

Disbursement Rosters Overview

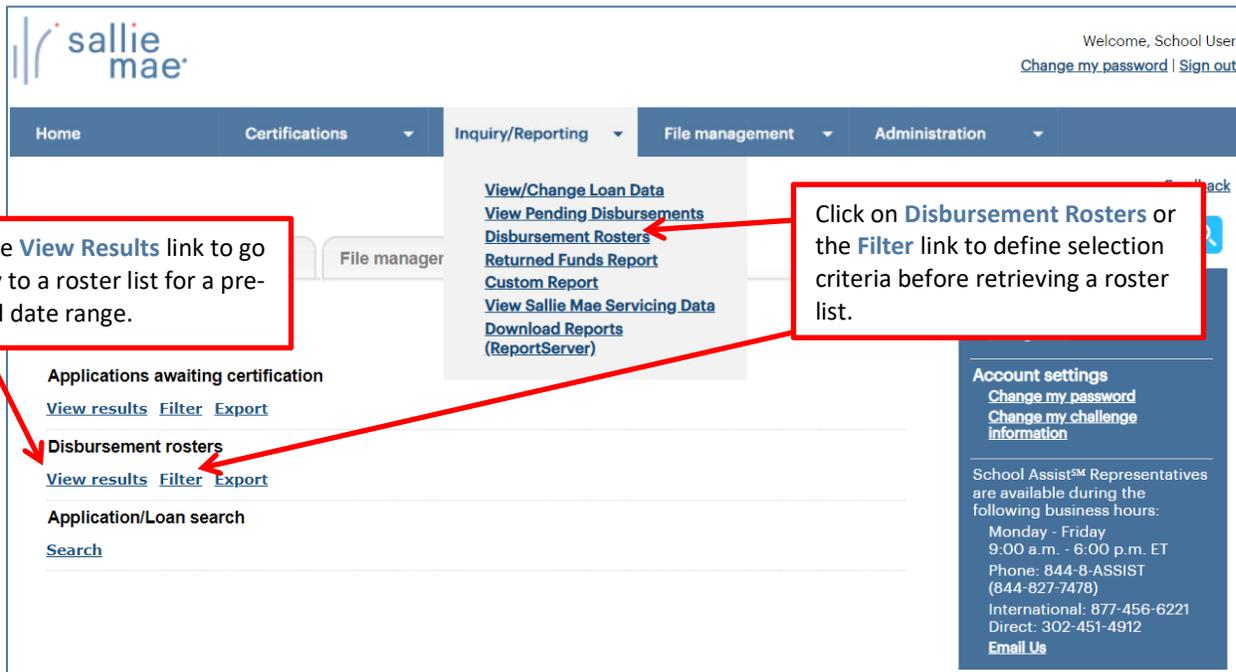
Disbursement rosters inform schools of all the loan disbursements being issued to them by Sallie Mae®.

Retrieve Disbursement Rosters

How to retrieve disbursement rosters:

- Do one of the following:
 - Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Disbursement Rosters**.
 - On the **Originations** tab of the School Home Page, click the **Filter** link on the **Disbursement Rosters** tile.

SHORTCUT: To bypass the selection step and go directly to a list of rosters dated five days in the past through five days in the future, click on the **View Results** or **Export** links on the **Disbursement Rosters** tile instead of the **Filter** link.



The Roster Selection page displays.

(Continued on the next page)

List filter

School campus/branch:

Loan program type:
 Private
 Career Training/ K12/ Tutorial

Disbursement method:

Disbursement date: (ex: 11/22/3333)

School use:

Detail sort

Primary sort order:

Secondary sort order:

Select your desired filter criteria and click the **Submit** button.

2. Select the filter criteria appropriate for the disbursement rosters you want to retrieve.
3. Click the **Submit** button. The Disbursement Roster List page displays.

Disbursement roster list [Modify roster selection>>](#)

Records 1- 11 (of 11)

Use these buttons to perform the three roster functions.

Disb date	Loan program	Roster ID	School campus/branch	Disb method	Net amount			
02/05/2020	Private	S00005677	00000000	ICLK	\$1,000.00	<input type="button" value="Details"/>	<input type="button" value="Summary"/>	<input type="button" value="Export"/>
03/30/2020	Private	S00005922	000000-00	ACH	\$2,000.00	<input type="button" value="Details"/>	<input type="button" value="Summary"/>	<input type="button" value="Export"/>
04/06/2020	Private	S00005996	00000000	ACH	\$10,000.00	<input type="button" value="Details"/>	<input type="button" value="Summary"/>	<input type="button" value="Export"/>

The following sections cover the three functions that can be performed using the buttons displayed next to each roster in the list:

Details	View the disbursement roster details
Summary	View the disbursement roster summary
Export	Export the contents of the disbursement roster to a file on your local computer

View the Disbursement Roster Details

How to view the disbursement roster details:

1. On the Disbursement Roster List page, click the **Details** button.
The Disbursement Roster Report page displays.

Disbursement roster report

[Display roster list >>](#)
[Modify roster selection >>](#)
[View summary >>](#)
[Print roster report and summary >>](#)
[Export to file >>](#)

Click on **Print Roster Report and Summary** to access a printer-friendly view of the report.

