

# VOLUME IV

## DIRECT LOAN TOOLS

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COMMON ORIGINATION AND DISBURSEMENT  
2011-2012 TECHNICAL REFERENCE





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# Direct Loan Tools for Windows, Release 11.0

VOLUME IV  
SECTION



*This section contains general overview information and guidance for schools and other agencies who use Direct Loan (DL) Tools Release 11.0 in combination with the three most recent cycle versions of EExpress, third-party software and/or other in-house systems to track, analyze, reconcile, and rebuild William D. Ford Federal Direct Loan data processed by the COD System.*

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## Overview

William D. Ford Federal Direct Loan (DL) Tools for Windows, Release 11.0 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](http://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:

- Compare the School Account Statement (SAS) to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS to the DL Tools Cash database.
- Print the SAS in a readable format.
- Track Cash Receipts (drawdowns) and Refunds of Cash.
- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.
- Run the Disbursement Measurement Tool Report to help monitor Direct Loan records in your EDEExpress database.

DL Tools was developed to process data for multiple program years. Release 11.0 contains functionality for the 2009-2010, 2010-2011, and 2011-2012 cycles. All functionality related to the 2008-2009 cycle has been removed.

### DL Tools Comparison

DL Tools Loan and Disbursement Comparison Reports, now located in the new Compare dialog box, are designed to be run using the SAS Reports with YTD detail, not monthly detail. See Volume IV, Section 8 of this technical reference for information about default settings and SAS option selections. You can change your report options (YTD detail, for example) by accessing the COD System Web site at [cod.ed.gov](http://cod.ed.gov).

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDEExpress for Windows databases. However, non-EDEExpress users can export data from a rebuilt EDEExpress database to recreate non-EDEExpress loans or databases.

The Disbursement Measurement Tool Report (available in DL Tools if connected to EDEExpress) and certain Direct Loan lists with tolerances (available in EDEExpress) assist schools with monitoring current operations, procedures, and program status, and can also help meet the Quality Assurance requirement in the Direct Loan program. Tolerances can be applied when running these reports. Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. Your school decides which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of a continuous improvement plan.

## 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, thus creating a temporary database you can use to compare your data to the SAS.

- To add school cash data to the newly created database, import the External Cash file (DLEXCASH).
- To add school loan data to the newly created database, import the External Loan file (DLEXLOAN).
- To add school disbursement data to the newly created database, 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 *2011-2012 Common Origination and Disbursement (COD) Technical Reference*.

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.

These record layouts are used without header or trailer records.

Users always see the “-R” label added to software fields.

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## Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, DL Tools for Windows, Release 11.0 is compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in DL Tools software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, DL Tools for Windows, Release 11.0 includes the following features:

- All DL Tools fields that are shaded yellow to indicate they are required also display a “-R” after the software label. The “-R” indicates the field is required.
- All DL Tools grids display “floating” text descriptions of the contents of grid cells when cells are selected. The text displays one cell above (or below, if the first cell is selected) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time, or using the Tab key or arrow keys to move from a cell, hides the text.
- Floating text is always enabled for the SYSADMIN user ID and always displays in the Startup Information dialog box. To disable the floating text, go to **Tools, Setup, Security Users** and create a new user ID and password. Exit DL Tools, and then log back in with your new user ID and password. For all user IDs other than SYSADMIN, floating text is disabled by default. To enable floating text, select the **Enable 508 Grid Functionality?** checkbox in the Security Users dialog box.

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## DL Tools Release 11.0 Enhancements & Changes

The following enhancements and changes are available in DL Tools Release 11.0:

### General

- Program Year 2008-2009 Removed – We removed DL Tools functionality and message classes applicable to program year 2008-2009.
- Program Year 2011-2012 Added – We added DL Tools functionality and message classes applicable to program year 2011-2012.
- 2011-2012 Message Classes Added: Year indicators in message classes were updated for program year 2011-2012.

### Compare Dialog Box

- SAS Comparison Reports Relocated to Compare Dialog box – We relocated the Cash Detail Comparison, Loan Detail Comparison–Loan Level, and Disbursement Detail Comparison reports from the Print function to the new Compare dialog box, which is accessible from the toolbar or the Tools menu (**Tools, Compare**).
  - For EDEXpress schools, a connection to the EDEXpress database is required for the Loan Detail Comparison–Loan Level and Disbursement Detail Comparison reports to run successfully.
  - Non-EDEXpress schools must have imported External Cash, Loan, and Disbursement Detail Add files for the Comparison reports to run successfully.
- SAS Disbursement Detail Comparison Report Label Changes – We implemented the following header and label changes to the Disbursement Detail Comparison Report:
  - We removed the "Booked Status" label from the report header.
  - We renamed the section of the report formerly labeled as "Unbooked Records That Are Matched (MPN Missing)" to "Unbooked Records That Are Matched".
  - We renamed the section of the report formerly labeled as "School Records That Are Not On SAS Or Mismatched SAS Unbooked Records" to "Unbooked Records That Are Unmatched."

## Rebuild

- Rebuild of Ability to Benefit Fields – The COD System added five new fields related to Ability to Benefit requirements to the Direct Loan Rebuild file, allowing you to update those fields in EDEExpress 2011-2012 when importing a rebuild file. The new fields, located on the Demo tab in EDEExpress 2011-2012, are Ability to Benefit Code, Ability to Benefit Test Code, Ability to Benefit Completion Date, Ability to Benefit Test Administrator Code, and Ability to Benefit State Code.
- Rebuild of MPN Status Values – We updated rebuild functionality to store the new COD-generated MPN Status value of **C** (Closed) in the MPN Status field in EDEExpress. DL Tools also converts the COD Rebuild file MPN Status values of **P** (Pending) and **X** (Inactive) to the EDEExpress MPN Status values of **X** (Pending) and **I** (Inactive), respectively. Note the following additional cycle-specific Rebuild import logic details:
  - For 2010-2011 and prior:
    - If the COD Rebuild file contains an MPN Status of **C** or **X**, the MPN Status in EDEExpress updates to **A** (MPN Accepted) upon import.
    - When printing a Rebuild Compare report, the MPN Status is considered a match when the COD Rebuild file contains a value of **A** (Accepted), **C**, or **X** and the MPN Status on the EDEExpress loan record is **A**.
  - For 2011-2012 and forward:
    - When printing a Rebuild Compare report, the MPN Status is considered a match when the COD Rebuild file contains a value of **X** and the MPN Status in EDEExpress is **I**.
  - For all available program years in DL Tools, Release 11.0:
    - When printing a Rebuild Compare report, the MPN Status is considered a match when the COD Rebuild file contains a value of **P** and the MPN Status in EDEExpress is **X**.

