

<b>Version</b>	<b>1.0</b>
<b>Document Generation Date</b>	<b>7/15/2008</b>
<b>Date Modified</b>	<b>7/15/2008</b>
<b>Last Changed by</b>	<b>ASDS</b>
<b>Status</b>	<b>Draft</b>

## **Create Direct Lending Outbound**

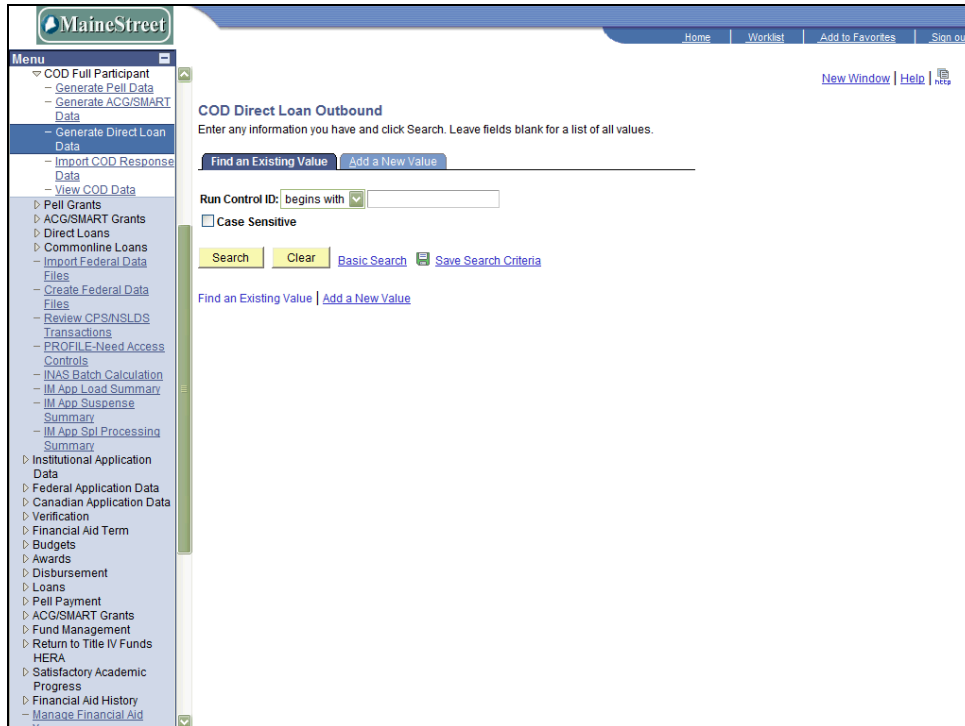
### **Concept**

Once direct loans have been originated, and/or changes have been processed, you must create a file containing the loan records for transmission to COD. The first step in this process is to validate the loan records you want to send. Successful validation assigns a status of "Authorized" to the records. After validation, the second step is to generate the outbound file.

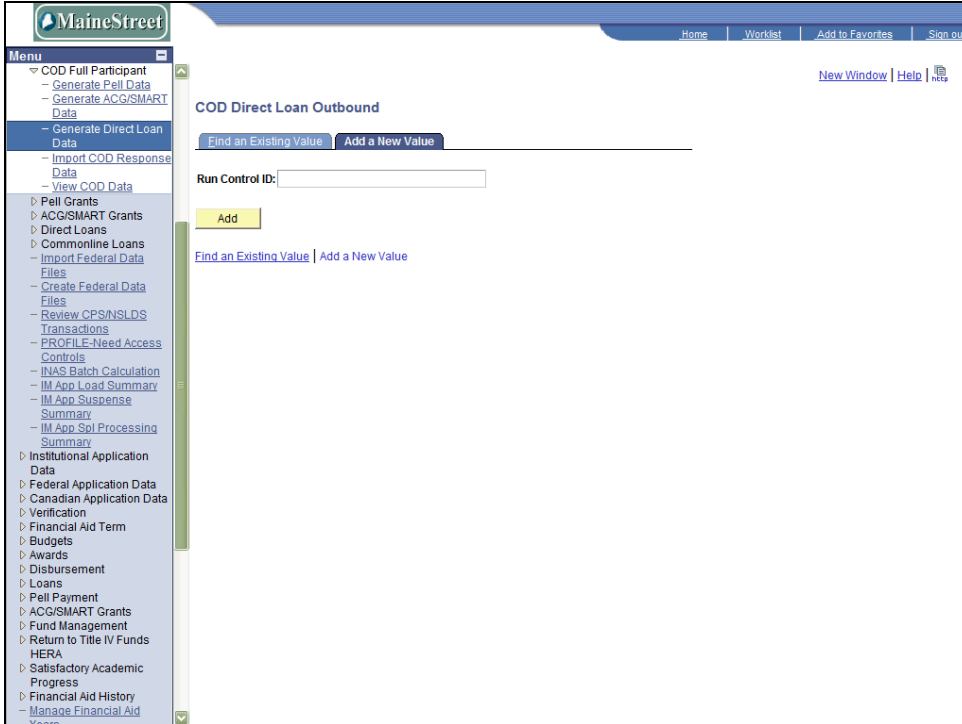
In this topic we will validate the outbound direct lending records and review any failures. We will then create an outbound file of direct lending records and review the contents of the file.

## Procedure

Step	Action
1.	Navigate: <b>Financial Aid &gt; File Management &gt; COD Full Participant &gt; Generate Direct Loan Data.</b>




Step	Action
2.	The process requires a Run Control ID. Either search for and select an existing Run Control ID, or create a new one. To create a new Run Control ID, click the <b>Add a New Value</b> tab. <a href="#">Add a New Value</a>



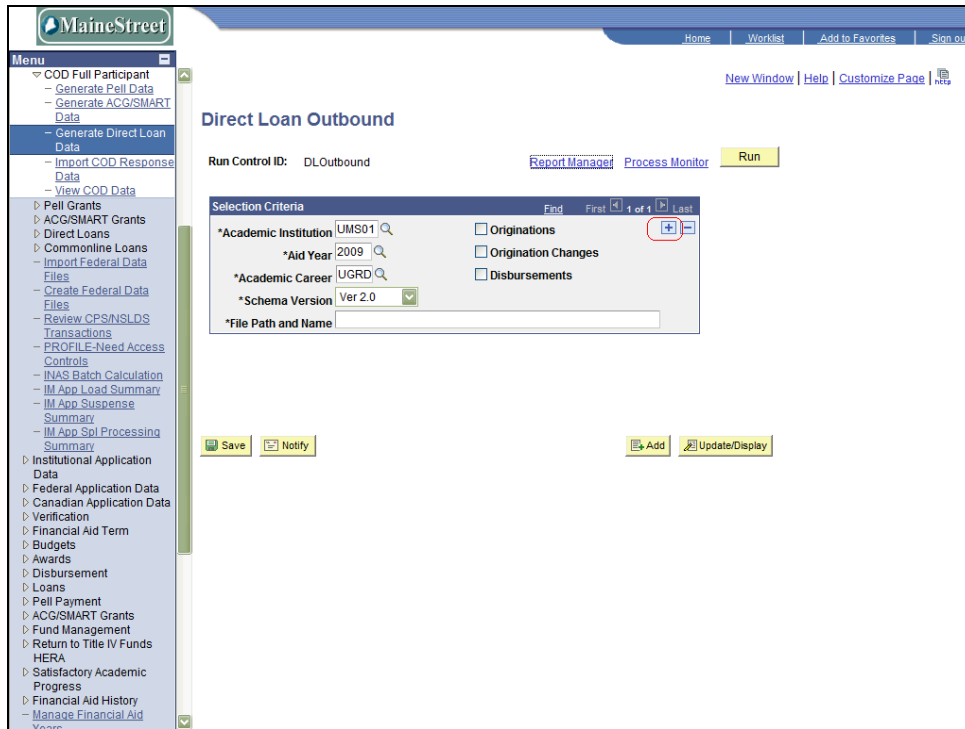
The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options like 'COD Full Participant', 'Pell Grants', 'Direct Loans', etc. The main content area is titled 'COD Direct Loan Outbound' and contains the following elements:

- Buttons: [Find an Existing Value](#) and [Add a New Value](#)
- Input field: Run Control ID:
- Button: [Add](#)
- Footer: [Find an Existing Value](#) | [Add a New Value](#)

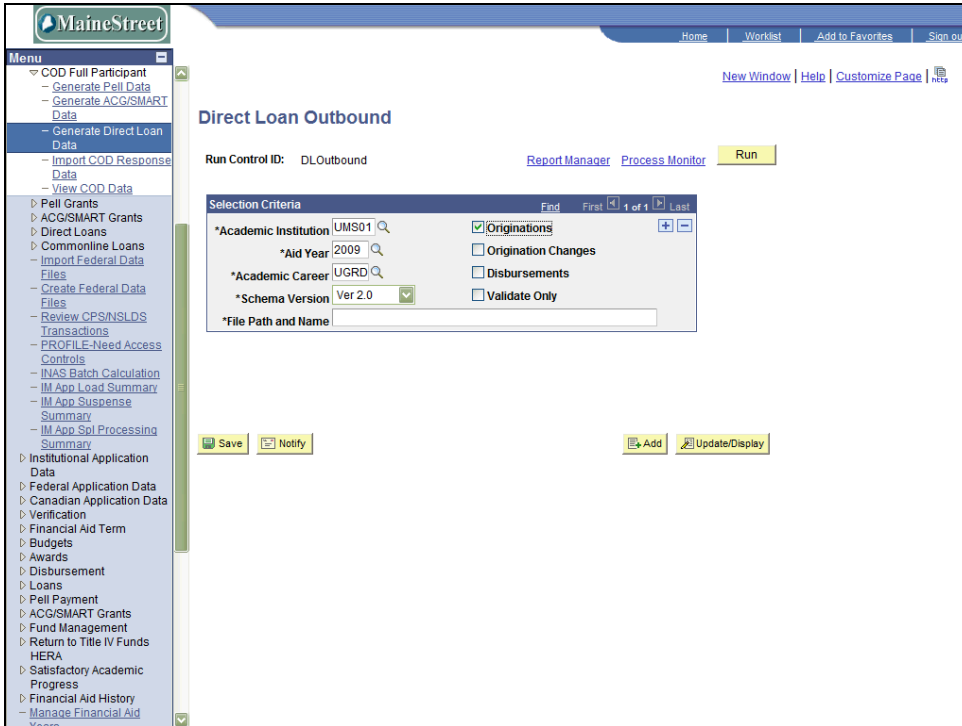
Step	Action
3.	Enter a name for the new Run Control ID.
4.	Click <a href="#">Add</a> . 

