

Session #12

Using EDExpress for Direct Loan Processing

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U.S. Department of Education



START HERE
GO FURTHER
FEDERAL STUDENT AID

Agenda

- Setup
- Creating and Updating Direct Loan Origination and Disbursement Records
- Exporting & Importing Common Records
- EDExpress Reports
- Additional DL Imports from COD
- External Export
- Who is in Our Audience Today?
 - 2010-2011 Enhancements
 - Beginner's Hands-On: Session 13
 - DL Tools (Reconciliation): Session 14

EDExpress Direct Loan

- EDExpress is an award-year specific, fully integrated software package that allows schools to process, package, and manage student financial aid records electronically in an easy-to-use Windows format.
- The Direct Loan module allows schools to originate loans, print MPNs, create disbursement records, print reports, and interact with internal school systems.



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Our Target-Booking a Loan

- Accepted Loan Origination Record
- Accepted MPN
- Accepted 1st Actual Disbursement

- Let's explore how we reach this target...

Setup-Global

- If new to EDEExpress, first establish your school code in Global-School setup.

School

School Code: 012345

Name: AN EDEXPRESS TRAINING SCHOOL

Address: 123 MAIN ST

City: NASHVILLE

State: TN Zip Code: 37214

Assumed School:

App Processing Participant:

Direct Loan Participant:

3275 of 10310

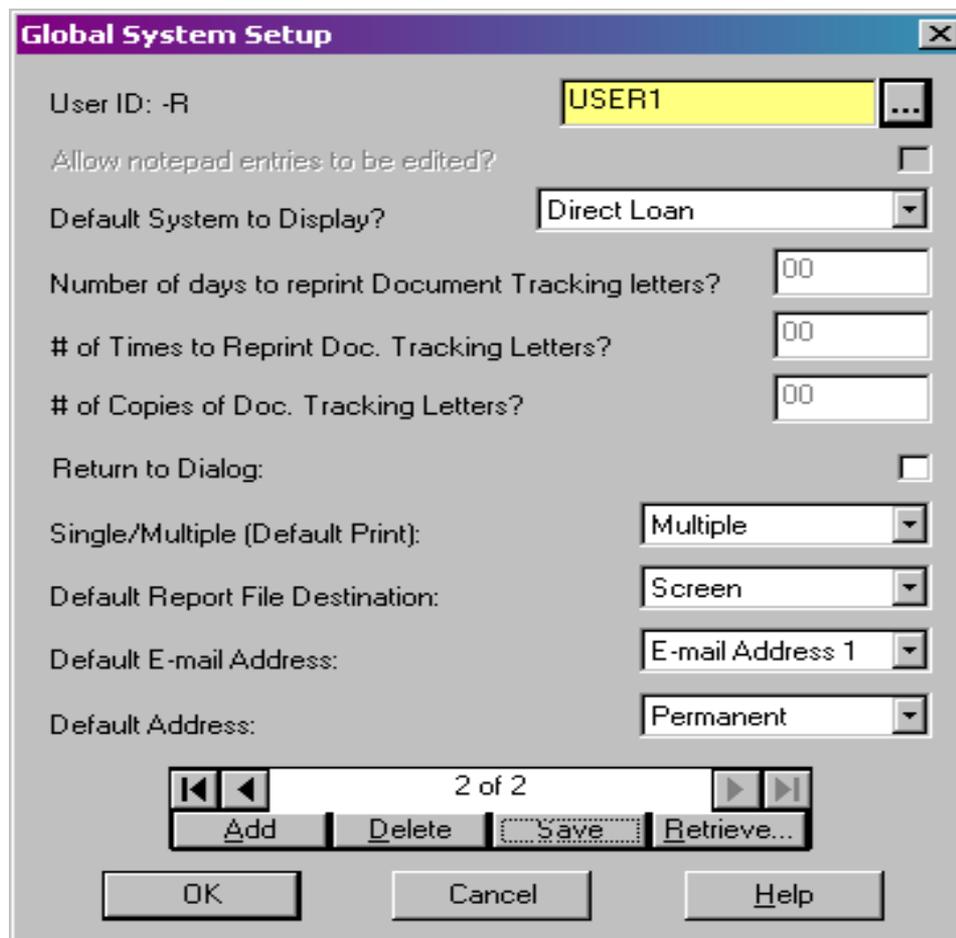
Add Delete Save Retrieve...

OK Cancel Help

Demo: 012345

Setup-Global

- System settings customized by EDExpress user ID.



The screenshot shows a dialog box titled "Global System Setup" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- User ID: -R (text field) with a dropdown menu showing "USER1" and a browse button (...).
- Allow notepad entries to be edited? (checkbox, unchecked).
- Default System to Display? (dropdown menu showing "Direct Loan").
- Number of days to reprint Document Tracking letters? (text field with "00").
- # of Times to Reprint Doc. Tracking Letters? (text field with "00").
- # of Copies of Doc. Tracking Letters? (text field with "00").
- Return to Dialog: (checkbox, unchecked).
- Single/Multiple (Default Print): (dropdown menu showing "Multiple").
- Default Report File Destination: (dropdown menu showing "Screen").
- Default E-mail Address: (dropdown menu showing "E-mail Address 1").
- Default Address: (dropdown menu showing "Permanent").

At the bottom of the dialog, there is a navigation bar with the text "2 of 2" and four buttons: "Add", "Delete", "Save", and "Retrieve...". Below the navigation bar are three buttons: "OK", "Cancel", and "Help".

Setup-Direct Loan

- Complete the required three setup components of the Direct Loan module:
 - COD System
 - COD School
 - COD Disbursement Profile Code
- Two optional Direct Loan setup components:
 - Tolerances
 - MPN Printer

Setup-COD-Direct Loan-School

School

Direct Loan Pell Payments TEACH

DL Code	Reporting Entity ID	Attended Entity ID	Funding Method	Default School?
G23456	12345678	12345678	Advance Pay	<input checked="" type="checkbox"/>



Setup-COD-Direct Loan-School

Total MPNs to be Printed:	<input type="text" value="2"/>	Print to (L)ocal or (P)ermanent Address?	<input type="text" value="P"/>
MPN Print Option:	<input type="text" value="S"/>	Are You a Special School?	<input type="checkbox"/>
FAA Authorized Official:	<input type="text" value="AUTHORIZED LOAN OFFICIAL_____"/>	Prompt to Create an Additional Sub/Unsub Loan During Origination Process?	<input type="checkbox"/>
Sub/Unsub Loan Fee Percentage:	<input type="text" value="1.500"/>	Entrance Interview Required Prior to Disbursement?	<input type="checkbox"/>
PLUS Loan Fee Percentage:	<input type="text" value="4.000"/>	Disclosure Statement Print Indicator:	<input type="text" value="S"/>
Sub/Unsub Interest Rebate Percentage:	<input type="text" value="1.000"/>	Actual Disbursement Type:	<input type="text" value="N"/>
PLUS Interest Rebate Percentage:	<input type="text" value="1.500"/>	Do You Use Multi-year MPNs at Your School?	<input checked="" type="checkbox"/>

Setup-COD-Direct Loan-System

- Used to identify your institution in the export file to COD.

