



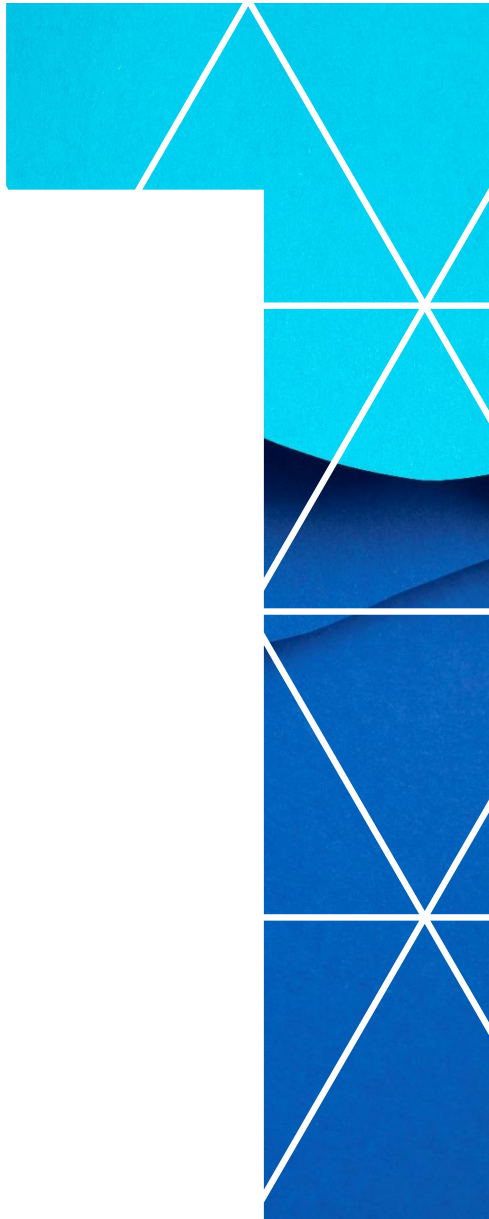
WELCOME TO DISBURSEMENT TRAINING

This guide will help you navigate creating and processing a disbursement batch within the Disbursement Batch module in Core.





- 1 CREATING A BATCH
- 2 AUTO-IMPORTING READY TO PAY AWARDS TO BATCH
- 3 ADDING STUDENTS AND AWARDS MANUALLY TO A BATCH
- 4 REMOVING AN AWARD FROM A BATCH
- 5 DELETING A BATCH
SYNCING THE DISBURSEMENT DATE
- 6 EXECUTING AWARDS TO UPDATE COD
- 7 IDENTIFYING & RESOLVING COD REJECTS
- 8 DRAWING FUNDS DOWN VIA G5 COMPARISON SCREEN
- 9 FINALIZING THE BATCH



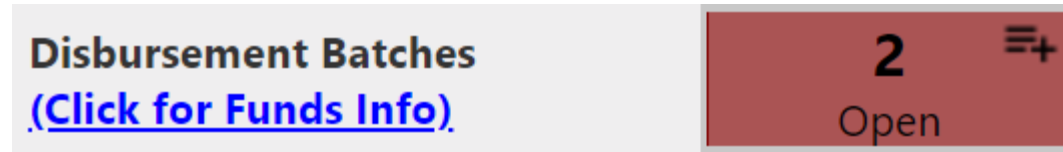
CAMPUS IVY

CREATING A BATCH

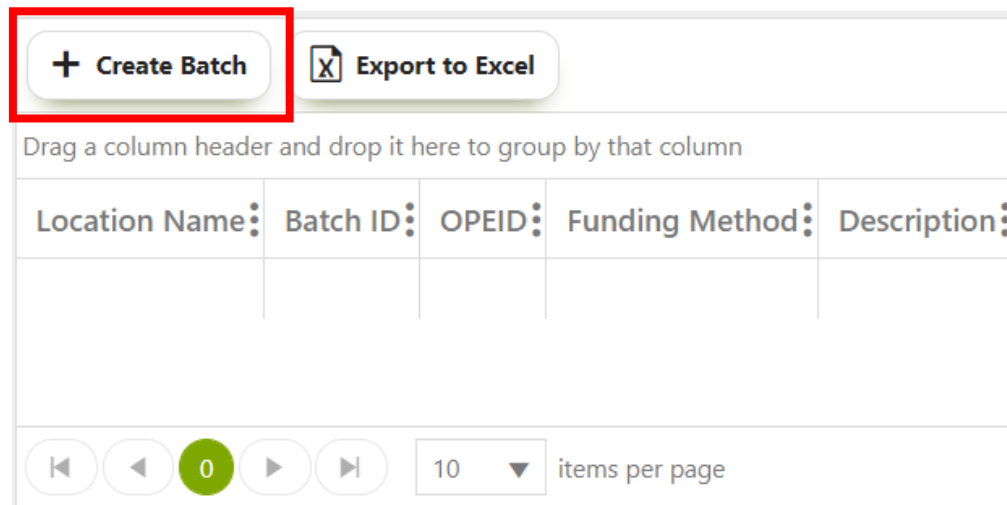
CAMPUS IVY

CREATING A BATCH

A batch can be created by clicking the + sign in the top right-hand corner of the Disbursement Batches red bucket.



You can also click into the red bucket itself, and on the following screen select the "+ Create Batch" button.



CAMPUS IVY

CREATING A BATCH

When building a batch, there are four options available to filter the student awards which will populate the batch: OPEID, campus location, fund type, and award year.

If none of the filters are applied, all eligible ready to pay awards will populate on the batch.

New Disbursement Batch


OPEID / DL ID / PELL ID	024911 / G24911 / 016726 / Advanced Payment Method ▼
Institution Location	Any Location (???)
Fund Type	Any Fund Type (???)
Award Year	Any Award Year (???) ▼

CAMPUS IVY

CREATING A BATCH

You will now be able to see the batch that was created on the Dashboard (once the Dashboard has been refreshed at least once).

Disbursement Batches
[\(Click for Funds Info\)](#)

1 
Open



CAMPUS IVY

AUTO-IMPORTING
READY TO PAY
AWARDS TO BATCH

CAMPUS IVY

AUTO-IMPORTING READY TO PAY AWARDS

You can now automatically import any awards to the batch that CORE has identified as ready to pay using the following parameters:

- Disbursement date within 7 days of batch creation
- Student enrollment status is Active
- Student has cleared ISIR on file
- Student SAP showing as Met
- If selected for verification, has been cleared
- All documents approved for student

Disbursement Batch 58123

Email Batch Notice Status: Open

Batch Summary

Batch Id: 58123
OPEID: 007303
Funding Method: Advanced Payment Method
Award Year: 2021-2022
Fund Type: Direct (Plus)
Location: New Britain Lincoln Technical Institute
Disbursement Date Range: 8/6/2021 to 8/16/2022
Disbursement Ledger Date: Sync
Status: Open
Status Date: 8/6/2022 11:29:27 PM
Last Updated By: Murray, Nan
Disable Final Notice when batch total is \$0

0% Processed | G5 Diff: \$0.00

0 File(s) Attached

[Delete this batch](#)

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
By Loans vs Grants	Gross	Net	Gross	Net	Gross Totals	Net Totals

Batch Detail [Auto-import Ready to Pay](#) | [View Unprocessed Refunds/Adjusts.](#) | [View G5 Comparison](#) | [Batch Transaction Removal](#)

[Export to Excel](#)

Student

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action	
				\$0.00	\$0.00										

500 items per page No items to display

CAMPUS IVY

AUTO-IMPORTING READY TO PAY AWARDS

Once you have clicked the “Auto-Import Ready to Pay” button, the screen will refresh and any student awards that meet the initial filter requirements and are qualified as ready to pay by Core will be added to the batch.

