Direct Loan Tools for Windows, Release 13.0

This section contains general overview information and guidance for schools and other agencies who use Direct Loan (DL) Tools Release 13.0 in combination with the three most recent cycle versions of EDExpress, 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 13.0 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 EDExpress 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 EDExpress using an automated process.

- Run the Disbursement Measurement Tool Report to help monitor Direct Loan records in your EDExpress database.

DL Tools was developed to process data for multiple program years. Release 13.0 contains functionality for the 2011-2012, 2012-2013, and 2013-2014 cycles. We removed all functionality related to the 2010-2011 cycle.

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 EDExpress for Windows databases. However, non-EDExpress users can export data from a rebuilt EDExpress database to recreate non-EDExpress loans or databases.

The Disbursement Measurement Tool Report (available in DL Tools if connected to EDExpress) and certain Direct Loan lists with tolerances (available in EDExpress) 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 EDExpress

If you do not use EDExpress, 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 *2013-2014 Common Origination and Disbursement (COD) Technical Reference*.

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.

Section 508 Compliance

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

To comply with Section 508 of the Rehabilitation Act, DL Tools for Windows, Release 13.0 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 13.0 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 13.0 Enhancements & Changes

The following enhancements and changes are available in DL Tools Release 12.0:

General

- **Program Year 2010-2011 Removed** – We removed DL Tools functionality and message classes applicable to program year 2010-2011.

- **Program Year 2013-2014 Added** – We added DL Tools functionality and message classes applicable to program year 2013-2014.

- **2013-2014 Message Classes Added** – Year indicators in message classes were updated for program year 2013-2014.

Rebuild

- **Rebuild of Enroll OPE ID on Actual Disbursement Records** – As of May 2013, the COD System includes the Enroll OPE ID saved in their system that is associated with each actual disbursement in Rebuild (CODRBFOP) files generated for both the 2012-2013 and 2013-2014 award years. We updated the Rebuild process in Release 13.0 to use the Enroll OPE ID provided by the COD System for each actual disbursement in the Rebuild file when recreating records in EDExpress 2012-2013 and EDExpress 2013-2014 databases.

- **Rebuild of MPN Print Indicator Status of R** – We updated the MPN Print Indicator value of R to mean "Onsite/Other" in EDExpress 2013-2014, Release 3.0 (scheduled for posting in May 2013) and forward. The MPN Print Indicator is a field that is rebuilt when recreating loan records in EDExpress using the DL Tools Rebuild function.

Disbursement Detail External Add (DLEXDISB)

- **Transaction Date Ranges Updated** – Release 13.0 allows only the following transaction date ranges when you are importing a Disbursement Detail External Add file (DLEXDISB):

  - When a 2011-2012 Disbursement Detail External Add file is imported, the valid date range is 6/21/2008 to 12/28/2015.

  - When a 2012-2013 Disbursement Detail External Add file is imported, the valid date range is 6/21/2009 to 12/28/2016.

  - When a 2013-2014 Disbursement Detail External Add file (DLEXDISB) is imported, the valid date range is 6/21/2010 to 12/28/2017.

Getting Help

Software Help

DL Tools Release 13.0 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

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

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.

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@ed.gov.

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.