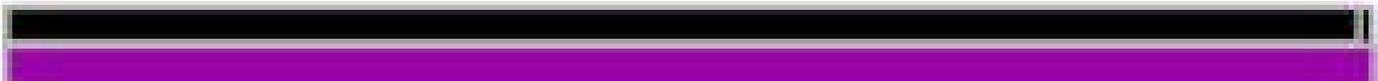




Electronic Access Conference

2002

THE U.S. Department of
EDUCATION





Session 38

EDEExpress 8.1 Pell Hands On



Session 38

Presenter
Vicki Cheeseman



Agenda

- *What's New in EDEExpress 8.1 Pell Processing*
- *Setup*
- *Origination*
- *Disbursements*
- *Reconciliation*
- *Common Edits and Tips*
- *Reports*
- *Questions*



What's New in EDExpress 8.1

- **References to RFMS have been replaced by Pell or Pell Processor**
- **Added Negative Pending Amount to Origination Acknowledgement import edit report**
- **Valid Verification Status Codes are V, W, and Blank**



What's New (cont.)

- **Pell Processor will calculate Award Amount that may include cents**
- **Date of Birth is required (Demo tab)**
- **Demo Tab must contain Current data**
- **PGSN03OP - New Message Class.
SSN/Name/DOB change report**



Setup

- **Setup default Reporting and Attended Campus Codes**
- **Enter most common student profile**
- **Can enter multiple Costs of Attendance and Estimated Disbursement Dates**



Pell Eligibility Flag

FAA Information	Early Analysis Flag			
Date ISIR Received	03/18/2002	Rejects Met:		
Verification Flag	Y			
System Generated Indicator	Dependency Override			
FAA Adjustment	Duplicate Request			
Transaction Receipt Date	03/08/2002	Correction # Applied To		
Reprocessing Code	Application Receipt Date	03/08/2002		
Processed Record Type	Input Record Type			
Paid EFC Type	PRIMARY	Pell Elig Flag	Y	Intermediate Values
Primary EFC	2154	Secondary EFC		



- **Must be Pell Eligible**
- **Financial Aid Office Use only box on SAR/ISIR will have Pell Eligible Flag = Y**



Creating Origination Records in EDEExpress

- **ISIR Import**
- **Manual Entry**
- **External Import Add file**
- **Import Origination Acknowledgements**
- **Rebuild with a Year to Date file**



ISIR Import

- **Only Pell Eligible ISIRs will import**
- **Helps prevent typos**
- **Ensures school is paying on a valid transaction**



Manual Entry New Demo Record

2002 - 2003 EDExpress for Windows - [(123-45-6789)]

File Process View Help

Name: BAKEY PAULA M.I.

Permanent/Local Address:
Address: 2510 NORTH DODGE
City, State, Zip: IOWA CITY IA 52245-
Phone: (319) 555-5555
Address:
City, State, Zip:
Phone:

E-mail Address: paula_bakey@ncs.com

Current SSN: 123-45-6789
Original SSN: 123-45-6789
Date of Birth: 01/01/1960
Drivers License: ABC123DEF456 IA
Citizenship Status: 1
Alien Registration #: A
Dependency Status: I

Verification Status: [Blank] (indicated by a purple arrow)
Loan Entrance Interview Date?:
Transaction Paid On:
Change Dates:
Permanent Address:
Local Address:
Social Security #:
Date of Birth:
Latest Original Student ID:
Active Transaction:
Notes Upd:
Record Upd:
Packaging Status: Record Source: M
Document Status: Loan Records? N
Pell Records? N
School Use:

Demo FAFSA SAR/ISIR Ver. Wks Docs Notes User Data Loans Disburse Awards Pell Grant