Disbursement Batch 41230

Email Batch Notice Status: **Open**

Batch Summary

Batch Id: 41230
OPEID: 022092
Funding Method: Advanced Payment Method
Award Year: All
Fund Type: All
Location: All
Disbursement Date Range: 6/23/2021 to 7/3/2022
Disbursement Ledger Date: [] [Sync]
Status: Open
Status Date: 6/23/2022 2:56:04 PM
Last Updated By: Baboolal, Diane

0% Processed | G5 Diff.: \$1,878.00

[0 File\(s\) Attached](#)

[Delete this batch](#)

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$1,881.00	\$1,878.00	\$0.00	\$0.00	\$1,881.00	\$1,878.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - Direct (Sub)	\$300.00	\$297.00	\$0.00	\$0.00	\$300.00	\$297.00
2122 - Pell	\$1,581.00	\$1,581.00	\$0.00	\$0.00	\$1,581.00	\$1,581.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Loans	\$300.00	\$297.00	\$0.00	\$0.00	\$300.00	\$297.00
Grants	\$1,581.00	\$1,581.00	\$0.00	\$0.00	\$1,581.00	\$1,581.00

Batch Detail

[Auto-Import Ready To Pay](#) | [View Unprocessed Refunds/Adjusts.](#) | [View G5 Comparison](#) | [Batch Transaction Removal](#)

Export to Excel

Student: [X]

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action	
Student: Abrams, Rochelle															
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$300.00	\$297.00	07/01/2021	1	QUEUED	DISBURSEMENT	07/01/2021		<input checked="" type="checkbox"/>	TRUE		<input type="checkbox"/>
				\$300.00	\$297.00										
Student: Gardner, Danayja															
Gardner, Danayja	00 - Dorsey - School of Beauty Taylor	2021-2022	Pell	\$1,581.00	\$1,581.00	08/24/2021	1	QUEUED	DISBURSEMENT	08/24/2021	04/26/2022	<input checked="" type="checkbox"/>	TRUE		<input type="checkbox"/>
				\$1,581.00	\$1,581.00										
				\$1,881.00	\$1,878.00										

500 items per page 1 - 2 of 2 items



CAMPUS IVY

MANUALLY ADDING AWARDS TO BATCH

CAMPUS IVY

MANUALLY ADDING AWARDS TO BATCH

If there are any students Core has not qualified as ready to pay automatically, but you would like to add them to the batch manually, you can do so by selecting “View Unprocessed Refunds/Adjusts” link. It is found to the right of the Auto-Import link in the Batch Details area.

Disbursement Batch 41230

Batch Summary

Batch Id: 41230
OPEID: 022092
Funding Method: Advanced Payment Method
Award Year: All
Fund Type: All
Location: All
Disbursement Date Range: 6/23/2021 to 7/3/2022
Disbursement Ledger Date: [Sync]
Status: Open
Status Date: 6/23/2022 2:56:04 PM
Last Updated By: Baboolal, Diane

0% Processed | G5 Diff: \$1,878.00

[0 File\(s\) Attached](#)

[Delete this batch](#)

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$1,881.00	\$1,878.00	\$0.00	\$0.00	\$1,881.00	\$1,878.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - Direct (Sub)	\$300.00	\$297.00	\$0.00	\$0.00	\$300.00	\$297.00
2122 - Pell	\$1,581.00	\$1,581.00	\$0.00	\$0.00	\$1,581.00	\$1,581.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Loans	\$300.00	\$297.00	\$0.00	\$0.00	\$300.00	\$297.00
Grants	\$1,581.00	\$1,581.00	\$0.00	\$0.00	\$1,581.00	\$1,581.00

Batch Detail

Auto-Import Ready To Pay: [View Unprocessed Refunds/Adjusts](#) | [View G5 Comparison](#) | [Batch Transaction Removal](#)

[Export to Excel](#)

Student: [x]

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action
Students: Abrams, Rochelle														
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$300.00	\$297.00	07/01/2021	1	QUEUED	DISBURSEMENT	07/01/2021		<input type="checkbox"/>	TRUE	<input type="checkbox"/>
				\$300.00	\$297.00									
Students: Gardner, Danayja														
Gardner, Danayja	00 - Dorsey - School of Beauty Taylor	2021-2022	Pell	\$1,581.00	\$1,581.00	08/24/2021	1	QUEUED	DISBURSEMENT	08/24/2021	04/26/2022	<input type="checkbox"/>	TRUE	<input type="checkbox"/>
				\$1,581.00	\$1,581.00									
				\$1,881.00	\$1,878.00									

500 items per page | 1 - 2 of 2 items

CAMPUS IVY

MANUALLY ADDING AWARDS TO BATCH

The screen that opens will display all awards the system has not qualified as ready to pay, but that fall within the disbursement date range indicated on the main batch screen. To add a transaction to the batch, check the checkbox to the right of the transaction details. Once all transactions needing to be added have been checked, click the “Add X Transactions to Batch” button. You can now close this window and will see the transactions have been added to the batch.

Disbursement Batch 41230 Email Batch Notice Status: Open

Batch Summary

By Location, Fund Type	Disbursements		Refunds		Gross Totals		Net Totals	
	Gross	Net	Gross	Net				
Grand Total	\$1,881.00	\$1,878.00	\$0.00	\$0.00	\$1,881.00		\$1,878.00	

