VOLUME IV
DIRECT LOAN (DL) TOOLS

COMMON ORIGINATION AND DISBURSEMENT
2016-2017 TECHNICAL REFERENCE

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Direct Loan Tools for Windows, Release 16.0

VOLUME IV
SECTION 1

This section contains general overview information and guidance for schools and other agencies who use Direct Loan (DL) Tools Release 16.0 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 16.0 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 16.0 contains functionality for the 2014-2015, 2015-2016, and 2016-2017 cycles. We removed all functionality related to the 2013-2014 cycle.

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.

DL Tools Comparison

DL Tools Loan and Disbursement Comparison Reports, located in the 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.

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 *2016-2017 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 16.0 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 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 16.0 Enhancements & Changes

The following enhancements and changes are available in DL Tools Release 16.0:

General

- **Program Year 2013-2014 Removed** – We removed DL Tools functionality and message classes applicable to program year 2013-2014.
- **Program Year 2016-2017 Added** – We added DL Tools functionality and message classes applicable to program year 2016-2017.
- **2016-2017 Message Classes Added** – We updated year indicators in message classes for program year 2016-2017.

Rebuild

- **Rebuild of PLUS and Grad PLUS Fields Updated** – For 2016-2017 and forward, the Rebuild-Compare Only process now uses the Credit Requirements Met value instead of the Credit Decision when comparing PLUS and Grad PLUS records to loan data in a COD Rebuild file. Also, the Origination Detail section of the Rebuild-Compare Only import edit report for 2016-2017 and forward now prints the Credit Requirements Met value instead of the Credit Decision.

  For 2014-2015 and 2015-2016 records, if the Credit Decision value returned in the COD Rebuild file is **A** (Approved), it is considered a match if the Credit Decision status on the loan record in EDExpress is **A**, **E** (Endorser Approved), or **C** (Credit Overridden, New Credit Information Provided).

- **Disbursement Type Removed from Rebuild Compare-Only Import Edit Report** – We removed the Disbursement Type field from the Disbursement Detail section of the Rebuild – Compare Only import edit report for 2016-2017 and forward.

The Disbursement Type field was removed from the Direct Loan module in EDExpress 2016-2017, Release 2.0 (posted in April 2016); users can now adjust multiple actual disbursement data elements in the same sequence number for the same disbursement number.

Compare

- **Disbursement Type Removed from Disbursement Detail Comparison Report** – We removed the Disbursement Type field from the Disbursement Detail Comparison report for 2016-2017 and forward.

Disbursement Detail External Add (DLEXDISB)

- **Transaction Date Ranges Updated** – Release 16.0 allows only the following transaction date ranges when you are importing a Disbursement Detail External Add file (`DLEXDISB`):
  - When a 2014-2015 Disbursement Detail External Add file is imported, the valid date range is 6/21/2011 to 12/28/2018.
  - When a 2015-2016 Disbursement Detail External Add file is imported, the valid date range is 6/21/2012 to 12/28/2019.
  - When a 2016-2017 Disbursement Detail External Add file is imported, the valid date range is 6/21/2013 to 12/28/2020.

Getting Help

Software Help

DL Tools Release 16.0 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@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.

Direct Loan Tools Release 16.0 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 16.0 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	2014-2015 and forward	Cash Detail External Add	80
DLEXLOAN	2014-2015 and forward	Loan Detail External Add	80
DLEXDISB	2014-2015 and forward	Disbursement Detail External Add	97

Rebuild Message Classes

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

Message Class	Program Years	Data Description	Record Length
CODRBFOP	2014-2015 and forward	Rebuild File	1059

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 Year	Data Description	Record Length
DSDF15OP	2014-2015	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLF15OP	2014-2015	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220
DSDF16OP	2015-2016	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLF16OP	2015-2016	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220
DSDF17OP	2016-2017	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLF17OP	2016-2017	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220

Direct Loan Tools Release 16.0 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 16.0. For more detailed information on the Rebuild and School Account Statement (SAS) files, see Volume VI, Section 8 (COD Reports) in the 2016-2017 COD Technical Reference.