002589-00 UNIV MAIN CAMPUS - Roster ID S0
Disbursement date: 04/06/2020

Records 1-2 (of 2)

Loan period	Borrower/ Student SSN	Borrower/ Student name	Grade level	Lender	Gntr/ loan prgm	Disb nbr/ Disb mthd	Check nbr/ EFT auth	Orig fee	Gross amt/ Net amt indct	
09/15/2019 to 05/15/2020	666-52-5210	ADAMS , ALICE	2	900905- SALLIE MAE	924 XS	2/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00	View / Update
09/15/2019 to 05/15/2020	666-52-5210	ADAMS , ALICE	2	900905- SALLIE MAE	924 XS	1/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00	F View / Update

The values displayed under the **Disb Indct** column header are as follows:

- F** Original First Disbursement of Loan
- R** Reissued Disbursement
- A** Authorized for Reinstatement

2. To access a printable version of the roster and associated summary, click the **Print Roster Report and Summary** link.
A popup dialog box appears with a printer-friendly view of the report.

(Continued on the next page)



The Disbursement Roster Report and Summary displays.

Disbursement Roster Report

002589-00 UNIV -MAIN CAMPUS - Roster ID S00005996
Disbursement Date: 04/06/2020

Records 1-2 (of 2)

Loan Period	Borrower/ Student SSN	Borrower/ Student Name	Grd Lvl	Lender	Gntr/ Loan Prgrm	Disb Nbr/ Disb Mthd	Check Nbr/ EFT Auth	Orig Fee	Gross Amt/ Net Amt	Disb Indct
09/15/2019 to 05/15/2020	666-52-5210	ADAMS, ALICE ,	2	900905-SALLIE MAE	924 XS	2/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00	
09/15/2019 to 05/15/2020	666-52-5210	ADAMS, ALICE ,	2	900905-SALLIE MAE	924 XS	1/ ACH	0/ Y	\$0.00	\$5,000.00 \$5,000.00	F

Disbursement Roster Report Summary

Roster ID S00005996
Disbursement Date: 04/06/2020
Report run on May 20, 2020 at 12:47 PM ET

3. Use the print option on your web browser to print the report.

View the Disbursement Roster Summary

How to view the disbursement roster summary:

1. On the Disbursement Roster List page, click the **View summary** button.
The Disbursement Roster Report Summary page displays.

Disbursement roster report summary

[Display roster list >>](#)
[Modify roster selection >>](#)
[View details >>](#)
[Export to file >>](#)

Roster ID S00005996
 Disbursement date: 04/06/2020
 Report run on May 20, 2020 at 12:52 PM ET

Totals

Number of disbursements:	2
Total orig fees:	\$0.00
Total gross amount:	\$10,000.00
Total net amount:	\$10,000.00

Lender summary

Lender	Number of disb	Total orig fees	Total gross amount/ Total net amount
SALLIE MAE (900905)	2	\$0.00	\$10,000.00 \$10,000.00

Export a Disbursement Roster

1. On the Disbursement Roster List page, click the **Export** button.

The Export to File page displays.

NOTE: The same export functionality is provided by clicking the **Export to File** link on either the Disbursement Roster Report page or Disbursement Roster Report Summary page. Other types of OpenNet inquiries also support this functionality.

Export to file

The Export feature allows you to save data to your computer or open the data within your browser so that the information can be viewed in Excel or Access. This option allows you to tailor the information to fit your internal processing and/or reporting needs. You will need to select the items you want to export from the AVAILABLE COLUMNS and move them to the EXPORT COLUMNS. You may select all items or multiple items by holding down the control key and selecting the item(s) you want to export. To change the order in which the information will appear, click on the column you want to move in the EXPORT COLUMNS list and then click on the MOVE UP or MOVE DOWN buttons.

Roster information:

Available columns:

--- Institution Information ---

School Code

Guarantor ID

Guarantor Name

Lender ID

Lender Name

--- Disbursement Information ---

Disbursement Number

Disbursement Method Code

EFT Authorization Code

Origination Fee Amount

Add >

Add all >>

< Remove

<< Remove all

Export columns:

Borrower First Name

Borrower Last Name

Borrower Middle Initial

Borrower SSN

Disbursement Date

Net Amount

Move to top

Move up

Move down

Move to bottom

Export format: Microsoft Excel Format

Include header row: Yes No

Click the **Export** button.

Export

Previous

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Select the format of the exported file using the **Export Format** drop-down list.
4. Click the **Export** button.

Your browser displays a series of dialog boxes and prompts to let you view or save the file.

NOTE: The downloaded disbursement roster will contain only information from the Disbursement Roster Report page. It will not contain information from the Disbursement Roster Report Summary page.