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Managing a Direct Loan

Concept

Use the **Manage Direct Loan Application** component pages to be actively involved with the Direct Lending process. Access to these pages should be restricted to key personnel.

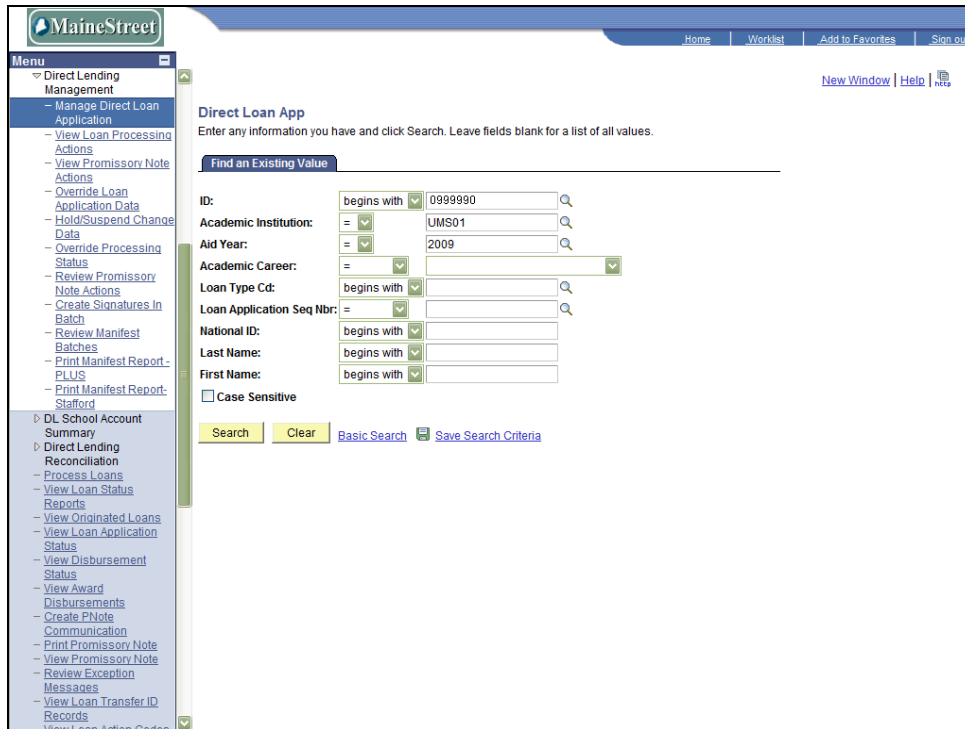
The information contained in these pages is eventually transmitted to the Common Origination and Disbursement processing center (COD) in the origination outbound file.

In this topic, you will process and review:

- Borrower bio/demo data.
- Miscellaneous borrower data.
- Financial data.
- Loan application acknowledgement data.

Procedure

Step	Action
1.	Navigate: Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application.



MaineStreet Home | Worklist | Add to Favorites | Sign out

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
 - Review Exception Messages
 - View Loan Transfer ID Records
 - View Loan Action Codes

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

Find an Existing Value

ID: begins with 0999990

Academic Institution: UMS01

Aid Year: 2009

Academic Career:

