COD Web Reporting Portal

TASFAA
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Murfreesboro, TN

U.S. Department of Education

COD Web Reporting Portal

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COD Web Reporting Portal

With the October 13th, 2017 COD Release, COD modified the way schools access, and download, COD reports

- COD "upgraded" the reporting platform
- COD Web reports are available via the "COD Web Reporting Portal"
  - ✓No change to how a school **retrieves** a report transmitted via the Student Aid Internet Gateway (SAIG)
  - ✓School users retain current access privileges
- Electronic Announcement (EA) dated July 25, 2017, has the "skinny"

In General...

COD Web Reporting Portal

COD modified/changed report format options, a few report layouts, and the availability of some reports

- Reports posted to the COD Web Reporting Portal, and/or delivered to your SAIG mailbox have been formatted only in **Comma-Delimited w/Headers (CSV)** and **Fixed-Length** formats
- **Pipe-Delimited**, **Preformatted Text**, and **Comma-Delimited w/out Headers** formats are no longer available
  - ✓The **School Monitoring Report** remains the **ONLY** report available in **Preformatted Text** format

COD Web Reporting Portal

With the October 13th, 2017 COD Release, COD modified the COD Website report selection and option screens

- The dropdown box displays the updated format options for the following reports
  - ✓Report Selection
  - ✓School Account Statement (SAS)
  - ✓New Report Request
- Format options no longer available have been removed

COD Web Reporting Portal

Beginning with the October 13th COD Release, monthly reports are now being generated the evening of the first business day of the month

- Monday through Friday
  - ✓Except Holidays
- Weekly reports continue to be executed every Friday evening and will cover Saturday through Friday activity
- Does **NOT** apply to the William D. Ford Federal Direct Loan, Federal Pell Grant, and TEACH Grant School Account Statement (SAS)
  - ✓All three executed on the first Saturday of the month

COD Web Reporting Portal

Some Federal Pell Grant Program reports were not affected by the October 13 implementation

- Pell Electronic Statement of Account (ESOA)
- Pell Reconciliation Report
- Pell Grant Year-To-Date (YTD) File
- Pell School Account Statement (SAS)
- Pell School Account Statement (SAS) Disbursement Detail on Demand
- Pell Data Request Acknowledgement File

COD Web Reporting Portal

Some William D. Ford Federal Direct Loan Program and TEACH Grant Program reports were not affected by the October 13 implementation

- Direct Loan Rebuild File
- TEACH Rebuild File
- TEACH School Account Statement (SAS)
- TEACH School Account Statement (SAS) Disbursement Detail on Demand
- School Funding History Report

COD Web Reporting Portal

Other changes that came with the COD Release on October 13th, 2017...

- COD retired several reports
- Some COD reports have been updated with additional data fields and required modification of the report “layout”

COD Web Reporting Portal

The Direct Loan Program reports below were retired with the Fall 2017 COD Release

- Direct Loan Booking Warning Report
- Direct Loan Expired Master Promissory Note (MPN) Report
- Direct Loan MPN Report
- Direct Loan MPNs Due To Expire Report
- Direct Loan Inactive Loans Report
- Direct Loan SSN/Name/Date of Birth Change Report

COD Web Reporting Portal

The Pell Grant and TEACH Grant Program reports below were retired with the Fall 2017 COD Release

- Pell Grant SSN/Name/Date of Birth Change Report
- TEACH Grant Inactive Grant Report
- TEACH Grant SSN/Name/Date of Birth Change Report

See the Electronic Announcement dated July 25, 2017 for a summary of changes to report formats and delivery.

COD Web Reports

COD Web Reporting Portal

COD Web reports generated in CSV format have been updated to include the format changes below

- Social Security Numbers (SSNs), and School IDs, starting with a leading zero (0), have been formatted to include a leading equal sign (=) and quotation marks to display correctly
  - ✓The Social Security Number 0XXXXXXXX will display as **=“0XXXXXXXX”**
- Will ***NOT*** apply to any version of the SAS or any fixed length report

COD Web Reporting Portal

COD changed the format and display for dates in reports delivered in Comma-Delimited w/Headers report formats

- Dates will be formatted and displayed as **YYYY-MM-DD**
- This change will **NOT** apply to the “School Monitoring Report” or **ANY** report generated in Fixed Length format

All student names will be displayed in upper case for consistency.