- Rebuild of Credit Decision Field – When you import a Rebuild file, the Credit Decision field value in EDEExpress now updates as follows:
  - 2010-2011 and prior
    - If the COD Rebuild file contains a Credit Decision value of P, EDEExpress updates the Credit Decision field value on the loan record to X (Credit pending).
    - If the COD Rebuild file contains a Credit Decision value of A, EDEExpress updates the Credit Decision value to A (Credit approved) unless the Endorser Amount value is greater than zero. If the Endorser Amount is greater than zero, EDEExpress updates the Credit Decision field value to E (Credit overridden; endorser OK).
  - 2011-2012 and forward
    - EDEExpress updates the Credit Decision field value to match the Credit Decision value contained in the COD Rebuild file.
- Rebuild of CPS Transaction # Field – The CPS Transaction # field on EDEExpress 2011-2012 PLUS origination records will now be updated when importing a Rebuild file to recreate loan records. The CPS Transaction # is now a required origination data element for all loan types (including PLUS and Grad PLUS records), beginning with EDEExpress 2011-2012, Release 3.0. This enhancement does not apply to 2010-2011 or prior Award Years.

### **School Account Statement (SAS) Import and Print**

- SAS Print Summary Reports Relocated – We relocated the SAS year-to-date and monthly cash summary reports from SAS import functionality to the Print dialog box, enabling you to print the reports at any time following the import of a SAS file. You can print a monthly cash summary, year-to-date cash summary, or both.

Note: The SAS cash and disbursement summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

- Servicer Name Added to SAS Import, SAS Loan and Disbursement Detail Report – We updated the SAS import function to accommodate the addition of the Servicer Name field in the SAS Disbursement Detail and Loan Detail sections. Also, the SAS Loan and Disbursement Detail report now prints the new Servicer Name information. Although the Servicer Name information is sent in the SAS file for all years, only the 2011-2012 (and forward) SAS Loan and Disbursement Detail report has been updated to print the new Servicer Name information.

### **Disbursement Detail External Add (DLEXDISB)**

- Transaction Date Ranges Updated: Release 11.0 allows only the following transaction date ranges when you are importing a Disbursement Detail External Add file (DLEXDISB):

- When a 2009-2010 Disbursement Detail External Add file (DLEXDISB) is imported, the valid date range is 6/22/2007 to 12/26/2013.
- When a 2010-2011 Disbursement Detail External Add file (DLEXDISB) is imported, the valid date range is 6/22/2007 to 12/26/2014.
- When a 2011-2012 Disbursement Detail External Add file (DLEXDISB) is imported, the valid date range is 6/21/2008 to 12/28/2015.

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## Getting Help

### *Software Help*

DL Tools Release 11.0 provides a help system 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 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/TTY: 800/511-5806. E-mail CPS/SAIG Technical Support at: [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov). A representative will respond within one business day.

Make sure you include both your TG number and your telephone number in your e-mail message.

### *Additional Assistance*

If you have questions regarding the Direct Loan reconciliation or closeout process, please contact the COD School Relations Center at 800/848-0978 or send an e-mail to [codsupport@acs-inc.com](mailto:codsupport@acs-inc.com).

You can also post questions regarding DL Tools on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to [ed.gov/offices/OSFAP/services/fsatechsubscribe.html](http://ed.gov/offices/OSFAP/services/fsatechsubscribe.html).

Federal Student Aid 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.

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# DL Tools Message Classes

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*This section provides information regarding the external import, rebuild, and School Account Statement (SAS) message classes used by the Direct Loan (DL) Tools Release 11.0 software.*

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## DL Tools External Add Message Classes

The following message classes are used to import cash, loan, and/or disbursement data from an external system into DL Tools.:

Message Class	Program Years	Data Description	Record Length
DLEXCASH	2009-2010 and forward	Cash Detail External Add	80
DLEXLOAN	2009-2010 and forward	Loan Detail External Add	80
DLEXDISB	2009-2010 and forward	Disbursement Detail External Add	97

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## Rebuild Message Classes

The following Rebuild message class can be imported into DL Tools to rebuild an EDEExpress database:

Message Class	Program Years	Data Description	Record Length
CODRBFOP	2009-2010 and forward	Rebuild File	1059

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## School Account Statement (SAS) Message Classes

The following School Account Statement (SAS) message classes can be imported into DL Tools to run comparison reports.

Message Class	Program Years	Data Description	Record Length
DSDF10OP	2009-2010	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLFL10OP	2009-2010	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220
DSDF11OP	2010-2011	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLFL11OP	2010-2011	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220
DSDF12OP	2011-2012	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLFL12OP	2011-2012	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220

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# DL Tools Record Layouts

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*This section provides record layouts for schools and other agencies using third-party software and/or other in-house systems who need to import cash detail, loan detail, or disbursement detail into Direct Loan (DL) Tools Release 11.0.*

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## Cash Detail External Add Record Layout

### Message Class - DLEXCASH

Cash Detail External Add				Cash Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	6	6	School Code	X00000 to X99999 where X = G or E	Left
2	7	8	2	Program Year	10, 11, or 12  Use the last two digits in the academic year for Program Year. For example, use 12 as Program Year if you are importing a cash detail record applicable to 2011-2012.	Left
3	9	9	1	Transaction Type	R = Cash Receipts (Drawdowns) X = Refund of Cash	Left
4	10	17	8	Transaction Date Date cash receipt or refund of cash is applied	19000101 to 20991231 Format is CCYYMMDD	Date
5	18	28	11	Transaction Amount The amount for cash receipt or refund of cash	-2147483648 to 02147483647  Refunds of Cash and Cash Receipts are normally positive. Only use the negative sign for reversing transactions.	Right
6	29	41	13	GAPS Control Number Code/User Notes The GAPS Control Number Code received from GAPS for cash receipts or any text the user chooses.	Any valid keyboard character or Blank  Ignored when Transaction Type = X	Right
7	42	56	15	Check Number/User Notes The check number returned by the school on a check for refund of cash or any text the user chooses	Any valid keyboard character or Blank  Ignored when Transaction Type = R	Right
8	57	80	24	Unused/Reserve for future expansion	Will be blank	Left
			<b>80</b>	<b>Total Bytes</b>		

## Loan Detail External Add Record Layout

### Message Class - DLEXLOAN

Loan Detail External Add				Loan Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	8	8	End Date The last day of the reporting period	Format is CCYYMMDD	Date
2	9	9	1	Record Type	B = Booked Loan Detail U = Unbooked Loan Detail	Left
3	10	30	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001 to 999999999 Loan Type: S = Subsidized U = Unsubsidized P = PLUS or Grad PLUS Program Year: 10, 11, or 12 School Code: X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999  Use the last two digits in the academic year for Program Year. For example, use 12 as Program Year if you are importing a loan detail record applicable to 2011-2012.	Left
4	31	36	6	School Code	X00000 to X99999 where X = G or E	Left
5	37	43	7	Gross Amount The total gross amount for the loan	0000000 to 0999999	Right
6	44	50	7	Fee Amount The total fee amount for the loan	0000000 to 0999999	Right
7	51	57	7	Interest Rebate Amount The total interest rebate amount for the loan	0000000 to 0999999	Right
8	58	64	7	Net Amount The total net amount for the loan	0000000 to 0999999	Right
9	65	80	16	Unused/Reserve for future expansion	Will be blank	Left
			<b>80</b>	<b>Total Bytes</b>		

