Session 24

Become an EDExpress Direct Loan Release 2.0 Super User!

Bob Berry

Doug Baldwin

Electronic Access Conference
Orlando, Florida
Las Vegas, Nevada
2004

Objective:

This session will highlight selected 2004-2005 EDExpress Release 2.0 features that will be of great benefit to those users looking for ways to simplify Direct Loan processing and take advantage of the powerful features EDExpress has to offer.

Objective for today:

- Guided peek inside the software
- Don’t worry if you don’t understand every step; it will come with practice.

What we will cover:

Global Functions Affecting Direct Loans

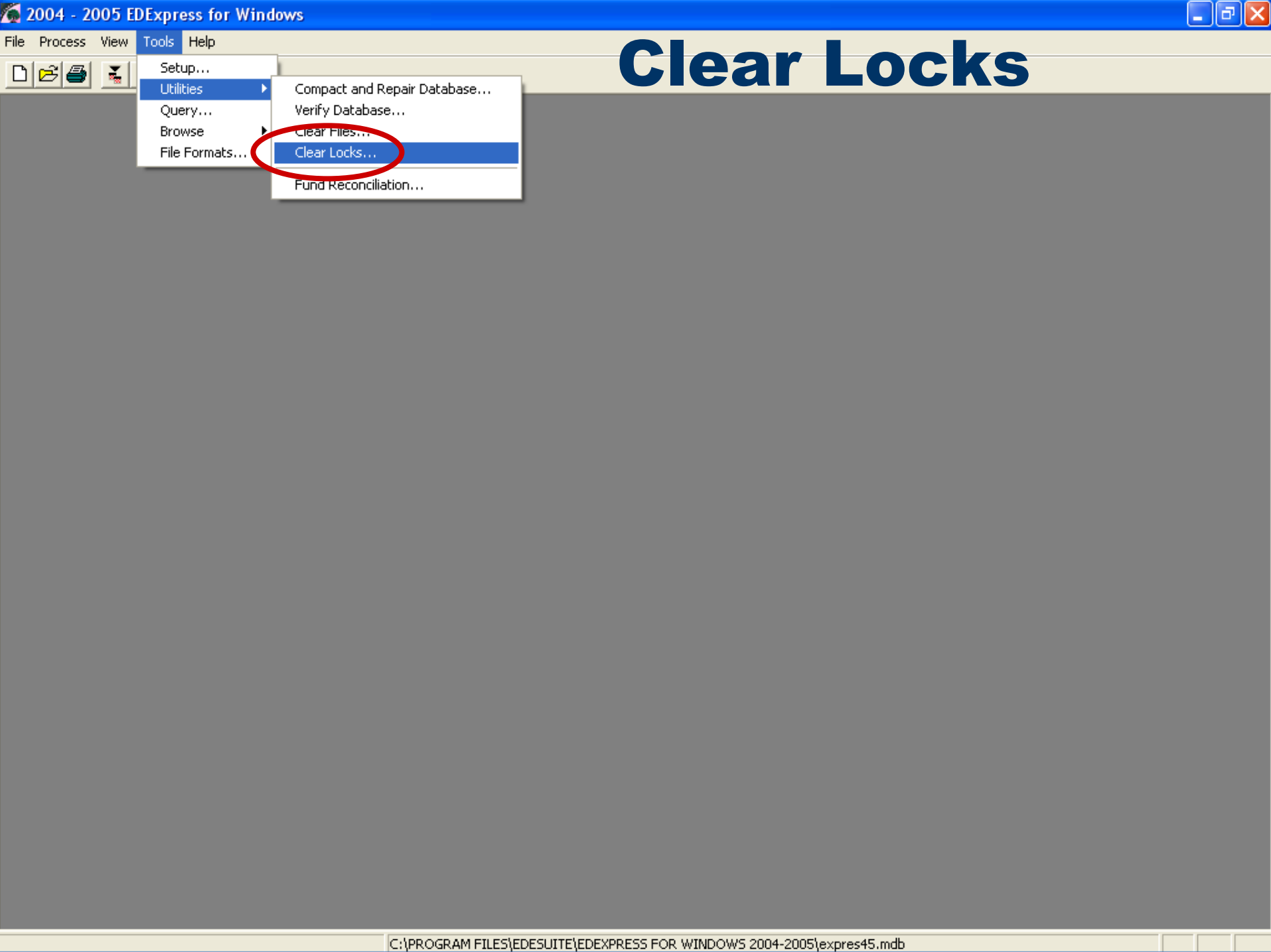
- Clear Locks
- Repair Database
- COD Setup tab
- System Setup
- Grid Functionality
- Disbursement Setup
- Reset Password

What we will cover:

- Direct Loan functions
  - Multiple Entry (ME)
    - Actual Disbursements
      - Update DRI to True
      - Modify date and/or amount, then update DRI
    - Update Anticipated Disbursements
    - Record Adjustments to Actual Disbursements

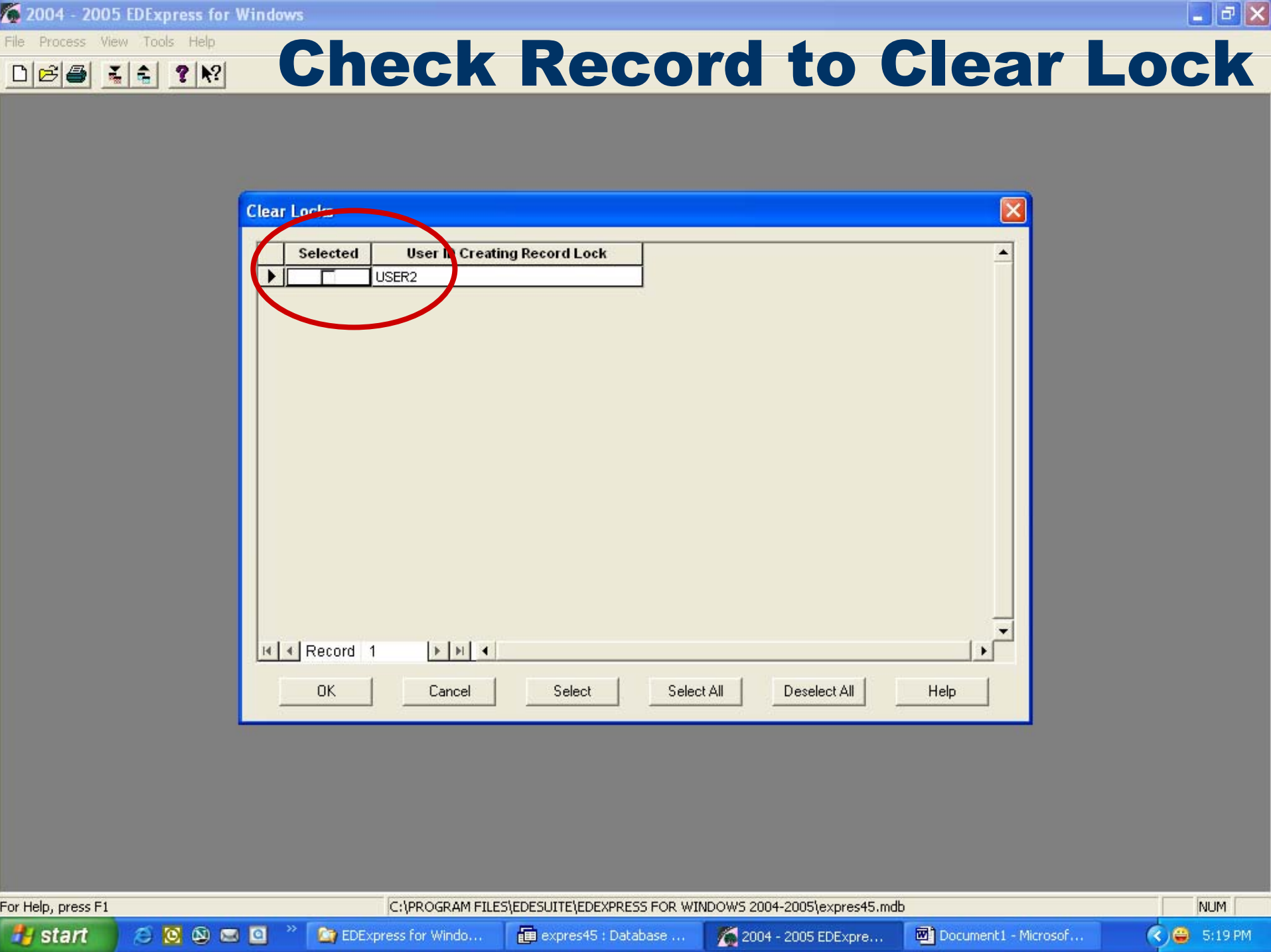
What we will cover:

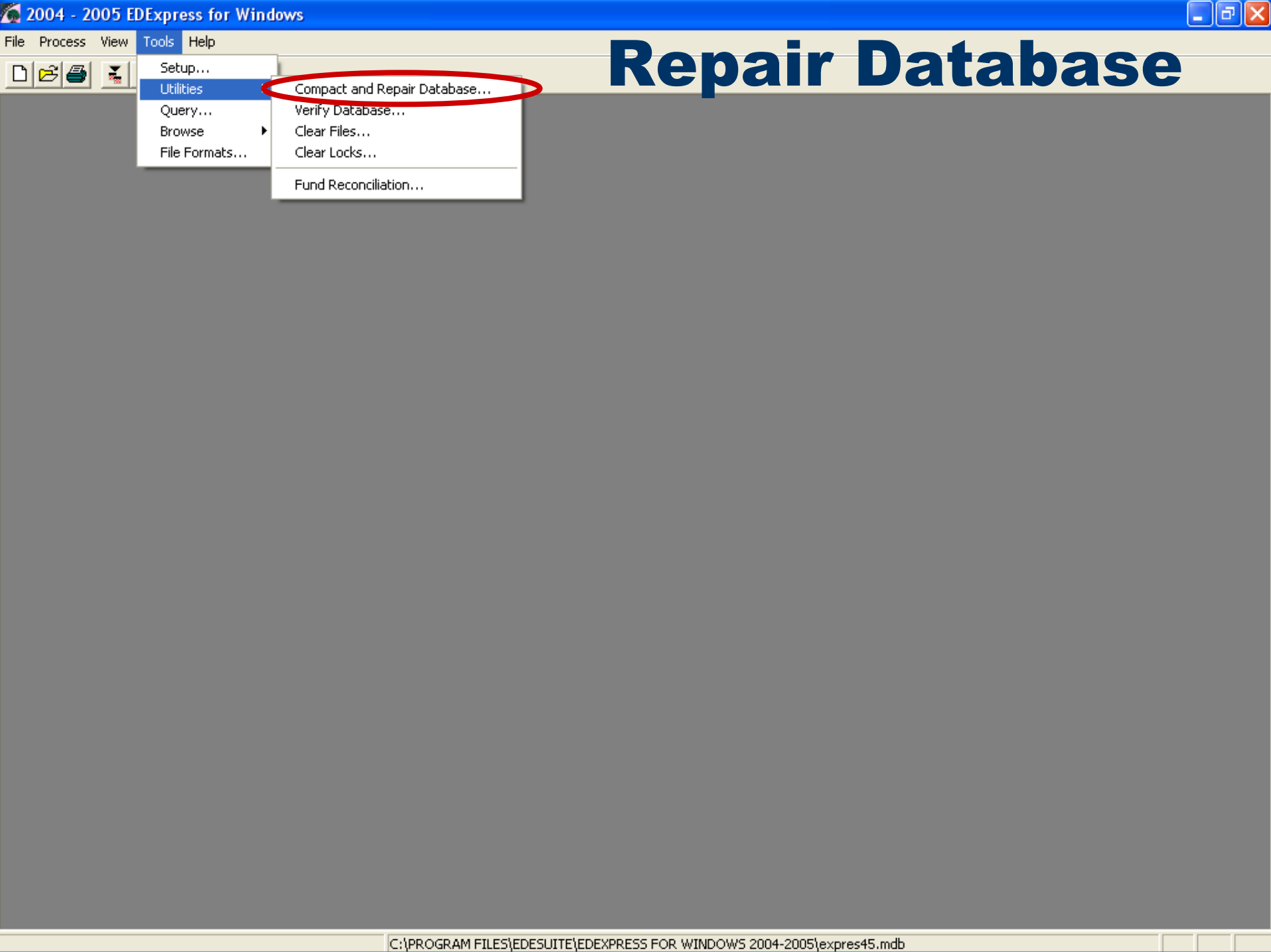
- Direct Loan (continued)
  - Share Disbursement Profile Codes
    - Create one code to work for PELL and DL
  - Use new Action Date field to monitor 30 day reporting requirement
  - Utilize Tolerances and EDExpress Reports to evaluate your processing needs


2004 - 2005 EDExpress for Windows
File
Process
View
Tools
Help
Setup...
Utilities
Query...
Browse
File Formats...
Compact and Repair Database...
Verify Database...
Clear Files...
Clear Locks...
Fund Reconciliation...
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2004-2005\expres45.mdb

