

Session 24



Become an EDExpress Direct Loan Release 2.0 Super User!

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Objective:

This session will highlight selected 2004-2005 **EDExpress Release 2.0** features that will be of great benefit to those users looking for ways to simplify Direct Loan processing and take advantage of the powerful features EDExpress has to offer.

Objective for today:

- ❑ Guided peek inside the software
- ❑ Don't worry if you don't understand every step; it will come with practice.

What we will cover:

Global Functions Affecting Direct Loans

- Clear Locks
- Repair Database
- COD Setup tab
- System Setup
- Grid Functionality
- Disbursement Setup
- Reset Password

What we will cover:

□ Direct Loan functions

– Multiple Entry (ME)

- Actual Disbursements
 - Update DRI to True
 - Modify date and/or amount, then update DRI
- Update Anticipated Disbursements
- Record Adjustments to Actual Disbursements

What we will cover:

- Direct Loan (continued)
 - Share **Disbursement Profile Codes**
 - Create one code to work for PELL and DL
 - Use new **Action Date** field to monitor 30 day reporting requirement
 - Utilize **Tolerances** and EDExpress Reports to evaluate your processing needs

Clear Locks



- Setup...
- Utilities
 - Compact and Repair Database...
 - Verify Database...
 - Clear Files...
 - Clear Locks...**
 - Fund Reconciliation...
- Query...
- Browse
- File Formats...



Check Record to Clear Lock

Clear Lock

Selected	User ID	Creating Record Lock
<input type="checkbox"/>	USER2	

Record 1

OK Cancel Select Select All Deselect All Help



- Setup...
- Utilities
 - Compact and Repair Database...
 - Verify Database...
 - Clear Files...
 - Clear Locks...
- Browse ▶
- File Formats...
- Fund Reconciliation...

Repair Database



Repair Database

2004 - 2005 EDEExpress for Windows



You are about to Repair and Compact the database. Backup the database you are about to Repair and Compact before proceeding. All network copies of EDEExpress for Windows must be closed before continuing. This process may require free disk space equal to the size of your current database. This process may take a few minutes. Do you wish to continue?

OK

Cancel

Help

Verify your Database

- Setup...
- Utilities
 - Compact and Repair Database...
 - Verify Database...
 - Clear Files...
 - Clear Locks...
- Query...
- Browse
 - Fund Reconciliation...
- File Formats...

2004 - 2005 EDEExpress for Windows



Verify Database will now run. Please make sure all network copies of EDEExpress are closed before proceeding.

OK Cancel

Global Setup tab: Time Savers

The screenshot shows a 'Setup' dialog box with a blue title bar and a red 'X' close button. The dialog has a tabbed interface with four tabs: 'Global' (circled in red), 'App Express', 'Packaging', and 'COD'. The 'Global' tab is active and contains a grid of 12 buttons arranged in two columns. At the bottom of the dialog are 'Close' and 'Help' buttons.

Security Groups	Security Users
School	System
File Management	User Database
Document Tracking	ED Initiated Imports
User-Defined User Letter Text	User-Defined Doc Tracking Letter Text
User-Defined Award Letter Text	FAA Access

Global Default System



Setup

Global App Express Packaging COD

Security Groups Security Users

School System

File Management User Database

Document Tracking

User-Defined User Letter Text

User-Defined Award Letter Text

Close

Global System Setup

User ID: SYSADMIN

Allow notepad entries to be edited?

Default System to Display? Direct Loan

- Global
- App Express
- Direct Loan
- Packaging
- Pell

Number of days to reprint Document Tracking Letters? 00

of Times to Reprint Doc. Tracking Letters? 00

of Copies of Doc. Tracking Letters? 00

Return to Dialog:

Single/Multiple (Default Print): Single

Default Report File Destination: Printer

1 of 1

Add Delete Save Retrieve...

OK Cancel Help

COD Setup tab-Disb Profile Code

Setup

Global App Express Packaging COD

School System

Disbursement Tolerance

Print Printer

Close Help

Disbursement Profile

Module: Both DL and Pe

DL Code: G30107

Disbursement Profile Code: BFSD

Disbursement Profile Description: BAKING FRYING SLICING DICING

Academic Year Start Date: 07/01/2004

Academic Year End Date: 03/15/2005

Approved Loan Period Start Date: 07/01/2004

Approved Loan Period End Date: 03/15/2005

Inactive:

#	Date
1	07/01/2004
2	09/27/2004
3	01/01/2005
4	
5	

6 of 12

Add Delete Save Retrieve...