Loan Type Cd: begins with

Loan Application Seq Nbr: =

National ID: begins with

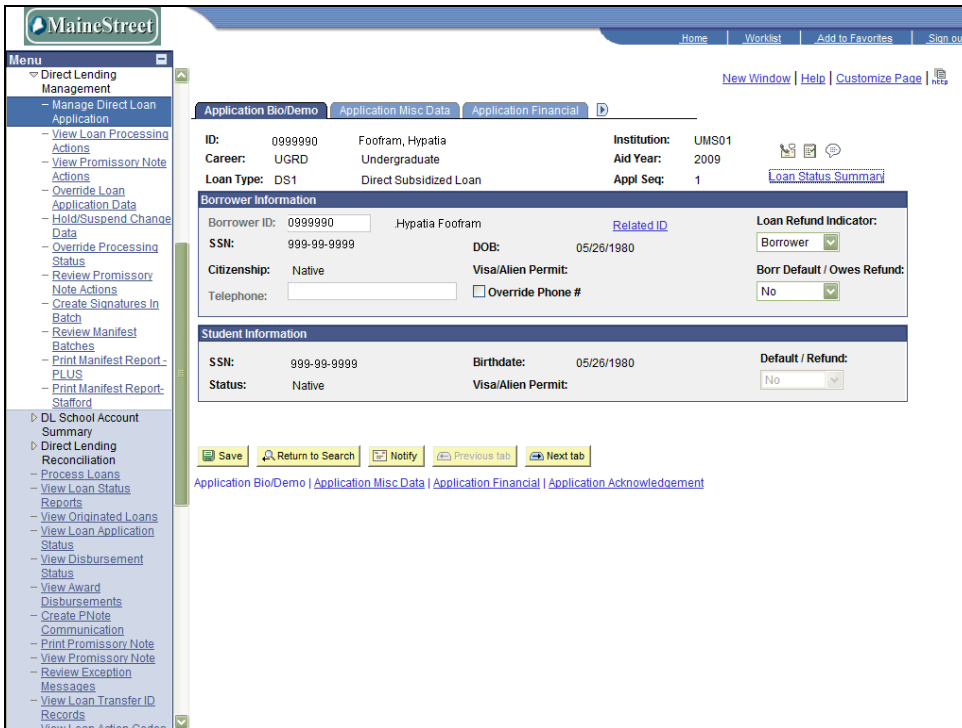
Last Name: begins with

First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
2.	Enter search criteria for a student and click Search .



The screenshot shows the 'MaineStreet' web application interface. The left sidebar contains a 'Menu' with various options under 'Direct Lending Management'. The main content area is titled 'Application Bio/Demo' and displays the following information:

- Application Bio/Demo** | Application Misc Data | Application Financial | [D](#)
- ID:** 0999990 **Institution:** UMS01
- Career:** UGRD Undergraduate **Aid Year:** 2009
- Loan Type:** DS1 Direct Subsidized Loan **Appl Seq:** 1 [Loan Status Summary](#)

Borrower Information

- Borrower ID:** 0999990 **Hypatia Foofram** [Related ID](#)
- SSN:** 999-99-9999 **DOB:** 05/26/1980 **Loan Refund Indicator:** Borrower
- Citizenship:** Native **Visa/Alien Permit:** **Borr Default / Owes Refund:** No
- Telephone: **Override Phone #**

