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2014-2015 Desk Reference for

# **EDExpress for Windows Release 2.0**

**Pell Grant  
Direct Loan**



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**F E D E R A L  
S T U D E N T A I D**

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# Table of Contents

<b>PREFACE .....</b>	<b>1</b>
About this Desk Reference .....	1
EDEXpress COD System Features .....	5
Changes to EDEXpress for the COD System .....	5
EDESuite Products and Section 508 Compliancy .....	6
<b>FIRST TIME COD SYSTEM EDEXPRESS USERS.....</b>	<b>7</b>
COD System Participation.....	7
Entity IDs.....	8
COD School Relations and the COD Web Site .....	9
Downloading EDEXpress Software and Documentation .....	10
<b>SETTING UP EDEXPRESS.....</b>	<b>11</b>
Startup Information .....	11
Prior Year Setup Data Import.....	12
Importing Prior Year Setup Data.....	12
Global Setup .....	15
Establishing an Assumed School.....	15
Defining Security for Groups .....	16
Defining Security for Users.....	17
COD School Setup .....	18
Defining School Setup and Establishing IDs for Pell Grant Module .....	18
Completing School Setup for the Pell Grant Module .....	19
Defining School Setup and Establishing IDs for Direct Loan Module .....	21
Completing School Setup for Direct Loan Module .....	21
COD System Setup .....	26
COD Disbursement Profile Setup.....	27
Direct Loan Tolerance Setup .....	30
Direct Loan MPN Printer .....	31
CIP Code Setup.....	32
Program Profiles Setup.....	33

<b>PELL GRANT ORIGINATION AND DISBURSEMENT RECORDS.....</b>	<b>35</b>
Creating Pell Grant Origination Records .....	35
Creating an Origination Record Manually .....	39
Importing ISIRs from App Express .....	41
Importing ISIRs from App Express and Including Packaging Data.....	44
Importing Data from an External System .....	45
Using Multiple Entry to Update Pell Grant Origination Records .....	46
Using the Calculate Award Amount Process.....	49
Creating Disbursement Records .....	52
Creating a Disbursement Record Manually .....	54
Using Multiple Entry to Create Pell Disbursements.....	55
Importing Disbursement Data from Your School System .....	57
Updating the Disbursement Release Indicator (DRI) for Pell Grant Records.....	59
Exporting Pell Grant Data .....	61
Importing COD Receipts, Responses, Web-Generated Responses, and Pell Grant Negative Disbursements.....	63
Correcting Pell Grant Records.....	67
Correcting Pell Grant Records Manually .....	67
Correcting Pell Grant Records Using Multiple Entry.....	70
Regenerating Pell Grant Documents.....	72
<b>PELL GRANT DATA REQUESTS AND REPORTS AVAILABLE FROM THE COD SYSTEM.....</b>	<b>73</b>
Data Requests .....	73
Requesting Data from the COD System.....	74
Importing and Printing Data Request Acknowledgements .....	75
Importing and Printing a Data Request Acknowledgement.....	75
Multiple Reporting Record (MRR).....	76
Importing and Printing an MRR .....	77
Year-to-Date (YTD) Data.....	79
Importing and Printing YTD Data.....	79
Electronic Statement of Account (ESOA).....	82
Importing the ESOA .....	82
Printing the ESOA .....	82

Reconciliation .....	84
Importing and Printing the Reconciliation File .....	84
Potential Overaward Process (POP) Report .....	86
Importing and Printing the POP Report .....	86
Verification Status Report .....	87
Importing and Printing the Verification Status Report .....	87
Other Pell Grant Reports Available from the COD System .....	88
<b>DIRECT LOAN ORIGINATION RECORDS.....</b>	<b>90</b>
Creating Direct Loan Origination Records.....	90
Loan Origination.....	90
Creating a Loan Origination Record Manually .....	93
Import Data from Another Module Within EExpress.....	96
Import Data from an External System .....	98
Printing Disclosure Statements .....	101
Printing MPNs .....	104
Printing MPN Manifests.....	107
Regenerating an MPN Manifest .....	108
Creating Direct Loan Disbursements .....	109
Creating a Disbursement Record Manually .....	110
Using Multiple Entry to Update Direct Loan Disbursements .....	111
Importing Disbursement Data from Your School System .....	117
Updating the Disbursement Release Indicator (DRI) for Direct Loan .....	119
Exporting Direct Loan Data.....	120
Regenerating Direct Loan Documents .....	122
Importing COD Receipts, Responses, Web-Generated Responses, and System-Generated Responses .....	123
Importing PLUS Application Acknowledgment Files .....	127
Making Changes to Direct Loan Records .....	130
Changing Records Manually .....	130
Changing Direct Loan Records Using Multiple Entry .....	131
Adjusting Direct Loan Actual Disbursements.....	132
Changing the Loan Amount Approved .....	135

Inactivating Loans .....	136
Direct Loan Reports Available from the COD System and Direct Loan Servicing .....	137
COD System Reports .....	137
Entrance and Exit Counseling Reports .....	139
<b>BITS &amp; BYTES .....</b>	<b>141</b>
Overview .....	141
Document ID.....	142
Document Activity Database .....	143
EDEXpress Reports .....	144
EDEXpress Pell Grant Reports and Lists.....	145
EDEXpress Direct Loan Reports and Lists .....	147
EDEXpress COD Module Reports and Lists .....	150
Printing Reports.....	151
Printing Pell Grant Records.....	152
Printing a Student’s Pell Grant Origination Record .....	152
Printing Multiple Origination or Disbursement Records.....	152
Printing Direct Loan Records .....	154
Printing a Student’s Direct Loan Origination and Disbursement Record.....	154
Printing Multiple Origination and Disbursement Records.....	154
Creating an SSN File.....	156
Using an SSN File.....	157
Creating File Formats.....	158
External Export .....	159
Status Flags .....	160
Origination Tab (Pell Grant and Direct Loan) .....	160
Direct Loan Tab.....	161
Disburse Tab (Pell Grant and Direct Loan) .....	162
Message Classes.....	163
COD System Pell Grant, TEACH Grant, and Direct Loan Data Files .....	164
Pell Grant Reports.....	165
Pell Grant External Add/Change .....	166
TEACH Grant Reports.....	166

TEACH Grant External Data Add/Change .....	166
Direct Loan Reports.....	167
Direct Loan External Add/Change .....	168
Edits.....	169
COD System Edits–Pell Grant and Direct Loan .....	169
EDEXpress End-of-Entry Edit Codes–Pell Grant and Direct Loan.....	169
<b>QUERY.....</b>	<b>170</b>
Rules for Queries .....	170
Creating a Query .....	171
Creating a Query from a Predefined Query.....	172
Modifying a Query.....	173
Using a Query .....	174
Sample Queries.....	175
Sample Direct Loan Queries .....	176
Sample Pell Grant Queries .....	177
Deleting a Query .....	178
<b>GETTING HELP .....</b>	<b>179</b>

# Preface

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## About this Desk Reference

This desk reference provides step-by-step instructions for using EDEExpress for Windows 2014-2015, Release 2.0 to perform Federal Pell Grant (Pell Grant) and William D. Ford Direct Loan (Direct Loan) activities. It also covers Direct Loan enhancements implemented in EDEExpress 2014-2015, Release 3.0.

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 (see “Important Note” below)
  - 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 EDEExpress Pell Grant and Direct Loan modules for 2014-2015

**Important Note:** EDEExpress 2014-2015, Release 3.0, posted in late June 2014, implements new functionality related to Public Law 112-141. This legislation eliminates the subsidy on Direct Subsidized loans when a new borrower’s enrollment time exceeds 150% of the published length of the program of study in which the borrower is enrolled. New borrowers are defined as any borrower without an outstanding loan balance on a Direct Subsidized, Direct Unsubsidized, Direct PLUS loan (Parent PLUS and Grad PLUS), FFEL loan, consolidation and/or converted TEACH Grant on or after July 1, 2013. New borrowers who meet or exceed the 150% Direct Subsidized Loan Limit are not eligible for additional Direct Subsidized loan awards.

To address this legislative requirement, as well as other new 2014-2015 award year requirements that also impact TEACH Grant records, we added multiple new origination and disbursement data elements to setup, entry, import, and other functions in the Direct Loan and TEACH Grant modules in Release 3.0.

In the April 2014 version of this desk reference and other communications regarding EDEExpress 2014-2015, Release 2.0, we advised EDEExpress Direct Loan and TEACH Grant users to avoid originating or exporting data from either module for processing by the COD System until Release 3.0. We explained that the Direct Loan and TEACH Grant modules in Release 2.0 excluded new origination and disbursement fields required by the COD System for the 2014-2015 award year, and that the absence of these data elements would cause any records you exported from either module using Release 2.0 and transmitted to the COD System to be rejected.

In the [March 27, 2014 electronic announcement](#), we emphasized that, despite these limitations, Direct Loan and TEACH Grant users could safely use Release 2.0 functionality to begin preparing records for COD System processing, including establishing COD Setup parameters and creating origination records. We noted that Direct Loan and TEACH Grant records created in Release 2.0 would require additional updates after you upgraded to Release 3.0.

The new functionality implemented in Release 3.0 enables you to complete these final preparatory steps and commence processing of your 2014-2015 Direct Loan and TEACH Grant records quickly and efficiently. After installing Release 3.0, you can finalize your COD Setup parameters and update existing Direct Loan and TEACH Grant records you created in Release 2.0 for processing by the COD System by completing the following tasks:

- **Update Disbursement Profiles (Direct Loan only)** – Disbursement profiles you created in Release 2.0 for use with Direct Loan records must be updated in COD Setup (**Tools, Setup, COD, Disbursement**) to add the PP (Payment Period) Start Date associated with each disbursement date before you can use the profile on new records. When you save PP Start Date updates to a disbursement profile in setup, Release 3.0 performs a one-time update to add the PP Start Date to anticipated disbursement records in your database that were assigned the disbursement profile code previously.

**Note:** Disbursement profiles created for use with TEACH Grant records do not require updates for PP Start Date unless you selected both the DL and TEACH checkboxes for the profile. This also applies to disbursement profiles with the DL and Pell checkboxes selected, as well as profiles with all three checkboxes selected.

- **Complete Program Profile Setup (Direct Loan only)** – The new Program Profiles setup option (**Tools, Setup, COD, Program Profiles**) provides an efficient method of updating your Direct Loan records with default values for a majority of the new 2014-2015 origination field values required to finalize the records for processing by the COD System. After creating program profiles in Release 3.0 for each major program of study at your school, you can assign the appropriate program profile code to your existing Direct Loan records using Direct Loan Multiple Entry, an External Change (DIEC15OP) import file, or by manually selecting the profile on the new Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab.



- **Complete CIP Codes Setup (Direct Loan and TEACH Grant)** – Beginning with the 2014-2015 award year, you must provide a (Classification of Instructional Program) Code with each new Direct Loan anticipated or actual disbursement for all loan types. This requirement also applies to new TEACH Grant disbursements. In EDEExpress 2014-2015, Release 2.0, we added the CIP Codes setup option (**Tools, Setup, COD, CIP Codes**). Any CIP Code values you define using this setup option are available for use when creating or modifying Direct Loan, TEACH Grant, or Pell Grant records in Release 3.0. Although you can choose to enter CIP Code values manually when required in lieu of completing CIP Codes setup, be aware you may reduce potential data entry errors and subsequent corrections if you define the CIP Code values you use most frequently in setup and then select the values from a list in EDEExpress where possible.
- **Update CIP Code and Enrollment Status on Origination Tab (Direct Loan and TEACH Grant)** – Beginning with the 2014-2015 award year, you must report the CIP Code and Enrollment Status value associated with each new Direct Loan anticipated and actual disbursement for all loan types. This requirement also applies to TEACH Grant disbursements.

To address this change, we added CIP Code and Enrollment Status fields to the new Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab; both field values are now required to originate loan records. We also added CIP Code to the Origination (TEACH Grant) tab and made the existing TEACH Grant Enrollment Status field required to prepare the record for export.

After installing Release 3.0, update the CIP Code and Enrollment Status values on your existing Direct Loan and TEACH Grant records manually on the Origination tab, by using multiple entry, or by importing the field values in an external change file.

- **Review and Update New Required Direct Loan Origination Fields** – In addition to CIP Code and Enrollment Status values, you must provide values for the following new Release 3.0 fields for all loan types before you can originate Direct Loan records: Published Program Length (in years, months, or weeks), Special Programs, Program Credential Level, and Weeks Program Academic Year. You can update most of these fields by assigning a program profile code to your records using Direct Loan Multiple Entry or by importing an external change file. Alternatively, you can update the fields manually on the new Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab.

**Note:** Use the Special Programs field value of **N** (Not Applicable) for students who are not enrolled in a qualifying special program. Also, the Weeks Program Academic Year field value is only required if you measure the Published Program Length in weeks or months **OR** if you provide a Special Programs field value of **P** (Preparatory Coursework Graduate Professional Program). For more information on valid values for the new Direct Loan origination fields, see the *2014-2015 COD Technical Reference, Volume II, Section 1* (Implementation Guide).

Detailed guidance regarding the Direct Loan functions we describe in the bullets above are available throughout this desk reference. For additional information regarding the TEACH Grant module, see EDEExpress Help.

For additional information regarding Release 3.0 enhancements, see the *EDEExpress for Windows 2014-2015, Release 3.0 Cover Letter* posted to the FSAdownload Web site with the Release 3.0 software. We also recommend that you review the “Guidance for EDEExpress 2014-2015 Direct Loan and TEACH Grant Users on Updating Software Setup and Existing Records after Release 3.0 Upgrade” electronic announcement posted in June 2014 to Federal Student Aid’s Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov).

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## EExpress COD System Features

The Pell Grant and Direct Loan modules of EExpress 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, refer to 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](http://fsadownload.ed.gov).

## Changes to EExpress for the COD System

EExpress 2014-2015, Release 2.0 accommodated the annual changes to the COD System and Pell Grant processes. Additional critical enhancements to the Direct Loan and TEACH Grant modules are included in EExpress 2014-2015, Release 3.0.

For information regarding the availability of the 2014-2015 COD System, see the [April 2, 2014](#) and [April 4, 2014](#) electronic announcements posted to the IFAP Web site.

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/index.html](http://ifap.ed.gov/150PercentDirectSubsidizedLoanLimitInfo/index.html).

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## EDESuite Products and Section 508 Compliance

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.

In addition, grids display floating text descriptions of the contents of grid cells. The text appears one cell above (or one cell below, for cells in the first line of a grid) the selected cell. The text lists row number, column title, and (if applicable) the current value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time hides the text.

The first time you log in, the default user ID and password is SYSADMIN. The system then prompts you to change the default password by entering a new password and verifying it. Floating text is always enabled for the SYSADMIN user ID and always appears in the Startup Information dialog box. To disable the floating text, select Tools, Setup, Security Users from the menu bar and create a new user ID and password. Exit the software, and then log in again with your new user ID and password.

For all users other than SYSADMIN, floating text is disabled by default. To enable it, select the **Enable 508 Grid Functionality?** checkbox in the Security Users dialog box.

# First Time COD System EDEXpress Users

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## COD System Participation

Schools communicate with COD over the Student Aid Internet Gateway (SAIG) using the eXtensible Markup Language (XML) Common Record, which is defined in the *2014-2015 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, located at [fsadownload.ed.gov](http://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 2014-2015 Award Year. For information on who should participate in testing with the COD System prior to the transmission and processing of actual production data, review the [“COD School Testing for the 2014-2015 Award Year” electronic announcement](#) posted on November 14, 2013 to the IFAP Web site. Additional guidance is also located in the “School Testing Guide,” Volume V, Section 1 of the *2014-2015 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](mailto:CODSupport@ed.gov).

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# 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 *2014-2015 COD Technical Reference*, available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

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

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## 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](mailto:CODSupport@ed.gov).

You can access the COD Web site ([cod.ed.gov](http://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 specific 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 ([cod.ed.gov](http://cod.ed.gov)).

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.

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# Downloading EExpress Software and Documentation

EExpress 2014-2015, Release 2.0, is available on the Internet. You can download EExpress and the related user documentation in Adobe PDF format from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov). The FSAdownload Web site was created to give you access to financial aid tools for easier and more efficient use of EExpress.

The following types of paper documentation are available to download from the Internet in Adobe PDF format:

- Installation guides
- Cover letters
- Technical references
- Desk references

Instructions for downloading EExpress software and related documentation are located in the “Downloading Documentation and Software from the FSA Download Web Site” chapter of the *2014-2015 EExpress for Windows Installation Guide*. The amount of time it takes to download a file depends on the file size and the speed of your Internet connection.

If you experience difficulties with the EExpress 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](mailto:CPSSAIG@ed.gov).

## ***Important Notes***

- You must be an Administrator on your workstation to install or uninstall EExpress 2014-2015 in all currently supported Windows operating systems. If you are not an Administrator, you will receive a warning when you try to install or uninstall EExpress. After an Administrator has installed EExpress, 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 EExpress software.
- Some organizations block their users’ ability to download software from the Internet. If you have trouble downloading EExpress, try again later. If you are still unable to download, contact your technical support staff to ensure you have full download rights.
- For additional technical guidance regarding the installation and use of EExpress 2014-2015 on standalone and networked systems, see the *EExpress for Windows 2014-2015 Installation Guide*, available for download on the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).



# Setting Up EDEExpress

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## Startup Information

If you upgrade from EDEExpress 2014-2015, Release 1.0 to Release 2.0 or perform a full installation of Release 2.0 or a subsequent release, a Startup Information box displays the following alerts when you start the program:

- The Pell Source Entity ID is not defined within Pell System Setup
- The Direct Loan Source Entity ID is not defined within Direct Loan 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 EDEExpress to process records for both. Until you enter your Entity IDs in COD System setup for both programs, these messages continue to appear each time you start EDEExpress.

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 when you start EDEExpress.

If you performed a full installation of EDEExpress 2014-2015, 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 box:

- 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 perform a full installation and open EDEExpress, the Prior Year Data dialog box appears with the message “EDEExpress can import prior year setup data. Do you want to do this now?”

- Click **Yes** at this prompt if you want to import setup data from the prior cycle’s version of EDEExpress. You can import all prior year setup data or choose individual setup profiles, as well as import specific student records (where applicable) using this feature.
- Click **No** to skip importing your prior year setup data.
- Select the **Don’t show me this again** checkbox if you do not want the prior year import prompt to appear the next time you log into EDEExpress.

**Note:** You can perform a prior year setup data import at any time, regardless of whether you are prompted to do so after logging into EDEExpress. For example, you may wish 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

When you select prior year import, EDEExpress allows you to import School setup fields such as the Source Entity ID, Reporting Entity ID, Attended Entity ID, Enroll OPE ID, and funding method from the prior cycle’s EDEExpress version. You can also import Direct Loan disbursement profile codes, Pell Grant disbursement profile codes, and combined Direct Loan and Pell Grant disbursement profile codes from the previous year.

Any disbursement profile codes you import are marked inactive until you update the dates to correspond with the current cycle year. If you choose not to use a disbursement profile that you imported from the prior year, we recommend that you delete it.

