

# Session 24



## Become an EDExpress Direct Loan Release 2.0 Super User!

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Doug Baldwin

# 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:

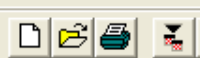
## □ Direct Loan functions

### – 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



Setup...

Utilities

Query...

Browse

File Formats...

Compact and Repair Database...

Verify Database...

Clear Files...

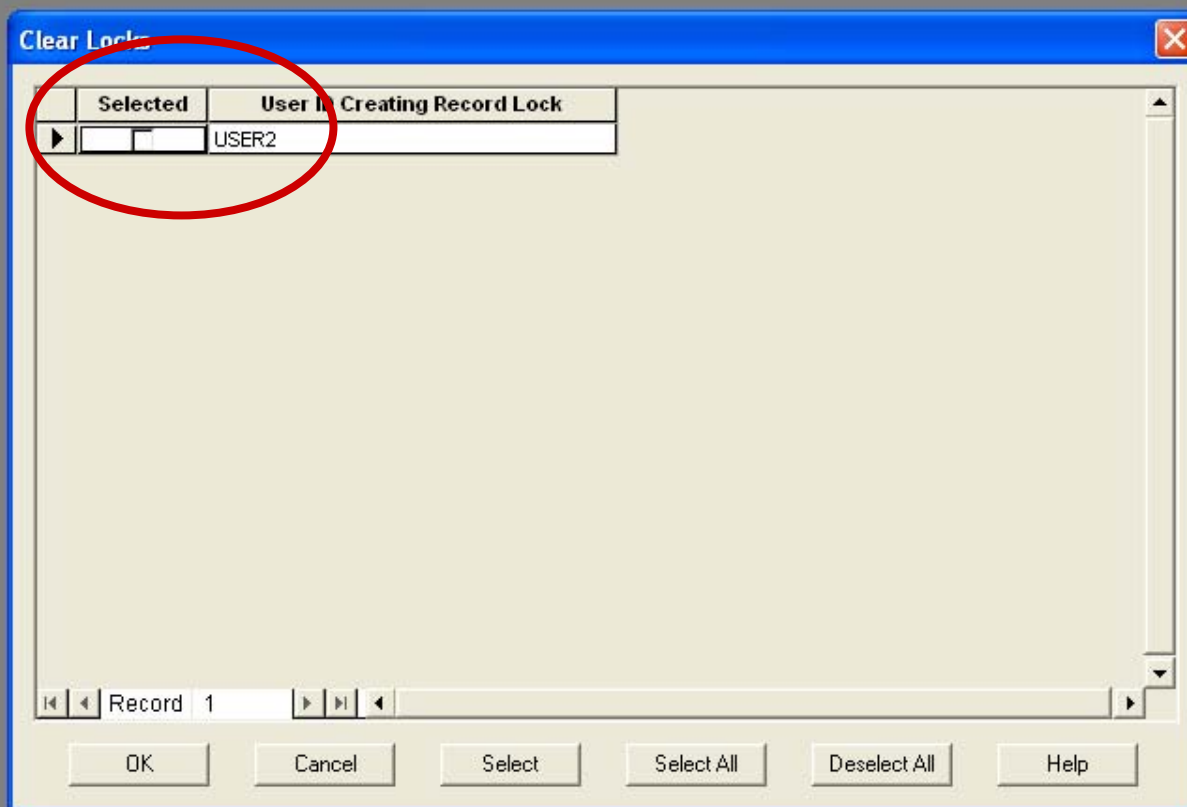
Clear Locks...

Fund Reconciliation...

# Clear Locks



# Check Record to Clear Lock







Setup...

Utilities

Query...

Browse

File Formats...

Compact and Repair Database...

Verify Database...

Clear Files...

Clear Locks...

Fund Reconciliation...

# Repair Database



# Repair Database

## 2004 - 2005 EDEExpress for Windows



You are about to Repair and Compact the database. Backup the database you are about to Repair and Compact before proceeding. All network copies of EDEExpress for windows must be closed before continuing. This process may require free disk space equal to the size of your current database. This process may take a few minutes. Do you wish to continue?



Setup...

Utilities

Query...

Browse

File Formats...

Compact and Repair Database...

Verify Database...

Clear Files...

Clear Locks...

Fund Reconciliation...

# Verify your Database

2004 - 2005 EDEExpress for Windows



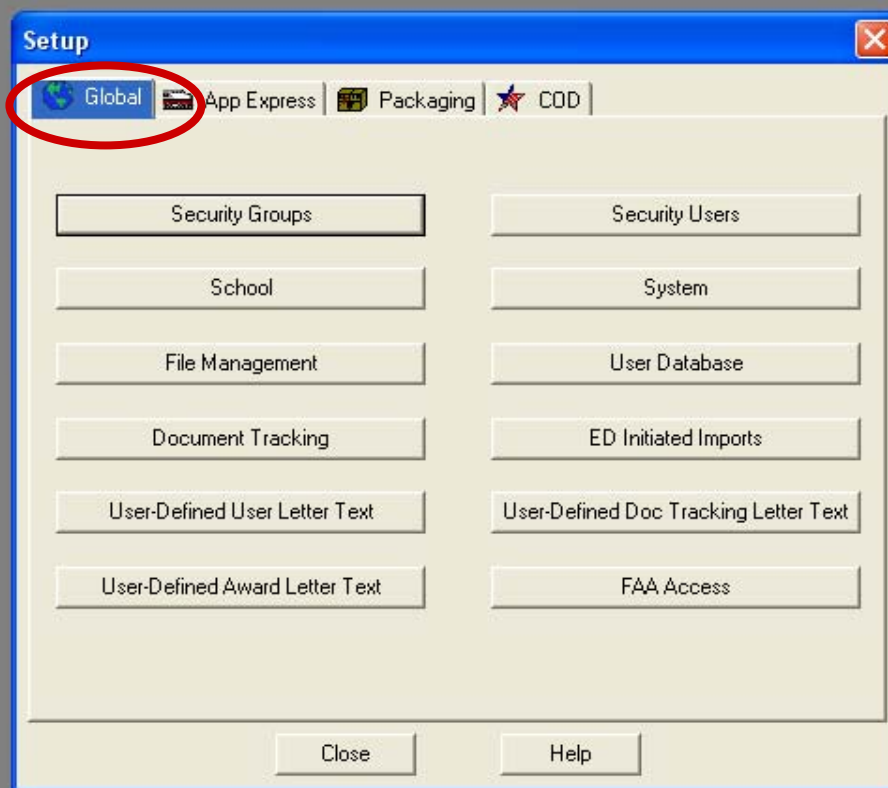
Verify Database will now run. Please make sure all network copies of EDEExpress are closed before proceeding.

