

# Appendix B

## Measurement Tools and List Reports

The following pages describe reports to assist you in managing the Direct Loan process at your school. 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. You can create similar reports using your own field labels and field contents, using the provided tables as a guide.

## **Batch Activity Measurement Tool Report**

### ***Description***

This report monitors the process of creating, transmitting, and importing batches. School's 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, school procedures for exports and imports, and other specifics associated with your school's communication software/hardware configuration.

When selecting this report in EDEExpress, you must enter a school code. You may also choose to enter 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. If you enter a reporting date range only the batches with a Batched/Print Date within the specified data range print on the report. (Refer to the Sample Report on page B-5.)

### ***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 that can affect transmitting batches to the LOC. If the Batch Activity report shows your process is performing outside of your school's tolerances, you may want to consider:

- Creating procedures for sending and receiving data from the network
- Putting procedures in place to ensure timely transmission of data
- Including steps in your procedures for export and import into your system
- Critical time batch processing
- Processing batches efficiently during periods of high volume. You may want to set the report period to evaluate your batch control during these critical processing periods
- This report could be used to identify batches that are missing acknowledgements because these batches do not have an "Import Date"

## Batch Activity Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
School Code	Six digit School Code identifier
Batch ID	Identifies the batch created for transmission to the Loan Origination Center The first two characters identify the type of records included in the batch: #D - Full Subsidized/Unsubsidized Origination PF - Full PLUS Origination #E - Origination Change #H – Disbursement The other portions of the Batch ID are year identifier, school code, and batch date
Batched/Print Date	The date the batch was created and printed through the export process within your system
Import Date	The date the batch acknowledgement was imported into your system
Days Elapsed (Batched/Printed to Import)	A calculated field indicating the days elapsed between when the batch was created and when the batch acknowledgement was imported An asterisk (*) prints if the current system date is used for the Import date to calculate days elapsed

## Batch Activity Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
Export Filename Import Filename	Location and filename of the exported batch file and the imported batch file
Total	Total number of records in the batch file
Accepted	Number of accepted records in the batch file
Rejected	Number of rejected records in the batch file
Batch Type	<p>The appropriate Batch Type for each summary record is printed</p> <p>The following are the batch types which are displayed on this report:</p> <ul style="list-style-type: none"> <li>• Full Subsidized/Unsubsidized Origination</li> <li>• Full PLUS Origination</li> <li>• Origination Change</li> <li>• Disbursement</li> </ul>
Average Days Elapsed	The average number of days elapsed between the date the batch was created and the date the batch acknowledgement was imported
Recommended Tolerance	The tolerance established by the school for the number of days to elapse between batch and import

Sample Output Document

Report Date: 03/16/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 20:14:25 2001-2002 Federal Direct Loan Program  
 Batch Activity Measurement Report  
 (ALL RECORDS)

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
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 Reported Period: 03/01/2001 to 03/20/2001

School Code: G03626

Batch ID	Total/Accepted/Rejected	Batched/ Print Date	Import Date	Days Elapsed
#D2G0362620010316162723 C:\IAM\DATA\DESF02IN.001 C:\IAM\DATA\DISF02BK.002	300/ 295/ 5	03/16/2001	03/18/2000	2
#D2G0362620010316162942 C:\IAM\DATA\DESF02IN.002 C:\IAM\DATA\DISF02BK.003	10/ 10/ 0	03/16/2001	03/18/2001	2

FULL SUBSIDIZED/UNSUBSIDIZED ORIGINATION  
 Average Days Elapsed: 2.00  
 Recommended Tolerance: 3

#E2G0362620010316193641 C:\IAM\DATA\DESC02IN.001	10/ 0/ 0	03/16/2001		4 *
#E2G0362620010316193941 C:\IAM\DATA\DESC02IN.002	10/ 0/ 0	03/19/2001		2 *

ORIGINATION CHANGE  
 Average Days Elapsed: 3.00  
 Recommended Tolerance: 5

#H2G0362620010316192006 C:\IAM\DATA\DESD02IN.002 C:\IAM\DATA\DIOD02BK.003	10/ 10/ 0	03/19/2001	03/20/2001	1
---	-----------	------------	------------	---

DISBURSEMENT  
 Average Days Elapsed: 1.00  
 Recommended Tolerance: 3

PF2G0362620010316162749 C:\IAM\DATA\DEPM00IN.001 C:\IAM\DATA\DIPA00BK.002	110/ 100/ 10	03/16/2001	03/20/2001	4
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FULL PLUS ORIGINATION  
 Average Days Elapsed: 4.00  
 Recommended Tolerance: 5

\* Current Date Used  
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## Master Promissory Notes Measurement Tool Report

### **Description**

This report contains detailed records of all active subsidized and unsubsidized loan records in the database and provides Master Promissory Note (MPN) Status for each loan record. MPN listings are printed by student's name and Loan ID(s). Totals are provided for each MPN Status.

In addition, this report monitors the process of receiving signed MPNs from students, updating EDExpress with the date signed, then sending the signed notes with a manifest to the LOC. You determine an acceptable date range and enter this date range as the tolerance or school guideline. The process time is calculated and averaged over the number of records processed for the reporting period then compared to your school's tolerance. It is important to monitor this process carefully since LOC acceptance of the MPN is a part of booking the loan. (Refer to the sample report on page B-8.)