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



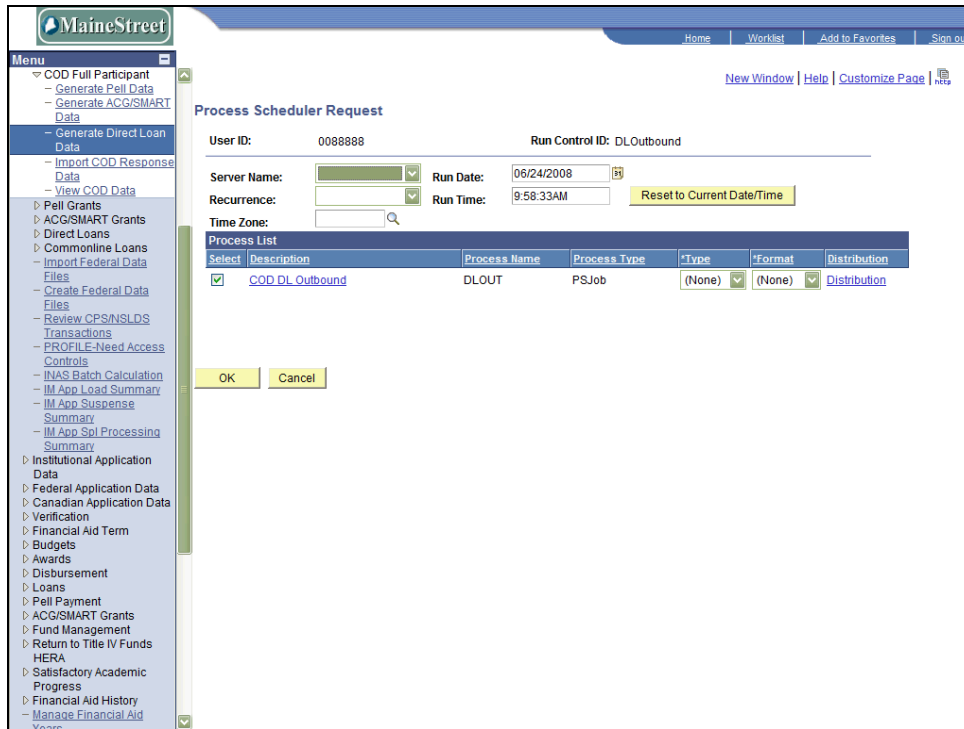
Step	Action
5.	<p>On the parameters page, make sure the correct <b>Institution</b>, <b>Aid Year</b> and <b>Career</b> are entered. The <b>Schema Version</b> should be Ver 2.0.</p> <p>Note that you can process more than one Aid Year or Career by adding a new row.</p>
6.	<p>Use the <b>Originations</b>, <b>Origination Changes</b> and <b>Disbursements</b> checkboxes to select which type of records to include in the outbound file.</p>



Step	Action
7.	<p>With the <b>Originations</b> checkbox selected, you can choose to validate the loan records without generating the outbound file. This will permit you to view errors and correct them before creating the file.</p> <p>To validate without creating the outbound file, click the <b>Validate Only</b> checkbox.</p> <p><input type="checkbox"/> <b>Validate Only</b></p>
8.	<p>You must enter a file path and name for the outbound file. Please check with your Financial Aid director for the correct value to put in that field.</p> <p><i>Do not use the file path shown in the examples.</i></p>
9.	<p>Click <b>Run</b>.</p> <p><input type="button" value="Run"/></p>

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



**Process Scheduler Request**

User ID: 0088888      Run Control ID: DLOutbound

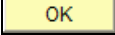
Server Name: [dropdown]      Run Date: 06/24/2008 [BT]

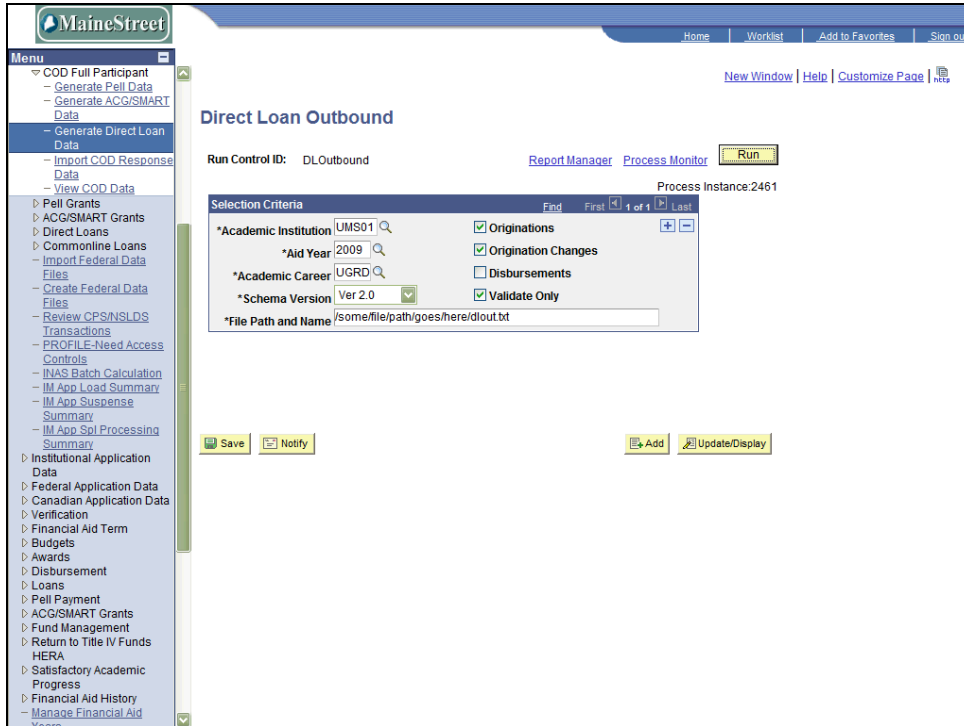
Recurrence: [dropdown]      Run Time: 9:58:33AM      [Reset to Current Date/Time](#)

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	COD DL Outbound	DLOUT	PSJob	(None)	(None)	Distribution

[OK](#)      [Cancel](#)

Step	Action
10.	Click <b>OK</b> . 



The screenshot shows the 'MaineStreet' web application interface. The main content area is titled 'Direct Loan Outbound'. At the top right, there are navigation links: 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below these, there are links for 'New Window', 'Help', 'Customize Page', and a printer icon. The 'Run Control ID' is 'DLOutbound'. There are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Process Instance' is '2461'. A 'Selection Criteria' dialog box is open, showing the following fields and options:

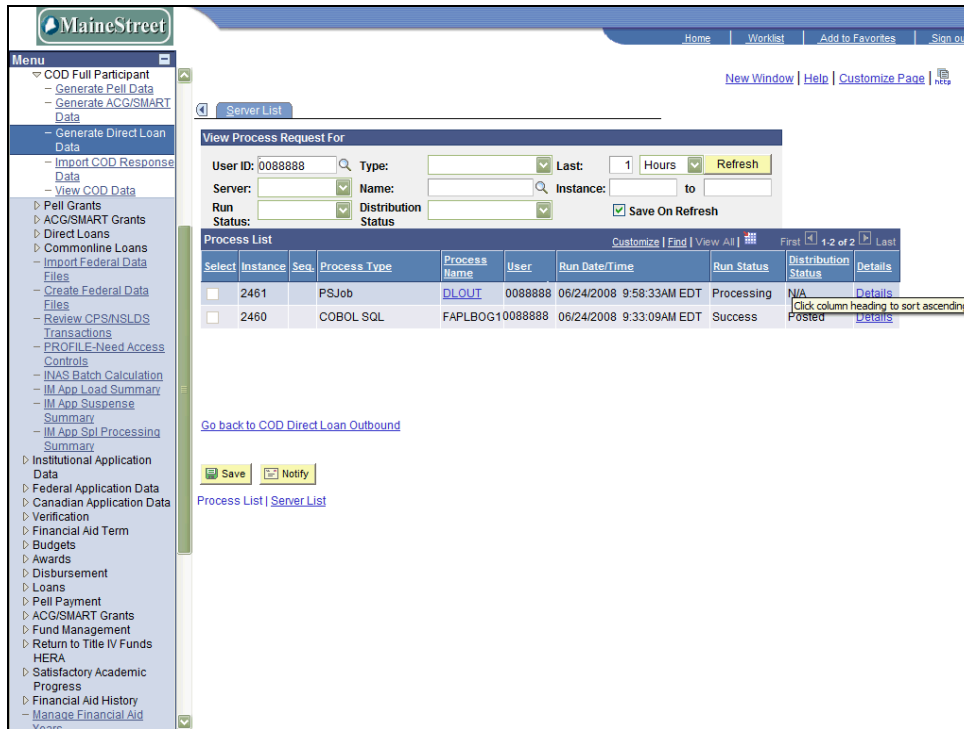
- \*Academic Institution: UMS01
- \*Aid Year: 2009
- \*Academic Career: UGRD
- \*Schema Version: Ver 2.0
- \*File Path and Name: /somefile/path/goes/here/dlout.txt
- Options:  Originations,  Origination Changes,  Disbursements,  Validate Only

At the bottom of the dialog box, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The left sidebar contains a 'Menu' with various options, including 'Generate Pell Data', 'Generate Direct Loan Data', 'Import COD Response Data', 'View COD Data', 'Pell Grants', 'ACG/SMART Grants', 'Direct Loans', 'Commonline Loans', 'Import Federal Data Files', 'Create Federal Data Files', 'Review CPS/NSLDS Transactions', 'PROFILE-Need Access Controls', 'INAS Batch Calculation', 'IM App Load Summary', 'IM App Suspend Summary', 'IM App Spl Processing Summary', 'Institutional Application Data', 'Federal Application Data', 'Canadian Application Data', 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'Pell Payment', 'ACG/SMART Grants', 'Fund Management', 'Return to Title IV Funds', 'HERA', 'Satisfactory Academic Progress', 'Financial Aid History', and 'Manage Financial Aid Years'.