OK

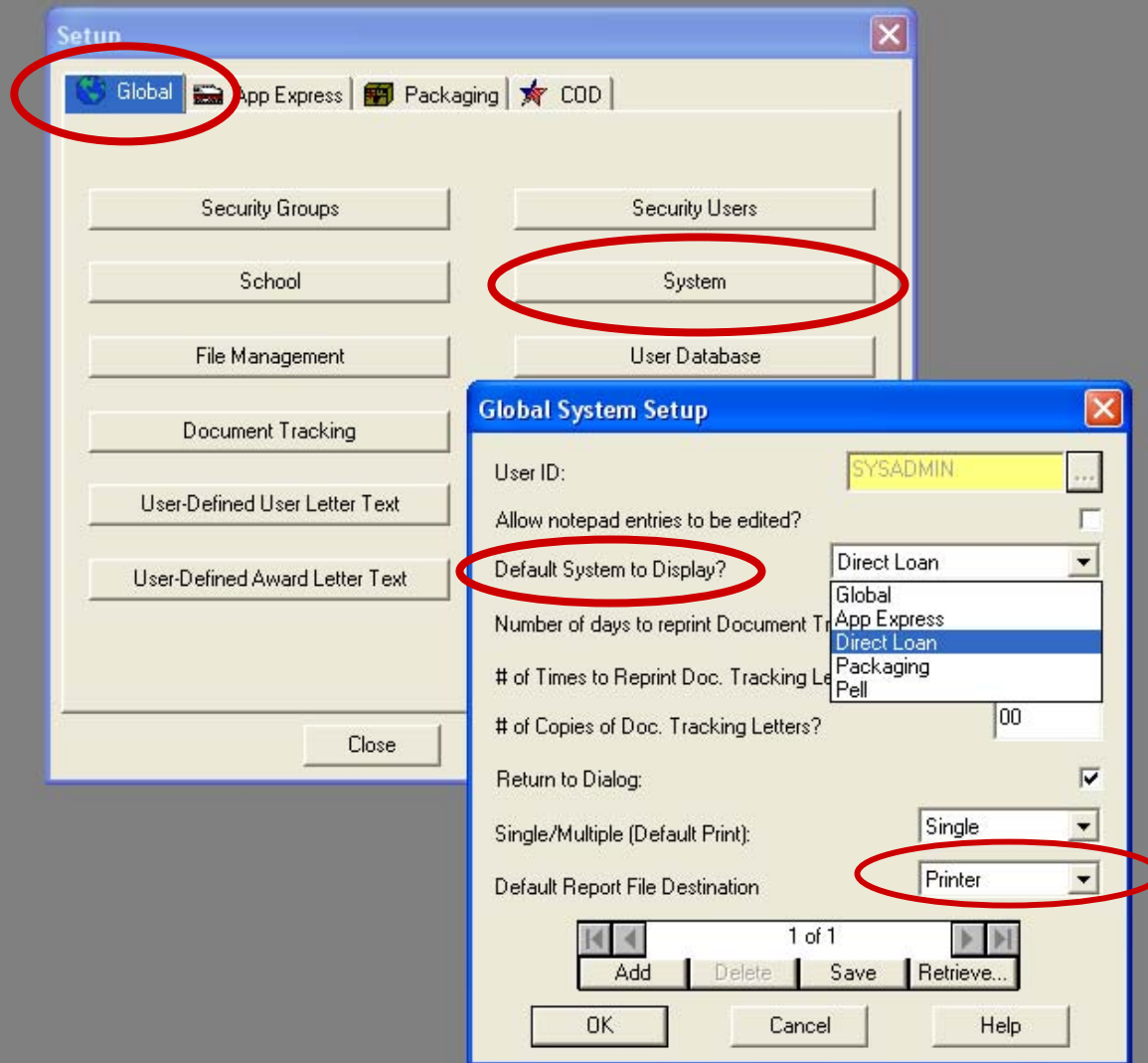
Cancel



# Global Setup tab: Time Savers



# Global Default System



# COD Setup tab-Disb Profile Code

The screenshot shows the 'Setup' window with the 'COD' tab selected. The 'Disbursement' button is highlighted with a red circle. A dropdown menu is open for 'Disbursement', showing options like 'Module:', 'DL Code:', 'Disbursement Pr...', 'Disbursement Pr...', 'Academic Year...', 'Academic Year...', 'Approved Loan...', 'Approved Loan...', and 'Inactive:'.

