUMMARY RECORD - STAFFORD (Record Type = STTL)

SCHOOL DELINQUENCY AND DEFAULT SUMMARY RECORD - IN-SCHOOL CONSOLIDATION (Record Type = CTTL)

SCHOOL DELINQUENCY AND DEFAULT SUMMARY RECORD - ALL (Record Type = ATTL)

For each school there will be one Privacy Act Warning Record.

For each school there may be none or one or more Non-reporting Location Record(s). If all Locations have provided DDR transactions to CDS by the 10th business day of the month, there will be no NRLC records.

For each delinquent borrower's account which is 31 to 270 days delinquent, there will be one Detail Record.

For each defaulted borrower's account which became 271 or more days delinquent within the month being reported, there will be one Detail Record with only the following fields populated:

Direct Loan Institution ID

Record Type

As of Date

Borrower's Social Security Number

Borrower's Last Name

Borrower's First Name

Borrower's Middle Initial

Address Line 1

Address Line 2

City

State

Zip Code

Country

Address Condition

Borrower's Residence Phone Number

Borrower's Business Phone Number

Location Name (DCS)

Location Phone

Current Status

For each school, there will be three Summary Records, one each for Stafford (STTL), In-School Consolidation (CTTL), and All/combined (ATTL) accounts.

For schools that have requested the data format of the delinquency information but for which there are no delinquent or defaulted borrowers reported from any location, CDS will generate the Privacy Act Warning Record, the set of Non-Reporting Location Records, if any, and the set of Summary Records.

Alpha/Numeric fields will be left justified.

Numeric fields will be right justified.

Numeric fields that are monetary amounts will have 2 decimal places. Examples: 34528 = \$345.28; 638100 = \$6,381.00

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PRIVACY ACT WARNING RECORD

<i>Field #</i>	<i>Field First</i>	<i>Positions Last</i>	<i>Length</i>	<i>Field Name</i>	<i>Field Type</i>	<i>Valid Field Content</i>
1	1	6	6	Direct Loan Institution ID	A/N	Gnnnnn or Ennnnn Will never be blank
2	7	10	4	Record Type	A/N	PRVC = Privacy Act
3	11	18	8	As of Date The date that this data is effective as of.	A/N	MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99
4	19	108	90	Privacy Act Warning	A/N	Literal = "The information included in these transactions is protected under the Privacy Act of 1974."
5	109	450	342	Filler	A/N	

record example:

COLUMNS									
1	2	3	4	5	6	7	8	9	10

12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678
G31161PRVC07311997The information included in these transactions is protected under the Privacy Act of 1974.

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NON-REPORTING LOCATION RECORDS

<i>Field #</i>	<i>Field First</i>	<i>Positions Last</i>	<i>Length</i>	<i>Field Name</i>	<i>Field Type</i>	<i>Valid Field Content</i>
<i>1</i>	<i>1</i>	<i>6</i>	<i>6</i>	<i>Direct Loan Institution ID</i>	<i>A/N</i>	<i>Gnnnnn or Ennnnn Will never be blank</i>
<i>2</i>	<i>7</i>	<i>10</i>	<i>4</i>	<i>Record Type</i>	<i>A/N</i>	<i>NRLC = Non-Reporting Location</i>
<i>3</i>	<i>11</i>	<i>18</i>	<i>8</i>	<i>As of Date</i> <i>The date that this data is effective as of.</i>	<i>A/N</i>	<i>MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99</i>
<i>4</i>	<i>19</i>	<i>22</i>	<i>4</i>	<i>Non-Reporting Location ID</i>	<i>N</i>	<i>0101</i>
<i>5</i>	<i>23</i>	<i>52</i>	<i>30</i>	<i>Non-Reporting Location Name</i>	<i>A/N</i>	<i>DLSC - Utica</i>
<i>6</i>	<i>53</i>	<i>62</i>	<i>10</i>	<i>Non-Reporting Location's Borrower Services Department Phone Number</i>	<i>A/N</i>	<i>8008480979</i>
<i>7</i>	<i>63</i>	<i>450</i>	<i>388</i>	<i>Filler</i>	<i>A/N</i>	

record examples:

COLUMNS						
1	2	3	4	5	6	7
123456789012345678901234567890123456789012345678901234567890123456789	G31161NRLC073119970101DLSC	Utica	8008480979			

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DELINQUENT BORROWER DETAIL RECORDS

Field #	Field First	Positions Last	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	<i>Direct Loan Institution ID</i>	A/N	Gnnnnn or Ennnnn Will never be blank
2	7	10	4	<i>Record Type</i>	A/N	DETL = Detail
3	11	18	8	<i>As of Date</i> <i>The date that this data is effective as of.</i>	A/N	MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99
4	19	27	9	<i>Borrower's Social Security Number</i>	N	Must contain only: 001010001 to 999999999 Will be non-blank Will be 9 digits
5	28	35	8	<i>Borrower's Date of Birth</i>	A/N	MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99
6	36	65	30	<i>Borrower's Last Name</i> <i>Last, family, or surname of a person. A comma precedes any suffix for the name, such as Jr., Esq. If a person only has a single name, that single name will be entered in the first name field only.</i>	A/N	
7	66	95	30	<i>Borrower's First Name</i> <i>First or given name of a person. If a person only has a single name, it will be entered here.</i>	A/N	
8	96	96	1	<i>Borrower's Middle Initial</i>	A/N	
9	97	107	11	<i>Past Due Amount</i> <i>The total amount that is required to bring the borrower's account to a current status. This includes any interest, charges and fees that have accrued and are due on the loan.</i>	N	Amount - 11 positions, with 2 decimal places.
10	108	111	4	<i>Days Delinquent</i> <i>The number days since the oldest installment was not made.</i>	N	

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DELINQUENT BORROWER DETAIL RECORDS (Continued)

Field #	Field First	Positions Last	Length	Field Name	Field Type	Valid Field Content
11	112	119	8	Delinquent Date <i>This is the day following the oldest unpaid installment due date.</i>	A/N	<i>MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99</i>
12	120	130	11	Loan Amount <i>The total sum of all disbursements and disbursement adjustments for this Loan ID.</i>	N	<i>Amount - 11 positions, with 2 decimal places.</i>
13	131	141	11	Monthly Payment Amount <i>Amount of the regular monthly installment that is applied or is to be applied against the Borrower's loan(s). The Monthly Payment Amount may cover multiple loans held by the borrower.</i>	N	<i>Amount - 11 positions, with 2 decimal places.</i>
14	142	149	8	Academic Completion Date <i>Date of anticipated or actual completion by the student of an academic degree or program requirements.</i>		<i>MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99</i>
15	150	179	30	Address Line 1 <i>First line of address of an individual, institution, organization, or system. This data element should normally include the street address, road, route, or post office box.</i>	A/N	
16	180	209	30	Address Line 2 <i>Second line of the address of an individual, institution, organization, or system. This data element should normally include the information additional to or qualifying the first line of the address, such as the apartment, room, floor, post office box, or suite.</i>	A/N	

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DELINQUENT BORROWER DETAIL RECORDS (Continued)

Field #	Field First	Positions Last	Length	Field Name	Field Type	Valid Field Content
17	210	234	25	City <i>City, county, or town in which an individual, institution, organization, or system is located or where it has an address. Normally, this is the identifier used by the postal system to identify a location within a state.</i>	A/N	
18	235	236	2	State <i>State, province, or territory within a country in which an individual, institution, organization, or system is located or where it has an address. If the location is a U.S. address, the state is represented by the two-character postal code for the state.</i>	A/N	
19	237	250	14	Zip Code <i>Zip code for the associated address.</i>	A/N	
20	251	275	25	Country <i>Country of the participant when the address is in a foreign country (i.e., not represented in the U.S. Postal Service zip code manual).</i>	A/N	
21	276	276	1	Address Condition <i>Indicator as to the accuracy or validity of an address. The Address Condition is Good (G) if when last used, correspondence was not returned. The Address Condition is Returned (R) if when last used, correspondence was returned as nondeliverable. The Address Condition is Bad (B) if the source reported that the address is no longer valid.</i>	A/N	G - Good (default) R - Returned B - Bad
22	277	286	10	Borrower's Residence Phone Number	A/N	

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DELINQUENT BORROWER DETAIL RECORDS (Continued)