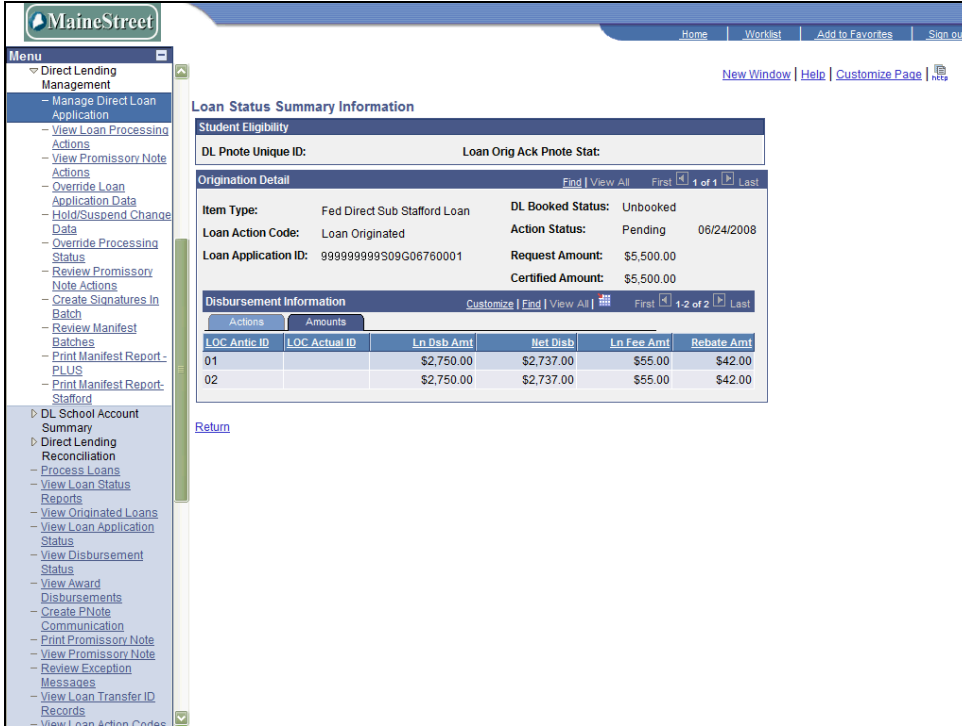
Student Information

- SSN:** 999-99-9999 **Birthdate:** 05/26/1980 **Default / Refund:** No
- Status:** Native **Visa/Alien Permit:**

Buttons: Save, Return to Search, Notify, Previous tab, Next tab

Navigation: Application Bio/Demo | Application Misc Data | Application Financial | Application Acknowledgement

Step	Action
3.	<p>Use the Application Bio/Demo page to view data on the student and the borrower (the student is also the borrower, unless this is for a Plus loan).</p> <p>The Related ID link applies to Plus loans and opens a new window with the Relationships page. If this is a Plus loan, use the Loan Refund Indicator pull-down menu to select the student or the parent to receive refunds. The Borr Default/Owes Refund value is derived from NSLDS data.</p> <p>If you check the Override Phone # box, you can enter a Telephone number. However, the number will not be recorded in Campus Community. It is preferable to make bio/demo changes in Campus Community.</p>
4.	<p>Click the Loan Status Summary link.</p> <p>Loan Status Summary</p>



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Menu

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 - Manage Direct Loan Application
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 - Override Processing Status
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 - 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
 - Review Exception Messages
 - View Loan Transfer ID Records
 - View Loan Action Codes

Loan Status Summary Information

Student Eligibility

DL Pnote Unique ID: Loan Orig Ack Pnote Stat:

Origination Detail Find | View All | First | 1 of 1 | Last

Item Type: Fed Direct Sub Stafford Loan DL Booked Status: Unbooked
 Loan Action Code: Loan Originated Action Status: Pending 06/24/2008
 Loan Application ID: 999999999S09G06760001 Request Amount: \$5,500.00
 Certified Amount: \$5,500.00

Disbursement Information Customize | Find | View All | First | 1-2 of 2 | Last

Actions		Amounts			
LOC Actual ID	LOC Actual ID	Ln Deb Amt	Net Disb	Ln Fee Amt	Rebate Amt
01		\$2,750.00	\$2,737.00	\$55.00	\$42.00
02		\$2,750.00	\$2,737.00	\$55.00	\$42.00

[Return](#)

Step	Action
8.	To exit the Loan Status Summary page, click Return .

Process Document

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[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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

MaineStreet

Menu

- Direct Lending Management
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 - Create PNote Communication
 - Print Promissory Note
 - View Promissory Note
 - Review Exception Messages
 - View Loan Transfer ID Records
 - View Loan Action Codes

Application Bio/Demo | **Application Misc Data** | **Application Financial** | **D**

ID: 0999990 **Footram, Hypatia** **Institution:** UMS01
Career: UGRD Undergraduate **Aid Year:** 2009
Loan Type: DS1 Direct Subsidized Loan **Appl Seq:** 1 [Loan Status Summary](#)

Borrower Information

Borrower ID: 0999990 **Hypatia Footram** [Related ID](#) **Loan Refund Indicator:** Borrower
SSN: 999-99-9999 **DOB:** 05/26/1980
Citizenship: Native **Visa/Alien Permit:** **Borr Default / Owes Refund:** No
Telephone: **Override Phone #**

