

April 2023

## **RE: EDEExpress for Windows 2023-2024, Release 2.0**

Dear EDEExpress Users:

Federal Student Aid is pleased to announce the availability of EDEExpress for Windows 2023-2024, Release 2.0. Release 2.0 adds Federal Pell Grant (Pell Grant), William D. Ford Federal Direct Loan (Direct Loan), and Teacher Education Assistance for College and Higher Education (TEACH) Grant functionality for the 2023-2024 award cycle.

**New for 2023-2024!** EDEExpress now includes all functionality previously provided in the separate Direct Loan (DL) Tools for Windows software. The DL Tools software is discontinued for the 2023-2024 cycle and forward. See the “DL Tools Functionality Merged Into EDEExpress” sub-section below for more information.

### **About this Cover Letter**

This letter includes the following information:

- Overview of EDEExpress 2023-2024, Release 2.0
- Login information for EDEExpress 2023-2024
- Important notices and reminders regarding:
  - DL Tools functionality merged into EDEExpress
  - EDEExpress and DL Tools service releases and Report Converter Tool for expanded import field lengths
  - Upcoming campus-based functionality in Release 3.0
  - Master Promissory Note (MPN), MPN Manifest, and Disclosure Statement printing
  - Pell Grant payment and disbursement schedules in Release 2.0
  - Product registration
- Information regarding Release 2.0 enhancements
- Microsoft Windows compatibility and Section 508 compliance notices
- Contact information for technical support and additional assistance

EDEExpress users send and receive Pell Grant, TEACH Grant, and Direct Loan origination and disbursement data to and from the Common Origination and Disbursement (COD) System using the Common Record’s eXtensible Markup Language (XML) format. The software converts the data to XML format automatically during the export process and can import files returned from the COD System in XML format.

For more information regarding the availability of the 2023-2024 COD System, see the [March 17, 2023 electronic announcement](#) on the Knowledge Center for FSA Partner Connect Web site, located at [fsapartners.ed.gov/knowledge-center](https://fsapartners.ed.gov/knowledge-center).

**Important Note:** Under certain limited circumstances, such as awarding the maximum full-time Pell Grant award to individuals whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001, you must use the COD Web site ([cod.ed.gov](http://cod.ed.gov)) to originate the award. Otherwise, if you plan to use EDEExpress to exchange data with the COD System, we recommend you do not originate Pell Grant, TEACH Grant, or Direct Loan records on the COD Web site unless directed to do so by Federal Student Aid.

## EDEExpress for Windows 2023-2024, Release 2.0 Overview

EDEExpress 2023-2024, Release 2.0 adds three software modules:

- Pell Grant
- Direct Loan
- TEACH Grant

In addition, Global functionality applicable to all modules, such as Security setup, Document Tracking setup, and User Database setup and entry, is added during any installation of EDEExpress.

EDEExpress 2023-2024, Release 2.0 can be installed as an upgrade to Release 1.0 (posted in September 2022). You must have Release 1.0 installed to run an upgrade (or “custom”) installation of Release 2.0.

**Reminder:** Before upgrading to Release 2.0, ensure you have a reliable backup copy of your current EDEExpress 2023-2024 production database (**expres24.accdb**).

To upgrade to Release 2.0, select the Stand Alone Custom or Workstation Custom option during installation, depending on your EDEExpress operating environment.

If you have not previously installed EDEExpress 2023-2024, you can proceed directly to a Stand Alone Full or Network Server/Workstation Full installation of Release 2.0. Be aware, however, that a Stand Alone Full or Network Server/Workstation Full installation loads a new, blank EDEExpress 2023-2024 database to your system. If you have an existing 2023-2024 database, a Stand Alone Full or a Network Server/Workstation Full installation of Release 2.0 will overwrite your database, and all previously entered 2023-2024 data will be lost.

For more technical guidance and information regarding the EDEExpress installation process, see the *Installation Guide for EDEExpress for Windows 2023-2024*.

## Logging into EDEExpress 2023-2024

If you upgrade from EDEExpress 2023-2024, Release 1.0 to Release 2.0, your User IDs, passwords, and other security settings are carried forward to Release 2.0 and do not need to be recreated.

If you have not installed EDEExpress 2023-2024 prior to Release 2.0, when you first access the software after installation, the default User ID is SYSADMIN and the default password is **\$y\$tem Adm1n**. Be sure to include the space between **\$y\$tem** and **Adm1n** (the two parts of the default password).