**Disbursement Profile**

Module: Both DL and Pe

DL Code: G30107

Disbursement Profile Code: BFSD

Disbursement Profile Description: BAKING FRYING SLICING DICING

Academic Year Start Date: 07/01/2004

Academic Year End Date: 03/15/2005

Approved Loan Period Start Date: 07/01/2004

Approved Loan Period End Date: 03/15/2005

Inactive: ☐

Disbursement Dates:

#	Date
1	07/01/2004
2	09/27/2004
3	01/01/2005
4	
5	

6 of 12

Add Delete Save Retrieve...

OK Cancel Help



# Grid Functionality

**Browse Direct Loan** [X]

Sub/Unsub | PLUS | Disbursements | Document Activity | Query Fields

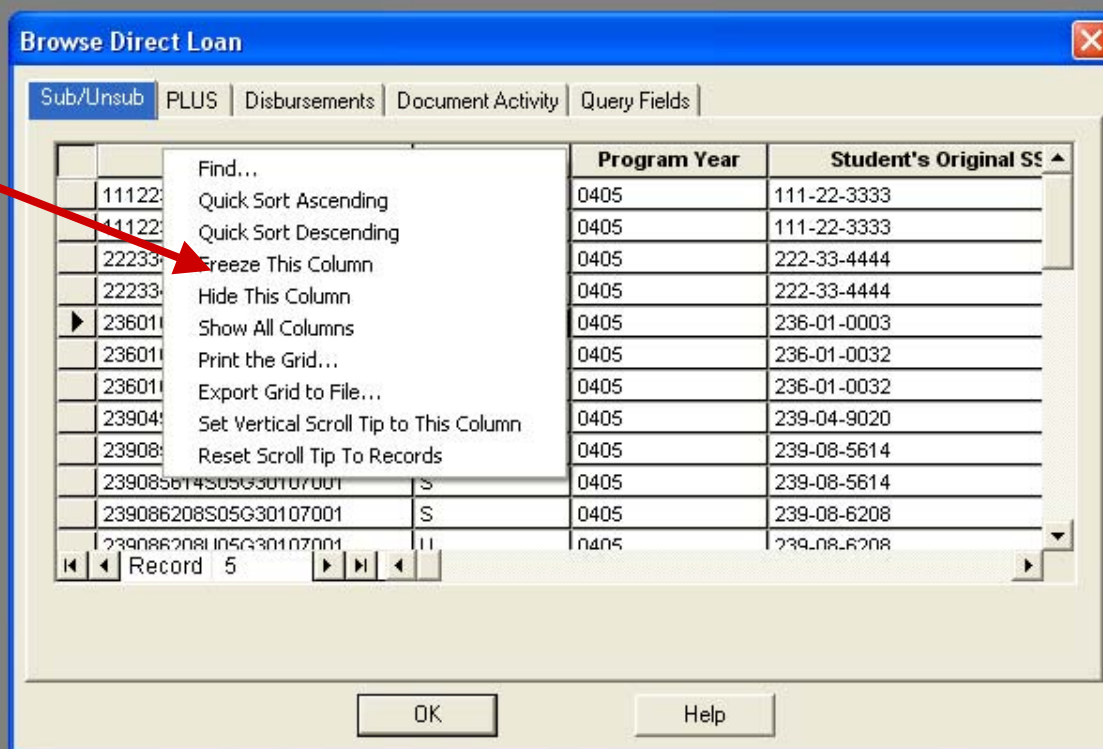
	Loan ID	Loan Type	Program Year	Student's Original SS
▶	111223333U05G09009001	U	0405	111-22-3333
	111223333S05G09009001	S	0405	111-22-3333
	222334444S05G09009001	S	0405	222-33-4444
	222334444U05G09009001	U	0405	222-33-4444
	236010003S05G30107001	S	0405	236-01-0003
	236010032S05G30107001	S	0405	236-01-0032
	236010032U05G30107001	U	0405	236-01-0032
	239049020S05G30107001	S	0405	239-04-9020
	239085614U05G30107001	U	0405	239-08-5614
	239085614S05G30107001	S	0405	239-08-5614
	239086208S05G30107001	S	0405	239-08-6208
	239086208U05G30107001	U	0405	239-08-6208

Record 1

OK Help



# Right Click in Column Heading





# Grid Functionality: Find.....

Find in Field: Student's Last Name - Demo

Find what: VAN HOUTEN

Where: Any Part of Field

Direction:

☐ Up ☒ Down

Find First

Find Next

Filter

All Records

Close

Help

Record 13



# Quick Sort Ascending

**Browse Direct Loan**

Sub/Unsub PLUS Disbursements Document Activity Query Fields

Find...  
Quick Sort Ascending  
Quick Sort Descending  
Freeze This Column  
Hide This Column  
Show All Columns  
Print the Grid...  
Export Grid to File...  
Set Vertical Scroll Tip to This Column  
Reset Scroll Tip To Records

	Loan Type	Program Year	Student's Original SS
001	S	0405	239-44-0725
001	S	0405	222-33-4444
001	S	0405	236-01-0003
001	S	0405	236-01-0032
001	S	0405	239-04-9020
001	S	0405	239-08-5614
001	S	0405	239-08-6208
001	S	0405	239-11-1690
001	S	0405	239-17-4374
001	S	0405	239-17-6276
111223333S05G09009001	S	0405	111-22-3333
239440540S05G16924001	S	0405	239-44-0540

Record 5

OK Help



# Export Grid to File

**Browse Direct Loan** [X]

Sub/Unsub **PLUS** Disbursements Document Activity Query Fields

	Loan ID	Loan Type	Program Year	Student's Original SS
▶	236010003P05G30107001	P	0405	236-01-0003
	444556666P05G09009001	P	0405	444-55-6666
	963852741P05G20754001	P	0405	963-85-2741

