

# Volume III, Section 1— Implementation Guide

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## Overview

Welcome to *Volume III* of the *Common Origination and Disbursement (COD) Technical Reference* written for users with Pell and/or Direct Loan systems used in combination with EDEExpress.

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using 2005-2006 EDEExpress for Windows (the free software package provided by the U.S. Department of Education) in combination with your own system or vendor-provided software.

As an EDEExpress for Windows user, you are a Full Participant in COD processing. As a Full Participant, also be sure to read the *2005-2006 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*.

Each volume of the *2005-2006 COD Technical Reference* is available for download from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov) as well as the Information for Financial Aid Professionals Web site (IFAP) located at [ifap.ed.gov](http://ifap.ed.gov), as needed.

## 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. As a Full Participant, the COD system improves the flow of financial aid processing and can streamline the workload in your financial aid office.

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

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

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

**Note:** Schools planning to use EDEExpress for Windows 2005-2006 to process Direct Loan or Pell data must be enrolled as a Full Participant with COD for the respective programs. You only need to enroll as a Full Participant for Direct Loan or Pell if you were considered a Phase-In participant for the respective program in 2004-2005.

If your school used EDEExpress in 2004-2005 for both the Pell and Direct Loan programs, and registered with COD at that time to be a Full Participant, you do **not** need to contact COD School Relations and register again for 2005-2006.

The contact information is as follows:

- 800/474-7268 for Pell Grant assistance
- 800/848-0978 for Direct Loan assistance
- [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com)

## Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDEExpress for Windows software in combination with their mainframe system or third-party software to process Pell Grants and/or Direct Loans. This guide also assists schools in implementing changes for the COD system for the 2005–2006 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

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# Enhancements and Changes to EExpress for 2005-2006

EExpress software has been enhanced to conform with the annual changes to COD, Pell, and Direct Loan processes. EExpress provides a common setup feature for the Pell and the Direct Loan programs, as well as a common Origination tab and a common Disbursement tab. Separate Pell and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EExpress Pell and Direct Loan users are Full Participants in the COD process for 2005-2006. They send and receive origination and disbursement data to and from COD using the Common Record XML format. If your school does not use EExpress for all of its Pell or Direct Loan processing, you need to modify your processes using the 2005-2006 Pell and Direct Loan Combination System record layouts to accommodate updates to fields and edits that are implemented within EExpress due to COD. *Refer to the 2005-2006 COD Technical Reference Volume III, Section 3: Combination System Record Layouts.*

**Note:** Beginning with the 2005-2006 award year, all schools are required to be Full Participants and process with COD using the XML common record.

This section describes enhancements to the 2005-2006 EExpress software affecting Pell and Direct Loan functionality.

## EExpress — Global

The following enhancements have been made to the EExpress software affecting Global functionality, which is applicable to the COD – Pell and Direct Loan module:

### ***Security***

- **Password Protected Database.** The EExpress database (expres56.mdb) is now password-protected. You will not be able to open, view, or modify the database in Microsoft Access 2002 without this password. This change will not affect your ability to log into EExpress normally. For more information, see the Help topic “Database Password” in the EExpress for Windows 2005-2006, Release 1.0 software.

## ***Prior Year Import***

- **Option to Overwrite Data During the Prior Year User Data Import.** You can now elect to overwrite or not overwrite existing user database field data during Prior Year User Data import. We added this functionality to give you the flexibility to import your prior year User Database field data after you have already created student records in EDEExpress for Windows 2005-2006. In past releases, prior year User Database field data was skipped during import if the student record already existed.
- **Prior Year File Format Import.** Prior Year File Format import now imports all fields selected for a file format code in the prior year's database, provided the fields still exist in EDEExpress for Windows 2005-2006.
- **Prior Year User-Defined Queries.** Prior Year User-Defined Queries import now imports all queries defined in the prior year's database, provided the fields still exist in EDEExpress for Windows 2005-2006.

## ***Setup***

- **Default Address Fields.** We added a new field, Default Address, to Global System setup. This field enables you to define the local or permanent address as the default selection to print on reports displaying student address information. For Release 1.0, this includes the Document Tracking Letter, Award Letter, User-Defined User Letters, and Mailing Labels. For Release 2.0, the Sub/Unsub Disclosure Statement is also affected. This default can be changed on the Print dialog box before printing any of these reports.

**Note:** This default selection for the address in Global System setup does not apply to Direct Loan MPNs. The default selection for Direct Loan MPNs remains in COD, School, Direct Loan setup.

- **Automatically Transmit Checkbox.** We added a new checkbox, Automatically Transmit?, to the Global Security Users setup. You can fill the EDconnect Transmission Queue and automatically transmit a file at the completion of the export process by selecting this checkbox and the Export to EDconnect? checkbox. You can also continue to leave both checkboxes blank (which leaves the Transmission Queue blank following an export), or select only the Export to EDconnect? checkbox (which fills the Transmission Queue but does not automatically transmit the file).
- **200 User Database Fields.** A maximum of 200 User Database fields can be defined in EDEExpress for Windows 2005-2006. If you run a Prior Year User Data import, a maximum of 200 fields will be carried forward to your new database from the prior year's EDEExpress database.

- **Global File Formats and External Export Functionality.** We added file formats and external exports to the global functionality. This enhancement enables you to add Demo tab fields to a global file format code and run global External Export to create files of student data for use in other systems, similar to functionality already available in the other EDEExpress modules. We have also added a global report, RL-User Defined Formats, which prints the record layout for a specified global file format you have created, which can then be used to interpret global External Export files you create.

### ***E-mail Address***

- **Two E-mail Address Fields Now Available on Demo tab.** We renamed the existing E-mail Address field on the Demo tab to E-mail Address 1 and added a second e-mail address field labeled E-mail Address 2. This enables schools to accommodate more easily students who may have both temporary and permanent e-mail addresses. The e-mail address included on the imported ISIR is stored in the E-mail Address 1 field. Both fields can be updated through manual entry or by External Add or Change import (for modules that have these import options).
- **Print to E-mail Address 1 or E-mail Address 2.** All EDEExpress letters that can be printed to e-mail (for example, Document Tracking Letter, Award Letter, and User-Defined User Letters) can be printed to either E-mail Address 1 or E-mail Address 2 by selecting the preferred destination on the Print dialog box.
- **Default E-mail Address.** A default e-mail address can be specified in Global System setup. This setup enables you to define E-mail Address 1 or E-mail Address 2 as the default e-mail address for reports that you choose to print to e-mail. You can manually change the e-mail address that is selected on the Print dialog box.
- **Reports Display E-mail Address 1 and E-mail Address 2.** All reports and lists that previously displayed the single student E-mail Address now display E-mail Address 1 and E-mail Address 2 with the exception of the ISIR report. The ISIR report continues to display the single E-mail Address field, and prints the value stored in the E-mail Address 1 field.
- **E-mail Addresses Appear on Student Tabs.** We renamed the E-mail Address field to E-mail Address 1 and added the new E-mail Address 2 field on all student record tabs. The E-mail Address 1 and E-mail Address 2 values are display only fields on all tabs except the Demo tab.
- **E-mail Addresses Available in File Formats Setup.** The renamed E-mail Address 1 field and the new E-mail Address 2 field are available in File Formats setup for all modules except Application Processing, enabling you to include the fields in an External Export file.