Clear Locks

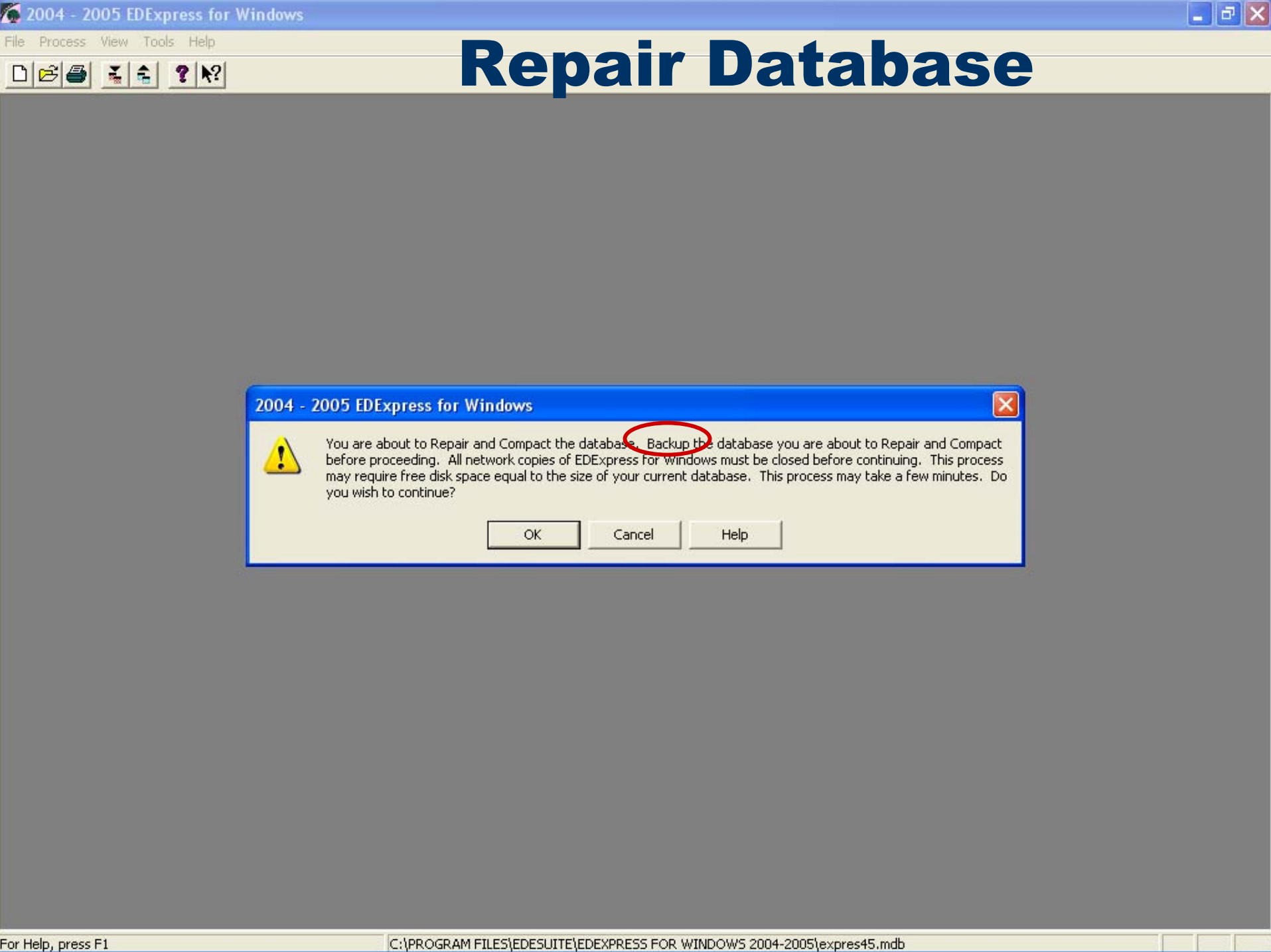
Check Record to Clear Lock



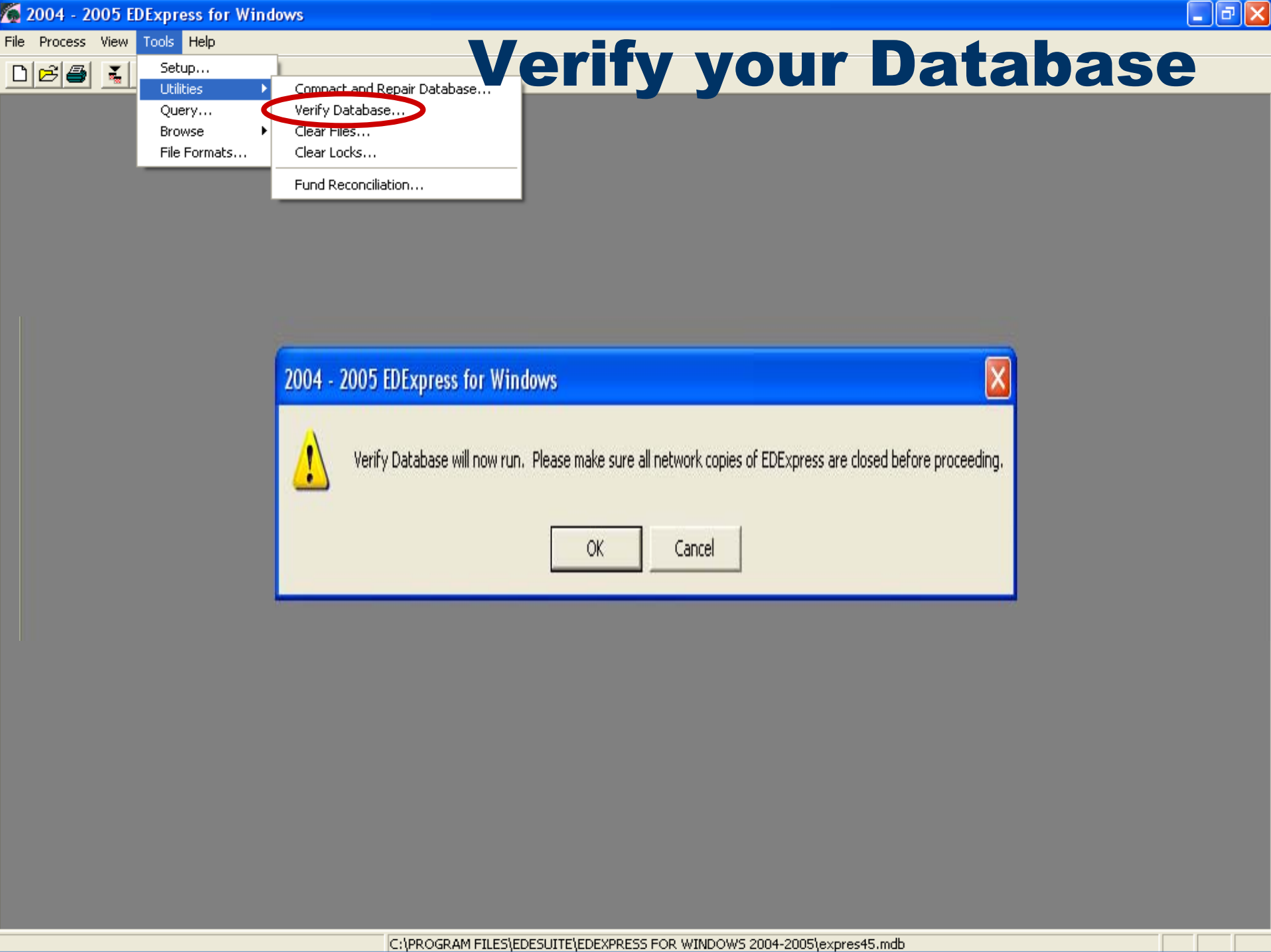


Repair Database

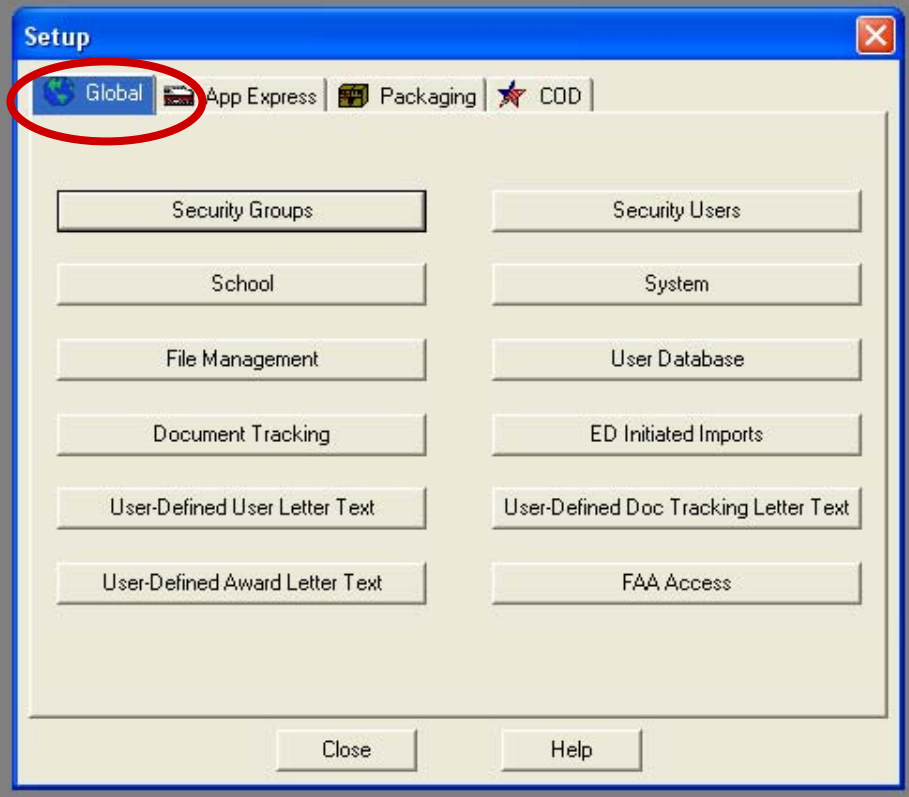
Repair Database



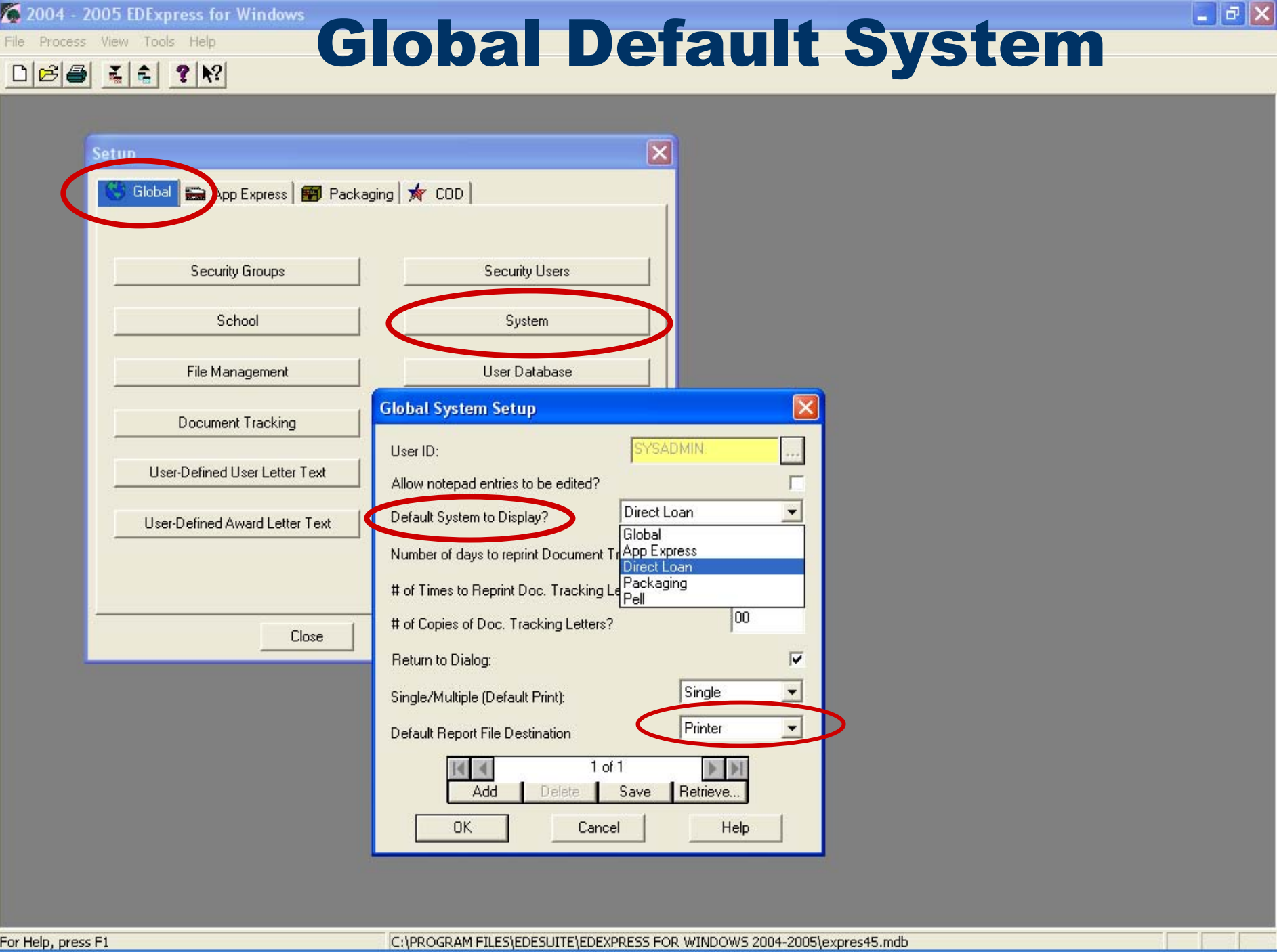
Verify your Database



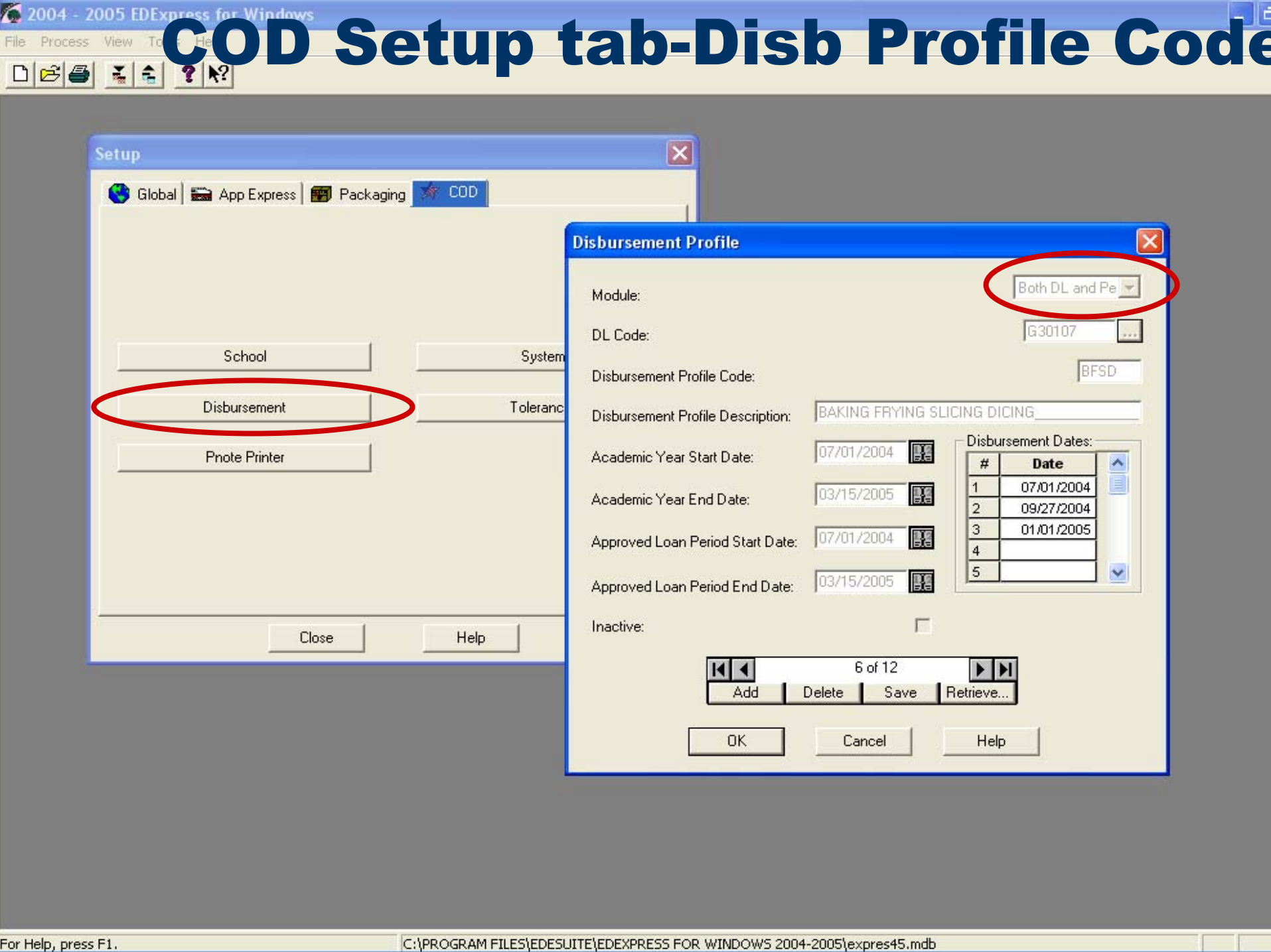
Global Setup tab: Time Savers