After you enter the default user ID and password, EDEExpress 2023-2024 requires that you immediately define a new password for the SYSADMIN. New passwords must be a minimum of 12 characters and must include at least one uppercase letter, one lowercase letter, one number, and one keyboard character that is not a letter or number (such as an exclamation mark or other punctuation symbol). You can adjust the minimum password length and other requirements in the Password Setup dialog box (**Tools, Setup, Global, Password Setup**).

In addition, the SYSADMIN user ID only provides access to critical administrative functions in order to limit its use for routine software tasks and improve your ability to trace actions taken in the software to specific users. EDEExpress administrators at your school should create unique user IDs in Security Users setup with the necessary access (based on the associated Security Group) and log into the software under those IDs for most software tasks they perform.

For more information on security setup, see EDEExpress Help in the software and the *EDEExpress for Windows 2023-2024 Installation Guide*.

## **DL Tools Functionality Merged into EDEExpress**

We have integrated all supplemental Direct Loan functionality previously available in the separate DL Tools for Windows software into the EDEExpress Direct Loan module. The DL Tools software is discontinued for 2023-2024 and forward.

As a result of this merge, the EDEExpress Direct Loan module now includes the following features:

- **Direct Loan School Account Statement (SAS) Import and Reports** – You can now import the Direct Loan SAS from the Direct Loan import dialog box (**File, Import, Direct Loan**). EDEExpress generates the same import edit report as DL Tools, breaking the SAS data into separate report sections for cash, loan, and disbursement information. You can also print the SAS Cash Detail, SAS Cash Summary, SAS Disbursement Summary, and SAS Loan and Disbursement Detail reports from the Direct Loan Print dialog box (**File, Print, Direct Loan**), which provide easy-to-read, formatted listings of the imported SAS data.
- **Rebuild** – You can now import Rebuild files directly into EDEExpress to recreate Direct Loan origination and disbursement records with the most current COD System data. You can compare the rebuild data initially to Direct Loan records in your EDEExpress database, then re-import the file and update selected or all Direct Loan records.
- **Cash Management** – We expanded Cash Management functionality in EDEExpress (previously only available for the Pell module) to add a tab for Direct Loan cash records. You can use this functionality (under the Tools menu) to create records of cash receipts, cash refunds, and reversed cash transactions, and compare cash transactions to imported Direct Loan SAS data to identify discrepancies.
- **Comparison Reports** – All comparison reports previously specific to the Compare feature in DL Tools can now be generated from the Direct Loan print dialog box (**File, Print, Direct Loan**). Some reports have been retitled to be more EDEExpress-specific, but retain the same level of detail and general format.

- **Disbursement Measurement Tool Report** – We also relocated the Disbursement Measurement Tool report to the Direct Loan Print dialog box. This report monitors the disbursement process by calculating and averaging the actual process time from entry of actual disbursements to sending the actual disbursements in a batch to the COD System, as well as to the booked date of the loan.
- **External Import** – All external import options available in the DL Tools software for schools with combination or third-party systems are now available in EDEExpress from the Direct Loan import dialog box (**File, Import, Direct Loan**). This includes the ability to import cash detail, loan detail, and disbursement detail records for reconciliation purposes.
- **Browse** – You can now view cash records, loan detail records, and disbursement detail records imported from an external source on the new Cash Detail, Loan Reconciliation, and Disbursement Reconciliation tabs added to the Direct Loan Browse dialog box. Records will only display on the applicable tab if you import a Cash Detail External Add (message class DLEXCASH), External Loan Reconciliation (message class DLEXLOAN), or External Disbursement Reconciliation (message class DLEXDISB) file.
- **Tolerances** – Report tolerance settings that were previously defined in DL Tools System Setup can now be established in the EDEExpress Tolerances setup dialog box (**Tools, Setup, COD, Tolerances**). This includes tolerance settings specific to the Cash Detail Comparison and Disbursement Measurement Tool reports.
- **Security Groups** – We added two predefined groups to Security Groups setup (**Tools, Setup, Global, Security Groups**) that limit access for associated users to all of the setup, entry, import, and print functions merged from DL Tools or just to the comparison and reconciliation reports added to the Direct Loan module.

**Note:** You can continue to use DL Tools, Release 22.0 for tasks related to the 2022-2023, 2021-2022, and 2020-2021 award years. Release 22.0 is currently available for download from the Knowledge Center Web site.

**Note:** Record layouts for the new external import options merged from DL Tools are now available in Volume 3 of the *2023-2024 COD Technical Reference*, which is available for download from the Knowledge Center Web site. Volume 4, which was previously dedicated to DL Tools, is being repurposed for other content by the COD System.

