2004-2005 Desk Reference for

EDExpress for Windows Release 2.0

Pell

Direct Loan

FEDERAL STUDENT AID

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Preface

About this Desk Reference

This desk reference provides step-by-step instructions for using EDExpress to perform Pell and Direct Loan processing activities.

This reference can assist you with:

- Managing your Common Origination and Disbursement (COD) data:
  - Create Pell origination and disbursement records
  - Create Direct Loan origination and disbursement records
  - Print Direct Loan master promissory notes (MPNs)
  - Generate reports and query your database
- Exchanging data with the COD system by importing and exporting Common Records
- Becoming acquainted with the changes made to 2004-2005 EDExpress

EDExpress COD Features

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

The Pell and Direct Loan modules enable you to:

- Create student Pell 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 and Direct Loan origination and disbursement records for eligible students
- Exchange Pell and Direct Loan origination and disbursement data records with COD
- Reconcile Pell and Direct Loan records to funding levels with the U.S. Department of Education

  Note: For assistance managing Direct Loan reconciliation, refer to the DL Tools software and documentation, available on the FSAdownload Web site, located at **fsadownload.ed.gov**.

Changes to EDExpress for the COD System

2004-2005 EDExpress, Release 2.0 accommodates the annual changes to the COD, Pell, and Direct Loan processes.

You can find detailed information about changes to EDExpress for the 2004-2005 award year in the following documents:

- 2004-2005 EDExpress for Windows, Release 2.0 cover letter
- *School Electronic Process Guide 2004-2005*

Both are available on the U.S. Department of Educations Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

First Time COD EDExpress Users

COD Participation

Full Participants

All EDExpress schools must be signed up with COD as Full Participants for the 2004-2005 award year.

Full Participants communicate over the Student Aid Internet Gateway (SAIG) using the XML-based Common Record, which is defined in the *2004-2005 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 Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**. EDExpress automatically creates an XML file when you export a Common Record document.

If you registered as a Full Participant for the 2003-2004 processing year, you do *not* have to sign up again. However, if you are using 2004-2005 EDExpress and were a Phase-In Participant for 2003-2004, you *must* sign up to be a Full Participant. This must be done *before* transmitting any 2004-2005 Pell and Direct Loan records. **If you submit 2004-2005 origination and disbursement data to COD through EDExpress before you are registered as a Full Participant, COD rejects your records.**

Note: By the 2005-2006 award year, *all* schools must be Full Participants.

You can complete the Full Participant registration process by sending a signed letter to COD on school letterhead with the information COD requested in the Electronic Announcement posted on the Department of Education's Information for Financial Aid Professionals (IFAP) Web site, located at **ifap.ed.gov**, on February 26, 2003:

ifap.ed.gov/eannouncements/0226CODSignUpforFP0304.html

You can also get this information by contacting the COD School Relations Center by telephone at 800/848-0978 or 800/474-7268, or by e-mail at **CODsupport@acs-inc.com**.

Phase-In Participants

Phase-In Participants use fixed-length records to submit Pell Grant and/or Direct Loan origination and disbursement data to the COD System over the SAIG. Any school not signed up as a Full Participant is considered a Phase-In Participant.

Schools have the option of choosing to process as a Full Participant for one program (for example, Direct Loan) and process as a Phase-In Participant for the other program (for example, Pell Grant). Schools are encouraged to discuss their participation status with their software provider or IT department.

Entity IDs

Entity IDs are unique, randomly generated numbers assigned 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).

As a Full Participant, you are provided with these three Entity IDs in your "Welcome to COD" letter. All three Entity IDs for your organization may 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 *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

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

COD School Relations and the COD Web Site

If you need to verify that your Reporting and Attended school relationships are established correctly with COD, contact COD School Relations by telephone at 800/848-0978 or 800/474-7268, or by e-mail at **CODSupport@acs-inc.com**.

You can access the COD Web site (**cod.ed.gov**) to establish or to view school processing options, such as verifying that the funding method you select in EDExpress matches what COD has in its system. 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

Downloading EDExpress Software and Documentation

2004-2005 EDExpress for Windows, Release 2.0, is distributed on the Internet. You can download the software and the related user documentation from the Federal Student Aid Download (FSAdownload) Web site located at **fsadownload.ed.gov**. The FSAdownload Web site was created to give you access to financial aid tools for easier and more efficient use of EDExpress.

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

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

Instructions for downloading EDExpress for Windows software and documentation are located in the "Downloading Software/Paper Documentation" chapter of the *2004-2005 EDExpress 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 do not have a direct connection to the Internet, a 56 KB modem is recommended.

If you experience difficulties with the EDExpress for Windows, Release 2.0 software, contact CPS/WAN Technical Support by telephone at 800/330-5947 (TDD 800/511-5806) or by e-mail at **cpswan@ncs.com**.

Important Notes

- If you use Windows 2000 or Windows XP, you must be an administrator on your workstation in order to install EDExpress. If you are not an administrator, you will receive a warning when you try to install EDExpress. After an administrator has installed EDExpress, you can run EDExpress for Windows 2004-2005 as a member of the Power Users group. If your database is on a network server, you must be a Power User or higher on the network (or "domain") as well as on your workstation. There are no workarounds for these Windows rights issues. Please consult with your school's technical department if you receive a warning that an administrator must install the EDExpress software.

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

Setting Up EDExpress

Start Up Information

If you upgraded from 2004-2005 EDExpress, Release 1.0, a Startup Information box displays these 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 EDExpress 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 EDExpress.

New for 2004-2005! 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 EDExpress.

If you performed a full installation of 2004-2005 EDExpress, Release 2.0, rather than an upgrade from Release 1.0, you receive 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 install and open EDExpress, the Prior Year Data dialog box appears with the message "EDExpress can import prior year setup data. Do you want to do this now?"

- Click **Yes** at this prompt to import your prior year setup data.
- Click **No** to skip importing your prior year setup data; however, you can import this data at a later time.

Note: You can import prior year data and choose individual setup profiles, as well as specific student records (where applicable), when using the Prior Year Import feature.

Importing Prior Year Setup Data

New for 2004-2005! When you select prior year import, EDExpress captures the Source Entity ID, Reporting Entity ID, Attended Entity ID, funding method, Third Party Servicer flag, loan period codes, and Pell disbursement profile codes. Your disbursement profile codes 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.

Note: If your 2003-2004 EDExpress database contains a loan period code and disbursement profile code with an identical name, only the Pell profile code will import into 2004-2005 EDExpress. Duplicate codes are displayed on the Import Edit Report. You will need to add the duplicate code to your COD Disbursement setup manually.

New for 2004-2005! You can import External Export File Formats as part of your prior year setup data.

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

If you did not import your Prior Year School setup data after installing and opening EDExpress, 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 the **PELL SETUP** group, the checkbox in the Import column is already selected for **School**, **System**, and **Disbursement**. If you do *not* want to import prior year setup data for all three setup groups, clear the applicable checkboxes.

   Note: If you are using the same disbursement profiles you used in 2003-2004, you can import your prior year disbursement profile setup information from 2003-2004 EDExpress into 2004-2005 EDExpress.

6. Under the **DIRECT LOAN SETUP** group, the checkbox in the Import column is already selected for **School**, **System**, and **Disbursement**. If you do *not* want to import prior year setup data for all three setup groups, clear the applicable checkboxes.

   Note: If you are using the same disbursement profiles (called Loan Period Codes) you used in 2003-2004, you can import your prior year disbursement profile setup information from 2003-2004 EDExpress into 2004-2005 EDExpress.

7. 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.

8. 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.

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

10. Click **OK** to print the Import Prior Year Queries, Setup and File Formats report.

Global Setup

Before entering student data into the COD module, you must define your Global and COD System settings.

If you need to restrict access to some of the functions within EDExpress for certain users, the first step is to create *groups* that have limited access to EDExpress. The second step is to create *user IDs* and assign them to the groups you have created to specify which functions the users can access.

Establishing an Assumed School

If you upgraded from 2004-2005 EDExpress, Release 1.0, your assumed school is already defined. If you did not upgrade from 2004-2005 EDExpress, Release 1.0, you must establish an assumed school before you can create student records. The information about the assumed school appears by default on new EDExpress records. You can change the default information in individual records.

To define an assumed school:

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

2. If you see 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 school code that now appears in the School Code field is the one you want for your assumed school, select the **Assumed School** checkbox.

   Note: If you are a Direct Loan school, be sure to use the school code you use for application processing rather than the school code you use for Direct Loan processing. The App Processing Participant checkbox is automatically selected for school codes associated with application processing, and the Direct Loan Participant checkbox is automatically selected for school codes associated with Direct Loan processing. You should not need to select or clear these checkboxes.

5. Click **Save**.
6. Click **OK** to exit the dialog box.

Defining Security for Groups

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

New for 2004-2005! The Browse Only (Tabs)? option for security groups has been modified to allow access to all buttons and dialog boxes on each tab.

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 EDExpress for application processing, click the **App Express** tab and select the appropriate Access checkboxes.
8. If you use EDExpress for packaging, click the **Packaging** tab and select the appropriate Access checkboxes.
9. Click the **Pell** and/or **Direct Loan** tabs and select the appropriate Access checkboxes.

10. Click the **COD** tab and select the appropriate Access checkboxes.
11. Click **Save**.
12. 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 EDExpress, skip this step and go to step 3.
3. Type a user ID in the User ID entry box and press **Tab**.
4. Click the **down** arrow to view a list of available security groups and select the group name. The security settings for this group are applied to the user ID you are creating.
5. (optional) Select the **Export to EDconnect?** checkbox. Selecting the checkbox enables EDExpress to add files to the EDconnect Transmission Queue automatically when you export them.
6. Type the password for the user in the Password box.
7. Type the password again in the Verify Password box.
8. Confirm that the password date is correct. If it is not, click the **Calendar** button next to the Password Date box. A calendar appears. Double-click the correct date.
9. Click **Save** to add the user to the database.

10. (optional) Repeat steps 3 through 9 to add more user IDs.

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

Important Note

- You can also change passwords in the User Security dialog box. See online Help for instructions on changing passwords.

COD School Setup

New for 2004-2005! You access Pell 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 and Direct Loan records using EDExpress, you must also define settings in COD System setup for both Pell and Direct Loan.

Before you can begin originating Pell Grants or Direct Loans, you must complete COD School setup.

New for 2004-2005! The Reporting Entity label has changed to Reporting Entity ID and the Attended Entity has changed to Attended Entity ID.

Defining School Setup and Establishing Entity IDs for Pell

The Reporting Entity ID is the number assigned to the school that sends and receives data for the campuses or students it serves. 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.

To define School setup and establish a Reporting and Attended Entity ID for Pell:

1. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **School**.
2. If you are accessing COD School setup for the first time, the **Add New School** dialog box appears. Click **OK** to continue.
3. Select the **Pell Payments** tab.

   If you are setting up a second or subsequent Reporting school, click the **Add** button. Select the **Reporting** option on the Add New School dialog box and click **OK**.

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 (formerly the Reporting Campus Pell ID).
5. Type the eight-digit Reporting Entity ID.
6. Type the six-digit Attended Pell ID (formerly the Attended Campus Pell ID).
7. Type the eight-digit Attended Entity ID.
8. Select a funding method. See "Choosing a Funding Method" in this desk reference for more information.
9. Select default values for Pell setup. See "Completing School Setup for Pell" in this desk reference for more information.
10. Click **Save**, then click **Close**.

Important Notes

- If you did not import your Pell setup when EDExpress prompted you to import prior year data, you can import it at any time by selecting **File**, **Import** from the menu bar, selecting the **Global** tab, choosing **Prior Year User-Defined Queries, Setup, and File Formats**, and clicking **OK**. Select the Pell 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 than that in your default information, consider changing fields in the School dialog box before importing and creating origination records.

- The DL code is a six-character code beginning with a G or E assigned to a school that participates in the Direct Loan program.

Completing School Setup for Pell

New for 2004-2005! The following Enrollment Information fields are now in a new Enrollment Information – For School Use Only area on the COD Setup (Pell Payments) dialog box. These fields are no longer part of the origination record that is exported to COD. If you choose to enter information in these fields, however, EDExpress adds the information to the originations you create and calculates the Pell 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, EDExpress uses the information to calculate the Total Payment Ceiling and Scheduled Award. If you leave the fields blank, EDExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount to which the student is entitled.

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

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 Cost of Attendance for this school.