Record 1

**Export Grid To File** [X]

Include field names as first row ☒

Export type: **Tab Delimited**

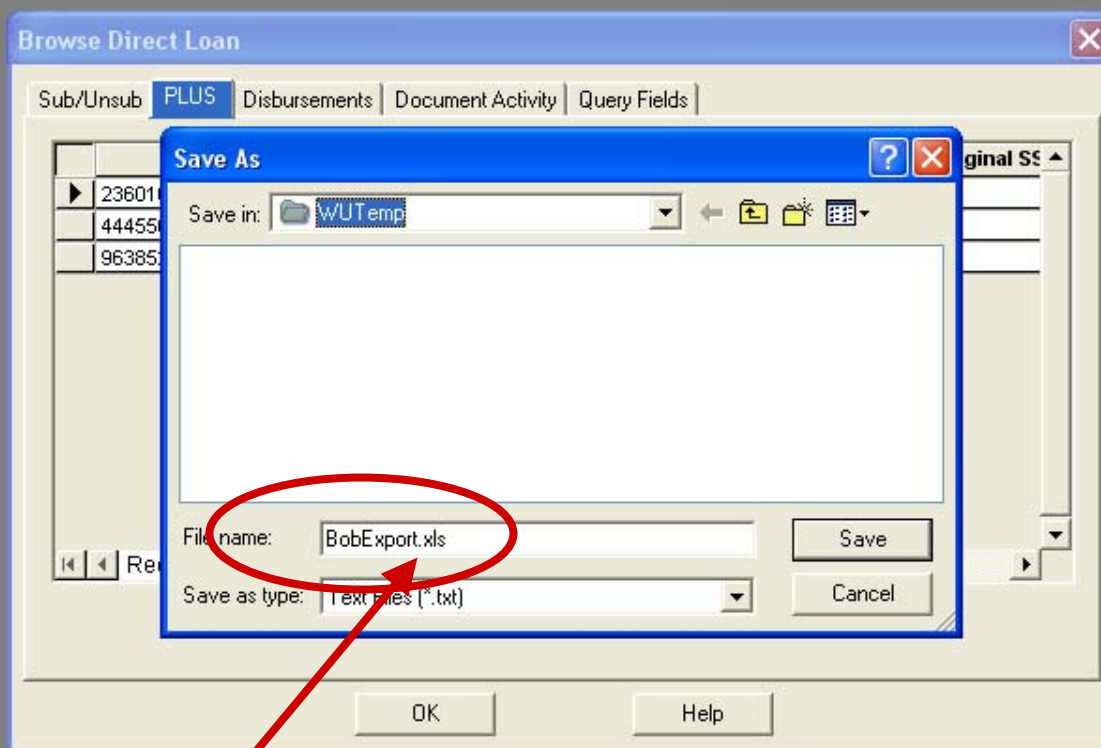
Custom delimiter:

OK Cancel

OK Help



# Export Grid to File



Voila!

	A	B	C	D	E	F	G	H
1	Loan ID	Loan Type	Program Year	Student's Original SSN - Loan	Borrower's Current SSN	Borrower's First Name	Borrower's Last Name	Borrower's Middle Name
2	236010003P05G30107001	P	405	236010003	211221111	MOM	SAR	
3	444556666P05G09009001	P	405	444556666	999887777	MISTER	BRADSHAW	
4	963852741P05G20754001	P	405	963852741	147258369	CHIEF	WIGGUM	
5								
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37								

# Reset Password

## File and Folder Tasks

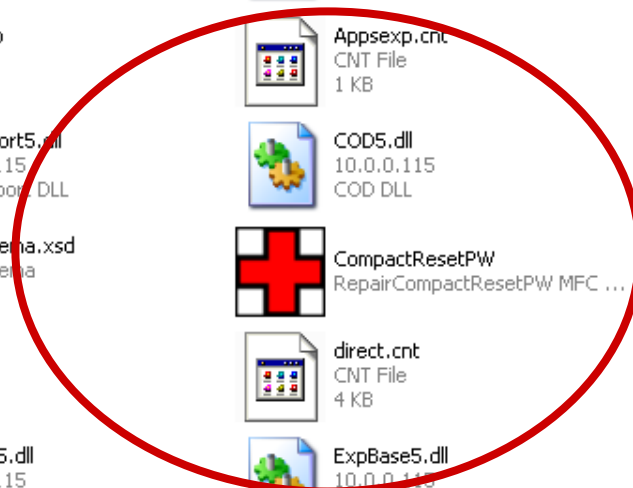
- Make a new folder
- Publish this folder to the Web
- Share this folder

## 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 AppsReport DLL	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 10.0.0.115 DirectLoan DLL
dlreport5.dll 10.0.0.115 DLReport DLL	ExpBase5.dll 10.0.0.115 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
global.cnt CNT File 5 KB	GNCSToolkit5.dll 5.0.0.48 GNCSToolKit DLL	how Help File 7 KB
how.cnt CNT File 1 KB	INETWH32.DLL 1.10.1.1 INETWH32	package Help File 796 KB
package.cnt CNT File 3 KB	Packaging5.dll 10.0.0.115 Packaging DLL	pell Help File 520 KB
Pell5.dll 10.0.0.115 Pell DLL	pell.cnt CNT File 2 KB	PellImportExportDll5.dll 10.0.0.115 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