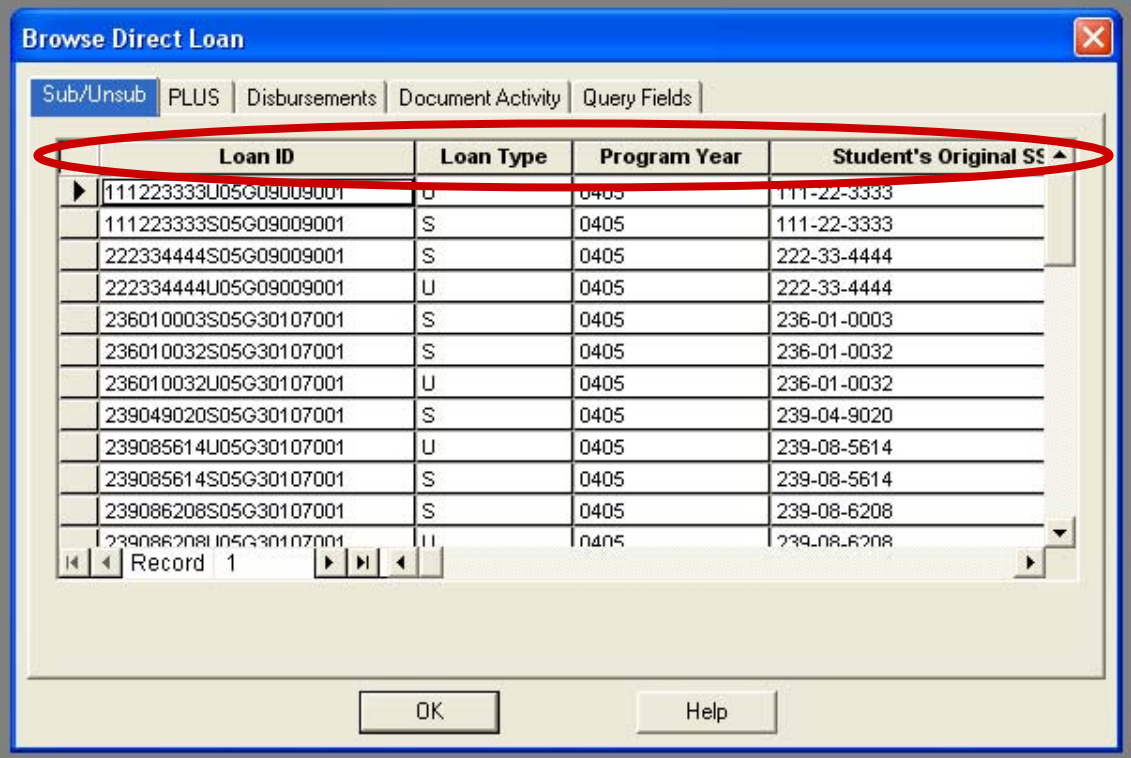
Global Default System



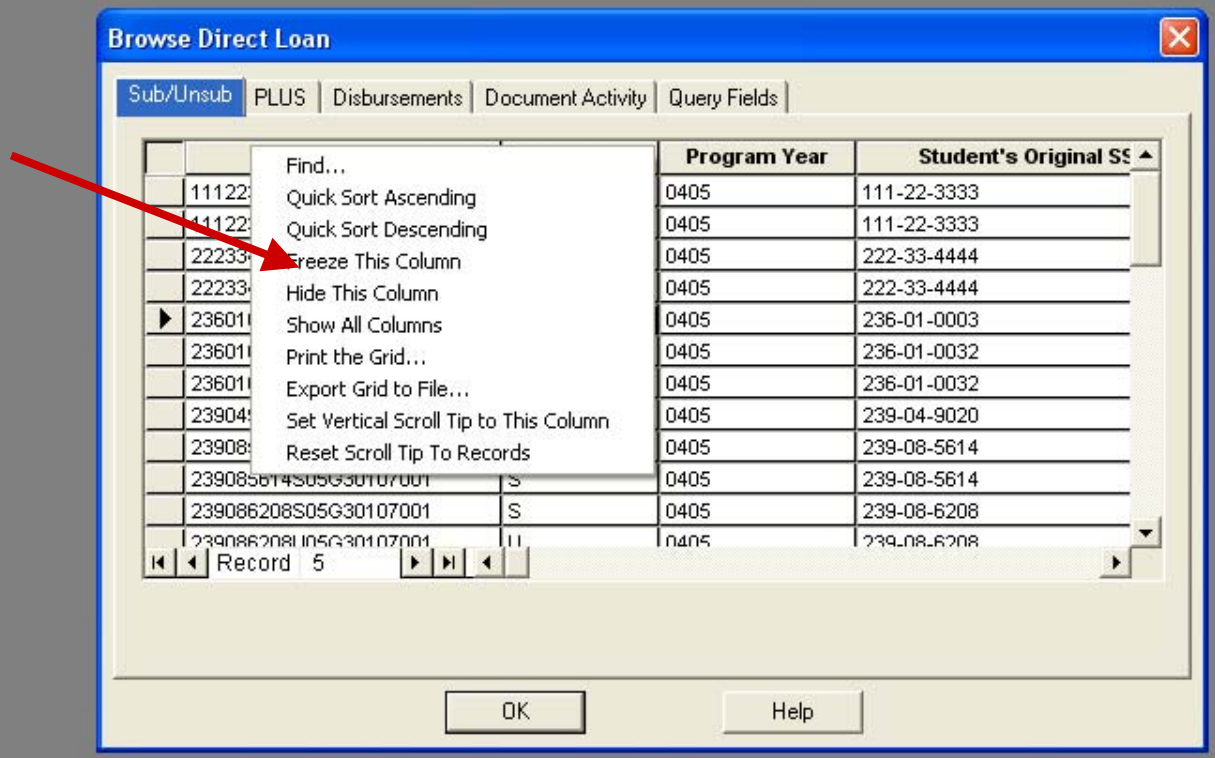
COD Setup tab-Disb Profile Code



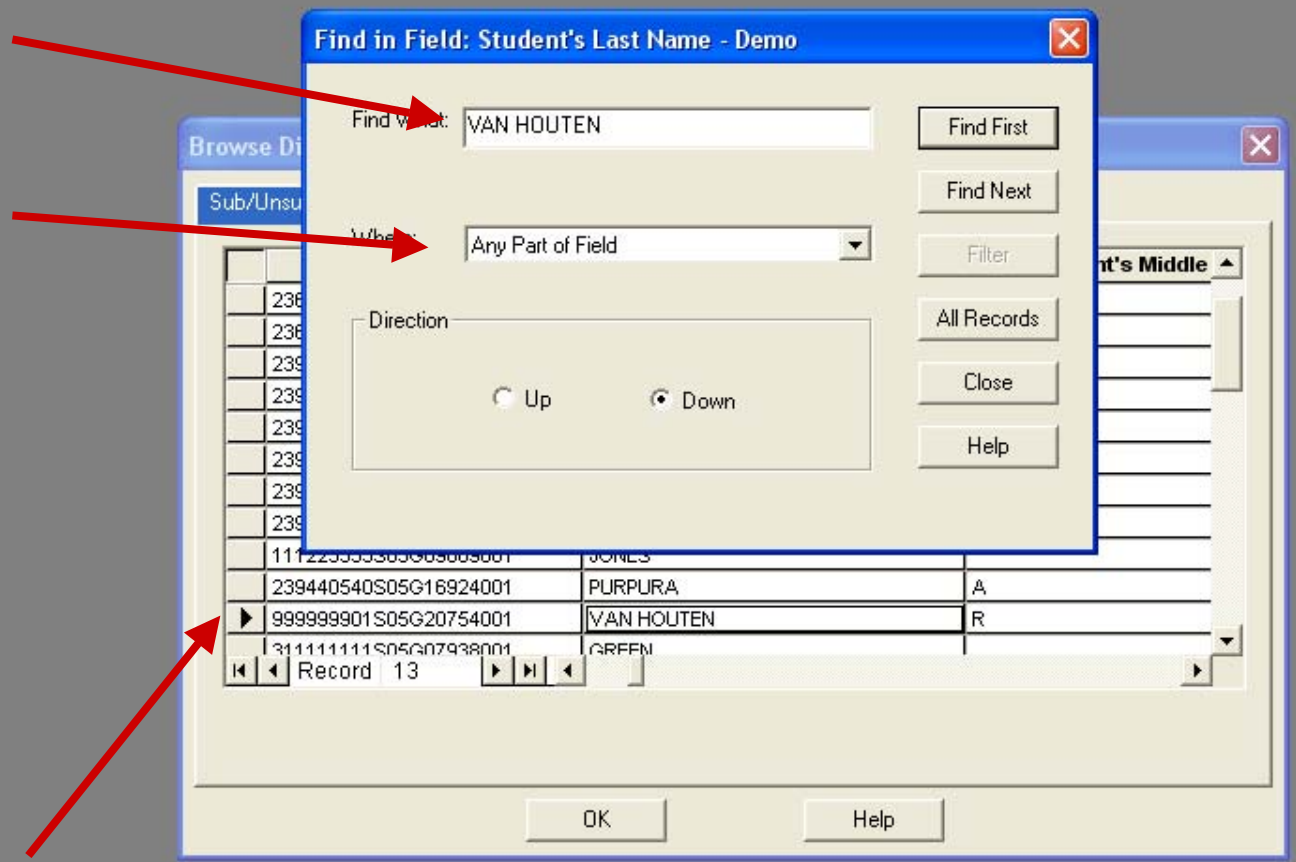
Grid Functionality



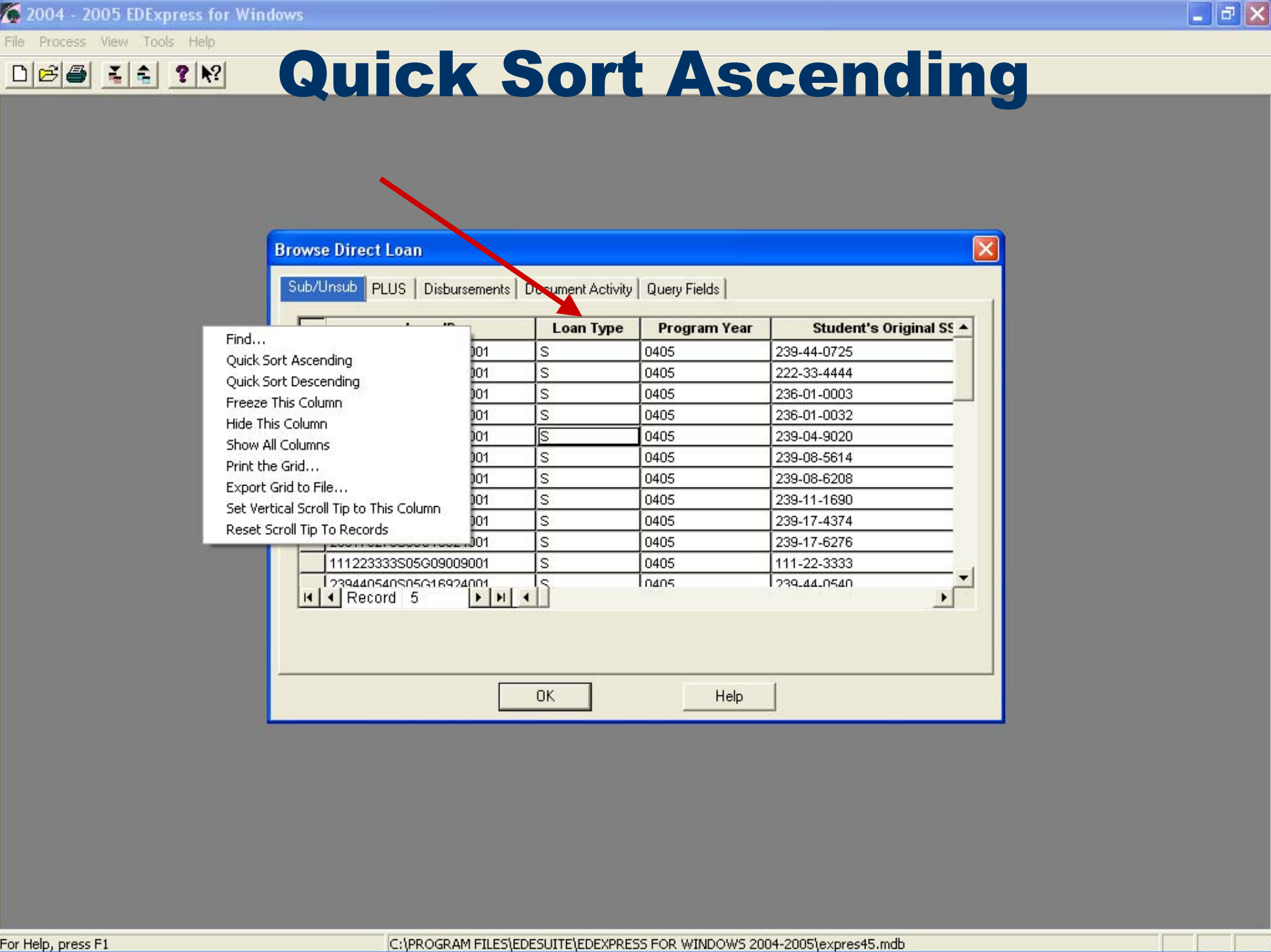
Right Click in Column Heading



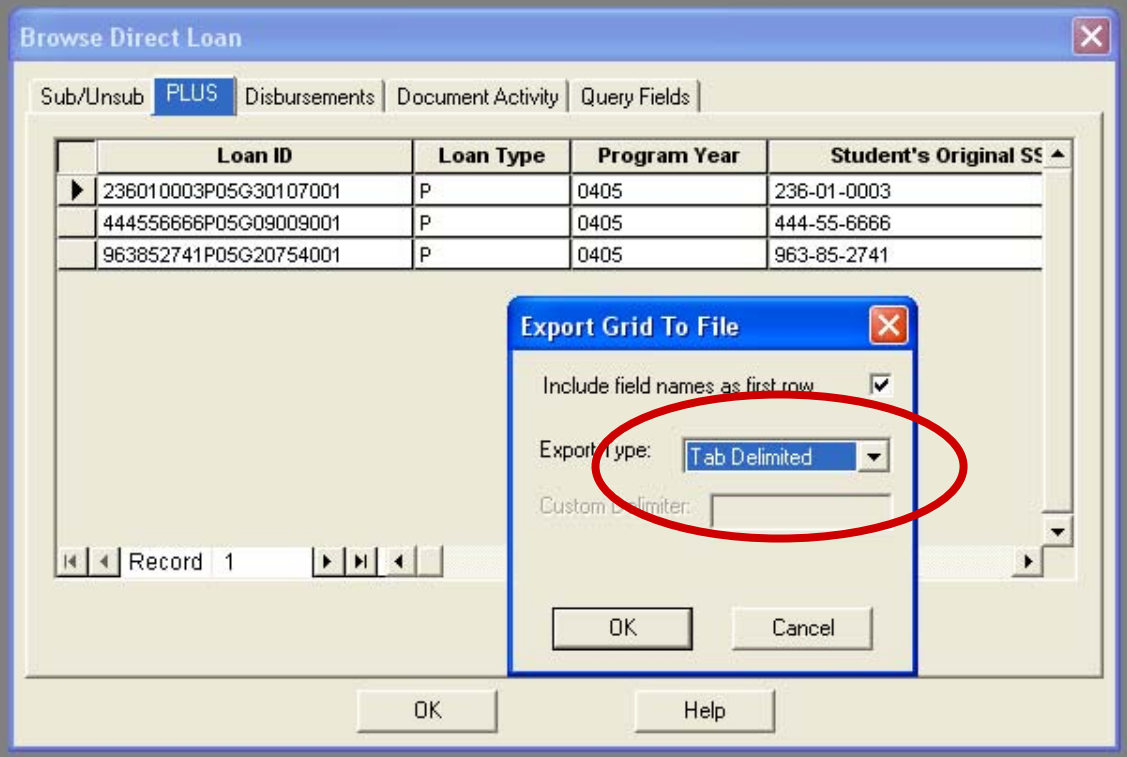
Grid Functionality: Find.....