Module	Source Entity ID	Third Party Servicer?	Disable Source Entity ID Setup Warning?
DL	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Pell		<input type="checkbox"/>	<input type="checkbox"/>
TEACH		<input type="checkbox"/>	<input type="checkbox"/>

Combine Module(s)

DL Pell TEACH

OK Cancel Help

Setup-COD-Direct Loan-Disbursement

Disbursement Profile

Module(s)
 DL Pell TEACH

DL Code: ...

Disbursement Profile Code: Inactive:

Disbursement Profile Description:

Academic Year Start Date:  Approved Loan Period Start Date: 

Academic Year End Date:  Approved Loan Period End Date: 

Disbursement Dates:

#	Date
1	10/01/2009
2	01/11/2010
3	
4	
5	

NEW RECORD

Add Delete Save Retrieve...

OK Cancel Help

Setup-COD-Direct Loan-Tolerances

- Define number of days before exceptions display on reports.



Tolerances

MPN (Received to Manifest): 00

Document Activity (COD Common Record) 00

OK Cancel Help

Setup-COD-Direct Loan-MPN Printer

- Used to adjust print areas on MPNs printed from EDExpress.

				Sub/Unsub				PLUS			
				Section A		Section B		Section A		Section B & C	
	Printer Template	Font Type	MPN Type	X1	Y1	X2	Y2	X1	Y1	X2	Y2
1											

Creating & Updating Direct Loan Records

- Methods to create and update Direct Loan records:
 - Manual Entry
 - ISIR Import
 - Packaging Import
 - External Add/Change Import
 - Multiple Entry
 - Rebuild

Creating Origination Record- Manual Entry

- Demo tab entry required for student information:
 - First or last name
 - Complete address
 - Date of birth
- Additional information you can enter to send to COD:
 - Dependency status
 - Citizenship status
 - Phone number

Creating Origination Record- Manual Entry

2009 - 2010 EDEExpress for Windows - [(555-66-7777) KAYLA A. WILSON]

File Process View Help

Last Name: WILSON First Name: KAYLA Middle Initial: A

Permanent Address: Permanent City: 321 FIRST AVE Permanent State: TN Permanent Zip: 37214

Permanent Phone: Local Address: Local City: Local State: Local Zip: Local Phone: E-mail Address 1: E-mail Address 2: Current SSN: -R 555-66-7777 Original SSN: 555-66-7777 Date of Birth: 04/08/1991 Driver's License #: Driver's License State Code: Citizenship Status: Alien Registration #: A Dependency Status: Verification Status Code: Transaction Paid On:

Loan Entrance Interview Date: Loan Exit Counseling Completed Date: TEACH Entrance Interview Date: TEACH Exit Counseling Completed Date:

Change Dates:

Permanent Address Change Date: Local Address Change Date: Social Security # Change Date: Date of Birth Change Date: 10/22/2009

Latest Original Student ID:

Active Transaction: Notes Updated: Record Updated: 10/22/2009 15:13:09 USER1 Packaging Status: Record Source: M Document Status: Loan Records? N Pell Records? N TEACH Records? N

School Use:

Demo FAFSA Student Inquiry Docs Notes User Data Origination Disburse Awards

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2009-2010\expres90.mdb NUM

Creating Origination Record- Manual Entry

The screenshot displays the '2009 - 2010 EDEExpress for Windows' application window. The main interface is titled 'Direct Loan' and contains various input fields for borrower information, loan details, and MPN information. A red circle highlights a '+' button in the top toolbar. An 'Add Loan' dialog box is open in the foreground, featuring a dropdown menu with 'S', 'U', 'P', and 'G' options. A red arrow points to this dropdown menu, and another red arrow points to the 'OK' button at the bottom of the dialog. The dialog also includes fields for 'Loan Type: -R', 'DL Code: -R', and 'Disbursement Profile Code'. The background application window shows tabs for 'Direct Loan', 'Pell Grant', and 'TEACH Grant', and a status bar at the bottom with navigation options like 'Demo', 'FAFSA', 'Student Inquiry', 'Docs', 'Notes', 'User Data', 'Origination', 'Disburse', and 'Awards'.



Creating Origination Record- Manual Entry

2009 - 2010 EExpress for Windows - [(555667777-5-10-G23456-001) KAYLA A. WILSON]

File Record Process View Help

Direct Loan Pell Grant TEACH Grant

Borrower Loan Information:

DL Code: G23456
AN EDEXPRESS TRAINING SCHOOL
Disbursement Profile Code: -R UP_...
Loan Period: -R 08/23/2009 to -R 05/03/2010
Academic Year: 08/23/2009 to 05/03/2010
Dependency Status: D
Loan Amount Approved: 4,500
CPS Transaction #: 01
Borrower's Loan Default/Grant Overpayment: N

College Grade Level: 2
Created By: USER1 On: 10/22/2009 At: 16:27:21
Last Updated By: USER1 On: 10/22/2009 At: 16:27:21
E-mail Address 1:
E-mail Address 2:
Loan ID: 555667777S10G23456001 1 of 1

Loan Info PLUS Info Credit Info Change History

MPN Information:

MPN Status: T Manifest Document ID:
MPN Expiration Date: Manifest Date:
MPN Print Date: Signed MPN Received: / /
MPN Print Indicator: -R S MPN Acknowledgement Date:

Loan Information:

Origination Date: 10/22/2009 Origination Status: R
Origination Reject Codes:
Origination Document ID: Transmission #: 0
Last Change Document ID: Export to COD: Y
Booked Document ID:
Export to External: Y
 Inactive Loan? Inactive Loan Date: / /
Booked Status:
Booked Date: Fee Percentage: 01.500
Disclosure Statement Print Indicator: S Rebate Percentage: 01.000
Record Source: M
 Disclosure Printed

2009 - 2010 EExpress for Windows

Loan Originated.

OK

Demo FAFSA Student Inquiry Docs Notes User Data Origination Disburse Awards

For Help, press F1. C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2009-2010\expres90.mdb

Creating Origination Record- Manual Entry

2009 - 2010 EDEExpress for Windows - [(555667777-5-10-G23456-001) KAYLA A. WILSON]

File Record View Help

Direct Loan

Loan Type: DIRECT SUBSIDIZED Loan Amount Approved: \$4,500
 Loan #: 1 of 1 MPN Status: T
 Loan Status: R Loan Entrance Interview Date:

-Action
 Disbursement #: Disbursement Type: Disbursement Date: Disbursement Amount:

Disbursements

#/Type	Sequence #	Disbursement				Net		Disbursement			Document ID	Export T
		Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?		
1		08/23/2009	2250	33	22	2239		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
2		01/13/2010	2250	33	22	2239		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
3								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4								<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"/>
Totals												
Anticipated			4500	66	44	4478						
Actual			0	0	0	0						

Demo FAFSA Student Inquiry Docs Notes User Data Origination Disburse Awards

For Help, press F1 C:\PROGRAM FILES\EDSUITE\EDEXPRESS FOR WINDOWS 2009-2010\expres90.mdb

Creating Origination Record- Manual Entry

2009 - 2010 EDEXpress for Windows - [(111-11-1111)]

File Record Process View Help

Direct Loan Pell Grant TEACH Grant

Borrower Loan Information:

DL Code: G23456

AN EDEXPRESS TRAINING SCHOOL

Disbursement Profile Code: -R UP_

Loan Period: -R 08/23/2009 to -R 05/03/2010

Academic Year: 08/23/2009 to 05/03/2010

Dependency Status: D

Loan Amount Approved: 4,500

Borrower's Loan Default/Grant Overpayment: N

Student's Loan Default/Grant Overpayment: N

College Graduation Level: 0

Created By: On: At:

Last Update: On: At:

E-mail Address:

E-mail Address:

Loan ID: 11111111P10G23456001 New Loan

Loan Info PLUS Info Credit Info Change History

Parent Information

Last Name: SMITH First Name: SUSAN Middle Initial: -

Permanent Street Address: 321 MAIN ST

Permanent City: NASHVILLE Permanent State: TN

Permanent Zip: 37214- Country Code:

Borrower's Current SSN: 222-22-2222 Date of Birth: 02/23/1957

Permanent Home Phone: (555) 555-1234 Citizenship Status: 1

Driver's License State: Alien Registration #:

Driver's License #:

Change Dates

Permanent Address Change Date: / /

Date of Birth Change Date: / /

Social Security # Change Date: / /

Demo FAFSA Student Inquiry Docs Notes User Data Origination Disburse Awards

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Creating Origination Record- Manual Entry

- Linking logic used when another sub/unsub loan **exists** for the student within the software.