# 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

- EDSuite
- My Documents
- Shared Documents
- My Computer
- My Network Places

## Details

### CompactResetPW

Application

Date Modified: Monday,  
September 22, 2003, 12:14 PM

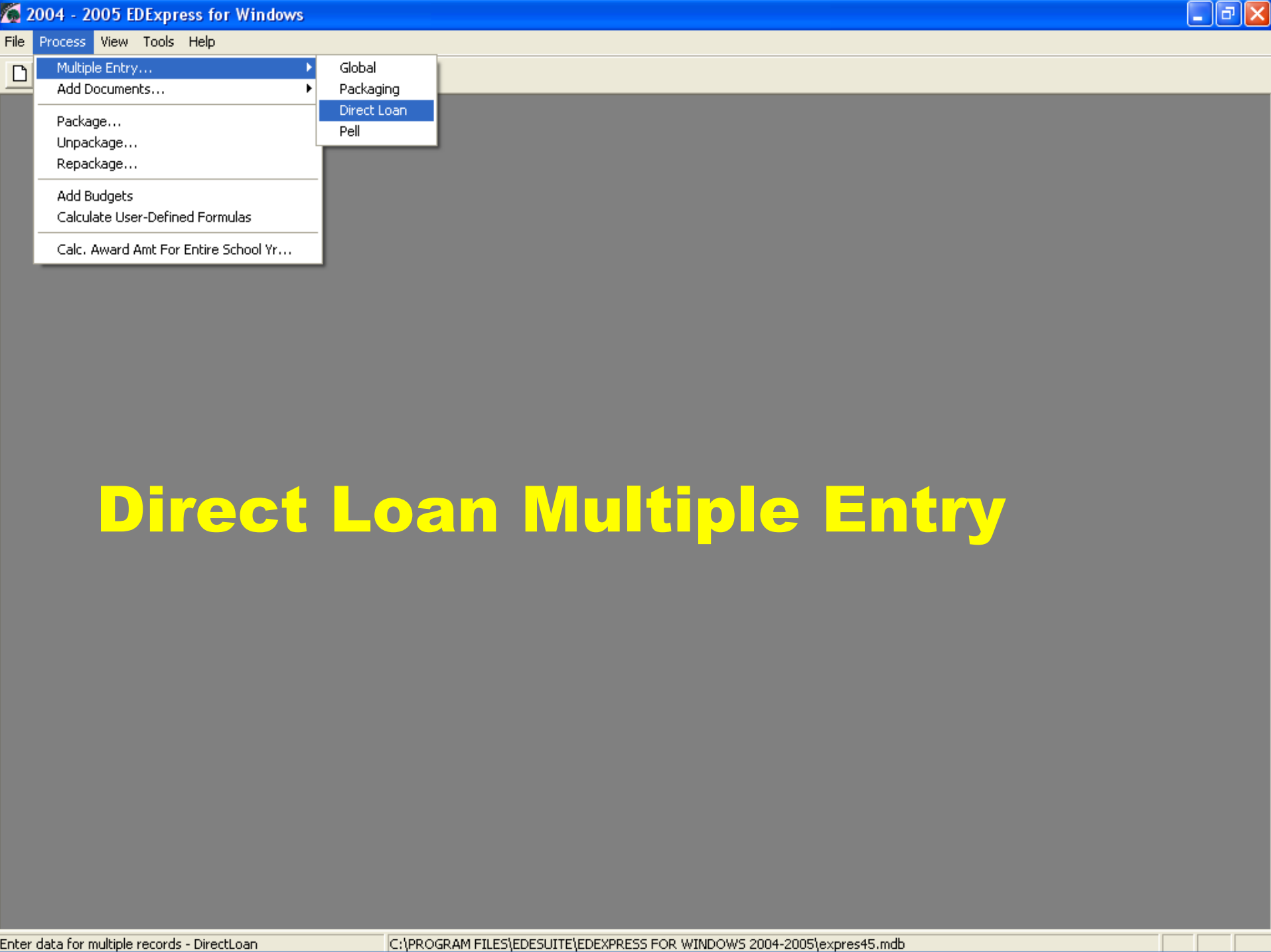
Size: 24.0 KB

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 10.0.0.115 COD DLL	CODImportExport5.dll 1.0.0.115 CODImportExport DLL
CODSchema XML Schema 111 KB		
direct Help File 870 KB		
dlreport5.dll 10.0.0.115 DLReport D		
ExpImportExportDLL5.dll 10.0.0.115 ExpImportExportDll DLL	Express45 Express32 MFC Application U.S.Department of Education	global Help File 1,118 KB
global.cnt CNT File 5 KB	GNCSToolkit5.dll 5.0.0.48 GNCSToolKit DLL	how Help File 7 KB
how.cnt CNT File 1 KB	INETWH32.DLL 1.10.1.1 INETWH32	package Help File 796 KB
package.cnt CNT File 3 KB	Packaging5.dll 10.0.0.115 Packaging DLL	pell Help File 520 KB
Pell5.dll 10.0.0.115 Pell DLL	pell.cnt CNT File 2 KB	PellImportExportDll5.dll 10.0.0.115 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

Database Path: C:\Program Files\EDSuite\EDExpress for Windows 2004-2005\expr ...

Repair and Compact    Reset Password

OK



# Direct Loan Multiple Entry



# 15 Fields To Make Your Job Easier!

**Direct Loan Multiple Entry - Field/Records Selection**

Default

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		<input type="checkbox"/>
2	<input type="checkbox"/>	MPN Status		<input type="checkbox"/>
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input type="checkbox"/>	Disbursement Number		<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement	<input type="checkbox"/>	<input type="checkbox"/>

SSN File

File...