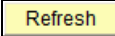

Step	Action
11.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

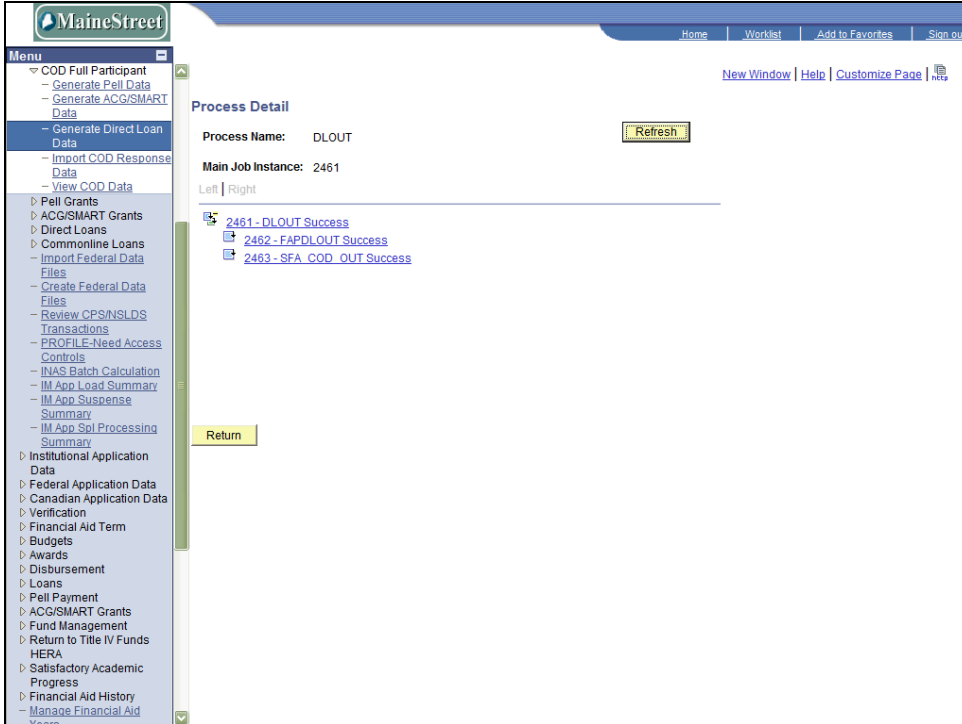
# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' with various options like 'COD Full Participant', 'Generate Pell Data', 'Direct Loans', etc. The main area is titled 'Server List' and contains a 'View Process Request For' form with fields for User ID, Server, Name, Instance, Run Status, and Distribution Status. Below this is a 'Process List' table with columns for Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, and Distribution Status. The table contains two rows: one for instance 2461 with process name 'DLOUT' and status 'Processing', and another for instance 2460 with process name 'COBOL SQL' and status 'Success'. A 'Refresh' button is visible in the top right of the form area.

Step	Action
12.	Click the <b>Refresh</b> button from time to time until the <b>Run Status</b> is <i>Success</i> and the <b>Distribution Status</b> is <i>Posted</i> . 
13.	Click the <b>DLOUT</b> link in the Process Name column. 

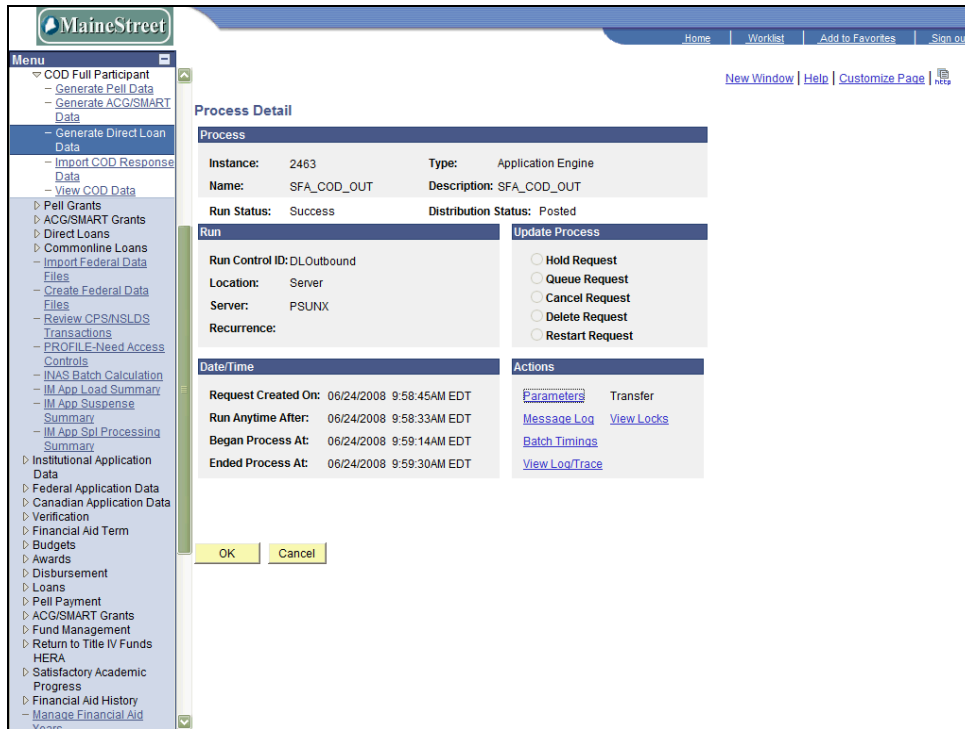


The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options like 'Generate Pell Data', 'Generate Direct Loan Data', and 'Financial Aid History'. The main content area is titled 'Process Detail' and shows 'Process Name: DLOUT' with a 'Refresh' button. Below that, 'Main Job Instance: 2461' is displayed. A list of success messages is shown: '2461 - DLOUT Success', '2462 - FAPDLOUT Success', and '2463 - SFA\_COD\_OUT Success'. A 'Return' button is located at the bottom left of the content area.

Step	Action
14.	This is a two step process. We are interested in the results of the last step. Click the "SFA_COD_OUT Success" link. <a href="#">2463 - SFA_COD_OUT Success</a>

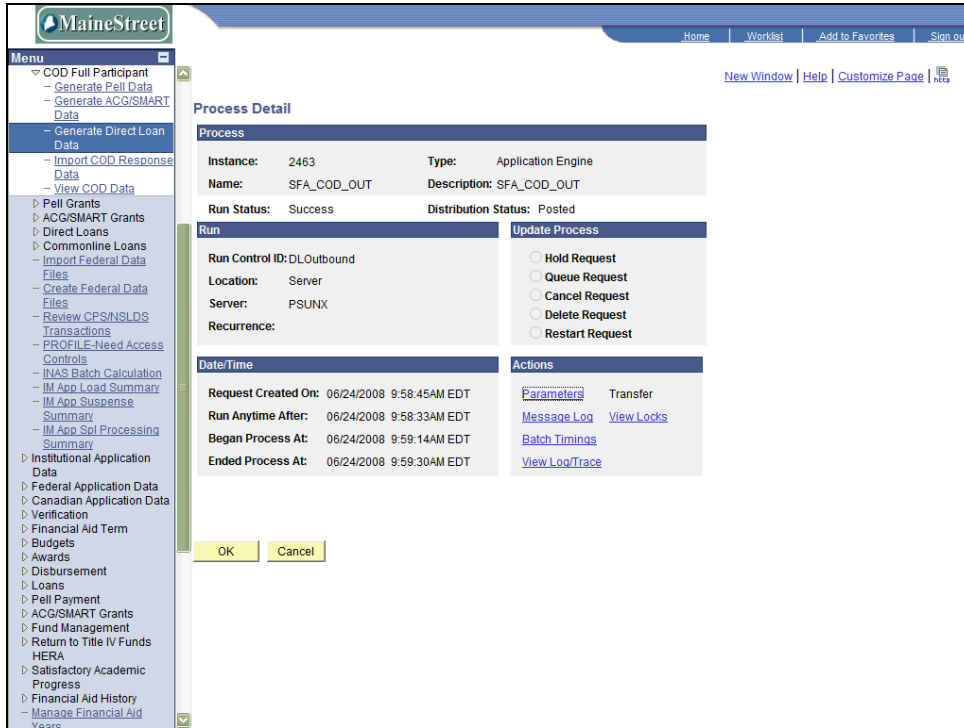
# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' tree with categories like 'COD Full Participant', 'Pell Grants', 'ACG/SMART Grants', 'Direct Loans', 'Commonline Loans', 'Institutional Application Data', 'Federal Application Data', 'Canadian Application Data', 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'Pell Payment', 'ACG/SMART Grants', 'Fund Management', 'Return to Title IV Funds', 'HERA', 'Satisfactory Academic Progress', and 'Financial Aid History'. The main area displays 'Process Detail' for 'SFA\_COD\_OUT'. It includes fields for Instance (2463), Name (SFA\_COD\_OUT), Run Status (Success), and Distribution Status (Posted). There are sections for 'Run' (Location: Server, Server: PSUNK), 'Update Process' (radio buttons for Hold, Queue, Cancel, Delete, Restart), 'Date/Time' (Request Created On, Run Anytime After, Began Process At, Ended Process At), and 'Actions' (Parameters, Transfer, Message Log, View Locks, Batch Timings, View Log/Trace). 'OK' and 'Cancel' buttons are at the bottom.

Step	Action
15.	Click <b>View Log/Trace</b> to view the message log, if desired. <a href="#">View Log/Trace</a>



**MaineStreet** Home Worklist Add to Favorites Sign out

**Menu**

- ▼ COD Full Participant
  - Generate Pell Data
  - Generate ACG/SMART Data
- Generate Direct Loan Data
  - Import COD Response Data
  - View COD Data
- ▷ Pell Grants
- ▷ ACG/SMART Grants
- ▷ Direct Loans
- ▷ Commonline Loans
  - Import Federal Data Files
  - Create Federal Data Files
  - Review CPS/NSLDS Transactions
  - PROFILE-Need Access Controls
  - INAS Batch Calculation
  - IM App Load Summary
  - IM App Suspend Summary
  - IM App Spl Processing Summary
- ▷ Institutional Application Data
  - ▷ Federal Application Data
  - ▷ Canadian Application Data
  - ▷ Verification
  - ▷ Financial Aid Term
  - ▷ Budgets
  - ▷ Awards
  - ▷ Disbursement
  - ▷ Loans
  - ▷ Pell Payment
  - ▷ ACG/SMART Grants
  - ▷ Fund Management
  - ▷ Return to Title IV Funds
  - ▷ HERA
  - ▷ Satisfactory Academic Progress
  - ▷ Financial Aid History
    - Manage Financial Aid Years

**Process Detail**

**Process**

Instance: 2463 Type: Application Engine  
Name: SFA\_COD\_OUT Description: SFA\_COD\_OUT  
Run Status: Success Distribution Status: Posted

**Run**

Run Control ID: DLOutbound  
Location: Server  
Server: PSUNX  
Recurrence:

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

**Date/Time**

Request Created On: 06/24/2008 9:58:45AM EDT  
Run Anytime After: 06/24/2008 9:58:33AM EDT  
Began Process At: 06/24/2008 9:59:14AM EDT  
Ended Process At: 06/24/2008 9:59:30AM EDT

**Actions**

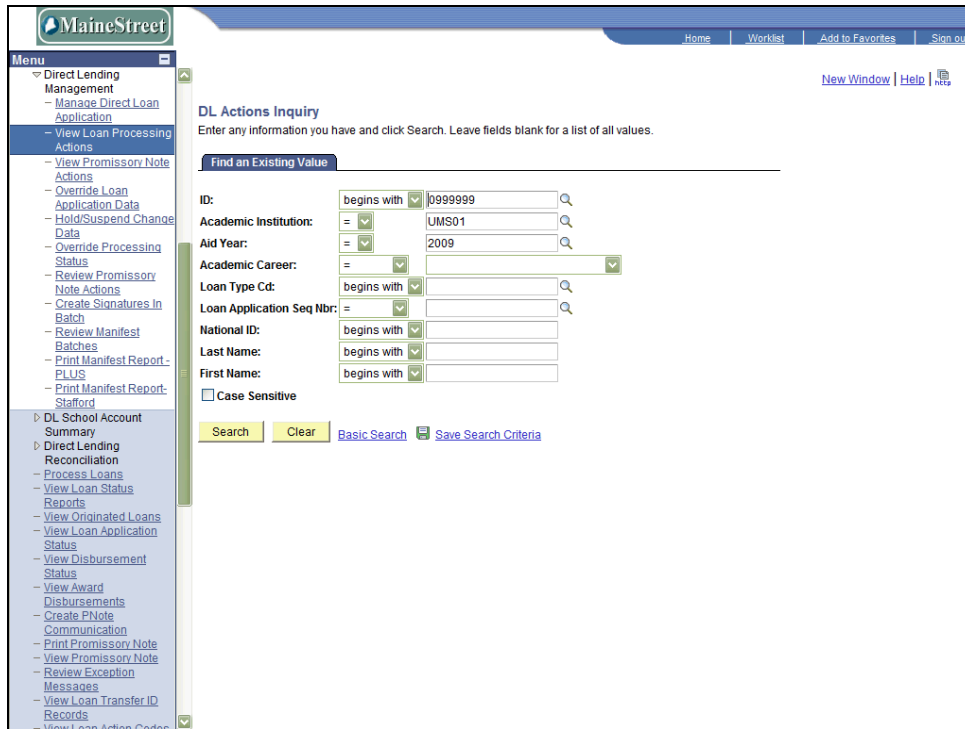
[Parameters](#) [Transfer](#)  
[Message Log](#) [View Locks](#)  
[Batch Timings](#)  
[View Log/Trace](#)

OK Cancel

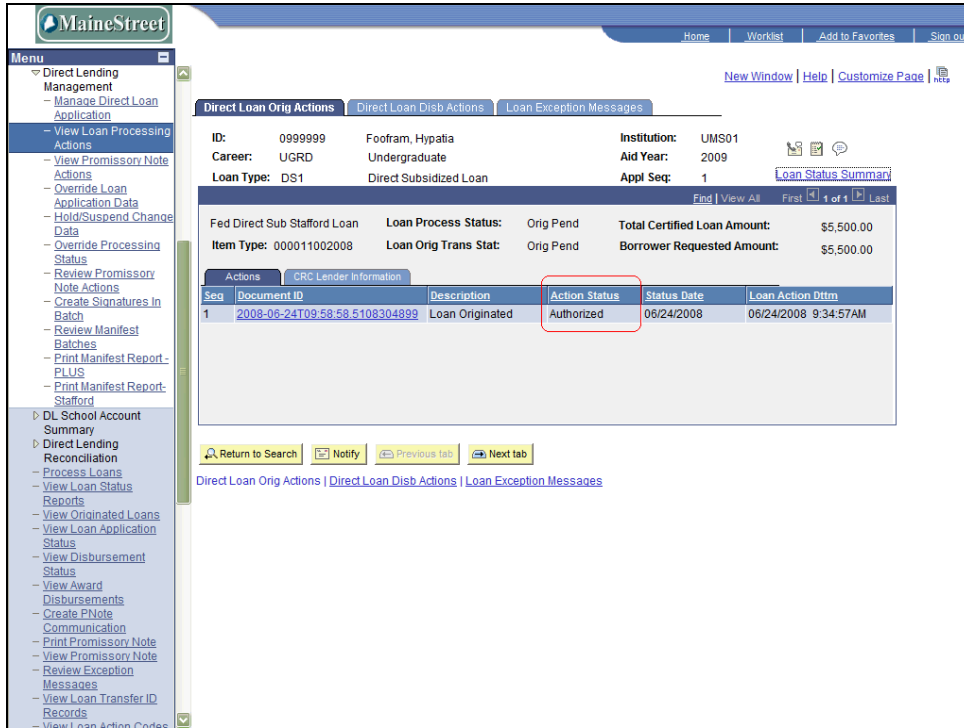
Step	Action
16.	To see the results of the validation process, navigate to: <b>Financial Aid &gt; Loans &gt; Direct Lending Management &gt; View Loan Processing Actions.</b>

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



Step	Action
17.	Enter search criteria to identify a student and click <b>Search</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>



The screenshot shows the 'Direct Loan Orig Actions' page in the MaineStreet system. The page includes a navigation menu on the left and a main content area with tabs for 'Direct Loan Orig Actions', 'Direct Loan Disb Actions', and 'Loan Exception Messages'. The loan details are as follows:

ID:	0999999	Foofram, Hypatia	Institution:	UMSO1
Career:	UGRD	Undergraduate	Aid Year:	2009
Loan Type:	DS1	Direct Subsidized Loan	Appl Seq:	1

Summary statistics:

Fed Direct Sub Stafford Loan	Loan Process Status:	Orig Pend	Total Certified Loan Amount:	\$5,500.00
Item Type: 000011002008	Loan Orig Trans Stat:	Orig Pend	Borrower Requested Amount:	\$5,500.00

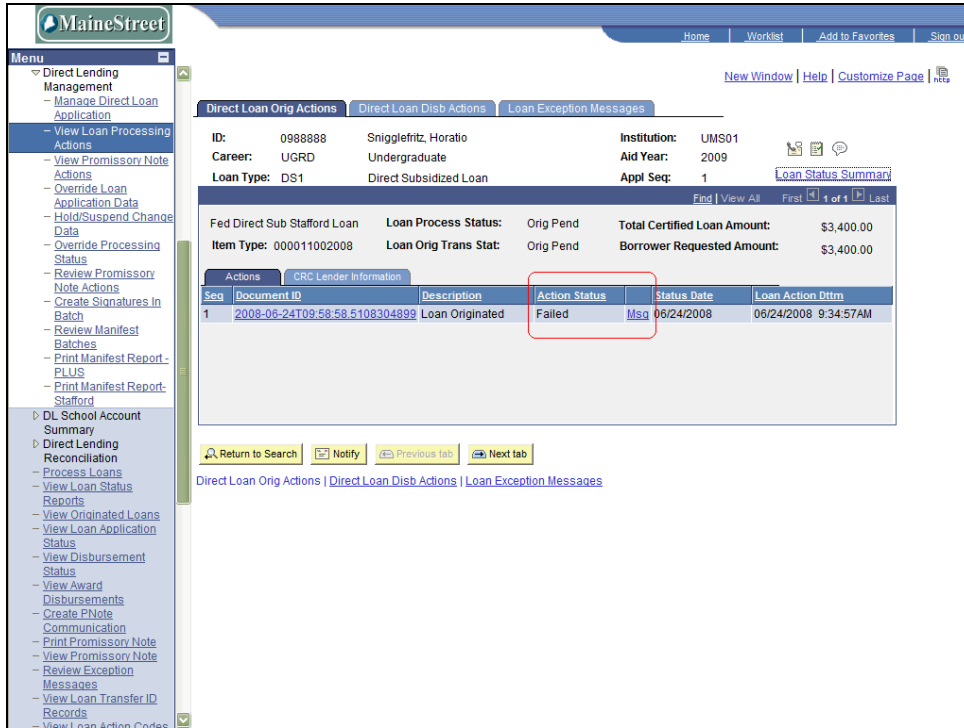
An actions table is displayed below:

Seq	Document ID	Description	Action Status	Status Date	Loan Action Dttm
1	2008-06-24T09:58:58.5108304899	Loan Originated	Authorized	06/24/2008	06/24/2008 9:34:57AM

The 'Authorized' status in the table is highlighted with a red box. A 'Loan Status Summary' link is located to the right of the table.

Step	Action
18.	<p>On the Direct Loan Orig Actions page, note that the <b>Action Status</b> is <i>Authorized</i>. This means the loan was validated successfully.</p> <p>Click the <b>Loan Status Summary</b> link.</p> <p><a href="#">Loan Status Summary</a></p>





The screenshot shows the MaineStreet web application interface. On the left is a navigation menu with options like 'Direct Lending Management', 'View Loan Processing Actions', and 'DL School Account Summary'. The main content area displays loan details for a borrower named Snigglefritz, Horatio. The loan type is 'Direct Subsidized Loan' with a total certified amount of \$3,400.00. A table below shows a single action record where the 'Action Status' is 'Failed' and the 'Status Date' is 06/24/2008. A red box highlights the 'Failed' status and the 'Msg' link next to it.