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

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

1. 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 file name, then click **OK**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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. Under PELL SETUP, the checkbox in the Import column is already selected for File Formats. If you do *not* want to import prior year setup data for File Formats, clear the checkbox.
  6. Under DIRECT LOAN SETUP, the checkbox in the Import column is already selected for File Formats. If you do *not* want to import prior year setup data for File Formats, clear the checkbox.
  7. Under the COD SETUP group, the checkbox in the Import column is already selected for Direct Loan School, Pell School, System, Disbursement–Direct Loan, Disbursement–Pell, MPN Printer, and Tolerances. If you do not want to import prior year setup data for all these setup groups, 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***

- **New for EDEExpress 2014-2015, Release 3.0!** If you import a disbursement profile code marked for use with the Direct Loan module from your prior year database into EDEExpress 2014-2015, Release 3.0, you must add the PP (Payment Period) Start Date associated with each disbursement date before you can use the disbursement profile with Direct Loan records.

- 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, EDEExpress allows the disbursement profile to import with no warning when a disbursement date is greater than the Approved Loan Period End Date. However, when you are updating an inactive disbursement profile in COD Disbursement setup, a warning appears when a disbursement date is greater than the Approved Loan Period End Date.
- The Interest Rebate Percentage is 0.000 for all loan types with the earliest disbursement date on or after July 1, 2012. If you import Prior Year User-Defined Queries, Setup and File Formats from EDEExpress 2013-2014 into EDEExpress 2014-2015 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.

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# 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 EDEExpress 2014-2015, 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...** (above the **Help** button in the lower portion of the dialog box) 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 EDEExpress is updated with each release to accommodate newly approved schools.

### ***To add a new Direct Loan school code:***

1. Select **Tools, Setup** from the menu bar, 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 EDEExpress for certain users, the first step is to create groups that have limited access to EDEExpress. The second step is to create user IDs and assign them to the groups you have created to specify which functions the users can access.

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

### ***Step 1, to create a security group:***

1. Select **Tools, Setup** from the menu bar, 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. (Optional) In the Password Timeout box, type the number of days a group member’s password is valid. If you do not want the group members’ passwords to expire, leave the value at 0.
6. Click the **Global** tab to establish global access rights for the group. Select the checkboxes in the Access column to enable or disable the functions to which the group will have access.
7. If you use EDEExpress for application processing, click the **App Express** tab and select the appropriate Access checkboxes.

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

### ***Important Note***

- You can create security groups that have limited access, such as Multiple Entry only. To do this, select the **Multiple Entry** checkbox in the Security Groups dialog box.

## **Defining Security for Users**

### ***Step 2, 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 EDEExpress, 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 the checkbox enables EDEExpress to add files to the EDconnect Transmission Queue automatically when you export them.  
  
(Optional) You can set up EDEExpress to automatically transmit your Common Record and data request files in EDconnect. Select **Tools, Setup** from the menu bar, then choose **Global, Security Users**. Locate your user ID and select the **Export to EDconnect?** and **Automatically Transmit?** checkboxes.
6. Type the password for the user in the Password box.
7. Type the password again in the Verify Password box.
8. (Optional) Select the **Enable 508 Grid Functionality?** checkbox to display floating text descriptions of the contents of grid cells.
9. Click **Save** to add the user to the database.
10. (Optional) Repeat steps 2 through 9 to add more user IDs.
11. 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.

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## COD School Setup

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

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 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 Entity ID must be associated with a school and cannot be assigned to a third-party servicer.

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

The Enroll OPE ID is an eight-digit code assigned to the specific 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 setting up a second or subsequent Reporting school, click the **Add** button. Select the **Reporting** option in the Add New School dialog box and click **OK**.

3. If you are accessing COD School setup for the first time, the **Add New School** dialog box appears. Click **OK** to continue.

If you are setting up a second or subsequent Attended school, click the **Add** button. The **Attended** option is selected by default on the Add New School dialog box. Type the Reporting Pell ID in the box or click the **ellipsis (...)** button and select the Reporting Pell ID from the list of IDs. Click **OK**. Skip to step 5.



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

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

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

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

### ***Important Notes***

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

## **Completing School Setup for the Pell Grant Module**

The following optional Enrollment Information fields are in the Enrollment Information–For School Use Only area in the COD School setup (Pell Payments) dialog box. If you choose to enter information in these fields, EDEExpress adds the information to the originations you create and calculates the Pell Grant award for you.

- Enrollment Status
- 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, EDEExpress uses the information to calculate the Total Payment Ceiling and Scheduled Award. If you leave the fields blank, EDEExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount 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:
  - **FAA Information.** Must contain the FAA’s telephone number.
  - **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, EDEExpress adds the information to the origination records you create and calculates the Pell Grant award for you.
  - Enrollment Status
  - 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 enter more than one DL Code in COD School setup and select one of them as the Default School. You can also select the same DL Code on more than one row 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:
  - **Total MPNs to be Printed.** Enter the total number (2 to 9) of MPNs you want to print per loan record.
  - **MPN Print Option.**
    - **S** = COD print, send to borrower
    - **R** = Onsite/Other
    - **O** = On-site printing using EDEExpress
    - **Z** = Request for COD to reprint
    - **F** = On-site printing **not** using EDEExpress

- **FAA Authorized Official.** Enter the name of the authorized FAA official responsible for administering the Direct Loan program at your school. This signature is necessary for each MPN manifest sent to the COD System.
- **Sub/Unsub Loan Fee Percentage.** This field displays 1.000 by default as the loan origination fee percentage used by EDEExpress when calculating disbursements for subsidized and unsubsidized loans. The U.S. Department of Education may revise this value in the future due to legislative or regulatory changes. To ensure you are using the correct percentage value in setup and, as a result, calculating disbursement amounts correctly in EDEExpress, refer to the valid values listed for the Origination Fee Percentage field in the Direct Loan external import add record layout in the *2014-2015 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 EDEExpress when calculating disbursements for PLUS and Grad PLUS loans. As with the Sub/Unsub Loan Fee Percentage, the U.S. Department of Education may revise this value in the future due to legislative or regulatory changes. To ensure you are using the correct percentage value in setup and, as a result, calculating disbursement amounts correctly in EDEExpress, refer to the valid values listed for the Origination Fee Percentage field in the Direct Loan external import add record layout in the *2014-2015 COD Technical Reference*, Volume III, Section 3.
- **Sub/Unsub Interest Rebate Percentage.** This field is used by EDEExpress for calculating the interest rebate amount on disbursements for subsidized and unsubsidized loans. The software displays 0.500 as the default Subsidized/Unsubsidized Loan interest rebate fee percentage. To conform with legislative changes, you must update this field value manually to 0.000 (0%) before originating any subsidized or unsubsidized loan with an earliest disbursement date on or after July 1, 2012.
- **PLUS Interest Rebate Percentage.** This field is used by EDEExpress for calculating the interest rebate amount on disbursements for PLUS and Grad PLUS loans. The software displays 1.500 as the default PLUS/Grad PLUS Interest Rebate percentage. To conform with legislative changes, you must update this field value manually to 0.000 (0%) before originating any PLUS or Grad PLUS loan with an earliest disbursement date on or after July 1, 2012.
- **Print to (L)ocal or (P)ermanent Address?** This sets the default address that prints on Sub/Unsub MPNs.
- **Are You a Special School?** An institution is eligible to disburse Direct Loans in a single disbursement if they have a cohort default rate of less than 15 percent for each of the three most recent fiscal years for which data are available. Select this checkbox only if you have been designated as a special school by ED.
- **Prompt to Create an Additional Sub/Unsub Loan During Origination Process?** Select this option if you want to be prompted to create another loan type every time you originate a loan manually.

- **Entrance Interview Required Prior to Disbursement?** Select this checkbox if your school wants to track the completion of entrance interviews in EDEExpress. This field sets a system edit for actual disbursement entry. If this checkbox is selected, EDEExpress requires the Loan Entrance Interview Date field (on the 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 *2014-2015 COD Technical Reference*, Volume II, “Section 1–Implementation Guide,” available on the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov), 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***

- If you import Prior Year User-Defined Queries, Setup and File Formats from EDEExpress 2013-2014 into EDEExpress 2014-2015 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 2014-2015 Direct Loan records.
- For more information on MPN print options, see the [October 22, 2012 electronic announcement](#) posted to the IFAP Web site.

## ***Establishing a Funding Method***

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

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

Also see Help in EDEExpress or the *2014-2015 COD Technical Reference* for complete descriptions of funding methods. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://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 prior to the disbursement date. Cash can be drawn down from G5 three (3) days before the actual disbursement date.

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

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

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

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

2. Click **OK**.

## ***Important Notes***

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

If you import Prior Year User-Defined Queries, Setup and File Formats from EDEExpress 2013-2014 into EDEExpress 2014-2015 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](mailto:CODSupport@ed.gov).

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## 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 EDEExpress to submit 2014-2015 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**.



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## COD Disbursement Profile Setup

**New for EDEExpress 2014-2015, Release 3.0!** We added a new column to the Disbursement Dates section of the Disbursement Profile setup dialog box that enables 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. Beginning with the 2014-2015 award year, 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.

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

### *To define a disbursement profile code:*

1. Select **Tools, Setup** from the menu bar, 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 specific loan period covered by the loan. (The start date must be no later than 6/30/2015.)
- **Academic Year End Date.** Enter the date when the borrower's academic year ends for the specific loan period covered by the loan. (The end date must be no earlier than 7/1/2014.)
- **Approved Loan Period Start Date.** Type the date classes begin for the specific period covered by the loan. (The start date must be no later than 6/30/2015.)
- **Approved Loan Period End Date.** Type the date classes end for the specific period covered by the loan. (The end date must be no earlier than 7/1/2014.)

**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 prior to 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 1/1/2014 to 9/30/2020\*. 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 06/21/2011 to 12/28/2018.

\*Although EDEExpress accepts any date on or after 1/1/2014, the valid 2014-2015 date range for Pell Grant disbursement records is from the date the 2014-2015 Pell schedules are posted on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) to 9/30/2020.

8. **New for EDEExpress 2014-2015, Release 3.0!** 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***

- **New for EDEExpress 2014-2015, Release 3.0!** Disbursement profiles you created in Release 2.0 for use with Direct Loan records must be updated in Disbursement setup to add the PP Start Date associated with each disbursement date. EDEExpress prevents use of impacted disbursement profile codes on new Direct Loan records until you add the required PP Start Date values. When you save your PP Start Date updates in setup, Release 3.0 performs a one-time update to add the PP Start Date to Direct Loan anticipated disbursement records in your database that were assigned the disbursement profile code in Release 2.0.
- 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 the Pell, Direct Loan, or TEACH Grant anticipated disbursement dates, if necessary.
- For Pell Grant, Direct Loan, and TEACH Grant records, you can also 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 EDEExpress 2013-2014 into EDEExpress 2014-2015, your disbursement profile codes are marked inactive until you update the loan period, academic year, and disbursement dates to correspond to the current cycle year.

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## Direct Loan Tolerance Setup

Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. The tolerances are used when printing the Sub/Unsub MPN List, PLUS MPN List, and Document Activity List reports. These reports help you see how you are performing relative to your suggested tolerances. 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 EDEExpress 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 Direct Loan lists in EDEExpress and the Disbursement Measurement Tool Report in DL Tools and assessing the results to implement corrective actions.

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## Direct Loan MPN Printer

Most Windows users do not need to create, set up, or select an MPN Printer template, because they are able to adjust the unprintable area in their printer properties to align the MPN.

If your MPNs print correctly, do not select a printer template in the Print dialog box. If your MPNs do not align when printed, you can create printer templates to control the placement of data on MPNs through the Print dialog box.

### *To establish your MPN Printer template:*

1. Select **Tools, Setup** from the menu bar, then choose **COD, MPN Printer**.
2. Type a template name in the Printer Template field.
3. Click the **down** arrow in the Font Type field to select the predefined font.
4. Click the **down** arrow in the MPN Type field to select the MPN type you want to adjust.
5. Click in the **X** fields for the MPN type you selected and enter the number of inches that you want to alter the horizontal coordinates for the data block field data. 100 units = 1 inch. Valid field values range from -999 to 999.
6. Click in the **Y** fields for the MPN type that you selected and enter the number of inches that you want to alter the vertical coordinates for the data block field data. 100 units = 1 inch. Valid field values range from -999 to 999.
7. Click **OK** when you are finished entering the coordinate values to save changes. The prompt “Record updates pending, save changes?” appears.
8. Click **Yes** to confirm that you want to save the changes.

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# CIP Code Setup

**New for 2014-2015!** We added a new setup dialog box to COD setup called CIP Code. This setup option enables you to define multiple Classification of Instructional Programs (CIP) Codes that you can later select from a list when creating or modifying Direct Loan, TEACH Grant, and Pell Grant records, saving you data entry time. The CIP Code is a six-digit code (with an implied decimal between the second and third digits) representing the student's college major.

The CIP Code values you define in this setup option can be selected by clicking the ellipsis button (...) next to Import dialog box for specific import types, in the initial Multiple Entry grid, and on the Origination tab for all three modules.

This new CIP Code setup option is associated with the EDEExpress 2014-2015 enhancement that enables Direct Loan, TEACH Grant, and Pell Grant users to report a CIP Code associated with each anticipated or actual disbursement record.

EDEExpress Direct Loan and TEACH Grant users are required to provide a CIP Code on anticipated and actual disbursements beginning with the 2014-2015 award year. This requirement applies to all loan types in the Direct Loan module.

The CIP Code data element is optional for Pell Grant records in EDEExpress 2014-2015 and is not required or processed by the COD System for the 2014-2015 award year.

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

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

4. 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 50 keyboard characters or spaces, except for the pipe (|) and underscore (\_) symbols.
5. To add another CIP Code, click the **OK** button. Repeat steps 2 through 4.
6. Click **OK** when finished to return to the Setup tab.

### ***Important Note***

- 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/cip2010](http://nces.ed.gov/ipeds/cip2010).

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# Program Profiles Setup

**New for EDEExpress 2014-2015, Release 3.0!** We added a new COD setup option called Program Profiles. This setup option enables you to create profiles containing default values for many of the new required Direct Loan origination record fields located on the Usage Limit Applies Info sub-tab on the Origination (Direct Loan) tab. Click **Tools, Setup, COD, Program Profiles** to access this new setup dialog box.

You can reduce data entry effort when creating Direct Loan records if you define program profile codes in Setup that are associated with each distinct student population or program at your school. When you assign a Program Profile Code to a Direct Loan origination record, the software auto-fills the corresponding fields on the Usage Limit Applies Info sub-tab with the values you defined in Setup for that code.

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, and Weeks Program Academic Year (conditionally). These fields are required by the COD System for all loan types beginning with the 2014-2015 award year and must be provided to originate a Direct Loan record in EDEExpress.

The program profile codes you define in Setup are available for selection when creating loan records manually on the Origination (Direct Loan) tab or when importing ISIRs or Packaging data to create loan records. You can also add or modify the program profile code field by importing an external add or change file or by using Direct Loan Multiple Entry.

## *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 EDEExpress, skip to step 4. Otherwise, click **Add** (below the record count box).
4. Enter a one to four character Program Profile Code. The code can be up to four characters long and can consist of any combination of letters (A to Z), numbers (0 to 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 to 99.

7. Update the Published Program Length fields with values applicable to the program you are basing this Program Profile on. In the first field, enter a numeric value between 0.001-999.999 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 to 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 to 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. Click **Save** to save your Program Profile.
11. To create another Program Profile, click **Add**.
12. Click **OK** when you are finished.

### ***Important Notes***

- **New for EDEExpress 2014-2015, Release 3.0!** We added a new COD report called List-Program Profile Setup, which 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.
- Unlike disbursement profile codes, program profile codes are not required to save or originate Direct Loan records. However, if you do not define program profile codes, you must enter values for each of the new required fields manually on the Origination (Direct Loan) tab, use Direct Loan Multiple Entry to update the field values, or include the field values in an external add or external change import file.



# Pell Grant Origination and Disbursement Records

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## 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 EDEExpress
- 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 2014-2015!** EDEExpress 2014-2015, Release 2.0, implements the 2014-2015 Federal Pell Grant Payment and Disbursement schedules in Packaging and Pell Grant functionality. As noted in [Dear Colleague Letter GEN-14-01](#), posted on January 31, 2014 to the IFAP Web site, the maximum 2014-2015 Pell Grant award for a full-time student with an Expected Family Contribution (EFC) of zero is \$5,730, an increase of \$85 over the 2013-2014 maximum of \$5,645. The maximum Pell-eligible EFC is also increased for 2014-2015 from the 2013-2014 maximum of 5081 to 5157.

In Release 2.0, we modified the Packaging module's Package and Repackage processes, the Pell module's Calculate Award Amount for the Entire School Year process, and Global Browse to follow the 2014-2015 Pell Grant Payment and Disbursement Schedules posted in Dear Colleague Letter GEN-14-01.

For more information and a complete description of the changes for the 2014-2015 Award Year, see Dear Colleague Letter GEN-14-01 and the [March 5, 2014](#) electronic announcement posted to the IFAP Web site.

- **New for 2014-2015!** EDEExpress Pell Grant module users can now report a Classification of Instructional Programs (CIP) Code associated with each Pell Grant anticipated or actual disbursement record. The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digits) representing the student's college major, is optional for Pell Grant records in EDEExpress 2014-2015 and is not required or processed by the COD System for the 2014-2015 award year.

To enable the optional reporting of the CIP Code on Pell Grant disbursement records, we added a new CIP Code field to the Origination (Pell Grant) tab. Use the new CIP Code setup dialog box (**Tools, Setup, COD, CIP Codes**) to define CIP Code values that you can select from when creating or modifying records. You can add or update the new CIP Code field value manually on the Origination tab or by using Pell Grant Multiple Entry. You can also provide a CIP Code value when using the Origination Data–ISIRS or Origination Data–External import options.

The CIP Code value on the Origination tab, if provided, is used automatically for all anticipated and actual disbursement records on the Disburse (Pell Grant) tab. To change the CIP Code value on individual disbursement records on the Disburse tab, you must first change and save the CIP Code value on the Pell Grant Origination tab; the new CIP Code value is then used automatically when adding or adjusting disbursement records on the Pell Grant Disburse tab. CIP Code values cannot be modified directly on the Disburse tab.

- **New for 2014-2015!** We expanded the EFC field on the Origination (Pell Grant) and Disburse (Pell Grant) tabs to six digits to coincide with the increased length of the Primary EFC field on the ISIR. EFC field values on Pell Grant records (including data in external import files) can now range from 000000 to 005157.
- The student's Title IV eligibility reason is a required data element on all Direct Loan, Pell Grant, and TEACH Grant records for students enrolling in a program of study on or after July 1, 2012. This eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.

To address this requirement, EDEExpress requires that you provide an Ability to Benefit Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

The ISIR import process in EDEExpress updates the Ability to Benefit Code field, if blank, on the Demo tab based on specific student responses to the High School Completion question on the FAFSA. The software translates the High School Completion value on the ISIR during import to the corresponding Ability to Benefit Code value on the Demo tab in the following circumstances:

- High School Completion value of **1** (High School Diploma) = Ability to Benefit Code **06**
- High School Completion value of **2** (GED) = Ability to Benefit Code **07**
- High School Completion value of **3** (Home Schooled) = Ability to Benefit Code **04**

If the High School Completion value is **4** (none of the above) or blank, the Ability to Benefit Code is not updated on the Demo tab as a result of the ISIR import. The ISIR import function also does not update the Ability to Benefit Code field if it already has a value.