## Disbursement Detail External Add Record Layout

### Message Class - DLEXDISB

Disbursement Detail External Add				Disbursement Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	8	8	End Date The last day of the reporting period	Format is CCYYMMDD	Date
2	9	9	1	Record Type	B = Booked Loan Detail U = Unbooked Loan Detail	Left
3	10	30	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001 to 999999999 Loan Type: S = Subsidized U = Unsubsidized P = PLUS or Grad PLUS Program Year: 10, 11, or 12 School Code: X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999  Use the last two digits in the academic year for Program Year. For example, use 12 as Program Year if you are importing a loan detail record applicable to 2011-2012.	Left
4	31	36	6	School Code	X00000 to X99999 where X = G or E	Left
5	37	41	5	Total Gross Amount The sum of the actual gross amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
6	42	46	5	Total Loan Fee Amount The sum of the actual loan fee amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
7	47	51	5	Total Interest Rebate Amount The sum of the actual interest rebate amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
8	52	56	5	Total Net Amount The sum of the actual net amount (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
9	57	61	5	Disbursement Actual Gross Amount	Numeric >= 0	Right
10	62	66	5	Disbursement Actual Loan Fee Amount	Numeric >= 0	Right
11	67	71	5	Disbursement Actual Interest Rebate Amount	Numeric >= 0	Right
12	72	76	5	Disbursement Actual Net Amount	Numeric >= 0	Right
13	77	82	6	Disbursement Actual Net Adjustment	-99999 to 099999 Can be blank	Right
14	83	84	2	Disbursement Number The disbursement number for the current disbursement transaction	01 to 20	Right

Disbursement Detail External Add				Disbursement Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
15	85	86	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed within EExpress	01 to 65 66 to 90 = Web Disbursements Cannot be blank	Right
16	87	88	2	Previous Disbursement Sequence Number The Disbursement Sequence Number of the disbursement activity immediately preceding this disbursement record. Used to determine disbursement order only. It is not stored.	01 to 65 66 to 90 = Web Disbursements If Transaction Type = D, must be 00 or blank.	Left
17	89	89	1	Transaction Type—Disbursement Disbursement Activity recorded at COD	A = Adjusted Disbursement Amount D = Disbursement	Left
18	90	97	8	Transaction Date Date disbursement activity occurred at the school OR Date of latest Disbursement Type Q (disbursement date change) if exists	Format is CCYYMMDD For 2009-2010: 20070622 to 20131226  For 2010-2011: 20070622 to 20141226  For 2011-2012: 20080621 to 20151228	Date
			<b>97</b>	<b>Total Bytes</b>		

*This section provides samples of and overview information regarding the variety of reports that can be generated using Direct Loan (DL) Tools Release 11.0 to assist your Direct Loan processing and reconciliation performance.*

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## Reports

Using DL Tools, Release 11.0, you can print a variety of reports to assist your Direct Loan processing and reconciliation performance. This section provides a description and an example for each of the following reports:

### Report Relocation

For Release 11.0, we've relocated all comparison reports from the Print dialog box to the new Compare dialog box, accessible from the software toolbar or the Tools menu. We also relocated all SAS summary reports from the SAS import function to the Print dialog box.

Located within the Print function:

- Internal Ending Cash Balance Report
- SAS Cash Summary
- SAS Disbursement Summary
- School Account Statement (SAS) Cash Detail
- SAS Loan and Disbursement Detail
- Disbursement Measurement Tool Report (EDEXpress schools only)

Located within the Compare function:

- Cash Detail Comparison
- Loan Detail Comparison – Loan Detail
- Disbursement Detail Comparison

Each report example represents the 2011-2012 award year. Keep in mind that these reports can be run for all program years supported in Release 11.0.

### Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report calculates and displays the school internal ending cash balance based on Cash Receipts and Refunds of Cash entered or imported in Cash Management in DL Tools, and disbursement amounts from your school's EDEXpress database or loan/disbursement amounts imported into DL Tools from an external file source (non-EDEXpress schools). The cash detail can be imported using the Cash Detail External Add file (DLEXCASH) and the disbursement detail can be imported using the Disbursement Detail External Add file (DLEXDISB). External record layouts are provided in Volume IV, Section 3 of the *2011-2012 COD Technical Reference*.

This report is available for all program years supported in Release 11.0. An EDEXpress database connection is optional.

When printing an Internal Ending Cash Balance Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then an Internal Ending Cash Balance Report prints for all school codes in your school's database for the designated program year.

### Internal Ending Cash Balance Report

In order for the Internal Ending Cash Balance Report to provide an accurate school ending cash balance, both cash records and loan/disbursement records must be available to the software. Schools that do not use the Cash Management function in DL Tools, do not import loan and disbursement records from an external file, or do not have a connection to EDEXpress will not obtain helpful results from this report.

**Example 1**

Below is an example of an Internal Ending Cash Balance Report –  
Summary with Disbursement Data Source = EDExpress:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	Page: 1
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012	
Internal Ending Cash Balance Report - Summary		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 01/31/2012		
School Code: G99999		
Cash Receipts:	\$268,603	
Refunds of Cash:	\$35,135	
Total Cash (Receipts - Refunds of Cash):		\$233,468
Total Disbursement Net Amount from EDExpress:		\$231,468
Ending Cash Balance (Total Cash - Total Net Disbursements):		\$2,000

**Example 2**

Below is an example of an Internal Ending Cash Balance Report –  
Summary with Disbursement Data Source = External Source:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	Page: 1
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012	
Internal Ending Cash Balance Report - Summary		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 01/31/2012		
School Code: G99999		
Cash Receipts:	\$268,603	
Refunds of Cash:	\$35,135	
Total Cash (Receipts - Refunds of Cash):		\$233,468
Total Disbursement Net Amount from External Data:		\$233,468
Ending Cash Balance (Total Cash - Total Net Disbursements):		\$0

**Example 3**

Below is an example of an Internal Ending Cash Balance Report – Detail  
Sorted by Transaction Type:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 12:12:01 DIRECT LOAN TOOLS - 2011-2012  
Internal Ending Cash Balance Report - Detail

