
2024–2025 Desk Reference for

EDExpress for Windows Release 2.0

Pell Grant

Direct Loan



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Preface

About this Desk Reference

This desk reference provides step-by-step instructions for using EDEExpress for Windows 2024–25, Release 2.0 to perform Federal Pell Grant (Pell Grant) and William D. Ford Direct Loan (Direct Loan) activities.

This reference can assist you with:

- Managing your Common Origination and Disbursement (COD) System data:
 - Create Pell Grant origination and disbursement records
 - Create Direct Loan origination and disbursement records
 - Create Federal Work-Study (FWS) records using Campus-Based functionality
 - Generate Pell Grant and Direct Loan reports and query your database
- Exchanging Pell Grant, Direct Loan, and Campus-Based data with the COD System by importing and exporting Common Records
- Importing Pell Grant and Direct Loan School Account Statement (SAS) data and comparing it to award/loan level detail, disbursement detail, and cash detail data in your EDEExpress database
- Becoming acquainted with the changes made to the EDEExpress Pell Grant and Direct Loan modules for 2024–25

Note: See the Campus-Based Appendix of this desk reference for more information and guidance on Campus-Based setup in EDEExpress, creating FWS records, importing and exporting FWS data, and generating FWS-specific reports.

New for 2024-25! EDEExpress 2024–25 introduces a redesigned user interface that enables you to access critical information more quickly and work more efficiently within and across modules. This modernized, student-centric interface retains the main EDEExpress “desktop” screen of prior versions while introducing new navigation menus and options on the top, left, and bottom portions of the screen that provide quick access to key features and functions.

Within open student records, we streamlined the entry process by replacing module-specific “tabs” with a single Manual Entry screen, within which you can quickly shift between different module-specific records (such as demographic, ISIR, Packaging, and loan/grant records). Where possible, we integrated separate tabs, fields from previously separate dialog boxes, and menu options into the primary entry screens, delivering more easily accessible and comprehensive information in fewer navigation steps.

For more information, see the “EDEXpress 2024–25 Redesign” section.

EDExpress COD System Features

The Pell Grant and Direct Loan modules of EDExpress report student data, awards, and disbursements to the COD System for the Pell Grant and Direct Loan programs.

The Pell Grant and Direct Loan modules enable you to:

- Create student Pell Grant and Direct Loan records from:
 - ISIRs only
 - ISIRs with Packaging data
 - Imported data from a school's external mainframe or third-party system
 - Manually entered data for a student
- Manage Pell Grant and Direct Loan origination and disbursement records for eligible students
- Exchange Pell Grant and Direct Loan origination and disbursement data records with the COD System
- Reconcile Pell Grant and Direct Loan records to funding levels with the U.S. Department of Education (ED)
- Track Pell Grant and Direct Loan cash transactions using Cash Management functionality, including external import formats for Pell Grant and Direct Loan cash detail data
- Import and print Pell Grant and Direct Loan SAS data sent by the COD System
- Compare Pell Grant and Direct Loan award/loan level disbursement summary, disbursement detail, and cash detail data in your EDExpress database against SAS data from the COD System
- Import external Pell Grant and Direct Loan award, loan, and disbursement detail data from non-EDExpress systems for use with SAS comparison functionality and reconciliation

Changes to EDExpress for the COD System

EDExpress 2024–25, Release 2.0 accommodates the annual changes to the COD System, including Direct Loan and Pell Grant processes.

Visit the Knowledge Center at FSA Partner Connect website, located at fsapartners.ed.gov/knowledge-center, for current information regarding the availability of the 2024–25 COD System, including the [April 24, 2024, electronic announcement](#).

EDEExpress 2024–25 Redesign

EDEExpress 2024–25 introduces a redesigned user interface that enables you to access critical information more quickly and work more efficiently within and across modules. This modernized, student-centric interface retains the main EDEExpress “desktop” screen of prior versions while introducing new navigation menus and options on the top, left, and bottom portions of the screen that provide quick access to key features and functions.

The redesigned user interface includes the following navigation features:

- The EDEExpress Desktop
- The Title, Banner, and Menu Bars
- The Left Navigation Bar
- The Bottom Control Bar

See the sub-sections below for more information on these new or redesigned features.

The EDEExpress Desktop

The EDEExpress Desktop is a navigation tool that works in conjunction with the top menu bar and left navigation bar to provide quick and easy access to frequently used functionality and critical information in a multi-section format while working outside student records. The three sections of the EDEExpress Desktop are Query, Startup Notifications, and What’s New.

The Query section defaults to the top of the EDEExpress Desktop (with broader margins). To move one of the other two EDEExpress Desktop sections to the top of the desktop, select the plus sign (+) in the top right corner of the section.

Important Note

- The **Favorite Reports** and **Pending Imports** sections of the EDEExpress Desktop have been relocated to the menus that open from the left navigation bar on the EDEExpress main screen when you select the **Home** or **Import** buttons, respectively. See “The Left Navigation Bar” later in this section for more information.

See the sub-sections below for more information on specific sections of the redesigned EDEExpress desktop and how to adjust desktop settings.

Query

The Query section of the EDExpress Desktop, which defaults to the top of the section, enables you to select module-specific predefined or custom queries from Query setup, view the current number of student records in your database meeting each query's criteria, and quickly access software functions for the records where applicable, such as opening the records as a group or initiating the multiple entry or browse dialog boxes. Query results display in the pane and refresh both at regular intervals and upon each new startup of the software. As results update, you can use the incoming information to identify database records requiring further attention, and to drive your office's workflows.

The queries you select for the Query desktop section must already exist in Query setup (**Tools, Query**). To add a query to the Query desktop section, select the **Settings** button in the top right corner of the section to access the Query Settings dialog box. In the Query Settings dialog box, select the applicable module, record type, and title for the query (from Query setup), then confirm or modify the custom title for the query that will display in the section. If you select a parameter query, you must also select the Parameter button to specify the desired value range.

After adding a query to the Query desktop section, the Count column displays the current number of records in your database that meet the query criteria. The record count is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View, Desktop Settings**). The record count is also affected by the record type you select in Query Settings.

If a query results in a student record count in the Query section, select the **ellipsis (...)** button under the **Action** column to open the records or a filtered view of the applicable Browse dialog box. If you open a group of records, you can use the **left** and **right arrows** in the top title bar or select the **down** arrow in the student identifier field between the arrows to move between student records. You can also select the **Multiple Entry** and **Browse** buttons under the Action column to update or view the records meeting the query criteria. The Multiple Entry button does not appear for Application Processing queries, as that module does not have a multiple entry function.

Important Note

- If you access Multiple Entry from a query in the Query desktop section, the criteria for the Multiple Entry function is limited automatically to the records meeting the query you selected in the pane. The Selection Criteria and SSN File buttons are disabled. To use different selection criteria for the Multiple Entry function, select **Cancel** on the Multiple Entry dialog box and access the Multiple Entry function from the Process menu.

If you want to remove a specific query from the Query desktop section, locate the query in the Query settings dialog box and select the **Delete** button (this action only removes the query from the pane—the query remains available for use in selection criteria for specific EDExpress functionality). If you want to clear all queries from the Query desktop section, select **Clear Queries** in desktop settings (**View, Desktop Settings**).

For more information, see “Using the EDExpress Desktop Query Section” in this desk reference.

Startup Notifications

The Startup Notifications section of the EDEExpress desktop displays informational messages regarding key EDEExpress functionality, warnings about potential issues you might encounter, and alerts to errors and critical problems affecting your ability to start or use the software.

For example, EDEExpress might display a message in this pane to alert you that your disk space is low or, if you are starting EDEExpress for the first time after installing Release 2.0, remind you to define Source Entity ID values for the Pell Grant, Direct Loan, and TEACH Grant modules.

Important Note

- In some cases, such as the assumed school warning or Product Registration reminders, the message displayed in the Startup Notifications section can be selected to directly access the software area related to the message and resolve the issue it describes.

What's New

The What's New section of the EDEExpress Desktop enables you to display links to current "What's New" posts on the Knowledge Center website. The information displayed in the What's New section is updated dynamically by EDEExpress based on the refresh rate you select in the desktop settings (**View, Desktop Settings**).

Desktop Settings

Use the Desktop Settings dialog box (**View, Desktop Settings**) to set your refresh rate and clear desktop suppressions, favorite report designations, and desktop queries. You must select **OK** for changes you make in this dialog box to apply.

The Title, Banner, and Menu Bars

The redesigned top section of the EDEExpress software screen displays a title bar, a menu bar, and a banner bar:

- The **title bar** displays the EDEExpress name and, if a student record is open, the last four digits of the student's Social Security number (SSN) and the student's name (in last name, first name, middle initial order). The title bar also includes the standard minimize, maximize, and close window controls.
- The **menu bar** is the line just below the title bar that displays options horizontally across the top of the screen. Select an option to pull down its menu. When the menu is open, you can select an option to select it. Menus display only the options for the EDEExpress modules you have installed. The Search window is also located on this bar, which you can use to open existing student records by SSN or name.

- The **banner bar** is the solid bar located just below the menu bar displaying “EDEXpress 2024 – 2025.” When you have a single student record open, this bar displays the student’s last name and SSN. If you have multiple student records open, the bar also displays left and right arrows, enabling you to scroll through open students, or you can select the down arrow in the field to choose a specific record to display.

The Left Navigation Bar

We created a vertical navigation bar on the left side of the main EDEXpress screen that provides quick access to key features and functionality, student records for all modules, and other convenient shortcuts. Select one of the buttons to expand the primary menu items, which consist of entry screens (such as the Direct Loan, Pell Payments, and TEACH screens) broken out by sections, reports, and other informational screens (such as the ISIR and ISIR Review screens), and shortcuts to major functions such as import, export, print, and setup.

The left navigation buttons, in order from top to bottom, are:

- **Home** (designed as a small house with a door): Use this button to add new students or as one of several options for opening existing student records. Use the **Recent Students** list at the bottom of the menu to reopen records you worked on most recently, or to access the results of queries you added to the Query section of the EDEXpress Desktop. You can also access reports and other documents flagged as favorites under the **Favorite Reports** section of the menu.
- **Manual Entry** (designed as a pad and pencil): When outside of student records, you can use this button to add new records or open existing student records. When a student record is open, the Manual Entry menu displays all the available module-specific entry screens for this student. Use the Manual Entry menu to jump to different sections of the entry screens.
- **Reports** (designed as a printer): Select this button to open the Print dialog box for the default module associated with your User ID. If you have a student record open, the Print dialog box opens for the module associated with the entry screen you have open.
- **Import** (designed as a box with an arrow pointing right): Selecting this button opens a menu from which you can select **All Imports** (to open the Import dialog box for the default module associated with your User ID) or one of the options under the **Pending Imports** sub-menu (to open the Import dialog box for a specific import file type and, in some circumstances, a specific import file in your data directory).
- **Export** (designed as an arrow pointing left): Select this button to open the Export dialog box for the default module associated with your User ID.
- **Setup** (designed as two crossed wrenches in a box): Select this button to open the Setup dialog box for the default module associated with your User ID.
- **About** (question mark): Select this button to view the About dialog box, which provides the current EDEXpress release number and links to critical Privacy Act and IRS notices.

Important Note

- As part of the EDEExpress 2024–25 redesign, we eliminated separate Origination and Disburse “tabs” for the Direct Loan, Pell Grant, and TEACH Grant modules. All student record entry for each module is now consolidated into a single scrollable screen from which you can view and create new records, calculate grants or originate loans, and enter or adjust anticipated and actual disbursement records.

The Bottom Control Bar

We added a control bar to the bottom of the main EDEExpress screen when student records are open that provides quick access to key functions (such as save, close, and print), Global features applicable across modules (User Database, Document Tracking, Notes entry), and module-specific functions such as Originate (Direct Loan entry screen) and Calculate Award (Pell Payments entry screen).

Additional Redesign Enhancements

In addition to the software enhancements noted in the previous sub-sections, note the following updates in EDEExpress 2024–25:

- We expanded the options for opening single or multiple existing student records in EDEExpress. See “Opening Student Records” in EDEExpress Help for more information.
- When working in a student record, you can now select a button in the banner bar at the top of the window to open the current student record screen in a separate window (or to close a separate window you already have open). This enables you to edit and save two different sections of the student’s record, which can be helpful if you need to enter or adjust values on one screen to satisfy data edits on another screen (for example, updating Demographic screen field values that are required on the Direct Loan screen to originate). You can have a maximum of two student entry screens open at the same time.
- When you select **Save**, EDEExpress saves **all** updates across **all** entry screens, not just the screen currently displayed. This can be helpful if you have two entry screens open at the same time.
- If you are working within a student record, you can select the **Tab** button to move from field to field. If the software focus is on a display-only field, you can select the **P**, **C**, or **S** key to open the Print dialog box, close the record, or save the record, respectively. See “Hotkeys and Keyboard Shortcuts” in EDEExpress Help for a detailed list of these time-saving entry features.
- We added a Theme setting that enables you to choose between a Light and Dark color scheme. The selected theme is applied to main EDEExpress screen and desktop, including the title, menu, and banner bars at the top of the screen, the left navigation bar, the control bar at the bottom of the screen, and student entry screens. You can change the theme setting at any time under the **View** menu.

Product Registration

EDEExpress 2024–25 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 to complete, 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 Notifications section of the EDEExpress Desktop will display reminder messages reminding you to complete and submit your voluntary product registration responses by the **September 15, 2024**, deadline. You (and other users defined in your EDEExpress database) are prompted to complete the product registration process each time EDEExpress 2024–25 is accessed (in Release 1.0, Release 2.0, and 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 Notifications section if your PC's system date is after September 15, 2024.

Accessing Product Registration

To access the product registration feature, click **Fill Out** in the Startup Notifications section of the EDEExpress Desktop. The section 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 2023–24 use in addition to 2024–25, identify the location of your EDEExpress 2023–24 database (expres24.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 2024–25 database.

Entering and Saving Product Registration Responses

When you first initiate the product registration process from the Startup Notifications section, you are presented first with a Welcome page, where you designate if you want to perform the automatic update process (see previous section) or complete the process manually. You can also indicate that you do not want to complete product registration (see section below). After indicating your preference on the Welcome page, click **Next** to proceed.

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 Grant, 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.

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 disregard messages regarding product registration that appear in the Startup Notifications section of the EDEExpress Desktop prior to the submission deadline. The product registration process, if incomplete, will initiate each time you start the EDEExpress 2024–25 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 email client on your PC.

Technical Notes

The EDEExpress database is password-protected to prevent unauthorized people from opening it in Microsoft Access and viewing information protected by the Privacy Act of 1974, as amended. If you need to open the database in Microsoft Access, contact the FAFSA Processing System (FPS) Help Desk for the database password (see the Getting Help section later in this document for FPS Help Desk contact information). However, Federal Student Aid strongly discourages users from viewing or manipulating any EDEExpress database using Microsoft Access. Making changes to the software database (using any version of Microsoft Access) can potentially cause damage to the database structure and proper software functionality and limit the FPS Help Desk's ability to resolve problems you may encounter as a result.

To comply with Section 508 of the Rehabilitation Act, EDEExpress is compatible with screen reader technology used by the visually impaired. EDEExpress includes enhancements to print functionality and the design of reports, lists, and other documents to improve our Section 508 compliance, including the ability to print reports in HTML format, which is more compatible with screen reader software.

In addition, screen reader software cannot interpret color shading in EDEExpress entry fields. To accommodate this restriction, EDEExpress includes the following features:

- All required software fields are either shaded yellow and display a “-R” after the software label or display an asterisk (*) after the software label.
- All software fields that are shaded blue or green 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.

For further technical guidance, including guidance on logging into EDEExpress 2024–25 for the first time and information on minimal and optimal system requirements, see the *EDEExpress 2024–2025 Installation Guide*.

Opening Student Records

How to Open Student Records

EDEExpress offers multiple methods for opening single or multiple student records from the EDEExpress main screen as well as within student records.

To search for a single student record using the Search field in the menu bar:

1. If you select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record, EDEExpress places the cursor in the Search field in the top right portion of the screen, to the right of the menu bar. This also occurs if you click the **Home** or **Manual Entry** button on the left navigation bar and click **Select Student**. You can also bypass these shortcuts and click directly in the Search field.
2. In the Search entry box, enter the student's full SSN (without hyphens) or the student's full or partial name. If you are searching on name, you can enter just the last name or just the first name and last name, you can enter the last name, first name, and middle initial (with the last and first name separated by a comma), or you can enter the first name, middle name, and last name without commas. For example, if you are searching for John Cooper Smith, you can enter **Smith; John Smith; Smith, John Cooper;** or **John Cooper Smith**. Also, if the first or last name is more than one word and includes spaces, enclose the entire first or last name in quotation marks.
3. Click the **Search** button next to the entry field to initiate your search.
4. If EDEExpress locates the exact record you are searching for, the record opens.
5. If EDEExpress locates multiple records matching your criteria, a Demographic Data dialog box displays listing matching records. Scroll through the grid, select the record you want to open, and click **OK**.

To open one or more student records using the Select Student screen:

If you select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record, EDEExpress opens the Select Student screen. This also occurs if you click the **Home** or **Manual Entry** button on the left navigation bar and click **Select Student** on the expanded menu.

The Select Student screen offers multiple options for opening a single record or multiple records:

- When the Select Student screen is opened initially, the grid in the bottom half of the screen displays all student records in your EDEExpress database. Click the checkbox next to each student you want to open, then click the **Open Student(s)** button on the control bar at the bottom of the screen. You can also click on a student's SSN in the list to open a single record.
- Click the **down arrow** next to **Open by Query** to apply a query to the students displayed in the grid. You can choose from predefined and user-defined queries in each EDEExpress module, as well as queries defined specifically for the Query section of the EDEExpress Desktop.
- Click the **down arrow** next to **Recently Loaded Students** to view a list of student records you recently opened in EDEExpress. The list includes queries you have selected in the Open by Query field. Click a student record or query to open the student record(s).
- Click the **down arrow** in the Filter By field to limit the students listed in the grid to records with a particular EDEExpress record type. For example, select ISIR to only choose from student records with an imported ISIR.

If more than one student record meets the query criteria you use, EDEExpress opens multiple student records. Use the left and right arrows on the toolbar to scroll through the records.

To open student records using the Query section of the EDEExpress Desktop:

1. Identify the query in the Query section that applies to the student records you want to open. To open student records using this feature, the **Count** value for the query must be at least 1. You can add existing queries to this pane by clicking the **Settings** button in the top right corner of the Query section.
2. Click the **ellipsis (...)** button under the Action column to the right of the query title and Count columns and select **Open**.
3. EDEExpress opens all of the records meeting the query. Use the left and right arrows on the toolbar to view the records you opened.

Important Note

- You can also access recently opened student records and queries you applied in the Select Student screen by clicking the **Home** button on the left navigation bar and reviewing the **Recent Students** list on the expanded menu.

First Time COD System EDExpress Users

COD System Participation

Schools communicate with the COD System over the Student Aid Internet Gateway (SAIG) using the eXtensible Markup Language (XML) Common Record, which is defined in the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*. The Common Record uses a shared format for both the Federal Pell Grant and Direct Loan Program records. The technical reference is available for download from the Knowledge Center website. EDExpress automatically creates an XML file when you export a Common Record document.

The COD School Relations Center will conduct school testing for the 2024–25 award year. For information on who should participate in testing with the COD System before the transmission and processing of actual production data, review the [“COD School Testing for the 2024-25 Award Year” electronic announcement](#) posted on December 28, 2023, to the Knowledge Center website. Additional guidance is also located in the “School Testing Guide,” Volume V, Section 1 of the *2024-2025 COD Technical Reference*.

First-time COD System EDExpress users can get assistance by contacting the FSA Partner and School Relations Center by telephone at **1-800-848-0978** or by email at CODSupport@ed.gov.

Entity IDs

Entity IDs are unique, randomly generated numbers that the COD System assigns to all postsecondary schools and third-party servicers that participate in the Pell Grant and/or Direct Loan programs. Entity IDs serve as routing numbers that are associated with the physical sender of Common Records (Source Entity ID), the reporting school (Reporting Entity ID), and the attended school (Attended Entity ID).

Schools are provided with these three Entity IDs. All three Entity IDs for your organization can be the same.

Source Entity ID

- Enter the **Source Entity ID** in the Source Entity ID field in COD System setup.

Reporting Entity ID

- Enter the **Reporting Entity ID**. On the Direct Loan tab in COD School setup, this field is located to the right of the DL Code field. On the Pell Payments tab in COD School setup, this field is located directly below the Reporting Pell ID in the School Identification Information area.

Attended Entity ID

- Enter the **Attended Entity ID**. On the Direct Loan tab in COD School setup, this field is located to the right of the Reporting Entity ID field. On the Pell Payments tab in COD School setup, this field is located directly below the Attended Pell ID in the School Identification Information area.

Note: You can also define Source Entity ID, Reporting Entity ID, and Attended Entity ID information for reporting Campus-Based data to the COD System. These settings are used exclusively for Federal Work-Study (FWS) records processed according to the COD System's Campus-Based schema. For more information, see the "COD System Setup" section and setup guidance in the Campus-Based appendix in this desk reference.

For additional information on Entity IDs, see the *2024-2025 COD Technical Reference*, available for download from the Knowledge Center website.

For additional assistance with COD School setup within EDEExpress, see "COD School Setup" in this desk reference.

FSA Partner and School Relations and the COD Web Site

If you need to verify that your Reporting and Attended school relationships are established correctly with the COD System, contact FSA Partner and School Relations by telephone at **1-800-848-0978** or by email at CODSupport@ed.gov.

You can access the COD System's website (cod.ed.gov) to establish or to view school processing options, such as verifying that the funding method you select in EDExpress matches what the COD System has in its records. The COD System's website also enables you to:

- Update your Pell Grant and/or Direct Loan contact information
- View or request Pell Grant and/or Direct Loan reports
- View school funding information, cash activity (both drawdown and reporting), and yearly totals
- Look up individual student records
- Request Direct Loan Rebuild or Pell Grant Year-to-Date files
- Receive COD System Web-generated responses
- Create and edit Pell Grant and Direct Loan origination and disbursement data
- View batch level origination and disbursement data
- View information about current production issues, news, and COD System functionality
- View or request COD System-generated reports
- Adjust SAS settings

Important Note

- You must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD System's website. For more information on steps you may need to take to access the COD System's website, see the [May 22, 2013, electronic announcement](#).

Setting Up EDEExpress

Startup Notifications

When you access EDEExpress 2024–25 after upgrading from Release 1.0 to Release 2.0 or performing a full installation of Release 2.0 or a subsequent release and log into the software, the Startup Notifications section of the EDEExpress Desktop displays alerts indicating the Source Entity ID needs to be defined for the Pell Grant, Direct Loan, and TEACH Grant modules.

These messages emphasize that you must define your Source Entity IDs in COD System setup for the programs you participate in before you can use EDEExpress to process data for them. You can click one of these messages in the desktop section to quickly access COD System Setup and provide the requested Entity ID information. Until you enter your Entity IDs in COD System setup, these messages continue to appear in the Startup Notifications section of the EDEExpress Desktop each time you start EDEExpress.

You can disable the Startup Notification section warning messages for the modules you do not use by selecting the appropriate **Disable Source Entity ID Setup Warning?** checkbox in COD System setup. After you select the checkbox(es), the warning message for the selected modules no longer appears in the Startup Notifications section when you start EDEExpress.

If you performed a full installation of EDEExpress 2024–25, Release 2.0 or a subsequent release, rather than an upgrade from Release 1.0, the software displays an additional alert in the Startup Notifications section indicating “An assumed school is not defined within Global School Setup.”

See “Establishing an Assumed School” in this desk reference for information about defining your assumed school.

Prior Year Setup Data Import

After you log in to EDEExpress 2024–25, the Pending Imports section under the Imports menu, which is accessible by clicking the **Import** button (designed as a box with an arrow pointing right) on the left navigation bar, displays an option to import Prior Year User-Defined Queries, Setup, and File Formats from your EDEExpress 2023–24 database. You can click this option to access the Global import dialog box, review prior year import options, and initiate the import.

If you prefer not to import prior year data using the Pending Imports link, you can initiate the import later by selecting **File, Import, Global** and choosing **Prior Year User-Defined Queries, Setup, and File Formats** as the Import Type. You can also click the **Suppress** button (designed as a bell) to the left of the prior year import option in the Pending Imports section to clear the import type from the pane. Suppression of import types from the Pending Imports section is specific to your user ID.

Note: You can perform a prior year setup data import at any time, regardless of whether you are prompted to do so after logging into EDEExpress. For example, you may want to import setup information for the Pell Grant and Direct Loan modules after performing a Custom (or “upgrade”) installation of Release 2.0.

Importing Prior Year Setup Data

The prior year import function in EDEExpress enables you to import School setup fields such as the Source Entity ID, Reporting Entity ID, Attended Entity ID, Enroll OPE ID, and funding method from the prior cycle’s EDEExpress version.

You can also import disbursement profiles, program profiles, and Classification of Instructional Programs (CIP) Code values from the previous year’s setup.

Any disbursement profile codes you import are marked inactive until you update the dates to correspond with the current cycle year. Program profiles are marked similarly as inactive if any required information is missing. If you choose not to use setup information that you imported from the prior year, we recommend that you delete it.

To import your Prior Year School setup data for Pell Grant and/or Direct Loan:

If you did not import your Prior Year School setup data when EDEExpress prompted you after installing and opening EDEExpress, follow the steps below to import it.

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the **Pending Imports** section list. If the **Prior Year User-Defined Queries, Setup, and File Formats** import type appears in this list, click the link and skip to step 4. Otherwise, click **All Imports** or click **File, Import** from the menu bar to open the Import dialog box.
2. Choose **Prior Year User-Defined Queries, Setup, and File Formats** for the Import Type.

3. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a name and save location for the report, then click **OK**. The file name appears in the box.
 - If you are printing this report to the screen or to a file, you can designate PDF or HTML for the report format using the **Format** field in the Print dialog box.
 - You can apply password protection to EDEExpress reports and lists you print to a file, including import edit reports. To use this functionality, enter the same password in the **Password** and **Verify Password** fields. EDEExpress saves the password-protected file it creates in PDF or ZIP format in the destination folder, depending on the report format selected in the Import dialog box.
 - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.
 - If you chose **Screen** as your output destination, use the **scroll bars** to view the report and click **OK** when you are finished. Click the **Print** button to print from the screen if you want a paper copy.
4. Click **OK**. For Pell Grant, continue to step 5. For Direct Loan, skip to step 6.
5. In the Pell Payments Setup row of the Prior Year Move Dialog box, the checkbox in the Import column is selected automatically for File Formats. If you do *not* want to import prior year setup data for File Formats, clear the checkbox.
6. In the Direct Loan Setup row of the Prior Year Move Dialog box, the checkbox in the Import column is selected automatically for File Formats. If you do *not* want to import prior year setup data for File Formats, clear the checkbox.
7. In the COD Setup row of the Prior Year Move Dialog box, the checkboxes in the Import column are selected automatically for CIP Code Setup, Direct Loan School, Disbursement-Direct Loan, Disbursement-Pell, Pell School, Program Profile Setup, System, and Tolerances. If you do not want to import prior year setup data for specific setup options, clear the applicable checkboxes.
8. Select one of the following import options:

Import All records for Setup Options Selected imports all records without prompting you to select specific records.

Import only Specific records for Setup Options Selected prompts you to select the specific records you want to import for each group of records; for example, security groups or award methodologies.
9. Click **OK**.

If you chose **Import All records for Setup Options Selected**, the In Progress dialog box appears.

If you chose **Import only Specific records for Setup Options Selected**, you must select the specific records you want to import for each group of records before the In Progress dialog box appears.

10. Click **OK** to close the In Progress dialog box.
11. Click **OK** to print the Import Prior Year Queries, Setup, and File Formats report to the printer, a file, or the screen.

Important Notes

- When a disbursement profile code for Direct Loan or for Direct Loan and Pell Grant is imported from a prior year database into COD Disbursement setup, EDEExpress allows the disbursement profile to import with no warning when a disbursement date is greater than the Approved Loan Period End Date. However, when you are updating an inactive disbursement profile in COD Disbursement setup, a warning appears when a disbursement date is greater than the Approved Loan Period End Date.
- The Interest Rebate Percentage is 0.000 for all loan types with the earliest disbursement date on or after July 1, 2012. If you import Prior Year User-Defined Queries, Setup and File Formats from EDEExpress 2023–24 into EDEExpress 2024–25 with the COD School (Direct Loan School) checkbox selected, verify that the Sub/Unsub and the PLUS Interest Rebate Percentage values in COD School setup (Direct Loan) are set to 0.000 before you originate any subsidized or unsubsidized loans with the earliest disbursement date on or after July 1, 2012.
- If you import COD School (Direct Loan) setup from EDEExpress 2023–24 into EDEExpress 2024–25, be sure to verify the Sub/Unsub Loan Fee Percentage and PLUS Loan Fee Percentage field values are correct before originating any loan records. The U.S. Department of Education may revise these values in the future due to legislative or regulatory changes.

To ensure you are using the correct percentage value in setup and, as a result, calculating disbursement amounts correctly in EDEExpress, refer to the valid values listed for the Sub/Unsub Loan Fee Percentage and PLUS Loan Fee Percentage fields in the Direct Loan external import add record layout in Volume 3, section 3 of the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*.

Global Setup

Before entering student data into the Pell Grant or Direct Loan modules, you must define your Global and COD System settings.

Establishing an Assumed School

If you defined your assumed school in EDEExpress 2024–25, Release 1.0, upgrading to Release 2.0 does not change it. If you did not define your assumed school in Release 1.0 or you did not upgrade from Release 1.0 to Release 2.0, you must establish an assumed school before you can create student records.

To define an assumed school:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **Global** tab, then click **School**.
3. If you receive the message “No Assumed School,” click **OK**.
4. Click **Retrieve** to view the school list. Right-click on any column heading to view a menu of sorting functions to help you locate your school. You can also use the **scroll bars** to view the list.
5. Click your school’s name and click **OK**. If the Federal School Code that now appears in the School Code field is the one you want for your assumed school, select the **Assumed School** checkbox. Verify that the information about your school is correct, and make changes if necessary.
6. If you will be processing Free Application for Federal Student Aid (FAFSA[®]) data, confirm that the **App Processing Participant** checkbox is selected.
7. Click **OK** to continue.
8. Click **Yes** to save.

Important Notes

- If you are a Direct Loan school and have both an application processing school code and a DL code, be sure to use your application processing school code as the assumed school.
- Selecting the Direct Loan Participant checkbox is necessary only if your school is new to the Direct Loan program and your newly assigned Direct Loan School Code does not appear on the list of schools when you click the Retrieve button from the School setup dialog box. Establishing your assumed school code is a separate step. The list of school codes available for selection in EDEExpress is updated with each release to accommodate newly approved schools.

To add a new Direct Loan school code:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **Global** tab, then click **School**.
3. If you receive the message “No Assumed School,” click **OK**.
4. Click **Add** (above the **OK** button in the lower portion of the dialog box).
5. In the School Code field, enter your newly assigned Direct Loan School Code.
6. Enter your school name, address, city, state, and zip in the appropriate fields.
7. Select the **Direct Loan Participant** checkbox.
8. Click **Save**.

Important Note

- Do not use your application processing school code as the Direct Loan School code.

Defining Security for Groups

If you need to restrict access to some of the functions within EDEExpress for certain users, the first step is to create groups that have limited access to EDEExpress. The second step is to use the new Password Setup feature to establish default parameters and requirements for passwords associated with user IDs. The third step is to create user IDs and assign them to the groups you have created to specify which functions the users can access.

Creating security groups is optional. If you do not need to limit access to EDEExpress, you can create user IDs and assign them to the predefined EXPRESS ADMINISTRATION security group, which has access to all EDEExpress functions.

Step 1, to create a security group:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **Global** tab, then click **Security Groups**.
3. Click **Add**.
4. Type the name of the group you are defining.
5. Select the **Browse Only (Tabs)?** checkbox if you want the group’s access to individual student records (tabs) to be read-only. Access to other functions, such as importing, exporting, and using Multiple Entry, can be limited by clearing the Access checkboxes for these functions.
6. Click the **Global** tab to establish global access rights for the group. Select the checkboxes in the Access column to enable or disable the functions to which the group will have access.

7. If you use EDEExpress for application processing, click the **Application Processing** tab and select the appropriate Access checkboxes.
8. If you use EDEExpress for packaging, click the **Packaging** tab and select the appropriate Access checkboxes.
9. Click the **Direct Loan**, **Pell Grant**, **TEACH**, and/or **COD** tabs and select the appropriate Access checkboxes.
10. Click **Save**.
11. Click **Add** to create another group or click **OK** to exit the dialog box.

Important Notes

- The **Direct Loan Compare and Reconciliation Admin** security group limits access to Direct Loan module functions such as Direct Loan School and Tolerances setup, Direct Loan Cash Management, imports of SAS, external cash and reconciliation loan/disbursement data, and printing of specific comparison and reconciliation reports. The **Direct Loan Compare and Reconciliation Report Only** security group restricts associated users to the printing of comparison and reconciliation reports only.
- You can create security groups that have limited access to specific functions within specific modules. For example, to limit a security group's Multiple Entry access to the Pell Grant module only, select the **Multiple Entry** checkbox under the Pell Grant tab only in the Security Groups dialog box and verify the Multiple Entry checkbox is cleared under all other applicable tabs.

Defining Password Security

The Password Setup feature enables you to establish default parameters and requirements for passwords you define in Security Users setup (**Tools, Setup, Global, Security Users**). Password settings include minimum password length, minimum and maximum password age (measured in days), and password history length (measured in number of password resets). You can also test passwords in this dialog box to ensure they meet the parameters and requirements you define.

Prior to establishing new user IDs and passwords in Security Users setup, we recommend you review the Password Setup dialog box with your technical staff and determine which default parameters and requirements you want to adjust for EDEExpress users at your school. You should consider how often you want your staff to change their passwords (minimum/maximum password age), how frequently they can re-use the same password (password history length), and the minimum length for each new password. The Password Setup parameters you define apply to all EDEExpress users at your school in both standalone and networked environments.

In addition to the password parameters you establish in Password Setup, valid EDEExpress passwords must contain 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).

Step 2, to modify password requirements:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **Global** tab, then click **Password Setup**.
3. Increase or decrease the **Minimum Password Length** field if you want to adjust the minimum required length for passwords associated with EDEExpress user IDs. User ID passwords established in Security Users setup (**Tools, Setup, Global, Security Users**) must be a minimum of 12 characters in length. Valid values are **12** (the default) to **50**.
4. Increase or decrease the **Password History Length** if you want to adjust the maximum number of password resets that must elapse before an EDEExpress user can reuse a password. EDEExpress requires a minimum of 24 password resets before allowing a password to be reused. Valid values are **24** (the default) to **90**.
5. Increase or decrease the **Minimum Password Age** and **Maximum Password Age** fields if you want to adjust the number of days that must elapse after a password change for an EDEExpress user ID before the user is required to change his or her password. EDEExpress requires that updated user ID passwords be used for a minimum of 5 days before you can require that they be reset. Valid values for both fields are **5** (the default for Minimum Password Age) to **90** (the default for Maximum Password Age).
6. (Optional) Use the **Sample Password** field to test entry of passwords to ensure they meet minimum requirements for password characters and length.
7. Click **OK** to confirm and apply any changes you have made.

Defining Security for Users

Step 3, to create user IDs and assign them to groups:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **Global** tab, then click **Security Users**.
3. Click **Add** (below the new record count box). If this is your first record to add after installing EDEExpress, skip this step and go to step 4.
4. Type a user ID in the User ID entry box and press **Tab**.
5. Click the **down** arrow to view a list of available security groups and select the group name. The security settings for this group are applied to the user ID you are creating.
6. (Optional) Select the **Export to EDconnect?** checkbox. Selecting this checkbox enables EDEExpress to add files to the EDconnect Transmission Queue automatically when you export them.

7. (Optional) Select the **Automatically Transmit?** checkbox. Selecting this checkbox enables EDEExpress to automatically transmit your Common Record and data request files in EDconnect.
8. Press **Tab** to advance to the Password field.
9. Type the password for the user in the Password field. In addition to the password parameters you establish in Password Setup (see prior section), valid EDEExpress passwords must be a minimum of 12 characters and must contain 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). Press **Tab**.
9. Type the password again in the Verify Password box.
10. Click **Save** to add the user to the database.
11. (Optional) Repeat steps 3 through 10 to add more user IDs.
12. Click **OK** to exit the dialog box.

Important Notes

- You can also change passwords in the Security Users dialog box. See Help for instructions on changing passwords.
- When you create a new user ID, EDEExpress automatically creates a profile of default settings for the user ID in Global System Setup (**Tools, Setup, Global, System**).

COD School Setup

You access Pell Grant and Direct Loan School setup through the COD tab. Select **Tools, Setup** from the menu bar, then choose **COD, School**. If you process both Pell Grant and Direct Loan records using EDEExpress, you must also define settings in COD System setup for both modules.

Important Note: See the Campus-Based appendix in this desk reference for more information and guidance on completing School setup for Campus-Based records.

Before you can begin creating or originating Pell Grant or Direct Loan records, you must complete COD School setup.

Defining School Setup and Establishing IDs for Pell Grant Module

The Reporting and Attended Pell IDs and Entity IDs are unique, randomly generated numbers that the COD System assigns to all postsecondary schools that participate in the Pell Grant and/or Direct Loan programs. The Reporting Pell ID and Entity ID must be associated with a school and cannot be assigned to a third-party servicer.

The Attended Pell ID and Entity ID represent the school or campus where the student attends class. Attended Pell IDs and Entity IDs must be equal to either the Reporting Pell ID and Entity ID or an additional location of the Reporting Pell ID and Entity ID.

The Enroll OPE ID is an eight-digit code assigned to the physical location of a school or one of its campuses. An Enroll OPE ID is required on each anticipated and actual Pell Grant disbursement transaction to specify where the student is attending classes when he or she receives or will receive a Pell Grant disbursement. This field is referred to as the Enrollment School Code in the COD System.

For Reporting Pell IDs that have branch schools, the Enroll OPE ID is the school the student attends, which may be different than the main campus OPE ID.

To define School setup and establish Reporting Entity ID, Attended Entity ID, and Enroll OPE ID(s) for the Pell Grant module:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **COD** tab, then click **School**.
3. Select the **Pell Payments** tab.
 - If you are defining a Reporting school for the first time, skip to step 4.
 - If you are defining an Attended school, click the **Add** button, select the **Attended** radio button, and skip to step 4.
4. Type the six-digit Reporting Pell ID.

5. Type the eight-digit Reporting Entity ID.
6. Type the six-digit Attended Pell ID.
7. Type the eight-digit Attended Entity ID.
8. Type the eight-digit Enroll OPE ID(s) associated with the Attended Entity ID. EDEExpress allows you to associate multiple Enroll OPE ID values with the same Attended Pell ID code.

The first Enroll OPE ID you enter in School setup is selected automatically as the default value for the Enroll OPE ID field when creating new Pell Grant origination records for the applicable Reporting and Attended Pell ID combination. The default value is also used on new Pell Grant disbursement records if the Enroll OPE ID value on the origination record is blank.

Note: You can use a different Enroll OPE ID than the default value in School setup as needed when creating origination records or when you are entering or modifying individual anticipated and actual disbursement transactions.