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

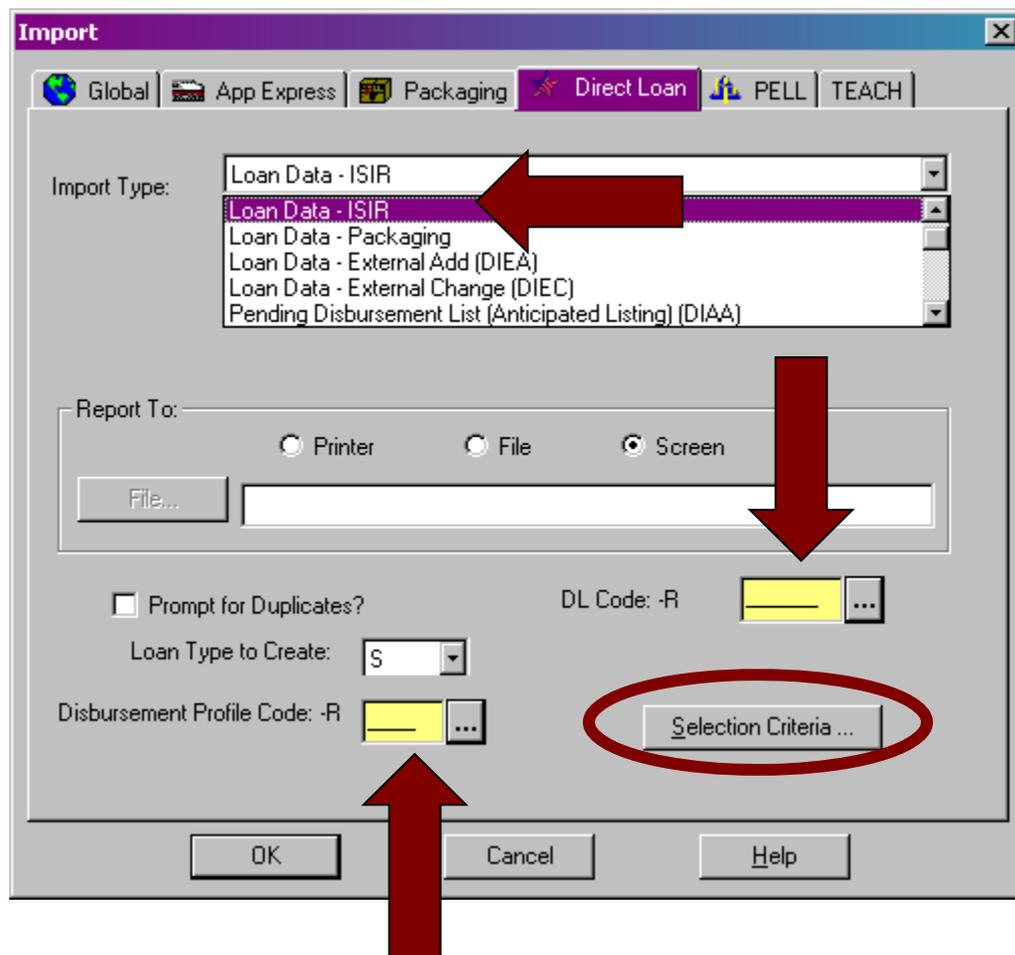
Creating Origination Record- Manual Entry

- Linking logic used when another sub/unsub loan **doesn't exist** for the student within the software.

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

Creating Origination Record- ISIR Import

- Importing from the ISIR will pre-populate most data on the Origination tab by using all ISIR data applicable to DL.
- * Special Circumstance 4.



Creating Origination Record- ISIR Import

Report Date: 10/23/2009 U.S. DEPARTMENT OF EDUCATION
Report Time: 08:05:38 Federal Direct Loan Program - 2009-2010
Loan Data - ISIR Import Errors Edit Report

PAGE: 1

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student SSN Student Name
Loan ID
Error Message

Total Direct Subs Added: 6
Total Direct Unsubs Added: 0
Total PLUS Added: 0
Total Grad PLUS Added: 0
Total Added: 6
Total Records Read: 6
Total Records in Error: 0
Total Records Warned: 0
Total Records Skipped: 0

*** ALL RECORDS SUCCESSFULLY PASSED EDITS. ***



START HERE
GO FURTHER
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Creating Origination Record- ISIR Import

2009 - 2010 EDEXpress for Windows - [(239-27-1891) KRISTIN A. WAMBEED TESTING]

File Record Process View Help

Direct Loan Pell Grant TEACH Grant

Borrower Loan Information:

DL Code: G23456
AN EDEXPRESS TRAINING SCHOOL

Disbursement Profile Code: -R [FTF_ ...]

Loan Period: -R [07/01/2009] to -R [06/30/2010]

Academic Year: [07/01/2009] to [06/30/2010]

Dependency Status: [1]

Loan Amount Approved: []

CPS Transaction #: [01 ...]

Borrower's Loan Default/Grant Overpayment: [N]

College Grade Level: [2]

Created By: USER1 On: 10/23/2009 At: 08:05:38

Last Updated By: USER1 On: 10/23/2009 At: 08:05:38

E-mail Address 1: []

E-mail Address 2: []

Loan ID: 239271891S10G23456001 1 of 1

Loan Info PLUS Info Credit Info Change History

MPN Information:

MPN Status: [N] Manifest Document ID: []

MPN Expiration Date: [] Manifest Date: []

MPN Print Date: [] Signed MPN Received: []

MPN Acknowledgement Date: []

Origin Information:

Origination Date: [] Origination Status: [N]

Origination Reject Codes: [] Transmission #: [0]

Origination Document ID: [] Export to COD: [N]

Last Change Document ID: []

Booked Document ID: []

Export to External: [Y]

Inactive Loan? Inactive Loan Date: []

Booked Status: []

Booked Date: [] Fee Percentage: [01.500]

Disclosure Statement Print Indicator: [S] Rebate Percentage: [01.000]

Disclosure Printed Record Source: [I]

Demo FAFSA Student Inquiry ISIR Review Docs Notes User Data Origination Disburse Awards

For Help, press F1 C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2009-2010\expres90.mdb NUM



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Demo

Creating Origination Record- External Import

- Importing from your external system we will pre-populate loan data on the Origination tab, including the Loan Amount Approved.