Unprocessed Transactions

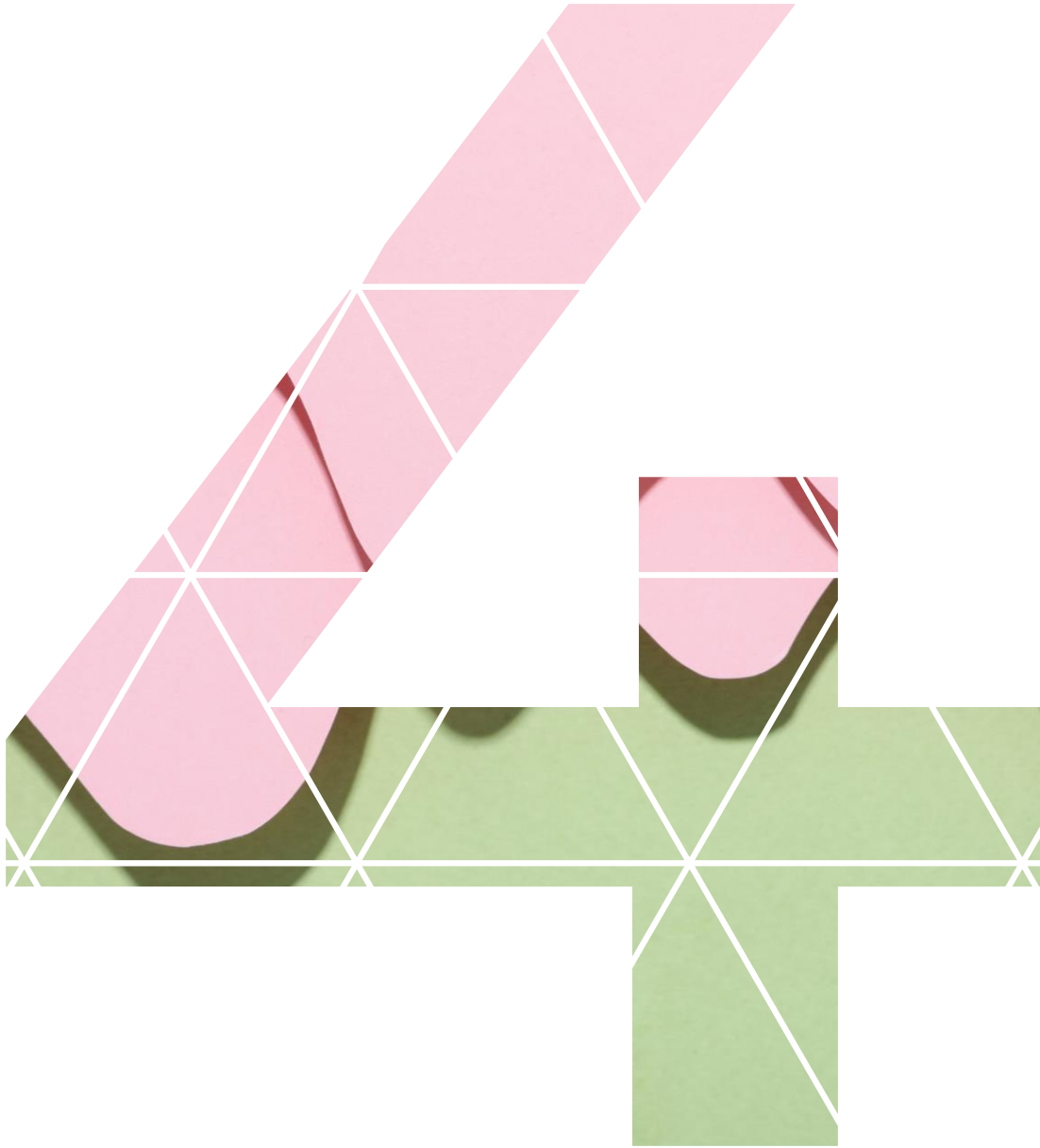
Drag a column header and drop it here to group by that column

Batch Number	Batch Status	Student	Enroll. Status	Award Year	Fund Type	Disb. Date	Disb. #	Seq. #	Disb. Amt. (G)	Disb. Amt (N)	Funding Status Summary	Updated By	Updated Date	<input type="checkbox"/>
Disbursement Not In A Batch	N/A	Letter, Sara	Graduate	2021-2022	Direct (Sub)	06/30/2022	2	1	\$1,750.00	\$1,732.00	C01: NOT READY - NOT A C02: NOT READY - NO IS C13: NOT READY - SAP IS	Baboolal, Diane	06/23/2022 05:27 PM	<input type="checkbox"/>
Disbursement Not In A Batch	N/A	Letter, Sara	Graduate	2021-2022	Direct (Sub)	04/30/2022	1	1	\$1,750.00	\$1,732.00	C01: NOT READY - NOT A C02: NOT READY - NO IS C13: NOT READY - SAP IS	Baboolal, Diane	06/23/2022 05:27 PM	<input type="checkbox"/>
Disbursement Not In A Batch	N/A	Student, Test	Initial Applicant	2021-2022	PSEOG	04/30/2022	1	1	\$3,001.00	\$3,001.00	C02: NOT READY - NO IS C09: NOT READY - NEED C13: NOT READY - SAP IS C17B: NOT READY - INSL	Baboolal, Diane	06/23/2022 05:23 PM	<input type="checkbox"/>
Disbursement Not In A Batch	N/A	Abrams, Rochelle	Active	2021-2022	Direct (Unsub)	06/30/2022	2	1	\$3,000.00	\$2,969.00	C09: NOT READY - NEED C13: NOT READY - SAP IS C17B: NOT READY - INSL	Baboolal, Diane	06/23/2022 05:23 PM	<input type="checkbox"/>
Disbursement Not In A Batch	N/A	Abrams, Rochelle	Active	2021-2022	Direct (Unsub)	04/30/2022	1	1	\$3,000.00	\$2,969.00	C09: NOT READY - NEED C13: NOT READY - SAP IS C17B: NOT READY - INSL	Baboolal, Diane	06/23/2022 05:23 PM	<input type="checkbox"/>
									\$15,906.00	\$15,805.00				

1 - 9 of 9 items

500 items per page

Add 0 Transaction(s) To Batch Close



CAMPUS IVY

REMOVING AN AWARD FROM A BATCH




REMOVING AN AWARD FROM A BATCH

You can also remove an automatically imported transaction from the batch if you do not want to pay the student on this batch. To remove a transaction, click the "Remove" button shown on that transaction's row. Once you move the batch from an Open status to In Progress, the removed transactions will no longer be listed.

Batch Detail
[Auto-Import Ready To Pay](#) | [View Unprocessed Refunds/Adjusts.](#) | [View G5 Comparison](#) | [Batch Transaction Removal](#)

Export to Excel

Student

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action	
Student: Abrams, Rochelle															
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$300.00	\$297.00	07/01/2021	1	QUEUED	DISBURSEMENT	07/01/2021			TRUE		<input type="checkbox"/>
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Unsub)	\$3,000.00	\$2,969.00	05/01/2022	1	QUEUED	DISBURSEMENT	07/01/2021	10/30/2022		TRUE		<input type="checkbox"/>
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Unsub)	\$3,000.00	\$2,969.00	07/01/2022	2	QUEUED	DISBURSEMENT	07/01/2021	12/30/2022		TRUE		<input type="checkbox"/>
				\$6,300.00	\$6,235.00										