Seq	Document ID	Description	Action Status	Status Date	Loan Action Dttm
1	2008-06-24T09:56:56.5108304899	Loan Originated	Failed	06/24/2008	06/24/2008 9:34:57AM

Step	Action
20.	If a loan fails validation the <b>Action Status</b> will be <i>Failed</i> as displayed in this example. Click the <b>MSG</b> link for details. <a href="#">Msg</a>

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



MaineStreet

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Menu**

- Direct Lending Management
  - Manage Direct Loan Application
  - View Loan Processing Actions
  - View Promissory Note Actions
  - Override Loan Application Data
  - Hold/Suspend Change Data
  - Override Processing Status
  - Review Promissory Note Actions
  - Create Signatures In Batch
  - Review Manifest Batches
  - Print Manifest Report - PLUS
  - Print Manifest Report - Stafford
- DL School Account Summary
- Direct Lending Reconciliation
  - Process Loans
  - View Loan Status Reports
  - View Originated Loans
  - View Loan Application Status
  - View Disbursement Status
  - View Award Disbursements
  - Create PNote Communication
  - Print Promissory Note
  - View Promissory Note Messages
  - Review Exception Messages
  - View Loan Transfer ID Records
  - View Loan Action Codes

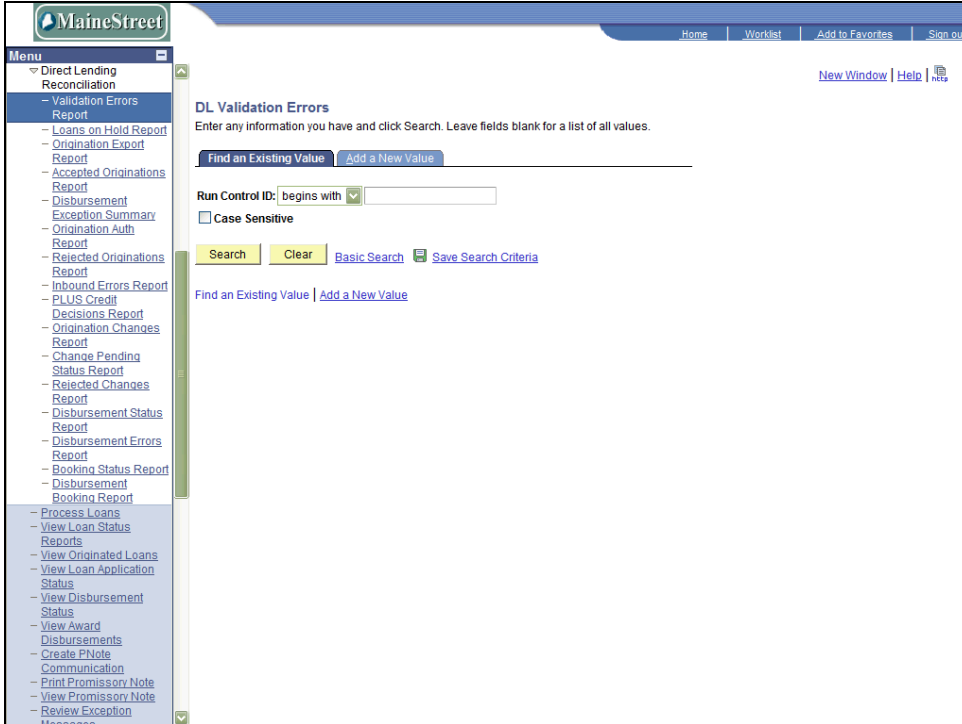
**Loan Action Message Detail**

Sequence: 1    06/24/08 9:34:57AM    Loan Originated

Equation	Description
1 DLOVL008	Student is not eligible (Citizenship Status)

[Return](#)

Step	Action
21.	The message tells you why the validation failed.  Click <b>Return</b> .



**MaineStreet** Home Worklist Add to Favorites Sign out

**Menu**

- Direct Lending
- Reconciliation
  - Validation Errors Report
  - Loans on Hold Report
  - Origination Export Report
  - Accepted Originations Report
  - Disbursement Exception Summary
  - Origination Auth Report
  - Rejected Originations Report
  - Inbound Errors Report
  - PLUS Credit Decisions Report
  - Origination Changes Report
  - Change Pending Status Report
  - Rejected Changes Report
  - Disbursement Status Report
  - Disbursement Errors Report
  - Booking Status Report
  - Disbursement Booking Report
  - Process Loans
  - View Loan Status Reports
  - View Originated Loans
  - View Loan Application Status
  - View Disbursement Status
  - View Award Disbursements
  - Create PNote Communication
  - Print Promission Note
  - View Promission Note
  - Review Exception Message

**DL Validation Errors**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

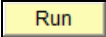
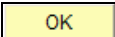
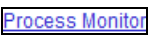
Find an Existing Value | Add a New Value


Step	Action
22.	<p>For a report on validation errors, navigate to: <b>Financial Aid &gt; Loans &gt; Direct Lending Reconciliation &gt; Validation Errors Report.</b></p> <p>Select (or create) a Run Control ID.</p>

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



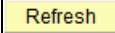
Step	Action
23.	Make sure the correct Institution and Aid Year are entered. Click <b>Run</b> . 
24.	Click <b>OK</b> . 
25.	Click the <b>Process Monitor</b> link. 



The screenshot shows the 'MaineStreet' web application. On the left is a 'Menu' with various reports and actions. The main area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' section with fields for User ID (0088888), Type, Last (1 Hours), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2469		Crystal	FA860	0088888	06/24/2008 10:17:55AM EDT	Initiated	N/A	<a href="#">Details</a>
<input type="checkbox"/>	2466		PSJob	DLOUT	0088888	06/24/2008 10:11:22AM EDT	Success	Posted	<a href="#">Details</a>

Buttons for 'Save' and 'Notify' are visible below the table. A link 'Go back to DL Validation Errors' is also present.

Step	Action
26.	Click <b>Refresh</b> until the <b>Run Status</b> is <i>Success</i> and <b>Distribution Status</b> is <i>Posted</i> . 

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



MaineStreet

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**Menu**

- Direct Lending
  - Reconciliation
    - Validation Errors Report
    - Loans on Hold Report
    - Origination Expert Report
    - Accepted Originations Report
    - Disbursement Exception Summary
    - Origination Auth Report
    - Rejected Originations Report
    - Inbound Errors Report
    - PLUS Credit Decisions Report
    - Origination Changes Report
    - Change Pending Status Report
    - Rejected Changes Report
    - Disbursement Status Report
    - Disbursement Errors Report
    - Booking Status Report
    - Disbursement Booking Report
    - Process Loans
    - View Loan Status Reports
    - View Originated Loans
    - View Loan Application Status
    - View Disbursement Status
    - View Award Disbursements
    - Create PNote Communication
    - Print Promissory Note
    - View Promissory Note
    - Review Exception Message

**Process Detail**

[View Log/Trace](#)

**Process**

Instance: 2469      Type: Crystal  
 Name: FA860      Description: DL Validation Error Rpt  
 Run Status: Success      Distribution Status: Posted

**Run**

Run Control ID: DLValidRpt  
 Location: Server  
 Server: PSNT  
 Recurrence:

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

**Date/Time**

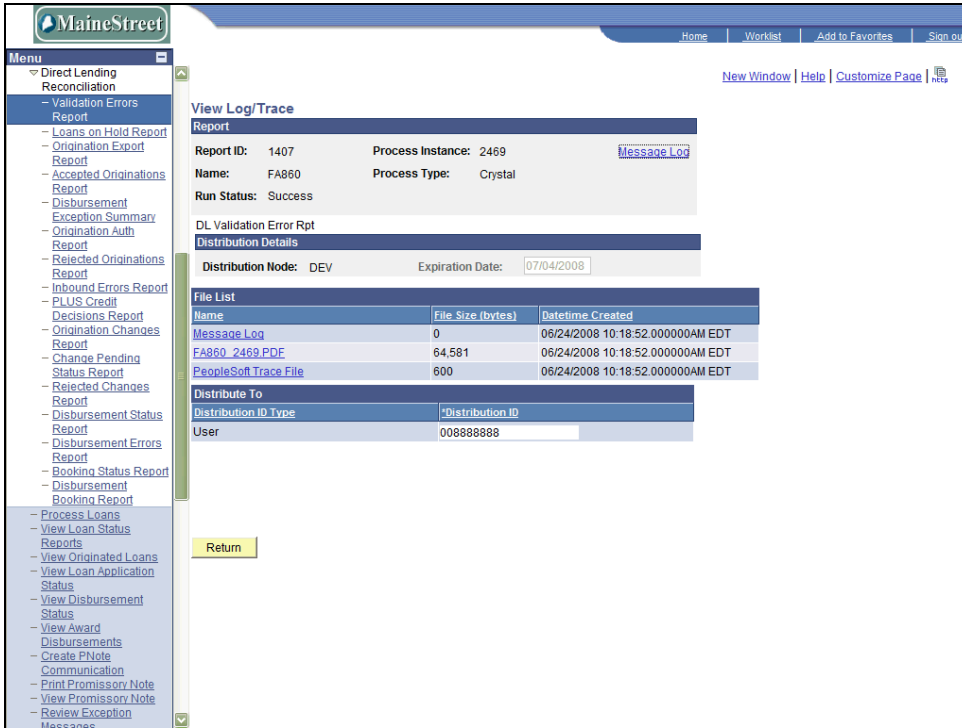
Request Created On: 06/24/2008 10:18:03AM EDT  
 Run Anytime After: 06/24/2008 10:17:55AM EDT  
 Began Process At: 06/24/2008 10:18:37AM EDT  
 Ended Process At: 06/24/2008 10:18:52AM EDT

**Actions**

[Parameters](#)    Transfer  
[Message Log](#)  
 Batch Timings  
[View Log/Trace](#)

OK    Cancel

Step	Action
27.	Click the <b>Details</b> link and on the Process Detail page, click <b>View Log/Trace</b> . <a href="#">View Log/Trace</a>



The screenshot displays the 'View Log/Trace' report in the MaineStreet application. The report shows the following details:

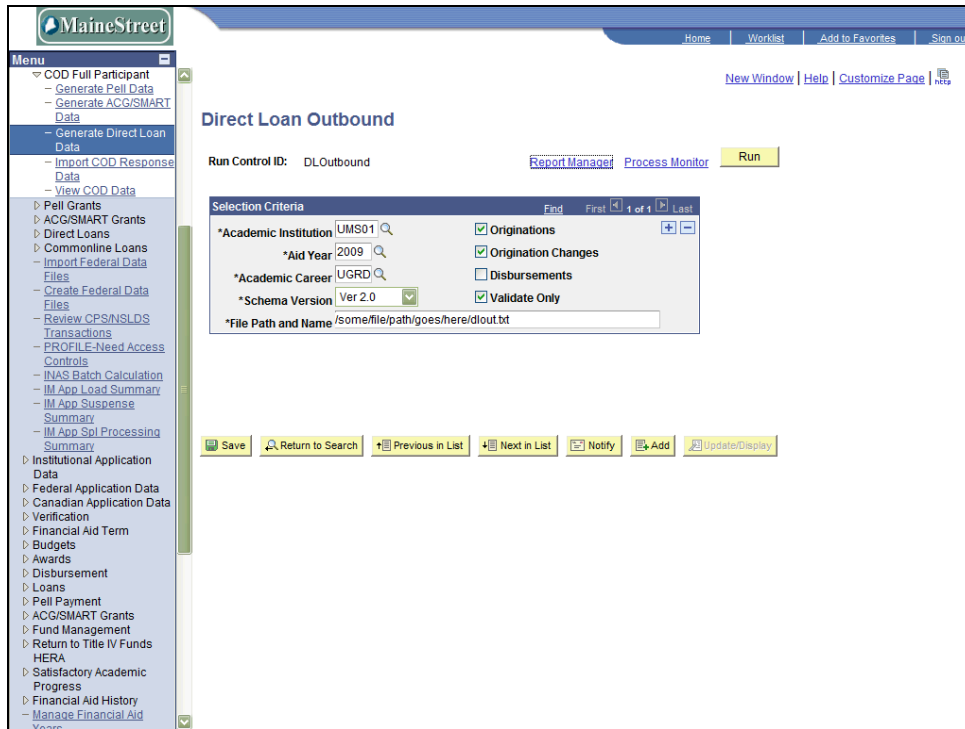
- Report ID:** 1407
- Process Instance:** 2469
- Name:** FA860
- Process Type:** Crystal
- Run Status:** Success
- DL Validation Error Rpt**
- Distribution Details:** Distribution Node: DEV, Expiration Date: 07/04/2008
- File List:**