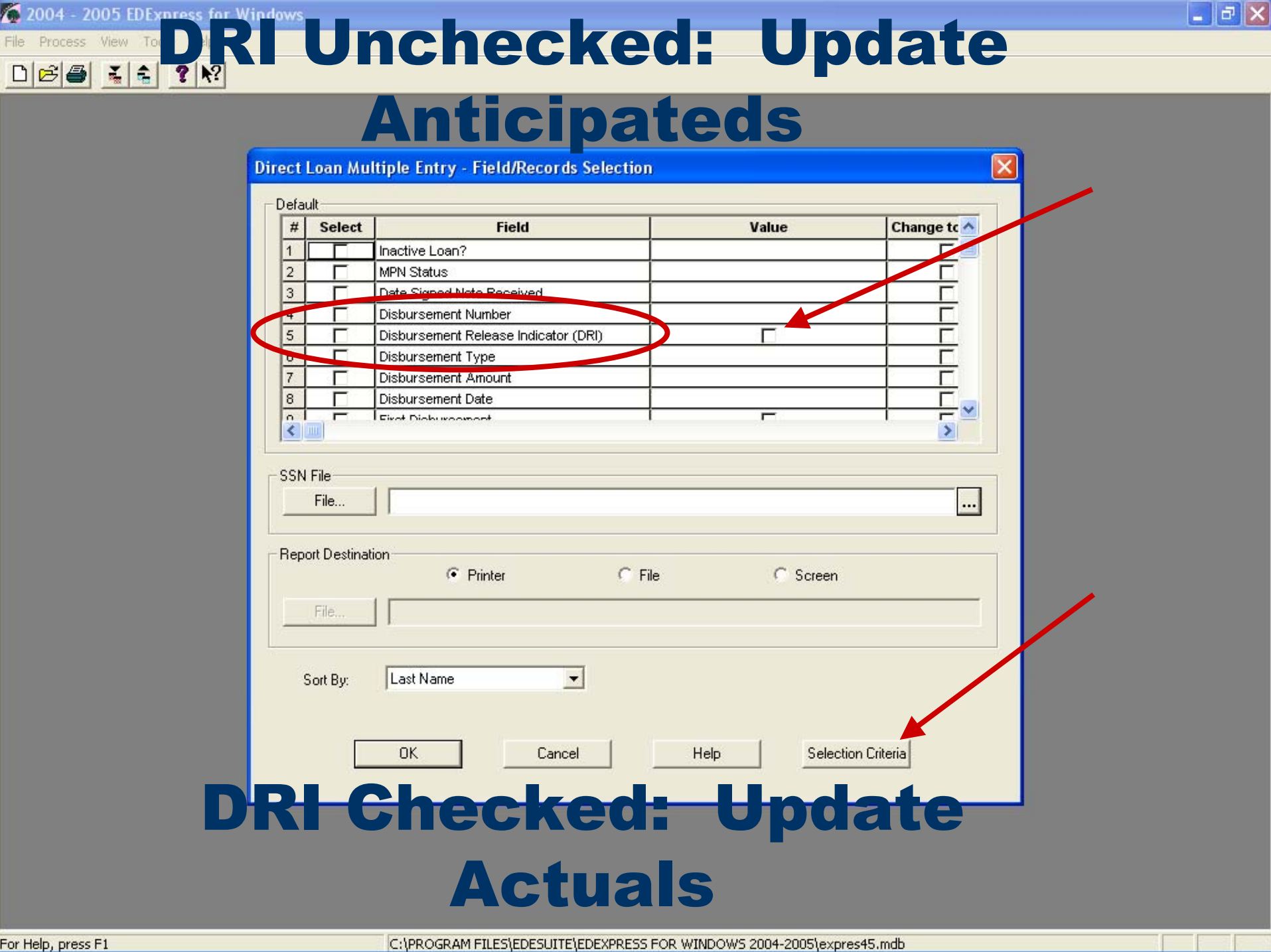
Report Destination

☒ Printer ☐ File ☐ Screen

File...

Sort By:

OK Cancel Help Selection Criteria



# DRI Unchecked: Update Anticipateds

Direct Loan Multiple Entry - Field/Records Selection

Default:

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		<input type="checkbox"/>
2	<input type="checkbox"/>	MPN Status		<input type="checkbox"/>
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input type="checkbox"/>	Disbursement Number		<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement		<input type="checkbox"/>

SSN File

File...

Report Destination

☒ Printer ☐ File ☐ Screen

File...

Sort By:

OK Cancel Help Selection Criteria

# DRI Checked: Update Actuals

# Update Anticipateds

**Direct Loan Multiple Entry - Field/Records Selection**

Default

#	Select	Field	Value	Change to
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	Disbursement Number	1	<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	Action Date		<input type="checkbox"/>
11	<input type="checkbox"/>	College Grade Level		<input type="checkbox"/>

SSN File

File...

Report Destination

☒ Printer ☐ File ☐ Screen

File...

Sort By:

OK Cancel Help Selection Criteria

# Updating Anticipateds

# Updating Anticipateds

The screenshot shows the EDEExpress for Windows interface. The main window is titled "Direct Loan Multiple Entry". It contains a table with columns: #, Select, Field, Value, and Change to. The table lists several fields related to disbursement, such as "Date Signed Note Received", "Disbursement Number", "Disbursement Release Indicator (DRI)", "Disbursement Type", and "Disbursement Amount".

Overlaid on the main window are three dialog boxes:

- Selection Criteria**: This dialog has a "Title" field containing "DISBURSEMENT PROFILE CODE" and a "Query Title" field also containing "DISBURSEMENT PROFILE CODE". It has a "Select Records..." button.
- Parameter Query Entry**: This dialog has a "QUERY TITLE" field containing "DISBURSEMENT PROFILE CODE". It contains a message: "This parameter query allows you to access records from the database based on values that you specify. Please fill in values (parameters) for the following fields:". Below this is a table with columns: Field Name, Operator, Field Value, and List Field Value. The first row shows "DISBURSEMENT PROFILE CODE" in the Field Name column and "=" in the Operator column.
- Select**: This dialog shows a list of values for "Disbursement Profile Code": 20DB, 2222, 2TFT, 2THT, AAAA, BFSD, DP10, and SG. The value "AAAA" is selected.