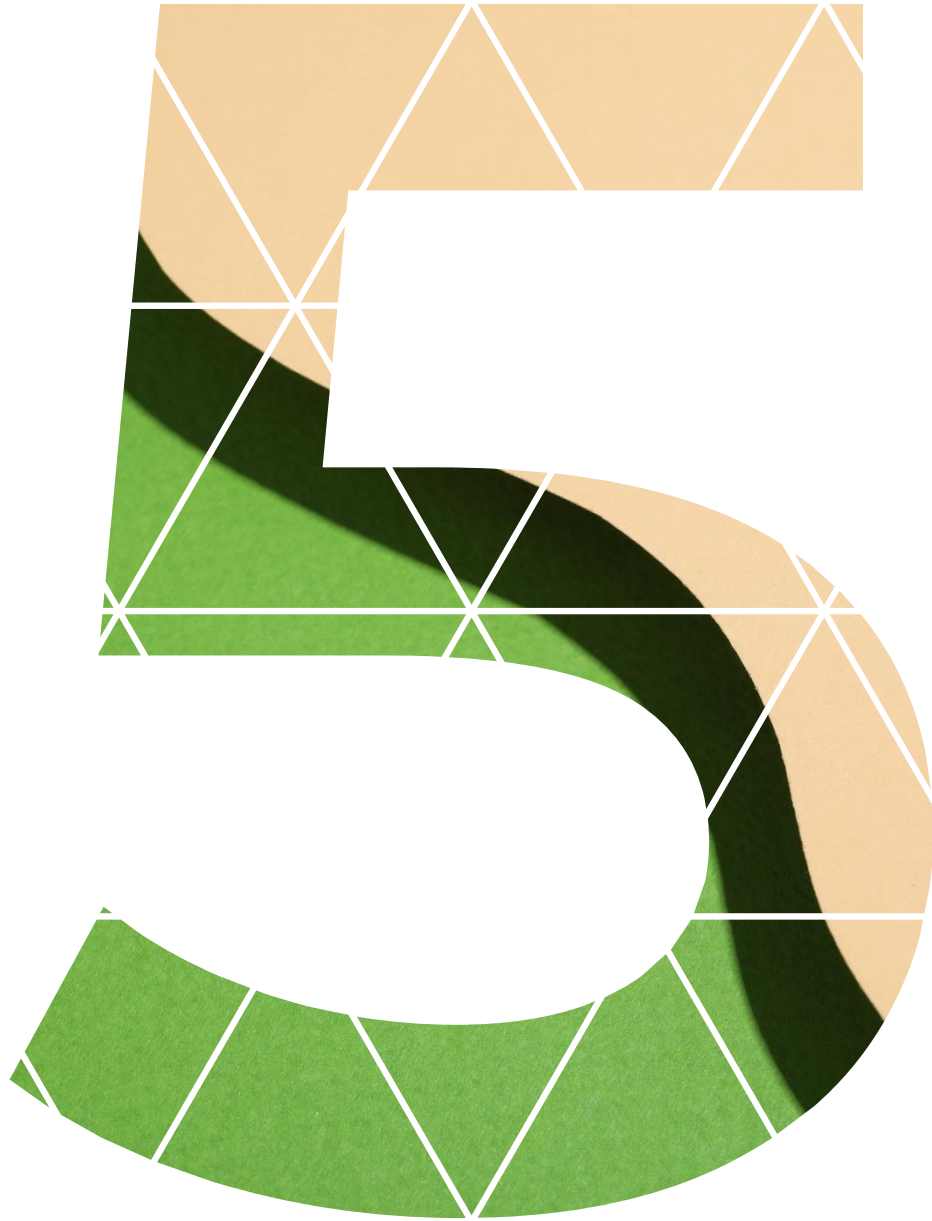
REMOVING AN AWARD FROM A BATCH

You can also remove multiple awards all at once, using the “Batch Transaction Removal” button. If there is more than one transaction you would like to remove, selecting the checkbox to the right of each transaction and clicking the “Batch Transaction Removal” link will remove all the selected transactions at once. You will be prompted to confirm the removal by a popup window, at which point if you would not like to remove the transactions you would select “Cancel” in the popup options.

Batch Detail [Auto-Import Ready To Pay](#) | [View Unprocessed Refunds/Adjusts](#) | [View G5 Comparison](#) | [Batch Transaction Removal](#)

↑ Student X

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action	
Student: Abrams, Rochelle															
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$300.00	\$297.00	07/01/2021	1	QUEUED	DISBURSEMENT	07/01/2021		<input type="button" value="Remove"/>	TRUE		<input checked="" type="checkbox"/>
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Unsub)	\$3,000.00	\$2,969.00	05/01/2022	1	QUEUED	DISBURSEMENT	07/01/2021	10/30/2022	<input type="button" value="Remove"/>	TRUE		<input checked="" type="checkbox"/>
Abrams, Rochelle	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Unsub)	\$3,000.00	\$2,969.00	07/01/2022	2	QUEUED	DISBURSEMENT	07/01/2021	12/30/2022	<input type="button" value="Remove"/>	TRUE		<input checked="" type="checkbox"/>



CAMPUS IVY

DELETING A
BATCH

&

SYNCING THE
DISBURSEMENT
DATE

CAMPUS IVY

DELETING A BATCH

If you would like to delete a batch that has been created, selecting the top checkbox in the column will select all transactions in the batch, and then selecting “Batch Transaction Removal” will remove all the transactions that had been added.

Once all the transactions have been removed you can select “Delete this batch” to have the batch itself deleted.

Batch Summary

Batch Id	41230
OPEID	022092
Funding Method	Advanced Payment Method
Award Year	All
Fund Type	All
Location	All
Disbursement Date Range	6/27/2021 to 7/7/2022
Disbursement Ledger Date	6/27/2022 Sync
Status	Open
Status Date	6/27/2022 2:51:42 PM
Last Updated By	Baboolal, Diane

0% Processed | G5 Diff.: \$6,465.00

0 File(s) Attached

▶ Delete this batch ← 3. Click on delete this batch

SYNCING THE DISBURSEMENT DATE

Before processing the batch, you will want to sync all the disbursement dates for the transactions listed to be the correct day (the day the batch will actually be processed with COD). Begin by entering the date in the “Disbursement Ledger Date” field that you plan to process the batch on and then click “Sync” to the right of that field. After “Sync” has been clicked, Core will update the disbursement date for all transactions on the batch to the date indicated in the “Disbursement Ledger Date” field.

Batch Summary

Batch Id: 41230
 OPEID: 022092
 Funding Method: Advanced Payment Method
 Award Year: All
 Fund Type: All
 Location: All
 Disbursement Date Range: 6/27/2021 to 7/7/2022
 Disbursement Ledger Date: Sync
 Status: Open
 Status Date: 6/23/2022 2:56:04 PM
 Last Updated By: Baboolal, Diane

0% Processed | G5 Diff.: \$6,465.00
[0 File\(s\) Attached](#)
[Delete this batch](#)

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grants	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

Batch Detail

[Export to Excel](#)

Student: Lester, Kiara

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action
Lester, Kiara	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$1,750.00	\$1,732.00	05/01/2022	1	QUEUED	DISBURSEMENT	07/01/2021	10/30/2022	Remove	TRUE	
Lester, Kiara	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$1,750.00	\$1,732.00	07/01/2022	2	QUEUED	DISBURSEMENT	07/01/2021	12/30/2022	Remove	TRUE	



CAMPUS IVY

EXECUTING
AWARDS/CREATING
COD SUBMISSION
FILE

EXECUTING AWARDS/CREATING COD SUBMISSION FILE

The next step in processing the batch is to change the status from Open to In Progress.