Sort by: Trans Type

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

Date Range: 01/01/2012 to 01/31/2012

School Code: G99999

Trans Type	Date	Amount
Receipt	01/02/2012	\$3,350
Receipt	01/03/2012	\$3,780
Receipt	01/04/2012	\$4,084
Receipt	01/05/2012	\$5,881
Receipt	01/06/2012	\$9,217
Receipt	01/07/2012	\$9,540
Receipt	01/08/2012	\$40
Receipt	01/10/2012	\$147,483
Receipt	01/11/2012	\$2,000
Receipt	01/12/2012	\$3,650
Receipt	01/14/2012	\$12,332
Receipt	01/15/2012	\$65,000
Receipt	01/18/2012	\$1,247
Receipt	01/19/2012	\$999
Refund	01/02/2012	\$3,921
Refund	01/03/2012	\$3,588
Refund	01/05/2012	\$3,408
Refund	01/06/2012	\$3,335
Refund	01/07/2012	\$3,312
Refund	01/10/2012	\$3,179
Refund	01/11/2012	\$3,124
Refund	01/12/2012	\$3,095
Refund	01/15/2012	\$3,037
Refund	01/20/2012	\$3,011
Refund	01/21/2012	\$2,000
Refund	01/22/2012	\$125

Total Cash Receipt Records: 14  
Total Refunds of Cash Records: 12

Total Cash Receipt Amount: \$268,603  
Total Refunds of Cash Amount: \$35,135

## SAS Cash Summary

The SAS Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed by the COD system. This report can be compared to summary information on the school's internal systems. You can print a monthly cash summary, year-to-date cash summary, or both.

**Note:** The SAS cash summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDEExpress database connection is optional, as this report prints cash summary data from the SAS, which is stored in the DL Tools database.

The SAS Cash Summary report has been relocated from the SAS import functionality to the Print functionality (viewed by opening the Print dialog box), enabling you to print the report at any time following the import of a SAS file.

**Example 1**

Below is an example of a SAS Cash Summary – Type is Monthly:

```
Report Date: 02/01/2012    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 09:53:09    DIRECT LOAN TOOLS - 2011-2012
                        SAS Monthly Cash Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
End Date: 01/31/2012

School Code: G99999
Region Code: 99
State Code: XX

Beginning Cash Balance:                                $3,000
Cash Receipts:                                       $24,137
Refunds of Cash:                                     $5,500
Net Drawdowns/Payments:                               $18,637

Booked Disbursements:                                $8,637
Booked Adjustments:                                  $0
Total Net Booked Disbursements:                       $8,637

Ending Cash Balance:                                  $13,000
Unbooked Disbursements:                              $6,119
Unbooked Adjustments:                                $0
Total Net Unbooked Disbursements:                     $6,119

Cash > Accepted and Posted Disbursements:           $6,881

*****
```

**Example 2**

Below is an example of a SAS Cash Summary – Type is Year-to-Date:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 10:23:37	DIRECT LOAN TOOLS - 2011-2012	
SAS Year-to-Date Cash Summary		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
End Date: 01/31/2012		
School Code: G99999		
Region Code: 99		
State Code: XX		
Beginning Cash Balance:		\$0
Cash Receipts:	\$14,996,789	
Refunds of Cash:	\$5,500	
Net Drawdowns/Payments:		\$14,991,289
Booked Disbursements:	\$14,999,978	
Booked Adjustments:	\$-21,689	
Total Net Booked Disbursements:		\$14,978,289
Ending Cash Balance:		\$13,000
Unbooked Disbursements:	\$6,119	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$6,119
Cash > Accepted and Posted Disbursements:		\$6,881
*****		

## *SAS Disbursement Summary*

The SAS Disbursement Summary report is relocated from the SAS import functionality to the Print dialog box, enabling you to print the report at any time following the import of a SAS file.

This section of the SAS provides monthly and year-to-date summary disbursement information for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed by the COD system. You can print a monthly disbursement summary, year-to-date disbursement summary, or both.

Note: The SAS disbursement summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional.

**Example 1**

Below is an example of a SAS Disbursement Summary – Type is Monthly:

```

Report Date: 02/01/2012    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 12:53:54    DIRECT LOAN TOOLS - 2011-2012
                        SAS Monthly Disbursement Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
End Date: 01/31/2012

School Code: G99999
Region Code: 99
State Code: XX
    
```

	Subsidized	Unsubsidized	PLUS
	-----	-----	-----
Booked Gross	\$2,250	\$3,000	\$3,500
Booked Fee	\$22	\$30	\$140
Booked Interest Rebate	\$11	\$15	\$53
Booked Net	\$2,239	\$2,985	\$3,413
Unbooked Gross	\$0	\$1,250	\$5,000
Unbooked Fee	\$0	\$12	\$200
Unbooked Interest Rebate	\$0	\$6	\$75
Unbooked Net	\$0	\$1,244	\$4,875
	All Loans		
	-----		
Booked Gross	\$8,750		
Booked Fee	\$192		
Booked Interest Rebate	\$79		
Booked Net	\$8,637		
Unbooked Gross	\$6,250		
Unbooked Fee	\$212		
Unbooked Interest Rebate	\$81		
Unbooked Net	\$6,119		

\*\*\*\*\*

**Example 2**

Below is an example of a SAS Disbursement Summary – Type is Year-to-Date:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 12:53:54 DIRECT LOAN TOOLS - 2011-2012  
 SAS Year-to-Date Disbursement Summary  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*  
 End Date: 01/31/2012  
 School Code: G99999  
 Region Code: 99  
 State Code: XX

	Subsidized -----	Unsubsidized -----	PLUS -----
Booked Gross	\$8,415,294	\$3,332,623	\$3,373,447
Booked Fee	\$84,152	\$33,326	\$134,937
Booked Interest Rebate	\$42,076	\$16,663	\$50,601
Booked Net	\$8,373,218	\$3,315,960	\$3,289,111
Unbooked Gross	\$0	\$1,250	\$5,000
Unbooked Fee	\$0	\$12	\$200
Unbooked Interest Rebate	\$0	\$6	\$75
Unbooked Net	\$0	\$1,244	\$4,875

All Loans  
-----

Booked Gross	\$15,121,364
Booked Fee	\$252,415
Booked Interest Rebate	\$109,340
Booked Net	\$14,978,289
Unbooked Gross	\$6,250
Unbooked Fee	\$212
Unbooked Interest Rebate	\$81
Unbooked Net	\$6,119

\*\*\*\*\*

## Cash Detail Comparison

The Cash Detail Comparison Report, previously printed from the Print dialog box, has been relocated to the Compare dialog box. The report provides a comparison of cash detail records in the SAS file received from the Common Origination and Disbursement (COD) System to the cash detail records in DL Tools Cash Management. Cash Management records are entered manually or through the Cash Detail External Add (DLEXCASH) import option. Since only Cash entries (Drawdowns and Refunds of Cash) are used for the Cash Detail Comparison report, no disbursement detail information prints on this report. External record layouts are found in Volume IV, Section 3 of the *2011-2012 COD Technical Reference*.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

The Cash Detail Comparison report uses the tolerance setting in DL Tools' System Setup (**Tools, Setup, System**) to account for timing differences between the entry dates on your school system and the dates recorded for cash transactions by the processors. The System Setup field labeled **Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match** allows you to enter the number of days between SAS cash records and cash records entered by your school that are considered a match when running the Cash Detail Comparison report. A drawdown or refund of cash transaction is considered a mismatch if the number of days between the date reported by the school and the date reported on the SAS exceeds this tolerance.