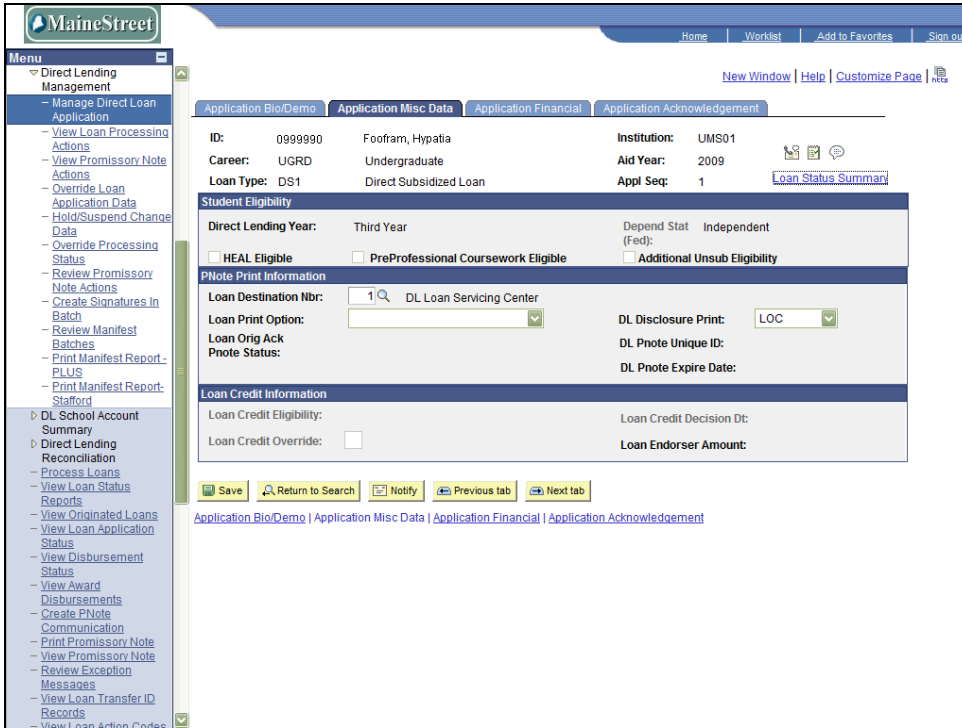
Student Information

SSN: 999-99-9999 **Birthdate:** 05/26/1980 **Default / Refund:** No
Status: Native **Visa/Alien Permit:**

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#)

[Application Bio/Demo](#) | [Application Misc Data](#) | [Application Financial](#) | [Application Acknowledgment](#)

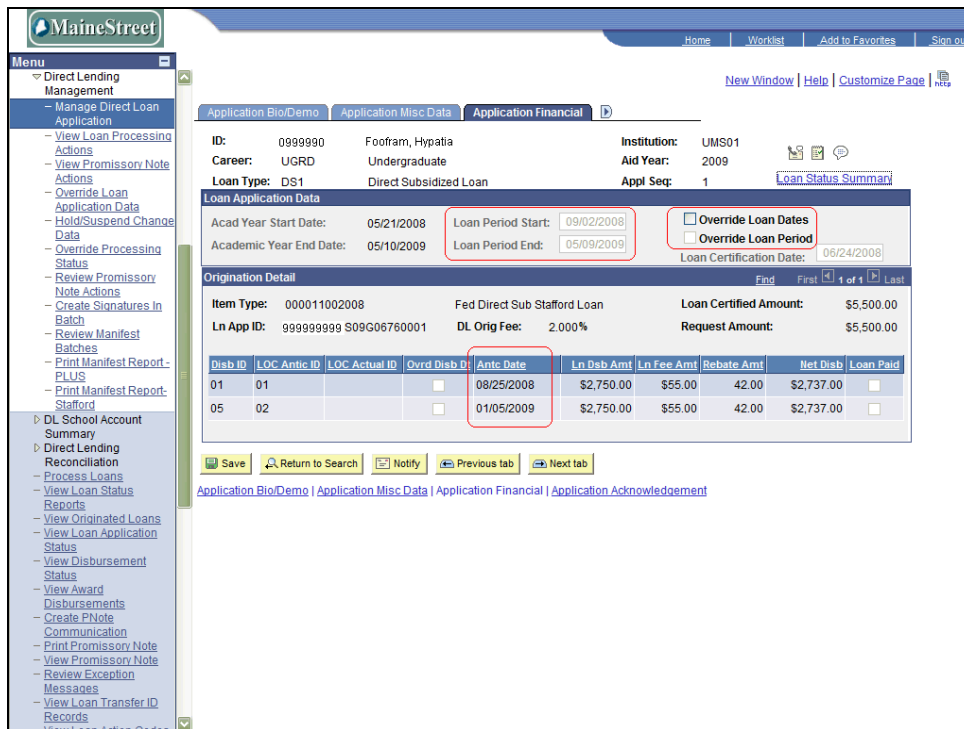
Step	Action
9.	Click the Application Misc Data tab. Application Misc Data