## ***Entry***

- **Loan Exit Counseling Completed Date.** We added a new modifiable field, Loan Exit Counseling Completed Date, to the Demo tab. In Release 1.0, you can query on this field and manually update the field through Global External Add or Change import and through Global Multiple Entry. In Release 2.0, you can also update this field by importing a Direct Loan External Add or Change file, through Direct Loan Multiple Entry, and by importing the Loan Exit Counseling report (DLFF06OP) file sent by COD.
- **Canadian Province Codes.** We added the following Canadian province codes as valid values for permanent address state, local address state, and driver's license state on the Demo tab. The permanent address country code is enabled and the permanent zip code is filled with zeroes when one of the following province codes is selected as the permanent address state:

**AB** = Alberta

**NT** = Northwest Territories

**BC** = British Columbia

**NU** = Nunavut

**MB** = Manitoba

**ON** = Ontario

**NB** = New Brunswick

**PE** = Prince Edward Island

**NF** = Newfoundland

**PQ** or **QC** = Quebec

**NL** = Newfoundland and Labrador

**SK** = Saskatchewan

**NS** = Nova Scotia

**YT** = Yukon Territory

## ***Multiple Entry***

- **Multiple Entry Records can be Deselected.** We added a Select column to the update grid (second grid) in Multiple Entry. By clearing the checkbox in this column for a student record, the record is deselected for Multiple Entry update and is not counted in the record count or displayed on the Multiple Entry Edit report. Initially all Select column checkboxes for students displayed on this grid are selected for Multiple Entry update.

## ***Reports***

- **Print Global Reports includes Setup Document Tracking Report.** Users with User IDs other than SYSADMIN who have security access to print Global reports can now print the Setup-Document Tracking report.

- **Exclude SSN Selected When Printing to E-mail Address.** The Exclude SSN? checkbox is now automatically selected and disabled from modification when E-mail is selected as Report File Destination on the Print dialog box. The Exclude SSN? checkbox is activated when you select a Report File Destination other than E-mail. If the checkbox is activated, you can select or clear the field according to your preference.
- **School Address and Student ID on Printed Letters Moved Closer to the Right Margin.** We moved the school code, school name, school address and student ID fields on the Document Tracking Letter, Award Letter, and User-Defined User Letter to begin 35 characters before the right margin to better accommodate window envelopes used by schools. When a school name exceeds 35 characters, the school name is split appropriately between two words to allow for printing on two lines.

## COD Setup

The following enhancements have been made to Pell and Direct Loan setup:

- **Warning Message Displays when a Disbursement Profile Code is Created or Updated with Invalid Dates.** We modified Disbursement Profile setup to display a warning if you create or update a Disbursement Profile Code for:
  - Pell and the Module field is “Pell” or “Both DL and Pell” and the Disbursement Date is greater than September 30 of the current award cycle.
  - Direct Loan and the Module field is “Direct Loan” or “Both DL and Pell” and the Disbursement Date is greater than the Approved Loan Period End value, unless the Disbursement Profile Code is created by an import of a Direct Loan Rebuild record.

## COD Prior Year Import

The following enhancements have been made to the Prior Year import:

- **New Fields Available for the Pell and DL Prior Year Import.** The following EDEExpress for Windows 2004-2005 fields are now available for Pell and Direct Loan Prior Year Import:
  - Default School? from COD School setup (Pell and Direct Loan)
  - Disable Source Entity ID Setup Warning? and Combine DL and Pell Export? from COD System setup (Pell and Direct Loan)
  - Module and Inactive from COD Disbursement setup (Pell and Direct Loan)
  - Calculate Amounts Using Pennies? from COD School setup (Pell only)

## COD Processing (Pell and DL)

The following enhancements affect both Pell and Direct Loan data processing:

- **Updated Valid Date Ranges.** We updated valid date ranges for Pell and Direct Loan processing for the 2005-2006 processing cycle to synchronize EDEXpress with COD edits and federal policy. These updated data ranges are discussed in more detail in the Business Rules section of this volume.

### *Reports*

- **New COD Print Dialog Box and Combined Reports.** Two Pell and Direct Loan reports, List-Disbursement Profile Setup and List-Document Activity, have been combined and relocated under a new COD Print dialog box. Options have been added to print Pell only, Direct Loan only, or a combination of Pell and Direct Loan codes or data for both modules.
- **New List-Student Records in Document Report.** We added a new report, List-Student Records in Document, to the new COD Print dialog box. This report lists all student records contained in a specific COD document, including origination, change, and disbursement documents for Direct Loan, and origination and disbursement documents for Pell. The report can be sorted by last name or current SSN.
- **Print Origination Records to the Screen From the Origination Tab.** You can now print the Direct Loan or Pell Origination record to the screen from the applicable Origination tab of either module.

## Pell Only Processing

*The following enhancements affect Pell data processing only:*

### *Entry*

- **Renamed Origination ID.** We updated all references to “Origination ID” in the Pell module to “Award ID.” Note that this field is used by the EDEXpress database only and is not part of the COD Common Record.

- **Removed Secondary EFC Code.** We removed the Secondary EFC Code field from the Pell Origination tab and all Pell module functionality. This information is no longer collected by COD in the Common Record or returned in the Response output files. Pell awards should always be calculated based on the primary EFC. The secondary EFC continues to be calculated by the CPS on processed 2005-2006 ISIRs and is available for schools to use to determine awards for nonfederal student aid.
- **Modify Disbursement Date and Amount in Same Disbursement Adjustment Transaction.** You can now modify a Pell disbursement date and disbursement amount in the same disbursement adjustment transaction. In prior cycles these changes had to be sent under separate disbursement sequence numbers.
- **Added Disbursement Logic.** We added logic to the Pell Disburse tab to prevent saving a disbursement with the disbursement release indicator (DRI) selected (or True) if the Verification Status code on the corresponding Pell origination record is **W** (without documentation) and one of the following conditions exists:
  - The Pell disbursement 1 (sequence = 1) amount is greater than 50% of the scheduled award on the Pell origination record, or
  - The Pell disbursement 1 (Sequence > 1) adjustment amount is greater than the disbursement 1 (sequence = 1) amount, or
  - The Pell disbursement number is greater than 1.

## ***Reports***

- **New Warning Message on the Import Edit Report.** When a COD Web Response (CRWB06OP) is imported, EDEXpress calculates a total disbursement amount for each student record using the student's total anticipated and actual Pell disbursement amounts in the import file combined with the student's anticipated and actual disbursement amounts currently on the EDEXpress Pell Disburse tab. If this calculated total disbursement amount exceeds the Award Amount for the Entire School Year value on the origination record, a warning message is printed on the Import Edit report.
- **Label Change on Pell YTD Import Edit Report.** The Total YTD Disbursement Amount label on the Pell YTD Import Edit report (YTD Comparison report) has been revised to Total YTD Disbursement Amount (COD). This new label more accurately reflects the source of the value printed.

## Direct Loan Only Processing

The following enhancements affect Direct Loan data processing only:

### *Entry*

- **MPN Label Change.** We updated all references to “Promissory Note” and “Prom Note” in the Direct Loan module to read “MPN.”
- **Ellipsis (...) Button to Select ISIR Transactions.** We added an ellipsis (...) button next to the CPS Transaction # field on the Direct Loan Origination tab, enabling you to select from a grid of non-rejected (EFC calculated) ISIR transactions.
- **CPS Transaction Number Carried Forward to New Loans.** On the Direct Loan Origination tab, if you select “Yes” in response to the Create Unsubsidized Loan? prompt (from a subsidized loan record) or the Create Subsidized Loan? prompt (from an unsubsidized loan record), EDEExpress now automatically carries over the CPS Transaction # value from the existing loan record to the new loan record you create.
- **Change Dates on PLUS Info Tab Only Updated If Associated Fields Are Modified.** The Permanent Address, Date Of Birth, and Social Security # fields in the Change Dates section of the PLUS Info tab on the Direct Loan Origination tab are now updated with your PC system date only when the corresponding fields in the Parent Information section are modified. The change dates field remains blank when you initially enter and save data in the corresponding fields in the Parent Information section.
- **Canadian Province Codes.** We added Canadian province codes as valid values for the Permanent Address State and Driver’s License State fields on the PLUS Info tab on the Direct Loan Origination tab. The Permanent Address Country Code is enabled and the Permanent Zip Code is automatically filled with zeroes when a Canadian province code is selected as Permanent Address State.
- **EDEExpress Displays Endorser Amount.** If COD returns an endorser amount in a Direct Loan Credit Decision Override Response file (CRCO06OP), EDEExpress displays the amount in a new Endorser Amount field on the Credit Info tab on the Direct Loan Origination tab, as well as on the Direct Loan Disburse tab of the PLUS loan. We also added the endorser amount to the Origination Record report for PLUS loans, List-Loans report, Direct Loan File Format setup, Direct Loan Query, and Direct Loan Browse PLUS grid. The Endorser Amount field is not modifiable.

