2018-2019 Desk Reference for

EDExpress for Windows Release 2.0

Pell Grant

Direct Loan

DEPARTMENT OF EDUCATION · UNITED STATES OF AMERICA

FEDERAL
STUDENT AID

Table of Contents

Preface

About this Desk Reference

This desk reference provides step-by-step instructions for using EDExpress for Windows 2018-2019, 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

  – Generate Pell Grant and Direct Loan reports and query your database

- Exchanging Pell Grant data with the COD System by importing and exporting Common Records

- Becoming acquainted with the changes made to the EDExpress Pell Grant and Direct Loan modules for 2018-2019

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)

Note: For assistance managing Direct Loan reconciliation, see the DL Tools software and documentation, available on the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

Changes to EDExpress for the COD System

EDExpress 2018-2019, Release 2.0 accommodates the annual changes to the COD System, including Direct Loan and Pell Grant processes.

For information regarding the availability of the 2018-2019 COD System, see the March 13, 2018 electronic announcement on the U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site, located at ifap.ed.gov.

Additional information regarding 150% Direct Subsidized Loan Limit policy and requirements, including frequently-asked questions and sample calculations, is also available on the IFAP Web site at ifap.ed.gov/150PercentDirectSubsidizedLoanLimitInfo.

Technical Notes

The EDExpress 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 CPS/SAIG Technical Support for the database password (see the Getting Help section later in this document for CPS/SAIG Technical Support contact information). However, Federal Student Aid strongly discourages users from viewing or manipulating any EDESuite software 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 CPS/SAIG Technical Support's ability to resolve problems you may encounter as a result.

For compliance with Section 508 of the Rehabilitation Act, all required fields highlighted in yellow display an "-R" at the end of the field label. Fields that turn blue when the value is changed display a "-C" at the end of the field label when the change is saved.

For further technical guidance, including guidance on logging into EDExpress 2018-2019 for the first time and information on minimal and optimal system requirements, see the *EDExpress 2018-2019 Installation Guide*, which is available for download from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

EDExpress 2018-2019 Redesign

Overview

We redesigned the EDExpress software for 2018-2019 to implement new software enhancements that improve usability, increase security, and eliminate outdated functionality. These enhancements, which are described throughout this desk reference, include:

- The EDExpress Desktop, which provides a multi-paned, dynamically updated view of key information and quick access to frequently used functions from the software's main screen.

- Reinforced security setup options and password requirements that help keep your EDExpress database and your student data more secure.

- The ability to apply password protection to external export files and any documents printed from EDExpress to an external file.

- The use of Adobe PDF (Portable Document Format) for all print options.

- Automatic archival, compression, and encryption of imported data files in a secure, easily accessible format.

- The ability to resize, minimize, and maximize window and desktop pane sizes within EDExpress.

- Updated all date-related entry fields to standardize entry in MMDDCCYY format.

- Deleted functionality, fields, message classes, and other references to outdated or defunct programs, reports, and other features no longer in use.

The EDExpress Desktop

New for 2018-2019! The EDExpress Desktop is a new navigation tool for 2018-2019, providing quick and easy access to frequently used functionality and critical information in a multi-pane format. Pending imports and queries can be accessed directly from the desktop. The Startup Information pane displays warning messages and other information that used to appear after logging in to EDExpress. The Favorites pane provides quick access to print functionality for the documents you generate most often in EDExpress. Also included on the desktop is an RSS Feed with links to new and updated documents in What's New on IFAP, the IFAP calendar, or the latest IFAP podcasts.

Using the EDExpress Desktop is optional; you can show or hide the desktop by selecting or clearing the **Show Desktop** checkbox in the Desktop Settings dialog box (**View**, **Desktop Settings**). The familiar EDExpress menu bar is available whether the desktop is displayed or not. Desktop settings are specific to your EDExpress user ID.

See the sub-sections below for more information on settings and specific panes of the new EDExpress desktop.

Startup Information Pane

The Startup Information pane of the new EDExpress desktop replaces the Startup Information dialog box that appeared in prior versions of EDExpress after logging into the software. The Startup Information pane displays informational messages regarding key EDExpress 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, EDExpress might display a message in this pane to alert you that your disk space is low or, if you are starting EDExpress for the first time, remind you that your assumed school code has not been defined.

Some warnings and error messages can be cleared from the pane by clicking the **Suppress** button under the message text. For other messages, the pane displays an **Update** button you can click to access the software area related to the message and resolve the issue it describes.

Note: EDExpress displays critical alerts as pop-up messages outside of the Startup Information pane if you suppress the display of the EDExpress desktop.

Favorites Pane

The Favorites pane of the new EDExpress Desktop provides you with a quick shortcut to print functionality for the reports, lists, letters, and other documents you generate frequently in EDExpress.

To designate EDExpress reports you print frequently as "favorites," click the star icon to the right of the report type in the Print dialog box. Reports marked as favorites appear automatically in the Favorites pane of the EDExpress desktop. 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**.

Pending Imports Pane

The Pending Imports pane of the new EDExpress Desktop lists data files in your import data directory that have yet to be imported into EDExpress, as well as import types you can perform, such as prior year import and ISIR import into the Packaging module. You can choose to import or suppress each file or import type displayed in the pane by clicking the corresponding button.

If you click the import button, EDExpress opens the appropriate import dialog box for the module associated with the file or import type. You can then designate additional import options and settings and initiate the import process.

If you choose to suppress a specific data file or import type in the Pending Imports pane, EDExpress filters all future files with the same message class or the specified import type from the pane. You can clear these suppressions in the desktop settings (**View**, **Desktop Settings**). Suppression settings are specific to your User ID and do not affect your ability to locate or import files directly from the import dialog boxes of EDExpress modules.

Note: If your import data directory is located on a network and multiple EDExpress users in your office routinely import data files, note that the files listed in Pending Imports section change dynamically with each refresh of the desktop to remove files from the list that have been imported by you or another user. Use the desktop settings (**View**, **Desktop Settings**) to adjust the refresh rate for the Pending Imports pane and other desktop panes.

Note: The security group associated with your user ID in EDExpress Security Users setup (**Tools**, **Setup**, **Global**, **Security Users**) must have access to import functionality to use the Pending Imports pane.

Note: If you have configured EDconnect to download files automatically to your default import directory, new files available for import into EDExpress will refresh automatically in this pane as they are added to your default import directory.

Queries Pane

The Queries pane of the new 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 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 Queries pane must already exist in Query setup (**Tools**, **Query**). To add a query to the Queries pane, click the **Settings** button in the top right corner of the pane 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 Queries pane. If you select a parameter query, you must also click the Parameter button to specify the desired value range.

After adding a query to the Queries pane, 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 EDExpress determines that at least one record in your database meets the query criteria, you can click **Open** under the query row to open the qualifying records, similar to selecting a query in the Student Search toolbar function. After EDExpress opens the records, you can use the left and right arrow keys in the toolbar to navigate between student records. You can also click the **Multiple Entry** and **Browse** buttons to update or view the records meeting the query criteria. The Multiple Entry button does not appear for App Express queries, as that module does not have a multiple entry function.

Note: If you access Multiple Entry from a query in the Queries pane, 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, click **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 your Queries pane, locate the query in the Query settings dialog box and click 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 Queries pane, click **Clear Queries** in desktop settings (**View**, **Desktop Settings**).

Note: The security group associated with your user ID in EDExpress 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 pane.

For more information, see the "Using the EDExpress Desktop Queries Pane" section later in this desk reference.

RSS Feed Pane

The RSS Feed pane of the new EDExpress Desktop enables you to display links to current information from Federal Student Aid's Information for Financials Aid Professionals (IFAP) Web site. Click the **Settings** button in the top right corner of the pane to access the RSS Feed Settings dialog box, where you can indicate whether you want the RSS Feed pane to display links to What's New items from IFAP home page, calendar items from the site, or IFAP podcasts. The title of the pane changes dynamically based on the IFAP RSS feed option you select in settings.

The information displayed in the RSS Feed pane is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**).

If you do not want the EDExpress desktop to display the RSS Feed pane, clear the **Show RSS Feed** checkbox in desktop settings (**View**, **Desktop Settings**).

Desktop Settings

Use the Desktop Settings dialog box (**View**, **Desktop Settings**) to show or hide the EDExpress Desktop. If you want to show the desktop, set your refresh rate and RSS Feed preferences here. You can also use this dialog box to clear desktop suppressions of items from the Startup Information and Pending Imports pane, clear print favorites, or clear the Queries pane. You must click **OK** for changes you make in this dialog box to apply.

Opening Student Records

EDExpress offers multiple methods for opening single or multiple student records using toolbar features such as Student Search, which are available from the EDExpress main screen as well as within student records. You can also open student records meeting query criteria from the Queries pane of the EDExpress Desktop.

If you select **File**, **Open** from the menu bar or press Ctrl-O to initiate opening a record, EDExpress places the cursor in the entry field to the left of the **Find** button in the toolbar.

To search for a single student record by name or SSN using the Find feature:

1. Click the down arrow at the far right of the toolbar. If **Auto Detect** is selected, you can search by either student name or SSN in the Find entry box. If you prefer to search only by student name or SSN, select **Student Name** or **Social Security Number** in the dropdown menu. We recommend keeping the value set to Auto Detect for better flexibility.

2. In the Find 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 initial, and last name without commas. For example, if you are searching for John A Smith, you can enter **Smith** or **John Smith** or **Smith, John A** or **John A Smith**. Do not enter a period after the middle initial. 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 **Enter** key or the **Find** button next to the entry field to initiate your search.

4. If EDExpress locates the exact record you are searching for, the record opens.

5. If EDExpress 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 double-click the record or click **OK** in the dialog box to open it.

To open student records using the Student Search feature on the toolbar:

*   With Student Search selected in the dropdown menu, click the **ellipsis (…)** button to view a list of all demographic records in your database, from which you can select a record to open, **or**

*   Click the down arrow next to the Student Search menu and select **ISIR** to view a list of all ISIR records in your database, from which you can select a record to open, **or**

*   Click the down arrow next to the Student Search menu and select a query for the group of students you want to open. If you choose a parameter query, you are prompted to enter the values you want to search for, **or**

*   If you want to run the last query you used to open student records, click the down arrow next to the Student Search menu and select **Last Search**.

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

To open student records from the EDExpress desktop's Queries pane:

1. Identify the query in the Queries pane 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 Queries pane.

2. Click the **Open** button under the Query title in the Queries pane.

EDExpress opens all of the records meeting the query. Use the left and right arrows on the toolbar to view the records you opened.

First Time COD System EDExpress Users

COD System Participation

Schools communicate with the COD System over the Student Aid Internet Gateway (SAIG) using the e**X**tensible **M**arkup **L**anguage (XML) Common Record, which is defined in the *2018-2019 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 FSAdownload Web site (fsadownload.ed.gov). EDExpress automatically creates an XML file when you export a Common Record document.

The COD School Relations Center will conduct school testing for the 2018-2019 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 2018-19 Award Year" electronic announcement posted on November 17, 2017 to the IFAP Web site. Additional guidance is also located in the "School Testing Guide," Volume V, Section 1 of the *2018-2019 COD Technical Reference*.

First-time COD System EDExpress users can get assistance by contacting the COD School Relations Center by telephone at **800/848-0978** for Direct Loan or **800/474-7268** for Grants, or by e-mail 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.

For additional information on Entity IDs, see the *2018-2019 COD Technical Reference*, available for download from the FSAdownload Web site (fsadownload.ed.gov).

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

COD 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 COD School Relations by telephone at **800/848-0978** for Direct Loan or **800/474-7268** for Grants, or by e-mail at CODSupport@ed.gov.

You can access the COD Web site (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 Web site 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

Important Note

- You must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD Web site.

  For more information on steps you may need to take to access the COD Web site, see the [May 22, 2013 electronic announcement](#) on the IFAP Web site.

Downloading EDExpress Software and Documentation

EDExpress 2018-2019, Release 2.0, is available on the Internet. You can download EDExpress and the related user documentation in Adobe PDF format from the FSAdownload Web site (fsadownload.ed.gov). The FSAdownload Web site was created to give you access to financial aid tools for easier and more efficient use of EDExpress.

The following types of user documentation are available to download from the FSAdownload Web site in Adobe PDF format:

- Installation guides

- Cover letters

- Technical references

- Desk references

Instructions for downloading EDExpress software and related documentation are located in the "Downloading Documentation and Software from the FSA Download Web Site" chapter of the *2018-2019 EDExpress for Windows Installation Guide*.

If you experience difficulties with the EDExpress software, contact CPS/SAIG Technical Support by telephone at **800/330-5947** (**TDD/TTY 800/511-5806**) or by e-mail at CPSSAIG@ed.gov.

Important Notes

- You must be an Administrator on your workstation to install EDExpress 2018-2019 in all supported Windows operating systems. If you are not an Administrator, you will receive a warning when you try to install or uninstall EDExpress. After an Administrator has installed EDExpress, you can access it as a member of any standard user Windows security group. You must have read and write or higher access to the PC folder or network location of the database to run the software. Consult with your school's technical department if you receive a warning that an Administrator must install the EDExpress software.

- Some organizations block their users' ability to download software from the Internet. If you have trouble downloading EDExpress, try again later. If you are still unable to download, contact your technical support staff to ensure you have full download rights.

- For further technical guidance, including guidance on logging into EDExpress 2018-2019 for the first time and information on minimal and optimal system requirements, see the *EDExpress 2018-2019 Installation Guide*, which is available for download from the FSAdownload Web site.

Setting Up EDExpress

Startup Information

When you access EDExpress 2018-2019 after upgrading from Release 1.0 to Release 2.0 or performing a full installation of Release 2.0 or a subsequent release, the Startup Information pane of the new EDExpress Desktop displays the following alerts:

- The Pell Payments Source Entity ID is not defined within COD System Setup

- The Direct Loan Source Entity ID is not defined within COD System Setup

These messages emphasize that you must define your Source Entity IDs in COD System setup for both the Pell Grant and Direct Loan programs if you intend to use EDExpress to process records for both. Until you enter your Entity IDs in COD System setup for both programs, these messages continue to appear in the Startup Information pane of the EDExpress Desktop each time you start EDExpress.