Import

Global App Express Packaging Direct Loan PELL TEACH

Import Type: Loan Data - External Add (DIEA)

Import From: Loan Data - External Add (DIEA)
Loan Data - External Change (DIEC)
Pending Disbursement List (Anticipated Listing) (DIAA)
Funded Disbursement List (Actual Roster) (DIAO)
30 Day Warning (DIWR)

Report To: Printer File Screen

Prompt for Duplicates?

OK Cancel Help

Creating Origination Record- External Import

Report Date: 10/23/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 08:59:52 Federal Direct Loan Program - 2009-2010
Import External Add Data Edit Report

DOCUMENT ID: 200910230859519712345678

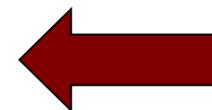
Borrower SSN (PLUS)
Student SSN Student Name
Loan ID

Field Name Data in Question
Error Message

444-44-4441 EMITH, BETTY M
444444441U10G23456001

1st Disbursement Anticipated Date
Invalid Value

20070621

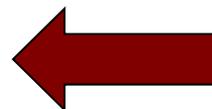


555-55-5551 GMITH, DONALD
555555551S10G23456001

1st Disbursement Anticipated Date
Invalid Value

20070621

TOTAL SUBSIDIZED ADDED 1
TOTAL UNSUBSIDIZED ADDED 5
TOTAL PLUS ADDED 0
TOTAL GRAD PLUS ADDED 0
TOTAL ADDED 6
TOTAL RECORDS IN DOCUMENT 8
TOTAL RECORDS IN ERROR 2
TOTAL RECORDS WARNED 0
TOTAL RECORDS SKIPPED 0



*** YOU MUST RESUBMIT ALL REJECTED RECORDS ***



START HERE
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Demo

Creating Origination Record- External Import

2009 - 2010 EDEXPRESS for Windows - [(333333331-U-10-G23456-001) MICHAEL M. BLERY]

File Record Process View Help

Direct Loan Pell Grant TEACH Grant

Borrower Loan Information:
DL Code: G23456
AN EDEXPRESS TRAINING SCHOOL
Disbursement Profile Code: -R DL03
Loan Period: -R 01/01/2007 to -R 12/31/2009
Academic Year: 01/01/2007 to 12/31/2009
Dependency Status: D
Loan Amount Approved: 1000
CPS Transaction #: 01
Borrower's Loan Default/Grant Overpayment: N
Additional Unsub Preprofessional or Teacher Certification?
Additional Unsub Eligibility for Dependent Student?
Additional Unsub Eligibility for Health Profession Programs?
College Grade Level: 1
Created By: USER1 On: 10/23/2009 At: 08:59:52
Last Updated By: USER1 On: 10/23/2009 At: 08:59:52
E-mail Address 1: EMAIL1@TEST.COM
E-mail Address 2:
Loan ID:
333333331U10G23456001 1 of 1

Loan Info PLUS Info Credit Info Change History

MPN Information:
MPN Status: R Manifest Document ID:
MPN Expiration Date: Manifest Date:
MPN Print Date: Signed MPN Received: / /
MPN Print Indicator: -R S MPN Acknowledgement Date:

Loan Information:
Origination Date: 10/23/2009 Origination Status: R
Origination Reject Codes:
Origination Document ID: Submission #:
Last Change Document ID: Export to EDD: Y
Booked Document ID:
Export to External: Y
 Inactive Loan? Inactive Loan Date: / /
Booked Status:
Booked Date:
Disclosure Statement Print Indicator: S Fee Percentage: 01.500
Rebate Percentage: 01.000
Record Source: E
 Disclosure Printed

Demo FAFSA Student Inquiry Docs Notes User Data Origination Disburse Awards

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Demo

Creating Actual Disbursement Record-Manual Entry

- Disburse tab is enabled upon origination
- Disbursement dates and amounts are calculated based on:
 - Disbursement Profile Code setup
 - Origination Fee Percentage
 - Rebate Fee Percentage
 - Loan Amount Approved

Creating Disbursement Record-Manual Entry

2009 - 2010 EExpress for Windows - [(555667777-5-10-G23456-001) KAYLA A. WILSON]

File Record View Help

Direct Loan

Loan Type: DIRECT SUBSIDIZED Loan Amount Approved: \$4,500
 Loan #: 1 of 1 MPN Status: T
 Loan Status: R Loan Entrance Interview Date:

Action
 Disbursement #: Disbursement Type: Disbursement Date: Disbursement Amount:

Disbursements

Disbursement				Net		Disbursement				Export T...		
#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?	Document ID	External
1/D	1	08/23/2009	2250	33	22	2239		<input checked="" type="checkbox"/>	R	<input type="checkbox"/>		Y
2		01/13/2010	2250	33	22	2239		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
3								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4								<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"/>
Totals			Gross	Fee	Rebate	Net						
Anticipated			4500	66	44	4478						
Actual			2250	33	22	2239						



Demo FAFSA Student Inquiry Docs Notes User Data Origination Disburse Awards

For Help, press F1 I:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2009-2010\expres90.mdb

Adjusting Records

- Update any new information or entry errors by updating the students origination and disbursement record by:
 - Manual Entry
 - External Change Import
 - Multiple Entry

Adjusting Records-Manual Entry

Action
 Disbursement #: Disbursement Type: Disbursement Date: Disbursement Amount:

Disbursements Payments to Servicing

Disbursement							Net		Disbursement			Document ID	Export T
#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?	Document ID	External	
1/D	1	10/01/2009	5200	208	78	5070	0	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	2009-10-23T09:47:	Y	
A	2	10/01/2009	3076	123	47	3000	-2070		R			Y	
2		01/11/2010	5200	208	78	5070		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
3								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
4								<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"/>	
Totals			Gross	Fee	Rebate	Net							
Anticipated			4040	146	150	4040							
Actual			3076	123	47	3000							



Adjusting Records-Multiple Entry

- Multiple Entry allows you to update multiple fields for multiple students at the same time.
 - Update origination and disbursement records
 - Create actual disbursement records

Adjusting Records-Multiple Entry

Direct Loan Multiple Entry - Field/Records Selection

Default

#	Select	Field	Value	Change to
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"/>
10	<input type="checkbox"/>	Action Date		<input type="checkbox"/>
11	<input checked="" type="checkbox"/>	College Grade Level		<input type="checkbox"/>
12	<input type="checkbox"/>	Loan Entrance Interview Date		<input type="checkbox"/>

SSN File

File...

Report Destination

Printer File Screen

File...