Step	Action
10.	<p>Use the Application Misc Data page to process and review information pertaining to student eligibility, promissory note printing, and loan credit.</p> <p>The Student Eligibility checkboxes (HEAL, etc.) are populated from the Packaging Status Summary</p> <p>If not populated by default, select the Loan Destination Nbr. If not populated by default, select the appropriate Loan Print Option. The DL Disclosure Print option determines who prints the disclosure (normally, use LOC). The Pnote fields display the acknowledgement status, ID and expire date for the promissory note if one exists.</p> <p>The Loan Credit Information section of the page applies to Plus loans where a credit check is required.</p>
11.	<p>Click the Application Financial tab.</p> <p>Application Financial</p>

Process Document

Financial Aid: Managing a Direct Loan-062408



Application Financial

ID: 0999990 Foorfram, Hypatia Institution: UMS01
 Career: UGRD Undergraduate Aid Year: 2009
 Loan Type: DS1 Direct Subsidized Loan Appl Seq: 1

Loan Application Data


Acad Year Start Date: 05/21/2008 Loan Period Start: 09/02/2008 Override Loan Dates
 Academic Year End Date: 05/10/2009 Loan Period End: 05/09/2009 Override Loan Period
 Loan Certification Date: 06/24/2008

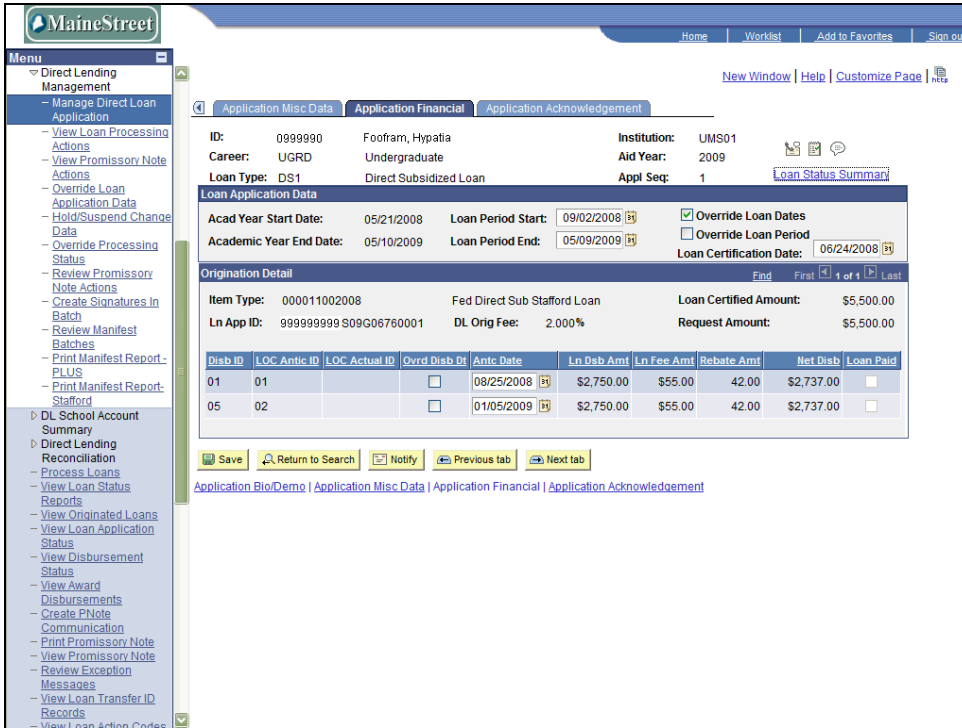
Origination Detail

Item Type: 000011002008 Fed Direct Sub Stafford Loan Loan Certified Amount: \$5,500.00
 Ln App ID: 999999999 809G06760001 DL Orig Fee: 2.000% Request Amount: \$5,500.00