If your school does not participate in both the Pell Grant and Direct Loan programs, you can disable the Startup Information warning message for the module you do not use by selecting the appropriate **Disable Source Entity ID Setup Warning?** checkbox in COD System setup. After you select the checkbox, the warning message for the module no longer appears in the Startup Information pane when you start EDExpress. You can also click the **Suppress** button under the messages in the Startup Information pane to hide them from the pane.

If you performed a full installation of EDExpress 2018-2019, Release 2.0 or a subsequent release, rather than an upgrade from Release 1.0, the software displays an additional alert in the Startup Information pane 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 EDExpress 2018-2019 Release 2.0 for the first time with a user ID other than SYSADMIN, the Pending Imports pane of the EDExpress Desktop displays an option to import Prior Year User-Defined Queries, Setup, and File Formats from the EDExpress 2017-2018 database. You can click the **Import** button in the Pending Imports pane under the prior year import item 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 link in the Pending Imports pane, you can initiate the import later by following the steps at the end of this section. You can also click the **Suppress** button under the prior year import option in the Pending Imports pane to clear the import type from the pane. Suppression of import types from the Pending Imports pane 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 EDExpress. For example, you may want to import setup information for the Pell and Direct Loan modules after performing a Custom (or "upgrade") installation of Release 2.0. To import prior year setup data, select **File**, **Import**, **Global**, choose **Prior Year User-Defined Queries, Setup, and File Formats** as the import type, click **OK**, and select the data you want to import.

Importing Prior Year Setup Data

The prior year import function in EDExpress 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 EDExpress version.

You can also import disbursement profiles, program profiles, and CIP codes 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 EDExpress prompted you after installing and opening EDExpress, follow the steps below to import it.

1. Click the Import button under **Prior Year User-Defined Queries, Setup, and File Formats** in the Pending Imports pane and skip to step 3. Otherwise, select **File**, **Import** from the menu bar, then choose **Global**.

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.

- **New for 2018-2019!** You can now apply password protection to EDExpress reports and lists you print to a file, including import edit reports. To use this new functionality, enter the same password in the **Password** and **Verify Password** fields. EDExpress saves the password-protected file it creates in PDF format in the destination folder.

- If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a PDF-compatible program such as Adobe Reader, 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, 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 is imported from a prior year database into COD Disbursement setup, EDExpress 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 EDExpress 2017-2018 into EDExpress 2018-2019 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 EDExpress 2017-2018 into EDExpress 2018-2019, 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 EDExpress, 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 III, section 3 of the *2018-2019 Common Origination and Disbursement (COD) Technical Reference*.

Global Setup

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

Establishing an Assumed School

If you defined your assumed school in EDExpress 2018-2019, 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, then choose **Global**, **School**.

2. If you receive the message "No Assumed School," click **OK**.

3. 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.

4. 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.

5. If you will be processing Free Application for Federal Student Aid (FAFSA®) data, confirm that the **App Processing Participant** checkbox is selected.

6. Click **OK** to continue.

7. 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 EDExpress 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, then choose **Global**, **School**.

2. If you receive the message "No Assumed School," click **OK**.

3. Click **Add** (above the **OK** button in the lower portion of the dialog box).

4. In the School Code field, enter your newly assigned Direct Loan School Code.

5. Enter your school name, address, city, state and zip in the appropriate fields.

6. Select the **Direct Loan Participant** checkbox.

7. 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 EDExpress for certain users, the first step is to create groups that have limited access to EDExpress. 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 EDExpress, you can create user IDs and assign them to the predefined EXPRESS ADMINISTRATION security group, which has access to all EDExpress functions.

Step 1, to create a security group:

1. Select **Tools**, **Setup** from the menu bar, then choose **Global**, **Security Groups**.

2. Click **Add**.

3. Type the name of the group you are defining.

4. 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.

5. 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.

6. If you use EDExpress for application processing, click the **App Express** tab and select the appropriate Access checkboxes.

7. If you use EDExpress for packaging, click the **Packaging** tab and select the appropriate Access checkboxes.

8.   Click the **Direct Loan**, **Pell**, and/or **COD** tabs and select the appropriate Access checkboxes.

9.   Click **Save**.

10. Click **Add** to create another group or click **OK** to exit the dialog box.

Important Note

- 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 module only, select the **Multiple Entry** checkbox under the Pell tab only in the Security Groups dialog box and verify the Multiple Entry checkbox is cleared under all other applicable tabs.

Defining Password Security

New for 2018-2019! The new Password Setup feature enables you to establish default parameters and requirements for passwords you define in Security Users setup (**Tools**, **Setup**, **Global**, **Security Users**). The new 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 EDExpress 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 EDExpress users at your school in both standalone and networked environments.

In addition to the password parameters you establish in Password Setup, valid EDExpress 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, then choose **Global**, **Password Setup**.

2.   Increase or decrease the **Minimum Password Length** field if you want to adjust the minimum required length for passwords associated with EDExpress 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**.

3.   Increase or decrease the **Password History Length** if you want to adjust the maximum number of password resets that must elapse before an EDExpress user can reuse a password. EDExpress requires a minimum of 24 password resets before allowing a password to be reused. Valid values are **24** (the default) to **90**.

4. 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 EDExpress user ID before the user is required to change his or her password. EDExpress 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).

5. (Optional) Use the **Sample Password** field to test entry of passwords to ensure they meet minimum requirements for password characters and length.

6. 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, then choose **Global**, **Security Users**.

2. Click **Add** (below the new record count box). If this is your first record to add after installing EDExpress, skip this step and go to step 3.

3. Type a user ID in the User ID entry box and press **Tab**.

4. 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.

5. (Optional) Select the **Export to EDconnect?** checkbox. Selecting this checkbox enables EDExpress to add files to the EDconnect Transmission Queue automatically when you export them.

6. (Optional) Select the **Automatically Transmit?** checkbox. Selecting this checkbox enables EDExpress to automatically transmit your Common Record and data request files in Edconnect.

7. Press **Tab** to advance to the Password field.

8. 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 EDExpress 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 2 through 10 to add more user IDs.

12. Click **OK** to exit the dialog box.

Important Note

- 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, EDExpress 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 EDExpress, you must also define settings in COD System setup for both modules.

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, then choose **COD**, **School**.

2. Select the **Pell Payments** tab.

   - If you are defining a Reporting school for the first time, skip to step 3.

   - If you are defining an Attended school, click the **Add** button, select the **Attended** radio button, and skip to step 3.

3. Type the six-digit Reporting Pell ID.

4. Type the eight-digit Reporting Entity ID.

5. Type the six-digit Attended Pell ID.

6. Type the eight-digit Attended Entity ID.

7. Type the eight-digit Enroll OPE ID(s) associated with the Attended Entity ID. EDExpress 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.

8. Select a funding method. See "Establishing a Funding Method" in this desk reference for more information.

9. Select default values for telephone number, cost of attendance, and other required Pell Grant setup fields.

10. Click **OK**, then click **Close**.

Important Notes

- The Enrollment Status field value is required in EDExpress to prepare Pell origination records for export to COD; it is also a required value on each individual Pell anticipated and actual disbursement record. While you can leave the Enrollment Status field blank in the School setup dialog box for the Pell module, note that providing a default value can save you data entry effort later in the process.

- If you did not import your Pell Grant setup when EDExpress 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. If you choose to enter information in these fields, EDExpress adds the information to the originations you create and calculates the Pell Grant award for you.

- 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 fill in the optional Enrollment Information–For School Use Only fields, EDExpress uses the information in combination with the record's enrollment status to calculate the Total Payment Ceiling and Scheduled Award. If you leave the fields blank, EDExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount to which the student would receive given the Cost of Attendance, EFC, the Additional Eligibility Indicator, and assuming the student is attending full time for a full academic year.

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.

    - **Cost of Attendance.** Indicates the Pell Grant Cost of Attendance for this school.

    - **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, EDExpress adds the information to the origination records you create and calculates the Pell Grant award for you.

    - 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**.

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, then choose **COD**, **School**.

2. Select the **Direct Loan** tab.

3. 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.

4. Type the eight-digit Reporting Entity ID.

5. Type the eight-digit Attended Entity ID.

6. Type the eight-digit Enroll OPE ID.

7. Select a funding method. See "Establishing a Funding Method" in this desk reference for more information.

8. If this is your default school for Direct Loan, select the **Default School?** checkbox.

9. Select default values for Direct Loan setup. See the next section, "Completing School Setup for Direct Loan Module," for more information.

10. 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 EDExpress 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 EDExpress, see the valid values listed for the Origination Fee Percentage field in the Direct Loan external import add record layout in the *2018-2019 COD Technical Reference*, Volume III, Section 3.

- **PLUS Loan Fee Percentage.** This field displays 4.000 by default as the loan origination fee percentage used by EDExpress 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 EDExpress, see the valid values listed for the Origination Fee Percentage field in the Direct Loan external import add record layout in the *2018-2019 COD Technical Reference*, Volume III, Section 3.

- **Sub/Unsub Interest Rebate Percentage.** This field is used by EDExpress 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 EDExpress 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 EDExpress. This field sets a system edit for actual disbursement entry. If this checkbox is selected, EDExpress requires the Loan Entrance Interview Date field (on the Demo tab's Demo Date Info sub-tab) be filled 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 MPNs for Direct Subsidized, Unsubsidized, PLUS and Grad PLUS loans.

  See the "Multi-Year MPN Feature" and "Single-Year MPN Feature" sections in the *2018-2019 COD Technical Reference*, Volume II, "Section 1–Implementation Guide," available on the FSAdownload Web site, for more information.

2. Select a funding method. See "Establishing a Funding Method" on the next page for more information.

   Note: Press **F1** for Help with field descriptions and valid values for the Direct Loan School Setup Fields.

3. Click **OK**.

Important Notes

- **New for 2018-2019**! We removed all print functionality for MPNs, MPN manifests, and Disclosure Statements from EDExpress 2018-2019. MPNs, MPN manifests, and Disclosure Statements must now be printed outside of EDExpress using a different system or completed by the borrower online at StudentLoans.gov Web site. EDExpress continues to track 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 continue to indicate whether the Disclosure Statement has been printed.

- If you import Prior Year User-Defined Queries, Setup and File Formats from EDExpress 2017-2018 into EDExpress 2018-2019 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 2018-2019 Direct Loan records.

Establishing a Funding Method

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

1. Click the **Funding Method** field (on the Direct Loan tab and the Pell tab; if you use EDExpress 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 EDExpress or the *2018-2019 COD Technical Reference* for complete descriptions of funding methods. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

- **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 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 EDExpress 2017-2018 into EDExpress 2018-2019 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 COD School Relations Center by telephone at **800/848-0978** for Direct Loan or **800/474-7268** for Grants, or by e-mail at CODSupport@ed.gov.

COD System Setup

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

To define your default COD System settings:

1. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **System**.

2. Enter your **Source Entity ID** for Pell Grant and/or Direct Loan 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.

3. (Optional) Select the **Third Party Servicer?** checkbox if you are a third-party servicer using EDExpress to submit 2018-2019 Pell Grant or Direct Loan data. This information is included in the COD Common Record.

4. (Optional) If you use only the Pell Grant or only the Direct Loan module, select the **Disable Source Entity ID Setup Warning?** checkbox for the module you do not use.

5. (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.

   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.

6. Click **OK**.

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. Setting up disbursement profiles is optional for Pell Grant records, but is required for Direct Loan and TEACH Grant records.

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. For Direct Loan processing, in addition to disbursement dates, you store academic year dates, loan period dates, and payment period start dates.

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.

In the Disbursement Profile dialog box, if you select the **Retrieve** button, EDExpress 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, then choose **COD**, **Disbursement**.

2. If you are setting up a second or subsequent disbursement profile code, click **Add**.

3. Select the module or modules for which you are creating the disbursement profile code: **DL**, **Pell**, and/or **TEACH**.

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

4. Enter a disbursement profile code (a one- to four-character alphanumeric value).

5. 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. 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 6/30/2019.)

   - **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 7/1/2018.)

- **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 6/30/2019.)

- **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 7/1/2018.)

Note: The DL Code, Academic Year Start and End Dates, and the Approved Loan Period Start and End Dates are required for Direct Loan setup. 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 Pell Grant disbursement profile. The DL Code is disabled if you choose to create a TEACH Grant disbursement profile.

7. Enter anticipated disbursement dates in MMDDCCYY format in the Disbursement Dates grid.

    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 is selected as the module, you can have as many as 20 disbursements, and they must fall within the date range 10/1/2017 to 9/30/2024[*]. 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 06/21/2015 to 12/28/2022.

    [*]Although EDExpress accepts any date on or after 10/1/2017, the valid 2018-2019 date range for Pell Grant disbursement records is from the date the 2018-2019 Pell schedules are posted on the IFAP Web site to 9/30/2024.

8. If you selected the DL checkbox in step 3, enter a PP (Payment Period) Start Date in MMDDCCYY format in the grid associated with each disbursement date you defined in step 7.

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

- The Disbursement Dates section of the Disbursement Profile setup dialog box includes a column for you to define a Payment Period Start Date (labeled as PP Start Date) associated with each disbursement date. Values for the PP Start Date column are only required when you are defining disbursement profile codes designated for use with the Direct Loan module. The software verifies that each PP Start Date you define in a disbursement profile occurs within the loan period start and end dates in the profile. You are required to report a Payment Period Start Date to the COD System with each anticipated or actual Direct Loan disbursement for all loan types.

- 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.

- For Pell Grant, Direct Loan, and 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 the Direct Loan and TEACH Grant academic year and loan period start and end dates, as well as Pell, Direct Loan, and TEACH Grant anticipated disbursement dates and Direct Loan payment period start dates, if necessary.

- For Pell Grant, Direct Loan, and TEACH Grant records, you can enter a disbursement profile code directly on the student's origination record either manually or through one of the following methods:
  - ISIR Import
  - Process, Calculate Award Amount for Entire School Year from the menu bar
  - Multiple Entry (after an award amount has been calculated) (Pell only)
  - Loan Data–External Add
  - Loan Data–External Change
  - Origination Data–External
  - External TEACH Grant Data

- If you have imported your prior year disbursement profile setup information from EDExpress 2017-2018 into EDExpress 2018-2019, your disbursement profile codes are marked inactive until you update the loan period, academic year, disbursement, and payment period start dates to correspond to the current award year.