For more information, see the “Release 2.0 Enhancements” section below. Additional guidance is also available in EDEExpress Help within the software and the *EDEExpress 2023-2024, Release 2.0 Desk Reference*, which is available for download from the Knowledge Center Web site.

## **EDEExpress/DL Tools Service Releases and Report Converter Tool for Expanded Import Field Lengths**

As part of the implementation of 2023-2024 Award Year functionality, the COD System is increasing total field lengths for multiple amount-related fields. The structure and length of the COD XML Common Record Schema 5.0a is not changing, only the allowable length of specific tags that will be accepted by the COD System for the 2023-2024 and forward.

These record layout changes are being applied to Pell Grant Year-to-Date (YTD), Direct Loan SAS, and Direct Loan Rebuild files for all active award years (2023-2024 and prior). EDEExpress 2023-2024, Release 2.0 includes updates to Pell and Direct Loan import functionality to implement the increased field lengths.

In April 2023, we posted service releases to the Knowledge Center Web site for EDEExpress 2022-2023, EDEExpress 2021-2022, EDEExpress 2020-2021, and DL Tools Release 22.0 that update import functionality to enable imports of Pell YTD, Direct Loan SAS, and Direct Loan Rebuild files with expanded field lengths. Visit the download pages for these software releases on the Knowledge Center Web site to download the applicable service release.

We also posted a report converter tool that you can use strip the additional bytes from expanded fields in YTD, SAS, and Rebuild files for import into older versions of EDEExpress and DL Tools that require field lengths in the format used prior to 2023-2024. You only need to use this tool if you are importing YTD files into EDEExpress versions between 2017-18 and 2019-20 or if you are importing SAS or Rebuild files into DL Tools versions between Release 13.0 and Release 21.0. The report converter tool is available for download from the historical archive pages for the EDEExpress and DL Tools software on the Knowledge Center Web site.

## **Enhancements Planned for Release 3.0**

In summer 2023, the COD System is implementing a new XML schema for schools to report Campus-Based program data. This new schema is separate from the COD Common Record schema used for Pell, Direct Loan, and TEACH Grant records, and will be used initially to collect Federal Work Study (FWS) data required to accurately calculate the new Student Aid Index (SAI) resulting from 2024-25 Free Application for Federal Student Aid (FAFSA) processing.

We are currently developing EDEExpress 2023-2024, Release 3.0 for posting in July 2023. Release 3.0 will add new functionality enabling you to create and exchange for the Federal Work Study (FWS) program using the new campus-based schema.

Watch the Knowledge Center Web site for upcoming communications from FSA and the COD System on Campus-Based processing.

## **Pell Grant Payment and Disbursement Schedules in Release 2.0**

Federal Student Aid announced the 2023-2024 Pell Grant Payment and Disbursement schedules in [Dear Colleague Letter GEN-23-02](#), posted on January 26, 2023.

As noted in the Dear Colleague Letter, the maximum 2023-2024 Pell Grant award for a full-time student with an Expected Family Contribution (EFC) of zero is \$7,395, an increase of \$500 over the previous maximum of \$6,895. The maximum Pell-eligible EFC increased for 2023-2024 to 6656. As a result of the EFC increase, some applicants who were initially processed by the Central Processing System (CPS) as ineligible for a 2023-2024 Pell Grant award due to their EFC are now Pell-eligible.

The Central Processing System (CPS) began processing 2023-2024 application and correction records according to the revised Pell schedules on April 23, 2023. The CPS also reprocessed 2023-2024 Institutional Student Information Records (ISIRs) on April 25, 2023 for students who applied or submitted corrections before April 23, 2023 and, under earlier formulas, were designated as not being Pell-eligible, but who are now eligible for a 2023-2024 Pell Grant under the new formulas due to their EFC.

For more information and a complete description of the changes for the 2023-2024 award year, see Dear Colleague Letter GEN-23-02 and the [March 7, 2023 electronic announcement](#) regarding implementation of the 2023-2024 Pell schedules.

EDEXpress 2023-2024, Release 2.0 incorporates the 2023-2024 Pell schedules into the following functionality (listed by module):

## **Global**

We updated the Pell Grant Schedule tab available under **Tools, Browse, Global** to reflect the 2023-2024 Pell Grant payment and disbursement schedules.

## **Packaging**

We updated the Package and Repackage processes to award Pell Grants (Packaging Aid Type = **F**) according to the 2023-2024 Pell Grant payment and disbursement schedules.