2. (optional) Enter the following values in the Enrollment Information – For School Use Only area:

   - **Enrollment Status**:
     - Blank
     - 1 = Full Time
     - 2 = Three Quarter Time
     - 3 = Half Time
     - 4 = Less than Half Time
     - 5 = Other
   - **Academic Calendar**:
     - 1 = Credit Hours (nonstandard term)
     - 2 = Quarters
     - 3 = Semesters
     - 4 = Trimesters
     - 5 = Clock Hours
     - 6 = Credit Hour w/o Terms
   - **Payment Methodology**:
     - 1 = Formula 1 can be used only with academic calendar 2, 3, or 4
     - 2 = Formula 2 can be used only with academic calendar 2, 3, or 4
     - 3 = Formula 3 can be used only with academic calendar 1, 2, 3, or 4
     - 4 = Formula 4 can be used only with academic calendar 5 or 6
     - 5 = Formula 5 can be used only with academic calendar 1, 2, 3, 4 or 6

3. Click **OK**.

Defining School Setup and Establishing Entity IDs for Direct Loan

To define School setup and establish a Reporting and Attended Entity 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.

   New for 2004-2005! You can enter more than one DL Code in COD School setup and select one of them as the Default School.

4. Type the eight-digit Reporting Entity ID.

5. Type the eight-digit Attended Entity ID.

6. Select a funding method. See "Choosing a Funding Method" in this desk reference for more information.
7. If this is your default school for Direct Loan, select the **Default School?** checkbox.

   Note: You must enter at least one DL code in Direct Loan School setup. If appropriate, you can enter multiple DL codes.

8. Select default values for Direct Loan setup. See "Completing School Setup for Direct Loan" in this desk reference for more information.

9. Click **OK**.

10. Click **Yes** to the "Record updates pending, save changes?" prompt.

Completing School Setup for Direct Loan

New for 2004-2005! The fields below have been moved from Direct Loan System setup to Direct Loan School setup.

To complete your Direct Loan School setup:

1. Enter the following settings:

   - **Total Prom Notes to be printed.** Enter the total number (2 to 9) of promissory notes you want to print per loan record.
   - **Prom Note Print Option.**
     - **S** = COD print, send to borrower
     - **R** = COD print, return to school
     - **O** = On-site printing using EDExpress
     - **Z** = Request for COD to reprint
     - **F** = On-site printing **not** using EDExpress
   - **FAA Authorized Official.** Enter the name of the authorized FAA official responsible for administering the William D. Ford Federal Direct Loan Program at your school. This signature is necessary for each promissory note manifest sent to COD.
   - **Sub/Unsub Loan Fee Percentage.** This field displays 3% as the Subsidized/Unsubsidized Loan fee percentage. It is used by EDExpress for calculating disbursements for these loans. Do not change this field unless you have been instructed by ED to do so.
   - **PLUS Loan Fee Percentage.** This field displays 4% as the PLUS Loan fee percentage. It is used by EDExpress for calculating disbursements for these loans. Do not change this field unless you have been instructed by ED to do so.
   - **Sub/Unsub Interest Rebate Percentage.** This field displays 1.5% as the Subsidized/Unsubsidized Interest Rebate percentage. It is used by EDExpress for calculating disbursements for these loans. Do not change this field unless you have been instructed by ED to do so.

- **PLUS Interest Rebate Percentage.** This field displays 1.5% as the PLUS Interest Rebate percentage. It is used by EDExpress for calculating disbursements for these loans. Do not change this field unless you have been instructed by ED to do so.

- **Print to (L)ocal or (P)ermanent Address?** This sets the default address that prints on Sub/Unsub MPNs.

- **Are You a Special School?** This option allows you to disburse an entire loan in one disbursement. Select this option only if ED has exempted your school from certain federal regulations for the purpose of testing federal regulation reform.

- **Prompt to Create an Additional Sub/Unsub Loan During Origination Process?** Select this option if you want to be prompted to create another loan type every time you originate a loan manually.

- **Entrance Interview Required Prior to Disbursement?** Select this checkbox if your school wants to track the completion of entrance interviews in EDExpress. This field sets a system edit for actual disbursement entry. If this checkbox is selected, EDExpress requires the entrance interview date on the Demo tab to 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 COD.

- **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 actual disbursement type when entering actual disbursements (Gross = G, Net = N).

- **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, and PLUS Loans.

  See the "Multi-Year MPN Feature" and "Single-Year MPN Feature" sections in the *Common Originations and Disbursement (COD) Technical Reference 2004-2005,* Volume II, "Section 1 – Full Participant Implementation Guide," available on the U.S. Department of Education's FSAdownload Web site, located at **fsadownload.ed.gov**, for more information.

- Click **OK**. Continue with "Choosing a Funding Method".

Choosing a Funding Method

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

1. Click in the Funding Method field (on both the DL tab and the Pell tab; 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. Your choices are listed below. Also see the online Help in EDExpress, or the *2004-2005 Common Origination and Disbursement (COD) Technical Reference,* for complete descriptions of funding methods. The technical reference is available for download from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

   - **Advance Pay (Direct Loan).** Actual disbursement records can be submitted up to seven (7) calendar days before the disbursement date. Cash can be drawn down from GAPS three (3) days before the actual disbursement date.

   - **Advance Pay (Pell).** Actual disbursement records can be submitted up to thirty (30) calendar days before the disbursement date. However, the CFL will not change until seven (7) days before the actual disbursement date.

   - **Pushed Cash (Direct Loan and Pell).** Actual disbursements can be submitted up to seven (7) calendar days before the disbursement date. Pushed Cash schools must submit actual disbursements before funds are sent to the school.

   - **Just-in-Time (Pell Only).** This funding method is a pilot program for Pell Grants. Schools in the Just-in-Time (JIT) program receive regulatory relief from certain cash management regulations. For the Just-in-Time Funding Method, a Pell Grant's DRI can be selected (set to True) no greater than seven (7) days prior to the disbursement date. No new schools are being added into this program. Do not choose Just-in-Time as your funding method unless you are sure you are a participant.

   - **Cash Monitoring 1 (CM1) (Direct Loan and Pell).** A school can be placed on CM1 by FSA.

     Under the CM1 funding method, Direct Loan schools can draw down cash through GAPS or have cash deposited in their bank accounts based on actual disbursements (Disbursement Rel. Ind. checkbox selected [set to True]) submitted to and accepted by COD. Pell Grant schools can draw down cash through GAPS based on disbursements with the DRI selected (set to True) that have been submitted to and accepted by COD.

The school's Current Funding Level (CFL) equals its net accepted actual disbursements. A CM1 school does not have access to cash until it has actual disbursements posted on COD.

Your funding method determines the number of days before a disbursement date you can set the Disbursement Release Indicator to True and have the disbursement affect your CFL. For schools on the CM1 funding method processing Pell or Direct Loan disbursements, the DRI can be selected (set to True) no greater than seven (7) days prior to the disbursement date.

Cash can be drawn down from GAPs three (3) days before the actual disbursement date.

- **Cash Monitoring 2 (CM2) (Direct Loan and Pell).** A school can be placed on CM2 by FSA.

  Schools placed on CM2 by FSA have funds deposited in their bank account based on actual disbursements (Disbursement Rel. Ind. checkbox selected [set to True]) submitted to and accepted by COD and the Current Funding Level (CFL) calculation. Disbursements with the DRI set to True can be submitted on or after the disbursement date. The school does not have a CFL until COD accepts and posts actual disbursements (DRI set to True). Documentation from the school is required. Case Management initiates the drawdown through GAPS upon review of the required documentation.

  Your funding method determines the number of days before a disbursement date you can set the DRI to True and have the disbursement affect your CFL. For schools on the CM2 funding method processing Pell and Direct Loan disbursements, the DRI can be selected (set to True) on or after the disbursement date.

- **Reimbursement (Direct Loan and Pell).** A school can be placed on Reimbursement by FSA.

  Under the Reimbursement funding method, a school has cash deposited in its bank account based on Pell and Direct Loan disbursements with Disbursement Rel. Ind. checkbox selected (set to True), accepted by COD, and the Current Funding Level (CFL) calculation. The school does not have a CFL until COD accepts and posts actual disbursements (DRI set to True). Additional documentation from the school is required. Case Management initiates the drawdown through GAPS after review of the required documentation.

  Your funding method determines the number of days before a disbursement date you can set the DRI to True and have the disbursement affect your CFL. For schools on the Reimbursement funding method processing Pell and Direct Loan disbursements, the DRI can be selected (set to True) on or after the disbursement date.

2. Click **OK**.

Important Note

- ED decides which schools are placed on CM1, CM2, or Reimbursement. If you have received permission from ED, 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 new funding method you select for processing actual disbursements is used for all Direct Loan and/or Pell records you create. For information on your school's funding method, contact the COD School Relations Center by telephone at 800/848-0978 or 800/474-7268, or by e-mail at **CODsupport@acs-inc.com**.

COD System Setup

New for 2004-2005! In COD System setup, you can establish a default value for the Combine DL and Pell Export? option. The checkbox remains available on the Pell and Direct Loan Export dialog boxes and can be selected or cleared when you are exporting your Common Records.

If you process both Pell and Direct Loan records using EDExpress, you must define System setup options for both Pell and Direct Loan.

To define your default System settings for COD:

1. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **System**.
2. Enter your **Source Entity ID** for Pell and/or Direct Loan. The eight-character Source Entity ID is the school, third-party servicer, or vendor responsible for physically sending and receiving documents to and from COD. 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. If you are a third-party servicer, select the **Third Party Servicer?** checkbox.
4. (optional) If you use only Pell or only Direct Loan, select the **Disable Source Entity ID Setup Warning?** checkbox for the module you do not use.
5. (optional) Select the **Combine DL and Pell Export?** checkbox.

   Note: You can only use the **Combine DL and Pell Export?** feature if your Source Entity IDs for Pell and Direct Loan are the same.
6. Click **OK**.

Important Notes

- You must establish your COD System setup before creating any Pell or Direct Loan student records.
- Select the **Third Party Servicer?** checkbox if you are a third-party servicer using EDExpress to submit 2004-2005 Pell or Direct Loan data. This information is used in an XML element included in the COD Common Record.

COD Disbursement Profile Setup

You create disbursement profile codes and attach them to Pell and Direct Loan origination records to establish disbursement dates. For Direct Loan, the disbursement profile code also associates the disbursement dates with an academic year and loan period.

Setting up disbursement profiles is optional for Pell, but required for Direct Loan.

New for 2004-2005! Access Disbursement Profile setup through the COD setup tab, then select **Both DL and Pell**, **Direct Loan**, or **Pell**. Also, the disbursement profile code is now a four-character field that can contain letters or numbers.

New for 2004-2005! For Direct Loan, the disbursement profile code has replaced the loan period code.

New for 2004-2005! If your academic year and disbursement dates for the Pell Payment and Direct Loan programs are the same, you can create a single disbursement profile for both modules. In the COD Disbursement Profile dialog box, select the **Both DL and Pell** option from the list and assign a disbursement profile code. Enter the academic year start date, academic year end date, and the disbursement dates. When assigned to a loan and Pell record, this code automatically creates anticipated disbursement records using the disbursement dates you designated.

New for 2004-2005! In Disbursement setup, if you select the **Retrieve** button, EDExpress displays a list of all Pell and Direct Loan disbursement profile codes you have created. The grid indicates if the codes are DL and Pell, Direct Loan, or Pell, and displays the code name, its description, and its status as inactive, if applicable.

To define a disbursement profile code:

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

2. Click **Add**.

3. Click the box next to Module and select the module for which you are creating the disbursement profile code: **Both DL and Pell**, **Direct Loan**, or **Pell**.

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 values:

   - **Academic Year Start Date.** Enter the date when the borrower's academic year begins for the specific loan period covered by the loan. (Date range for this field is 07/02/2003 to 06/30/2005.)
   - **Academic Year End Date.** Enter the date when the borrower's academic year ends for the specific loan period covered by the loan. (Date range for this field is 07/01/2004 to 06/29/2006.)
   - **Approved Loan Period Start Date.** Type the date classes begin for the specific period covered by the loan. (Date range for this field is 07/02/2003 to 06/30/2005.)
   - **Approved Loan Period End Date.** Type the date classes end for the specific period covered by the loan. (Date range for this field is 07/01/2004 to 06/29/2006)

     Note: The DL Code, Academic Year Start and End dates, and the Approved Loan Period Start and End dates are required for the DL setup. These fields are disabled if you choose to create a Pell disbursement profile.

     Note: 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.

   - **Inactive**. A display-only checkbox indicating whether or not the disbursement profile code is inactive.

     Note: If you have imported your prior year disbursement profile setup information from 2003-2004 EDExpress into 2004-2005 EDExpress, your loan period codes are marked inactive. To activate the disbursement profile code, update the dates to correspond to the current award year.