Disbursement Batch 41230

Batch Summary

Batch id: 41230
 OPEID: 022092
 Funding Method: Advanced Payment Method
 Award Year: All
 Fund Type: All
 Location: All
 Disbursement Date Range: 6/27/2021 to 7/7/2022
 Disbursement Ledger Date: 6/27/2022 [Sync]

Status: Open
 Status Date: 6/27/2022 2:51:42 PM
 Last Updated By: Baboolal, Diane

0% Processed | GS Diff: \$6,465.00

0 File(s) Attached

Delete this batch

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00
By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
	2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00		
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00
By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
	Grants	\$3,001.00	\$3,001.00	\$0.00		
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

Batch Detail: Auto-Import Ready To Pay | View Unprocessed Refunds/Adjusts | View GS Comparison | Batch Transaction Removal

Once the batch is in an “In Progress” status, you will have the option to Execute All available. Selecting this will change the disbursement status for all awards listed to Disbursed in Core.

Disbursement Batch 41230

Batch Summary

Batch id: 41230
 OPEID: 022092
 Funding Method: Advanced Payment Method
 Award Year: All
 Fund Type: All
 Location: All
 Disbursement Date Range: 6/27/2021 to 7/7/2022
 Disbursement Ledger Date: 6/27/2022 [Sync]

Status: In Progress
 Status Date: 6/27/2022 5:16:23 PM
 Last Updated By: Baboolal, Diane

0% Processed | GS Diff: \$6,465.00

0 File(s) Attached

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00
By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
	2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00		
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00
By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
	Grants	\$3,001.00	\$3,001.00	\$0.00		
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

Batch Detail: View Unprocessed Refunds/Adjusts | View GS Comparison | **Execute All** | Batch Correction

EXECUTING AWARDS/CREATING COD SUBMISSION FILE

Moving the batch to an In Progress status will also cause it to move from the red bucket in the Disbursement Batch Module, to the yellow bucket on your school's Dashboard (after the Dashboard has been refreshed at least once either automatically or manually).

Disbursement Batches (Click for Funds Info)	0 Open	1 Pending
---	------------------	---------------------

EXECUTING AWARDS/CREATING COD SUBMISSION FILE

Once a response file has been returned from COD, the transaction status for each award will update from "Queued" to "Transmitted".

Disbursement Batch 41230 Email Batch Notice Status: In Progress

Batch Summary

Batch Id	41230
OPED	022092
Funding Method	Advanced Payment Method
Award Year	All
Fund Type	All
Location	All
Disbursement Date Range	6/27/2021 to 7/7/2022
Disbursement Ledger Date	6/27/2022 Sync
Status	In Progress
Status Date	6/27/2022 5:16:23 PM
Last Updated By	Baboolal, Diane

100% Processed | GS Diff: \$6,465.00

0 File(s) Attached

By Location, Fund Type	Disbursements		Refunds		Gross Totals		Net Totals	
	Gross	Net	Gross	Net	Gross	Net	Gross	Net
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00		

By Fund Type	Disbursements		Refunds		Gross Totals		Net Totals	
	Gross	Net	Gross	Net	Gross	Net	Gross	Net
2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00		
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00		

By Loans vs Grants	Disbursements		Refunds		Gross Totals		Net Totals	
	Gross	Net	Gross	Net	Gross	Net	Gross	Net
Grants	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00		
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00		

Batch Detail [View Unprocessed Refunds/Adjusts](#) | [View GS Comparison](#) | [Execute All](#) | [Apply Correction](#)

Export to Excel

Student: X

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action	Correction
Students: Lester, Kiara															
Lester, Kiara	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$1,750.00	\$1,732.00	06/27/2022	1	TRANSMITTED	DISBURSEMENT	07/01/2021	10/30/2022	Move	TRUE		<input type="checkbox"/>
Lester, Kiara	00 - Dorsey - School of Beauty Taylor	2021-2022	Direct (Sub)	\$1,750.00	\$1,732.00	06/27/2022	2	TRANSMITTED	DISBURSEMENT	07/01/2021	12/30/2022	Move	TRUE		<input type="checkbox"/>



CAMPUS IVY

IDENTIFYING & RESOLVING COD REJECTS

Identifying & Resolving Cod Rejects

If an award has been rejected by COD, the Transaction Status column will show

“Failed” with a red bar above it.

Clicking on “Failed” will link you directly to that student’s award page.

Batch Id
OPEID
Funding Method
Award Year
Fund Type
Location
Disbursement Date Range
Disbursement Ledger Date
Status
Status Date
Last Updated By

Advanced Payment Method
All
Direct (Plus), Direct (Sub), Direct (Unsub), Emergency SEOG, Federal Work Study, FSEOG, Pell
-Saginaw
5/23/2021 to 6/2/2022
Sync
In Progress

100% Processed | G5 Diff.: \$6,345.00

[0 File\(s\) Attached](#)

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,345.00	\$6,345.00	\$0.00	\$0.00	\$6,345.00	\$6,345.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2021 - Pell	\$6,345.00	\$6,345.00	\$0.00	\$0.00	\$6,345.00	\$6,345.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grants	\$6,345.00	\$6,345.00	\$0.00	\$0.00	\$6,345.00	\$6,345.00

Batch Detail [View Unprocessed Refunds/Adjusts](#) | [View G5 Comparison](#) | [Execute All](#) | [Apply Correction](#)

Export to Excel

↑ Student X

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action	Correction
Student: Powell, .															
Powell, U	Saginaw	2020-2021	Pell	\$2,115.00	\$2,115.00	05/20/2022	1	FAILED	DISBURSEMENT	08/17/2020		<input checked="" type="checkbox"/>	TRUE		<input type="checkbox"/>
Powell, U	Saginaw	2020-2021	Pell	\$2,115.00	\$2,115.00	05/20/2022	2	FAILED	DISBURSEMENT	11/16/2020		<input checked="" type="checkbox"/>	TRUE		<input type="checkbox"/>
Powell, U	Saginaw	2020-2021	Pell	\$2,115.00	\$2,115.00	05/20/2022	3	FAILED	DISBURSEMENT	02/22/2021		<input checked="" type="checkbox"/>	TRUE		<input type="checkbox"/>
				\$6,345.00	\$6,345.00										

IDENTIFYING & RESOLVING COD REJECTS

The COD response file will indicate why the award was rejected by COD. On the student's award page, you can access the COD response file in the top right-hand corner of the screen. To access the file itself, click on the "RESPONSE FILE" link. The most recently received response file will be shown at the top of the list.