9. Select a funding method. See “Establishing a Funding Method” in this desk reference for more information.
10. Select or enter default values for telephone number and other required Pell Grant setup fields.
11. Click **OK**, then click **Close**.

Important Notes

- **New for 2024-25!** We updated Pell School setup to add the new Enrollment Intensity field. This optional setup field defines the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. EDEExpress now uses the Enrollment Intensity value instead of the Enrollment Status value in calculating Pell Grant award amounts. If you define a default Enrollment Intensity value in the School dialog box for each Reporting/Attended Pell ID combination, EDEExpress automatically assigns that value to the Enrollment Intensity field in the Enrollment Information section of the Pell Payments entry screen for new Pell Grant records, as well as any anticipated disbursements created for the record in the Disbursement section.

Valid Enrollment Intensity field values in the School dialog box are 0 to 100 or blank. An Enrollment Intensity of zero indicates the student is not enrolled for the term, while an Enrollment Intensity of 100 indicates full-time enrollment for the term. The Enrollment Intensity can be left blank in the School dialog box but is required to save a new Pell Grant record in EDEExpress.

- The Enrollment Status field value is also required in EDEExpress to prepare Pell Grant origination records for export to COD (although it is no longer used to calculate Pell Grant awards); it is also a required value on each individual Pell Grant anticipated and actual disbursement record. While you can leave the Enrollment Status field blank in the School setup dialog box for the Pell Grant module, note that providing a default value can save you data entry effort later in the process.

- You can calculate Pell Grant awards and disbursements to the whole dollar or to the penny. Select the Calculate Amounts Using Pennies? checkbox in Pell School setup to calculate awards and disbursements to the penny.
- If you did not import your Pell Grant setup when EDEExpress prompted you to import prior year data, you can import it at any time by selecting **File, Import** from the menu bar, selecting the **Global** tab, choosing **Prior Year User-Defined Queries, Setup, and File Formats**, and clicking **OK**. Select the Pell Grant setup information you want to import by selecting the checkboxes in the Value column.
- Default information entered in a Pell Attended Entity ID setup screen appears in all new origination records for that Attended Entity ID. The default information can be changed in individual origination records. Entity IDs cannot be changed.
- If you are creating a large number of records with information different from that in your default information, consider changing fields in the School dialog box before importing and creating origination records.

Completing School Setup for the Pell Grant Module

The following optional Enrollment Information fields are in the Enrollment Information–For School Use Only area in the School (Pell Payments) setup dialog box:

- Academic Calendar
- Payment Methodology
- Weeks of Instructional Time in Program’s Definition of Academic Year
- Credit/Clock Hours in This Student’s Program of Study’s Academic Year

If you provide default values in these fields, EDEExpress adds the information to the Pell Grant records you create in the Calculation Options section of the Pell Payments entry screen.

If you choose to define default values data for this section’s fields in Pell school setup, as well as default Enrollment Status and Enrollment Intensity values, EDEExpress uses the information (along with other required values on the record) to calculate the Total Payment Ceiling and Scheduled Award for the student on the Pell Payments entry screen. If you leave the fields blank, EDEExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount to which the student would receive given the Cost of Attendance, Student Aid Index, the Additional Eligibility Indicator, Enrollment Intensity, and values (or the absence of values) in fields such as Max Pell, Min Pell, the Iraq and Afghanistan Service Grant (IASG) Flag, and the Children of Fallen Heroes (CFH) Flag.

To complete your Pell School setup:

1. Enter the following required values:
 - **School Information.** Must contain the school’s name and address. If this is your primary (or only) school, select the **Default School?** checkbox.

- **Miscellaneous Information.** Must contain the school's funding method. See "Establishing a Funding Method" in this desk reference for more information.
2. Enter information in the following **optional** Enrollment Information fields in the Enrollment Information–For School Use Only area in the COD School Setup (Pell Payments) dialog box. If you choose to enter information in these fields, EDEExpress adds the information to the Calculation Options section of the Pell Payments entry screen and uses the values in award calculations.
 - Academic Calendar
 - Payment Methodology
 - Weeks of Instructional Time in Program's Definition of Academic Year
 - Credit/Clock Hours in This Student's Program of Study's Academic Year

Note: Since the optional enrollment fields are not included in the Common Record when you send and receive Pell Grant originations, the fields will be blank on your origination records if you rebuild your database with a Pell Grant Year-to-Date file.

Note: Press **F1** for Help with field descriptions and valid values for the Pell School Setup fields.
 3. Click **Save**.
 4. Click **OK** to close the School dialog box

Defining School Setup and Establishing IDs for Direct Loan Module

To define School setup and establish a Reporting Entity ID, Attended Entity ID, and Enroll OPE ID for Direct Loan:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **COD** tab, then click **School**.
3. Select the **Direct Loan** tab.
4. Type the six-character Direct Loan school code in the DL Code box, or click the **ellipsis (...)** button and select it from the list of school codes.

Note: You can define more than one DL Code in School setup and select one of the codes as the Default School. You can also select the same DL Code on multiple rows if your school has multiple campuses with unique Enroll OPE ID values associated with the same DL Code.
5. Type the eight-digit Reporting Entity ID.
6. Type the eight-digit Attended Entity ID.
7. Type the eight-digit Enroll OPE ID.

8. Select a funding method. See “Establishing a Funding Method” in this desk reference for more information.
9. If this is your default school for Direct Loan, select the **Default School?** checkbox.
10. Select default values for Direct Loan setup. See the next section, “Completing School Setup for Direct Loan Module,” for more information.
11. Click **OK**.

Completing School Setup for Direct Loan Module

To complete your Direct Loan School setup:

1. Enter the following settings:
 - **Sub/Unsub Loan Fee Percentage.** This field displays 1.000 by default as the loan origination fee percentage used by EDEExpress when calculating disbursements for subsidized and unsubsidized loans. The U.S. Department of Education may revise this value in the future due to legislative or regulatory changes. To ensure you are using the correct percentage value in setup and, as a result, calculating disbursement amounts correctly in EDEExpress, see the valid values listed for the Origination Fee Percentage field in the Direct Loan external import add record layout in the *2024-2025 COD Technical Reference*, Volume 3, Section 3.
 - **PLUS Loan Fee Percentage.** This field displays 4.000 by default as the loan origination fee percentage used by EDEExpress when calculating disbursements for PLUS and Grad PLUS loans. As with the Sub/Unsub Loan Fee Percentage, the U.S. Department of Education may revise this value in the future due to legislative or regulatory changes. To ensure you are using the correct percentage value in setup and, as a result, calculating disbursement amounts correctly in EDEExpress, see the valid values listed for the Origination Fee Percentage field in the Direct Loan external import add record layout in the *2024-2025 COD Technical Reference*, Volume 3, Section 3.
 - **Sub/Unsub Interest Rebate Percentage.** This field is used by EDEExpress for calculating the interest rebate amount on disbursements for subsidized and unsubsidized loans. The software displays 0.500 as the default Subsidized/Unsubsidized Loan interest rebate fee percentage. To conform with legislative changes, you must update this field value manually to 0.000 (0%) before originating any subsidized or unsubsidized loan with an earliest disbursement date on or after July 1, 2012.
 - **PLUS Interest Rebate Percentage.** This field is used by EDEExpress for calculating the interest rebate amount on disbursements for PLUS and Grad PLUS loans. The software displays 1.500 as the default PLUS/Grad PLUS Interest Rebate percentage. To conform with legislative changes, you must update this field value manually to 0.000 (0%) before originating any PLUS or Grad PLUS loan with an earliest disbursement date on or after July 1, 2012.

- **Are You a Special School?** An institution is eligible to disburse Direct Loans in a single disbursement if they have a cohort default rate of less than 15 percent for each of the three most recent fiscal years for which data are available. Select this checkbox only if you have been designated as a special school by ED.
- **Prompt to Create an Additional Sub/Unsub Loan During Origination Process?** Select this option if you want to be prompted to create another loan type every time you originate a loan manually.
- **Entrance Interview Required Prior to Disbursement?** Select this checkbox if your school wants to track the completion of entrance interviews in EDEExpress. This field sets a system edit for actual disbursement entry. If this checkbox is selected, EDEExpress requires the Loan Entrance Interview Date field (on the Demographic entry screen) contain a value before saving an actual disbursement for a first year (grade level = 0 or 1) student. The loan entrance interview date is for internal use only and is not transmitted to the COD System.
- **Disclosure Statement Print Indicator.** This option allows you to set the default print location for Disclosure Statements. Valid values include: **S** = COD Prints (sends to borrower) or **O** = Onsite (school prints and sends to borrower).
- **Actual Disbursement Type.** This option allows you to set the default to Gross (**G**) or Net (**N**) when you manually enter actual disbursement adjustments and when you import an External Change file to enter actual disbursements or actual disbursement adjustments.
- **Do You Use Multi-year MPNs at Your School?** Select this option to indicate that your school uses multi-year functionality when processing Master Promissory Notes (MPNs) for Direct Subsidized, Unsubsidized, PLUS and Grad PLUS loans.

See the “Multi-Year MPN Feature” and “Single-Year MPN Feature” sections in the *2024-2025 COD Technical Reference*, Volume II, “Section 1–Implementation Guide,” available on the Knowledge Center website, for more information.

2. Click **OK**.

Important Notes

- MPNs, MPN manifests, and Disclosure Statements must be printed outside of EDEExpress using a different system or completed by the borrower online at [StudentAid.gov](https://studentaid.gov) website. 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.
- If you import Prior Year User-Defined Queries, Setup and File Formats from EDEExpress 2023–24 into EDEExpress 2024–25 with the COD School (Direct Loan School) checkbox selected, verify the values in the Sub/Unsub Loan Fee Percentage, PLUS Loan Fee Percentage, Sub/Unsub Interest Rebate Percentage, and the PLUS Interest Rebate Percentage fields in COD School setup (Direct Loan) are correct before you begin creating 2024–25 Direct Loan records.

Establishing a Funding Method

To set up your funding method for Pell Grant and Direct Loan:

1. Click the **Funding Method** field (on the Direct Loan tab and the Pell Grant tab; if you use EDEExpress for Pell Grants and Direct Loans, both must be completed, as it is permissible to have one method for one program and another method for the other program) and enter the appropriate funding method. ED assigns a funding method that determines when you can disburse funds and indicates how your school substantiates disbursements and receives cash from the Grant Administration and Payment System (G5).

Also see Help in EDEExpress or the *2024-2025 COD Technical Reference* for complete descriptions of funding methods.

- **Advance Pay.** Actual disbursement records (Disbursement Release Indicator [DRI] set to True) can be submitted up to seven (7) calendar days before the disbursement date. Cash can be drawn down from G5 three (3) business days before the actual disbursement date.
- **Cash Monitoring 1 (CM1).** Under the CM1 funding method, the school's current funding level (CFL) equals its net accepted actual disbursements. A CM1 school does not have access to cash until it has actual disbursements posted on the COD System.

CM1 schools can submit actual disbursement records up to seven (7) days before the disbursement date. Cash can be drawn down from G5 three (3) days before the actual disbursement date.

- **Cash Monitoring 2 (CM2).** Schools placed on CM2 by FSA have funds deposited in their bank account based on actual disbursements accepted by the COD System and the CFL calculation. The school does not have a CFL until the COD System accepts and posts actual disbursements. CM2 schools can submit actual disbursement records on or after the disbursement date.

Additional documentation from the school is required. The FSA School Participation Team initiates the drawdown through G5 upon review of the required documentation.

- **Reimbursement.** Schools placed on Reimbursement by FSA have funds deposited in their bank account based on actual disbursements accepted by the COD System and the CFL calculation. The school does not have a CFL until the COD System accepts and posts actual disbursements. Reimbursement schools can submit actual disbursement records on or after the disbursement date.

Additional documentation from the school is required. The FSA School Participation Team initiates the drawdown through G5 upon review of the required documentation.

2. Click **OK**.

Important Notes

- The Interest Rebate Percentage is 0.000 for all loan types with the earliest disbursement date on or after July 1, 2012.

If you import Prior Year User-Defined Queries, Setup and File Formats from EDEExpress 2023–24 into EDEExpress 2024–25 with the COD School (Direct Loan School) checkbox selected, verify that the Sub/Unsub and the PLUS Interest Rebate Percentage values in COD School setup (Direct Loan) are set to 0.000 before you originate any subsidized or unsubsidized loans with the earliest disbursement date on or after July 1, 2012.

- ED decides which schools are placed on CM1, CM2, or Reimbursement. If you have received direction from ED to use a different funding method, you must change the setting in COD School setup on the Direct Loan and/or Pell Payment tab. You cannot change the funding method from a student's record. The funding method you select for processing actual disbursements is used for all Direct Loan and/or Pell Grant records you create. For information on your school's funding method, contact the FSA Partner and School Relations Center by telephone at **1-800-848-0978** or by email at CODSupport@ed.gov.

COD System Setup

You must establish your COD System setup before creating any Pell Grant, Direct Loan, or TEACH Grant student records.

To define your default COD System settings:

1. Select **Tools, Setup** from the menu bar. You can also click the Setup button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **COD** tab, then click **System**.
3. Enter your **Source Entity ID** for Pell Grant, Direct Loan, and/or TEACH Grant records. The eight-digit Source Entity ID represents the school, third-party servicer, or vendor responsible for physically sending and receiving documents to and from the COD System. The Source Entity ID does not have to be the same as the Reporting or Attended Entity ID, but it must have a relationship acknowledged by the U.S. Department of Education with the Reporting and Attended Entity ID and the Destination Point TG number.
4. (Optional) Select the **Third Party Servicer?** Checkbox if you are a third-party servicer using EDEExpress to submit 2024–25 Pell Grant, Direct Loan, or TEACH Grant data. This information is included in the applicable Common Record.
5. (Optional) If you use only the Pell Grant, Direct Loan, or TEACH Grant modules, select the **Disable Source Entity ID Setup Warning?** checkbox for the module(s) you do not use.
6. (Optional) Select the appropriate checkboxes in the Combine Module(s) section of the dialog box if you want to include ready-to-export data from multiple modules in the same COD Common Record export file. This setting only applies to Pell Grant, Direct Loan, and TEACH Grant records.

Note: This feature only works if your Source Entity IDs for the selected modules are the same. You can also update your setup selections on the Export dialog box for each module when you are exporting the COD Common Record.

7. Click **OK**.

Important Note

- The System dialog box includes a row for defining settings specific to Campus-Based records, including the default Source Entity ID. These settings are used exclusively for FWS records reported to the COD System using the Campus-Based schema.

COD Disbursement Profile Setup

To establish disbursement profile codes, select **Tools, Setup, COD**, and click the **Disbursement** button. The disbursement profile code can be from one to four characters in length. When you set up a disbursement profile, indicate whether the profile will be used for Pell Grant processing, Direct Loan processing, TEACH Grant processing, or processing for a combination of those three programs.

You can create an unlimited number of disbursement profiles, each with up to 20 disbursements, based on the needs of your school. You label each disbursement profile with a code. You assign a disbursement profile code to each group of disbursement dates used at your school and associate these dates with either Pell Grant processing, Direct Loan processing, TEACH Grant processing, or a combination of the three programs.

In addition to disbursement dates and the payment period start and end dates associated with each, you also store academic year dates and loan period dates (for Direct Loan only) and the cost of attendance (for Pell Grant and Direct Loan only) in each disbursement profile. You must set up at least one disbursement profile code before you can add a Pell Grant, Direct Loan, or TEACH Grant record.

Disbursement profile codes defined in setup are available when you create a Pell Grant, Direct Loan, or TEACH Grant record. The default cost of attendance and dates associated with the disbursement profile selected are included in the new Pell Grant, Direct Loan, or TEACH Grant record.

In the Disbursement Profile dialog box, if you select the **Retrieve** button, EDEExpress displays a list of all Pell Grant, Direct Loan and TEACH Grant disbursement profile codes you have created. The grid indicates the applicable module(s) for each disbursement profile code, as well as its description and inactive status, if applicable.

To define a disbursement profile code:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **COD** tab, then click **Disbursement**.
3. If you are setting up a second or subsequent disbursement profile code, click **Add**.
4. Select the module or modules for which you are creating the disbursement profile code: **DL**, **Pell Grant**, and/or **TEACH**.

Note: If you choose **Direct Loan**, you must enter the six-character Direct Loan code.

5. Enter a disbursement profile code (a one- to four-character alphanumeric value).
6. Enter a description of the code in the Description field.

Note: The Description is a required field and must contain at least one character.

6. If you selected the DL or Pell Grant checkboxes in step 4, enter the Cost of Attendance value applicable to the student population represented by the disbursement profile. Valid values are 0-999999. This field is disabled for disbursement profiles specific to TEACH Grant records.
7. If you designated the disbursement profile for Direct Loan use in step 4, define the following dates in MMDDCCYY format:
 - **Academic Year Start Date.** Enter the date when the borrower's academic year begins for the loan period covered by the loan. (The start date must be no later than 6/30/2025.)
 - **Academic Year End Date.** Enter the date when the borrower's academic year ends for the loan period covered by the loan. (The end date must be no earlier than 7/1/2024.)
 - **Approved Loan Period Start Date.** Type the date classes begin for the period covered by the loan. (The start date must be no later than 6/30/2025.)
 - **Approved Loan Period End Date.** Type the date classes end for the period covered by the loan. (The end date must be no earlier than 7/1/2024.)

Note: The DL Code, Academic Year Start and End Date, and the Approved Loan Period Start and End Date fields are disabled if you choose to create a disbursement profile specific to Pell Grant or TEACH Grant records.

8. Enter anticipated disbursement dates in MMDDCCYY format in the Disbursement Dates grid. For each disbursement date you define, you must also provide the applicable Payment Period Start Date and Payment Period End Date, also in MMDDCCYY format.

Note: For Direct Loan, you must use at least two disbursement dates unless your school qualifies as a special school and has approval to use only one disbursement date. The first disbursement date must not be more than 10 days before the approved loan period start date. If Pell Grant is selected as the module, you can have as many as 20 disbursements, and they must fall within the date range 10/1/2023 to 9/30/2030*. If Direct Loan is selected as the module you can have as many as 20 disbursements for all loan types, and the valid date range is 10/01/2023 to 12/28/2028.

*If September 30 (the typical month and day for the valid end date for Pell Grant 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 website as needed for communications regarding COD System processing deadlines.

9. Click **Save**.
10. Click **OK** to close the Disbursement Profile dialog box, click **Add** to create another disbursement profile code, or click **Retrieve** to change an existing disbursement profile code.

Important Notes

- If you have different Cost of Attendance values for Pell Grant and Direct Loan records, you should create unique, separate disbursement profiles for each module, even if the shared dates in the disbursement profile are otherwise aligned.

- When creating disbursement profiles that combine modules, the disbursement dates must fall within the valid date range of the module with the most restrictive date range.
- EDEExpress verifies that the payment period dates you define in Direct Loan disbursement profiles occur within the loan period start and end dates in the profile. You are required to report a Payment Period Start Date and Payment Period End Date to the COD System with each new anticipated or actual Direct Loan disbursement for all loan types.
- For Pell Grant disbursement profiles, EDEExpress verifies that the Payment Period Start Date is between 10/1/2023 and 6/30/2025 and that the Payment Period End Date is between 10/1/2023 and 9/20/2030.
- You cannot delete a disbursement profile code from setup after a Pell Grant, Direct Loan, or TEACH Grant origination record has been attached to it.
- You assign a disbursement profile code when creating a new origination record manually or through one of the following import types:
 - ISIR Import (Pell Grant, Direct Loan, and TEACH Grant)
 - Loan Data–External Add (Direct Loan)
 - Origination Data–External (Pell Grant)
 - External TEACH Grant Data (TEACH Grant)
- You can delete, add, or change the disbursement profile code on an origination record as long as the origination is not batched or accepted, and as long as you do not have a disbursement record that has been batched. After the origination is batched or accepted, or if the disbursement record is accepted, you can manually change academic year start and end dates, loan period start and end dates, anticipated disbursement dates, payment period start and end dates, and the Cost of Attendance value (where applicable) as needed in the Disbursement section of the Pell Payments entry screen.
- If you have imported your prior year disbursement profile setup information from EDEExpress 2023–24 into EDEExpress 2024–25, your disbursement profile codes are marked inactive until you update the loan period, academic year, disbursement, and payment period dates to correspond with the current award year.

Direct Loan Tolerances Setup

Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. Each tolerance setting establishes the maximum number of days you want to elapse between various processes and helps define which records are included in (or excluded from) a specific report. This can you analyze how you are performing relative to your suggested tolerance. The available tolerance options apply to specific Direct Loan reports in EDEExpress:

- The **Document Activity (COD Common Record)** tolerance applies to the List-Document Activity. This tolerance measures the maximum number of allowed days between a COD Common Record document's creation date and its response date.
- The **Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match** tolerance applies to the Cash Detail Comparison report. This tolerance measures the maximum number of allowed days elapsed between cash record transactions in the Direct Loan SAS and in EDEExpress Cash Management to be considered a match for the report.
- The **Recommended Tolerance from Disbursement to Batched Date** and **Recommended Tolerance from Disbursement to Booked Date** options apply to the Disbursement Measurement Tool report. These tolerances measure the maximum number of allowed days elapsed between the actual disbursement date and either the disbursement's batched date in EDEExpress or the loan's booked date.

You can change tolerances at any time to meet the changing needs of your Direct Loan administration. Your school decides which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of a continuous improvement plan.

To establish your Direct Loan Tolerances:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **COD** tab, then select **Tolerances**.
3. Click the field for the tolerance you are setting and enter the value for the tolerance (the number of days between processes).
4. Click **OK** to close the Tolerance dialog box.

Important Note

- One of the ways you can meet the Quality Assurance requirement in the Direct Loan program is by printing the List-Document Activity report (under **File, Print, COD**) and the Disbursement Measurement Tool Report (under **File, Print, Direct Loan**) and assessing the results to implement corrective actions.

CIP Code Setup

The CIP Code setup option enables you to define multiple CIP Code and CIP Code Year values, which you can associate with Direct Loan, TEACH Grant, and Pell Grant disbursement records. The CIP Code is a six-digit code (with an implied decimal between the second and third digits) representing the student's college major. The CIP Code Year represents the year associated with the searchable CIP Code list that you used on the National Center for Education Statistics (NCES) website to locate the CIP Code you are defining.

To use the CIP Code and CIP Code Year values you define in this setup option with student records, you must assign them to a Program Profile (**Tools, Setup, COD, Program Profiles**).

New for 2024-25! You can now associate up to three separate CIP Code values with each Direct Loan, Pell Grant, or TEACH Grant disbursement, labeled as CIP Code 1, 2, and 3 in the Disbursement and Disbursement History sections of each module's student record entry screen. CIP Code 2 and CIP Code 3 values must be added separately. You can adjust any of the three CIP Code values manually as needed after the record is created. Note that changing the Program Profile Code on an existing disbursement does not modify any CIP Code values associated with the disbursement.

EDEExpress Direct Loan, Pell Grant, and TEACH Grant users are required to assign a program profile code to each record for the 2024–25 award year; the program profile selected for each record must include the applicable CIP Code (used for the default CIP Code 1 field value) and CIP Code Year values.

To establish your CIP Code setup:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **COD** tab, then select **CIP Codes**.
3. Click the **CIP Code** field in the first available row in the table.
4. Verify the CIP Code Year value is correct. This field defaults to **2020**, the most recent year associated with the searchable CIP Code list on the NCES website (see “Important Note” below).
5. Type the unique CIP Code for the program you are defining. Valid values are 000000 to 999999 (displayed as 00.0000 to 99.9999).

Note: EDEExpress converts the six-digit CIP Code value you enter to separate the second and third digits with a decimal automatically. You do not need to enter the decimal point.

6. Click the **Description** field and type a description for the code. The description, which is for internal use only and is not submitted to the COD System, can consist of any combination of up to 255 keyboard characters or spaces, except for the pipe (|) and underscore (_) symbols.
7. To add another CIP Code, click the **OK** button. Repeat steps 3 through 6.

8. Click **OK** when finished to return to the Setup tab.

Important Note

- The COD System requires that you use CIP Code values from the 2020 list of valid values on the NCES website, located at <https://nces.ed.gov/ipeds/cipcode>. The CIP Code Year field in Program Profiles setup is set to **2020** by default.

Program Profiles Setup

You must provide a program profile code when creating a Pell Grant, Direct Loan, or TEACH Grant record in EDEExpress, regardless of the method used. The individual fields comprising each program profile satisfy program-related data reporting requirements.

The Program Profiles setup option enables you to create profiles containing default values for required Pell Grant, Direct Loan, and TEACH Grant disbursement fields. Click **Tools, Setup, COD, Program Profiles** to access this setup dialog box.

Program profiles are not module-specific; you can use the same profiles on Pell Grant, Direct Loan, and TEACH Grant records if the field values they contain apply to each award type.

Each profile you establish in Setup must contain a unique program profile code and description, as well as values for the following fields: Program Credential Level, Published Program Length, Published Program Length Units (Weeks, Months, or Years), Special Programs, Weeks Program Academic Year (conditionally), CIP Code (used as default CIP Code 1 value), and CIP Code Year. These fields are required by the COD System for all Pell Grant, Direct Loan, and TEACH Grant disbursement records.

The program profile codes you define in Setup are available for selection in the Pell Grant, Direct Loan, and TEACH Grant modules when creating records manually on the applicable module's entry screen, when importing ISIRs or Packaging data to create records, or when using Multiple Entry to modify multiple records. You can also add or modify the Program Profile Code field by importing external add or change files.

To establish program profiles:

1. Select **Tools, Setup** from the menu bar. You can also click the **Setup** button (designed as two crossed wrenches) on the left navigation bar.
2. Select the **COD** tab, then select **Program Profiles**.
3. If this is the first program profile you are creating after installing EDEExpress, skip to step 4. Otherwise, click **Add** (below the record count box).
4. Enter a program profile code. The code can be up to 25 characters long and can consist of any combination of letters (A-Z), numbers (0-9), and spaces (except for the first position).
5. Enter a description for the program profile you are creating. We recommend that you use a descriptive, meaningful title that describes the student population represented by the program profile. The description can consist of any combination of up to 50 keyboard characters or spaces, except for the pipe (|) and underscore (_) symbols.
6. Enter a Program Credential Level value. The Program Credential Level defines the credential level related to the program in which the student is enrolled. Valid values are 0-99.

7. Update the Published Program Length fields with values applicable to the program on which you are basing this program profile. In the first field, enter a numeric value between 0 and 999.999 (for weeks) or 0 to 99.999 (for months and years) that represents the program length, then click the **down arrow** in the second field and designate whether the numeric value you entered is measuring the program length in units of **Years**, **Months**, or **Weeks**.
8. Enter a Special Programs value. The Special Programs field indicates whether the student is enrolled in a specific program type, such as a non-credential teacher certification program. Valid values are any alphabetic character (A-Z).

Note: Enter N (Not Applicable) in this field if the students covered by this program profile are not enrolled in a qualifying special program.
9. Enter a Weeks Program Academic Year value if you selected **Months** or **Weeks** for Published Program Length in step 7 or if you entered a Special Programs value of **P** (Preparatory Coursework Graduate Professional Program) in step 8. Valid values are 26-999.999.

Note: You can also leave this field blank if you are reporting the Published Program Length measured in years and your Special Programs field value is not **P**.
10. Enter a CIP Code value applicable to the program profile you are creating. You can also click the ellipsis (...) button to select from the CIP Code and CIP Code Year combinations you defined in CIP Codes setup (**Tools, Setup, COD, CIP Codes**). The CIP Code Year field is updated automatically with the value associated with the CIP Code in CIP Codes setup and can be modified at the program profile level if needed.
11. Click **Save** to save your program profile.
12. To create another program profile, click **Add**.
13. Click **OK** when you are finished.

Important Notes

- After defining CIP Code and CIP Code Year values used by your school in CIP Code setup (**Tools, Setup, COD, CIP Codes**), you can assign the values to program profiles in Program Profiles setup. You can associate the same CIP Code and CIP Code Year combination with multiple program profiles.
- The Inactive checkbox in the Program Profile Setup dialog box is selected if you import your program profiles from your prior year database and the profile is missing one or more required data elements. Program profiles marked as inactive cannot be used with student records until you update the profile with all required information.

- During the import of Web-Initiated Response (CRWB25OP), Pell Grant Year-to-Date (PGYR25OP), TEACH Grant Rebuild (THRB25OP), and Direct Loan Rebuild (CODRBFOP) files, EDEExpress attempts to match program-related data sent on individual records to established program profiles in your setup. If EDEExpress identifies a program profile with the same combination of values for the Program Credential Level, Published Program Length, Published Program Length Units, Weeks Program Academic Year, Special Programs, and CIP Code fields, the associated program profile code from setup is assigned to the rebuilt record.

If there is no match to an existing program profile, EDEExpress creates a new program profile code with that specific combination of values and assigns it to the record. Program profiles created automatically by EDEExpress as the result of these imports are assigned a system-generated program profile code:

- For Web-Initiated Responses (for Pell Grant, Direct Loan, and TEACH Grant records), auto-generated program profile codes are labeled “Auto generated WB #####,” where “#####” is the next available code numerically
- For Pell Grant Year-to-Date files, auto-generated program profile codes are labeled “Auto Gen Pell YTD #####,” where “#####” is the next available code numerically
- For TEACH Grant Rebuild files, auto-generated program profile codes are labeled “Auto Gen TEACH RBD #####,” where “#####” is the next available code numerically
- For Direct Loan Rebuild files, auto-generated program profile codes are labeled “Auto Gen DL RBD #####,” where “#####” is the next available code numerically
- You can modify the program profile code and description after a program profile is assigned to one or more student records, but all other fields are locked and cannot be modified.
- The List-Program Profile Setup report provides a quick-reference listing of the program profile codes you defined in Setup and the unique field values associated with each profile. To print the report, select **File, Print, COD**, and choose **List-Program Profile Setup** as the report type.

Pell Grant Origination and Disbursement Records

Creating Pell Grant Origination Records

The following methods can be used to create Pell Grant origination records:

- Manually enter data from a printed document, such as a FAFSA Submission Summary
- Import ISIR data only from the Application Processing module of EDEExpress
- Import ISIR data from Application Processing and include Packaging module data
- Import external data from your school's system
- Use Multiple Entry (applicable only after one of the above options creates a “shell” origination record)

Important Notes

- **New for 2024-25!** As part of the EDEExpress redesign, we consolidated all origination and disbursement information into a single Pell Payments entry screen with multiple sub-sections, eliminating separate entry tabs and dialog boxes. The new Pell Payments screen sections are listed under the Manual Entry menu accessible from the left navigation bar within an open student record.

Some sections of the Pell Payments entry screen are only displayed based on the record's origination status. For example, the Disbursement and Disbursement History sections only display after you save the record with all required information and indicate you want to set the record ready to send to the COD System. The New Origination section is only displayed initially, when manually creating a new Pell Grant record, and is hidden after you successfully save the new record.

- **New for 2024-2025!** If you create Pell Grant records using ISIR import, the software automatically updates key fields such as the Student Aid Index (SAI), Max Pell, Min Pell, IASG Flag, and CFH Flag to match the active ISIR transaction. When this occurs, the fields are set to display-only on the Pell Payments entry screen and cannot be modified. This helps ensure the values you submit to the COD System for these fields are consistent with the ISIR information the record is matched against.

- EDEExpress end-of-entry edits require that you provide an Ability to Benefit State Code and Ability to Benefit Completion Date on the student's Demographic entry screen if the Student Eligibility Code is **03** (State Process). This edit applies when creating new Pell Grant, Direct Loan, and TEACH Grant records.
- The Abbreviated Award Data (PGAA25OP) and Abbreviated Disbursement Data (PGAD25OP) external import types provide non-EDEExpress users with an efficient alternative method of adding Pell Grant award and disbursement data elements for comparison with Pell Grant SAS data using a more limited set of data elements than the full external origination and disbursement import types. The Pell Grant award and disbursement data imported using the abbreviated formats are stored in a separate EDEExpress database table and used solely for Pell Grant SAS comparison report purposes. See the "Pell Grant School Account Statement (SAS)" section later in this desk reference for more information.
- The EDEExpress import process archives imported data files automatically, storing the files in a compressed, password-protected ZIP file called Backup#.zip (where # is a number from 0-9 that is incremented each time the previous numbered backup file reaches 2 gigabytes or more in size). Archive files are stored in your default import data directory (as specified in File Management setup) and are accessible from the import dialog box by clicking the **Archived File** button.
- The Pending Imports option under the Imports sub-menu lists data files in your data directory that have yet to be imported into EDEExpress, as well as import types you can perform, such as prior year import and ISIR import into other EDEExpress modules. You can open the Import dialog box for each file or import type displayed by clicking it. From the Import dialog box, you can select additional options and initiate the import more quickly.

If your import data directory is located on a network and multiple EDEExpress users in your office routinely import data files, note that the files listed under Pending Imports change dynamically with each refresh of the desktop to remove files from the list that have been imported by you or another user.

You can establish a refresh rate for the EDEExpress desktop (including Pending Imports options) in the desktop settings (**View, Desktop Settings**). Desktop settings are specific to your User ID.

- You must provide a program profile code when you create new Pell Grant records. Program profiles are a quick, efficient means of updating multiple required fields with minimal data entry effort. Each program profile contains a set of default values for various fields reported to the COD System with each Pell Grant disbursement record, including CIP Code 1, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

The program profile code is required when adding new Pell Grant records using manual entry or by importing ISIR, Packaging, or external data. The program profile you select for your new records must exist in Program Profiles setup (**Tools, Setup, COD, Program Profiles**) and can be adjusted as needed following creation of the initial record.

To help accelerate the process of creating multiple Pell Grant records, consider creating a temporary program profile code you can assign to all new records as part of the import process. You can then modify the program profile code on these records to the appropriate value after the import is complete.

- **New for 2024-25!** We updated the Pell Grant module to implement the Enrollment Intensity field in School setup and student record entry. The Enrollment Intensity is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, if full-time enrollment is 12 credit hours and the student is enrolled in 7 hours, the enrollment intensity would be $7 \div 12 \times 100\% = 58\%$. For the 2024-25 award year and thereafter, a student's Scheduled Pell Grant award is multiplied by the student's enrollment intensity percentage to determine the Annual Pell Grant Award. Though a student's enrollment may exceed full-time enrollment, as defined by the school, enrollment intensity cannot exceed 100% for Pell Grant adjustment purposes.
- Although it is no longer used when calculating Pell Grant awards, the Enrollment Status is required by EDEExpress (in addition to the Enrollment Intensity value) to prepare Pell Grant origination records for export to COD; it is also a required value on each individual Pell Grant disbursement record.

The Enrollment Status value you provide in the Enrollment Information section of the Pell Payments entry screen when creating a Pell Grant record or when preparing the record for export to the COD System is assigned automatically to all anticipated disbursements for the record in the Disbursement section. You can use the Enrollment Status field in each row of the Disbursement section to adjust the value assigned to individual actual disbursements. We recommend that you keep the Enrollment Status value in the Enrollment Information section current with the any changes to the student's enrollment status (i.e., from full-time status to half-time status).

If you create Pell Grant records using ISIR import, the award-level and disbursement-level Enrollment Status fields on the Pell Payments entry screen are updated automatically with the default enrollment status value (if defined) for the Attended Campus ID in Pell School setup.

- The Enrollment Status Effective Date and Program Attendance Begin Date fields reflect when the enrollment status associated with a Pell Grant disbursement became effective and when the student began attending classes for the program associated with the Pell Grant award, respectively. Both of these date fields are optional for the 2024-25 award year and are not required by or stored on the COD System. If you do not want to report these dates, leave the associated fields blank in EDEExpress.

You can update both date fields to records when manually adding a new Pell Grant record or when using an external import file. Both date fields can be updated manually on the Pell Payments entry screen, by using an external import file, or by using Pell Grant Multiple Entry.

- Your school can choose to create anticipated disbursement records (with the DRI checkbox clear, or set to False) at the same time you create origination records, depending on the process you follow.
- The Pell Grant Award Amount for Entire School Year field value (abbreviated as Award Amount on the Pell Payments entry screen) must be present on a student's Pell Grant record before you can save the origination record. The Award Amount for Entire School Year value is used to calculate the submitted amount for each disbursement added to the Disbursement section of the Pell Payments entry screen. If you enter a disbursement profile code, save the record, and answer **Yes** to Select Ready to Send to Pell Grant Processor, anticipated disbursements (DRI checkbox cleared, or set to False) are automatically created in the Disbursement section. The Award Amount is divided among the disbursement dates defined in the disbursement profile code.
- You can delete any Pell Grant origination record that is not at a **Batched** or **Accepted** status. All associated disbursement records, however, must be deleted before you can delete an origination. You can delete any disbursement record with a disbursement status of **E** (Rejected), or if the disbursement status is **R** (Ready) and the document ID is blank, indicating it has never been sent to the COD System.
- The *College Cost Reduction and Access Act* (CCRAA) of 2007 requires all clock-hour and non-term credit-hour programs use Formula 4 when calculating a Federal Pell Grant award. The CCRAA also revised the formula to calculate a Federal Pell Grant for schools that use Formula 4. To determine the payment for a payment period, multiply the student's Scheduled Award by the lesser of:

The number of credit or clock hours in the payment period **divided by**
The number of credit or clock hours in the program's academic year;

Or

The number of weeks of instructional time in the payment period **divided by**
The number of weeks of instructional time in the program's academic year.

For more information, see the section on Calculating Pell Grant Awards in the *Federal Student Aid Handbook*, available on the Knowledge Center website.

- Schools are authorized to disburse up to 150% of the scheduled Pell Grant award in a single award year to eligible students to accelerate completion of their program of study. In addition to being Pell Grant-eligible, students must be enrolled at least half-time in a program that leads to an associate degree, baccalaureate degree, or certificate to receive a Pell Grant over 100% of the scheduled award.

Select the Additional Eligibility Indicator checkbox in the Origination section of the Pell Payments entry screen to manually identify students eligible to receive two scheduled Pell Grant awards in a single award year. EDExpress enables you to disburse up to 150% of the scheduled Pell Grant award if the Additional Eligibility Indicator is selected.

You can also select the Additional Eligibility Indicator checkbox using Pell Grant Multiple Entry to update the field or update the field as part of a Pell Grant External Origination Add/Change import file.

Note: The Additional Eligibility Indicator does not affect the calculation of the Scheduled Award. Therefore, the Scheduled Award field never exceeds 100% of the student's Pell Grant calculated award amount. However, when you select the Additional Eligibility Indicator checkbox, the Total Payment Ceiling automatically displays up to 150% of the Scheduled Award. The Total of All Disbursement Amounts may exceed the Scheduled Award but not the Total Payment Ceiling.

Creating an Origination Record Manually

Enrollment data tracked in the Enrollment Information section of the Pell Payments entry screen are not part of the origination record that is exported to the COD System. If you fill in these optional fields, EDEExpress uses the information to calculate the Total Payment Ceiling and Scheduled Award. If you leave the fields blank, EDEExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount the student can receive based solely on the other key calculation fields, such as the Student Aid Index, Enrollment Intensity, and other values in the Origination section. The optional Enrollment Information section fields are:

- Academic Calendar
- Payment Methodology
- Weeks of Instructional Time Used to Calculate Payment
- Weeks of Instructional Time in Program's Definition of Academic Year
- Credit/Clock Hours Used to Calculate Payment
- Credit/Clock Hours in This Student's Program of Study's Academic Year

Other optional fields located on the Pell Payments entry screen that are exported to the COD System but not processed by the COD System include Sequence Number and Cross Reference.