7. Enter anticipated disbursement dates in MMDDCCYY format in the Disbursement Dates grid, or click on the **Calendar** button.

8. Click **Save**.
9. 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

- You cannot delete a disbursement profile code from setup after a Pell or Direct Loan origination record has been attached to it.
- For Pell, you can delete, add, or change the disbursement profile code on an origination record as long as the origination is not batched, and as long as you do not have an accepted disbursement record. For Direct Loan, you can change the disbursement profile code on an origination record as long as the origination is not batched, and as long as you do not have an accepted disbursement record. For both Pell and Direct Loan, after the origination is batched, or if the disbursement record is accepted, you can manually change the academic year and loan period start and end dates, as well as anticipated disbursement dates if necessary.
- For Pell, you can also enter a disbursement profile code directly on the student's origination record either manually or through one of the following:
  - ISIR Import (if Packaging data is included),
  - Process, Calculate Award Amount for Entire School Year from the menu bar (if Packaging data is not included),
  - Multiple Entry (after an award amount has been calculated),
  - External Import – Origination Add
  - External Import – Origination Change

Direct Loan Tolerance Setup

New for 2004-2005! You access Direct Loan Tolerance setup through the COD setup tab. The Direct Loan Tolerance setup function has not changed.

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 the online Help in EDExpress and in the DL Tools software for additional information on the use of tolerances and Measurement Tools within DL Tools.
- One of the ways you can meet the Quality Assurance requirement in the Direct Loan program is by printing the Direct Loans lists in EDExpress and the Measurement Tools reports in DL Tools and assessing the results to implement corrective actions.

Direct Loan Promissory Note Printer

New for 2004-2005! Access Direct Loan Promissory Note Printer through the COD setup tab. Direct Loan Promissory Note Printer setup has not changed.

This feature is primarily for Windows NT users, but it can be used for other Windows operating systems, such as ME, 2000, and XP, if necessary.

To establish your promissory note printer template:

1. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **Pnote 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 Pnote Type field to select the MPN type you want to adjust.
5. Click the **X** fields for the pnote 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 pnote 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.
8. Click **OK** when you are finished setting values for all tolerances you want to use.

Pell Origination and Disbursement Records

Creating Pell Origination Records

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

- Manually enter data from a printed document, such as a SAR
- Import ISIR data from the App Express (application processing) module of EDExpress only
- 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)

New for 2004-2005! Edit-only disbursements are now called "anticipated disbursements."

New for 2004-2005! In EDExpress, Pell and Direct Loan data are combined under one Origination tab. Select the **Origination** tab, then choose **Pell** or **Direct Loan**.

New for 2004-2005! You can delete any Pell origination no matter what the status, including Accepted originations. 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 COD.

Important Notes

- Your school can choose to create anticipated disbursement records (with the DRI checkbox clear, or set to False) at the same time you create origination records, depending on the process you follow.
- Review the options available for creating origination records carefully and choose the most efficient method for your school's business processes.
- The Pell Award Amount for Entire School Year must be present on a student's origination record before you assign a disbursement profile code. The Award Amount for Entire School Year 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.

Creating an Origination Record Manually

New for 2004-2005! Enrollment information fields that COD does not use when calculating a student's Pell award have been moved to a new Enrollment Information – For School Use Only area on the Origination (Pell Grant) tab. The fields are:

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

If you fill in the optional Enrollment Information – For School Use Only fields, EDExpress uses the information to calculate the Total Payment Ceiling and Scheduled Award. If you leave the fields blank, EDExpress calculates the Total Payment Ceiling and Scheduled Award for the maximum amount to which the student is entitled.

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 does exist for the student, select **File**, **Open** from the menu bar and enter the student's Social Security Number in either the Original SSN or Current SSN field. Or, click the **ellipsis (...)** button next to either field, locate the student's Social Security Number in the grid, and click **OK** twice.

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, and Date of Birth are correct, as this information is required to save the Pell origination record.

   New for 2004-2005! A Country Code field has been added to the Demo tab. If you select **FC** (foreign country) as the student's Permanent State, enter the appropriate country code in the Country Code field. The field is unavailable if **FC** is not selected as the student's Permanent State.

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 and enter the original ISIR name code. The Add Pell Record dialog box appears. Type the student's Name Code (first two letters of the last name), then 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.

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

Note: If you choose not to fill in the Enrollment Information – For School Use Only fields, EDExpress calculates the Total Payment Ceiling and Scheduled Award based on the maximum amount a student would receive given the Cost of Attendance, EFC, and assuming the student is attending full time for a full academic year.

Note: If you fill in the Enrollment Information – For School Use Only fields, EDExpress performs end-of-entry edits to ensure the information is consistent. This does not affect the Total Payment Ceiling and Scheduled Award values, but may affect the Award Amount if you use the Calculate Award Amount option. For example, if you indicate the student is attending half time, the Total Payment Ceiling and Scheduled Award calculate as if the student is attending full time, but the Award Amount will calculate a half-time award.

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

11. Select **File**, **Close** from the menu bar.

Important Note

- You can enter the original or current SSN to open a student's EDExpress record.

Importing ISIRs from App Express

New for 2004-2005! During the ISIR import process, EDExpress always imports the primary EFC. Previously, the EFC that EDExpress imported (primary or secondary) was based on the Paid EFC Type.

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 **OK**. The file name appears in the text 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. Check any other fields 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 a 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 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 (formerly Reporting Campus) and Attended Pell ID (formerly Attended Campus ID) you want to associate with the Pell origination records you are creating.

- **Disbursement Profile**: Select a disbursement profile code for the origination records you are creating if you would also like 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). See "Importing ISIRs from App Express and Including Packaging Data" in this desk reference for more information.

- **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.

5. Click **OK**. A progress bar appears within an 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.

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

The newly created origination records have origination status Not Ready. The records can be viewed on the Pell Grant tab.

Important Notes

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

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

Importing ISIRs from App Express and Including Packaging Data

You can import ISIRs from the App Express (application processing) module and include Packaging module Pell award data. This process can create both origination and anticipated disbursement records for your students.

New for 2004-2005! During the ISIR import process, EDExpress imports only the primary EFC.

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 **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. Select the **Import Packaging Data?** checkbox.
5. 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.

   New for 2004-2005! When you select the disbursement profile, the Include Records in Next Document Submission? checkbox is automatically selected. This option sets the origination records you create to Ready status.
6. 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.
7. 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.
8. Click **OK** to close the Batch Statistics dialog box.

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 Origination Records" in this desk reference for more information.

Importing Data from an External System

New for 2004-2005! When you submit changes to Pell 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 EDExpress to prompt for duplicate records.

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

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

- Pell origination data that is imported from a school's mainframe or third-party system must be created in flat file format.

- Refer to the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume V, Section 3 for acceptable import external data record layouts. The technical reference is available for download from **fsadownload.ed.gov**.

Using Multiple Entry to Update Pell Origination Records

After you have created an initial Pell origination record using manual entry or ISIR import (with or without Packaging data), you can use Pell Multiple Entry to update the record to Ready status.

To update a Pell origination record using Multiple Entry:

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

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**, **Credit/Clock Hours to Complete**, **Award Amount**, and **Set Origination Ready to Export**. If you are a Pell Formula 1 school, select the **Enrollment Status** field.
3. If you did not include Packaging data when creating your origination records, select the following fields by selecting the adjacent checkbox: Award Amount and Set Origination Ready to Export.

4. 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 an amount for each student selected on the Pell Multiple Entry student selection grid.

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.

6. (optional) Click the **Selection Criteria** button to limit or narrow the group of records you are updating.

7. Choose **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.

8. (optional) Click the **down** arrow next to the Sort By field if you want to sort by the student's last name or origination ID.

9. Click **OK**. The Pell Multiple Entry grid appears, listing each student you are about to update.

10. When you have verified that the updated values are displaying correctly on the grid, click **Save**.

11. Click **Yes** twice.

Important Notes

- When the Pell Multiple Entry grid displays the records and their default values, you can modify these values before you save.

- 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 the online Help in EDExpress for additional information on creating SSN files.

Using the Calculate Award Amount Process

If you have created Pell 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 award amount to the record.

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. Choose **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.
5. (optional) Click the **Selection Criteria** button and use a query to choose the student records you want to update.
6. Click **OK**. A grid of the affected students appears, and EDExpress asks if you want to update the students.
7. Click **Yes**, then click **Save**.

Important Notes

- 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.
- Calculate Award Amount for Entire School Year can also be run on individual student records. Select **Process**, **Calculate Award Amount for the Entire School Year** from the student's Pell Grant tab.

Creating Disbursement Records

The five ways to create a Pell 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 the 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 "Importing ISIRs from App Express and Including Packaging Data" section in this desk reference for more information.
- Manually enter disbursement data on the Disburse (Pell Grant) tab.
- Use Multiple Entry to add disbursement dates and amounts.
- Import external disbursement data.

A Pell 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.

- 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 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 disbursements, with up to 65 adjustments allowed for each.
- A disbursement sequence number is automatically reported to COD for each Pell disbursement. Disbursement sequence numbers indicate whether a disbursement is the first submission activity or an adjustment to a previously accepted disbursement. Valid values are 01–65 for school submissions. Sequence numbers 66–90 are used for system-generated responses from COD.
- For more information and instructions, see the online Help topic in EDExpress, "Disbursement Sequence Number."

Creating a Disbursement Record Manually

To create a disbursement record manually:

1. Select **File**, **Open** from the menu bar.

2. Enter the student's Original or Current SSN or click the **ellipsis (…)** button next to either option, select the student's SSN from the list that appears, and click **OK**.

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

4. 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.

5. If you choose to enter a disbursement profile code, and the origination record has not already been exported to COD 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.

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

7. 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.

   - Enter the disbursement date and the submitted amount on the disbursement line.

New for 2004-2005! When creating a new disbursement (Disbursement Sequence Number = 01, DRI is not selected, and COD has not processed), you must enter a disbursement amount greater than $0 or the disbursement record cannot be saved. After the disbursement has been processed initially by COD, the disbursement amount can be changed to $0.

8. To indicate an actual disbursement that is eligible for funding, select the **Rel. Ind.** checkbox, which is the Disbursement Release Indicator (DRI). 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.

Using Multiple Entry to Create a Pell Disbursement

To create a disbursement record using Pell Multiple Entry:

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

2. Update the following fields: Disbursement Number, Disb. Submit Amount, and Disb. Submit Date.

   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. Enter the default values to be used for each record. Or, select the field you want to update without entering a default value. If you choose this option, enter an amount for each student selected on the Pell Multiple Entry selection grid.

4. (optional) Click the **SSN File** button if you have a text file of SSNs, or click the **ellipsis (...)** button in the SSN File field and enter SSNs in the Enter Multiple SSNs or Trankeys grid.

5. (optional) Click the **Selection Criteria** button to limit or narrow the group of records you are creating.

6. Select **Printer**, **File**, or **Screen** as the output destination. If you want to send the report to a file, click the **File** button and type a file name, and then click **OK**. The file name appears in the box.
   - If you 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 origination ID.
8. Click **Save**.
9. Click **Yes** twice. Disbursement records are automatically set to **R** (Ready) status when the Multiple Entry process is finished.

Important Notes

- You can use Multiple Entry to update the disbursement profile code, the disbursement number, and the Disbursement Release Indicator.
- When the grid displays the records and their default values, you can modify these values before you save.
- 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. The online Help in EDExpress also provides additional information on creating SSN files.

Importing Disbursement Data from Your School System

New for 2004-2005! When creating a new disbursement (Disbursement Sequence Number = 01, DRI is not selected, and COD has not processed), you must enter a disbursement amount greater than $0 or the disbursement cannot be saved. After the disbursement has been processed initially by COD, the disbursement amount can be changed to $0.

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 EDExpress 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 **OK**. 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 Note

- See the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume V, Section 3 for the format of acceptable external data. The technical reference is available from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Updating the Disbursement Release Indicator (DRI) for Pell

The Disbursement Release Indicator (DRI) indicates to COD that a disbursement is eligible for funding and affects your school's current funding level (CFL).

The DRI can be set to True only if the disbursement date is within 30/7/0 days of the eligible disbursement date based on your school's funding method as 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 you are creating the data on the Disburse (Pell Grant) tab for the first time)
- Importing the field using the Disbursement Data – External Change import (if the disbursement record already exists).

If the disbursement date is *not* within 30/7/0 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 COD as *anticipated disbursement* records. Anticipated disbursements are not eligible for funding. Instead, they establish estimated disbursements in the COD system.
- Disbursement records must be re-sent to COD 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 COD. When you import the response, the record status flag resets to **A**.