Award
↻

Financial Award ID	L21004692001
Award Year	2020-2021
Fund Type	Pell
Gross Award Amt.	\$6,345.00
Loan Fee Amt.	\$0.00
Rebate Amt.	\$0.00
Net Award Amt.	\$6,345.00
Academic Year Start Date	8/17/2020 📅
Academic Year End Date	6/28/2021 📅
Was Eligibility Percentage Used	<input type="checkbox"/>
Incarcerated Student Indicator	<input type="checkbox"/>
Transmission Status	■ FAILED ▼

Save
Cancel

COD Transmissions

ID	Status	Status Date	Created Date	
1281278	TRANSMITTED	5/19/2022 2:20:07 AM	5/19/2022 1:21:15 AM	RESPONSE FILE
1069101	TRANSMITTED	9/7/2021 5:34:45 PM	9/7/2021 3:03:05 PM	RESPONSE FILE
1049267	TRANSMITTED	8/13/2021 8:20:57 PM	8/13/2021 7:05:58 PM	RESPONSE FILE
1039731	TRANSMITTED	8/3/2021 11:20:12 AM	8/3/2021 10:23:25 AM	RESPONSE FILE

IDENTIFYING & RESOLVING COD REJECTS

A new tab will open and display the contents of the response file selected. This screen will provide details as to why the award was rejected. The Edit Codes column will indicate the field that needs to be updated for the award to be accepted by COD.

Batch ID	File Type	Status	Updated Date	File Name	View
2509683	COD Response File - Award Origination/Modification (RS)	Successful	5/19/2022 4:00:28 AM	COMRECOP.001	All Records (1)

Content

1 Total Records (0 Submitted | 1 Pending | 0 Errored) [Export Data](#)

Response Code Legend: **A** = ACCEPTED, **R** = REJECTED, **C** = CORRECTED, **OA** = OVERWRITTEN TO ACCEPTED Total Students: 1 | Total Awards/Disbursements: 1/3 | Reviewed: 100%

Doc. Id	COD Entity Id	Doc. Status	Code Doc. Type	Code Doc. Process Date	Attended School	Response Code	Orig. Transmission	Found
2022-05-18T21:03:01.0646884710	04624822	A	RS	2022-05-18	A			True

Details: Powell | *.**-6397** [Save](#)

Award Info			Disbursement Info		
Type	Response	Edit Codes	Disb. #	Response	Edit Codes
Pell 2020 - 2021 \$6,345.00	A		Disb. 1 - \$2,115.00 (Disbursed)	R	071 - DisbursementDate
			Disb. 2 - \$2,115.00 (Disbursed)	R	071 - DisbursementDate
			Disb. 3 - \$2,115.00 (Disbursed)	R	071 - DisbursementDate

TRANSMITTED FAILED

IDENTIFYING & RESOLVING COD REJECTS

For more information on a particular code, clicking the edit code itself will open a popup that will provide more information about the code, and what the school will need to update so that the award will be accepted by COD in the next transmission.

Award Info			Disbursement Info		
Type	Response	Edit Codes	Disb. #	Response	Edit Codes
Pell			Disb. 1 - \$2,115.00 (Disbursed)	R	071 - DisbursementDate
			Disb. 2 - \$2,115.00 (Disbursed)	R	071 - DisbursementDate
			Disb. 3 - \$2,115.00 (Disbursed)	R	071 - DisbursementDate

2020 - 2021 | \$6,345.00

Edit Code: 071

Message: New Disbursement, Increase, or DRI = True Received Prior To Start of Processing Year Or After End Of Processing Year Without Extended Processing

Edit Type: REJECT

Section: Disbursement

Condition: For Pell, ACG, and National SMART Grant: A new Disbursement, Disbursement increase, or a Disbursement Release Indicator set to "True" was submitted after the award year deadline and the school has not been granted Extended Processing.

Award Types: Pell, ACG, National SMART, Grant, TEACH Grant, Direct Loan

How to Fix Record: To disburse after the deadline of the award year, your school must seek Extended Processing for Pell and/or Direct Loan. Contact your CSR if your school has been granted Extended Processing or if you want to apply for this extension.

TRANSMITTED FAILED
 [Hide Detail](#)

IDENTIFYING & RESOLVING COD REJECTS

After all necessary updates have been made in Core to the student's record, the award transmission status will automatically update to "Queued", and the color of the status bar will change to yellow.

Award	
Financial Award ID	
Award Year	2020-2021
Fund Type	Pell
Gross Award Amt.	\$6,345.00
Loan Fee Amt.	\$0.00
Rebate Amt.	\$0.00
Net Award Amt.	\$6,345.00
Academic Year Start Date	8/17/2020
Academic Year End Date	6/28/2021
Was Eligibility Percentage Used	<input type="checkbox"/>
Incarcerated Student Indicator	<input type="checkbox"/>
Transmission Status	QUEUED

IDENTIFYING & RESOLVING COD REJECTS

Alternatively, you can manually update the Transmission Status on the student's Award screen from "Failed" to "Queued" and click "Save". This will prompt Core to create a new COD transmission file with the updates made.

Award

Financial Award ID	
Award Year	2020-2021
Fund Type	Pell
Gross Award Amt.	\$6,345.00
Loan Fee Amt.	\$0.00
Rebate Amt.	\$0.00
Net Award Amt.	\$6,345.00
Academic Year Start Date	8/17/2020
Academic Year End Date	6/28/2021
Was Eligibility Percentage Used	<input type="checkbox"/>
Incarcerated Student Indicator	<input type="checkbox"/>
Transmission Status	FAILED QUEUED TRANSMITTED FAILED

IDENTIFYING & RESOLVING COD REJECTS

Once the award has been set to "Queued", at the top right-hand corner of the Award page you will see a date stamp indicating a new COD transmission file is being created by Core.

The screenshot displays two panels from the Campus Ivy system. The left panel is the 'Award' form, and the right panel is the 'COD Transmissions' table.

Award Form Details:

- Financial Award ID: [Empty]
- Award Year: 2020-2021
- Fund Type: Pell
- Gross Award Amt.: \$6,345.00
- Loan Fee Amt.: \$0.00
- Rebate Amt.: \$0.00
- Net Award Amt.: \$6,345.00
- Academic Year Start Date: 8/17/2020
- Academic Year End Date: 6/28/2021
- Was Eligibility Percentage Used:
- Incarcerated Student Indicator:
- Transmission Status: QUEUED

COD Transmissions Table:

ID	Status	Status Date	Created Date	
1281278	TRANSMITTED	5/19/2022 2:20:07 AM	5/19/2022 1:21:15 AM	RESPONSE FILE
1069101	TRANSMITTED	9/7/2021 5:34:45 PM	9/7/2021 3:03:05 PM	RESPONSE FILE
1049267	TRANSMITTED	8/13/2021 8:20:57 PM	8/13/2021 7:05:58 PM	RESPONSE FILE
1039731	TRANSMITTED	8/3/2021 11:20:12 AM	8/3/2021 10:23:25 AM	RESPONSE FILE

IDENTIFYING & RESOLVING COD REJECTS

On the batch itself, you will also receive updates for Pell awards, specifically related to any Pell LEU or POP issues. These can be identified by transactions showing as “Transmitted”, but that still have a yellow status bar. Although the status is “Transmitted”, the award will need to be reviewed prior to drawing down any funding. When you hover your cursor over “Transmitted”, Core will provide the information which needs to be reviewed. The update required can then be made and the award re-queued following the same steps as the previous examples.

