
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.

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.

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.

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.

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 EDEExpress schools, a connection to the EDEExpress database is required for the Loan Detail Comparison–Loan Level and Disbursement Detail Comparison reports to run successfully.
 - Non-EDEExpress 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.

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. 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.

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.

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.