Combination System Implementation Guide

This section contains general overview information and guidance for schools and other agencies who use EDExpress in combination with third-party software or in-house systems to exchange Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.

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Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDExpress for Windows 2019-2020 (the free software package provided by the U.S. Department of Education [ED]).

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDExpress 2019-2020 in combination with your own system or vendor-provided software.

EDExpress users participate with the COD System to exchange and process Pell Grant, Direct Loan, and other data. For more information on participating with the COD System, be sure to read *Volume II* of the *2019-2020 COD Technical Reference*.

Each volume of the *2019-2020 COD Technical Reference* is available for download from the ED's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov as well as the Information for Financial Aid Professionals Web site (IFAP) located at ifap.ed.gov, as needed.

The Higher Education Reconciliation Act of 2005 (the HERA)

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students beginning on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program.

> In EDExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

TEACH Grant

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may receive up to an aggregate limit of $16,000 and graduate students may receive up to a graduate aggregate limit of $8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they do not complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grants were disbursed.

Before receiving a TEACH Grant, students must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is

awarded. The ATS explains the teaching service requirements that students must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDExpress 2019-2020 functionality related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

What it Means to be a Combination User

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

To keep your school database in synch with the COD System, we advise EDExpress users against originating Pell, TEACH Grant, or Direct Loan records online at the COD System. You should originate your records in EDExpress first, then submit the records to the COD System for processing.

Once your EDExpress origination records are accepted by the COD System, you can perform any additional online activities as needed on the COD Web site and minimize the risk of conflicting data between your system and the COD System.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDExpress to load Pell, TEACH Grant, and Direct Loan data. In turn, EDExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDExpress. You can then export the information you need to your mainframe or third-party software from EDExpress in the ASCII flat file format.

Schools planning to use EDExpress 2019-2020 to process Pell, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

You must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD Web site (cod.ed.gov).

- You only need to enroll as a participant for Pell, TEACH Grant, or Direct Loan if you were *not* enrolled in the respective program in 2018-2019.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 848-0978. You can also e-mail CODSupport@ed.gov.

Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDExpress software in combination with their mainframe system or third-party software to process Pell, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2019-2020 Award Year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes

- Section 3: Combination System Record Layouts

- Section 4: Combination System Edits

Enhancements and Changes to EDExpress for 2019-2020

The EDExpress 2019-2020 software conforms with annual changes to the COD System, as well as to the Pell, TEACH Grant, and Direct Loan programs. EDExpress provides a common setup feature for the Pell, TEACH Grant, and Direct Loan programs. Separate Pell, TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EDExpress Pell, TEACH Grant, and Direct Loan users are participants in the COD process for 2019-2020. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EDExpress in combination with another system for some or all of your Pell, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified to accommodate updates to fields and edits that are implemented within EDExpress for 2019-2020. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, TEACH Grant, and Direct Loan Combination System record layouts used by EDExpress.

The EDExpress Desktop

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

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

Startup Information Pane

The Startup Information pane of the EDExpress desktop displays informational messages regarding key EDExpress functionality, warnings about potential issues you might encounter, and alerts to errors and critical problems affecting your ability to start or use the software.

For example, EDExpress might display a message in this pane to alert you that your disk space is low or, if you are starting EDExpress for the first time after installing Release 2.0, remind you to define your Pell and Direct Loan Source Entity IDs in COD System setup.

EDExpress 2019-2020, Release 1.0, posted in September 2018, includes the Application Processing and Packaging modules, as well as Global functionality. Release 2.0, scheduled for posting in March 2019, will add the Pell, Direct Loan, and TEACH Grant modules.

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

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

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

Favorites Pane

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

To designate EDExpress reports you use frequently as "favorites," click the star icon to the right of the report type in the Print dialog box. Reports marked as favorites appear automatically in the Favorites pane of the EDExpress desktop. To remove the designation of a report as a favorite, return to the Print dialog box for the report and click the star icon again. If you want to remove all reports designated as favorites from the EDExpress desktop, go to **View**, **Desktop Settings** and click **Clear Favorites**.

Pending Imports Pane

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

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

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

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

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

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

Queries Pane

The Queries pane of the EDExpress Desktop enables you to select module-specific predefined or custom queries from Query setup, view the current number of student records in your database meeting each query's criteria, and quickly access software functions for the records where applicable, such as opening the records as a group or initiating the multiple entry or browse dialog boxes. Query results display in the pane and refresh both at regular intervals and upon each new startup of the software. As results update, you can use the incoming information to identify database records requiring further attention, and to drive your office's workflows.

> For additional guidance on adding queries to the Queries pane, see "Using the EDExpress Desktop Queries Pane" later in this section.

The queries you select for the Queries pane must already exist in Query setup (**Tools**, **Query**). To add a query to the Queries pane, click the **Settings** button in the top right corner of the pane to access the Query Settings dialog box. In the Query Settings dialog box, select the applicable module, record type, and title for the query (from Query setup), then confirm or modify the custom title for the query that will display in the Queries pane. If you select a parameter query, you must also click the Parameter button to specify the desired value range.

After adding a query to the Queries pane, the Count column displays the current number of records in your database that meet the query criteria. The record count is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**). The record count is also affected by the record type you select in Query Settings.

> If you access Multiple Entry from a query in the Queries pane, the criteria for the Multiple Entry function is limited automatically to the records meeting the query you selected in the pane. The Selection Criteria and SSN File buttons are disabled. To use different selection criteria for the Multiple Entry function, click **Cancel** on the Multiple Entry dialog box and access the Multiple Entry function from the Process menu.

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

If you want to remove a specific query from your Queries pane, locate the query in the Query settings dialog box and click the **Delete** button (this action only removes the query from the pane – the query remains available for use in selection criteria for specific EDExpress functionality). If you want to clear all queries from the Queries pane, click **Clear Queries** in desktop settings (**View**, **Desktop Settings**).

Note: The security group associated with your user ID in EDExpress Security Users setup (**Tools**, **Setup**, **Global**, **Security Users**) must have access to opening student records, using multiple entry, and browsing records for associated buttons to appear under applicable queries in the pane.

For more information on the Queries pane, see the "Using the EDExpress Desktop Queries Pane" topic in EDExpress Help.

RSS Feed Pane

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

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

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

Desktop Settings

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

EDExpress 2019-2020 Enhancements

Additional enhancements implemented in EDExpress 2019-2020 are listed below by module and software area:

Global

The following enhancement is available in EDExpress 2019-2020 Global functionality (applicable to all EDExpress modules):

> For more information regarding message classes used by the CPS in 2019-2020, see the Processing Codes section of the *2019-2020 EDE Technical Reference*. For more information regarding COD System message classes used by EDExpress in 2019-2020, see *Volume III, Section 2: Combination System Message Classes* of this technical reference.

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDExpress to reference the 2019-2020 cycle. Message classes with cycle indicators are also updated for 2019-2020 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.

- **Security Users Setup Restored to Prior Year Import** – You can now pull user IDs and passwords established in your EDExpress 2018-2019 Security Users setup forward to EDExpress 2019-2020 using prior year import (**File**, **Import**, **Global**). This functionality was removed temporarily in EDExpress 2018-2019.

- **Password Setup and Desktop Settings Added to Prior Year Import** – We updated prior year import to add Password Setup (**Tools**, **Setup**, **Global**) and Desktop Settings (**View**, **Desktop Settings**), enabling you to pull parameters established for these setup areas added in EDExpress 2018-2019 forward to your EDExpress 2019-2020 database.

Application Processing

No major changes have been made to the EDExpress 2019-2020 Application Processing module. See the *2019-2020 ISIR Guide* and the *2019-2020 Summary of Changes for the Application Processing System* guide, available on the FSAdownload Web site, for more information on the 2019-2020 ISIR and Central Processing System (CPS).

Packaging

No major changes or enhancements are planned currently for the EDExpress Packaging module for 2019-2020.

Pell Grant

The following enhancements are available in the EDExpress 2019-2020 Pell module:

Setup

- **Option to Calculate Pell Awards and Disbursements to Whole Dollar or Cents Restored to Pell School Setup –** We updated Pell School setup (**Tools**, **Setup**, **COD**, **School**) to restore the option to calculate Pell awards and disbursements to the whole dollar or to the penny. Select the "Calculate Amounts Using Pennies?" checkbox in School setup to calculate Pell awards and disbursements to the penny; to calculate to the whole dollar, leave the checkbox cleared.

Pell Import

- **Children of Fallen Heroes Indicator Added to Reconciliation, MRR, YTD Import Edit Reports –** We updated the import edit reports for Pell Reconciliation, Pell Multiple Reporting Record (MRR), and Pell Year-to-Date (YTD) files to add an indicator that the student is eligible for additional Pell Grant funds under the Children of Fallen Heroes Scholarship Act.

Direct Loan

No major changes or enhancements are planned currently for the EDExpress Direct Loan module for 2019-2020.

TEACH Grant

See the *TEACH Grant Appendix* at the end of this document for more information on the TEACH Grant module in EDExpress 2019-2020.