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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	15, 16, or 17 Use the last two digits in the academic year for Program Year. For example, use 17 as Program Year if you are importing a cash detail record applicable to 2016-2017.	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	G5 Control Number Code/User Notes The G5 Control Number Code received from G5 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
			80	**Total Bytes**		

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: 15, 16, or 17 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 17 as Program Year if you are importing a loan detail record applicable to 2016-2017.	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
			80	**Total Bytes**		

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: 15, 16, or 17 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 17 as Program Year if you are importing a loan detail record applicable to 2016-2017.	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 EDExpress	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 (2014-2015 and 2015-2016 only)	Format is CCYYMMDD For 2014-2015: 20110621 to 20181228 For 2015-2016: 20120621 to 20191228 For 2016-2017: 20130621 to 20201228	Date
			97	**Total Bytes**		

Direct Loan Tools Release 16.0 Reports

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This section provides samples of and overview information regarding the variety of reports that can be generated using Direct Loan (DL) Tools Release 16.0 to assist your Direct Loan processing and reconciliation performance.

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Reports

Using DL Tools, Release 16.0, 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:

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)

See Volume VI, Section 8 (COD Reports) of the *2016-2017 COD Technical Reference* for more detailed information on School Account Statement (SAS) files.

Located within the Compare function:

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

All comparison reports are run from the Compare dialog box, which is accessible from the software toolbar or the Tools menu. SAS summary reports are printed from the Print dialog box.

Each report example represents the 2016-2017 Award Year. Keep in mind that these reports can be run for all program years supported in Release 16.0.

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 *2016-2017 COD Technical Reference*.

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.

This report is available for all program years supported in Release 16.0. 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.

Example 1

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

```
Report Date: 02/02/2017        U.S. DEPARTMENT OF EDUCATION           Page:     1
Report Time:   12:01:01        DIRECT LOAN TOOLS - 2016-2017
                Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range:  01/01/2017 to 01/31/2017

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: 02/02/2017        U.S. DEPARTMENT OF EDUCATION           Page:     1
Report Time:   12:01:01        DIRECT LOAN TOOLS - 2016-2017
                  Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range:  01/01/2017 to 01/31/2017

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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:12:01   DIRECT LOAN TOOLS - 2016-2017
                   Internal Ending Cash Balance Report - Detail
                                                            Sort by: Trans Type
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999



Trans Type     Date          Amount
-----------    ----------    ---------------
Receipt        01/04/2017             $3,350
Receipt        01/05/2017             $3,780
Receipt        01/06/2017             $4,084
Receipt        01/09/2017             $5,881
Receipt        01/10/2017             $9,217
Receipt        01/11/2017             $9,540
Receipt        01/12/2017                $40
Receipt        01/13/2017           $147,483
Receipt        01/16/2017             $2,000
Receipt        01/16/2017             $3,650
Receipt        01/17/2017            $12,332
Receipt        01/18/2017            $65,000
Receipt        01/19/2017             $1,247
Receipt        01/20/2017               $999
Refund         01/04/2017             $3,921
Refund         01/05/2017             $3,588
Refund         01/06/2017             $3,408
Refund         01/09/2017             $3,335
Refund         01/10/2017             $3,312
Refund         01/12/2017             $3,179
Refund         01/13/2017             $3,124
Refund         01/16/2017             $3,095
Refund         01/17/2017             $3,037
Refund         01/20/2017             $3,011
Refund         01/23/2017             $2,000
Refund         01/24/2017               $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.

The SAS Cash Summary is available from the Print dialog box. You can print the report at any time following the import of a SAS file.

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

Example 1

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

```
Report Date: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   09:53:09   DIRECT LOAN TOOLS - 2016-2017
                            SAS Monthly Cash Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************

End Date: 01/31/2017

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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   10:23:37   DIRECT LOAN TOOLS - 2016-2017
                         SAS Year-to-Date Cash Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************