If the ISIR import function does not update the Ability to Benefit Code field, you must use manual entry, Global multiple entry, or the external origination add/change import options available in the Direct Loan, Pell Grant, and TEACH Grant modules to update the field before you can originate or save a loan or grant record for the student.

- 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 EDEExpress, 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 nonterm 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 U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov).

- The Higher Education Opportunity Act (HEOA) of 2008, P.L. 110-315, authorized schools to disburse up to 200% 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. EDEExpress enables you to disburse up to 200% 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 2014-2015 Pell Grant Payment and Disbursement Schedule. However, when you select the Additional Eligibility Indicator checkbox, the Total Payment Ceiling automatically displays up to 200% 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, EDEExpress uses the information to calculate the Total Payment Ceiling and Scheduled Award. If you leave the fields blank, EDEExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount the student would receive given the cost of attendance, EFC, and assuming the student is attending full time for the full academic year. The fields are:

- Enrollment Status
- 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 CIP Code, 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.
2. If a demographic record exists for the student, you can open a student's record directly from the EDEExpress toolbar by:
  - Typing the original or current Social Security Number and clicking **Open**, or
  - Selecting the student’s original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
  - Clicking the ISIR button to pick a student’s ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

If you have a student's record open, you can open another record by entering or selecting the SSN or ISIR from the toolbar. The first record closes automatically, prompting you to save changes. The next student’s record opens to the same module and tab as the previous record.

3. On the Demo tab, enter the student's demographic information if no demographic information exists. Only fields highlighted in yellow are required to save the Demo tab, but you should ensure the entries in Current SSN, Last Name and/or First Name, Date of Birth, and Ability to Benefit Code are correct, as this information is required to save the Pell Grant origination record.

**Note:** 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, refer to the *2014-2015 COD Technical Reference*, Volume II, Section 4. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

**Note:** Five fields located on the Demo tab collect student data related to Ability to Benefit requirements. The fields are Ability to Benefit Code, Ability to Benefit Test Code, Ability to Benefit Completion Date, Ability to Benefit Test Administrator Code, and Ability to Benefit State Code. The Ability to Benefit Code field is required to save and originate a Pell Grant record; all other Ability to Benefit fields are optional and not required to save a student record. If you enter or modify data in any Ability to Benefit field, EDEExpress includes all the Ability to Benefit fields and values (even if blank) in the next export of Pell Grant, Direct Loan, or TEACH Grant origination data in the COD Common Record. EDEExpress also updates the Ability to Benefit fields with any data returned by the COD System in Web-Initiated Response files for processed Pell Grant, Direct Loan, or TEACH Grant data.

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. Click the **down** arrow in the Grant Type field and select **Pell**. Type the student's Name Code (first two letters of the last name). Then, if the Reporting Pell ID and Attended Pell ID fields are blank, click the **ellipsis (...)** buttons to add both a Reporting Pell ID and an Attended Pell ID. 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, Low Tuition & Fees Code, and the Incarcerated? fields are not highlighted in yellow, enter the data if applicable. Press **F1** for Help with field descriptions and valid values for the Pell Grant Origination fields.

9. (Optional) Enter a CIP Code value or click the ellipsis (...) button to select a CIP Code you defined in CIP Codes setup (**Tools, Setup, COD, CIP Codes**).

10. (Optional) Enter the data for the fields in the Enrollment Information–For School Use Only area.
11. 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.
12. Select **File, Close** from the menu bar or enter or select another SSN from the toolbar.

### ***Important Notes***

- **New for 2014-2015!** The CIP Code field is optional for Pell Grant records in EDEExpress 2014-2015 and is not required or processed by the COD System for the 2014-2015 award year. If you do not want to provide a CIP Code with your 2014-2015 Pell Grant disbursement records, leave the CIP Code field blank on the Origination tab when creating a Pell Grant record.
- 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 200% 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. 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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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. If the Reporting Pell ID and Attended Pell ID fields are blank, click the **ellipsis (...)** buttons to add both a Reporting Pell ID and an Attended Pell ID.
5. Click the **down** arrow in the Grant Type field and select **Pell**.

6. 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.



7. (Optional) **New for 2014-2015!** Enter or click the ellipsis (...) button to select a CIP Code value. The CIP Code value designated during the import process is used as the CIP Code field value on the Pell Grant Origination tab. In addition, if you select a disbursement profile code in the import dialog box, EDEExpress uses the CIP Code value you provide during the import process to fill the CIP Code field on each anticipated disbursement record on the Disburse (Pell Grant) tab.
8. Click **OK**.
9. (Optional) **New for 2014-2015!:** If you entered or selected a CIP Code on the import dialog box in step 7, a new secondary dialog box displays enabling you to select student records to import or to change the CIP Code values on individual records. When you initiate an import of ISIR data into the Pell Grant module, the CIP Code you provide in the Import dialog box 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 CIP Code in the grid.

To change the CIP Code for an individual record, click the code in the CIP Code column and type the new code. Valid values are **00.0000** to **99.9999** (you must enter the decimal point on this dialog box).

Click **OK** when you have finished selecting records and modifying CIP Codes to proceed with the import.

10. 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.
11. 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***

- Leave the CIP Code field blank (the default setting) in the Import dialog box if you do not want to provide a CIP Code for the 2014-2015 Pell Grant records you are creating.
- Only one ISIR transaction per Attended School is imported into the Pell module.
- EDEExpress imports the ISIR transaction listed in the Transaction Paid On field on the Demo tab. If this field is blank, EDEExpress 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. 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.
  - a. If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, and print it.
  - b. 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. 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 both a Reporting Pell ID and an Attended Pell ID.
6. Click the **down** arrow in the Grant Type field and select **Pell**.
7. (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.

8. 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.

If you selected the Import Packaging Data? checkbox, the newly created origination records have an origination status **Ready**. If you did not select the Import Packaging Data? checkbox, the newly created origination records have an origination status **Not Ready**.

9. Click **OK**. 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.
10. Click **OK** to close the Batch Statistics dialog box.

The newly created origination records have an 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 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**

When you submit changes to Pell Grant origination data through the External Change Import process, submit only the modified data elements. Report the fields that have not changed as blank in the existing External Origination Add record layout.

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

1. 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. Click the **File** button under Import From and select the file you want to import.
4. (Optional) Select the **Prompt for Duplicates?** checkbox for EDEExpress to prompt for duplicate records.

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

5. (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.
6. 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.
7. Click **OK** to close the Batch Statistics dialog box.

## **Important Notes**

- **New for 2014-2015!** We added CIP Code to the Pell Grant Origination Data–External import record layout as an optional field. If you choose to include the CIP Code with the origination record data you import, EDEExpress adds or updates the CIP Code field on the Origination (Pell Grant) tab with the CIP Code in your import file. For new records, EDEExpress also adds anticipated disbursement records with the CIP Code value in your import file if you provide a valid disbursement profile code. Existing anticipated disbursements for the student are updated with the CIP Code value in your import file if they are not batched for processing (i.e., Disbursement Status is not **B** [Batched]).
- Refer to the *2014-2015 COD Technical Reference*, Volume III, Section 3 for acceptable import external data record layouts. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).
- Pell Grant origination data that is imported from a school’s mainframe or third-party system must be created in flat file format.
- You can add or change the Enroll OPE ID value associated with each anticipated or actual Pell Grant disbursement using External Origination Add/Change files.
- The five 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, refer to the *2014-2015 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 **SSN File** button if you have a text file of selected SSNs. Or, click the **ellipsis (...)** button in the SSN File field to enter SSNs of the records you want to update.
5. (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.
6. Choose **Printer**, **File**, or **Screen** as the output destination. When the update process is finished, EDEExpress generates a report of the records that have updated successfully and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
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. After the Pell Multiple Entry process is finished, EDEExpress generates an edit report that displays the total number of student records that were read, updated, and rejected, as well as the total number of fields that were updated and rejected.

**Note:** When a value has not been entered for most selected fields on the Multiple Entry–Field/Records Selection grid (the first grid that appears in Multiple Entry), the field's

current value from the student's record appears on the Multiple Entry update grid (the second grid that appears). If the Disbursement Number field is selected, a value must be entered.

### ***Important Notes***

- **New for 2014-2015!** We added the new CIP Code field to Pell Grant Multiple Entry. Use this field to update the CIP Code field on the Origination (Pell Grant) tab for multiple student records at once.

When you update the CIP Code using multiple entry, all anticipated disbursements are updated automatically with the new CIP Code value, provided they are not batched for processing (Disbursement Status of **B**). Also, selecting and updating the CIP Code field when updating an accepted actual disbursement using multiple entry changes the CIP Code associated with the new sequence number.

- 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 nonterm 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, located at [ifap.ed.gov](http://ifap.ed.gov).

- See "Create an SSN File" and "Using an SSN File" in this desk reference for instructions on creating and using an ASCII file of Social Security Numbers. Also, see Help in EDEExpress for additional information on creating SSN files.

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## 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, EDEExpress generates a report of the records that have successfully updated and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, and then click **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
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 2014-2015!** We updated the Pell Grant module's Calculate Award Amount for Entire School Year function to follow the 2014-2015 Pell Grant Payment and Disbursement schedules published in [Dear Colleague Letter GEN-14-01](#), posted on January 31, 2014 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 nonterm 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, located at [ifap.ed.gov](http://ifap.ed.gov).

- The Higher Education Opportunity Act (HEOA) of 2008, P.L. 110-315, authorized schools to disburse up to 200% 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 200% 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 doubles the student's scheduled Pell Grant award 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 \$5,550 and the Additional Eligibility Indicator is selected, the Calculate Award Amount for Entire School Year process calculates an Award Amount for Entire School Year value of \$11,100.

**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 200% of the Scheduled Award.

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

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# 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 (Pell Grant) tab is activated.

## ***Important Notes***

- **New for 2014-2015!** EDEExpress Pell Grant module users can now report a Classification of Instructional Programs (CIP) Code associated with each Pell Grant anticipated or actual disbursement record. The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digits) representing the student’s college major, is optional for Pell Grant records in EDEExpress 2014-2015 and is not required or processed by the COD System for the 2014-2015 award year.

To facilitate the reporting of the CIP Code on Pell Grant disbursement records, we added a new read-only CIP Code field to the Disburse (Pell Grant) tab grid. The CIP Code displayed in the Disburse tab grid for each disbursement matches the CIP Code saved on the Origination (Pell Grant) tab at the time the anticipated or actual disbursement transaction (or sequence number, in the case of actual disbursement adjustments) was created.

To update the CIP Code associated with an anticipated or actual Pell Grant disbursement, you must first modify and save the CIP Code value on the Origination tab; you cannot modify CIP Code values manually within the Disburse tab grid. Updating the CIP Code value on the Origination tab affects existing disbursement records as follows:

- **For anticipated disbursement records:** When you save the updated CIP Code on the Origination tab, all anticipated disbursements are updated automatically with the new CIP Code value, provided they are not batched for processing (Disbursement Status of **B**). If you want to adjust the CIP Code value 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**.

- **For actual disbursement records:** Changing the CIP Code on the Origination tab does not modify the CIP Code value 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 CIP Code on these disbursement transactions remains set to the value 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 the CIP Code value on the Origination tab, the new disbursement sequence number uses the updated CIP Code value.

If you do not want to report a CIP Code value with your Pell Grant disbursement records for the 2014-2015 award year, leave the CIP Code field blank on the Origination tab.

- 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 (Pell Grant) 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 prior to 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 to 65 for school submissions. Sequence numbers 01 and 66 to 90 are used for system-generated responses from the COD System.
- For more information and instructions, see the EDEExpress Help topic “Disbursement Sequence Number.”

## Creating a Disbursement Record Manually

### *To create a disbursement record manually:*

1. Open the student's record from the EDEExpress toolbar by:
  - Typing the original or current Social Security Number and clicking **Open**, or
  - Selecting the student's original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
  - Clicking the ISIR button to pick a student's ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

2. Click the **Origination** tab (in the lower portion of the screen).
3. Click the **Pell Grant** 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 and 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 Grant** tab (in the upper left portion of the screen).
  - At the top of the Pell Grant 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 EDEExpress accepts any date on or after 1/1/2014, the valid 2014-2015 date range for Pell Grant disbursement records is from the date the 2014-2015 Pell Grant schedules are posted on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) to 9/30/2020.

**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. (Optional) Verify the CIP Code value displayed is correct for the disbursement. If you want to use a different CIP Code, you must discontinue disbursement entry, switch to the Origination (Pell Grant) tab, update and save the CIP Code field value on the Origination tab, then repeat steps 5-6.
8. To indicate that an actual disbursement is eligible for funding, select the **Disbursement Release Indicator** checkbox. See “Setting the Disbursement Release Indicator (DRI)” in this desk reference for more information.
9. Select **File, Save** from the menu bar. The record is set to **R** (Ready).
10. 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 disbursement profile 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 1/1/2014, the valid 2014-2015 date range for Pell Grant disbursement records is from the date the 2014-2015 Pell Grant schedules are posted on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) to 9/30/2020.

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

3. (Optional) Click the **SSN File** button if you have a text file of selected SSNs already prepared for update. Or, click the **ellipsis (...)** button in the SSN File field 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 either selecting a query (using the ellipsis button), or selecting eligible student records by clicking “Select Records.”

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

5. Select **Printer**, **File**, or **Screen** as the output destination. When the update process is finished, EDEExpress generates a report of the records that have successfully updated and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, and then click **Open**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
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 2014-2015!** When you update the CIP Code using multiple entry, all anticipated disbursements are updated automatically with the new CIP Code value, provided they are not batched for processing (Disbursement Status of **B**). Also, selecting and updating the CIP Code field when updating an accepted actual disbursement using multiple entry changes the CIP Code associated with the new sequence number.

- You can also use Multiple Entry to update the 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 EDEExpress also provides additional information on creating SSN files.

## Importing Disbursement Data from Your School System

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

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

1. 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. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. The location defaults to the import directory defined in Tools, Setup, Global, File Management.
4. Select the **Prompt for Duplicates?** checkbox if you want EDEExpress to prompt you each time it encounters a duplicate record during the import process.
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 **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, repeat the print process and select **Printer** as your output destination.
  - 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.
6. 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.
7. Click **OK** to close the Batch Statistics dialog box.

## ***Important Notes***

- 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 the disbursement amount and date.
- Although EDEExpress accepts any date on or after 1/1/2014, the valid 2014-2015 date range for Pell Grant disbursement records is from the date the 2014-2015 Pell Grant schedules are posted on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) to 9/30/2020.
- See the *2014-2015 COD Technical Reference*, Volume III, Section 3 for the format of acceptable external data. The technical reference is available from the FSADownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).



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## 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 30 or zero days of your school's funding method as defined in your COD (Pell Payments) School setup, the DRI cannot be saved as True.

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

### ***Important Notes***

- When you update an individual disbursement's DRI previously accepted as False to True, the disbursement status changes from **A** (Accepted) to **R** (Ready). If you then want to clear the DRI, the status does not return to **A**, but remains at **R**. The DRI (now set back to False) is picked up in the next export and is read as a duplicate at the COD System. When you import the response, the record status flag resets to **D** (Duplicate).
- You cannot set a DRI to False (clear the checkbox) on a record that has been accepted by the COD System with the DRI set to True.

- You can identify anticipated disbursements in EDEExpress by printing the following reports:
  - Pell 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.

You can also import and print a COD Pending Disbursement Report (PGPD). The Pending Disbursement Report is generated weekly and reports pending disbursements in the COD System.

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## 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 (CRAA15IN)** 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 both 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 EDEExpress 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 CRAA15IN file to the COD System using EDconnect or other transmission software. EDconnect can be downloaded from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

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

## ***Important Notes***

- For EDEExpress 2014-2015, Release 2.0 only, do not combine Pell Grant, Direct Loan, and TEACH Grant data during export; leave the checkboxes cleared for modules other than Pell on the Export dialog box. Any Direct Loan or TEACH Grant data exported using Release 2.0 will be rejected by the COD System due to the absence of new, required data elements for the 2014-2015 award year. You can resume combining export data from different modules in single COD Common Record documents after you upgrade to EDEExpress 2014-2015, Release 3.0.
- 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 both the Pell Originations and Pell Disbursements buttons to limit the export of both record types to just dependent students.

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

Four different 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:

- **Receipt.** A receipt notifies you that each CRAA15IN document sent to the COD System was received by the COD System. Information about the document, such as the Import File Name, Receipt Import Date, and Process Date, is added to the Document Activity database. The receipt message class is CRRC15OP.
- **Response.** Upon import into EDEExpress, a response updates your database with the status (**Accepted, Rejected, Corrected, or Duplicate**) of the records the COD System has processed. The records submitted in a specific document are returned in a corresponding response document, maintaining document integrity. The response message class is CRAA15OP.

**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 CRWB15OP.

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

**Note:** For further information on issues to take into consideration when using EDEExpress and the COD Web site together to update Pell Grant origination and disbursement data, review the “Web-Initiated Responses (CRWB15OP)” topic in the EDEExpress 2014-2015 Help system.

**Note:** To receive CRWB15OP 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](http://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 CRND15OP.

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

1. 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 Receipt/Response**.
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
4. Select **Printer, File, or Screen** as the output destination. When the import process is finished, EDEExpress generates a report that displays important information that relates to the imported document. If you want to send the report to a file, click the **File** button and type a file name, then click **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. 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.
6. Click **OK** to close the In Progress dialog box.
7. 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 (CRND15OP) files updates the Enroll OPE ID value on any anticipated or actual Pell Grant disbursement records that are created as a result of the import. During the import process, EDEExpress compares the reporting and attended campus information in the import file against your COD School setup for the Pell Grant module to determine the correct Enroll OPE ID value to list for the disbursement records created on the Disburse (Pell Grant) tab.
- During the import of COD Response files, EDEExpress performs a date and time comparison of the Document ID in the import file against the corresponding Document ID in EDEExpress. If the import file's data is older than the data in your EDEExpress database, you are prompted to **Skip**, **Skip All**, **Update**, or **Update All** for the records that have more recent data in your database. This function is applicable to COD Common Record Response (CRAA15OP) and Web-Initiated Response (CRWB15OP) files. For document integrity, you cannot import response documents for Pell Grant records that did not originate in the EDEExpress database. The document ID and student records must exist in the database for EDEExpress to update records. If you lose your database prior to receiving a response back from the COD System, you must rebuild the EDEExpress database by requesting and importing a Year-to-Date file.
- Negative disbursement responses and Web-generated responses for a disbursement are returned by the COD System with disbursement sequence numbers in the range of 66-90. Upon import, EDEExpress displays the accepted disbursement amount with the 66-90 disbursement sequence number.
- See the *2014-2015 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, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).
- 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.

EDEExpress 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 EDEExpress 2014-2015 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 EDEExpress before importing the corresponding CRWB15OP 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 EDEExpress can match the data in the CRWB15OP file to the record in your EDEExpress database during import.

**Note:** If you have indicated to the COD System that you want to receive Web-initiated response files (CRWB15OP) through the SAIG for activities you perform on the COD Web site, you will receive a CRWB15OP for Pell Grant awards you create on the COD Web site in accordance with this HEOA provision.

