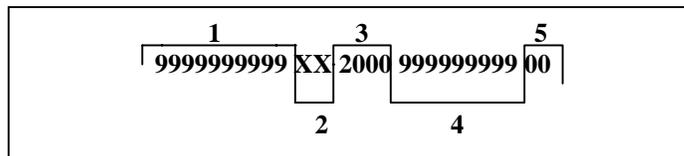


2.0 Combination Layouts

Schools, who use a combination of institutional software and EDEExpress for Windows to process Pell, can use the external import process to quickly add and update both Origination Records and Disbursement Records in EDEExpress. Interfacing the school's system with EDEExpress allows the school to take advantage of the edits included in the EDEExpress software.

This section will provide a brief overview of the process. More details are available in within Help Text in the EDEExpress software. Two record layouts, one for Origination Records and one for Disbursement Records, are used for this purpose. The External Origination Add file has a message class of PGEO00OP and a record length of 300 characters. The External Disbursement Add file has a message class of PGED00OP and a record length of 102 characters. The record layouts can be found in Section 1.0 Custom Layouts, External Origination Add Record and External Disbursement Add Record.

The key for both message file types is the Origination ID with the following elements:



1. Positions 1-9 characters are the SSN with a valid range of 001010001-999999999
2. Positions 10-11 are the Name Code
3. Positions 12-15 are the Year Indicator with a valid range of 2000
4. Positions 16-21 are the Valid Attending Campus Pell ID
5. Positions 22-23 are the Origination Sequence Number which must be 00

These special files are created and imported without header or trailer records attached. The EDEExpress software requires an ASCII format at the end of each record marked with carriage return and line feed characters (ASCII 10 and 13). 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. Check import file format".

When externally added records are imported, the import process performs field-by-field editing and end of entry edits. If the Student's Original SSN, Name Code, Attended Campus, Academic Calendar, and Payment Methodology are present, the EDEExpress

software will run the record through end of entry edits. Records will be added based on a unique Origination ID (Original SSN, Name Code, Attended Campus, Year Indicator, and Origination Sequence Number).

- Student's Original SSN
- Name Code
- Attended Campus
- Year Indicator
- Origination Sequence Number

At the end of the external import add process for both origination and disbursement, a batch statistics dialog box will be displayed. The dialog will contain the number of records added, updated, skipped and total in file. Records with errors will print on an import edit report.