- **PLUS Loan Amount can be Adjusted When Credit Decision Status is E.** When a Credit Decision status is **E** (credit overridden; endorser OK) on the Credit Info tab of the Direct Loan Origination tab of a PLUS loan, the Loan Amount Approved can now be adjusted up or down. However, the loan amount approved cannot exceed the endorser amount received from COD.
- **EDEXpress Compares Disbursement Gross Amount to Endorser Amount and Loan Amount Approved.** When a PLUS loan actual disbursement (DRI = selected or True) is saved, EDEXpress now compares the gross amount of the disbursement to the new Endorser Amount field (if it exists on the corresponding origination record) and the Loan Amount Approved field. If the disbursement's gross amount exceeds the lesser of the two fields, EDEXpress displays the message "The actual gross disbursement total cannot exceed the loan amount approved or endorser amount" and does not save the disbursement.
- **Changes to DL Disbursement Type Q.** When a Direct Loan disbursement type **Q** (adjusted disbursement date) is entered:
  - EDEXpress carries forward the gross, fee, rebate, and net amount fields from the previous disbursement sequence number to the new transaction. These amounts cannot be modified on the disbursement type Q transaction.
  - EDEXpress prevents you from saving the record with a blank disbursement date.
  - A warning message displays if the date entered is the same as the previous disbursement sequence number for the disbursement number being modified.

### ***Multiple Entry***

- **Cannot Adjust an Actual Disbursement Amount to Blank Using Multiple Entry.** Direct Loan Multiple Entry no longer enables you to adjust an actual disbursement amount to blank and save the record with the change. If you want to adjust a disbursement amount to \$0 in Direct Loan Multiple Entry, you must enter 0 for the disbursement amount, similar to manual entry on the Disburse tab.
- **Loan Amount Approved Reduced to \$0 When a Loan is Inactivated in Multiple Entry.** When a Direct Loan record is inactivated using Multiple Entry, the loan amount approved is now automatically reduced to \$0, all anticipated disbursement data is automatically reduced to \$0, and the changed data is automatically marked for export to COD in the next Common Record export.

- **Current Student Record Values Display on the DL Multiple Entry Grid.** As with College Grade Level and Loan Entrance Interview Date, the following additional fields will display the value that is currently associated with the student record in the EDEExpress database:
  - MPN Status
  - Date Signed
  - (Anticipated) Disbursement Amount
  - (Anticipated) Disbursement Date
  - Disclosure Printed

### ***Import***

- **Import Type List Re-ordered.** To improve consistency between the Direct Loan and Pell modules, the Direct Loan Import Type COD Common Record Response/Receipt is now listed as the first choice on the list.
- **Loans Only Created when ISIR has Calculated EFC.** A subsidized or unsubsidized loan is now only created during Loan Data-ISIR import if the ISIR transaction has a calculated EFC.

### ***Query***

- **Manifest Document ID Query Name Change.** We renamed the Direct Loan predefined query Promissory Note Document ID to Manifest Document ID.
- **Added ISIR DL PLUS MPN FLAG field.** We added a new query and file format field, ISIR DL PLUS MPN FLAG, to Direct Loan Query and Direct Loan File Format setup. The query field allows you to select specific groups of students based on the value of the DL PLUS MPN Flag from the ISIR. The file format field allows you to export the value of the DL PLUS MPN Flag from the ISIR to a Direct Loan External Loan Data file.
- **Renamed ISIR DL MPN Flag.** We renamed the Direct Loan Query and File Format field ISIR DL MPN Flag to ISIR DL Sub/Unsub MPN Flag.

## **Reports**

- **Three New Fixed-Length COD-Generated DL Reports.** COD is generating three new fixed-length Direct Loan reports for 2005-2006. All three reports are available for importing and viewing in EDEExpress. These reports do not update the EDEExpress database:
  - **MPN Discharge Report:** Notifies schools of MPNs that have become inactive within the last 30 days due to discharges for death and unauthorized signature
  - **Expired MPN Report:** Notifies schools of inactive MPNs within the last 30 days due to normal disbursement inactivity.
  - **MPNs Due to Expire Report:** Notifies schools of MPNs that are about to expire or become inactive within a specific number of days.
- **DL Origination Record Prints the Action Date.** The Action Date field from the Direct Loan Disburse tab now prints on the Direct Loan Origination Record report in the Actual Disbursement section.
- **Print Logic Updated.** When the Country Code field on the Demo tab or the PLUS Info tab on the Direct Loan Origination tab has a value entered and the value in the Permanent Address State field is **FC** (foreign country), all Direct Loan reports that print student address information now display the Country Code field and value in place of the Permanent State field and value. This change affects the print logic for the Sub/Unsub MPN, PLUS MPN, Disclosure Statement – Sub/Unsub, Disclosure Statement – PLUS, Direct Loan Origination Record report, and Parent Borrower Mailing Labels.
- **Updated List-Anticipated Disbursements Report.** We updated the List-Anticipated Disbursements report to display:
  - Total disbursement record counts for each loan type (subsidized, unsubsidized, and PLUS), and a total combined disbursement record count for all loan types.
  - Total booked and total unbooked disbursement records for each loan type (subsidized, unsubsidized, and PLUS), and a total combined disbursement record count (booked and unbooked combined) for each loan type.

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## Business Rules

The following issues may affect your combination system:

- 2005-2006 COD Message Class Options
- 2005-2006 Updates to Valid Date Ranges
- MPN Discharge report
- Expired MPN report
- MPNs Due to Expire report
- Direct Loan Ancillary Services (for example, where to mail an MPN)
- Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

### 2005-2006 COD Message Class Options

COD provides various message class options for sending and receiving Common Record data to and from COD. The 2005-2006 Common Record Message class options include:

- Non-program specific and non-award year specific (current COMRECIN and COMRECOP)
- Award year specific and non-program specific (Option selected by EDEExpress)
- Program specific and non-award year specific
- Award year specific and program year specific

2005-2006 EDEExpress is using the award year specific message class option for sending and receiving Common Record data for Pell and Direct Loan. These message classes are:

<b>2005-2006 Message Class</b>	<b>Data Description</b>
CRAA06IN	COD Common Record data sent to COD from EDEExpress
CRAA06OP	COD Response from COD to EDEExpress
CRRC06OP	COD Receipt from COD to EDEExpress

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 EDEExpress. EDEExpress is *not* using the options for program specific message classes.

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

**Note:** These options do not affect the Pell and Direct Loan report message classes.

All message classes used by 2005-2006 EDEExpress are outlined for you in the *2005-2006 COD Technical Reference, Volume III, Section 2: Combination System Message Classes*. All COD message classes are outlined in the *2005-2006 COD Technical Reference, Volume II, Section 2: COD Message Classes*.

## 2005-2006 Updates to Valid Date Ranges

Valid date ranges for Pell and Direct Loan processing are updated for the 2005-2006 processing cycle. These updates affect EDEExpress edits and valid field content. Below is the listing of updated 2005-2006 date ranges.