Field #	Field First	Positions Last	Length	Field Name	Field Type	Valid Field Content
23	287	296	10	Borrower's Business Phone Number	A/N	
24	297	304	8	Grace End Date <i>Date on which the Borrower's 6 month grace period (if applicable) has or will expire.</i>	A/N	MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99
25	305	314	10	Current Status Delinquent for accounts 270 or less days delinquent Defaulted for accounts 271 or greater days delinquent	A/N	Delinquent Defaulted
25	315	316	2	Repayment Option <i>Repayment plan selected by the borrower to repay the loan.</i>	A/N	Blank - No Repayment Plan Selected (default) FF - Fixed Payment FE - Fixed Payment, Extended Term GR - Graduated Repayment IC - Income Contingent NR - Not in Repayment SP - Special plan/Secretary's option SF - Alternate Plan - Fixed Payment SG - Alternate Plan - Graduated SN - Alternate Plan - Fixed Term ST - Alternate Plan - Negative Amortization
26	317	320	4	Location Code <i>This is the Location ID code which identifies the Location assigned to service this account.</i>	N	0101
27	321	350	30	Location Name <i>This is the name of the Location assigned to service this account.</i>	A/N	DLSC - Utica
28	351	360	10	Location Phone <i>This is the phone number of the Borrower Services Department at the assigned Location.</i>	A/N	8008480979
29	361	450	100	Filler	A/N	

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record example:

<hr/>									
COLUMNS									
1	2	3	4	5	6	7	8	9	10
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
G31161	DETL07311997	1234567890	4271972	MA			YO YO		

1	2	3	4	5	6	7	8	9	20
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
34676	7505211997	1432569	2168805111996	5489	NW ELLIOT STREET				

1	2	3	4	5	6	7	8	9	30
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
	SAN FRANCISCO		CA84733				G415834216541532498771116		

1	2	3	4	5	6	7	8	9	40
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
1996	DELINQUENT	FF0101	DLSC - UTICA		8008480979				

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STAFFORD SUMMARY RECORD

Field #	Field First	Positions Last	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan Institution ID	A/N	Gnnnnn or Ennnnn Will never be blank
2	7	10	4	Record Type	A/N	STTL = School Stafford Totals
3	11	18	8	As of Date The date that this data is effective as of.	A/N	MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99
4	19	27	9	Stafford Borrowers Count, 031-060 Days Delinquent	N	Numeric Count
5	28	40	13	Stafford Amount Past Due, 031-060 Days Delinquent	N	Amount - 13 positions / 2 decimal places
6	41	54	14	Stafford Original Loan Amount, 031-060 Days Delinquent	N	Amount - 14 positions / 2 decimal places
7	55	63	9	Stafford Borrowers Count, 061-090 Days Delinquent	N	Numeric Count
8	64	76	13	Stafford Amount Past Due, 061-090 Days Delinquent	N	Amount - 13 positions / 2 decimal places
9	77	90	14	Stafford Original Loan Amount, 061-090 Days Delinquent	N	Amount - 14 positions / 2 decimal places
10	91	99	9	Stafford Borrowers Count, 091-120 Days Delinquent	N	Numeric Count
11	100	112	13	Stafford Amount Past Due, 091-120 Days Delinquent	N	Amount - 13 positions / 2 decimal places
12	113	126	14	Stafford Original Loan Amount, 091-120 Days Delinquent	N	Amount - 14 positions / 2 decimal places
13	127	135	9	Stafford Borrowers Count, 121-150 Days Delinquent	N	Numeric Count
14	136	148	13	Stafford Amount Past Due, 121-150 Days Delinquent	N	Amount - 13 positions / 2 decimal places
15	149	162	14	Stafford Original Loan Amount, 121-150 Days Delinquent	N	Amount - 14 positions / 2 decimal places
16	163	171	9	Stafford Borrowers Count, 151-180 Days Delinquent	N	Numeric Count
17	172	184	13	Stafford Amount Past Due, 151-180 Days Delinquent	N	Amount - 13 positions / 2 decimal places

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STAFFORD SUMMARY RECORD (Continued)