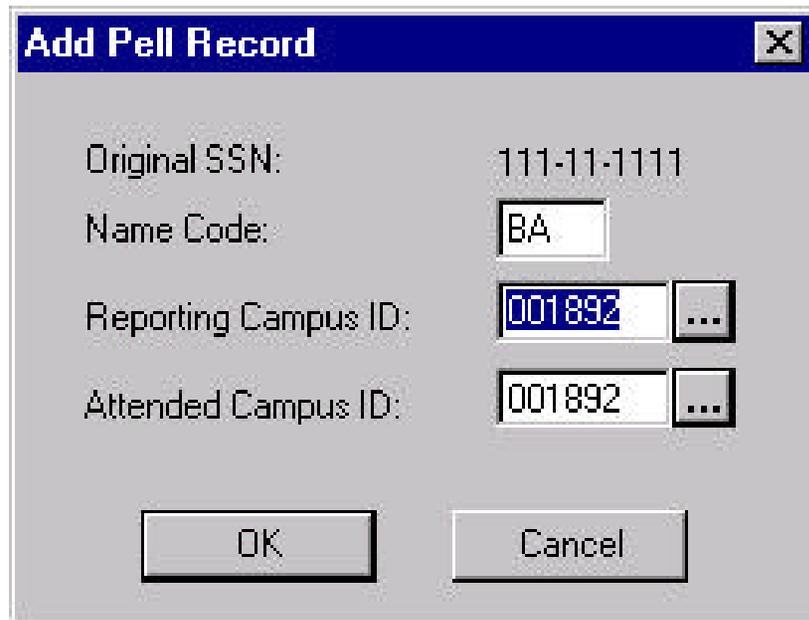
For Help, press F1. C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM

■ On the Demo Tab, enter Current Name, SSN, and DOB

■ Update Verification status code to blank

■ Save the record

Manual Entry (cont.)



The screenshot shows a dialog box titled "Add Pell Record" with a close button (X) in the top right corner. The dialog contains four input fields and two buttons at the bottom. The fields are: "Original SSN:" with the value "111-11-1111"; "Name Code:" with the value "BA"; "Reporting Campus ID:" with the value "001892" and a dropdown arrow; and "Attended Campus ID:" with the value "001892" and a dropdown arrow. The "OK" and "Cancel" buttons are located at the bottom of the dialog.

Original SSN:	111-11-1111
Name Code:	BA
Reporting Campus ID:	001892 ...
Attended Campus ID:	001892 ...

OK Cancel

- On the Pell Grant tab, go to Record -> Add or Click on the '+' sign. Enter the first two letters of the Last Name
- Fields will populate from predefined School setup
- Update the EFC, Transaction #, Verification Status Code, and any remaining fields in Yellow



Manual Entry (cont.)

2002 - 2003 EDE Express for Windows - [(111111111BA200300189200) PAULA K. BAKEY]

File Process Record View Help

Original SSN: 11111111
Original Name: BA

Total Payment: \$4000
Scheduled Award: \$4000
Total of Disbursement Amounts: \$0.00
Reporting Campus: 001892
Attended Campus ID: 001892

Origination Information
Origination ID: 11111111BA200300189200
Origination Status: Not Ready
Origination Processed Date:
Pell Action Status:
Batch ID:

Last Updated:
User:
Date:
Time:
Record Source: M
Record: NEW RECORD

Transaction Number: 01
EFC: 0
Secondary EFC Code:
Cost of Attendance: \$25000
Academic Calendar: 3
Payment Methodology: 1
Enrollment Status: 1
Origination Case Reference:

Weeks of Instructional Time Used to Calculate Payment:
Weeks of Instructional Time in Program's Academic Year:
Credit/Clock Hours Expected to Complete This School Year:
Credit/Clock Hours in Program's Academic Year:

Award Amount for Entire School Year: \$4000
Verification Status Code:
Low Tuition & Fees Code:
Enrollment Date: 08/25/2002
Incarcerated?

School Internal Sequence Number:

#	Date
1	08/02/2002
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Demo FAFSA SAR/SIR Vet. Wks Docs Notes User Data Loans Disburse Awards Pell Grant

For Help, press F1 C:\PROGRAM FILES\EDU\SUITE\EXPRESS FOR WINDOWS 2002-2003\EDEXPRES523.MDB NUM

■ Update the EFC, Transaction #, Verification Status Code, and any remaining fields in Yellow

■ Click on the \$ and let Express calculate the Award Amount for you.

■ The Disbursement tab cannot be accessed until the Origination record is at a Ready status.



Disburse Tab

- Enter Disbursement Date and Amount

- Cash Monitoring or Reimbursement schools must enter a Pay Period Start Date

- Accepted Amount and Pell Status will populate after importing the Acknowledgement

- Lines 66-99 are reserved for the Pell Processor

2002 - 2003 EDExpress for Windows - [(1234567898A200300189200) PAULA BAKEY]

File Record View Help

Pell Grant

#	Date	Amount		Pay Period Start Date	Action Status		Disbursement Cross Reference	Disbursement Batch ID #
		Submitted	Accepted		Disb.	Pell		
1	07/16/2002	\$2000.00	2000.00		A	A		#D200300189220020716100223
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Additional Information