Direct Loan Program Reports

COD Web Reporting Portal

COD posts the Direct Loan Program reports below on the COD Web Reporting Portal in Comma-Delimited w/Headers format

- Direct Loan Counseling Report
- Direct Loan Completed PLUS Application Report
- Weekly Credit Status Report
- Direct Subsidized Loan Usage Change Report
- Direct Loan Completed Master Promissory Note (MPN) Report

COD Web Reporting Portal

The Direct Loan reports below were modified to include additional fields and values in a “new report layout”

- COD modified the criteria to populate the data of the **Duplicate Student Borrower Report**
- COD added eight (8) data elements to the **Direct Loan Actual Disbursement List**
- COD added your school OPE ID as a new data element to the **Direct Loan Counseling Report**

COD Web Reporting Portal

The Duplicate Student Borrower Report now covers only the most recent four (4) award years

- A student borrower with two (2) or more "overlapping" awards in the most recent four award years will appear on the report
  - ✓Two or more Direct Loan awards at two or more schools with academic year start/end dates that "overlap" by two or more days
  - ✓If one of the "overlapping" award is NOT in the most recent four award years, the student will NOT appear on the report
- Will **NOT** include any inactive loans =$0

COD Web Reporting Portal

The Direct Loan Actual Disbursement List has been modified to include the additional fields below

- School Enrollment Code
- Program CIP Code
- Loan begin/end dates
- Payment Period Start Date (PPSD)
- Sum of **ALL**
  - ✓Sequence #1 Net disbursements
  - ✓Sequence > #1 increases/decreases
  - ✓Net reported disbursements for the reporting period

COD Web Reporting Portal

The Direct Loan Counseling Report has added a field to display your school OPE ID

- Other fields have been updated appropriately as noted in previous slides

COD Web Reporting Portal

The Direct Loan Pending Disbursement Listing Report is now available via the COD Web Reporting Portal and your SAIG mailbox

- Named **Pending Disbursement List – Direct Loan** on the COD Web Reporting Portal
- **Comma-Delimited w/Headers** format
- Message Class **DLPDyyOP**

COD Web Reporting Portal

COD created a new weekly MPN Status Report

- SAIG Mailbox and COD Reporting Web Portal
- CSV format
- Message Class MPNSTAOP
- Includes discharged/expired/inactive/closed MPNs within the past 30 days due to…
  - ✓Death, Unauthorized Signature, or Identity Theft
  - ✓Linking a Direct PLUS Loan to an endorser
  - ✓No award linking/no actual disbursement on a linked loan the first year
  - ✓10 years passing since receipt at COD
  - ✓Closed by the borrower

TEACH Grant Program Reports

COD Web Reporting Portal

The TEACH Grant Pending Disbursement List was modified and required a new “record layout”

- COD split the single “CityStateZip” field into three: City, State, and Zip Code

COD Web Reporting Portal

The TEACH Grant Multiple Reporting Record (MRR) can be requested as a data request and is now available on the COD Web Reporting Portal

- Data requested MRR is delivered to your SAIG mailbox in **Fixed-Length format**
- System-generated MRR is posted to the COD Web Reporting Portal in **Comma-Delimited w/Headers format**

COD Web Reporting Portal

The TEACH Grant Pending Disbursement List Report is now delivered to your SAIG mailbox and available via the COD Web Reporting Portal

- Named as **Pending Disbursement List – TEACH** on the COD Web Reporting Portal
- SAIG and COD Web Reporting Portal version formatted as **Comma-Delimited w/Headers** file
- Message Class for SAIG report THPEyyOP

COD Web Reporting Portal

The TEACH Grant ATS Discharge Report Pending Disbursement List Report is now delivered to your SAIG mailbox **AND** available via the COD Web Reporting Portal

