

Volume IV, Section 1— Direct Loan (DL) Tools for Windows, Release 5.0

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Overview

Direct Loan (DL) Tools for Windows, Release 5.0 is a supplemental software product for Direct Loan participants. You can download software and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov.

DL Tools is a multi-year Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.
- Compare the School Account Statement (SAS) report loan/disbursement data to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS report cash data to the DL Tools Cash database.
- Print the SAS in a readable format.
- Track cash receipts (drawdowns), Returns of Excess Cash (2003-2004), and Refunds of Cash (2004-2005 and 2005-2006) for Direct Loan.

DL Tools processes data for multiple cycles. Release 5.0 contains Rebuild, Cash Management, and Compare functionalities for the 2003-2004, 2004-2005, and 2005-2006 cycles.

All Direct Loan schools can use the Compare and Cash Management functions. The Rebuild function is for schools to rebuild an EDEExpress database in the Direct Loan module. Non-EDEExpress users can use a Rebuild file to create an EDEExpress database, then export that data from EDEExpress into their own systems to rebuild a database they may have lost or corrupted. For information on exporting from EDEExpress to an external system and creating file formats, see Volume III of the *2005-2006 COD Technical Reference*.

Important DL Tools Comparison Reports Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS Reports with YTD detail, *not* monthly detail. See **DLB-02-36** for information about default settings and SAS option selections. You may change your report options (YTD detail, for example) by contacting your COD School Relations customer service representative at 800/848-0978 or by e-mail at CODSupport@acs-inc.com or by accessing the COD Web site at cod.ed.gov.

Using DL Tools without EExpress

If you do not use EExpress, you can still use DL Tools to assist in reconciling. You can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools to compare your data to the SAS.

- To add school cash data, import the External Cash file (DLEXCASH).
- To add school loan data, import the External Loan file (DLEXLOAN).
- To add school disbursement data, import the External Disbursement file (DLEXDISB).

Fixed-length record layouts for each of these file types are included in Volume IV, Section 3 of the *2005-2006 COD Technical Reference*.

Note: These record layouts are used without header or trailer records.

When creating your external files, use the standard file names of DLEXCASH, DLEXLOAN, and DLEXDISB as noted at the top of each record layout. You need to include a carriage return/line feed (CR/LF) (ASCII characters 13 and 10) at the end of each data record. At the end of the file, no end of file (EOF) marker is required, just the CR/LF markers.

After you have created your external files, open the DL Tools software and select **File, Import**. The options in the Import dialog box direct you through the steps to import these data files into DL Tools.

DL Tools Release 5.0 Enhancements and Changes

The following enhancements and changes are incorporated into DL Tools for Windows, Release 5.0:

General

- DL Tools Release 5.0 contains Rebuild, Cash Management, and Compare functions for the 2003-2004, 2004-2005, and 2005-2006 cycles only. We have removed all functionality, field labels, and other options related to the 2002-2003 program cycle and have eliminated all COD Phase-In Participant Rebuild fields. We added DL Tools functionality applicable to program year 2005-2006.

Note: You can continue to work with the 2002-2003 data using DL Tools for Windows Release 4.0.

- The DL Tools database (DLT.mdb) is now password-protected. You will not be able to open, view, or modify your database in Microsoft Access 2002 without this password. This change will not affect your ability to log into DL Tools normally. For more information, see the Help topic “Database Password” in the DL Tools Release 5.0 software.
- We modified all instances of “Promissory Note” in the software to read “MPN.”

System Setup

- The initial default setting of the Return to Dialog checkbox in System Setup is now selected.

Note: If you currently have this checkbox cleared in Release 4.0 System Setup, and you upgrade to Release 5.0, the checkbox remains cleared in Release 5.0 System Setup.

- The initial default setting of the Report File Destination field in System Setup is now Screen.

Note: If you currently have this field set to Printer or File in Release 4.0 System Setup, and you upgrade to Release 5.0, your setting remains the same in Release 5.0 System Setup.

Browse

- In the Cash Detail Browse grid, the following column label changes are modified for all program years:
 - GAPS/Applied Date/Transaction Date changed to Transaction Date.
 - Action Type/Record Type/Transaction Type changed to Transaction Type.
 - As-Of-Date/End Date changed to End Date of Current Statement Period.
 - COD Posting Date/COD Run Date changed to COD Process Date.
- The Program Year column in the Cash Detail and Loan Detail Browse dialog boxes now consistently displays cycles as “Y1Y2” when you upgrade from DL Tools Release 4.0 to Release 5.0. For example, the program year 2005-2006 will appear as “0506”.

Import

- The options for Import Type in the Import dialog box to list School Account Statement (SAS) first because schools told us that it is the most frequently used import type.
- For all program years, the following labels have changed on the SAS Year-To-Date Cash Summary report and the SAS Monthly Cash Summary report that prints when a School Account Statement (SAS) file is imported (DSDF or DSLF):
 - Beginning Balance changed to Beginning Cash Balance.
 - Unbooked Disbursements Actual changed to Unbooked Disbursements.