Trans #: 02 EFC: 0 Attended Campus ID: 001892
 Award Amount: \$ 4000 Total Disbursed Amount: \$ 2000.00 Pell Processor YTD Total: \$ 0.00

Record: 1 of 1

Demo FAFSA SAR/ISIR Ver. Wks Docs Notes User Data Loans Disburse Awards Pell Grant

For Help, press F1 C:\PROGRAM FILES\EDSUITE\EXPRESS FOR WINDOWS 2002-2003\expres23.mdb NUM



Disburse Tab

- **Disbursement Statuses**

- A - Accepted

- B - Batched

- R - Ready

- E - Error/Reject

- **Pell Statuses**

- A - Accepted

- C - Accepted but Corrected

- D - Duplicate

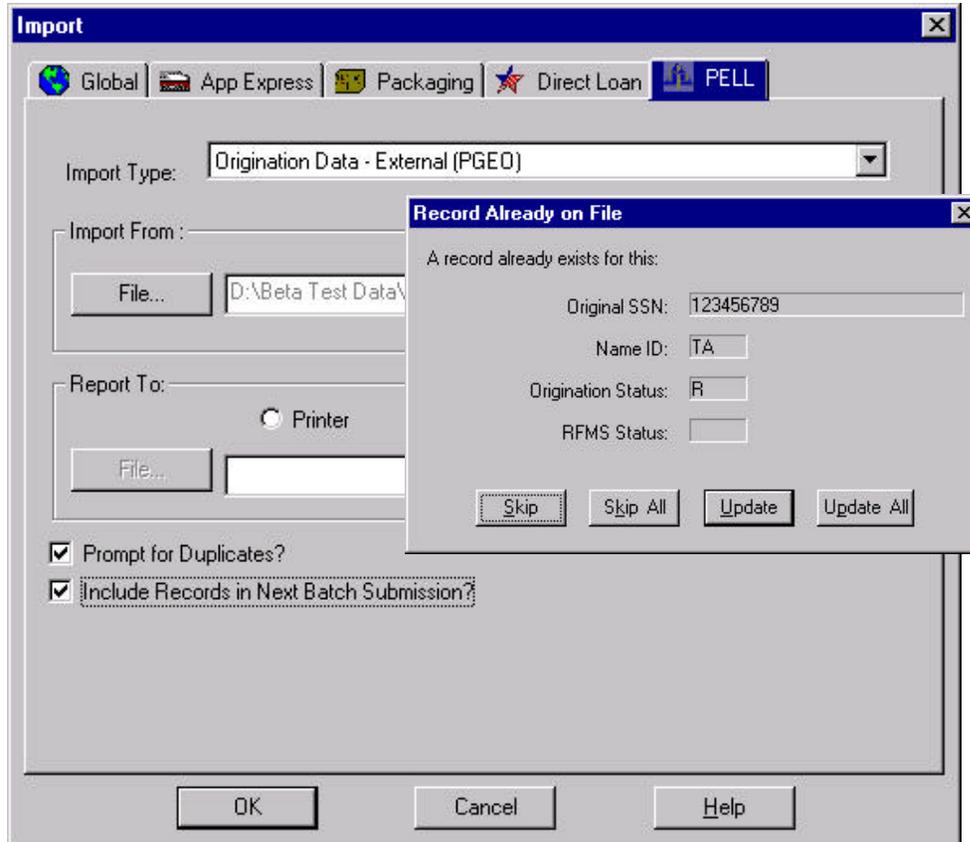
- E - Rejected



Pell Imports

SSN/Name/DOB/Change Report (PGSN) - *NEW*
Origination Data—ISIRs
Origination Acknowledgement (PGOA, PGOP)
Origination Data - External (PGEO03OP)
Disbursement Acknowledgement (PGDA, PGDW)
Disbursement Data - External (PGED03OP)
Multiple Reporting Record (PGMR)
Reconciliation File (PGRC)
Electronic Statement of Account (PGAS)
YTD Data (PGYR)
ED Comments (PGTX)