OK Cancel Help



Grid Functionality

Browse Direct Loan [X]

Sub/Unsub | PLUS | Disbursements | Document Activity | Query Fields

	Loan ID	Loan Type	Program Year	Student's Original SS
▶	111223333U05G09009001	U	0405	111-22-3333
	111223333S05G09009001	S	0405	111-22-3333
	222334444S05G09009001	S	0405	222-33-4444
	222334444U05G09009001	U	0405	222-33-4444
	236010003S05G30107001	S	0405	236-01-0003
	236010032S05G30107001	S	0405	236-01-0032
	236010032U05G30107001	U	0405	236-01-0032
	239049020S05G30107001	S	0405	239-04-9020
	239085614U05G30107001	U	0405	239-08-5614
	239085614S05G30107001	S	0405	239-08-5614
	239086208S05G30107001	S	0405	239-08-6208
	239086208U05G30107001	U	0405	239-08-6208

Record 1

OK Help



Right Click in Column Heading

Browse Direct Loan

Sub/Unsub PLUS Disbursements Document Activity Query Fields

		Program Year	Student's Original SS
11122		0405	111-22-3333
11122		0405	111-22-3333
22233		0405	222-33-4444
22233		0405	222-33-4444
23601		0405	236-01-0003
23601		0405	236-01-0032
23601		0405	236-01-0032
23904		0405	239-04-9020
23908		0405	239-08-5614
239085614S05G30107001	S	0405	239-08-5614
239086208S05G30107001	S	0405	239-08-6208
239086208I05G30107001	I	0405	239-08-6208

Record 5

OK Help



Quick Sort Ascending

Browse Direct Loan

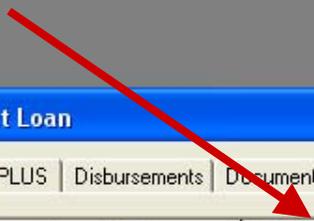
Sub/Unsub PLUS Disbursements Document Activity Query Fields

	Loan Type	Program Year	Student's Original SS
001	S	0405	239-44-0725
001	S	0405	222-33-4444
001	S	0405	236-01-0003
001	S	0405	236-01-0032
001	S	0405	239-04-9020
001	S	0405	239-08-5614
001	S	0405	239-08-6208
001	S	0405	239-11-1690
001	S	0405	239-17-4374
001	S	0405	239-17-6276
111223333S05G09009001	S	0405	111-22-3333
239440540S05G16924001	S	0405	239-44-0540

Record 5

OK Help

- Find...
- Quick Sort Ascending
- Quick Sort Descending
- Freeze This Column
- Hide This Column
- Show All Columns
- Print the Grid...
- Export Grid to File...
- Set Vertical Scroll Tip to This Column
- Reset Scroll Tip To Records





Export Grid to File

Browse Direct Loan

Sub/Unsub **PLUS** Disbursements Document Activity Query Fields

	Loan ID	Loan Type	Program Year	Student's Original SS
▶	236010003P05G30107001	P	0405	236-01-0003
	444556666P05G09009001	P	0405	444-55-6666
	963852741P05G20754001	P	0405	963-85-2741