Business Rules

The following areas may affect your combination system:

- 2019-2020 COD Message Class Options

- 2019-2020 Updates to Valid Date Ranges

- Direct Loan Fields Required for Origination

- Direct Loan MPN and PLUS Credit Requirements Met

2019-2020 COD Message Class Options

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2019-2020 Common Record Message class options include:

- Non-program-specific and non-award year-specific (COMRECIN and COMRECOP)

- Award year-specific and non-program-specific (Option selected by EDExpress)

- Program-specific and non-award year-specific

- Award year-specific and program year-specific

> All message classes used by EDExpress 2019-2020 are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.
>
> All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

EDExpress 2019-2020 uses the award year-specific message class option for sending and receiving Common Record data for Pell, TEACH Grant, and Direct Loan. These message classes are:

2019-2020 Message Class	Data Description
CRAA20IN	COD Common Record data sent to the COD System from EDExpress
CRAA20OP	COD Response from the COD System to EDExpress

The award year-specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDExpress. EDExpress is *not* using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions, such as Pell negative disbursement and Direct Loan MPN responses, to all schools in award year-specific message classes.

2019-2020 Updates to Valid Date Ranges

Valid date ranges for Pell, TEACH Grant, and Direct Loan processing are updated for the 2019-2020 processing cycle. These updates affect EDExpress edits and valid field content. Below is the listing of updated 2019-2020 date ranges.

Pell Grant	TEACH Grant	Direct Loan	Data Element	Date Range
✓			Enrollment Date	10/01/2018 to 06/30/2020
✓			Payment Period Start Date	10/01/2018 to 06/30/2020
✓			Disbursement Date	10/01/2018 to 09/30/2025 **Note: Although EDExpress accepts any date on or after 10/01/2018, the valid 2019-2020 date range for Pell Grant disbursement records is from the date the 2019-2020 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2025.**
		✓	Award Begin Date	06/30/2020 or earlier*
		✓	Award End Date	07/01/2019 or later*
		✓	Academic Year Start Date	06/30/2020 or earlier
		✓	Academic Year End Date	07/01/2019 or later
		✓	Disbursement Date	06/21/2016 to 12/28/2023
		✓	Date of Birth	01/01/1920 to 12/31/2011
	✓		Enrollment Date	01/01/2019 or later
	✓		Payment Period Start Date	01/01/2019 or later
	✓		Disbursement Date	01/01/2019 or later

* **Important Note**: EDExpress allows you to adjust the Loan Period Start Date or End Date associated with a loan to be after June 30, 2020 or before July 1, 2019, respectively, if the loan's Origination Status is **A** (Accepted by COD) or **B** (Batched to send to COD).

Direct Loan Fields Required for Origination

Certain data must be present on a Direct Loan record before it can be originated in EDExpress. Saving (but not originating) a loan record without all of these fields may be possible.

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Student's Last Name	✓, if borrower's First Name is blank	✓, if student's First Name is blank	✓, if student's First Name is blank
Student's First Name	✓, if borrower's Last Name is blank	✓, if student's Last Name is blank	✓, if student's Last Name is blank
Student's Permanent City		✓	✓
Student's Permanent State		✓	✓
Student's Permanent Zip Code		✓	✓
Student's Current SSN	✓	✓	✓
Original SSN	✓	✓	✓
Student's Date of Birth	✓	✓	✓
Student's Citizenship Status	✓	✓	
Dependency Status	✓	✓	✓
Student Eligibility Code	✓	✓	✓
CPS Transaction #	✓	✓	✓
School Code	✓	✓	✓
Loan Enroll OPE ID	✓	✓	✓
Loan ID	✓	✓	✓
Loan Amount Approved	✓	✓	✓
Disbursement Profile Code*	✓	✓	✓
College Grade Level	✓	✓	✓
Loan Period End Date	✓	✓	✓
Loan Period Start Date	✓	✓	✓
Academic Year End Date	✓	✓	✓
Academic Year Start Date	✓	✓	✓
Student's Loan Default/Grant Overpayment	✓		
Borrower's Loan Default/Grant Overpayment	✓	✓	✓
Borrower's Date of Birth	✓		
Borrower's Permanent State	✓		
Borrower's Current SSN	✓		
Borrower's Permanent City	✓		
Borrower's Permanent ZIP Code	✓		
Borrower's First Name	✓, if student's First Name is blank		
Borrower's Last Name	✓, if student's Last Name is blank		
Borrower's Citizenship Status	✓		

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Borrower's Citizenship Status	✓		
Program Profile Code**	✓	✓	✓
Enrollment Status	✓	✓	✓

* Note: See "Importing Disbursement Profiles into EDExpress" later in this guide for more information on how you can use disbursement profile codes to define the anticipated disbursement information required to originate loan records in EDExpress.

** Note: The Program Profile Code assigned to the loan record controls the current values reported to the COD System for the following fields: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. The Program Profile itself is an EDExpress-only field and is not reported to the COD System.

Direct Loan MPNs and PLUS Credit Requirements Met

This section describes the EDExpress processes regarding Direct Loan MPNs, as well as the use of the PLUS Credit Requirements Met field.

Direct Loan MPNs

Borrowers of Direct Subsidized, Unsubsidized, PLUS, and Grad PLUS loans can complete a paper MPN or an electronic MPN at StudentLoans.gov. If a borrower completes the electronic MPN, an MPN Response (`CRPN20OP`) is sent to the appropriate school. Borrowers can still complete a paper MPN, but you cannot print MPNs or related documents from EDExpress. Paper MPNs (like those obtained from the FSAPubs Web site) can be completed by a borrower and then mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

After an MPN is processed by the COD System, you receive an MPN Response that includes the MPN status and can be used to update EDExpress.

Determining the MPN Status for Subsidized and Unsubsidized Loans When Using the Multi-Year MPN Feature

For subsidized and unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDExpress.

First, EDExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDExpress for a student, EDExpress reviews the MPN status of the existing loan.

Reminder! You must direct your students to complete eMPNs online or print MPNs onsite using a non-EDExpress system.

More information on MPN processing can be found in *Volume II: Common Record Technical Reference*.

IF…	THEN…
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A** or **T**)	EDExpress updates the MPN status of the originating loan to **T**, assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists (**R**, **I**, **E**, or **C**)	EDExpress leaves the MPN status of the originating loan blank

EDExpress MPN Statuses: **R:** Valid MPN not on file at COD System, **P:** Pending, **A:** MPN Accepted by COD, **T:** Assumes MPN Exists, **I:** Inactive , **E:** Inactive due to the link of a PLUS Endorser, **C:** Closed, or blank

When no other loans for a student exist within EDExpress, EDExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDExpress.

IF…	THEN…
The ISIR Direct Loan MPN flag indicates an active MPN at the COD System (**A**)	EDExpress updates the MPN of the originating loan to **T**, assumes a valid MPN exists
The ISIR Direct Loan MPN flag is blank or indicates no valid MPN (**I**, **E**, **C**, or **N**)	EDExpress leaves the MPN Status of the originating loan blank

ISIR Direct Loan MPN Flag: **A**: Active, **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed, **N:** No Master Promissory Note on file

Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to **T** either manually or through multiple entry in EDExpress. The MPN status of **T** is used to indicate you assume an MPN is on file at the COD System for the borrower. Importing the COD Response for an accepted PLUS or Grad PLUS loan updates EDExpress with the MPN status on file at the COD System.

Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools *not* eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

An MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans is found on the Response. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a **Y**. Loan

records not linked to an MPN on file at the COD System have an N in the MPN link indicator field.

Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the single-year feature, EDExpress looks for other originated loans for the student with the same academic year within EDExpress to determine the MPN status.

IF...	THEN...
No other loans exist for this student within EDExpress	EDExpress leaves the MPN Status of the originating loan blank
Another loan exists and the academic year start and end dates do **not** match the loan being originated	EDExpress leaves the MPN Status of the originating loan blank
Another loan exists and the academic year start and end dates match the loan being originated, EDExpress reviews the MPN status of the existing loan:	
If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A** or **T**)	EDExpress updates the MPN status of the originating loan to **T** and assumes a valid MPN exists
If the MPN status of the existing loan indicates no valid MPN exists (**R**, **I**, **E**, or **C**)	EDExpress leaves the MPN Status of the originating loan blank

EDExpress MPN Statuses: R: Valid MPN not on file at COD System, **P:** Pending, **A:** MPN Accepted by COD, **T:** Assumes MPN Exists, **I:** Inactive , **E:** Inactive due to the link of a PLUS Endorser, **C**: Closed, or blank

Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of inactive on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

Importing the MPN Status from the COD System

Both the Common Record Response (CRAA20OP) and the MPN Response (CRPN20OP) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (`CRAA20OP`) or MPN Response (`CRPN20OP`), EDExpress updates the MPN status of a loan record to **A** (MPN Accepted), **R** (Valid MPN not on file at COD System), **P** (Pending), **I** (Inactive), **E** (Inactive due to the linking of a PLUS Endorser), or **C** (Closed).

Valid MPN

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

> If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive in the COD System.

The MPN Expiration Date is returned in the Common Record Response file (`CRAA20OP`) or the MPN Response file (`CRPN20OP`) by the COD System. When the MPN Expiration Date exists in the imported response file, EDExpress displays the date on the Direct Loan Origination tab in the MPN Information section of the Loan Info tab.

To close an MPN, a borrower must send a written request to the servicer or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of **R** (MPN not on file) is returned in the Response to the school.

PLUS Credit Requirements Met

You can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. If the borrower passes the online credit check, you can enter a Credit Requirements Met value of **True** in EDExpress on the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab. You can also record the date you performed the credit check in the Credit Decision Date field.

> The Credit Decision value is not taken into consideration by EDExpress when determining if a PLUS or Grad PLUS borrower has met all credit-related requirements to receive actual disbursements. EDExpress only checks to ensure the Credit Requirements Met value is **True**.