Name	File Size (bytes)	Datetime Created
Message Log	0	06/24/2008 10:18:52.000000AM EDT
FA860_2469.PDF	64,581	06/24/2008 10:18:52.000000AM EDT
PeopleSoft Trace File	600	06/24/2008 10:18:52.000000AM EDT
- Distribute To:** Distribution ID Type: \*Distribution ID, User: 00888888

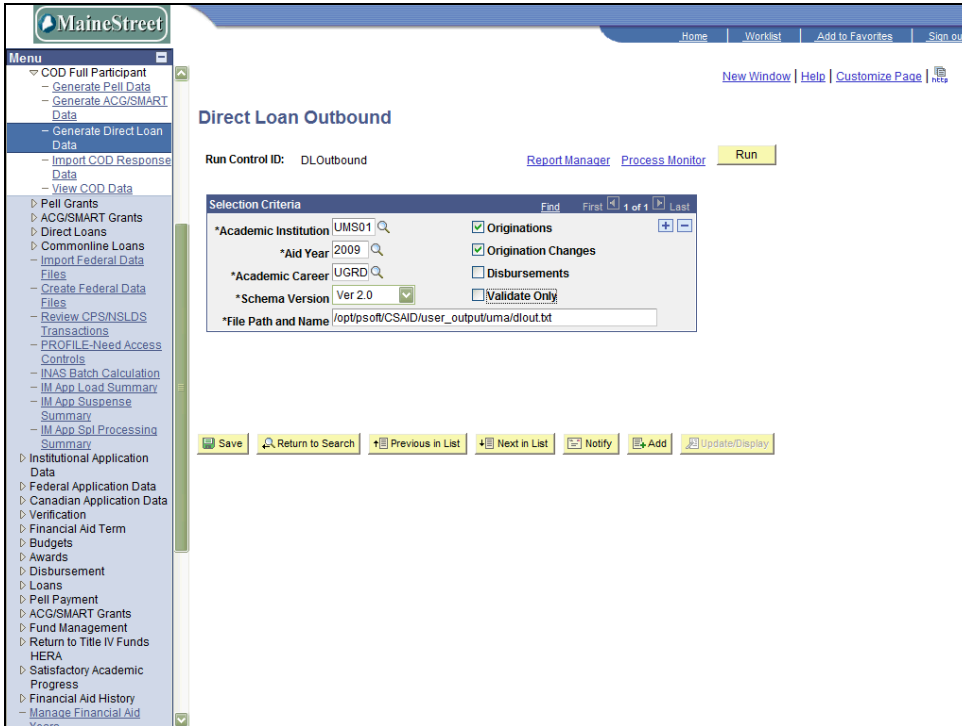
Step	Action
28.	The report is in a PDF file. Click the PDF file link to view the report in a new window. This report provides a list of all the students who failed validation and the reasons why. <a href="#">FA860_2469.PDF</a>
29.	Having run validation and perhaps having resolved any validation issues, you are ready to generate the outbound file.  Once more navigate to the Generate Direct Loan Data component: <b>Financial Aid &gt; File Management &gt; COD Full Participant &gt; Generate Direct Loan Data.</b>
30.	Select the <b>Run Control ID.</b>

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



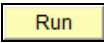

Step	Action
31.	<p>The Run Control ID has "remembered" your previous settings. This time, however, you want to uncheck the <b>Validate Only</b> checkbox.</p> <p>Click the <b>Validate Only</b> checkbox to unselect it.</p>



The screenshot shows the 'MaineStreet' web application interface. On the left is a 'Menu' with various options like 'COD Full Participant', 'Generate Pell Data', and 'Direct Loans'. The main content area is titled 'Direct Loan Outbound'. It features a 'Run Control ID' field with the value 'DLOutbound' and buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is a 'Selection Criteria' dialog box with the following fields and options:

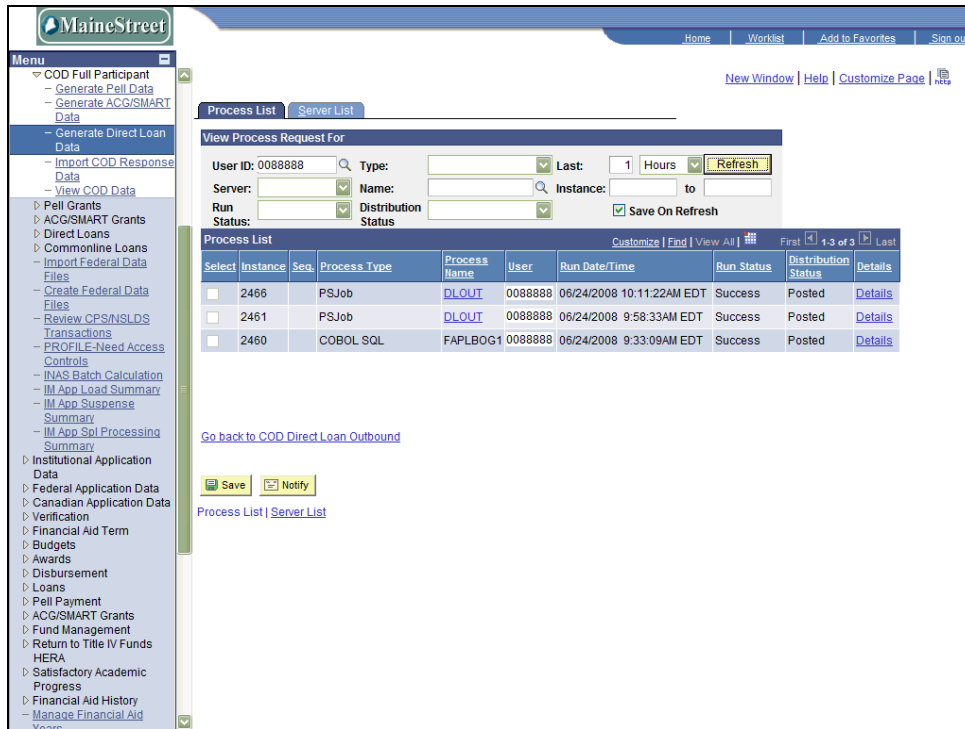
- \*Academic Institution: UMS01
- \*Aid Year: 2009
- \*Academic Career: UGRD
- \*Schema Version: Ver 2.0
- \*File Path and Name: /opt/pssoft/CSAID/user\_output/uma/dlout.txt
- Checked options:  Originations,  Origination Changes
- Unchecked options:  Disbursements,  Validate Only

At the bottom of the dialog box are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Step	Action
32.	Click <b>Run</b> . As before, click <b>OK</b> on the next page, then click the <b>Process Monitor</b> link. 
33.	Click <b>Refresh</b> until the job is successful and posted. 

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408

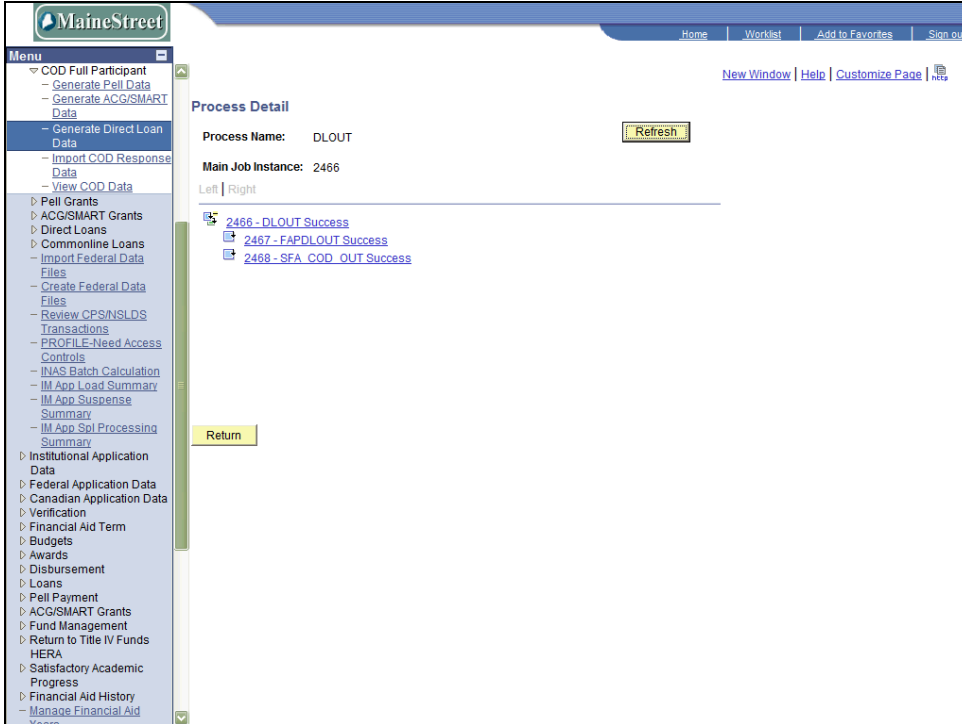


The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' tree with categories like 'COD Full Participant', 'Pell Grants', and 'Direct Loans'. The main area is titled 'Process List' and 'Server List'. It features a 'View Process Request For' form with fields for User ID (008888), Type, Server, Name, Instance, Run Status, and Distribution Status. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2466		PSJob	DLOUT	0088888	06/24/2008 10:11:22AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2461		PSJob	DLOUT	0088888	06/24/2008 9:58:33AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2460		COBOL SQL	FAPLBOG1	0088888	06/24/2008 9:33:09AM EDT	Success	Posted	<a href="#">Details</a>

Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to COD Direct Loan Outbound'. The bottom of the interface shows 'Process List | Server List'.