### **Analysis Tips**

Before running this report, make sure all Master Promissory Notes received and signed dates have been entered and acknowledgement batches have been processed. Also, take note of the following after running the report:

- Number of MPNs rejected.  
Is there a consistent error that can be corrected that is causing your notes to reject?
- Number of MPNs ready to be printed.  
Based on these numbers, is the frequency of your print schedules adequate?
- Total number of MPNs printed and signed. Based on these numbers, you can project the number of notes and staff needed for future years.

If the MPN report shows your process is performing outside of the school's tolerances, consider the following:

- How does the volume of MPNs affect your processing?
- What is the most efficient number of MPNs included on a manifest?
- Do your procedures call for the creation of a manifest based on the number of MPNs ready to be sent or based on the time elapsed since the last manifest?

## Master Promissory Notes Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
Loan ID	Student's loan ID The report can be sorted by Loan ID
Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Current SSN	Identifies the student's Social Security Number
MPN Status	The status of the Master Promissory Note. Valid values are: T = Assumes MPN Exists at LOC I = Inactive MPN at LOC C = Closed MPN at LOC F = Not on File at LOC N = Not Ready R = Ready to Print P = Printed S = Signed M = Manifested Q = Rejected A = Accepted
MPN ISIR Flag	Provides the MPN status at the Loan Origination Center at the time the ISIR is created Valid values are: A = Valid MPN on file at the LOC I = Inactive MPN at the LOC C = Closed MPN at the LOC N = Valid MPN Not on File at the LOC
Received Date	The date the signed MPN is received for the loan record
Manifest Print Date	The date the MPN 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
Accepted Date	The date the MPN is accepted
Totals by MPN Status	Provides total number of loans within your database for each MPN status
Average Days Elapsed	The average number of days elapsed between the date the notes were received and the date the notes were included on a manifest
Recommended Tolerance	The tolerance established by the school for the number of days to elapse between received date and manifest date

Sample Output Document

Report Date: 03/21/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 10:56:42 2001-2002 Federal Direct Loan Program

Master Promissory Notes Measurement Report  
 (ALL RECORDS)

Sort: Loan ID

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Student's Name	Current SSN	MPN	MPN	Received	Manifest	Days	Accepted
Loan ID	Stat	ISIR	Date	Print Date	Elapsed Date		
Batched ID	Flag						
-----	----	-----	-----	-----	-----	-----	-----
WASHINGTON, BRYAN R.	058-60-6666						
058606666P02G01892001	M N	02/08/2001	02/09/2001	1	02/15/2001		
#A2G0189220010209153824							

Totals By Master Prom Note Status:

Assumes MPN Exists at LOC (T):	0
Inactive MPN at LOC (I)	0
Closed MPN at LOC (C)	0
Not on File at LOC (F):	0
Not Ready (N):	0
Ready to Print (R):	0
Printed (P):	0
Signed (S):	0
Manifested (M):	1
Rejected (Q):	0
Accepted (A):	0

Average Days Elapsed: 5  
 Recommended Tolerance: 4

\* Current Date Used  
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## PLUS Promissory Notes Measurement Tool Report

### **Description**

This report monitors your PLUS Promissory Note process for all active PLUS loan records and provides the promissory note status for each loan record. The PLUS Promissory Note listings are printed by Student's Name, PLUS Borrower's Name and Loan ID. Totals are provided for each PLUS Promissory Note Status.

In addition, this process includes receiving signed promissory notes from PLUS borrowers, updating EDEExpress with the date signed, then sending the signed notes with a manifest to the LOC. You determine an acceptable date range and enter this date range as the tolerance or school guideline. The process time is calculated and averaged over the number of records processed for the reporting period then compared to your school's tolerance. It is important to monitor this process carefully since LOC acceptance of the promissory note is a part of booking the loan.

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. (Refer to the sample report on page B-11.)

### **Analysis Tips**

Take note of the following:

- Number of Rejected PLUS Promissory Notes.

Is there a consistent error that can be corrected that is causing your notes to reject?

- Number of PLUS Promissory Notes ready to be printed.

Based on these numbers, is the frequency of your print schedules adequate?

If the PLUS Promissory Note report shows your process is performing outside of the school's tolerance, consider the following:

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

## PLUS Promissory Notes Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name
Current SSN	Identifies the student's Social Security Number
Loan ID	Identifies the PLUS promissory note The report can be sorted by Loan ID
Manifest Batch ID	Identifies the manifest batch created for transmission to the Loan Origination Center
Promissory Note Status	The status of the PLUS Promissory Note Valid values are: N = Not ready to print R = Ready to print P = Printed or Request to print sent to LOC S = Signed and received by the school M = Included on a shipping manifest to be mailed to LOC E = Error, previously rejected by the LOC X = Pending at the LOC A = Accepted
Received Date	The date the signed PLUS promissory note is received
Manifest Print Date	The date the manifest was printed for this PLUS promissory note
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
Accepted Date	The date the PLUS promissory note is accepted
Totals by Promissory Note Status	The total number of PLUS promissory notes in each PLUS promissory note status
Total Number of PLUS Promissory Notes	The total number of PLUS promissory notes in the loan database
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 school for the number of days to elapse between received date and manifest date

Sample Output Document

Report Date: 03/21/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 10:56:42 2001-2002 Federal Direct Loan Program  
PLUS Promissory Notes Measurement Report  
(ALL RECORDS)