When importing a Common Record Response (`CRAA20OP`) for a PLUS or Grad PLUS loan, the Credit Requirements Met value for the loan is updated in EDExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has a Credit Requirements Met value of True.

When a PLUS or Grad PLUS borrower fails a credit check and appeals the results by documenting extenuating circumstances or submits an Endorser Addendum, a Credit Status Response (`CRCS20OP`) is generated by the COD System to indicate whether the borrower has met credit requirements, including the completion of PLUS counseling on the StudentLoans.gov Web site.

The Credit Requirements Met field helps you determine if a PLUS or Grad PLUS borrower has completed all necessary credit-related requirements to receive an actual disbursement; for borrowers with adverse credit check results, this includes either obtaining an approved endorser or appealing the decision successfully by documenting extenuating circumstances, as well as completing the PLUS Counseling process on StudentLoans.gov.

The Credit Requirements Met field is also provided in the Common Record Response (CRAA20OP), Web-Generated Response (CRWB20OP), and PLUS Application Acknowledgment (CRSP20OP).

Valid values for the Credit Requirements Met field are **True** or blank (False). You should monitor the Credit Requirements Met (in combination with other field values displayed on the Credit/PLUS App Info sub-tab) to determine if and when the borrower has completed all necessary steps to receive actual loan disbursements for the PLUS or Grad PLUS loan.

In EDExpress, a PLUS or Grad PLUS loan must have a Credit Requirements Met value of True to be eligible for actual disbursements.

When the COD System sets the Credit Requirements Met value to True, it attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (CRPN20OP) is generated to communicate the updated MPN status. Upon importing the MPN Response file, EDExpress updates the MPN status for the PLUS or Grad PLUS loan.

System Options

To help you decide how best to incorporate EDExpress, consider the following questions.

Grant and Loan Volume	How large is the grant and loan volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available to develop a system?
Campus Communications	Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.)

ED gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options.

EDExpress for Windows

EDExpress is a comprehensive financial aid management system provided at no cost by ED.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, TEACH Grant, and Direct Loan origination records, and manages and reports Pell, TEACH Grant, and Direct Loan disbursement data.

EDExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, as well as the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the EDExpress Help system for assistance.

The EDExpress software and its associated user documentation are available for download from fsadownload.ed.gov.

Combination EDExpress/Custom System

You can use any of the processing functions provided by EDExpress in conjunction with external systems or software from another vendor.

EDExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDExpress database.

Interface with Other Software Systems on Campus

Your other school computer systems used for registration or accounting are potential providers of data to EDExpress. EDExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDExpress can be exported for use in other on-campus systems.

Benefits to Using EDExpress

If you currently use another system for Pell, TEACH Grant, and Direct Loan processing, consider that EDExpress:

- Is fully XML-compliant, allowing you to exchange data with the COD System

- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System

- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus

- Offers a powerful, structured query language (SQL)-based query function for extracting data

- Offers a user-friendly Windows interface

- Is proven to work well in combination with mainframe systems

- Is backed by expert technical support

PC Requirements for EDExpress

For PC requirements, see the Installation Guide for EDExpress (year-specific), available on fsadownload.ed.gov, or contact CPS/SAIG Technical Support at CPSSAIG@ed.gov or

- (800) 330-5947

- (800) 511-5806 (TDD/TTY)

The Basic Process for Combination Systems

As you review your processing methods and current use of EDExpress, or if you are considering using EDExpress, ask these questions:

- What is the source of my data?

- How will I synchronize updates to the data between EDExpress and the mainframe or my other financial aid management software?

- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, TEACH Grant, and Direct Loan records with EDExpress and the COD System in a combination system environment could be similar to these:

1. In EDExpress, import an ASCII file of records from the mainframe using the Import External Add function.

2. Update records in EDExpress by importing an ASCII file from the mainframe using the Import External Change function.

3. For Direct Loan, create or verify MPNs if needed by directing students to the StudentLoans.gov Web site or printing onsite using a system external to EDExpress.

4. Export the information from EDExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).

5. Receive Common Record Responses from the COD System through the SAIG.

   For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

   The request that EDExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDExpress, the COD System returns a Full Response.

6. Import the Responses into EDExpress.

7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

The COD System sends one Response document for each Common Record document submitted.

Web-Generated Responses
All Web-generated Responses are Full Responses.

Records, Layouts, and Processes
For further information, see *Volume II: Common Record Technical Reference*.

The Pell External Import Change process and the TEACH Grant External Import Change process only require those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

8. Use the Query function in EDExpress to extract student information from the records and print the information to a file for the bursar's office.

9. Export the updated records to an ASCII file from EDExpress using the Export External function.

10. Load the file of updated records to your mainframe or third-party software.

11. Make corrections to the student records as needed.

Common Record Documents

Documents

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2019-2020 Award Year, the Common Record is submitted in one of two ways:

- Document submission

- Online submission using the COD System's Web site

EDExpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

EDExpress continues to export Pell, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

The Document Integrity Rule

EDExpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

Tracking Document IDs

Schools should track document IDs on their systems. The EDExpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only, TEACH-only, DL-only or any combination of Pell, TEACH and DL data.

All document IDs transmitted to the COD System using EDExpress have the same format. The format is `CCYY-MM-DDTHH:mm:ss.ff99999999`.

The first segment of the document ID identifies the date the document was exported from EDExpress. The date is represented in CCYY-MM-DD format.

> CC = Century
>
> YY = Year
>
> MM = Month
>
> DD = Day

Next in the document ID is a T as a date/time separator followed by the document time identifying when the document was exported from EDExpress. The time is represented in a HH:mm:ss.ff format.

> HH = Hour
>
> mm = Minutes
>
> ss = Seconds
>
> ff = Hundredths of a second

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by the COD System.

Combination System Message Classes

Volume III, Section 2: Combination System Message Classes, of this technical reference provides the 2019-2020 Pell, TEACH Grant, and Direct Loan EDExpress message classes.

Combination System Record Layouts

Interfacing your school's system with EDExpress reduces the effort of preparing data by importing student data from your existing systems into EDExpress. You can also take advantage of the built-in edits in EDExpress to ensure that your records contain valid data. After processing Pell, TEACH Grant, or Direct Loan records with EDExpress, you can create a customized export file to share the data with your school's other systems.

Volume III, Section 3: Combination System Record Layouts of this technical reference contains the record layouts that enable you to use EDExpress in combination with your school's software to process Pell Grant, TEACH Grant, and Direct Loan data.
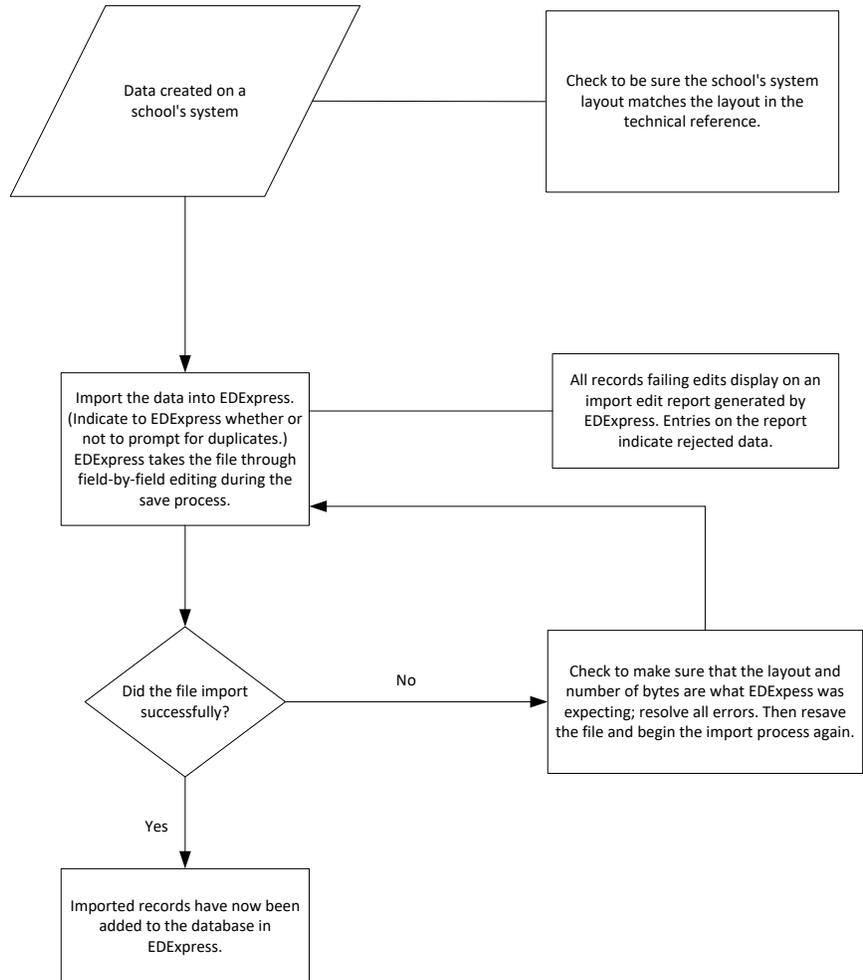
Imports

The import process enables you to quickly add and update both origination and disbursement records using a combination of EDExpress and your school's system or third-party software. Remember, to import data from another system to EDExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

EDExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

The figure on the next page shows the External Import process.

> If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.

External Import

Data created on a school's system

Check to be sure the school's system layout matches the layout in the technical reference.