Direct Loan Tolerance Setup

Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. Currently, tolerances are used in EDExpress when printing the List-Document Activity report. This report helps you analyze how you are performing relative to your suggested tolerance. Enter the maximum number of days you want to elapse between various processes.

To establish your Direct Loan Tolerances:

1. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **Tolerances**.

2. Click the field for the tolerance you are setting.

3. Enter the value for the tolerance (the number of days between processes).

4. Click **OK** to close the Tolerance dialog box.

Important Notes

- See Help in EDExpress and in the DL Tools software for additional information on the use of tolerances and measurement tools within DL Tools.

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

CIP Code Setup

The CIP Code setup option enables you to define multiple Classification of Instructional Programs (CIP) codes that 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.

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

EDExpress Direct Loan, Pell Grant, and TEACH Grant users are required to assign a program profile code to each record for the 2018-2019 award year; the program profile selected for each record must include the appropriate CIP code.

To establish your CIP Code setup:

1. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **CIP Codes**.

2. Click the **CIP Code** field in the first available row in the table.

3. (Optional) Verify the CIP Code Year value is correct. This field defaults to **2010**, the most recent year associated with the CIP code list on the NCES Web site. Although we recommend you use the default value, you can update this value to any CCYY value.

4. Type a unique CIP code for the program. Valid values are 000000 to 999999 (displayed as 00.0000 to 99.9999).

    Note: EDExpress 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 manually.

5. 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.

6. To add another CIP code, click the **OK** button. Repeat steps 2 through 4.

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

Important Notes

- A list of eligible majors and their corresponding CIP codes is available on the National Center for Education Statistics (NCES) Web site at nces.ed.gov/ipeds/cipcode.

Program Profiles Setup

You must provide a program profile code when creating a Pell, Direct Loan, or TEACH Grant record in EDExpress, 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, 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, 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, and CIP Code Year. With the exception of CIP Code Year, these fields are required by the COD System for all Pell, Direct Loan, and TEACH Grant disbursement records.

The program profile codes you define in Setup are available for selection in the Pell, Direct Loan, and TEACH Grant modules when creating records manually on the Origination tab, 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

2. Click **COD**, **Program Profiles**.

3. If this is the first program profile you are creating after installing EDExpress, 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 codes 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 values used by your school in CIP Code setup (**Tools**, **Setup**, **COD**, **CIP Codes**), you can assign the CIP code values to program profiles in Program Profiles setup. You can associate the same CIP code 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 (CRWB19OP), Pell Year-to-Date (PGYR19OP), TEACH Grant Rebuild (THRB19OP), and Direct Loan Rebuild (CODRBFOP) files, EDExpress attempts to match program-related data sent on individual records to established program profiles in your setup. If EDExpress 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, EDExpress creates a new program profile code with that specific combination of values and assigns it to the record. Program profiles created automatically by EDExpress as the result of these imports are assigned a system-generated program profile code:

  – For Web-Initiated Responses (for Pell, 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 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, which must be imported using DL Tools for Windows Release 18.0 (scheduled for posting in June 2018), auto-generated program profile codes are labeled "Auto Gen DLT 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 SAR

- Import ISIR data only from the App Express (application processing) module of EDExpress

- Import ISIR data from App Express 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 2018-2019!** EDExpress 2018-2019, Release 2.0, calculates Pell Grant awards according to the revised 2018-2019 Federal Pell Grant Payment and Disbursement schedules published in [Dear Colleague Letter GEN-18-04](#), posted on April 10, 2018 to the IFAP Web site. As noted in the Dear Colleague Letter, the maximum 2018-2019 Pell Grant award for a full-time student with an Expected Family Contribution (EFC) of zero is now $6,095, an increase of $175 over the previous maximum of $5,920. The maximum Pell-eligible EFC is also increased for 2018-2019 from 5328 to 5486.

- **New for 2018-2019!** The EDExpress import process now 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.

- **New for 2018-2019!** The new desktop feature in EDExpress 2018-2019 includes a pane labeled Pending Imports. This pane lists data files in your data directory that have yet to be imported into EDExpress, as well as import types you can perform, such as prior year import and ISIR import into the Direct Loan, Pell, and TEACH Grant modules. You can choose to import or suppress each file or import type displayed in the desktop pane by clicking the corresponding button. If you click the import button, EDExpress opens the appropriate import dialog box for the module associated with the file or import type, enabling you to select additional options and initiate the import more quickly. If you choose to suppress a specific data file or import type, EDExpress filters all future files with the same message class or the specified import type from the desktop section.

  If your import data directory is located on a network and multiple EDExpress users in your office routinely import data files, note that the files listed in Pending Imports section 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 clear suppressions and establish a refresh rate for the Pending Imports pane in the desktop settings (**View**, **Desktop Settings**). Desktop settings are specific to your User ID.

- **New for 2018-2019!** You can now apply password protection to EDExpress reports and lists you print to a file, including import edit reports. To use this new 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 PDF format in the destination folder.

- You must provide a program profile code when you create new Pell 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 disbursement record, including CIP Code, 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 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 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.

- The enrollment status is also required by EDExpress to prepare Pell origination records for export to COD; it is also a required value on each individual Pell disbursement record.

The enrollment status value you provide when creating a Pell origination record or when preparing the origination record for export to the COD System is assigned automatically to all anticipated disbursements for the record on the Disburse (Pell Grant) tab. You can use the Enrollment Status field on Origination (Pell Grant) tab or the field on the Disburse tab to adjust the enrollment status value assigned to individual actual disbursements. The enrollment status values on the two tabs are kept synchronized; when you modify the enrollment status value on either tab, the corresponding field on the other tab is updated automatically with the new value.

If you create Pell records using ISIR import, the Enrollment Status field on the origination record and anticipated disbursements is 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 disbursement became effective and when the student began attending classes for the program associated with the Pell award, respectively. Both of these date fields are optional for the 2018-2019 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 EDExpress.

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

- Review the options available for creating origination records carefully and choose the most efficient method for your school's business processes.

- Your school can choose to create anticipated disbursement records (with the Disbursement Release Indicator [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 must be present on a student's origination 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 Disburse tab. If you enter a disbursement profile code on the student's Origination tab, save the record, and answer **Yes** to Select Ready to Send to Pell Processor, anticipated disbursements (DRI checkbox cleared, or set to False) are automatically created on the student's Disburse tab. The amount in Award Amount for Entire School Year is divided among the disbursement dates defined in the disbursement profile code.

- In EDExpress, Pell Grant and Direct Loan data are combined under one Origination tab. Select the **Origination** tab, then choose the **Pell Grant** or **Direct Loan** tab.

- 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 IFAP Web site.

- 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-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.

    Use the Pell Grant origination record field labeled Additional Eligibility Indicator to 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 on the origination record.

    You can select the Additional Eligibility Indicator checkbox manually on the Pell Origination tab, use Pell 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 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 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 information fields located in the Enrollment Information–For School Use Only area on the Origination (Pell Grant) tab are not part of the origination record that is exported to the COD System. If you fill in the optional Enrollment Information–For School Use Only fields, EDExpress uses the information to calculate the Total Payment Ceiling and Scheduled Award. If you leave the fields blank, EDExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount the student would receive given the cost of attendance, EFC, and assuming the student is attending full time for the full academic year. The 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 origination record that are exported to the COD System but not processed by the COD System include School Internal Sequence Number and Origination 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 and enter the student's Social Security Number as it appears on the paper SAR. Then click **OK**. Continue to step 3.

    If a demographic record exists for the student, open the student's record.

2. On the Demo tab, enter the student's demographic information if no demographic information exists. You should ensure the entries in Current 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 CPS databases. For more information, see the *2018-2019 COD Technical Reference*, Volume II, Section 4. The technical reference is available for download from the FSAdownload Web site ([fsadownload.ed.gov)](fsadownload.ed.gov).

    Note: If you enter or modify data in any Ability to Benefit field, EDExpress 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. EDExpress 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.

4. Select **File**, **Save** from the menu bar. You have now created a demographic record for your student.

5. Click the **Origination** tab (in the lower portion of the screen).

6. Click the **Pell Grant** tab (in the upper left portion of the screen).

7. Select **Record**, **Add** from the menu bar or the + button on the toolbar. The Add Pell Record dialog box appears. Type the student's Name Code (first two letters of the last name). Then, if the Reporting Pell ID or Attended Pell ID fields are blank, click the **ellipsis (…)** buttons to add a Reporting Pell ID or an Attended Pell ID. The last required field in this dialog box is Program Profile Code. The Program Attendance Begin Date field is optional. Click **OK**.

8. Enter the origination data. All fields highlighted in yellow are required.

   Note: Although the Additional Eligibility Indicator, Disbursement Profile Code, Verification Status Code, and the Incarcerated? fields are not highlighted in yellow, select a valid value or enter the data if applicable. Press **F1** for Help with field descriptions and valid values for the Pell Grant Origination fields.

9. (Optional) Enter the data for the fields in the Enrollment Information–For School Use Only area.

10. Select **File**, **Save** from the menu bar, then click **Yes** if the record is ready to send. If the record passes all end-of-entry edits, the record is set to **Ready**. You have created a Pell origination record.

11. Select **File**, **Close** from the menu bar or enter or select another SSN from the toolbar.

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 App Express

To create origination records by importing ISIRs from App Express, the application processing module:

1. If the "Origination Data – ISIRs" import type is displayed in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the import type name and skip to step 3. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow in the Import Type field and select **Origination Data–ISIRs**.

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 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.

4. If the Reporting Pell ID and Attended Pell ID fields are blank, click the **ellipsis (…)** buttons to add a Reporting Pell ID and an Attended Pell ID.

5. Select any other checkboxes that apply:

    - **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 Original SSN, Name ID, Origination Status, and Pell 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 Award Amount for Entire School Year to the origination record). This option sets the origination record to **Ready** status following the import, provided that all required information is available. See "Importing ISIRs from App Express 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 module.

    - **Import Packaging Data?**: This option, if selected, includes Pell award data from the EDExpress Packaging module in the import. See "Importing ISIRs from App Express 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 origination 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**: Select a disbursement profile code for the origination records you are creating if you also want to add anticipated disbursements. This field is enabled only if you also select the **Import Packaging Data?** checkbox (which adds the Award Amount for Entire School Year to the Origination Record) and will set the anticipated disbursements to **Ready** status. See "Importing ISIRs from App Express and Including Packaging Data" in this desk reference for more information.

  Note: If you select a disbursement profile code on the import dialog box, the Enroll OPE ID associated in COD School (Pell Grant) 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.

- **Processed Date Range**: If you want to limit your ISIR import to records processed by the CPS 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.

6. Click **OK**.

7. The Pell 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 disbursement profile code 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 added to the Disburse tab and 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.

8. 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.

9. Click **OK** to close the In Progress dialog box.

The newly created origination 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 Grant tab.

Important Notes

- If you typically create multiple Pell 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 on the Disburse tab, using Pell Multiple Entry, or by importing an external origination change file.

- Only one ISIR transaction per Attended School is imported into the Pell module.

- EDExpress imports the ISIR transaction listed in the Transaction Paid On field on the Demo tab. If this field is blank, EDExpress imports the Active Transaction (usually the highest transaction) denoted on the Demo tab and the ISIR Review tab.

Importing ISIRs from App Express and Including Packaging Data

You can import ISIRs from the App Express (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 App Express and including Packaging data:

1. If the "Origination Data – ISIRs" import type is displayed in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the import type name and skip to step 3. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the down arrow in the **Import Type** field and select **Origination Data–ISIRs**.

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 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.

4. Select the **Import Packaging Data?** checkbox.

5. If the Reporting Pell ID and Attended Pell ID fields are blank, click the **ellipsis (…)** buttons to add a Reporting Pell ID and an Attended Pell ID.

6. (Optional) Click the **ellipsis (…)** button next to Disbursement Profile and select a disbursement profile code to apply to the origination records you are creating. Applying a disbursement profile code also creates anticipated disbursement records for those records.

    Note: If you select a disbursement profile code on the import dialog box, the Enroll OPE ID associated in COD School (Pell Grant) 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.

7. Select any other options in the Import dialog box that apply to your import. See "Importing ISIRs from App Express" in this desk reference for more information on these fields.

8. Click **OK**.

9. Review the selected students and update program-related data field values as needed in the Pell 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.

10. 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.

11. 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 origination records have an origination status **Ready**. Otherwise, the newly created origination records have an origination status **Not Ready**. The records can be viewed on the Pell Grant tab.

Important Note

- If you are a Pell 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 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 *2018-2019 COD Technical Reference*, Volume III, Section 3 for the most recent external import record layouts. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

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

1. If the Pell Grant External Origination Add/Change file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow in the Import Type field and select **Origination Data–External (PGEO)**.

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. (Optional) Select the **Prompt for Duplicates?** checkbox for EDExpress 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.

6. (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 record to pass end-of-entry edits, the record is not added or updated.

7. 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.

8. Click **OK** to close the Batch Statistics dialog box.

Important Notes

- 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 Demo tab 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 CPS 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 *2018-2019 COD Technical Reference*, Volume II, 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 origination 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 student origination record. If you successfully update the student 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**.

2. If you are using the optional Enrollment Information–For School Use Only fields and are a Pell Formula 2–5 school, choose the following fields by selecting the adjacent checkbox: **Weeks Used to Calculate Payment** and **Credit/Clock Hours to Complete**. If you are a Pell Formula 1, 2, or 3 school, select the **Enrollment Status** field.

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 Multiple Entry update grid.

   Note: If the Pell Grant award amount is not entered and saved on the Origination (Pell Grant) tab, a disbursement record is not created by adding a disbursement profile code through Multiple Entry (unless you also add the Pell Grant Award Amount during the same Multiple Entry process).

   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, EDExpress 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 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.

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 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 Multiple Entry process is finished, EDExpress 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, the corresponding program profile code field value at the top of the Disburse (Pell Grant) tab is updated, and 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 you use Pell Multiple Entry to modify the enrollment status, the corresponding Enrollment Status fields on both the Origination (Pell Grant) and Disburse (Pell Grant) tabs are updated, as well as all anticipated disbursements, provided they are not batched for processing (disbursement status = **B**). The updated enrollment status is also applied to any actual disbursement adjustments you enter as part of or subsequent to the Multiple Entry update.