To create an origination record manually:

1. If a demographic record does not exist for the student, select **File, New** from the menu bar or click Create Student under the Manual entry menu accessible from the left navigation bar. Continue to step 2.

If a demographic record exists for the student, open the student's record and skip to step 4.

2. On the Demographic entry screen, enter the student's demographic information if no demographic information exists. You should ensure the entries in SSN, Last Name and/or First Name, Date of Birth, and Student Eligibility Code are correct, as this information is required to save the Pell Grant origination record.

Note: A complete address is required by the COD System for all Pell Grant records if it does not already have one on file; this applies to all award years. Regardless of address status on the COD System, note that any time you submit address information to the COD System you must submit the complete address (all tags in the complex element) or the COD System will reject the record. The COD System attempts to match the complete address on the incoming Pell Grant record to the COD System and FPS databases. For more information, see the *2024-2025 COD Technical Reference*, Volume 2, Section 4. The technical reference is available for download from the Knowledge Center website.

Note: If you enter or modify data in any Ability to Benefit field, EDEExpress includes all the Ability to Benefit fields and values (even if blank) in the next export of Pell Grant, Direct Loan, or TEACH Grant origination data in the COD Common Record. EDEExpress also updates the Ability to Benefit fields with any data returned by the COD System in Web-Initiated Response files for processed Pell Grant, Direct Loan, or TEACH Grant data.

3. Select **File, Save** from the menu bar or click the Save button on the bottom control bar. You have now created a demographic record for your student.
4. Under the Manual Entry menu, click **Origination** (under the Pell Payments section). The Pell Payments entry screen is displayed.
5. Select **Add** on the bottom control bar to create a new Pell Grant record.
6. In the New Origination section, enter the Student's Name ID, verify the Reporting Pell ID, Attended Pell ID, and Enroll OPE ID are correct, and select a Program Profile Code. Update the default values displayed as needed.
7. (Optional) Enter the Program Attendance Begin Date in MMDDCCYY format.
8. Enter all required or applicable information in the Origination, Enrollment Information, and Calculation Options sections, including a valid Disbursement Profile Code (DPC) and current enrollment information. Values entered for SAI, Max Pell, Min Pell, the IASG Flag, or the CFH Flag should match the values on the ISIR transaction you designate in the Transaction Number field.
9. Click **OK**.
10. Select **File, Save** from the menu bar or click the Save button on the bottom control bar.
11. Select **File, Close** from the menu bar, click the **Close** button on the bottom control bar, or click the Home button on the left navigation bar to exit the record.

Important Notes

- The Additional Eligibility Indicator does not affect the calculation of the Scheduled Award. Therefore, the Scheduled Award field never exceeds 100% of the student's Pell Grant award according to the applicable Pell Grant Payment and Disbursement Schedule. However, when you select the Additional Eligibility Indicator checkbox, the Total Payment Ceiling automatically displays 150% of the Scheduled Award.

- The Total of All Disbursement Amounts can exceed the Scheduled Award but not the Total Payment Ceiling.

Importing ISIRs from Application Processing

To create origination records by importing ISIRs from the Application Processing module:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the import type you want to use appears in this list, click the import type and skip to step 4. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow in the Import Type field and select **Origination Data–ISIRs**.
4. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **Save**. The file name appears in the box.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in PDF format). To print a paper copy, locate the file, open it using a PDF-compatible program such as Adobe Reader, and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF format. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report in PDF format.

5. Verify the Reporting Pell ID and Attended Pell ID field values are correct. Otherwise, click the **down arrows** next to the fields to choose new Reporting Pell ID and Attended Pell ID values from Pell School setup.
6. Update other fields in the Import dialog box as needed:
 - **Prompt for Duplicates?:** Select this checkbox to be notified that a duplicate record was found during the import process. When a duplicate is found, the current record's SSN, Name ID, Origination Status, and Pell Grant Action Status are displayed with the option to Skip, Skip All, Update, or Update All for duplicate records that are found.
 - **Include Records in Next Document Submission?:** This checkbox is enabled only if you also select the **Import Packaging Data?** checkbox (which adds the packaged Pell Grant award amount as the Award Amount in the Pell Grant record). This option sets the origination record to **Ready** status following the import, provided that all required information is available. See “Importing ISIRs from Application Processing and Including Packaging Data” in this desk reference for more information.

- **Import New Eligible ISIRs?:** Select this checkbox if you want to import only new eligible ISIRs you have received since the date you last imported ISIRs into the Pell Grant module.
- **Import Packaging Data?:** This option, if selected, includes Pell Grant award data from the EDEXpress Packaging module in the import. See “Importing ISIRs from Application Processing and Including Packaging Data” in this desk reference for more information.
- **Reporting Pell ID and Attended Pell ID:** Select the Reporting Pell ID and Attended Pell ID you want to assign to the Pell Grant records you are creating.
- **Enroll OPE ID:** Enter the Enroll OPE ID that applies to the Pell Grant records you are creating. You can also click the **ellipsis (...)** button and select an Enroll OPE ID value. The Enroll OPE ID you choose must be associated with the Reporting Pell ID and Attended Pell ID combination you select on the Import dialog box. This field is optional and not required for import.
- **Disbursement Profile Code:** Verify the DPC value displayed is applicable to the origination records you are creating. Otherwise, click the **down arrow** and select a different code from the disbursement profiles you defined in Disbursement setup. Any anticipated disbursements created as a result of the import will include the disbursement dates and payment period dates associated with the disbursement profile. Also, the Cost of Attendance field on the Pell Payments entry screen is updated with the default value from the disbursement profile.
- **Processed Date Range:** If you want to limit your ISIR import to records processed by the FPS within a particular date range, enter date values in the From and To fields (for the beginning and end of the date range, respectively).
- **Selection Criteria:** Click the **Selection Criteria** button if you want to use queries to limit the ISIRs you import or to select individual student records.

7. Click **OK**.

8. The Pell Grant Choose Select Records/Verify or Enter COD Program Reporting Data dialog box is displayed, which enables you to review and revise program-related data field values for the Pell Grant records you are creating, including the required Enrollment Status and Program Profile Code fields and the optional Program Attendance Begin Date and Enrollment Status Effective Date fields. You can also use this dialog box to include or exclude individual student records from the import.

The top of the dialog box includes a section that allows you to provide default values for the program-related data fields. When you enter a default value for the Program Profile Code, Enrollment Status, Program Attendance Begin Date, or Enrollment Status Effective Date field, all records with a different or blank value for the field are updated in the student record grid. You can then edit individual values on student records in the grid as needed before continuing with the import.

The enrollment status you provide is added to the Pell Grant origination record and anticipated disbursements (if a DPC is also provided in the Import dialog box) for each selected record that appears in this grid unless you change the enrollment status in the grid. The values you confirm or update for the Program Profile Code, Program Attendance Begin Date, and Enrollment Status Effective Date fields are also assigned to each anticipated disbursement.

Click **OK** when you have finished selecting records and confirming or modifying values for the program-related data fields to proceed with the import.

9. A progress bar appears within the In Progress dialog box. When the import is complete, the In Progress dialog box displays the number of records added, updated, skipped, rejected, and the total number of records.
10. Click **OK** to close the In Progress dialog box.

The newly created Pell Grant records have the origination status **Not Ready** (unless you imported the ISIRs with Packaging data and selected the Include Records in Next Document Submission? checkbox). The records can be viewed on the Pell Payments entry screen.

Important Notes

- The ISIR import process translates the Incarcerated Applicant Flag value from a student's active ISIR transaction into the equivalent value on new Pell Grant records. If the Incarcerated Applicant Flag value is **1** (Correction Facility Address), **2** (Received via P.O. Box at IDC), or **3** (FAA Determination), the Incarcerated fields on the Pell Payments entry screen are set to **Y**. If the ISIR value is **4** (FAA Removed) or blank, the corresponding Pell Grant Incarcerated fields are left blank (indicating the student is not incarcerated).
- If you typically create multiple Pell Grant records by importing ISIR data, and you prefer to adjust the program profile code values on the records at a later point, consider creating a temporary “placeholder” program profile code in setup that you assign to records upon initial creation. You can then adjust the program profile code on the records to the appropriate value manually in the Disbursement section, using Pell Grant Multiple Entry, or by importing an external origination change file.
- Only one ISIR transaction per Attended School is imported into the Pell Grant module.
- EDEExpress imports the ISIR transaction listed in the Transaction Paid On field on the Demographic entry screen. If this field is blank, EDEExpress imports the Active Transaction (usually the highest transaction) denoted on the Demographic entry screen and the ISIR Review screen (accessible under the ISIR section of the Manual Entry menu that opens from the left navigation bar).

Importing ISIRs from Application Processing and Including Packaging Data

You can import ISIRs from the Application Processing module and include Pell Grant award data from the Packaging module. This process can create both origination and anticipated disbursement records for your students.

To create origination records by importing ISIRs from the Application Processing module and including Packaging data:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the import type you want to use appears in this list, click the import type and skip to step 4. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the down arrow in the **Import Type** field and select **Origination Data–ISIRs**.
4. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing PDF or HTML in the **Format** field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

5. Select the **Import Packaging Data?** checkbox.
6. Verify the Reporting Pell ID and Attended Pell ID field values are correct. Otherwise, click the **down arrows** next to the fields to choose new Reporting Pell ID and Attended Pell ID values from Pell School setup.

7. Verify the DPC displayed applies to the origination records you are creating. Otherwise, click the **down arrow** and select a different code from the disbursement profiles you defined in Disbursement setup. Any anticipated disbursements created as a result of the import will include the disbursement dates and payment period dates associated with the disbursement profile. Also, the Cost of Attendance field on the Pell Payments entry screen is updated with the default value from the disbursement profile.

Note: The Enroll OPE ID associated in Pell School setup with the Reporting Pell ID and Attended Pell ID you select on the import dialog box is automatically assigned to any anticipated disbursements created as a result of the import process.

When you select the disbursement profile, the Include Records in Next Document Submission? checkbox is automatically selected. This option sets the origination and anticipated disbursement records you create to **Ready** status.

8. Select any other options in the Import dialog box that apply to your import. See “Importing ISIRs from Application Processing” in this desk reference for more information on these fields.
9. Click **OK**.
10. Review the selected students and update program-related data field values as needed in the Pell Grant Choose Select Records/Verify or Enter COD Program Reporting Data dialog box. Click **OK** when you have finished selecting records and confirming or modifying values for the program-related data fields to proceed with the import.
11. When the import is complete, a Batch Statistics dialog box displays the number of records added, updated, and skipped, as well as the total number of records.
12. Click **OK** to close the Batch Statistics dialog box.

If you selected the “Import Packaging Data?” and “Include Records in Next Document Submission?” checkboxes, the newly created Pell Grant records have an origination status **Ready**. Otherwise, the new records have an origination status **Not Ready**. The records can be viewed on the Pell Payments entry screen.

Important Note

- If you are a Pell Grant Formula 2–5 school using the optional Enrollment Information–For School Use Only fields, you cannot set the origination record to **Ready** status until the applicable weeks/hours data are saved in the origination record. You can use Pell Grant Multiple Entry to update this information. See “Using Multiple Entry to Update Pell Grant Origination Records” in this desk reference for more information.

Importing Data from an External System

Pell Grant origination data that is imported from a school's mainframe or third-party system must be created in flat file format. See the *2024-2025 COD Technical Reference*, Volume 3, Section 3 for the most recent external import record layouts. The technical reference is available for download from the Knowledge Center website.

To create origination records by importing data from an external system:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow in the Import Type field and select **Origination Data–External (PGEO)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. (Optional) Select the **Prompt for Duplicates?** checkbox for EDEExpress to prompt for duplicate records.

Note: If you want to update an existing, unbatched record, you must select this option. When the Record Already on File dialog box appears, select **Update** for an individual record or **Update All** for all records.

7. (Optional) To include these files in the next export document, select the **Include Records in Next Document Submission?** checkbox. If you choose this option and the imported record does not contain all the information necessary for the Pell Grant record to pass end-of-entry edits, the record is not added or updated.
8. Click **OK**. A Batch Statistics dialog box appears, which displays the number of records added, updated, skipped, and rejected, as well as the total number of records.
9. Click **OK** to close the Batch Statistics dialog box.

Important Notes

- You must provide a valid DPC and Program Profile Code as part of your External Origination Add file when creating new Pell Grant records.

- Use the same Pell Grant external origination record layout to add or change origination records in your database. For updates to existing origination records, you only need to include the modified data elements in the import file; leave the fields that have not changed blank.
- The Student Eligibility Code and Ability to Benefit fields on the Demographic entry screen can be added or modified by importing a Pell Grant External Origination Add/Change file.
- A complete address is required for all Pell Grant records. The COD System attempts to match the complete address on the incoming Pell Grant record to the COD System and FPS databases. If no address is found, the record is returned with reject edit 021. If an incomplete address is found, the COD System returns warning edit 120. For more information, see the *2024-2025 COD Technical Reference*, Volume 2, Section 4.

Using Multiple Entry to Update Pell Grant Origination Records

When you use the import type Origination Data–ISIRs (without including Packaging data) to create Pell Grant records, the records are created at a **Not Ready** status. You can then use Pell Grant Multiple Entry to update most remaining fields on each record. If you successfully update the records using Multiple Entry but do not enter a value for Award Amount for Entire School Year, you can select **Process, Calculate Award Amount for the Entire School Year** to calculate each student’s award amount and to set the records to a **Ready** status.

Note: You can also use Multiple Entry to update origination records that have been created manually.

To update a Pell Grant origination record using Multiple Entry:

1. Select **Process, Multiple Entry** from the menu bar, then choose **Pell Grant**.
2. If you are using the optional Enrollment Information–For School Use Only fields and are a Pell Grant Formula 2–5 school, choose the following fields by selecting the adjacent checkbox: **Weeks Used to Calculate Payment** and **Credit/Clock Hours to Complete**.
3. Enter a value next to the fields you selected. Alternatively, you can select the field you want to update without entering a default value. If you choose the latter option, enter the field value for each student selected on the Pell Grant Multiple Entry update grid.

Note: You can use Multiple Entry to update the Award Amount for Entire School value for multiple student records at once. EDEExpress splits the award amount between the anticipated disbursements defined by the disbursement profile assigned to each student. The disbursement dates and payment period dates associated with the disbursement profile are assigned to each disbursement. Also, the Cost of Attendance field on the Pell Payments entry screen is updated with the default value from the disbursement profile.

Note: Select the **Set Origination Ready to Export** checkbox to set the status for each corrected origination record to **Ready**.

4. (Optional) Click the **File** button in the SSN File section of the dialog box if you have a text file of selected SSNs. Or click the **ellipsis (...)** button in the SSN File section to enter SSNs of the records you want to update.
5. Choose **Printer**, **File**, or **Screen** as the output destination. When the update process is finished, EDEExpress generates a report of the records that have updated successfully and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing PDF or HTML in the **Format** field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supporter browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Multiple Entry dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. (Optional) Click the **down** arrow next to the Sort By field if you want to sort by the student's last name or award ID.
7. (Optional) Click the **Selection Criteria** button to select a query that will limit or narrow the group of records you are updating or to select individual student records.
8. Click **OK**. The Pell Grant Multiple Entry grid appears, listing each student you are about to update.
9. When you have verified that the updated values are displaying correctly on the grid, click **Save**.
10. Click **Yes** twice. After the Pell Grant Multiple Entry process is finished, EDEExpress generates an edit report that displays the total number of student records that were read, updated, and rejected, as well as the total number of fields that were updated and rejected.

Note: When a value has not been entered for most selected fields on the Multiple Entry–Field/Records Selection grid (the first grid that appears in Multiple Entry), the field's current value from the student's record appears on the Multiple Entry update grid (the second grid that appears). If the Disbursement Number field is selected, a value must be entered.

Important Notes

- When you modify the program profile code using Multiple Entry, all anticipated disbursements are updated automatically with the new program profile code value, provided they are not batched for processing (disbursement status = **B**). Also, selecting and updating the Program Profile Code field when adjusting an accepted actual disbursement using Multiple Entry changes the program profile code associated with the new sequence number. You can modify the program profile code in the same sequence number as adjustments to other data elements associated with an actual disbursement, such as the disbursement amount, disbursement date, Enroll OPE ID, or enrollment status.
- When the Pell Grant Multiple Entry grid displays the records and their default values, you can modify these values before you save.
- All records to be updated by Multiple Entry are selected by default. If you choose not to update any record, you can clear the Select checkbox in the update grid. These records are not updated and do not appear on the Multiple Entry Edit Report.
- See “Create an SSN File” and “Using an SSN File” in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers. Also, see Help in EDEExpress for additional information on creating SSN files.

Using the Calculate Award Amount Process

If you have created Pell Grant origination records using manual entry, ISIR import (without including Packaging data), or an external import, you can use Calculate Award Amount to complete the process and add a calculated total Pell Grant award amount to the record.

This option calculates the Award Amount and Total Payment Ceiling for all records at **Ready**, **Rejected**, or **Not Ready** statuses. To calculate records at **Not Ready** status, the Award Amount for the Entire School Year must be the only missing required field.

New for 2024-25! We updated the Pell Grant module in EDEExpress 2024-25 to calculate Pell Grant awards according to changes implemented as part of the FAFSA Simplification Act. The FAFSA Simplification Act extends the Federal Pell Grant to more students and links eligibility to family size and the federal poverty level.

EDEExpress uses multiple data elements on the Pell Payments entry screen to calculate the Pell Grant award amount for students. The following fields in the Origination section of the Pell Payments entry screen are filled automatically during ISIR import, and are used during the calculation process to verify the student is Pell-eligible and to determine the student's scheduled award:

- **Pell COA:** The Cost of Attendance value used to calculate the Pell award.
- **Max Pell:** If non-blank, Indicates the student is eligible for the lesser value between the maximum Pell Grant award and the Pell COA.
- **Min Pell:** If non-blank, Indicates the student is eligible for the lesser value between the minimum Pell Grant award and the Pell COA.
- **Iraq and Afghanistan Service Grant (IASG) Flag:** If 1 or 2, the student is automatically eligible for the lesser value between the maximum Pell Grant award and the Pell COA.
- **Children of Fallen Heroes (CFH) Flag:** If 1 or 2, the student is automatically eligible for the lesser value between the maximum Pell Grant award and the Pell COA.
- **Student Aid Index (SAI):** Must be in eligibility range for Pell Grant funds to be awarded.

During the award calculation process, EDEExpress also uses the Enrollment Intensity percentage, Additional Eligibility Indicator, total percentage of Pell Grant eligibility used (in the Eligibility Used section), and additional credit/clock-hour enrollment information in the Calculation Options section (if provided) to calculate the Total Payment Ceiling and Award Amount values. EDEExpress prevents you from exceeding the Total Payment Ceiling amount when creating or adjusting disbursements.

For more detailed information on the Pell Grant award calculation process for 2024-25 and forward, see the *Student Aid Index (SAI) and Pell Grant Eligibility Guide* on the Knowledge Center website, located at fsapartners.ed.gov/knowledge-center.

To use the Calculate Award Amount process:

1. Click **Process, Calculate Award Amount for the Entire School Year** from the menu bar.
2. (Optional) If you want to change the disbursement profile assigned to the record(s) you are calculating, click the down arrow next to the Disbursement Profile Code field and select a new code. If you do not want to change the disbursement profile, leave this field blank.
3. Choose your print options by selecting the **Print R–Ready?**, **Print N–Not Ready?**, or both checkboxes.
4. Select **Printer**, **File**, or **Screen** as the output destination. When the Calculate Award Amount for Entire Year process is finished, EDEExpress generates a report of the records that have successfully updated and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, and then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing PDF or HTML in the **Format** field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report in PDF format.

5. (Optional) Click the **Selection Criteria** button and use a query to choose the student records you want to update.
6. Click **OK**. The output document displays a list of updated origination records at **Ready** status. Records that did not update appear at **Not Ready** status.

Important Notes

- **New for 2024–25!** You can also run the award calculation process within an open student record by clicking the **Calculate Amount** button on the bottom control bar of the Pell Payments entry screen or by selecting **Process, Calculate Award Amount for the Entire School Year** from the menu bar.

- When you run the Calculate Award Amount process, anticipated disbursement records are added to the Disbursement section for the students in the selected update group. The calculated total award amount is split appropriately between the disbursement dates defined in the disbursement profile code assigned to each record.
- The CCRAA of 2007 requires all clock-hour and non-term credit-hour programs use Formula 4 when calculating a Federal Pell Grant award. The CCRAA has also revised the formula to calculate a Federal Pell Grant for schools that use Formula 4. To determine the payment for a payment period, multiply the student's Scheduled Award by the lesser of:

The number of credit or clock hours in the payment period **divided by**
The number of credit or clock hours in the program's academic year;

Or

The number of weeks of instructional time in the payment period **divided by**
The number of weeks of instructional time in the program's academic year.

For more information, see the section on Calculating Pell Grant Awards in the *Federal Student Aid Handbook*, available on the Knowledge Center website.

- Schools are authorized to disburse up to 150% of the scheduled Pell Grant award in a single award year to eligible students to accelerate completion of their program of study. In addition to being Pell Grant-eligible, students must be enrolled at least half-time in a program that leads to an associate degree, baccalaureate degree, or certificate to receive a Pell Grant over 100% of the scheduled award.

EDEExpress enables you to disburse up to 150% of the scheduled Pell Grant award if the Additional Eligibility Indicator is selected on the Pell Payments entry screen.

If the Additional Eligibility Indicator is selected, the Calculate Award Amount for Entire School Year process recalculates the student's scheduled Pell Grant award at 150% and lists the result in the Award Amount for Entire School Year field. For example, if the student is eligible for a Pell Grant scheduled award of \$7,395 and the Additional Eligibility Indicator is selected, the Calculate Award Amount for Entire School Year process calculates an Award Amount for Entire School Year value of \$11,092.50 (or \$11,092 if you are calculating to the dollar instead of the penny).

Note: The Additional Eligibility Indicator does not affect the calculation of the Scheduled Award. Therefore, the Scheduled Award field never exceeds 100% of the student's Pell Grant award according to the applicable calculation rules. However, when you select the Additional Eligibility Indicator checkbox, the Total Payment Ceiling automatically displays up to 150% of the Scheduled Award.

The Total of All Disbursement Amounts can exceed the Scheduled Award but not the Total Payment Ceiling.

Creating Disbursement Records

The six ways to create a Pell Grant disbursement record are:

- Add a Disbursement Profile Code and include Packaging award data during your ISIR import to create origination records. See “Importing ISIRs from Application Processing and Including Packaging Data” in this desk reference for more information.
- Add a Disbursement Profile Code when running the Calculate Award Amount for Entire School Year process. See “Using the Calculate Award Amount Process” in this desk reference for more information.
- Add a Disbursement Profile Code when manually creating an origination record.
- Manually enter disbursement data in the Disbursement section of the Pell Payments entry screen.
- Use Multiple Entry to add disbursement dates and amounts or a disbursement profile code.
- Import external disbursement data.

A Pell Grant record must have a calculated Award Amount value and a minimum origination status of **Ready** before the Disbursement section of the Pell Payments entry screen is activated.

Important Notes

- **New for 2024–25!** All manual disbursement entry, whether you are adding a new disbursement or adjusting an existing disbursement, is performed within the Disbursement section’s grid on the Pell Payments entry screen. This applies to both anticipated and actual disbursements. When you save adjustments to an actual disbursement, EDEExpress automatically adds a new sequence number for the disbursement. EDEExpress allows you to adjust multiple financial and non-financial Pell Grant disbursement data elements in the same sequence number.
- **New for 2024–25!** The display-only Disbursement History section provides a comprehensive history and audit trail of each disbursement number, displaying the values reported with each sequence number. The grid lists all data elements associated with each disbursement number, including disbursement amounts, dates, and required program-related fields such as Program Profile Code and CIP Codes 1-3. It also lists the status, Document ID, and any processed edits from the COD System for each sequence number. Each time you originate, save new disbursements, or save adjustments to existing disbursements, the Disbursement History section is updated with the values from the Disbursement section.

- **New for 2024-25!** You can now associate up to three separate CIP Code values with each disbursement, labeled as CIP Code 1, 2, and 3 in the Disbursement and Disbursement History sections of each module's student record entry screen. CIP Code 2 and CIP Code 3 values must be added separately. You can adjust any of the three CIP Code values manually as needed after the record is created. Note that changing the Program Profile Code on an existing disbursement does not modify any CIP Code values associated with the disbursement.
- When you create and calculate award amounts for new Pell Grant records, the disbursement dates, Payment Period Start Date, and Payment Period End Date in the Disbursement section are updated with the default values defined for the Disbursement Profile Code you are required to select for the records. You can adjust these dates as needed subsequently on anticipated and actual disbursement records.
- The values from the program profile you assign to new Pell Grant records are used to update data fields associated with each anticipated and actual disbursement that are required by the COD System, including CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. To modify any of these required field values on a disbursement, with the exception of CIP Code 1–3, you must change the program profile code associated with the disbursement in the Disbursement section of the Pell Payments entry screen to a different code associated with the program profile that has the correct values. The program profile code is an EDEExpress-only field and is not sent to the COD System.
- If the Award Amount is not entered and saved on the Pell Grant record, a disbursement record is not created by adding a Disbursement Profile Code through Multiple Entry, unless you added the award amount in Multiple Entry at the same time.
- See “Using Multiple Entry to Update Pell Grant Origination Records” and “Using the Calculate Award Amount Process” in this desk reference for further information on adding required data to the Pell Grant record before adding disbursement records.
- You can create as many as 20 individual Pell Grant disbursements, with up to 65 adjustments allowed for each.
- A disbursement sequence number is automatically reported to the COD System for each Pell Grant actual disbursement (DRI set to True). Disbursement sequence numbers indicate whether a disbursement is the first submission activity or an adjustment to a previously accepted actual disbursement. Valid values are 01-65 for school submissions. Sequence numbers 01 and 66-90 are used for system-generated responses from the COD System.

Creating a Disbursement Record Manually

To create a disbursement record manually:

1. With the student's record open, select **Disbursement** (under the Pell Payments section).
2. Click the **Add Disbursement** button under the grid in the Disbursement section. A new blank row is automatically displayed in the grid.
3. Enter or verify (if filled with a default value) the disbursement date, disbursement amount, Enrollment Status, Enrollment Intensity, Payment Period Start Date, and Payment Period End Date on the disbursement line. Select a Program Profile Code. Verify the Enroll OPE ID is correct, or modify as needed.

Note: EDEExpress accepts any Pell Grant disbursement date between 10/1/2023–9/30/30. If September 30 (the typical month and day for the valid end date for Pell Grant 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 website as needed for communications regarding COD System processing deadlines.

Note: When creating a new actual disbursement (Disbursement Sequence Number = 01 and the DRI is set to True), you must enter a disbursement amount greater than \$0 or the disbursement record cannot be saved. After the disbursement has been processed by the COD System, you can change the disbursement amount to \$0 by adding a new sequence number.

4. (Optional) Select the **Incarcerated?** checkbox if your school reports incarcerated students at the disbursement level. This field is optional for the 2024–25 Award Year. The value does not need to match the Incarcerated? field value in the Origination section of the Pell Payments screen.
5. (Optional) Verify the **CIP Code 1** value is correct (based on Program Profile Code selected in step 10). You also have the option of providing **CIP Code 2** and **CIP Code 3**.
6. (Optional) To indicate that an actual disbursement is eligible for funding, select the **Disbursement Release Indicator** checkbox (labeled as **DRI**). See “Updating the Disbursement Release Indicator (DRI) for Pell Grant Records” in this desk reference for more information.
7. (Optional) Enter any data you want to use specifically for your school in the **Cross Reference** field.
8. Select **File, Save** from the menu bar or the **Save** button on the bottom control bar. The record is set to **R** (Ready).
9. Select **File, Close** from the menu bar, click the **Close** button on the bottom control bar, or click the **Home** button on the left navigation bar to exit the student's record.

Using Multiple Entry to Create Pell Grant Disbursements

To create a disbursement record using Pell Grant Multiple Entry:

1. Select **Process, Multiple Entry** from the menu bar, then choose **Pell Grant**.
2. Select any of the disbursement fields. The checkboxes for all disbursement-related fields are automatically selected in the Select column. Avoid clearing the Select column checkbox for any of these fields, as this will clear the Select column checkboxes for all the other disbursement-related fields. Finally, select a disbursement number from the Value list, enter new values for the fields you want to update, and, if necessary, leave the remaining values blank.

Or

Select a disbursement number from the list under Value and click **OK**. If you choose this option, enter values for each student selected on the Pell Grant Multiple Entry selection grid.

Note: At this stage, you can also select the DRI to indicate the disbursement is eligible for funding. See “Updating the Disbursement Release Indicator (DRI) for Pell Grant Records” in this desk reference for more information.

3. (Optional) Click the **File...** button in the SSN File section of the dialog box if you have a text file of selected SSNs already prepared for update. Or click the **ellipsis (...)** button in the SSN File section to enter SSNs of the records you want to update.
4. (Optional) Click the **Selection Criteria** button to limit or narrow the group of records you are creating by selecting a query (using the ellipsis button) or selecting eligible student records by clicking “Select Records.”

Note: All records to be updated by Multiple Entry are selected by default. If you choose not to update any record, you can clear the **Select** checkbox in the update grid. Records that are deselected are not updated and do not appear on the Multiple Entry Edit Report.

5. Select **Printer, File, or Screen** as the output destination. When the update process is finished, EDEExpress generates a report of the records that have successfully updated and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, and then click **Open**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or HTML format, depending on the report format selected in the Multiple Entry dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. (Optional) Click the **down** arrow next to the Sort By field if you want to sort by the student's last name or award ID.
7. Click **OK**.
8. Click **Save**.
9. Click **Yes** twice. Disbursement records are automatically set to **R** (Ready) status when the Multiple Entry process is finished.

Note: When a value has not been entered for most fields on the Multiple Entry–Field/Records Selection grid (the first grid that appears in Multiple Entry), the field's current value from the student's record appears on the Multiple Entry Update grid (the second grid that appears).

Important Notes

- To help you identify more easily how Multiple Entry will modify disbursement records you select for updates, the secondary dialog box of Pell Grant Multiple Entry includes a display-only Disbursement Action field. If you select disbursement-related fields for updates, the Disbursement Action field displays either **Update**, which indicates you are updating an existing sequence number for the disbursement number selected, or **New**, which indicates you are adding a new disbursement sequence number for the disbursement number selected.
- When you update the Program Profile Code, Enrollment Status, Enrollment Intensity, Enrollment Status Effective Date, or Program Attendance Begin Date fields using Multiple Entry, all anticipated disbursements are updated automatically with the new value, provided they are not batched for processing (Disbursement Status of **B**). Also, selecting and updating any of these fields when updating an accepted actual disbursement using multiple entry changes the value associated with the new sequence number.
- You can also use Multiple Entry to update the following fields: Disbursement Profile Code, Disbursement Number, Disbursement Submit Amount, Disbursement Date, Payment Period Start Date, Payment Period End Date, Enroll OPE ID, DRI, and Incarcerated Student Indicator.
- When the grid displays the records and their default values, you can modify these values before you save the records.

- See “Creating an SSN File” and “Using an SSN File” in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers. Help in EDEExpress also provides additional information on creating SSN files.

Importing Disbursement Data from Your School System

When creating a new actual disbursement (Disbursement Sequence Number = 01 and the DRI is set to True), you must enter a disbursement amount greater than \$0 or the disbursement record cannot be saved. After the disbursement has been processed by the COD System, you can change the disbursement amount to \$0 by adding a new sequence number.

To create a disbursement record by importing data from your school system:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow in the Import Type field and select **Disbursement Data–External (PGED)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select the **Prompt for Duplicates?** checkbox if you want EDEExpress to prompt you each time it encounters a duplicate record during the import process.
7. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

8. Click **OK**. A Batch Statistics dialog box appears, displaying the number of records added, updated, skipped, and rejected, as well as the total number of imported records.
9. Click **OK** to close the Batch Statistics dialog box.

Important Notes

- See the *2024–2025 COD Technical Reference*, Volume 3, Section 3 for the most recent Pell Grant External Disbursement (PGED) record layout. The technical reference is available from the Knowledge Center website.
- The eight-digit Enroll OPE ID field is a required data element you must provide when you add disbursement data using Disbursement Data-External import (PGED) files. The Enroll OPE ID value can be adjusted as needed on anticipated and accepted actual disbursements, similar to other disbursement data elements.

Updating the Disbursement Release Indicator (DRI) for Pell Grant Records

Selecting the DRI checkbox indicates to the COD System that the disbursement is eligible for funding. The disbursement will be processed as an actual disbursement by the COD System and will affect your school's CFL.

The DRI can be selected (set to True) and saved only if the disbursement date is within 7 (seven) days (if your school's funding method is Advance Pay or Cash Monitoring 1) or 0 (zero) days (if your school's funding method is Cash Monitoring 2 or Reimbursement) of the current date and the submitted amount for sequence 01 is greater than \$0. Your funding method is defined in your COD (Pell Payments) School setup.

You can set the DRI to True by:

- Manually selecting the checkbox in the Disbursement section of the Pell Payments entry screen
- Selecting the checkbox through Multiple Entry
- Importing the field using the Disbursement Data–External Add import

If the disbursement date is *not* within 7 or zero days of your school's funding method as defined in your COD (Pell Payments) School setup, the DRI cannot be saved as True.

- Disbursement records with the DRI set to False (the checkbox is cleared) are exported and accepted by the COD System as *anticipated disbursement* records. Anticipated disbursements are not eligible for funding. Instead, they establish estimated disbursements in the COD System.
- To update anticipated disbursements to actual disbursements, the disbursement records must be re-sent to the COD System when the DRI can be set to True (the checkbox is selected).

Important Notes

- When you update an individual disbursement's DRI previously accepted as False to True, the disbursement status changes from **A** (Accepted) to **R** (Ready). If you then want to clear the DRI, the status does not return to **A**, but remains at **R**. The DRI (now set back to False) is picked up in the next export and is read as a duplicate at the COD System. When you import the response, the record status flag resets to **D** (Duplicate).
- You cannot set a DRI to False (clear the checkbox) on a record that has been accepted by the COD System with the DRI set to True.
- You can identify anticipated disbursements in EDEExpress by printing the following reports:
 - Pell Grant Origination Record (select the **Print Disbursement Information?** checkbox)
 - Pell Grant Origination List (attach a query where DRI is False)

- List–Disbursement Activity Summary
- Student Summary (attach a query where DRI is False)
- Disbursement List (attach a query where DRI is False)

See “Printing Pell Grant Records” in this desk reference for more information.

Exporting Pell Grant Data

Origination records must have the status **Ready** or **Rejected** and disbursement records must have the status **R** (Ready) or **E** (Rejected) to be picked up and included in your next COD Common Record export. Common Records exported to the COD System are called *documents*.

Note: If a disbursement record is sent to the COD System before its corresponding origination record is accepted, the disbursement record is rejected by the COD System.

To export records:

1. Select **File, Export** from the menu bar. You can also click the **Export** button (designed as a box with an arrow pointing left) on the left navigation bar to open the Export dialog box.
2. Select the **Pell** tab.
3. Select **COD Common Record (CRAA25IN)** in the Export Type field.
4. Click **OK** to export all origination records at **Ready** or **Rejected** status and all disbursement records at **R** or **E** status.

You can use selection criteria to limit the records you export in the document. The **Pell Originations** button enables you to choose which origination records you want to send, and the **Pell Disbursements** button allows you to choose which disbursement records you want to send. You can use a query or select individual student records.

Note: If you create originations and disbursements for students but want to export only specific student records, you must select the students by clicking *both* the Pell Originations button *and* the Pell Disbursements button. If you select the students by clicking only the Pell Grant Originations button, for example, *all* your disbursement records will export in the document.

See EDEExpress Help for additional information about exporting records using the Pell Grant Originations and Pell Grant Disbursements buttons.

5. Click **OK**. When the export is complete, the In Progress dialog box displays the number of records exported, the export file name, and the document ID.
6. Click **OK** to close the In Progress dialog box.
7. Transmit the resulting CRAA25IN file to the COD System using EDconnect or other transmission software.

Note: If you want EDEExpress to start EDconnect and transmit your files automatically when you export them, select the **Automatically Transmit?** checkbox in Security Users setup. Select **Tools, Setup** from the menu bar, then choose **Global, Security Users**. Locate your user ID and select the **Export to EDconnect?** and **Automatically Transmit?** checkboxes.

Important Note

- To export a Common Record that includes only dependent student Pell Grant records, click the **Pell Originations** or **Pell Disbursements** button and select the Dependency Status predefined query by clicking the ellipsis (...) button next to the Query Title field. Click **OK** and enter **D** for the field value on the Parameter Query Entry dialog box. Repeat this process for the Pell Originations and Pell Disbursements buttons to limit the export of both record types to just dependent students.

Importing COD Responses, Web-Generated Responses, and Pell Grant Negative Disbursements

Three types of responses can be received from the COD System for Pell Grant processing; each is identified with a different message class. Your database is updated with the information in each document based on the response type:

- **Response.** Upon import into EDEExpress, a response updates your database with the status (**Accepted, Rejected, Corrected, or Duplicate**) of the records the COD System has processed. The records submitted in a specific document are returned in a corresponding response document, maintaining document integrity. The response message class is CRAA25OP.

Note: If you combined your Pell Grant data with Direct Loan and/or TEACH Grant data in your export file, the Response Import Records Edit Report separates the processing results for the student's origination and disbursement records for each program.

- **Web-Generated Response.** A Web-generated response is created by the COD System when transactions are completed on the COD System's website. Upon import, it updates your database with the status (**Accepted, Rejected, Corrected, or Duplicate**) of the records you submitted on the COD System's website. Pell Grant Web-initiated disbursements begin with disbursement sequence number 01 (if you created the initial disbursement online) or 66-90 (if you adjust a previously accepted disbursement record online). The Web-generated response message class is CRWB25OP.

Note: You should not originate a Pell Grant record on the COD website if you want to keep your EDEExpress database synchronized with the COD System's database. You can, however, make changes to origination records already submitted through EDEExpress and accepted by the COD System. This includes modifications to anticipated disbursement dates, anticipated disbursement amounts, or the Enroll OPE ID associated with specific anticipated disbursements. One exception to this recommendation involves students who qualify for additional Pell Grant funds under the Higher Education Opportunity Act (HEOA) of 2008, P.L. 110-315. For more information, see "Important Notes" later in this section.

Note: For further information on issues to take into consideration when using EDEExpress and the COD website together to update Pell Grant origination and disbursement data, review the "Web-Initiated Responses (CRWB25OP)" topic in the EDEExpress Help system.

Note: To receive CRWB25OP Web-Generated responses in your SAIG mailbox, you must establish this option with the COD System. You can update your school's processing options online at the COD website at cod.ed.gov or contact FSA Partner and School Relations at **1-800-848-0978**.