Record 1

OK Help

Export Grid To File

Include field names as first row

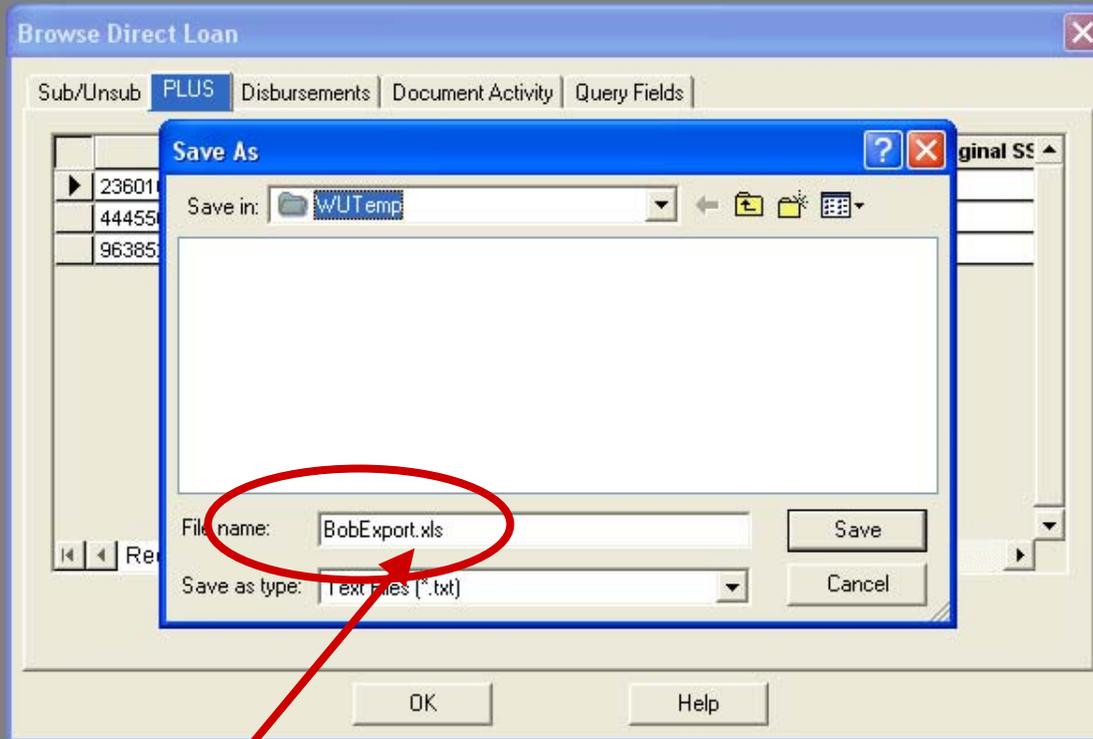
Export type: **Tab Delimited**

Custom Delimiter:

OK Cancel



Export Grid to File



Reset Password

File and Folder Tasks

- Make a new folder
- Publish this folder to the Web
- Share this folder

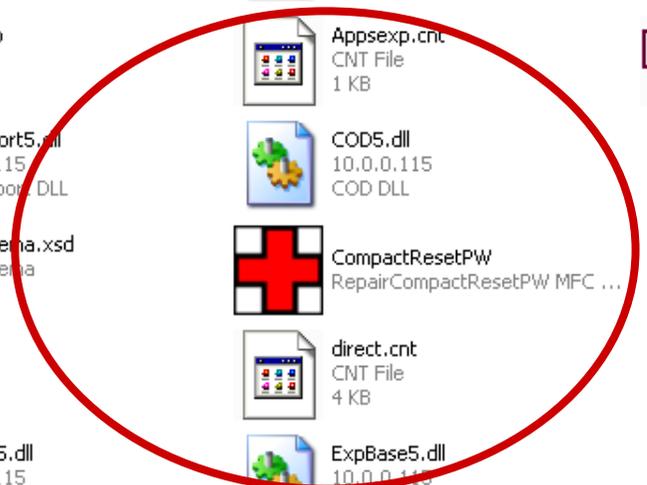
Other Places

- EDESuite
- My Documents
- Shared Documents
- My Computer
- My Network Places

Details

EDEExpress for Windows 2004-2005
File Folder
Date Modified: Today, September 29, 2004, 1:49 PM

- | | | |
|---|--|---|
| AImportExportDLL5.dll
10.0.0.115
AImportExportDll DLL | apps5.dll
10.0.0.115
Apps DLL | AppsEntry5.dll
10.0.0.115
AppsEntry DLL |
| Appsexp
Help File
145 KB | Appsexp.cnt
CNT File
1 KB | expres45
Microsoft Access Application
5,780 KB |
| appsreport5.dll
10.0.0.115
AppsReport DLL | COD5.dll
10.0.0.115
COD DLL | CODImportExport5.dll
1.0.0.115
CODImportExport DLL |
| COD5schema.xsd
XML Schema
111 KB | CompactResetPW
RepairCompactResetPW MFC ... | DImportExportDLL5.dll
10.0.0.115
DImportExportDll DLL |
| direct
Help File
870 KB | direct.cnt
CNT File
4 KB | directloan5.dll
10.0.0.115
DirectLoan DLL |
| dlreport5.dll
10.0.0.115
DLReport DLL | ExpBase5.dll
10.0.0.115
ExpBase DLL | ExpFrame5.dll
10.0.0.115
ExpFrame DLL |
| ExpImportExportDLL5.dll
10.0.0.115
ExpImportExportDll DLL | Express45
Express32 MFC Application
U.S. Department of Education | global
Help File
1,118 KB |
| global.cnt
CNT File
5 KB | GNCSToolkit5.dll
5.0.0.48
GNCSToolKit DLL | how
Help File
7 KB |
| how.cnt
CNT File
1 KB | INETWH32.DLL
1.10.1.1
INETWH32 | package
Help File
796 KB |
| package.cnt
CNT File
3 KB | Packaging5.dll
10.0.0.115
Packaging DLL | pell
Help File
520 KB |
| Pell5.dll
10.0.0.115
Pell DLL | pell.cnt
CNT File
2 KB | PellImportExportDll5.dll
10.0.0.115
PellImportExportDll DLL |
| pellreport5.dll
10.0.0.115
PellReport DLL | PImportExportDLL5.dll
10.0.0.115
PImportExportDll DLL | pkgalgorithm5.dll
10.0.0.115
PkgAlgorithm DLL |