Import the data into EDExpress. (Indicate to EDExpress whether or not to prompt for duplicates.) EDExpress takes the file through field-by-field editing during the save process.

All records failing edits display on an import edit report generated by EDExpress. Entries on the report indicate rejected data.

Did the file import successfully?

No

Check to make sure that the layout and number of bytes are what EDExpess was expecting; resolve all errors. Then resave the file and begin the import process again.

Yes

Imported records have now been added to the database in EDExpress.

Import External Add or External Change Records

The basic steps for importing external data into EDExpress are:

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

2. Click the tab of the module you want to use: Pell, TEACH, or Direct Loan.

3. Click the **down arrow** on the Import Type box to display a list of file types to import.

4. Select the file type.

   For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

   For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

   For TEACH Grant, choose **External TEACH Grant Data**

5. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.

6. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.

7. Click **Printer**, **File**, or **Screen** as the report output destination.

   If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the file name in the box automatically. If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in PDF format). To print a paper copy, locate the file, open it using a PDF-compatible program such as Adobe Reader, and print it.

   You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF format. To print a paper copy, repeat the print process and select Printer as your output destination.

   If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report in PDF format.

8. Select the checkbox at the Prompt for Duplicates option if you want EDExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.

> The Abbreviated Award Data – External (`PGAA20OP`) and Abbreviated Disbursement Data – External (`PGAD20OP`) import types should only be used as an alternative to the full Origination Data – External or Disbursement Data – External import types if you are a non-EDExpress user adding a limited subset of your Pell award level disbursement summary and disbursement detail data solely for comparison with imported Pell School Account Statement (SAS) data.
>
> See "Pell School Account Statement (SAS) Functionality" later in this section for more information.

9. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.

10. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.

11. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

Prompt for Duplicates

If you want to be warned when EDExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

> If you do not select the Prompt for Duplicates checkbox, EDExpress automatically skips duplicate records.

With the prompt for duplicates option selected, EDExpress prompts you for the following actions when it encounters a duplicate record:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.

- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDExpress does not prompt you when it finds duplicates during the process

- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.

- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDExpress database.

End-of-Entry Edits

During the External Import process, EDExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see "Invalid Value" errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

> The import processes for TEACH Grant external data and Pell external data only require those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout allows filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

Pell External Imports

This section contains information on processing Pell awards using EDExpress in combination with your school's system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDExpress, you can import full or abbreviated external origination or external disbursement files from another system. Records can be set to Ready to Batch when you import external origination and disbursement add/change files.

> Changes to a Pell Grant origination record use the same record layout as adding an origination record and apply to the entire award period.

External Origination Add/Change Record

The Pell Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGEO20OP message class so that it can be located more easily for import into EDExpress.

External Disbursement Add/Change Record

The Pell Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGED20OP message class so that it can be imported into EDExpress.

Abbreviated Award Data – External Record

The Pell Grant Abbreviated Award Data – External record layout designates a limited subset of Pell award level disbursement summary

data elements that are required to perform comparisons with the Pell
SAS. External automated systems can use this layout to add and change
Pell award records in your EDExpress database. These data elements are
stored in a separate database table from "full" Pell origination records
and can be viewed in the Pell Browse dialog box following import. The
detail of each record is based on a set of predefined field elements.
Create the file using the `PGAA20OP` message class so that it can be located
more easily for import into EDExpress.

Abbreviated Disbursement Data – External Record

The Pell Grant Abbreviated Disbursement Data – External record layout
designates a limited subset of Pell disbursement detail data elements that
are required to perform comparisons with the Pell SAS. External
automated systems can use this layout to add and change Pell
disbursement records in your EDExpress database. These data elements
are stored in a separate database table from "full" Pell disbursement
records and can be viewed in the Pell Browse dialog box following
import. The detail of each record is based on a set of predefined field
elements. Create the file using the `PGAD20OP` message class so that it can
be located more easily for import into EDExpress.

Include Records in Next Document Submission

If you select "Include Records in Next Document Submission?" in the
Import dialog box, EDExpress applies end-of-entry edits to the
origination records. They are reviewed for the integrity of their content
before they are saved in the Pell database. The origination status of all
records that meet the conditions of all required edits is then set to `R`
(Ready to export).

Records that contain inadequate information are rejected and the import
report displays the details of the failed edit condition. Users are not able
to set the record to an `R` status until the record is changed to conform to
edit specifications.

If you do not select Include Records in Next Document Submission?,
you must use the multiple entry feature in EDExpress or set the
origination records to `R` (Ready) one at a time. See the online Help in
EDExpress for information on multiple entry.

Disbursement records that successfully pass valid field content edits are
systematically added in the Pell database at the `R` status.

Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid
values column in the record layout and the End-of-Entry Edits table at
the end of this section.

Import Edit Report

At the completion of the import process, an Import Edit report is
generated. The Import Edit report gives record level detail as well as
summary information for the outcome of the import file. The following
statuses are printed in summary at the end of the report:

Row Heading	Description	Status
Records Added	Total of first time records added	A
Records Read	Total of all records read	N/A
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

TEACH Grant External Imports

See the *TEACH Grant Appendix* at the end of this section.

Direct Loan External Imports

This section contains information on importing and processing Direct Loans using EDExpress in combination with your school's system.

> In the COD System process, the award ID is the loan ID.

External Import Add

When importing new records into the Direct Loan database in EDExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA20OP` message class so that it can be located more easily for import into EDExpress.

> See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDExpress assigns 001 as the loan sequence number.

More about the Loan Data Add File Layout

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name, date of birth, and Student Eligibility Code. In addition, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked "Required Field to Save Record" in the External Import Loan Origination Add file (DIEA) record layout.

EDExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of **N** (Not ready to send to COD). For more information on origination record data that must be entered in EDExpress to perform the origination

process for a given loan type, see the *Direct Loan Fields Required for Origination* table earlier in this section.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

150% Direct Subsidized Loan Limit and Program-Related Data Fields

EDExpress includes multiple Direct Loan fields that address data reporting requirements for disbursements that are related to program-related data reporting requirements and the 150% Direct Subsidized loan limits. These fields include (but are not limited to) the Subsidized Usage Limit Applies, CIP Code, Payment Period Start Date, and Enrollment Status.

Values for some of these fields are added to loan records automatically by selecting a specific setup profile, such as a Disbursement Profile Code or Program Profile Code. Other values, such as the Enrollment Status or the new, optional Enrollment Status Effective Date and Program Attendance Begin Date fields, must be added or updated individually.

When building Direct Loan external add files, note the following tips to help ensure you are providing all required disbursement data elements:

- If you leave the Subsidized Usage Limit Applies value blank in your external import add file, EDExpress sets the field value on the loan record to **No** (Subsidized Usage Limit Does Not Apply) automatically.

- If you include a disbursement profile code in your external import file, EDExpress adds the payment period start date values you associated with each disbursement date in Disbursement setup on the anticipated disbursements created on the Disburse tab as a result of the import. If you do not include a disbursement profile code in an external add file, you must provide a payment period start date value for each anticipated disbursement in a subsequent update using manual entry, Direct Loan Multiple Entry, or an external change import file

- You are now required to provide a valid Program Profile Code value for each loan record you create using an external import file. EDExpress uses the Program Profile Code assigned to the loan record to update required disbursement fields using the values you defined for the fields in Program Profile setup.

> Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

- When importing external data, EDExpress uses the Enrollment Status field value in your file to update the corresponding field on the Disburse tab and each anticipated disbursement record in the Disburse tab grid.

External Import Change

This type of import enables you to submit changes from your school's systems to the EDExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Create the file using the `DIEC20OP` message class so that it can be imported into EDExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `S013` (borrower's telephone number) and `S101` (student's local address city), field `S013` should appear first in the change record, followed by field `S101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.

> To update the value for any of the following fields associated with an actual disbursement, you must modify the Program Profile Code (field change number S023) associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. These fields no longer have unique change numbers that can be used in an External Import change file.

Formatting Corrected Values

Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of "900," the correction record would display `00900` with 45 blank spaces.

Example

Two changes are submitted to a loan record whose ID is `999999999U20G99999001`:

• A change in the borrower's last name to SMITH, and

• A change in the first anticipated disbursement gross amount to $900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:
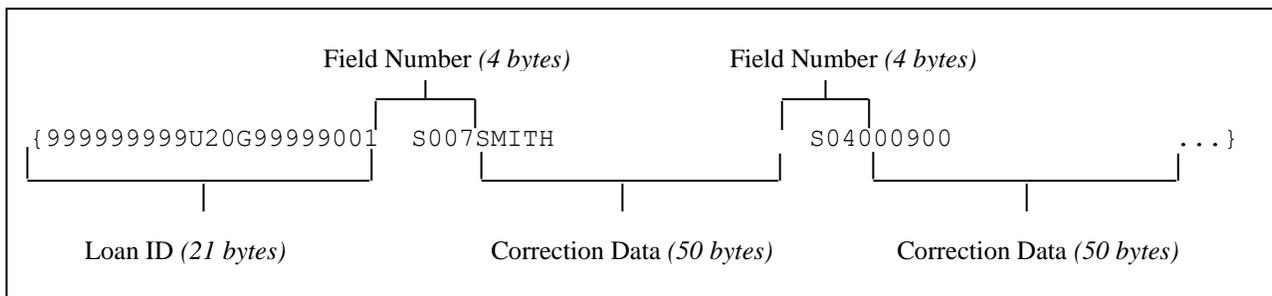
Importing Actual Disbursement Data into EDExpress

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Import Change record layout (DIEC20OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

A change record may include the following disbursement change fields:

Field	Change Field Number
Disbursement Number	D003
Disbursement Date	D004
Net Adjustment Amount?	D006
Action Date	D009
Action Amount (Actual Disbursement)	D007
Payment Period Start Date	D008
Enroll OPE ID	D010
Program Profile Code	S023
Enrollment Status	S020
Enrollment Status Effective Date	S027
Program Attendance Begin Date	S028

For the initial actual disbursement (sequence #01), you only need to provide the Disbursement Number (D003); the remaining data (with the exception of Net Adjustment Amount, which only applies to actual disbursement adjustments) is pulled from the anticipated disbursement record unless you include modified values for those fields.