Pell	Direct Loan	Data Element	Date Range
X	X	Date of Birth	01/01/1906 to 12/31/1997
X		Pell Enrollment Date	01/01/2005 to 06/30/2006
X		Pell Payment Period Start Date	01/01/2005 to 06/30/2006
X		Pell Disbursement Date *	06/21/2005 to 09/30/2011
	X	Direct Loan Award Begin Date	07/02/2004 to 06/30/2006
	X	Direct Loan Award End Date	07/01/2005 to 06/29/2007
	X	Direct Loan Academic Year Start Date	07/02/2004 to 06/30/2006
	X	Direct Loan Academic Year End Date	07/01/2005 to 06/29/2007
	X	Direct Loan Disbursement Date	06/22/2004 to 10/27/2007

**\*Important Note:** While the EDEExpress software will accept a date as early as June 21, 2005 for this field, the earliest date an institution may disburse a Pell Grant for 2005-2006 award year, with either Federal funds or its own funds, is July 1, 2005.

## New COD Reports

Three new COD reports MPN Discharge, Expired MPN, and MPNs Due to Expire are sent to schools using the SAIG or COD Web site School News Box. These reports are sent to all reporting schools with loans linked to the MPNs in question, as well as the reporting schools that created the MPNs listed in the report.

- **MPN Discharge Report** - The MPN Discharge report notifies schools of MPNs that have become inactive within the last 30 days due to discharges for death and unauthorized signature.
- **Expired MPN Report** - The Expired MPN report notifies schools of inactive MPNs within the last 30 days due to normal disbursement inactivity.
- **MPNs Due to Expire Report** - The MPNs Due to Expire report notifies schools of MPNs that are about to expire or become inactive within a specific number of days.

## New Report Message Classes

Report	Report Frequency	Message Class
MPN Discharge	Weekly	MPNDISOP
Expired MPN	Weekly	MPNINAOP
MPNs Due to Expire	Monthly	MPNEXPOP

These non-award year specific message classes are available in the following formats:

- Fixed-length (default format used by EDEExpress)
- Pipe-delimited
- Comma-delimited (CSV)

You can import the fixed-length format, into EDEExpress beginning with the 2005-2006 EDEExpress for Windows, Release 2. Importing these reports does *not* update the EDEExpress database, however you can print the reports.

Refer to the *2005-2006 COD Technical Reference Volume VI: COD Reports* for additional information regarding these reports.

## Direct Loan Ancillary Services

Borrowers of Direct Subsidized, Unsubsidized and PLUS loans can complete a paper MPN or an electronic MPN at [dlenote.ed.gov](http://dlenote.ed.gov). If a borrower completes the electronic MPN, an MPN Response (CRPN06OP) is sent to the appropriate school. If a borrower completes a paper MPN, the MPN can be mailed directly to COD or returned to the school to forward to COD. COD must receive and accept the MPN before the loan is booked.

Hardcopy MPNs mailed to COD by the school must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. The paper manifest also provides a certification to be signed by an official at the school.

**Note:** For 2005-2006, schools continue to send batches of MPNs with paper shipping manifests to the following addresses:

<b>Through Regular Mail:</b>	<b>Through Overnight, Express, or Certified Mail:</b>
<b>US Department of Education P.O. Box 5692 Montgomery, AL 36103-5692 1-800-848-0978</b>	<b>US Department of Education 201 TechnaCenter Drive Montgomery, AL 36117 1-800-848-0978</b>

MPNs for subsidized and unsubsidized loans and MPNs for PLUS loans must be batched separately and a separate paper manifest created for each. Each document can contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code. The MPN Manifest option is available through the EDEXpress Print process.

After a batch of MPNs are received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to COD.

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

More information on MPN Responses can be found in the *2005-2006 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*. You may want to become familiar with all volumes in the *COD Technical Reference* to gain a full understanding of the COD system.

## Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

This section describes the Direct Loan MPN multi-year and single year notes, as well as the PLUS credit decision, and the disclosure statement.

### ***Direct Loan Master Promissory Note***

Since 2003-2004, the MPN is the approved promissory note for Direct Subsidized and Unsubsidized loans and PLUS loans for all schools. All MPN processes and procedures apply to all loan types.

**Note:** Refer to the Implementation Guide found in the *2005-2006 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for complete details regarding Direct Loan Master Promissory Notes.

The MPN is a legal document requiring the borrower to repay the funds borrowed under the Direct Loan Program. An MPN must be signed by the borrower before a Direct Loan can be disbursed. An MPN can be either a paper MPN or an e-MPN.

No dollar amount is printed on the MPN by the school or COD. (Loan amount and disbursement amounts are printed on the Disclosure Statement.) An MPN ID is generated for each MPN and is printed on the MPN. The 21-character MPN ID is used by COD to identify which loans are linked to an MPN. A subsidized/unsubsidized MPN ID contains an **M** in the tenth position. A PLUS MPN ID contains an **N** in the tenth position.

The COD System links an accepted subsidized/unsubsidized award to a valid MPN using the following student data elements:

- Current SSN,
- Date of birth, and
- First two characters of the first name *or* the first two characters of the last name, if the first name is blank.

More information on Linking MPNs can be found in the *2005-2006 COD Technical Reference, Volume II, Section 1 - Full Participant Implementation Guide*.

## ***MPN Features***

All MPNs are processed using the multi-year (MY), single-year (SY), or, in the case of PLUS loans, single-loan (SL) feature. The SL feature applies only to PLUS loans with an endorser. Schools must use the same MPN feature for all loan types, subsidized, unsubsidized, and PLUS loans. For example, a school cannot process MPNs using the MY feature for subsidized/unsubsidized loans and the SY feature for PLUS loans. More details on each feature are discussed in the next few paragraphs.

### ***Multi-Year MPN Feature***

Since 2003-2004, the authority to process Direct Loans using the multi-year MPN feature was expanded. Under this expanded authority, unless a school is specifically informed otherwise, all Direct Loan schools can allow borrowers to receive loans for subsequent academic years based on a previously signed MPN (even if that MPN was signed before the effective date of the expanded authority). Not only are multiple loans linked to the same MPN accepted by COD across academic years, but also across schools. For more information regarding eligibility for the multi-year MPN feature see the Dear Colleague Letter GEN-02-10 (November 2002) ([ifap.ed.gov/dpcletters/Gen0210.html](http://ifap.ed.gov/dpcletters/Gen0210.html)) and *2005-2006 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*

On the Response, there is an MPN indicator for subsidized/unsubsidized/PLUS loans. If the loan record has been linked to an MPN at COD, the MPN indicator contains a **Y**. Loan records not linked to an MPN on file at COD have an **N**, in the MPN indicator field.

**Note:** When processing 2005-2006 loan records, COD is aware of open MPNs processed by the Loan Origination Center (LOC) for program years before 2003-2004.

Schools using the multi-year feature must have a confirmation process in place. The confirmation process for subsidized/unsubsidized loans can be active or passive, however, schools must implement an active confirmation process for PLUS loans.

**Note:** For more details regarding the confirmation process, refer to the Direct Loan School Guide, Chapter 6 at [ed.gov/offices/OSFAP/DirectLoan/dl\\_guide.pdf](http://ed.gov/offices/OSFAP/DirectLoan/dl_guide.pdf)

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

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

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

<b>IF...</b>	<b>THEN...</b>
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists ( <b>A, P, S, M, or T</b> )	EDEExpress updates the MPN status of the originating loan to <b>T</b> , assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists ( <b>R or N</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**EDEExpress MPN Statuses:** **N:** Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** MPN Exists (available when current value is N, R, P, S or M)

When no other loans for a student exist within EDEExpress, EDEExpress reviews the ISIR MPN indicator if ISIRs were imported into EDEExpress.