Disbursement Detail External Add (DLEXDISB)

- Release 5.0 allows only the transaction date range 6/22/2004 to 10/27/2007 when a 2005-2006 Disbursement Detail External Add file (DLEXDISB) is imported. The transaction date range for the 2004-2005 Disbursement Detail External Add file (DLEXDISB) is still 6/22/2003 to 10/27/2006, and for the 2003-2004 Disbursement Detail External Add file (DLEXDISB), it is still 6/22/2002 to 10/27/2005.

- When a file is imported, the message class of the imported file now prints on the Import Edit Report. For example, when a 2005-2006 School Account Statement (SAS) with disbursement detail is imported, the message class DSDF06OP prints on the Import Edit Report.

Rebuild

- DL Tools Release 5.0 supports the Full Participant Rebuild record layout for all program cycle rebuilds. We will continue to create rebuild files in flat-file format (not Extensible Markup Language [XML]).
- Beginning with program year 2005-2006 and forward, DL Tools compares the value in the Endorser Amount field on the PLUS loan record in EDEExpress with the Endorser Amount field of the corresponding loan record in the Rebuild Origination Detail Record. This occurs when a Rebuild file (CODRBFOP) is imported and the Rebuild Type is Compare Only.
 - If the value in the Endorser Amount field of EDEExpress does not equal the value of the Endorser Amount field in the Rebuild Origination Detail Record, the Rebuild-Compare Only import report prints the record as an unmatched origination.
 - The Rebuild-Compare Only import report prints the Endorser Amount value from the loan record in EDEExpress and the Endorser Amount value from the Rebuild file for all unmatched originations.
- Beginning with program year 2005-2006 and forward, DL Tools overwrites the value in the Endorser Amount on the PLUS loan record in EDEExpress with the value in the Endorser Amount field of the corresponding loan record in the Rebuild Origination Detail Record. This occurs when the Rebuild file (CODRBFOP) is imported and the Rebuild Type is Update All Records or Update Selected Records.
- Beginning with program year 2005-2006 and forward, EDEExpress converts the value of A (Credit Approved) for the Credit Decision on the rebuild origination detail record to a value of E (Credit overridden; endorser OK) for the Credit Decision on the corresponding loan record that is rebuilt in the EDEExpress database. This value conversion only occurs when a PLUS loan record in the Rebuild file (CODRBFOP) has a Credit Decision equal to A and an Endorser Amount greater than zero.

Note: DL Rebuild files for 2002-2003 are still available from COD but need to be imported into DL Tools Release 4.0. If a DL Rebuild for 2002-2003 is needed, then you should make a request through the COD School Relations Center at 1-800-848-0978.

Cash Report (Internal Ending Cash Balance Report)

- The Cash Report has been renamed to the Internal Ending Cash Balance Report in DL Tools Release 5.0.

SAS Loan and Disbursement Detail Report

- You can now print the SAS Loan and Disbursement Detail report by disbursement date range for all program years. When a disbursement date range is entered in the Print dialog box, DL Tools:
 - Prints the report with disbursement detail (the Include Disbursement Detail? option is not required to be selected when a disbursement date range is entered).
 - Prints a loan detail record only if the loan has one or more corresponding disbursement records that have dates within the specified disbursement date range.
 - Indicates that no records are selected if no disbursement records exist that have dates within the specified disbursement date range.

Message Classes

DL Tools Release 5.0 is updated to allow for the import of 2005-2006 fixed-length SAS Loan Level and Disbursement Level file message classes. The new message classes are:

DSDF06OP	Fixed Length – Disbursement Level
DSLFL06OP	Fixed Length – Loan Level

Getting Help

Online Help

DL Tools Release 5.0 provides on-line help to assist you with system setup and more details regarding use of this software tool.

General help is available from the menu bar and field help is available by pressing the F1 key. See the *Using Help* topic in the online Help for more information.

CPS/SAIG Technical Support

For questions regarding technical assistance and software functionality, call CPS/SAIG Technical Support at:

800/330-5947

TDD/TYY: 800/511-5806

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT).

or

E-mail CPS/SAIG Technical Support at:

CPSSAIG@ed.gov

A representative will respond within 24 business hours.

Note: Make sure you include both your TG number and your telephone number in your message.

If you have questions regarding the Direct Loan reconciliation or closeout processes, you can call the FSA Customer Service Call Center. You can reach them Monday through Friday, 9 a.m. - 5 p.m. (ET), at 800/433-7327.

You can also e-mail inquiries, comments, or suggestions 24 hours a day to fsa.customer.support@ed.gov.

Additional Assistance

You can also post questions regarding the DL Tools software on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists Web site at ed.gov/offices/FSA/services/fsatechsubscribe.html.

Department staff or the financial aid partner responsible for the system will research your question and post a response to the listserv so that everyone can benefit from the information.