- **Pell Grant Negative Disbursement (System Generated by COD).** The Pell Grant negative disbursement is a system-generated response that reduces a previously accepted award amount. This transaction is sent by the COD System in response to an unresolved Potential Overaward Process (POP) or “Verification W” data conflict. The negative disbursement message class is CRND25OP.

To import COD Common Record responses, Web-generated responses, and Pell Grant negative disbursements:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the response file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow in the Import Type field and select **COD Common Record Response**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. When the import process is finished, EDEExpress generates a report that displays important information that relates to the imported document. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.

8. Click **OK** to close the In Progress dialog box.
9. Review the output document to determine if further attention is needed. For example, the output document may include a list of records or documents that the COD System has rejected, a list of students that have a higher Transaction Number on file for their ISIRs than what the school used to base disbursements on, a list of students that have been selected for verification by the FPS and for whom the school has disbursed but has not yet verified, and records for whom funds were de-obligated.

Important Notes

- The import function for Pell Grant Negative Disbursement (CRND25OP) files updates the Enroll OPE ID value on any anticipated or actual Pell Grant disbursement records that are created as a result of the import. During the import process, EDEExpress compares the reporting and attended campus information in the import file against your COD School setup for the Pell Grant module to determine the correct Enroll OPE ID value to list for the disbursement records created in the Disbursement section of the Pell Payments entry screen.
- During the import of COD Response files, EDEExpress performs a date and time comparison of the Document ID in the import file against the corresponding Document ID in EDEExpress. If the import file's data is older than the data in your EDEExpress database, you are prompted to **Skip**, **Skip All**, **Update**, or **Update All** for the records that have more recent data in your database. This function is applicable to COD Common Record Response (CRAA25OP) and Web-Initiated Response (CRWB25OP) files. For document integrity, you cannot import response documents for Pell Grant records that did not originate in the EDEExpress database. The document ID and student records must exist in the database for EDEExpress to update records. If you lose your database before receiving a response back from the COD System, you must rebuild the EDEExpress database by requesting and importing a Year-to-Date file.
- Negative disbursement responses and Web-generated responses for a disbursement are returned by the COD System with disbursement sequence numbers in the range of 66-90. Upon import, EDEExpress displays the accepted disbursement amount with the 66-90 disbursement sequence number.
- See the *2024-2025 COD Technical Reference*, Volume II, Section 4 for complete information about the COD System edit codes. The technical reference is available from the Knowledge Center website.

Correcting Pell Grant Records

Pell Grant origination and disbursement data for Pell Grant records can be corrected before it is exported (batched) to the COD System or after the COD System has processed the data. If the records you want to update are at **Batched** status, you must import the COD Common Record response before making any corrections. Corrections can be made manually on the student's Pell Payments entry screen, by using Pell Grant Multiple Entry, or by importing an external change file to update specific fields.

Correcting Pell Grant Records Manually

When updating data on the Pell Payments entry screen:

- You can change the anticipated Disbursement Date, Disbursement Amount, Enroll OPE ID, Program Profile Code, Enrollment Status, Enrollment Intensity, Enrollment Status Effective Date, Program Attendance Begin Date, and CIP Code 1–3 fields and send the record to the COD System as many times as necessary until the DRI is processed as True (the checkbox is selected). After the DRI has been accepted by the COD System as True, use a new disbursement sequence number to adjust one or more data elements associated with an actual disbursement.
- When correcting the disbursement amount, remember to enter the new amount you want to pay, not the difference between the old and new disbursement.

To decrease a Pell Grant award for an EDEExpress record that has anticipated disbursements (DRI set to False, the checkbox is cleared):

- Manually decrease the disbursement amounts to the new modified award amount before decreasing the award amount.

Note: If you are reducing the Pell Grant award amount to zero, you must first reduce the disbursement amounts to zero (if award has been processed by the COD System) or delete the anticipated disbursements (if award has not been processed by the COD System).

- Decrease the award amount on the origination record.

To correct a Pell Grant origination record manually:

1. Open the student's record. Under the Manual Entry menu, click **Origination** (under the Pell Payments section). The Pell Payments entry screen is displayed.
2. Make corrections to origination data elements as needed. Modifiable non-disbursement fields are primarily located in the Origination and Enrollment Information sections.
3. When finished, select **File, Save** from the menu bar or click the **Save** button on the bottom control bar.
4. Click **Yes** when the message "Select record ready to send to Pell Grant Processor?" appears. The corrected origination record is now at **Ready** status.

5. Select **File, Close** from the menu bar, click the **Close** button on the bottom control bar, or click the **Home** button on the left navigation bar to exit the student's record.

To correct a Pell Grant disbursement record manually:

1. Open the student's record. Under the Manual Entry menu, click **Disbursement** (under the Pell Payments section). The Pell Payments entry screen is displayed.
2. In the Disbursement section's grid, locate the disbursement number you want to adjust.
3. Update each field as necessary for the anticipated or actual disbursement. EDEExpress automatically adds a new sequence number for actual disbursements during the save process.
 - If the disbursement date is within 7 days (and your school's funding method is Advance Pay or Cash Monitoring 1) or 0 days of the current date (and your school's funding method is Cash Monitoring 2 or Reimbursement) and you want to make the anticipated disbursement an actual disbursement, select the **DRI** (Disbursement Release Indicator) checkbox.

Note: If you want to change the anticipated disbursement amount to \$0, do not select the DRI checkbox. EDEExpress will not allow you to save the record.

4. When finished, select **File, Save** from the menu bar or click the **Save** button on the bottom control bar. The corrected disbursement record is now at **R** (Ready) status.
5. Select **File, Close** from the menu bar, click the **Close** button on the bottom control bar, or click the **Home** button on the left navigation bar to exit the student's record.

Important Notes

- EDEExpress allows you to adjust multiple financial and non-financial Pell Grant disbursement data elements in the same sequence number.
- Disbursements are always saved to an **R** (Ready) status.
- Origination records at **Batched** status cannot be updated. You must import the COD Common Record response before making any corrections.
- An accepted or corrected amount returned from the COD System appears in the Disbursement History section in the Accepted column next to the submitted amount.
- If the COD System student identifier information has changed (SSN, current date of birth, or current first or last name), send the correction to the FPS and wait for an accepted acknowledgment of the change before submitting any Pell Grant changes to the COD System.

- The COD System provides an option for schools processing Pell Grant data to choose if they want to accept COD System corrections to the Pell Grant data they submit for processing or if they would rather have the data rejected. This option applies to all edits that are marked as an Edit Type C/R in the *2024-2025 COD Technical Reference*, Volume 2, Section 4. EDEExpress is designed to accommodate either option. The technical reference is available for download from the Knowledge Center website.

When you import a response that contains data corrected by the COD System, EDEExpress updates your database with the COD System corrected value. Correcting data is the COD System default. Contact the FSA Partner and School Relations Center by telephone at **1-800-848-0978** or by email at CODSupport@ed.gov if you want to change this option.

Correcting Pell Grant Records Using Multiple Entry

To correct origination records using Multiple Entry:

1. Select **Process, Multiple Entry** from the menu bar, then choose **Pell Grant**.
2. Select the fields you want to correct.
Note: Select the **Set Origination Ready to Export** checkbox to set the status for each corrected origination record to **Ready**.
3. Select the fields you want to correct and enter default values for each record. Or select the field you want to update without entering a default value. If you choose this option, you must enter a value for each student selected on the Pell Grant Multiple Entry update grid.
4. (Optional) Click the **File** button in the SSN File section of the dialog box if you have a text file of selected SSNs. Or click the **ellipsis (...)** button in the SSN File section to enter SSNs of the records you want to update.
5. (Optional) Click the **Selection Criteria** button to use a query to limit or narrow the group of records you are updating or to select individual student records.
6. Select **Printer**, **File**, or **Screen** as the output destination. When the update process is finished, EDEExpress generates a report of the records that have successfully updated and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, and then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Multiple Entry dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. (Optional) Click the **down** arrow next to the Sort By field if you want to sort by the student's last name or award ID.
8. Click **OK**. The Pell Grant Multiple Entry grid appears, listing each student you are about to update.
9. When you have verified that the updated values are displaying correctly on the grid, click **Save**.
10. Click **Yes** twice. EDEExpress generates an edit report that displays the total number of student records that were read, updated, and rejected, as well as the total number of fields that were updated and rejected.

Important Notes

- When the grid displays the records and their default values, you can change the values before you save.
- All records to be updated by Multiple Entry are selected by default. If you choose not to update any record, you can clear the Select checkbox in the update grid. Records that are deselected are not updated and do not appear on the Multiple Entry Edit Report.
- When a value has not been entered for most selected fields on the Multiple Entry–Field/Records Selection grid (the first grid that appears in Multiple Entry), the field's current value from the student's record appears on the Multiple Entry update grid (the second grid that appears). If the Disbursement Number field is selected, a value must be entered.
- When updating the Disbursement Release Indicator, you also must be sure to select the disbursement number.

Regenerating Pell Grant Documents

The Pell Grant Regenerate process exports a new COD Common Record document, with a new document ID, containing the student records that were in the original document. You should regenerate a document only if all the records in the document are still at **B** (Batched) status and the COD System shows no record of having received the original document.

Note: If the original document contained a combination of Pell Grant, Direct Loan, and/or TEACH Grant records, the Regenerate process exports all records from all applicable modules.

To regenerate Common Record documents:

1. Select **File, Regenerate** from the menu bar.
2. Click the **ellipsis (...)** button next to the Document ID field and select the document ID, then click **OK**.
3. Click **OK**. A progress bar appears within the In Progress dialog box. When the regeneration is complete, the In Progress dialog box displays the document ID and the export file name.
4. Click **OK** to close the In Progress dialog box.
5. Transmit the CRAA25IN file to the COD System using EDconnect or other transmission software.

Pell Grant Data Requests and Reports Available from the COD System

Data Requests

Data requests enable you to request information from the COD System using the Export function in EDEExpress.

Note: Data requests can also be made on the COD website at cod.ed.gov.

The following Pell Grant reports are available from the COD System through the Data Requests process:

- Multiple Reporting Record (MRR)
- Year-to-Date (YTD) records
- Electronic Statement of Account (ESOA)
- Reconciliation File
- POP Report
- Verification Status Report

Important Notes

- The import edit reports for Pell Grant MRR, Reconciliation, and YTD files include an indicator for students eligible for an increased Pell Grant award under the *Children of Fallen Heroes Scholarship Act* based on the data in the imported file. Eligible students are dependents of a police officer, firefighter, or other public safety officer who died in the line of duty.
- Use a software program outside of EDEExpress, such as Microsoft Excel, to view data in Verification Status and POP reports you receive from the COD System in response to data requests exported from EDEExpress.

Requesting Data from the COD System

To make a data request:

1. Select **File, Export** from the menu bar. You can also click the **Export** button (designed as a box with an arrow pointing left) on the left navigation bar to open the Export dialog box.
2. Select the **Pell** tab.
3. Select **Pell Grant Data Request** in the Export Type field.
4. Select the checkboxes next to the report or reports you want to request from the COD System. Requests for all report types can be made simultaneously.
5. Complete any additional required fields.
6. Click **OK**. A progress bar appears within the In Progress dialog box. When the export is complete, the In Progress dialog box displays the number of records exported, the export file name, and the batch ID. The message class for a data request is PGRQ25IN.
7. Click **OK** to close the In Progress dialog box.
8. Transmit the PGRQ25IN file to the COD System using EDconnect or other transmission software.

Important Note

- See Help in EDEExpress for explanations of the report types and the options available for each type.

Importing and Printing Data Request Acknowledgements

Data request acknowledgements are sent to you by the COD System in response to data requests exported from EDEExpress or made on the COD website at cod.ed.gov. Acknowledgements notify you that the COD System has received your request for information and, if your request was rejected, why it was rejected.

A data request acknowledgement (PGRA25OP) continues to be sent in a fixed length, flat file format. The COD System sends an acknowledgement file in response to each data request.

Importing and Printing a Data Request Acknowledgement

To import a data request acknowledgement:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the acknowledgement file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow next to the Import Type field and select **Data Request Acknowledgement (PGRA)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the Import Records Edit Report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
8. Click **OK** to close the In Progress dialog box.

The following pages describe the process for importing the reports requested from the COD System as part of a data request.

Multiple Reporting Record (MRR)

The COD System responds to MRR data requests and generates reports automatically to all schools when a discrepancy with a student's record occurs. For example, the Multiple Reporting Record (PGMR25OP) identifies students attending concurrent schools when both schools report origination or disbursement data for the same student. No database updates are performed by the MRR imports outside of the general document updates. For MRR data requests, the COD System returns only accepted or corrected Pell Grant originations and disbursements.

Six MRR "per request" record types are available:

- **OA** – Originated Students for all Schools
- **OS** – Selected Originated Students
- **OI** – Originated Students for Selected Schools
- **DA** – Disbursed Students for all Schools
- **DS** – Selected Disbursed Students
- **DI** – Disbursed Students for Selected Schools

Three record types indicate the results of a school's request processed by the COD System:

- **RO** – Originated Institution
- **RD** – Disbursed Institution
- **RN** – Not found

Schools can receive MRRs generated by the COD System for the following reasons:

- **Potential Concurrent Enrollment (CE Record Type).** Sent when the same student is reported as attending different attended Pell Grant IDs, but the enrollment dates are within 30 days of each other.
- **Potential Overaward Process (POP).** Sent when some or all of the actual disbursements reported cannot be accepted because the student has received 100% of the Scheduled Pell Grant for the academic year at one or more schools. The MRR documents this information and sends the blocked and blocker schools status information. The schools involved have 30 days to resolve the discrepancy.

Note: The Additional Eligibility Indicator identifies students eligible to receive two scheduled Pell Grant awards in a single award year. No POP MRR is created if the Additional Eligibility Indicator is selected and the student has not received more than 150% of their scheduled award.

The following MRR types are sent to affected schools in POP situations (depending on whether the school is the blocked or blocker school):

- **PB** – Blocker School
- **BC** – Blocker and Concurrent Enrollment
- **PR** – Blocked School
- **RC** – Blocked and Concurrent Enrollment
- **PU** – Unblocked School

Importing and Printing an MRR

To import an MRR:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the MRR file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow next to the Import Type field and select **Multiple Reporting Record (PGMR)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.

6. Select **Printer**, **File**, or **Screen** as the output destination. After the MRR has been imported, EDEExpress generates a report that displays important information concerning a POP or concurrent enrollment situation that involves your school. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select **Printer** as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. A progress bar appears within the In Progress dialog box. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the batch ID.
8. Click **OK** to close the In Progress dialog box.
9. Review the output document to determine if any further action is needed.

Note: Multiple Reporting Records identify originations and disbursements being reported by more than one school for the same students. The report displays the names and SSNs of students who are in a POP or Concurrent Enrollment situation, the disbursed amounts, and the contact information of the schools involved.

Important Notes

- Importing the Pell Grant Multiple Reporting Report does not update your EDEExpress database.
- The Pell Grant data elements Lifetime Eligibility Used and Post 9/11 Deceased Veteran Dependent Indicator are printed on the Pell Grant Reconciliation Report and Pell Grant Multiple Reporting Record import edit reports, but EDEExpress does not store the data.

Year-to-Date (YTD) Data

YTD (message class PGYR25OP) data can be used to reconcile your EDEExpress data with the data that has been reported to and accepted by the COD System (and, by extension, the Federal Pell Grant Program) and identify any discrepancies requiring resolution.

When importing YTD data, you have the following options:

- **Compare and Print Exceptions?** This option compares each record in the YTD file against your database, generates a YTD Comparison Report after import, and prints exceptions.
- **Print All?** This option prints all YTD records.
- **Update–Selected Records.** This option displays a grid listing selected students, updates selected student records with the Pell Grant processing system YTD data, and lists each student on the YTD comparison report.
- **Update–Rebuild All.** This option updates all records.

Caution! This option overwrites all records in your Pell Grant database and should only be used in the event of a lost or corrupt database or when advised by the FPS Help Desk.

Important Note

- You can request YTD data for an attended Pell Grant ID.

Importing and Printing YTD Data

To import YTD data:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the YTD file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow next to the Import Type field and select **YTD Data (PGYR)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Select the **Compare and Print Exception?** or the **Print All?** checkbox.

Note: To identify discrepancies between your EDEExpress data and that on the COD System, choose the **Compare and Print Exception?** option and import your YTD file. Each record in the YTD file is compared with the Pell Grant records in your EDEExpress database. EDEExpress matches records by award ID and compares the accepted award amount and the accepted disbursement amount. If either of these values is different, the record is an exception and is noted on the YTD Comparison Report. If necessary, import your YTD file again and select **Selected** or **Rebuild All** to update your database.

8. Select **Selected** or **Rebuild All** as the update option for importing the file. If you do not want to update your database at this time, you can leave this option blank and choose **Compare and Print Exception?** or **Print All?** to generate only a report.
9. Click **OK**. A progress bar appears within the In Progress dialog box. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
10. Click **OK** to close the In Progress dialog box.
11. Review the output document to determine if further action is necessary.

Important Notes

- When rebuilding Pell Grant records using the Selected or Rebuild All options for the YTD import process, EDEExpress attempts to match program-related data sent on individual records to established Program Profiles in your setup. If EDEExpress identifies a program profile with the same combination of values for the Program Credential Level, Published Program Length, Published Program Length Units, Weeks Program Academic Year, Special Programs, CIP Code, and CIP Code Year fields, the associated program profile code is assigned to the rebuilt record. If there is no match to an existing program profile, EDEExpress creates a new program profile code with that specific combination of values and assigns it to the rebuilt record.

Program profiles created automatically by EDEExpress as the result of a Pell Grant YTD import are assigned the code “Auto Gen Pell Grant YTD #####,” where “#####” is the next available code numerically.

- To determine the Enroll OPE ID value to associate with anticipated or actual Pell Grant disbursement records that are created based on the import of Pell Grant Year-to-Date (PGYR25OP) files, which do not include the Enrollment School Code tag, the import function for Pell Grant YTD files derives an Enroll OPE ID from other information in the file. During the import process, EDEExpress compares the reporting and attended campus information in the import file against your COD School setup for the Pell Grant module to determine the Enroll OPE ID value to list for the disbursement records created on the Pell Payments entry screen.

Note: If you choose to update Pell Grant records in your EDEExpress database using the data in a Pell Grant YTD file during import, be aware that the software will not overwrite any Enroll OPE ID values it identifies on existing Pell Grant disbursement records. You can modify the Enroll OPE ID value on disbursement records as needed following a Pell Grant YTD import.

- When the import process is finished, EDEExpress generates a report that lists any discrepancies between your EDEExpress database and the COD System. The comparison report has three sections: the first section notes the origination exceptions, the second section prints the disbursement exceptions, and the third section contains summary counts for originations, disbursements, and edit codes from the COD System.
- The Additional Eligibility Indicator value for the student is included in the Pell Grant YTD file. The Additional Eligibility Indicator identifies students eligible to receive up to 150% of the scheduled Pell Grant award in a single award year.

Electronic Statement of Account (ESOA)

ESOA files (message class PGAS25OP) are sent when your school's Pell Grant authorization level has changed as a result of the disbursement records you sent to the COD System. You should periodically review ESOA files to compare your school's Pell Grant authorization level against the Pell Grant disbursements you have made to date for the current award year.

Importing the ESOA

To import the ESOA:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the ESOA file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow next to the **Import Type** field and select **Electronic Statement of Account (PGAS)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Select the **Include Details** checkbox if you want the import edit report to include the detailed section of the ESOA in addition to summary information.
8. Click **OK** twice.
9. Review the output document to determine if further action is necessary.

Important Note

- EDEExpress does not store ESOA data you import. Information sent in an ESOA file is printed for your review on the import edit report.

Reconciliation

The Reconciliation Report is a student summary generated by the COD System that lists total accepted Pell Grant awards for each student. Information in this report includes the origination award amount, the YTD disbursement amount, the verification status code, and whether the student is or has been in a POP situation during the award year. The message class for this data acknowledgement is PGRC25OP.

You can compare this report with your school records to ensure correct Pell Grant award amounts are on file with the COD System.

Importing and Printing the Reconciliation File

To import the reconciliation file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the Reconciliation Report file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow next to the Import Type field and select **Reconciliation File (PGRC)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK** twice.
8. Review the output document to determine if further action is necessary.

Important Notes

- Importing the Reconciliation File does not update your EDEExpress database.
- The Pell Grant data elements Lifetime Eligibility Used and Post 9/11 Deceased Veteran Dependent Indicator are printed on the Pell Grant Reconciliation Report and Pell Grant Multiple Reporting Record import edit reports, but EDEExpress does not store the data.
- The Additional Eligibility Indicator value for the student is included in the Reconciliation file. The Additional Eligibility Indicator identifies students eligible to receive up to 150% of the scheduled Pell Grant award in a single award year.

Pell Grant School Account Statement (SAS)

Pell Grant SAS Functionality

The Pell Grant module includes import and compare functionality for the Pell Grant SAS. The Pell Grant SAS is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for a specific month or the YTD. This report can be used as a reconciliation tool to compare information on the COD System to your business office records and to Pell Grant data in your EDEExpress database.

Pell Grant SAS import and compare functionality includes:

- The ability to import Pell Grant SAS files and generate import edit reports that organize the Pell SAS data in an easy-to-read format
- Cash Management functionality that enables you to record (manually or using external import) various cash transaction types associated with Pell Grant funds at your school and run comparisons with cash data in the Pell SAS
- Pell reports that compare imported Pell SAS data against Pell Grant award level disbursement summary, disbursement detail, or cash detail data in your EDEExpress database to assist with reconciliation
- Abbreviated Pell Grant award level disbursement summary and disbursement detail external import types for non-EDEExpress schools who prefer to use a limited set of Pell Grant award and disbursement data from their external systems for Pell SAS comparison purposes only in EDEExpress

If you use EDEExpress to exchange Pell Grant origination and disbursement records with the COD System, your database already has the necessary information to run Pell SAS award and disbursement detail comparison reports.

Non-EDEExpress users can also take advantage of the comparison reports by completing EDEExpress setup, entering or importing Pell Grant cash data, and importing Pell Grant award and disbursement information from an external source using existing Pell Grant external import options or the Abbreviated Award Data (PGAA) and Abbreviated Disbursement Data (PGAD) external import types.

Important Notes

- See the “Pell Grant Cash Management” section later in this desk reference for more information on creating Pell Grant cash records for use in Pell SAS comparison reports.
- For information on the content, format, and the modification options available for Pell SAS files on the COD website, see Volume 6, Section 8 of the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*, which is available for download from the Knowledge Center website.

Importing Abbreviated External Award and Disbursement Data

The Abbreviated Award Data (PGAA25OP) and Abbreviated Disbursement Data (PGAD25OP) external import types provide non-EDEExpress users with an efficient alternative method of adding Pell Grant award and disbursement data elements for SAS comparison using a more limited set of data elements than the full external origination and disbursement import types.

Record layouts for the abbreviated external award and disbursement import types are available in Volume 3, Section 3 of the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download from the Knowledge Center website.

The Pell Grant award and disbursement data imported using the abbreviated formats are stored in a separate EDEExpress database table and used solely for Pell SAS comparison report purposes. Non-EDEExpress users are responsible for keeping the award and disbursement data in EDEExpress current with their external system in order to generate the most effective and useful Pell SAS comparison results.

To import an Abbreviated Award Data (PGAA25OP) or Abbreviated Disbursement Data (PGAD25OP) file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow in the Import Type field and select **Abbreviated Award Data – External (PGAA)** or **Abbreviated Disbursement Data – External (PGAD)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.

6. Select **Printer**, **File**, or **Screen** as the output destination. When the import process is finished, EDEExpress generates a report that displays important information that relates to the imported document. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. (Optional) Select the **Prompt for Duplicates?** checkbox if you want the option of overwriting duplicate abbreviated award or disbursement records in your EDEExpress database with the data in your import file. See “Important Notes” section below for more information.
8. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
9. Click **OK** to close the In Progress dialog box.
10. Review the output document to determine if further attention is needed.

Important Notes

- The Pell Browse dialog box (**Tools, Browse, Pell Grant**) includes tabs for abbreviated award and abbreviated disbursement data, enabling you to view the data you add to EDEExpress using these import types.

- If the **Prompt for Duplicates?** checkbox is selected in the Import dialog box, EDEExpress identifies records in the abbreviated external import file that already exist in the EDEExpress database. When a duplicate record is identified, a prompt appears allowing you to skip the record, skip all duplicate records that are identified, update the duplicate record, or update all duplicate records that are identified. If you choose to **Skip** or **Skip All**, the existing record in EDEExpress is not modified. If you choose to **Update** or **Update All**, the existing record in EDEExpress is updated to match the record in the external import file. If you clear the Prompt for Duplicates? checkbox, EDEExpress does not notify you of any duplicate records that are identified in your database. Any duplicate records encountered during the import are skipped.

Importing a Pell SAS File

EDEExpress supports the import of Pell Grant SAS files sent under the message classes PGSM25OP (with monthly disbursement level detail), PGSY25OP (with year-to-date disbursement level detail), or PGSA25OP (with year-to-date award level disbursement summary).

Important Note: To fully utilize the capabilities of EDEExpress SAS comparison reports and avoid a potentially higher number of mismatched records, schools should request year-to-date report types for Pell SAS files from the COD System, rather than monthly report types.

When a SAS file is imported into EDEExpress, each of the summary and detail sections included in the file (which varies depending on the SAS type) is generated in an easy-to-read format on separate pages of the import edit report. These sections may include the Cash Summary, Cash Detail, Award Level Disbursement Summary, and Disbursement Detail reports.

When you import a Pell Grant SAS report into EDEExpress, any previously imported SAS data is overwritten with the data in the imported file. If you want to reprint the summary or detail data for a prior SAS file, you must re-import it.

To import a Pell Grant SAS file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the SAS file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the Pell tab.
3. Click the **down** arrow in the Import Type field and select **School Account Statement (PGSM, PGSY, PGSA)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.

6. Select **Printer**, **File**, or **Screen** as the output destination for the import edit report. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
8. Click **OK** to close the In Progress dialog box.
9. Review the output document to determine if further attention is needed.

Important Notes

- The Pell Browse dialog box (**Tools, Browse, Pell Grant**) includes tabs for abbreviated award and abbreviated disbursement data, enabling you to view the data you add to EDEExpress using these import types.
- If the **Prompt for Duplicates?** checkbox is selected in the Import dialog box, EDEExpress identifies records in the abbreviated external import file that already exist in the EDEExpress database. When a duplicate record is identified, a prompt appears allowing you to skip the record, skip all duplicate records that are identified, update the duplicate record, or update all duplicate records that are identified.

If you choose to **Skip** or **Skip All**, the existing record in EDEExpress is not modified. If you choose to **Update** or **Update All**, the existing record in EDEExpress is updated to match the record in the external import file. If you clear the Prompt for Duplicates? checkbox, EDEExpress does not notify you of any duplicate records that are identified in your database. Any duplicate records encountered during the import are skipped.

Printing Pell SAS Comparison Reports

After importing a Pell SAS file into EDEExpress, you can run reports from the Pell Print dialog box that compare the imported Pell SAS data against Pell Grant award, disbursement, or cash data in your EDEExpress database to assist with reconciliation. These reports include the Award Detail Comparison, Disbursement Detail Comparison, and Cash Detail Comparison reports:

- **Award Detail Comparison** – This report provides you with a comparison of award detail records in the Pell Grant SAS file with abbreviated Pell Grant award level disbursement summary records imported from an external system (non-EDEExpress users) or Pell Grant award data in EDEExpress (EDEExpress users).
- **Disbursement Detail Comparison** – This report provides you with a comparison of disbursement detail records in the Pell Grant SAS file with abbreviated Pell Grant disbursement detail records imported from an external system (non-EDEExpress users) or Pell Grant disbursement data in EDEExpress (EDEExpress users). **Note:** This report is printed in landscape format.
- **Cash Detail Comparison** – This report provides you with a comparison of cash data in the Pell Grant SAS file with cash data you have entered or imported into EDEExpress Cash Management (see “Pell Grant Cash Management” section in this desk reference).

To print a Pell Grant SAS Comparison report:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Pell** tab.
3. Click the down arrow in the Report box and select **Cash Detail Comparison, Award Detail Comparison, or Disbursement Detail Comparison**.
4. (Optional) If this is a report you print frequently, you can click the star button to designate it as a favorite, which enables you to quickly access the print dialog box for this report type from the EDEExpress desktop’s Favorites section.
5. Select **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. (Optional) Enter the **Reporting Attending ID** and **Attended Pell ID** or click the **down arrow** next to each field to select from a list of available IDs.
7. (Award Detail Comparison Report and Disbursement Detail Comparison Report only) Select a **Comparison Type** for the Pell Grant records in your EDEExpress database. Choose **Abbreviated Pell Grant Data** if you are a non-EDEExpress user and you create abbreviated Pell Grant records using the Abbreviated Award Data (PGAA) and Abbreviated Disbursement Data (PGAD) external import types. If you are an EDEExpress user and you created full Pell Grant records through any other means (manual entry, ISIR import, non-abbreviated external import, etc.) for exchange with the COD System, select **Pell Grant Data** for the Data Source field.
8. Select a **Match Status** for the report's comparison results. You can select **Matched**, **Unmatched**, or **All**. See "Important Notes" below for more guidance on this field and how it impacts report results.
9. Select a **Sort Order** for the data printed on the report. For the Award Detail Comparison Report and the Disbursement Detail Comparison Report, you can sort report results by award ID or last name. For the Cash Detail Comparison Report, you can sort report results by transaction type, date, or amount.
10. (Optional) Select the **Include Cash Detail?** checkbox to print an additional Detail section listing each cash transaction in your database by transaction type, date, and amount.
11. (Optional) Enter a **Transaction Date Range** in MMDDCCYY format to limit the report output to a specific transaction date range of cash records.
12. Click **OK** to send the report to the output destination you designated in step 5.

Important Notes

- Before running Pell SAS comparison reports, ensure you have imported the most recent Pell Grant SAS data files sent to you by the COD System and that the EDEExpress database contains the most recent Pell Grant award, disbursement, and cash data for the time period covered by the SAS file.
- Records are grouped into sections on SAS comparison reports based on selected match status in the Print dialog box (**Matched**, **Unmatched**, or **All**). If **All** is selected, the Matched and Unmatched records are printed on separate pages:

- **Matched:** Award level disbursement summary, disbursement detail, or cash detail records appear in this section of the report if the data in the imported Pell Grant SAS matches the data in your EDEExpress database.
- **Unmatched:** Pell Grant records appear in this section of the report if the award, disbursement, or cash data on one side of the comparison does not appear on the other side (for example, the imported SAS data does not appear in your school's EDEExpress database). Records will also appear here if there is a discrepancy between the COD System's data and your school's data.
- The Disbursement Date Range field is available only when printing the Disbursement Detail Comparison report. Note that the report prints only records that were processed by the COD System on or before the end date of the Pell SAS. Disbursement adjustments processed by the COD System after the end date of the Pell SAS are listed as unmatched on the report, even if the disbursement date submitted to the COD System falls before the Pell SAS end date. For this reason, to fully utilize the capabilities of this and other EDEExpress Pell SAS comparison reports and avoid a potentially higher number of mismatched records, schools should request year-to-date report types for Pell SAS files from the COD System, rather than monthly report types.

Pell Grant Cash Management

Cash Management Functionality

Cash Management functionality in EDEExpress enables you to track individual Pell Grant cash transactions. The Cash Management dialog box is accessible under the Tools menu from the EDEExpress main screen and is designed for use by both regular EDEExpress users and non-EDEExpress users who want to add cash data from an external system.

Note: You must select the Pell Grant tab of the Cash Management dialog box (under the Tools menu) to view and enter Pell-specific cash transactions manually.

You can also import cash data from an external source using the Cash Data-External import type (message class PGCE25OP).

After you update EDEExpress with your Pell Grant cash data, you can run the Internal Ending Cash Balance Report and the Cash Detail Comparison Report from the Pell Print dialog box.

Important Notes

- The Cash Detail Comparison Report compares your Pell Grant cash data against the most recent Pell Grant SAS data you have imported into EDEExpress. For more information on the Cash Detail Comparison Report, see the “Pell SAS Comparison Reports” section earlier in this desk reference.
- To maximize the comparison matches on your cash transactions, when creating cash transactions in EDEExpress, be mindful of the conventions the COD System uses in the SAS to denote positive and negative transactions for the transaction type.

Creating a Pell Grant Cash Record Manually

You can enter Pell Grant cash transactions manually in the Cash Management dialog box (**Tools, Cash Management**).

To add a Pell Grant cash record manually:

1. Select **Tools, Cash Management** from the menu bar.
2. Click the **Pell Grant** tab.
3. Locate the first available row in the Cash Management grid using the scroll bars.
4. Click the **down** arrow to select a Reporting Pell ID.
5. Click the **down** arrow to select an Attending Pell ID.
6. Click the down arrow to select the Transaction Type for the cash record you are adding. Valid values are **DD** (Drawdown), **AD** (Drawdown Adjustment), **RF** (Refund of Cash), **RE** (Return of Cash), or **DF** (Drawdown Offset). This field cannot be left blank.
7. Enter a value in the Transaction Date field in MMDDCCYY format or click the Calendar button to select a date.
8. Enter a value in the Transaction Amount field. Valid entries are -9999999999.99 to 9999999999.99.
9. (Optional) Enter the Payment Control Number received from G5 for cash transactions, the check number returned by the school on a check for refunds of cash, or any other information you want to track at the transaction level in the Notes field. You can enter up to 25 characters.
10. If you want to add another cash record, click in the next row in the grid and repeat steps 4 through 9.
11. Click **OK** when you finish entering cash data to exit the dialog box.

Important Note

- You can also adjust and delete existing Pell cash transactions manually in the Cash Management dialog box.

Importing External Pell Grant Cash Data

You can also add Pell Grant cash data to EDEExpress by importing a Cash Data-External (PGCE25OP) file. The record layout for the Cash Data-External (PGCE25OP) import type is available in Volume 3, Section 3 of the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download from the Knowledge Center website.

To import a Pell Grant Cash Data-External (PGCE25OP) file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow in the Import Type field and select **Cash Data-External (PGCE)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. When the import process is finished, EDEExpress generates a report that displays important information that relates to the imported document. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
8. Click **OK** to close the In Progress dialog box.
9. Review the output document to determine if further attention is needed.

Important Note

- Cash transactions do not have unique identifiers that allow EDEExpress to determine where duplicates exist. As a result, duplicate transactions are possible in EDEExpress Cash Management as a result of an external cash import.

If your school's external cash file contains new data only, this should not be a problem. However, if your school's external cash file consists of cumulative data, EDEExpress adds every transaction in the external cash file to the database without identifying that duplicate transactions exist. No data is overwritten. Therefore, if you want to import cumulative cash data, you should first delete all existing cash transactions in your EDEExpress database.

Printing the Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report displays Pell Grant cash and disbursement summary amounts and includes an option to print cash detail records. All amounts are calculated using the Pell-specific cash transaction data in Cash Management and disbursement data from full or abbreviated Pell Grant records in the EDEExpress database.

Schools must use the Cash Management function in EDEExpress and either use EDEExpress to exchange Pell Grant data with the COD System or import abbreviated Pell Grant award and disbursement data from an external file source to run an accurate Internal Ending Cash Balance Report.

To print the Internal Ending Cash Balance Report:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Pell** tab.
3. Click the down arrow in the Report box and select **Internal Ending Cash Balance Report**.
4. Select **Printer, File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

5. (Optional) Enter the **Reporting Attending ID** and **Attended Pell ID** or click the **ellipsis (...)** button next to each field to select from a list of available IDs associated with Pell Grant cash records in your EDEExpress database.
6. Select a **Data Source** for the Pell Grant records in your EDEExpress database. Choose **Abbreviated Pell Grant Data** if you are a non-EDEExpress user and you create abbreviated Pell Grant records using the Abbreviated Award Data (PGAA) and Abbreviated Disbursement Data (PGAD) external import types. If you are an EDEExpress user and you created full Pell Grant records through any other means (manual entry, ISIR import, non-abbreviated external import, etc.) for exchange with the COD System, select **Pell Grant Data** for the Data Source field.
7. Select a **Sort Order** for the data printed on the report. You can sort cash records on the report by transaction type, date, or amount.
8. (Optional) Select the **Include Cash Detail?** checkbox to print an additional Detail section listing each cash transaction in your database by transaction type, date, and amount.
9. (Optional) Enter a **Transaction Date Range** in MMDDCCYY format to limit the report output to a specific transaction date range of cash records.
10. Click **OK** to send the report to the output destination you designated in step 5.

Important Note

- The Summary section of the Internal Ending Cash Balance Report lists totals for each cash transaction type, the total school disbursement amount, and the net remaining balance.

Direct Loan Origination and Disbursement Records

Creating Direct Loan Origination Records

Loan Origination

EDEExpress processes four types of Direct Loan origination records:

- Direct Subsidized loans
- Direct Unsubsidized loans
- Direct PLUS loans
- Direct Grad PLUS loans

A loan record can be created in any one of these three ways:

- Manual entry
- Import from EDEExpress (ISIR or Packaging)
- Import from an external source

If you import Direct Loan origination data from the Application Processing module, enter the loan amount approved on each origination record, or import the loan amount approved using an external import.

Important Notes

- **New for 2024-25!** As part of the EDEExpress redesign, we consolidated all origination and disbursement information into a single Direct Loan entry screen with multiple sub-sections, eliminating sub-tabs for certain data such as address, status, and change date information. The new Direct Loan screen sections are listed under the Manual Entry menu accessible from the left navigation bar within an open student record.

Some sections of the Direct Loan entry screen are only displayed based on the loan type, record status, or the import of a specific response type or other data from the COD System. For example, the PLUS Information, Credit Information, and PLUS Change Dates sections only display for PLUS and Grad PLUS loan records. Similarly, the Payment to Servicing, PLUS Application Information, and Booked Information sections do not display unless you import a Payment to Servicing Response (message class CRPS25OP), a PLUS Application Acknowledgment (CRSP25OP), or a Booking Notification Response (CRBN25OP). The New Loan section is only displayed initially, when manually creating a new loan record, and is hidden after you successfully save the new loan record. Disbursement-related sections only display after you have originated the loan record.

The Loan ID is displayed in the bottom control bar, along with other functions such as Add, Copy?, Originate, and standard functions such as Save, Print, and Close. Use the arrows to the left and right of the Loan ID field to scroll through multiple loan records for the student, if applicable.

- EDEExpress end-of-entry edits require that you provide an Ability to Benefit State Code and Ability to Benefit Completion Date on the Demographic entry screen for a student if the Student Eligibility Code is **03** (State Process). This edit applies when creating new Pell Grant, Direct Loan, and TEACH Grant records.
- The Informed Borrower section of the Direct Loan entry screen displays three fields (Informed Borrowing Complete, Informed Borrowing Completion Date, and Informed Borrowing ID) related to functionality on Federal Student Aid's [StudentAid.gov](https://studentaid.gov) website that enables Direct Loan borrowers to access and review their outstanding loan balance or, if they have no balance, the average loan balance at the school they plan to attend. This online process is available to student (for subsidized, unsubsidized, and Grad PLUS loans) and parent (for PLUS loans) borrowers and is optional for the 2024–25 award year.

The informed borrowing fields are automatically updated by importing response file data from the COD System that contains the results of the borrower's loan balance acknowledgment online.