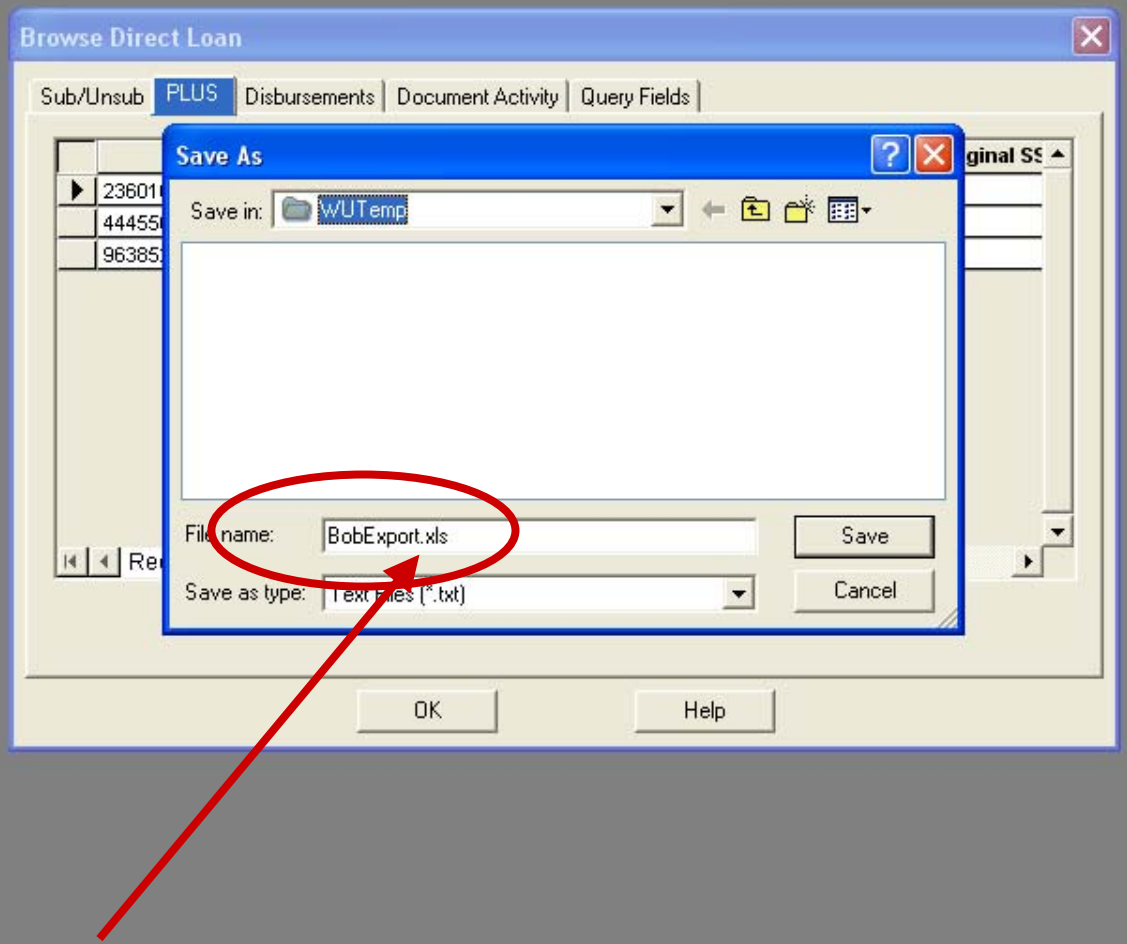
Quick Sort Ascending

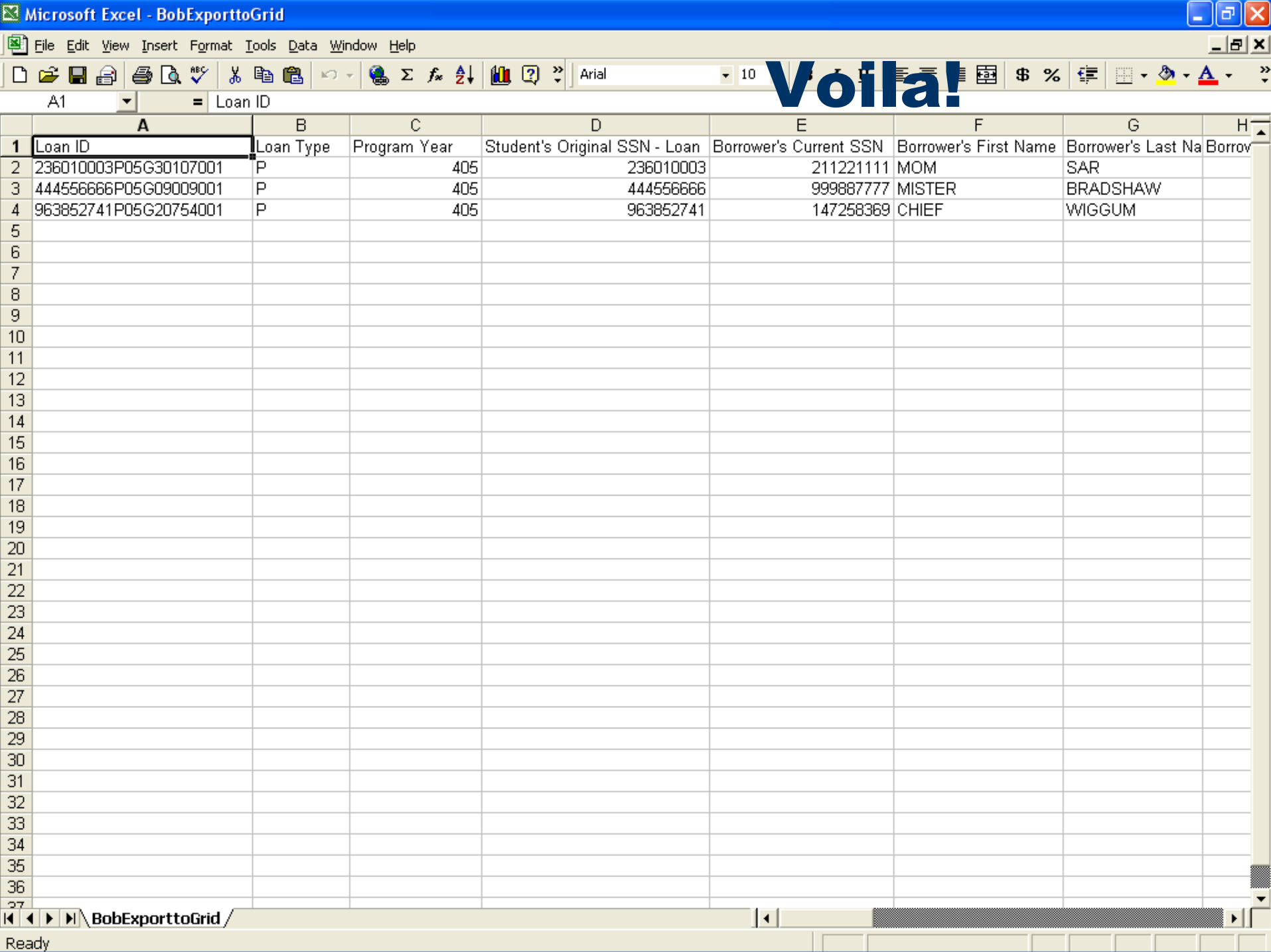


Export Grid to File



Export Grid to File




Microsoft Excel - BobExporttoGrid
File Edit View Insert Format Tools Data Window Help
Arial
10
Voila!
A1
= Loan ID
Loan ID | Loan Type | Program Year | Student's Original SSN - Loan | Borrower's Current SSN | Borrower's First Name | Borrower's Last Na | Borrov
236010003P05G30107001 | P | 405 | 236010003 | 211221111 | MOM | SAR
444556666P05G09009001 | P | 405 | 444556666 | 999887777 | MISTER | BRADSHAW
963852741P05G20754001 | P | 405 | 963852741 | 147258369 | CHIEF | WIGGUM
BobExporttoGrid
Ready

EDExpress for Windows 2004-2005
File Edit View Favorites Tools Help
Back Search Folders
Reset Password
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
EDESuite
My Documents
Shared Documents
My Computer
My Network Places
Details
EDExpress for Windows 2004-2005
File Folder
Date Modified: Today, September 29, 2004, 1:49 PM
AImportExportDLL5.dll
10.0.0.115
AImportExportDll DLL
apps5.dll
10.0.0.115
Apps DLL
AppsEntry5.dll
10.0.0.115
AppsEntry DLL
Appsexp
Help File
145 KB
Appsexp.cnt
CNT File
1 KB
expres45
Microsoft Access Application
5,780 KB
appsreport5.dll
10.0.0.115
COD5.dll
10.0.0.115
COD DLL
CODImportExport5.dll
1.0.0.115
CODImportExport DLL
CODSchema.xsd
XML Schema
111 KB
CompactResetPW
RepairCompactResetPW MFC ...
DImportExportDLL5.dll
10.0.0.115
DImportExportDll DLL
direct
Help File
870 KB
direct.cnt
CNT File
4 KB
directloan5.dll
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DirectLoan DLL
dlreport5.dll
10.0.0.115
DLReport DLL
ExpBase5.dll
ExpBase DLL
ExpFrame5.dll
10.0.0.115
ExpFrame DLL
ExpImportExportDLL5.dll
10.0.0.115
ExpImportExportDll DLL
Expres45
Express32 MFC Application
U.S.Department of Education
global
Help File
1,118 KB
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CNT File
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GNCSToolKit DLL
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CNT File
1 KB
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INETWH32
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Help File
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CNT File
3 KB
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Packaging DLL
pell
Help File
520 KB
Pell5.dll
10.0.0.115
Pell DLL
pell.cnt
CNT File
2 KB
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PellImportExportDll DLL
pellreport5.dll