Reset Password

File and Folder Tasks

- Rename this file
- Move this file
- Copy this file
- Publish this file to the Web
- E-mail this file
- Delete this file

Other Places

- EDESuite
- My Documents
- Shared Documents
- My Computer
- My Network Places

Details

CompactResetPW
Application
Date Modified: Monday, September 22, 2003, 12:14 PM
Size: 24.0 KB

AImportExportDLL5.dll 10.0.0.115 AImportExportDll DLL	apps5.dll 10.0.0.115 Apps DLL	AppsEntry5.dll 10.0.0.115 AppsEntry DLL
Appsexp Help File 145 KB	Appsexp.cnt CNT File 1 KB	expres45 Microsoft Access Application 5,780 KB
appsreport5.dll 10.0.0.115 AppsReport DLL	COD5.dll 10.0.0.115 COD DLL	CODImportExport5.dll 1.0.0.115 CODImportExport DLL
CODSchema XML Schema 111 KB	<div data-bbox="599 471 1504 799" data-label="Complex-Block"> <p>Database Path: C:\Program Files\EDESuite\EDEexpress for Windows 2004-2005\expr ...</p> <p>Repair and Compact Reset Password</p> <p>OK</p> </div>	
direct Help File 870 KB		
dlreport5.dll 10.0.0.115 DLReport D	Express45 Express32 MFC Application U.S. Department of Education	global Help File 1,118 KB
ExpImportExportDLL5.dll 10.0.0.115 ExpImportExportDll DLL	GNCSToolkit5.dll 5.0.0.48 GNCSToolKit DLL	how Help File 7 KB
global.cnt CNT File 5 KB	INETWH32.DLL 1.10.1.1 INETWH32	package Help File 796 KB
how.cnt CNT File 1 KB	Packaging5.dll 10.0.0.115 Packaging DLL	pell Help File 520 KB
package.cnt CNT File 3 KB	pell.cnt CNT File 2 KB	PellImportExportDll5.dll 10.0.0.115 PellImportExportDll DLL
Pell5.dll 10.0.0.115 Pell DLL	PImportExportDLL5.dll 10.0.0.115 PImportExportDll DLL	pkgalgorithm5.dll 10.0.0.115 PkgAlgorithm DLL
pellreport5.dll 10.0.0.115 PellReport DLL		

- Multiple Entry...
 - Global
 - Packaging
 - Direct Loan**
 - Pell
- Add Documents...
- Package...
- Unpackage...
- Repackage...
- Add Budgets
- Calculate User-Defined Formulas
- Calc. Award Amt For Entire School Yr...

Direct Loan Multiple Entry

15 Fields To Make Your Job Easier!

Direct Loan Multiple Entry - Field/Records Selection

Default

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		<input type="checkbox"/>
2	<input type="checkbox"/>	MPN Status		<input type="checkbox"/>
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input type="checkbox"/>	Disbursement Number		<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement	<input type="checkbox"/>	<input type="checkbox"/>

SSN File

File...

Report Destination

Printer
 File
 Screen

File...

Sort By:

DRI Unchecked: Update Anticipateds

Direct Loan Multiple Entry - Field/Records Selection

Default:

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		<input type="checkbox"/>
2	<input type="checkbox"/>	MPN Status		<input type="checkbox"/>
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input type="checkbox"/>	Disbursement Number		<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement		<input type="checkbox"/>

SSN File: File... []

Report Destination: Printer File Screen
File... []

Sort By: Last Name

OK Cancel Help Selection Criteria

DRI Checked: Update Actuals



Update Anticipateds

Direct Loan Multiple Entry - Field/Records Selection

Default

#	Select	Field	Value	Change to
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	Disbursement Number	1	<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	Action Date		<input type="checkbox"/>
11	<input type="checkbox"/>	College Grade Level		<input type="checkbox"/>

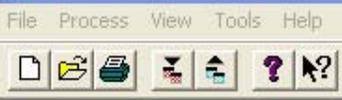
SSN File
File... []

Report Destination
 Printer File Screen
File... []

Sort By: Last Name

OK Cancel Help Selection Criteria

Updating Anticipateds



Direct Loan Multiple Entry

Default

#	Select	Field	Value	Change to
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	Disbursement Number	1	<input type="checkbox"/>
5	<input type="checkbox"/>	Disbursement Release Indicator (DRI)	<input type="checkbox"/>	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>

Selection Criteria

Title: DISBURSEMENT PROFILE CODE

Query Title: DISBURSEMENT PROFILE CODE

Select Records...

Parameter Query Entry

QUERY TITLE: DISBURSEMENT PROFILE CODE

This parameter query allows you to access records from the database based on values that you specify. Please fill in values (parameters) for the following fields:

Field Name	Operator	Field Value	List Field Value
DISBURSEMENT PROFILE CODE	=		...