When you add a new loan record to EDEExpress, the software checks for existing informed borrower information for the student or parent borrower in the EDEExpress database from previous imports of the Informed Borrowing Response (CRIB25OP) or other response files. If the software identifies a matching record based on the student or parent borrower's SSN, the Informed Borrower section of the EDEExpress loan record is updated with the informed borrowing field values stored in the database.

Any informed borrowing data you enter manually, update using Direct Loan Multiple Entry, or import from an external system is overwritten on the Direct Loan entry screen with informed borrowing information sent in a response file. The three fields are set to display-only after the values are updated and saved following manual entry, multiple entry, external import, or by importing response data.

- Direct Loan MPNs, MPN manifests, and Disclosure Statements must be printed outside of EDEExpress using a different system or completed by the borrower online at [StudentAid.gov](https://studentaid.gov) website. 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.
- You must provide a program profile code when creating a Direct Loan record in EDEExpress, regardless of the method you are using to create the record. The individual fields comprising each program profile satisfy program-related data reporting requirements on the COD System. Program profiles are not module-specific; you can use the same profiles on Pell Grant, Direct Loan, and TEACH Grant records if the field values they contain apply to each award type.

The values from the program profile you assign to new records are used to update data fields associated with each anticipated and actual disbursement that are required by the COD System, including CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. To modify any of these required field values on a disbursement, you must change the program profile code in the Disbursement section grid of the Direct Loan entry screen to a different code associated with the program profile that has the correct values. The program profile code is an EDEExpress-only field and is not sent to the COD System.

- The Enrollment Status Effective Date and Program Attendance Begin Date fields, which are associated with each disbursement record, reflect the effective date for the enrollment status and the date the student began attending classes for the program covered by the award, respectively. Both fields are optional for the 2024–25 award year and are not required by or stored on the COD System. If you do not want to report these dates to the COD System, leave the fields blank in EDEExpress.
- The eight-digit Enroll OPE ID field is required to create Direct Loan origination records and for each anticipated and actual Direct Loan disbursement transaction, to more accurately capture the physical location of the school campus that the student is attending. This field is referred to at the COD System as the Enrollment School Code.

The Enroll OPE ID associated with disbursement records is initially filled with the “loan-level” Enroll OPE ID value you provide when creating the loan record. You cannot modify the “loan-level” Enroll OPE ID value after a loan record is saved; however, you can modify the Enroll OPE ID value on each anticipated or actual disbursement record as needed.

- According to the Budget Control Act of 2011, SEC. 502, subsidized loans cannot be awarded to graduate and professional students (college grade levels 6 and 7) if the loan period begins on or after July 1, 2012. If you create subsidized loan records by importing ISIR or Packaging data into the Direct Loan module, we recommend you apply selection criteria to your import that excludes students with a college grade level of 6 or 7. If you create loan records manually or through external import from another system, we recommend you check the loan period start date and college grade level before entering or importing any subsidized loan records to ensure the student is eligible under the legislative rule.

- The Interest Rebate Percentage is 0.000 for all loan types with the earliest disbursement date on or after July 1, 2012. If you import Prior Year User-Defined Queries, Setup and File Formats from EDEExpress 2023–24 into EDEExpress 2024–25 with the COD School (Direct Loan School) checkbox selected, verify that the Sub/Unsub and the PLUS Interest Rebate Percentage values in COD School setup (Direct Loan) are set to 0.000 before you originate any subsidized or unsubsidized loans with the earliest disbursement date on or after July 1, 2012.
- You are required to provide a value for the Transaction Number field, which indicates the ISIR transaction used to calculate the loan award, before you can originate PLUS and Grad PLUS loan records in EDEExpress.
- You can add or adjust the Loan Amount Approved field using Direct Loan Multiple Entry. You can also initiate the loan origination process for your records using Multiple Entry by selecting the Originate? checkbox. Both options save you time by enabling you to modify or originate multiple records at once without having to open each loan record individually. Software edits are applied during the update process to ensure no data conflicts exist.

Creating a Loan Origination Record Manually

All loan information appears on the Direct Loan entry screen. After you click the **Add** button on the bottom control bar, the New Loan section appears at the top of the entry screen. The New Loan section captures key initial information about the loan record you are creating, including the loan type, school identifiers, enrollment information, and the applicable program profile.

The Borrower Information section captures key required information regarding the loan record, the student, and (if applicable) the PLUS borrower. This includes fields such as Disbursement Profile Code, Cost of Attendance, loan period and academic year start/end dates, Loan Amount Approved (abbreviated as Amount Approved). It also includes the transaction number for the associated ISIR and key values derived from it, such as dependency status, default/overpayment flags for student and parent borrowers, and the College Grade Level.

Review additional fields in the Additional Unsub, PLUS Application Information, Loan Information, Credit Information, and Informed Borrower sections of the Direct Loan screen and update as needed, depending on the type of loan you are creating.

To create a loan origination record manually:

1. If the student already has an EDEExpress record, open it and skip to step 4. Otherwise, select **File, New** from the menu bar to create a new record. You can also click **Create Student** under the Manual Entry menu accessible from the left navigation bar.

2. Enter the student's demographic information on the Demographic screen. Required fields are flagged with an asterisk (*). The following fields are required on the Demographic screen to save a loan record: First or Last Name, Student's Permanent City, State and ZIP Code, SSN, Date of Birth, Citizenship Status, Dependency Status, and Student Eligibility Code. If the Student Eligibility Code is 03 (State Process), you must also provide the Ability to Benefit State Code and Ability to Benefit Completion Date. Press **Tab** to move forward from field to field; press **Shift-Tab** to move in reverse from field to field.
3. Select **File, Save** from the menu bar or click the **Save** button on the bottom control bar of the Demographic screen to save the demographic data. You have now created or updated a demographic record for your student.
4. Under the Manual Entry menu, click **Borrower Information** (under the Direct Loan section). The Direct Loan entry screen is displayed.
5. Select **Add** on the bottom control bar to create a new loan record.
6. In the New Loan section, choose the correct loan type, DL Code, Enroll OPE ID, Disbursement Profile Code (labeled as DPC), program profile code, and enrollment status. You can also provide values for the optional Enrollment Status Effective Date and Program Attendance Begin Date.
7. Type all necessary information in the Borrower Information section and other sections of the entry screen as needed. If the loan type is PLUS, be sure to provide the required borrower information in the PLUS Information section.
8. Save the record when finished (see step 3 above). EDEExpress highlights any missing field values required to save the loan record in red and displays an "Entry Required" message.
9. Select **File, Close** or click the **Home** button on the left navigation bar to exit the record.

Note: The Loan Amount Approved must be entered for the loan to originate.

Important Notes

- When you originate a Direct Loan record, the values for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Begin Date fields that you provided when creating the record are assigned automatically for all anticipated disbursements created in the Disbursement section of the Direct Loan entry screen. In addition, the Payment Period Start Date and Payment Period End Date values associated with the disbursement profile you assign to the loan record are added to anticipated disbursements created as a result of the origination process.
- You can save the loan record at any time; however, remember to originate the loan if you want it to be sent out in your next COD Common Record (CRAA25IN) export.

Import Data from Another Module Within EDExpress

To create loan records by importing data from another module within EDExpress:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the import type you want to use appears in this list, click the import type and skip to step 4. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Click the **Direct Loan** tab.
3. Click the **down** arrow in the Import Type field and select **Loan Data–ISIR** or **Loan Data–Packaging**.
4. Click **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

5. Select or update the following options:
 - **(Optional) Include Special Circumstances Flag 4?** Select this checkbox if you are importing ISIR data and the ISIR that you want to import includes a Special Circumstances 4 flag indicating the student is dependent and the parents were unwilling to provide financial information. This checkbox is enabled only if you have selected the Unsubsidized checkbox for the Loan Type to Create.
 - **(Optional) Prompt for Duplicates?** Select this option if you want to be prompted each time EDExpress encounters a loan record during the import process that is identical to a loan record that already exists in the database. If you do not select the **Prompt for Duplicates?** checkbox, EDExpress skips duplicate loan records without alerting you.

- **Disbursement Profile Code.** Enter or click the **down arrow** to select the DPC you want to use to identify the disbursement attributes, including loan period, academic year start and end dates, anticipated disbursement dates, and payment period start and end dates associated with each disbursement date. The disbursement profile also determines the default Cost of Attendance field value added to the Direct Loan entry screen for the record.
 - **Loan Type to Create.** Select one or more checkboxes for Loan Type to Create. One loan record will be created for each loan type selected, provided the student is eligible (for ISIR import) or has loan awards packaged under the correct aid types for the loan types selected (for Packaging import).
 - **DL Code.** Enter the DL Code that applies to the loans you are creating. You can also click the **down arrow** and select a DL Code from a list of values available in EDEExpress COD School (Direct Loan) setup.
 - **Enroll OPE ID.** Enter the Enroll OPE ID that applies to the loans you are creating. You can also click the **down arrow** to select an Enroll OPE ID value. The Enroll OPE ID you choose must be associated with the DL Code you select for the import in COD School (Direct Loan) setup.
6. (Optional) Click **Selection Criteria** to limit or narrow the group of records for which loans will be created.
 7. Click **OK**.
 8. Use the “DL Choose Select Records/Verify or Enter Program Attendance Begin Date, Enrollment Status, and Program Profile Code” dialog box to select the required Program Profile Code and Enrollment Status values and optional Program Attendance Begin Date and Enrollment Status Effective Date values. After selecting values at the top of the dialog box that apply to the majority of records you are importing, you can adjust values on individual records as needed before you import them into the Direct Loan module.
 9. Click **OK** to close the “DL Choose Select Records/Verify or Enter Program Attendance Begin Date, Enrollment Status, and Program Profile Code” dialog box and begin the import. An In Progress dialog box appears. When the import is complete, the In Progress dialog box displays the number of records added, updated, and skipped, as well as the total number of records.
 10. When the import is complete, the In Progress dialog box displays the number of records added, updated, skipped, and rejected, as well as the total number of records imported.
 11. Click **OK** to close the In Progress dialog box.

Important Notes

- **New for 2024–25!** We updated functionality associated with the import of ISIR data into Direct Loan to translate the Grade Level in College value from the 2024 25 ISIR into an approximate College Grade Level field value on the Direct Loan entry screen. The Grade Level in College field on the 2024–25 ISIR is limited to four values (1-4), while the Direct Loan record's College Grade Level field has eight values (0-7). This value difference requires additional translation by EDEExpress, including analysis of NSLDS data, during the ISIR import to determine the College Grade Level value.

We strongly recommend you review College Grade Level values on imported records prior to originating Direct Loan records and adjust if needed. One easy method for completing this review is to use Direct Loan Multiple Entry after each ISIR import to quickly view and update College Grade Level values on multiple new loan records at the same time.

The table below describes how EDEExpress converts the Grade Level in College from the ISIR to the College Grade Level value on the Direct Loan record:

Grade Level in College (ISIR)*	College Grade Level (Direct Loan)	College Grade Level Description
1	0	1st year/never attended college
1	1	1st year/attended college before
2	2	2nd year/sophomore
3	3	3rd year/junior
3	4	4th year/senior
3	5	5th year/other undergraduate
4	6	1st year graduate/professional
4	7	Continuing graduate/professional or beyond

* The Grade Level in College values on the ISIR are **1** (First Year [Freshman]), **2** (Second Year [Sophomore]), **3** (Other Undergraduate [Junior or Senior]), and **4** (College Graduate, Professional or Beyond [M.B.A., M.D., Ph.D., etc.]).

- The Direct Loan Choose Select Records/Verify or Enter COD Program Reporting Data dialog box, which is displayed after you click OK on the Import dialog box, displays the translated College Grade Level value that will be added to the Direct Loan record(s) you are creating, making it easier to review and revise College Grade Level values before importing ISIR or Packaging data to create new Direct Loan records.

- The values you designate for the Program Profile Code, Enrollment Status, Program Attendance Begin Date, and Enrollment Status Effective Date fields for the import are used to update the corresponding field values on each anticipated disbursement record in the Disbursement section of the Direct Loan entry screen.
- If you typically create multiple Direct Loan records by importing ISIR or Packaging data, and you prefer to update the Program Profile Code field on the records at a later point, consider creating a temporary “placeholder” code that you assign to records upon initial creation. You can then adjust the program profile code on the records later to the appropriate value manually in the Disbursement section of the Direct Loan entry screen, using Direct Loan Multiple Entry, or by importing an external origination change file.
- You can create multiple loan types for a single student in the same import of ISIR or Packaging data into the Direct Loan module. The Import dialog box for both the Loan Data–ISIR and Loan Data–Packaging import types displays checkboxes for available loan types for each import. For the Loan Data–ISIR import type, you must select one or more checkboxes before import; one loan record will be created for each loan type selected, provided the student is eligible. For the Loan Data–Packaging import, the student must have loan awards packaged under the correct aid types for the loan types selected to be created in the Direct Loan module. If you do not select any of the checkboxes on the import dialog box for the Loan Data–Packaging import type, EDEExpress creates a loan record for each of the applicable loan types packaged for the student by default (except for Grad PLUS).
- The ISIR import into the Direct Loan module updates the Default/Overpayment field on the loan record based on the NSLDS match flag.
- If all fields required for origination are present in the import and are valid, the loan record is created and originated. During an import of ISIR data into the Direct Loan module, the Loan Amount Approved field remains blank. Before the loan can be originated, you must enter the Loan Amount Approved, either by manual entry on the loan record or by using Multiple Entry.
- Direct Loan ISIR import enables you to import rejected ISIRs with a Special Circumstances flag of 4 when you select Unsubsidized as the Loan Type to Create. The ISIR Special Circumstances Flag of 4 indicates a dependent applicant whose parents are unwilling to provide financial information (and do not provide financial support to the student) and who only wants to be considered for an unsubsidized loan award.
- When you import ISIR data into the Direct Loan module without applying selection criteria, only valid ISIR transactions or ISIRs with a Special Circumstances flag of 4 are imported. Only unsubsidized loans can be created using ISIRs with a Special Circumstances flag of 4. You can import rejected ISIR transactions to create PLUS or Grad PLUS records by applying the SSN Range query to the import and specifying the SSN of the rejected ISIR transaction you want to import.

Import Data from an External System

To create or change loan origination records by importing data from your external system:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the Direct Loan External Origination Add (DIEA25OP) or External Origination Change (DIEC25OP) file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Direct Loan** tab.
3. Click the down arrow in the Import Type field and select **Loan Data–External Add (DIEA)** or **Loan Data–External Change (DIEC)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select the following option for Loan Data–External Add (DIEA) only:
 - **Prompt for Duplicates?** Select this option if you want to be prompted each time EDEExpress encounters a loan record during the import process that is identical to a loan record that already exists in the database. If you do not select the **Prompt for Duplicates?** checkbox, EDEExpress skips duplicate loan records without alerting you.
7. Click **OK**. A progress bar appears within the In Progress dialog box. When the import is complete, the In Progress dialog box displays the import status, the import file name, the total number of records accepted, the total number of records rejected, the total number of records skipped, and the sum of accepted, rejected, and skipped records.
8. Click **OK** to close the In Progress dialog box.

Important Notes

- See the *2024-2025 COD Technical Reference*, Volume 3, Section 3 for the most recent Direct Loan external import record layouts. The technical reference is available for download from the Knowledge Center website.
- The External Loan Reconciliation (DLEXLOAN) and External Disbursement Reconciliation (DLEXDISB) external import types provide non-EDEExpress users with an efficient alternative method of adding Direct Loan award and disbursement data elements for comparison with Direct Loan SAS data using a more limited set of data elements than the full external origination and disbursement import types. The loan and disbursement detail data imported using the external reconciliation formats are stored in a separate EDEExpress database table and used solely for Direct Loan SAS comparison report purposes.

See the “Direct Loan School Account Statement (SAS)” section later in this desk reference for more information.

- To help maintain the accuracy of Direct Loan data on the COD System, EDEExpress reduces the Loan Amount Approved automatically to match the sum of all current anticipated and actual disbursements. The software performs this comparison and (if necessary) automatic reduction each time you save changes to disbursement amounts which result in the sum of total disbursements being less than the Loan Amount Approved, regardless of the method used (i.e., manual entry, Multiple Entry, or external import).

Note: You can only adjust one actual disbursement amount per loan record in each External Import Change file. If you need to increase and decrease the amounts of multiple actual disbursements for the same loan, be aware of the automatic Loan Amount Approved reduction that can occur as a result of reducing a disbursement amount. If the Loan Amount Approved reduction occurs, and you want to increase the amount on a different disbursement number for the same loan record in a subsequent External Import Change file, you must also include the Loan Amount Approved change field number and an increased value for the field in your file that accommodates the disbursement amount increase. Direct Loan end-of-entry edits prevent disbursement amount adjustments in External Import Change files that would result in exceeding the Loan Amount Approved value.

- If you include a Disbursement Profile Code in your external import file, EDEExpress adds or updates the payment period start and end date values you associated with each disbursement date in Disbursement setup on the anticipated disbursements created or modified in the Disbursement section of the Direct Loan entry screen as a result of the import. If you do not include a Disbursement Profile Code in an external add file, you must provide payment period start and end date values with each disbursement.
- If you leave the informed borrowing fields blank in an external add file, the software checks for existing informed borrower information for the student or parent borrower in the EDEExpress database from previous imports of Informed Borrowing Response (CRIB25OP) files. If the software identifies a matching record based on the student or parent borrower’s SSN, the Informed Borrower section of the Direct Loan entry screen is updated with the informed borrowing field values stored in the database.
- The Student Eligibility Code and Ability to Benefit fields on the Demographic entry screen can be updated by importing an external add file.

Creating Direct Loan Disbursements

You can create Direct Loan disbursements in three ways:

- Manually enter disbursements in the Disbursement section of the Direct Loan entry screen
- Use Multiple Entry to add disbursement information
- Import external disbursement data

New for 2024-2025! All manual disbursement entry, whether you are adding a new disbursement or adjusting an existing disbursement, is now performed within the Disbursement section's grid on the Direct Loan entry screen. This applies to both anticipated and actual disbursements for all loan types. When you save adjustments to an actual disbursement, EDEExpress automatically adds a new sequence number for the disbursement.

A Direct Loan record must be originated before the Disbursement section of the entry screen is activated.

You can create as many as 20 individual Direct Loan anticipated and actual disbursements for all loan types.

A disbursement sequence number is automatically reported to the COD System for each Direct Loan disbursement. Disbursement sequence numbers are used to indicate whether a disbursement is the first submission activity or an adjustment to a previously accepted disbursement.

Valid disbursement sequence number values are:

Sequence Number	Description
01	Disbursements created in EDEExpress or generated by the COD System for disbursement transactions created on the COD System's website
02-65	Disbursement adjustments generated by EDEExpress
66-90	Disbursement adjustment transactions generated by the COD System on the COD System's website and returned in a COD System-generated Web Response (CRWB25OP)
91-99	Disbursement transactions generated by the COD System and returned in a COD System-generated Payment to Servicing Response (CRPS25OP)

For PLUS and Grad PLUS loans, the Credit Requirements Met field must be **True** to save and submit an actual disbursement in EDEExpress.

Important Notes

- **New for 2024-25!** The display-only Disbursement History section provides a comprehensive history and audit trail of each disbursement number, displaying the values reported with each sequence number. The grid lists all data elements associated with each disbursement number, including disbursement amounts, dates, and required program-related fields such as Program Profile Code and CIP Codes 1-3. It also lists the status, Document ID, and any processed edits from the COD System for each sequence number. Each time you originate, save new disbursements, or save adjustments to existing disbursements, the Disbursement History section is updated with the values from the Disbursement section. **Note:** You may need to select the **plus sign (+)** in the top right corner of the Disbursement History section to expand and view its contents, depending on the record's status and whether you accessed the section previously.
- **New for 2024-25!** To align with COD System changes, EDEExpress now allows you to associate up to three CIP Code values with each disbursement. The CIP Code associated with the Program Profile added to a new record is used automatically as the required CIP Code 1 value for any anticipated disbursements created on new loan records. To add CIP Code 2 or CIP Code 3 values or modify existing CIP Code 1-3 values on any anticipated or actual disbursement record, adjust the value(s) directly in the Disbursement section. You can also modify CIP Code 1-3 values by importing an external add/change file.
- EDEExpress generates a warning edit message when you create a Direct Loan actual disbursement (DRI = True) for a loan record with at least one blank informed borrowing field. The edit message warns you that the COD System may reject the disbursement due to missing informed borrowing information (which may indicate the borrower needs to complete the Annual Student Loan Acknowledgement process on the [StudentAid.gov](https://studentaid.gov) website).
- You can adjust all financial and non-financial Direct Loan actual disbursement data elements in the same sequence number.

Creating a Disbursement Record Manually

To create a disbursement record manually:

1. Open the student's record.
2. Under the Manual Entry menu, click **Disbursement** (under the Direct Loan section). The Direct Loan entry screen section is displayed.
3. If the student has multiple loan records, choose the appropriate loan ID by using the **left** and **right arrows** next to Loan ID on the bottom control bar scroll to the correct loan record.
4. Click the **Add Disbursement** button under the Disbursement section's grid. This adds a new row for a new disbursement number in the grid.

5. Enter the disbursement date and disbursement amount. You can also enter or update values (if present) in the optional Enrollment Status Effective Date, Program Attendance Begin Date, and CIP Code 2-3 fields.
6. Verify the values in the Program Profile Code, Enrollment Status, Payment Period Start Date, Payment Period End Date, and CIP Code 1 fields are correct and apply to the disbursement record you are creating. If necessary, update the field values as needed.
7. Click the **Disbursement Release Indicator** checkbox if you are creating an actual disbursement.
8. (Optional) Use the Action Date field to track any internal date specific to the disbursement that you want to track.
9. Select **File, Save** from the menu bar to save the changes. The actual disbursements you added and any changes to existing disbursements will be included in the next COD Common Record export and must be transmitted to the COD System.
10. Select **File, Close** from the menu bar, click the **Close** button on the bottom control bar, or click the **Home** button on the left navigation bar to exit the student's record.

Important Notes

- When you save adjusted values for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, or Program Attendance Begin Date fields in the Disbursement section, all anticipated disbursements in the grid are updated automatically with the new values.
- Direct Loan end-of-entry edits 2000, 2001, and 3105 check to ensure that disbursement dates entered in EDEExpress occur no more than 10 days before the Loan Period Start Date or more than 180 days after the Loan Period End Date if the disbursement gross amount is greater than zero. The COD System relies upon accurate disbursement date information to recalculate subsidized usage information accurately for students, including remaining subsidized loan eligibility.
- When you assign a disbursement profile code to a Direct Loan record, the Payment Period Start and End Date values associated with the disbursement profile are included with the anticipated disbursements created in the Disbursement section. Payment period dates for anticipated disbursements can be modified directly in the Disbursement section.

Using Multiple Entry to Update Direct Loan Disbursements

Direct Loan Multiple Entry enables you to update information for multiple anticipated or actual disbursement records at once, saving you data entry time and effort. Using Multiple Entry, you can perform the following disbursement-related tasks:

- Modify individual values associated with each anticipated disbursement (DRI clear, or set to False), including the Disbursement Amount, Disbursement Date, Program Profile Code, Enroll OPE ID, Payment Period Start Date, Payment Period End Date, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Begin Date fields

- Update anticipated disbursements to actual disbursements (DRI selected, or set to True)
- Adjust individual values associated with actual disbursements

To modify individual field values associated with multiple anticipated disbursement records:

1. Select **Process, Multiple Entry** from the menu bar, then choose **Direct Loan**.
2. Select the **Disbursement Number** checkbox. EDEExpress selects multiple additional disbursement-related fields automatically, including the Disbursement Amount, Disbursement Date, Enroll OPE ID, Payment Period Start Date, Payment Period End Date, and other fields. Clearing the checkbox for any of these disbursement fields results in all other disbursement-related field checkboxes also being cleared.

Note: When you modify Enrollment Status, Program Profile Code, Enrollment Status Effective Date, or Program Attendance Begin Date fields using Direct Loan Multiple Entry, EDEExpress updates the value for **all** anticipated disbursement records in the Disbursement section of the Direct Loan entry screen.

3. Click the **Value** field for Disbursement Number and click the **down** arrow to select the disbursement number for which you are modifying values.
4. The Disbursement Release Indicator field is selected automatically on the initial Direct Loan dialog box when you select any disbursement-related field for adjustment, regardless of whether you are updating an anticipated or actual disbursement. You should only select the Value field checkbox in the Disbursement Release Indicator row if you want to update an anticipated disbursement to an actual disbursement.
5. Click the **Value** field for Disbursement Amount and enter the new anticipated gross disbursement amount. If you do not want to update disbursement amounts, or if you want to update each disbursement with a different amount, do not enter a value here.

Reminder: Multiple Entry enables you to update actual and anticipated disbursements in the same operation. If you select the **Net Adjustment Amount?** field while making changes to disbursement amount values, only the modifiable actual disbursements are highlighted blue as changed fields in the secondary Multiple Entry grid (step 13 below). Any anticipated disbursements sharing the disbursement number you selected for updates are displayed without blue highlighting in the secondary grid. You can still modify an anticipated disbursement amount in the secondary grid by entering the new value in the Disbursement Amount field. Remember, anticipated disbursement amount adjustments must be entered using the gross amount.

6. Click the **Value** field for Disbursement Date and enter the new anticipated disbursement date. Dates must be entered in MMDDCCYY format. If you do not want to update disbursement dates, or if you want to update each disbursement with a different date, do not enter a value here.
7. Click the **Value** field for Enroll OPE ID and enter the new eight-digit enroll OPE ID. If you do not want to update the enroll OPE ID code, or if you want to update each disbursement with a different Enroll OPE ID, do not enter a value here.

8. Click the **Value** field for Payment Period Start Date and enter the new payment period start date associated with the anticipated disbursement. Dates must be entered in MMDDCCYY format. If you do not want to update the payment period start date, or if you want to update each disbursement with a different payment period start date, do not enter a value here.
9. Click the **Value** field for Payment Period End Date and enter the new payment period end date associated with the anticipated disbursement. Dates must be entered in MMDDCCYY format. If you do not want to update the payment period end date, or if you want to update each disbursement with a different payment period end date, do not enter a value here.
10. Update the **Value** fields for the remaining selected disbursement fields, including program-related data fields, associated with the anticipated disbursement. If you do not want to update these additional fields, or if you want to update each disbursement with a different value, do not enter a value here.
11. (Optional) Click the **File...** button in the SSN File section of the dialog box if you have created an SSN file of the loan records for which you want to adjust the anticipated disbursements, or click the **ellipsis (...)** button to manually enter the SSNs of the loan records that you want to update and click **OK**. Skip to step 13.
12. If you want to update only selected records, skip to step 13. If you want to update all of the records in your database to the new amount and date values, click **OK**. A list of all the loans in your database appears. Click **Save** to update all of the anticipated disbursement in your database with the new values you specified in steps 3 and 5-10.
13. If you want to update selected loan records, click the **Selection Criteria** button. From the Selection Criteria dialog box, click the **Select Records** button to show a list of all of your loan records. From this dialog box, you can select only the loan records that you want to update, or you can click the **ellipsis (...)** button next to Query Title in the Selection Criteria dialog box to attach a query. A query selects only records meeting the query criteria.
14. When the Direct Loan Multiple Entry dialog box appears, verify that the records displayed are the loan records that you want to update and that the values in blue are correct.
15. To finish, click **Save**, **Yes** to save changes, then click **Yes** again to update. A Multiple Entry Edit Report shows you if any records did not successfully update.

Note: All records to be updated by Multiple Entry are selected by default. If you choose not to update any record, you can clear the **Select** checkbox in the update grid. Records that are deselected are not updated and do not appear on the Multiple Entry Edit Report.

To update anticipated disbursements to actual disbursements for multiple records:

1. Select **Process, Multiple Entry** from the menu bar, then choose **Direct Loan**.
2. Select the **Disbursement Number** checkbox. EDEExpress selects multiple additional disbursement-related fields automatically, including the Disbursement Amount, Disbursement Date, Enroll OPE ID, Payment Period Start Date, Payment Period End Date, and other fields. Clearing the checkbox for any of these disbursement fields results in all other disbursement-related field checkboxes also being cleared.

3. Click in the **Value** field for Disbursement Number and click the **down** arrow to select the anticipated disbursement number you are modifying.
4. Select the **Value** checkbox in the Disbursement Release Indicator row (which sets the DRI to selected).
5. If you want to report the anticipated disbursement amount as the actual disbursement amount, leave the Value field for Disbursement Amount blank. If you want to report a different gross amount, click in the **Value** field for Disbursement Amount and enter the gross amount of the actual disbursement.
6. If you want to report the anticipated disbursement date as the actual disbursement date, leave the Value field for Disbursement Date blank. If you want to report a different date, click in the **Value** field for Disbursement Date and enter the date of the actual disbursement. Dates must be entered in MMDDCCYY format.
7. If you want to report the anticipated disbursement record's Enroll OPE ID as the value for the actual disbursement, leave the Value field for Enroll OPE ID blank. If you want to report a different Enroll OPE ID, click in the **Value** field for Enroll OPE ID and enter the new eight-digit Enroll OPE ID value for the actual disbursement.
8. If you want to report the anticipated disbursement's Payment Period Start Date as the date associated with the actual disbursement, leave the Value field for Payment Period Start Date blank. If you want to report a different date, click in the **Value** field for Payment Period Start Date and enter the date of the actual disbursement. Dates must be entered in MMDDCCYY format.
9. If you want to report the anticipated disbursement's Payment Period End Date as the date associated with the actual disbursement, leave the Value field for Payment Period End Date blank. If you want to report a different date, click in the **Value** field for Payment Period End Date and enter the date of the actual disbursement. Dates must be entered in MMDDCCYY format.
10. Update the **Value** fields for the remaining selected disbursement fields, including program-related data fields, associated with the anticipated disbursement. If you do not want to update these additional fields, or if you want to update each disbursement with a different value, do not enter a value here.
11. If you want to update only selected records, skip to step 11. If you want to update all of the records in your database to the new amount and date values, click **OK**. A list of all the loans in your database appears. Click **Save** to update all of the anticipated disbursement values in your database.
12. If you want to update selected loan records, click the **Selection Criteria** button. From the Selection Criteria dialog box, click the **Select Records** button to show a list of all of your loan records. From this dialog box, you can select only the loan records that you want to update, or you can click the **ellipsis (...)** button next to Query Title in the Selection Criteria dialog box to attach a query. A query selects only records meeting the query criteria.

13. When the Direct Loan Multiple Entry dialog box appears, verify that the records displayed are the loan records that you want to update and that the values in blue are the ones you want to change.
14. To finish, click **Save**, then **Yes** to save changes, then click **Yes** again to update.

Note: All records to be updated by Multiple Entry are selected by default. If you choose not to update any record, you can clear the Select checkbox in the update grid. Records that are deselected are not updated and do not appear on the Multiple Entry Edit Report.

To change the values for the Disbursement Amount, Disbursement Date, Enroll OPE ID, Payment Period Start Date, Payment Period End Date, Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and/or Program Attendance Begin Date fields for actual disbursements using Multiple Entry:

1. Select **Process, Multiple Entry** from the menu bar, then choose **Direct Loan**.
2. Select the **Disbursement Number** checkbox. EDEExpress selects multiple additional disbursement-related fields automatically, including the Disbursement Amount, Disbursement Date, Enroll OPE ID, Payment Period Start Date, Payment Period End Date, and program-related fields such as Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Begin Date. Clearing the checkbox for any of these disbursement fields results in all other disbursement-related field checkboxes also being cleared.
3. Click the **Value** field for Disbursement Number and click the **down** arrow to select the disbursement number for which you are creating a disbursement adjustment.
4. The **Disbursement Release Indicator** field is selected automatically on the initial Direct Loan dialog box when you select any disbursement-related field for adjustment, regardless of whether you are updating an anticipated or actual disbursement. You should only select the Value field checkbox in the Disbursement Release Indicator row if you want to update an anticipated disbursement to an actual disbursement.
5. If you are changing the amount, enter the new amount in the Value field for Disbursement Amount. The amount entered is applied as the gross or net disbursement amount for the new sequence number based on the value you selected in the Actual Disbursement Type field (net or gross) in COD School (Direct Loan) setup.

If you prefer to enter the positive or negative adjustment to the net disbursement amount of the prior sequence number, select the checkbox in the Value field for **Net Adjustment Amount?** before entering the adjustment value in the Value field for Disbursement Amount.

6. If you are changing the actual disbursement date, Payment Period Start Date, or Payment Period End Date, enter the new date in the Value field in MMDDCCYY format.
7. If you are changing the Enroll OPE ID, enter the new eight-digit value in the Value field.

8. To change the values for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, or Program Attendance Begin Date fields, select the appropriate checkboxes in Multiple Entry and provide new values, which are then used to update the new adjustment sequence number for the actual disbursement in the Disbursement section of the Direct Loan entry screen, as well as any remaining anticipated disbursements.
9. (Optional) Click the **Action Date Select** checkbox. Click the Value field to identify the Action Date of the disbursement adjustment. Enter the Action Date in MMDDCCYY format.
10. (Optional) Click the **File...** button in the SSN File section of the dialog box if you have created an SSN file of the loan records for which you want to adjust the actual disbursement, or click the **ellipsis (...)** button to manually enter the SSNs of the loan records that you want to update and click **OK**. Skip to step 13.
11. If you want to update only selected records, skip to step 12. If you want to create disbursement adjustments for all of the records in your database, click **OK**. A list of all the loans in your database appears. Click **Save** to create disbursement adjustments for all of the loan records in your database.
12. If you want to update selected loan records, click the **Selection Criteria** button. From the Selection Criteria dialog box, click the **Select Records** button to show a list of all of your loan records. From this dialog box, you can select only the loan records that you want to update, or you can click the **ellipsis (...)** button next to Query Title in the Selection Criteria dialog box to attach a query. A query selects only records meeting the query criteria.
13. When the Direct Loan Multiple Entry dialog box appears, verify that the records displayed are the loan records that you want to update and that the values in blue are correct. Adjust values on individual records if needed.
14. To finish, click **Save, Yes** to save changes, then click **Yes** again to update. A Multiple Entry Edit Report shows you if any records did not successfully update.

Note: All records to be updated by Multiple Entry are selected by default. If you choose not to update any record, you can clear the Select checkbox in the update grid. Records that are deselected are not updated and do not appear on the Multiple Entry Edit Report.

Important Notes

- You can apply adjustments to both anticipated and actual disbursements with the same disbursement number in one Direct Loan Multiple Entry operation. You can easily determine if a multiple entry change impacts certain disbursement records on your selection list by reviewing the Disbursement Action column.

If the Disbursement Action is **Update Existing**, the Multiple Entry process will attempt to apply your update to an existing anticipated disbursement number. If the Disbursement Action is **New Sequence**, the Multiple Entry process will attempt to apply the update to an actual disbursement and generate a new sequence number. The Disbursement Action column also indicates **Not Updateable** if the disbursement number is not eligible or in the appropriate status for updates currently.

- To help maintain the accuracy of Direct Loan data on the COD System, EDEExpress reduces the Loan Amount Approved automatically to match the sum of all current anticipated and actual disbursements. The software performs this comparison and (if necessary) automatic reduction each time you save changes to disbursement amounts which result in the sum of total disbursements being less than the Loan Amount Approved, regardless of the method used (i.e., manual entry, Multiple Entry, or external import).

The software also displays a warning message during the save process indicating the Loan Amount Approved reduction will occur if you enter adjusted disbursement amounts that result in a higher Loan Amount Approved value than the sum of the current anticipated and actual disbursements for the record. Note that this warning message is not displayed when Loan Amount Approved reductions occur as a result of updating disbursements using Multiple Entry or by importing an External Import Change (DIEC25OP) file.

Note: Each time you use Direct Loan Multiple Entry, you can only adjust one anticipated or actual disbursement number per loan record. If you need to increase and decrease the amounts of multiple disbursements for the same loan, be aware of the automatic Loan Amount Approved reduction that can occur as a result of reducing a disbursement amount. If the Loan Amount Approved reduction occurs, and you use Direct Loan Multiple Entry subsequently to increase the amount on a different disbursement number for the same loan record, you must select the Loan Amount Approved field and provide an increased value for the field that accommodates the disbursement amount increase you are entering. Direct Loan end-of-entry edits prevent disbursement amount adjustments that would result in exceeding the Loan Amount Approved value.

- EDEExpress allows you to adjust the Payment Period Start Date to a date before or after the loan period start or end date if the anticipated or actual disbursement amount is zero and the loan's origination status is **A** (Accepted by COD) or **B** (Batched to send to COD).

End-of-entry edits 1230 (for actual disbursements) and 1240 (for anticipated disbursements) prevent adjustments which cause the Payment Period Start Date to be outside the loan period for any origination status if the disbursement amount is greater than zero, or if the origination status is **E** (Origination reject received from COD) or **R** (Ready to send to COD), regardless of the disbursement amount.

- EDEExpress does not allow you to save blank values for disbursement amount, disbursement date, Enroll OPE ID, Payment Period Start Date, or Payment Period End Date fields when performing an actual disbursement adjustment. An error message appears when you attempt to do so.
- EDEExpress displays a warning when you try to save an actual disbursement adjustment that has the same values for all fields as the disbursement's previous sequence number. To save an actual disbursement adjustment, you must change at least one disbursement value.
- In most cases, if you leave a field value blank on the Multiple Entry–Field/Records Selection grid (the first grid that appears in Multiple Entry), the field's current value from the student's record appears on the Multiple Entry update grid (the second grid that appears in Multiple Entry).

Importing Disbursement Data from Your School System

To create a disbursement record by importing data from your school system:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the external file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Direct Loan** tab.
3. Click the **down** arrow in the Import Type field and select **Loan Data–External Change (DIEC)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. A progress bar appears within the In Progress dialog box. When the import is complete, the In Progress dialog box displays the import status, the import file name, the total number of records accepted, the total number of records rejected, the total number of records skipped, and the sum of accepted, rejected and skipped records.
8. Click **OK** to close the In Progress dialog box.

Important Notes

- To import external Direct Loan data into EDEExpress 2024–25, you must use the latest version of the Direct Loan External Import Loan Origination Add record layout and Direct Loan External Import Change field numbers in the *2024-2025 COD Technical Reference, Volume 3, Section 3: Combination System Record Layouts*. The technical reference is available for download from the Knowledge Center website.
- Direct Loan end-of entry edit 3000 prevents you from creating actual disbursements for PLUS or Grad PLUS loans in EDEExpress unless the loan has a Credit Requirements Met value of **Y** (True).
- You cannot modify the MPN Status field after the value has been updated by importing a response from the COD System.

Updating the Disbursement Release Indicator (DRI) for Direct Loan

The DRI indicates to the COD System whether a disbursement is eligible for funding and should affect your school's CFL. A disbursement with the DRI checkbox clear (DRI = False) is an anticipated disbursement and is not eligible to be funded. A disbursement with the DRI checkbox selected (DRI = True) is an actual disbursement and affects your school's CFL.

After the DRI is selected, it cannot be cleared by clicking in the DRI field. To clear the DRI, you must delete the actual disbursement, which restores the anticipated disbursement to the Disbursement grid. The actual disbursement can be deleted only when the status is **R** (Ready) or **E** (Rejected). To delete the actual disbursement, click anywhere in the row and then select **File, Delete** from the menu bar. This returns the anticipated disbursement to the grid and clears the DRI.