- You cannot set a DRI to False (clear the checkbox) on a record that has been accepted by COD with the DRI set to True.

Exporting Pell Data

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

Note: A disbursement record sent to COD before its corresponding origination record is rejected by COD.

To export records:

1. Select **File**, **Export** from the menu bar, then choose **Pell**.
2. Select **COD Common Record (CRAA05IN)** in the Export Type field.
3. Click **OK** to export all origination records at the Ready or Error 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.

     Important 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 the online Help in EDExpress for additional information about exporting records using the Pell Originations and Pell Disbursements buttons.
   - If you want to combine Pell and Direct Loan records, select the **Combine DL and Pell?** checkbox in the Export dialog box.

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

     New for 2004-2005! You can set a default value for the Combine DL and Pell? checkbox in COD System setup. Although the default value you select appears automatically in the Export dialog box, you can change it for individual exports.

4. Click **OK**.

   Note: If you are exporting only one type of record (Pell originations, Pell disbursements, Direct Loan originations, or Direct Loan disbursements), a progress bar appears within an 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.

Important Note

- In the Pell Export dialog box, if you select the **Combine DL and Pell?** checkbox, EDExpress displays the Direct Loan Selection Criteria buttons below the Pell Selection Criteria buttons. Similarly, on the Direct Loan Export dialog box, if you select the **Combine DL and Pell?** checkbox, EDExpress displays the Pell Selection Criteria buttons below the Direct Loan Selection Criteria buttons.

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

New for 2004-2005! Common Record files sent from COD to Full Participants use new award-year-specific message classes.

New for 2004-2005! EDExpress can import COD responses generated for new disbursements and disbursement adjustments (disbursement sequence number 66-90) created on the COD Web site. All Web responses have sequence numbers 66-90.

Four different types of responses can be received from COD for Pell 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 CRAA05IN document sent to COD was received by COD. Information about the document, such as the Import File Name, Receipt Import Date, and Process Date, is added to the Document Activity database.

  New for 2004-2005! The receipt message class is CRRC05OP.

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

  New for 2004-2005! The response message class is CRAA05OP.

- **Web-Generated Response.** A Web-generated response is created by COD 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 processed on the COD Web site (disbursement sequence numbers 66-90).

  New for 2004-2005! The Web-generated response message class is CRWB05OP.

- **Pell Negative Disbursement (System Generated by COD).** The Pell negative disbursement is a system-generated response, which reduces a previously accepted award amount. This transaction is sent by COD in response to an unresolved POP or Verification W data conflict.

  New for 2004-2005! The negative disbursement message class is CRND05OP.

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

To import COD Common Record receipts, 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. 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**.

   Note: If you are importing only one type of record (Pell originations, Pell disbursements, Direct Loan originations, or Direct Loan disbursements), a progress bar appears within an 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. Click **OK** to close the In Progress dialog box.

Important Notes

- For document integrity, you cannot import response documents for Pell records that did not originate in the EDExpress database. The document ID and student records must exist in the database for EDExpress to update records. If you lose your database prior to receiving a response back from COD, you must rebuild the EDExpress database by requesting and importing a Year-to-Date file.
- Negative disbursement responses and Web-generated responses for a disbursement are returned by COD with disbursement sequence numbers in the range of 66-90. Upon import, EDExpress displays the accepted disbursement amount with the 66-90 disbursement sequence number.
- See the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume II, Section 4 for complete information about COD edit codes. The technical reference is available from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Correcting Pell Records

Corrections can be made after a Pell record has been processed by COD. They can be made manually on the student's Pell Origination tab or Disburse tab, using Multiple Entry, or using an external change import for specific fields.

Correcting Records Manually

When updating data on the Disburse tab:

- You can change the Pell anticipated disbursement amount or date and send the record to COD as many times as necessary until the DRI is processed as True (the checkbox is selected). After the DRI has been accepted by COD as True, use a separate disbursement sequence number to adjust the amount or date.

- 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 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 less than or equal to the new modified award amount.

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

- 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 origination record manually:

1. Select **File**, **Open** from the menu bar.

2. Enter the student's Social Security Number in either the **Original SSN** or **Current SSN** field. Or, click the **ellipsis (...)** button next to either field, click on a Social Security Number in the grid, and then click **OK** twice.

3. Click **OK**.

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

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

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

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

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

9. Select **File**, **Close** from the menu bar.

To correct a Pell disbursement record manually:

1. Select **File**, **Open** from the menu bar.

2. Enter the student's Social Security Number in either the **Original SSN** or **Current SSN** field. Or, click the **ellipsis (...)** button next to either field, click on a Social Security Number in the grid, and then click **OK** twice.

3. Click **OK**.

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

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

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

   - To add a disbursement sequence number to make a correction for records with the DRI set to True (the checkbox is selected), click the **ellipsis (…)** button 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 amount in the grid.

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

8. The corrected disbursement record now is now at **R** (Ready) status.

9. Select **File**, **Close** from the menu bar.

Important Notes

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

- 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.

- A corrected amount returned from COD appears on the Disburse tab in the Accepted column next to the submitted amount.

- COD provides an option for schools processing Pell Grant data to choose if they want to accept COD corrections to the Pell Grant data they submit to COD 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 *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume II, Section 4, "Full Participant Edit Comment Codes and Descriptions." EDExpress is designed to accommodate either option. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

  When importing a response that contains data corrected by COD, EDExpress updates your database with the COD corrected value. Correcting data is the COD default. Contact the COD School Relations Center by telephone at 800/848-0978 or 800/474-7268, or by e-mail at **CODsupport@acs-inc.com**, if you want to change this option.

Correcting Pell Records Using Multiple Entry

To correct origination records using Multiple Entry:

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

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 equal to Ready.

3. 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 an amount for each student selected on the Pell Multiple Entry student selection grid.

4. (optional) Click the **SSN File** button and select a file of SSNs you have created, click the **ellipsis (…)** button and type the student SSNs of the Pell records you want to update in the Enter Multiple SSNs grid, or click the **Selection Criteria** button to limit or narrow the group of records you want to correct.

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

   - If you 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 origination ID.

7. Click **Save**.

8. Click **Yes** twice.

Important Notes

- When the grid displays the records and their default values, you can change the values before you save.
- When updating the Disbursement Release Indicator, you also must be sure to select the disbursement number.

Regenerating Pell Documents

The Pell 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 COD shows no record of having received the original document.

Note: If the original document contained both Pell and Direct Loan records, the Pell Regenerate process exports both Pell 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 (CRAA05IN)**.

3. Click the **ellipsis (…)** button and select the document ID, then click **OK**.

4. Click **OK**. A progress bar appears within an 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.

Pell Data Requests and Reports Available from COD

Data Requests

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

New for 2004-2005! Two new COD reports, the Pell POP report and the Pell Verification Status report are new data request options.

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

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

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

Requesting Data from COD

To make a data request:

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

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

3. Select the checkboxes next to the report or reports you want to request from COD. Requests for all report types can be made simultaneously.

4. Click **OK**. A progress bar appears within an 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.

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

Important Notes

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

- The message class for a data request is PGRQ05IN.

Importing and Printing Data Request Acknowledgements

A data request acknowledgement (PGRA05OP) continues to be sent in a fixed length, flat file format. COD 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)**.

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 Edit 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.

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

Multiple Reporting Record (MRR)

COD responds to MRR data requests and also automatically generates reports to all schools when a discrepancy occurs. The Multiple Reporting Record (PGMR05OP) 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, COD returns only accepted or corrected Pell 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 COD:

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

Schools may receive MRRs generated by COD 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 Project (POP) –** Sent when some or all of the 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.

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)**.

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 an 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.

Year-to-Date (YTD) Data

YTD (message class PGYR05OP) data can be used to reconcile your EDExpress data with the data that has been reported to and accepted by COD (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 database and should only be used in the event of a lost or corrupt database.)

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

   Note: To identify discrepancies between your data and that of COD, choose the **Compare and Print Exception?** option and import your Year-to-Date file. Then re-import your Year-to-Date file to update your database if necessary.
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 an 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.

Important Note

- If you do not choose the Rebuild All option during the import of the YTD file, no database updates are made. The Import process only runs a comparison of data between the YTD file and the existing data in your EDExpress database. A discrepancy report is generated.

Electronic Statement of Account (ESOA)

ESOA files (message class PGAS04OP) are sent when your school's Pell Grant authorization level has changed as a result of the disbursement records you sent to COD. 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)**.

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 "Printing the ESOA" in this desk reference for printing instructions.

Printing the ESOA

New for 2004-2005! The GAPS award number appears on the ESOA the same way it appears in the GAPS System (11 characters).

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 **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. 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,** click the **ellipsis (...)** button next to the Reporting Pell ID (formerly Reporting Campus) field and select the Reporting Entity ID for this report.
7. Select the **Print Detailed ESOA?** checkbox if you want to print a detailed ESOA.
8. Click **OK**.

Important Note

- The ESOA report prints all previous versions by default. See the online Help in EDExpress for more information.

Reconciliation

The reconciliation report generated by COD lists total accepted Pell awards for each student. The message class for this data acknowledgement is PGRC05OP.

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

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)**.
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 **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** twice.

Pell POP Report

New for 2004-2005! The Pell POP report generated by COD lists the total number of students in a POP situation at your school within a reporting period and a total number of students who are no longer in a POP situation but were previously reported. The message class is PGPR05OP.

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

Importing and Printing the Pell POP Report

To import the Pell 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 **Pell 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 **OK**. The file name appears in the text 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.

Important Note

- Importing the Pell POP report does not make updates to your EDExpress database.

Pell Verification Status Report

The Pell Verification Status report generated by COD lists those students who have an actual disbursement on COD, students that were selected for verification by CPS, and for whom the school has not reported a verification status of **V** or **S**. The Verification Status report is pushed monthly to schools through their SAIG mailbox as a preformatted text file. The report is also available on the COD Web site, and QA schools are excluded from receiving this report. The message class is PGVR05OP.

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

Importing and Printing the Pell Verification Status Report

To import the Pell 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 **Pell 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 **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** twice.

Important Note

- Importing the Pell Verification Status report does not update your EDExpress database.

Other Pell Reports Available from COD

The following COD reports can be imported and printed by EDExpress to assist you in managing your Pell awards and payments.

- **Pending Disbursement Report**. Generated weekly; reports pending disbursements in the COD system.
- **Funded Disbursement Report**. Generated daily when there is activity; reports funded disbursements on the COD system.
- **SSN/Name/Date of Birth Change Report**. Generated daily when a change is initiated; reports student SSN, name, or date of birth changes initiated by any school.

These reports are pre-formatted by COD. EDExpress 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 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 (PGPD04OP)**, **Funded Disbursement Report (PGFD04OP),** or **SSN/Name/DOB Change Report (PGSN05OP)**.

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 an 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.

Direct Loan Origination and Disbursement Records

Creating Direct Loan Origination Records

Loan Origination (Anticipated Disbursements)

EDExpress processes three types of Direct Loan origination records:

- Direct Subsidized loans
- Direct Unsubsidized loans
- Direct PLUS

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

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

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

New for 2004-2005! In EDExpress, Pell and Direct Loan data is combined under one Origination tab. Select the **Origination** tab, then choose **Pell Grant** or **Direct Loan**.

Creating a Loan Origination Record Manually

New for 2004-2005! Promissory note information and loan 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, and the Change History 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 does exist for the student, select **File, Open** from the menu bar. Enter the student's Social Security Number in either the Original SSN or Current SSN field and click **OK**. Or, click the **ellipsis (...)** button next to either field, locate the student's Social Security Number in the grid, and click **OK**.

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, and Date of Birth 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 must be included in order to save a Direct Loan origination record.

   New for 2004-2005! A Country Code field has been added to the Demo tab. If you select **FC** (foreign country) as the student's Permanent State, enter the appropriate country code in the Country Code field. The field is unavailable if **FC** is not selected as the student's Permanent State.

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 **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, or **P** for 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. Click the **ellipsis (...)** button in the Disbursement Profile Code field and select one of the disbursement profiles you established in setup.
11. Click **OK**.
12. Complete the loan record including the fields on the Loan Info tab and, for PLUS loans, the PLUS Info tab.
13. 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.
14. Click **Save**.
15. Click **Process**, **Originate** from the menu bar or the **$** button on the toolbar. You have now created and originated a loan record.

Important Notes

- You can enter the original or current SSN to open a student's EDExpress record.
- 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 (CRAA05IN) export.