If you create Packaging records by importing ISIR data, you should import any new ISIR transactions you received for student records impacted by the April 25, 2023 reprocessing into the Packaging module. This helps ensure the Pell Eligibility field on the Packaging record is set correctly. You must unpackage existing Packaging records at a Packaging Status of **P** (Packaged), **M** (Manually Adjusted), or **H** (Hand Packaged) before you can import new ISIR transactions. Before un packaging these records, you may want to print the Packaging Record report for each student so you have a record of the funds you originally awarded to them (in case you need to recreate the awards).

After you import all reprocessed ISIR data into the Release 2.0 Packaging module, run the Repackage process for all Pell-eligible Packaging records, unless you already adjusted Pell Grant awards on these records prior to installing Release 2.0 to match the scheduled award amounts in Dear Colleague Letter GEN-23-02. The Repackage process will update the Pell Grant awards for your Packaging records to follow the 2023-2024 Pell Grant payment and disbursement schedules.

## **Pell Grant**

We updated the Pell module's Calculate Award Amount for Entire School Year function, available on the Process menu from the EDEXpress main menu and the Origination (Pell Grant) tab, to follow the 2023-2024 Pell Grant payment and disbursement schedules.

## MPN, MPN Manifest, and Disclosure Statement Printing Reminder

Direct Loan Master Promissory Notes (MPNs), MPN manifests, and Disclosure Statements must be printed outside of EDEExpress using a different onsite system or completed by the borrower online at the [studentaid.gov](https://studentaid.gov) Web site.

EDEExpress tracks the MPN status and other related information (such as the MPN expiration date) on Direct Loan records based on response data sent by the COD System. You can also indicate whether the Disclosure Statement has been printed.

For more information and guidance on the Direct Loan MPN, MPN manifest, and Disclosure Statement, see Volume II, Section 1 of the *2023-2024 COD Technical Reference*.

## Product Registration

EDEExpress 2023-2024 includes a limited-time voluntary product registration feature intended to assist with future planning and enhancements. We designed this feature as a quick and easy process that should require minimal time and effort for your staff, particularly if you are a returning EDEExpress user and you opt to take advantage of the auto-fill option (see separate subsection below).

The product registration process contains questions about EDEExpress modules and specific functionality you currently use and your student population size. It also asks for your feedback and recommendations for EDEExpress, and gathers data on whether (or how) you use EDEExpress in combination with other systems in order to better understand your needs as a user. After you have completed registration, you can submit your registration response to Federal Student Aid and complete the process.

Access to the product registration is limited to one EDEExpress user at any given time. If you are a multi-campus school using a shared EDEExpress database, we recommend you limit your response to the main campus user to avoid duplicate or conflicting feedback.

The Startup Information pane will display reminder messages reminding you to complete and submit your voluntary product registration responses by the **September 15, 2023** deadline. You (and other users defined in your EDEExpress database) are prompted to complete the product registration process each time EDEExpress 2023-2024 is accessed (in Release 2.0 or any potential subsequent releases) prior to the deadline unless a response has already been submitted.

EDEExpress automatically removes the product registration prompt from the Startup Information pane if your PC's system date is after September 15, 2023.

See the specific sections below for more information on completing the Product Registration process:

### Accessing Product Registration

To access the product registration feature, click **Fill Out** in the Startup Information pane of the EDEExpress Desktop. The pane will display reminders to complete and submit your complete product registration responses by the deadline.

## Auto-Fill Option

The product registration process includes functionality that can gather information about your EDEExpress use by directly accessing and analyzing EDEExpress databases on your PC for the current and, optionally, previous cycles. This information automatically pre-populates responses for the product registration, saving you research and entry time.

To take advantage of this automatic update option, select **Yes, I'd like to have the system pre-populate some of the product registration answers** on the initial Welcome page. To include data about your EDEExpress 2022-2023 use in addition to 2023-2024, identify the location of your EDEExpress 2022-2023 database (expres23.accdb) in the **File** field provided before clicking **Next** to proceed with the process.

EDEExpress highlights information transferred to the product registration from your current and prior-year databases in blue. You can manually edit this transferred information as needed. The blue highlighting is removed from fields updated by the automatic process and then edited by an EDEExpress user subsequently after navigating away from and back to the page in question.

The automatic update process can only be used once per EDEExpress 2023-2024 database.

## Entering and Saving Product Registration Responses

The next section of the product registration is comprised of several pages of general questions about your school, your student population, your general use of EDEExpress, and your overall level of satisfaction with EDEExpress, and captures any suggestions or recommendations for future enhancements.