When printing a Cash Detail Comparison Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, then a Cash Detail Comparison report prints for all school codes in your school's database for the designated program year.

**Example 1**

Below is an example of a Cash Detail Comparison – Sorted by Amount:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
 Cash Detail Comparison

Sort by: Amount

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Date Range: 01/01/2012 to 01/31/2012 Match Status: All

School Code: G99999 Trans Type: All

Tolerance (# days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	01/02/2012	\$112	Matched	COD
Receipt	01/02/2012	\$112	Matched	School
Receipt	01/03/2012	\$378	Matched	COD
Receipt	01/03/2012	\$378	Matched	School
Receipt	01/05/2012	\$995	Unmatched	COD
Refund	01/06/2012	\$954	Matched	COD
Refund	01/06/2012	\$954	Matched	School
Refund	01/07/2012	\$1,247	Matched	School
Refund	01/07/2012	\$1,247	Matched	COD
Receipt	01/09/2012	\$1,797	Matched	COD
Receipt	01/09/2012	\$1,797	Matched	School
Refund	01/12/2012	\$3,126	Matched	School
Refund	01/12/2012	\$3,126	Matched	COD
Receipt	01/02/2012	\$3,350	Matched	COD
Receipt	01/02/2012	\$3,350	Matched	School
Receipt	01/05/2012	\$4,084	Matched	COD
Receipt	01/05/2012	\$4,084	Matched	School

Totals:  
 Matched Records: 16  
 Unmatched Records: 1  
 COD Cash Detail Records: 9  
 School Cash Detail Records: 8

**Example 2**

Below is an example of a Cash Detail Comparison – Filtered on Transaction Type and Sorted by Date:

Report Date: 03/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:12:01	DIRECT LOAN TOOLS - 2011-2012	
Cash Detail Comparison		
		Sort by: Date
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 02/28/2012	Match Status: All	
School Code: G99999	Trans Type: Refunds of Cash	
Tolerance (# days): 5		

  

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
-----	-----	-----	-----	-----
Refund	01/02/2012	\$112	Matched	School
Refund	01/02/2012	\$112	Matched	COD
Refund	01/03/2012	\$378	Matched	School
Refund	01/03/2012	\$378	Matched	COD
Refund	01/06/2012	\$954	Unmatched	School
Refund	02/01/2012	\$952	Unmatched	COD
Refund	02/02/2012	\$1,247	Matched	School
Refund	02/02/2012	\$1,247	Matched	COD
Refund	02/05/2012	\$3,126	Matched	School
Refund	02/05/2012	\$3,126	Matched	COD
Refund	02/10/2012	\$23,126	Unmatched	COD
Refund	02/12/2012	\$3,350	Matched	School
Refund	02/12/2012	\$3,350	Matched	COD
Refund	02/19/2012	\$4,084	Matched	School
Refund	02/19/2012	\$4,084	Matched	COD
Refund	02/21/2012	\$5,881	Unmatched	School

  

Totals:	
Matched Records:	12
Unmatched Records:	4
COD Cash Detail Records:	8
School Cash Detail Records:	8

## Loan Detail Comparison – Loan Level

This report, previously printed from the Print dialog box, has been relocated to the Compare dialog box. The report provides you with a comparison of loan detail records from the SAS file received from the COD System with loan or disbursement detail records imported from an external system or loan detail data in EDEExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3 of the *2011-2012 COD Technical Reference*.

**Note:** DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at [cod.ed.gov](http://cod.ed.gov).

If your school has not imported a booking notification for the loan but the SAS shows that the loan is booked, the loan appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database. If your school receives a DSDF with monthly detail, then no loans appear in this section when the Loan Level Compare is run (unless the SAS shows the loan as unbooked and your school data shows that the loan total is \$0), due to the fact that loan totals in the monthly detail section of the SAS are always \$0.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

**Booked Records That Are Matched** - Loan records appear in this section of the Compare report if the SAS shows a booked date and the loan data in the SAS matches the data in your school's database. If you receive a DSDF with monthly detail, then loans never appear in this section when the Loan Level Compare is run, since the loan totals in the monthly detail section of the SAS are always \$0.

**Booked Records That Are Unmatched** - Loan records appear in this section of the Compare report if the loan appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data. If your school receives a DSDF with monthly detail, then all loans that appear in the SAS as booked appear in this section when the Loan Level Compare is run, unless the loan was reduced to \$0 at the school.

**Unbooked Records That Are Matched** - Loan records appear in this section of the Compare report if the loan appears on the SAS as unbooked and the amounts match between the COD System and the school.

**Unbooked Records That Are Unmatched** - Loan records will appear in this section of the Compare report if the loan exists in your school's database but does not appear on the SAS; the loan appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS, and would therefore appear in this section.

A Loan Detail Comparison – Loan Level Report runs regardless of the type of SAS (DSLFF or DSDF) that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EExpress database connection is optional. When printing a Loan Detail Comparison, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, the Loan Detail Comparison report prints for all school codes in your school's database for the designated program year.

**Example 1**

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 1:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
 Loan Detail Comparison - Loan Level

Sort by: Loan ID

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School Code: G99999 End Date: 01/31/2012

Match Status: All

BOOKED RECORDS THAT ARE MATCHED

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
999999999P12G99999001	PINK, JACK J	\$500/ \$500	2
999999999S12G99999001	BLUE, JOHN S	\$3500/ \$3500	2

**Example 2**

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 2:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
 Loan Detail Comparison - Loan Level

Sort by: Loan ID

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

School Code: G99999 End Date: 01/31/2012

Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
999999999S12G99999001	WHITE, WENDY W	\$500/ \$245	2
999999999S12G99999001	BLACK, BUD B	/ \$245	1
999999999S12G99999001	GREEN, GARY G	\$500/	2

**Example 3**

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 3:

```

Report Date: 02/01/2012    U.S. DEPARTMENT OF EDUCATION                PAGE: 3
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2011-2012
                        Loan Detail Comparison - Loan Level
                                Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
School Code: G99999                      End Date: 01/31/2012
Match Status: All
UNBOOKED RECORDS THAT ARE MATCHED