10.0.0.115
PellReport DLL
PImportExportDLL5.dll
10.0.0.115
PImportExportDll DLL
pkgalgorithm5.dll
10.0.0.115
PkgAlgorithm DLL

EDExpress for Windows 2004-2005
File Edit View Favorites Tools Help
Back Search Folders
Reset Password
File and Folder Tasks
Rename this file
Move this file
Copy this file
Publish this file to the Web
E-mail this file
Delete this file
Other Places
EDESuite
My Documents
Shared Documents
My Computer
My Network Places
Details
CompactResetPW
Application
Date Modified: Monday, September 22, 2003, 12:14 PM
Size: 24.0 KB
AImportExportDLL5.dll
10.0.0.115
AImportExportDll DLL
apps5.dll
10.0.0.115
Apps DLL
AppsEntry5.dll
10.0.0.115
AppsEntry DLL
Appsexp
Help File
145 KB
Appsexp.cnt
CNT File
1 KB
expres45
Microsoft Access Application
5,780 KB
appsreport5.dll
10.0.0.115
AppsReport DLL
COD5.dll
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CODImportExport5.dll
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CODImportExport DLL
CODSchema
XML Schema
111 KB
direct
Help File
870 KB
dlreport5.dl
10.0.0.115
DLReport D
Database Path:
C:\Program Files\EDESuite\EDExpress for Windows 2004-2005\expr
...
Repair and Compact
Reset Password
OK
ExpImportExportDLL5.dll
10.0.0.115
ExpImportExportDll DLL
Expres45
Express32 MFC Application
U.S.Department of Education
global
Help File
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global.cnt
CNT File
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GNCSToolkit5.dll
5.0.0.48
GNCSToolkit DLL
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INETWH32.DLL
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INETWH32
package
Help File
796 KB
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CNT File
3 KB
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Packaging DLL
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Help File
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Pell5.dll
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Pell DLL
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PellImportExportDll5.dll
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PellImportExportDll DLL
pellreport5.dll
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PellReport DLL
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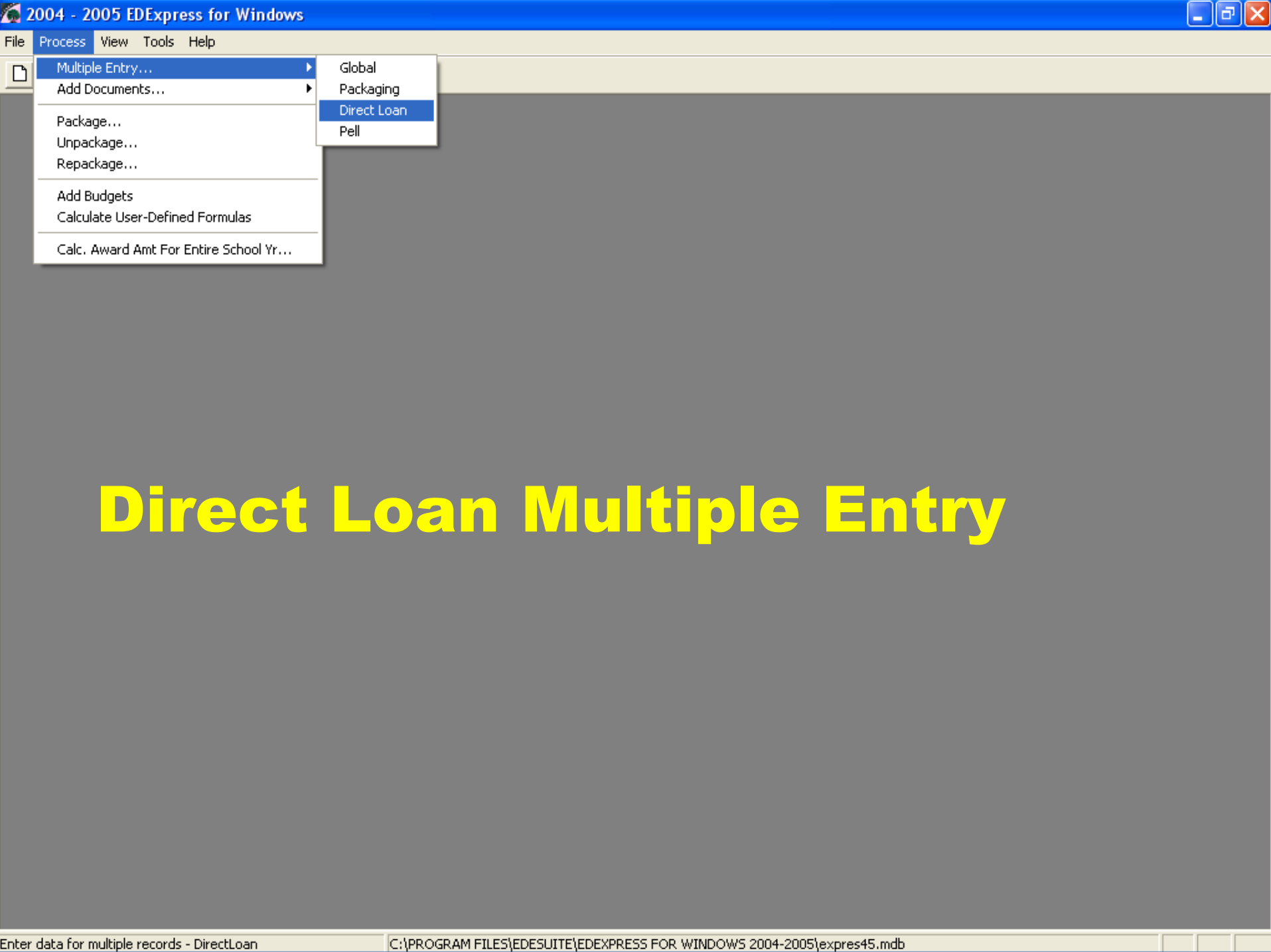
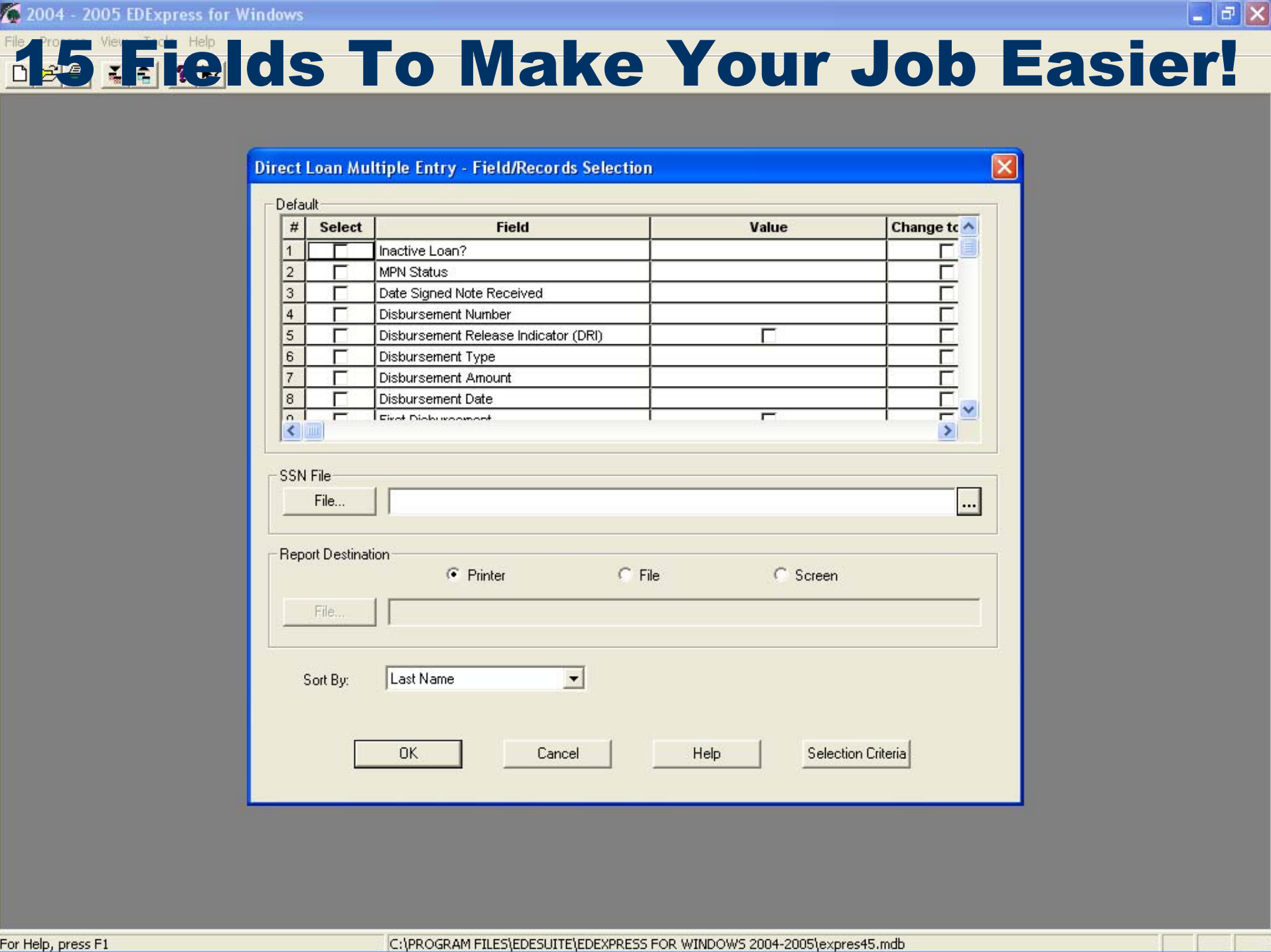
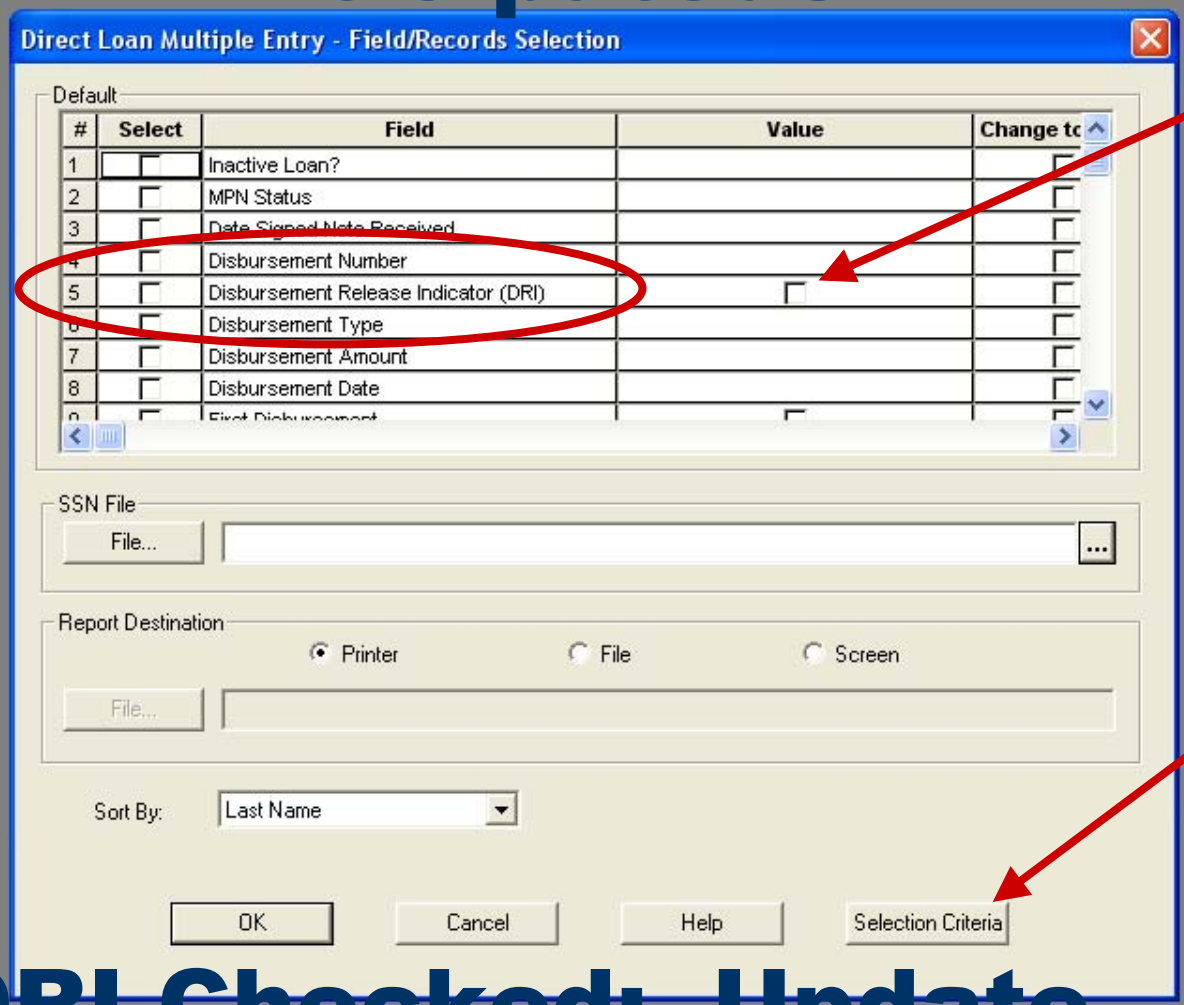
PImportExportDll DLL
pkgalgorithm5.dll
10.0.0.115
PkgAlgorithm DLL