<i>Field #</i>	<i>Field First</i>	<i>Positions Last</i>	<i>Length</i>	<i>Field Name</i>	<i>Field Type</i>	<i>Valid Field Content</i>
18	185	198	14	Stafford Original Loan Amount, 151-180 Days Delinquent	N	Amount - 14 positions / 2 decimal places
18	199	207	9	Stafford Borrowers Count, 181-270 Days Delinquent	N	Numeric Count
19	208	220	13	Stafford Amount Past Due, 181-270 Days Delinquent	N	Amount - 13 positions / 2 decimal places
20	221	234	14	Stafford Original Loan Amount, 181-270 Days Delinquent	N	Amount - 14 positions / 2 decimal places
21	235	243	9	Stafford Borrowers Count, Monthly Total	N	Numeric Count
22	244	256	13	Stafford Amount Past Due, Monthly Total	N	Amount - 13 positions / 2 decimal places
23	257	270	14	Stafford Original Loan Amount, Monthly Total	N	Amount - 14 positions / 2 decimal places
24	271	279	9	Stafford Borrowers Count, Defaulted This Month	N	Numeric Count
25	280	292	13	Stafford Amount Past Due, Defaulted This Month	N	Amount - 13 positions / 2 decimal places
26	293	306	14	Stafford Original Loan Amount, Defaulted This Month	N	Amount - 14 positions / 2 decimal places
27	307	315	9	Stafford Borrowers Count, Defaulted Calendar YTD	N	Numeric Count
28	316	328	13	Stafford Amount Past Due, Defaulted Calendar YTD	N	Amount - 13 positions / 2 decimal places
29	329	342	14	Stafford Original Loan Amount, Defaulted Calendar YTD	N	Amount - 14 positions / 2 decimal places
30	343	450	108	Filler	A/N	

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IN-SCHOOL CONSOLIDATION SUMMARY RECORD

<i>Field #</i>	<i>Field First</i>	<i>Positions Last</i>	<i>Length</i>	<i>Field Name</i>	<i>Field Type</i>	<i>Valid Field Content</i>
1	1	6	6	<i>Direct Loan Institution ID</i>	A/N	Gnnnnn or Ennnnn Will never be blank
2	7	10	4	<i>Record Type</i>	A/N	CTTL = In-School Consolidation Totals
3	11	18	8	<i>As of Date</i> <i>The date that this data is effective as of.</i>	A/N	MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99
4	19	27	9	<i>In-School Borrowers Count, 031-060 Days Delinquent</i>	N	<i>Numeric Count</i>
5	28	40	13	<i>In-School Amount Past Due, 031-060 Days Delinquent</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
6	41	54	14	<i>In-School Original Loan Amount, 031-060 Days Delinquent</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
7	55	63	9	<i>In-School Borrowers Count, 061-090 Days Delinquent</i>	N	<i>Numeric Count</i>
8	64	76	13	<i>In-School Amount Past Due, 061-090 Days Delinquent</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
9	77	90	14	<i>In-School Original Loan Amount, 061-090 Days Delinquent</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
10	91	99	9	<i>In-School Borrowers Count, 091-120 Days Delinquent</i>	N	<i>Numeric Count</i>
11	100	112	13	<i>In-School Amount Past Due, 091-120 Days Delinquent</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
12	113	126	14	<i>In-School Original Loan Amount, 091-120 Days Delinquent</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
13	127	135	9	<i>In-School Borrowers Count, 121-150 Days Delinquent</i>	N	<i>Numeric Count</i>
14	136	148	13	<i>In-School Amount Past Due, 121-150 Days Delinquent</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
15	149	162	14	<i>In-School Original Loan Amount, 121-150 Days Delinquent</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
16	163	171	9	<i>In-School Borrowers Count, 151-180 Days Delinquent</i>	N	<i>Numeric Count</i>
17	172	184	13	<i>In-School Amount Past Due, 151-180 Days Delinquent</i>	N	<i>Amount - 13 positions / 2 decimal places</i>

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IN-SCHOOL CONSOLIDATION SUMMARY RECORD (Continued)