The Enrollment Status Effective Date and Program Attendance Begin Date are not required by the COD System, and will be not be stored or processed at this time if sent as part of the Common Record.

The gross, fee, interest rebate, and net amounts, and Enroll OPE ID, Enrollment Status, Payment Period Start Date, Enrollment Status Effective Date, and Program Attendance Begin Date changes are sent to the COD System for all anticipated and actual disbursements. Field values associated with the Program Profile Code assigned to the loan record are also sent to the COD System.

Disbursement records can be recorded in EDExpress by entering either actual gross or net amounts. EDExpress calculates the other amounts. You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

The Action Date (change field number D009) is an optional field that can indicate the date the disbursement adjustments you are making were made at your school or another critical date you want to track internally as part of each disbursement. The Action Date value is not sent to the COD System.

EDExpress allows you to adjust any financial or non-financial data element associated with an actual disbursement in the same disbursement sequence number. When you provide an actual disbursement adjustment using an external change file, you are only required to provide the Loan ID, the new sequence number, values for the disbursement number (change field number D003) and the change field numbers and values associated with the actual disbursement data elements you are adjusting. You can also include an Action Date (change field number D009) value, although it is not required or sent to the COD System.

For example, if you are adding a new sequence number to adjust the disbursement amount and disbursement date associated with disbursement #1, you would include the following change field numbers in your external change file (after the Loan ID and new sequence number):

- D003 (Disbursement Number)

- D004 (Disbursement Date)

- D007 (Action Amount)

- (Optional) D006 (Net Adjustment Amount?)

When you add or adjust a disbursement, EDExpress pulls the latest Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Date from the Disburse tab for the new actual disbursement sequence number. If you include a new value for these fields in your external change file, EDExpress updates the values on all anticipated disbursements, as well as including the new value in the disbursement sequence number created for the actual disbursement you are adjusting.

Loan Amount Approved Adjustments and Anticipated Disbursement Recalculations Using External Change Import

If you include a positive or negative adjustment to the Loan Amount Approved (change field S029) in the same external change file as adjustments to remaining anticipated disbursement amounts for the same loan record, be aware that EDExpress automatically recalculates all remaining anticipated disbursements to be split equally into amounts that total the new Loan Amount Approved value (minus any actual disbursement amounts) you provide. This automatic recalculation of equal anticipated disbursement amounts overrides any adjustments to the disbursements you include in the external change file that specify unequal anticipated disbursement amounts.

The steps you must take to avoid this recalculation if you want to adjust remaining anticipated disbursements to unequal amounts differ slightly, depending on whether your adjustments will result in an increase or decrease of the Loan Amount Approved:

- If your anticipated disbursement amount adjustments will decrease the Loan Amount Approved, omit the Loan Amount Approved adjustment from your external change file and include only the disbursement amount change field numbers corresponding to your amount adjustments. EDExpress will then accept the unequal disbursement amounts as designated in your import file and recalculate the Loan Amount Approved automatically to match the new disbursement total.

  For example, if you have an existing loan record with a Loan Amount Approved of $2000 and two anticipated disbursements of $1000 each, and you want to adjust the two anticipated disbursements to $800 and $1100, respectively, you only need to include the change field numbers and new values for the two

> You can also adjust the Payment Period Start Date (change field number D008) or Enroll OPE ID (change field number D010) in the same sequence number as other actual disbursement data elements.

> If you set the value for the "Net Adjustment Amount?" (change field number D006) field to **Y** in your change record, EDExpress interprets the positive or negative value provided in the Action Amount field (change field number D007) as the amount of the adjustment to the net disbursement amount of the previous sequence number.

disbursement amounts. EDExpress updates the two anticipated disbursements amounts as requested and recalculates the Loan Amount Approved to $1900 automatically.

- If your anticipated disbursement amount adjustments will increase the Loan Amount Approved, you should import your Loan Amount Approved adjustment first in a separate external change file, then import the disbursement amount adjustments in a follow-up external change file. If you attempt to import just the disbursement amount adjustments without importing the Loan Amount Approved increase first, EDExpress rejects the update due to Direct Loan end-of-entry edit 3911.

  For example, if you have an existing loan record with a Loan Amount Approved of $2000 and two anticipated disbursements of $1000 each, and you want to adjust the two anticipated disbursements to $1300 and $1100, you should first import an external change file that adjusts the Loan Amount Approved to $2400. After you import the external change file with the Loan Amount Approved adjustment, create and import a second external change file with the disbursement amount field numbers and new values.

Sequence of Disbursement Records

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/13/2019	01		
First Adjusted Disbursement Amount	01	09/13/2019	66	01	09/16/2019
Second Adjusted Disbursement Date	01	09/13/2019	02	66	10/03/2019

Inactive Loan Process (Adjustments to Zero)

If the sum of actual disbursements is changed to $0, EDExpress displays a message suggesting that you may also want to change the loan amount approved to $0.

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

When you select the inactive flag in EDExpress, a dialog box appears with two options.

Option 1 Select the loan as inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted

Option 2 　　Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

The following scenarios demonstrate this process:

Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.

2. Save the record.

3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

> The save process within EDExpress automatically reduces each anticipated disbursement to $0.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.

5. EDExpress automatically recalculates the anticipated disbursements.

6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

Scenario B

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to $0 and send in a Common Record that contains the adjusted disbursement record to the COD System.

2. At the same time, reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.

3. Save the record.

4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

1. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are *not* recalculated.

2. Enter new anticipated disbursements with new disbursement numbers.

3. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

Scenario C

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to $0.

2. Adjust the Loan Amount Approved to $0 on the origination record (to allow for recalculations of the 150% Direct Subsidized loan limits).

3. Export a Common Record that contains the adjusted disbursements and Loan Amount Approved to the COD System.

4. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and dates in a disbursement adjustment transaction.

5. Export the Common Record to the COD System to report the adjusted disbursement amounts and dates.

Prompt for Duplicates

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **Create New** – EDExpress creates a new loan record and prompts you again when the next duplicate record is found. EDExpress assigns the next highest loan sequence number.

- **Create All** – EDExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDExpress assigns the next highest loan sequence number.

- **Skip** – EDExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.

- **Skip All** – EDExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

Loan Types in the Database

EDExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

Importing Disbursement Profile Codes into EDExpress

Note the following guidance regarding importing disbursement profile codes into EDExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, anticipated disbursement dates, or payment period start dates (disbursement profile code must already be defined in EDExpress setup.)

- You can include a new disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates (EDExpress adds this disbursement profile code with the dates you provided to EDExpress setup.)

- You can include loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates without a disbursement profile code. EDExpress creates a generic disbursement profile code in EDExpress setup.

External Exports (Pell, TEACH, and Direct Loan)

The Export function in EDExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario for an External Export for Direct Loan information:

The Admissions Office staff members at your school are compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDExpress. You would follow these basic steps:

1. **Identify the fields** on the loan record that collect the information needed by the Admissions Office.

The EDExpress Direct Loan module maintains an internal loan type (G) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDExpress functionality. This internal loan type is not submitted to the COD System. EDExpress uses the existing PLUS loan identifier (P) when creating the Grad PLUS loan ID.

You must provide the Payment Period Start Date associated with each anticipated disbursement date in disbursement profile codes marked for use with the Direct Loan module.

Grad PLUS fields
Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan file format you use for the export.

2. **Create a file format** that contains those fields using the File Formats tool in EDExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the Help system in EDExpress for information about creating and using file formats.)

3. **Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDExpress knows what format to use. In other words, EDExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff members told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export dialog box. The staff also requested that the exported data file be encrypted, so you enter and verify a password in the Export dialog box, then proceed with the export.

4. **Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

The key points are to give the printed file format and file password to the people receiving the data and to tell them that the file is in ASCII format.

Header and Trailer Records

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.

Also, 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). After the last record, there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select **Tools** from the EDExpress menu bar to access the File Format function.

File Formats

File Formats is a utility in EDExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in

which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of 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, the system 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. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

Create File Formats

The specific steps to create a file format in EDExpress follow.

1. Select **Tools**, **File Formats** from the menu bar.

2. Click the module for which you want to create the file format.

3. (Optional) If you have previously created file formats, click **Add**.

4. Type a two-character format code for the file you are creating. The code must be unique.

5. Type a description of the format you are creating.

6. Click the **down arrow** on the right to scroll through the list of fields.

7. (Optional) If you want to select all the fields, click **Select All**.

> You are limited to selecting 255 fields at one time in each file format.

8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.

9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.

10. Click **Save** to save the format, then click **OK** to continue.

11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.

12. Click **OK** to return to the EDExpress main window.

For more information on file formats, see the online Help in EDExpress.