The subsequent sections of the product registration ask about the specific EDEExpress modules you use, which functions you use in each module, and your technical environment. You are presented with individual pages with questions specific to the Global, Application Processing and Packaging, Direct Loan, Pell, and TEACH Grant modules, followed by a page asking about your EDEExpress installation, your operating system, and whether you use EDEExpress in combination with an external system.

**Note:** We incorporated questions about Direct Loan functionality that was previously part of the DL Tools software (discontinued for 2023-2024) into the EDEExpress product registration.

At any time during completion of the product registration, you can save your progress and exit the process by clicking **Save** at the bottom of the screen. EDEExpress stores your progress and returns you to the same location in the product registration the next time you access it. You can also click **Close** to exit the product registration process without saving. Use the **Back** and **Next** buttons to navigate to previous or subsequent pages in the process.

**Note:** If you complete the automatic update process, some questions may already be completed for you and highlighted in blue, indicating they were updated based on information in your current or prior-year EDEExpress database.



## Bypassing Product Registration

Although Federal Student Aid is eager to hear your feedback and learn more about how your school or institution uses EDEExpress, your participation in the product registration process is optional. If you prefer not to complete the product registration, you can ignore messages regarding product registration that appear in the Startup Information pane until up to a month prior to the 9/15/2023 submission deadline. In the month prior to the deadline, the product registration process will initiate each time you start the EDEExpress 2023-2024 software and you will need to close it manually.

Alternatively, the Welcome page of the product registration process includes an option to bypass entry and submission of your responses and indicate to Federal Student Aid that you are not participating. On the Welcome page, select **I would not like to provide feedback to be used to improve the product** and click **Next**. A page will display asking you to verify that you do not want to complete the product registration. You can click **Submit** on this page to send a blank response to Federal Student Aid or you can click the **Click Here** link to return to the Welcome page and choose a different option for completing the process.

## Product Registration Completion and Submission

An interactive summary report is displayed at the end of the product registration process, prior to the final submission step. You can click sections of the report to return to specific questions and revise your answers. If you are satisfied with all your responses, click **Submit** to send your product registration information to Federal Student Aid using the e-mail client on your PC.

## Release 2.0 Enhancements

The following product enhancements have been incorporated into EDEExpress 2023-2024, Release 2.0.

**Note:** Some enhancements listed below were originally made available to users in Release 1.0. We are repeating the enhancements here for the benefit of users installing EDEExpress 2023-2024 for the first time. For more information on the 2023-2024 enhancements to Application Processing, Packaging, and Global functionality introduced in Release 1.0, see the *EDEExpress for Windows 2023-2024, Release 1.0 Cover Letter*.

### General Changes

- **Updated Cycle References and Message Classes** – We updated software labels, help topics, reports, and other functionality throughout EDEExpress to reference the 2023-2024 cycle. Message classes with cycle indicators are also updated for 2023-2024 in File Management (**Tools, Setup, Global, File Management**) and in various Import and Export dialog boxes throughout EDEExpress.

**Note:** For more information regarding message classes used by the CPS in 2023-2024, see the Processing Codes section of the *2023-2024 Electronic Data Exchange (EDE) Technical Reference*. For more information regarding message classes used by the COD System in 2023-2024, see Volume III, Section 2 of the *2023-2024 COD Technical Reference*.

- **Updated EExpress Icon and Splash Screen Color to Match 2023-2024 FAFSA** – The EExpress software’s Windows icon and splash screen (which is displayed when you first start the software) have been color-coded yellow to match the 2023-2024 Free Application for Federal Student Aid (FAFSA®) form.
- **Refresh Option Added to Pending Imports and Queries Panes of EExpress Desktop** – You can now instantly refresh the information displayed in the Pending Imports and Queries panes of the EExpress Desktop by clicking the new Refresh button at the top of the pane.