```

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
999999999P12G99999001	BROWN, BRENDA B	\$500/ \$500	2
999999999U12G99999001	RED, ROBERT R	\$1500/ \$1500	2

**Example 4**

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 4:

```

Report Date: 02/01/2012    U.S. DEPARTMENT OF EDUCATION                PAGE: 4
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2011-2012
                        Loan Detail Comparison - Loan Level
                                Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
School Code: G99999                      End Date: 01/31/2012
Match Status: All
UNBOOKED RECORDS THAT ARE UNMATCHED
*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

```

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
999999999S12G99999001	BLUE, BARBARA B	\$500/ \$245	2
999999999S12G99999001	WHITE, WILLIAM W	/ \$245	0
999999999S12G99999001	GREEN, GLENDA G	\$500/	2

```

TOTAL BOOKED RECORDS THAT ARE MATCHED:                2
TOTAL BOOKED RECORDS THAT ARE UNMATCHED:              3
TOTAL UNBOOKED RECORDS THAT ARE MATCHED:              2
TOTAL UNBOOKED RECORDS THAT ARE UNMATCHED:            3
TOTAL LOANS:                                           10

```

## Disbursement Detail Comparison

This report, now printed from the Compare dialog box, provides you with a comparison of disbursement detail records from the SAS file received from the COD System with disbursement detail records imported from an external system or disbursement detail data in EDEXpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3 of the *2011-2012 COD Technical Reference*.

If your school has not imported a booking notification for the loan but the SAS shows that the disbursement has booked, then the disbursement appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database.

The SAS end date always supersedes the selected date range specified if that date falls beyond the SAS end date.

A Disbursement Detail Comparison Report runs only if a disbursement level report (DSDf) with disbursement detail has been imported into DL Tools. If your school imports a loan-level report (DSLf) rather than a DSDf, then you cannot run this report. An EDEXpress database connection is optional. When printing a Disbursement Detail Comparison, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, a Disbursement Detail Comparison report prints for all school codes in your school's database for the designated program year.

**Note:** DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at [cod.ed.gov](http://cod.ed.gov).

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

**Booked Records That Are Matched** - Disbursement records appear in this section of the Compare report if the SAS shows a booked date and the disbursement data in the SAS matches the data in your school's database.

**Booked Records That Are Unmatched** - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data.

**Unbooked Records That Are Matched** - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as unbooked, and the dates and amounts match between the COD System and the school.

**Unbooked Records That Are Unmatched** - Disbursement records appear in this section of the Compare report if the disbursement exists in your school's database but does not appear on the SAS; the disbursement appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDf with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS and would therefore appear in this section.

DL Tools compares the disbursements recorded in EDEXpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the disbursement number, sequence number, disbursement date, and disbursement amounts.

**Example 1**

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 1:

```

Report Date: 02/01/2012    U.S. DEPARTMENT OF EDUCATION                PAGE: 1
Report Time: 12:01:01    DIRECT LOAN TOOLS - 2011-2012
                        Disbursement Detail Comparison
                                Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range: 01/01/2012 to 01/31/2012
School Code: G99999                      End Date: 01/31/2012
Match Status: All
BOOKED RECORDS THAT ARE MATCHED

```

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
999999999P12G99999001	BROWN, BARRY B	1/ 1	\$500/ \$500
999999999S12G99999001	TAN, TERESA T	1/ 1	\$500/ \$500

**Example 2**

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 2:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
 Disbursement Detail Comparison

Sort by: Loan ID

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

Date Range: 01/01/2012 to 01/31/2012

School Code: G99999

End Date: 01/31/2012

Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID	SCHOOL	Disb#	Seq#	Student's Name	Date	Type	Gross	Fee	Rebate	Net	Net Adj
	COD	Disb#	Seq#		Date	Type	Gross	Fee	Rebate	Net	Net Adj
999999999S12G99999001				RED, ROBERTA R							
		1	1		01/05/2012	D	\$1,750	\$35	\$27	\$1,742	
		1	1		01/05/2012	D	\$1,750	\$35	\$27	\$1,745	
999999999S12G99999001				RED, ROBERTA R							
		2	1		01/11/2012	D	\$1,750	\$35	\$27	\$1,742	
		2	1		01/11/2012	D	\$1,749	\$34	\$26	\$1,741	
999999999S12G99999001				GREEN, GREG G							
		1	2		01/12/2012	A	\$1,500	\$45	\$23	\$1,478	\$1,281
		1	2		01/12/2012	A	\$1,501	\$45	\$23	\$1,479	\$1,282
999999999S12G99999001				GREEN, GREG G							
		2	2		01/15/2012	A	\$1,500	\$45	\$23	\$1,478	\$1,281
				NO MATCHING COD DISBURSEMENT EXISTS							

**Example 3**

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 3:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 3	
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012		
	Disbursement Detail Comparison		
		Sort by: Loan ID	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT			
*****			
Date Range: 01/01/2012 to 01/31/2012			
School Code: G99999		End Date: 01/31/2012	
Match Status: All			
UNBOOKED RECORDS THAT ARE MATCHED			
Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
-----	-----	-----	-----
999999999P12G99999001	BLUE, BELINDA B	1/ 1	\$1,500/\$1,500
999999999U12G99999001	BROWN, BILL B	1/ 1	\$1,500/\$1,500

**Example 4**

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 4:

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 4  
 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
 Disbursement Detail Comparison

Sort by: Loan ID

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 \*\*\*\*\*

Date Range: 01/01/2012 to 01/31/2012

School Code: G99999

End Date: 01/31/2012

Match Status: All

UNBOOKED RECORDS THAT ARE UNMATCHED

\*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

Loan ID	SCHOOL	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
	COD	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
999999999U12G99999001										
		1	1	01/05/2012	D	\$2,750	\$82	\$41	\$2,709	
		1	1	01/05/2012	D	\$2,750	\$82	\$41	\$2,709	
999999999U12G99999001										
		2	1	01/25/2012	D	\$2,750	\$82	\$41	\$2,709	
		2	1	01/25/2012	D	\$2,750	\$82	\$41	\$2,709	
999999999U12G99999001										
		1	2	01/02/2012	A	\$1,500	\$45	\$23	\$1,478	\$1,281
		1	2	01/02/2012	A	\$1,501	\$45	\$23	\$1,479	\$1,282
999999999S12G99999001										
		2	2	01/05/2012	A	\$1,501	\$45	\$23	\$1,478	\$1,281

TOTAL BOOKED RECORDS THAT ARE MATCHED: 2  
 TOTAL BOOKED RECORDS THAT ARE UNMATCHED: 4  
 TOTAL UNBOOKED RECORDS THAT ARE MATCHED: 2  
 TOTAL UNBOOKED RECORDS THAT ARE UNMATCHED: 4  
 TOTAL DISBURSEMENTS: 12

## SAS Cash Detail

The SAS Cash Detail Report displays the information from SAS Cash Detail records in your school's DL Tools database. SAS Cash Detail data is received from the COD System and imported into DL Tools. This report contains Transaction Type, Transaction Date, Transaction Amount, COD Process Date, GAPS Control/Check Number, and Totals.