- When the Pell 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.

- 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 IFAP Web site.

- 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 EDExpress 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.

To use the Calculate Award Amount process:

1. Click **Process**, **Calculate Award Amount for the Entire School Year** from the menu bar.

2. (Optional) Click the Disbursement Profile Code **ellipsis (…)** button and select a disbursement profile code.

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, EDExpress 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 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. (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 2018-2019!** The Calculate Award Amount for Entire School Year function in Release 2.0 follows the 2018-2019 Pell Grant Payment and Disbursement schedules published in Dear Colleague Letter GEN-18-01, posted on January 31, 2018 to the IFAP Web site.

- Calculate Award Amount for Entire School Year can also be run on individual student records. From the student's Origination (Pell Grant) tab, select **Process**, **Calculate Award Amount for the Entire School Year** or click the **$** button on the menu bar.

- If you add the disbursement profile code during the Calculate Award Amount process, anticipated disbursement records are added to the Disburse tab 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 you select.

- 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 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 IFAP Web site.

- 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-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.

    EDExpress enables you to disburse up to 150% of the scheduled Pell Grant award if the Additional Eligibility Indicator is selected on the origination record.

    If the Additional Eligibility Indicator is selected on the origination record, 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 $6,095 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 $9,142.50.

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 Pell Grant Payment and Disbursement Schedule. 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 App Express 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 on the Disburse (Pell Grant) tab.

- Use Multiple Entry to add disbursement dates and amounts or a disbursement profile code.

- Import external disbursement data.

A Pell Grant origination record must have a calculated Award Amount for Entire School Year and a minimum origination status of **Ready** before the Disburse tab is activated.

Important Notes

- 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, 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 on the Disburse tab to a different code associated with the program profile that has the correct values. The program profile code is an EDExpress-only field and is not sent to the COD System.

- Use the COD Program Reporting Data section to the top of the Disburse tab section to add or modify the required Program Profile Code and Enrollment Status fields and the optional Enrollment Status Effective Date and Program Attendance Begin Date fields for each disbursement. If you need to adjust any of these fields, enter or select the new value in the COD Program Reporting Data section of the Disburse tab and save the record.

  Updating and saving new values in the COD Program Reporting Data section results in the following:

- o **For anticipated disbursement records**: When you save updates to the COD Program Reporting Data section, all anticipated disbursements are updated automatically with the new values, provided they are not batched for processing (disbursement status = B). If you want to adjust values on a batched anticipated disbursement record, you must wait until after you have imported the processed response file from the COD System for the anticipated disbursement you submitted previously, which updates the record's disbursement status to a value other than B.

- o **For actual disbursement records**: Changing field values in the COD Program Reporting Data section does not modify values on existing actual disbursement (DRI set to True) records or processed adjustments to actual disbursements (i.e., sequence numbers greater than 01); for tracking purposes, the values on these disbursement transactions remain set to the values you submitted when the DRI was first selected or the disbursement was adjusted. However, if you add a new sequence number on the Disburse tab to adjust an existing actual disbursement after changing values in the COD Program Reporting Data section, the new disbursement sequence number uses the updated values.

- The eight-digit Enroll OPE ID field is required on each anticipated and actual Pell Grant disbursement transaction to capture the physical location of the school campus that the student is attending. If there is no Enroll OPE ID associated with the Pell Grant origination record, the default Enroll OPE ID you define in COD School (Pell Grant) setup is used automatically as the value in the Enroll OPE ID field in the Disburse tab. You can modify this value as needed on individual anticipated and actual disbursement transactions.

  The Enroll OPE ID can be added/modified on the Disburse tab through manual entry, Multiple Entry, Disbursement Data-External import (PGED), or by importing Packaging records using the Origination Data-ISIRs import type and assigning a disbursement profile code.

- If the award amount is not entered and saved on the Origination (Pell Grant) tab, 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 Pell data to the origination 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.

- For more information and instructions, see the EDExpress Help topic "Disbursement Sequence Number."

Creating a Disbursement Record Manually

To create a disbursement record manually:

1. Open the student's record.

2. Click the **Origination** tab (in the lower portion of the screen).

3. Click the **Pell** tab (in the upper left portion of the screen). Ensure that all required fields are completed and that the origination record is at **Ready**, **Batched**, **Accepted**, or **Corrected** origination status.

4. (Optional) If you want to create disbursement records by using disbursement profile codes that you created in COD Disbursement setup, select the disbursement profile code by clicking the **ellipsis button (…)** next to the Disbursement Profile Code field. The disbursement profile code creates anticipated disbursement records (DRI checkbox is clear, or set to False). Anticipated disbursements are not eligible for funding. Instead, they establish estimated disbursements in the COD System. If you choose to enter a disbursement profile code, and the origination record has not already been exported to the COD System and is not at **Batched** status:

   - Enter the disbursement profile code.

   - Click **Save**.

   - Click **Yes** if you are prompted to "Select record ready to send to Pell Processor?"

     The disbursement profile code you selected enters the disbursement dates associated with the code and divides the total award amount among the disbursement dates.

   - Click the **Disburse** tab, then click the **Pell Grant** tab.

   - If you want to change the values for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, or Program Attendance Begin Date fields that will be associated with your disbursements, update the fields at top of the Disburse tab as needed and click the **Save** button.

   - Skip to step 7 below.

5. If you choose not to use a disbursement profile code, click the **Disburse** tab (in the lower portion of the screen), then click the **Pell** tab (in the upper left portion of the screen).

   - If you want to change the values for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, or Program Attendance Begin Date fields that will be associated with your disbursements, update the fields at top of the Disburse tab as needed and click the Save button.

- At the top of the tab, click the **down** arrow to select the disbursement number, then click **Add**. The disbursement sequence number is added for you automatically.

6. Enter the disbursement date and the submitted amount on the disbursement line. Verify the Enroll OPE ID is correct, or modify as needed.

   Note: Although EDExpress accepts any date on or after 10/1/2017, the valid 2018-2019 date range for Pell Grant disbursement records is from the date the 2018-2019 Pell Grant schedules are posted on the IFAP Web site to 9/30/2024.

   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.

7. To indicate that an actual disbursement is eligible for funding, select the **Disbursement Release Indicator** checkbox. See "Updating the Disbursement Release Indicator (DRI) for Pell Grant Records" in this desk reference for more information.

8. Select **File**, **Save** from the menu bar. The record is set to **R** (Ready).

9. Select **File**, **Close** from the menu bar or enter or select another SSN from the toolbar.

Using Multiple Entry to Create Pell Disbursements

To create a disbursement record using Pell Multiple Entry:

1. Select **Process**, **Multiple Entry** from the menu bar, then choose **Pell**.

2. If you want to create disbursement records by using disbursement profile codes that you have created in COD Disbursement setup, select the Disbursement Profile Code field and select the appropriate code from the Value list.

   Or

   If you want to create disbursement records without using disbursement profile codes, select any of the disbursement fields. The Disbursement Number, Disbursement Submit Amount, Disbursement Date, Pay Period Start Date (required for any school that is ineligible for any part of the award year), Disbursement Release Indicator, and Enroll OPE ID checkboxes 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 Multiple Entry selection grid.

Note: Although EDExpress accepts any date on or after 10/1/2017, the valid 2018-2019 date range for Pell Grant disbursement records is from the date the 2018-2019 Pell Grant schedules are posted on the IFAP Web site to 9/30/2024.

Note: At this stage, you can also select the Disbursement Release Indicator (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, EDExpress 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 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.

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

- **New for 2018-2019!** To help you identify more easily how Multiple Entry will modify disbursement records you select for updates, we enhanced the secondary dialog box of Pell Multiple Entry to add 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 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, Enroll OPE ID, and Disbursement Release 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 EDExpress 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. If the Pell Grant External Disbursement file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow in the Import Type field and select **Disbursement Data–External (PGED)**.

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 the **Prompt for Duplicates?** checkbox if you want EDExpress to prompt you each time it encounters a duplicate record during the import process.

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 **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.

7. 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.

8. Click **OK** to close the Batch Statistics dialog box.

Important Notes

- See the *2018-2019 COD Technical Reference*, Volume III, Section 3 for the most recent Pell Grant External Disbursement (PGED) record layout. The technical reference is available from the FSAdownload Web site (fsadownload.ed.gov).

- 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.

- Although EDExpress accepts any date on or after 10/1/2017, the valid 2018-2019 date range for Pell Grant disbursement records is from the date the 2018-2019 Pell Grant schedules are posted on the IFAP Web site to 9/30/2024.

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

Selecting the Disbursement Release Indicator (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 current funding level (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 on the Disburse (Pell Grant) tab

- 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 EDExpress by printing the following reports:

  – Pell Origination Record (select the **Print Disbursement Information?** checkbox)
  – Pell 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, then choose **Pell**.

2. Select **COD Common Record (CRAA19IN)** in the Export Type field.

3. 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 Originations button, for example, *all* your disbursement records will export in the document.

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

4. 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.

5. Click **OK** to close the In Progress dialog box.

6. Transmit the resulting CRAA19IN file to the COD System using EDconnect or other transmission software. EDconnect can be downloaded from the FSAdownload Web site (fsadownload.ed.gov).

Note: If you want EDExpress 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 EDExpress, 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 CRAA19OP.

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

- **Web-Generated Response.** A Web-generated response is created by the COD System when transactions are completed on the COD Web site. Upon import, it updates your database with the status (**Accepted**, **Rejected**, **Corrected**, or **Duplicate**) of the records you submitted on the COD Web site. Pell Grant Web-initiated disbursements begin with disbursement sequence number 01 (if you created the initial disbursement on the Web) or 66-90 (if you adjust a previously accepted disbursement record through the Web). The Web-generated response message class is CRWB19OP.

  Note: You should not originate a Pell Grant record on the COD Web site if you want to keep your EDExpress database synchronized with the COD System's database. You can, however, make changes to origination records already submitted through EDExpress 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 EDExpress and the COD Web site together to update Pell Grant origination and disbursement data, review the "Web-Initiated Responses (CRWB19OP)" topic in the EDExpress 2018-2019 Help system.

  Note: To receive CRWB19OP 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 Web site at cod.ed.gov or contact COD School Relations at **800/474-7268**.

- **Pell 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 CRND19OP.

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

1. If the response file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow in the Import Type field and select **COD Common Record Response**.

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. When the import process is finished, EDExpress 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 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.

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.

8. 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 CPS Transaction number on file than what the school used to base the disbursement, a list of students that have been selected for verification by the CPS 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 (CRND19OP) 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, EDExpress 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 on the Disburse tab.

- During the import of COD Response files, EDExpress performs a date and time comparison of the Document ID in the import file against the corresponding Document ID in EDExpress. If the import file's data is older than the data in your EDExpress 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 (CRAA19OP) and Web-Initiated Response (CRWB19OP) files. For document integrity, you cannot import response documents for Pell Grant records that did not originate in the EDExpress database. The document ID and student records must exist in the database for EDExpress to update records. If you lose your database before receiving a response back from the COD System, you must rebuild the EDExpress 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, EDExpress displays the accepted disbursement amount with the 66-90 disbursement sequence number.

- See the *2018-2019 COD Technical Reference*, Volume II, Section 4 for complete information about the COD System edit codes. The technical reference is available from the FSAdownload Web site.

- The HEOA authorized schools to award the maximum full-time Pell Grant award to individuals whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001.

EDExpress users should not originate Pell Grant records on the COD Web site unless the origination record is for a student that qualifies under this HEOA provision. You cannot create or modify origination or disbursement records for these students in EDExpress 2018-2019 due to software data edits that prevent the Award Amount for Entire School Year from exceeding the student's Total Payment Ceiling. To accommodate this limited group of Pell Grant recipients, you must create the initial Pell Grant origination record on the COD Web site. Be sure to create a "shell" record for the student in EDExpress before importing the corresponding CRWB19OP file. Your "shell record" should include the same current SSN, date of birth, and last name for the student that you provided on the COD Web site to ensure EDExpress can match the data in the CRWB19OP file to the record in your EDExpress database during import.

Note: If you have indicated to the COD System that you want to receive Web-initiated response files (CRWB19OP) through the SAIG for activities you perform on the COD Web site, you will receive a CRWB19OP for Pell Grant awards you create on the COD Web site in accordance with this HEOA provision.

You can identify these records following a CRWB19OP import by opening the student's Origination tab, selecting **View**, **Processed Edits**, and checking for the COD System processed edit code 168, which identifies this narrow group of eligible recipients. Alternatively, you can look for student records with code 168 by printing the Pell Grant module's Edits by Student – Origination report (under **File**, **Print**, **Pell**). Affected records also have an obvious discrepancy between the EFC, Award Amount for Entire School Year, and Total Payment Ceiling field values.

Correcting Pell Grant Records

Pell Grant origination and disbursement records can be corrected before they have been exported (batched) to the COD System or after they have been processed by the COD System. 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 Origination tab or Disburse tab, by using Multiple Entry, or by importing an external change file to update specific fields.

Correcting Pell Grant Records Manually

When updating data on the Disburse tab:

- (Pell Grant Only). You can change the anticipated Disbursement Date, Amount Submitted, Enroll OPE ID, Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Begin Date 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 disbursement amount you want to pay, not the difference between the old and new disbursement.

To decrease a Pell Grant award when it is associated with a disbursement profile code and 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.

- Recreate the disbursements manually, as mentioned above, *or* reattach the disbursement profile code to recreate your anticipated disbursements. To recalculate disbursements correctly, delete the disbursement profile code, save the record, then reapply the disbursement profile code.

To correct a Pell Grant origination record manually:

1. Open the student's record.

2. Click the **Origination** tab (in the lower portion of the screen).

3. Click the **Pell** tab (in the upper left portion of the screen).

4. Make corrections to the record. If necessary, press **F1** for Help.

5. Select **File**, **Save** from the menu bar.

6. Click **Yes** when the message "Select record ready to send to Pell Processor?" appears. The corrected origination record is now at **Ready** status.

7. Select **File**, **Close** from the menu bar or enter or select another SSN from the toolbar.

To correct a Pell Grant disbursement record manually:

1. Open the student's record.

2. Click the **Disburse** tab (in the lower portion of the screen).

3. Click the **Pell** tab (in the upper left portion of the screen).

4. If you need to adjust the values for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, or Program Attendance Begin Date fields associated with a disbursement, update the corresponding field at top of the Disburse tab and save the record.