## Global

The following Global enhancements are available in EExpress 2023-2024, Release 2.0:

- **Added Predefined Security Groups from DL Tools** – We added two new predefined groups to Security Groups setup (**Tools, Setup, Global, Security Groups**) that were previously available for selection in the DL Tools for Windows software, which has been discontinued as a separate release for 2023-2024 and forward and merged with EExpress. The **Direct Loan Compare and Reconciliation Admin** group limits access to Direct Loan module functions such as Direct Loan School and Tolerances setup, Direct Loan Cash Management, imports of School Account Statement (SAS), external cash and reconciliation loan/disbursement data, and printing of specific comparison and reconciliation reports. The **Direct Loan Compare and Reconciliation Report Only** group restricts associated users to the printing of comparison and reconciliation reports only.
- **Delete Records Function Updated to Include Direct Loan External Reconciliation, Cash Data** – You can now use the Delete feature (**File, Delete**) to remove Direct Loan external cash and reconciliation detail records imported for reporting purposes, including comparison against the School Account Statement (SAS). Select **Cash Management Detail, Reconciliation Loan Records, or Reconciliation Disbursement Records** as the Record Type to delete records added using Cash Detail External Add (message class DLEXCASH), External Loan Reconciliation (message class DLEXLOAN), or External Disbursement Reconciliation (message class DLEXDISB) import types, respectively.

## Pell Grant, TEACH Grant, and Direct Loan Valid Date Ranges

We updated valid date ranges for the 2023-2024 award year to synchronize EDEExpress with the COD System edits and federal policy. The following valid date ranges are active in Release 2.0:

Field	Valid Date Range
Pell Grant Enrollment Date	10/1/2022 to 6/30/2024
Pell Grant Payment Period Start Date	10/1/2022 to 6/30/2024
Pell Grant Payment Period End Date	10/1/2022 to 9/30/2029
Pell Grant Disbursement Date*	10/1/2022 to 9/30/2029
TEACH Grant Enrollment Date and Disbursement Date	On or after 1/1/2023
TEACH Grant Payment Period Start Date	10/1/2022 to 6/30/2024
TEACH Grant Payment Period End Date	On or after 1/1/2023
Direct Loan Date of Birth	1/1/1924 to 12/31/2015
Direct Loan Loan Period Begin Date	On or before 6/30/2024
Direct Loan Loan Period End Date	On or after 7/1/2023
Direct Loan Academic Year Start Date	On or before 6/30/2024
Direct Loan Academic Year End Date	On or after 7/1/2023
Direct Loan Disbursement Date (all loan types)	10/1/2022 to 12/28/2027
Direct Loan Payment Period Start Date and Payment Period End Date	Must occur within Loan Period Begin/End Date range

\* Although EDEExpress accepts any disbursement date between 10/1/2022 – 9/30/29, the valid 2023-2024 date range for Pell Grant disbursement records is from the date the 2023-2024 Pell schedules are posted on the Knowledge Center Web site to the last business day in September 2029. If September 30 (the typical month and day for the valid end date for Pell disbursements) falls on a non-business day for the specified year, be aware that the COD System may require earlier submission of disbursements. Monitor the Knowledge Center Web site as needed for communications regarding COD System processing deadlines.

## COD Setup Enhancements

The following enhancements are available in EDEExpress 2023-2024 COD setup:

- **Tolerances Setup Modified to Include Additional Direct Loan Options** – We updated Tolerances setup (**Tools, Setup, COD, Tolerances**) to incorporate Direct Loan tolerance fields that were previously part of the DL Tools software. The **Maximum number of days difference between SAS Cash records and cash records entered by the school which will**

**be considered a match** field applies to the new Cash Detail Comparison report. The **Recommended Tolerance from Disbursement to Batched Date** and **Recommended Tolerance from Disbursement to Booked Date** fields apply to the new Disbursement Measurement Tool report.

- **Cost of Attendance Field Length Expanded for Pell Profiles in Disbursement Setup** – To maintain consistency with COD System changes, we expanded the maximum value length of the Cost of Attendance value in disbursement profiles from five to six bytes (0-999999) for both Pell and Direct Loan profiles.

## Pell Grant Enhancements

The following enhancements are available in the Pell Grant module in Release 2.0:

### *General*

- **Ability to Benefit Fields Required for Specific Student Eligibility Code** – To align with COD System data edit updates, EDEExpress end-of-entry edits now require that you provide an Ability to Benefit State Code and Ability to Benefit Completion Date on the student's Demo tab if the Student Eligibility Code is **03** (State Process) before you can create a Pell Grant origination record. This edit applies whether you are creating the Pell record manually or using one of the available Pell import types in EDEExpress.
- **Pell Cost of Attendance Field Length Expanded** – To maintain consistency with COD System changes, we increased the valid field length of the Pell Cost of Attendance field on Origination (Pell) tab from five to six bytes (0-999999). You can also now include Cost of Attendance values of up to eight bytes (0-999999.99) for student records in Pell External Origination Add/Change (PGEO24OP) files.