Sort By:

OK Cancel Help Selection Criteria

Adjusting Records-Multiple Entry

Direct Loan Multiple Entry

	Select	Last Name	First Name	Middle Initial	Loan ID	College Grade Level
1	<input checked="" type="checkbox"/>	AOSENDED	GRANDPA	B	111111112U10G23456001	1
2	<input checked="" type="checkbox"/>	IONES	MARY	M	777777771U10G23456001	2
3	<input checked="" type="checkbox"/>	SMITH	SAM		222334444S10G23456001	3
4	<input checked="" type="checkbox"/>	TEST			111111111S10G23456001	1
5	<input checked="" type="checkbox"/>	WILSON	KAYLA	A	555667777P10G23456001	1
6	<input checked="" type="checkbox"/>	WILSON	KAYLA	A	555667777S10G23456001	1

Save Cancel Help

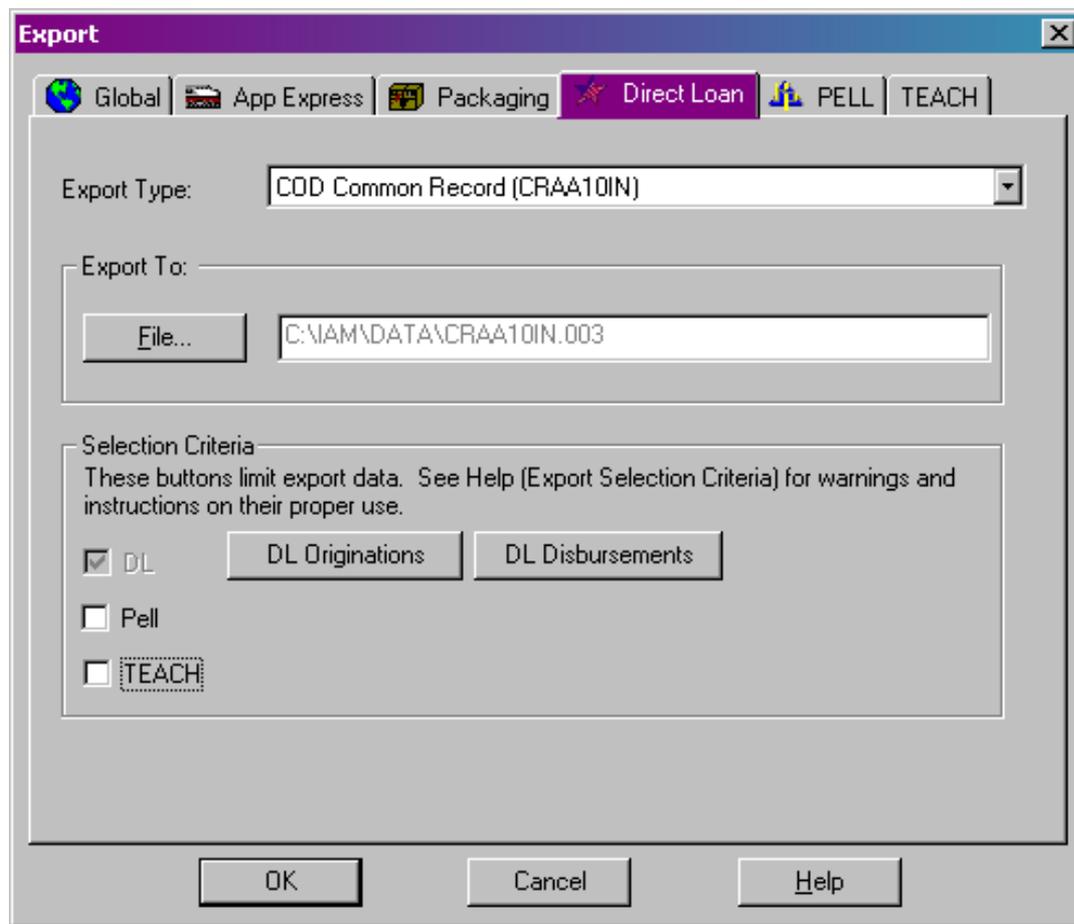


Exporting Origination and Disbursement records

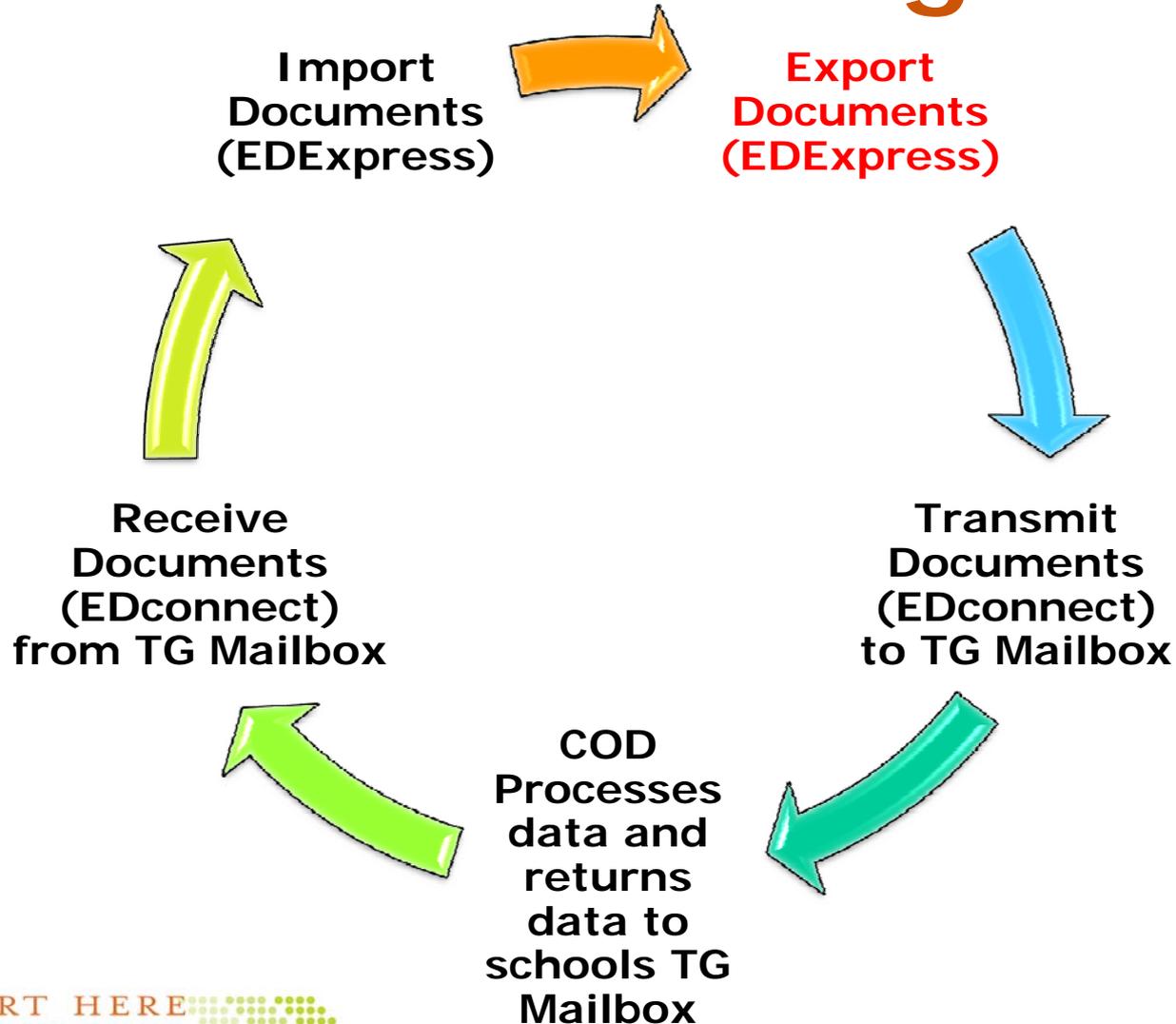
- COD Common Record export will include records that are at a ready or rejected status.
- Can combine the DL export with the Pell and TEACH export.
 - Defined in System setup and can be modified on the export dialog box.
- Selection Criteria allows you to choose which records you want to send.

Exporting Origination and Disbursement records

As Monty Python would say:
"Brilliant!"
Now, don't forget to send to COD!!!!