<b>IF...</b>	<b>THEN...</b>
The ISIR MPN indicator indicates an active MPN at COD ( <b>A</b> )	EDEExpress updates the MPN of the originating loan to <b>T</b> , assumes a valid MPN exists
The ISIR MPN indicator is blank or indicates no valid MPN ( <b>I, C, N, or U</b> )	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**ISIR MPN Indicator:** **A:** Active, **I:** Inactive, **C:** Closed, **N:** None or Unavailable, or **U:** Updated

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

For PLUS loans processed using the multi-year feature, a school can set the MPN status to **T** either manually or through multiple entry in EDEExpress. The MPN status of **T** is used to indicate you assume an MPN is on file at COD for the borrower. When the MPN status is set to **T**, EDEExpress does not require the printing of an MPN for that PLUS loan. Upon importing the COD Response for an accepted PLUS loan, EDEExpress is updated with the MPN status on file at COD.

### ***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 EDEExpress setup and on the COD 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.

On the Response, there is an MPN indicator for subsidized/unsubsidized/PLUS loans. If the loan record has been linked to an MPN at COD, the MPN indicator contains a **Y**. Loan records not linked to an MPN on file at COD have an **N**, in the MPN indicator field.

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

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

<b>IF...</b>	<b>THEN...</b>
No other loans exist for this student within EDEExpress	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do <b>not</b> match the loan being originated	EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated, EDEExpress 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 ( <b>A, P, S, M</b> , or <b>T</b> )  If the MPN status of the existing loan indicates no valid MPN exists ( <b>R</b> or <b>N</b> )	EDEExpress updates the MPN status of the originating loan to <b>T</b> and assumes a valid MPN exists  EDEExpress sets the MPN status of the originating loan to <b>R</b> , ready to print, and a new MPN can be printed

**N:** Not ready to print (sub/unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** MPN Exists (available when current value is N, R, P, S or M)

**Note:** For schools implementing single-year functionality the ISIR MPN indicator is not used in the process to determine if a new MPN should be printed since a previous year's MPN is not relevant.

### ***Single-Loan MPN Feature***

The single-loan MPN is an MPN linked to a PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS loan, the MPN linked to that 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 COD.

When a PLUS loan with an endorser is linked to an MPN, the COD system returns an MPN status of accepted 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 COD. 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 COD***

EDEExpress imports the determined MPN status for a loan from COD using the common record Response or the promissory note Response. When the loan is accepted by COD, COD links the loan to an MPN, if possible. The common record Response (CRAA06OP) or the promissory note Response (CRPN06OP) contains COD’s MPN status for the loan record.

Upon import of the COD common record Response file (CRAA06OP), EDEExpress updates the MPN status of a loan as follows:

<b>IF COD MPN Status Imported is:</b>	<b>THEN EDEExpress Updates to:</b>
A = Accepted MPN at COD	A = Accepted by COD
R = Rejected or MPN not on file	R = Ready to print
X = Pending MPN at COD	R = Ready to print

Upon import of the promissory note Response (CRPN06OP), EDEExpress updates the MPN status of a loan as follows:

<b>IF COD MPN Status Imported is:</b>	<b>THEN EDEExpress Updates to:</b>
A = Accepted MPN at COD	A = Accepted by COD
R = Rejected or MPN not on file	R = Ready to print
X = Pending MPN at COD	X = Pending at COD

### ***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 disbursement is made within a year from the date COD received the MPN and the borrower has not closed the note.

**Note:** If at least one disbursement is *not* made on any of the loans linked to an MPN within twelve months, the MPN is closed by COD.

To close an MPN a borrower must send a written request to the Direct Loan Servicing or to the school. If the closed notification is received at the school, the school must forward the original documentation to COD School Relations Center. Upon receipt of a written request, COD 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 COD and all MPNs for the borrower on file at COD are closed, an MPN status of **R** (MPN not on file) is returned in the Response to the school.

### ***PLUS Credit Decision Status***

When importing a common record Response (CRAA06OP) for a PLUS loan, the PLUS credit decision status for the PLUS loan is updated in EDEExpress. A PLUS loan is not linked to an MPN until the borrower has an accepted PLUS credit decision status. PLUS credit decision statuses are A = Accepted, D = Denied, and P = Pending.

When a PLUS borrower requests a credit decision override or submits an Endorser Addendum, a Credit Decision Override Response (CRCO06OP) is generated by COD to communicate the updated credit decision status. Valid values for the PLUS credit decision override code are:

C = Credit overridden as a result of new credit information provided

E = Credit overridden as a result of an endorser's approval

D = Credit denied as a result of an endorser's denial

N = Credit denied after pending.

When the credit decision status is updated to "Accepted," the COD system attempts to link the PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (CRPN06OP) is generated to communicate the updated MPN status. Upon importing the Credit Decision Override Response file, EDEExpress updates the PLUS credit decision status. Upon importing the MPN Response file, EDEExpress updates the MPN status for the PLUS loan.

Refer to the 2005-2006 *COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for additional information regarding requesting a PLUS credit decision or appealing a PLUS credit decision.

### ***Generating Disclosure Statements***

Disclosure Statements are required for all loan types (subsidized, unsubsidized, and PLUS loans) and can be printed by COD or a school.

EDEExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, and PLUS loans. When the school prints a Disclosure Statement, the disclosure statement print indicator value of O = Onsite (school prints) within EDEExpress is translated to a disclosure statement print code of S, (school prints and sends to borrower) on the Common Record export that is sent to COD.

**Note:** Refer to the Implementation Guide found in the *2005-2006 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference* for complete details regarding Generating Disclosure Statements.

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## System Options

To help you decide how best to incorporate EDEExpress for Windows, consider the following questions.

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

The U.S. Department of Education 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:

### EDEExpress for Windows

EDEExpress for Windows is a comprehensive financial aid management system provided at no cost by the U.S. Department of Education.

- It is a student-based system that 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 and Direct Loan origination records, prints MPNs, and manages and reports Pell and Direct Loan disbursement data.

EExpress supports all the necessary tasks required to participate in the Federal Pell Grant Program and the William D. Ford Federal Direct Loan Program. Schools using this software can refer to the COD Desk References for Pell and Direct Loan or the online Help in EExpress for assistance.

EExpress and its desk references along with other documentation are located on the [fsadownload.ed.gov](http://fsadownload.ed.gov) Web site.

## **Combination EExpress/Custom System**

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

EExpress enables you to import data captured in other on-campus systems for example, a financial aid packaging system.

You can export data needed by other on-campus systems (such as the school's business office) from the EExpress database.

## **Interface with Other Software Systems on Campus**

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

## **Benefits to Using EExpress**

If you currently use another system for Pell and Direct Loan processing, consider that 2005-2006 EExpress for Windows:

- Is already fully XML-compliant to work with the COD system
- Automatically translates the flat file that you imported from your mainframe or third-party software upon export to COD
- Can automatically convert XML records from COD to flat ASCII and export them to a flat file for your mainframe or another system on campus
- Offers a powerful structured query language (SQL)-based query function for extracting data

- Uses a friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

## **PC Requirements for EDEExpress**

For PC requirements, see the *Installation Guide for EDEExpress for Windows* (year specific), located on the [fsadownload.ed.gov](http://fsadownload.ed.gov) Web site or contact CPS/SAIG Technical Support at **800/330-5947** or [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

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# The Basic Process for Combination Systems

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

- What is the source of my data?
- How will I synchronize updates to the data between EDEExpress and the mainframe?
- 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 and Direct Loan records with EDEExpress and the COD system in a combination system environment could be similar to these:

1. In EDEExpress, import an ASCII file of records from the mainframe using the **Import External Add** function.
2. Update records in EDEExpress by importing an ASCII file from the mainframe using the **Import External Change** function.
3. For Direct Loan, create or verify MPNs if needed. These MPN statuses can come from the External Add or Change files.
4. Export the information from EDEExpress (data is automatically translated to XML format) to COD for origination through the Student Aid Internet Gateway (SAIG).
5. Receive Common Records Receipts and Responses from COD through the SAIG.