You can identify these records following a CRWB15OP import by opening the student's Origination (Pell Grant) tab, selecting **View, Processed Edits**, and checking for COD 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.



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## 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, and CIP Code 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 separate disbursement sequence number to adjust the amount, date, Enroll OPE ID, and/or CIP Code.
- 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.
- Either 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 from the EDEExpress toolbar by:
  - Typing the original or current Social Security Number and clicking **Open**, or
  - Selecting the student's original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
  - Clicking the ISIR button to pick a student's ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

2. Click the **Origination** tab (in the lower portion of the screen).
3. Click the **Pell Grant** 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 from the EDEExpress toolbar by:
  - Typing the original or current Social Security Number and clicking **Open**, or
  - Selecting the student's original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
  - Clicking the ISIR button to pick a student's ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

2. (Optional) **New for 2014-2015!** If you want to correct the CIP Code associated with a Pell Grant disbursement record, you must modify the CIP Code value on the Origination (Pell Grant) tab first. Click the Origination tab (in the lower portion of the screen), click the Pell Grant tab (in the upper left portion of the screen), update the CIP Code field value, and save the record.
3. Click the **Disburse** tab (in the lower portion of the screen).
4. Click the **Pell Grant** tab (in the upper left portion of the screen).
5. To make corrections to an actual disbursement (DRI is set to True, or the checkbox is selected):
  - 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.

**Note:** This applies to Pell Grant only. You must continue to use three separate sequence numbers to adjust the date, amount, and Enroll OPE ID in the Direct Loan module.

- 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. EDEExpress will not allow you to save the record.
- Select **File, Save** from the menu bar. The corrected disbursement record is now at **R** (Ready) status.
- Select **File, Close** from the menu bar or enter or select another SSN from the toolbar.

### ***Important Notes***

- **New for 2014-2015!** To update the CIP Code associated with an anticipated or actual Pell Grant disbursement, you must first modify the CIP Code value on the Origination tab; you cannot modify the CIP Code directly in the Disburse tab grid. When you save the updated CIP Code on the Origination tab, all anticipated disbursements are updated automatically with the new CIP Code value, provided they are not batched for processing (Disbursement Status of **B**).

Changing the CIP Code on the Origination tab does not modify the CIP Code value on existing actual disbursement (DRI set to True) records or subsequently processed adjustments; instead, for tracking purposes, the CIP 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 CIP Code value on the Origination tab, the new disbursement sequence number will use the updated CIP Code value.

- 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 EDEExpress accepts any date on or after 1/1/2014, the valid 2014-2015 date range for Pell Grant disbursement records is from the date the 2014-2015 Pell Grant schedules are posted on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) to 9/30/2020.
- 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 *2014-2015 COD Technical Reference*, Volume II, Section 4. EDEExpress is designed to accommodate either option. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

When you import a response that contains data corrected by the COD System, EDEExpress updates your database with the COD System corrected value. Correcting data is the COD System default. Contact the 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](mailto: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 **SSN File** button if you have a text file of selected SSNs. Or, click the **ellipsis (...)** button in the SSN File field to enter SSNs of the records you want to update.
5. (Optional) Click the **Selection Criteria** button to use a query to limit or narrow the group of records you are updating or to select individual student records.
6. Select **Printer, File**, or **Screen** as the output destination. When the update process is finished, EDEExpress generates a report of the records that have successfully updated and records that did not update. If you want to send the report to a file, click the **File** button and type a file name, and then click **Save**. The file name appears in the box.

- If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
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. EDEExpress generates an edit report that displays the total number of student records that were read, updated, and rejected, as well as the total number of fields that were updated and rejected.

### ***Important Notes***

- **New for 2014-2015!** We added the new CIP Code field to Pell Grant Multiple Entry. Use this field to update the CIP Code field on the Origination (Pell Grant) tab for multiple student records at once.

When you update the CIP Code using multiple entry, all anticipated disbursements are updated automatically with the new CIP Code value, provided they are not batched for processing (Disbursement Status of **B**). Also, selecting and updating the CIP Code field when updating an accepted actual disbursement using multiple entry changes the CIP Code associated with the new sequence number.

- 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 EDEExpress accepts any date on or after 1/1/2014, the valid 2014-2015 date range for Pell Grant disbursement records is from the date the 2014-2015 Pell Grant schedules are posted on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) to 9/30/2020.
- 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.

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## Regenerating Pell Grant Documents

The Pell Grant Regenerate process exports a new 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 Pell Grant Regenerate process exports both Pell Grant and Direct Loan records.

### *To regenerate Common Record documents:*

1. Select **File, Regenerate** from the menu bar, then choose **Pell**.
2. Select **COD Common Record (CRAA15IN)**.
3. Click the **ellipsis (...)** button and select the document ID, then click **OK**.
4. 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.
5. Click **OK** to close the In Progress dialog box.
6. Transmit the CRAA15IN file to the COD System using EDconnect or other transmission software.

# Pell Grant Data Requests and Reports Available from the COD System

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## Data Requests

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

**Note:** Data requests can also be made on the COD Web site at [cod.ed.gov](http://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

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## 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 PGRQ15IN.
6. Click **OK** to close the In Progress dialog box.
7. Transmit the PGRQ15IN file to the COD System using EDconnect or other transmission software.

### ***Important Note***

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



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# Importing and Printing Data Request Acknowledgements

Data request acknowledgements are sent to you by the COD System in response to data requests exported from EDEExpress or made on the COD Web site at [cod.ed.gov](http://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 (PGRA15OP) 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. 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, AGRA, SGRA)**.
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
4. 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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.

The following pages describe the process for importing the specific 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 also automatically generates reports to all schools when a discrepancy with a student's record occurs. For example, the Multiple Reporting Record (PGMR15OP) 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 may 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 200% 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. 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, AGMR, SGMR)**.
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
4. Select **Printer, File, or Screen** as the output destination. After the Multiple Reporting Record has been imported, EDEExpress 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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. 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.
6. Click **OK** to close the In Progress dialog box.
7. 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 make updates to your EDEExpress 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 EDEExpress 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 (PGMR15OP) files. **Note:** The EDEExpress import report for PGMR15OP 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 EDEExpress does not store the data.

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## Year-to-Date (YTD) Data

YTD (message class PGYR15OP) data can be used to reconcile your EDEExpress data with the data that has been reported to and accepted by the COD System (and, by extension, the Federal Pell Grant Program) and identify any discrepancies requiring resolution.

When importing YTD data, you have the following options:

- **Compare and Print Exceptions?** This option compares each record in the YTD file against your database, generates a YTD Comparison Report after import, and prints exceptions.
- **Print All?** This option prints all YTD records.
- **Update–Selected Records.** This option displays a grid listing selected students, updates selected student records with the Pell 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. 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, AGYR, SGYR)**.
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
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 **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.

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

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

6. 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 either **Compare and Print Exception?** or **Print All?** to generate only a report.
7. Click **OK**. A progress bar appears within the In Progress dialog box. When the import is complete, the In Progress dialog box displays the number of records imported, the import file name, and the document ID.
8. Click **OK** to close the In Progress dialog box.
9. Review the output document to determine if further action is necessary.

### ***Important Notes***

- 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 (PGYR15OP) files, which do not include the Enrollment School Code tag, the import function for Pell Grant YTD files derives an Enroll OPE ID from other information in the file. During the import process, EDEExpress compares the reporting and attended campus information in the import file against your COD School setup for the Pell Grant module to determine the Enroll OPE ID value to list for the disbursement records created on the Disburse tab.

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

- When the import process is finished, EDEExpress generates a report that lists any discrepancies between your EDEExpress database and the COD System. The comparison report has three sections: the first section notes the origination exceptions, the second section prints the disbursement exceptions, and the third section contains summary counts for originations, disbursements, and edit codes from the COD System.

- The Additional Eligibility Indicator value for the student is included in the Pell YTD file. The Additional Eligibility Indicator identifies students eligible to receive up to 200% 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 EDEExpress 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 CRWB15OP files from the COD System, you may wish to 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 EDEExpress database by importing a Pell Grant YTD file, EDEExpress 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.

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## Electronic Statement of Account (ESOA)

ESOA files (message class PGAS15OP) 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. 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, AGAS, SGAS)**.
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
4. Click **OK** twice.

#### *Important Note*

- When you import an ESOA file, a report does not print automatically. See the section below for printing instructions.

### Printing the ESOA

#### *To print the ESOA:*

1. Select **File, Print** from the menu bar, then choose **Pell**.
2. Click the **down** arrow next to the Report Type field and select **ESOA**.
3. Select **Single** or **Multiple**.
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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.



5. If you selected **Single**, click the **ellipsis (...)** button next to the Document ID field and select the document for this report.
6. If you selected **Multiple** and your Reporting Pell ID is not displayed, click the **ellipsis (...)** button next to the Reporting Pell ID field and select the Reporting Pell ID for this report. Click the **down** arrow in the Grant Type field and select **Pell**.
7. Select the **Print Detailed ESOA?** checkbox if you want to print a detailed ESOA.
8. Click **OK**.
9. Select the batch ID of the ESOA reports that you want to print.

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## 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 PGRC15OP.

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

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

## Importing and Printing the Reconciliation File

### *To import the reconciliation file:*

1. 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, AGRC, SGRC)**.
3. Click the **File** button in the Import From area and select the location and name of the file that contains the data you want to import. The location defaults to the import directory defined in Tools, Setup, Global, File Management.
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 **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. Click **OK** twice.
6. Review the output document to determine if further action is necessary.

### **Important Notes**

- Importing the Reconciliation File does not make updates to your EDEExpress database.

- 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 200% 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 EExpress 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 (PGRC15OP) files.

**Note:** The EExpress import report for PGRC15OP files does not specifically identify these records.

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## Potential Overaward Process (POP) Report

The Potential Overaward Process (POP) Report generated by the COD System is sent to all schools that have reported Pell Grant disbursements for students currently in POP, for all students no longer in POP, and for all schools involved in POP situations at your school for this award year. The message class is PGPR15OP.

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 POP Report

#### *To import the POP Report:*

1. Select **File, Import** from the menu bar, then choose **Pell**.
2. Click the **down** arrow next to the Import Type field and select **POP Report (PGPR)**.
3. Click the **File** button in the Import From area and select the location and name of the file that contains the data you want to import. The location defaults to the import directory defined in Tools, Setup, Global, File Management.
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 **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. Click **OK** twice.
6. Review the output document to determine if further action is necessary.

#### **Important Note**

- Importing the POP Report does not make updates to your EDEExpress database.

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# Verification Status Report

The Verification Status Report generated by the COD System lists those students who were selected for verification by CPS and who have an actual Pell Grant disbursement at the COD System, but for whom the school has not reported the verification status **V** (Verified) or **S** (Selected but not verified). The Verification Status Report is pushed monthly to schools through their SAIG mailboxes as a preformatted text file. The report is also available on the COD Web site. QA schools are excluded from receiving this report. The message class is PGVR15OP.

You can compare this report with your school records to ensure the correct Pell Grant verification status for an award is accurately on file with the COD System.

## Importing and Printing the Verification Status Report

### *To import the Verification Status Report:*

1. Select **File, Import** from the menu bar, then choose **Pell**.
2. Click the **down** arrow next to the Import Type field and select **Verification Status Report (PGVR)**.
3. Click the **File** button in the Import From area and select the location and name of the file that contains the data you want to import. The location defaults to the import directory defined in Tools, Setup, Global, File Management.
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 **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. Click **OK** twice.
6. Review the output document to determine if further action is necessary.

### **Important Note**

- Importing the Verification Status Report does not update your EDEExpress database.

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## Other Pell Grant Reports Available from the COD System

The following COD System reports can be imported and printed by EDEExpress to assist you in managing your Pell Grant awards and payments:

- **Pending Disbursement List Report.** Generated weekly. The Pending Disbursement List Report provides a listing of all Pell Grant anticipated disbursements (DRI cleared [set to False]) and actual disbursements (DRI selected [set to True]) with a disbursement date 8 to 30 days in the future. Information on this report can assist a school in determining immediate funding needs and to identify any unreported actual disbursements still shown as pending on the COD System.
- **Funded Disbursement List Report.** The Funded Disbursement List Report, which is no longer available from the COD System for the 2009-2010 Award Year and forward, provided a listing of all Pell Grant actual disbursements (DRI selected [set to True]) that were funded. This report was only for schools using the Pushed Cash/Just-in-Time funding methods (which have since been discontinued).
- **SSN/Name/Date of Birth Change Report.** Generated daily when a change is initiated. The SSN/Name/Date of Birth Change Report identifies student SSN, name, or date of birth changes initiated by any school for students attending a specific school during the current award year or two prior award years. This report can be used to identify changes to award identifier information submitted by schools that may result in future rejected records which contain outdated information.

These reports are pre-formatted by the COD System. EDEExpress prints the report in the output mode you choose (to the printer, screen, or to a file), but does not format the reports in any way.

**Note:** Upon import, these reports do not update your Pell Grant database. They are award-year specific.

### *To import these reports:*

1. Select **File, Import** from the menu bar, then choose **Pell**.
2. Click the **down** arrow in the Import Type field and select **Pending Disbursement Report (PGPD, AGPD, SGPD)**, **Funded Disbursement Report (PGFD)**, or **SSN/Name/DOB Change Report (PGSN)**.
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.

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 **Save**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. 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.
6. Click **OK** to close the In Progress dialog box.
7. Review the output document to determine if further action is necessary.

# Direct Loan Origination Records

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## Creating Direct Loan Origination Records

### Loan Origination

EExpress 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 EExpress (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 Note:** You must upgrade to EExpress 2014-2015, Release 3.0 before you can originate and export Direct Loan records that include new origination and disbursement data elements required by the COD System for the 2014-2015 award year. If you created Direct Loan records in EExpress 2014-2015, Release 2.0, we strongly recommend you review the “Preface” section earlier in this desk reference for guidance regarding the updates you should make to COD Setup and to the loan records after you upgrade to Release 3.0.



## **Important Notes**

- **New for EDEExpress 2014-2015, Release 3.0!** Beginning with the 2014-2015 award year, the COD System requires that you provide values for the following new Direct Loan origination fields for all loan types, including PLUS and Grad PLUS loans: Published Program Length (in years, months, or weeks), Special Programs, Program Credential Level, and Weeks Program Academic Year. You must also provide a CIP Code, Enrollment Status, and Payment Period Start Date value with each new anticipated or actual disbursement.

All new fields except for Payment Period Start Date are located on the new Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab and are required (with some exceptions) to originate a loan record in EDEExpress 2014-2015. The CIP Code and Enrollment Status values on the Usage Limit Applies Info sub-tab are used automatically for all anticipated and actual disbursement records on the Disburse (Direct Loan) tab. The Payment Period Start Date assigned to each disbursement record is associated with the disbursement profile code you assign to the loan record.

You can use CIP Code setup and Program Profiles setup (under **Tools, Setup, COD**) to define default values or options for the CIP Code field and for many of the new required fields on the Usage Limit Applies Info sub-tab.

**Note:** Use the Special Programs field value of **N** (Not Applicable) for students who are not enrolled in a qualifying special program. Also, the Weeks Program Academic Year field value is only required if you measure the Published Program Length in weeks or months OR if you provide a Special Programs field value of **P** (Preparatory Coursework Graduate Professional Program). For more information on valid values for the new Direct Loan origination fields, see the *2014-2015 COD Technical Reference, Volume II, Section 1* (Implementation Guide).

- **New for EDEExpress 2014-2015, Release 3.0!** We modified the Direct Loan Import dialog box for the Loan Data–ISIRs and Loan Data–Packaging import types to add optional CIP Code, Enrollment Status, and Program Profile Code fields. If you enter or select values for these fields, EDEExpress presents a secondary dialog box after you initiate the import that enables you to adjust each field’s value for individual records being imported.

The CIP Code and enrollment status values you designate for the import are used to update the corresponding field values on the new Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab and on each anticipated disbursement record on the Disburse (Direct Loan) tab. The Program Profile Code you designate for the import updates multiple required origination fields on the Usage Limit Applies Info sub-tab using the default values you define for the code in the new Program Profiles setup option.

- **New for EDExpress 2014-2015, Release 3.0!** We added the Subsidized Usage Limit Applies, CIP Code, Enrollment Status, Payment Period Start Date, and multiple other new fields to the record layout for the Loan Data-External Add (DIEA) import files and assigned new import change field numbers associated with these fields that you can include in Loan Data-External Change (DIEC) import files. Refer to the *2014-2015 COD Technical Reference*, Volume III, Section 3, on the FSAdownload Web site for the most recent Direct Loan external import add record layout and change field number tables.
- The student's Title IV eligibility reason is a required data element on all Direct Loan, Pell Grant, and TEACH Grant records for students enrolling in a program of study on or after July 1, 2012. This eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.

To address this requirement, EDExpress requires that you provide an Ability to Benefit Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

The ISIR import process in EDExpress updates the Ability to Benefit Code field, if blank, on the Demo tab based on specific student responses to the High School Completion question on the FAFSA. The software translates the High School Completion value on the ISIR during import to the corresponding Ability to Benefit Code value on the Demo tab in the following circumstances:

- High School Completion value of **1** (High School Diploma) = Ability to Benefit Code **06**
- High School Completion value of **2** (GED) = Ability to Benefit Code **07**
- High School Completion value of **3** (Home Schooled) = Ability to Benefit Code **04**

If the High School Completion value is **4** (none of the above) or blank, the Ability to Benefit Code is not updated on the Demo tab as a result of the ISIR import. The ISIR import function also does not update the Ability to Benefit Code field if it already has a value.

If the ISIR import function does not update the Ability to Benefit Code field, you must use manual entry, Global multiple entry, or the external origination add/change import options available in the Direct Loan, Pell Grant, and TEACH Grant modules to update the field before you can originate or save a loan or grant record for the student.

- 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 once 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 EDEExpress 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 prior to 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 prior to July 1, 2012. EDEExpress 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 EDEExpress 2013-2014 into EDEExpress 2014-2015 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 EDEExpress.
- You can add or adjust the Loan Amount Approved field using Direct Loan Multiple Entry. You can also initiate the loan origination process for your records using Multiple Entry by selecting the Originate? checkbox. Both options save you time by enabling you to modify or originate multiple records at once without having to open each loan record individually. Software edits are applied during the update process to ensure no data conflicts exist.

## Creating a Loan Origination Record Manually

Loan information and Master Promissory Note (MPN) information appear 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 Info tab, the Change History tab, and the new 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, you can open a student's record directly from the EDEExpress toolbar by:

- Typing the original or current Social Security Number and clicking **Open**, or
- Selecting the student's original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
- Clicking the ISIR button to pick a student's ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

If you have a student's record open, you can open another record by entering or selecting the SSN or ISIR from the toolbar. The first record closes automatically, prompting you to save changes. The next student's record opens to the same module and tab as the previous 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 Ability to Benefit 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 in order to save a Direct Loan origination record.

The Ability to Benefit Test Code, Ability to Benefit Completion Date, Ability to Benefit Test Administrator Code, and Ability to Benefit State Code 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, EDEExpress includes all the Ability to Benefit fields and values (even if blank) in the next export of Pell Grant, Direct Loan, or TEACH Grant origination data in the COD Common Record.