The DRI can be selected (set to True) and saved only if the disbursement date is within 7 (seven) days (if your school's funding method is Advance Pay or Cash Monitoring 1) or 0 (zero) days (if your school's funding method is Cash Monitoring 2 or Reimbursement). Your funding method is defined in your Direct Loan School setup.

You can set the DRI to True by:

- Manually selecting the checkbox in the Disbursement section of the Direct Loan entry screen
- Updating the field using Multiple Entry
- Importing the field using Loan Data–External Change

Important Notes

- EDEExpress generates a warning edit message when you create a Direct Loan actual disbursement (DRI = True) for a loan record with at least one blank informed borrowing field. The edit message warns you that the COD System may reject the disbursement due to missing informed borrowing information (which may indicate the borrower needs to complete the Annual Student Loan Acknowledgement process on the [StudentAid.gov](https://studentaid.gov) website).
- Disbursement records with the DRI set to False (the checkbox is cleared) are exported with origination data and accepted by the COD System as *anticipated disbursements*. Anticipated disbursements are not eligible for funding. Instead, they establish estimated disbursements in the COD System.
- Disbursement records must be exported and sent to the COD System when the DRI is changed from False to True (the checkbox is selected).
- After the COD System has accepted an actual disbursement, you cannot change the DRI from True to False.

- The COD System will not accept any actual disbursement until an accepted MPN for the borrower is on file. An actual disbursement record sent without an accepted MPN on file at the COD System will be rejected.

Exporting Direct Loan Data

You can set up EDEExpress to automatically transmit your Common Record and data request files in EDconnect. Select **Tools, Setup** from the menu bar, then choose **Global, Security Users**. Locate your user ID and select the **Export to EDconnect?** and **Automatically Transmit?** checkboxes.

Origination and disbursement records must have **R** (Ready to send) or **E** (Origination error received from the COD System or disbursement rejected by the COD System) status to be included in your next COD Common Record export. Common Records exported to the COD System are called *documents*.

Note: If a disbursement record is sent to the COD System before its corresponding origination record is accepted, the disbursement record is rejected by the COD System.

To export all Direct Loan originations, changes, and disbursements at R (Ready) or E (Error) status:

1. Select **File, Export** from the menu bar. You can also click the **Export** button (designed as a box with an arrow pointing left) on the left navigation bar to open the Export dialog box.
2. Select the **Direct Loan** tab.
3. Select **COD Common Record (CRAA25IN)** in the Export Type field.
4. Click **OK** to export all origination records and disbursement records at **R** or **E** status.
 - You can use selection criteria to limit the records you export in the document. The DL Originations button enables you to choose which origination records you want to send, and the DL Disbursements button allows you to choose which disbursement records you want to send. You can use a query or select individual student records.

Note: If you want to export specific student origination and disbursement records, you must select the students by clicking *both* the DL Originations button *and* the DL Disbursements button. The use of these buttons limits the records ready to be exported to the ones you specify. Therefore, if you select the student records you want to export by clicking only, for example, the DL Originations button, only the origination records you specify will be exported but *all* your disbursement records will export.

See EDEExpress Help for additional information about exporting records using the Pell Grant and TEACH Grant options on the Export dialog box.

5. Click **OK**. A progress bar appears within the In Progress dialog box. When the export is complete, the In Progress dialog box displays the number of records exported, the export file name, and the document ID. Click **OK** to close the In Progress dialog box.
6. Transmit the CRAA25IN file to the COD System using EDconnect or other transmission software.

Note: If you want EDEExpress to start EDconnect and transmit your files automatically when you export them, select the **Automatically Transmit?** checkbox in Security Users setup. Select **Tools, Setup** from the menu bar, then choose **Global, Security Users**. Locate your user ID and select the **Export to EDconnect?** and **Automatically Transmit?** checkboxes.

Important Notes

- In the Direct Loan Export dialog box, if you select the Combine DL and Pell Grant? checkbox, EDEExpress displays the Pell Grant selection criteria buttons below the DL selection criteria buttons. Similarly, on the Pell Grant Export dialog box, if you select the Combine DL and Pell Grant? checkbox, EDEExpress displays the DL selection criteria buttons below the Pell Grant selection criteria buttons.
- You can also combine Pell Grant and TEACH Grant origination and disbursement data with your Direct Loan data in the same export file by selecting the checkbox for each module (or exclude data from those modules by clearing the checkbox to exclude the module). You can designate a default response for these checkboxes on the Pell Grant, Direct Loan, and TEACH Grant Export screens through COD System setup. The checkboxes can be modified at the time you export as needed. For additional information about exporting selected records, see the related topic “Export Selection Criteria.”

Regenerating Direct Loan Documents

The Direct Loan Regenerate process exports a new COD Common Record document with a new document ID, containing the student records that were in the original document. You should regenerate a document only if all the records in the document are still at **B** (Batched for transmission) status and the COD System shows no record of having received the original document.

Note: If the original document contained a combination of Pell Grant, Direct Loan, and/or TEACH Grant records, the Regenerate process exports all records from all applicable modules.

To regenerate Common Record documents:

1. Select **File, Regenerate** from the menu bar.
2. Click the **ellipsis (...)** button and select the document ID, then click **OK**.
3. Click **OK**. A progress bar appears within the In Progress dialog box. When the regeneration is complete, the In Progress dialog box displays the document ID and the export file name.
4. Click **OK** to close the In Progress dialog box.
5. Transmit the CRAA25IN file to the COD System using EDconnect or other transmission software.

Importing COD Responses, Web-Generated Responses, and System-Generated Responses

Disbursement reject codes imported from response files are displayed in the Processed Edits field in the Change History section of the Direct Loan entry screen. Reject codes can also be viewed in the Processed Edits field in the Origination Information and Disbursement History sections of the Direct Loan entry screen. In addition, you can use the Import Records Edit Report that is generated when you are importing a response file to determine the edit code for any rejected records.

Eight types of responses can be sent from the COD System for Direct Loan processing, each using a different message class. Your database is updated with the information in each document appropriately based on the response type.

- **Response.** Upon import, a response updates your database with the status (**Accepted** or **Rejected**) of the records the COD System has processed. The records submitted in a specific document are returned in a corresponding response document, maintaining document integrity.

For 2024–25, the Response message class is CRAA25OP.

Note: If you combined Direct Loan, Pell Grant, and TEACH Grant data in your export file, the Response Import Records Edit Report separates the processing results for a student's Direct Loan origination records, Direct Loan disbursement records, Direct Loan change records, Pell Grant origination records, and Pell Grant disbursement records.

- **Web-Generated Responses.** A Web-generated response is created by the COD System when disbursement transactions are completed on the COD System's website. Upon import, it updates your database with the status (**A** [Accepted] or **E** [Rejected]) of the actual disbursement records you processed on the COD website.

For 2024–25, the Web-Generated Response message class is CRWB25OP.

Note: To receive Web-generated responses in your SAIG mailbox that will update your records in EDEExpress, you must select the option at the COD System to receive Web responses in your SAIG mailbox.

Note: For further information on issues to take into consideration when using EDEExpress and the COD System's website together to update Direct Loan disbursement data, review the "Web-Initiated Responses (CRWB25OP)" topic in the EDEExpress 2024–25 Help system.

- **DL System-Generated Responses.** The COD System generates several types of Direct Loan system-generated responses:
 - **DL MPN Response (System-Generated by the COD System).** An MPN response is created by the COD System upon processing a paper or electronic MPN.

For 2024–25, the MPN Response message class is CRPN25OP.

- **DL Credit Status Response (System-Generated by the COD System).** A credit status response is generated by the COD System when a PLUS or Grad PLUS credit decision is overridden through the appeal process, is updated from a pending status, or is received from an endorser. It also indicates whether a PLUS or Grad PLUS borrower has completed the PLUS counseling process on the [StudentAid.gov](https://studentaid.gov) website.

For 2024–25, the Credit Status Response message class is CRCS25OP.

- **DL Booking Notification (System-Generated by the COD System).** A booking notification is a response created by the COD System when a loan books.

For 2024–25, the Booking Notification message class is CRBN25OP.

- **DL Payment to Servicing (System-Generated by the COD System).** A payment to servicing response is generated by the COD System when a borrower makes a payment to Servicing within 120 days from the disbursement date.

For 2024–25, the Payment to Servicing message class is CRPS25OP.

- **Origination Fee and Interest Rebate Percentage Acknowledgement (System-Generated by the COD System).** The Origination Fee and Interest Rebate Percentage Acknowledgement is generated automatically by the COD System for Direct Loan records that have anticipated disbursements only; the file corrects anticipated disbursements that were submitted with amounts calculated using incorrect Origination Fee and/or Interest Rebate Percentages based on the anticipated disbursement date.

For 2024–25, the Origination Fee and Interest Rebate Percentage Acknowledgement message class is CROF25OP.

- **Informed Borrowing Response (System-Generated by the COD System).** The Informed Borrowing Response is generated automatically by the COD System for Direct Loan records and provides informed borrowing field values for all loan types. The COD System generates this file for reporting schools when new loans are linked to a previous loan balance acknowledgment submitted by the borrower (student or parent) on the [StudentAid.gov](https://studentaid.gov) website or at the request of the school on the COD System’s website.

For 2024–25, the Informed Borrowing Response message class is CRIB25OP.

To import COD Common Record responses, Web-generated responses, and Direct Loan system-generated responses:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Direct Loan** tab.
3. Click the **down** arrow in the Import Type field and select **COD Common Record Response** if it is not already selected.

4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
8. Click **OK** to close the In Progress dialog box.

Important Notes

- The import edit report for the COD Common Record Response (CRAA25OP) includes a section listing Direct Loan records for which the COD System reduced the Loan Amount Approved to match the sum of the loan's current anticipated and actual disbursement amounts. This import edit report section is printed on a separate page labeled Loan Amount Approved Modifications Report; it lists the loan's original Loan Amount Approved in your database and the new Loan Amount Approved provided by COD in the response file. If the report indicates the COD System reduced the Loan Amount Approved for a loan record, you should review Loan Amount Approved and disbursement amounts on the corresponding EDEExpress record and update the values accordingly to account for the discrepancy.

- You can import the Informed Borrowing Response (message class CRIB25OP) into EDEExpress using the Direct Loan module's COD Common Record Response import type. During the import of an Informed Borrowing Response file, EDEExpress attempts to match the data in the file to existing loan records in your database. If the software finds matching records, the import updates the fields in the Informed Borrower section of the Direct Loan entry screen with the information provided in the file. If the import process does not identify a matching loan record, the informed borrowing data is stored in the EDEExpress database for future use.
- During the import of a Credit Status Response file, EDEExpress updates the Credit Information section of the Direct Loan entry screen for matching PLUS and Grad PLUS records in your database with the data in the file. The import edit report generated at the conclusion of the import lists the PLUS and Grad PLUS records updated by new credit-related information from the COD System.

Note: If you originate and submit PLUS and Grad PLUS loan records that were created originally in EDEExpress by importing a PLUS Application Acknowledgment (CRSP25OP), the COD System may send you two Credit Status Response files for the same loan, one based on the Loan ID (from the loan you submitted using EDEExpress) and one based on Application ID (tied to the borrower's PLUS or Grad PLUS application submitted on [StudentAid.gov](https://studentaid.gov)). If EDEExpress is unable to match a loan record in a Credit Status Response file to a PLUS or Grad PLUS record in your database based on the Loan ID or Application ID during import, the record is skipped and noted on the import edit report.

- During the import of COD Response files, EDEExpress performs a date and time comparison of the Document ID in the import file against the corresponding Document ID in your database. If the import file's data is older than the data in your EDEExpress database, you are prompted to **Skip**, **Skip All**, **Update**, or **Update All** for the records that have more recent data in your database. This function is applicable the import function for the COD Common Record Response (CRAA25OP), Web-Initiated Response (CRWB25OP), and Booking Notification (CRBN25OP) file types in the Direct Loan module.
- To maintain document integrity, you cannot import response documents for Direct Loan records that did not originate in the EDEExpress database. The document ID and student records must exist in the database in order for EDEExpress to update records. If you lose your EDEExpress database, you can rebuild it by requesting a rebuild file and importing the file.
- Web-generated responses for Direct Loan disbursements are returned by the COD System with disbursement sequence numbers of 01 or in the range of 66-90. When you import Web-generated responses, EDEExpress displays the accepted disbursement amounts with the 01 or 66-90 disbursement sequence number.
- See the *2024-2025 COD Technical Reference*, Volume 2, Section 4 for complete information about the COD System edit codes. The technical reference is available for download from the Knowledge Center website.

Importing PLUS Application Acknowledgment Files

EDEExpress allows you to import and store data in the PLUS Application Acknowledgment sent by the COD System in the message class CRSP25OP. The PLUS Application Acknowledgment contains loan application and credit check data submitted by PLUS and Grad PLUS borrowers and endorsers on the [StudentAid.gov](https://studentaid.gov) website. The COD System stores PLUS application data submitted on the website and distributes PLUS Application Acknowledgment files to the schools indicated by the borrower.

During the import of a PLUS Application Acknowledgment file, EDEExpress determines if the student has an existing record in the database. If no record exists, EDEExpress creates a demographic record and a PLUS or a Grad PLUS origination record for the student that can be modified and submitted to the COD System. Existing PLUS or Grad PLUS EDEExpress records for the student are updated only when the application IDs or previous application IDs in the import file and on the EDEExpress loan record match. If the student SSN and borrower SSN in the PLUS Application Acknowledgment are different, a PLUS loan record is created. If the student SSN and borrower SSN are the same, a Grad PLUS loan record is created.

The import of the PLUS Application Acknowledgment updates the following fields in the PLUS Application Information section of the Direct Loan entry screen: Application ID, Application Complete Date, Application Loan Amount, Credit Balance Option, Credit Action Choice, Deferment Option, Credit Appeal Status, Maximum Loan Indicator, Credit Decision Expiration Date, Original Credit Decision Status. All of the fields are display-only except for the Application ID field, which can be edited.

The PLUS Application Information section also displays fields for the following additional data collected by the COD System on the [StudentAid.gov](https://studentaid.gov) website and included in PLUS Application Acknowledgment files: Previous Application ID, School Credit Balance Option, Unknown Loan Amount, Application Submission Reason, Award Range Requested Start Date, Award Range Requested End Date, Six Month Deferment Option, and Relationship to Student.

To import PLUS Application Acknowledgment files:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the PLUS Application Acknowledgment file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Click the **Direct Loan** tab.
3. Click the down arrow in the Import Type field and select **PLUS Application Acknowledgment (CRSP)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.

5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Enter the DL Code that applies to the loans you are creating. You can also click the **down arrow** and select a DL Code from a list of values available in EDEExpress COD School (Direct Loan) setup.
8. Enter the Enroll OPE ID that applies to the loans you are creating. You can also click the **down arrow** and select an Enroll OPE ID value. The Enroll OPE ID you provide must be associated with the DL Code you select for the import in COD School (Direct Loan) setup.
9. Enter the Disbursement Profile Code or click the **down arrow** and select the profile that you want to use.
10. Enter the Program Profile Code that applies to the loans you are creating. You can also click the **down arrow** and select from a list of profiles you defined in setup (**Tools, Setup, COD, Program Profiles**).
11. Click the **down arrow** in the Enrollment Status field to select an enrollment status to apply to the loans you are creating.
12. (Optional) Enter a Program Attendance Begin Date in MMDDCCYY format for the loans you are creating.
13. (Optional) Enter an Enrollment Status Effective Date in MMDDCCYY format for the loans you are creating.

14. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
15. Click **OK** to close the In Progress dialog box.

Important Notes

- You must select a program profile code and enrollment status in the Import dialog box before importing a PLUS Application Acknowledgment file to create or update PLUS or Grad PLUS records. These two values will be used as defaults during your import process, which you should plan to verify after import and edit as appropriate for individual records. The program profile you select for your new records must exist in Program Profiles setup (**Tools, Setup, COD, Program Profiles**).
- The PLUS Application Acknowledgment includes the Credit Requirements Met field. If a PLUS or Grad PLUS borrower completes all necessary credit requirements to receive actual disbursements for the loan, the Credit Requirements Met value is set to **True**. You must have a Credit Requirements Met flag of **True** to save and submit PLUS or Grad PLUS actual disbursements in EDEExpress.
- The Credit Status Response (CRCS25OP) file can also include data for the Application ID, Endorser Amount, Original Credit Decision Status, Credit Appeal Status, Credit Decision Date, and Credit Decision Expiration Date fields.
- When importing the PLUS Application Acknowledgment, you are required to enter a Disbursement Profile Code in the Import dialog box. If you use EDEExpress to process loans for multiple schools, and the school code associated with the disbursement profile specified in the Import dialog box does not correlate to the Entity ID included on the import file, an error is printed on the Import Edit report stating: “DL School Code associated with the Disbursement Profile Code (YYYY) does not match the DL School Code associated with the PLUS Application Acknowledgment Entity IDs (GXXXXX)” where YYYY equals the Disbursement Profile Code that was entered and GXXXXX is the DL School Code of the record in the PLUS Application Acknowledgment. If you receive this message on an import edit report, you can resolve the error by entering a Disbursement Profile Code in the Import dialog box that is associated with the DL School Code that printed on the Import Edit report, then re-importing the PLUS Application Acknowledgment file.
- If the Endorser Amount field is blank on a loan record, EDEExpress updates the field with the endorser amount, if any, sent in the PLUS Application Acknowledgment file. If the Endorser Amount field in the EDEExpress loan record contains a value, EDEExpress does not update the field with the imported PLUS Application Acknowledgment data.
- The COD System includes a Previous Application ID field value in a PLUS Application Acknowledgment if the student’s Web application is a modification to a previously submitted application.

During the import of a PLUS Application Acknowledgment file, EDEExpress attempts to match the Previous Application ID in the file (if present) to the Application ID on an existing PLUS or Grad PLUS loan record in your database. If a matching record is found, the PLUS Application Information section of the Direct Loan entry screen is updated with the new information submitted by the borrower or processed by the COD System. EDEExpress also checks the Origination Status and Loan Amount Approved fields:

- If the loan record is not originated and its Loan Amount Approved value is 0, the Application Loan Amount value in the PLUS Application Acknowledgment is added as the Loan Amount Approved field value on the loan record.
- If the loan record is not originated, but its Loan Amount Approved value is greater than 0, the Loan Amount Approved field value on the loan record is not modified.
- If the loan record is originated, the Loan Amount Approved field is not modified.
- If the Previous Application ID or Application ID in the PLUS Application Acknowledgment file does not match the Application ID on any existing EDEExpress loan record, a new PLUS or Grad PLUS loan record is created for the student.

Note: You can view the Application Loan Amount value at any time in the PLUS Application Information section of the Direct Loan entry screen following the import of a PLUS Application Acknowledgment file.

Making Changes to Direct Loan Records

You can make changes to a Direct Loan origination record manually on the Direct Loan entry screen, using Direct Loan Multiple Entry, or using an external change import for specific fields.

Changing Records Manually

To change a Direct Loan record manually:

1. Open the student's record.
2. Under the Manual Entry menu, click **Borrower Information** (under the Direct Loan section). The Direct Loan entry screen section is displayed.
3. If the student has more than one loan record, choose the appropriate loan ID by using the **right** and **left** arrows on the bottom control bar to scroll to the correct loan record.
4. Modify data as needed. Press **Tab** to move forward from field to field; press **Shift-Tab** to move in reverse.
5. Select **File, Save** from the menu bar or the **Save** button on the bottom control bar.
6. Select **File, Close** from the menu bar, click the **Close** button on the bottom control bar, or click the **Home** button on the left navigation bar to exit the student's record.

Important Notes

- **New for 2024–25!** The Change History section provides a tracking list of changes to loan origination fields that you can use for auditing purposes. It lists each field changed, the previous and new value, the date/time and user ID associated with each change, reject codes from the COD System, and other information that provides a comprehensive overall history of modifications to the loan record. All fields in the grid are display only.
- Loan origination and anticipated disbursement data can also be changed by importing an external change file (DIEC25OP). See the *2024-2025 COD Technical Reference* for the record layouts. The technical reference is available for download from the Knowledge Center website.

Changing Direct Loan Records Using Multiple Entry

To change Direct Loan records using Multiple Entry:

1. Select **Process, Multiple Entry** from the menu bar, then choose **Direct Loan**.
2. Choose the fields you want to update by clicking the Select box next to the field name. Enter the appropriate values in the Value column.

3. (Optional) Click the **File** button in the SSN File section of the dialog box if you have a text file of selected SSNs. Or click the **ellipsis (...)** button in the SSN File section to enter SSNs of the records you want to update.
4. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Multiple Entry dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

5. (Optional) Click the **Selection Criteria** button to choose the records you want to update. If you do not use selection criteria, EDEExpress attempts to update all the records in your database. Records for which the updates are not valid appear on the Multiple Entry Edit Report.
6. Click **OK** when you are finished.
7. When the Direct Loan Multiple Entry dialog box appears, verify that the records displayed are the loan records that you want to update and that the values in blue are correct.
8. To finish, click **Save**, **Yes** to save changes, then **Yes** again to update.

Note: All records to be updated by Multiple Entry are selected by default. If you choose not to update any record, you can clear the **Select** checkbox in the update grid. Records that are deselected are not updated and do not appear on the Multiple Entry Edit Report.

Important Note

- The Multiple Entry Edit Report prints details on the Total Records Read, Total Records Accepted, Total Records in Error, Total Fields Accepted, and Total Fields in Error. The report lists details on any loan records that erred in the Multiple Entry process and the reason the record did not update. It also prints warnings for any record that updated successfully but may reject at the COD System, and the reasons it may reject.

Adjusting Direct Loan Actual Disbursements

After the COD System has accepted an actual disbursement, you can make adjustments to that disbursement record in EDEExpress or on the COD website at cod.ed.gov. You should ensure that all disbursements and prior adjustments have been accepted by the COD System (disbursement status = **A** [Accepted]) and that responses have been imported into EDEExpress before making any additional disbursements or adjustments.

The sequence number determines the order in which disbursement activity is processed for a specific disbursement. The initial sequence number for a particular disbursement created in EDEExpress is 01. Any change made to that disbursement in EDEExpress, whether it is an amount or date change, increases in sequence from 01.

To adjust actual disbursements:

1. Open the student's record.
2. Under the Manual Entry menu, click **Disbursement** (under the Direct Loan section). The Direct Loan entry screen section is displayed.
3. If the student has more than one loan record, choose the appropriate loan ID by using the **right** and **left** arrows on the bottom control bar to scroll to the correct loan record.
4. In the Disbursement section's grid, locate the disbursement number you want to adjust.
5. If you are adjusting the disbursement amount:
 - Enter the new total gross disbursement amount in the **Gross** field, OR
 - Enter the new total net disbursement amount in the **Net** field, OR
 - If you prefer to enter the positive or negative adjustment to the net disbursement amount, enter the adjustment amount in the **Net Adj** field. If you are entering a negative adjustment amount, enter the negative sign (-) before the amount.
 - The Net or Gross field is recalculated automatically based on the adjusted amount. For example, if you enter an adjusted gross amount, the net amount is recalculated for you.
6. Enter new values in the **Date** (for actual disbursement date), **Enroll OPE ID**, **Enrollment Status**, **Enrollment Status Effective Date**, **Payment Period Start Date**, **Payment Period End Date**, **Program Attendance Begin Date**, **Program Profile Code**, or **CIP Code 1-3** fields as needed.
7. (Optional) In the **Action Date** field, enter the date on which the transaction occurred if it is different from the system date, or any other date you want to track internally (this field is not sent to the COD System).
8. Select **File, Save** from the menu bar or the **Save** button on the bottom control bar. EDEExpress automatically adds a new sequence number for the disbursement number you adjusted.
9. Select **File, Close** from the menu bar, click the **Close** button on the bottom control bar, or click the **Home** button on the left navigation bar to exit the student's record.

Important Notes

- Direct Loan end-of-entry edits 2000, 2001, and 3105 require that disbursement dates occur no more than 10 days before the Loan Period Start Date or more than 180 days after the Loan Period End Date if the disbursement gross amount is greater than zero. All three edits are considered “reject” edits that prevent the update if the designated conditions exist for an anticipated or actual disbursement.

The edits are designed to help increase school submissions of disbursement date corrections when the loan period start or end date is modified. The COD System relies upon accurate disbursement date information to recalculate subsidized usage information accurately for students, including remaining subsidized loan eligibility.

- When disbursement adjustments are created, EDExpress assigns sequence numbers 02-65. Sequence numbers 66-90 indicate responses to Web-initiated Direct Loan disbursement activity (CRWB25OP) on the COD website. Sequence numbers 91-99 are also assigned by the COD System for any Payment to Servicer disbursement (disbursement activity = P) returned in a COD System-generated Payment to Servicer response (CRPS25OP).
- You can delete an adjusted actual disbursement transaction before and after saving the record (before exporting) as long as the status is **R** (Ready to send) or **E** (Rejected). To delete the actual disbursement, click in the row of the actual disbursement you want to delete in the Disbursement section of the Direct Loan entry screen. Select **File, Delete** from the menu bar to delete the disbursement.
- Adjustments to actual disbursements can also be made by importing a Loan Data–External Change file (DIEC25OP). See the *2024-2025 COD Technical Reference* for the record layouts. The technical reference is available for download from the Knowledge Center website.
- Each adjusted disbursement transaction can contain both a disbursement date and an action date. The *action date* is the date the disbursement adjustment transaction is completed at your school. The action date is for school use only and is not exported to the COD System. The *disbursement date* is the date of the original disbursement (disbursement sequence number 01) or the previous adjustment date. The original disbursement date is used to calculate interest accrual. The action date helps you track when adjustments are made in your database.

Changing the Loan Amount Approved

The Loan Amount Approved (labeled as Amount Approved in the Direct Loan entry screen) establishes the upper limit for the loan record. Modify the Loan Amount Approved if the borrower wants less than the maximum loan amount or becomes eligible for more than the original Loan Amount Approved.

If you reduce the Loan Amount Approved, EDEExpress automatically recalculates the anticipated disbursements if no actual disbursements exist. If you increase the Loan Amount Approved when no actual disbursements exist, EDEExpress prompts you to indicate whether you want the software to recalculate the anticipated disbursements.

If accepted actual disbursements already exist and a change in the student's circumstances during the loan period causes an increase in the maximum amount, you must make the changes to the student's record. You should increase the Loan Amount Approved accordingly and add a new anticipated disbursement. An example of this type of change is that during the loan period, the student changes college grade level from 2 to 3.

You cannot certify a PLUS or Grad PLUS loan for more than the cost of attendance minus other aid.

Important Notes

- If the credit check for the endorser is approved, a Credit Status Response (CRCS25OP) is generated that indicates the Endorser Amount on the Endorser Addendum and sets the Endorser Approved field to **True**. The Endorser Amount and Endorser Approved? fields are displayed in the Credit Information section of the Direct Loan entry screen. The Endorser Amount reflects the total amount of the PLUS or Grad PLUS loan for which the endorser has agreed to co-sign. The sum of the disbursements for a PLUS or Grad PLUS loan with an endorser cannot be greater than the Endorser Amount.

You should also monitor the Credit Action Status field value provided in the Credit Status Response, which can indicate whether an endorser was denied or approved for a lesser amount than originally requested.

- The Loan Amount Approved on a PLUS or Grad PLUS loan with a Credit Requirements Met value of **True** cannot exceed the Endorser Amount displayed in the Credit Information section. You can change the Loan Amount Approved for a PLUS or Grad PLUS loan when the Credit Requirements Met value is **True**, but it cannot exceed the Endorser Amount. You can disburse up to the Endorser Amount. If the borrower wants to borrow more than the Endorser Amount, a new loan must be created and a new MPN must be printed and signed.
- The “Additional Unsub Eligibility for Health Profession Programs?” field in the Additional Unsub section of the Direct Loan entry screen is enabled only when the student's College Grade Level is 6 or 7. This section is only displayed for unsubsidized loan records (Loan Type = U).

- As a result of legislative changes, graduate and professional students (College Grade Levels 6 and 7) with a Loan Period Start Date on or after July 1, 2012, are not eligible to receive subsidized loans.
- For more information on maximum loan limits for the Direct Loan program, see the *Federal Student Aid Handbook*, available on the Knowledge Center website.

Inactivating Loans

An “inactive” loan implies that a loan is no longer being processed for a borrower and that there will be no further transactions. You should mark a loan as inactive if the student or parent:

- No longer wants the loan
- Is no longer entitled to the loan
- Will not attend school

You can mark a loan as inactive in EDEExpress by selecting the Inactive Loan? checkbox in the Loan Information section of the Direct Loan entry screen. When you select the Inactive Loan? checkbox, EDEExpress prompts:

- **Yes** = Reduce Loan Amount Approved and all Anticipated Disbursement data to \$0. Changed data will be transmitted to the COD System on next Common Record export.
- **No** = Remove loan from EDEExpress List-Anticipated Disbursements. (No data changed).

Selecting Yes at this prompt and saving the record leaves the Inactive Loan? checkbox selected and reduces the Loan Amount Approved and all anticipated disbursement data to \$0. This updated data is exported and transmitted to the COD System in your next COD Common Record (CRAA25IN) export. The record is also excluded from the EDEExpress List-Anticipated Disbursements report.

Selecting No at this prompt and saving the record leaves the Inactive Loan? checkbox selected. The record is excluded from the EDEExpress List-Anticipated Disbursements report, but the Loan Amount Approved and anticipated disbursement data is not changed.

For a loan to be marked as inactive, the loan can have no actual disbursements; if actual disbursements exist for a loan when you select Yes at the prompt, EDEExpress prompts that all actual disbursements must be adjusted to \$0 before the loan can be marked as inactive.

A loan that is inactive can be reactivated by clearing the Inactive Loan? checkbox and increasing the Loan Amount Approved to the desired amount or just by increasing the Loan Amount Approved (EDEExpress automatically clears the Inactive Loan? checkbox as a result). You should reactivate a loan if the student or parent:

- Decides to use the loan
- Becomes eligible for the loan
- Decides to attend your school

Important Note

- For more information on inactivating loans in EDEExpress, see the “Inactive Loans” topic in EDEExpress Help.

Entrance and Exit Counseling Results

To assist with the processing and managing of your Direct Loans, entrance and exit counseling results reports are available from the COD System and Direct Loan Servicing. The reports listed in this section are sent automatically to your SAIG mailbox from the COD System or Direct Loan Servicing and can be imported into EDEExpress and printed.

The following reports can be imported and printed by EDEExpress:

- **Entrance Counseling Results.** Reports students who have completed entrance counseling on the [StudentAid.gov](https://studentaid.gov) website (CRECMYOP).
- **Exit Counseling Results.** Reports students who have completed exit counseling on the NSLDS website (EXITFFOP). Exit counseling results may also be included in CRECMYOP files (see “Important Notes” section below).

Important Notes

- The Counseling Results import type accommodates CRECMYOP files that contain both entrance and exit counseling dates and generates a separate import edit report page for each data type if both are present in the import file.
- If you select the “Overwrite Existing Exit Counseling Completed Date?” checkbox on the Direct Loan Import dialog box for the Counseling Results import type, EDEExpress overwrites the Loan Exit Counseling Completed Date on the Demographic entry screen for the student with the exit counseling date in the file.
- The import edit report for the Counseling Results import type displays the entrance counseling type indicator that is sent for each entrance counseling record in the file. The entrance counseling type indicator defines whether the record is a subsidized/unsubsidized, or Grad PLUS loan. Entrance counseling type indicator data is not stored in the EDEExpress database and will not update entrance counseling information displayed on the Demographic entry screen for impacted students.
- When you import a file containing entrance counseling results data, the Entrance Interview Date field on the student’s Demographic entry screen is updated with the date in the import file if the field is blank. If a date already exists, the new date in the file overwrites the existing date in EDEExpress only if the “Overwrite Existing Entrance Interview Date?” checkbox is selected in the Import dialog box.

Similarly, when you import a file containing exit counseling results data, the Exit Interview Date field on the Demographic entry screen is updated with the date in the import file if the field is blank. If a date already exists, the new date in the file overwrites the existing date in EDEExpress only if the “Overwrite Existing Exit Counseling Completed Date?” checkbox in the Import dialog box is selected.

To import counseling results report files:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Direct Loan** tab.
3. Click the **down** arrow in the Import Type field and select **Counseling Results (CREC)** or **Exit Counseling Results (EXIT)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. A progress bar appears within the In Progress dialog box. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the batch ID.
8. Click **OK** to close the In Progress dialog box.
9. Review the import edit report for more information on the data you imported.

Disbursement Measurement Tool Report

The Disbursement Measurement Tool 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 to booking the loan.

To generate the report, EDEExpress compares the average number of days elapsed between these major processes to your tolerance levels established in Tolerances setup (**Tools, Setup, COD, Tolerances**). Tolerances are guidelines you define for evaluating the effectiveness of your school's Direct Loan processes and procedures, measuring the maximum number of days allowed to elapse between processes. You can then choose to include or exclude records from the report that exceed these tolerance settings.

Report fields include the Student's Name, PLUS Borrower's Name, Loan ID, Disbursement Date, Disbursement #, Disbursement Sequence #, Batched Date and Batched Days Elapsed, and Booked Date and Booked Days Elapsed.

To print the Direct Loan Measurement Tool report:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Direct Loan** tab.
3. Click the down arrow in the Report box and select **Disbursement Measurement Tool Report**.
4. Select **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

5. (Optional) If you process loan records for multiple Direct Loan school codes in EDEExpress, click the **down arrow** next to **School Code** to select from a list of available codes. This field is filled automatically with the default Direct Loan School Code defined in COD School setup (**Tools, Setup, COD, School, Direct Loan**).
6. Click the **down arrow** to update the sort order for the report. You can sort by last name (the default) or loan ID.
7. (Optional) Enter a disbursement date range in MMDDCCYY format if you want to limit report output to a specific time period.
8. (Optional) Select the **Totals Only?** checkbox if you want to limit the report output to calculated totals and omit detail records.
9. (Optional) Select the **Print Tolerance Exceptions Only?** checkbox if you want to limit the report output to student records that exceed tolerance settings established in Tolerances setup (**Tools, Setup, COD, Tolerances**). The checkbox is cleared by default, which includes records that either meet or exceed tolerance levels.
10. Click **OK** to send the report to the output destination you designated in step 5.

Important Notes

- You can change tolerances at any time to meet the changing needs of your Direct Loan administration. See the “Direct Loan Tolerances Setup” section earlier in this desk reference for more information.
- The EDEExpress List-Document Activity report can also assist you in performing quality assurance tasks. You can print this report from the COD Print dialog box (**File, Print, COD**).

Direct Loan School Account Statement (SAS)

Direct Loan SAS Functionality

The Direct Loan SAS is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for each month. This report is designed to assist in the school's monthly reconciliation. The COD System generates the SAS on a monthly basis and automatically sends it to the school's SAIG mailbox. After the school has completed the closeout process for a specific program year, the school no longer receives a SAS for that year.

Direct Loan SAS files are sent in the message class DSDF25OP (with disbursement-level detail) or DSLF25OP (with loan-level detail), depending on the default settings you specify on the COD website. You can use the new School Account Statement import type in the Direct Loan Import dialog box to import SAS files under either message class.

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.

If you use EDEExpress to exchange Direct Loan origination and disbursement records with the COD System, your database already has the necessary information to run loan and disbursement detail comparison reports in EDEExpress.

Non-EDEExpress users can also take advantage of the comparison reports by completing EDEExpress setup, entering or importing Direct Loan cash data, and importing loan and disbursement information from an external source using existing external import options or the new External Loan Reconciliation (DLEXLOAN) and External Disbursement Reconciliation (DLEXDISB) external import types.

Important Notes

- See the "Direct Loan Cash Management" section later in this desk reference for more information on creating Direct Loan cash records for use with SAS comparison reports.

- To fully utilize the report capabilities of EDEExpress, schools should request both year-to-date cash detail and year-to-date disbursement detail. If you do not want to receive disbursement detail, but would rather receive loan detail, then you should request a SAS with Year-to-Date Loan Level Detail (DSLRF) rather than Disbursement Detail (DSDF). To run the Direct Loan comparison reports in EDEExpress, schools must receive the Year-to-Date Loan Level section and/or Year-to-Date Disbursement Transaction Detail section.
- To change the default settings for your SAS, go to the COD website (cod.ed.gov) or contact FSA Partner and School Relations by telephone at **1-800-848-0978** or by email at CODSupport@ed.gov.
- For information on the content, format, and the modification options available for Direct Loan SAS files on the COD website, see Volume 6, Section 8 of the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*, which is available for download from the Knowledge Center website.

Importing External Loan and Disbursement Reconciliation Data

The new External Loan Reconciliation (DLEXLOAN) and External Disbursement Reconciliation (DLEXDISB) external import types provide non-EDEExpress users with an efficient alternative method of adding loan and disbursement detail records for SAS comparison using a more limited set of data elements than the full external origination and disbursement import types. These import types replace the Loan Detail and Disbursement Detail External Add import types previously available in the DL Tools software.

Record layouts for the external loan and disbursement reconciliation import types are available in Volume 3, Section 3 of the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download from the Knowledge Center website.

The loan and disbursement data imported using the external reconciliation formats are stored in a separate EDEExpress database table and used solely for Direct Loan SAS comparison report purposes. Non-EDEExpress users are responsible for keeping the loan and disbursement data in EDEExpress current with their external system in order to generate the most effective and useful Direct Loan SAS comparison results.

To import an External Loan Reconciliation (DLEXLOAN) or External Disbursement Reconciliation (DLEXDISB) file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Direct Loan** tab.

3. Click the **down** arrow in the Import Type field and select **External Loan Reconciliation** or **External Disbursement Reconciliation**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. When the import process is finished, EDEExpress generates a report that displays important information that relates to the imported document. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. (Optional) Select the **Prompt for Duplicates?** checkbox if you want the option of overwriting duplicate abbreviated loan or disbursement records in your EDEExpress database with the data in your import file. See “Important Notes” section below for more information.
8. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
9. Click **OK** to close the In Progress dialog box.
10. Review the output document to determine if further attention is needed.

Important Notes

- External loan and disbursement detail data imported successfully can be viewed in the Loan Reconciliation and Disb Reconciliation tabs of the Direct Loan Browse dialog box (**Tools, Browse, Direct Loan**).

- If the **Prompt for Duplicates?** checkbox is selected in the Import dialog box, EDEExpress identifies records in the abbreviated external import file that already exist in the EDEExpress database. When a duplicate record is identified, a prompt appears allowing you to skip the record, skip all duplicate records that are identified, update the duplicate record, or update all duplicate records that are identified. If you choose to **Skip** or **Skip All**, the existing record in EDEExpress is not modified. If you choose to **Update** or **Update All**, the existing record in EDEExpress is updated to match the record in the external import file. If you clear the Prompt for Duplicates? checkbox, EDEExpress does not notify you of any duplicate records that are identified in your database. Any duplicate records encountered during the import are skipped.

Importing a Direct Loan SAS File

EDEExpress 2024–25 supports the import of Direct Loan SAS files sent by the COD System under the message classes DSLF25OP (with loan-level detail) or DSDF25OP (with disbursement-level detail).