<i>Field #</i>	<i>Field First</i>	<i>Positions Last</i>	<i>Length</i>	<i>Field Name</i>	<i>Field Type</i>	<i>Valid Field Content</i>
18	185	198	14	<i>In-School Original Loan Amount, 151-180 Days Delinquent</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
18	199	207	9	<i>In-School Borrowers Count, 181-270 Days Delinquent</i>	N	<i>Numeric Count</i>
19	208	220	13	<i>In-School Amount Past Due, 181-270 Days Delinquent</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
20	221	234	14	<i>In-School Original Loan Amount, 181-270 Days Delinquent</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
21	235	243	9	<i>In-School Borrowers Count, Monthly Total</i>	N	<i>Numeric Count</i>
22	244	256	13	<i>In-School Amount Past Due, Monthly Total</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
23	257	270	14	<i>In-School Original Loan Amount, Monthly Total</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
24	271	279	9	<i>In-School Borrowers Count, Defaulted This Month</i>	N	<i>Numeric Count</i>
25	280	292	13	<i>In-School Amount Past Due, Defaulted This Month</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
26	293	306	14	<i>In-School Original Loan Amount, Defaulted This Month</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
27	307	315	9	<i>In-School Borrowers Count, Defaulted Calendar YTD</i>	N	<i>Numeric Count</i>
28	316	328	13	<i>In-School Amount Past Due, Defaulted Calendar YTD</i>	N	<i>Amount - 13 positions / 2 decimal places</i>
29	329	342	14	<i>In-School Original Loan Amount, Defaulted Calendar YTD</i>	N	<i>Amount - 14 positions / 2 decimal places</i>
30	343	450	108	<i>Filler</i>	A/N	

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ALL BORROWERS SUMMARY RECORD

<i>Field #</i>	<i>Field First</i>	<i>Positions Last</i>	<i>Length</i>	<i>Field Name</i>	<i>Field Type</i>	<i>Valid Field Content</i>
<i>1</i>	<i>1</i>	<i>6</i>	<i>6</i>	<i>Direct Loan Institution ID</i>	<i>A/N</i>	<i>Gnnnnn or Ennnnn Will never be blank</i>
<i>2</i>	<i>7</i>	<i>10</i>	<i>4</i>	<i>Record Type</i>	<i>A/N</i>	<i>ATTL = School All Borrowers Totals</i>
<i>3</i>	<i>11</i>	<i>18</i>	<i>8</i>	<i>As of Date</i> <i>The date that this data is effective as of.</i>	<i>A/N</i>	<i>MMDDCCYY where MM = month; 01-12 DD = day of month; 01-31 CC = century; 19,20 YY = year; 00-99</i>
<i>4</i>	<i>19</i>	<i>27</i>	<i>9</i>	<i>All Borrowers Count, 031-060 Days Delinquent</i>	<i>N</i>	<i>Numeric Count</i>
<i>5</i>	<i>28</i>	<i>40</i>	<i>13</i>	<i>All Borrowers Amount Past Due, 031-060 Days Delinquent</i>	<i>N</i>	<i>Amount - 13 positions / 2 decimal places</i>
<i>6</i>	<i>41</i>	<i>54</i>	<i>14</i>	<i>All Borrowers Original Loan Amount, 031-060 Days Delinquent</i>	<i>N</i>	<i>Amount - 14 positions / 2 decimal places</i>
<i>7</i>	<i>55</i>	<i>63</i>	<i>9</i>	<i>All Borrowers Borrowers Count, 061-090 Days Delinquent</i>	<i>N</i>	<i>Numeric Count</i>
<i>8</i>	<i>64</i>	<i>76</i>	<i>13</i>	<i>All Borrowers Amount Past Due, 061-090 Days Delinquent</i>	<i>N</i>	<i>Amount - 13 positions / 2 decimal places</i>
<i>9</i>	<i>77</i>	<i>90</i>	<i>14</i>	<i>All Borrowers Original Loan Amount, 061-090 Days Delinquent</i>	<i>N</i>	<i>Amount - 14 positions / 2 decimal places</i>
<i>10</i>	<i>91</i>	<i>99</i>	<i>9</i>	<i>All Borrowers Borrowers Count, 091-120 Days Delinquent</i>	<i>N</i>	<i>Numeric Count</i>
<i>11</i>	<i>100</i>	<i>112</i>	<i>13</i>	<i>All Borrowers Amount Past Due, 091-120 Days Delinquent</i>	<i>N</i>	<i>Amount - 13 positions / 2 decimal places</i>
<i>12</i>	<i>113</i>	<i>126</i>	<i>14</i>	<i>All Borrowers Original Loan Amount, 091-120 Days Delinquent</i>	<i>N</i>	<i>Amount - 14 positions / 2 decimal places</i>
<i>13</i>	<i>127</i>	<i>135</i>	<i>9</i>	<i>All Borrowers Borrowers Count, 121-150 Days Delinquent</i>	<i>N</i>	<i>Numeric Count</i>
<i>14</i>	<i>136</i>	<i>148</i>	<i>13</i>	<i>All Borrowers Amount Past Due, 121-150 Days Delinquent</i>	<i>N</i>	<i>Amount - 13 positions / 2 decimal places</i>
<i>15</i>	<i>149</i>	<i>162</i>	<i>14</i>	<i>All Borrowers Original Loan Amount, 121-150 Days Delinquent</i>	<i>N</i>	<i>Amount - 14 positions / 2 decimal places</i>
<i>16</i>	<i>163</i>	<i>171</i>	<i>9</i>	<i>All Borrowers Borrowers Count, 151-180 Days Delinquent</i>	<i>N</i>	<i>Numeric Count</i>
<i>17</i>	<i>172</i>	<i>184</i>	<i>13</i>	<i>All Borrowers Amount Past Due, 151-180 Days Delinquent</i>	<i>N</i>	<i>Amount - 13 positions / 2 decimal places</i>