Sort: Loan ID

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Student's Name	Current SNN				
PLUS Borrower's Name					
Loan ID	Pnote	Received	Manifest	Days Accepted	
Manifest Batch ID	Stat	Date	Print Date	Elapsed Date	
WASHINGTON, BRYAN R.					
WASHINGTON, EVERETT	058-60-6666				
058606666P02G01892001	M	02/08/2001	02/09/2001	1	02/15/2001
#A2G0189220010209153824					

Totals By Prom Note Status:

Not ready (N): 0  
Ready (R): 0  
Printed (P): 0  
Signed (S): 0  
Manifested (M): 1  
Pending (X): 0  
Rejected (E): 0  
Accepted (A): 0

Total PLUS Prom Notes: 1

Average Days Elapsed: 5

Recommended Tolerance: 4

\* Current Date Used  
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## Status Measurement Tool Report

### (Formerly the Booked Status Measurement Tool Report)

#### **Description**

This report provides a review of booked and unbooked records in the database within a specified disbursement date range. This information is separated into a booked section and an unbooked section. To be included in this report a loan record and at least one actual disbursement record must exist in the database. This report can be manually compared to the LOC data received in the Direct Loan School Account Statement. Before running this report make sure all booking notification acknowledgements have been imported. (Refer to the sample report on page B-15 and B-16.)

#### **Analysis Tips**

This report may be used to:

- Identify and resolve disbursement records with booking problems.

For example:

- This report lists disbursement records with all three status flags (origination, promissory note, and disbursement). If one or more of these status flags are not in an “A” status, the school needs to research and resolve those items so the disbursement record can book.
- This report can be used to compare EDEExpress Direct Loan data to LOC data received in the Direct Loan School Account Statement.
- Analyze the bottlenecks in processing.

For example, the report indicates a high percentage of records in a B (Batched) status. If a disbursement is in a B (Batched) status, it may mean the school forgot to transmit the batch or import the acknowledgement.

## Status Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan record The report can be sorted by Loan ID
Current SSN	Identifies the student's Social Security Number
Origination Status	The status of the loan origination record Valid values are: B = Batched or grouped and ready to transmit to the LOC E = Error, previously rejected by the LOC A = Accepted previously by the LOC 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
MPN/PLUS Promissory Note Status	The status of the Master Promissory Note (MPN) or the PLUS Promissory Note Valid values are: S = Signed and received by the school M = Included on a shipping manifest to be mailed to LOC E = Error, PLUS promissory note previously rejected by the LOC Q = Error, MPN previously rejected by the LOC X = Pending at the LOC A = Accepted Note: The values of N (Not Ready to print), R (Ready to print), and P (Printed or Request to print sent to LOC) are valid promissory notes status values, but those records would not appear on this report

## Status Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
Disbursement Status / #	<p>The status of the first through twentieth disbursement records</p> <p>Valid values are:</p> <p>R = Ready to be batched</p> <p>B = Batched and ready to be sent to the LOC</p> <p>E = Error, previously rejected by the LOC</p> <p>A = Accepted previously by the LOC</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 Type	<p>Identifies the type of actual disbursement</p> <p>The valid values are:</p> <p>D = Disbursement</p> <p>A = Adjusted gross disbursement</p> <p>Q = Adjusted disbursement date</p>
Net Disbursement Amount	<p>Net disbursement amount corresponding with each actual disbursement or adjustment</p> <p>If Disbursement type = Q then the disbursement amount will be blank</p>
Disbursement Date	<p>The actual disbursement date corresponding with each actual disbursement or adjustment record</p>
Total <Booked or Unbooked> Net Disbursements Actual	<p>The total dollar amount of booked or unbooked net actual disbursements</p>
Total <Booked or Unbooked> Net Adjustments	<p>The total dollar amount of booked or unbooked net disbursement adjustments</p>
<Status Code> Total Number	<p>The total number of disbursements with the listed status code for origination, promissory note, or disbursement</p>
<Status Code> Percentage	<p>The percentage of the total number of records at this status for origination, promissory note, or disbursement</p>
Total records	<p>The grand total of all loan disbursements listed on the report</p>

(ALL RECORDS)

Sort: SSN

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Reported Period: 01/01/2001 to 3/30/2001

Records Not Booked

Student's Name PLUS Borrower's Name Loan ID	Current SSN	Orig Sts	PNote Sts	Disb Sts/#	Disb Type	Net Disb Amt	Disb Date
-----							
RUBEN, JEMELINE I. RITTER, EDGAR 058626852P02G03626001	058-62-6852	B	M	B 1	G	\$2,000	01/10/2001
058626852S02G03626001		A	S	E 1	G	\$133	01/30/2001
		A	S	R 3	G	\$134	03/18/2001
058626852U02G03626001		B	M	B 1	G	\$130	03/21/2001
-----							
DUNLAP, AZALEA A. CRUZ, DAISY 058764778P02G03626001	058-76-4778	A	A	R 1	G	\$1,000	01/16/2001
058764778S02G03626001		B	M	A 1	G	\$233	01/15/2001
		B	M	A 1	A	\$200	01/18/2001
058764778U02G03626001		A	S	B 1	G	\$283	01/05/2001
		A	S	B 2	G	\$283	02/10/2001
		A	S	B 2	A	\$150	03/01/2001

Total Unbooked Net Disbursements Actual: \$4,196  
 Total Unbooked Net Adjustments: \$ 350

B = Batched Origination Records: 4 40.00%  
 E = Rejected Origination Records: 0 0.00%  
 A = Accepted Origination Records: 6 60.00%