External Add Files



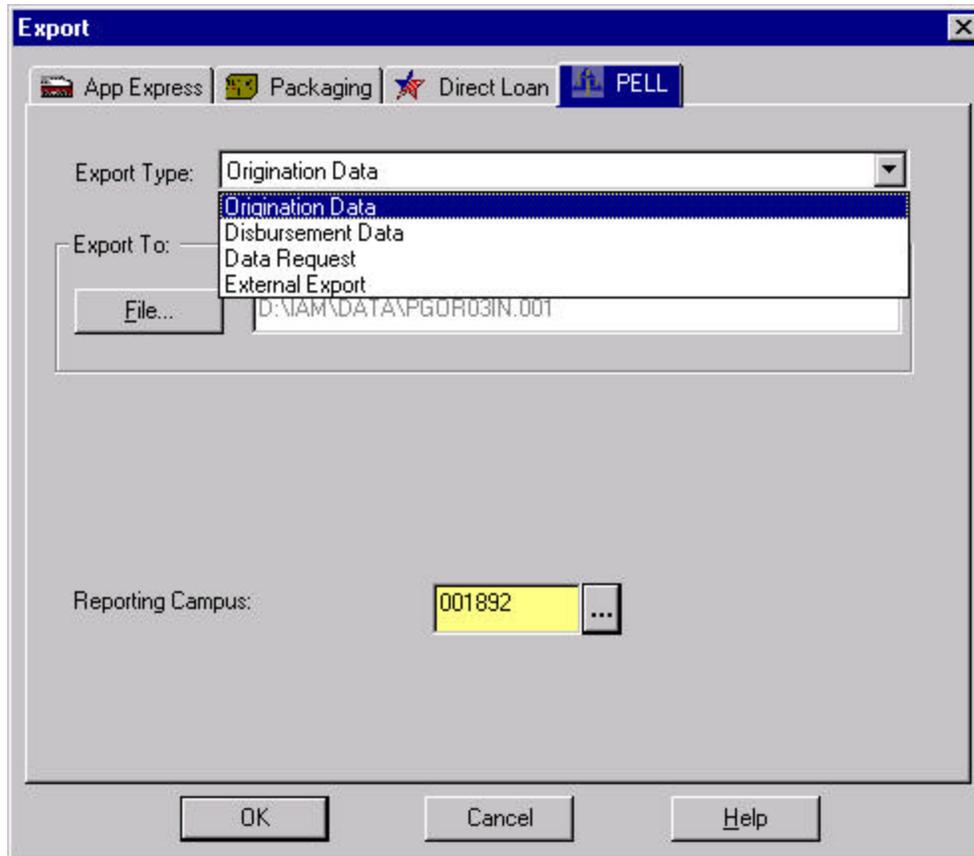
- Create Origination or Disbursement information on another system

- Import into Express to check for valid content

- Prompt for Duplicates
 - Update/All
 - Skip/All

- Include Records in Next Batch Submission

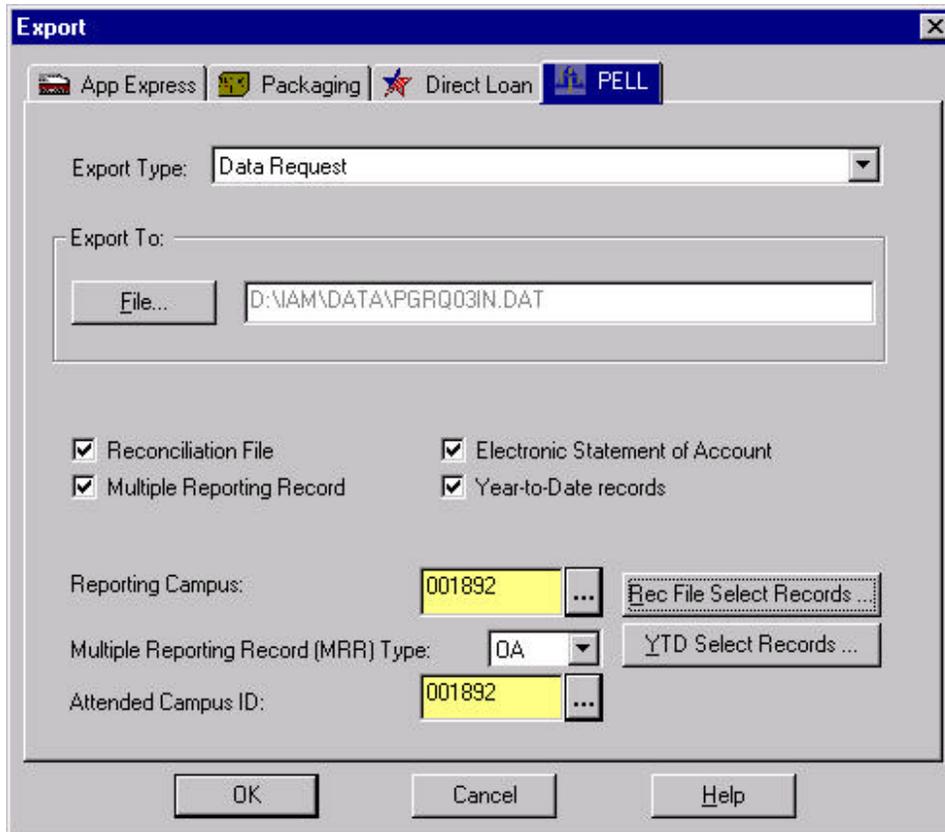
Pell Exports



- Origination Data
- Disbursement Data
- Data Request
- External Export
- Export to File displays file name

DON'T FORGET
TO TRANSMIT!