To COD and Back Again

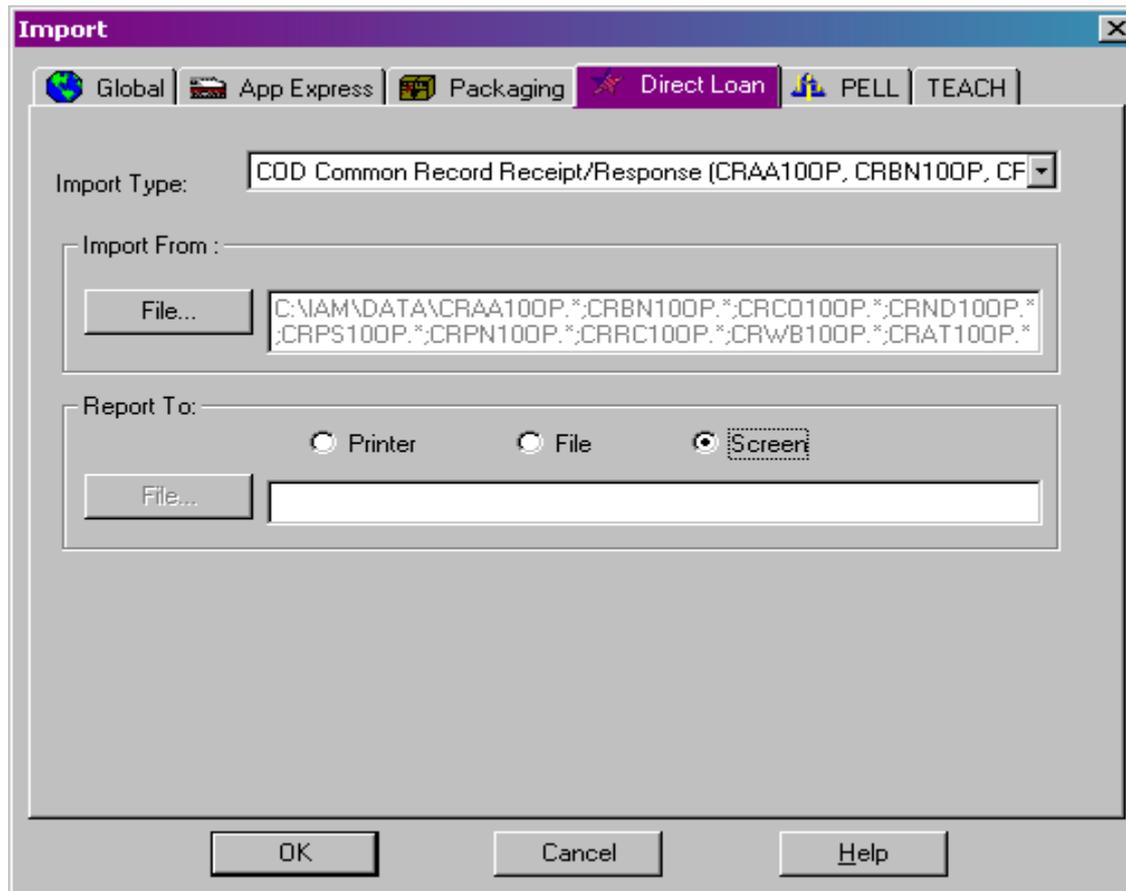


Importing Origination and Disbursement records

- COD Common Record response is created when COD has processed data for the student record.
- The responses include:
 - Origination and disbursement Response Records (CRAA)
 - Booking Notifications (CRBN)
 - MPN response (CRPN)
 - Web response (CRWB)
 - Credit override response (CRCO)
 - Payment to Servicing (CRPS)



Importing Common Record



Importing Common Record

Report Date: 10/23/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 12:21:17 Federal Direct Loan Program 2009-2010
Origination/Anticipated Response Import Edit Report

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Document ID: 2009-10-23T10:33:24.9712345678

Loan Id	Response Code	Error Code	Field In Error	Reported Value
555667777P10G23456001	A			
	MPN STATUS:		ACCEPTED MPN ALREADY ON FILE AT COD	

TOTAL RECORDS ACCEPTED	1
TOTAL RECORDS IN ERROR	0
TOTAL RECORDS PENDING	0
TOTAL RECORDS SKIPPED	0
TOTAL RECORDS IN DOCUMENT	1



Importing Common Record-Response

Loan Information:

Origination Date: 10/23/2009 Origination Status: **A**

Origination Reject Codes:

Origination Document ID: 200910231033249712345678 Transmission #: 1

Last Change Document ID: Export to COD: Y

Booked Document ID:

Export to External:

Inactive Loan? Inactive Loan Date: / /

Booked Status:

Booked Date: Fee Percentage: 04.000

Disclosure Statement Print Indicator: Rebate Percentage: 01.500

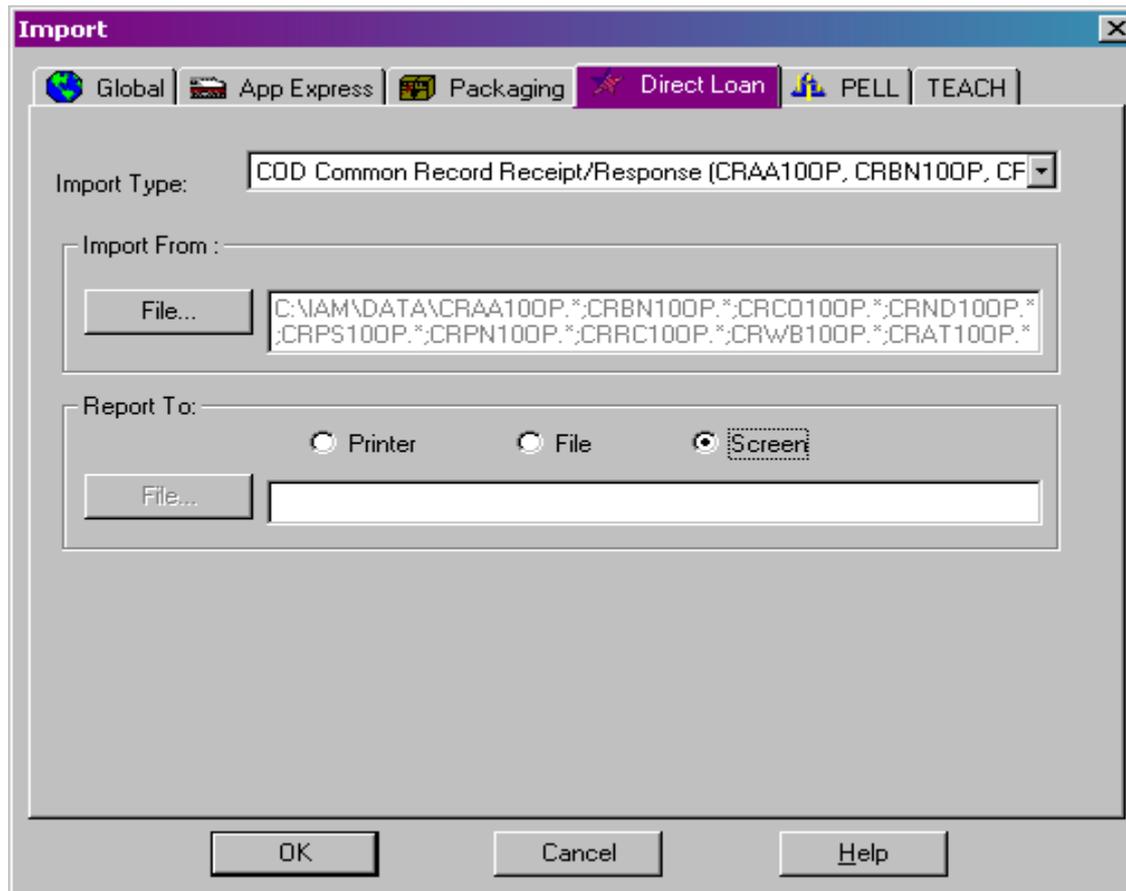
Disclosure Printed Record Source: M

Do we have a loan?