2004 - 2005 EDExpress for Windows
File
Process
View
Tools
Help
Multiple Entry...
Add Documents...
Package...
Unpackage...
Repackage...
Add Budgets
Calculate User-Defined Formulas
Calc. Award Amt For Entire School Yr...
Global
Packaging
Direct Loan
Pell
Direct Loan Multiple Entry
Enter data for multiple records - DirectLoan
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2004-2005\expres45.mdb

15 Fields To Make Your Job Easier!

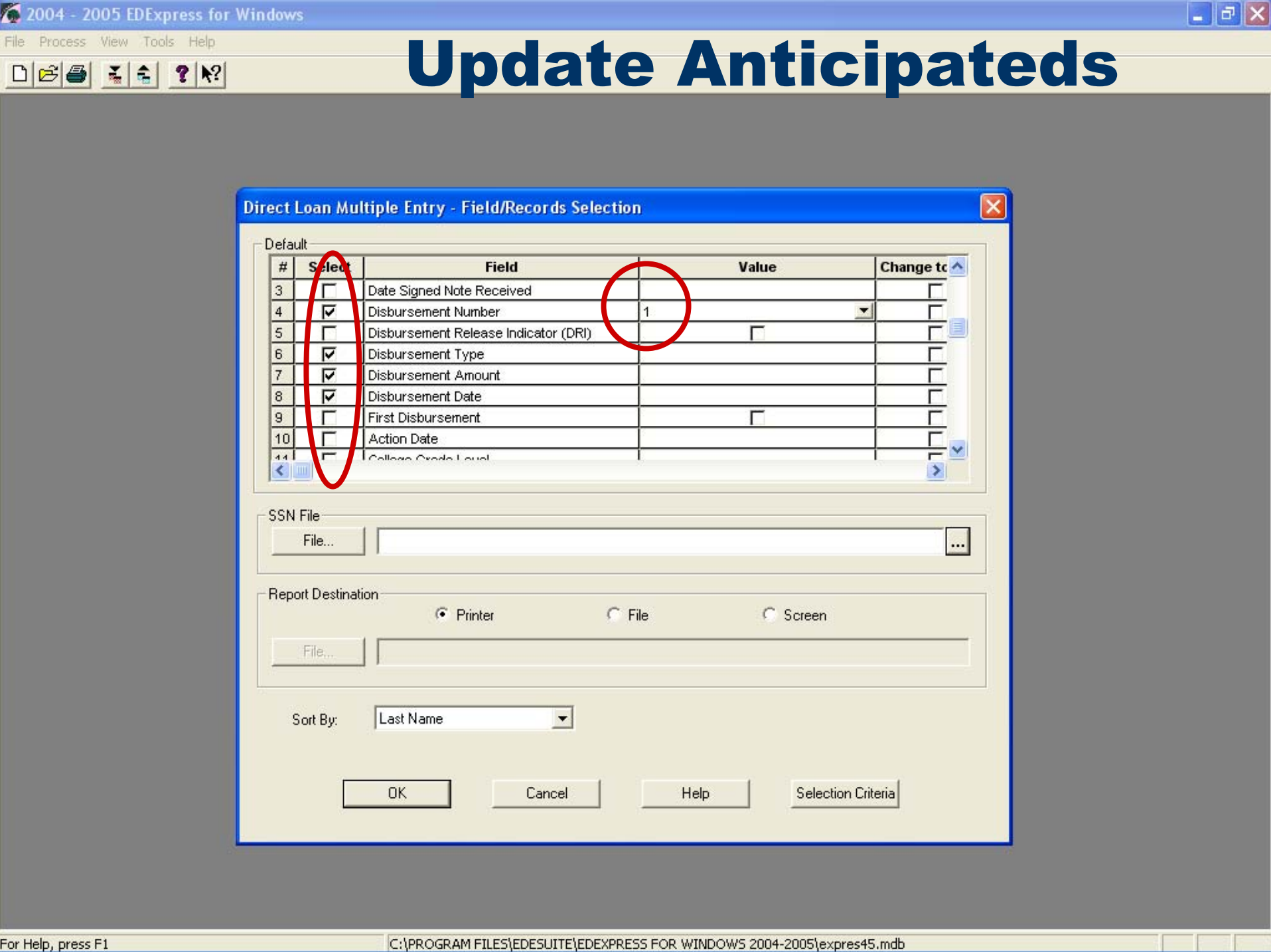


DRI Unchecked: Update Anticipateds

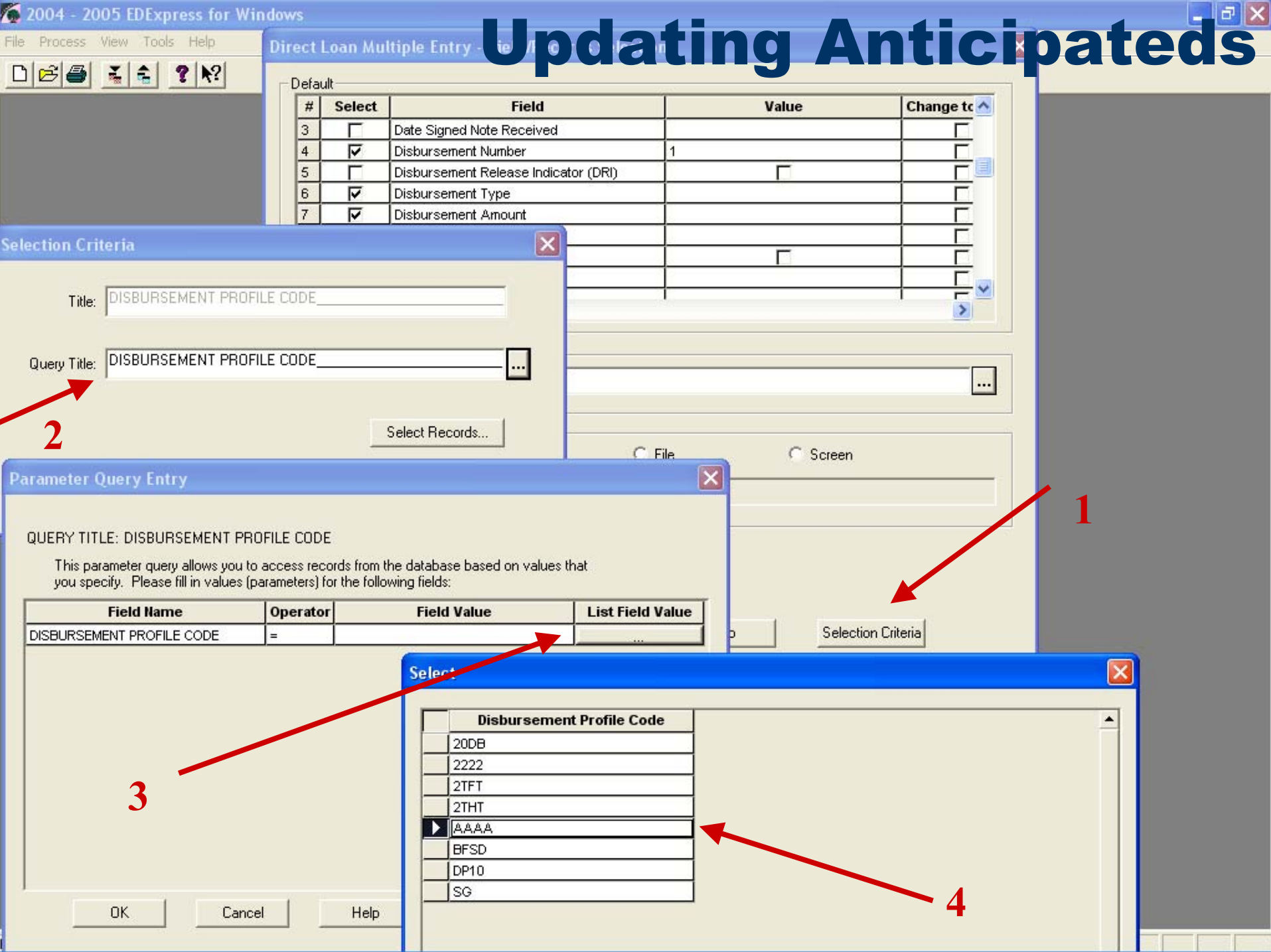


DRI Checked: Update Actuals

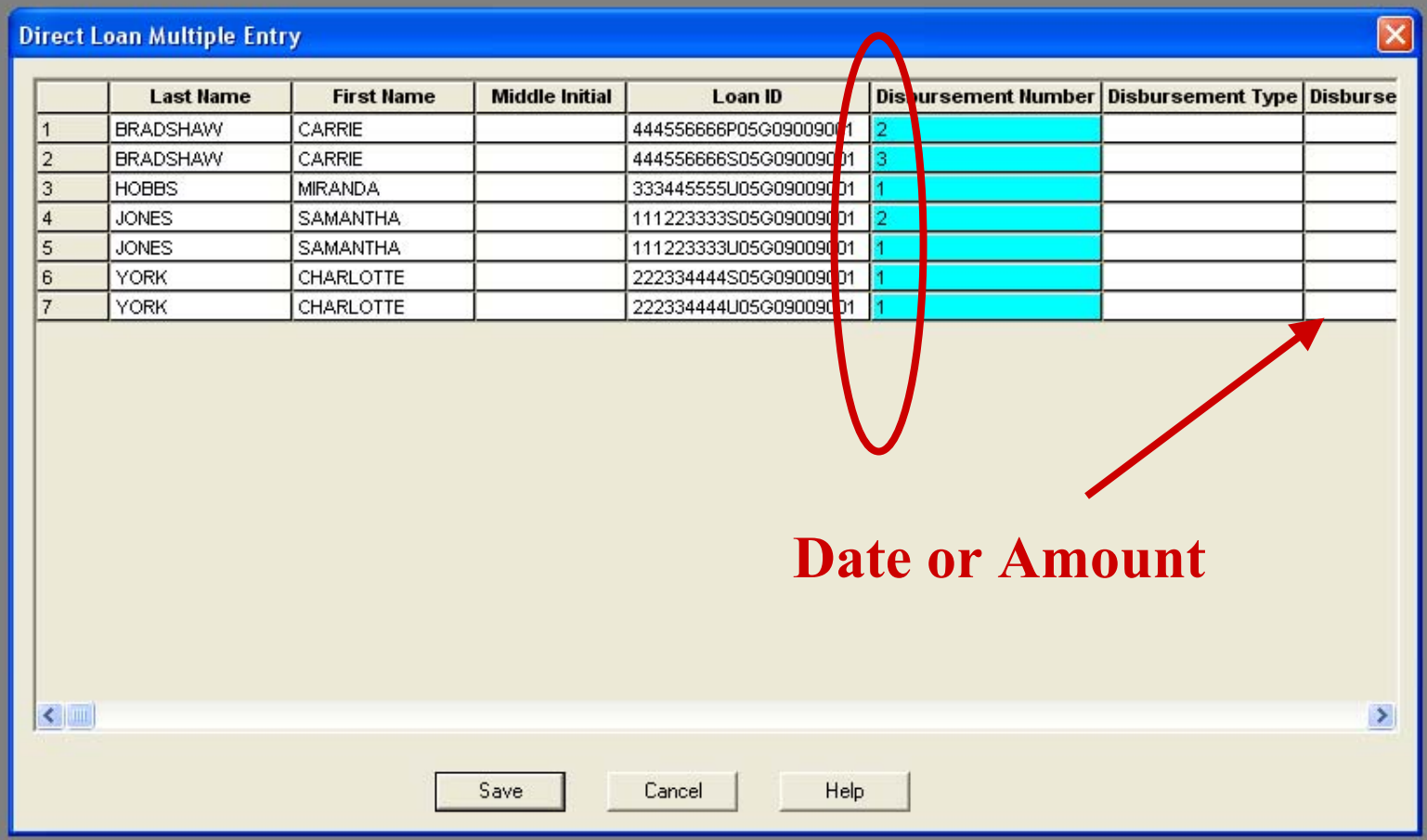
Update Anticipateds



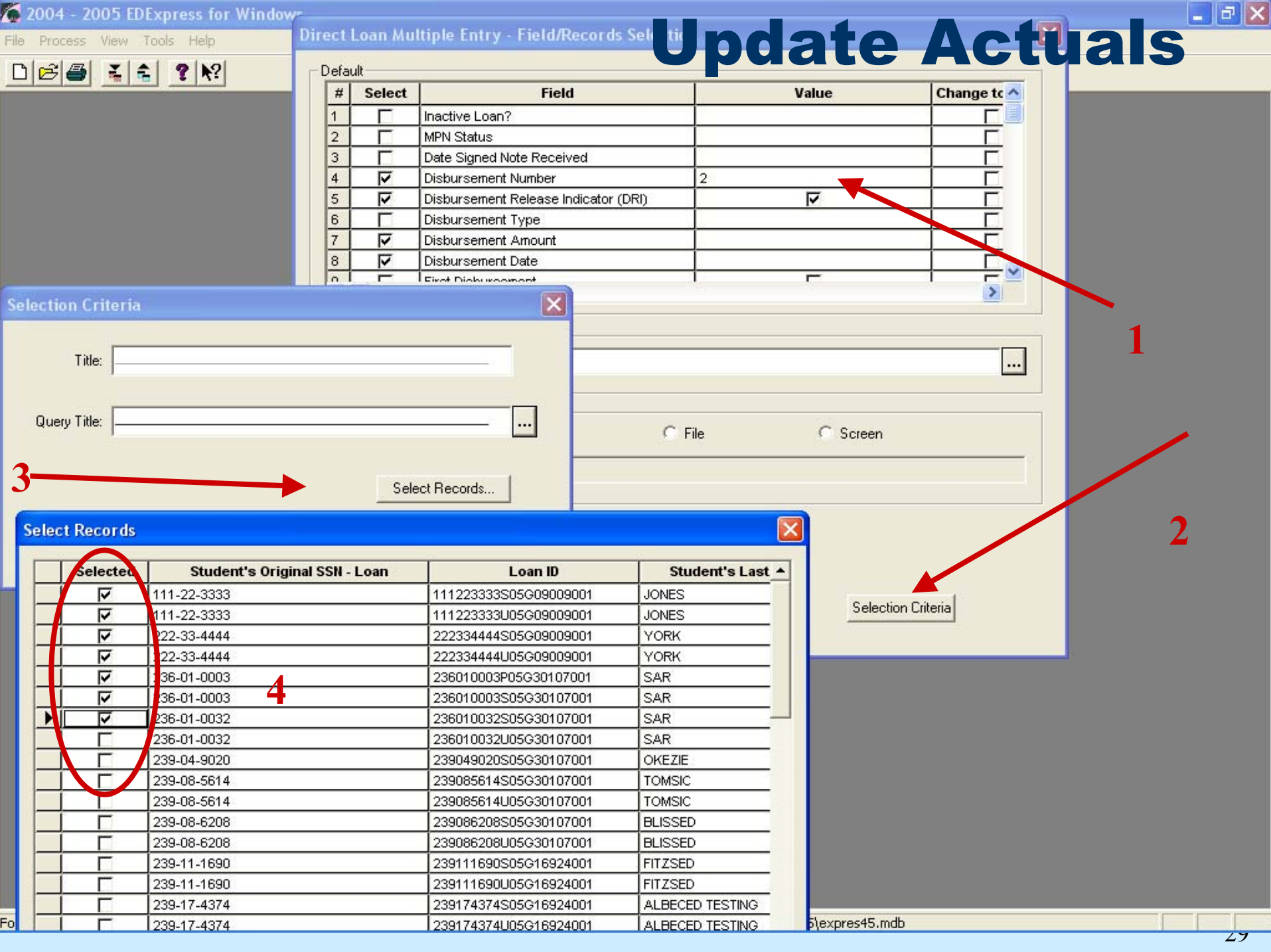
Updating Anticipateds

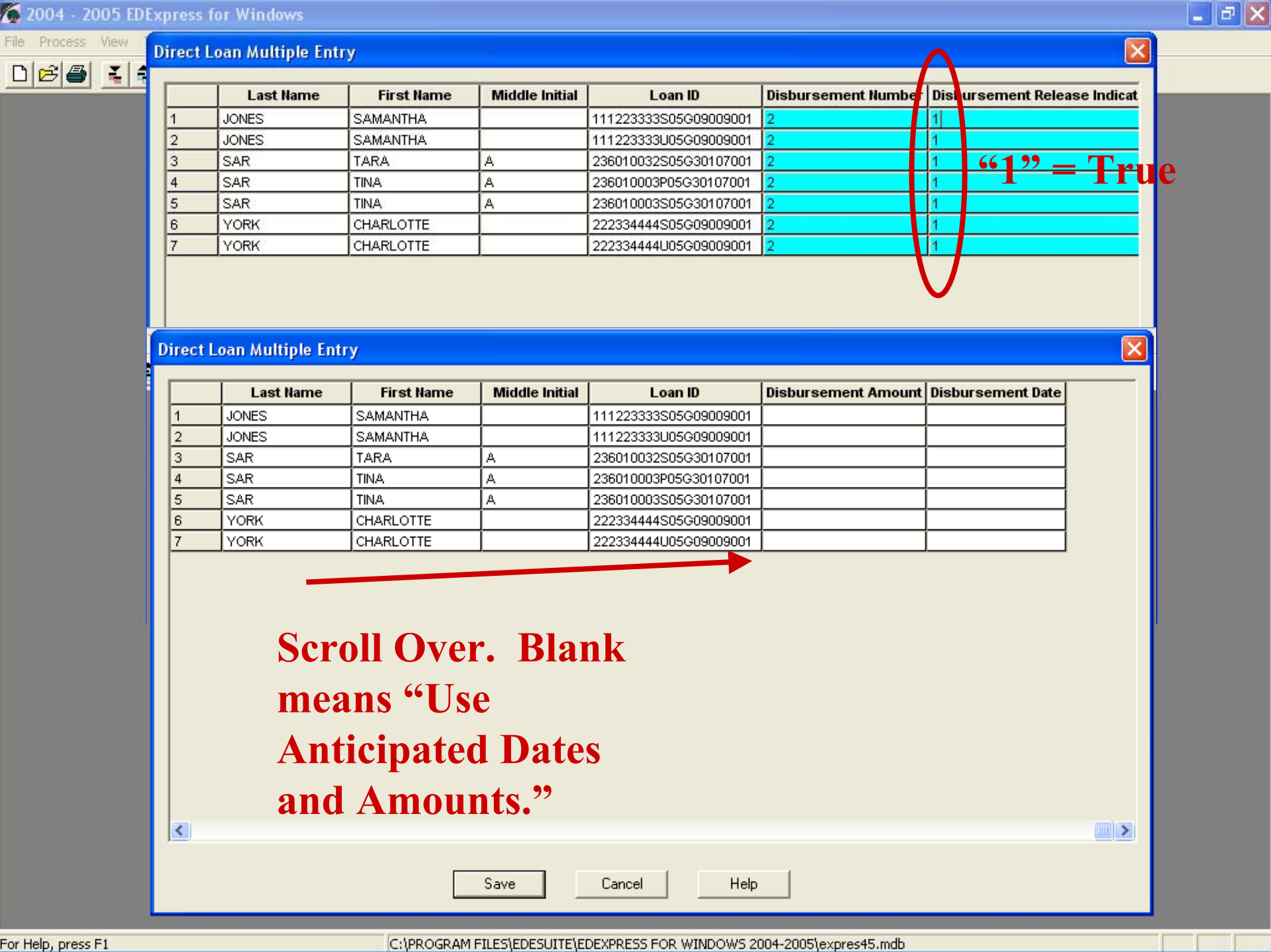


Update Anticipateds



Update Actuals




2004 - 2005 EDExpress for Windows
File Process View
Direct Loan Multiple Entry
Last Name | First Name | Middle Initial | Loan ID | Disbursement Number | Disbursement Release Indicat
1 JONES SAMANTHA 111223333S05G09009001 2 1
2 JONES SAMANTHA 111223333U05G09009001 2 1
3 SAR TARA A 236010032S05G30107001 2 1
4 SAR TINA A 236010003P05G30107001 2 1
5 SAR TINA A 236010003S05G30107001 2 1
6 YORK CHARLOTTE 222334444S05G09009001 2 1
7 YORK CHARLOTTE 222334444U05G09009001 2 1
"1" = True
Direct Loan Multiple Entry
Last Name | First Name | Middle Initial | Loan ID | Disbursement Amount | Disbursement Date
1 JONES SAMANTHA 111223333S05G09009001
2 JONES SAMANTHA 111223333U05G09009001
3 SAR TARA A 236010032S05G30107001
4 SAR TINA A 236010003P05G30107001
5 SAR TINA A 236010003S05G30107001
6 YORK CHARLOTTE 222334444S05G09009001
7 YORK CHARLOTTE 222334444U05G09009001
Scroll Over. Blank means "Use Anticipated Dates and Amounts."
Save
Cancel
Help
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2004-2005\expres45.mdb

Report Date: 10/01/2004 U.S. DEPARTMENT OF EDUCATION Page: 1
Report Time: 10:14:10
EDExpress - 2004-2005
Multiple Entry Edit Report
Direct Loan

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

SSN	Loan ID	Student Name
Field Name		Data in Question
Error Message		

239-08-6208 23908620805G30107001 BLISSED, JOHNNIE L
Actual Disbursement Type
Actual disbursement record already exists for this disbursement.

Actual Disbursement Gross Amount
You may not enter an action amount where the Gross Amount is the same as the previous transaction for this disbursement number.

Total Records Read:	6
Total Records Accepted:	5
Total Records: in Error:	1
Total Fields Accepted:	15
Total Fields In Error:	3

*** PLEASE REVIEW SKIPPED RECORDS AND REPROCESS IF NECESSARY ***

Whoops! Picked one previously updated.

Disbursement Date vs Action Date

2004 - 2005 EDExpress for Windows - [(111223333-S-05-G09009-001) SAMANTHA JONES]

File Record View Help

Direct Loan

Loan Type: DIRECT SUBSIDIZED

Loan #: 1 of 2
Loan Status: A

Loan Amount Approved: $2,625
MPN Status: A
Loan Entrance Interview Date:

Action

Disbursement: Type: Date: __/__/____ Amount: Add

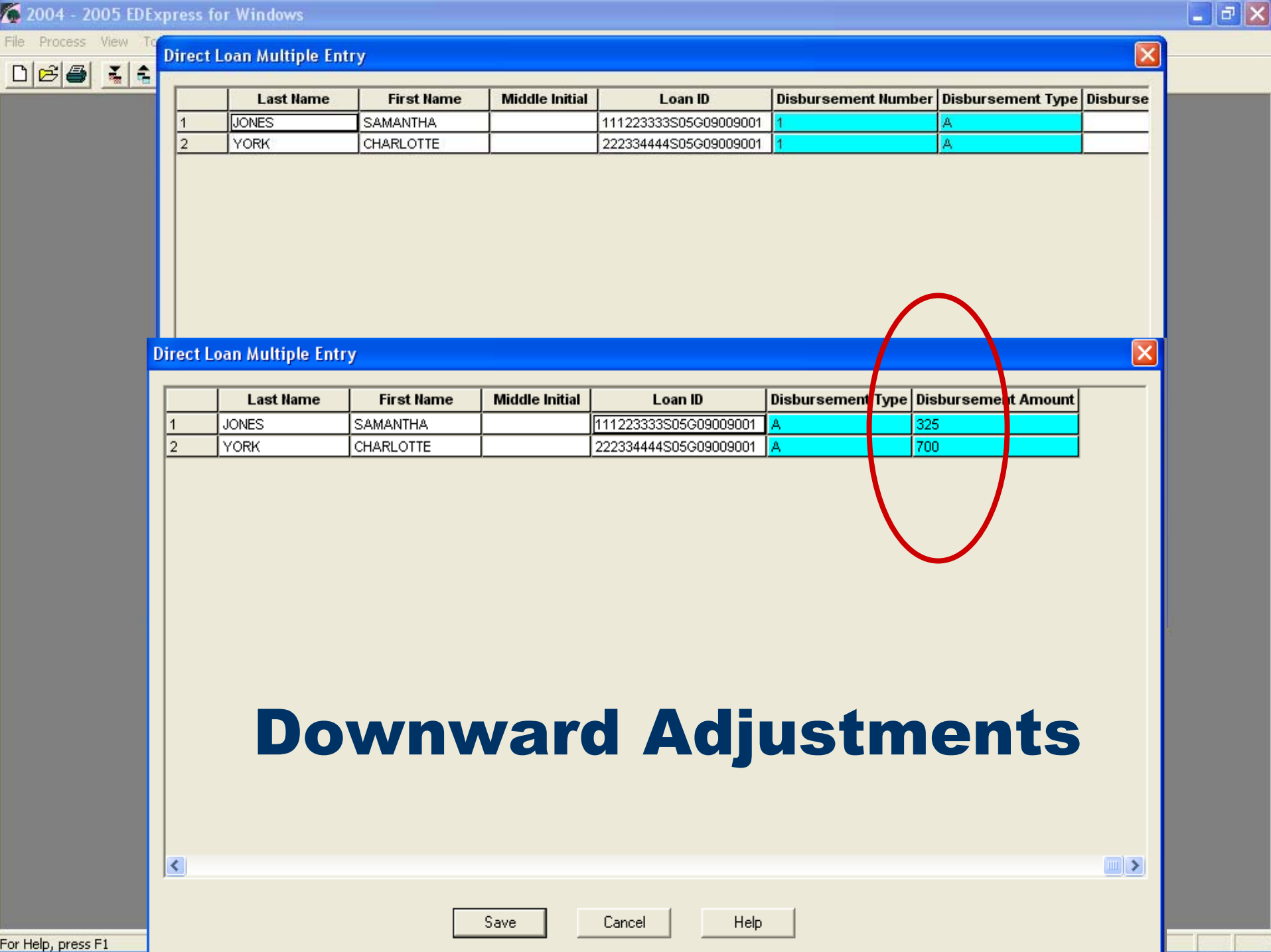
Disbursements

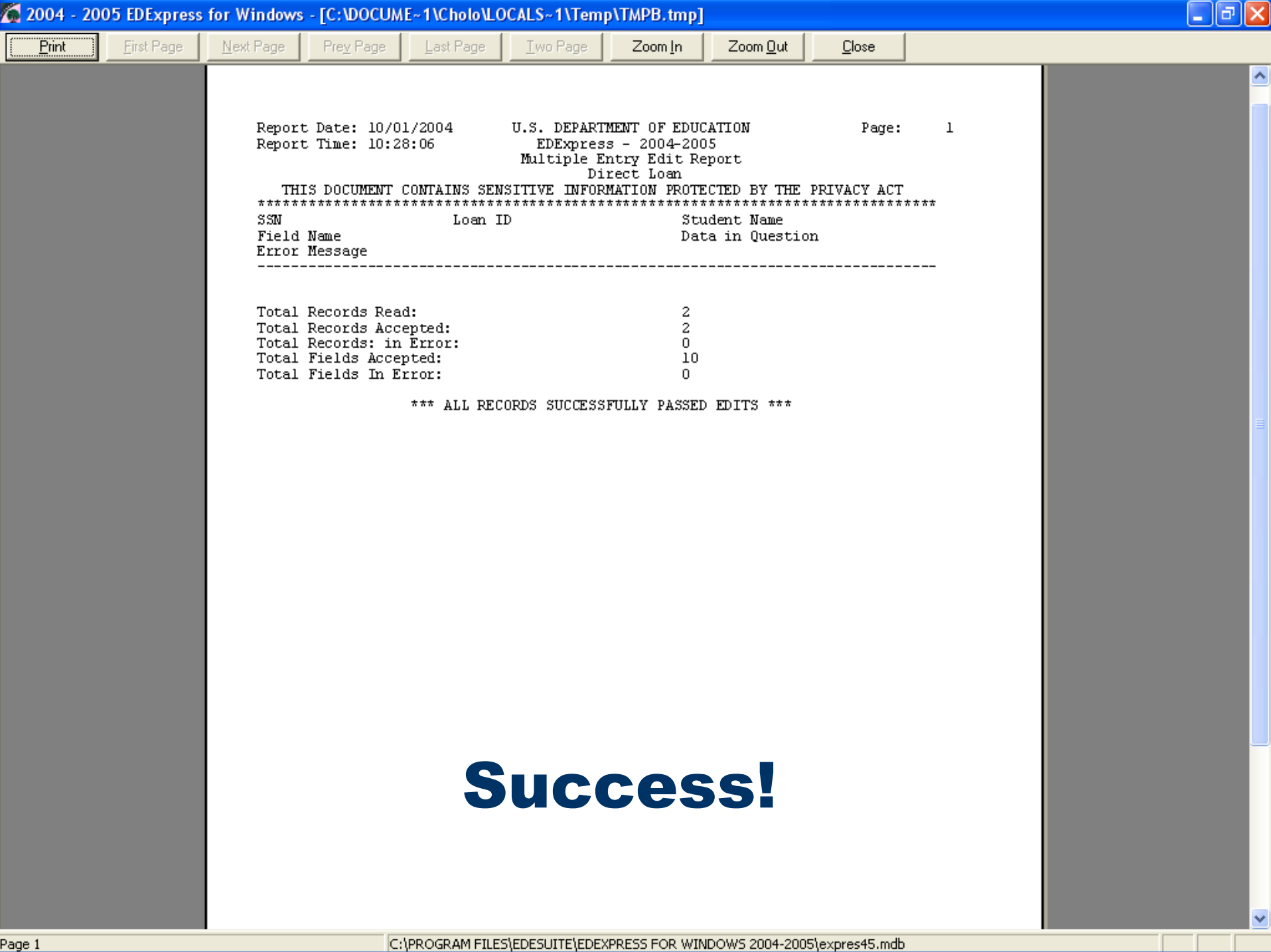
Payments to Servicing

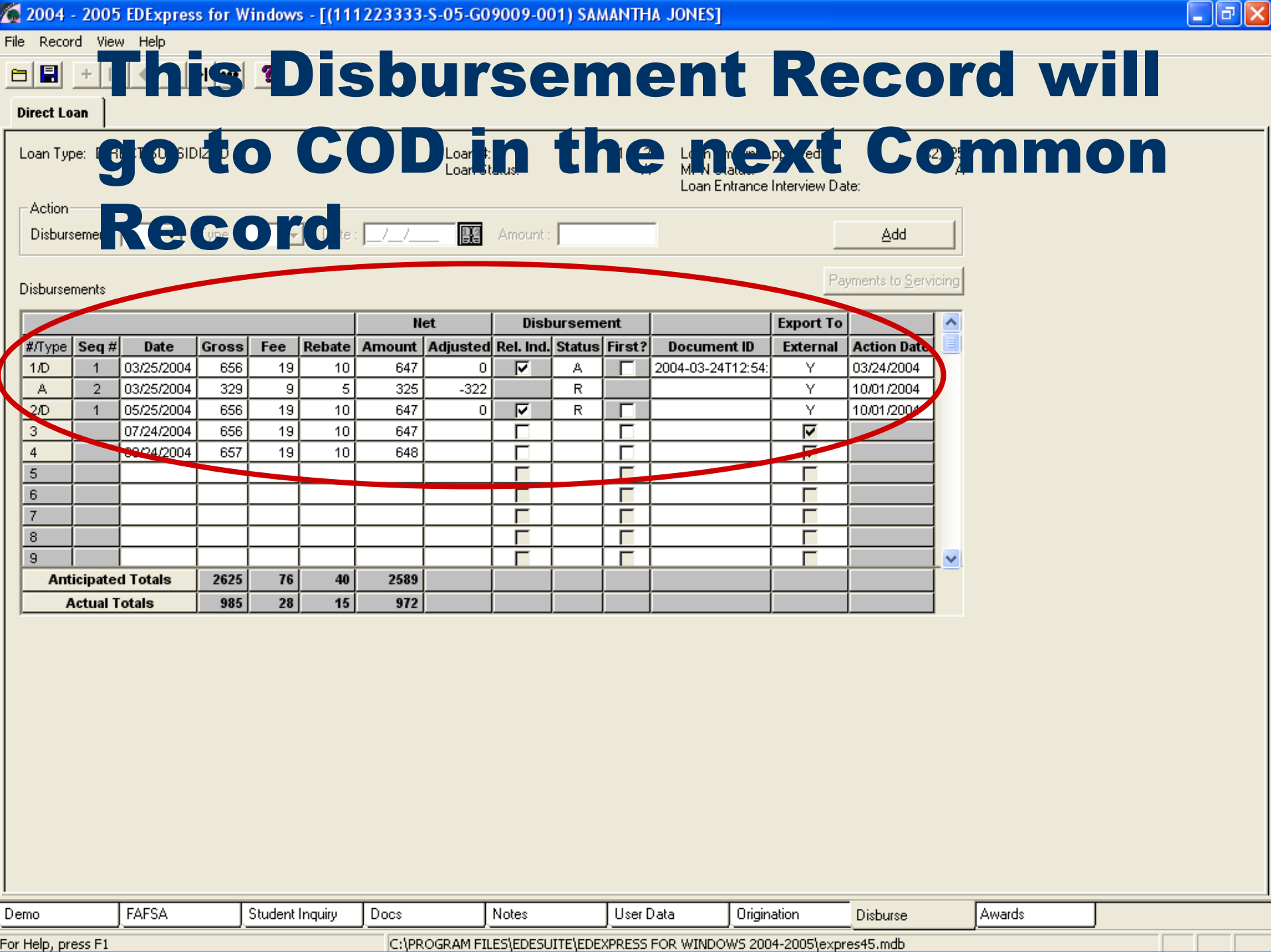
						Net		Disbursement				Export To	
#/Type	Seq #	Date	Gross	Fee	Rebate	Amount	Adjusted	Rel Ind.	Status	First?	Document ID	External	Action Date
1/D	1	03/25/2004	656	19	10	647	0	☑	A	☐	2004-03-24T12:54:	Y	03/24/2004
2/D	1	05/25/2004	656	19	10	647	0	☑	R	☐		Y	10/01/2004
3		07/24/2004	656	19	10	647		☐		☐		☑	
4		09/24/2004	657	19	10	648		☐		☐		☑	
5								☐		☐		☐	
6								☐		☐		☐	
7								☐		☐		☐	
8								☐		☐		☐	
9								☐		☐		☐	
10								☐		☐		☐	
Anticipated Totals			**2625**	**76**	**40**	**2589**							
Actual Totals			**1312**	**38**	**20**	**1294**							

Demo | FAFSA | Student Inquiry | Docs | Notes | User Data | Origination | Disburse | Awards

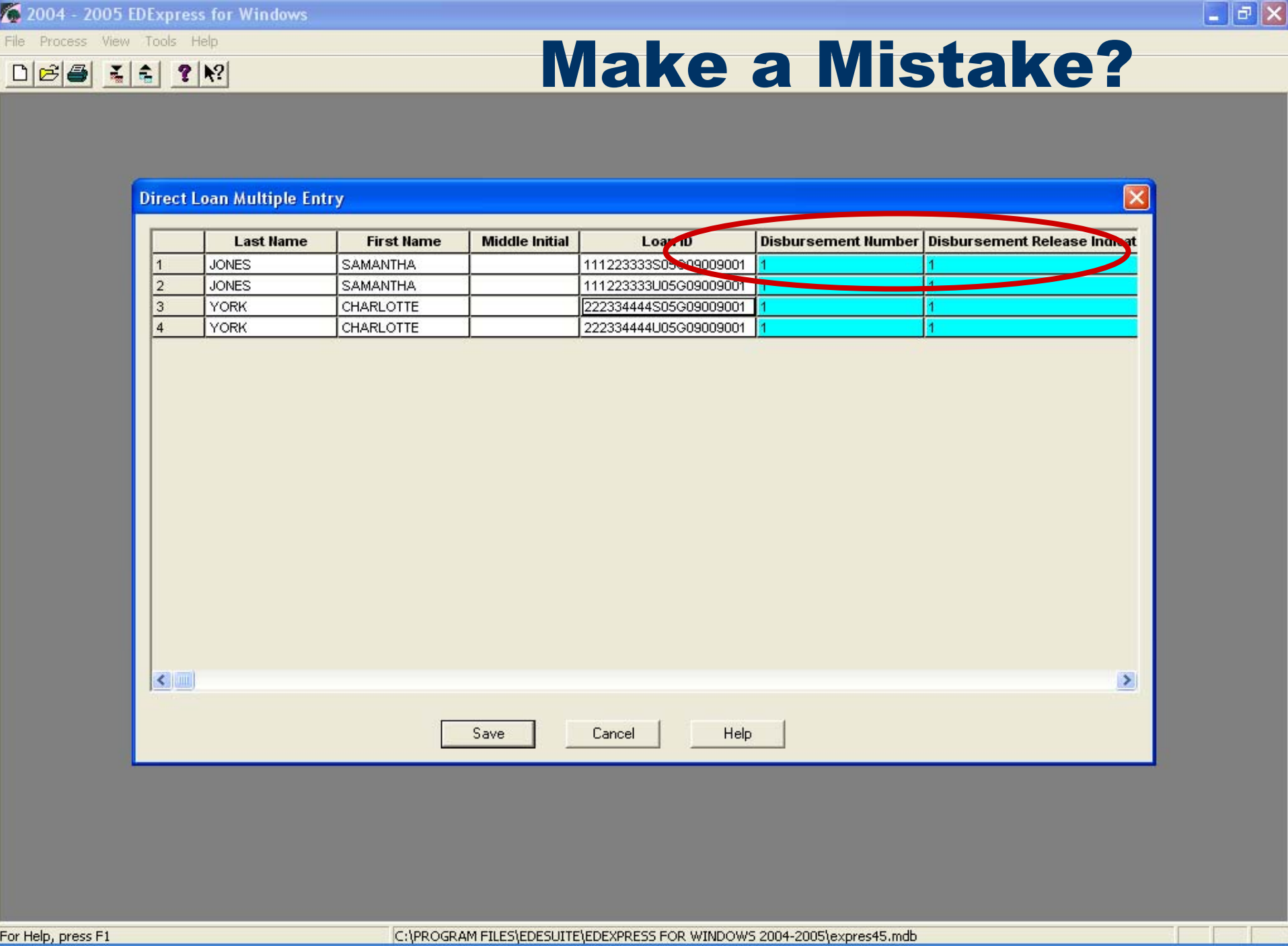
For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2004-2005\expres45.mdb


2004 - 2005 EDExpress for Windows
File Process View
Direct Loan Multiple Entry
Last Name First Name Middle Initial Loan ID Disbursement Number Disbursement Type Disburse
1 JONES SAMANTHA 111223333S05G09009001 1 A
2 YORK CHARLOTTE 222334444S05G09009001 1 A
Direct Loan Multiple Entry
Last Name First Name Middle Initial Loan ID Disbursement Type Disbursement Amount
1 JONES SAMANTHA 111223333S05G09009001 A 325
2 YORK CHARLOTTE 222334444S05G09009001 A 700
Downward Adjustments
Save
Cancel
Help
For Help, press F1

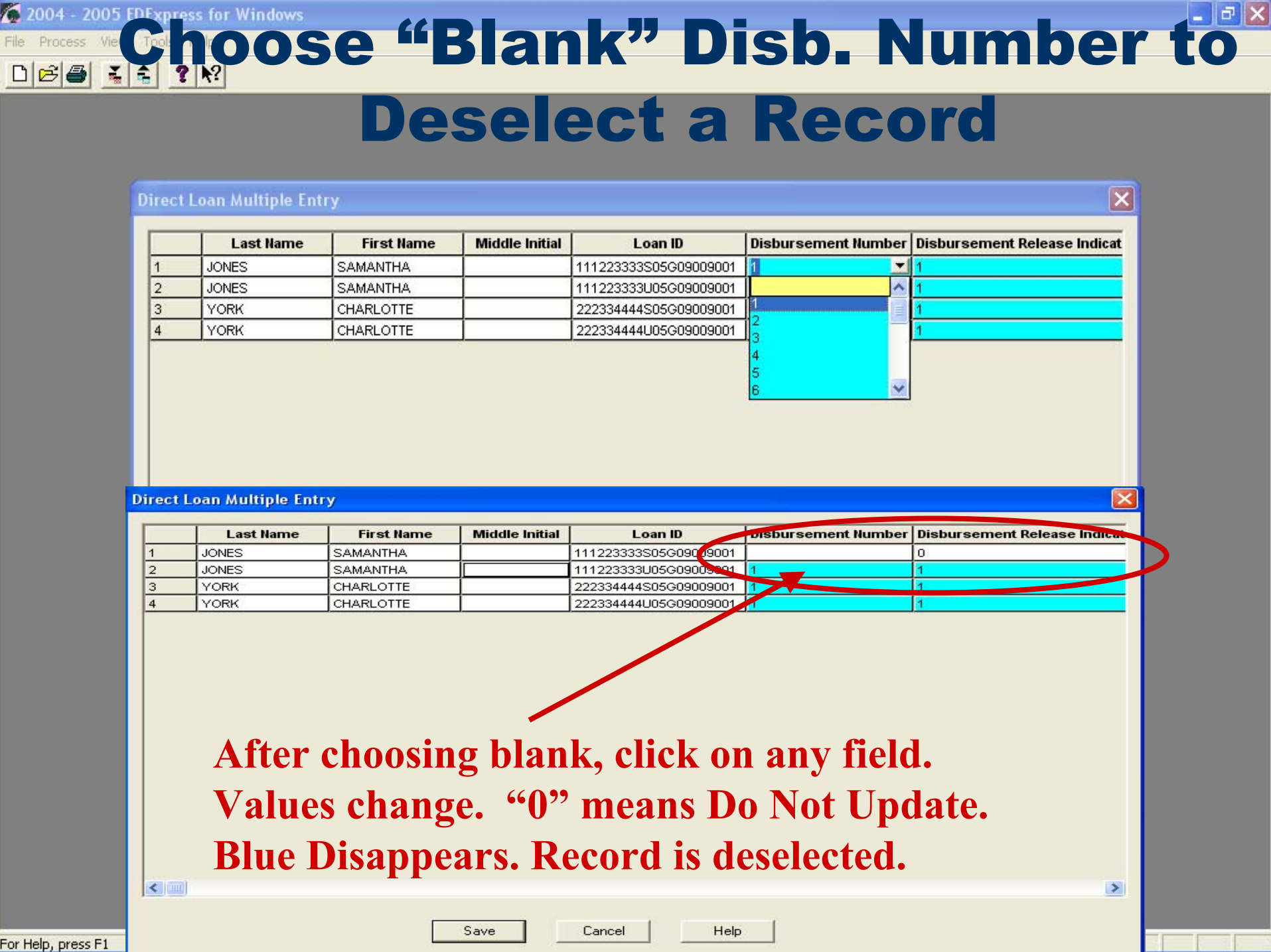

2004 - 2005 EDExpress for Windows - [C:\DOCUME~1\Cholo\LOCALS~1\Temp\TMPB.tmp]
Print
First Page
Next Page
Prev Page
Last Page
Two Page
Zoom In
Zoom Out
Close
Report Date: 10/01/2004
U.S. DEPARTMENT OF EDUCATION
Page: 1
Report Time: 10:28:06
EDExpress - 2004-2005
Multiple Entry Edit Report
Direct Loan
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
SSN
Loan ID
Student Name
Field Name
Data in Question
Error Message
Total Records Read: 2
Total Records Accepted: 2
Total Records: in Error: 0
Total Fields Accepted: 10
Total Fields In Error: 0
*** ALL RECORDS SUCCESSFULLY PASSED EDITS ***
Success!
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2004-2005\expres45.mdb