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 school code you want to use 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 EDEExpress, 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 **OK**.
13. Complete the loan record, including the fields on the Loan Info and Usage Limit Applies Info tabs.
14. 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.
15. Click **Save**.
16. 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***

- **New for EDEXpress 2014-2015, Release 3.0!** We implemented new Direct Loan end-of-entry edits in Release 3.0 that will prevent the origination process from completing if new required field values are blank on the new Usage Limit Applies Info sub-tab on the Origination (Direct Loan) tab. New required fields on this sub-tab include Published Program Length, Special Programs, Program Credential Level, CIP Code, and Enrollment Status. These edits apply to all loan types.

See the *2014-2015 COD Technical Reference*, Volume II, Section 1, for additional information on new required Direct Loan fields and the most recent valid values associated with each field.

- **New for EDEXpress 2014-2015, Release 3.0!** You are only required to provide a value for the new Weeks Program Academic Year if the Published Program Length field value is measured in months or weeks OR if the Special Programs field value is **P** (Preparatory Coursework Graduate Professional Program).
- **New for EDEXpress 2014-2015, Release 3.0!** If the student is not enrolled in a qualifying special program, enter **N** (Not Applicable) for the Special Programs field.
- **New for EDEXpress 2014-2015, Release 3.0!** When you originate a Direct Loan record, the CIP Code and Enrollment Status values from the Usage Limit Applies Info sub-tab are used 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 (CRAA15IN) export.

## Import Data from Another Module Within EExpress

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

1. 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.
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 EExpress 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, EExpress 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 EExpress 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.

- **(Optional) 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**). Each profile contains default values for Direct Loan origination fields located on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab. **Note:** This import option is only available in EDEExpress 2014-2015, Release 3.0 and forward.
  - **(Optional) CIP Code.** Enter the CIP Code that applies to the loans you are creating. You can also click the **ellipsis (...)** button and select from a list of CIP Code values you defined in CIP Codes setup (**Tools, Setup, COD, CIP Codes**). The CIP Code value you designate during the import process is used to update the CIP Code field on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab and the CIP Code field in the Disburse (Direct Loan) tab grid for each anticipated disbursement. **Note:** This import option is only available in EDEExpress 2014-2015, Release 3.0 and forward.
  - **(Optional) Enrollment Status.** Click the **down arrow** to select an Enrollment Status value that applies to the loans you are creating. The Enrollment Status value you designate during the import process is used to update the Enrollment Status field on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab and the Enrollment Status field in the Disburse (Direct Loan) tab grid for each anticipated disbursement. **Note:** This import option is only available in EDEExpress 2014-2015, Release 3.0 and forward.
5. (Optional) Click **Selection Criteria** to limit or narrow the group of records for which loans will be created.
  6. Click **OK**.
  7. If you provided a Program Profile Code, CIP Code, or Enrollment Status value in step 4, use the DL Choose Select Records/Verify or Enter CIP Code, Enrollment Status, and Program Profile Code dialog box to view and adjust the value(s) you selected on 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 CIP Code, 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 EDEExpress 2014-2015, Release 3.0!** The CIP Code, the Enrollment Status, and the multiple new 2014-2015 field values updated by using a Program Profile Code are required to originate Direct Loan records for all types beginning with EDEExpress 2014-2015, Release 3.0. While you are not required to do so, updating these field values during the import process can reduce data entry time later in the process.
- 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 prior to import; one loan record will be created for each loan type selected, provided the student is eligible. For the Loan Data–Packaging import, the student must have loan awards packaged under the correct aid types for the loan types selected to be created in the Direct Loan module. If you do not select any of the checkboxes on the import dialog box for the Loan Data–Packaging import type, EDEExpress creates a loan record for each of the applicable loan types packaged for the student by default (except for Grad PLUS).
- The ISIR import into the Direct Loan module updates the Default/Overpayment field on the loan record based on the NSLDS match flag.
- If all fields required for origination are present in the import and are valid, the loan record is created and originated. During an import of ISIR data into the Direct Loan module, the Loan Amount Approved field remains blank. Before the loan can be originated you must enter the Loan Amount Approved either by manual entry on the loan record or 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. 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. Click the **File** button under Import From and select a file name to be imported to create or change loan records.
4. Select the following option for Loan Data–External Add (DIEA) only:
  - **Prompt for Duplicates?** Select this option if you want to be prompted each time EDEExpress encounters a loan record during the import process that is identical to a loan record that already exists in the database. If you do not select the **Prompt for Duplicates?** checkbox, EDEExpress skips duplicate loan records without alerting you.
5. 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.
6. Click **OK** to close the In Progress dialog box.

### ***Important Notes***

- **New for EDEExpress 2014-2015, Release 3.0!** We added the Subsidized Usage Limit Applies, CIP Code, Enrollment Status, Payment Period Start Date, and multiple other new fields to the record layout for the Loan Data-External Add (DIEA15OP) import files and assigned new import change field numbers associated with these fields that you can include in Loan Data-External Change (DIEC15OP) import files.

To import external Direct Loan data into Release 3.0, you must use the June 2014 version of the Direct Loan External Import Loan Origination Add record layout and Direct Loan External Import Change field numbers in the *2014-2015 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*. The technical reference is available for download from the FSAdownload Web site.

- **New for EDEExpress 2014-2015, Release 3.0!** If you include a disbursement profile code in your external import file, EDEExpress 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 (Direct Loan) 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.
- **New for EDEExpress 2014-2015, Release 3.0!** If you add or update the program profile code in your external import file, EDEExpress updates new required origination fields located on the new Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab with the values you defined for the fields in Program Profile setup. You can also add or update values for the following new origination fields individually in your import files, in lieu of using a program profile code: Program Credential Level, Published Program Length, Published Program Length Unit, Special Programs, and Weeks Program Academic Year.

- **New for EDEExpress 2014-2015, Release 3.0!** When importing external data, EDEExpress uses the CIP Code and Enrollment Status field values in your file to update the corresponding fields on the Origination (Direct Loan) tab and each anticipated disbursement record on the Disburse (Direct Loan) tab.
- You can add or modify the Enroll OPE ID values listed on the Disburse (Direct Loan) tab using Loan Data-External Add (DIEA) or Loan Data-External Change (DIEC) import files.
- The five Ability to Benefit fields on the Demo tab can be updated by importing a Loan Data-External Add (DIEA) file.

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# Printing Disclosure Statements

EDEExpress prints Disclosure Statements for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When printing a Disclosure Statement using EDEExpress, you must use a pre-printed form without labels created by your school. Sample Disclosure Statements for subsidized and unsubsidized loans are available at [ed.gov/offices/OSFAP/DirectLoan/dldisclosure.pdf](http://ed.gov/offices/OSFAP/DirectLoan/dldisclosure.pdf) and for PLUS loans at [ed.gov/offices/OSFAP/DirectLoan/plusdisclosure.pdf](http://ed.gov/offices/OSFAP/DirectLoan/plusdisclosure.pdf). These documents are not available to order.

Further information regarding the printing of Disclosure Statements is available in the *2014-2015 COD Technical Reference*, Volume II, Section 1. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

## *To print the Disclosure Statement:*

1. Select **File, Print** from the menu bar, then choose **Direct Loan**.
2. Select **Disclosure Statement–Sub/Unsub, Disclosure Statement–PLUS or Disclosure Statement–Grad PLUS** from the **Report** list.
3. Select the **Single** or **Multiple** option, depending on whether you want to print a Disclosure Statement for one student or for multiple students.
4. Click **Printer, File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **OK**. The file name appears in the box.
5. If you selected the **Single** option, enter the SSN of the student for whom you want to print a Disclosure Statement. Skip to step 7.
6. If you selected the **Multiple** option, you can click the **File** button in the SSN File area and select an SSN file you created containing the students for whom you want to print Disclosure Statements, or click the **ellipsis (...)** button and type the SSNs into the Enter Multiple SSNs grid. Or, click the **Selection Criteria** button, then the **Select Records** button, to select specific records, or use a query to define the group of Disclosure Statements you want to print. Press **F1** in any Selection Criteria field for Help.
7. Select the following options:
  - **Address** (Sub/Unsub Disclosure Statements only). Select **Permanent** or **Local** for the borrower's address that appears on the Disclosure Statement. The default is the Permanent address.
  - **Sort Order** (for Multiple option only). Select **SSN, Last Name**, or **Loan ID** for the sort order to be used when printing the Disclosure Statements.
  - **Print labels in Spanish?** Select this option if you want to print a Disclosure Statement using the Spanish version of the form labels.
8. Before printing, to confirm your printer settings, select the **Print Setup** button in the lower right corner of the screen.

9. Click **OK**. The Print dialog box shows the printer setup information if you selected Printer as the destination.
10. If you selected Printer as the report destination, click **OK**.

We do not recommend printing a Disclosure Statement after an actual disbursement exists. If you need to print a new Disclosure Statement, follow these steps:

1. Open the student's record and click the **Origination (Direct Loan)** tab.
2. Select the loan record for which you want to print the Disclosure Statement by using the scroll buttons at the top of the screen.
3. If the Disclosure Statement Print Indicator is **S** (COD Print), change it to **O** (Onsite [school print]).
4. Clear the **Disclosure Printed** flag if it is selected.
5. Select **File, Print** from the menu bar.
6. Click the **down** arrow to select **Disclosure Statement** as the Report type.
7. (Sub/Unsub Disclosure Statements only) Select **Permanent** or **Local** for the borrower's address that appears on the Disclosure Statement. The default is the Permanent address.
8. Click **OK**, then click **OK** again when the Print dialog box appears.

### ***Important Notes***

- Disclosure Statements can be generated for all loan types (subsidized, unsubsidized, PLUS, and Grad PLUS loans). Remember that the credit decision status must be **A** (Accepted) to print a PLUS Disclosure Statement.
- A Disclosure Statement prints only if the Disclosure Printed? checkbox is clear. If the Disclosure Statement Print Indicator is **S**, you must change it to **O**, which automatically clears the Disclosure Printed? checkbox if you want to reprint a Disclosure Statement.
- The default location for printing Disclosure Statements is determined in COD School setup. The options for Disclosure Statement Print Indicator are **S** and **O**.
- When you have created a subsidized loan and unsubsidized loan for the same student borrower, one Disclosure Statement is printed containing the information for both loans.
- The COD System generates a Disclosure Statement 30 calendar days prior to the first anticipated disbursement date unless the origination or change origination record indicates the school provides the Disclosure Statement.
- If the disbursement information is submitted to the COD System less than 30 calendar days before the first disbursement date, the Disclosure Statement is printed immediately, unless the origination or change origination record indicates the school provides the disclosure statement.
- The subsidized loan information always prints before unsubsidized loan information when both loan types are printed in the Loan Information section of the Disclosure Statement.

- For increased security, EDEExpress masks the first five digits of the students' Social Security numbers (SSNs) with Xs and displays only the last four digits (such as XXXXX9999) that appear in the SSN field and in the loan ID on the subsidized, unsubsidized, and PLUS Disclosure Statement.
- You can print the subsidized/unsubsidized, PLUS, and Grad PLUS Disclosure Statements using the Spanish version of the form. To print a subsidized/unsubsidized, PLUS, or Grad PLUS Disclosure Statement using Spanish labels, select the **Print labels in Spanish?** checkbox in the Print dialog box.

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## Printing MPNs

EDEExpress prints master promissory notes (MPNs) for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When printing an MPN using EDEExpress, you must use the most recent pre-printed forms without labels provided by the U.S. Department of Education. This form provides the official header for the MPN.

Alternatively, borrowers can complete an electronic MPN (eMPN) for Direct Subsidized, Unsubsidized, PLUS, and Grad PLUS loans on the [StudentLoans.gov](http://StudentLoans.gov) Web site.

To order a supply of pre-printed MPNs without labels, orders can be placed in the following ways:

- Web: [FSAPubs.gov](http://FSAPubs.gov)
- Telephone: **800/394-7084**
- E-mail: [orders@fsapubs.org](mailto:orders@fsapubs.org)
- Fax: **301/470-1244**

**Note:** To print MPNs for all four loan types, you must order two forms; one form for subsidized and unsubsidized loans, and one for PLUS and Grad PLUS loans.

Sample MPNs for all three loan types are available at [ed.gov/offices/OSFAP/DirectLoan/mpn.html](http://ed.gov/offices/OSFAP/DirectLoan/mpn.html).

### *To print paper MPNs:*

1. Select **File, Print** from the menu bar, then choose **Direct Loan**.
2. Select **MPN–Sub/Unsub, MPN–PLUS, or MPN–Grad PLUS** from the Report list.
3. Select **Single** or **Multiple**, depending on whether you want to print an MPN for one student or for multiple students.
4. Click **Printer** or **File** 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.

**Note:** You should not print MPNs to the screen, because printing to the screen does not update the MPN status to **P**.

5. If you selected **Single**, enter the SSN of the student associated with the MPN you want to print, or click the **ellipsis (...)** button in the **SSN** field and select an SSN from the list of SSNs. Go to step 7.
6. If you selected the **Multiple** option, you can click the **File** button in the SSN File area and select an SSN file you created containing the students for whom you want to print MPNs, or click the **ellipsis (...)** button and type the SSNs into the Enter Multiple SSNs grid. Or, click the **Selection Criteria** button, then the **Select Records** button, to select specific records, or

use a query to define the group of MPNs you want to print. Press **F1** in any Selection Criteria field for Help.

7. Select the following options:
  - **Sort Order** (for the Multiple option only). Select **SSN**, **Last Name**, or **Loan ID** for the sort order to use when printing the MPNs.
  - **Print labels in Spanish?** Select this option if you want to print an MPN using the Spanish version of the form labels.
  - **MPN Print Options.** Select printing MPNs with **Field Labels and Data** or printing MPNs with **Field Labels Only**.
  - **MPN Printer Template.** If you set up a promissory note template under MPN Printer setup, the template name appears here.
  - **Print Copy?** (MPN status will not be changed). Select this option if you want to reprint a copy of an MPN. Doing so does not update the MPN status.
  - **# Printed MPNs.** The default setting prints two MPNs.
8. Before printing, to confirm your printer settings, select the **Print Setup** button in the lower right corner of the screen. Click **OK** to begin printing.
9. The Print dialog box shows the number of MPNs printed. Click **OK** to close the dialog box.

### ***Important Notes***

- You can disregard MPN Response files (message class CRPN15OP) you received prior to installing EDEExpress 2014-2015, Release 3.0 and originating your loan records. These response files most likely correspond to eMPNs submitted by your students on the [StudentLoans.gov](http://StudentLoans.gov) Web site. When you originate and submit the corresponding loan records to the COD System after upgrading to Release 3.0, the COD System will link the loans to the ePMNs that your students submitted previously online.
- When you have created a subsidized loan and an unsubsidized loan with the same academic year start and end dates for the same student borrower and both are at **R** (Ready to Print) status, one MPN is printed and the MPN status for both loans updates to **P** (Printed).
- If you are a Multi-Year school, make sure that EDEExpress is set up for Multi-Year functionality. Go to **Tools, Setup, COD, School, Direct Loan** and select the **Do you use Multi-year MPNs at Your School?** checkbox.
- You can also print an MPN for an individual student borrower from within the loan record.
- You can print the PLUS and Grad PLUS MPNs using the Spanish version of the form. To print a PLUS or Grad PLUS MPN using Spanish labels, select the **Print labels in Spanish?** checkbox in the Print dialog box.

- Further information regarding printing MPNs is available in the *2014-2015 COD Technical Reference*, Volume II, Section 1. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).



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## Printing MPN Manifests

The paper (shipping) MPN manifest notifies the COD System which MPNs are included in the shipping document. No more than 100 MPN IDs are printed per MPN manifest, which assists your school and the COD System in processing your notes more efficiently. If you have more than 100 MPNs, EDEExpress automatically creates multiple MPN manifests. The loan record must have an MPN status **S** (Signed & Returned) to print on the paper manifest.

If a student completes an e-MPN, you do not have to send a paper (shipping) MPN manifest for that student. The COD System sends a COD Common Record response to you for students who complete an e-MPN.

### *To print the paper MPN manifest:*

1. Select **File, Print** from the menu bar, then choose **Direct Loan**.
2. Select **Manifest–Sub/Unsub, Manifest–PLUS** or **Manifest–Grad PLUS** from the Report list.
3. Select the **Single** or **Multiple** button.
4. Select **Printer** to print the paper MPN manifest or select **File** and enter a file name to print the MPN manifest to a file. Selecting the **Screen** option does not update any records in EDEExpress, nor does it allow you to print a paper manifest, so it is not recommended.
5. Select the **Last Name, SSN, or MPN ID** sort option.
6. Click **OK** twice.
7. Send the paper (shipping) MPN manifest and MPNs to:

**U.S. Department of Education**

**P.O. Box 5692**

**Montgomery, AL 36103-5692**

or overnight to:

**U.S. Department of Education**

**100 Capitol Commerce Center Blvd.**

**Suite 160**

**Montgomery, AL 36117**

### *Important Notes*

- You must use the Print function to create the paper MPN manifest.

- When you print a paper MPN manifest, EDEExpress creates and enters an MPN manifest shipping document ID on each loan that appears on the manifest, as well as adding the information to the Document Activity database. The Reporting Entity ID is used for the MPN manifest rather than the Source Entity ID.

## Regenerating an MPN Manifest

You can regenerate an MPN manifest (document type MF) that has not yet been received by the COD System by creating the Manifest Document Regeneration report.

When regenerating an MPN manifest, you indicate the MPN Manifest Shipping Document ID of the original manifest. If the original document contains subsidized or unsubsidized loans, the Sub/Unsub MPN manifest prints. If the original document contains PLUS loans, the PLUS MPN manifest prints. If the original document contains Grad PLUS loans, the Grad PLUS MPN manifest prints.

A regenerated MPN manifest does not print any loan that currently has an **Accepted** MPN status in the EDEExpress database.

### *To regenerate Sub/Unsub, PLUS or Grad PLUS paper MPN manifests:*

1. Select **File, Print** from the menu bar, then choose **Direct Loan**.
2. Select **Manifest Document Regeneration** from the Report list.
3. Select **Printer** to print the paper MPN manifest or select **File** and enter a file name to print the regenerated MPN manifest to a file. Selecting the **Screen** option does not update any records in EDEExpress, nor does it allow you to print a paper manifest, so selecting it is not recommended.
4. Enter the MPN manifest shipping document ID of the MPN manifest you want to regenerate, or click the **ellipsis (...)** button in the MPN Manifest Shipping Document ID field and select the document ID from the database.
5. Select the **Last Name, SSN, or MPN ID** sort option.
6. Click **OK** twice.

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## 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:

<b>Sequence Number</b>	<b>Description</b>
01	Disbursements created in EDEExpress or generated by the COD System for disbursement transactions created on the COD Web site
02 to 65	Disbursement adjustments generated by EDEExpress
66 to 90	Disbursement adjustment transactions generated by COD on the COD Web site and returned in a COD System-generated Web Response (CRWB15OP)
91 to 99	Disbursement transactions generated by COD and returned in a COD System-generated Payment to Servicing Response (CRPS15OP)

For more information and instructions, see the Help topic “Sequence # (Disburse tab – Direct Loan)” in EDEExpress.