End Date: 01/31/2017

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 available from the Print dialog box. You can 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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:53:54   DIRECT LOAN TOOLS - 2016-2017
                       SAS Monthly Disbursement Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
End Date: 01/31/2017

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                    $0               $0               $0
Booked Net                            $2,228           $2,970           $3,360

Unbooked Gross                            $0           $1,250           $5,000
Unbooked Fee                              $0              $12             $200
Unbooked Interest Rebate                  $0               $0               $0
Unbooked Net                              $0           $1,238           $4,800

                              All Loans
                              ---------------

Booked Gross                          $8,750
Booked Fee                              $192
Booked Interest Rebate                    $0
Booked Net                            $8,558

Unbooked Gross                        $6,250
Unbooked Fee                            $212
Unbooked Interest Rebate                  $0
Unbooked Net                          $6,038

                                     *****
```

Example 2

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

```
Report Date: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:53:54   DIRECT LOAN TOOLS - 2016-2017
                     SAS Year-to-Date Disbursement Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
End Date: 01/31/2017

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                     $0               $0               $0
Booked Net                         $8,331,142       $3,299,297       $3,238,510

Unbooked Gross                             $0           $1,250           $5,000
Unbooked Fee                               $0              $12             $200
Unbooked Interest Rebate                   $0               $0               $0
Unbooked Net                               $0           $1,238           $4,800

                              All Loans
                              ---------------

Booked Gross                      $15,121,364
Booked Fee                           $252,415
Booked Interest Rebate                     $0
Booked Net                        $14,868,949

Unbooked Gross                         $6,250
Unbooked Fee                             $212
Unbooked Interest Rebate                   $0
Unbooked Net                           $6,038