Batch Summary

Batch Id: 5
 OPEID: 0
 Funding Method: Advanced Payment Method
 Award Year: All
 Fund Type: All
 Location: All
 Disbursement Date Range: 5/23/2021 to 6/2/2022
 Disbursement Ledger Date: [] Sync
 Status: In Progress
 Status Date: 11:26:35 AM
 Last Updated By: Baboolal, Diane

100% Processed | G5 Diff: \$811.50

0 File(s) Attached

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$811.50	\$811.50	\$0.00	\$0.00	\$811.50	\$811.50

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - Pell	\$811.50	\$811.50	\$0.00	\$0.00	\$811.50	\$811.50

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grants	\$811.50	\$811.50	\$0.00	\$0.00	\$811.50	\$811.50

Batch Detail [View Unprocessed Refunds/Adjusts](#) | [View G5 Comparison](#) | [Execute All](#) | [Apply Correction](#)

Export to Excel

Student: X

Student	Location	Award Year	Fund Type	Amt. (G)	Amt. (N)	Disb. Date	Disb. #	Trans. Status	Trans. Type	PP Start	PP End	Is Paid	COA Attached	School Action	Correction
Student: Catana.															
Catana	00 - WPB Campus	2021-2022	Pell	\$811.50	\$811.50	05/23/2022	5	TRANSMITTED	DISBURSEMENT	05/10/2021	08/27/2022	Move	TRUE		<input type="checkbox"/>
				\$811.50	\$811.50										

IDENTIFYING & RESOLVING COD REJECTS

Once all rejected awards have been updated and are no longer being rejected by COD, you can then update the status of the batch from “In Progress” to “Complete” in the top right-hand corner of the batch screen.

Home | DRAKE COMMUNITY COLLEGE | Disbursement Batches | Disbursement Batch 41230

Disbursement Batch 41230

Email Batch Notice Status: **In Progress** (selected) | In Progress | Complete

Batch Summary

Batch Id: 41230
 OPEID: 022092
 Funding Method: Advanced Payment Method
 Award Year: All
 Fund Type: All
 Location: All
 Disbursement Date Range: 6/27/2021 to 7/7/2022
 Disbursement Ledger Date: 6/27/2022 Sync

Status: In Progress
 Status Date: 6/27/2022 5:16:23 PM
 Last Updated By: Baboolal, Diane

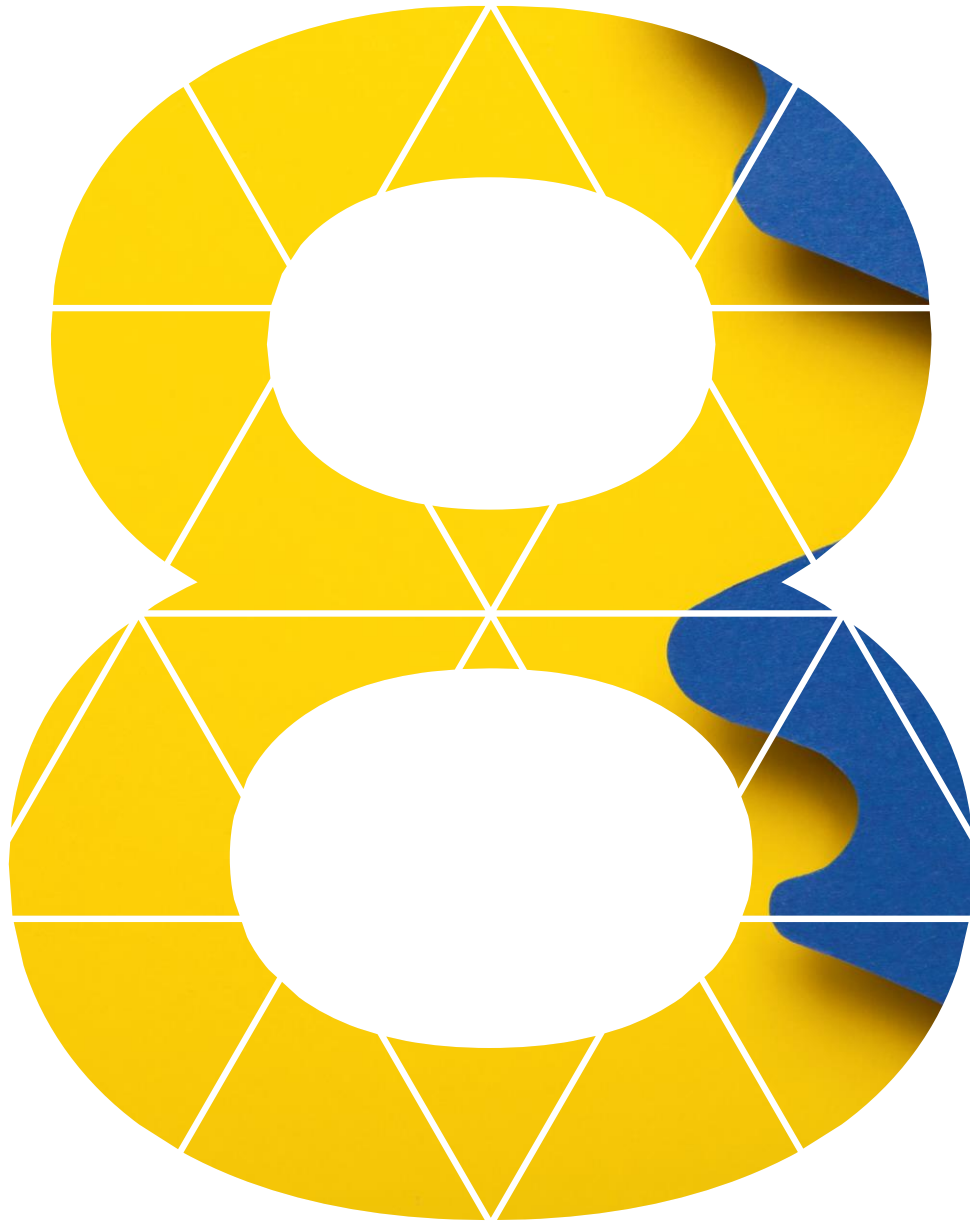
100% Processed | G5 Diff.: \$0.00

0 File(s) Attached

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grants	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00



CAMPUS IVY

PROCESSING THE BATCH USING G5 COMPARISON SCREEN

PROCESSING THE BATCH USING G5 COMPARISON SCREEN

When you are ready to process your drawdown or refunds in G5, the “View G5 Comparison” screen link will have appeared now, which allows you to accurately input your total amounts by award year and fund type. It is generally recommended to complete the fields on the “View G5 Comparison” screen as you complete the drawdown as a second check that the correct amounts are being drawn for each fund type or OPEID.