2004 - 2005 EDExpress for Windows - [(111223333-S-05-G09009-001) SAMANTHA JONES]
File Record View Help
This Disbursement Record will go to COD in the next Common Record
Direct Loan
Loan Type:
Loan Entrance Interview Date:
Action
Amount :
Add
Disbursements
Payments to Servicing
Net
Disbursement
Export To
#/Type Seq # Date Gross Fee Rebate Amount Adjusted Rel. Ind. Status First? Document ID External Action Date
1/D 1 03/25/2004 656 19 10 647 0 A 2004-03-24T12:54: Y 03/24/2004
A 2 03/25/2004 329 9 5 325 -322 R Y 10/01/2004
2/D 1 05/25/2004 656 19 10 647 0 R Y 10/01/2004
3 07/24/2004 656 19 10 647
4 657 19 10 648
5
6
7
8
9
Anticipated Totals 2625 76 40 2589
Actual Totals 985 28 15 972
Demo FAFSA Student Inquiry Docs Notes User Data Origination Disburse Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2004-2005\expres45.mdb

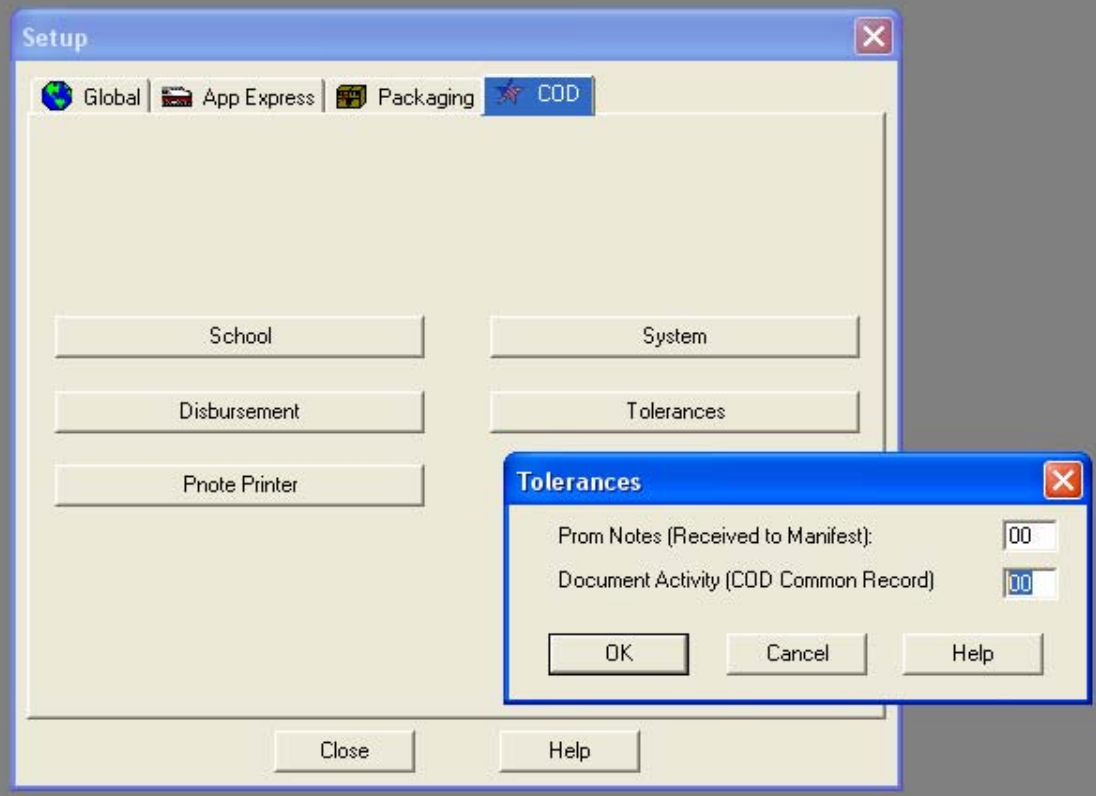
Make a Mistake?



Choose “Blank” Disb. Number to Deselect a Record



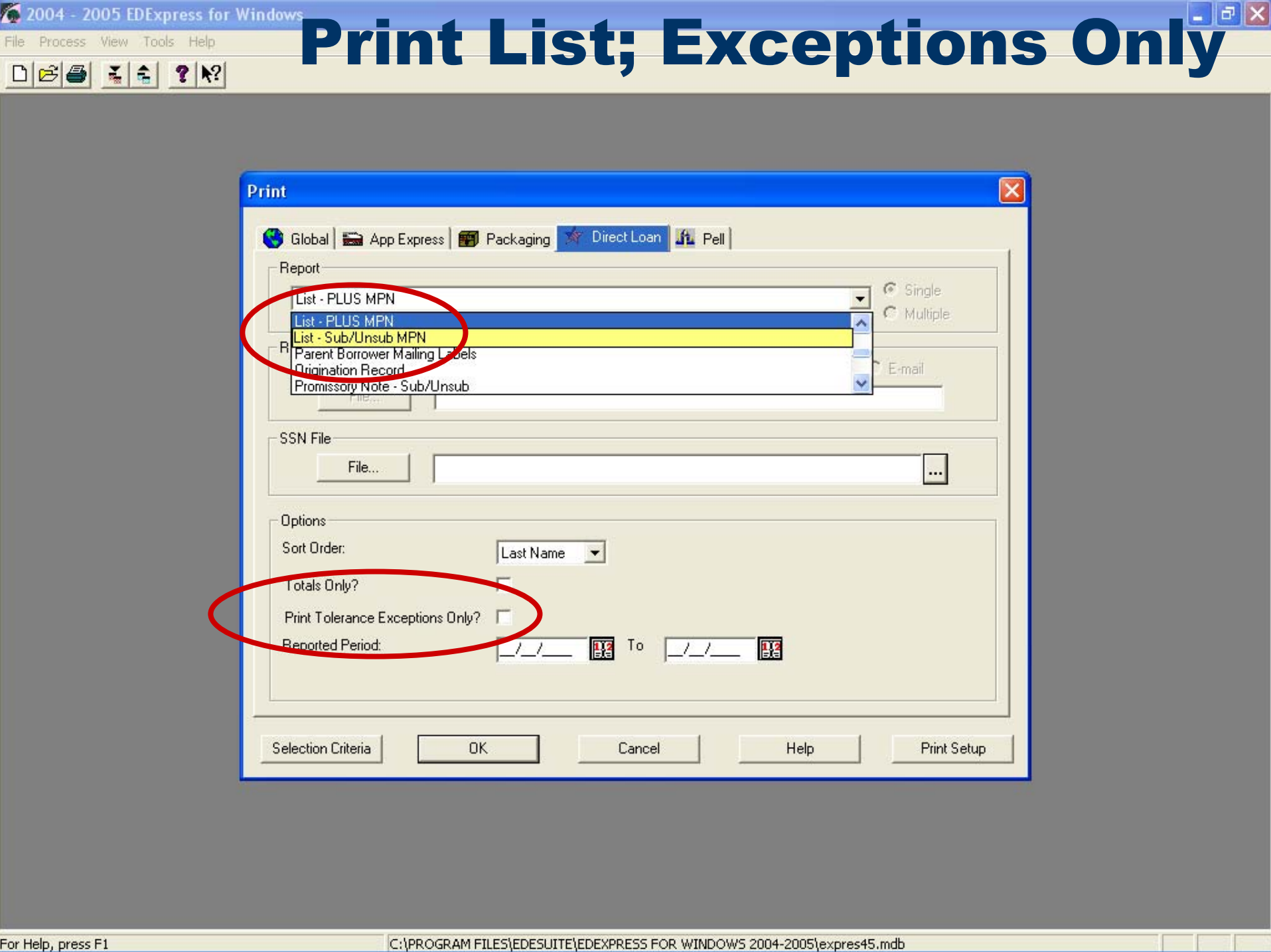
Quality Assurance Component of Direct Loan Program



Document Activity (COD Common Record)

- "Enter the number of days for the period between a COD Document's creation date and its response date that must be exceeded to print on the Document Activity report. Valid values range from 00 to 99."

Print List; Exceptions Only

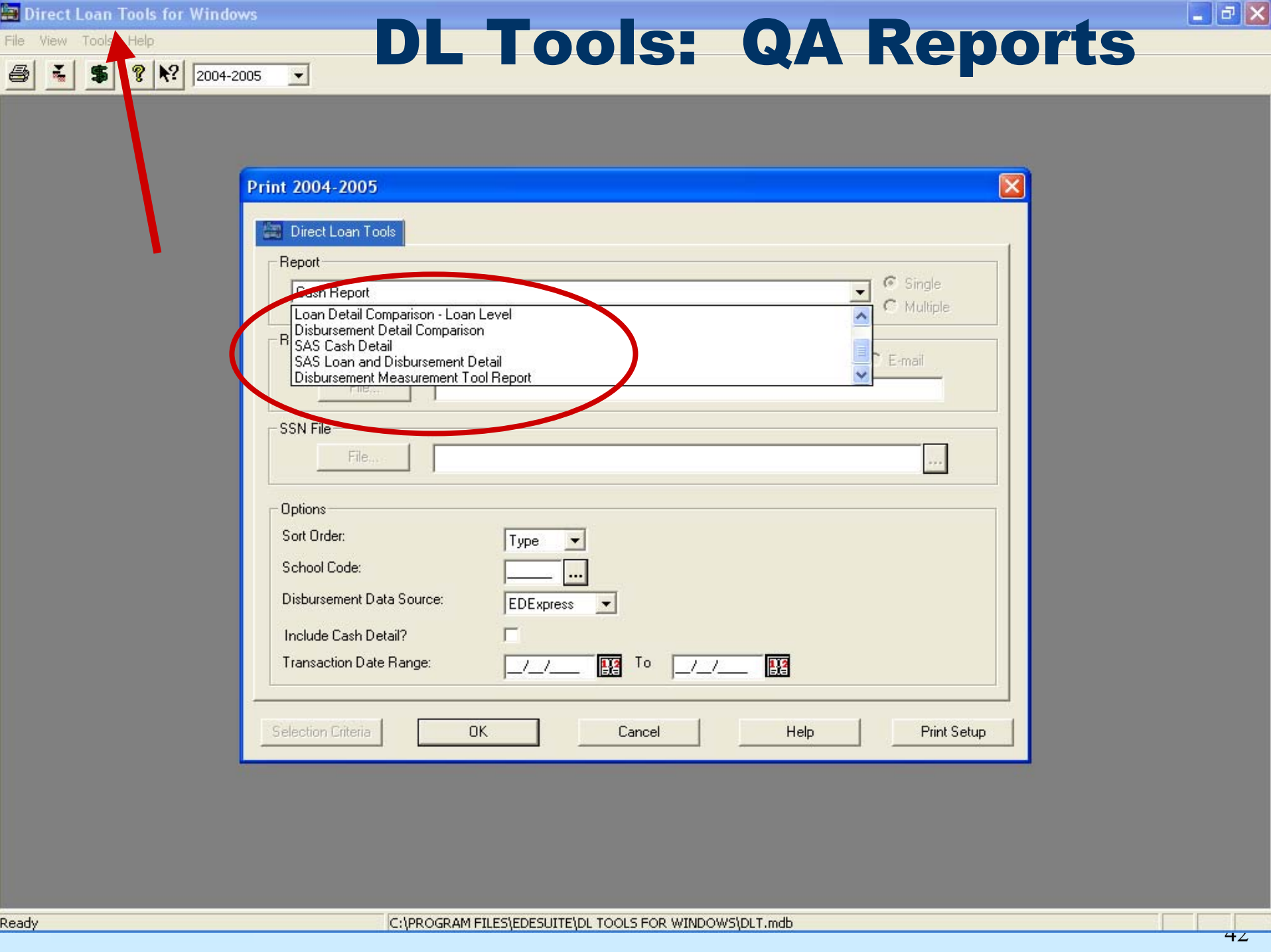


Tolerance Exceptions Only

Report Date: 10/01/2004 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 16:01:49 2004-2005 Federal Direct Loan Program
Sub/Unsub MPN List
(TOLERANCE EXCEPTIONS ONLY) Sort: Last Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student's Name / Loan ID / Manifest Document ID	Current SSN / MPN Stat	ISIR MPN Flag	Received Date	Manifest Print Date	Days Elapsed	Acknowledge Date
ALBECED TESTING, KRISTEN L.	239-17-4374					
239174374S05G16924001	M	N	09/06/2004	09/07/2004	1	
2004-09-07T09:09:43.8832165498						
239174374U05G16924001	M	N	09/06/2004	09/07/2004	1	
2004-09-07T09:09:43.8832165498						
BING, CHANDLER	355-55-5555					
355555555U05G07938001	M		03/31/2004	04/14/2004	14	
2004-04-14T07:04:51.2965432198						
BLISSED, JOHNNIE L.	239-08-6208					
239086208S05G30107001	S	N	03/24/2004		191 *	
239086208U05G30107001	S	N	03/24/2004		191 *	
BOB, SIDESHOW	777-77-7701					
777777701U05G20754002	A		03/12/2004	03/18/2004	6	03/22/2004
2004-03-18T14:11:43.0511111111						
BRADSHAW, CARRIE	444-55-6666					
444556666S05G09009001	S		03/09/2004		206 *	
BUFFAY, PHOEBE	344-44-4444					
344444444S05G07938001	M		03/31/2004	04/14/2004	14	
2004-04-14T07:04:51.2965432198						
344444444U05G07938001	M		03/31/2004	04/14/2004	14	

DL Tools: QA Reports



Who has the next Question?

Feel Like You Know A Little More?

- Global
  - Clear Locks
  - Repair Database
  - COD Setup tab
  - System Setup
  - Grid Functionality
  - Disbursement Setup
  - Reset Password

What we covered:

- Direct Loan
  - Multiple Entry (ME)
    - Actual Disbursements
      - Update DRI to True
      - Modify date and/or amount, then update DRI
    - Update Anticipated Disbursements
    - Record Adjustments to Actuals
  - Share Disbursement Profile Codes
    - Create one code to work for PELL and DL
  - Use new Action Date field to monitor 30 day reporting requirement
  - Utilize Tolerances and EDExpress Reports to evaluate your processing needs

Technical Assistance

- CPS/SAIG Technical Support:

  Phone: 800 330-5947

  Email: CPSSAIG@ed.gov

- COD Customer Service

  Phone: 800 848-0978

  Email: CODsupport@acs-inc.com