Pell Exports - Data Request



Export

App Express Packaging Direct Loan PELL

Export Type: Data Request

Export To: File... D:\IAM\DATA\PGRQ03IN.DAT

Reconciliation File Electronic Statement of Account
 Multiple Reporting Record Year-to-Date records

Reporting Campus: 001892 Rec File Select Records ...

Multiple Reporting Record (MRR) Type: DA YTD Select Records ...

Attended Campus ID: 001892

OK Cancel Help

- Request Information from the Pell Processor

Reconciliation File

Multiple Reporting Record
Statement of Account

Year to Date Records

- Reporting and Attended Campus IDs are required

- Can request specific records



Reconciliation

RECONCILE OFTEN!!!!

YTD

ESOA

Business Office

Express or other software

Reports

Pending Disbursements

Rejected or Corrected Records

W status

Year to Date File

Import

Global App Express Packaging Direct Loan PELL

Import Type: YTD Data (PGYR)

Import From:

File... D:\IAM\DATA\PGYR030P.*

Report To:

Printer File Screen

File...

Compare And Print Exception?

Print All?

Update: Selected Rebuild All

OK Cancel Help

- Contains all Originations and Disbursements processed by Pell Processor
- Can Rebuild All Records or Selected IDs
- Compare data from YTD file with Pell records in Express



Common Edits - Batch

TIP - A Pell Origination or Disbursement batch may reject if the Batch ID is already on file with the Pell Processor. You can verify that in the EDConnect Activity Log if the same file was sent multiple times.

TIP - A batch may also reject if the Attended Campus code is in the Batch ID or if the batch is transmitted from the Attended Campus mailbox (TG#).

BATCH LEVEL

203 - Duplicate Batch ID

221 - Reporting Campus Pell ID is a Branch Campus

230 - Disbursements submitted prior to award year start date

233 - Invalid Destination Mailbox ID



Common Edits - Origination

TIP - The most common Origination rejects involve COD being unable to match the Current SSN, Name, and DOB with the CPS Applicant File. Verify that the Origination Record AND the Demographic Tab exactly matches the data from the ISIR record.

ORIGINATION

303 - Invalid Original SSN resulting in COD being unable to match with the Applicant Record for Award Year 2002 and beyond

311 - Invalid Transaction Number



Common Edits - Origination (cont.)

ORIGINATION

312 - Invalid Expected Family Contribution

324 - Invalid Name Code resulting in COD being unable to match with the Applicant Record, or does not equal the name code in the Origination ID, for Award Year 2002 and beyond

331 - Duplicate Origination for Award Year 2002 and beyond



Common Edits - Disbursement

TIP - Disbursements will reject if there was no Accepted Origination Record with the Pell Processor at the time the Disbursement Record was received. Verify the Origination Record shows Accepted.

TIP - Do not export and transmit Disbursements until the Origination Acknowledgements return. If this is not possible, wait at least 2 hours after exporting the Origination batch before transmitting the Disbursement batch.

DISBURSEMENTS

402 - Origination ID does not match on the Pell Processor

406 - Disbursement Amount Is Not in Valid Range

430 - Duplicate Disbursement reference number. Reference number already exists at the Pell Processor



Reports

Disbursement Pending Report - *NEW*

- Print differences between accepted disbursement amounts and origination award amount
- Import YTD choosing Print All or Compare and Print Exceptions.

Edits/Comments by Student - Origination/Disbursement

Origination List

Disbursement List

List – Processed Disbursements Year-to-Date

ESOA

List - Batch Activity



Need Help?

CPS/WAN Technical Support
cpswan@ncs.com - 800/330-5947

COD School Relations (2002-2003)
CODSupport@afsa.com - 800/474-7268
or 1-800-4PGRANT

www.ed.gov/offices/OSFAP/sfatech/listserv.html

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Questions?