5. To make additional corrections to an actual disbursement (DRI is set to True, or the checkbox is selected), such as updating the disbursement date, amount, or Enroll OPE ID:

   - Click the **down** arrow next to Disbursement Number and select the disbursement number you want to update.

   - Click **Add**. A new disbursement sequence number row appears on the grid.

   - Enter the new disbursement date, disbursement amount, and/or Enroll OPE ID in the grid.

6. To make corrections to an anticipated disbursement (DRI is set to False, or the checkbox is not selected):

   - Enter the new disbursement date and/or disbursement amount. You do not need to add a new disbursement sequence number.

   - 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 **Disbursement Release Indicator** checkbox.

   Note: If you want to change the anticipated disbursement amount to $0, do not select the Disbursement Release Indicator checkbox. EDExpress will not allow you to save the record.

7. Select **File**, **Save** from the menu bar. The corrected disbursement record is now at **R** (Ready) status.

8. Select **File**, **Close** from the menu bar or enter or select another SSN from the toolbar.

Important Notes

- To update the program profile associated with an anticipated or actual Pell Grant disbursement, you must first modify the program profile code value at the top of the Disburse tab; you cannot modify the code directly in the Disburse tab grid. When you save the updated program profile code, all anticipated disbursements are updated automatically with the new code, provided they are not batched for processing (Disbursement Status of **B**).

  Changing the Program Profile Code field at the top of the Disburse tab does not modify the value on existing actual disbursement (DRI set to True) records or subsequently processed adjustments; instead, for tracking purposes, the program profile code on these disbursement transactions remains set to the value provided when the DRI was first selected or the disbursement was adjusted. However, if you add a new sequence number to an existing actual disbursement on the Disburse tab after changing the program profile code value at the top of the Disburse tab, the new disbursement sequence number will use the updated code.

- If the COD System student identifier information has changed (current SSN, current date of birth, or current first or last name), send the correction to the CPS and wait for an accepted acknowledgement of the change before submitting any Pell Grant changes to the COD System.

- Although EDExpress accepts any date on or after 10/1/2017, the valid 2018-2019 date range for Pell Grant disbursement records is from the date the 2018-2019 Pell Grant schedules are posted on the IFAP Web site to 9/30/2024.

- 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 on the Disburse tab in the Accepted column next to the submitted amount.

- 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 to the COD System 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 *2018-2019 COD Technical Reference*, Volume II, Section 4. EDExpress is designed to accommodate either option. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

  When you import a response that contains data corrected by the COD System, EDExpress updates your database with the COD System corrected value. Correcting data is the COD System default. Contact the COD School Relations Center by telephone at **800/848-0978** for Direct Loan or **800/474-7268** for Grants, or by e-mail 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**.

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 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, EDExpress 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 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.

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 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. EDExpress 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.

- When updating the Disbursement Release Indicator, you also must be sure to select the disbursement number.

- Although EDExpress accepts any date on or after 10/1/2017, the valid 2018-2019 date range for Pell Grant disbursement records is from the date the 2018-2019 Pell Grant schedules are posted on the IFAP Web site to 9/30/2024.

- 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.

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 both Pell Grant and Direct Loan records, the Regenerate process exports both Pell Grant and Direct Loan records.

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 CRAA19IN 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 EDExpress.

Note: Data requests can also be made on the COD Web site 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
- Potential Overaward Process (POP) Report
- Verification Status Report

Important Note

- Use a software program outside of EDExpress, 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 EDExpress.

Requesting Data from the COD System

To make a data request:

1. Select **File**, **Export** from the menu bar, then choose **Pell**.

2. Select **Pell Data Request** in the Export Type field.

   Note: Do not select **Iraq and Afghanistan Data Request** for the Export Type field.

3. 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.

4. Complete any additional required fields.

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 batch ID. The message class for a data request is PGRQ19IN.

6. Click **OK** to close the In Progress dialog box.

7. Transmit the PGRQ19IN file to the COD System using EDconnect or other transmission software.

Important Note

- See Help in EDExpress 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 EDExpress or made on the COD Web site 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 (PGRA19OP) 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. If the data request acknowledgement file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow next to the Import Type field and select **Data Request Acknowledgement (PGRA)**.

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 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 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.

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.

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 (PGMR19OP) 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 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. If the MRR file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow next to the Import Type field and select **Multiple Reporting Record (PGMR)**.

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. After the Multiple Reporting Record has been imported, EDExpress generates a report that displays important information concerning a Potential Overaward Process (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 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.

6. 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.

7. Click **OK** to close the In Progress dialog box.

8. 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 Multiple Reporting Report does not update your EDExpress database.

- The Higher Education Opportunity Act (HEOA) of 2008, P.L. 110-315, authorized schools to award the maximum full-time Pell Grant award to individuals whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001.

  Schools must create and, if necessary, modify Pell Grant origination and disbursement records on the COD Web site for students qualifying for a full Pell Grant as a result of this HEOA provision. You cannot create origination or disbursement records for these students in EDExpress due to existing software data edits that prevent the Award Amount for Entire School Year from exceeding the student's Total Payment Ceiling.

  Pell Grant award information regarding students created on the COD Web site as a result of the HEOA provision is included in Pell Grant Multiple Reporting Record (PGMR19OP) files. **Note:** The EDExpress import report for PGMR19OP files does not specifically identify these records.

- 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 EDExpress does not store the data.

Year-to-Date (YTD) Data

YTD (message class PGYR19OP) data can be used to reconcile your EDExpress 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 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 CPS/SAIG Technical Support.

Important Note

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

Importing and Printing YTD Data

To import YTD data:

1. If the YTD file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow next to the Import Type field and select **YTD Data (PGYR)**.

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 **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.

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

   Note: To identify discrepancies between your EDExpress 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 records in the Pell Grant database. EDExpress 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.

7. 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.

8. 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.

9. Click **OK** to close the In Progress dialog box.

10. Review the output document to determine if further action is necessary.

Important Notes

- When rebuilding Pell records using the Selected or Rebuild All options for the YTD import process, EDExpress attempts to match program-related data sent on individual records to established Program Profiles in your setup. If EDExpress 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 is assigned to the rebuilt record. If there is no match to an existing program profile, EDExpress creates a new program profile code with that specific combination of values and assigns it to the rebuilt record.

Program profiles created automatically by EDExpress as the result of a Pell YTD import are assigned the code "Auto Gen Pell 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 (PGYR19OP) 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, EDExpress 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 Disburse tab.

    Note: If you choose to update Pell Grant records in your EDExpress 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, EDExpress generates a report that lists any discrepancies between your EDExpress 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 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.

- The HEOA authorized schools to award the maximum full-time Pell Grant award to individuals whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001.

    Schools must create and, if necessary, modify Pell Grant origination and disbursement records on the COD Web site for students qualifying for a full Pell Grant as a result of this HEOA provision. You cannot create origination or disbursement records for these students in EDExpress due to existing software data edits that prevent the Award Amount for Entire School Year from exceeding the student's Total Payment Ceiling.

    If you choose not to receive CRWB19OP files from the COD System, you can request a Pell Grant YTD files for students whose Pell Grant awards were created on the COD Web site in accordance with the HEOA provision. If you rebuild Pell Grant records in your EDExpress database by importing a Pell Grant YTD file, EDExpress adds records for your HEOA-eligible students that you can view and print, but software edits will prevent you from saving or exporting updates to these records.

Electronic Statement of Account (ESOA)

ESOA files (message class PGAS19OP) 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. If the ESOA file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow next to the **Import Type** field and select **Electronic Statement of Account (PGAS, IGAS)**.

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 **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.

6. 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.

7. Click **OK** twice.

8. Review the output document to determine if further action is necessary.

Important Note

- EDExpress 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 Potential Overaward Process (POP) situation during the award year. The message class for this data acknowledgement is PGRC19OP.

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. If the Reconciliation Report file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Pell**.

2. Click the **down** arrow next to the Import Type field and select **Reconciliation File (PGRC)**.

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 **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.

6. Click **OK** twice.

7. Review the output document to determine if further action is necessary.

Important Notes

- Importing the Reconciliation File does not update your EDExpress 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 EDExpress 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.

- The HEOA authorized schools to award the maximum full-time Pell Grant award to individuals whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001.

Schools must create and, if necessary, modify Pell Grant origination and disbursement records on the COD Web site for students qualifying for a full Pell Grant as a result of this HEOA provision. You cannot create origination or disbursement records for these students in EDExpress due to existing software data edits that prevent the Award Amount for Entire School Year from exceeding the student's Total Payment Ceiling.

Pell Grant award information regarding students created on the COD Web site as a result of the HEOA provision is included in Pell Grant Reconciliation Report (PGRC19OP) files.

Note: The EDExpress import report for PGRC19OP files does not specifically identify these records.

Direct Loan Origination and Disbursement Records

Creating Direct Loan Origination Records

Loan Origination

EDExpress 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 EDExpress (ISIR or Packaging)
- Import from an external source

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

Important Notes

- **New for 2018-2019**! We removed all print functionality for MPNs, MPN manifests, and Disclosure Statements from EDExpress 2018-2019. MPNs, MPN manifests, and Disclosure Statements must now be printed outside of EDExpress using a different system or completed by the borrower online at StudentLoans.gov Web site. EDExpress continues to track 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 continue to indicate whether the Disclosure Statement has been printed.

- You must provide a program profile code when creating a Direct Loan record in EDExpress, 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, 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, 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 on the Disburse (Direct Loan) tab to a different code associated with the program profile that has the correct values. The program profile code is an EDExpress-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 2018-2019 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 EDExpress.

- 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 listed on the Disburse (Direct Loan) tab is initially filled with the "loan-level" Enroll OPE ID value you provide when creating the loan origination 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.

- As a result of the Budget Control Act of 2011, SEC. 502, subsidized loans can no longer be awarded to graduate and professional students (college grade levels 6 and 7) if the loan period begins on or after July 1, 2012. No updates were made to EDExpress to accommodate this legislative change. You should therefore take steps to ensure you do not originate or export subsidized loans for graduate or professional students whose loan period starts on or after July 1, 2012. The COD System will reject impacted records when they are received for processing.

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 change.

Remember, graduate or professional students can receive subsidized loans if the loan period start date is before July 1, 2012. EDExpress allows you to originate and submit subsidized loan records for eligible graduate or professional students in these circumstances.

- 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 EDExpress 2017-2018 into EDExpress 2018-2019 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 CPS Transaction # field before you can originate PLUS and Grad PLUS loan records in EDExpress.

- 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

Loan information appears on the Loan Info tab. The Loan Info tab is located on the right side of the screen, along with the PLUS Info tab, Credit/PLUS App Info tab, the Change History tab, and the Usage Limit Applies Info tab. You can select any of these tabs directly from the Origination (Direct Loan) tab.

To create a loan origination record manually:

1. If a demographic record does not exist for the student, select **File**, **New** from the menu bar. Enter the student's Social Security Number as it appears on the paper SAR, then click **OK**. Continue with step 3.

2. If a demographic record exists for the student, open the student's record.

3. On the Demo tab, enter or update the student's demographic data. Ensure that the entries for Current SSN, Last Name and/or First Name, Date of Birth, and Student Eligibility Code fields are correct. Although only the fields highlighted in yellow are required to save the demographic record, the Student's Permanent City, Student's Permanent State, and Student's Permanent Zip Code fields (on the Demo Address Info sub-tab) must be included to save a Direct Loan origination record.

   The Ability to Benefit fields are optional and not required to save or originate a Direct Loan record; however, if you enter or modify data in any Ability to Benefit field, EDExpress 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.

4. Select **File**, **Save** from the menu bar. You have now created or updated a demographic record for your student.

5. Click the **Origination** tab (in the lower portion of the screen).

6. Click the **Direct Loan** tab (in the upper left portion of the screen).

7. Select **Record**, **Add** from the menu bar or click the + button on the toolbar.

8. Click the **down** arrow in the Loan Type field and select **S** for subsidized, **U** for unsubsidized, **P** for PLUS, or **G** for Grad PLUS.

9. If the DL Code field does not display the school code you want to use for the record, click the **ellipsis (...)** button to the right of DL Code and select the code from the list.

10. Verify the Enroll OPE ID field value displayed is correct for the loan record you are creating. If you are creating a loan for this student for the first time, the Enroll OPE ID value displayed is associated with your default DL Code in COD School (Direct Loan) setup. If the student already has one or more loan records in EDExpress, the Enroll OPE ID displayed is associated with the most recent loan record you created for the student.

    If you want to change the Enroll OPE ID, enter a different value in the field or click the **ellipsis (…)** button and select the value you want to use from the list.

11. Click the **ellipsis (...)** button in the Disbursement Profile Code field and select one of the disbursement profiles you established in setup.

12. Click the **ellipsis (...)** button in the Program Profile Code field and select one of the program profiles you established in setup.

13. Click the **down** arrow in the Enrollment Status field and select the appropriate value for the loan record.

14. (Optional) Enter a date in the Enrollment Status Effective Date field.

15. (Optional) Enter a date in the Program Attendance Begin Date field.

16. Click **OK**.

17. Complete the loan record, including the fields on the Loan Info and Usage Limit Applies Info tabs.

18. If you are creating a PLUS loan record, select the **PLUS Info** tab and fill in the necessary information. Select the **Loan Info** tab to return to the loan record.

19. Click **Save**.

20. Click **Process**, **Originate** from the menu bar or the **$** button on the toolbar. You have now created and originated a loan record that includes anticipated disbursements.

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 on the Disburse (Direct Loan) tab. In addition, the PP (Payment Period) Start Date values associated with the disbursement profile code 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 (CRAA19IN) export.

Import Data from Another Module Within EDExpress

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

1. If the "Loan Data – ISIRs" or "Loan Data – Packaging" import types are displayed in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the import type name and skip to step 3. Otherwise, select **File**, **Import** from the menu bar, then choose **Direct Loan**.

2. Click the **down** arrow in the Import Type field and select **Loan Data–ISIR** or **Loan Data– Packaging**.

3. 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 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.

4. 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 the disbursement profile code 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 dates associated with each disbursement date.

