

August 2018

## **RE: EDEExpress for Windows 2018-2019, Release 3.0**

Dear EDEExpress Users:

Federal Student Aid is pleased to announce the availability of EDEExpress for Windows 2018-2019, Release 3.0. Release 3.0 adds new functionality to the Federal Pell Grant (Pell Grant) module that enables you to import Pell Grant School Account Statement (SAS) files and compare the imported SAS data to Pell Grant award level disbursement summary, disbursement detail, and cash detail data in your EDEExpress 2018-2019 database.

Release 3.0 also includes updates to import functionality for entrance and exit counseling results for Teacher Education Assistance for College and Higher Education (TEACH) Grant awards and resolves several software issues from prior releases.

### **About this Cover Letter**

This letter includes the following information:

- Overview of EDEExpress 2018-2019, Release 3.0
- Important notices regarding:
  - Pell Grant SAS and Cash Management Enhancements
  - TEACH Grant Counseling Results Import Update
  - Software Issues Resolved in Release 3.0
- Login Information for EDEExpress 2018-2019
- Release 3.0 software and user documentation download instructions
- Microsoft Windows compatibility and Section 508 compliance notices
- Contact information for technical support and additional assistance

### **EDEExpress for Windows 2018-2019, Release 3.0 Overview**

EDEExpress 2018-2019, Release 3.0 can be installed as an upgrade to Release 1.0 (posted in October 2017) or Release 2.0 (posted in May 2018). You must have Release 1.0 or Release 2.0 installed to run an upgrade (or “custom”) installation of Release 3.0.

**Reminder:** Before upgrading to Release 3.0, ensure you have a reliable backup copy of your current EDEExpress 2018-2019 production database (**expres19.accdb**).

To upgrade to Release 3.0, select the Stand Alone Custom or Workstation Custom option during installation, depending on your EDEExpress operating environment.

If you have not previously installed EDEExpress 2018-2019, you can proceed directly to a Stand Alone Full or Network Server/Workstation Full installation of Release 3.0. Be aware, however, that a Stand Alone Full or Network Server/Workstation Full installation loads a new, blank EDEExpress 2018-2019 database to your system. If you have an existing 2018-2019 database, a Stand Alone Full or a Network Server/Workstation Full installation of Release 3.0 will overwrite your database and all previously entered 2018-2019 data will be lost.

For more technical guidance and information regarding the EDEExpress installation process, see the [Installation Guide for EDEExpress for Windows 2018-2019](#), which is available for download from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site at [fsadownload.ed.gov](http://fsadownload.ed.gov).

## **Pell Grant SAS and Cash Management Enhancements**

We expanded the Pell Grant module in EDEExpress 2018-2019, Release 3.0 to add import and compare functionality 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 EDEExpress database.

Release 3.0 enhancements related to new 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;
- New Pell reports that compare imported Pell SAS data against Pell award level disbursement summary, disbursement detail, or cash detail data in your EDEExpress database to assist with reconciliation;
- New abbreviated Pell award disbursement summary level and disbursement detail external import types for non-EDEExpress 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 EDEExpress.

If you use EDEExpress 2018-2019 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.

Non-EDEExpress users can also take advantage of the comparison reports by completing EDEExpress 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 (PGAA) and Abbreviated Disbursement Data (PGAD) 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.

## SAS Import

You can now import Pell SAS files into EDEExpress from the Pell Import dialog box (**File, Import, Pell**). EDEExpress supports the import of Pell SAS files sent under the message classes PGSM19OP (with monthly disbursement level detail), PGSY19OP (with year-to-date disbursement level detail), or PGSA19OP (with year-to-date award level detail).

**Important Note:** To fully utilize the capabilities of EDEExpress 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.

When a Pell SAS file is imported into EDEExpress, each of the summary and detail sections included in the file (which varies depending on the SAS type) is generated in an easy-to-read format on separate pages of the import edit report. These sections may include the Cash Summary, Cash Detail, Award Level Disbursement Summary, and Disbursement Detail reports.

When you import a Pell SAS report into EDEExpress, previously imported Pell SAS data for any given Reporting/Attended Pell ID combination is overwritten 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.

For information on the content, format, and modification options available for Pell SAS files on the COD Web site, see Volume 6, Section 8 of the *2018-2019 Common Origination and Disbursement (COD) Technical Reference*, which is available for download from the FSAdownload Web site.

## Abbreviated External Award and Disbursement Imports

The new Abbreviated Award Data (PGAA19OP) and Abbreviated Disbursement Data (PGAD19OP) external import types provide non-EDEExpress users with an efficient alternative method of adding Pell Grant award and disbursement 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 new abbreviated formats are stored in a separate EDEExpress database table and used solely for Pell SAS comparison report purposes. Non-EDEExpress users are responsible for keeping the award and disbursement data in EDEExpress current with their external system in order to generate the most effective and useful Pell SAS comparison results.