Red arrows and numbers indicate the sequence of steps:

1. Clicking the "Selection Criteria" button in the main window.
2. Entering the "Query Title" in the "Selection Criteria" dialog.
3. Clicking the "Select Records..." button in the "Selection Criteria" dialog.
4. Selecting a value from the list in the "Select" dialog.



# Update Anticipateds

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Type	Disburse
1	BRADSHAW	CARRIE		444556666P05G09009001	2		
2	BRADSHAW	CARRIE		444556666S05G09009001	3		
3	HOBBS	MIRANDA		333445555U05G09009001	1		
4	JONES	SAMANTHA		111223333S05G09009001	2		
5	JONES	SAMANTHA		111223333U05G09009001	1		
6	YORK	CHARLOTTE		222334444S05G09009001	1		
7	YORK	CHARLOTTE		222334444U05G09009001	1		

Date or Amount

Save

Cancel

Help





# Update Actuals

Default

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		<input type="checkbox"/>
2	<input type="checkbox"/>	MPN Status		<input type="checkbox"/>
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	Disbursement Number	2	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	Disbursement Release Indicator (DRI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement		<input type="checkbox"/>

Selection Criteria

Title:

Query Title:

Select Records...

File

Screen

Select Records

Selected	Student's Original SSN - Loan	Loan ID	Student's Last
<input checked="" type="checkbox"/>	111-22-3333	111223333S05G09009001	JONES
<input checked="" type="checkbox"/>	111-22-3333	111223333U05G09009001	JONES
<input checked="" type="checkbox"/>	222-33-4444	222334444S05G09009001	YORK
<input checked="" type="checkbox"/>	22-33-4444	222334444U05G09009001	YORK
<input checked="" type="checkbox"/>	36-01-0003	236010003P05G30107001	SAR
<input checked="" type="checkbox"/>	36-01-0003	236010003S05G30107001	SAR
<input checked="" type="checkbox"/>	236-01-0032	236010032S05G30107001	SAR
<input type="checkbox"/>	236-01-0032	236010032U05G30107001	SAR
<input type="checkbox"/>	239-04-9020	239049020S05G30107001	OKEZIE
<input type="checkbox"/>	239-08-5614	239085614S05G30107001	TOMSIC
<input type="checkbox"/>	239-08-5614	239085614U05G30107001	TOMSIC
<input type="checkbox"/>	239-08-6208	239086208S05G30107001	BLISSIED
<input type="checkbox"/>	239-08-6208	239086208U05G30107001	BLISSIED
<input type="checkbox"/>	239-11-1690	239111690S05G16924001	FITZSED
<input type="checkbox"/>	239-11-1690	239111690U05G16924001	FITZSED
<input type="checkbox"/>	239-17-4374	239174374S05G16924001	ALBECED TESTING
<input type="checkbox"/>	239-17-4374	239174374U05G16924001	ALBECED TESTING

Selection Criteria

## 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

Print

First Page

Next Page

Prev Page

Last Page

Two Page

Zoom In

Zoom Out

Close

Report Date: 10/01/2004  
Report Time: 10:14:10

U.S. DEPARTMENT OF EDUCATION  
EDEExpress - 2004-2005  
Multiple Entry Edit Report  
Direct Loan

Page: 1

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                      239086208S05G30107001                      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

Direct Loan

Loan Type: DIRECT SUBSIDIZED

Loan #:

1 of 2

Loan Amount Approved:

\$2,625

Loan Status:

A

MPN Status:

A

Loan Entrance Interview Date:

Action

Disbursement:  Type:  Date:  Amount: 

Add

Disbursements

Payments to Servicing

#/Type	Seq #	Date	Gross	Fee	Rebate	Net Amount	Adjusted	Rel Ind.	Disbursement Status	First?	Document ID	Export To External	Action Date
1/D	1	03/25/2004	656	19	10	647	0	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	2004-03-24T12:54:	Y	03/24/2004
2/D	1	05/25/2004	656	19	10	647	0	<input checked="" type="checkbox"/>	R	<input type="checkbox"/>		Y	10/01/2004
3		07/04/2004	656	19	10	647		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
4		09/24/2004	657	19	10	648		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
5								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
6								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
7								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
8								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
10								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Anticipated Totals			2625	76	40	2589							
Actual Totals			1312	38	20	1294							



## 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

Print

First Page

Next Page

Prev Page

Last Page

Two Page

Zoom In

Zoom Out

Close

Report Date: 10/01/2004  
Report Time: 10:28:06

U.S. DEPARTMENT OF EDUCATION  
EDEExpress - 2004-2005  
Multiple Entry Edit Report  
Direct Loan

Page: 1

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!