Step	Action
34.	Click the <b>DLOUT</b> process name. <a href="#">DLOUT</a>



The screenshot shows the 'MaineStreet' web application interface. The main content area is titled 'Process Detail' and shows the following information:

- Process Name:** DLOUT
- Main Job Instance:** 2466
- Refresh** button
- Navigation links: [New Window](#), [Help](#), [Customize Page](#)
- Process steps:
  - [2466 - DLOUT Success](#)
  - [2467 - FAPDLOUT Success](#)
  - [2468 - SFA\\_COD\\_OUT Success](#)
- Return** button

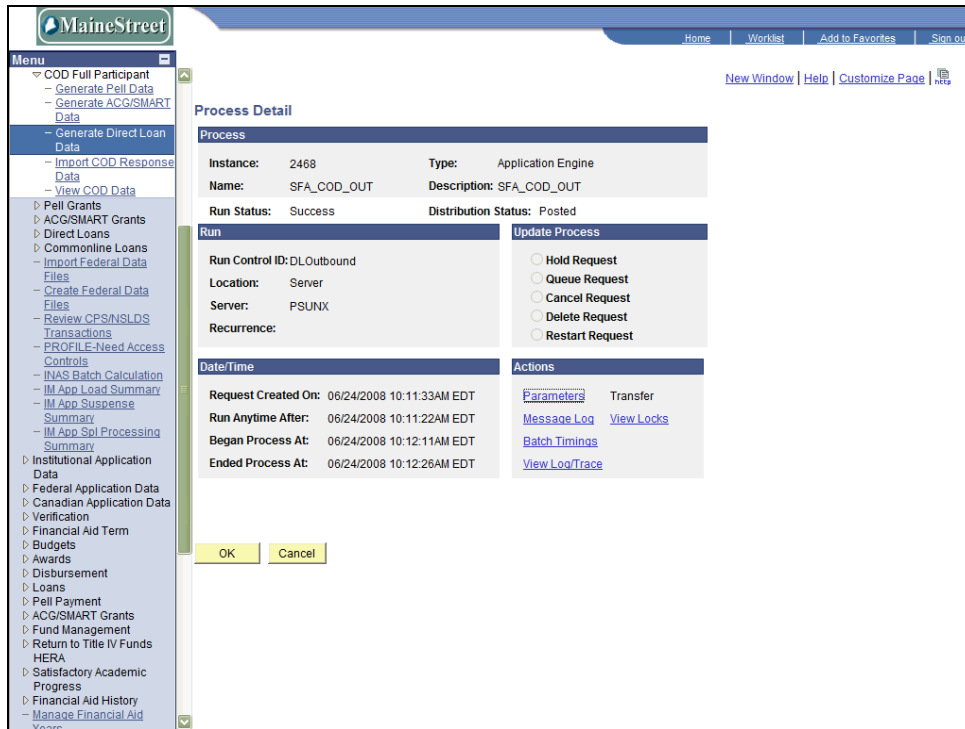
The left sidebar contains a 'Menu' with the following items:

- ▼ COD Full Participant
  - Generate Pell Data
  - Generate ACG/SMART Data
- Generate Direct Loan Data
  - Import COD Response Data
  - View COD Data
- ▶ Pell Grants
- ▶ ACG/SMART Grants
- ▶ Direct Loans
- ▶ Commonline Loans
- Import Federal Data Files
  - Create Federal Data Files
  - Review CPS/NSLDS Transactions
  - PROFILE-Need Access Controls
  - INAS Batch Calculation
  - IM App Load Summary
  - IM App Suspend Summary
  - IM App Spl Processing Summary
- ▶ Institutional Application Data
  - ▶ Federal Application Data
  - ▶ Canadian Application Data
  - ▶ Verification
  - ▶ Financial Aid Term
  - ▶ Budgets
  - ▶ Awards
  - ▶ Disbursement
  - ▶ Loans
  - ▶ Pell Payment
  - ▶ ACG/SMART Grants
  - ▶ Fund Management
  - ▶ Return to Title IV Funds
  - ▶ HERA
  - ▶ Satisfactory Academic Progress
  - ▶ Financial Aid History
    - Manage Financial Aid Years

Step	Action
35.	Click the link for the second step in the job: SFA_COD_OUT_Success. <a href="#">2468 - SFA_COD_OUT Success</a>

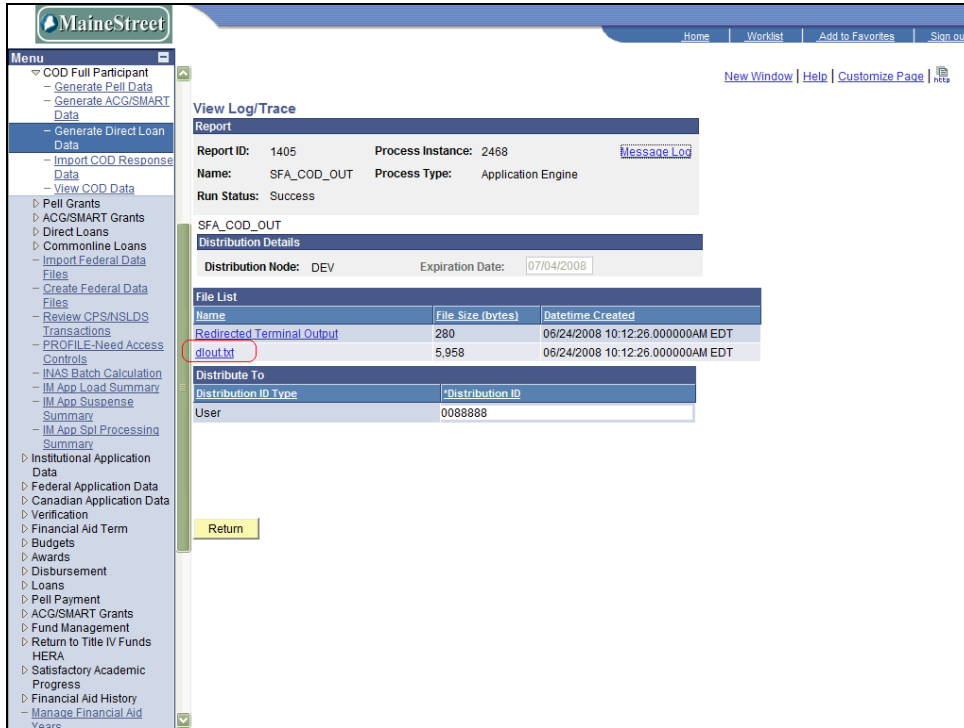
# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



The screenshot shows the 'MaineStreet' application interface. On the left is a 'Menu' tree with categories like 'COD Full Participant', 'Pell Grants', 'ACG/SMART Grants', 'Direct Loans', 'Commonline Loans', 'Institutional Application Data', 'Federal Application Data', 'Canadian Application Data', 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'Pell Payment', 'ACG/SMART Grants', 'Fund Management', 'Return to Title IV Funds', 'HERA', 'Satisfactory Academic Progress', and 'Financial Aid History'. The main area displays 'Process Detail' for 'SFA\_COD\_OUT'. It includes fields for Instance (2468), Name (SFA\_COD\_OUT), Type (Application Engine), Description (SFA\_COD\_OUT), Run Status (Success), and Distribution Status (Posted). There are sections for 'Run' (Run Control ID: DLOutbound, Location: Server, Server: PSUNK, Recurrence:), 'Update Process' (radio buttons for Hold, Queue, Cancel, Delete, Restart Request), 'Date/Time' (Request Created On, Run Anytime After, Began Process At, Ended Process At), and 'Actions' (Parameters, Transfer, Message Log, View Locks, Batch Timings, View Log/Trace). At the bottom are 'OK' and 'Cancel' buttons.


Step	Action
36.	Click <b>View Log/Trace</b> . <a href="#">View Log/Trace</a>



**MaineStreet** Home Worklist Add to Favorites Sign out

**Menu**

- ▼ COD Full Participant
  - Generate Pell Data
  - Generate ACG/SMART Data
- Generate Direct Loan Data
  - Import COD Response Data
    - View COD Data
  - Pell Grants
  - ACG/SMART Grants
  - Direct Loans
  - Commonline Loans
  - Import Federal Data Files
  - Create Federal Data Files
  - Review CPS/NSLDS Transactions
  - PROFILE-Need Access Controls
  - INAS Batch Calculation
  - IM App Load Summary
  - IM App Suspend Summary
  - IM App Spl Processing Summary
- ▶ Institutional Application Data
  - Federal Application Data
  - Canadian Application Data
  - Verification
  - Financial Aid Term
  - Budgets
  - Awards
  - Disbursement
  - Loans
  - Pell Payment
  - ACG/SMART Grants
  - Fund Management
  - Return to Title IV Funds
  - HERA
  - Satisfactory Academic Progress
  - Financial Aid History
    - Manage Financial Aid Years

**View Log/Trace** [New Window](#) [Help](#) [Customize Page](#) 

**Report**

Report ID: 1405 Process Instance: 2468 [Message Log](#)

Name: SFA\_COD\_OUT Process Type: Application Engine

Run Status: Success

SFA\_COD\_OUT

**Distribution Details**

Distribution Node: DEV Expiration Date: 07/04/2008

**File List**

Name	File Size (bytes)	Datetime Created
Redirected Terminal Output	280	06/24/2008 10:12:26.000000AM EDT
dlout.txt	5,958	06/24/2008 10:12:26.000000AM EDT