An EDEXpress database connection is optional, as this report compares cash data, which is not currently stored in the EDEXpress database.

### Example 1

Below is an example of a SAS Cash Detail – Sorted by Transaction Type:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012	
SAS Cash Detail		
		Sort by: Trans Type
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 01/31/2012	Trans Type: All	
School Code: G99999		
End Date: 01/31/2012		

  

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
-----	-----	-----	-----	-----
Receipt	01/02/2012	\$3,126	01/05/2012	111111111111
Receipt	01/03/2012	\$5,881	01/10/2012	111111111112
Receipt	01/04/2012	\$9,217	01/11/2012	111111111113
Receipt	01/05/2012	\$112	01/12/2012	111111111114
Receipt	01/06/2012	\$378	01/13/2012	111111111115
Receipt	01/07/2012	\$1,247	01/14/2012	111111111116
Receipt	01/08/2012	\$4,084	01/15/2012	111111111117
Receipt	01/09/2012	\$3,350	01/17/2012	111111111118
Receipt	01/10/2012	\$1,797	01/18/2012	111111111119
Receipt	01/11/2012	\$954	01/19/2012	111111111110
Refund	01/02/2012	\$3,126	01/20/2012	111111111111
Refund	01/03/2012	\$5,881	01/21/2012	111111111112
Refund	01/05/2012	\$9,217	01/22/2012	111111111113
Refund	01/06/2012	\$112	01/23/2012	111111111114
Refund	01/07/2012	\$378	01/24/2012	111111111115
Refund	01/08/2012	\$1,247	01/25/2012	111111111116
Refund	01/09/2012	\$4,084	01/26/2012	111111111117
Refund	01/11/2012	\$3,350	01/27/2012	111111111118
Refund	01/12/2012	\$954	01/28/2012	111111111119
Refund	01/14/2012	\$1,797	01/29/2012	111111111121

  

Total Cash Receipt Records:	10
Total Refunds of Cash Records:	10
Total SAS Cash Detail Records:	20

  

Total Cash Receipt Amount:	\$30,146
Total Refunds of Cash Amount:	\$30,146

The School Account Statement (SAS) import function has been updated to accommodate the addition of the Servicer Name field. Although the Servicer Name information is sent in the SAS file for all years, only the 2011-2012 (and forward) SAS Loan and Disbursement Detail report has been updated to include the new Servicer Name information.

### *SAS Loan and Disbursement Detail*

The SAS Loan and Disbursement Detail Report (with the option to include or exclude disbursement detail) displays the information from SAS Loan and Disbursement Detail records in your school's database. SAS Loan and Disbursement Detail data is received from the COD System and imported into DL Tools. This report contains Student's Name, Loan ID, Record Type, Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, and Totals.

An EDEExpress database connection is optional.

If no disbursement date range is entered in the Print dialog box, the Date Range label prints without a date range.

**Example 1**

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 1:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012	
SAS Loan Detail		
		Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 01/31/2012		
School Code: G99999	Booked Status: Booked and Unbooked	
End Date: 01/31/2012	Loan Type: All	
Student's Name		
PLUS Borrower's Name	Record	Gross
Loan ID	Type	Amount
Servicer Name		Fee
		Amount
		Int Rebate
		Amount
		Net
		Amount
-----		
LEMON, LOU G		
99999999S12G99999001	Unbooked	\$500
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$245
99999999S12G99999002	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$48
		\$24
		\$122
		\$377
LEMON, ZOEY G		
99999999S12G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$48
99999999S12G99999002	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$48
99999999U12G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$48
		\$24
		\$24
		\$1,976
RED, CARRIE M		
RED, ROBERT A		
99999999S12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$24
99999999S12G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$24
99999999P12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$24
		\$12
		\$12
		\$1,988
DENIM, DAVID B		
99999999S12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$36
99999999S12G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$36
99999999U12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$36
		\$18
		\$18
		\$1,982
GREEN, GLENN O		
99999999S12G99999001	Booked	\$100
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$61
99999999S12G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$61
99999999U12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$61
		\$30
		\$30
		\$1,969

**Example 2**

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 2:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 2
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012	
	SAS Loan Detail	
		Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 01/31/2012		
School Code: G99999		Booked Status: Booked and Unbooked
End Date: 01/31/2012		Loan Type: All
Student's Name		
PLUS Borrower's Name	Record	Gross
Loan ID	Type	Amount
Servicer Name		Fee
		Amount
		Int Rebate
		Amount
		Net
		Amount
-----	-----	-----
KHAKI, KARA G		
99999999S12G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$67
		\$33
		\$1,966
KHAKI, KLIEN G		
99999999S12G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$67
		\$33
		\$1,966
99999999S12G99999002	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$67
		\$33
		\$1,966
99999999U12G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$67
		\$33
		\$1,966
GRAPE, GEORGE T		
99999999S12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$53
		\$26
		\$1,973
99999999S12G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$53
		\$26
		\$1,973
99999999U12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$53
		\$26
		\$1,973
GREEN, GLINDA M		
99999999S12G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$37
		\$18
		\$1,981
Total Booked Loans:	12	\$22,100
Total Unbooked Loans:	10	\$18,500
Total Loans:	22	\$40,600
Total Loan Gross Amount:	\$40,600	
Total Loan Net Amount:	\$39,902	

**Example 3**

Below is an example of a SAS Loan and Disbursement Detail  
(Disbursement Detail Included) – Filtered for Booked Only, Page 1:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012	
	SAS Loan and Disbursement Detail	
		Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 01/31/2012		
School Code: G99999		Booked Status: Booked
End Date: 01/31/2012		Loan Type: All
Student's Name		
PLUS Borrower's Name	Record	Gross
Loan ID	Type	Amount
Servicer Name		Fee
		Amount
		Int Rebate
		Amount
		Net
		Amount
	Disb #	Seq #
	Type	Disb Date
		Gross Amount
		Net Amount
-----		
BLUE, BILL B		
999999999S12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$24
		\$12
		\$1,988
	1	1
	D	01/02/2012
		\$100
		\$76
999999999S12G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$24
		\$12
		\$1,988
	1	1
	D	01/05/2012
		\$100
		\$76
999999999U12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$24
		\$12
		\$1,988
	1	1
	D	01/11/2012
		\$100
		\$76
WHITE, WILLIAM W		
999999999S12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$36
		\$18
		\$1,982
	1	1
	D	01/03/2012
		\$100
		\$63
999999999S12G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$36
		\$18
		\$1,982
	1	1
	D	01/10/2012
		\$100
		\$63
999999999U12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$36
		\$18
		\$1,982
	1	1
	D	01/15/2012
		\$100
		\$63
RED, RHONDA R		
999999999S12G99999001	Booked	\$100
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$61
		\$30
		\$69
	1	1
	D	01/15/2012
		\$100
		\$39
999999999S12G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$61
		\$30
		\$1,969
	1	1
	D	01/16/2012
		\$100
		\$39
999999999U12G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$61
		\$30
		\$1,969
	1	1
	D	01/20/2012
		\$100
		\$39