We also updated the Pell Browse dialog box (**Tools, Browse, Pell**) to add tabs for abbreviated award and abbreviated disbursement data, enabling you to view the data you add to EDEExpress using these import types.

Record layouts for the new abbreviated external award and disbursement import types are available in Volume III, Section 3 of the *2018-2019 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download from the FSAdownload Web site.

## Pell SAS Comparison Reports

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

- **Award Detail Comparison** – This report provides you with a comparison of award level disbursement summary records in the Pell SAS file with abbreviated Pell award detail records imported from an external system (non-EDEExpress users) or Pell award data in EDEExpress (EDEExpress users).
- **Disbursement Detail Comparison** – 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-EDEExpress users) or Pell disbursement data in EDEExpress (EDEExpress users). **Note:** This report is printed in landscape format.
- **Cash Detail Comparison** – 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 EDEExpress Cash Management (see “Cash Management” sub-section below).

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 EDEExpress 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.

## Cash Management

We added Cash Management functionality for EDEExpress and non-EDEExpress users, enabling you to track various cash transaction types associated with Pell Grant funds at your school. Cash records can be entered manually in the Cash Management dialog box (under the **Tools** menu), or you can import cash transaction data from an external system using the new Pell Cash Data-External import type (PGCE19OP).

The Cash Management dialog box tracks various data elements for each cash transaction record, including the Reporting and Attending Pell IDs, the transaction type, amount, and date, and any custom notes you want to enter for each record, such as the G5 payment control number.

After you update EDEExpress with your Pell Grant cash data, you can run the new Internal Ending Cash Balance Report. This report displays Pell Grant cash and disbursement summary amounts and includes an option to print cash detail records. All amounts are calculated using the cash transaction data in EDEExpress Cash Management (**Tools, Cash Management**) and disbursement data from Pell Grant records in the EDEExpress database or imported using the Abbreviated Disbursement Data (PGAD19OP) external import type.

Adding Pell Grant cash data to your EDEExpress 2018-2019 database also enables you to print the Cash Detail Comparison Report, which compares the cash data in your EDEExpress database against cash summary and cash detail information in the Pell SAS (see “Pell SAS Comparison Reports” sub-section above).

**Important Note:** Since cash transactions do not have unique identifiers that allow EDEExpress to determine where duplicates exist, duplicate transactions are possible in EDEExpress Cash Management as a result of an external cash 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, EDEExpress 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.

The record layout for the external cash data import type is available in Volume III, Section 3 of the *2018-2019 Common Origination and Disbursement (COD) Technical Reference*. The technical reference is available for download from the FSAdownload Web site.

## **TEACH Grant Counseling Import Update**

TEACH Grant entrance and exit counseling results are now sent in the same TEACH Counseling Acknowledgement file under the CRAC19OP message class. The THFFEXOP and EXTHFFOP message classes used in prior cycles to send TEACH Grant exit counseling results have been discontinued.

To address these changes, we updated the TEACH Grant Import dialog box (**File, Import, TEACH**) in Release 3.0 to consolidate the import of all TEACH Grant entrance and exit counseling results under the **Counseling Acknowledgement (CRAC19OP)** import type. We removed the import type associated with the THFFEXOP and EXTHFFOP message classes.

With the Release 3.0 changes, the import process now updates the TEACH Entrance Interview Date field or the TEACH Grant Exit Counseling Completed Date field on the EDEExpress Demo tab’s Demo Date Info sub-tab for the student automatically with the information in the file if the fields are blank.

**Note:** You can select the “Overwrite Existing TEACH Entrance Interview Data?” and “Overwrite TEACH Exit Counseling Completed Date?” checkboxes in the TEACH Import dialog box prior to importing a TEACH Counseling Acknowledgement file if you want the import process to overwrite counseling date values tracked currently on the Demo tab. To preserve date values present on the Demo tab, leave both checkboxes cleared in the TEACH import dialog box.

## **Software Issues Resolved in Release 3.0**

Release 3.0 resolves the following software issues from prior versions, listed by EDEExpress area or module:

## Packaging

- Resolves an issue that prevented a fund code from being awarded as part of an award methodology during the Package/Repackage processes if a query was associated with the fund code in the Fund Maintenance setup dialog box.

## Pell

- Resolves an issue on the Origination (Pell Grant) tab where the EFC and Verification Status Code field values on the tab were not updated automatically to correspond to the ISIR transaction designated in the CPS Transaction Number field after updates.
- Resolves an issue with inaccurate cents calculations of Pell award amounts when the student record has an Academic Calendar value of **5** and Payment Methodology value of **4**.

## Direct Loan

- Resolves an issue that prevented the update of COD-calculated SULA fields that are displayed on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab during the import of a COD Common Record (CRAA19OP) file.
- Resolves an issue that prevented entry of disbursement adjustments if the loan record only has one disbursement.