**Distribute To**

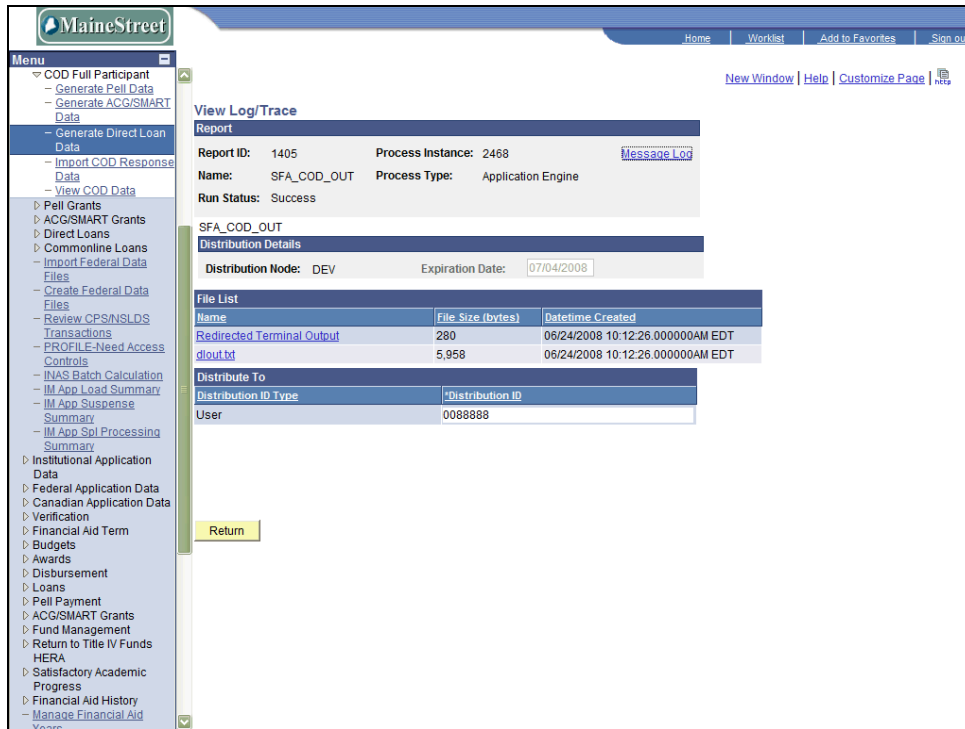
Distribution ID Type	Distribution ID
User	0088888

[Return](#)

Step	Action
37.	The outbound file has been generated; it appears in the list as "file name.txt" where "file name" was the name used in the file name and path when the process was run. Save it to your workstation for transmission to COD.

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



**View Log/Trace**

**Report**

Report ID: 1405      Process Instance: 2488      [Message Log](#)

Name: SFA\_COD\_OUT      Process Type: Application Engine

Run Status: Success

SFA\_COD\_OUT

**Distribution Details**

Distribution Node: DEV      Expiration Date: 07/04/2008

**File List**

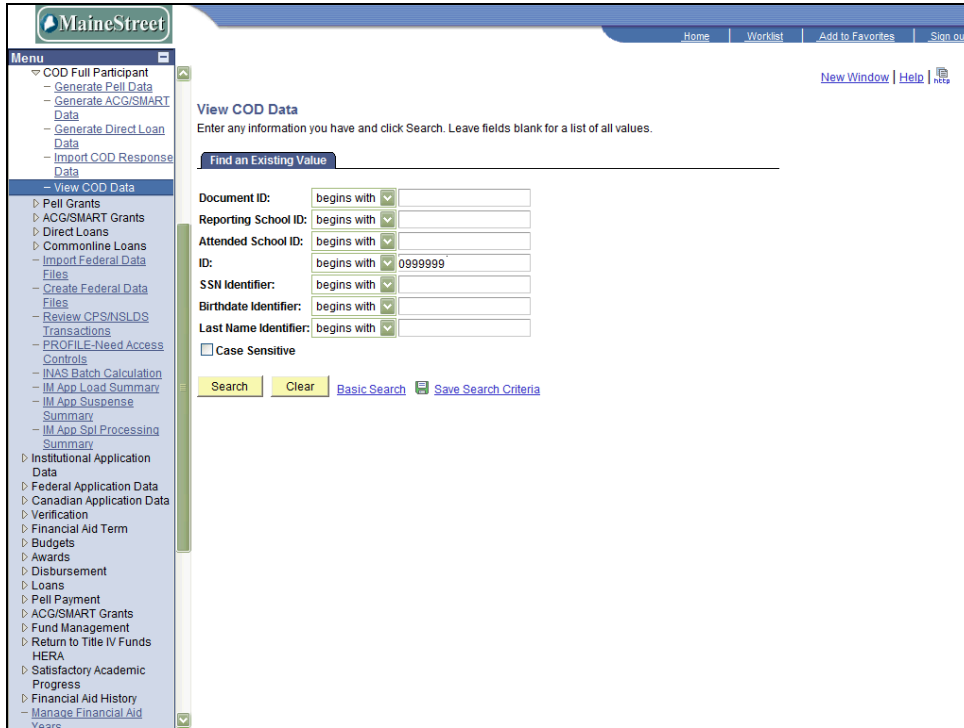
Name	File Size (bytes)	Datetime Created
<a href="#">Redirected Terminal Output</a>	280	06/24/2008 10:12:26.000000AM EDT
<a href="#">dlout.txt</a>	5,958	06/24/2008 10:12:26.000000AM EDT

**Distribute To**

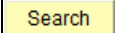
Distribution ID Type	*Distribution ID
User	0088888

[Return](#)

Step	Action
38.	To view the file contents in a convenient format, click <b>View COD Data</b> in the menu. <a href="#">View COD Data</a>



The screenshot shows the 'MaineStreet' web application interface. On the left is a navigation menu with categories like 'COD Full Participant', 'View COD Data', 'Pell Grants', 'ACG/SMART Grants', 'Direct Loans', 'Commonline Loans', 'Import Federal Data Files', 'Create Federal Data Files', 'Review CPS/NSLDS Transactions', 'PROFILE-Need Access Controls', 'INAS Batch Calculation', 'IM App Load Summary', 'IM App Suspend Summary', 'IM App Spl Processing Summary', 'Institutional Application Data', 'Federal Application Data', 'Canadian Application Data', 'Verification', 'Financial Aid Term', 'Budgets', 'Awards', 'Disbursement', 'Loans', 'Pell Payment', 'ACG/SMART Grants', 'Fund Management', 'Return to Title IV Funds', 'HERA', 'Satisfactory Academic Progress', 'Financial Aid History', and 'Manage Financial Aid Years'. The main content area is titled 'View COD Data' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the following fields: 'Document ID:' (dropdown: 'begins with'), 'Reporting School ID:' (dropdown: 'begins with'), 'Attended School ID:' (dropdown: 'begins with'), 'ID:' (dropdown: 'begins with' with '0999999' entered), 'SSN Identifier:' (dropdown: 'begins with'), 'Birthdate Identifier:' (dropdown: 'begins with'), and 'Last Name Identifier:' (dropdown: 'begins with'). There is also a 'Case Sensitive' checkbox. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
39.	Enter search criteria for a student and click <b>Search</b> . 

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



MaineStreet

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

**COD Document** | COD School Information | COD Student | COD Award | COD Disbursement

Document ID: 2008-06-24T10:11:56.0808304899      Process Date

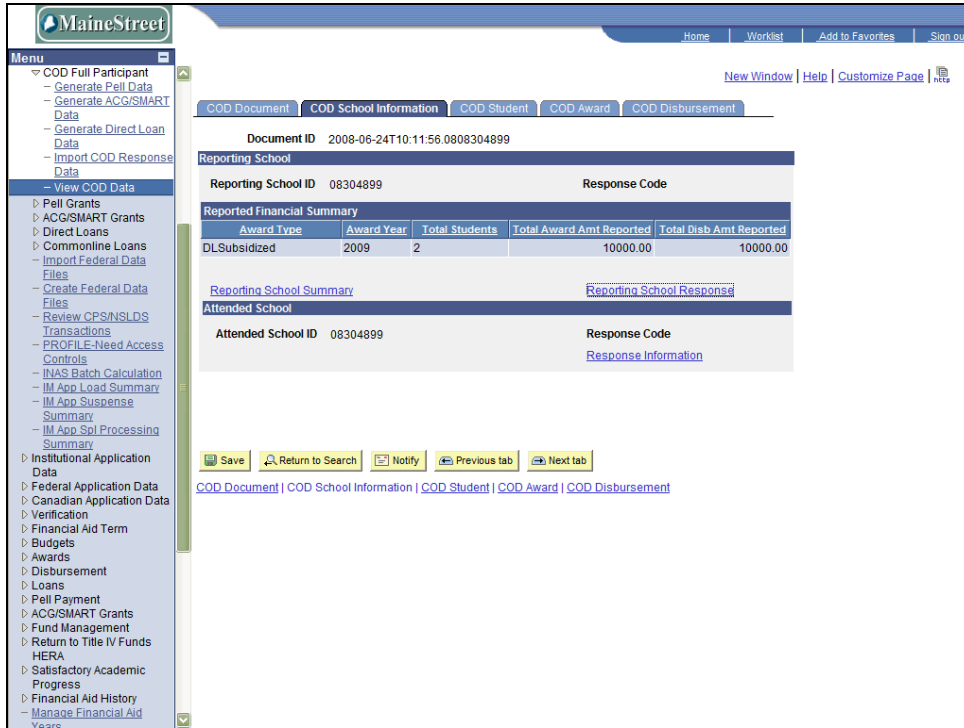
Document Type      Document Status

**Document Information**

Created Date & Time	2008-06-24T10:11:56.08	Full Response Flag	F
Source Type	School	Receipt Date	
Source ID	08304899	Processing Status	Generated <input type="button" value="Reset"/>
Destination Type	COD	Inbound DateTime	
Destination ID	00000001	Outbound DateTime	06/24/2008 10:12AM
Software Provider	PEOPLESOFT	Schema Version	Version 2.0
Software Version	0506R1	<a href="#">Response Information</a>	
File Path and Name	/some/file/path/goes/here/d/out.bt		

[COD Document](#) | [COD School Information](#) | [COD Student](#) | [COD Award](#) | [COD Disbursement](#)

Step	Action
40.	The first two tabs on this page contain the header data for the outbound file.



The screenshot shows the MaineStreet web application interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. A menu on the left side lists various financial aid options, with 'View COD Data' expanded to show 'COD Student'. The main content area displays the 'COD Student' tab, showing a document ID of 2008-06-24T10:11:56.0808304899. Below this, there are sections for 'Reporting School' and 'Attended School', both with ID 08304899. A 'Reported Financial Summary' table is also visible, showing data for DLSubsidized awards in 2009.

Award Type	Award Year	Total Students	Total Award Amt Reported	Total Disb Amt Reported
DLSubsidized	2009	2	10000.00	10000.00

Step	Action
41.	To view student-specific data, click the <b>COD Student</b> tab.

# Process Document

## Financial Aid: Create Direct Lending Outbound-062408



Step	Action
42.	For award data click the <b>COD Award</b> tab. <a href="#">COD Award</a>
43.	In this example, there is no response from COD as yet, so the fields in the right-hand column are not populated.  Once a response has been loaded, the information may be viewed via the <b>Response Information</b> hyperlink.
44.	<b>End of Procedure.</b>