Import Data from Another Module Within EDExpress

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

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 the following options:

   - **Prompt for Duplicates?** Select this option if you want to be prompted each time EDExpress encounters a loan record during the import process that is identical to a loan record that already exists in the database. If you do not select the **Prompt for Duplicates?** checkbox, EDExpress skips duplicate loan records without alerting you.

   - **DL Code.** Enter the DL Code that applies to the loans you are creating.

   - **Loan type to create.** Select a loan type: **S** = Subsidized, **U** = Unsubsidized, **P** = PLUS.

   - **Disbursement profile code.** Enter the disbursement profile code you want to use to identify the disbursement attributes, including loan period and academic year start and end dates.

   New for 2004-2005! The disbursement profile code has replaced the loan period code and can now contain up to four-characters.

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

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 records imported.

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

Important Notes

- The ISIR import into the Direct Loan module updates the Default/Overpayment field on the loan record based on the NSLDS match flag.

- For Import Packaging, if you leave the Loan Type field blank, all loan types packaged for each student are imported, and loan records are created and originated (except for PLUS loans).

- If all fields required for origination are present in the import and are valid, the loan record is created and originated.

Import Data from an External System

New for 2004-2005! When importing a Loan Amount Approved = $0, the Import Edit report displays the message "Loan Amount must be >$0 in order for the loan to be originated."

To create 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. (optional) Select the **Prompt for Duplicates?** checkbox to be prompted if EDExpress encounters loan records in your external file that are identical to loan records already in the EDExpress database.

5. Click **OK**. A progress bar appears within an In Progress dialog box. When the import is complete, the In Progress dialog box displays the import status, the import file name, the number of records accepted, the number of records in error, and the total number of records.

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

Important Note

- Refer to the *2004-2005 Common Origination and Disbursement (COD) Technical Reference* for the appropriate record layouts. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Printing Disclosure Statements

EDExpress prints Disclosure Statements for subsidized, unsubsidized, and PLUS loans. When printing a Disclosure Statement using EDExpress, you must use the pre-printed forms without labels provided by the U.S. Department of Education. This form provides the official header for the Disclosure Statement.

To order a supply of pre-printed Disclosure Statements without labels, call COD School Relations. Sample Disclosure Statements are available at **www.ed.gov/DirectLoan/brr.html**.

Further information regarding the printing of Disclosure Statements is available in the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume II, Section 1. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **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** or **Disclosure Statement – 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 online 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.
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 number of Disclosure Statements printed.
10. 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 – Sub/Unsub** or **Disclosure Statement – PLUS** as the Report type.
7. (Sub/Unsub Disclosure Statements only) Select **Permanent** or **Local** in the Address field.
8. Click **OK**.

Important Notes

- 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.

- Disclosure Statements can be generated for all loan types (subsidized, unsubsidized, and PLUS loans). Remember that the credit decision status must be **A** (Credit approved), **C** (Credit overridden; new credit information provided), or **E** (Credit overridden; endorser OK) to print a PLUS 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.

Printing MPNs

EDExpress prints MPNs for subsidized, unsubsidized, and PLUS loans. When printing an MPN using EDExpress, you must use the pre-printed forms without labels provided by the U.S. Department of Education. This form provides the official header for the MPN.

To order a supply of pre-printed MPNs without labels, contact COD School Relations by telephone at 800/848-0978 or 800/474-7268; or by e-mail at **CODSupport@acs-inc.com**.

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

Sample MPNs for all three loan types are available at **www.ed.gov/DirectLoan/brr.html**.

New for 2004-2005! The Do You Use Multi-year MPNs at Your School? checkbox appears on the Print dialog box and can be selected or cleared on a case-by-case basis when you print MPNs. You can set a default value for the checkbox by selecting **Tools**, **Setup**, **COD**, **School**, and selecting the **Direct Loan** tab.

To print the paper MPNs:

1. Select **File**, **Print** from the menu bar, then choose **Direct Loan**.
2. Select **Promissory Note – Sub/Unsub** or **Promissory Note – PLUS** from the Report list.
3. Select **Single** or **Multiple**, depending on whether you want to print a 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. 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 online 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.
   - **Promissory Note Print Options**. Select printing MPNs with **Field Labels and Data** or printing MPNs with **Field Labels Only**.
   - **Promissory Note Printer Template**. If you set up a promissory note template under PNote 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.

9. Click **OK**. The Print dialog box shows the number of MPNs printed.

10. Click **OK**.

Important Notes

- 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 have an **R** (Ready to Print) status, one MPN containing the information for both loans is printed.
- Only loans with an MPN status of **S** (Signed & Returned) print on the paper MPN manifest.
- If you are a multi-year school, make sure that EDExpress 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.
- **New for 2004-2005!** If you know that a student/parent already have a PLUS MPN on file at COD, you can select **T** (School assumes MPN Exists) and skip printing a new PLUS MPN. You can update the MPN status manually on the loan record or by using Multiple Entry to update the status on multiple records.
- Further information regarding printing MPNs is available in the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume II, Section 1 and Volume V, Section 1. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Printing MPN Manifests

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

To print the paper MPN manifest:

1. Select **File, Print** from the menu bar, then choose **Direct Loan**.
2. Select **Manifest – Sub/Unsub** or **Manifest – PLUS** from the Report list.
3. Select **Printer** to regenerate 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 EDExpress, nor does it allow you to print a paper manifest, so it is not recommended.
4. Select the **Last Name**, **SSN**, or **MPN ID** sort option.
5. Click **OK** twice.
6. Send the paper (shipping) MPN manifest and MPNs to:

   Common Origination Ancillary Services
   P.O. Box 5692
   Montgomery, AL 36103-5692

   Telephone: 800/848-0978
   Fax: 800/557-7396

   or overnight to:

   Common Origination Ancillary Services
   474 South Court St. Suite 400
   Montgomery, AL 36104-4102

Important Notes

- You must use the Print function to create the paper MPN manifest.
- When you print a paper MPN manifest, EDExpress 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.
- COD sends you Promissory Note Responses (CRPN05OP) containing acceptance or pending codes for each MPN. Rejected MPNs are returned to you by COD.
- If a student completes an E-note, you do not have to send a paper (shipping) MPN manifest for that student. COD sends a COD Common Record response to you for students who complete an E-note.

Regenerating an MPN Manifest

You can regenerate an MPN manifest (document type MF) that has not yet been received by COD 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.

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

To regenerate a Sub/Unsub or 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 regenerate 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 EDExpress, 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.

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 dates and amounts
- Import external disbursement data

A Direct Loan origination record must be originated before the corresponding Direct Loan Disburse tab is activated.

New for 2004-2005! The Disburse (Direct Loan) tab has a single Disbursement grid. The Disbursement Release Indicator (DRI) distinguishes between an anticipated disbursement and an actual disbursement.

You can create as many as 20 individual Direct Loan anticipated disbursements with up to 65 adjustments allowed for each.

- A Disbursement sequence number is automatically reported to COD 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 values are 01–65 for school submissions. Sequence numbers 66–90 are used for Web-generated responses from COD.
- For more information and instructions, see the online Help topic in EDExpress, Disbursement Sequence Number.
- To save an actual disbursement, the MPN Status must be **S** (Signed & Returned), **M** (Manifested), **T** (School assumes MPN Exists), or **A** (MPN Accepted), and for PLUS loans the Credit Decision Status must be **A** (Credit approved), **C** (Credit overridden; new credit information provided), or **E** (Credit overridden; endorser OK).

Creating a Disbursement Record Manually

To create a disbursement record manually:

1. Select **File, Open** from the menu bar. Enter the student's original or current SSN and click **OK**. Or, click the **ellipsis (…)** button next to either option, select the student's SSN from the list that opens, and click **OK**.

2. Click the **Disburse** tab. The Disbursements grid displays the anticipated disbursements that were calculated during the origination process, based on the disbursement profile code assigned to the loan.

3. To indicate an actual disbursement that is eligible for funding, select (set to True) the **Rel. Ind.** checkbox, which is the Disbursement Release Indicator (DRI). See "Updating the Disbursement Release Indicator (DRI)" in this desk reference for more information.

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

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

Using Multiple Entry to Create a Direct Loan Disbursement

New for 2004-2005! The disbursement type U – Update DRI to True has been replaced with a new Disbursement Release Indicator (DRI) field in Direct Loan Multiple Entry. The DRI field indicates whether the disbursement being added is an anticipated disbursement (DRI checkbox is clear) or an actual disbursement (DRI checkbox is selected).

To create a disbursement record using Direct Loan Multiple Entry:

1. Select **Process**, **Multiple Entry**, **Direct Loan** from the menu bar.

2. Select and update the following fields, if appropriate: Disbursement Number, DRI, Disbursement Type, Disbursement Amount, and Disbursement Date.

   Note: At this stage, you can select the DRI to indicate an actual disbursement that is eligible for funding. See "Setting the Disbursement Release Indicator (DRI)" in this desk reference for more information.

3. Enter the default values to use for each record in the fields. Or, select the field you want to update without entering a default value. If you choose this option, enter a value for each student selected on the Direct Loan Multiple Entry selection grid.

4. (optional) Click the **SSN File** button if you have a text file of SSNs. Or, click the **ellipsis (...)** button in the SSN File field to enter SSNs.

5. (optional) Click the **Selection Criteria** button, then the **Select Records** button, to select specific records, or use a query to limit or narrow the group of records you are creating.

6. Select **Printer**, **File**, or **Screen** as the output destination for the Multiple Entry Edit Report. 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.

7. (optional) Click the **down** arrow next to the Sort By field if you want to sort by the Last Name or Loan ID.

8. Click **Save**.

9. Click **Yes** twice. Disbursement records are automatically set to **R** (Ready to send) status when the Multiple Entry process is finished.

Important Notes

- 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 COD, and why it may reject.

- When the grid displays the records and their default values, you can modify these values before you save.

- 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. Also, see the online Help in EDExpress for additional information on creating SSN files.

Using Multiple Entry to Update or Modify a Direct Loan Disbursement

You can use Multiple Entry to update the Disbursement Release Indicator (DRI) for disbursement records as well as to modify disbursement amounts and/or disbursement dates.

Using Multiple Entry, you can modify the amount and/or dates for anticipated disbursements (DRI clear, or set to False), update anticipated disbursements to actual disbursements (DRI selected, or set to True), change the actual disbursement amount using disbursement type **A** or **N**, or change the actual disbursement date using disbursement type **Q**.

To modify the date and/or gross amount of multiple anticipated disbursement records:

1. Select **Process**, **Multiple Entry**, **Direct Loan** from the menu bar.
2. Select the **Disbursement Number** checkbox. This automatically selects **Disbursement Type**, **Disbursement Amount**, and **Disbursement Date**.
3. Click in the **Value** field for Disbursement Number and click the **down** arrow to select the disbursement number for which you want to modify the date or amount.
4. Select the **Disbursement Release Indicator (DRI)** checkbox.

   Note: When you are changing anticipated dates or amounts, you must select the checkbox in the Select column but leave the Value checkbox clear, which tells EDExpress to leave the DRI clear (set to False).
5. Click in the **Value** field for Disbursement Date and/or Disbursement Amount and enter the value that you are changing it to. Enter the date in MMDDCCYY format.
6. If you want to update all of the records in your database with the new amounts and/or dates, click **OK**. (If you only want to update selected records, skip to step 7.) A Direct Loan Multiple Entry dialog box appears, listing all the loans in your database. Click **Save** to update all of the anticipated disbursement dates and/or amounts in your database.
7. 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 Select Records list of all of your loan records. From this list you can select only the loan records that you want to update. Or, you can click on the **ellipsis (…)** button following Query Title in the Selection Criteria dialog box to attach a query to filter for only the records you want to update.
8. When the Direct Loan Multiple Entry dialog box appears, verify that the records showing are the loan records that you want to update and that the values in blue are the ones you want to change.
9. Click **Save**.
10. Click **Yes** twice.