Export Data to an External System

The specific steps to export data to an external system follow.

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

2. Click the tab for the module from which you are exporting data (Pell, TEACH, or Direct Loan).

> **Grad PLUS fields**
> Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type `G` (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

3. Click the **down arrow** on the Export Type box to display and select from a list of data types to export.

   For Pell, select **External Export**.

   For TEACH, select **External Export**.

   For Direct Loan, select **External Loan Data**.

4. Confirm that the default file name and data directory you established in Setup appears in the Export To box.

5. (Optional) If you want to password-protect your export file, enter the same password in the **Password** and **Verify Password** fields. The export file will be saved in encrypted ZIP format.

6. (Optional for Direct Loan) Set export status to `Y` (Yes), `N` (No), or `B` (Both). Export status refers to the export to external flag in the database. Choosing export status as `Y` in the Export dialog box exports all records with the export to external system flag set to `Y`. After the export process completes, this flag is set to `N`.

7. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See "File Formats" in this section and the Help system in EDExpress for information about creating and using file formats.)

   Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

8. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.

9. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.

10. Click **OK** to export the file. EDExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.

11. Click **OK** to close the Export Statistics dialog box.

The Query Function

EDExpress includes an SQL-based query function that offers flexibility in locating and extracting information from the records in your database for whatever purpose you may have. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the EDExpress Help system in the software.

What is a Query?

A query is a request for certain records from your EDExpress database. It describes records meeting certain criteria that you specify. 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.

Why Create a Query?

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

Simple Query Statements

A query statement has three components:

- Data field

- Operator

- Value

Query Examples

Example of a Pell Grant Query

If you want to find all students who are residents of Missouri, who are eligible to receive the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
 AND
(EFC - PELL = 0)
```

Example of a TEACH Grant Query

If you want to identify students whose TEACH Grant is not yet showing as booked in EDExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

Example of a Direct Loan Query

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE - DL = "0")
AND
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available in the Query window.

Predefined Queries

To get you started, EDExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

> See the Help system in EDExpress for a complete list of predefined queries.

Create a Query

The specific steps to create a query in EDExpress follow.

1. Select **Tools**, **Query** from the EDExpress menu bar.

2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)

3. Click the **Add** button.

4. Type a descriptive title for the query.

5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin 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.

   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.

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. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.

10. Click **Save** to save the query.

11. (Optional) If you want to test your query, click **Preview** to view all the records in your database that meet the query criteria.

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

Using the EDExpress Desktop Queries Pane

The Queries pane of the EDExpress Desktop enables you to select module-specific predefined or custom queries from Query setup, view the current number of student records in your database meeting each query's criteria, and quickly access software functions for the records

where applicable, such as opening the records as a group or initiating the multiple entry or browse dialog boxes.

Query results display in the pane and refresh both at regular intervals and upon each new startup of the software. As results update, you can use the incoming information to identify database records requiring further attention, and to drive your office's workflows.

The module-specific predefined or custom queries you select for the Queries pane must already exist in Query setup (**Tools**, **Query**). You can also select predefined queries that are available automatically in EDExpress 2019-2020.

To add a query to the Queries Pane:

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

2. Click **Add** to add a new query to the Queries pane. You can also click **Retrieve** if you want to select and modify the settings for a query you added to the pane previously.

3. Click the down arrow next to **Query System** to select the module associated with the query you want to select.

4. Click the down arrow next to **Record Type** and select a value associated with the Query System you chose in step 2. The Record Type identifies the database table within the module that should be queried against, which affects the Record Count value displayed in the Queries pane, determines the columns that are displayed if you click the **Browse** button under the query in the Queries pane, and determines the records that are opened.

   > The available Record Type values are determined by the Query System value you select.

5. Click the down arrow next to **Title** and select the query you want added to the Queries pane. The query must exist in Query setup (**Tools**, **Query**).

6. (Optional) Update the **Query Title** if you want to display a more descriptive and unique label in the Queries pane. For example, if you using the predefined College Grade Level parameter query in the Direct Loan module and you indicate you want to query for records with a value of **2** (2nd Year/sophomore), you may want to use a Query Title value of "Sophomores."

7. If you selected a parameter query in step 4, click the **Parameter…** button to enter a field value for the iteration of the query that will display in the Queries panel.

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

Additional Queries Pane Tips

Note the following additional tips and guidance regarding the Queries pane:

- You can add the same custom or predefined query to the Queries panel multiple times. For example, you may want to display Direct

Loan queries associated with different origination status values, disbursement date ranges, last name ranges, loan types, etc.

- The Count value for each query in the Queries pane is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**).

- When viewing query results in the Queries pane, be aware that the Count value can vary for the same query based on the Record Type field value you select in the Query Settings dialog box.

  For example, each student record in EDExpress can only have one demographic record, but each student record can have multiple loan records or loan disbursements. If you select **Demographic** for the Record Type field value associated with a Direct Loan query, each student record meeting the query is only counted once in the Queries pane, regardless of the number of loan records or disbursements the student has that meet the criteria. However, if you select **Origination** or **Disbursement** as the Record Type field value for the same query, the Count value in the pane reflects *all* the loan records or disbursements, respectively, that meet the query criteria.

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

- The Count value for each query in the Queries pane is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**).

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

- If you want to remove a specific query from your Queries pane, locate the query in the Query Settings dialog box and click the **Delete** button. This action only removes the query from the pane – the query remains available for use in selection criteria for specific EDExpress functionality. If you want to clear all queries from the Queries pane, click Clear Queries in desktop settings (**View**, **Desktop Settings**).

- The security group associated with a user ID in EDExpress Security Users setup (**Tools**, **Setup**, **Global**, **Security Users**) must have access to opening student records, using multiple entry, and browsing records for associated buttons to appear under applicable queries in the pane.

Combination System Edits

Volume III, Section 4 of this technical reference contains Pell Grant, TEACH Grant, and Direct Loan EDExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

Example End-of-Entry Edits and Resolution Steps

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

Pell Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1200, 1205, 1209 to 1211, and 1213	**Description:** For a Pell Grant record, EDExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDExpress calculated amount, the record will not import. **Resolution Steps:** Confirm each record has the correct award amount for the entire year in the External Add file. Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.
1550	**Description:** This edit results when the student's date of birth in the External Origination Add file is blank. **Note:** This edit applies to Pell Grant origination records. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External Add file.

Pell Grant

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
1520, 1540	ED assigns a funding methodology to schools that determines when a school can disburse funds. **Note:** Although EDExpress accepts any date on or after 10/01/2018, the valid 2019-2020 date range for Pell Grant disbursement records is from the date the 2019-2020 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2025. **1520 – Description:** This edit applies to schools using one of the following funding methods: Advance Pay or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 10/01/2018 and 09/30/2025 and is no more than 7 days greater than the current date. **1540 – Description:** This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 10/01/2018 and 09/30/2025 and matches the current date
1680	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the External Origination Data file.

TEACH Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
5001	**Description:** This edit occurs if Citizenship Status is equal to 3. **Resolution Steps:** Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank.
5007	**Description:** This edit results when the student's date of birth in the External TEACH Grant Data file is blank. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file.
5009	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the TEACH Grant External Data file.
5011 and 5012	**Description:** These edits occur if the CIP Code (edit 5011) or Enrollment Status (edit 5012) field is blank in the External TEACH Grant Data file and you select the "Include Records in Next Document Submission?" checkbox in the EDExpress TEACH Grant import dialog box. Both field values are required before a TEACH Grant record is ready for export to the COD System. **Resolution Steps:** Add the CIP Code or Enrollment Status value to the External TEACH Grant Data file and re-import.

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
5102	**Description:** This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched. **Resolution Steps:** Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements.
5104	**Description:** This edit occurs if the Amount Submitted and the Disbursement Date are the same as the Amount Submitted and Disbursement Date of the previous sequence number for this disbursement number. **Resolution Steps:** Change the Amount Submitted or the Disbursement Date (or both values, if needed) for this disbursement sequence number in the External TEACH Grant Data file so that it is different from the previous disbursement sequence number.
5111	**Description:** This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date. **Resolution Steps:** Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date.

Direct Loan

Direct Loan General End-of-Entry Edits

Edit	Description and Resolution Steps
1025	**Description:** This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists. **Resolution Steps:** EDExpress prompts you to adjust the actual disbursement to $0 (on the Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to the COD System.
1215	**Description:** This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed. **Resolution Steps:** Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields.

Direct Loan Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1010	**Description:** You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan. **Resolution Steps:** Correct either the student's date of birth or the parent's date of birth.
1035	**Description:** You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent. **Resolution Steps:** Change either the dependency status or the year in college.
5005	**Description:** You receive this edit if you attempt to update the CIP Code value to blank on a Direct Loan record with an Origination Status other than N (Not Ready to Send to COD). **Resolution Steps:** After you have originated a Direct Loan record in EDExpress, the CIP Code field cannot be corrected to blank. The CIP Code value is required by the COD System for all Direct Loan anticipated and actual disbursements and must be provided on the Origination (Direct Loan) tab for all loan types before you can run the origination process in EDExpress.

Pell School Account Statement (SAS) Functionality

The Pell Grant module in EDExpress 2019-2020 includes import and compare functionality for the Pell Grant School Account Statement (SAS). The Pell SAS is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for a specific month or the year-to-date (YTD). This report can be used as a reconciliation tool to compare information on the COD System to your business office records and to Pell data in your EDExpress database.

EDExpress features related to Pell Grant SAS import and compare functionality include:

- The ability to import Pell Grant SAS files and generate import edit reports that organize the Pell SAS data in an easy-to-read format;

- Cash Management functionality that enables you to record (manually or using external import) various cash transaction types associated with Pell Grant funds at your school and run comparisons with cash data in the Pell SAS;

- Pell reports that compare imported Pell SAS data against Pell award level disbursement summary, disbursement detail, or cash detail data in your EDExpress database to assist with reconciliation;

- Abbreviated Pell award level disbursement summary and disbursement detail external import types for non-EDExpress schools who prefer to use a limited set of Pell Grant award and disbursement data from their external systems for Pell SAS comparison purposes only in EDExpress.

EDExpress combination schools can take advantage of the comparison reports by completing EDExpress setup, entering or importing Pell cash data, and importing Pell Grant award and disbursement information from an external source using existing Pell external import options or the new Abbreviated Award Data (PGAA20OP) and Abbreviated Disbursement Data (PGAD20OP) external import types.

See the sub-sections below for more information on Release 3.0 enhancements related to new Pell Grant SAS import/comparison and cash management functionality.

Pell SAS Import

You can import Pell SAS files into EDExpress from the Pell Import dialog box (**File**, **Import**, **Pell**). EDExpress supports the import of Pell SAS files sent under the message classes PGSM20OP (with monthly disbursement level detail), PGSY20OP (with year-to-date disbursement level detail), or PGSA20OP (with year-to-date award level detail).

When a Pell SAS file is imported into EDExpress, each of the summary and detail sections included in the file is generated in an easy-to-read format on separate pages of the import edit report. These sections may

> For information on the content, format, and modification options available for Pell SAS files on the COD Web site, see Volume VI, Section 8 of this technical reference.

> Record layouts for the Pell abbreviated external award and disbursement import types and the Pell external cash import type are available in Volume 3, Section 3 of this technical reference.

> To fully utilize the capabilities of EDExpress Pell SAS comparison reports and avoid a potentially higher number of mismatched records, schools should request year-to-date report types for Pell SAS files from the COD System, rather than monthly report types.

include the following, depending the type of Pell SAS file you are importing:

- **Award Level Summary** – Provides award-level details for Pell recipients with funded and applied disbursements processed by the COD System. Broken out by Reporting Pell ID, the Award Level Summary section lists the student's current SSN and last name, whether a potential overaward situation exists, the verification status associated with the transaction, the Year-to-Date (YTD) disbursement amount, and other information. The data in this SAS section is used as a basis for comparison against award data in your EDExpress database when you run the Award Detail Comparison Report

- **Disbursement Detail** – Provides transaction-level details for Pell disbursements and disbursement adjustments processed by the COD System, including non-financial adjustments. For each disbursement record, the Disbursement Detail section lists the student's current SSN and last name, the disbursement number and sequence number, the disbursement type, date, and amount, and the funded/applied date. It also indicates whether the transaction was an actual net adjustment, if it was system-generated, whether a potential overaward situation exists, and the verification status and School Enrollment Code associated with the transaction. The data in this SAS section is used as a basis for comparison against disbursement data in your EDExpress database when you run the Disbursement Detail Comparison Report.

- **Cash Summary** – Provides both a monthly and a YTD summary of Pell cash data processed by the COD System for the program year. This import edit report section can be compared to summary information on the school's internal systems and to the new EDExpress Pell Internal Ending Cash Balance Report

- **Cash Detail** – Lists cash-related transactions for the specified month or for the year-to-date, depending on the preferences you indicate on the COD Web site. The section lists the transaction type, date, and amount for each cash transaction, the Payment Control Number from G5, and the total records for each transaction type. This import edit report section can be compared to summary information on the school's internal systems and to the new EDExpress Pell Internal Ending Cash Balance Report for reconciliation purposes. The data in this SAS section is also used as a basis for comparison against disbursement data in your EDExpress database when you run the Cash Detail Comparison Report.

When you import a Pell SAS report into EDExpress, any previously imported Pell SAS data for any given Reporting ID/Attending ID combination is overwritten at both award and disbursement levels with the data in the imported file if new data exists for that combination in the file. If you want to reprint the summary or detail data for a prior SAS file, you must re-import it.

Abbreviated External Award and Disbursement Imports

The Abbreviated Award Data (`PGAA20OP`) and Abbreviated Disbursement Data (`PGAD20OP`) external import types provide non-EDExpress users with an efficient alternative method of adding Pell Grant award level disbursement summary and disbursement detail data elements for SAS comparison using a more limited set of data elements than the full external origination and disbursement import types.

The Pell award and disbursement data imported using the abbreviated formats are stored in a separate EDExpress database table and used solely for Pell SAS comparison report purposes. Non-EDExpress users are responsible for keeping the award and disbursement data in EDExpress current with their external system in order to generate the most effective and useful Pell SAS comparison results.

Use the abbreviated award and abbreviated disbursement data tabs of the Pell Browse dialog box (**Tools**, **Browse**, **Pell**) to view the data you add to EDExpress using these import types.