- The system-generated version delivered to your SAIG mailbox is formatted as a **Fixed-Length** file
- COD Web Reporting Portal version of this report is formatted available as a **Comma-Delimited w/Headers** file

Pell Grant Program Reports

COD Web Reporting Portal

The Pell Grant Program reports below were modified and required a “new report layout”

- The Pell Grant Pending Disbursement List split the single “CityStateZip” field into three: City, State, and Zip Code
- The Pell Verification Status Report (both SAIG and Web Requests) split the single Student Name field into three: Last Name, First Name, and Middle Initial

COD Web Reporting Portal

The Pell Grant MRR can be system-generated or requested via the COD Reporting Web as a "data request"

- Delivered to your SAIG mailbox in **Fixed-Length** format
- Posted to the COD Web Reporting Portal in **Comma-Delimited w/Headers** format
  - ✓Will be identified as **"Pell Multiple Reporting Record – Requested"** or **"Pell Multiple Reporting Record – System Generated"**

COD Web Reporting Portal

The Pell Grant Lifetime Eligibility Used Report has been added to the COD Web Reporting Portal

- Delivered to your SAIG mailbox and available and viewable on the COD Web Reporting Portal in **Comma-Delimited w/Headers** format

COD Web Reporting Portal

The Pell Grant Pending Disbursement List Report is available and viewable via the COD Web Reporting Portal **AND** is now also system-generated and delivered to your school's SAIG mailbox

- Both versions formatted as a **Comma-Delimited w/Headers** file
- Named **"Pending Disbursement List – Pell"** on the COD Web Reporting Portal
- System-Generated version delivered to your school's SAIG mailbox in the new Message Class PGPEyyOP

COD Web Reporting Portal

The Pell Grant Verification Status Report is a "System-Generated" report sent to your school SAIG mailbox **AND** posted to the COD Web Reporting Portal

- Monthly report
- Delivered to your SAIG mailbox **AND** available/viewable on the COD Web Reporting Portal
- Both versions formatted as a **Comma-Delimited w/Headers** file
- New Message Class for the SAIG report is **PGVSyyOP**

COD Web Reporting Portal

The “requested” Pell Grant Verification Report is sent to your school’s SAIG mailbox **AND** posted to the COD Web Reporting Portal

- The **“This Campus Only”** option generates one report for the requesting school as the **“Attending”** school
- The **“All Campus”** option generates separate reports for individual schools associated with the requesting school
- Named **“Pell Verification Status Report – Requested”** on the COD Web Reporting Portal

COD Web Reporting Portal

The “System-Generated” Pell Grant Verification Report is sent to your school’s SAIG mailbox **AND** posted to the COD Web Reporting Portal

- Named on the COD Web Reporting Portal as **“Pell Verification Status Report – Attending”** or **“Pell Verification Status Report – All Campuses”**

COD Web Reporting Portal

The Pell Grant "POP" Report is generated weekly and delivered to your school SAIG mailbox **AND** viewable/available on the COD Web Reporting Portal

- Delivered to your SAIG mailbox in **Comma-Delimited w/Headers** format
  - ✓System-Generated Message Class PGPO18OP
  - ✓Data Request Message Class PGPRyyOP
- Posted to the COD Web Reporting Portal in **Comma-Delimited w/Headers** format

COD Web Reporting Portal

The “requested” Pell Grant POP Report is sent to your school’s SAIG mailbox **AND** posted to the COD Web Reporting Portal

- The **“This Campus Only”** option generates one report for the requesting school as the **“Attending”** school
- The **“All Campus”** option generates separate reports for individual schools associated with the requesting school
- Named **“Pell POP – Requested”** on the COD Web Reporting Portal

COD Web Reporting Portal

The “System-Generated” Pell Grant POP Report is sent to your school’s SAIG mailbox **AND** posted to the COD Web Reporting Portal

- Named on the COD Web Reporting Portal as **“Pell POP – Attending”** or **“Pell POP – All Campuses**

Non-Specific Program Reports

COD Web Reporting Portal

The weekly COD School Monitoring Report is system-generated and is delivered to your SAIG mailbox and viewable/available on the COD Web Reporting Portal in the “Non-Specific Program Reports” folder

- System-Generated when you have unsubstantiated cash OR in POP condition OR 30-day disbursement reporting
  - ✓REMEMBER: the regulatory reporting window to COD is 15 DAYS!