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

For Common Record Responses processed by COD and received through the SAIG mailbox, schools can receive a Full or Standard Response. 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.

When processing Common Records, EDEExpress always requests and receives Full Responses from COD. The request that EDEExpress sends in the Common Record for a Full Response overrides the school's option set on the COD Web site. For example: If you set your school option to receive Standard Response and you send your data to COD using EDEExpress, COD is going to return a Full Response.

**Note:** All Web-generated Responses are Full Responses.

For further information, record layouts, and processes, Full Participants should refer to the *2005-2006 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*.

6. Import the Receipts and Responses into EDEExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.
8. Export information to COD.
9. Use the Query function in EDEExpress to extract student information from the records and print the information to a file for the bursar's office.
10. Export the updated records to an ASCII file from EDEExpress using the Export External function.
11. Load the file of updated records to your mainframe or third-party software.
12. Make changes to the student records, if corrections are needed.

**Note:** The Pell External Import Change process only requires those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout is updated to allow filler in any non-modified field. Refer to the *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*.

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# Combination System Message Classes

The *2005-2006 COD Technical Reference, Volume III, Section 2* provides the 2005-2006 Pell and Direct Loan EDEExpress message classes.

## Documents

The COD Process begins when a Full Participant school submits a Common Record. For the 2005-2006 award year, the Common Record is submitted by Full Participants in one of two ways:

- Document submission (**Note:** This is the option for EDEExpress users.)
- Online submission using the COD Web site

EDEExpress in combination with EDconnect and SAIG enables users to participate in the COD System using the document submission process. For questions regarding the online submission using the COD Web site, refer to *2005-2006 COD Technical Reference, Volume II: Common Record Full Participant Technical Reference*.

### ***Common Record Document Submission***

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

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

For more information regarding transmitting to SAIG, see the *SAIG Host Communication Guide* on the [fsadownload.ed.gov](http://fsadownload.ed.gov) Web site.

### ***The Document Integrity Rule***

EDEExpress requires document integrity. As a result, COD returns a response for every Pell or Direct Loan record submitted by the school. If a school submits a document with 1,000 Pell records, COD 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 EDEExpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track COD submissions with the Document Activity grid through this system option. COD submissions can have Pell – only data, DL – only data, or both Pell and DL data.

All document IDs transmitted to COD using EDEExpress have the same format and are 30 characters long. The format is CCYY-MM-DDTHH:mm:ss.ff99999999.

The first thirteen characters of the document ID identify the date the document was exported from EDEExpress. The date is represented in CCYYMMDD 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 EDEExpress. 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 COD System setup. The Source Entity ID is randomly generated and assigned to schools by COD.

**Note:** The manifest document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

**Note:** The Combination System Message Class table, along with other message class information, is found in the *2005-2006 COD Technical Reference, Volume III, Section 2: Combination System Message Classes*.

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## Combination System Record Layouts

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

The *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts* contains the record layouts that enable you to use EDEExpress for Windows in combination with your school's software to process Pell Grant and Direct Loan data.

### Imports

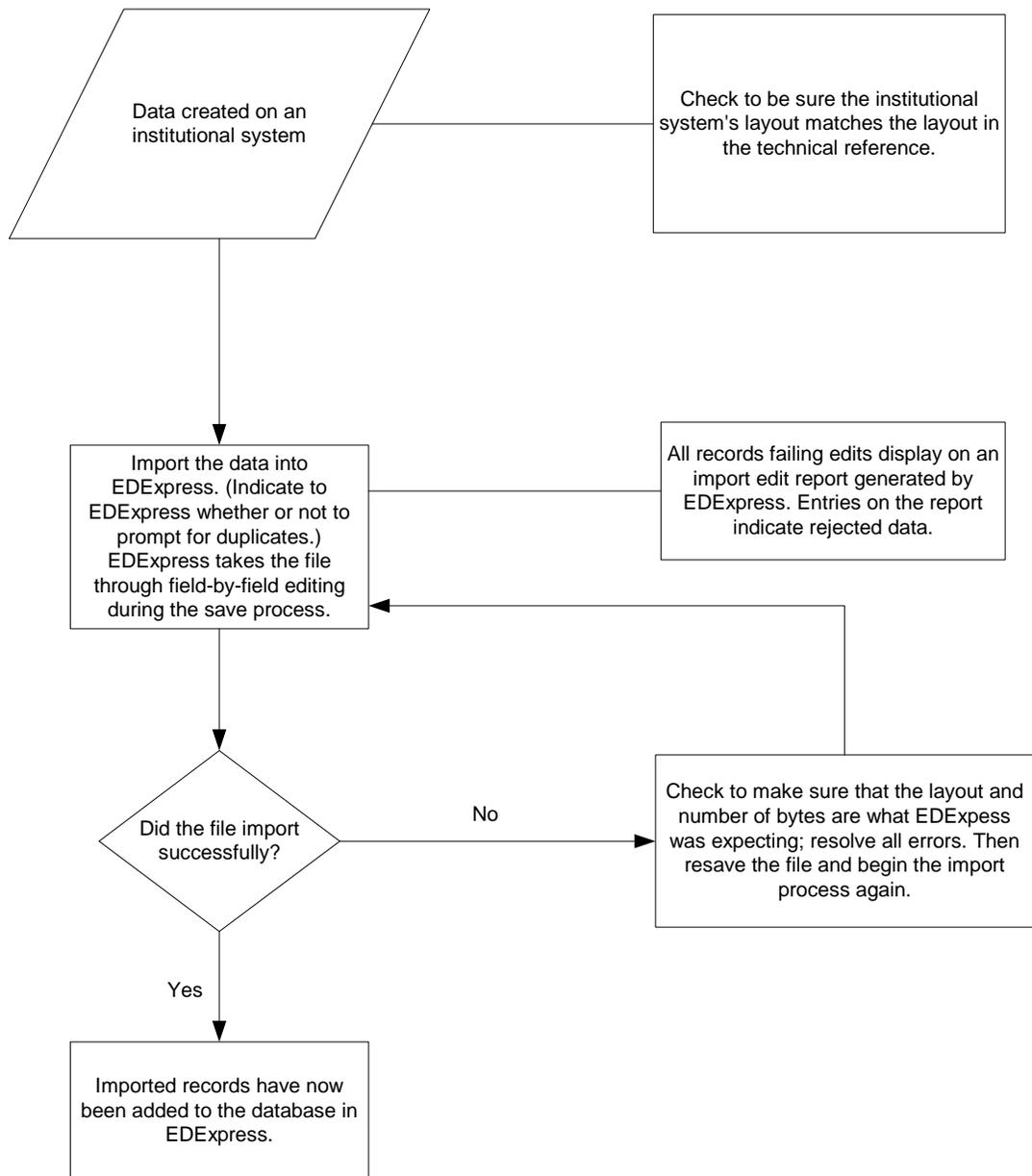
The import process enables you to quickly add and update both origination and disbursement records using a combination of EDEExpress and your school's system or third-party software. Remember, to import data from another system to EDEExpress, you must format the data according to the record layouts in the *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*.

EDEExpress 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). There is no end of file marker (EOF), only the final carriage return/line feed marker after the last record.

**Note:** 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.

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

## External Import



## ***Import External Add or External Change Records***

The basic steps for importing external data into EDEExpress for Windows are:

1. Select **File, Import** from the menu bar.
2. Click the tab of the module you want to use, Pell 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**.