To update anticipated disbursements to actual disbursements for multiple records:

1. Select **Process**, **Multiple Entry**, **Direct Loan** from the menu bar.
2. Select the **Disbursement Number** checkbox. This automatically selects **Disbursement Type**, **Disbursement Amount**, and **Disbursement Date**.
3. Click in the **Value** field for Disbursement Number and click the **down** arrow to select the Disbursement Number for which you want to modify the date or amount.
4. Select the Disbursement Release Indicator (DRI) **Select** and **Value** checkboxes to change the DRI to True. The **Disbursement Type** checkbox automatically clears.
5. Click in the **Value** field for Disbursement Amount and enter the gross amount of the actual disbursement.
6. Click in the **Value** field for Disbursement Date and enter the date of the disbursement. Enter the date in MMDDCCYY format.
7. If you want to update all of the records in your database to the same amount and date values, click **OK**. (If you only want to update selected records, skip ahead to step 8.) A Direct Loan Multiple Entry dialog box appears listing all the loans in your database. Click **Save** to update all of the anticipated disbursements in your database.
8. If you want to update selected loan records, click the **Selection Criteria** button. On the Selection Criteria dialog box, click the **Select Records** button to show a Select Records list of all of your loan records. From this list you can select only the loan records that you want to update. Or, click the **ellipsis (…)** button following Query Title on the Selection Criteria dialog box to attach a query to filter for only the records you want to update. Click **OK**.
9. When the Direct Loan Multiple Entry dialog box appears, verify that the records showing are the loan records that you want to update and that the values in blue are the correct.
10. Click **Save**.
11. Click **Yes** twice.

To change the actual disbursement amount using disbursement type A or N, or change the actual disbursement date using disbursement type Q:

1. Select **Process**, **Multiple Entry**, **Direct Loan** from the menu bar.

2. Select the **Disbursement Number** checkbox. This automatically selects **Disbursement Type**, **Disbursement Amount**, and **Disbursement Date**.

3. Click in the **Value** field for Disbursement Number and click the **down** arrow to select the disbursement number for which you want to modify the date or amount.

4. Leave the Disbursement Release Indicator (DRI) **Select** and **Value** checkboxes clear. When you change 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 EDExpress to leave the DRI as it is.)

5. Select the **Disbursement Type** checkbox and click in the **Value** field to select the disbursement type (**A** to change the gross or net amount of the actual disbursement; **N** to enter the net amount of the adjustment; or **Q** to change the actual disbursement date). **Note**: When you select disbursement type **A** or **N**, the Disbursement Date field automatically clears. Conversely, when you select disbursement type **Q**, the Disbursement Amount field automatically clears. This is because you cannot change an actual disbursement date and amount in the same transaction.

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. When selecting disbursement type **A**, enter the amount as gross or net based on your Actual Disbursement Type default in COD School setup. If you are changing the actual disbursement date, enter the new date in the Value field in MMDDCCYY format.

7. If you want to update all of the records in your database to the same amount and date values, click **OK**. (If you only want to update selected records, skip ahead to step 8.) A Direct Loan Multiple Entry dialog box appears, listing all loans in your database. Click **Save** to update all of the actual disbursements in your database.

8. If you want to update selected loan records, click the **Selection Criteria** button. On the Selection Criteria dialog box, click the **Select Records** button to show a Select Records list of all of your loan records. From this dialog box you can select only the loan records that you want to update. Or, click on the **ellipsis (…)** button following Query Title on the Selection Criteria dialog box to attach a query to filter for only the records you want to update. Click **OK**.

9. When the Direct Loan Multiple Entry dialog box appears, verify that the records showing are the loan records that you want to update and that the values in blue are correct.

10. Click **Save**.

11. Click **Yes** twice.

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 an In Progress dialog box. When the import is complete, the In Progress dialog box displays the import status, the import file name, the number of records accepted, the number of records in error, and the total number of records in the batch.
6. Click **OK** to close the In Progress dialog box.

Important Note

- See the *2004-2005 Common Origination and Disbursement (COD) Technical Reference* for record layouts. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Updating the Disbursement Release Indicator (DRI) for Direct Loan

The Disbursement Release Indicator (DRI) indicates to COD 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.

New for 2004-2005! The Disburse (Direct Loan) tab has a single disbursement grid. The Disbursement Release Indicator (DRI) distinguishes between an anticipated disbursement and an actual disbursement.

New for 2004-2005! The DRI is disabled for adjusted disbursement amount (transaction type A) or adjusted date (transaction type Q).

The DRI can be selected (set to True) only if the disbursement date is within 7/0 days of your school's funding method as 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

If the disbursement date is *not* within 7/0 days of your school's funding method as defined in your Direct Loan School setup, the DRI cannot be saved as True.

Important Notes

- Disbursement records with the DRI set to False (the checkbox is cleared) are exported with origination data and accepted by COD 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 COD when the DRI is changed from False to True (the checkbox is selected).

- After COD has accepted an actual disbursement, you cannot change the DRI from True to False.

Exporting Direct Loan Data

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

Note: A disbursement record sent to COD before its corresponding origination record is rejected by COD.

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

1. Select **File**, **Export** from the menu bar, then choose **Direct Loan**.
2. Select **COD Common Record (CRAA05IN)** in the Export Type field.
3. Make sure the **Combine DL and Pell?** checkbox is cleared.
4. Click **OK**.
5. Transmit the CRAA05IN file to COD using EDconnect or other transmission software.

Important Notes

- You can use Selection Criteria to limit the records you export in the document. The DL Originations button enables you to choose which originations you want to send, and the DL Disbursements button allows you to choose which disbursements 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 DL Originations button *and* the DL Disbursements button. If you select the students by clicking only the DL Originations button, for example, *all* your disbursement records will export in the document.

- 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 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.

  Remember, if you want to include only a select group of records in the exported document, you must use the same selection criteria for both originations and disbursements.

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

  New for 2004-2005! 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. The **Combine DL and Pell?** option is not available if your Direct Loan and Pell Source Entity IDs are different.

- If you are exporting a Common Record from the Direct Loan Export dialog box, EDExpress displays the Pell Selection Criteria buttons below the Direct Loan Selection Criteria buttons after you select the **Combine DL and Pell?** checkbox. Similarly, if you are exporting a Common Record from the Pell Export dialog box and select the **Combine DL and Pell?** checkbox, the Direct Loan Selection Criteria buttons appear below the Pell Selection Criteria buttons.

  Note: Changes to a previously exported loan origination record are always included in the exported document as selection criteria do not apply to changes.

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 COD 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 (CRAA05IN)**.
3. Click the **ellipsis (…)** button and select the document ID, then click **OK**.
4. Click **OK**. A progress bar appears within an 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.

Importing COD Receipts, Responses, and System-Generated Responses

New for 2004-2005! XML output files sent from COD to EDExpress use new award year specific message classes different from the 2003-2004 message classes.

New for 2004-2005! 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 COD 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 CRAA05IN document sent to COD was received by COD. Information about the document is added to the Document Activity database, such as the Import File Name, Receipt Import Date, and Process Date.

  For 2004-2005, the Receipt message class is CRRC05OP.

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

  For 2004-2005, the Response message class is CRAA05OP.

- **Web-Generated Responses**. A Web-generated response is created by COD when 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 2004-2005, the Web-Generated Response message class is CRWB05OP.

- **DL System-Generated Responses**. COD generates four Direct Loan system-generated responses:

  - **DL Promissory Note Response (System Generated by COD)**. A promissory note response is created by COD upon processing a paper or electronic MPN.

    For 2004-2005, the Promissory Note Response message class is CRPN05OP.

- **DL Credit Decision Override Response (System Generated by COD)**. A credit decision override response is generated by COD when a PLUS credit decision is overridden through the appeal process, is updated from a pending status, or is received from an endorser.

  For 2004-2005, the Credit Decision Override Response message class is CRCO05OP.

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

  For 2004-2005, the Booking Notification message class is CRBN05OP.

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

  For 2004-2005, the Payment to Servicing message class is CRPS05OP.

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

To import COD Common Record receipts, 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**.

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

- To maintain document integrity, you cannot import response documents for Direct Loan records that did not originate in the EDExpress database. The document ID and student records must exist in the database in order for EDExpress to update records. If you lose your EDExpress database, you can rebuild it by requesting a rebuild file and importing the file using the DL Tools software. DL Tools is available at the U.S. Department of Education’s Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

- Web-generated responses for Direct Loan disbursements are returned by COD with disbursement sequence numbers of 01 or in the range of 66-90. When you import Web-generated responses, EDExpress displays the accepted disbursement amounts with the 01 or 66-90 disbursement sequence number.
- See the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume II, Section 4 for complete information about COD edit codes. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Making Changes to Direct Loan Records

You can make changes to a Direct Loan origination and anticipated disbursement record, as well as changes to the student's demographic record, after it has been processed by COD. Changes can be made manually on the student's Demo tab, Direct Loan Origination tab, or Disburse tab, using Multiple Entry, or using an external change import for specific fields.

New for 2004-2005! Each adjusted disbursement transaction contains both a disbursement date and an action date. The *action date* is the date the transaction is completed at your school. The *disbursement date* is the date of the original disbursement (disbursement sequence number 01) or the previous Q adjustment date.

Changing Records Manually

To change a Direct Loan record manually:

1. Select **File**, **Open** from the menu bar.
2. Enter the student's Social Security Number in either the Original SSN or Current SSN field, then click **OK**. Or, click the **ellipsis (...)** button next to either field, click a Social Security Number in the grid, and then click **OK**.
3. Make any changes necessary on the Demo tab, or click the **Origination** or **Disburse tab** (in the lower portion of the screen).
4. Click the **Direct Loan** tab (in the upper left portion of the screen).
5. Make changes to the record. If necessary, press **F1** for online Help.

   Note: Changes made to the dates or amounts of anticipated disbursements (Disbursement Release Indicator [DRI] clear, or set to False) are exported as changes. Adjustments made to actual disbursement dates or amounts (DRI selected, or set to True) are exported as disbursements, not changes. See "Adjusting Actual Disbursements" in this desk reference for more information on adjusting actual disbursement dates or amounts.

Important Notes

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

- You can change the values in the DL Disbursement Amount or Disbursement Date fields and send the record to COD as many times as necessary until the DRI checkbox is selected (set to True), sent to COD, and processed. After the DRI has been accepted by COD as True, adjust the Disbursement Amount or Disbursement Date fields 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.

- Any changes made to the Direct Loan origination or anticipated disbursement are highlighted in blue when you save the changes. The field will remain highlighted until the COD Response accepting your changes has been imported. Changes made to the Demo tab are not highlighted.

- Changes made to the Direct Loan origination and anticipated disbursement appear on the new 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.

- Loan origination and anticipated disbursement data can also be changed by importing an external change file (DIEC05OP). Refer to the *2004-2005 Common Origination and Disbursement (COD) Technical Reference* for the appropriate record layouts. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Changing Direct Loan Records Using Multiple Entry

To change Direct Loan records using Multiple Entry:

1. Select **Process**, **Multiple Entry**, **Direct Loan** from the menu bar.

2. Select the fields you want to change.

3. Select the checkbox to the left of each field you want to update or correct and enter a value for the field. The value will appear on each updated Direct Loan record. Or, select the field you want to update and leave the value blank. If you leave the value blank, enter a value for each field on the Direct Loan Multiple Entry borrower selection grid.

4. (optional) Click the **Selection Criteria** button to limit or narrow the group of records you want to correct.

5. Select **Printer**, **File**, or **Screen** as the output destination for the Multiple Entry Edit Report. 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.

6. (optional) Click the **down** arrow next to the Sort By field if you want to sort by the borrower's last name or by loan ID on the Direct Loan Multiple Entry grid.

7. Click **OK**. The Direct Loan Multiple Entry grid appears. You can modify the values you selected before saving the changes.

8. Click **Save**.

9. Click **Yes** twice.

Important Notes

- 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 COD, and why it may reject.

- Only two fields can be changed to blank using Multiple Entry: College Grade Level and Loan Entrance Interview Date.

Adjusting Direct Loan Actual Disbursements

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

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

To adjust actual disbursements:

1. Select **File, Open** from the menu bar.
2. Type the SSN and click **OK** or click the **ellipsis (…)** button or the **ISIR** button to display a list of records in the database and click the record to select it. Click **OK**.
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 field is disabled. Enter the new amount and click **Add**.

   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 field is disabled. Enter the new amount and click **Add**.

   To adjust the disbursement date only, select **Q**. The Amount field is disabled. Enter the new date and click **Add**.

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

Important Notes

- Sequence numbers 02-65 are assigned by EDExpress as adjustments are created. Sequence numbers 66-90 indicate responses to Web-initiated Direct Loan disbursement activity (CRWB05OP) on the COD Web site. Sequence numbers 91-99 are also assigned by COD for any Payment to Servicer disbursement (disbursement activity = P) returned in a COD system-generated Payment to Servicer response (CRPS05OP).
- 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.
- COD Web entry may be useful to users who want to make quick adjustments to records during aid counseling sessions or as part of year-end closeout activities.

  If you use EDExpress Direct Loan or Pell and choose to enter disbursement data on the COD Web site, as well as in EDExpress, you should take steps to ensure your EDExpress database remains in sync with the COD system.