S = Signed Promissory Notes: 5 50.00%  
 M = Prom Notes Sent on Manifest: 4 40.00%  
 E and Q = Rejected Promissory Notes: 0 0.00%  
 X = Pending Promissory Notes: 0 0.00%  
 A = Accepted Promissory Notes: 1 10.00%

R = Ready Disbursement Records: 2 20.00%  
 B = Batched Disbursement Records: 5 50.00%  
 E = Rejected Disbursement Records: 1 10.00%  
 A = Accepted Disbursement Records: 2 20.00%

Total Records: 10

(ALL RECORDS)

Sort: SSN

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Reported Period: 01/01/2001 to 03/30/2001

Booked Records

Student's Name PLUS Borrower's Name Loan ID	Current SSN	Orig Sts	PNote Sts	Disb Sts/#	Disb Type	Disb Amt	Disb Date
-----		-----		-----		-----	
RITTER, EDGAR RUBEN, JEMELINE I. 058626852P02G03626001	058-62-6852	A	A	A 1	G	\$2,000	01/10/2001
058626852S02G03626001		A	A	A 1	G	\$133	01/30/2001
		A	A	A 3	G	\$134	03/18/2001
058626852U02G03626001		A	A	A 1	G	\$130	03/21/2001
-----		-----		-----		-----	
CRUZ, DAISY DUNLAP, AZALEA A. 058764778P02G03626001	058-76-4778	A	A	A 1	G	\$1,000	01/16/2001
058764778S02G03626001		A	A	A 1	G	\$233	01/15/2001
		A	A	A 1	A	\$200	01/18/2001
058764778U02G03626001		A	A	A 1	G	\$283	01/05/2001
		A	A	A 2	G	\$283	02/10/2001
		A	A	A 2	A	\$150	03/01/2001

Total Booked Disbursements Actual: \$4,196  
 Total Booked Net Adjustments: \$ 350

B = Batched Origination Records: 0 0.00%  
 E = Rejected Origination Records: 0 0.00%  
 A = Accepted Origination Records: 10 100.00%

S = Signed Promissory Notes: 0 0.00%  
 M = Prom Notes Sent on Manifest: 0 0.00%  
 E and Q = Rejected Promissory Note: 0 0.00%  
 X = Pending Promissory Notes: 0 0.00%  
 A = Accepted Promissory Notes: 10 100.00%

R = Ready Disbursement Records: 0 0.00%  
 B = Batched Disbursement Records: 0 0.00%  
 E = Rejected Disbursement Records: 0 0.00%  
 A = Accepted Disbursement Records: 10 100.00%

Total Records: 10

## Direct Loan Volume Measurement Tool Report

### **Description**

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

When requesting this report from EDEXpress, you enter the reporting period date range, select a totals only option, use a standard sort, or use a selection option. The reporting period date range is based on the actual disbursement date for any disbursement number of the loan. Before running this report, make sure all DIOD acknowledgements from the LOC have been imported and processed by your system. (Refer to the sample report on page B-19.)

### **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

## Direct Loan Volume Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank
Student's Name	The loans are identified and can be sorted by student's name
Loan ID <Loan Type>	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 Disb Amount	Prints the total gross loan amount disbursed
Net Disb Amount	Prints the total net loan amount disbursed
Dependency Status	Prints the student's dependency status
Total Number of <Loan Type> Loan Records	The total number of loans for each loan type: PLUS, Subsidized, or Unsubsidized
Total Number of Loan Records	The total number of booked loan records for all loan types
Direct <Loan Type> Loan Volume	The total dollar value for each loan type: PLUS, Subsidized, or Unsubsidized
Direct 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

Sample Output Document

Report Date: 03/16/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 20:13:43 2001-2002 Federal Direct Loan Program  
 Direct Loan Volume Measurement Report  
 (ALL RECORDS)

Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
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 Reported Period: 03/01/2001 to 03/15/2001

PLUS Borrower's Name Student's Name	Loan ID (PLUS)	Gross Disb Amount	Net Disb Amount	Dep Status
CRUZ, DAISY				
DUNLAP, AZALEA A.	058764778P02G03626001	\$ 1,000	\$ 975	D
RITTER, EDGAR				
RUBEN, JEMELINE I.	058626852P02G03626001	\$ 1,500	\$ 1,463	D

Borrower's Name	Loan ID (Subsidized)	Gross Amount	Net Amount	Dep Status
DUNLAP, AZALEA A.	058764778S02G03626001	\$ 200	\$ 197	I
RUBEN, JEMELINE I.	058626852S02G03626001	\$ 233	\$ 230	D

Borrower's Name	Loan ID (Unsub)	Gross Amount	Net Amount	Dep Status
DUNLAP, AZALEA A.	058764778U02G03626001	\$ 433	\$ 427	I
RUBEN, JEMELINE I.	058626852U02G03626001	\$ 130	\$ 129	D

Total Number of PLUS Loan Records: 2  
 Total Number of Subsidized Loan Records: 2  
 Total Number of Unsubsidized Loan Records: 2  
 Total Number of Loan Records: 6

Direct PLUS Loan Volume: \$ 2,500 \$ 2,438  
 Direct Subsidized Loan Volume: \$ 433 \$ 427  
 Direct Unsubsidized Loan Volume: \$ 563 \$ 556  
 Direct Loan Volume Grand Total: \$ 3,496 \$ 3,421

Direct PLUS Loan Volume % of Grand Total: 71.51%  
 Direct Subsidized Loan Volume % of Grand Total: 12.39%  
 Direct Unsubsidized Loan Volume % of Grand Total: 16.10%

## **Disbursement Measurement Tool Report**

### ***Description***

This report monitors the disbursement process by calculating and averaging the actual process time between disbursement dates and the date the actual disbursements are sent in a batch to the LOC. In addition, the days elapsed between the disbursement dates and the booked dates are monitored. The report compares the average number of days elapsed to your school's 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 EDExpress, 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. You are provided the option to select the Booked Date Range, and when selected, only disbursements booked within that range display on the report. If you want to select records for the report based on a Disbursement Date range use the Disbursement Range query. (Refer to the sample report on page B-23.)