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ALL BORROWERS SUMMARY RECORD (Continued)

<i>Field #</i>	<i>Field First</i>	<i>Positions Last</i>	<i>Length</i>	<i>Field Name</i>	<i>Field Type</i>	<i>Valid Field Content</i>
18	185	198	14	All Borrowers Original Loan Amount, 151-180 Days Delinquent	N	Amount - 14 positions / 2 decimal places
18	199	207	9	All Borrowers Borrowers Count, 181-270 Days Delinquent	N	Numeric Count
19	208	220	13	All Borrowers Amount Past Due, 181-270 Days Delinquent	N	Amount - 13 positions / 2 decimal places
20		234	14	Loan Amount, 181-270 Days Delinquent		Amount - 14 positions / 2 decimal places
21	235	243	9	All Borrowers Borrowers Count, Monthly Total	N	Numeric Count
22	244	256	13	All Borrowers Amount Past Due, Monthly Total	N	Amount - 13 positions / 2 decimal places
23	257	270	14	All Borrowers Original Loan Amount, Monthly Total	N	Amount - 14 positions / 2 decimal places
24	271	279	9	All Borrowers Borrowers Count, Defaulted This Month	N	Numeric Count
25	280	292	13	All Borrowers Amount Past Due, Defaulted This Month	N	Amount - 13 positions / 2 decimal places
26	293	306	14	All Borrowers Original Loan Amount, Defaulted This Month	N	Amount - 14 positions / 2 decimal places
27	307	315	9	All Borrowers Borrowers Count, Defaulted Calendar YTD	N	Numeric Count
28	316	328	13	All Borrowers Amount Past Due, Defaulted Calendar YTD	N	Amount - 13 positions / 2 decimal places
29	329	342	14	All Borrowers Original Loan Amount, Defaulted Calendar YTD	N	Amount - 14 positions / 2 decimal places
30	343	450	108	Filler	A/N	

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record example:

<hr/>									
<i>COLUMNS</i>									
1	2	3	4	5	6	7	8	9	10
12345678901234567890123456789012345678901234567890123456789012345678901234567890									
G31161A	TTL07311997	43	509008	11671000	20	302724	4601400		7

1	2	3	4	5	6	7	8	9	20
12345678901234567890123456789012345678901234567890123456789012345678901234567890									
108015	836900	5	108015	836900	1	27500	254000		

1	2	3	4	5	6	7	8	9	30
12345678901234567890123456789012345678901234567890123456789012345678901234567890									
31	1066440	7964100	107	2206209	27977600	8			

1	2	3	4	5	6	7	8	9	40
12345678901234567890123456789012345678901234567890123456789012345678901234567890									
12									