OK Cancel Help

Select

Disbursement Profile Code
20DB
2222
2TFT
2THT
▶ AAAA
BFSD
DP10
SG

2

1

3

4



Update Anticipateds

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Type	Disburse
1	BRADSHAW	CARRIE		444556666P05G09009001	2		
2	BRADSHAW	CARRIE		444556666S05G09009001	3		
3	HOBBS	MIRANDA		333445555U05G09009001	1		
4	JONES	SAMANTHA		111223333S05G09009001	2		
5	JONES	SAMANTHA		111223333U05G09009001	1		
6	YORK	CHARLOTTE		222334444S05G09009001	1		
7	YORK	CHARLOTTE		222334444U05G09009001	1		

Date or Amount

Save Cancel Help

Update Actuals

Direct Loan Multiple Entry - Field/Records Selection

Default

#	Select	Field	Value	Change to
1	<input type="checkbox"/>	Inactive Loan?		<input type="checkbox"/>
2	<input type="checkbox"/>	MPN Status		<input type="checkbox"/>
3	<input type="checkbox"/>	Date Signed Note Received		<input type="checkbox"/>
4	<input checked="" type="checkbox"/>	Disbursement Number	2	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	Disbursement Release Indicator (DRI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	Disbursement Type		<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Disbursement Amount		<input type="checkbox"/>
8	<input checked="" type="checkbox"/>	Disbursement Date		<input type="checkbox"/>
9	<input type="checkbox"/>	First Disbursement		<input type="checkbox"/>

File Screen

Selection Criteria

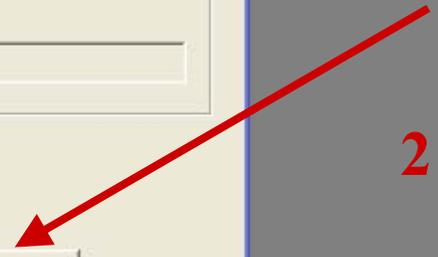
Title: _____

Query Title: _____

Select Records...



1



2

Select Records

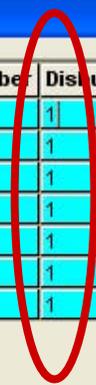
Selected	Student's Original SSN - Loan	Loan ID	Student's Last
<input checked="" type="checkbox"/>	111-22-3333	111223333S05G09009001	JONES
<input checked="" type="checkbox"/>	111-22-3333	111223333U05G09009001	JONES
<input checked="" type="checkbox"/>	222-33-4444	222334444S05G09009001	YORK
<input checked="" type="checkbox"/>	22-33-4444	222334444U05G09009001	YORK
<input checked="" type="checkbox"/>	36-01-0003	236010003P05G30107001	SAR
<input checked="" type="checkbox"/>	36-01-0003	236010003S05G30107001	SAR
<input checked="" type="checkbox"/>	236-01-0032	236010032S05G30107001	SAR
<input type="checkbox"/>	236-01-0032	236010032U05G30107001	SAR
<input type="checkbox"/>	239-04-9020	239049020S05G30107001	OKEZIE
<input type="checkbox"/>	239-08-5614	239085614S05G30107001	TOMSIC
<input type="checkbox"/>	239-08-5614	239085614U05G30107001	TOMSIC
<input type="checkbox"/>	239-08-6208	239086208S05G30107001	BLISSSED
<input type="checkbox"/>	239-08-6208	239086208U05G30107001	BLISSSED
<input type="checkbox"/>	239-11-1690	239111690S05G16924001	FITZSED
<input type="checkbox"/>	239-11-1690	239111690U05G16924001	FITZSED
<input type="checkbox"/>	239-17-4374	239174374S05G16924001	ALBECED TESTING
<input type="checkbox"/>	239-17-4374	239174374U05G16924001	ALBECED TESTING



4

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Release Indicat
1	JONES	SAMANTHA		111223333S05G09009001	2	1
2	JONES	SAMANTHA		111223333U05G09009001	2	1
3	SAR	TARA	A	236010032S05G30107001	2	1
4	SAR	TINA	A	236010003P05G30107001	2	1
5	SAR	TINA	A	236010003S05G30107001	2	1
6	YORK	CHARLOTTE		222334444S05G09009001	2	1
7	YORK	CHARLOTTE		222334444U05G09009001	2	1



“1” = True

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Amount	Disbursement Date
1	JONES	SAMANTHA		111223333S05G09009001		
2	JONES	SAMANTHA		111223333U05G09009001		
3	SAR	TARA	A	236010032S05G30107001		
4	SAR	TINA	A	236010003P05G30107001		
5	SAR	TINA	A	236010003S05G30107001		
6	YORK	CHARLOTTE		222334444S05G09009001		
7	YORK	CHARLOTTE		222334444U05G09009001		



Scroll Over. Blank means “Use Anticipated Dates and Amounts.”