5. Confirm that the default filename and data directory you established in setup appears in the **Import From** box.

Or, if you want to import from a different filename, click the **File** button to locate and name the file, then click **OK**. EDEExpress enters the filename in the box automatically.

6. 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**. EDEExpress enters the filename in the box automatically. Remember that if you print to a file, no hard copy prints on your printer. To print a hard copy, you need to either open the printed file and print *or* reimport the file and select **Printer** as your output destination.

7. Click **Y** for Yes at the Prompt for Duplicates option if you want EDEExpress 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.
8. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.
9. 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.
10. 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 EDEExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox on the Import dialog box.

With the prompt for duplicates option selected, EDEExpress 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. EDEExpress 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.

**Note:** If you do not select the prompt for duplicates checkbox, EDEExpress automatically skips duplicate records.

### ***Import Edits for Valid Values***

As the import progresses, all records are passed through field-by-field edits. EDEExpress 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 to the EDEExpress database.

### ***End-of-Entry Edits***

During the External Import process, EDEExpress 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 EDEExpress.

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. EDEExpress 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, EDEExpress saves them to the database. The correction and reimport process can be repeated until all errors are resolved.

**Note:** The Pell External Import Change process only requires those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout is updated to allow filler in any non-modified field. Refer to the *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*.

## ***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 to the database.

## **Pell External Imports**

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

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDEExpress, you can import external origination or external disbursement files from another system. Records can be set to ready to batch when you import these external files.

## ***External Origination Add/Change Record***

The Pell External Origination Add/Change record layout designates the data elements that are required for the origination record type. It is used by external automated systems to add and change origination award records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGEO06OP message class so that it can be imported into EDEExpress.

**Note:** Changes to the Origination record use the same record layout and apply to the entire award period.

**Note:** The Pell External Import Change process only requires those fields that are to be modified and a few key fields to be imported into EDEExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout is updated to allow filler in any non-modified field. Refer to the *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*.

### ***External Disbursement Add/Change Record***

The Pell External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. It is to be used by external automated systems to add and change disbursement records in your EDEExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the PGED06OP message class so that it can be imported into EDEExpress.

**Note:** Changes to disbursement records use the same layout.

### ***Include Records in Next Document Submission***

If you select **Include Records in Next Document Submission** in the Import dialog box, EDEExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved to 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 the R, ready to export status until it 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 EDEExpress or set the origination records to R, ready to export one at a time. See the online Help in EDEExpress for information on multiple entry.

Disbursement records that successfully pass valid field content edits are systematically added to the Pell database at the R, ready to export 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.

<b>Row Heading</b>	<b>Description</b>	<b>Status</b>
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

## **Direct Loan External Imports**

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

**Note:** In the COD process, the award ID is the loan ID.

### ***External Import Add***

When importing new records into the Direct Loan database in EDEExpress, you must create a file of borrower records according to a standard file layout. See the External Import Add record layout in the *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts* for layout and file creation specifications. Create the file using the DIEA06OP message class so that it can be imported into EDEExpress.

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

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

### ***More about the Loan Data Add File Layout***

Certain borrower information is required before you can originate a loan. This information includes data about the borrower such as the name, address, date of birth, citizenship, and year in college. 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” in the External Import Loan Origination Add file (DIEA) record layout.

EDEExpress 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.

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.

### ***External Import Change***

This type of import enables you to submit changes from your school’s systems to the EDEExpress 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 the *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*.

Create the file using the DIEC06OP message class so that it can be imported into EDEExpress.

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.

### ***Formatting Corrected Values***

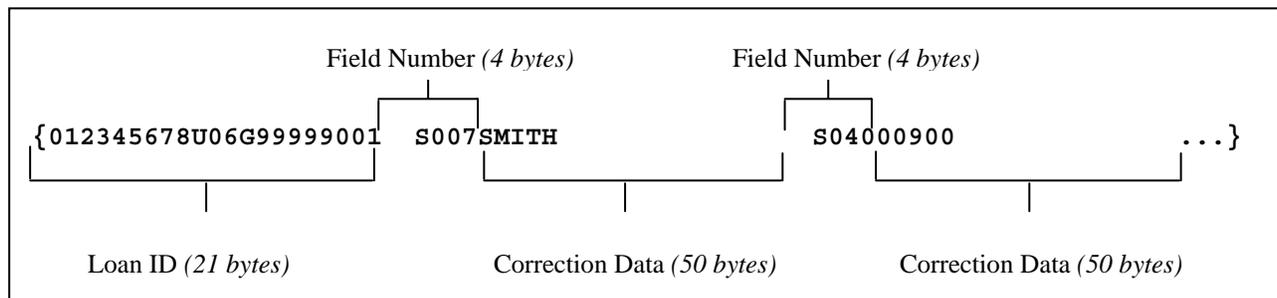
Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of “900,” the correction record would display 00900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

Example:

Two changes are submitted to a loan record whose ID is 012345678U06G99999001:

- 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 EExpress***

You can create a change record to import actual disbursement data from an external institutional system into EExpress. To do this, use the External Import Change record layout (DIEC06OP) in the *2005-2006 COD Technical Reference, Volume III, Section 3: Combination System Record Layouts*.

The change record should include the following data elements:

<b>Field</b>	<b>Change Field Number</b>
Loan ID	N/A
Sequence Number	N/A
Disbursement Number	D003
Disbursement Date	D004
Date	D009
Action Type (Actual Disbursement)	D006
Action Amount (Actual Disbursement)	D007
Actual First Disbursement Change Flag	D008

### ***Disbursement Action Types***

The gross, fee, interest rebate, and net amounts are sent to COD for all anticipated and actual disbursements. Disbursement records can be recorded in EExpress by entering either actual gross or net amounts. EExpress 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 EExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

When entering an actual disbursement adjustment (date or amount), you also enter the disbursement number, the action date, and the action type field. This field identifies whether the adjustment is for a disbursement date or amount and describes the disbursement amount you are entering.

The following chart describes the action types available.

<b>Description</b>	<b>Action Type</b>
Enter <b>gross</b> or <b>net</b> amount of the disbursement	D
Enter <b>gross</b> or <b>net</b> amount of the adjustment	A
Use anticipated disbursement amounts to enter actual disbursement <b>gross</b> or <b>net</b> amounts to the disbursement grid.	U
Enter <b>net adjustment amount</b> (positive or negative) of the adjustment	N
Enter adjusted disbursement date	Q

### *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.

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

	<b>Disb Number</b>	<b>Disb Date</b>	<b>Disb Sequence Number</b>	<b>Previous Disb Sequence Number</b>	<b>Action Date</b>
<b>Disbursement</b>	01	09/10/2005	01		
<b>First Adjusted Disbursement Amount</b>	01	09/10/2005	66	01	09/15/2005
<b>Second Adjusted Disbursement Date</b>	01	09/12/2005	02	66	10/01/2005

### ***Inactive Loan Process (Adjustments to Zero)***

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 COD an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

When you select the inactive flag in EDEExpress, 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 COD.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

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

The following scenarios demonstrate this process:

#### **Scenario A**

**Description:** 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.

**Note:** The save process within EDEExpress automatically reduces each anticipated disbursement to \$0.

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

**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. EDEExpress automatically recalculates the anticipated disbursements.
6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to COD.

**Scenario B**

**Description:** 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 COD.
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:**

5. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are *not* recalculated.
6. Enter new anticipated disbursements with new disbursement numbers.
7. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to COD to report the new actual disbursement amounts.

## Scenario C

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

1. Adjust the individual actual disbursements to \$0.
2. Export a Common Record that contains these adjusted disbursements to COD.

If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and the new disbursement dates as two separate disbursement adjustment transactions.