To save an actual disbursement, the MPN Status must be **S** (Signed & Returned), **M** (Manifested), **T** (School assumes MPN Exists), **I** (MPN Inactive), **C** (MPN Closed), **E** (Inactive/Endorser), or **A** (MPN Accepted). Additionally, for PLUS and Grad PLUS loans the Credit Decision must be **A** (Accepted) or the Credit Override Code must be **C** (displayed as Credit overridden; new credit information provided) or **E** (displayed as Credit overridden; endorser OK).

## Creating a Disbursement Record Manually

### *To create a disbursement record manually:*

1. Open the student's record from the EDEExpress toolbar by:
2. **Typing the original or current Social Security Number and clicking Open, or**
  - Selecting the student's original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
  - Clicking the ISIR button to pick a student's ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

3. Click the **Disburse** tab in the lower portion of the screen, then click the **Direct Loan** tab.
4. If the student has more than one loan record, 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.
5. Verify that the disbursement date, disbursement amount, Enroll OPE ID, Enrollment Status, PP (Payment Period) Start Date, and CIP Code values are correct before selecting the Disbursement Release Indicator checkbox. If they are not correct, edit the information as needed.

**Note:** To update the Enrollment Status or CIP Code associated with an anticipated disbursement, you must switch to the Origination (Direct Loan) tab, modify the appropriate field value on the Usage Limit Applies Info sub-tab, and save the origination record. This process updates the corresponding field value on the Disburse (Direct Loan) tab for all anticipated disbursements.

6. If the disbursement information is correct on the Disburse tab, 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 anticipated and actual disbursements you added 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 Note***

- **New for EDEExpress 2014-2015, Release 3.0!** Beginning with the 2014-2015 award year, the COD System requires that you provide a CIP Code, Enrollment Status, and Payment Period Start Date value with each new anticipated or actual Direct Loan disbursement. To facilitate the reporting of these new data elements, we added new CIP Code, Enrollment Status, and Payment Period Start Date (labeled as PP Start Date) columns to the Disburse (Direct Loan) tab grid.

The CIP Code and Enrollment Status values displayed in the Disburse tab grid for each disbursement number match the values saved for the corresponding fields on the new Usage Limit Applies sub-tab of the Origination (Direct Loan) tab at the time the anticipated or actual disbursement transaction was created. To update the CIP Code and Enrollment Status associated with an anticipated or actual Direct Loan disbursement, you must first modify and save the corresponding field value on the Origination tab; you cannot modify CIP Code or Enrollment Status values manually within the Disburse tab grid.

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. Unlike CIP Code and Enrollment Status, 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, Enroll OPE ID, CIP Code, Payment Period Start Date, and Enrollment Status
- Update anticipated disbursements to actual disbursements (DRI selected, or set to True)
- Adjust individual values associated with actual disbursements by using the appropriate disbursement type

### *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. **Disbursement Type, Disbursement Amount, Disbursement Date, Enroll OPE ID, and Payment Period Start Date** are automatically selected.
3. Select the **Enrollment Status** and/or **CIP Code** checkboxes if you want to update the value for either field that is associated currently with the anticipated disbursements you are modifying.

**Note:** When you modify the Enrollment Status or CIP Code field value using Direct Loan Multiple Entry, EDEExpress updates the value for the corresponding field on both the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab and **all** anticipated disbursement records on the Disburse (Direct Loan) tab.

4. Click the **Value** field for Disbursement Number and click the **down** arrow to select the disbursement number for which you are modifying values.

5. Select the **Disbursement Release Indicator (DRI)** checkbox. When you are changing anticipated disbursement values, selecting the DRI checkbox in the Select column but leaving the Value checkbox clear tells EDEExpress to leave the DRI cleared for the anticipated disbursements you are modifying.
6. 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.
7. 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.
8. 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.
9. 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.
10. (Optional) If you selected the CIP Code field in step 3, click the **Value** field and enter the new value or click the down arrow to choose from values you defined in CIP Codes setup (**Tools, Setup, COD, CIP Codes**). Valid values are 00.0000 to 99.9999. If you want to update each disbursement with a different CIP Code, do not enter a value here.
11. (Optional) If you selected the Enrollment Status field in step 3, click the **Value** field, then click the down arrow and select the new value you want to use. Valid values are **F** (Full-time enrollment), **Q** (Three-quarters-time enrollment), or **H** (Half-time enrollment). If you want to update each disbursement with a different enrollment status, do not enter a value here.
12. (Optional) Click the **SSN File...** button 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 15.
13. If you want to update only selected records, skip to step 14. 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 6-11.
14. 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.

15. 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.
16. 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. **Disbursement Type, Disbursement Amount, Disbursement Date, Enroll OPE ID, and Payment Period Start Date** are automatically selected.
3. Click in the **Value** field for Disbursement Number and click the **down** arrow to select the disbursement number for which you are modifying the date or amount.
4. Select the Disbursement Release Indicator and **Value** checkboxes (which sets the DRI to selected). Note that the Disbursement Type checkbox automatically clears.
5. If you want to report the anticipated disbursement amount as the actual disbursement amount, leave the Value field for Disbursement Amount blank. If you want to report a different gross amount, click in the **Value** field for Disbursement Amount and enter the gross amount of the actual disbursement.
6. If you want to report the anticipated disbursement date as the actual disbursement date, leave the Value field for Disbursement Date blank. If you want to report a different date, click in the **Value** field for Disbursement Date and enter the date of the actual disbursement. Dates must be entered in MMDDCCYY format.
7. If you want to report the anticipated disbursement record's Enroll OPE ID as the value for the actual disbursement, leave the Value field for Enroll OPE ID blank. If you want to report a different Enroll OPE ID, click in the **Value** field for Enroll OPE ID and enter the new eight-digit Enroll OPE ID value for the actual disbursement.
8. If you want to report the anticipated disbursement's Payment Period Start Date as the date associated with the actual disbursement, leave the Value field for Payment Period Start Date blank. If you want to report a different date, click in the **Value** field for Payment Period Start Date and enter the date of the actual disbursement. Dates must be entered in MMDDCCYY format.
9. If you want to update only selected records, skip to step 10. 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.

10. 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.
11. 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.
12. 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 actual disbursement amount (disbursement type A or N), actual disbursement date (disbursement type Q), actual disbursement Enroll OPE ID (disbursement type E), actual disbursement CIP Code (disbursement type C), actual disbursement PP (Payment Period) Start Date (disbursement type T), or actual disbursement Enrollment Status (disbursement type S):*

1. Select **Process, Multiple Entry** from the menu bar, then choose **Direct Loan**.
2. Select the **Disbursement Number** checkbox. **Disbursement Type, Disbursement Amount, Disbursement Date, Enroll OPE ID, and Payment Period Start Date** are automatically selected.
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. Leave the Disbursement Release Indicator **Select** and **Value** checkboxes clear. When changing actual disbursement amounts or dates, the DRI is already set to True for sequence #1 of that disbursement, so you cannot change the DRI for this type of change. (Think of it as telling EDEExpress to leave the DRI as it is.)
5. Click the Value field for Disbursement Type to identify the type of disbursement adjustment that you want to create. Click the **down** arrow to select **A, N, Q, E, C, T, or S**.
  - When you select disbursement type **A** or **N**, the Disbursement Date, Enroll OPE ID, and Payment Period Start Date fields cannot be selected.
  - When you select disbursement type **Q**, the Disbursement Amount, Enroll OPE ID, and Payment Period Start Date fields cannot be selected.
  - When you select disbursement type **E**, the Disbursement Amount, Disbursement Date, and Payment Period Start Date fields cannot be selected.
  - When you select disbursement type **C** or **T**, the Disbursement Amount, Disbursement Date, Enroll OPE ID, and Payment Period Start Date fields cannot be selected.



You cannot change more than one data element associated with an actual disbursement in each transaction (or sequence number).

**Note:** If you follow steps 1-4, then select and update the CIP Code and/or Enrollment Status field values, and the disbursement type is not C or T, respectively, the Multiple Entry process updates the corresponding CIP Code and/or Enrollment Status field value on the Origination (Direct Loan) tab, but does not add a related adjustment for either field for the actual disbursement you are updating.

6. If you are changing the amount, enter the new disbursement amount (if disbursement type **A**) or the net adjustment amount (if disbursement type **N**) in the Value field. If disbursement type A is selected, the value entered is applied based on the value in the Actual Disbursement Type field (net or gross) in COD School setup.

If you are changing the actual disbursement date or Payment Period Start Date (disbursement type **Q** or **T**), enter the new date in the Value field in MMDDCCYY format.

If you are changing the Enroll OPE ID (disbursement type **E**), enter the new eight-digit value in the Value field.

If you are changing the CIP Code (disbursement type **C**), click the **down arrow** in the Value field and select from the list of CIP Code values you defined in CIP Codes setup (**Tools, Setup, COD, CIP Codes**). You can also leave the Value field blank if you previously updated the CIP Code field to a new value on the Origination (Direct Loan) tab and you want to adjust the actual disbursement's CIP Code to match that new value.

If you are changing the Enrollment Status (disbursement type **S**), click the **down arrow** in the **Value** field to select a new value. You can also leave the Value field blank if you previously updated the Enrollment Status field to a new value on the Origination (Direct Loan) tab and you want to adjust the actual disbursement's Enrollment Status to match that new value.

**Note:** You can leave the Value field blank in the initial grid if no value applies to the majority of student records that you intend to update.

7. 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.
8. (Optional) Click the **SSN File...** button 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 11.
9. If you want to update only selected records, skip to step 10. 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.

10. 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.
11. 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.
12. 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 EDEExpress 2014-2015, Release 3.0!** If you use the new disbursement type of **C** or **S** in Multiple Entry to adjust the CIP Code or Enrollment Status field value associated with an actual disbursement, and you do not provide a new value for the field as part of the Multiple Entry process, EDEExpress uses the CIP Code or Enrollment Status value currently saved on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab for the actual disbursement adjustment.

However, if you do provide a new CIP Code or Enrollment Status value in Multiple Entry in addition to using disbursement type **C** or **S**, EDEExpress uses the new value you provide not only for the actual disbursement adjustment, but also to update the corresponding field on the Origination (Direct Loan) tab and the corresponding field on all remaining anticipated disbursements on the Disburse (Direct Loan) tab.

- EDEExpress does not allow you to save blank values for actual disbursement fields when using disbursement types **A**, **N**, **Q**, **E**, **C**, **T**, or **S**. An error message appears when you attempt to do so.
- EDEExpress displays a warning when you try to save an actual disbursement record with disbursement type **Q**, **C**, **T**, or **S** using a field value equal to the value associated with the previous sequence number of the actual disbursement.
- 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).
- When you enter disbursement type **Q**, **E**, **C**, **T**, or **S**, EDEExpress automatically enters the values in Gross, Fee, Rebate, and Net Amount fields from the previous sequence number of the disbursement to the loan record. These amounts cannot be modified for disbursement types other than **A** or **N**.

# Importing Disbursement Data from Your School System

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

1. 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. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
4. Select **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **OK**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. 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.
6. Click **OK** to close the In Progress dialog box.

## **Important Notes**

- **New for EDEExpress 2014-2015, Release 3.0!** We added the Subsidized Usage Limit Applies, CIP Code, Enrollment Status, Payment Period Start Date, and multiple other new fields to the record layout for the Loan Data-External Add (DIEA) import files and assigned new import change field numbers associated with these fields that you can include in Loan Data-External Change (DIEC) import files.

To import external Direct Loan data into EDEExpress 2014-2015, Release 3.0, you must use the June 2014 version of the Direct Loan External Import Loan Origination Add record layout and Direct Loan External Import Change field numbers in the *2014-2015 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*. The technical reference is available for download from the FSAdownload Web site.

- You can add or modify values listed on the Disburse (Direct Loan) tab using Loan Data-External Add (DIEA) or Loan Data-External Change (DIEC) import files.

- The MPN status values of I (Inactive), C (Closed), and E (Inactive/Endorser) are assigned by the COD System. You cannot link new loans to an existing loan with an MPN status of I, C, or E. Actual disbursements can be made for loans with an MPN status of I, C, or E, provided the loan meets all other eligibility requirements.
- During the import of Direct Loan response data, EDEExpress converts the MPN status of P (Pending) sent by the COD System to the existing MPN status of X (MPN Pending) in the software.
- The Credit Override Code, located on the Credit/PLUS App Info tab, can be updated only by importing a Credit Decision Override Response file (CRCO15OP). Valid values are D (displayed as Credit denied; endorser not OK); C (displayed as Credit overridden; new credit information provided); E (displayed as Credit overridden; endorser OK); N (displayed as Credit denied after pending); and L (displayed as Credit denied, valid endorser with amount less than PLUS award amount) or blank.
- When you import the COD-generated PLUS Credit Decision Override Response (CRCO15OP), EDEExpress updates the Credit Override Code in the PLUS or Grad PLUS record. The Last Date Updated field is updated with the Credit Decision Date. The response updates only PLUS or Grad PLUS records that initially had a Credit Decision Status value of D (Credit denied) or P (Credit decision pending). The credit decision override changes records with a Credit Decision Status of D to A (Accepted), or the status can remain at D.
- You can record an actual disbursement for a PLUS or Grad PLUS loan record if the Credit Decision Status is not A and the Credit Override Code is **Credit overridden; new credit information provided** or **Credit overridden; endorser OK**. You can also record an actual disbursement if the Credit Override Code is **Credit denied; endorsed amount less than award amount** but you must change the Loan Amount Approved to be no greater than the Endorser Amount.

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## 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.

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## 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 (CRAA15IN) 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 only 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 CRAA15IN file to the COD System using EDconnect or other transmission software.

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

### ***Important Notes***

- In the Direct Loan Export dialog box, if you select the Combine DL and Pell? checkbox, EDEExpress 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, EDEExpress 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.

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## Regenerating Direct Loan Documents

The Direct Loan Regenerate process exports a new 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, then choose **Direct Loan**.
2. Select **COD Common Record (CRAA15IN)** if it is not already selected.
3. Click the **ellipsis (...)** button and select the document ID, then click **OK**.
4. 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.
5. Click **OK** to close the In Progress dialog box.
6. Transmit the CRAA15IN file to the COD System using EDconnect or other transmission software.



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# Importing COD Receipts, 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.

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

- **Receipt.** A receipt notifies you that each CRAA15IN document sent to the COD System was received by the COD System. Information about the document is added to the Document Activity database, such as the Import File Name, Receipt Import Date, and Process Date.

For 2014-2015, the Receipt message class is CRRC15OP.

- **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 2014-2015, the Response message class is CRAA15OP.

**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 2014-2015, the Web-Generated Response message class is CRWB15OP.

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

**Note:** For further information on issues to take into consideration when using EDEExpress and the COD Web site together to update Direct Loan disbursement data, review the "Web-Initiated Responses (CRWB15OP)" topic in the EDEExpress 2014-2015 Help system.

- **DL System-Generated Responses.** The COD System generates several different 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 2014-2015, the MPN Response message class is CRPN15OP.
  - **DL Credit Decision Override Response (System-Generated by the COD System).** A credit decision override 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.  
For 2014-2015, the Credit Decision Override Response message class is CRCO15OP.
  - **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 2014-2015, the Booking Notification message class is CRBN15OP.
  - **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 2014-2015, the Payment to Servicing message class is CRPS15OP.
  - **New for EDEExpress 2014-2015, Release 3.0! DL Subsidized Usage (System-Generated by the COD System).** The Subsidized Usage System-Generated Response is a new import file generated automatically by the COD System when a Direct Loan origination record's calculated Subsidized Usage Limit Applies (SULA) values change as a result of activity occurring for your borrower at another institution.  
For 2014-2015, the Subsidized Usage System-Generated Response message class is CRSU15OP.
  - **New for EDEExpress 2014-2015, Release 3.0! Origination Fee and Interest Rebate Percentage Acknowledgement (System-Generated by the COD System).** The Origination Fee and Interest Rebate Percentage Acknowledgement is a new import file that the COD System will begin generating automatically in September 2014 to correct Direct Loan anticipated disbursements that were submitted with amounts calculated using incorrect Origination Fee and/or Interest Rebate Percentages based on the anticipated disbursement date.  
For 2014-2015, the Origination Fee and Interest Rebate Percentage Acknowledgement message class is CROF15OP.

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

1. 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 Receipt/Response** if it is not already selected.

3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. Click **OK**.

### ***Important Notes***

- **New for EDEExpress 2014-2015, Release 3.0!** You can now import the Subsidized Usage System-Generated Response (message class CRSU15OP) into EDEExpress 2014-2015 using the Direct Loan module's COD Common Record Receipt/Response import type. The Subsidized Usage System-Generated Response is a new import file generated automatically by the COD System for the 2014-2015 award year when a Direct Loan origination record's calculated Subsidized Usage Limit Applies (SULA) values change as a result of activity occurring for your borrower at another institution.

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

- **New for EDEExpress 2014-2015, Release 3.0!** You can now import the Origination Fee and Interest Rebate Percentage Acknowledgement (message class CROF15OP) into EDEExpress 2014-2015 using the Direct Loan module's COD Common Record Receipt/Response import type. The Origination Fee and Interest Rebate Percentage Acknowledgement is a new import file the COD System will begin generating automatically in September 2014 to correct Direct Loan anticipated disbursements that were submitted with amounts calculated using incorrect Origination Fee and/or Interest Rebate Percentages based on the anticipated disbursement date.

The import edit report lists the Direct Loan records successfully updated by the import, as well as the original and new values for the origination fields modified by the COD System.

**Note:** If you receive frequent Direct Loan record rejections from the COD System, you may need to update the default loan fee percentage values EDEExpress uses when creating Direct Loan records. You can update the default Sub/Unsub Loan Fee Percentage and the PLUS Loan Fee Percentage in Direct Loan School setup (**Tools, Setup, School, Direct Loan**).

- During the import of COD Response files, EDEExpress performs a date and time comparison of the Document ID in the import file against the corresponding Document ID in your database. If the import file's data is older than the data in your EDEExpress database, you are prompted to **Skip**, **Skip All**, **Update**, or **Update All** for the records that have more recent data in your database. This function is applicable the import function for the COD Common Record Response (CRAA15OP), Web-Initiated Response (CRWB15OP), and Booking Notification (CRBN15OP) file types in the Direct Loan module.
- To maintain document integrity, you cannot import response documents for Direct Loan records that did not originate in the EDEExpress database. The document ID and student records must exist in the database in order for EDEExpress to update records. If you lose your EDEExpress database, you can rebuild it by requesting a rebuild file and importing the file using the DL Tools software. DL Tools is available on the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).
- Web-generated responses for Direct Loan disbursements are returned by the COD System with disbursement sequence numbers of 01 or in the range of 66-90. When you import Web-generated responses, EDEExpress displays the accepted disbursement amounts with the 01 or 66-90 disbursement sequence number.
- See the *2014-2015 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, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

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# Importing PLUS Application Acknowledgment Files

EDEExpress allows you to import and store data in the PLUS Application Acknowledgment sent by the COD System in the message class CRSP15OP. The PLUS Application Acknowledgment contains loan application and credit check data submitted by PLUS and Grad PLUS borrowers and endorsers on Federal Student Aid's Student Loans Web site ([StudentLoans.gov](http://StudentLoans.gov)). 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, EDEExpress determines if the student has an existing record in the database. If no record exists, EDEExpress creates a demographic record and a PLUS or a Grad PLUS origination record for the student that can be modified and submitted to the COD System. Existing PLUS or Grad PLUS EDEExpress records for the student are updated only when the application IDs or previous application IDs in the import file and on the EDEExpress loan record match. If the student SSN and borrower SSN in the PLUS Application Acknowledgment are different, a PLUS loan record is created. If the student SSN and borrower SSN are the same, a Grad PLUS loan record is created.