Disbursement Batch 41230
[Email Batch Notice](#) Status: In Progress

Batch Summary

Batch Id: 41230
 OPEID: 022092
 Funding Method: Advanced Payment Method
 Award Year: All
 Fund Type: All
 Location: All

Disbursement Date Range: 6/27/2021 to 7/7/2022

Disbursement Ledger Date: 6/27/2022 Sync

Status: In Progress
 Status Date: 6/27/2022 5:16:23 PM
 Last Updated By: Baboolal, Diane

100% Processed | G5 Diff.: \$6,465.00

0 File(s) Attached

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grants	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

Batch Detail

[View Unprocessed Refunds/Adj's.](#) |
 View G5 Comparison |
 [Execute All](#) |
 [Apply Correction](#)

PROCESSING THE BATCH USING G5 COMPARISON SCREEN

After clicking on the “View G5 Comparison” link you will enter the total amounts for each fund type, award year, and after adding the UEI number and click “Save” after each entry. You should see the difference for each change to zero after saving if the correct amounts were entered for each AY and fund type. For any that show a difference, a review and new amount will need to be entered so that they will balance to zero and the batch can be finalized.

G5 Comparison

Close

Add/Override G5 Draw Down Amount

Award Year: 2022-2023

Fund Type: Direct Loans

DUNS:

UEI:

Amount: \$0.00

Note:- DUNS Or UEI is mandatory to proceed

Note:- In case of refund, Please choose correct bank account

Save

↓ Award Year X

Award Year	Fund Type	Roster	G5	Difference	
Award Year: 2021-2022					
2021-2022	Direct Loans		\$3,464.00	\$0.00	\$3,464.00
2021-2022	FSEOG		\$3,001.00	\$0.00	\$3,001.00
			\$6,465.00	\$0.00	\$6,465.00
			\$6,465.00	\$0.00	\$6,465.00

PROCESSING THE BATCH USING G5 COMPARISON SCREEN

If the UEI number entered is incorrect, Core will also prompt you to enter a new UEI to be able to proceed.

The screenshot shows the 'G5 Comparison' interface. At the top right is a 'Close' button. Below it is a section for 'Add/Override G5 Draw Down Amount' with dropdowns for 'Award Year' (2021-2022) and 'Fund Type' (Direct Loans). Below these are fields for 'DUNS', 'UEI', and 'Amount', each with a 'Note' icon. A 'G5 Notification' dialog box is overlaid in the center, containing the text: 'Incorrect DUNS Or UEI entered by you. Please provide correct DUNS Or UEI to proceed further.' and an 'Ok' button. At the bottom, there is a table with columns for 'Award Year', 'Fund Type', and 'Amount'.

Award Year	Fund Type	Amount	Reference
Award Year: 2021-2022			
2021-2022	Direct Loans	\$3,464.00	\$3,464.00
2021-2022	FSEOG	\$3,001.00	\$3,001.00
		\$6,465.00	\$6,465.00
		\$6,465.00	\$6,465.00

PROCESSING THE BATCH USING G5 COMPARISON SCREEN

Once all AYs and fund types are showing as balanced to zero, you can close the continue finalizing the batch.

G5 Comparison

[Close](#)

Add/Override G5 Draw Down Amount

Award Year	2021-2022	
Fund Type	FSEOG	
DUNS		Save
UEI	*****	
Amount	\$3,001.00	

Note:- DUNS Or UEI is mandatory to proceed

Note:- In case of refund, Please choose correct bank account

Award Year	Fund Type	Roster	G5	Difference	
Award Year: 2021-2022					
2021-2022	Direct Loans		\$3,464.00	\$3,464.00	\$0.00
2021-2022	FSEOG		\$3,001.00	\$3,001.00	\$0.00
			\$6,465.00	\$6,465.00	\$0.00
			\$6,465.00	\$6,465.00	\$0.00



CAMPUS IVY

FINALIZING THE BATCH

FINALIZING THE BATCH

Once all the G5 information has been entered and the screen closed, you will be returned the batch screen. The next step is to move the batch to a "Final" status using the Status dropdown in the top right-hand corner of the screen.

The screenshot shows the 'Disbursement Batch 41230' screen. At the top right, there is a 'Status' dropdown menu with options: 'Complete' (selected), 'Complete', and 'Final'. A blue arrow points to the 'Final' option. Below the status dropdown is a 'Batch Summary' section with the following details:

- Batch Id: 41230
- OPEID: 022092
- Funding Method: Advanced Payment Method
- Award Year: All
- Fund Type: All
- Location: All
- Disbursement Ledger Date: 6/27/2022 (with a calendar icon and a 'Sync' button)
- Status: Complete
- Status Date: 6/27/2022 5:46:57 PM
- Last Updated By: Baboolal, Diane

Below the summary, it shows '100% Processed | G5 Diff.: \$0.00' and '0 File(s) Attached'. To the right of the summary are three summary tables:

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grants	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

FINALIZING THE BATCH

Once the batch has been moved to a “Final” status, it will have now moved to the green bucket of the Disbursement Batches module on your Dashboard (after the Dashboard has been refreshed at least once). The batch can always be found in the green bucket of the Disbursement Batches module if it needs to be referenced again for any reason in the future.

Home | [Disbursement Batches](#) | Disbursement Batch 41230

Disbursement Batch 41230 Email Batch Notice Status: Final

Batch Summary

Batch Id	41230
OPEID	022092
Funding Method	Advanced Payment Method
Award Year	All
Fund Type	All
Location	All
Disbursement Ledger Date	6/27/2022
Status	Final
Status Date	6/27/2022 5:47:46 PM
Last Updated By	Baboolal, Diane

100% Processed | G5 Diff.: \$0.00

[0 File\(s\) Attached](#)

By Location, Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grand Total	\$6,501.00	\$6,465.00	\$0.00	\$0.00	\$6,501.00	\$6,465.00

By Fund Type	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
2122 - FSEOG	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
2122 - Direct (Sub)	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

By Loans vs Grants	Disbursements		Refunds		Gross Totals	Net Totals
	Gross	Net	Gross	Net		
Grants	\$3,001.00	\$3,001.00	\$0.00	\$0.00	\$3,001.00	\$3,001.00
Loans	\$3,500.00	\$3,464.00	\$0.00	\$0.00	\$3,500.00	\$3,464.00

Disbursement Batches (Click for Funds Info)	0 Open	0 Pending	1 Processed

QUESTIONS

The link to the Core User Guide can be found in the top right corner of the Dashboard under "Help". The guide is searchable and has an FAQ page to assist users in quickly finding answers to questions they may have when using the different sections of Core.

Campus Ivy University [983]
7771 West Oakland Park Blvd.
Suite 108
Sunrise, FL 33351
844-848-5332 | campusivy.com

[CI-Support](#)

[Log off](#)

Campus *ivy*

[Help](#)

If someone at the school has a question that they need to reach out to a Campus Ivy representative for, you can submit a support ticket using the "CI-Support" link. The ticket will be received by our Customer Care team and directed to the individual within the company who can assist with your query.