- **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 **ellipsis (…)** button and select a DL Code from a list of values available in EDExpress 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 **ellipsis (…)** button and 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.

- **Program Profile Code.** Enter the program profile code that applies to the loans you are creating. You can also click the **ellipsis (…)** button and select from a list of program profile code values you defined in Program Profiles setup (**Tools**, **Setup**, **COD**, **Program Profiles**).

- **Enrollment Status.** Click the down arrow to select an enrollment status that applies to the loans you are creating. The value you designate during the import process is used to update the Enrollment Status fields at the top of the Disburse tab and in the Disburse tab grid for each anticipated disbursement.

5. (Optional) Click **Selection Criteria** to limit or narrow the group of records for which loans will be created.

6. Click **OK**.

7. Use the "DL Choose Select Records/Verify or Enter Program Attendance Begin Date, Enrollment Status, and Program Profile Code" dialog box to view and adjust the value(s) you selected in the Import dialog box for individual records as needed before you import them into the Direct Loan module.

8. 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.

9. 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.

10. Click **OK** to close the In Progress dialog box.

Important Notes

- **New for 2018-2019!** We relocated the required Program Profile Code and Enrollment Status fields and the optional Program Attendance Begin Date field from the Import dialog box to the Direct Loan Choose Select Records/Verify or Enter COD Program Reporting Data dialog box, making it easier to review and revise program-related data before importing ISIR or Packaging data to create new Direct Loan records.

  We also modified the top of the Direct Loan Choose Select Records/Verify or Enter COD Program Reporting Data dialog box to add 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 clicking OK to begin the import.

  The values you designate for the Program Profile Code, Enrollment Status, and Program Attendance Begin Date fields for the import are used to update the corresponding field values at the top of the Disburse tab and on each anticipated disbursement record in the Disburse tab grid.

- 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 on the Disburse tab, 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, EDExpress 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. If the Direct Loan External Origination Add (DIEA19OP) or External Origination Change (DIEC19OP) file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Direct Loan**.

2. Click the down arrow in the Import Type field and select **Loan Data–External Add (DIEA)** or **Loan Data–External Change (DIEC)**.

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 the following option for Loan Data–External Add (DIEA) only:

   - **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.

6. 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.

7. Click **OK** to close the In Progress dialog box.

Important Notes

- See the *2018-2019 COD Technical Reference*, Volume III, Section 3 for the most recent Direct Loan external import record layouts. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

- To help maintain the accuracy of Direct Loan data on the COD System, EDExpress reduces the Loan Amount Approved (on the Origination tab) 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, EDExpress adds or updates the payment period start date values you associated with each disbursement date in Disbursement setup on the anticipated disbursements created or modified on the Disburse tab as a result of the import. If you do not include a disbursement profile code in an external add file, you must provide a payment period start date value with each disbursement.

- The Student Eligibility Code and Ability to Benefit fields on the Demo tab 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 on the Disburse (Direct Loan) tab

- Use Multiple Entry to add disbursement information

- Import external disbursement data

A Direct Loan origination record must be originated before the corresponding Direct Loan Disburse tab 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 EDExpress or generated by the COD System for disbursement transactions created on the COD Web site
02-65	Disbursement adjustments generated by EDExpress
66-90	Disbursement adjustment transactions generated by the COD System on the COD Web site and returned in a COD System-generated Web Response (CRWB19OP)
91-99	Disbursement transactions generated by the COD System and returned in a COD System-generated Payment to Servicing Response (CRPS19OP)

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

Important Note

- 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. Click the **Disburse** tab in the lower portion of the screen, then click the **Direct Loan** tab.

3. If the student has multiple loan records, choose the appropriate loan ID by selecting **Record**, **Retrieve** from the menu bar. Select the correct loan ID from the list and click **OK**. Or, use the **right** and **left** arrows on the toolbar to scroll to the correct loan record.

4. Verify the values in the Program Profile Code, Program Attendance Begin Date, Enrollment Status, and Enrollment Status Effective Date fields at the top of the Disburse tab are correct and apply to the anticipated disbursement you want to update to an actual disbursement. If necessary, update the field values as needed and save the record.

5. In the Disburse tab grid, locate the row of the anticipated disbursement you want to update to an actual disbursement. Verify that the disbursement date, disbursement amount, Enroll OPE ID, and PP (Payment Period) Start Date values are correct before selecting the Disbursement Release Indicator checkbox. If they are not correct, edit the information as needed.

6. Click the **Disbursement Release Indicator** checkbox in the row of the anticipated disbursement you want to update to an actual disbursement.

7. 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.

8. Select **File**, **Close** from the menu bar to close the 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 on the Disburse tab, 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 EDExpress 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 PP Start Date values associated with the disbursement profile code are included with the anticipated disbursements created on the Disburse tab. Payment Period Start Dates for anticipated disbursements can be modified directly in the Disburse tab grid.

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, 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. EDExpress selects multiple additional disbursement-related fields automatically, including the Disbursement Amount, Disbursement Date, Enroll OPE ID, Payment Period Start 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, EDExpress updates the value for the corresponding fields at the top of the Disburse tab and the values for **all** anticipated disbursement records in the Disburse tab grid.

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. 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.

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 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.

11. If you want to update only selected records, skip to step 12. 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 5-9.

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.

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.

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. EDExpress selects multiple additional disbursement-related fields automatically, including the Disbursement Amount, Disbursement Date, Enroll OPE ID, Payment Period Start 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. 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.

10. 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.

11. 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.

12. 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.

13. 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, PP (Payment Period) Start 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. EDExpress selects multiple additional disbursement-related fields automatically, including the Disbursement Amount, Disbursement Date, Enroll OPE ID, Payment Period Start 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 or Payment Period Start 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, you can leave the values in Multiple Entry blank, in which case the software uses the most recent values from the corresponding fields at the top of the Disburse tab for the new disbursement sequence number. Alternatively, you can select the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Begin Date checkboxes in Multiple Entry and provide new values, which are then used to update the Disburse tab fields and the new adjustment sequence number for the actual disbursement, 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

- **New for 2018-2019!** You can now use Direct Loan Multiple Entry to apply adjustments to both anticipated and actual disbursements with the same disbursement number in one 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, EDExpress reduces the Loan Amount Approved (on the Origination tab) 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 on the Disburse tab 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 (DIEC19OP) 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.

- Direct Loan end-of-entry edits allow you to adjust the Payment Period Start Date associated with an anticipated or actual disbursement to a date before or after the loan period dates. This enables you to adjust loan information as needed to ensure correct calculations of the 150% Direct Subsidized loan limit.

  EDExpress only 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.

- If you are adjusting an actual disbursement and you do not provide a new value for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, or Program Attendance Begin Date fields as part of the Multiple Entry process, EDExpress uses the field values currently saved at the top of the Disburse tab for the new sequence number created as a result of the adjustment.

    However, if you do provide new values for these fields in Multiple Entry, EDExpress uses the new values you provide not only for the actual disbursement adjustment, but also to update the corresponding fields at the top of the Disburse tab and the corresponding fields on all remaining anticipated disbursements in the Disburse tab grid.

- EDExpress does not allow you to save blank values for disbursement amount, disbursement date, Enroll OPE ID, or Payment Period Start Date fields when performing an actual disbursement adjustment. An error message appears when you attempt to do so.

- EDExpress 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. If the Direct Loan External Origination Change (DIEC19OP) file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Direct Loan**.

2. Click the **down** arrow in the Import Type field and select **Loan Data–External Change (DIEC)**.

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, and then click **OK**. 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.

6. 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.

7. Click **OK** to close the In Progress dialog box.

Important Notes

- To import external Direct Loan data into EDExpress 2018-2019, 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 *2018-2019 COD Technical Reference*, *Volume III, Section 3: Combination System Record Layouts*. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

- Direct Loan end-of entry edit 3000 prevents you from creating actual disbursements for PLUS or Grad PLUS loans in EDExpress 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 Disbursement Release Indicator (DRI) indicates to the COD System whether a disbursement is eligible for funding and should affect your school's Current Funding Level (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 on the Disburse (Direct Loan) tab

- Updating the field using Multiple Entry

- Importing the field using Loan Data–External Change

Important Notes

- 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 EDExpress 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, then choose **Direct Loan**.

2. Select **COD Common Record (CRAA19IN)** in the Export Type field.

3. Make sure the **Combine DL and Pell?** checkbox is clear.

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 EDExpress Help for additional information about exporting records using the Pell Originations and Pell Disbursements buttons.

   - If you want to combine Direct Loan and Pell records, select the **Combine DL and Pell?** checkbox in the Export dialog box.

     The **Combine DL and Pell?** option is selected on the Export dialog box if you choose the **Combine DL and Pell?** option in COD System setup. You can also select or clear the checkbox when you export files.

     Note: **This option is not available if your Direct Loan and Pell Source Entity IDs are different.**

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 CRAA19IN file to the COD System using EDconnect or other transmission software.

Note: If you want EDExpress 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? checkbox, EDExpress displays the Pell selection criteria buttons below the DL selection criteria buttons. Similarly, on the Pell Export dialog box, if you select the Combine DL and Pell? checkbox, EDExpress displays the DL selection criteria buttons below the Pell selection criteria buttons.

- If you want to include only a select group of Direct Loan or Pell records in the exported document, you must use the same selection criteria for both originations and disbursements. For example, if you want to export a Common Record document (combining Direct Loan and Pell) with dependent students (using the query "Dependency Status = D") and you select this query only using the DL Originations selection criteria button, your exported document includes the following records and disbursements:

  - Direct Loan origination records for dependent students only and all change records

  - All Direct Loan disbursements that are ready to be exported

  - All Pell records that are ready to be exported

  - All Pell disbursements that are ready to be exported

To export a Common Record that includes only dependent student records for both Direct Loan and Pell, select the query used in the example above ("Dependency Status = D") from the selection criteria buttons under DL Originations, DL Disbursements, Pell Originations, and Pell Disbursements.

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 both Direct Loan and Pell records, performing the Direct Loan Regenerate process updates and re-exports both Direct Loan and Pell records.

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 CRAA19IN file to the COD System using EDconnect or other transmission software.

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

To view any comment codes returned on a response for disbursements, open the student's record and click the **Disburse (Direct Loan)** tab. Select **View**, **Processed Edits** from the menu bar. The Processed Edits dialog box displays the comment codes.

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 2018-2019, the Response message class is CRAA19OP.

  Note: If you combined Direct Loan and Pell 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 origination records, and Pell disbursement records.

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

  For 2018-2019, the Web-Generated Response message class is CRWB19OP.

  Note: To receive Web-generated responses in your SAIG mailbox that will update your records in EDExpress, 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 EDExpress and the COD Web site together to update Direct Loan disbursement data, review the "Web-Initiated Responses (CRWB19OP)" topic in the EDExpress 2018-2019 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 2018-2019, the MPN Response message class is CRPN19OP.

- **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 StudentLoans.gov Web site.

  For 2018-2019, the Credit Status Response message class is CRCS19OP.

- **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 2018-2019, the Booking Notification message class is CRBN19OP.

- **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 2018-2019, the Payment to Servicing message class is CRPS19OP.

- **DL Subsidized Usage (System-Generated by the COD System)**. The Subsidized Usage System-Generated Response is generated automatically by the COD System when a Direct Loan origination record's calculated subsidized usage values change as a result of activity occurring for your borrower at another institution.

  For 2018-2019, the Subsidized Usage System-Generated Response message class is CRSU19OP.

- **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 2018-2019, the Origination Fee and Interest Rebate Percentage Acknowledgement message class is CROF19OP.

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

1. If the response file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Direct Loan**.

2. Click the **down** arrow in the Import Type field and select **COD Common Record Response** if it is not already selected.

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 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.

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

- The import edit report for the COD Common Record Response (CRAA19OP) 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 EDExpress record and update the values accordingly to account for the discrepancy.

- During the import of a Credit Status Response file, EDExpress updates the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab 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 EDExpress by importing a PLUS Application Acknowledgment (CRSP19OP), 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 EDExpress) and one based on Application ID (tied to the borrower's PLUS or Grad PLUS application submitted on StudentLoans.gov). If EDExpress 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.

- The COD Common Record Response import process updates all Direct Loan records for each student in a response file with the most recent Subsidized Usage Limit Applies (SULA), Sum Actual Subsidized Usage Periods, and Sum Actual Non Cred Teacher Cert Sub Usage Periods field values in the response file. These values are displayed on the Usage Limit Applies Info sub-tab of the Origination tab.

   Maintaining this subsidized usage information across loan records enables you to review the most current eligibility information more quickly for students with multiple loans of different types in EDExpress. This update process applies to imports of the COD Common Record Response (CRAA19OP), Web-Generated Response (CRWB19OP), and Subsidized Usage System-Generated Response (CRSU19OP) file types.

- During the import of a Subsidized Usage System-Generated Response file (CRSU19OP), EDExpress attempts to match the data in the file to an existing Direct Loan record in your database. If EDExpress finds a matching record, the import updates the applicable COD-calculated, display-only fields on the Usage Limit Applies Info sub-tab of the Origination tab with the values provided in the import file.

- During the import of COD Response files, EDExpress 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 EDExpress 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 (CRAA19OP), Web-Initiated Response (CRWB19OP), and Booking Notification (CRBN19OP) 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 EDExpress database. The document ID and student records must exist in the database in order for EDExpress to update records. If you lose your EDExpress database, you can rebuild it by requesting a rebuild file and importing the file using the DL Tools software. DL Tools Release 18.0 (with 2018-2019 rebuild functionality) will be available on the FSAdownload Web site (fsadownload.ed.gov) in June 2018.

- 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, EDExpress displays the accepted disbursement amounts with the 01 or 66-90 disbursement sequence number.

- See the *2018-2019 COD Technical Reference*, Volume II, Section 4 for complete information about the COD System edit codes. The technical reference is available for download from the FSAdownload Web site.

Importing PLUS Application Acknowledgment Files

EDExpress allows you to import and store data in the PLUS Application Acknowledgment sent by the COD System in the message class CRSP19OP. The PLUS Application Acknowledgment contains loan application and credit check data submitted by PLUS and Grad PLUS borrowers and endorsers on the StudentLoans.gov Web site. The COD System stores PLUS application data submitted on the Web site and distributes PLUS Application Acknowledgment files to the schools indicated by the borrower.