### ***Analysis Tips***

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

#### **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, the booked status with the LOC may be affected since disbursements on your system would not be reflected on the LOC's system.

#### **Exceptions to tolerance from disbursement to booked**

- Exceptions to this tolerance value indicate disbursements are posted and exported to the LOC but not yet booked at the LOC.
  - Disbursement Booking Notification Acknowledgements may need to be imported.
  - Disbursement records that have been rejected by the LOC may need to be corrected and resent to the LOC.
  - MPN/PLUS Promissory Note may not yet be accepted by the LOC.

## **Disbursement Measurement Tool Report (Continued)**

### **Days elapsed between the disbursement date and booked**

- You should try to keep the days elapsed between the disbursement date and booked date to less than 30 days to ensure you are meeting the 30 day reporting requirement. If the days elapsed are greater than 30 days, you should determine the cause(s). You should also try to determine if there are any trends. The causes may be due to:
  - Promissory Notes not getting manifested or sent timely
  - Promissory Notes rejecting
  - Disbursement records not getting entered timely
  - Disbursements records not getting batched or transmitted timely
  - Disbursements records rejecting and rejects not getting resolved timely
  - Systems problems at the LOC or school
  - The Booking Notification not getting imported (records in this case would have an \* by the Disb/Bked Days Elapsed field indicating that the current system date was used to calculate the days elapsed)

## Disbursement Measurement Tool Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank.
Loan ID	Identifies the loan record
Disb Date	The date funds were disbursed to the borrower
Disb #	Identifies which disbursement was made: first through the twentieth
Disb Type	Identifies the type of disbursement reported The valid values are: D = Gross or net disbursement A = Adjusted disbursement
Batched Date	The date the disbursement was included in a batch to be sent to the LOC
Disb/Batched Days Elapsed	Calculated field indicating the days elapsed between when the disbursement was made and when it was included in an export batch
Booked Date	The date the disbursement was booked at the LOC
Disb /Booked Days Elapsed	Calculated field indicating the days elapsed between when the disbursement was made and when it was booked
Total Number of (Loan Type) Loan Records	The total number of records in the loan database with actual disbursements by the loan type: PLUS, Subsidized, or Unsubsidized
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
Average Days Elapsed (Disbursement to Booked)	The average number of days elapsed between the date the disbursement was made and the date the disbursement was booked
Recommended Tolerance ( Disbursement to Batched)	The tolerance established by the school for the number of days elapsed between disbursement and inclusion in a batch
Recommended Tolerance (Disbursement to Booked)	The tolerance established by the school for the number of days elapsed between disbursement and booked date



## **Anticipated Disbursements List Report**

### ***Description***

This report provides a review of loans with an anticipated loan amount, with corresponding actual disbursements or with no actual disbursements. The report prints the Loan ID, Student's Name, PLUS Borrower's Name, Anticipated Disbursement and if requested Actual Disbursement Number(s), Types, and Dates. (Refer to the sample report on page B-26 and B-27.)

### ***Analysis Tips***

This report is a valuable tool for viewing a borrower's anticipated disbursements and anticipated disbursement dates versus a borrower's actual disbursement and disbursement date. The Total Net Anticipated Disbursement Amount can assist in making Drawdown Requests.

## Anticipated Disbursements List Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
	Sort option selected
Student's Name	The loans are identified and can be sorted by the student's name For a subsidized and unsubsidized loan records this is blank
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name. For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan record The report can be sorted by Loan ID
Origination Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Loan Type	Identifies the loan; P-PLUS, S-Sub, U-Unsub
Disbursement Number	The disbursement number of this loan
Anticipated Date	Date Loan expected to disburse
Gross Amount	Gross amount expected to disburse
Net Amount	Net amount expected to disburse
Actual Date	Actual date loan was disbursed
Gross amount	Gross amount disbursed
Net Amount	Net amount disbursed
Adjusted Disbursement Date	The date the loan was adjusted from original amount

Sample Output Document

Report Date: 03/16/2000 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 20:05:58 2001-2002 Federal Direct Loan Program

Anticipated Disbursements List  
 (ALL RECORDS)

Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*  
 Anticipated with Corresponding Actual Disbursements