**Example 4**

Below is an example of a SAS Loan and Disbursement Detail  
(Disbursement Detail Included) – Filtered for Booked Only, Page 2:

```

Report Date: 02/01/2012    U.S. DEPARTMENT OF EDUCATION    PAGE: 2
Report Time: 12:01:01    DIRECT LOAN TOOLS - 2011-2012
                        SAS Loan and Disbursement Detail
                                Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range: 01/01/2012 to 01/31/2012

School Code: G99999          Booked Status: Booked

End Date: 01/31/2012        Loan Type: All

Student's Name
PLUS Borrower's Name      Record   Gross   Fee   Int Rebate   Net
Loan ID                   Type     Amount Amount Amount       Amount
Servicer
-----
Disb #   Seq #   Type   Disb Date   Gross Amount   Net Amount
-----
BLACK, BRENDA B
99999999S12G99999001      Booked      $2,000    $53    $26    $1,973
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1         1         D      01/20/2012    $100    $47
99999999S12G99999002      Booked      $2,000    $53    $26    $1,973
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1         1         D      01/22/2012    $100    $47
99999999U12G99999001      Booked      $2,000    $53    $26    $1,973
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1         1         D      01/25/2012    $100    $47
Total Booked Loans:          12      $22,100
Total Unbooked Loans:        0      $00,000
Total Loans:                 28      $22,100
Total Disbursements:         12      $22,100

Total Loan Gross Amount:    $22,100
Total Loan Net Amount:      $21,386
    
```

---

## ***Disbursement Measurement Tool Report (EExpress Schools Only)***

This report is for EExpress schools only. It monitors the disbursement process by calculating and averaging the actual process time from entry of actual disbursements, to sending the actual disbursements in a document to the COD System, and to booking the loan. The report compares the average number of days elapsed to your tolerances, or guidelines, in DL Tools System Setup. You can compile an Actual Disbursement Measurement Report with subtotals and totals for the records in the list. This report also contains the Student's Name, PLUS Borrower's Name, Disbursement Date/#/Type/Seq, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

An EExpress database connection is required.

The names of all PLUS borrowers for each dependent student print on the Disbursement Measurement Tool report. For example, if a dependent student has one PLUS loan with the mother as the borrower and another PLUS loan with the father as the borrower, the report prints the names of both the mother and the father.

**Example 1**

Below is an example of a Disbursement Measurement Tool Report, Page 1:

Report Date: 02/01/2012	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2011-2012	
Disbursement Measurement Tool Report		
(ALL RECORDS)		
		Sort: Last Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
Date Range: 01/01/2012 to 01/31/2012	Tolerance (Disbursed to Batched):	0
School Code: G99999	Tolerance (Disbursed to Booked):	0
Student's Name	Disb/Batched	Disb/Bked
PLUS Borrower's Name	Days	Booked Days
Loan ID	Date	Date
	Elapsed	Elapsed
-----		
DENIM, DONALD A.		
COPPER, CALVIN		
999999999P12G99999001	01/01/2012 1 D 01 01/02/2012	1 01/05/2012 5
999999999S12G99999001	01/02/2012 1 D 01 01/05/2012	3 01/15/2012 13
	01/10/2012 1 A 02 01/15/2012	5
999999999U12G99999001	01/02/2012 1 D 01 01/15/2012	13 30*
	01/20/2012 2 D 01 01/25/2012	5
	01/22/2012 2 A 02 01/23/2012	1
RED, REID I.		
BLUE, BELLA		
999999999P12G99999001	01/05/2012 1 D 01 01/10/2012	5 01/20/2012 15
	01/21/2012 1 A 01 01/22/2012	1
999999999S12G99999001	01/20/2012 1 D 01 01/22/2012	2 01/25/2012 5
	01/21/2012 2 D 01 01/26/2012	5
	01/27/2012 2 A 02 01/27/2012	0
GREEN, GREG G.		
999999999P12G99999001	01/20/2012 1 D 01 01/21/2012	1 01/22/2012 2
	01/25/2012 2 D 01 01/26/2012	1
ZANY, ZOEY I.		
999999999S12G99999001	01/20/2012 1 D 01 01/21/2012	1 01/22/2012 2
	01/23/2012 2 D 01 01/23/2012	0

**Example 2**

Below is an example of a Disbursement Measurement Tool Report, Page 2:

```

Report Date: 02/01/2012          U.S. DEPARTMENT OF EDUCATION          PAGE: 2
Report Time: 12:01:01          DIRECT LOAN TOOLS - 2011-2012
                               Disbursement Measurement Tool Report
                               (ALL RECORDS)                               Sort: Last Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range: 01/01/2012 to 01/31/2012          Tolerance (Disbursed to Batched): 0
School Code: G99999          Tolerance (Disbursed to Booked): 0

Student's Name          Disb/Batched          Disb/Bked
PLUS Borrower's Name    Disbursement          Batched          Days          Booked          Days
Loan ID          Disbursement          Date          Date          Elapsed          Date          Elapsed
-----
Recommended Tolerance (Disbursed to Batched):          0
Recommended Tolerance (Disbursed to Booked):          0

Total Number of Grad PLUS Disbursement Records:          2
Average Days Elapsed (Disbursed to Batched):          1.00
Average Days Elapsed (Disbursed to Booked):          2.00

Total Number of PLUS Disbursement Records:          3
Average Days Elapsed (Disbursed to Batched):          2.33
Average Days Elapsed (Disbursed to Booked):          10.00

Total Number of Subsidized Disbursement Records:          7
Average Days Elapsed (Disbursed to Batched):          2.29
Average Days Elapsed (Disbursed to Booked):          6.67

Total Number of Unsubsidized Disbursement Records:          3
Average Days Elapsed (Disbursed to Batched):          6.33
Average Days Elapsed (Disbursed to Booked):          30.00

Total Number of Disbursement Records:          15
Average Days Elapsed (Disbursed to Batched):          3.23
Average Days Elapsed (Disbursed to Booked):          11.67

* - Current Date Used
    
```