During the import of a PLUS Application Acknowledgment file, EDExpress determines if the student has an existing record in the database. If no record exists, EDExpress 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 EDExpress records for the student are updated only when the application IDs or previous application IDs in the import file and on the EDExpress 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 on the Credit/PLUS App Info tab: 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 Credit/PLUS App Info tab also displays fields for the following additional data collected by the COD System on the StudentLoans.gov Web site 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, and Six Month Deferment Option.

To import PLUS Application Acknowledgment files:

1. If the PLUS Application Acknowledgement file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Direct Loan**.

2. Click the down arrow in the Import Type field and select **PLUS Application Acknowledgment (CRSP)**.

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 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.

6. Enter the DL Code that applies to the loans you are creating. You can also click the **ellipsis** (**…**) button and select a DL Code from a list of values available in EDExpress COD School (Direct Loan) setup.

7. Enter the Enroll OPE ID that applies to the loans you are creating. You can also click the **ellipsis** (**…**) button 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.

8. Enter the disbursement profile code or click the ellipsis (…) button and select the Disbursement Profile Code that you want to use.

9. Enter the program profile code that applies to the loans you are creating. You can also click the **ellipsis (…)** button and select from a list of program profile code values you defined in Program Profiles setup (**Tools**, **Setup**, **COD**, **Program Profiles**).

10. Click the **down** arrow in the Enrollment Status field to select an enrollment status to apply to the loans you are creating.

11. (Optional) Enter a Program Attendance Begin Date in MMDDCCYY format for the loans you are creating.

12. (Optional) Enter an Enrollment Status Effective Date in MMDDCCYY format for the loans you are creating.

13. 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.

14. 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 EDExpress.

- The Credit Status Response (CRCS19OP) 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 EDExpress to process loans for multiple schools, and the school code associated with the Disbursement Profile Code 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, EDExpress updates the field with the endorser amount, if any, sent in the PLUS Application Acknowledgment file. If the Endorser Amount field in the EDExpress loan record contains a value, EDExpress 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, EDExpress 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 Credit/PLUS App Info tab is updated with the new information submitted by the borrower or processed by the COD System. EDExpress 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 EDExpress 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 on the Credit/PLUS App Info tab 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 Origination (Direct Loan) tab, using 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. Click the **Origination** tab in the lower portion of the screen, then click the **Direct Loan** tab.

3. If the student has multiple loan records, choose the appropriate loan ID by selecting **Record**, **Retrieve** from the menu bar. Select the correct loan ID from the list and click **OK**. Or, use the **right** and **left** arrows on the toolbar to scroll to the correct loan record.

4. Modify data as needed. Use your mouse or the Tab key to navigate between fields. Press **Tab** to move forward from field to field; press **Shift-Tab** to move in reverse.

5. Select **File**, **Save** from the menu bar to save the changes.

6. Select **File**, **Close** from the menu bar to exit the record.

Important Notes

*   Direct Loan end-of-entry edits enable you to adjust the Loan Period Start Date or End Date associated with a loan to be after June 30, 2019 or before July 1, 2018, respectively, if the loan's Origination Status is **A** (Accepted by COD) or **B** (Batched to send to COD).

    End-of-entry edits 1110 (for Loan Period Start Date) and 1115 (for Loan Period End Date) to prevent adjusted start dates after June 30, 2019 or adjusted end dates before July 1, 2018 if the Origination Status is not A or B.

    Note: Although EDExpress allows these loan period date adjustments for records previously processed and accepted by the COD System, the new loan period start or end date you assign to a record must still occur within the academic year start and end dates associated with the record.

*   To modify the values for the Program Profile Code, Enrollment Status, Enrollment Status Effective Date, or Program Attendance Begin Date fields associated with an anticipated or actual disbursement, you must first modify and save the corresponding field value at the top of the Disburse tab. EDExpress updates all anticipated disbursements in the Disburse tab grid with the new value you save; the software also uses the new value automatically for any actual disbursement adjustments.

- Changes made to the Direct Loan origination record and anticipated disbursements appear on the Change History tab on the Origination tab. This tab is a display-only history log of changes made and the status of the changes. The changed field is highlighted blue, and the field label displays a "-C" and remains highlighted until the response indicating the COD System has accepted your changes has been imported. Changes made to the Demo tab are not highlighted.

- Loan origination and anticipated disbursement data can also be changed by importing an external change file (DIEC19OP). See the *2018-2019 COD Technical Reference* for the record layouts. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

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 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. (Optional) Click the **Selection Criteria** button to choose the records you want to update. If you do not use selection criteria, EDExpress 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 EDExpress or on the COD Web site 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 EDExpress 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 EDExpress is 01. Any change made to that disbursement in EDExpress, whether it is an amount or date change, increases in sequence from 01.

To adjust actual disbursements:

1. Open the student's record.

2. Click the **Disburse** tab in the lower portion of the screen, then click the **Direct Loan** tab.

3. If the student has multiple loan records, choose the loan ID by selecting **Record**, **Retrieve** from the menu bar. Select the correct loan ID from the list. Or, use the record buttons below the menu bar to select the record.

4. Verify the values in the Program Profile Code, Program Attendance Begin Date, Enrollment Status, and Enrollment Status Effective Date fields at the top of the Disburse tab are correct and apply to the actual disbursement you are adjusting. If necessary, update the field values as needed and save the record.

5. Click the **down** arrow for the # field in the Actual Disbursement Changes section and select the disbursement number you want to adjust.

6. If you are adjusting the disbursement amount:

   Enter the new total net disbursement amount in the **Amount** field, OR;

   If you prefer to enter the positive or negative adjustment to the net disbursement amount of the prior sequence number, select the **Net Adj. Amount?** checkbox, then enter the positive or negative adjustment amount in the **Amount** field.

7. Enter new values in the **Date** (for actual disbursement date), **Enroll OPE ID**, and **Payment Period Start Date** fields as needed.

8. Click **Add Disbursement**. A new disbursement sequence number row is added to the grid for the actual disbursement number you are adjusting with the updated values you entered (as well as any changes to the program-related data fields you entered and saved in step 5).

9. (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).

10. Select **File**, **Save** from the menu bar to save the changes.

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 (CRWB19OP) on the COD Web site. 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 (CRPS19OP).

- 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 actual disbursement grid. 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 (DIEC19OP). See the *2018-2019 COD Technical Reference* for the record layouts. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

- Each adjusted disbursement transaction contains 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 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, EDExpress automatically recalculates the anticipated disbursements if no actual disbursements exist. If you increase the Loan Amount Approved when no actual disbursements exist, EDExpress 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 (CRCS19OP) 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 on the Credit/PLUS App Info sub-tab of the Origination tab; the Endorser Amount is also displayed on the Disburse tab. 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 on the Credit/PLUS App Info tab on the Origination tab and the Disburse tab. 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 on the Origination tab is enabled only when the student's College Grade Level is 6 or 7.

- 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 IFAP Web site.

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 EDExpress by selecting the Inactive Loan? checkbox on the Origination tab. When you select the Inactive Loan? checkbox, EDExpress 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 EDExpress 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 (CRAA19IN) export. The record is also excluded from the EDExpress 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 EDExpress 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, EDExpress 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 (EDExpress 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 EDExpress, see the "Inactive Loans" topic in EDExpress 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 EDExpress and printed.

The following reports can be imported and printed by EDExpress:

- **Entrance Counseling Results.** Reports students who have completed entrance counseling on the StudentLoans.gov Web site (CRECMYOP).

- **Exit Counseling Results.** Reports students who have completed exit counseling on the NSLDS Web site (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, EDExpress overwrites the Loan Exit Counseling Completed Date on a student's Demo tab 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 EDExpress database and will not update entrance counseling information displayed on the Demo tab for impacted students.

- When you import a file containing entrance counseling results data, the Entrance Interview Date field on the Demo tab and the Disburse tab 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 EDExpress 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 Demo tab 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 EDExpress only if the "Overwrite Existing Exit Counseling Completed Date?" checkbox in the Import dialog box is selected.

To import counseling results report files:

1. If the entrance or exit counseling results file you want to import appears in the Pending Imports pane of the EDExpress Desktop, click the **Import** button under the file name and skip to step 5. Otherwise, select **File**, **Import** from the menu bar, then choose **Direct Loan**.

2. Click the **down** arrow in the Import Type field and select **Counseling Results (CREC)** or **Exit Counseling Results (EXIT)**.

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 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.

6. 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.

7. Click **OK** to close the In Progress dialog box.

8. Review the import edit report for more information on the data you imported.
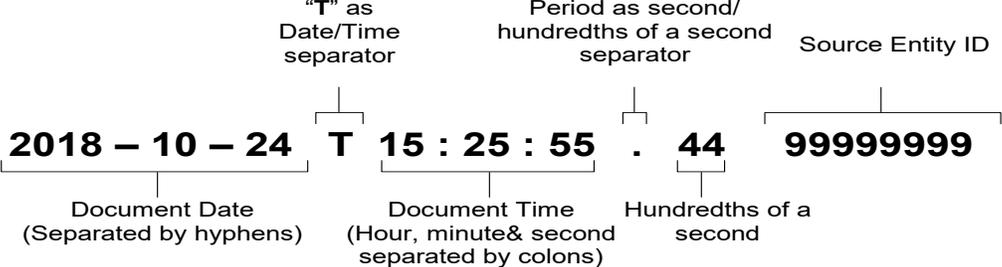
Bits & Bytes

Overview

This section contains a variety of topics, including:

- Document ID
- Document Activity Database
- EDExpress 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 **2018-10-24T15:25:55.4499999999** belongs to a COD Common Record that was created at 3:25 p.m. on October 24, 2018 by entity 99999999. You cannot identify the contents of a document by its document ID. Separated into components, this document ID is 30 characters in length and looks like the following:

```
            "T" as              Period as second/
          Date/Time            hundredths of a second    Source Entity ID
          separator                 separator

  2018 − 10 − 24   T   15 : 25 : 55   .   44   99999999

    Document Date         Document Time      Hundredths of a
  (Separated by hyphens)  (Hour, minute& second   second
                          separated by colons)
```

Important Note

- Import Record Edit Reports can be printed when importing COD Common Record responses (CRAA19OP) 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 and Direct Loan 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** or **Direct Loan**.

   Note: The Document Activity tab on the Browse Pell dialog box and the Browse Direct Loan dialog box display the same information.

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 Document Activity database lists the status of all Pell and Direct Loan documents in the EDExpress database.

- 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 EDExpress.

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

- **New for 2018-2019!** EDExpress now creates and stores all reports and lists in Adobe Portable Document Format (PDF). You are not required to have Adobe software installed on your PC workstation to print or save EDExpress reports. However, you must have Adobe Reader (free software) or Adobe Acrobat (licensed software) and either product's associated Web browser plug-ins installed to use the Screen print option in EDExpress. If you do not have any Adobe products installed on your PC and you print a report to the Screen, EDExpress displays a warning message indicating it was unable to locate the appropriate Adobe browser plugin and offers the option of saving the report or attempting to open the report using your operating system's default viewer application.

- **New for 2018-2019!** You can now apply password protection to EDExpress reports and lists you print to a file. To use this new 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 PDF format in the destination folder.

- **New for 2018-2019!** You can now 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**.

- The Pell Origination Record and Pell Origination List reports display the Additional Eligibility Indicator value for the student. The Additional Eligibility Indicator identifies students eligible to receive up to 150% of the scheduled Pell Grant award in a single award year.

EDExpress Pell Grant Reports and Lists

Pell Report Name	Pell Report Description
Pell Origination Record	This report prints any record on the EDExpress Pell student table. This report has two options: • 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 student database table print.
Disbursement List	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 disbursement table print. Dollars and cents are printed for all amounts. An option to select for verification W students is available.
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 records that have original SSNs different from current SSNs or name codes that are different from the first two characters of the last name.

Pell Report Name	Pell Report Description
RL–External User-Defined Formats	This report prints the record layouts of any Pell user-defined file formats you have created. **Note**: All other record layouts are included in the *2018-2019 COD Technical Reference*, Volume III, Section 3, available for download from the FSAdownload Web site (fsadownload.ed.gov).
Student Summary	This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell data. It can be printed from the Global, App Express, Packaging, Direct Loan, Pell, 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.

EDExpress 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. Records that print on this report are grouped by the student's original SSN rather than by current SSN. **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 EDExpress Direct Loan disbursement database table print. An option to select booked disbursements, unbooked disbursements, or both is available. Records that print on this report are grouped by the student's original SSN rather than by current SSN. **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 EDExpress Direct Loan database table print. Records that print on this report are grouped by the student's original SSN rather than by current SSN.
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. Records that print on this report are grouped by the student's original SSN rather than by current SSN.
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.

Direct Loan Report Name	Direct Loan Report Description
Origination Record	This report prints any student's loan origination in the Direct Loan database. Anticipated and actual disbursements print for each loan.
SULA Information Report	This report prints origination and disbursement fields related to the 150% Direct Subsidized loan limit, including user-reported and COD-calculated field values. Each report page is specific to a single subsidized, unsubsidized, PLUS, or Grad PLUS loan record.
RL–User-Defined Formats–External Loan Data	This report prints the record layouts of any Direct Loan file formats you have created. **Note**: All other record layouts are included in the *2018-2019 COD Technical Reference*, Volume III, Section 3. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).
Student Summary	This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell data. It can be printed from the Global, Pell, 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.

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 Pell disbursement profile codes only, Direct Loan disbursement profile codes only, combined Pell/Direct Loan disbursement profile codes only, or all codes. You can also filter by module, by Direct Loan code, and 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, 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	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: Current SSN, Last Name, First Name, Program Type, and Award ID/Loan ID.
	The report also prints which types of records (origination, disbursement, and change) are in the document for each student.
Student Summary	This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell data. It can be printed from the Global, Pell, 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. Select **File**, **Print** from the menu bar or click the Print button on the toolbar, then choose **Pell**, **Direct Loan**, or **COD** (you can also choose **Global**, **App Express**, or **Packaging** to print the Student Summary report).

2. Click the **down** arrow next to the report type field and select the type of report you want to print. 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 EDExpress desktop's Favorites section.

3. Click the **Single** or **Multiple** option (if available) to the right of the report type field.

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 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 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.

5. Review and update any other options on the print dialog box that apply to the report type you chose.

6. (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.