The import of the PLUS Application Acknowledgment updates the following fields 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](http://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. 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. Click the **File** button under Import From and select the location and CRSP15OP file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.

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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. Enter the Disbursement Profile Code or click the ellipsis button and select the Disbursement Profile Code that you want to use.
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 EDEExpress 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. Click **OK**.

### ***Important Notes***

- When importing the PLUS Application Acknowledgment, you are required to enter a Disbursement Profile Code in the Import dialog box. If you use EDEExpress to process loans for more than one school, 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 prints 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.
- The Credit Decision status is updated by importing a PLUS Application Acknowledgment if the import process creates a new loan. The import does not update the Credit Decision status on an existing loan.

- If the Endorser Amount field is blank on a loan record, EDEExpress updates the field with the endorser amount, if any, sent in the PLUS Application Acknowledgment file. If the Endorser Amount field in the EDEExpress loan record contains a value, EDEExpress does not update the field with the imported PLUS Application Acknowledgment data.
- The COD System includes a Previous Application ID field value in a PLUS Application Acknowledgment if the student's Web application is a modification to a previously submitted application.

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

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

**Note:** You can view the Application Loan Amount value at any time on the Credit/PLUS App Info tab following the import of a PLUS Application Acknowledgment file.

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# 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 from the EDEExpress toolbar by:
  - Typing the original or current Social Security Number and clicking **Open**, or
  - Selecting the student's original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
  - Clicking the ISIR button to pick a student's ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

2. Click the **Origination** tab in the lower portion of the screen, then click the **Direct Loan** tab.
3. If the student has more than one loan record, 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

When updating data on the Disburse (Direct Loan) tab:

- You can change the values in the DL Disbursement Amount, Disbursement Date, Enroll OPE ID, CIP Code, Enrollment Status, and PP (Payment Period) Start Date fields and send the record to the COD System as many times as necessary until the DRI checkbox is selected (set to True), sent to the COD System, and processed. After the DRI has been accepted by the COD System as True, you must adjust each field individually using a separate disbursement sequence number.
- When changing the anticipated disbursement amount, remember to enter the new gross or net disbursement amount you want to pay, not the difference between the old and new disbursement.



- To modify the CIP Code or Enrollment Status value associated with an anticipated or actual disbursement, you must first modify the corresponding field value on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab. EDEExpress updates all anticipated disbursements on the Disburse (Direct Loan) tab with the new CIP Code or Enrollment Status value you saved on the Origination tab; the software also uses the new CIP Code or Enrollment Status value when adjusting actual disbursements if you select the appropriate disbursement type value.
- Changes made to the Direct Loan origination record and anticipated disbursements appear on the Change History tab on the Origination (Direct Loan) 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 (DIEC15OP). Refer to the *2014-2015 COD Technical Reference* for the appropriate record layouts. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://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 **Selection Criteria** button to choose the records you want to update. If you do not use selection criteria, EDEExpress attempts to update all the records in your database. Records for which the updates are not valid appear on the Multiple Entry Edit Report.
4. (Optional) Click the **Enter Multiple SSNs** button to enter a list of SSNs.
5. (Optional) Click the **File** button to locate an SSN file you have created.
6. Select **Printer, File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **OK**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
7. Click **OK** when you are finished.

8. 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.
9. To finish, click **Save, Yes** to save changes, then **Yes** again to update.

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

### ***Important Note***

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

## **Adjusting Direct Loan Actual Disbursements**

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

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

### ***To adjust actual disbursements:***

1. Open the student's record from the EDEExpress toolbar by:
  - Typing the original or current Social Security Number and clicking **Open**, or
  - Selecting the student's original SSN or current SSN by clicking the ellipsis (...) button and clicking **Open**, or
  - Clicking the ISIR button to pick a student's ISIR from a list and clicking **Open**.

You can also select **File, Open** from the menu bar or press **Ctrl-O** to initiate opening a record. Either action places the cursor in the Original SSN field in the toolbar.

2. If you need to update the CIP Code or Enrollment Status value associated with an actual disbursement, click the **Origination** tab in the lower portion of the screen, then click the **Direct Loan** tab, then click the **Usage Limit Applies Info** sub-tab in the top-right portion of the screen. Update the CIP Code or Enrollment Status field value as needed, then click **File, Save**.

If you are correcting a disbursement data element other than CIP Code or Enrollment Status, skip to step 3.

3. Click the **Disburse** tab in the lower portion of the screen, then click the **Direct Loan** tab.
4. If the student has more than one loan record, 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.
5. Click the **down** arrow in the Action section for Disbursement and select the disbursement number you want to adjust.
6. Click the **down** arrow for Type and select the type of adjustment that you are making:

To adjust the amount, select **A**. Enter the Gross Amount or Net Amount that the student will receive, depending on what you have established in Direct Loan School setup. The Date and Enroll OPE ID fields do not display. Enter the new amount and click **Add Disbursement**.

To enter the net amount of the adjustment, select **N**. For a negative net adjustment, enter negative values. For example, enter “-200” if the net disbursement will be reduced by \$200. Conversely, enter positive value if net disbursement will be increased. The Date and Enroll OPE ID fields do not display. Enter the new amount and click **Add Disbursement**.

To adjust the disbursement date only, select **Q**. The Amount and Enroll OPE ID fields do not display. Enter the new date and click **Add Disbursement**.

To adjust the Enroll OPE ID only, select **E**. The Amount and Date fields do not display. Enter the new 8-digit Enroll OPE ID and click **Add Disbursement**.

To adjust the PP (Payment Period) Start Date only, select **T**. The Amount and Enroll OPE ID fields do not display. Enter the new date and click **Add Disbursement**.

To adjust the CIP Code only, select **C**. The Amount, Date, and Enroll OPE ID fields do not display. Click **Add Disbursement**. The CIP Code value you updated in step 2 is used for the new sequence number.

To adjust the Enrollment Status only, select **S**. The Amount, Date, and Enroll OPE ID fields do not display. Click **Add Disbursement**. The Enrollment Status value you updated in step 2 is used for the new sequence number.

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

### ***Important Notes***

- When disbursement adjustments are created, EDEExpress assigns sequence numbers 02-65. Sequence numbers 66-90 indicate responses to Web-initiated Direct Loan disbursement activity (CRWB15OP) 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 (CRPS15OP).

- You can delete an adjusted actual disbursement transaction prior to 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 (DIEC15OP). Refer to the *2014-2015 COD Technical Reference* for the appropriate record layouts. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://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 Q-type 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.

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

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

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

The PLUS and Grad PLUS borrower's credit decision status is updated by importing the Common Record Response (CRAA) or the Credit Decision Override Response (CRCO). When a Credit Override Code is returned as L (displayed as Credit denied, valid endorser with amount less than PLUS award amount) you must reduce the Loan Amount Approved to be no more than the Endorser Amount and send that change to the COD System. An origination change response (CRAA15OP) is returned by the COD System that updates the Credit Decision Status to A (Approved).

For PLUS and Grad PLUS loans with a Credit Override Code of L or E (displayed as Credit overridden; endorser OK) 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.

### ***Important Notes***

- The “Additional Unsub Eligibility for Health Profession Programs?” field on the Origination (Direct Loan) 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 U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site, located at [ifap.ed.gov](http://ifap.ed.gov).

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## Inactivating Loans

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

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

You can mark a loan as inactive in EDEExpress by selecting the Inactive Loan? checkbox on the Origination (Direct Loan) tab. When you select the Inactive Loan? checkbox, EDEExpress prompts:

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

Selecting Yes at this prompt and saving the record leaves the Inactive Loan? checkbox selected and reduces the Loan Amount Approved and all anticipated disbursement data to \$0. This updated data is exported and transmitted to the COD in your next COD Common Record (CRAA15IN) export. The record is also excluded from the EDEExpress List-Anticipated Disbursements report.

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

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

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

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

### ***Important Note***

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

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# Direct Loan Reports Available from the COD System and Direct Loan Servicing

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

## COD System Reports

The following COD System reports can be imported and printed by EDEExpress. You can change how often these reports are sent by contacting COD School Relations by telephone at **800/848-0978** for Direct Loan or **800/474-7268** for Grants, by e-mail at [CODSupport@ed.gov](mailto:CODSupport@ed.gov), or by visiting the COD Web site at [cod.ed.gov](http://cod.ed.gov).

- **Pending Disbursement List (Anticipated Listing) (DIAA).** Generated weekly; reports pending disbursements in the COD System.
- **Funded Disbursement List (Actual Roster) (DIAO).** Sent only to Pushed Cash schools; generated daily when there is activity; reports funded Disbursements on the COD System. **Note:** This report is no longer generated by the COD System.
- **SSN/Name/DOB Change Report (SNDC).** Generated daily when a change is initiated; reports student SSN, name and date of birth changes initiated by any school or Direct Loan Servicing.
- **Duplicate Student Borrower Report (DUPL).** Generated monthly. Reports student borrowers for which the COD System has accepted multiple subsidized or unsubsidized Direct Loans for the same or overlapping academic years.
- **Inactive Loans Report (INAC).** Generated monthly. Reports all Direct Loans that have been adjusted to \$0 by the school for the reporting period.
- **30-Day Warning Report (DIWR).** Generated monthly. Reports unbooked loans for which the COD System has not received the required elements for booking a loan within 120 calendar days prior to the disbursement date or 30 calendar days after the disbursement date. Refer to the *2014-2015 COD Technical Reference, Volume II, Section 1–Implementation Guide* for information regarding the items required for a loan to be booked. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).
- **MPN Discharge Report (MPNDISOP).** Generated weekly, this report notifies schools of MPNs that have become inactive within the last 30 days due to discharges for Death and Unauthorized Signature.

- **Expired MPN Report (MPNINAOP).** Generated weekly, this report notifies schools of inactive MPNs within the last 30 days due to normal disbursement inactivity.
- **MPNs Due to Expire Report (MPNEXPOP).** Generated weekly, this report notifies schools of MPNs that are about to expire or become inactive within the next 60 days.

These reports are preformatted by the COD System. EDEExpress prints the report in the output mode you choose (to the printer, screen, or to a file), but does not format the reports in any way.

**Note:** These reports do not update your Direct Loan database when they are imported.

***To import these reports:***

1. Select **File, Import** from the menu bar, then choose **Direct Loan**.
2. Click the **down** arrow in the Import Type field and select one of the following:
  - Pending Disbursement List (Anticipated Listing) (DIAA)
  - Funded Disbursement List (Actual Roster) (DIAO)
  - 30-Day Warning (DIWR)
  - Inactive Loans Report (INAC)
  - Duplicate Student Borrower Report (DUPL)
  - SSN/Name/DOB Change Report (SNDC)
  - MPN Discharge Report (MPNDISOP)
  - Expired MPN Report (MPNINAOP)
  - MPNs Due to Expire Report (MPNEXPOP)
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. 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.
6. Click **OK** to close the In Progress dialog box.



## ***Important Notes***

- The 30-Day Warning Report can be used as a management tool for identifying loans that need to be adjusted to \$0, records that need additional data to complete the booking process, or records that the school no longer intends to complete.
- If a loan has been adjusted to \$0, it does not appear on the 30-Day Warning Report, but does appear on the Inactive Loan Report.

## **Entrance and Exit Counseling Reports**

The following reports can be imported and printed by EDEExpress:

- **Entrance Counseling Results.** Reports students who have completed entrance counseling on the servicer's Web site (DECFFENOP) (no longer produced) or the [StudentLoans.gov](http://StudentLoans.gov) Web site (CRECMYOP).
- **Exit Counseling Results.** Reports students who have completed exit counseling on the servicer's Web site (DLFFEXOP) (no longer produced) or 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, EDEExpress 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 EDEExpress 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 (Direct Loan) 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 EDEExpress only if the "Overwrite Existing Entrance Interview Date?" checkbox is selected in the Import dialog box.

Similarly, when you import a file containing exit counseling results data, the Exit Interview Date field on the 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 EDEExpress only if the “Overwrite Existing Exit Counseling Completed Date?” checkbox in the Import dialog box is selected.

***To import these reports:***

1. 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 (DECF, CREC)** or **Exit Counseling Results (DLFF, EXIT)**.
3. Click the **File** button under Import From and select the location and name of the file that contains the data you want to import. This location defaults to the import directory defined in Tools, Setup, Global, File Management.
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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. 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.
6. Click **OK** to close the In Progress dialog box.
7. Review the import edit report for more information on the data you imported.

# Bits & Bytes

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## Overview

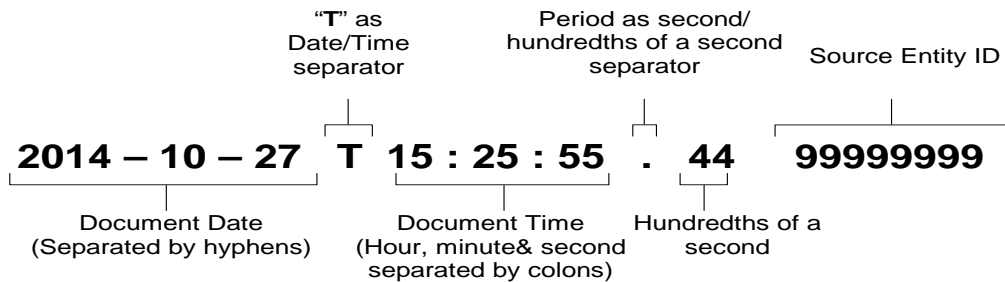
This section contains a variety of topics, including:

- Document ID
- Document Activity Database
- EExpress Reports and Printing
- Creating an SSN file
- External Export and Creating File Formats
- Status Flags
- Message Classes
- Edits

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## 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 **2014-10-27T15:25:55.4499999999** belongs to a COD Common Record that was created at 3:25 p.m. on October 27, 2014 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:



### ***Important Note***

- Import Record Edit Reports can be printed when importing COD Common Record responses (CRAA15OP) to identify record statuses and reject reasons.

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## 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 EDEExpress 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 EDEExpress.

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## EDEExpress Reports

You can print predefined reports showing the student records in your EDEExpress 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 area 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 area and type the SSNs of the students whose data you want to print into the Enter Multiple SSNs or Trankeys 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 Note***

- 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 200% of the scheduled Pell Grant award in a single award year.

## EExpress Pell Grant Reports and Lists

Pell Report Name	Pell Report Description
Pell Origination Record	<p>This report prints any record on the EExpress Pell student table. This report has two options:</p> <ul style="list-style-type: none"> <li>• Print Edits?</li> <li>• Print Disbursement Information?</li> </ul>
Edits by Student–Origination	<p>This report prints the edits applied to each individual processed origination record.</p>
Edits by Student–Disbursement	<p>This report prints the edits applied to each individual processed disbursement record.</p>
Origination List	<p>Multiple option only. This report prints a list of origination records according to your criteria. If you enter no criteria, all records in the EExpress Pell student database table print.</p>
Disbursement List	<p>Multiple option only. This report prints a list of all disbursement records according to your criteria. If you enter no criteria, all records in the EExpress Pell disbursement table print. Dollars and cents are printed for all amounts.</p> <p>An option to select for verification W students is available.</p> <p><b>New for 2014-2015!</b> The Pell Grant Disbursement List now displays the CIP Code associated with each disbursement record, if present.</p>
List–Processed Disbursements Year-to-Date	<p>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.</p>
List–Disbursement Activity Summary	<p>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.</p>
ESOA	<p>The Electronic Statement of Account report prints a summary of your school’s Pell Grant award year account.</p>
SSN/Name Differences	<p>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.</p>

<b>Pell Report Name</b>	<b>Pell Report Description</b>
RL–External User-Defined Formats	<p>This report prints the record layouts of any Pell user-defined file formats you have created.</p> <p><b>Note:</b> All other record layouts are included in the <i>2014-2015 COD Technical Reference</i>, Volume III, Section 3, available for download from the FSAdownload Web site, located at <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a>.</p>
Student Summary	<p>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.</p>



## EDEExpress Direct Loan Reports and Lists

Direct Loan Report Name	Direct Loan Report Description
List–Anticipated Disbursements	<p>This report lists anticipated disbursements with or without corresponding actual disbursements based on your criteria.</p> <p>Records that print on this report are grouped by the student’s original SSN rather than by current SSN.</p> <p><b>Note:</b> Disbursement Release Indicator = False</p>
List–Actual Disbursements	<p>This report prints a list of actual disbursement records based on your criteria. If you enter no criteria, then all actual disbursements in the EDEExpress Direct Loan disbursement database table print.</p> <p>An option to select booked disbursements, unbooked disbursements, or both is available.</p> <p>Records that print on this report are grouped by the student’s original SSN rather than by current SSN.</p> <p><b>Note:</b> Disbursement Release Indicator = True</p>
List–Loans	<p>This report prints a list of loan origination records based on your criteria. If you enter no criteria, then all loans in the EDEExpress Direct Loan database table print.</p> <p>Records that print on this report are grouped by the student’s original SSN rather than by current SSN.</p>
List–Status	<p>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.</p> <p>Records that print on this report are grouped by the student’s original SSN rather than by current SSN.</p>

<b>Direct Loan Report Name</b>	<b>Direct Loan Report Description</b>
List–Loan Eligibility	<p>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.</p>
List–PLUS MPN*	<p>This report lists all PLUS MPNs in the EDEExpress database and indicates the MPN status, date received, the date the MPN is printed on an MPN manifest, and the MPN Expiration Date.</p> <p>Sort Order, Total Only?, Print Tolerance Exceptions Only?, and Reported Period are additional options.</p> <p>Records that print on this report are grouped by the student’s original SSN rather than by current SSN.</p>
List–Grad PLUS MPN*	<p>This report lists all Grad PLUS MPNs in the EDEExpress database and indicates the MPN status, date received, the date the MPN is printed on an MPN manifest, and the MPN Expiration Date.</p> <p>Sort Order, Total Only?, Print Tolerance Exceptions Only?, and Reported Period are additional options.</p> <p>Records that print on this report are grouped by the student’s original SSN rather than by current SSN.</p>
List–Sub/Unsub MPN*	<p>This report lists all subsidized/unsubsidized MPNs in the EDEExpress database and indicates the MPN status, date received, the date the MPN is printed on an MPN manifest, and the MPN Expiration Date.</p> <p>Sort Order, Total Only?, Print Tolerance Exceptions Only?, and Reported Period are additional options.</p> <p>Records that print on this report are grouped by the student’s original SSN rather than by current SSN.</p>

Direct Loan Report Name	Direct Loan Report Description
Origination Record	<p>This report prints any student’s loan origination in the Direct Loan database. Anticipated and actual disbursements print for each loan.</p> <p><b>New for EDEExpress 2014-2015, Release 3.0!</b> We expanded the Origination Record report to include the new origination and disbursement data elements added in EDEExpress 2014-2015, Release 3.0. This includes new fields displayed on the new Usage Limit Applies Info sub-tab and the new CIP Code, Enrollment Status, and Payment Period Start Date values associated with each anticipated and actual disbursement on the Disburse tab.</p>
SULA Information Report	<p><b>New for EDEExpress 2014-2015, Release 3.0!</b> This report prints new origination and disbursement fields we incorporated into the EDEExpress 2014-2015, Release 3.0 Direct Loan module, including user-reported and COD-calculated field values related to the 150% Direct Subsidized loan limit. Each report page is specific to a single subsidized, unsubsidized, PLUS, or Grad PLUS loan record.</p>
RL–User-Defined Formats–External Loan Data	<p>This report prints the record layouts of any Direct Loan file formats you have created.</p> <p><b>Note:</b> All other record layouts are included in the <i>2014-2015 COD Technical Reference</i>, Volume III, Section 3. The technical reference is available for download from the FSADownload Web site, located at <a href="http://fsadownload.ed.gov">fsadownload.ed.gov</a>.</p>
Student Summary	<p>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.</p>

\*The List–PLUS MPN, List–Grad PLUS MPN, and List–Sub/Unsub MPN reports allow the use of tolerances. One of the ways you can meet the Quality Assurance requirement in the Direct Loan Program is by running these reports in EDEExpress and assessing the results to implement corrective actions.