### *Import*

- **ISIR Incarcerated Applicant Flag Conversion Logic Added for Origination, Disbursement Incarcerated Fields** – When ISIR import is used to create Pell origination, or when Pell disbursement records are created based on the assigned Disbursement Profile Code, EDEExpress now converts the Incarcerated Applicant Flag value from the designated ISIR transaction, if available, to the equivalent Incarcerated field values on the Origination tab and on each disbursement created on the Disburse tab. If the ISIR Incarcerated Applicant Flag is **1** (Correctional Facility Address file), **2** (Received via P.O. Box at IDC), or **3** (FAA Determination), the Incarcerated field on the Origination tab and individual disbursements on the Disburse tab is set to Y. If the ISIR value is **4** (FAA Removed) or blank, the corresponding Pell Incarcerated fields are left blank (indicating the student is not incarcerated).

## Direct Loan Enhancements

The following enhancements are available in the Direct Loan module in Release 2.0:

### *General*

- **Ability to Benefit Fields Required for Specific Student Eligibility Code** – To align with COD System data edit updates, EDEExpress end-of-entry edits now require that you provide an Ability to Benefit State Code and Ability to Benefit Completion Date on the student's Demo tab if the Student Eligibility Code is **03** (State Process) before you can create a Direct Loan origination record. This edit applies whether you are creating the loan record manually or using one of the available Direct Loan import types in EDEExpress.
- **Direct Loan Amount-Related Field Lengths Expanded** – To maintain consistency with COD System changes, we increased the valid field length of multiple amount-related fields throughout the Direct Loan module, including Loan Amount Approved and gross/net disbursement amount fields.

### *Cash Management*

As part of the integration of DL Tools functionality into EDEExpress, Cash Management for Direct Loan records is now available under the Tools menu from the EDEExpress main screen. The following related enhancements are available in Release 2.0:

- **Cash Detail External Add Import Added** – We added the Cash Detail External Add import type (message class DLEXCASH), which enables you to import cash detail data files into EDEExpress from external sources, such as your school's mainframe or other PC system. You can then compare cash detail data in EDEExpress against Direct Loan School Account Statement (SAS) data that you import into the software to help identify discrepancies and reconcile conflicting information.

**Note:** The Cash Detail External Add record layout is available in Volume III, Section 3 of the *2023-2024 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download in Adobe PDF format from the Knowledge Center Web site.

- **Direct Loan Tab Added to Cash Management Dialog Box** – We updated the Cash Management dialog box under the Tools menu to add a Direct Loan tab, which you can use to manually enter and track cash transactions specific to your Direct Loan program. You can track cash receipts and refunds of cash by date and amount, capture notes at the transaction level, and indicate reversed transactions. The data in Cash Management is used as the basis for the Internal Ending Cash Balance report and as a basis for comparison against the most recently imported DL SAS data for the Cash Detail Comparison report.
- **Internal Ending Cash Balance Report Added** – We integrated the Internal Ending Cash Balance report from DL Tools into EDEExpress as a Direct Loan report type (available from **File, Print, Direct Loan**). This report calculates the school's internal ending cash balance based upon cash receipts and refunds of cash entered in Cash Management and disbursement transaction amounts from your EDEExpress database or loan/disbursement amounts imported into EDEExpress from an external file source.

- **Browse Tab Added for Cash Records** – We updated the Direct Loan Browse dialog box (**Tools, Browse, Direct Loan**) to add a Cash Detail tab, which enables you to view all Direct Loan cash detail records currently available in the Cash Management dialog box. Cash records created manually or by using the Cash Detail External Add import function are displayed.

### ***Import***

- **School Account Statement (SAS) Import Functionality** – You can now import Direct Loan SAS files sent by the COD System under the message classes DSDF24OP (with disbursement-level detail) or DSLF24OP (with loan-level detail). After importing a SAS file, you can run the new SAS Cash Detail and SAS Loan and Disbursement Detail reports from the Direct Loan Print dialog box (**File, Print, Direct Loan**). You can also print reports such as the Cash Detail Comparison, Loan Detail Comparison-Loan Level, and Disbursement Detail Comparison, which compare the data in the SAS to cash, loan, and disbursement information in your EDEExpress database and assist in reconciliation.
- **External Loan Reconciliation, Disbursement Reconciliation Imports Added** – We added the External Loan Reconciliation (message class DLEXLOAN) and External Disbursement Reconciliation (message class DLEXDISB) import types, which were previously available as the Loan Detail External Add and Disbursement Detail External Add import types in DL Tools. Non-EDEExpress users can use these import types to add loan and disbursement reconciliation detail data files to EDEExpress from external sources, such as your school’s mainframe or other PC system. You can then compare loan and disbursement detail data in EDEExpress against Direct Loan SAS data that you import into the software to help identify discrepancies and reconcile conflicting information.