> If you use EDExpress 2019-2020 to exchange Pell Grant origination and disbursement records with the COD System, your database already has the necessary information to run Pell SAS award and disbursement detail comparison reports – you do not need to use the abbreviated award and disbursement external import types.

Prompt for Duplicates?

If the "Prompt for Duplicates?" checkbox is selected in the Import dialog box, EDExpress identifies records in the abbreviated award or disbursement external import file that already exist in the EDExpress database. When a duplicate record is identified, a prompt appears allowing you to skip the record, skip all duplicate records that are identified, update the duplicate record, or update all duplicate records that are identified. If you choose to **Skip** or **Skip All**, the existing record in EDExpress is not modified. If you choose to **Update** or **Update All**, the existing record in EDExpress is updated to match the record in the external import file.

> We recommend using the Prompt for Duplicates?" option as part of your routine process to help ensure you have the most current Pell award level disbursement summary and disbursement detail information in your EDExpress database before running Pell SAS comparison reports.

If you clear the "Prompt for Duplicates?" checkbox, EDExpress does not notify you of any duplicate records that are identified in your database. Any duplicate records encountered during the import are skipped.

Pell SAS Comparison Reports

After importing a Pell SAS file into EDExpress, you can run reports from the Pell Print dialog box (**File**, **Print**, **Pell**) that compare the imported Pell SAS data against Pell award level disbursement summary, disbursement detail, or cash detail data in your EDExpress database to assist with reconciliation. These reports include the Award Detail Comparison, Disbursement Detail Comparison, and Cash Detail Comparison reports.

For each report, records are grouped into sections based on the match status (**Matched**, **Unmatched**, or **All**) you select in the Print dialog box. If **All** is selected, the Matched and Unmatched records are printed on separate pages. For unmatched records, the reports identify if there is a discrepancy between your value and the value in the Pell SAS or if the data is missing from one side of the comparison (i.e., the data in the Pell SAS file is not present in your EDExpress database).

You can also designate sort order, Reporting and Attending Pell ID filters, establish password protection, and adjust other settings and criteria for these reports in the Pell Print dialog box.

Award Detail Comparison Report

This report provides you with a comparison of award level disbursement summary records in the Pell SAS file with abbreviated Pell award level disbursement summary records imported from an external system (non-EDExpress users) or Pell award data in EDExpress (EDExpress users).

EDExpress compares the data from Pell records in EDExpress to the corresponding data in the SAS by doing a one-to-one comparison of each disbursement using the Reporting Pell ID, Attending Pell ID, SSN, first two letters of the student's last name, transaction type, and transaction date.

Disbursement Detail Comparison Report

This report provides you with a comparison of disbursement detail records in the Pell SAS file with abbreviated Pell disbursement detail records imported from an external system (non-EDExpress users) or Pell disbursement data in EDExpress (EDExpress users).

EDExpress compares the disbursements recorded in EDExpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the Reporting Pell ID, Attending Pell ID, SSN, first two letters of the student's last name, disbursement number, disbursement sequence number, and disbursement amount.

Each report section lists each impacted student's current SSN and last name, disbursement number and sequence number, disbursement transaction type, the disbursement date and amount, and whether the transaction is a net adjustment. If the report contains multiple reporting and attending schools, EDExpress creates a new report for each reporting school.

Note: This report is printed in landscape format.

Cash Detail Comparison Report

This report provides you with a comparison of cash data in the Pell SAS file with Pell cash data you have entered or imported into EDExpress Cash Management (see "Cash Management" sub-section below).

EDExpress compares the cash data from EDExpress Cash Management to the corresponding cash data in the SAS by doing a one-to-one comparison of each cash transaction using the Reporting Pell ID, Attending Pell ID, transaction type, transaction date, and transaction amount.

Each report section lists the applicable cash transactions and their match status, transaction type, transaction date, transaction amount, and record source. If the report contains multiple reporting and attending schools, EDExpress creates a new report for each reporting school.

For the Award Detail and Disbursement Detail Comparison Reports, select **Abbreviated Pell Data** for the Comparison Type field in the Print dialog box if you created the Pell data in your EDExpress database by using the Abbreviated Award Data (PGAA20OP) or Abbreviated Disbursement Data (PGAD20OP) external imports. If you created your EDExpress Pell data through any other means (manual entry, non-abbreviated external import, etc.), select **Pell Data** for the Comparison Type field.

The Disbursement Date Range is an option in the Print dialog box for the Disbursement Detail Comparison Report. Note that the report prints only records that were processed by the COD System on or before the end date of the Pell SAS. Disbursement adjustments processed by the COD System after the end date of the Pell SAS are listed as unmatched on the report if the disbursement date submitted to the COD System falls before the Pell SAS end date.

Pell Grant Cash Management

The Cash Management feature in the Pell Grant module enables you to track individual Pell Grant cash transactions. You must enter cash transactions manually in the Cash Management dialog box (**Tools**, **Cash Management**) or import cash data from an external source using the new Cash Data – External import type (message class `PGCE20OP`).

After you update EDExpress with your Pell Grant cash data, you can run the Internal Ending Cash Balance Report and the Cash Detail Comparison Report (see previous section).

> The record layout for the Cash Data – External (`PGCE20OP`) import type is available in Volume III, Section 3 of this technical reference.

Important External Cash Data Import Note

Since Pell Grant cash transactions do not have unique identifiers that allow EDExpress to determine where duplicates exist, duplicate transactions are possible in EDExpress Cash Management as a result of an external cash data import.

If your school's external cash file contains new data only, this should not be a problem. However, if your school's external cash file consists of cumulative data, EDExpress adds every transaction in the external cash file to the database without identifying that duplicate transactions exist. No data is overwritten. Therefore, if you want to import cumulative cash data, you should first delete existing cash transactions from Cash Management.

> To maximize the comparison matches on your cash transactions, when creating cash transactions in EDExpress, be mindful of the conventions the COD System uses in the Pell SAS to denote positive and negative transactions for the transaction type.

Internal Ending Cash Balance Report

The new Internal Ending Cash Balance Report displays Pell cash and disbursement summary amounts and includes an option to print cash detail records. All amounts are calculated using the cash transaction data in EDExpress Cash Management and disbursement data from Pell Grant records in the EDExpress database.

You can specify a Reporting Pell ID and Attending Pell ID for the Internal Ending Cash Balance Report in the Print dialog box or leave both fields blank and print the Internal Ending Cash Balance Report for all schools.

The Summary section of the Internal Ending Cash Balance Report lists totals for each cash transaction type, the total school disbursement amount, and the net remaining balance.

> If you select the **Include Cash Detail?** checkbox on the Print dialog box, EDExpress prints an additional Detail section listing each cash transaction in your database by transaction type, date, and amount.

> For the Internal Ending Cash Balance Report, select **Abbreviated Pell Data** for the Data Source field in the Print dialog box if you created the Pell data in your EDExpress database by using the Abbreviated Award Data (`PGAA20OP`) or Abbreviated Disbursement Data (`PGAD20OP`) external imports. If you created your EDExpress Pell data through any other means (manual entry, non-abbreviated external import, etc.), select **Pell Data** for the Data Source field.

TEACH Grant Appendix

Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS is available at StudentLoans.gov. The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. For more information on TEACH Grants, visit studentaid.ed.gov/types/grants-scholarships/teach.

TEACH Grant functionality is installed as a separate module in EDExpress 2019-2020, Release 2.0 and subsequent releases, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (CRAA20OP). EDExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (CRAA20IN) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below, we provide additional detail and guidance to EDExpress combination users regarding the TEACH Grant module.

The COD System is required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma or a GED certificate or the equivalent or was home-schooled.

EDExpress requires that you provide a Student Eligibility Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

EDExpress Setup Requirements for the TEACH Grant

COD Setup

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose **COD**.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **School**, **TEACH** to access School setup.

  The values for Funding Method are:

  o   1 (Advance Pay)

  o   2 (Cash Monitoring 1 – CM1)

  o   3 (Cash Monitoring 2 – CM2)

  o   4 (Reimbursement)

  Selecting the **Default School?** checkbox automatically updates the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It also automatically fills the OPE ID and Federal School Code fields in the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as in the Print dialog box for TEACH reports.

  If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant, and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **System** to access System setup.

- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2019.

We recommend you select a default Enrollment Status value in School Setup to prepare TEACH Grant records more quickly for processing by the COD System. The Enrollment Status field value is required on the Origination (TEACH Grant) tab to prepare TEACH Grant records for export.

All eight digits of the School OPE ID are required.

The School OPE ID is specific to TEACH Grant origination records, and can be different than 8-byte Enroll OPE ID field captured on individual TEACH Grant disbursement records.

- **CIP Codes -** This setup option enables you to define multiple Classification of Instructional Programs (CIP) Codes that you can later assign to Program Profiles used to create or modify TEACH Grant records. The CIP Code values you define in this setup option can be selected in Program Profile Setup (**Tools**, **Setup**, **COD**) by clicking the ellipsis button (**…**) next to the CIP Code field on the setup dialog box.

  The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digit) representing the student's college major, is required for all anticipated and actual TEACH Grant disbursement records.

- **Program Profiles** – This setup option enables you to define default values for multiple data elements required on each TEACH Grant record, saving you data entry time. You are required to assign a Program Profile Code to each new TEACH Grant record when you add the record. The Program Profile Code is an EDExpress-only field and is not sent to the COD System. However, EDExpress exports the field values associated with the Program Profile assigned to the TEACH Grant record to the COD System in the COD Common Record (CRAA20IN).

  The Program Profile Codes you define in this setup option can be selected by clicking the ellipsis button (**…**) next to the Program Profile Code field in the Import dialog box and Disburse tab.

  The Program Profile Code is also required when adding TEACH Grant records using an external TEACH Grant Data file (TGED20OP).

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

> Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

Security Groups Setup

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools**, **Setup** from the menu bar, then choose **Global**, **Security Groups**.

User Database Setup

The User Database (**Tools**, **Setup**, **Global**, **User Database**) in EDExpress can be used to track TEACH Grant award criteria. For example, you can create "YES OR NO" fields to track information such as students receiving comment code 281 on their ISIRs, scoring above the 75th percentile on college admissions tests, or maintaining a cumulative GPA of at least 3.25.

Origination and Disbursement Add/Change

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (TGED20OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference to create or modify an ASCII file of the required data and import the file into EDExpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2019 or later. Select **File**, **Import** from the menu bar, then choose **TEACH**, **External TEACH Grant Data (TGED)**.

External TEACH Grant Data files you add to your default import directory appear in the Pending Imports pane of the EDExpress desktop. You can quickly access the TEACH Grant import dialog box from the Pending Imports pane to add your external data to EDExpress.

Program-Related Data Reporting Requirements

To help you address program-related data reporting requirements, the TEACH Grant External Data Add/Change (TGED20OP) record layout includes the Program Profile Code as a required field and the Enrollment Status Effective Date and Program Attendance Begin Date as optional fields.

You can add or change the values for these three fields on TEACH Grant records at the record level or individual disbursement level using external import. If you modify the record-level fields, the values provided are applied automatically to all remaining anticipated disbursements for the record and any future adjustments to actual disbursements. If you modify the disbursement-level fields, the changes you provide are only applied to the new sequence number of the actual disbursement number designated.

As with the Pell and Direct Loan modules, the Enrollment Status Effective Date and Program Attendance Begin Date are optional fields that are not required by or stored in the COD System for 2019-2020.

Actual Disbursement Adjustments

EDExpress enables you to adjust multiple TEACH Grant actual disbursement fields, including amount and date, in the same sequence number. You can make these adjustments manually on the Disburse (TEACH Grant) tab, use TEACH Grant Multiple Entry, or import an External TEACH Grant Data file (TGED20OP).

To update the value for any of the following required fields associated with a TEACH Grant actual disbursement, you must modify the Program Profile Code associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year (optional), Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

If you include updated Enrollment Status values in your external TEACH Grant Data file, the corresponding field on the Origination tab is updated, as well as the Enrollment Status associated with each anticipated disbursement on the Disburse tab, provided they are not batched for processing (Disbursement Status of **B**). If the anticipated disbursements are batched, the updated Enrollment Status is skipped during the import; you will need to correct the anticipated disbursements to the new Enrollment Status after you receive and import the COD Common Record Response (CRAA20OP) for the record.

Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at the StudentLoans.gov Web site. The ATS cannot be printed from EDExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (CRAT20OP) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File**, **Import** from the menu bar, then choose **TEACH**, **COD Common Record Response**. When you import this response file, EDExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (CRAT20OP) containing ATS data for which there is no TEACH origination record in EDExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDExpress and submit it to the COD System. The ATS Status in EDExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (CRAA20OP) indicating an accepted ATS is already on file and updates the ATS Status in EDExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (CRAA20OP). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (CRAT20OP) is created and returned to the school. When the school imports the file into EDExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.

Where to Get More Information

- EDExpress 2019-2020 Help System. For basic guidance and information on using the EDExpress software, select **Help, Help Topics** from the EDExpress menu bar. You can view the main list of EDExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.

- The TEACH Grant page of the Student Aid on the Web site, located at studentaid.ed.gov/types/grants-scholarships/teach.

- TEACH Agreement to Serve information is located at StudentLoans.gov.

- Electronic Announcements and Dear Colleague letters related to the TEACH Grant. Go to the ifap.ed.gov Web site, and check the Electronic Announcements and Dear Colleague Letters sections under Letters & Announcements.

- The *2019-2020 Common Origination and Disbursement (COD) Technical Reference* available in the Technical References and Guides section of fsadownload.ed.gov.

- If you need technical support for EDExpress, call CPS/SAIG Technical Support at:

    o   (800) 330-5947

    o   (800) 511-5806 (TDD/TTY)

    Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail as soon as possible.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at (800) 848-0978. You can also e-mail CODSupport@ed.gov.