When a SAS file is imported into EDEExpress, each of the summary and detail sections included in the file (which varies depending on the SAS type) is generated in an easy-to-read format on separate pages of the import edit report. These sections provide both detailed and summary information for the cash, loan, and disbursement information included in the SAS.

Any previously imported SAS data is overwritten with the data in the imported file. If you want to reprint the summary or detail data for a prior SAS file, you must re-import it.

To import a Direct Loan SAS file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Direct Loan** tab.
3. Click the **down** arrow in the Import Type field and select **School Account Statement (SAS)**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination for the import edit report. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
8. Click **OK** to close the In Progress dialog box.
9. Review the output document to determine if further attention is needed.

Important Note

- Each SAS file contains data for one school code (assumed to be a valid DL code from COD and consistent throughout the import file) and one cycle year.

Printing Direct Loan SAS Detail, Summary, and Comparison Reports

After importing a Direct Loan SAS file, you can run the new SAS Cash Detail, SAS Cash Summary, SAS Disbursement Summary, and SAS Loan and Disbursement Detail reports from the Direct Loan Print dialog box. Each of these reports provide you with an easy-to-read, formatted listing of the imported SAS data:

- **SAS Cash Detail** – This report lists the cash receipt and refund of cash transactions included in the SAS. Fields displayed on the report include Transaction Type, Transaction Date, Transaction Amount, COD Process Date, G5 Control/Check Number, and grand totals.
- **SAS Cash Summary** – This report lists both a monthly and a year-to-date summary of cash and loan data processed by the COD System for the program year. You can print a monthly cash summary, year-to-date cash summary, or both.
- **SAS Loan and Disbursement Detail** – This report enables you to print the loan and disbursement detail included in the SAS. Fields displayed on the report for each loan record include the student's name, PLUS borrower's name, loan ID, record type, gross amount, fee amount, interest rebate amount, and net amount. Servicer Name information is also included on the report if sent in the SAS file.

- **SAS Disbursement Summary** – This report provides monthly and year-to-date summary disbursement information for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed by the COD System. You can print a monthly disbursement summary, year-to-date disbursement summary, or both.

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 detail information in your EDEExpress database and assist in reconciliation.

- **Cash Detail Comparison** – This report provides you with a comparison of cash data in the SAS file with Direct Loan cash data you have entered or imported into EDEExpress Cash Management (see the “Direct Loan Cash Management” section in this desk reference). This report is limited to cash transactions (drawdowns and cash refunds). No disbursement detail information is printed on the report.
- **Loan Detail Comparison – Loan Level** – This report provides you with a comparison of loan detail records in the SAS file with external loan reconciliation records imported from an external system (non-EDEExpress users) or Direct Loan loan-level data in EDEExpress (EDEExpress users). You can print this report regardless of the type of SAS that has been imported into EDEExpress, as long as the SAS contains either loan detail or disbursement detail.
- **Disbursement Detail Comparison** – This report provides you with a comparison of disbursement detail records in the SAS file with external disbursement reconciliation records imported from an external system (non-EDEExpress users) or Direct Loan disbursement records in EDEExpress (EDEExpress users). The report compares the disbursements recorded in EDEExpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the disbursement number, sequence number, disbursement date, and disbursement amounts.

To print a Direct Loan SAS summary, detail, or comparison report:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Direct Loan** tab.
3. For SAS summary and detail reports, click the down arrow in the Report box and select **SAS Cash Detail, SAS Cash Summary, SAS Disbursement Detail, or SAS Loan and Disbursement Detail**.

For SAS comparison reports, click the down arrow in the Report box and select **Cash Detail Comparison, Award Detail Comparison, or Disbursement Detail Comparison**.

4. If applicable to the report, select the **Single** print option to limit report output to one specific student, or select **Multiple** to print multiple records.

5. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. If you process loan records for multiple Direct Loan school codes in EDEExpress, click the **down arrow** next to **School Code** to select from a list of available codes. This field is filled automatically with the default Direct Loan School Code defined in COD School setup (**Tools, Setup, COD, School, Direct Loan**).
7. If applicable, select a sort order for the report output. Options vary depending on the report type selected.
8. (Comparison reports only) Where applicable, select a **Match Status** or **Booked Status** for the report output. Both fields are set to **All** by default, indicating EDEExpress should include matched/unmatched records or booked/unbooked records on the report.
9. (Cash-related reports only) The **Transaction Type** field enables you to limit report output to all or specific cash transaction types (Cash Receipts or Refunds of Cash).
10. (SAS Cash Summary and SAS Disbursement Summary only) The **Type** field enables you to limit report output to the monthly summary, the year-to-date summary, or both (the default), which includes both summaries, for the cash or disbursement data you are printing.
11. (Disbursement Detail Comparison and Loan Detail Comparison – Loan Level only) Use the **Comparison Type** field to indicate the source of the loan or disbursement detail in your EDEExpress database that you are comparing to the SAS. If you are an EDEExpress Direct Loan module user with “full” Direct Loan records in your database, select **SAS to EDEExpress**. If you imported loan or disbursement reconciliation records into EDEExpress from an external source solely to compare to SAS data, select **SAS to External**.

12. (SAS Cash Detail Cash Detail Comparison only) Enter a **Transaction Date Range** in MMDDCCYY format to limit the report output to a specific transaction date range of cash records.
13. (SAS Loan and Disbursement Detail and Disbursement Detail Comparison only) Enter a **Disbursement Date Range** in MMDDCCYY format to limit the report output to a specific transaction date range of cash records.
14. Click **OK** to send the report to the output destination you designated in step 5.

Important Notes

- Before running Direct Loan SAS comparison reports, ensure you have imported the most recent SAS data files sent to you by the COD System and that the EDEExpress database contains the most recent loan, disbursement, and cash data for the time period and Direct Loan records covered by the SAS file.
- A Disbursement Detail Comparison report can be run only if a SAS sent under the DSDF25OP message class (with disbursement detail) has been imported into EDEExpress. If your school imports a SAS sent under the DSLF25OP message class, which only contains loan-level detail, EDEExpress does not have the requisite disbursement data to run this report.
- On the Loan Detail Comparison – Loan Level and Disbursement Detail Comparison reports, records are grouped into sections based on the combination of match status and booked status values selected in the Print dialog box.
- When you enter a disbursement date range in the Print dialog box for the SAS Loan and Disbursement Detail report, EDEExpress automatically prints the report with disbursement detail (you do not need to select the Include Disbursement Detail? checkbox) and prints a loan detail record only if the loan has one or more corresponding disbursement records that have dates within the specified disbursement date range. If no disbursement records exist that have dates within the specified disbursement date range, EDEExpress indicates no records were selected for the report.
- If you enter a Disbursement Date Range in the Print dialog box as a report filter, note that the report prints only records that were processed by the COD System on or before the end date of the SAS. Disbursement adjustments processed by the COD System after the end date of the SAS are listed as unmatched on the report if the disbursement date submitted to the COD System falls before the SAS end date.
- The Cash Detail Comparison report uses the tolerance setting labeled Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match (in **Tools, Setup, COD, Tolerances**) to determine the number of days between SAS cash records and cash records entered by your school that are noted as “Matched” on the report. A drawdown or refund of cash transaction is noted as “Unmatched” on the report if the number of days between the date reported by the school and the date reported on the SAS exceeds this tolerance.

Direct Loan Cash Management

Cash Management Functionality

Cash Management functionality in EDEExpress enables you to track individual Direct Loan cash transactions. The Cash Management dialog box is accessible under the Tools menu from the EDEExpress main screen and is designed for use by both regular EDEExpress users and non-EDEExpress users who want to add cash data from an external system.

This functionality can track both Direct Loan and Pell Grant cash transactions. You must select the Direct Loan tab of the Cash Management dialog box to view and enter Direct Loan cash transactions.

To update the Direct Loan tab of the Cash Management dialog box, you must enter cash transactions manually or import cash data from an external source using the Cash Detail External Add import type (message class DLEXCASH).

After you update EDEExpress with your Direct Loan cash data, you can run the Internal Ending Cash Balance Report and the Cash Detail Comparison Report from the Direct Loan Print dialog box (**File, Print, Direct Loan**).

Important Notes

- The Cash Detail Comparison Report compares your Direct Loan cash data against the most recent Direct Loan SAS data you have imported into EDEExpress. For more information on the Cash Detail Comparison Report, see the “Direct Loan SAS Comparison Reports” section earlier in this desk reference.
- To maximize the comparison matches on your cash transactions, when creating cash transactions in EDEExpress, be mindful of the conventions the COD System uses in the Direct Loan SAS to denote positive and negative transactions for the transaction type.

Creating a Direct Loan Cash Record Manually

You can enter Direct Loan cash transactions manually on the Direct Loan tab of the Cash Management dialog box (**Tools, Cash Management**).

To add a Direct Loan cash record manually:

1. Select **Tools, Cash Management** from the menu bar.
2. Click the **Direct Loan** tab.
3. Click **Add** (below the record count box). If this is your first record to add after installing EDEExpress, skip this step and go to step 4.
4. Enter a school code, if different from the displayed value. You can also click the **ellipsis (...)** button to select from a list of Direct Loan school codes used on other cash records in your EDEExpress database.
5. Click the down arrow to select the **Transaction Type** for the cash record you are adding. Valid values are **R** (Cash Receipt) or **X** (Refund of Cash).
6. Enter a value in the **Transaction Date** field in MMDDCCYY format or click the Calendar button to select a date.
7. Enter a value in the **Transaction Amount** field. Valid entries are 0 to 2,147,483,647.
8. (Optional) Select the **Reversing Transaction Indicator** checkbox for rare situations when it becomes necessary to change the numeric value of a cash transaction amount from positive to negative to indicate that the transaction being entered was a result of a reversing transaction being displayed on the Direct Loan SAS.
9. (Optional) Enter the Payment Control Number received from G5 for cash transactions, the check number returned by the school on a check for refunds of cash, or any other information you want to track at the transaction level in the **Notes** field.
10. Click **Save** to save the record.
11. If you want to add another cash record, repeat steps 3 through 9.
12. Click **OK** when you finish entering cash data to exit the dialog box.

Important Note

- You can also adjust and delete existing Direct Loan cash transactions manually in the Cash Management dialog box.

Importing External Direct Loan Cash Data

You can also add Direct Loan cash records to EDEExpress by importing a Cash Detail External Add (message class DLEXCASH) file. The record layout for the Cash Detail External Add import type is available in Volume 3, Section 3 of the *2024-2025 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download from the Knowledge Center website.

To import a Cash Detail External Add (DLEXCASH) file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 6. Otherwise, click **All Imports** or click **File, Import** from the top menu bar to open the Import dialog box.
2. Select the **Direct Loan** tab.
3. Click the **down** arrow in the Import Type field and select **Cash Detail External Add**.
4. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
5. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
6. Select **Printer**, **File**, or **Screen** as the output destination. When the import process is finished, EDEExpress generates a report that displays important information that relates to the imported document. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.

8. Click **OK** to close the In Progress dialog box.
9. Review the output document to determine if further attention is needed.

Important Note

- Cash transactions do not have unique identifiers that allow EDEExpress to determine where duplicates exist. As a result, duplicate transactions can be created in Cash Management when importing an external cash file.

If your school's external cash file contains new data only, this should not be a problem. However, if your cash file consists of cumulative data, EDEExpress adds every transaction in the external cash file to the database without identifying that duplicate transactions exist. No data is overwritten. Therefore, if you want to import cumulative cash data, you should first delete existing cash transactions in EDEExpress.

Cash records can be deleted manually in the Cash Management dialog box or as a whole by selecting the **Cash Management Detail** option in the Delete dialog box (under **File, Delete**).

Printing the Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report displays Direct Loan cash and disbursement summary amounts and includes an option to print cash detail records. All amounts are calculated using the Direct Loan cash transaction data in Cash Management (**Tools, Cash Management**) and disbursement data from full or external reconciliation records in the EDEExpress database.

Schools must use the Cash Management function in EDEExpress and either use EDEExpress to exchange Direct Loan data with the COD System or import external disbursement reconciliation data from an external file source to run an accurate Internal Ending Cash Balance Report.

To print the Internal Ending Cash Balance Report:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Direct Loan** tab.
3. Click the down arrow in the Report box and select **Internal Ending Cash Balance Report**.
4. (Optional) If this is a report you print frequently, you can click the star button to designate it as a favorite, which enables you to quickly access the print dialog box for this report type from the EDEExpress desktop's Favorites section.
5. Select **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. Select a **Sort Order** for the data printed on the report. You can sort cash records on the report by transaction type or date.
7. Enter the **School Code** or click the ellipsis (...) button next to the field to select from a list of available codes associated with Direct Loan cash records in your EDEExpress database. If you leave the school code blank in the Print dialog box, EDEExpress prints an Internal Ending Cash Balance Report for all codes in your cash database.
8. Select a **Disbursement Data Source** for the Direct Loan records in your EDEExpress database. Select **EDEExpress** for the Disbursement Data Source if you use the EDEExpress Direct Loan module to exchange full origination and disbursement records with the COD System. Select **External** for the Disbursement Data Source if you added loan and disbursement information from an external source to your EDEExpress database using the External Loan Reconciliation (DLEXLOAN) and External Disbursement Reconciliation (DLEXDISB) import types.
9. (Optional) Select the **Include Cash Detail?** checkbox to print an additional Detail section listing each cash transaction in your database by transaction type, date, and amount.
10. (Optional) Enter a **Transaction Date Range** in MMDDCCYY format to limit the report output to a specific transaction date range of cash records.
11. Click **OK** to send the report to the output destination you designated in step 5.

Important Note

- The Summary section of the Internal Ending Cash Balance Report includes totals for each cash transaction type, the total school disbursement net amount, and the ending cash balance.

Bits & Bytes

Overview

This section contains a variety of topics, including:

- Document ID
- Document Activity Database
- EDEExpress Reports and Printing
- Creating an SSN file
- External Export and Creating File Formats
- Status Flags
- Message Classes
- Edits

Document ID

The document ID identifies COD Common Record data exported to and imported from the COD System. The document ID is made up of the date and time the document was exported and the Source Entity ID of the entity physically sending and receiving the data. For example, the document ID **2024-10-24T15:25:55.4499999999** belongs to a COD Common Record that was created at 3:25 p.m. on October 24, 2024, by entity 99999999. You cannot identify the contents of a document by its document ID.

Important Note

- Import Record Edit Reports can be printed when importing COD Common Record responses (CRAA25OP) to identify record statuses and reject reasons.

Document Activity Database

The Document Activity database enables you to view a list of imports and exports by document ID, date, export file name, or import file name. This enables you to track your Pell Grant, Direct Loan, and TEACH Grant document statuses to and from the COD System.

To browse the Document Activity database:

1. Select **Tools, Browse** from the menu bar, then choose **Pell Grant, Direct Loan, or TEACH**.
2. Click the **Document Activity** tab.
3. Use the right, left, up, and down arrow keys or the mouse to scroll through all the status fields related to the document IDs.

Important Notes

- The Campus Based tab of the Browse dialog box includes a Document Activity option that displays information specific to Campus-Based Common Record documents with Federal Work-Study (FWS) records.
- You can right-click on any of the grid column headings for a menu of sort and filter options when you browse the Document Activity database.
- If the Response Import Date is blank on a particular document, the document was never sent to the COD System, the response has not been sent by the COD System, or the response has not been imported into EDEExpress.

EDExpress Reports

You can print predefined reports showing the student records in your EDExpress database. The Single option enables you to print the selected report for a single record. The Multiple option enables you to print a report containing multiple records.

You can also use Selection Criteria to specify a group of records when you are printing reports. Selection Criteria limits or narrows the number of records you want to work with when printing. This option is especially helpful with large databases, as it decreases your processing time.

When choosing to print a report using the Multiple option, you can specify which records to include when printing in the following ways:

- **SSN File.** Click the **File...** button in the SSN File section of the dialog box and select an ASCII text file you created containing the SSNs of students whose data you want to print on a report. See “Creating an SSN File” and “Using an SSN File” in this desk reference for additional information. Or click the **ellipsis (...)** button in the SSN File section and type the SSNs of the students whose data you want to print into the grid.
- **Selection Criteria and Queries.** Click the **Selection Criteria** button and use a query to choose a group of records. You can create your own queries or use predefined queries. See “Query” in this desk reference for more information. By clicking the **Select Records** button, you can narrow the list of students selected by your query.

Important Notes

- See the “Federal Work Study Report” section in the Campus-Based Appendix of this desk reference for more information on printing student FWS information from the Campus Based Print dialog box (**File, Print, Campus Based**).
- To improve accessibility for visually impaired users and more effectively conform with requirements in Section 508 of the Rehabilitation Act, EDExpress print functionality includes an HTML output option, which is more adaptable to screen reader technology. Use the **Format** field in the Print, Import, or Multiple Entry dialog box you are working with to designate whether the report should be generated in PDF or HTML format. The HTML format is only available when printing to the screen, to a file, or to email (if available) for the report output destination.
- You can apply password protection to EDExpress reports and lists you print to a file. To use this functionality, select File as the report destination, then enter the same password in the **Password** and **Verify Password** fields. EDExpress saves the password-protected file it creates in the destination folder.

- You can indicate EDExpress reports you print frequently as “favorites” by clicking the star icon to the right of the report type in the Print dialog box. Reports marked as favorites appear automatically in the Favorites section of the EDExpress desktop, which allows you to access the print functionality for the report more quickly. To remove the designation of a report as a favorite, return to the Print dialog box for the report and click the star icon again. If you want to remove all reports designated as favorites from the EDExpress desktop, go to **View, Desktop Settings** and click **Clear Favorites**.

EDExpress Pell Grant Reports and Lists

Pell Grant Report Name	Pell Grant Report Description
Pell Grant Origination Record	<p>This report prints any record on the EDExpress Pell Grant student table. This report has two options:</p> <ul style="list-style-type: none"> • Print Edits? • Print Disbursement Information?
Edits by Student–Origination	This report prints the edits applied to each individual processed origination record.
Edits by Student–Disbursement	This report prints the edits applied to each individual processed disbursement record.
Origination List	Multiple option only. This report prints a list of origination records according to your criteria. If you enter no criteria, all records in the EDExpress Pell Grant student database table print.
Disbursement List	<p>Multiple option only. This report prints a list of all disbursement records according to your criteria. If you enter no criteria, all records in the EDExpress Pell Grant disbursement table print. Dollars and cents are printed for all amounts.</p> <p>An option to select for verification W students is available.</p>
List–Processed Disbursements Year-to-Date	Multiple option only. This report lists the totals for all accepted or corrected actual disbursement (DRI set to True) records in the database. Dollars and cents are printed for all amounts on this report.
List–Disbursement Activity Summary	This report prints a list of students whose total actual disbursed (DRI set to True) amounts are less than their origination award amounts. This report has an option to print totals only and to include records with no entered disbursement data.
SSN/Name Differences	This report lists all EDExpress Pell Grant records that have an SSN on the Demographic entry screen that is different than the Pell Grant Award ID or that have a Student's Name ID value that is different from the first two characters of the last name.

Pell Grant Report Name	Pell Grant Report Description
Award Detail Comparison Report	This report provides you with a comparison of award level disbursement summary records from the Pell Grant SAS file received from the COD System with Pell Grant award detail records imported from an external system or Pell Grant award data in EDEExpress. Records are grouped into sections on the report based on selected match status in the Print dialog box (Matched , Unmatched , or All).
Disbursement Detail Comparison Report	<p>This report provides you with a comparison of disbursement detail records from the Pell Grant SAS file received from the COD System with Pell Grant disbursement detail records imported from an external system or Pell Grant disbursement detail data in EDEExpress. Records are grouped into sections on the report based on selected match status in the Print dialog box (Matched, Unmatched, or All).</p> <p>EDEExpress generates this report in landscape format by default.</p>
Cash Detail Comparison Report	This report provides you with a comparison of cash data from the Pell Grant SAS file received from the COD System with Pell Grant cash data you have entered or imported into EDEExpress Cash Management. Records are grouped into sections on the report based on selected match status in the Print dialog box (Matched , Unmatched , or All).
Internal Ending Cash Balance Report	This report displays Pell Grant cash and disbursement summary amounts and includes an option to print cash detail records. All amounts are calculated using the cash transaction data in EDEExpress Cash Management (Tools , Cash Management) and origination data from Pell Grant records in the EDEExpress database.
RL–External User-Defined Formats	<p>This report prints the record layouts of any Pell Grant user-defined file formats you have created.</p> <p>Note: All other record layouts are included in the <i>2024-2025 COD Technical Reference</i>, Volume 3, Section 3, available for download from the Knowledge Center website.</p>
Student Summary	This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell Grant data. It can be printed from the Global, Application Processing, Packaging, Direct Loan, Pell Grant, or COD Print dialog box. This report shows, on an individual student basis, all awards, grants, or loans, for which there is actual disbursement activity.

EDEExpress Direct Loan Reports and Lists

Direct Loan Report Name	Direct Loan Report Description
List–Anticipated Disbursements	This report lists anticipated disbursements with or without corresponding actual disbursements based on your criteria. Note: Disbursement Release Indicator = False
List–Actual Disbursements	This report prints a list of actual disbursement records based on your criteria. If you enter no criteria, then all actual disbursements in the EDEExpress Direct Loan disbursement database table print. An option to select booked disbursements, unbooked disbursements, or both is available. Note: Disbursement Release Indicator = True
List–Loans	This report prints a list of loan origination records based on your criteria. If you enter no criteria, then all loans in the EDEExpress Direct Loan database table print.
List–Status	This report prints a list of booked and unbooked records in the DL loan and disbursement database tables for a specified date range. Can be used to reconcile with the Student Account Statement (SAS). Only loans with at least one actual disbursement appear on the report.
List–Loan Eligibility	This report lists all data elements in the Direct Loan database that affect loan eligibility for subsidized and unsubsidized loans. It can be used to assist with determining a student’s loan eligibility in conjunction with the annual and aggregate loan limits.
Origination Record	This report prints any student’s loan origination in the Direct Loan database. Anticipated and actual disbursements print for each loan.
Disbursement Measurement Tool Report	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 to booking the loan. It compares the average number of days to tolerance settings you establish in Tolerances setup (Tools, Setup, COD, Tolerances).

Direct Loan Report Name	Direct Loan Report Description
Internal Ending Cash Balance Report	This report calculates your school's internal ending cash balance based upon cash receipts and refunds of cash entered in Cash Management (Tools, Cash Management, Direct Loan) and disbursement transaction amounts from your EDEExpress database or loan/disbursement amounts imported into EDEExpress from an external file source.
SAS Cash Detail Report	This report lists the cash receipt and refund of cash transactions in the most recent Direct Loan SAS imported into EDEExpress. Report fields include Transaction Type, Transaction Date, Transaction Amount, COD Process Date, G5 Control/Check Number, and grand totals.
SAS Cash Summary Report	This report contains both a monthly and a year-to-date summary of cash and loan data processed by the COD System for the program year.
SAS Loan and Disbursement Detail Report	<p>This report lists the loan and disbursement detail records included in the most recent Direct Loan SAS imported into EDEExpress. Report fields include the student's name, PLUS borrower's name, loan ID, record type, gross amount, fee amount, interest rebate amount, and net amount.</p> <p>You can choose to include or exclude disbursement detail from the report, and you can designate a specific disbursement date range as report criteria.</p>
SAS Disbursement Summary Report	<p>This report lists monthly and year-to-date summary disbursement information for the reported period included in the most recent Direct Loan SAS imported into EDEExpress. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed by the COD System.</p> <p>You can print a monthly disbursement summary, year-to-date disbursement summary, or both.</p>

Direct Loan Report Name	Direct Loan Report Description
Cash Detail Comparison Report	<p>This report compares cash detail records included in the most recent Direct Loan SAS imported into EDEExpress to the cash records you have added to EDEExpress Cash Management manually or by importing a Cash Detail External Add file.</p> <p>This report uses the tolerance setting in Tolerances setup (Tools, Setup, COD, Tolerances) to account for timing differences between the entry dates on your school system and the dates recorded for cash transactions in the SAS.</p>
Loan Detail Comparison – Loan Level Report	<p>This report compares loan detail records included in the most recent Direct Loan SAS imported into EDEExpress to the loan or disbursement detail records imported from an external system or disbursement detail data in EDEExpress.</p> <p>Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked) options in the Print dialog box.</p>
Disbursement Detail Comparison Report	<p>This report compares disbursement detail records included in the most recent Direct Loan SAS imported into EDEExpress to the disbursement detail records imported from an external system or disbursement detail data in EDEExpress.</p> <p>Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked) options in the Print dialog box.</p>
RL–User-Defined Formats– External Loan Data	<p>This report prints the record layouts of any Direct Loan file formats you have created.</p> <p>Note: All other record layouts are included in the <i>2024-2025 COD Technical Reference</i>, Volume 3, Section 3. The technical reference is available for download from the Knowledge Center website.</p>
Student Summary	<p>This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell Grant data. It can be printed from the Global, Pell Grant, Direct Loan, or COD Print dialog box. It shows, on an individual student basis, all awards, grants, or loans, for which there is actual disbursement activity.</p>

EDExpress COD Module Reports and Lists

COD Module Report Name	COD Module Report Description
List–Disbursement Profile Setup	This report provides you with information about disbursement profile codes stored in COD Disbursement setup. Report filter options allow you to print disbursement profile codes for selected modules or all modules. You can also filter by Direct Loan code or by active/inactive status.
List–Document Activity	This report provides information about documents that have been created and exported from EDExpress and their corresponding responses. If the document contained Direct Loan data, the report also prints the days elapsed between the creation of the document and the import of the response.
List–Program Profile Setup	This report provides a quick-reference listing of the Program Profile values you have defined in Program Profiles setup (Tools, Setup, COD, Program Profiles) for use with Pell Grant, Direct Loan, and TEACH Grant disbursement records. The report includes the Program Profile Code, Description, Program Credential Level, Published Program Length (including measurement unit), Special Programs, Weeks Program Academic Year, CIP Code, and CIP Code Year field values associated with each profile.
List–Student Records in a Document	<p>The report allows you to print a list of all student records in a specific COD System document. The following student data is printed on the report: SSN, Last Name, First Name, Program Type, and Award ID/Loan ID.</p> <p>The report also prints which types of records (origination, disbursement, and change) are in the document for each student.</p>
Student Summary	This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell Grant data. It can be printed from the Global, Pell Grant, Direct Loan, or COD Print dialog box. It shows, on an individual student basis, all awards, grants, or loans, for which there is actual disbursement activity.

Printing Reports

To print a report:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select **Pell Grant, Direct Loan, TEACH, or COD** (you can also choose **Global, Application Processing, or Packaging** to print the Student Summary report).
3. Click the **down** arrow next to the report type field and select the type of report you want to print.
4. Click the **Single** or **Multiple** option (if available) to the right of the report type field.
5. Select **Printer, File, Screen, or E-mail** (if available) as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.

If you are printing to the screen, to a file, or to email, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose File as your output destination, no paper copy is printed (the information is printed to the file in the report format designated format). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

6. Review and update any other options on the print dialog box that apply to the report type you chose.
7. (Optional) If you are printing a report for multiple students, click the **Selection Criteria** button to define the group of student records you want. Press **F1** in any Selection Criteria field for Help.
8. Click **OK**.

Important Notes

- **New for 2024-25!** As part of the overall redesign of EDEExpress, quick access to reports and print functionality is now available from the left navigation bar. The **Reports** button on the left navigation bar (with the image of a printer) opens the Print dialog box. You can also continue to select **File, Print** from the top menu bar or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box. Alternatively, you can now print certain reports (such as the origination record) within an open student record by clicking the **Print** button on the bottom control bar or (if software focus is on a non-modifiable field) by clicking the **P** key on your keyboard.
- You can define default values for the report output destination, report format, and other print settings for each EDEExpress user in Global System setup (**Tools, Setup, Global, System**).
- You can indicate EDEExpress reports you print frequently as “favorites” by clicking the star icon to the right of the report type in the Print dialog box. Reports marked as favorites appear automatically in the Favorite Reports section of the Home menu (accessible via the Home button on the left navigation bar), which allows you to access the print functionality for the report more quickly. To remove the designation of a report as a favorite, return to the Print dialog box for the report and click the star icon again. If you want to remove all reports designated as favorites, go to **View, Desktop Settings** and click **Clear Favorites**.

Printing Pell Grant Records

You can print a student's Pell Grant record, including both the origination and disbursement information, from within the student's Pell Grant record or by selecting **File, Print, Pell** in EDExpress.

Printing a Student's Pell Grant Origination Record

To print a student's Pell Grant information from within the student's Pell Grant record:

1. Open the student's record and access the Pell Payments entry screen. The **Reports** button on the left navigation bar (with the image of a printer) opens the Print dialog box. You can also select **File, Print** from the top menu bar or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box. Alternatively, you can print certain reports (such as the origination record) within an open student record by clicking the **Print** button on the bottom control bar or (if software focus is on a non-modifiable field) by clicking the **P** key on your keyboard. The Origination Record is selected automatically as the report type.
2. Select **Printer, File,** or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

3. (Optional) Select the **Print Edits?** and/or **Print Disbursement Information?** checkboxes.
4. Click **OK**.

Printing Multiple Origination or Disbursement Records

To print multiple Pell Grant origination records:

1. With no record open, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Pell** tab.
3. Click the **down** arrow next to the report type field and select **Origination Record**.
4. Click the **Multiple** button.
5. Select **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. (Optional) Click the **File...** button in the SSN File section of the dialog box if you have a text file of selected SSNs you want to use. Or click the **ellipsis (...)** button in the SSN File section to enter SSNs of the records you want to update.
7. If the Reporting Pell ID field is not pre-filled, click the **ellipsis (...)** button next to Reporting Pell ID to select the correct Reporting Entity ID. Click **OK**.
8. If the Attended Pell ID field is not pre-filled, click the **ellipsis (...)** button next to Attended Pell ID to select the correct Attended Pell ID. Click **OK**.
9. Click the **down** arrow to select a sort order by last name or award ID.
10. Select the **Print Edits?** and/or **Print Disbursement Information?** options.
11. If you want to narrow the range of records, click the **Selection Criteria** button. Press **F1** in any Selection Criteria field for Help.

12. Click **OK**.

Important Notes

- You can print multiple origination records for one Reporting Pell ID. To print a more specific group of records, use the Selection Criteria function.

Printing Direct Loan Records

You can print a student's Direct Loan record, including both the origination and disbursement information, from the Direct Loan module in EDEExpress.

Printing a Student's Direct Loan Origination and Disbursement Record

To print a student's Direct Loan origination and disbursement record:

1. Open the student's record and access the Direct Loan entry screen. Select the loan record you want to print, if necessary, by clicking the **left** and **right** arrows next to the Loan ID field on the bottom control bar.
2. The **Reports** button on the left navigation bar (with the image of a printer) opens the Print dialog box. You can also select **File, Print** from the top menu bar or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box. Alternatively, you can print certain reports (such as the origination record) within an open student record by clicking the **Print** button on the bottom control bar or (if software focus is on a non-modifiable field) by clicking the **P** key on your keyboard. The Origination Record is selected automatically as the report type.
3. Select **Printer, File, or Screen** for the report file destination.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

4. Click **OK**.

Printing Multiple Origination and Disbursement Records

To print multiple Direct Loan origination records:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Direct Loan** tab.
3. Select **Origination Record** as the report type.
4. Select the **Single** print option to print all loan origination and disbursement records for one student, or select **Multiple** to print records for multiple borrowers.
5. Select **Printer, File, or Screen** as the output destination. If you choose to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. (Optional) Click the **File...** button in the SSN File section of the dialog box if you have a text file of selected SSNs you want to use. Or click the **ellipsis (...)** button in the SSN File section to enter SSNs of the records you want to update.
7. (Optional) Change the **Sort Order** (default selection is SSN order).
8. Click **OK** to print the origination records and actual disbursement information for all the loans in your database. To print selected records, see step 8.
9. To print selected records, click **Selection Criteria**, then the **Select Records** button, and select the loan records you want to print. Or click the **ellipsis (...)** button following **Query Title** on the **Selection Criteria** dialog box and choose a query to filter for the loan origination records you want to print.
10. Click **OK**.

Creating an SSN File

An SSN file is a text file containing the Social Security Numbers of the records with which you want to work. You can use this file to print certain reports that include just those records. The SSN file can also be used to update selected records when using Multiple Entry.

To create an SSN file:

1. Type the nine-digit SSNs using a text editor or word processing program that can save text in ASCII format, such as Windows Notepad. Type one SSN per line. Do not use hyphens, spaces, or empty lines. Do not press Enter after the last SSN, because doing so inserts a blank line and causes an error in EDEExpress.
2. (Optional) Type an end of file (EOF) marker.
3. Name and save the file as an ASCII file. For example, in Microsoft Word, select **File, Save As**, then choose **Plain Text (*.txt)** in the Save File as Type field.

If you used Notepad to create the file, you can save it without selecting a format. Notepad saves files in ASCII format only.

Using an SSN File

After you have created an SSN file, you can use it to print certain reports that include just those records or to update selected records when using Multiple Entry.

To use an SSN file:

1. From the EDEExpress main screen, select **File, Print** from the menu bar, click the **Reports** button on the left navigation bar (with the image of a printer), or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the tab of the module you want to use.
3. Click the **down** arrow in the Report box to view the types of reports that you can print.
4. Select the type of report you want to print.
5. Click the **Multiple** button to the right of the Report box.
6. Select **Printer, File, or Screen** for the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

7. Click the **File** button in the SSN File section of the dialog box and select the SSN file you created.
8. Review and select any of the options that are available for the report type you chose.
9. Click **OK**.

To use an SSN file to update records through Multiple Entry:

1. Select **Process, Multiple Entry** from the menu bar, then select the module that contains the type of records you want to update.
2. Select the checkboxes in the Select column to the left of the fields in the Value column you want to update.
3. Enter the information you want to update in the Value column.
4. Click the **File...** button in the SSN File section of the dialog box to locate the file, then click **Open**.
5. Click **OK** to update all the Pell Grant or Direct Loan records in the SSN file at a status other than **B** (Batched). EDEExpress displays a list of students to be updated.
6. Click **Save**.
7. Click **Yes** twice.

Creating File Formats

File Formats is a utility in EDEExpress that enables you to create file formats to use when exporting data from EDEExpress to an external system.

Note: File formats must be created before you can export data to an external system.

Each file format is identified by a two-character format code and a longer format description that you define by the fields you select from the File Formats dialog box.

The steps for creating file formats are described in the *2024-2025 COD Technical Reference*, Volume 3, Section 1. The technical reference is available for download from the Knowledge Center website. You can find additional information in EDEExpress Help.

Important Note

- The File Formats dialog box includes a Campus Based tab, enabling you to select both student FWS and demographic field values for a file format code.

External Export

The Export function in EDEExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. Because each school's system has unique requirements for importing data files, the export files created by EDEExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

These export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). No EOF is used, only the final carriage return/line feed marker after the last record.

Files exported from EDEExpress using File Formats can be exported as standard fixed-length files, or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, EDEExpress exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDEExpress exports the file with each field separated by the chosen delimiter. You may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

Remember that before you can export external data, you must first create file formats to format the data for the external systems receiving the data.

The steps for exporting data to an external system are described in the *2024-2025 COD Technical Reference*, Volume 3, Section 1. The technical reference is available for download from the Knowledge Center website.

Important Notes

- You can export Campus-Based data from your EDEExpress database for use in an external system. Use the External Export type in the Campus Based Export dialog box (**File, Export, Campus Based**) to select a Campus Based file format and student records you want to export. You can currently only export Federal Work-Study (FWS) data (in combination with any demographic fields selected as part of the file format) from EDEExpress.
- The Export dialog box in each EDEExpress module includes a password protection option for export files for additional security. To use this optional feature, enter and verify a password value in the **Password** and **Verify Password** fields in the Export dialog box prior to initiating the export. The exported file is saved in encrypted ZIP format.

The password protection option is only available in the export dialog box for external exports; you cannot apply encryption to export types that are intended for transmission to Federal Student Aid data processors, such as the COD Common Record (CRAA25IN).

Status Flags

Origination (Pell Grant and Direct Loan)

Origination Status (Pell Grant)

Not Ready = Not ready to send to COD

Ready = Ready to send to COD

Batched = Batched to send to COD

Accepted = Accepted by COD

Corrected = Corrected by COD

Rejected = Rejected by COD

Duplicate = Duplicate record received by COD

Origination Status (Direct Loan)

N = Not ready to send to COD

R = Ready to send to COD

B = Batched to send to COD

A = Accepted by COD

E = Rejected by COD

Export to External System

Y = Record ready to export to external system

N = Record not ready to export to external system

Direct Loan Only

Credit Decision

A = Accepted

D = Credit denied

P = Credit decision pending

Credit Requirements Met*

True = All credit requirements met for PLUS or Grad PLUS loan

False = Credit requirements not met for PLUS or Grad PLUS loan

MPN Status

T* = School assumes MPN exists

A = MPN accepted

R = Valid MPN not on file at COD

P = Pending

I = Inactive

E = Inactive due to the linking of a PLUS endorser

C = Closed

*All MPN status values other than **T** are assigned by the COD System. You cannot modify the MPN Status field after the value has been updated by importing a response from the COD System.

Disbursement (Pell Grant and Direct Loan)

Pell Grant Disbursement Status

- N = Not ready to send to COD
- R = Ready to send to COD
- B = Batched to send to COD
- A = Accepted by COD
- C = Corrected by COD
- E = Rejected by COD
- D = Duplicate record received by COD

Direct Loan Disbursement Status

- N = Not ready to send to COD
- R = Ready to send to COD
- B = Batched to send to COD
- A = Accepted by COD
- E = Rejected by COD

Important Notes

- EDEExpress uses status flags to identify and manage records at different points during Pell Grant and Direct Loan processing.
- EDEExpress automatically maintains and updates the status flags when appropriate. For example, when you import a COD Common Record response (CRAA25OP) with Pell Grant record status updates, EDEExpress automatically changes the status flags of all origination records in the Common Record from Batched to Accepted, Corrected, Rejected, or Duplicate, and all disbursement records in the Common Record from **B** (Batched) to **A** (Accepted), **C** (Corrected), **E** (Rejected), or **D** (Duplicate).

Message Classes

The first four characters of the message class identify the type of data. The numbers refer to the cycle year (for example, “25” is used for 2024–25 data).

Message classes are referenced from the COD System perspective (files sent *to* the COD System are “IN” files and files sent *from* the COD System are “OP” files).

“N/A” in any column represents a descriptor that does not apply to that file type.

EDEExpress uses award-year-specific message classes for sending and receiving Common Records for Pell Grant and Direct Loan data. The message classes are listed on the following four pages.

Note: The COD System destination mailbox is TG71900.