Student's Name Borrower's Name Loan ID Origination Batch ID	Loan Type Disb Num	Anticipated Date Gross Net	Actual Date Gross Net	Adjusted Disb Date
-----				
DUNLAP, AZALEA A.				
CRUZ, DAISY	P			
058764778P02G03626001	1	01/15/2001	01/16/2001	
PF2G0362620000316162953		\$1,000.00	\$1,000.00	
		\$975.00	\$975.00	
	2	01/20/2001	01/16/2001	
		\$1,000.00	\$1,000.00	
		\$975.00	\$975.00	
	S			
058764778S02G03626001	1	01/15/2001	01/15/2001	
#D2G0362620000316162723		\$233.00	\$200.00	
		\$230.00	\$197.00	
	U			
058764778U02G03626001	1	01/15/2001	01/05/2001	
#D2G0362620000316162723		\$283.00	\$283.00	
		\$279.00	\$279.00	
	2	02/15/2001	02/10/2001	
		\$283.00	\$150.00	
		\$279.00	\$148.00	
	3	02/20/2001	02/10/2001	
		\$283.00	\$150.00	
		\$279.00	\$148.00	
RUBEN, JEMELINE I.				
RITTER, EDGAR	P			
058626852P02G03626001	1	01/15/2001	01/10/2001	
PF1G0362620000316162953		\$2,000.00	\$1,500.00	
		\$1,950.00	\$1,463.00	
	2	01/15/2001	01/10/2001	
		\$2,000.00	\$1,500.00	
		\$1,950.00	\$1,463.00	
			G	

(ALL RECORDS)

Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*  
 Anticipated with Corresponding Actual Disbursements

Student's Name Borrower's Name Loan ID Origination Batch ID	Loan Type Disb Num	Anticipated Date Gross Net	Actual Date Gross Net	Adjusted Disb Date
		ANTICIPATED	ACTUAL	
<b>PLUS Loans:</b>				
Total Gross Disbursements:		\$6,000.00	\$5,000.00	
Total Net Disbursements:		\$5,850.00	\$4,876.00	
<b>Subsidized Loans:</b>				
Total Gross Disbursements:		\$233.00	\$200.00	
Total Net Disbursements:		\$230.00	\$197.00	
<b>Unsubsidized Loans:</b>				
Total Gross Disbursements:		\$849.00	\$583.00	
Total Net Disbursements:		\$837.00	\$575.00	
<b>Grand Total:</b>				
Total Gross Disbursements:		\$7,082.00	\$5,783.00	
Total Net Disbursements:		\$6,917.00	\$5,648.00	

## **Actual Disbursements List Report**

### ***Description***

This report provides information about actual disbursements. The report prints the Student's Name, PLUS Borrower's Name, Disbursement Batch ID and Batch Number, Current SSN, Disbursement Date, Number, and Action Type, and Net Disbursement Amount. It also displays the Disbursement Status and the Booked Status. The summary totals provide the total net dollar amount for booked disbursements and unbooked disbursements and the total net disbursement amount for each loan type, PLUS, Subsidized and Unsubsidized. (Refer to the sample report on page B-30 and B-31.)

### ***Analysis Tips***

The use of this report assists in monitoring the disbursement and booking activity of loans.

## Actual Disbursements List Report (Continued)

### Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan record. The report can be sorted by Loan ID
Disbursement Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Current SSN	Identifies the student's Social Security Number
Disbursement Number	The disbursement number of this loan
Disbursement Type	Identifies the type of actual disbursement The valid values are: D = Gross/Net disbursement A = Adjusted gross disbursement Q = Adjusted disbursement date
Disbursement Date	The actual disbursement date corresponding with each actual disbursement record
Gross Amount	Disbursement gross amount corresponding with each actual disbursement
Fee Amount	Dollar fee amount withheld from disbursement
Interest Rebate Amount	Dollar interest rebate amount added to disbursement This dollar amount displays as a positive number However, in the net disbursement calculation this amount is treated as a negative
Net Amount	Disbursement net amount corresponding with each actual disbursement
Net Adjusted Amount	Amount of disbursement adjusted
Disbursement Status	The status of the first through twentieth disbursement records Valid values are: 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 The value of N(Not Ready) is a valid disbursement status value, but those records would not appear on this report
Booked Status	Status of the disbursement or adjustment, Booked or Unbooked

Sample Output Document

Report Date: 03/16/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 20:08:49 2001-2002 Federal Direct Loan Program  
 Actual Disbursements List  
 (ALL RECORDS) Sort: SSN

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Student's Name PLUS Borrower's Name	Current SSN	Loan ID	Disbursement Batch ID	Disb#/Type Disb Date	Amount Gross Fee/Rebate Net/Net Adj	Disb Status	Booked Status
RUBEN, JEMELINE I. RITTER, EDGAR	058-62-6852	058626852P02G03626001	#H2G0362620010316192705	1 G 01/10/2001	\$ 2,000 \$ 80/\$ 30 \$ 1,950	A	Booked
		#H2G0362620010316192705		1 A 03/15/2001	\$ 1,500 \$ 60/\$ 23 \$ 1,463/\$ -487	B	Booked
SUBTOTAL					\$ 1,463		
058626852S02G03626001		#H2G0362620010316192705		1 G 01/30/2001	\$ 133 \$ 3/\$ 2 \$ 132	A	Booked
		#H2G0362620010316192705		3 G 03/18/2001	\$ 134 \$ 4/\$ 2 \$ 132	B	Unbooked
		#H2G0362620010316192705		3 A 03/20/2001	\$ 100 \$ 3/\$ 2 \$ 99/\$ -33	B	Unbooked
SUBTOTAL					\$ 231		
058626852U02G03626001		#H2G0362620010316192705		1 G 03/21/2001	\$ 130 \$ 3/\$ 2 \$ 129	B	Unbooked
SUBTOTAL					\$ 129		