COD Web Reporting Portal

The weekly COD School Monitoring Report is system-generated and is delivered to your SAIG mailbox and viewable/available on the COD Web Reporting Portal in the “Non-Specific Program Reports” folder

- Delivered to your SAIG mailbox in **Preformatted Text** format
  - ✓Message Class SCHMONOP
- Posted to the COD Web Reporting Portal in **PDF** format

COD Web Reporting Portal

SAS*

***NOT** available via the COD Web Reporting Portal

COD Web Reporting Portal

The format and delivery options for the monthly Pell Grant and TEACH Grant SAS have **NOT** been changed

- Delivered to your School SAIG mailbox as **Comma-Delimited w/Headers** formatted files
- Includes student names by default

COD Web Reporting Portal

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COMMON ORIGINATION & DISBURSEMENT

FSA FEDERAL STUDENT AID

Person | School | Batch | Award | Services | User | Support

- School Search
- School Information
  - School Summary
  - Financial Aid Contact
  - Eligibility
  - General
  - Options
  - Funding Info
  - Summary Financial Info
  - Refunds of Cash
  - Cash Activity
  - Events
  - Yearly Totals
  - Relationships
  - Balance Confirmation Request
  - Reopen/Extended Processing
  - Correspondence
  - File Share/Messages
  - Report Selection
  - Experimental Sites
  - Initiative Upload

SAS Options

HELP

Program PELL **Award Year** '17-'18

SAS Options

Report Format Comma Delimited with Headers

Report Activity Type Monthly

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

If you choose Report Activity Type of Both, you may receive more than one report.

Sections of SAS to Receive

You must select at least one Disbursement and Cash Detail Section of the SAS (Disbursement Level Detail and Cash Detail and/or Award Level Disbursement Summary and Cash Detail).

	Monthly
Disbursement Level Detail and Cash Detail	Yes
Award Level Disbursement Summary and Cash Detail	N/A

Award Level Disbursement Summary is only available for Year-to-Date.

UPDATE

COD Web Reporting Portal

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA FEDERAL STUDENT AID

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  - Balance Confirmation Request
  - Reopen/Extended Processing
  - Correspondence
  - File Share/Messages
  - Report Selection
  - Experimental Sites
  - Initiative Upload

SAS Options

HELP

Program TEACH **Award Year** '17-'18

SAS Options

Report Format Comma Delimited with Headers

Report Activity Type Monthly

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

You will receive Monthly Cash and Disbursement Detail if you choose Monthly activity and Year-to-Date Cash and Disbursement Detail if you choose Year-to-Date.

If you select Both you will receive two reports. One with Monthly Cash and Disbursement Detail and one with Year-to-Date Cash and Disbursement Detail.

UPDATE

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COD Web Reporting Portal

The format options for the monthly Direct Loan SAS have been updated

- Delivered to your School SAIG mailbox in **Comma-Delimited w/Headers** or **Fixed-Length formats**
- **Pipe-Delimited** and **Comma-Delimited w/out Headers** are no longer format options
- Borrower name included depends on report activity type

COD Web Reporting Portal

The option to include names of borrowers remains dependent on the type of SAS requested

- The option to include name of borrower dropdown box has been moved to the bottom of the SAS Options screen
- COD added text to the box to clarify when a school can include borrower names on a requested SAS

COD Web Reporting Portal

U.S. DEPARTMENT OF EDUCATION
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FSA FEDERAL STUDENT AID

Person | School | Batch | Award | Services | User | Support

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  - File Share/Messages
  - Report Selection
  - Experimental Sites
  - Initiative Upload

SAS Options

HELP

Program DIRECT LOAN **Award Year** '17-'18

SAS Options

Report Format Fixed Length

Report Activity Type Monthly

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

You will receive Monthly Cash Detail if you choose Monthly activity and Year-to-Date Cash Detail if you choose Year-to-Date.