Save Cancel Help

Report Date: 10/01/2004
Report Time: 10:14:10

U.S. DEPARTMENT OF EDUCATION
EDEExpress - 2004-2005
Multiple Entry Edit Report
Direct Loan

Page: 1

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SSN	Loan ID	Student Name
Field Name		Data in Question
Error Message		

239-08-6208	239086208S05G30107001	BLISSED, JOHNNIE L
Actual Disbursement Type		
Actual disbursement record already exists for this disbursement.		

Actual Disbursement Gross Amount
You may not enter an action amount where the Gross Amount is the same as the previous transaction for this disbursement number.

Total Records Read:	6
Total Records Accepted:	5
Total Records: in Error:	1
Total Fields Accepted:	15
Total Fields In Error:	3

*** PLEASE REVIEW SKIPPED RECORDS AND REPROCESS IF NECESSARY ***

Whoops! Picked one previously updated.

Disbursement Date vs Action Date

Direct Loan

Loan Type: DIRECT SUBSIDIZED

Loan #: _____

1 of 2

Loan Amount Approved: \$2,625

\$2,625

Loan Status: _____

A

MPN Status: _____

A

Loan Entrance Interview Date: _____

Action

Disbursement: Type: Date: Amount:

Add

Disbursements

Payments to Servicing

#/Type	Seq #	Date	Gross	Fee	Rebate	Net		Disbursement			Document ID	Export To		Action Date
						Amount	Adjusted	Rel	Ind.	Status		First?	External	
1/D	1	03/25/2004	656	19	10	647	0	<input checked="" type="checkbox"/>		A	<input type="checkbox"/>	2004-03-24T12:54:	Y	03/24/2004
2/D	1	05/25/2004	656	19	10	647	0	<input checked="" type="checkbox"/>		R	<input type="checkbox"/>		Y	10/01/2004
3		07/01/2004	656	19	10	647		<input type="checkbox"/>			<input type="checkbox"/>			
4		09/24/2004	657	19	10	648		<input type="checkbox"/>			<input type="checkbox"/>			
5								<input type="checkbox"/>			<input type="checkbox"/>			
6								<input type="checkbox"/>			<input type="checkbox"/>			
7								<input type="checkbox"/>			<input type="checkbox"/>			
8								<input type="checkbox"/>			<input type="checkbox"/>			
9								<input type="checkbox"/>			<input type="checkbox"/>			
10								<input type="checkbox"/>			<input type="checkbox"/>			
Anticipated Totals			2625	76	40	2589								
Actual Totals			1312	38	20	1294								



Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Type	Disburse
1	JONES	SAMANTHA		111223333S05G09009001	1	A	
2	YORK	CHARLOTTE		222334444S05G09009001	1	A	

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Type	Disbursement Amount
1	JONES	SAMANTHA		111223333S05G09009001	A	325
2	YORK	CHARLOTTE		222334444S05G09009001	A	700

Downward Adjustments

Save Cancel Help

Report Date: 10/01/2004 U.S. DEPARTMENT OF EDUCATION Page: 1
Report Time: 10:28:06 EDEExpress - 2004-2005
Multiple Entry Edit Report
Direct Loan

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SSN	Loan ID	Student Name
Field Name		Data in Question
Error Message		

Total Records Read:	2
Total Records Accepted:	2
Total Records: in Error:	0
Total Fields Accepted:	10
Total Fields In Error:	0

*** ALL RECORDS SUCCESSFULLY PASSED EDITS ***

Success!

This Disbursement Record will go to COD in the next Common Record

Direct Loan

Loan Type: Loan ID: Loan Status: Loan Entrance Interview Date:

Action:

Disbursement Date: Amount:

Disbursements

#/Type	Seq #	Date	Gross	Fee	Rebate	Net		Disbursement			Document ID	Export To	
						Amount	Adjusted	Rel. Ind.	Status	First?		External	Action Date
1/D	1	03/25/2004	656	19	10	647	0	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	2004-03-24T12:54:	Y	03/24/2004
A	2	03/25/2004	329	9	5	325	-322		R			Y	10/01/2004
2/D	1	05/25/2004	656	19	10	647	0	<input checked="" type="checkbox"/>	R	<input type="checkbox"/>		Y	10/01/2004
3		07/24/2004	656	19	10	647		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
4		08/24/2004	657	19	10	648		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
5								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
6								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
7								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
8								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Anticipated Totals			2625	76	40	2589							
Actual Totals			985	28	15	972							



Make a Mistake?