(ALL RECORDS)

Sort: SSN

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Student's Name	Current SSN	Loan ID	Disbursement Batch ID	Disb#/Type Disb Date	Amount Gross Fee/Rebate Net/Net Adj	Disb Status	Booked Status
----------------	-------------	---------	-----------------------	-------------------------	--	----------------	------------------

Total Net Booked PLUS:					\$ 1,463		
Total Net Booked Subsidized:					\$ 132		
Total Net Booked Unsubsidized:					\$ 0		
Total Net Unbooked PLUS:					\$ 0		
Total Net Unbooked Subsidized:					\$ 99		
Total Net Unbooked Unsubsidized:					\$ 129		
Total Net Disbursements PLUS:					\$ 1,463		
Total Net Disbursements Subsidized:					\$ 231		
Total Net Disbursements Unsubsidized:					\$ 129		

## Loans List Report

### ***Description***

This report provides a listing of the details of each loan record on your database including Loan ID, Student's Name, PLUS Borrower's Name, Loan Origination Batch ID, Current SSN, Loan Type, Grade Level, Loan Amount Approved, Loan Amount Requested, Loan/Credit Status and Loan Origination Date. Sort options are available to print by SSN, Loan ID, or Last Name. You can print subtotals and totals or you have the option to print only totals. Also if you select the option to check annual subsidized/unsubsidized loan limits, any subsidized or unsubsidized loan in this category is asterisked with "May Exceed Annual Loan Limits." (Refer to the sample report on page B-34 and B-35.)

### ***Analysis Tips***

This report can be utilized to review the status of all loans for a given student and can be useful in determining a student's annual loan limit. The totals on this report allow you to compare the number of loans originated at your schools to the number of actual unduplicated loan borrowers.

## Loans List Report (Continued)

### *Report Headings and Data Descriptions*

<b>Heading</b>	<b>Description</b>
Student's Name	The loans are identified and can be sorted by student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank.
Loan ID	Identifies the loan records The report can be sorted by Loan ID
Origination Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Current SSN	Identifies the student's Social Security Number
Loan Type	Identifies the loan; P-PLUS, S-Sub, U-Unsub
Grade Level	Identifies student grade level
Loan Amount Approved	The loan amount approved by school for the current record
Loan Amount Requested	The loan amount requested by the PLUS borrower for the current record For subsidized and unsubsidized loans, this field is blank
Loan Status	The status of the loan origination record and Valid values are: B = Batched or grouped and ready to transmit to the LOC E = Error, previously rejected by the LOC N = Not Ready to Originate R = Ready to Originate A = Accepted previously by the LOC
Credit Status	For PLUS loans, the credit decision status Valid values are: A = Passed credit decision R = Failed credit decision
Origination Date	Date the loan was originated on EDEXpress

Sample Output Document

Report Date: 03/16/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 20:09:17 2001-2002 Federal Direct Loan Program

Loans List  
 (ALL RECORDS)

Sort: SSN

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Student's Name PLUS Borrower's Name Loan ID Origination Batch ID	Current SSN Loan Type	Grd Lvl	Loan Amount Approved/Req	Loan/Cred Status	Orig Date
ROBLES, ROXANDA A. GARCIA, HUMBERTO	058-58-4752				
058584752P02G03626001	P	2	\$3,450 \$3,450	R	03/16/2001
058584752P02G03626002	P	3	\$1,000 \$1,000	R	03/16/2001
058584752S02G03626001	S	2	\$1,200	R	03/16/2001
058584752S02G03626002	S	3	\$1,500	R	03/16/2001
058584752U02G03626001	U	2	\$1,500	R	03/16/2001
SUBTOTAL			\$7,650 \$4,450		
RUBEN, JEMELINE I. RITTER, EDGAR	058-62-6852				
058626852P02G03626001 PF2G0362620010316162953	P	4	\$6,000 \$6,000	B A	03/16/2001
058626852S02G03626001 #D2G0362620010316162942	S	4	\$400	B	03/16/2001
058626852U02G03626001 #D2G0362620010316162942	U	4	\$390	B	03/16/2001
SUBTOTAL			\$6,790 \$6,790		
DUNLAP, AZALEA A. CRUZ, DAISY	058-76-4778				
058764778P02G03626001 PF2G0362620010316162749	P	3	\$3,000 \$3,000	B A	03/16/2001
058764778S02G03626001 #D2G0362620010316162723	S	3	\$700	B	03/16/2001
058764778S02G03626002	S	3	\$1,000	R	03/16/2001
058764778U02G03626001 #D2G0362620010316162723	U	3	\$850	B	03/16/2001
SUBTOTAL			\$5,550 \$5,550		

Loans List  
 (ALL RECORDS)

Sort: SSN

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Student's Name	Current SSN	Loan Type	Grd Lvl	Loan Amount Approved/Req	Loan/Cred Status	Orig Date
PLUS Borrower's Name						
Loan ID						
Origination Batch ID						

KINSEY, REBA H.	061-70-1713					
061701713P02G03626001		3		\$0	\$0	N
061701713S02G03626001		3		\$0		N
061701713U02G03626001		3		\$0		N
SUBTOTAL				\$0	\$0	

Totals:

PLUS Loans/Borrowers:	10	10
Subsidized Loans/Borrowers:	10	10
Unsubsidized Loans/Borrowers:	10	10
Total Loans/Borrowers:	30	30
PLUS Amount Approved/Req.:	\$ 12,450	\$ 12,450
Subsidized Amount Approved/Req.:	\$ 2,300	
Unsubsidized Amount Approved/Req.:	\$ 2,740	
Total Amount Approved/Req.:	\$ 17,490	\$ 12,450

\* May exceed Annual Loan Limits  
 -----

## **School/LOC Loan Totals List Report**

### ***Description***

This report compares the total net disbursement amount at your school to the total net disbursement amount at the Loan Origination Center. (Refer to the sample report on page B-38.)

