COD and CAMS Disbursements	SOP #: FA.006.00
Effective Date	4.22.2020
Last Revision/Review	5.15.2023

1. Purpose

The COD Disbursement date determines when the interest starts accruing on the federal loan. CAMS (SIMS) financial aid disbursement date and the COD disbursement date must match.

2. Related Policy/Authority

Policy B9500 Title IV Compliance

3. Faculty/Staff Responsibilities

Office of Financial Aid – All Staff

Business Office

4. Definitions/Abbreviations

COD- Common Origination Disbursement federal system

CRDLXXIN-Naming construct of EdConnect COD Message for processing originations and disbursements

5. Procedural Steps

General Procedure

- Originate loans 10 business days prior to first day for each cohort in the fall and in the spring.
- Disbursement will take place the first day of class for each cohort in the fall and in the spring.
- Do not disburse prior to the first day of class each term for each cohort.
- COD Disbursement Date and CAMS Disbursement Date (Awards) should be the same date. If not, correct in COD within 15 days of disbursement.

*Prior to sending to COD through EdConnect for processing, ensure accuracy of the CAMS disbursement date utilizing the SSRS Report "Process-Mass Update Award Transaction Date".

Automated Disbursement Process COD Import/Export

1. Go to Tools
2. Export
3. COD Export
4. Process Zero Amounts (this should only be checked if zeroing out an origination that has not yet been disbursed)
5. Header/Footer (leave unchecked)
6. Match academic year with finaid year (leave unchecked)
7. Program Year = 2020-2021
8. Schema Version = given by Unit4
9. Must be registered official (disbursement)
10. Fill in correct award types, award status, term
11. Initiate
12. Awards

1. Awards tab-Review Disbursement Amounts, Disbursement Date, Disbursement Sequence and Payment Period
13. Loan Info
14. Summary-
    1. Write down information to ensure that you are able to load the correct CRDLXXIN file.
15. COD Export
16. Export will create file that will go on to your mapped path on your drive(s)
17. Loan files CRDL21IN, Pell files CRPG21IN
18. Transmit file via Edconnect
19. Receive response back from Edconnect to import back into CAMS
20. A is accepted, R is rejected, C is correction
21. Review and correct all errors on the Exemption reports
    1. Save exemption reports T:\CAMS Reports\Disbursement Files\2019-2020 COD Response – CAMS
    2. Correct errors the disbursement, update the disbursement date and resend file for individual student
22. XML notepad will allow the Client to read the files better
23. Every time the Client clicks "initiate", it will appear on the students' COD award history
24. To assess disbursement dates, review the SSRS Report-COD Data Check, Trans Date and Effective Trans Date, to verify that the Trans Date and Effective Date are the same.

*Note: No disbursement processes will be completed on a Friday under most circumstances.

Transferring Aid to Billing

1. Financial Aid
2. Transfer
3. Select the aid and/or criteria to batch over
4. Click Transfer
5. Create batch and batch it over to billing batch
6. Save files to T:\CAMS Reports\Disbursement Files\Bursar Reports
7. Send files and all additional information to Assistant Controller

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance
Developed by -Director of Financial Aid

Office of Financial Aid and Business Office - SOP will be reviewed in fall

8. Signature

Approved by	5.15.2023
Department Head of Financial Aid	Date

9. Distribution List
External- Office of Financial Aid

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
			New	