## Logging into EExpress 2018-2019

If you upgrade to EExpress 2018-2019, Release 3.0 from a prior 2018-2019 version (Release 1.0 or Release 2.0), your User IDs, passwords, and other security settings are carried forward to Release 3.0 and do not need to be recreated.

If you have not installed EExpress 2018-2019 prior to Release 3.0, when you first access the software after installation, the default User ID is SYSADMIN and the default password is **\$y\$tem Adm1n**. Be sure to include the space between **\$y\$tem** and **Adm1n** (the two parts of the default password).

After you enter the default user ID and password, EExpress 2018-2019 requires that you immediately define a new password for the SYSADMIN. Beginning with EExpress 2018-2019, new passwords must be a minimum of 12 characters and must include at least one uppercase letter, one lowercase letter, one number, and one keyboard character that is not a letter or number (such as an exclamation mark or other punctuation symbol). You can adjust the minimum password length and other requirements in the new Password Setup dialog box (**Tools, Setup, Global, Password Setup**).

In addition, the SYSADMIN user ID now only provides access to critical administrative functions in order to limit its use for routine software tasks and improve your ability to trace actions taken in the software to specific users. EExpress administrators at your school should create unique user IDs in Security Users setup with the necessary access (based on the associated Security Group) and log into the software under those IDs for most software tasks they perform.

**New for 2018-2019!** Due to changes in minimum password requirements, user IDs and passwords established in your EDEExpress 2017-2018 Security Users setup are not pulled forward to EDEExpress 2018-2019 as part of the Prior Year Import function. You must recreate *all* user IDs and passwords in EDEExpress 2018-2019 based on the default or custom settings defined in the new Password Setup dialog box.

For more information on security setup, see EDEExpress Help in the software and the *EDEExpress for Windows 2018-2019 Installation Guide*, which is available on the FSAdownload Web site.

## **How to Get EDEExpress and Documentation**

You can download each EDEExpress release and related user documentation from the U.S. Department of Education’s Federal Student Aid Download (FSAdownload) Web site, located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

### **EDEExpress Software**

Instructions for downloading EDEExpress are located in the “Downloading Documentation and Software from the FSAdownload Web Site” section of the [Installation Guide for EDEExpress for Windows 2018-2019](#).

**Note:** Some organizations restrict their users from downloading programs from Internet sites. If you have trouble downloading, contact your technical support staff to ensure that you have full download rights.

### **User Documentation**

The [EDEExpress for Windows 2018-2019, Release 2.0 Desk Reference](#) is available on the FSAdownload Web site. The desk reference provides detailed, step-by-step instructions on the setup and use of the EDEExpress Pell Grant and Direct Loan modules.

Also, as noted earlier in this letter, we also updated Volume III of the *2018-2019 COD Technical Reference* to add combo school guidance regarding Pell SAS and cash management functionality, as well as new import record layouts for external cash and abbreviated external award and disbursement options added in Release 3.0. You can download the latest version of the technical reference from the FSAdownload Web site.

## **Compatibility and Compliance**

### **Microsoft Windows Information**

EDEExpress 2018-2019 is only supported currently for the Microsoft Windows 7 and Windows 8 operating systems. For more information on minimal and optimal system recommendations, see the *EDEExpress 2018-2019 Installation Guide* and the [March 7, 2017 electronic announcement](#) posted to the IFAP Web site.

**Note:** Federal Student Aid has not yet fully tested the Microsoft Corporation’s Windows 10 as an operating system for its PC software products, including the EDEExpress and DL Tools software. We performed limited testing with Windows 10 for EDEExpress 2018-2019, Release 3.0, but we do not currently have a projected date for full Windows 10 compatibility testing. Additional information will be provided as it becomes available.

## **Section 508 Compliance**

To comply with Section 508 of the Rehabilitation Act, all EDESuite PC products are compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in EDESuite software entry fields. To accommodate this restriction, EDESuite software includes the following features:

- All software fields that are shaded yellow to indicate they are required also display a “-R” after the software label. The “-R” indicates the field is required.
- All software fields that are shaded blue after a previously saved value has been modified also display a “-C” after the software label. The “-C” text indicates the field has been changed.

## **Getting Help**

### **If You Have Technical Support Questions**

If you have questions regarding EDEExpress installation or functionality, have trouble accessing the FSAdownload Web site, or require other technical assistance, contact CPS/SAIG Technical Support.

You can reach CPS/SAIG Technical Support Monday through Friday, 8 a.m. – 8 p.m. (ET), at **800/330-5947 (TDD/TTY 800/511-5806)**. You can also send e-mail inquiries, comments, or suggestions to [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

You can also post questions regarding EDEExpress on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to [ed.gov/offices/OSFAP/services/fsatechsubscribe.html](http://ed.gov/offices/OSFAP/services/fsatechsubscribe.html).

### **If You Have Questions Regarding the COD System**

If you have any questions about the COD System, contact the COD School Relations Center at 800/848-0978. You may also e-mail [CODSupport@ed.gov](mailto:CODSupport@ed.gov).