Disbursements: Payments to Servicing

Disbursement							Net		Disbursement			Export T
#/Type	Sequence #	Date	Gross	Fee	Rebate	Amount	Adjusted	Release Indicator	Status	First?	Document ID	External
1/D	1	10/01/2009	5200	208	78	5070	0	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	2009-10-23T09:47:	Y
2		01/11/2010	5200	208	78	5070		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
3								<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4								<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"/>
Totals			Gross	Fee	Rebate	Net						
Anticipated			10400	416	156	10140						
Actual			5200	208	78	5070						

Importing CRBN



Importing Common Record-Booking Notification

Report Date: 10/23/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 12:43:43 Federal Direct Loan Program 2009-2010
Booking Notification Response Report

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Document ID: 2009-10-23T09:47:22.6512345678

LOAN ID	FIELD IN ERROR	BOOKED LOAN AMOUNT
-----	-----	-----
555667777S10G23456001	Booked	\$5,200

TOTAL RECORDS ACCEPTED	1
TOTAL RECORDS IN ERROR	0
TOTAL RECORDS PENDING	0
TOTAL RECORDS SKIPPED	0
TOTAL RECORDS BOOKED	1
TOTAL RECORDS UNBOOKED	0
TOTAL RECORDS IN DOCUMENT	1



START HERE
GO FURTHER
FEDERAL STUDENT AID

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Importing Common Record-Booking Notification

- Importing the Booking Notification will update the booking information on the origination record

Loan Information:

Origination Date:	10/22/2009
Origination Reject Codes:	
Origination Document ID:	200910230947226512345678
Last Change Document ID:	
Booked Document ID:	200910230947226512345678
Export to External:	<input type="text" value="Y"/>
<input type="checkbox"/> Inactive Loan?	Inactive Loan Date:
Booked Status:	A
Booked Date:	10/25/2010
Disclosure Statement Print Indicator:	<input type="text" value="S"/>
<input checked="" type="checkbox"/> Disclosure Printed	Fee Perc Rebate Pe Record

EDExpress Reports

- Multiple EDExpress reports to help you manage your Direct Loan records with many filter and query capabilities

Print

Global App Express Packaging Direct Loan Pell TEACH COD

Report

List - Loans Single Multiple

Report File Destination

Printer File Screen Email

File... []

SSN File

File... []

Options

Sort Order: SSN

Totals Only?

Selection Criteria OK Cancel Help Print Setup

EDExpress Reports

Report Date: 10/23/2009 U.S. DEPARTMENT OF EDUCATION
 Report Time: 13:14:01 Federal Direct Loan Program - 2009-2010
 Loans List

PAGE: 3

Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student's Name PLUS Borrower's Name Loan ID Origination Document ID	Current Loan Type	SSN Grd Lvl	Loan Amount Approved	Loan/Cred Status	Endorser Amount Orig Date
I'ONES, MARY M.		777-77-7771			
777777771U10G23456001	U	2	\$ 4,500	B	\$ 0 10/23/2009
2009-10-23T09:47:22.6512345678			\$ 4,500		
SUBTOTAL			\$ 4,500		
MORROWLASTNAME, MARTY		888-88-8881			
888888881U10G23456001	U	2	\$ 4,500	B	\$ 0 10/23/2009
2009-10-23T09:47:22.6512345678			\$ 4,500		
SUBTOTAL			\$ 4,500		

Totals:

Grad PLUS Loans/Borrowers:	0	0
PLUS Loans/Borrowers:	1	1
Subsidized Loans/Borrowers:	11	11
Unsubsidized Loans/Borrowers:	10	10
Total Loans/Borrowers:	22	20

Grad PLUS Amount Approved:	\$ 0
PLUS Amount Approved:	\$ 10,400
Subsidized Amount Approved:	\$ 15,000
Unsubsidized Amount Approved:	\$ 30,000
Total Amount Approved:	\$ 55,400

Total Grad PLUS Endorser Amount:	\$ 0
Total PLUS Endorser Amount:	\$ 0



START HERE
 GO FURTHER
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Demo

EDExpress Reports

Print [X]

Global App Express Packaging **Direct Loan** Pell TEACH COD

Report:
List - Anticipated Disbursements [v] Single Multiple

Report File Destination:
 Printer File Screen E-mail
File... []

SSN File:
File... []

Options:
Report Type: Anticipated with corresponding Actual Disbursements [v]
Totals Only?
Sort Order: Anticipated with corresponding Actual Disbursements [v]
Anticipated Disb. Date Range: [] To []

Selection Criteria OK Cancel Help Print Setup



EDExpress Reports

Report Date: 10/23/2009 U.S. DEPARTMENT OF EDUCATION
 Report Time: 13:20:11 Federal Direct Loan Program - 2009-2010
 Anticipated Disbursements List

PAGE: 1

Sort: Last Name

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Anticipated Disbursements with corresponding Actual Disbursements

Student's Name PLUS Borrower's Name Loan ID Origination Document ID	Loan Type/ Disb Num	Anticipated Date Gross/Fee Net/Rebate	Actual Date Gross/Fee Net/Rebate	Adjusted Disb Date

WILSON, KAYLA A. WILSON, SUSAN 555667777P10G23456001 2009-10-23T10:33:24.9712345678	P 1	10/01/2009 \$5,200/ \$208 \$5,070/ \$78	10/01/2009 \$5,200/ \$208 \$5,070/ \$78	
555667777S10G23456001 2009-10-23T09:47:22.6512345678	S 1	08/23/2009 \$2,250/ \$33 \$2,239/ \$22	08/23/2009 \$2,250/ \$33 \$2,239/ \$22	

	ANTICIPATED	ACTUAL
Grad PLUS Loans:		
Total Grad PLUS Records:	0	0
Total Gross Amount:	\$0.00	\$0.00
Total Net Amount:	\$0.00	\$0.00
Total Fee Amount:	\$0.00	\$0.00
Total Rebate Amount:	\$0.00	\$0.00
PLUS Loans:		
Total PLUS Records:	1	1
Total Gross Amount:	\$5,200.00	\$5,200.00
Total Net Amount:	\$5,070.00	\$5,070.00
Total Fee Amount:	\$208.00	\$208.00
Total Rebate Amount:	\$78.00	\$78.00
Subsidized Loans:		
Total Subsidized Records:	1	1
Total Gross Amount:	\$2,250.00	\$2,250.00
Total Net Amount:	\$2,239.00	\$2,239.00
Total Fee Amount:	\$33.00	\$33.00
Total Rebate Amount:	\$22.00	\$22.00