3. Export the Common Records to COD to report the adjusted disbursement amounts and adjusted disbursement dates.
4. Next, enter the **new disbursement date** (Q type transaction) and export a Common Record to COD to report the adjusted disbursement date. The adjusted disbursement date transaction ensures that the interest calculation on the reactivated disbursement is calculated accurately.

### *Prompt for Duplicates*

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDEExpress 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:

- **C**, create all, EDEExpress creates a new loan record when a duplicate record is found. EDEExpress assigns the next highest loan sequence number.
- **N**, skip duplicate record, EDEExpress skips the duplicate. The record is skipped and counted on the Import Edit report as a skipped record.

### *Loan Types in the Database*

EDEExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, and PLUS loan, three records are imported to EDEExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For all loan types, the Loan Origination database maintains demographic information about the borrower. In addition, student demographic information is maintained for PLUS loans.

### *Importing Disbursement Profile Codes into EDEExpress*

Notes regarding importing disbursement profile codes into EDEExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, or the anticipated disbursement dates (disbursement profile code must already be included in your setup.)
- You can include a disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, and anticipated disbursement dates (EDEXpress adds this disbursement profile code, loan period start/end dates, academic year start/end dates, and anticipated disbursement dates to your setup.)
- You can include loan period start/end dates, academic year start/end dates, and anticipated disbursement dates, without a disbursement profile code. EDEXpress creates a generic disbursement profile code in your setup.

## External Exports (Pell 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 COD, you can create an ASCII file from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario:

The Admissions Office at your school is compiling confidential statistics on the student population, and they need some data on Pell or 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.
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 online Help in EDEXpress for information about creating and using file formats.)

3. **Export the data.** When you begin the export process, you select the records you want to export using queries. You also select the format code so EDEExpress knows what format to use. In other words, EDEExpress 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 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 to File dialog box and 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 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 EDEExpress 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). There is no end of file marker (EOF), only the final carriage return/line feed marker after the last record.

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 EDEExpress menu bar to access the File Format function.

## **File Formats**

File Formats is a utility in EDEExpress 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 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 from 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 EDEExpress 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, EDEExpress 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.

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

### ***Create File Formats***

The specific steps to create a file format in EDEExpress 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**.
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 EDEExpress main window.

## ***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 or Direct Loan.)
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 Data**.

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

4. Confirm that the default filename and data directory you established in setup appears in the Export To box.
5. (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 on 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.
6. 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 online Help in EDEExpress 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.

7. (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.
8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.
9. Click **OK** to export the file. EDEExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.
10. Click **OK** to close the Export Statistics dialog box.

## The Query Function

EDEExpress includes a powerful SQL-based query function that offers you much flexibility in locating and extracting information from the records in your database, for whatever purpose you require. 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 online Help in EDEExpress.

### ***What is a Query?***

A query is a request for certain records from your EDEExpress 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 on 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 EDEExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDEExpress 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 received the **maximum amount** of Pell Grant funding, the query statement may look like this:

(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")  
AND  
(AWARD AMOUNT FOR ENTIRE YEAR = 4050)

### ***Example of a Direct Loan Query***

If you want to find all **first year, incoming students** with approved loan amount of **less than 2,000**, the query statement may look like this:

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

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

### ***Predefined Queries***

To get you started, EDEExpress offers sets of queries that are commonly used in Pell, 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 online Help in EDEExpress for a complete list of predefined queries.

### *Create a Query*

The specific steps to create a query in EDEExpress follow.

1. Select **Tools, Query** from the EDEExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell 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, then continue with step 10.
10. Click **Save** to save the query, then click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

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## Combination System Edits

Volume III, Section 4 contains Pell Grant and Direct Loan EDEExpress 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 Pell and Direct Loan. Refer to these example edits for resolution help.

#### *Pell*

##### *Pell Origination End-of-Entry Edits*

<b>1200-1211</b>	<p><b>Description:</b> EDEExpress 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 EDEExpress calculated amount, the record will not import.</p> <p><b>Resolution Steps:</b> Confirm each record has the correct award amount for the entire year in the External Add file.</p> <p>Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDEExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.</p>
<b>1550</b>	<p><b>Description:</b> This edit results when the student's date of birth in the External Origination Add file is blank.</p> <p><b>Resolution Steps:</b> Add the student's date of birth in CCYYMMDD format to the External Add file.</p>

*Pell Disbursement End-of-Entry Edits*

<b>1520, 1530, 1540</b>	<p>The U.S. Department of Education assigns a Funding Methodology to schools which determines when a school can disburse funds.</p> <p><b>1520 – Description:</b> This edit applies to Just-in-Time Funding or Pushed Cash. The current date cannot be more than 7 days before the disbursement date.</p> <p><b>Resolution Steps:</b> To correct this edit, enter a disbursement date that falls between 06/21/2005 to 09/30/2011 and is no more than 7 days greater than the current date.*</p> <p><b>1530 – Description:</b> This edit affects advanced Funding or Cash Monitoring 1 (CM1). The current date cannot be more than 30 days before the disbursement date.</p> <p><b>Resolution Steps:</b> To correct this edit, enter a disbursement date that falls between 06/21/2005 to 09/30/2011 and is no more than 30 days greater than the current date.*</p> <p><b>1540 – Description:</b> This edit applies to Cash Monitoring 2 or Reimbursement Funding. The current date cannot be greater than the disbursement date.</p> <p><b>Resolution Steps:</b> To correct this edit, enter a disbursement date that falls between 06/21/2005 to 09/30/2011 and matches the current date.*</p> <p>* <b>Important Note:</b> While the EDEXpress software will accept a date as early as June 21, 2005 for this field, the earliest date an institution may disburse a Pell Grant for 2005-2006 award year, with either Federal funds or its own funds, is July 1, 2005.</p>
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## ***Direct Loan***

### ***Direct Loan General End-of-Entry Edits***

<b>1025</b>	<p><b>Description:</b> This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists.</p> <p><b>Resolution Steps:</b> EDEExpress prompts you to adjust the actual disbursement to \$0 (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 COD.</p>
<b>1180</b>	<p><b>Description:</b> This edit indicates the anticipated disbursement date is in error, because the dates imported were out of order.</p> <p><b>Resolution Steps:</b> You can correct this by importing an actual disbursement date that occurs before the first actual disbursement date. After the date is corrected, you can reimport data to update the record in EDEExpress, or you can make the change in the record in EDEExpress and then send the change to COD. After corrected, reimport data to update the record in EDEExpress or to make the changes in the record in EDEExpress and send the change to COD.</p>
<b>1215</b>	<p><b>Description:</b> This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed.</p> <p><b>Resolution Steps:</b> Select 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.</p>

***Direct Loan Origination End-of-Entry Edits***

<b>1010</b>	<p><b>Description:</b> 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.</p> <p><b>Resolution Steps:</b> Correct either the student's date of birth or the parent's date of birth.</p>
<b>1035</b>	<p><b>Description:</b> You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent.</p> <p><b>Resolution Steps:</b> Change either the dependency status or the year in college.</p>
<b>1126</b>	<p><b>Description:</b> You receive this error if the loan period end date is more than 12 calendar months past the loan period start date (must be less than 365 days or 366 days if a leap year).</p> <p><b>Resolution Steps:</b> Correct this error by adjusting the loan period end date.</p>

***Direct Loan MPN End-of-Entry Edits***

<b>1065</b>	<p><b>Description:</b> You receive this error:</p> <p>If the MPN status is changed to S and the current MPN status is not P, or</p> <p>If the current MPN status is not an R and the MPN indicator is F, on-site custom system.</p> <p><b>Resolution Steps:</b> Change the status to P, then change the status to S.</p>
<b>4006</b>	<p><b>Description:</b> You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M.</p> <p><b>Resolution Steps:</b> Change the current MPN status to R or P. Then, change the MPN status to T.</p>