Disb ID	LOC Antic ID	LOC Actual ID	Ovrld Disb Dt	Antic Date	Ln Dsb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Loan Paid
01	01		<input type="checkbox"/>	08/25/2008	\$2,750.00	\$55.00	42.00	\$2,737.00	<input type="checkbox"/>
05	02		<input type="checkbox"/>	01/05/2009	\$2,750.00	\$55.00	42.00	\$2,737.00	<input type="checkbox"/>

Buttons: Save, Return to Search, Notify, Previous tab, Next tab

Step	Action
12.	<p>On the Application Financial page you can change the anticipated disbursement dates and loan period dates if necessary. To make the dates available for editing, click the Override Loan Dates checkbox and, if needed, the Override Loan Period checkbox.</p> <p>Select the Ovrld Disb Dt checkbox to override and change the current requested disbursement date. If you select this check box and edit the field, the new value remains in effect regardless of future adjustments.</p> <p>After changing the dates, click Save.</p>
13.	<p>Click the "Show Following Tabs" button to see the remaining tab.</p> 



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New Window | Help | Customize Page

Application Misc Data | **Application Financial** | Application Acknowledgement

ID: 0999990 Foofram, Hypatia Institution: UMS01
 Career: UGRD Undergraduate Aid Year: 2009
 Loan Type: DS1 Direct Subsidized Loan Appl Seq: 1 [Loan Status Summary](#)

Loan Application Data

Acad Year Start Date: 05/21/2008 Loan Period Start: 09/02/2008 Override Loan Dates
 Academic Year End Date: 05/10/2009 Loan Period End: 05/09/2009 Override Loan Period
 Loan Certification Date: 06/24/2008

Origination Detail Find First 1 of 1 Last

Item Type: 000011002008 Fed Direct Sub Stafford Loan Loan Certified Amount: \$5,500.00
 Ln App ID: 999999999 S09G06760001 DL Orig Fee: 2.000% Request Amount: \$5,500.00

Disb ID	LOC Antic ID	LOC Actual ID	Ovrd Disb Dt	Antc Date	Ln Disb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Loan Paid
01	01		<input type="checkbox"/>	08/25/2008	\$2,750.00	\$55.00	42.00	\$2,737.00	<input type="checkbox"/>
05	02		<input type="checkbox"/>	01/05/2009	\$2,750.00	\$55.00	42.00	\$2,737.00	<input type="checkbox"/>

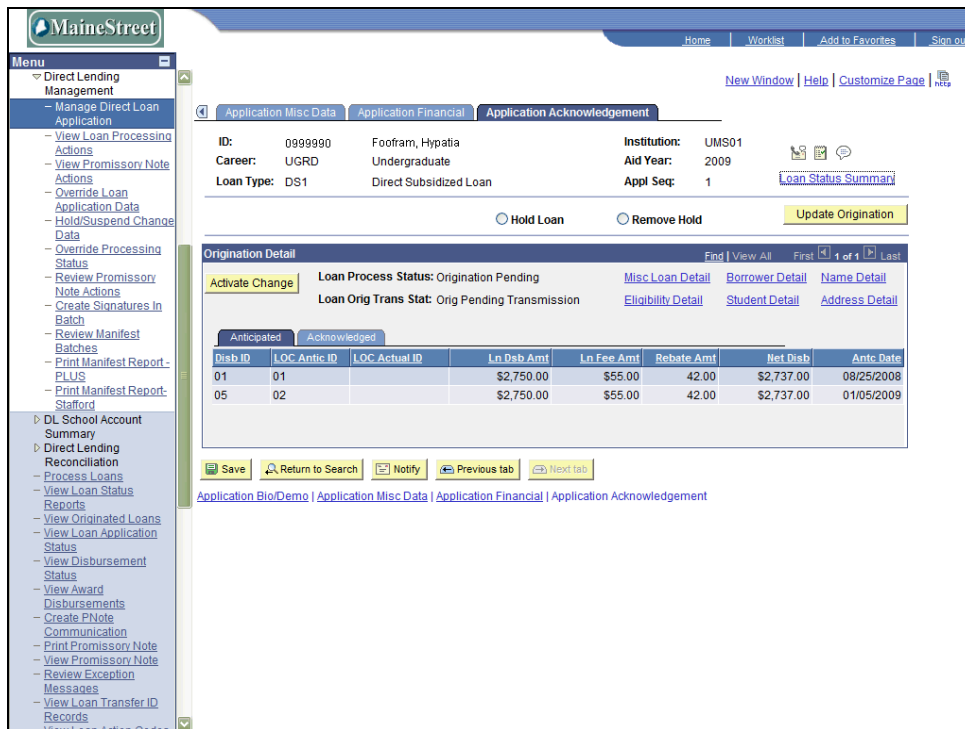
Save Return to Search Notify Previous tab Next tab