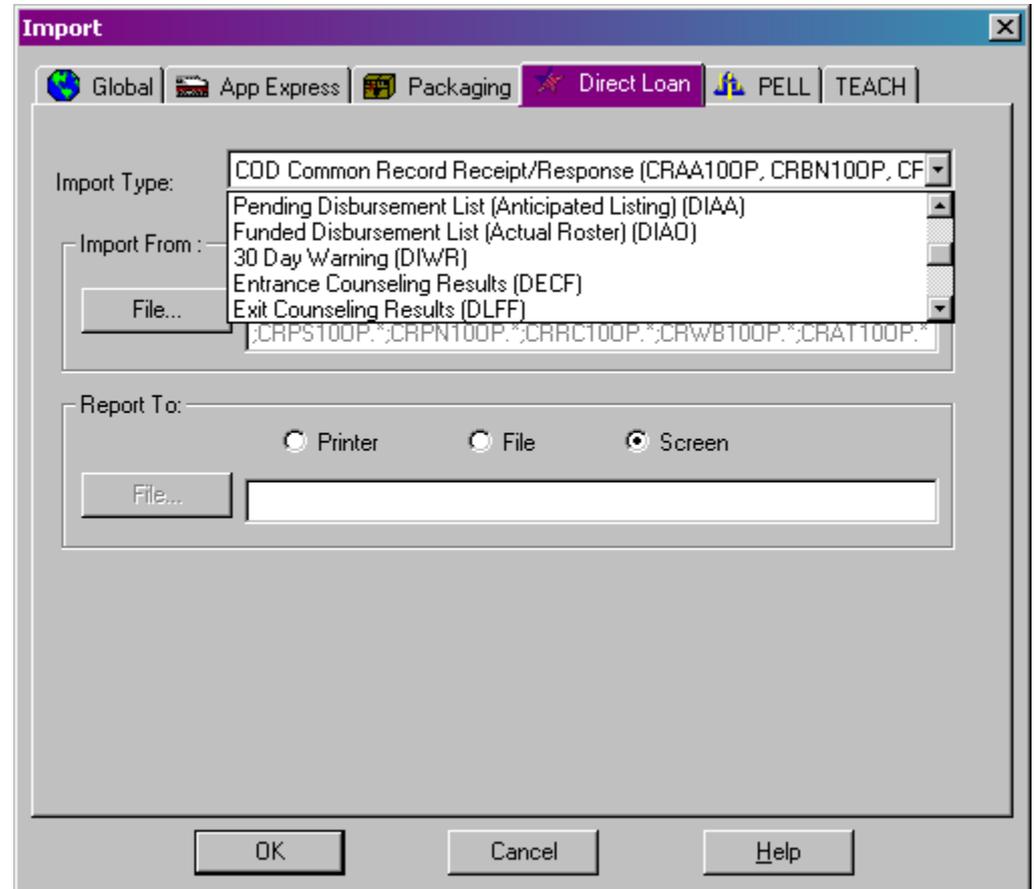


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Additional COD Report Imports

- COD sends additional Direct Loan reports that can be imported into EDExpress.



Additional COD Report Imports – 30 Day Warning

DL HEADER 0000DIWR10OP#WOG001382009013014311720090130143117
REPORT ID: U.S. DEPARTMENT OF EDUCATION PAGE 1 OF 1
RUN DATE: 10/30/2009 FEDERAL DIRECT LOAN PROGRAM RUN TIME: 02:31PM
30 DAY WARNING REPORT
AWARD YEAR: 2009-2010

FOR THE PERIOD ENDING 10/30/2009 12:00AM

* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT *

SCHOOL CODE: G23456
SCHOOL NAME: AN EDEXPRESS TRAINING SCHOOL
ADDRESS: 321 MAIN ST
NASHVILLE, TN 37214-

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORROWER NAME	DATE RCV'D	DATA NEEDED:	LOAN PROM DISB
-----------	---------	---------------	------------	--------------	----------------

**** THERE IS NO DATA FOR THIS SECTION OF THE REPORT ****

Promissory Notes Without Origination Records Section

PROMISSORY NOTE ID	DATE RECEIVED	NOTE AMOUNT
555667777M09G23456001	10/07/2009	

DL TRAILER00000000000000000000000000000000



Additional COD Report Imports-Funded Disbursement Report

Run Date: 01/19/2009 U.S. Department of Education Page 1 of 1
 Run Time: 19:17 EST Federal Direct Loan Program
 Funded Disbursement Listing Report
 For Loans To Be Funded By 08/15/2009
 For Academic Year: 2009-2010

* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT *
 RID: 12345678
 School Name: AN EDEXPRESS TRAINING SCHOOL School Code: G23456
 Address: 321 MAIN ST
 NASHVILLE, TN 37214-

First Name	Loan Type	Disb Num	Disb Seq	Gross Amt	Fee Amt	Rebate Amt	Net Amt	
PREVIOUS DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED:								0.00

WILSON	P	01	01	5,200.00	(208.00)	78.00	5,070.00
KAYLA	555667777	2009-10-01					
555667777P10G23456001							

TOTAL NET AMOUNT							5,070.00
SCHOOL TOTAL DAILY NET AMOUNT:							5,070.00
			PYMT				5,070.00

TOTAL PAYMENTS PROCESSED:							5,070.00
---------------------------	--	--	--	--	--	--	----------

DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED:							0.00
--	--	--	--	--	--	--	------



START HERE
 GO FURTHER
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Demo

External Export-Combination School

- You can select and export data from EDEExpress for use with your school's external system.

File Formats

Global App Express Packaging **Direct Loan** Pell TEACH

Format Code

Format Description

	Select	Field Description	Table/System
1	<input type="checkbox"/>	ACTIVE TRANSACTION	A
2	<input type="checkbox"/>	ACTIVE TRANSACTION DATE	A
3	<input type="checkbox"/>	ACTIVE TRANSACTION ID	A
4	<input type="checkbox"/>	ADD DATE	A
5	<input type="checkbox"/>	ADD TIME	A
6	<input type="checkbox"/>	ADD USERID	A
7	<input type="checkbox"/>	ALUM REGISTRATION	A

Select Select All Deselect All Resequence

NEW RECORD

Add Delete Save Retrieve...

OK Cancel Help

External Export

Export

Global | App Express | Packaging | **Direct Loan** | PELL | TEACH

Export Type: External Loan Data

Export To: C:\IAM\DATA\DEER10IN.DAT

Export Status: Y Format Code: —

Select Delimiter: Fixed Length

File... Selection Criteria ...

OK Cancel Help



Training and other Help

- www.ifap.ed.gov:
 - Webinar Training
 - Computer Based Training (CBT)
 - Publications
- Session 13: Hands-On EDExpress-Direct Loan
- Session 14: Direct Loan Tools (Reconciliation)
- PC Lab

Training and other Help

- EDEExpress User Documentation:
www.fsadownload.ed.gov
 - Desk References
 - Cover Letters
 - Installation Guides
 - School Electronic Process Guide
 - Help Text within EDEExpress

EDExpress Technical Assistance

CPS/SAIG Technical Support:

- Phone: 800/330-5947
- TDD/TTY services: 800/511-5806
- Email: CPSSAIG@ed.gov
- Representatives are available Monday through Friday, 8 a.m. to 8 p.m. ET

Contact Information

We appreciate your feedback and comments. We can be reached at:

Bob Martin

- Phone: 214-661-9454
- Email: Bob.Martin@ed.gov

Jody Sears

- Phone: 202-377-3604
- Email: Joellen.Sears@ed.gov