You will receive both the Monthly and Year-to-Date Cash Detail if you select Both as your option.

Sections of SAS to Receive

Summary by Loan Type Yes

If chosen, you will receive Monthly and Year-to-Date.

	Monthly
Disbursement Detail	Yes
Loan Level (optional)	N/A

Loan Level is only available for Year-to-Date.

COD Web Reporting Portal

Summary Financial Info
Refunds of Cash
Cash Activity
Events
Yearly Totals
Relationships
Balance Confirmation
Request
Reopen/Extended
Processing
Correspondence
File Share/Messages
Report Selection
Experimental Sites

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

You will receive Monthly Cash Detail if you choose Monthly activity and Year-to-Date Cash Detail if you choose Year-to-Date.

You will receive both the Monthly and Year-to-Date Cash Detail if you select Both as your option.

Sections of SAS to Receive

Summary by Loan Type Yes

If chosen, you will receive Monthly and Year-to-Date.

Monthly

Include Names of Borrowers N/A

Include Names of Borrowers option is available for Disbursement Detail and Loan Level sections for Comma-Delimited with Headers format and only Loan Level (YTD) for Fixed Length format.

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COD Web Reporting Portal

Fixed Length format with 'Monthly' Report Activity Type

When user selects 'Monthly' Report Activity Type with "N/A" in Loan Level (this is not an option for this Report Activity Type), the Include Names of Borrowers will be defaulted to N/A.

Fixed Length format with 'Year-to-Date' Report Activity Type

When user selects 'Year-to-Date' Report Activity Type with a "No" in Loan Level (optional), the Include Names of Borrowers will have only a "No" option available under the dropdown.

However, when user selects 'Year-to-Date' Report Activity Type with a "Yes" in Loan Level (optional), the Include Names of Borrowers will have "Yes" and "No" options available under the dropdown.

Fixed Length format with 'Both' Report Activity Type

When user selects 'Both' Report Activity Type with a "No" in Loan Level (optional), the Include Names of Borrowers will have only a "No" option available under the dropdown.

When user selects 'Both' Report Activity Type with a "Yes" in Loan Level (optional), the Include Names of Borrowers will have "Yes" and "No" options available under the dropdown

COD Web Reporting Portal

Comma Delimited with Headers format with 'Monthly' Report Activity Type

When user selects 'Monthly' Report Activity Type with "N/A" in Loan Level (this is not an option for this Report Activity Type), the Include Names of Borrowers will have "Yes" and "No" options available under the dropdown.

Comma Delimited with Headers format with 'Year-to-Date' Report Activity Type

When user selects 'Year-to-Date' Report Activity Type with either a "Yes" or "No" in Loan Level (optional), the Include Names of Borrowers will have "Yes" and "No" options available under the dropdown.

Comma Delimited with Headers format with 'Both' Report Activity Type

When user selects 'Both' Report Activity Type with either a "Yes" or "No" in Loan Level (optional), the Include Names of Borrowers will have "Yes" and "No" options available under the dropdown.

For both PELL and TEACH program, the Report Format on the SAS Options page will remain unchanged where 'Comma Delimited with Headers' will be the only format option.