[Application Bio/Demo](#) | [Application Misc Data](#) | [Application Financial](#) | [Application Acknowledgement](#)

Step	Action
14.	Click the Application Acknowledgement tab.

Process Document

Financial Aid: Managing a Direct Loan-062408



Application Acknowledgement

ID: 0999990 Foofram, Hypatia Institution: UMS01
 Career: UGRD Undergraduate Aid Year: 2009
 Loan Type: DS1 Direct Subsidized Loan Appl Seq: 1

Hold Loan Remove Hold **Update Origination**

Origination Detail Find | View All First 1 of 1 Last

Activate Change Loan Process Status: Origination Pending [Misc Loan Detail](#) [Borrower Detail](#) [Name Detail](#)
 Loan Orig Trans Stat: Orig Pending Transmission [Eligibility Detail](#) [Student Detail](#) [Address Detail](#)

Anticipated		Acknowledged					
Dist ID	LOC Antic ID	LOC Actual ID	Ln Disb Amt	Ln Fee Amt	Rebate Amt	Net Disb	Antic Date
01	01		\$2,750.00	\$55.00	42.00	\$2,737.00	08/25/2008
05	02		\$2,750.00	\$55.00	42.00	\$2,737.00	01/05/2009

Application Bio/Demo | Application Misc Data | Application Financial | Application Acknowledgement

Step	Action
15.	<p>The Application Acknowledgement page displays acknowledgement information. It also lets you apply a hold or remove a hold on the loan. To apply or remove a hold, check the corresponding radio button and click the Update Origination button.</p> <p>Click the Activate Change button to have the Loan Adjustment process review the student for change transactions, including changes to Bio/Demo data such as Citizenship. Use the links in the Origination Detail section to review the student and borrower data that will be sent to the COD.</p>

Step	Action
16.	<p>The Loan Process Status displays the current status of the loan. The possible values are:</p> <ul style="list-style-type: none"> - Hold: Indicates the COD rejected an activity or a user manually set the loan status to Hold. The system suspends all loan processing until the hold is removed. - Offered and Not Accepted: Indicates that the award has not been accepted. - Origination Pending: Indicates a pending origination that has not been transmitted to the COD. - In Service: Indicates the loan has been transmitted to the COD. - Terminated: Indicates the award is cancelled and the Offer amount is set to zero prior to transmission to the COD. <p>Loan Orig Trans Stat has the following values:</p> <ul style="list-style-type: none"> - Accepted: Indicates the COD has accepted the loan. - Change Pending Transmission: Indicates an adjustment generated a change transaction that has not been sent to the COD. - Error: Represents an acknowledgement from the COD indicating a rejection of an origination or origination change record. - Origination Pending Transmission: Indicates an Origination that has not been transmitted to the COD. - Transmitted: Indicates that an acknowledgement from the COD is due. All loan change activity is suspended until the acknowledgement arrives.
17.	End of Procedure.