## EExpress COD Module Reports and Lists

COD Module Report Name	COD Module Report Description
List–Disbursement Profile Setup	<p>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.</p> <p><b>New for EExpress 2014-2015, Release 3.0!</b> We updated this report to display the PP (Payment Period) Start Date value you associate with each disbursement date in COD Disbursement setup.</p>
List–Document Activity	<p>This report provides information about documents that have been created and exported from EExpress 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.</p>
List–Program Profile Setup	<p><b>New for EExpress 2014-2015, Release 3.0!</b> This new report provides a quick-reference listing of the Program Profile values you have defined in Program Profiles setup (<b>Tools, Setup, COD, Program Profiles</b>) for use with Direct Loan origination records. The report includes the Program Profile Code, Description, Program Credential Level, Published Program Length, Special Programs, and Weeks Program Academic Year field values associated with each profile.</p>
List–Student Records in a Document	<p>The report allows you to print a list of all student records in a specific COD System document. The following student data prints on the report: Current SSN, Last Name, First Name, Program Type, and Award ID/Loan ID.</p> <p>The report also prints which types of records (origination, disbursement, and change) are in the document for each student.</p>

COD Module Report Name	COD Module Report Description
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, 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.
3. Click the **Single** or **Multiple** option (if available) to the right of the Report Type field.
4. (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.
5. Select **Printer, File,** or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, then click **Open**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
6. Select any other options that apply.
7. Click **OK**.

### **Important Note**

- For more information and instructions, see the topic “Print a Report” in EDEExpress Help.

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## 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 EDEExpress.

### 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 Grant** tab. Select **File, Print** from the menu bar.
2. (Optional) Select the **Print Edits?** and/or **Print Disbursement Information?** checkboxes.
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, then click **Open**. The file name appears in the box.
  - If you print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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**.

### 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**.
2. Click the **down** arrow next to the Report Type field and select **Pell Origination Record**.
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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, 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.
5. (Optional) Click the **SSN File** button if you have a text file of selected SSNs. Or, click the **ellipsis (...)** button in the SSN File field 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***

- **New for 2014-2015!** The Pell Grant Origination Record report now displays the CIP Code value associated with the origination record and the CIP Code associated with each disbursement record, if present.
- 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.

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## Printing Direct Loan Records

You can print a student's Direct Loan record, including both the origination and disbursement information, from the Direct Loan module in EDEExpress.

### Printing a Student's Direct Loan Origination and Disbursement Record

*To print a student's Direct Loan origination and disbursement record:*

1. Open the student's record and 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.
3. Select **Origination Record** as the report type.
4. Select **Printer, File, or Screen** for the report file destination.
5. If you selected Printer as the report file destination, click **OK** in the Print dialog box. The student's record prints to your default printer.

If you selected File as the report file destination, click the **File** button. A Find File dialog box appears. Choose the file location, name the file, and click **Open**.

If you selected Screen as the report file destination, click **OK** in the Print dialog box.

### 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, then choose **Direct Loan**.
2. Select **Origination Record** as the report type.
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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it in using a text editing program such as Windows Notepad, 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.



5. (Optional) Click the **SSN File** button if you have a text file of SSNs, or click the **ellipsis (...)** button and type the SSNs of the students whose records you want to print into the Enter Multiple SSNs grid.
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.

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## Creating an SSN File

An SSN file is a text file containing the Social Security Numbers of the records with which you want to work. You can use this file to print certain reports that include just those records. The SSN file can also be used to update selected records when using Multiple Entry.

### *To create an SSN file:*

1. Type the nine-digit SSNs using a text editor or word processing program that can save text in ASCII format, such as Windows Notepad. Type one SSN per line. Do not use hyphens, spaces, or empty lines. Do not press Enter after the last SSN, because doing so inserts a blank line and causes an error in EDEExpress.
2. (Optional) Type an end of file (EOF) marker.
3. Name and save the file as an ASCII file. For example, in Microsoft Word, select **File, Save As**, then choose **Plain Text (\*.txt)** in the Save File as Type field.

If you used Notepad to create the file, you can save it without selecting a format. Notepad saves files in ASCII format only.

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## 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 EDEExpress, select **File, Print** from the menu bar.
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 print to a file, no paper copy prints. To print a paper copy, locate the file, open it using a text editing program such as Windows Notepad, and print it.
  - If you chose **Screen** as your output destination, use the **scroll bars** to view and click **OK** when you are finished. Click the **Print** button to print from the screen if you want a paper copy.
7. Click the **File** button in the SSN File area and select the SSN file you created.
8. 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 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). EDEExpress displays a list of students to be updated.
6. Click **Save**.
7. Click **Yes** twice.

---

## Creating File Formats

File Formats is a utility in EDEExpress that enables you to create file formats to use when exporting data from EDEExpress to an external system.

**Note:** File formats must be created before you can export data to an external system.

Each file format is identified by a two-character format code and a longer format description that you define by the fields you select from the File Formats dialog box.

The steps for creating file formats are described in the *2014-2015 COD Technical Reference*, Volume III, Section 1. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov). You can find additional information in EDEExpress Help.

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## External Export

The Export function in EDEExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. Because each school's system has unique requirements for importing data files, the export files created by EDEExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

These export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). No end of file marker (EOF) is used, only the final carriage return/line feed marker after the last record.

Files exported from EDEExpress using File Formats can be exported as standard fixed-length files, or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, EDEExpress exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDEExpress exports the file with each field separated by the chosen delimiter. You may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

Remember that before you can export external data, you must first create file formats to format the data for the external systems receiving the data.

The steps for exporting data to an external system are described in the *2014-2015 COD Technical Reference*, Volume III, Section 1. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

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# 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
- \***F** = Credit denied per COD web site

### Credit Override

- Credit denied; endorser not OK**
- Credit overridden; new credit information provided**
- Credit overridden; endorser OK**
- Credit denied after pending**
- Credit denied; endorsed amount less than award amount**

### MPN Status

- A** = Accepted MPN at COD
- X** = MPN pending; pending loan origination record
- N** = Not ready to print
- R** = Ready to print
- P** = Printed or request to print sent to COD
- \***S** = Signed and returned
- M** = Manifested
- \***T** = School assumes MPN exists
- I** = Inactive
- E** = Inactive/Endorser
- C** = Closed

\*You can update these statuses manually in EDEExpress. All other statuses are generated by EDEExpress or 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***

- EDEExpress uses status flags to identify and manage records at different points during Pell Grant and Direct Loan processing.
- EDEExpress automatically maintains and updates the status flags when appropriate. For example, when you import a COD Common Record response (CRAA15OP) with Pell Grant record status updates, EDEExpress automatically changes the status flags of all origination records in the Common Record from Batched to Accepted, Corrected, Rejected, or Duplicate, and all disbursement records in the Common Record from B (Batched) to A (Accepted), C (Corrected), E (Rejected), or D (Duplicate).



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## Message Classes

The first four characters of the message class identify the type of data. The numbers refer to the cycle year (for example, “15” is used for 2014-2015 data).

Message classes are referenced from the COD System perspective (files sent *to* the COD System are “IN” files and files sent *from* the COD System are “OP” files).

“N/A” in any column represents a descriptor that does not apply to that file type.

EDEExpress uses award-year-specific message classes for sending and receiving Common Records for Pell Grant and Direct Loan data. The message classes are listed on the following four pages.

**Note:** The COD System destination mailbox is TG71900.

## COD System Pell Grant, TEACH Grant, and Direct Loan Data Files

### COD Common Records (in XML format)

Message Class	Data Description	Document Type
CRAA15IN	Common Record Document exported from EDEExpress for transmission to the COD System	Not applicable
CRAA15OP	Response sent from the COD System for import into EDEExpress	RS
CRRC15OP	Receipt sent from the COD System for import into EDEExpress	RC
CRWB15OP	COD System Web-generated Response (Generated by activity on COD Web site)	WB
CRND15OP	Pell Grant Negative Disbursements (COD System-generated)	ND
CRBN15OP	Direct Loan and TEACH Grant Booking Notification (COD System-generated)	BN
CRCO15OP	Direct Loan Credit Decision Override Response (COD System-generated)	CO
CRPN15OP	Direct Loan MPN Response (COD System-generated)	PN
CRPS15OP	Direct Loan Payment to Servicing (COD System-generated)	PS
CRSP15OP	PLUS Application Acknowledgment	SP
CRSU15OP	Subsidized Usage System-Generated Response	SU
CROF15OP	Origination Fee and Interest Rebate Percentage Acknowledgement (COD System-Generated)	OF
CRAT15OP	TEACH Grant ATS Note Acknowledgement (COD System-generated)	AT
CRAC15OP	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
PGRQ15IN	Pell Grant Data Requests (Fixed Length)
IGRQ15IN	Iraq and Afghanistan Service Grant Data Requests (Fixed Length) – For future use only

### Pell Grant Reports from the COD System (Flat File Format)

Message Class	Data Description
PGRA15OP	Pell Grant Data Request Acknowledgement (Fixed Length)
PGAS15OP	Pell Grant Electronic Statement of Account* (ESOA) (Fixed Length)
IGAS15OP	Iraq and Afghanistan Service Grant Electronic Statement of Account (ESOA) (Fixed Length – For future use only)
PGMR15OP	Pell Grant Multiple Reporting Record (MRR) (Fixed Length)
PGRC15OP	Pell Grant Reconciliation Report (Fixed Length)
PGYR15OP	Pell Grant Year-to-Date Record* (Fixed Length)
PGSNPFOP	Pell Grant SSN/Name/Date of Birth Change Report (Pre-formatted)
PGTX15OP	Pell Grant Text File (Fixed Length)
PGPD15OP	Pell Grant Pending Disbursement Report (Pre-formatted)
PGFD15OP	Pell Grant Funded Disbursement Report (Pre-formatted)
PGVR15OP	Pell Grant Verification Status Report (Pre-formatted)
PGPR15OP	Pell Grant POP Report (Pre-formatted)

\*These reports update the EDEExpress database.

- A **pre-formatted** file consists of data that is arranged in a way that does not require any translation or modification by EDEExpress to be displayed or printed.
- 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 EExpress (Flat File Format)

Message Class	Data Description
PGEO15OP	Pell Grant External Origination Add/Change Record (Fixed Length)
PGED15OP	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
THMR15OP	TEACH Grant Multiple Reporting Record (MRR) (Fixed Length)
THPD15OP	Pending Disbursement List (Pre-formatted)
THIGPFOP	Inactive Grants Report (Pre-formatted)
THSNPFOP	SSN/Name/Date of Birth Change Report (Pre-formatted)
THSM15OP	School Account Statement (Monthly)(Comma-Delimited)
THSY15OP	School Account Statement (Year-to-Date)(Comma-Delimited)
THRB15OP	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 EExpress (Flat File Format)

Message Class	Data Description
TGED15OP	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) <b>Note:</b> Direct Loan Rebuild files must be imported into the DL Tools software
DSDF15OP	School Account Statement (SAS) (Disbursement Detail) (Fixed Length) <b>Note:</b> Functionality for formatting and comparing SAS files is not available in EDEExpress but is offered in the DL Tools software
DSL15OP	School Account Statement (SAS) (Loan Detail–Loan Level) (Fixed Length) <b>Note:</b> Functionality for formatting and comparing SAS files is not available in EDEExpress but is offered in the DL Tools software
DIWR15OP	30 Day Warning Report (Pre-formatted)
DIAA15OP	Pending Disbursement List (Pre-formatted)
DIAO15OP	Funded Disbursement List (Pre-formatted)
DUPLPFOP	Duplicate Student Borrower Report (Pre-formatted)
SNDCPFOP	SSN/Name/Date of Birth Change Report (Pre-formatted)
INACPFOP	Inactive Loans Report (Pre-formatted)
MPNDISOP	MPN Discharge Report (available in Fixed Length, Pipe-Delimited, or Comma-Delimited formats)
MPNINAOP	Expired MPN Report (available in Fixed Length, Pipe-Delimited, or Comma-Delimited formats)
MPNEXPOP	MPNs Due to Expire Report (available in Fixed Length, Pipe-Delimited, or Comma-Delimited formats)

### 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)
DLFFEXOP	Exit Counseling Results from Servicing Web site * (Fixed Length)
EXITFFOP	Exit Counseling Results from NSLDS * (Fixed Length)

\*These reports update the EDEExpress database.

- A **pre-formatted** file consists of data that is arranged in a way that does not require any translation or modification by EDEExpress to be displayed or printed.
- A **fixed-length** record or file consists of data elements that are recognized based on their positions in the record layout. A fixed-length record requires that all data elements be populated for each submission.

## Direct Loan External Add/Change

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

Message Class	Data Description
DIEA15OP	External Loan Origination Add File (from external source into EDEExpress) (Fixed Length)
DIEC15OP	External Change File (from external source into EDEExpress) (Fixed Length)

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

Message Class	Data Description
DEER15IN	External Loan Data (from EDEExpress into an external source) (Fixed Length)

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## Edits

The following valid date ranges for Pell Grant and Direct Loan processing have been updated for the 2014-2015 processing cycle. These date ranges affect the COD System edits and the EDEExpress end-of-entry edits.

Pell	DL	Data Element	Date Range
	X	Date of Birth	1/1/1915 to 12/31/2006
X		Pell Grant Enrollment Date	1/1/2014 to 6/30/2015
X		Pell Grant Payment Period Start Date	1/1/2014 to 6/30/2015
X		Pell Grant Disbursement Date*	1/1/2014 to 9/30/2020
	X	DL Loan Period Begin Date	On or before 6/30/2015
	X	DL Loan Period End Date	On or after 7/1/2014
	X	DL Academic Year Start Date	On or before 6/30/2015
	X	DL Academic Year End Date	On or after 7/1/2014
	X	DL Disbursement Date	6/21/2011 to 12/28/2018

\* Although EDEExpress accepts any date on or after 1/1/2014, the valid 2014-2015 date range for Pell Grant disbursement records is from the date the 2014-2015 Pell Grant schedules are posted on the IFAP Web site ([ifap.ed.gov](http://ifap.ed.gov)) to 9/30/2020.

### COD System Edits–Pell Grant and Direct Loan

For a complete list of COD System Edit Codes, see the *2014-2015 COD Technical Reference*, Volume II, Section 4. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

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

For a complete list of EDEExpress Pell Grant and Direct Loan Edit Codes, see the *2014-2015 COD Technical Reference*, Volume III, Section 4. The technical reference is available for download from the FSAdownload Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

# Query

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## 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 EDEExpress Help for more information.
- Both segments of the query connected by AND must be true for a field value to be selected.
- Only one of the segments connected by OR must be true for a field value to be selected.

### ***Important Notes***

- Queries are module-specific, so you must create queries in the modules in which you intend to use them.
- 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 EDEExpress Help for more information on queries.



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## 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 Field 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. Click **OK** to close the Query dialog box or click **Add** to create another query.

### ***Important Note***

- 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.

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## Creating a Query from a Predefined Query

EDEExpress 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 EDEExpress, these queries can be used to identify groups of records. See “Using a Query” in this desk reference for more information.

Predefined queries can also be used as templates to create individual queries. You can view the query fields available in each module by selecting **Tools, Browse** from the menu bar, selecting the module, then clicking the **Query Fields** tab.

When you open the Query dialog box for the first time, you will see that the predefined queries are stored as the first set of records in the Query database. You will know a query is predefined if you see “PREDEFINED QUERY” 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.

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## Using a Query

You can use queries in any function that has a Selection Criteria button.

### *To use a query:*

1. Click the **Selection Criteria** button.
2. Click the **ellipsis (...)** button next to the Query Title field to display a list of queries. The Query Grid box appears.
3. Click the query you want to use to select it.
  - If the Parameter Query column is not selected, click **OK**. EDEExpress returns you to the Selection Criteria box and enters the title of the query in the Query Title field. Skip to step 8.
  - If the Parameter Query column is selected, click **OK**. EDEExpress returns you to the Selection Criteria box and enters the title of the query in the Query Title field. Click **OK** again and the Parameter Query Entry box appears.
4. Click in the **Field Value** column next to each Field Name and type a valid value. Click the **Value Help** button to see a list of valid values.

If you leave a value blank, EDEExpress automatically enters NULL as the value. When you run the query, records that contain NULL for that field value are returned.

5. Click the **View Query** button to see the completed query. Review the query carefully to be sure you have entered the correct values for each field.
6. Click **Close** to return to the Parameter Query Entry dialog box.
7. Click **OK** to save your entries.
8. Click **OK** to run the query. Depending on the activity, an In Progress dialog box may display the progress of the query process.
9. Click **OK** to close the In Progress dialog box, if applicable.

## Sample Queries

Below are three examples of queries that you can use in processing your students' financial aid data.

### **Sample 1**

Dependent students from New Mexico whose parents' number in college is greater than 1 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 = "1") OR  
(ENROLLMENT STATUS = "2") OR  
(ENROLLMENT STATUS = "3"))

## 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 printed MPNs that have not been signed.

(LOAN STATUS = "A") AND (MPN STATUS = "P")

### **Sample 2**

PLUS loans with accepted Credit Decision and Original Credit Decision Date equal to the date you enter when running the query.

(LOAN TYPE = "P") AND (CREDIT DECISION = "A") 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 31, 2014.

((DISBURSEMENT SEQUENCE NUMBER = "02") OR (DISBURSEMENT SEQUENCE  
NUMBER = "03")) AND (DISBURSEMENT DATE <= "20141231")

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## Deleting a Query

### *To delete a query:*

1. Select **Tools, Query** from the menu bar.
2. Click the tab of the module for the query you want to delete.
3. Use the arrow buttons in the database buttons box to locate the query you want to delete.

**Note:** You cannot delete predefined queries.

4. Click **Delete** in the database buttons box. EDEExpress asks you to confirm that you want to delete the query.
5. Click **Yes** to delete the query.
6. Click **OK** to continue.



# Getting Help

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](http://ifap.ed.gov/ifap/helpContactInformation.jsp).