Direct Loan

Loan Type: Direct Unsubsidized

Loan #:

Loan Status:

Loan amount approved:

M/N Status:

Loan Entrance Interview Date:

Action

Disbursement Date: / /

Amount:

Add

Disbursements

Payments to Servicing

#/Type	Seq #	Date	Gross	Fee	Rebate	Net Amount	Adjusted	Disbursement Rel. Ind.	Status	First?	Document ID	Export To External	Action Date
1/D	1	03/25/2004	656	19	10	647	0	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	R	<input type="checkbox"/>		Y	10/01/2004
3		07/24/2004	656	19	10	647		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
4		08/24/2004	657	19	10	648		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
5								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
6								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
7								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
8								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Anticipated Totals			2625	76	40	2589							
Actual Totals			985	28	15	972							



# Make a Mistake?

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Release Indicat
1	JONES	SAMANTHA		111223333S05G09009001	1	1
2	JONES	SAMANTHA		111223333U05G09009001	1	1
3	YORK	CHARLOTTE		222334444S05G09009001	1	1
4	YORK	CHARLOTTE		222334444U05G09009001	1	1



Save

Cancel

Help

# Choose "Blank" Disb. Number to Deselect a Record

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Release Indicat
1	JONES	SAMANTHA		111223333S05G09009001	1	1
2	JONES	SAMANTHA		111223333U05G09009001		1
3	YORK	CHARLOTTE		222334444S05G09009001	1	1
4	YORK	CHARLOTTE		222334444U05G09009001	2	1

Direct Loan Multiple Entry

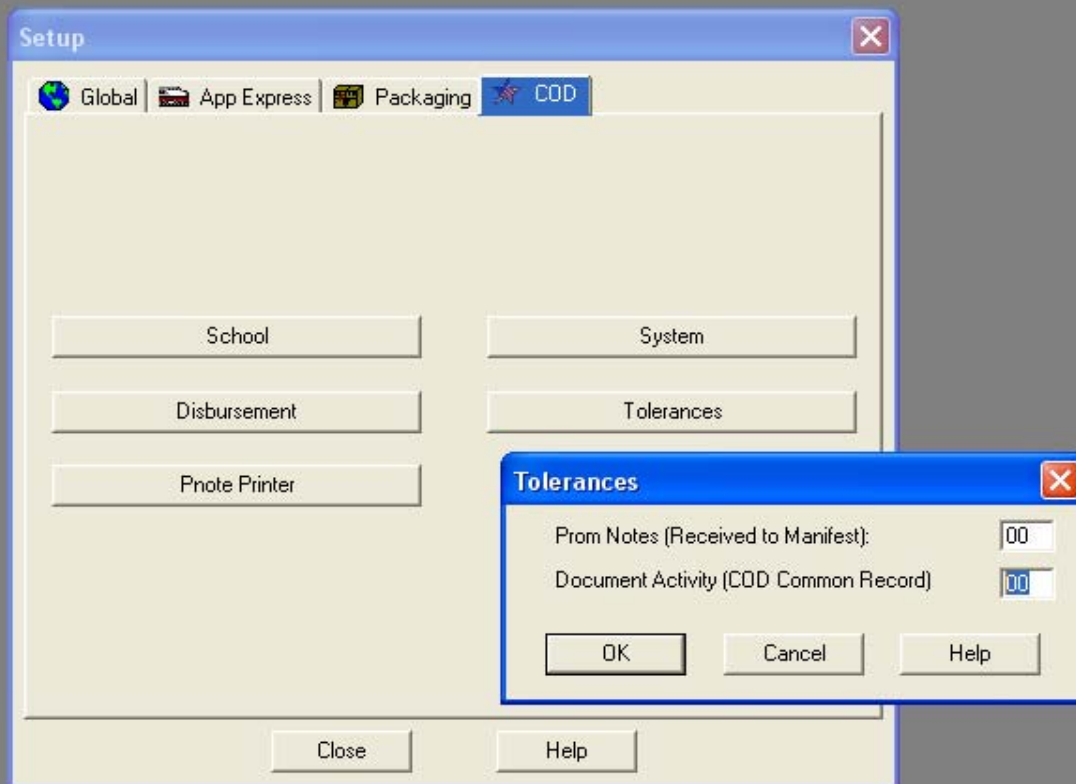
	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Release Indicat
1	JONES	SAMANTHA		111223333S05G09009001		0
2	JONES	SAMANTHA		111223333U05G09009001	1	1
3	YORK	CHARLOTTE		222334444S05G09009001	1	1
4	YORK	CHARLOTTE		222334444U05G09009001	1	1

After choosing blank, click on any field.  
Values change. "0" means Do Not Update.  
Blue Disappears. Record is deselected.

Save

Cancel

Help



# 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

File Process View Tools Help



**Print**

Global | App Express | Packaging | **Direct Loan** | Pell

Report

List - PLUS MPN  
List - PLUS MPN  
List - Sub/Unsub MPN  
Parent Borrower Mailing Labels  
Origination Record  
Promissory Note - Sub/Unsub

Single  
Multiple

E-mail

SSN File

File...

Options

Sort Order: Last Name

Totals Only? ☐

Print Tolerance Exceptions Only? ☐

Reported Period: / / To / /

Selection Criteria OK Cancel Help Print Setup

# 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

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Student's Name	Current SSN	MPN	ISIR	Received	Manifest	Days	Acknowledge
Loan ID	Stat	MPN	Date	Print Date	Elapsed	Date	
Manifest Document ID	Flag						
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						
35555555U05G07938001	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

File View Tools Help

2004-2005

**Print 2004-2005**

**Direct Loan Tools**

**Report**

Cash Report  
Loan Detail Comparison - Loan Level  
Disbursement Detail Comparison  
SAS Cash Detail  
SAS Loan and Disbursement Detail  
Disbursement Measurement Tool Report

☐ Single  
☐ Multiple

E-mail

**SSN File**

File...

**Options**

Sort Order: Type

School Code: ...

Disbursement Data Source: EDEExpress

Include Cash Detail? ☐

Transaction Date Range: \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Selection Criteria OK Cancel Help Print Setup



# 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](mailto:CPSSAIG@ed.gov)

## ❑ COD Customer Service

Phone: 800 848-0978

Email: [CODsupport@acs-inc.com](mailto:CODsupport@acs-inc.com)