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Release Indicat
1	JONES	SAMANTHA		111223333S05G09009001	1	1
2	JONES	SAMANTHA		111223333U05G09009001	1	1
3	YORK	CHARLOTTE		222334444S05G09009001	1	1
4	YORK	CHARLOTTE		222334444U05G09009001	1	1



Save

Cancel

Help

Choose "Blank" Disb. Number to Deselect a Record

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Release Indica
1	JONES	SAMANTHA		111223333S05G09009001	1	1
2	JONES	SAMANTHA		111223333U05G09009001		1
3	YORK	CHARLOTTE		222334444S05G09009001	1	1
4	YORK	CHARLOTTE		222334444U05G09009001	2	1

Direct Loan Multiple Entry

	Last Name	First Name	Middle Initial	Loan ID	Disbursement Number	Disbursement Release Indica
1	JONES	SAMANTHA		111223333S05G09009001		0
2	JONES	SAMANTHA		111223333U05G09009001	1	1
3	YORK	CHARLOTTE		222334444S05G09009001	1	1
4	YORK	CHARLOTTE		222334444U05G09009001	1	1

**After choosing blank, click on any field.
Values change. "0" means Do Not Update.
Blue Disappears. Record is deselected.**

Quality Assurance Component of Direct Loan Program

Setup

Global App Express Packaging COD

School System

Disbursement Tolerances

Print Printer

Close Help

Tolerances

Prom Notes (Received to Manifest): 00

Document Activity (COD Common Record): 00

OK Cancel Help

Document Activity (COD Common Record)

- ❑ “Enter the number of days for the period between a COD Document’s **creation date** and its **response date** that must be exceeded to print on the Document Activity report. Valid values range from 00 to 99.”

Print List; Exceptions Only



Print

Global | App Express | Packaging | Direct Loan | Pell

Report

- List - PLUS MPN
- List - PLUS MPN
- List - Sub/Unsub MPN
- Parent Borrower Mailing Labels
- Origination Record
- Promissory Note - Sub/Unsub

Single
Multiple

E-mail

SSN File

File... []

Options

Sort Order: Last Name

Totals Only?

Print Tolerance Exceptions Only?

Reported Period: [] To []

Selection Criteria | OK | Cancel | Help | Print Setup

Tolerance Exceptions Only

Report Date: 10/01/2004 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 16:01:49 2004-2005 Federal Direct Loan Program

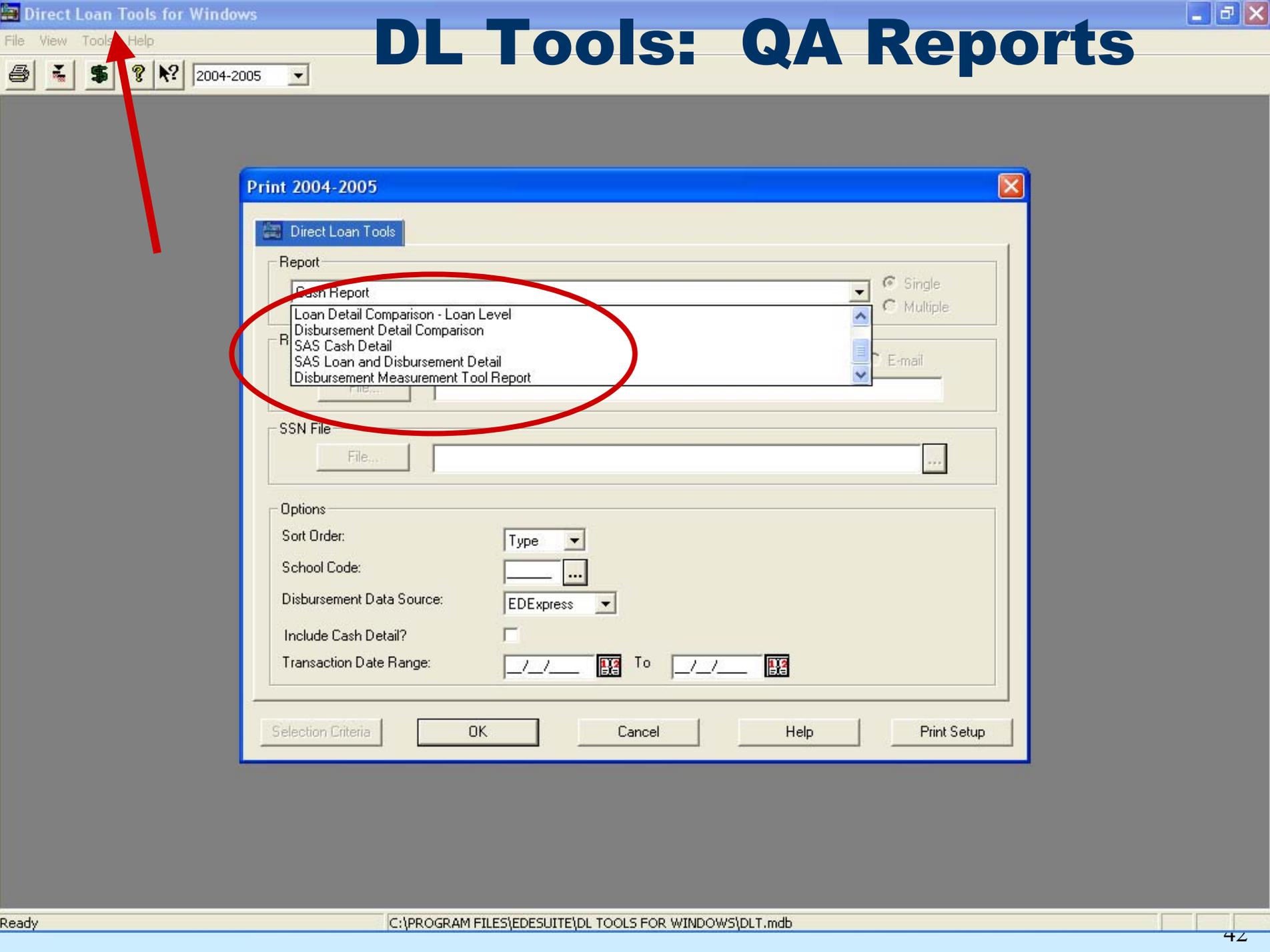
Sub/Unsub MPN List
(TOLERANCE EXCEPTIONS ONLY)

Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student's Name	Current SSN	MPN	ISIR	Received	Manifest	Days	Acknowledge
Loan ID	Stat	MPN	Date	Print Date	Elapsed	Date	
Manifest Document ID	Flag						
ALBECED TESTING, KRISTEN L.	239-17-4374						
239174374S05G16924001	M	N	09/06/2004	09/07/2004	1		
2004-09-07T09:09:43.8832165498							
239174374U05G16924001	M	N	09/06/2004	09/07/2004	1		
2004-09-07T09:09:43.8832165498							
BING, CHANDLER	355-55-5555						
35555555U05G07938001	M		03/31/2004	04/14/2004	14		
2004-04-14T07:04:51.2965432198							
BLISSED, JOHNNIE L.	239-08-6208						
239086208S05G30107001	S	N	03/24/2004		191	*	
239086208U05G30107001	S	N	03/24/2004		191	*	
BOB, SIDESHOW	777-77-7701						
777777701U05G20754002	A		03/12/2004	03/18/2004	6	03/22/2004	
2004-03-18T14:11:43.0511111111							
BRADSHAW, CARRIE	444-55-6666						
444556666S05G09009001	S		03/09/2004		206	*	
BUFFAY, PHOEBE	344-44-4444						
344444444S05G07938001	M		03/31/2004	04/14/2004	14		
2004-04-14T07:04:51.2965432198							
344444444U05G07938001	M		03/31/2004	04/14/2004	14		

DL Tools: QA Reports



Print 2004-2005

Direct Loan Tools

Report:

- Cash Report
- Loan Detail Comparison - Loan Level
- Disbursement Detail Comparison
- SAS Cash Detail
- SAS Loan and Disbursement Detail
- Disbursement Measurement Tool Report

SSN File:

Options:

Sort Order: Type

School Code: ...

Disbursement Data Source: EDExpress

Include Cash Detail?

Transaction Date Range: ___/___/___ To ___/___/___

Selection Criteria OK Cancel Help Print Setup



Electronic Access Conference

Orlando, Florida
Las Vegas, Nevada
2004

Who has the next Question?



Feel Like You Know A Little More?

Global

- Clear Locks
- Repair Database
- COD Setup tab
- System Setup
- Grid Functionality
- Disbursement Setup
- Reset Password

What we covered:

❑ Direct Loan

– Multiple Entry (ME)

- Actual Disbursements
 - Update DRI to True
 - Modify date and/or amount, then update DRI
- Update Anticipated Disbursements
- Record Adjustments to Actuals

– Share Disbursement Profile Codes

- Create one code to work for PELL and DL
- Use new Action Date field to monitor 30 day reporting requirement
- Utilize Tolerances and EDEExpress Reports to evaluate your processing needs

Technical Assistance

❑ CPS/SAIG Technical Support:

Phone: 800 330-5947

Email: CPSSAIG@ed.gov

❑ COD Customer Service

Phone: 800 848-0978

Email: CODsupport@acs-inc.com