COD System Pell Grant, TEACH Grant, and Direct Loan Data Files

COD Common Records (in XML format)

Message Class	Data Description	Document Type
CRAA25IN	Common Record Document exported from EDEExpress for transmission to the COD System	Not applicable
CRAA25OP	Response sent from the COD System for import into EDEExpress	RS
CRWB25OP	COD System Web-generated Response (Generated by activity on COD website)	WB
CRND25OP	Pell Grant Negative Disbursements (COD System-generated)	ND
CRBN25OP	Direct Loan and TEACH Grant Booking Notification (COD System-generated)	BN
CRCS25OP	Credit Status Response (COD System-generated)	CS
CRPN25OP	Direct Loan MPN Response (COD System-generated)	PN
CRPS25OP	Direct Loan Payment to Servicing (COD System-generated)	PS
CRSP25OP	PLUS Application Acknowledgment	SP
CROF25OP	Origination Fee and Interest Rebate Percentage Acknowledgement (COD System-generated)	OF
CRIB25OP	Informed Borrowing Response (COD System-generated)	IB
CRAT25OP	TEACH Grant Agreement to Serve or Repay Response (COD System-generated)	AT
CRAC25OP	TEACH Grant Counseling Acknowledgment (COD System-generated)	AC

Pell Grant Reports

Pell Grant Reports to the COD System (Flat File Format)

Message Class	Data Description
PGRQ25IN	Pell Grant Data Requests (Fixed Length)

Pell Grant Reports from the COD System

Message Class	Data Description
PGRA25OP	Pell Grant Data Request Acknowledgement (Fixed Length)
PGAS25OP	Pell Grant Electronic Statement of Account* (ESOA) (Fixed Length)
PGMR25OP	Pell Grant Multiple Reporting Record (MRR) (Fixed Length)
PGRC25OP	Pell Grant Reconciliation Report (Fixed Length)
PGYR25OP	Pell Grant Year-to-Date Record* (Fixed Length)
PGTX25OP	Pell Grant Text File (Fixed Length)
PGSM25OP	Pell Grant School Account Statement* (Monthly Disbursement Level Detail) (Comma Delimited)
PGSY25OP	Pell Grant School Account Statement* (Year-to-Date Disbursement Level Detail) (Comma Delimited)
PGSA25OP	Pell Grant School Account Statement* (Year-to-Date Award Level Disbursement Summary) (Comma Delimited)

*These reports update the EDExpress database.

- A **fixed-length** record or file consists of data elements that are recognized based on their positions in the record layout. A fixed-length record requires that all data elements be populated for each submission.

Pell Grant External Add/Change

Pell Grant Data Files from an External Source to EDEExpress (Flat File Format)

Message Class	Data Description
PGEO25OP	Pell Grant External Origination Add/Change Record (Fixed Length)
PGED25OP	Pell Grant External Disbursement Add/Change Record (Fixed Length)
PGAA25OP	Pell Grant Abbreviated Award Data-External (Fixed Length)
PGAD25OP	Pell Grant Abbreviated Disbursement Data-External (Fixed Length)
PGCE25OP	Pell Grant Cash Data-External (Fixed Length)

TEACH Grant Reports

TEACH Grant Reports from the COD System and Other Sources

Message Class	Data Description
THMR25OP	TEACH Grant Multiple Reporting Record (MRR) (Fixed Length)
THSM25OP	School Account Statement (Monthly) (Comma Delimited)
THSY25OP	School Account Statement (Year-to-Date) (Comma Delimited)
THRB25OP	Rebuild File - Origination and Disbursement Detail (Fixed Length)
ATSDISOP	Agreement to Serve or Repay Discharge Report (Fixed Length)

TEACH Grant External Data Add/Change

TEACH Grant Data Files from an External Source to EDEExpress (Flat File Format)

Message Class	Data Description
TGED25OP	TEACH Grant Data Add/Change Record (Fixed Length)

Direct Loan Reports

Direct Loan Reports from the COD System (Flat File Format)

Message Class	Data Description
CODRBFOP	Direct Loan Rebuild File* (Fixed Length)
DSDF25OP	School Account Statement (SAS) (Disbursement Detail)* (Fixed Length)
DSL25OP	School Account Statement (SAS) (Loan Detail–Loan Level)* (Fixed Length)

Direct Loan Reports from Other Sources

Message Class	Data Description
DECFENOP	Entrance Counseling Results from Servicing website* (Fixed Length)
CRECMYOP	Counseling Results from StudentAid.gov website* (XML)
EXITFFOP	Exit Counseling Results from NSLDS* (Fixed Length)

*These reports update the EDEExpress database.

- A **fixed-length** record or file consists of data elements that are recognized based on their positions in the record layout. A fixed-length record requires that all data elements be populated for each submission.

Direct Loan External Add/Change

Direct Loan Data Files from an External Source to EDEExpress (Flat File Format)

Message Class	Data Description
DIEA25OP	External Loan Origination Add File (from external source into EDEExpress) (Fixed Length)
DIEC25OP	External Change File (from external source into EDEExpress) (Fixed Length)
DLEXCASH	Cash Detail External Add File (from external source into EDEExpress) (Fixed Length)
DLEXLOAN	External Loan Reconciliation File (from external source into EDEExpress) (Fixed Length)
DLEXDISB	External Disbursement Reconciliation File (from external source into EDEExpress) (Fixed Length)

Direct Loan Data Files to an External Source from EDEExpress (Flat File Format)

Message Class	Data Description
DEER25IN	External Loan Data (from EDEExpress into an external source) (Fixed Length)

Edits

The following valid date ranges for Pell Grant and Direct Loan processing have been updated for the 2024–25 processing cycle. These date ranges affect the COD System edits and EDEExpress end-of-entry edits.

Type of Edit	Data Element	Date Range
Direct Loan	Date of Birth	1/1/1925 to 12/31/2016
Direct Loan	DL Loan Period Begin Date	On or before 6/30/2025
Direct Loan	DL Loan Period End Date	On or after 7/1/2024
Direct Loan	DL Academic Year Start Date	On or before 6/30/2025
Direct Loan	DL Academic Year End Date	On or after 7/1/2024
Direct Loan	DL Payment Period Start Date *	Must be within Loan Period Begin/End Date range
Direct Loan	DL Payment Period End Date *	Must be within Loan Period Begin/End Date range
Direct Loan	DL Disbursement Date	10/1/2023 to 12/28/2028
Pell Grant	Pell Grant Enrollment Date	10/1/2023 to 6/30/2025
Pell Grant	Pell Grant Payment Period Start Date *	10/1/2023 to 6/30/2025
Pell Grant	Pell Grant Payment Period End Date *	10/1/2023 to 9/30/2030
Pell Grant	Pell Grant Disbursement Date **	10/1/2023 to 9/30/2030

* The Payment Period Start Date and End Date are required for all new Pell Grant and Direct Loan disbursements. For Pell Grant records, the Payment Period End Date must occur after the Payment Period Start Date. For Direct Loan records, the Payment Period End Date must occur within the Loan Period Begin/End date range and after the Payment Period Start Date.

** If September 30 (the typical month and day for the valid end date for Pell Grant 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 website as needed for communications regarding COD System processing deadlines.

COD System Edits–Pell Grant and Direct Loan

For a complete list of COD System Edit Codes, see the *2024-2025 COD Technical Reference*, Volume 2, Section 4. The technical reference is available for download from the Knowledge Center website.

EDEExpress End-of-Entry Edit Codes–Pell Grant and Direct Loan

For a complete list of EDEExpress Pell Grant, Direct Loan, and TEACH Grant end-of-entry edits, see the *2024-2025 COD Technical Reference*, Volume 3, Section 4. The technical reference is available for download from the Knowledge Center website.

Query

Rules for Queries

A query is a set of criteria that describes a particular student population. Queries are used in functions like Print and Export to select specific groups of student records from all the records in the database. Some queries have fixed values, and some allow you to enter different values each time you use the query. You can view the query fields available in each module by selecting Tools, Browse from the menu bar, selecting the module, then clicking the Query Fields tab.

When creating your own queries, consider these basic rules:

- Queries are processed from left to right, or beginning to end; however, AND is applied first, even if it appears after OR in the query statement.
- Parentheses change the order of precedence. Expressions enclosed in parentheses are processed before AND OR. In the case of nested expressions, innermost parentheses are processed first. See the topic *Using Parentheses* in EDEExpress Help for more information.
- Both segments of the query connected by AND must be true for a field value to be selected.
- Only one of the segments connected by OR must be true for a field value to be selected.

Important Notes

- The Query dialog box includes a Campus Based tab, which enables you to create queries for use with major Campus Based module functions such as print and export. In addition to Campus-Based fields, you can also select demographic record fields and user-defined fields when creating Campus Based queries. All Campus-Based fields available for query are specific to FWS records.
- Queries are module-specific, so you must create queries in the modules in which you intend to use them.
- Parameter queries are queries that have fixed fields but do not have fixed values. Select the **Prompt at Execution** option when you create the query and enter the desired value at the time you use the query.

- Select the **Field-to-Field Comparison** checkbox to build a query that compares numeric fields within one record. For example, if a student has two ISIR transactions, a field-to-field query in Application Processing compares the numeric fields in the 01 transaction only with the other numeric fields in the 01 transaction, not with the numeric fields in the 02 transaction. This option is not available if you selected Prompt at Execution or Current Date.
- See the topic “Query dialog box” in EDEExpress Help for more information on queries.

Creating a Query

To create a query:

1. Select **Tools, Query** from the menu bar.
2. Click the tab of the module for which you want to create the query.
Note: Queries are module-specific, so you must create queries in the modules in which you intend to use them.
3. Click **Add**.
4. Type a descriptive title for the query. The title can consist of any alpha or numeric keyboard character.
5. Select a field from the Query Fields list. You can type the first few letters of a field to find the field name that begins with those letters.
6. Click the **down** arrow in the Operator field to select an operator.
7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.
Note: If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox. Prompt at Execution queries cannot be used with Packaging setup.
8. Click the **Append** button to add the query statement to the Criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query.
10. Repeat steps 5 through 9 until you have added all statements for the query, then continue with step 11.
11. Click **Save** to save the query.
12. (Optional) If you want to test your query, click **Preview** to view all the records in your database that meet the query criteria. If you are testing a parameter query, enter the values you want to query when prompted. EDEExpress displays the records that meet the query criteria that are currently in your database.
13. Click **OK** to close the Query dialog box or click **Add** to create another query.

Important Note

- The Current Date option in Query setup enables you to specify a number of days, weeks, months, or years before or after the current date to include in the query results. To use this feature when querying on a date field, select **Current Date** in the Value section, select the plus (+) or minus (-) sign to indicate a data range after or before the current date, respectively, enter a number of measurement, then select **Days, Weeks, Months, or Years** as a unit of measurement.

Creating a Query from a Predefined Query

EDEExpress comes with a set of predefined queries commonly used in the Global, Application Processing, Packaging, Direct Loan, and Pell Grant modules.

Wherever the Selection Criteria option is available in EDEExpress, these queries can be used to identify groups of records. See “Using a Query” in this desk reference for more information.

Predefined queries can also be used as templates to create individual queries. You can view the query fields available in each module by selecting **Tools, Browse** from the menu bar, selecting the module, then clicking the **Query Fields** tab.

When you open the Query dialog box for the first time, you will see that the predefined queries are stored as the first set of records in the Query database. You will know a query is predefined if you see the “Predefined” label displayed in the upper right corner of the Query dialog box.

To create a query from a predefined query:

1. Select **Tools, Query** from the menu bar.
2. Click the tab of the module for which you want to create the query.
3. Click the **Retrieve** button. Use the arrow buttons in the database buttons box to locate the predefined query you want to use for a template. Click **OK**.
4. Type a new title for the query. You can modify and save a predefined query only if you rename it.
5. Modify the query. Click any criteria line to select it and change the Field, Operator, or Value. Then click the **Change** button. You can also delete lines or add new lines to the query.

To add new lines, select the line that should appear after the new line. To delete a line, select the line and click **Remove**. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.

6. Click **Save** to save the query.
7. Click **OK** to close the Query dialog box or click **Add** to create another query.

Modifying a Query

To modify a query:

1. Select **Tools, Query** from the menu bar.
2. Click the tab of the module for the query you want to modify.
3. Click the **Retrieve** button. Use the arrow buttons in the database buttons box to locate the query you want to modify.
4. Modify the query. Click any criteria line to select it and change the Field, Operator, or Value. Then click the **Change** button. You can also delete lines or add new lines to the query.
5. To add a new line, select the line below which you want to add the new line and click **Append**. To delete a line, select the line and click **Remove**. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.
6. Click **Save** to save the query.
7. Click **OK** to close the Query dialog box.

Important Note

- Predefined queries cannot be modified. However, after you have created a new query from a predefined query, you can then modify it. See “Creating a Query from a Predefined Query” in this desk reference for step-by-step instructions.

Using a Query

You can use queries in any function that has a Selection Criteria button.

To use a query:

1. Click the **Selection Criteria** button.
2. Click the **ellipsis (...)** button next to the Query Title field to display a list of queries. The Query Grid box appears.
3. Click the query you want to use to select it.
 - If the Parameter Query column is not selected, click **OK**. EDEExpress returns you to the Selection Criteria box and enters the title of the query in the Query Title field. Skip to step 8.
 - If the Parameter Query column is selected, click **OK**. EDEExpress returns you to the Selection Criteria box and enters the title of the query in the Query Title field. Click **OK** again and the Parameter Query Entry box appears.
4. Click in the **Field Value** column next to each Field Name and type a valid value. Click the **Value Help** button to see a list of valid values.

If you leave a value blank, EDEExpress automatically enters NULL as the value. When you run the query, records that contain NULL for that field value are returned.
5. Click the **View Query** button to see the completed query. Review the query carefully to be sure you have entered the correct values for each field.
6. Click **Close** to return to the Parameter Query Entry dialog box.
7. Click **OK** to save your entries.
8. Click **OK** to run the query. Depending on the activity, an In Progress dialog box may display the progress of the query process.
9. Click **OK** to close the In Progress dialog box, if applicable.

Sample Queries

Below are three examples of queries that you can use in processing your students' financial aid data.

Sample 1

Dependent students from New Mexico whose parents' number in college is greater than 1 (one) or whose adjusted gross income is less than \$25,000.

(Dependency Status – Demo= “D”) AND

(Student's State of Legal Residence – Demo = “NM”) AND

((Parent Number in College > 1) OR

(FTI: Parent Spouse/Partner Adjusted Gross Income < 25000))

Sample 2

Graduate students under 2000 SAI who are selected for verification on the current or a subsequent ISIR transaction.

(Student Grade Level in College 2024-2025 = “4”) AND

(SAI < 2000) AND

(Student is Selected for Verification < > “N”)

Sample 3

Independent students with an Enrollment Intensity value reflecting at least half-time enrollment.

(Dependency Status - Demo = “I”) AND

(Enrollment Intensity > = 50)

Sample Direct Loan Queries

Below are three examples of Direct Loan queries that you can use in processing your Direct Loan data.

Sample 1

Loans with **A** (Accepted) loan status and accepted MPNs.

(Origination Status = "A") AND

(MPN Status = "A")

Sample 2

PLUS loans with a Credit Requirements Met value of **True** and Original Credit Decision Date equal to the date you enter when running the query.

(Loan Type = "P") AND

(Credit Requirements Met? = True) AND

(Credit Decision Date = #[parameter]#)

Sample 3

Subsidized or unsubsidized loans with **A** (Accepted) loan status and **A** (Accepted) MPN status.

((Loan Type = "S") OR

(Loan Type = "U")) AND

(MPN Status = "A") AND

(Origination Status = "A")

Sample Pell Grant Queries

Below are three examples of Pell Grant queries that you can use in processing your Pell Grant data.

Sample 1

Pell Grant origination records at **Batched** status for a specific Attended Campus that have the Additional Eligibility Indicator selected.

(Origination Status = “B”) AND

(Attended Pell ID = “999999”) AND

(Additional Eligibility Indicator = True)

Sample 2

Anticipated Pell Grant disbursement records with a specific anticipated disbursement date that are at **Accepted** status.

(Disbursement Release Indicator = False) AND

(Disbursement Date = #[parameter]#) AND

(Disbursement Status = “A”)

Sample 3

Pell Grant records with a Disbursement Sequence Number of 02 or 03 and a Disbursement Date on or before December 30, 2024.

((Disbursement Sequence = 2) OR

(Disbursement Sequence = 3)) AND

(Disbursement Date <= #12/30/2024#)

Deleting a Query

To delete a query:

1. Select **Tools, Query** from the menu bar.
2. Click the tab of the module for the query you want to delete.
3. Use the arrow buttons in the database buttons box to locate the query you want to delete.

Note: You cannot delete predefined queries.

4. Click **Delete** in the database buttons box. EDEExpress asks you to confirm that you want to delete the query.
5. Click **Yes** to delete the query.
6. Click **OK** to continue.

Using the EDExpress Desktop Query Section

New for 2024–25! As part of the redesigned EDExpress Desktop, we relabeled the Queries section to Query. This section is located by default at the top of the desktop. If you have rearranged the desktop sections and want to move the Query section back to the top, select the plus sign (+) in the top right corner of the section.

The Query section of the EDExpress Desktop enables you to select module-specific predefined or custom queries from Query setup, view the current number of student records in your database meeting each query's criteria, and quickly access software functions for the records where applicable, such as opening the records as a group or initiating the multiple entry or browse dialog boxes.

Query results display in the desktop section (outside of student records) and refresh both at regular intervals and upon each new startup of the software. As results update, you can use the incoming information to identify database records requiring further attention, and to drive your office's workflows.

The module-specific predefined or custom queries you select for the Query desktop section must already exist in Query setup (**Tools, Query**). You can also select predefined queries that are available automatically in EDExpress 2024–25. See “Creating a Query” and “Creating a Query from a Predefined Query” earlier in this sub-section for guidance on creating queries.

To add a query to the Query section:

1. Click the **Settings** button in the top right corner of the Query section in the EDExpress desktop. **Note:** If this is the first time you are updating the Query section, you can also click the "Click to setup queries here" message to open the Query Settings dialog box.
2. Click **Add** to add a new query to the Query section. You can also click **Retrieve** if you want to select and modify the settings for a query you added to the pane previously.
3. Click the down arrow next to **Query System** to select the module associated with the query you want to select. The available Record Type values are determined by the Query System value you select. Release 2.0 adds **Direct Loan**, **Pell Grant**, and **TEACH Grant** to the available module options (which include **Global**, **Application Processing**, and **Packaging**).
4. Click the down arrow next to **Record Type** and select a value associated with the Query System you chose in step 3. The Record Type identifies the database table within the module that should be queried against, which affects the Record Count value displayed in the Query section, determines the columns that are displayed if you click the **Browse** button under the query in the Query section, and determines the records that are opened.

The available record types are determined by the Query System value you select. For Direct Loan, you can select **Demographic**, **Loan** (which displays fields from the origination record), **Anticipated Disbursements**, or **Actual Disbursements** (either disbursement option displays fields from the disbursement record). For Pell Grant, you can select **Demographic**, **Origination** (which displays fields from the origination record), or **Disbursement** (which displays fields from the disbursement record).

See the “Additional Query desktop section tips” section below for additional guidance on using record types.

5. Click the down arrow next to **Title** and select the query you want added to the Query section. The query must exist in Query setup (**Tools, Query**).
6. (Optional) Update the **Query Title** if you want to display a more descriptive and unique label in the Query section. For example, if you are using the predefined College Grade Level parameter query in the Direct Loan module and you indicate you want to query for records with a value of **2** (2nd Year/sophomore), you may want to use a Query Title value of “Sophomores.”
7. If you selected a parameter query in step 5, click the **Parameter...** button to enter a field value for the iteration of the query that will display in the Query section.
8. Click **Save** to add the query to the Query section.

Additional Query Desktop Section Tips

Note the following additional tips and guidance regarding the Query section of the EDEExpress Desktop:

- You can add the same custom or predefined query to the Query section multiple times. For example, you may want to display Direct Loan or Pell Grant queries associated with different origination status values, disbursement date ranges, last name ranges, loan types, etc.
- The Count value for each query in the Query section is updated dynamically by EDEExpress based on the refresh rate you select in the desktop settings (**View, Desktop Settings**).
- When viewing query results in the Query section, be aware that the Count value can vary for the same query based on the Record Type field value you select in the Query Settings dialog box.

For example, each student record in EDEExpress can only have one demographic record, but each student record can have multiple loan records or loan disbursements. If you select **Demographic** for the Record Type field value associated with a Direct Loan query, each student record meeting the query is only counted once in the Query section, regardless of the number of loan records or disbursements the student has that meet the criteria. However, if you select **Origination** or **Disbursement** as the Record Type field value for the same query, the Count value in the pane reflects *all* the loan records or disbursement types, respectively, that meet the query criteria.

- The Record Type field value you select for a query in the Query Settings dialog box also affects which entry screen is opened when you click the **Open** button under the query in the Query section. For example, if the Record Type field value is **Demographic**, records are opened to the Demographic screen. If the Record Type field value is **ISIR**, records are opened on the ISIR Review screen.
- The Multiple Entry option is available for Global, Packaging, Pell Grant, Direct Loan, and TEACH Grant queries added to the Query section.
- If you access Multiple Entry from a query in the Query desktop section, the criteria for the Multiple Entry function is limited automatically to the records meeting the query you selected in the desktop section. The Selection Criteria and SSN File buttons are disabled. To use different selection criteria for the Multiple Entry function, click Cancel on the Multiple Entry dialog box and access the Multiple Entry function from the Process menu.
- If you want to clear all queries from the Query section, click **Clear Queries** in desktop settings (**View, Desktop Settings**).
- If you want to remove a specific query from the section, locate the query in the Query Settings dialog box and click the **Delete** button. This action only removes the query from the desktop—the query remains available for use in selection criteria for specific EDEExpress functionality.
- The security group associated with a user ID in EDEExpress Security Users setup (**Tools, Setup, Global, Security Users**) must have access to opening student records, using multiple entry, and browsing records for associated buttons to appear under applicable queries in the desktop section.

Getting Help

Knowledge Center at FSA Partner Connect Web Site

For questions about Title IV federal student aid or the services we provide, contact one of our customer service centers or Federal Student Aid offices. For a comprehensive and current listing of contact information, click the **Help Center** link on the top menu of the Knowledge Center at FSA Partner Connect website (fsapartners.ed.gov/knowledge-center), then click the **FSA Customer Service Center** link. On the FSA Customer Service Center page, you can then select the **Service Centers for Schools** link or another category associated with the support you need for contact information.

Appendix – Campus-Based

Overview

EDEExpress 2024–25 includes Campus-Based functionality that enables schools to exchange Federal Work-Study (FWS) data with the COD System using the Campus-Based Common Record schema. The COD System is currently only collecting required data elements for FWS earnings, which are used as part of the calculation of the Student Aid Index (SAI) value for FAFSA® applicants. Campus-Based functionality in EDEExpress follows a similar workflow to the Pell Grant, Direct Loan, and TEACH Grant modules.

This desk reference appendix provides guidance on using Campus-Based functionality in EDEExpress to report FWS data to the COD System and import the processed response. The following areas are covered in this appendix:

- Campus Based School Setup
- Campus Based Record Entry
- Campus Based External Add/Change Import
- Exporting Campus-Based Data
- Importing Campus Based Common Record Responses
- Printing the Federal Work Study Report
- Campus Based External Import Add/Change Record Layout
- Where to Get More Information

For additional information and guidance regarding Campus-Based functionality in EDEExpress, see the EDEExpress Help system in the software.

Campus Based School Setup

EDEExpress captures school (or campus) information you choose to define for Campus-Based records in COD School setup (under **Tools, Setup, COD, School**) on the **Campus Based** tab. You must complete School setup for at least one Reporting and Attended Entity ID combination associated with your school or campus to assign to FWS records.

The information you define in the School Setup dialog box is only used for reporting FWS records to the COD System and does not replace school-related setup requirements required in other EDEExpress modules, such as defining the assumed school (in Global setup) or Pell Grant, Direct Loan, or TEACH Grant school (in COD setup).

To set up a Campus Based School record:

1. Select **Tools, Setup** from the menu bar, then choose **COD, School, Campus Based**.
2. Enter the Reporting Entity ID you want to associate with your Campus-Based records. Valid values are **00000000-99999999**.
3. Enter the Attended Entity ID you want to associate with your Campus-Based records. Valid values are **00000000-99999999**.
4. Click **Save**.
5. If you need to define additional Reporting and Attended Entity ID combinations for your school, click **Add** and repeat steps 1-4.
6. Click **OK** or **Cancel** to exit the dialog box.

Important Note

- The display-only **Default?** checkbox is selected automatically by EDEExpress if you only define one Campus Based School record. If you define more than one Campus Based School record, select the Default? checkbox for the combination you use most frequently on new records.
- EDEExpress includes the default Reporting and Attended Entity ID values in new Campus-Based records, but the values can be modified as needed on the student record (accessible on the Campus Based dialog box under the Tools menu). If you enter the incorrect Reporting or Attended Entity ID, delete the Campus-Based record, correct the Entity IDs in your Campus Based School setup, and create a new student record.
- If you attempt the delete a Campus Based School record, EDEExpress checks for students assigned to that combination of IDs. If students are assigned, the message “Cannot Delete Record. Students have been assigned to this Campus Based ID” appears. You must either reassign those students to another Attended School or discontinue the Delete process.

Campus Based Record Entry

You can enter FWS records manually on the FWS tab of the Campus Based dialog box, which is accessible from the EDEExpress main screen under the Tools menu. EDEExpress requires that you first create a demographic record (on the Demographic entry screen) for a student before you can create the corresponding FWS record.

You must also define a default Campus Based School profile with your school's Reporting Entity ID and Attended Entity ID in School setup (**Tools, Setup, COD, School, Campus Based**).

After entering all required information in the Campus Based dialog box and saving the FWS record, EDEExpress sets the Status to **R** (Ready to Send). You can then process to the Campus-Based data export process.

To enter an FWS record on the Campus Based dialog box:

1. Select **Tools** from the menu bar, then choose **Campus Based**.
2. Click the **FWS** tab.
3. In the first available row in the entry grid, enter the student's **SSN** or click the **ellipsis (...)** button in the Browse column to select from a list of existing student demographic records in your database.
4. Enter the **Transaction #** associated with the student's ISIR. Valid values are 01-99.
5. Enter the student's **Total FWS Earnings** for the calendar year. Valid values are 0-999,999,999.
6. Verify the default Reporting and Attended Entity IDs are correct. To update either ID, click the **ellipsis (...)** button and select the value combination from Campus Based School setup.
7. Click **OK** to save the record. If all required data is present, the Status column is updated to **R** (Ready to Send) and the record can be exported for processing by the COD System.

Important Notes

- Although the COD website allows schools to report FWS earnings by award year and calendar year or by calendar year only, EDEExpress 2024–25 reports FWS earnings for the 2023 calendar year only and does not export a value for award year. The default award year and calendar year values are not displayed or modifiable in EDEExpress. If you plan to routinely import Web-generated FWS data into EDEExpress, report FWS earnings by calendar year only on the COD website.
- To delete a Campus-Based record, place your cursor in the grid row of the record you want to remove and click the Delete button on your keyboard. You can only delete records with a Status value of **R** (Ready to Send) or **E** (Rejected).

Campus Based External Import Add/Change

Interfacing your school's system with EDEExpress reduces the effort of preparing Campus-Based data by importing student data from your existing systems into EDEExpress. This import option is currently only available for adding or modifying FWS records in EDEExpress.

To import Campus-Based data from another system into EDEExpress, you must format the data according to the record layout listed in the "Campus Based External Add/Change Record Layout" section later in this appendix.

You use the same record layout to add new Campus-Based records or modify existing records in EDEExpress. The following fields are required when adding FWS records:

- Type of Record
- Reporting Entity ID
- Attended Entity ID
- Student's Social Security Number (SSN)
- Transaction #
- Total FWS Earnings

If more than one record with the same SSN exists in an external file, only the first record is imported. Duplicate records are skipped automatically unless you select the Prompt for Duplicates? checkbox in the Campus Based Import dialog box.

When creating an external import file to modify existing Campus-Based records, you only need to include the student's SSN and the field values you want to update; if your import file contains a blank value, the corresponding field value in EDEExpress, if it exists, is not overwritten to blank upon import.

To modify existing records with your import file, you **must** select the Prompt for Duplicates? checkbox in the Import dialog box. With the prompt for duplicates option selected, EDEExpress prompts you for the following actions when it encounters a duplicate record:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.
- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDEExpress does not prompt you when it finds duplicates during the process.
- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found. You should choose this option if your import file has a mix of add and change records and the record indicated is a modification to an existing FWS record.

- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found. You should choose this option if all the records in your import file are modifications to existing FWS records.

To import a Campus Based external file:

1. Click the **Import** button (designed as a box with an intersecting arrow pointing to the right) on the left navigation bar and review the Pending Imports section list. If the file you want to import appears in this list, click the file name and skip to step 5. Otherwise, click **All Imports** or select **File, Import** from the menu bar.
2. Select the **Campus Based** tab.
3. Click the **down** arrow next to the Import Type field and select **Campus Based External Add/Change**.
4. You must indicate whether you are importing a new file or an archived file you imported previously in the Import From section of the import dialog box.

After clicking the **New File** or **Archived File** button in the Import From section of the import dialog box, click the **File** button to locate the CAMBEXT file you want to import. If you are importing a new file, EDEExpress displays your import data directory (as specified in File Management setup). If you are importing an archived file, EDEExpress displays the Import From Archive dialog box, enabling you to search your archived import files for the file you want to re-import.

5. Choose the file destination for the Import Records Edit Report: **Printer, File, or Screen**. If you choose **File**, select the location and type the file name for the report. Remember that if you print to a file, no paper copy is printed on your printer, but you can print this file using compatible software.

You can also apply password protection to your import edit report if you choose **File** by entering a password in the **Password** and **Verify Password** fields. Password-protected import edit reports are stored in encrypted PDF format.

6. Select the **Prompt for Duplicates?** checkbox to identify records that are already in your database during the import. You should select this option if you are modifying existing Campus-Based records in your database with your import file.
7. Click **OK** to begin the import. An In Progress dialog box appears.
8. (Optional) If you selected the Prompt for Duplicates? checkbox in step #5 and the import process matches the original SSN of a record in your import file to a Campus-Based record in your EDEExpress database, a dialog box appears listing the duplicate SSN and the options to **Skip, Skip All, Update, or Update All**.

Select **Update** or **Update All** if you want to update the Campus-Based records with the information in the import file; otherwise, click **Skip** or **Skip All**. Repeat as necessary for subsequent duplicate records identified during the import, depending on the option you select.

9. When the import is complete, the In Progress dialog box displays the number of records accepted or in error, as well as the total number of records identified in the import file.
10. Click **OK** to close the In Progress dialog box.
11. Review the results on the Import Records Edit Report. If errors occurred, correct them in your import file, resave the file, and import the file again.

After you have successfully added or modified your Campus-Based records through external import, you can review the imported information on the FWS tab of the Campus Based dialog box and proceed with exporting the data for processing by the COD System.

Important Notes

- Use the newly created message class CAMBEXT when naming Campus Based external add/change files to more quickly locate them for import.
- EDEExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.
- The EDEExpress import process archives imported data files automatically, storing the files in a compressed, password-protected ZIP file called Backup#.zip (where # is a number from 0-9 that is incremented each time the previously numbered backup file reaches 2 gigabytes or more in size). Archive files are stored in your default import data directory (as specified in File Management setup) and are accessible from the import dialog box by clicking the **Archived File** button.

Export Campus Based Common Record Data

The export process collects all FWS records with a Status value of **R** (Ready to Send) or **E** (Rejected) on the Campus Based dialog box into a single Campus-Based Common Record document for processing by the COD System.

To export Campus Based records from EDEExpress:

1. Select **File, Export** from the menu bar or click the **Export** button (designed as a box with an intersecting arrow pointing left) on the left navigation bar.
2. Select the **Campus Based** tab.
3. Select **Campus Based Data (CRCBMYIN)** in the Export Type field.
4. (Optional) Click the **FWS Funds** button if you want to apply a Campus Based query or select specific FWS records for export.
5. Click **OK** to run the export.
6. Click **OK**. When the export is complete, the In Progress dialog box displays the number of records exported, the export file name, and the document ID.
7. Click **OK** to close the In Progress dialog box.
8. Transmit the resulting CRCBMYIN file to the COD System using EDconnect or other transmission software.

Important Note

- If you want EDEExpress to start EDconnect and transmit your files automatically when you export them, select the **Automatically Transmit?** checkbox in Security Users setup. Select **Tools, Setup** from the menu bar, then choose **Global, Security Users**. Locate your user ID and select the **Export to EDconnect?** and **Automatically Transmit?** checkboxes.

Import Campus Based Common Record, Web-Generated Responses

Use the Campus Based Import dialog box to import processed results from the COD System for Campus-Based records you have submitted. The FWS records in your database are updated with the information in each document, including edit and comment information that can help you resolve rejected records, if applicable.

- **Response.** Upon import, a response updates your database with the status of **A** (Accepted) or **E** (Rejected) of the records the COD System has processed. The records submitted in a specific document are returned in a corresponding response document, maintaining document integrity.

The Campus Based Common Record response message class is CRCBMYOP.

- **Web-Generated Response.** A Web-generated response is created by the COD System when Campus-Based records are completed on the COD website. Upon import, it updates your database with the status **A** (Accepted) or **E** (Rejected) of the records you processed on the COD website.

The Campus Based Web-Generated Response message class is CBWB24OP.

Note: To receive Web-generated responses in your SAIG mailbox that will update your records in EDEExpress, you must select the option at the COD System to receive Web responses in your SAIG mailbox.

Note: Web-generated data is skipped during import if the student does not have a demographic record in EDEExpress (on the Demographic entry screen).

To import Campus Based Common Record responses and Web-generated responses:

1. If the response file you want to import appears in the Pending Imports pane of the EDEExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File, Import** from the menu bar, then choose **Campus Based**.
2. Click the **down** arrow in the Import Type field and select **Campus Based Common Record** if it is not already selected. Applicable message classes are CRCBMYOP and CBWB24OP.
3. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
4. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
5. Select **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

6. Click **OK**. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
7. Click **OK** to close the In Progress dialog box.

Important Notes

- During the import of a Campus Based Web-Generated Response file, EDEExpress skips FWS records created on the COD website with a value in the Award Year field. To enable the import of these records, you must reduce the FWS Earnings amount to zero on the COD website and resubmit the record for processing. After this step is complete, you can then resubmit the record under calendar year 2023 only with the FWS Earnings amount and import the Web-generated response file based on the updated record into EDEExpress.
- To view any edits or comment codes returned on a response for Campus-Based records, open the student's record and review the Edits/Comments field.
- During the import of COD Response files, EDEExpress performs a date and time comparison of the Document ID in the import file against the corresponding Document ID in your database. If the import file's data is older than the data in your EDEExpress database, you are prompted to **Skip**, **Skip All**, **Update**, or **Update All** for the records that have more recent data in your database.

Federal Work Study Report

EDEExpress enables you to print the new Federal Work Study report for single or multiple FWS records in your database. This report provides a list of the Federal Work-Study (FWS) records in your EDEExpress database, the field values associated with each record, and a summary section with calculated student and earnings totals.

To print the Federal Work Study report:

1. Select **File, Print** from the menu bar. You can also click the **Reports** button on the left navigation bar (designed as a box with graph bars) or use the **Ctrl-P** shortcut on your keyboard to open the Print dialog box.
2. Select the **Campus Based** tab.
3. The **Federal Work Study** report is selected automatically as the report type.
4. Select **Printer, File, or Screen** for the report file destination.

If you are printing to the screen or to a file, you can select the report format by choosing **PDF** or **HTML** in the Format field.

If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the report format designated). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format selected in the Print dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

5. Click **OK**.

Important Note

- You can indicate EDEExpress reports you print frequently as “favorites” by clicking the star icon to the right of the report type in the Print dialog box. Reports marked as favorites appear automatically in the Favorite Reports section of the Home menu (accessible via the Home button on the left navigation bar), which allows you to access the print functionality for the report more quickly. To remove the designation of a report as a favorite, return to the Print dialog box for the report and click the star icon again. If you want to remove all reports designated as favorites from the EDEExpress desktop, go to **View, Desktop Settings** and click **Clear Favorites**.

Campus Based External Add/Change Record Layout

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
1	1	1	1	Type of Record	W = Federal Work-Study Cannot be blank. The Type of Record field value determines which Campus-Based program you are reporting data for. EDEExpress currently only supports reporting Federal Work-Study data.	Left
2	2	9	8	Reporting Entity ID	00000000 to 99999999 Must be eight digits. Cannot be blank.	Left
3	10	17	8	Attended Entity ID	00000000 to 99999999 Must be eight digits. Cannot be blank.	Left
4	18	26	9	Student's Social Security Number	000010001 to 999999999 Must be nine digits. Cannot be blank.	Left
5	27	28	2	FPS Transaction #	01 to 99 Must be two digits Cannot be blank	Left

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
6	29	63	35	Last Name	Numbers 0-9 Uppercase letters A to Z Lowercase letters a to z Space . (period) ' (apostrophe) - (dash) Can be blank.	Left
7	64	98	35	First Name	Numbers 0-9 Uppercase letters A to Z Lowercase letters a to z Space . (period) ' (apostrophe) - (dash) Can be blank.	Left
8	99	113	15	Middle Name	Uppercase letters A to Z Lowercase letters a to z Space . (period) ' (apostrophe) - (dash) Can be blank.	Left
9	114	133	34	Filler	Blank	Left
10	134	141	8	Date of Birth	CCYYMMDD 19000101 to current date Cannot be blank	Left

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
11	142	181	40	Local Address	Numbers 0-9 Uppercase letters A to Z Lowercase letters a to z Space . (period) , (comma) ‘ (apostrophe) - (dash) # (pound sign) @ (at) % (percent) & (ampersand) / (forward slash) Can be blank.	Left
12	182	211	30	Local City	Numbers 0-9 Uppercase letters A to Z Lowercase letters a to z Space . (period) , (comma) ‘ (apostrophe) - (dash) # (pound sign) @ (at) % (percent) & (ampersand) / (forward slash) Can be blank.	Left

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
13	212	213	2	Local State	Uppercase letter A to Z Must be valid postal state code Can be blank Note: If blank, FC, CN, or MX, local ZIP code (field #14) must be 00000.	Left
14	214	223	9	Local ZIP Code	000000000-999999999 Uppercase letters A to Z Lowercase letters a to z - (dash) Space Can be blank Note: Last 4 digits can be blank.	Left (if only five characters)
15	224	232	9	Total Federal Work-Study (FWS) Earnings	000000000-999999999 Cannot be blank	Left
N/A	N/A	Total Bytes	232	N/A	N/A	N/A

Where to Get More Information

- Monitor electronic announcements and the “Campus-Based Processing” page of the Knowledge Center at FSA Partner Connect website, located at <https://fsapartners.ed.gov/knowledge-center>.
- Review current technical and policy documentation regarding Campus-Based programs on the Knowledge Center website, including:
 - *2024-2025 COD Technical Reference*, Volume 4 (Campus-Based Record Layout), available via “Current” tab link at <https://fsapartners.ed.gov/knowledge-center/library/system/COD>
 - *2024-2025 FSA Handbook*, Volume 6 (The Campus-Based Programs), available at <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2023-2024/vol6>
- EDEExpress for Windows 2024-2025 Online Help. For basic guidance and information on using the EDEExpress software, select **Help**, **Help Topics** from the EDEExpress menu bar. You can access Campus Based help topics on the Contents tab or scroll through available help topics on the Index tab.
- For technical support for EDEExpress, please call the FPS Help Desk at **1-800-330-5947**, 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. You can also email your inquiries to the FPS Help Desk at support@fps.ed.gov.