**Note:** The record layouts for External Loan Reconciliation and External Disbursement Reconciliation files are available in Volume III, Section 3 of the *2023-2024 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download in Adobe PDF format from the Knowledge Center Web site.

### ***Print***

- **SAS Detail and Summary Reports Added to EDEExpress** – You can now print the SAS Cash Detail, SAS Cash Summary, SAS Disbursement Summary, and SAS Loan and Disbursement Detail reports from the Direct Loan Print dialog box (**File, Print, Direct Loan**). Each of these reports provides you with an easy-to-read, formatted listing of Direct Loan SAS data imported into EDEExpress. These reports were previously accessible in the DL Tools software.
- **SAS Comparison Reports Added to EDEExpress** – We also relocated all comparison reports previously accessible from the Compare dialog box in DL Tools to the Direct Loan Print dialog box. The Cash Detail Comparison, Loan Detail Comparison – Loan Level, and Disbursement Detail Comparison reports compare the Direct Loan cash, loan, and disbursement detail in your EDEExpress database against Direct Loan SAS data imported into EDEExpress.

**Note:** We designed the EDEExpress versions of these comparison reports to closely resemble the DL Tools reports available previously. For additional guidance, see EDEExpress Help within the software and the *EDEExpress 2023-2024, Release 2.0 Desk Reference*, which is available for download from the Knowledge Center Web site.

### **Browse**

- **Browse Tabs Added for Direct Loan SAS and External Reconciliation Data** – We updated the Direct Loan Browse dialog box (**Tools, Browse, Direct Loan**) to add Loan Reconciliation and Disb Reconciliation tabs, which enable you to view all loan and disbursement detail records imported using the new External Loan Reconciliation (message class DLEXLOAN) or External Disbursement Reconciliation (message class DLEXDISB) import types, respectively. These new tabs also display loan and disbursement detail records from the most recent Direct Loan SAS file imported into EDEExpress. The Source column value indicates whether the record originated from an external reconciliation file or a SAS import from the COD System using the values of **E** (External) or **C** (COD).

## **TEACH Grant Enhancements**

The following enhancement is available in the TEACH Grant module in Release 2.0:

- **Ability to Benefit Fields Required for Specific Student Eligibility Code** – To align with COD System data edit updates, EDEExpress end-of-entry edits now require that you provide an Ability to Benefit State Code and Ability to Benefit Completion Date on the student’s Demo tab if the Student Eligibility Code is **03** (State Process) before you can create a TEACH Grant origination record. This edit applies whether you are creating the record manually or using one of the available TEACH Grant import types in EDEExpress.

## **Compatibility and Compliance**

### **Microsoft Windows Information**

EDEExpress 2023-2024 is supported currently for the Microsoft Windows 10 operating system only. For more information on minimal and optimal system recommendations, see the *EDEExpress 2023-2024 Installation Guide* and the [August 27, 2020 electronic announcement](#).

**Note:** The Microsoft Corporation discontinued mainstream and extended support for the Windows 8.1 operating system in January 2023.

### **Section 508 Compliance**

To comply with Section 508 of the Rehabilitation Act, all EDESuite PC products are compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in EDESuite software entry fields. To accommodate this restriction, EDESuite software includes the following features:

- All software fields that are shaded yellow to indicate they are required also display a “-R” after the software label. The “-R” indicates the field is required.
- All software fields that are shaded blue after a previously saved value has been modified also display a “-C” after the software label. The “-C” text indicates the field has been changed.

## **Getting Help**

### **If You Have Technical Support Questions**

Please contact CPS/SAIG Technical Support if you have questions regarding EDEExpress installation or functionality, have trouble accessing the software or its user documentation, or require other technical assistance.

You can reach CPS/SAIG Technical Support Monday through Friday, 8 a.m. – 8 p.m. (ET), at **800/330-5947**. You can also send e-mail inquiries, comments, or suggestions to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

You can also post questions regarding EDEExpress on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to <https://www2.ed.gov/offices/OSFAP/services/fsatechsubscribe.html>.

### **If You Have Questions Regarding the COD System**

If you have any questions about the COD System, please contact the FSA Partner and School Relations Center at 800/848-0978. You may also e-mail [CODSupport@ed.gov](mailto:CODSupport@ed.gov).