7. Click **OK**.

Important Note

- For more information and instructions, see the topic "Print a Report" in EDExpress Help.

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 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 record:

1. Open the student's record and click the **Origination** tab, then the **Pell** tab. Select **File**, **Print** from the menu bar or click the printer button on the toolbar. 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 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.

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, then choose **Pell**. You can also click the printer button on the toolbar.

2. Click the **down** arrow next to the report type field and select **Pell Origination Record**. 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 EDExpress desktop's Favorites section.

3. Click the **Multiple** button.

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 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. (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.

6. 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**.

7. 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**.

8. Click the **down** arrow to select a sort order by last name or award ID.

9. Select the **Print Edits?** and/or **Print Disbursement Information?** options.

10. If you want to narrow the range of records, click the **Selection Criteria** button. Press **F1** in any Selection Criteria field for Help.

11. 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.

- See "Creating an SSN File" in this desk reference for additional information about SSN files.

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 EDExpress.

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 click the **Origination (Direct Loan)** tab. Select the loan record you want to print, if necessary, by using the record buttons below the menu bar.

2. Select **File**, **Print** from the menu bar or click the printer button on the toolbar.

3. The **Origination Record** is selected automatically as the report type. 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 EDExpress desktop's Favorites section.

4. Select **Printer**, **File**, or **Screen** for the report file destination.

   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. Click **OK**.

Printing Multiple Origination and Disbursement Records

To print multiple Direct Loan origination records:

1. With no record open, select **File**, **Print** from the menu bar or click the printer button on the toolbar, then choose **Direct Loan**.

2. Select **Origination Record** as the report type. 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 EDExpress desktop's Favorites section.

3. 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.

4. 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 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. (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.

6. (Optional) Change the **Sort Order** (default selection is SSN order).

7. 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.

8. 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.

9. Click **OK**.

Important Note

- See "Creating an SSN File" in this desk reference for additional information about SSN files.

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 EDExpress.

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. In EDExpress, select **File**, **Print** from the menu bar or click the printer button on the toolbar.

2. Select 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 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.

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 or Direct Loan records in the SSN file at a status other than **B** (Batched). EDExpress displays a list of students to be updated.

6. Click **Save**.

7. Click **Yes** twice.

Creating File Formats

File Formats is a utility in EDExpress that enables you to create file formats to use when exporting data from EDExpress 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 *2018-2019 COD Technical Reference*, Volume III, Section 1. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov). You can find additional information in EDExpress Help.

External Export

The Export function in EDExpress 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 EDExpress 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 end of file marker (EOF) is used, only the final carriage return/line feed marker after the last record.

Files exported from EDExpress 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, EDExpress 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, EDExpress 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 *2018-2019 COD Technical Reference*, Volume III, Section 1. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

Important Note

- **New for 2018-2019**! We updated the Export dialog box in each EDExpress module to add 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 (CRAA19IN).

Status Flags

Origination Tab (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 Tab

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.

Disburse Tab (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

- EDExpress uses status flags to identify and manage records at different points during Pell Grant and Direct Loan processing.

- EDExpress automatically maintains and updates the status flags when appropriate. For example, when you import a COD Common Record response (CRAA19OP) with Pell Grant record status updates, EDExpress 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, "19" is used for 2018-2019 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.

EDExpress 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
CRAA19IN	Common Record Document exported from EDExpress for transmission to the COD System	Not applicable
CRAA19OP	Response sent from the COD System for import into EDExpress	RS
CRWB19OP	COD System Web-generated Response (Generated by activity on COD Web site)	WB
CRND19OP	Pell Grant Negative Disbursements (COD System-generated)	ND
CRBN19OP	Direct Loan and TEACH Grant Booking Notification (COD System-generated)	BN
CRCS19OP	Credit Status Response (COD System-generated)	CS
CRPN19OP	Direct Loan MPN Response (COD System-generated)	PN
CRPS19OP	Direct Loan Payment to Servicing (COD System-generated)	PS
CRSP19OP	PLUS Application Acknowledgment	SP
CRSU19OP	Subsidized Usage System-Generated Response	SU
CROF19OP	Origination Fee and Interest Rebate Percentage Acknowledgement (COD System-Generated)	OF
CRAT19OP	TEACH Grant ATS Note Acknowledgement (COD System-generated)	AT
CRAC19OP	TEACH Grant Initial and Subsequent Counseling Acknowledgement (COD System-generated)	AC

Pell Grant Reports

Pell Grant Reports to the COD System (Flat File Format)

Message Class	Data Description
PGRQ19IN	Pell Grant Data Requests (Fixed Length)
IGRQ19IN	Iraq and Afghanistan Service Grant Data Requests (Fixed Length) – For future use only
PGRA19OP	Pell Grant Data Request Acknowledgement (Fixed Length)
PGAS19OP	Pell Grant Electronic Statement of Account* (ESOA) (Fixed Length)
IGAS19OP	Iraq and Afghanistan Service Grant Electronic Statement of Account (ESOA) (Fixed Length – For future use only
PGMR19OP	Pell Grant Multiple Reporting Record (MRR) (Fixed Length)
PGRC19OP	Pell Grant Reconciliation Report (Fixed Length)
PGYR19OP	Pell Grant Year-to-Date Record* (Fixed Length)
PGTX19OP	Pell Grant Text File (Fixed Length)

*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 EDExpress (Flat File Format)

Message Class	Data Description
PGEO19OP	Pell Grant External Origination Add/Change Record (Fixed Length)
PGED19OP	Pell Grant External Disbursement Add/Change Record (Fixed Length)

TEACH Grant Reports

TEACH Grant Reports from the COD System and Other Sources

Message Class	Data Description
THMR19OP	TEACH Grant Multiple Reporting Record (MRR) (Fixed Length)
THSM19OP	School Account Statement (Monthly)(Comma-Delimited)
THSY19OP	School Account Statement (Year-to-Date)(Comma-Delimited)
THRB19OP	Rebuild File - Origination and Disbursement Detail (Fixed Length)
ATSDISOP	ATS Discharge Report (Fixed Length)
THFFEXOP	TEACH Grant Exit Counseling files sent by the COD System (Fixed Length)
EXTHFFOP	TEACH Grant Exit Counseling files sent by NSLDS (Fixed Length)

TEACH Grant External Data Add/Change

TEACH Grant Data Files from an External Source to EDExpress (Flat File Format)

Message Class	Data Description
TGED19OP	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) **Note**: Direct Loan Rebuild files must be imported into the DL Tools software
DSDF19OP	School Account Statement (SAS) (Disbursement Detail) (Fixed Length) **Note**: Functionality for formatting and comparing SAS files is not available in EDExpress but is offered in the DL Tools software
DSLF19OP	School Account Statement (SAS) (Loan Detail–Loan Level) (Fixed Length) **Note**: Functionality for formatting and comparing SAS files is not available in EDExpress but is offered in the DL Tools software

Direct Loan Reports from Other Sources

Message Class	Data Description
DECFENOP	Entrance Counseling Results from Servicing Web site[*] (Fixed Length)
CRECMYOP	Counseling Results from StudentLoans.gov Web site[*] (XML)
EXITFFOP	Exit Counseling Results from NSLDS[*] (Fixed Length)

[*]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.

Direct Loan External Add/Change

Direct Loan Data Files from an External Source to EDExpress (Flat File Format)

Message Class	Data Description
DIEA19OP	External Loan Origination Add File (from external source into EDExpress) (Fixed Length)
DIEC19OP	External Change File (from external source into EDExpress) (Fixed Length)

Direct Loan Data Files to an External Source from EDExpress (Flat File Format)

Message Class	Data Description
DEER19IN	External Loan Data (from EDExpress into an external source) (Fixed Length)

Edits

The following valid date ranges for Pell Grant and Direct Loan processing have been updated for the 2018-2019 processing cycle. These date ranges affect the COD System edits and EDExpress end-of-entry edits.

Type of Edit	Data Element	Date Range
Direct Loan	Date of Birth	1/1/1919 to 12/31/2010
Direct Loan	DL Loan Period Begin Date	On or before 6/30/2019
Direct Loan	DL Loan Period End Date	On or after 7/1/2018
Direct Loan	DL Academic Year Start Date	On or before 6/30/2019
Direct Loan	DL Academic Year End Date	On or after 7/1/2018
Direct Loan	DL Disbursement Date	6/21/2015 to 12/28/2022
Pell	Pell Grant Enrollment Date	10/1/2017 to 6/30/2019
Pell	Pell Grant Payment Period Start Date	10/1/2017 to 6/30/2019
Pell	Pell Grant Disbursement Date*	10/1/2017 to 9/30/2024

*Although EDExpress accepts any date on or after 10/1/2017, the valid 2018-2019 date range for Pell Grant disbursement records is from the date the 2018-2019 Pell Grant schedules are posted on the IFAP Web site to 9/30/2024.

COD System Edits–Pell Grant and Direct Loan

For a complete list of COD System Edit Codes, see the *2018-2019 COD Technical Reference*, Volume II, Section 4. The technical reference is available for download from the FSAdownload Web site (fsadownload.ed.gov).

EDExpress End-of-Entry Edit Codes–Pell Grant and Direct Loan

For a complete list of EDExpress Pell Grant and Direct Loan Edit Codes, see the *2018-2019 COD Technical Reference*, Volume III, Section 4. The technical reference is available for download from the FSAdownload Web site.

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 and OR. In the case of nested expressions, innermost parentheses are processed first. See the topic *Using Parentheses* in EDExpress 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

- 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 App Express 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 EDExpress 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) **New for 2018-2019!** 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. EDExpress 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

*   **New for 2018-2019!** We updated the Current Date option in Query setup to enable 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

EDExpress comes with a set of predefined queries commonly used in the Global, App Express, Packaging, Direct Loan, and Pell Grant modules.

Wherever the Selection Criteria option is available in EDExpress, 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**. EDExpress 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**. EDExpress 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, EDExpress 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 = "D") AND

(STATE OF LEGAL RESIDENCE = "NM") AND

((PARENTS' # IN COLLEGE (PARENTS EXCLUDED) > "1") OR

(PARENTS' ADJUSTED GROSS INCOME < "25000"))

Sample 2

Graduate students under 2000 EFC with a verification status code **W** or **V**.

(COLLEGE GRADE LEVEL > = "6") AND

(EFC < 2000) AND

((VERIFICATION STATUS = "W") OR

(VERIFICATION STATUS = "V"))

Sample 3

Independent students who are enrolled at least half time.

(DEPENDENCY STATUS = "I") AND

((ENROLLMENT STATUS = "F") OR

(ENROLLMENT STATUS = "Q") OR

(ENROLLMENT STATUS = "H"))

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.

(LOAN 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 (LOAN 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.

(GRANT TYPE = NULL) AND (DISBURSEMENT RELEASE INDICATOR = "FALSE") AND (DISBURSEMENT DATE = "[parameter]") AND (ACTION STATUS – DISBURSEMENT = "A")

Sample 3

Pell Grant records with a Disbursement Sequence Number of 02 or 03 and a Disbursement Date on or before December 30, 2018.

((DISBURSEMENT SEQUENCE NUMBER = "02") OR (DISBURSEMENT SEQUENCE NUMBER = "03")) AND (DISBURSEMENT DATE < = "20181230")

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. EDExpress 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 Queries Pane

New for 2018-2019! The Queries pane 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 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 module-specific predefined or custom queries you select for the Queries pane must already exist in Query setup (**Tools**, **Query**). You can also select predefined queries that are available automatically in EDExpress 2018-2019. 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 Queries Pane:

1. Click the **Settings** button in the top right corner of the Queries pane in the EDExpress desktop.

2. Click **Add** to add a new query to the Queries pane. 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. Release 2.0 adds **Direct Loan** and **Pell** to the available module options (other options 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 2. The Record Type identifies the database table within the module that should be queried against, which affects the Record Count value displayed in the Queries pane, determines the columns that are displayed if you click the **Browse** button under the query in the Queries pane, 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, you can select **Demographic**, **Origination** (which displays fields from the origination record), or **Disbursement** (which displays fields from the disbursement record).

    See the "Important Notes" 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 Queries pane. 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 Queries pane. For example, if you 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 Queries panel.

8. Click **Save** to add the query to the Queries panel.

Important Notes

*   You can add the same custom or predefined query to the Queries panel 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 Queries pane is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**).

*   When viewing query results in the Queries pane, 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 EDExpress 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 Queries pane, regardless of the number of loan records or disbursements the student has that meet the criteria. However, if you select **Loan**, **Anticipated Disbursement**, or **Actual 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.

    As such, if you have five students with three loans apiece, each with 2 anticipated disbursements, that meet the Direct Loan query criteria, the **Demographic** Record Type displays a Count value of 5, the **Loan** Record Type displays a Count value of 15, and the **Anticipated Disbursement** Record Type displays a Count value of 30.

    This example also applies to Packaging queries and associated record types. Each student record in EDExpress can only have one Packaging record, but can be assigned multiple funds and terms (the latter via Academic Year Profile codes, which can have up to five individual terms defined). Therefore, selecting **Student** as the Record Type field value only counts each student record meeting the query once, whereas selecting **Fund** or **Terms** as the Record Type field value can result in a Count value in the pane that reflects multiple results for the same student record.

- The Record Type field value you select for a query in the Query Settings dialog box also affects which tab is opened when you click the **Open** button under the query in the Queries pane. For example, if the Record Type field value is **Demographic**, records are opened to the Demo tab. If the Record Type field value is **Loan** (for Direct Loan) or **Origination** (for Pell), records are opened on the Origination tab.

- The Multiple Entry option is available for Global, Packaging, Pell, and Direct Loan queries added to the Queries pane.

- If you want to remove a specific query from your Queries pane, locate the query in the Query Settings dialog box and click 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 Queries pane, click **Clear Queries** in desktop settings (**View**, **Desktop Settings**).

- The security group associated with a user ID in EDExpress 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 pane.

- If you access Multiple Entry from a query in the Queries pane, 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, click **Cancel** on the Multiple Entry dialog box and access the Multiple Entry function from the Process menu.

Getting Help

IFAP 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 link on the top menu of the Information for Financial Aid Professionals (IFAP) Web site and then click the Contact Information link, or go to ifap.ed.gov/ifap/helpContactInformation.jsp.