### ***Analysis Tips***

Analysis of this report identifies discrepancies between actual disbursement records on file at your school versus actual disbursement records accepted at the LOC and may assist in the reconciliation process. This analysis identifies actual disbursement records that are on record at your school and may require further research to determine why these records are not yet accepted at the LOC.

## School/LOC Loan Totals List Report (Continued)

### *Report Headings and Data Descriptions*

<b>Heading</b>	<b>Description</b>
Student's Name	The loans are identified and can be sorted by student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan records The report can be sorted by Loan ID
Origination Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Loan Type	Identifies the loan; P-PLUS, S-Sub, U-Unsub
School Total Net Disbursed	Amount of net disbursement per loan at school
Total Net LOC Amount	Amount of net disbursement per loan at Loan Origination Center
School-LOC Difference	Difference between school's net amount and the Loan Origination Center's net amount

Sample Output Document

Report Date: 03/16/2001 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 20:08:18 2001-2002 Federal Direct Loan Program

School/LOC Loan Totals List

(ALL RECORDS)

Sort: Last Name

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Student's Name PLUS Borrower's Name Loan ID Origination Batch ID	Loan Type	School Total Net Disbursed	Total Net LOC Amount	School-LOC Difference
-----				
DUNLAP, AZALEA A.				
CRUZ, DAISY				
058764778P02G03626001	P	\$960	\$960	\$0
PF2G0362620010316162749				
058764778S02G03626001	S	\$194	\$194	\$0
#D2G0362620010316162723				
058764778U02G03626001	U	\$421	\$0	\$421
#D2G0362620010316162723				
RUBEN, JEMELINE I.				
RITTER, EDGAR				
058626852P02G03626001	P	\$1,440	\$720	\$720
PF2G0362620010316162953				
058626852S02G03626001	S	\$227	\$0	\$227
#D2G0362620010316162942				
058626852U02G03626001	U	\$127	\$127	\$0
#D2G0362620010316162942				
Total PLUS:		\$2,400	\$1,680	\$720
Total Subsidized:		\$421	\$194	\$227
Total Unsubsidized:		\$548	\$127	\$421
Grand Total:		\$3,369	\$2,001	\$1368

## **Disbursement Profile List Report**

### ***Description***

This report provides a snapshot of your disbursement profiles entered in EDEExpress. Listed are the Loan Period start and end dates, academic year start and end dates, and anticipated disbursement dates. (Refer to the sample report on page B-41.)

### ***Analysis Tips***

This report is a valuable tool for reviewing the disbursement profiles as set up by your school. This report can assist you in developing the profiles for a new program year and for entry into a new version of the software.

## Disbursement Profile List Report (Continued)

### *Report Headings and Data Descriptions*

<b>Heading</b>	<b>Description</b>
Loan Period Code	The identifying loan period code, as set up by the school
Loan Period Title	The identifying loan period name, as set up by the school
DL School Code	The assigned six digit Direct Loan school identifier
Loan Period Start Date	The calendar day beginning of the loan period
Loan Period End Date	The calendar day ending of the loan period
Academic Year Start Date	Date the academic year begins, as determined by the school
Academic Year End Date	Date the academic year ends, as determined by the school
Disb. #	Disbursement number listed
Disb. Date	Date corresponding with disbursement number

# Sample Output Document

Report Date: 10/05/2000 U.S. DEPARTMENT OF EDUCATION  
 Report Time: 10:16:54 2001-2002 Federal Direct Loan Program  
 Disbursement Profile - List  
 (ALL RECORDS)

PAGE: 1

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Loan Period Code: A1  
 Loan Period Title: FRESHMAN FIRSTTIME BORROWER  
 DL School Code: G01224

Loan Period Start Date:	Loan Period End Date:	Academic Year Start Date:	Academic Year End Date:	Disb. #:	Disb. Date.
-----	-----	-----	-----	-----	-----
01/01/2001	08/01/2001	08/01/2001	08/01/2002	1	01/01/2001

Loan Period Code: A2  
 Loan Period Title: SCHOOL 2  
 DL School Code: G03051

Loan Period Start Date:	Loan Period End Date:	Academic Year Start Date:	Academic Year End Date:	Disb. #:	Disb. Date.
-----	-----	-----	-----	-----	-----
01/01/2001	08/01/2001	08/01/2001	08/01/2002	1	01/01/2001
				2	01/10/2001
				3	01/20/2001
				4	01/30/2001

Loan Period Code: A3  
 Loan Period Title: SCHOOL 3  
 DL School Code: G03040

Loan Period Start Date:	Loan Period End Date:	Academic Year Start Date:	Academic Year End Date:	Disb. #:	Disb. Date.
-----	-----	-----	-----	-----	-----
01/01/2001	08/01/2001	08/01/2001	08/01/2002	1	01/01/2001
				2	01/10/2001
				3	01/20/2001
				4	01/30/2001