  Prior to submitting disbursement data through the COD Web site, contact your school's customer service representative at COD School Relations by telephone at 800/848-0978 or by e-mail at **CODSupport@acs-inc.com**, or use the COD Web site to indicate you want to receive response files through SAIG for the Web disbursements you create or modify.
- Adjustments to actual disbursements can also be made by importing a Loan Data – External Change file (DIEC05OP). Refer to the *2004-2005 Common Origination and Disbursement (COD) Technical Reference* for the appropriate record layouts. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**
- **New for 2004-2005!** Each adjusted disbursement transaction contains both a disbursement date and an action date. The *action date* is the date the transaction is completed at your school. 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.

Managing Loan Amount Changes

Is the Student Dependent or Independent?	What is the Student's College Grade Level?	Is the Student Eligible for Add'l Unsubsidized Funds for a Dependent Student?	Is the Student Eligible for Add'l Unsubsidized Funds for Health Profession Programs?	What is the Maximum Amount this Student is Eligible for on a Subsidized/ Unsubsidized Loan during this Loan Period?
Dependent	0, 1	No	No	$2,625
Dependent	2	No	No	$3,500
Dependent	3, 4, 5	No	No	$5,500
Dependent	0, 1	Yes	No	$6,625
Dependent	2	Yes	No	$7,500
Dependent	3, 4, 5	Yes	No	$10,500
Dependent	4, 5	No	Yes	$22,167
Dependent	4, 5	Yes	Yes	$27,167
Independent	0, 1	No	No	$6,625
Independent	2	No	No	$7,500
Independent	3, 4, 5	No	No	$10, 500
Independent	6, 7	No	No	$18,500
Independent	4, 5	No	Yes	$27,167
Independent	6, 7	No	Yes	$45,167

Direct Loan Reports Available from COD and Direct Loan Servicing

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

COD Reports

The following COD reports can be imported and printed by EDExpress. You can change how often these reports are sent by contacting COD School Relations by telephone at 800/848-0978 or 800/474-7268, by e-mail at **CODSupport@acs-inc.com**, or by visiting the COD Web site at **cod.ed.gov**.

- **Pending Disbursement List (Anticipated Listing).** Generated weekly; reports pending disbursements in the COD system.
- **Funded Disbursement List (Actual Roster).** Only sent to Pushed Cash schools; generated daily when there is activity; reports funded Disbursements on the COD system.
- **SSN/Name/Date of Birth Change Report.** 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.** 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 Loan Report.** Generated monthly; reports all Direct Loans that have been adjusted to $0 by the school for the reporting period.

- **30-Day Warning Report.** 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 *2004-2005 Common Origination and Disbursement (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 Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

These reports are preformatted by COD. EDExpress 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 (DIAA)
   - Funded Disbursement List (DIAO)
   - 30-Day Warning (DIWR)
   - Inactive Loan Report (INAC)
   - Duplicate Student Borrower Report (DUPL)
   - SSN/Name/DOB Change Report (SNDC)

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 an 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.

Direct Loan Servicing Reports

The following Direct Loan Servicing Reports can be imported and printed by EDExpress. To import these reports into EDExpress, you must request the unformatted (fixed-length) report.

New for 2004-2005! The Deferment Request form is no longer a print option within EDExpress. The Deferment Request form is available on the Direct Loan Servicing Web site, located at **www.dl.ed.gov/schools**.

- **Entrance Counseling Results.** Generated monthly; reports students who have completed entrance counseling on the Direct Loan Servicing Web site. Report can be requested on the Direct Loan Servicing Web site.

- **Exit Counseling Results.** Generated monthly; reports students who have completed exit counseling on the Direct Loan Servicing Web site.

Note: The Entrance Counseling Results report updates the Loan Entrance Interview Date on the Demo tab of EDExpress. The Exit Counseling report does not update your Direct Loan database when it is 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 **Entrance Counseling Results (DECF)** or **Exit Counseling Results (DLFF)**.

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 an 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.

Bits & Bytes

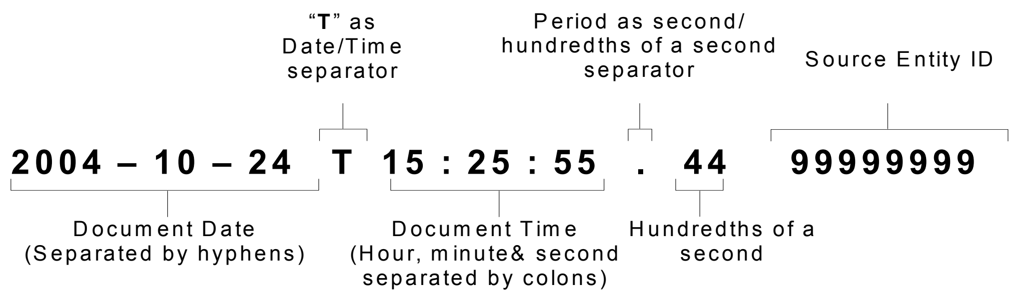
Overview

This section contains a variety of topics, including:

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

Document ID

The document ID identifies COD Common Record data exported to and imported from COD. 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 **2004-10-24T15:25:55.4499999999** belongs to a COD Common Record that was created at 3:25 p.m. on October 24, 2004 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 (CRAA05OP) to identify record statuses and reject reasons.

Document Activity Database

The Document Activity database enables you to view a list of imports and exports by document ID, date, export file name, or import file name. This enables you to track your grant and loan records' statuses to and from COD.

To browse the Document Activity database:

1. Select **Tools**, **Browse** from the menu bar, then choose **Pell** or **Direct Loan**.

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

2. Click the **Document Activity** tab.

3. Use the right, left, up, and down arrow keys or the mouse to scroll through all the status fields related to the document IDs.

Important Notes

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

- You can right-click on any of the grid column headings for a menu of sort and filter options when you browse the Document Activity database.

- If the Response Import Date is blank on a particular document, the response has not been imported into EDExpress, the response has not been sent by COD, or the document was never transmitted to COD.

  Note: Document type MF will never have Response information associated with the export, since the MPN response comes back with a different document ID.

EDExpress Reports

You can print predefined reports showing the student records in your EDExpress database. The Single option enables you to print the selected report for a single record. The Multiple option enables you to print a report containing multiple records.

You can also use Selection Criteria to specify a group of records when you are printing reports. Selection Criteria limits or narrows the number of records you want to work with when printing. This option is especially helpful with large databases, as it decreases your processing time.

When choosing to print a report using the Multiple option, you can specify which records to include when printing in the following ways:

- **SSN File**. Click the **File** button in the SSN File area and select an ASCII text file you created containing the SSNs of students whose date 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

- Predefined queries are available for origination status and disbursement status.

EDExpress Pell Reports and Lists

Pell Report Name	Pell Report Description
Pell Origination Record	This report prints any record on the EDExpress Pell student table. This report has two options: • Print Edits? • Print Disbursement Information?
Edits by Student – Origination	This report prints the edits applied to each individual processed origination record.
Edits by Student – Disbursement	This report prints the edits applied to each individual processed disbursement record.
Origination List	Multiple option only. This report prints a list of origination records according to your criteria. If you enter no criteria, all records in the EDExpress Pell student database table print.
Disbursement List	This report prints a list of actual disbursement records according to your criteria. If you enter no criteria, all records in the EDExpress Pell disbursement database table print. Dollars and cents print for disbursed information only. An option to select for verification W students is available.
List – Processed Disbursements Year-to-Date	This report lists the totals for all accepted or corrected disbursement records in the database. Dollars and cents are printed for all amounts on this report.
List – Disbursement Activity Summary **New for 2004-2005!** The List – Disbursements Pending report is now named List – Disbursement Activity Summary.	This report prints a list of students whose total actual disbursed amount is less than their origination award amount.
ESOA	The Electronic Statement of Account report prints a summary of your school's Pell Grant award year account.
List – Document Activity **New for 2004-2005!** Direct Loan-only documents are excluded when you print the report from the Pell module.	This report contains a cumulative list of all CRAA05IN files exported from the Direct Loan and Pell modules and the resulting CRAA05OP files imported into the Direct Loan and Pell modules. Manifests, COD reports, booking notifications, etc., are not included. It is printed at the document level.
SSN/Name Differences	This report lists all records that have original SSNs different from current SSNs or name codes that are different from the first two characters of the last name.

Pell Report Name	Pell Report Description
RL – External User Defined Formats	This report prints the record layouts of any Pell user-defined file formats you have created. **Note**: All other record layouts are included in the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume V, Section 3, available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.
Student Summary	This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell data. It can be printed from Global, Pell, or Direct Loan.

Note: The Disbursement Document Summary has been removed from EDExpress, as this information is available on the COD Web site at **cod.ed.gov**.

EDExpress Direct Loan Reports and Lists

Direct Loan Report Name	Direct Loan Report Description
List – Anticipated Disbursements (formerly List – Edit-Only Disbursements)	This report lists anticipated disbursements with or without corresponding actual disbursements based on your criteria.
List – Actual Disbursements	This report prints a list of actual disbursement records based on your criteria. If you enter no criteria, then all actual disbursements in the EDExpress Direct Loan disbursement database table print. An option to select booked disbursements, unbooked disbursements, or both is available.
List – Loans	This report prints a list of loan origination records based on your criteria. If you enter no criteria, then all loans in the EDExpress Direct Loan database table print.
List – Document Activity*	This report contains a cumulative list of all CRAA05IN files exported from the Direct Loan and Pell modules and the resulting CRAA05OP files imported into the Direct Loan and Pell modules. Manifests, COD reports, booking notifications, etc., are not included. It is printed at the document level.
List – Disbursement Profile Setup	This report contains all information for each Direct Loan disbursement profile in COD Disbursement setup.
List – Status **New for 2004-2005!** The sort order for this report has been changed to disbursement number, disbursement date, net disbursement amount, disbursement type, and then the internal EDExpress sequence number.	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 SAS. Only loans with at least one actual disbursement appear on the report.
List – Loan Eligibility	This report lists all data elements in the Direct Loan database that affect loan eligibility for subsidized and unsubsidized loans. It can be used to assist with determining a student's loan eligibility in conjunction with the annual and aggregate loan limits.
List – PLUS MPN*	This report lists all PLUS MPNs in the EDExpress database and indicates the MPN status, date received, and the date the MPN is printed on an MPN manifest. Sort Order, Total Only?, Print Tolerance Exceptions Only?, and Reported Period are additional options.
List – Sub/Unsub MPN*	This report lists all subsidized/unsubsidized MPNs in the EDExpress database and indicates the MPN status, ISIR MPN Flag, date received, and date MPN is printed on an MPN manifest. Sort Order, Total Only?, Print Tolerance Exceptions Only?, and Reported Period are additional options.
Origination Record	This report prints any student's loan origination in the Direct Loan database. Anticipated and actual disbursements print for each loan.

*The List – Document Activity, List – 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 EDExpress and assessing the results to implement corrective actions.

Direct Loan Report Name	Direct Loan Report Description
Record Layout – User Defined Formats – External Loan Data	This report prints the record layouts of any Direct Loan file formats you have created. **Note**: All other record layouts are included in the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume V, Section 3. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.
Student Summary	This report prints a student summary that includes demographic, ISIR, award, Direct Loan, and Pell data. It can be printed from Global, Pell, or Direct Loan.

Printing Reports

To print a report:

1. Select **File**, **Print** from the menu bar, then choose **Pell** or **Direct Loan**.
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 online 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 **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.
6. Select any other options that apply.
7. Click **OK**.

Important Notes

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

Printing Pell Records

You can print a student's Pell Grant record, including both the origination and disbursement information, from the Pell module in EDExpress.

Printing a Student's Pell Origination or Disbursement Record

To print a student's Pell origination or disbursement 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. Click **OK**. The student's record prints to your default printer.

Printing Multiple Origination or Disbursement Records

To print multiple 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 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. If the Reporting Pell ID (formerly Reporting Campus) 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 (formerly Attended Campus) 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 origination 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 online Help.

11. Click **OK**.

Important Notes

- You can print multiple origination records for one Reporting Pell ID (formerly Reporting Campus). To print a more specific group of records, use the Selection Criteria function.

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

Printing Direct Loan Records

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

Printing a Student's Direct Loan Origination and Disbursement Record

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

1. Open the student's record and click the **Origination (Direct Loan)** tab. Select the loan record you want to print, if necessary, by using the record buttons below the menu bar.
2. Select **File**, **Print** from the menu bar.
3. Select **Origination Record** as the Report Type.
4. Click **OK**.
5. Click **OK** when the Print dialog box appears. The student's record prints to your default printer.

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 multiple records.