Other Updated COD Web Screens

COD Web Reporting Portal

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGINATION & DISBURSEMENT

FSA FEDERAL STUDENT AID

Person | School | Batch | Award | Services | User

- COD Reports
- Servicer Information
- Downloads

COD Reports

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

https://analytics.cod.ed.gov/ibmcognos/cgi-bin/cognos.cgi?CAMNamespace=JavaSSO

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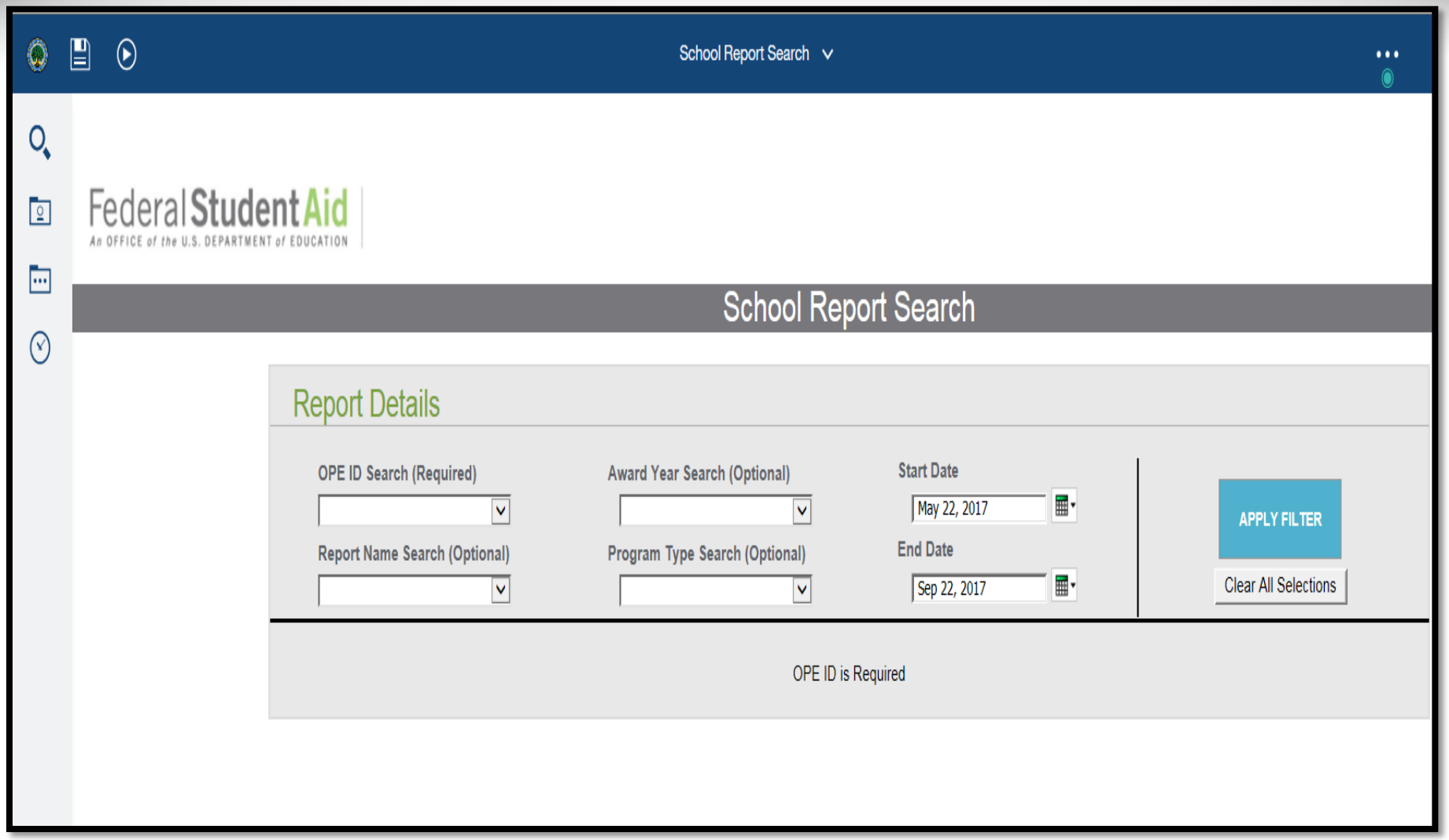
COD Web Reporting Portal

COD Web Reporting Portal



COD Web Reporting Portal

Resources

- Electronic Announcements dated 7/25/2017 and 10/4/2017
- COD Technical Reference summary of reports and available formats
  - ✓Volume VI, Section 8 – “COD Reports”

COD Web Reporting Portal

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