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 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. Select the **Sort 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 Notes

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

Creating an SSN File

An SSN file is a text file containing the Social Security Numbers of the records with which you want to work. You can use this file to print certain reports that include just those records.

To create an SSN file:

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

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

Using an SSN File

After you have created an SSN file, you can use it to print certain reports that include just those records.

To use an SSN file:

1. In EDExpress, 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**.

Creating File Formats

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

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

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

The steps for creating file formats are described in the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume V, Section 1. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**. You can find additional information in the online help in EDExpress.

External Export

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

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

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

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

The steps for exporting data to an external system are described in the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume V, Section 1. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

COD Status Flags

Origination Tab (Pell and Direct Loan)

Award Status

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

Loan 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

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 = Credit approved
N = Credit denied; need endorser
C = Credit overridden; new credit information provided
E = Credit overridden; endorser OK
D = Credit denied; endorser not OK
X = Pending
F = Credit denied; credit decision received from COD Web site at **cod.ed.gov**

MPN Status

New for 2004-2005! MPN Status **T** can be used for PLUS loans, in addition to subsidized and unsubsidized loans.

A = Accepted MPN at COD
X = MPN accepted; 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

*You can update these statuses manually in EDExpress. All other statuses are generated by EDExpress.

Disburse Tab (Pell and Direct Loan)

Pell Disbursement Status

N = Not ready to send to COD
R = Ready to send to COD
B = Batched to send to COD
A = Accepted by COD
C = Corrected by COD
E = Rejected by COD
D = Duplicate record received by COD

Direct Loan Disbursement Status

N = Not ready to send to COD
R = Ready to send to COD
B = Batched to send to COD
A = Accepted by COD
E = Rejected by COD

Important Notes

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

- EDExpress automatically maintains and updates the status flags when appropriate. For example, when you import a COD Common Record response (CRAA05OP) with Pell record status updates, EDExpress automatically changes the status flags of all origination records in the Common Record from Batched to Accepted, Corrected, Rejected, or Duplicate, and all disbursement records in the Common Record from **B** (Batched) to **A** (Accepted), **C** (Corrected), **E** (Error), or **D** (Duplicate).

Message Classes

The first four characters of the message class identify the type of data. The numbers refer to the cycle year (for example, “05” is used for 2004-2005 data).

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

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

For 2004-2005, EDExpress uses award-year-specific message classes for sending and receiving Common Records for Pell and Direct Loan data. The message classes are listed on the following four pages.

Note: The COD destination mailbox is TG71900.

COD Pell and Direct Loan Data Files

Message Class	Data Description	Document Type
COD Common Records (in XML format)		
CRAA05IN	Common Record Document exported from EDExpress for transmission to COD	Not applicable
CRAA05OP	Response sent from COD for import into EDExpress	RS
CRRC05OP	Receipt sent from COD for import into EDExpress	RC
CRWB05OP	COD Web-generated Response (Generated by activity on COD Web site)	WB
CRND05OP	Pell Negative Disbursements (COD system-generated)	ND
CRBN05OP	Direct Loan Booking Notification (COD system-generated)	BN
CRCO05OP	Direct Loan Credit Decision Override Response (COD system-generated)	CO
CRPN05OP	Direct Loan Promissory Note Response (COD system-generated)	PN
CRPS05OP	Direct Loan Payment to Servicing (COD system-generated)	PS

Pell Reports

Pell Reports to COD (Flat File Format)	
PGRQ05IN	Pell Data Requests
Pell Grant Reports from COD (Flat File Format)	
PGRA05OP	Pell Data Request Acknowledgement
PGAS05OP	Pell Electronic Statement of Account (ESOA)
PGMR05OP	Pell Multiple Reporting Record (MRR)
PGRC05OP	Pell Reconciliation Report
PGYR05OP	Pell Year-to-Date Record
PGSN05OP	Pell SSN/Name/Date of Birth Change Report (Pre-formatted)
PGTX05OP	Pell Text File
PGPD05OP	Pell Pending Disbursement Report (Pre-formatted)
PGFD05OP	Pell Funded Disbursement Report (Pre-formatted)
PGVR05OP	Pell Verification Status Report (Pre-formatted)
PGPR05OP	Pell POP Report (Pre-formatted)

Pell External Add/Change

Pell Data Files from an External Source to EDExpress (Flat File Format)	
PGEO05OP	Pell External Origination Add/Change Record
PGED05OP	Pell External Disbursement Add/Change Record

Direct Loan Reports

Direct Loan Reports from COD (Flat File Format)	
CODRBFOP	Direct Loan Rebuild File* **Note**: Direct Loan Rebuild files must be imported into the DL Tools software
DSDF05OP	Statement of Account (SAS) (Disbursement Detail) (Fixed-length) **Note**: SAS files must be imported into the DL Tools software
DSLF05OP	Statement of Account (SAS) (Loan Detail – Loan Level) (Fixed-length) **Note**: SAS files must be imported into the DL Tools software
DIWR05OP	30 Day Warning Report (Pre-formatted)
DIAA05OP	Pending Disbursement List (Pre-formatted)
DIAO05OP	Funded Disbursement List (Pre-formatted)
DUPLPFOP	Duplicate Student Borrower Report
SNDCPFOP	SSN/Name/Date of Birth Change Report
INACPFOP	Inactive Loan Report

Direct Loan Reports from Servicing (Flat File Format)	
DECF05OP	Entrance Counseling Results from Servicing Web site*
DLFF05OP	Exit Counseling Results from Servicing Web site

*These reports update the EDExpress database.

- A **pre-formatted** file consists of data that is arranged in a way that does not require any translation or modification by EDExpress 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 EDExpress (in flat file format)	
DIEA05OP	External Loan Origination Add File (from external source into EDExpress)
DIEC05OP	External Change File (from external source into EDExpress)
Direct Loan Data Files from EDExpress to an External Source (in flat file format)	
DEER05IN	External Loan Data (from EDExpress into an external source)

Edits

New for 2004-2005! The following valid date ranges for Pell and Direct Loan processing have been updated for the 2004-2005 processing cycle. These date ranges affect the COD Full Participant edits and the EDExpress end-of-entry edits.

Pell	DL	Data Element	Date Range
X	X	Date of Birth	01/01/1905 to 12/31/1996
X		Pell Enrollment Date	01/01/2004 to 06/30/2005
X		Pell Payment Period Start Date	01/01/2004 to 06/30/2005
X		Pell Disbursement Date	06/21/2003 to 09/30/2009
	X	DL Award Begin Date	07/02/2003 to 06/30/2005
	X	DL Award End Date	07/01/2004 to 06/29/2006
	X	DL Academic Year Start Date	07/02/2003 to 06/30/2005
	X	DL Academic Year End Date	07/01/2004 to 06/29/2006
	X	DL Disbursement Date	06/22/2003 to 10/27/2006

COD Full Participant Edits – Pell and Direct Loan

For a complete list of COD Full Participant Edit Codes, see the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume II, Section 4. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

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

For a complete list of EDExpress Pell and Direct Loan Edit Codes, see the *2004-2005 Common Origination and Disbursement (COD) Technical Reference*, Volume V, Section 4. The technical reference is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.

Query

Rules for Queries

A query is a set of criteria that describes a particular student population. Queries are used in functions like Print and Export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

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 online 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.

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 keyboard character except the pipe symbol (|) and apostrophe (‘).
5. Select a field from the Field list. You can type the first 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. Note that 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 5-9 until you have added all statements for the query, then continue with step 11.
11. Click **Save** to save the query. Click **OK**.
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.

Creating a Query from a Predefined Query

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

Wherever the Selection Criteria option is available in EDExpress, these queries can be used to identify groups of records. See "Using a Query" in this desk reference for more information.

Predefined queries can also be used as templates to create individual queries.

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. Click **OK**.

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. Click **OK**.

7. Click **OK** to close the Query dialog box.

Important Note

- Predefined queries cannot be modified. However, once you have created a new query from a predefined query, you can then modify it. See "Creating a Query from a Predefined Query" in this desk reference for step-by-step instructions.

Using Query for the First Time

When you open Query for the first time, you will see that the predefined queries are stored as the first set of records in the Query database.

A query is predefined if you see "PREDEFINED QUERY" in the upper right corner of the Query box.

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.

Important Note

- Use the Query function to create queries that are most useful to your school and the way you process data.

Using a Query

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

To use a query:

1. Click the **Selection Criteria** button.

2. Click the **ellipsis (…)** button next to the Query Title field to display a list of queries. The Query Grid box appears.

3. Click the query you want to use to select it.

   - If the Parameter Query column is not selected, click **OK**. EDExpress returns you to the Selection Criteria box and enters the title of the query in the Query Title field. Skip to step 8.

   - If the Parameter Query column is selected, click **OK**. EDExpress returns you to the Selection Criteria box and enters the title of the query in the Query Title field. Click **OK** again and the Parameter Query Entry box appears.

4. Click in the **Field Value** column next to each Field Name and type a valid value. Click the **Value Help** button to see a list of valid values.

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

5. Click the **View Query** button to see the completed query. Review the query carefully to be sure you have entered the correct values for each field.

6. Click **Close** to return to the Parameter Query Entry dialog box.

7. Click **OK** to save your entries.

8. Click **OK** to run the query. Depending on the activity, an In Progress dialog box may display the progress of the query process.

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

Sample Queries

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

Sample 1

Dependent students from New Mexico whose parents’ number in college is greater than 1 or whose adjusted gross income is less than $25,000.

((DEPENDENCY STATUS = “D”) AND
(STATE OF LEGAL RESIDENCE = “NM”)) AND
((PARENTS’ # IN COLLEGE > “1”) OR
(PARENTS’ ADJUSTED GROSS INCOME < “25000”))

Sample 2

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

(EFC < 2000) AND
(COLLEGE GRADE LEVEL > = “6”) AND
((VERIFICATION STATUS = “W”) OR
(VERIFICATION STATUS = “V”))

Sample 3

Independent students who are enrolled at least half time.

(ENROLLMENT STATUS = “1”) OR
(ENROLLMENT STATUS = “2”) OR
(ENROLLMENT STATUS = “3”)) AND
(DEPENDENCY STATUS = “I”)

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 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 accepted Loan Status and accepted MPN Status.

((LOAN TYPE = “S”) OR (LOAN TYPE = “U”)) AND (MPN STATUS = “A”) AND (LOAN STATUS = “A”)

Sample Pell Queries

Below are three examples of Pell queries that you can use in processing your Pell payment data.

Sample 1

Origination records at a Batched status for a specific Attended campus.

(ORIGINATION STATUS = “B”) AND (ATTENDING CAMPUS = “999999”)

Sample 2

Disbursement records disbursed on a specific date that are accepted but the DRI is unchecked.

(DISBURSEMENT DATE = “[parameter]”) AND (ACTION STATUS – DISBURSEMENT = “A”) AND (DISBURSEMENT RELEASE INDICATOR = “FALSE”)

Sample 3

The Disbursement Sequence Number is 02 or 03 and the Disbursement Date is on or before December 31, 2004.

((DISBURSEMENT SEQUENCE NUMBER = “02”) OR (DISBURSMENT SEQUENCE NUMBER = “03”)) AND (DISBURSEMENT DATE < = “20041231)

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. You cannot delete predefined queries.

4. Click **Delete** in the database buttons box. EDExpress asks you to confirm that you want to delete the query.

5. Click **Yes** to delete the query.

6. Click **OK** to continue.

Getting Help

Types of Help

COD School Relations Center

For questions regarding Common Record processing, contact the COD School Relations Center at:

800/474-7268 for Pell Grant assistance

800/848-0978 for Direct Loan assistance

or e-mail the COD School Relations Center at:

CODsupport@acs-inc.com

CPS/WAN Technical Support

For questions regarding technical assistance and software functionality, contact CPS/WAN Technical Support at:

800/330-5947

TDD/TYY: 800/511-5806

or e-mail CPS/WAN Technical Support at:

cpswan@ncs.com

Direct Loan Servicing Center

For questions regarding Direct Loan servicing, contact the Direct Loan Servicing Center at:

800/877-7658

or visit their Web site at:

www.dl.ed.gov/schools

Online Help

Instead of a paper user's guide, EDExpress has online Help. General help is available from the menu bar and field help is available by pressing the F1 key. See the *Using Help* topic in the online Help for more information.

Sources of Assistance for Schools

Sources of Assistance for Schools is a document that contains helpful contact information for all Federal Student Aid programs, including frequently called help lines, e-mail addresses, phone numbers, and Web site addresses. The document is available for download from the Federal Student Aid Download (FSAdownload) Web site, located at **fsadownload.ed.gov**.