                                     *****
```

Cash Detail Comparison

The Cash Detail Comparison 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 *2016-2017 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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                             Cash Detail Comparison
                                                              Sort by: Amount
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017                 Match Status: All

School Code: G99999                                  Trans Type: All

Tolerance (# days): 5

              Trans
Trans Type    Date         Trans Amount         Match Status    Record Source
-----------   ----------   ------------------   -------------   ---------------

Receipt       01/04/2017                 $112   Matched         COD

Receipt       01/04/2017                 $112   Matched         School

Receipt       01/05/2017                 $378   Matched         COD

Receipt       01/05/2017                 $378   Matched         School

Receipt       01/06/2017                 $995   Unmatched       COD

Refund        01/06/2017                 $954   Matched         COD

Refund        01/06/2017                 $954   Matched         School

Refund        01/09/2017               $1,247   Matched         School

Refund        01/09/2017               $1,247   Matched         COD

Receipt       01/11/2017               $1,797   Matched         COD

Receipt       01/11/2017               $1,797   Matched         School

Refund        01/12/2017               $3,126   Unmatched       School

Refund        01/18/2017               $3,126   Unmatched       COD

Receipt       01/04/2017               $3,350   Matched         COD

Receipt       01/04/2017               $3,350   Matched         School

Receipt       01/05/2017               $4,084   Matched         COD

Receipt       01/05/2017               $4,084   Matched         School


Totals:
  Matched Records:                            13
  Unmatched Records:                           3
  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: 03/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:12:01   DIRECT LOAN TOOLS - 2016-2017
                             Cash Detail Comparison
                                                              Sort by: Date
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 02/28/2017                 Match Status: All

School Code: G99999                                  Trans Type: Refunds of Cash

Tolerance (# days): 5

              Trans
Trans Type    Date         Trans Amount         Match Status    Record Source
-----------   ----------   ------------------   -------------   ---------------

Refund        01/04/2017                 $112   Matched         School

Refund        01/04/2017                 $112   Matched         COD

Refund        01/05/2017                 $378   Matched         School

Refund        01/05/2017                 $378   Matched         COD

Refund        01/06/2017                 $954   Unmatched       School

Refund        02/02/2017                 $952   Unmatched       COD

Refund        02/02/2017               $1,247   Matched         School

Refund        02/02/2017               $1,247   Matched         COD

Refund        02/06/2017               $3,126   Matched         School

Refund        02/06/2017               $3,126   Matched         COD

Refund        02/10/2017              $23,126   Unmatched       COD

Refund        02/13/2017               $3,350   Matched         School

Refund        02/13/2017               $3,350   Matched         COD

Refund        02/20/2017               $4,084   Matched         School

Refund        02/20/2017               $4,084   Matched         COD

Refund        02/23/2017               $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 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 EDExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3 of the *2016-2017 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.

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 (DSLF or DSDF) that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EDExpress 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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                       Loan Detail Comparison - Loan Level
                                                          Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

School Code: G99999                                   End Date: 01/31/2017

Match Status: All

BOOKED RECORDS THAT ARE MATCHED

                                                       School/COD        # School
Loan ID                 Student's Name                 Net Amount        Disbs
---------------------  -------------------------------  --------------   --------

999999999P17G99999001  PINK, JACK J                       $500/  $500          2

999999999S17G99999001  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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  2
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                       Loan Detail Comparison - Loan Level
                                                          Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

School Code: G99999                                   End Date: 01/31/2017

Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

                                                       School/COD       # School
Loan ID                 Student's Name                 Net Amount       Disbs
---------------------  -------------------------------  --------------  --------

999999999S17G99999001  WHITE, WENDY W                     $500/  $245         2

999999999S17G99999001  BLACK, BUD B                           /  $245         1

999999999S17G99999001  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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  3
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                      Loan Detail Comparison - Loan Level
                                                          Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

School Code: G99999                                  End Date: 01/31/2017

Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED

                                                      School/COD        # School
Loan ID                Student's Name                 Net Amount        Disbs
---------------------  ------------------------------ --------------   --------

999999999P17G99999001  BROWN, BRENDA B                   $500/  $500          2

999999999U17G99999001  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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  4
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                      Loan Detail Comparison - Loan Level
                                                          Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

School Code: G99999                                  End Date: 01/31/2017

Match Status: All

UNBOOKED RECORDS THAT ARE UNMATCHED
*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

                                                      School/COD        # School
Loan ID                Student's Name                 Net Amount        Disbs
---------------------  ------------------------------ --------------   --------

999999999S17G99999001  BLUE, BARBARA B                   $500/  $245          2

999999999S17G99999001  WHITE, WILLIAM W                      /  $245          0

999999999S17G99999001  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

New for Release 16.0! We removed the Disbursement Type field from the Disbursement Detail Comparison report for 2016-2017 and forward. The Disbursement Type field continues to print on the report for cycles prior to 2016-2017.

This report, which you can print 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 *2016-2017 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.

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:

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.

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.

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

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.

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.

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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                        Disbursement Detail Comparison
                                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                                   End Date: 01/31/2017

Match Status: All

BOOKED RECORDS THAT ARE MATCHED

                                                       Disb #/   School/COD
Loan ID                Student's Name                  Seq #     Net Amount
---------------------  ------------------------------  -------   --------------

999999999P17G99999001  BROWN, BARRY B                     1/ 1      $500/  $500

999999999S17G99999001  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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  2
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                         Disbursement Detail Comparison
                                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                                   End Date: 01/31/2017

Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID                Student's Name
  SCHOOL  Disb#  Seq#  Date       Gross    Fee    Rebate  Net     Net Adj
  COD     Disb#  Seq#  Date       Gross    Fee    Rebate  Net     Net Adj
-------------------------------------------------------------------------------

999999999S15G99999001  RED, ROBERTA R
             1      1  01/05/2017 $1,750   $18     $0     $1,732
             1      1  01/05/2017 $1,750   $17     $0     $1,733

999999999S15G99999001  RED, ROBERTA R
             2      1  01/12/2017 $1,750   $18     $0     $1,732
             2      1  01/13/2017 $1,750   $18     $0     $1,732

999999999S15G99999001  GREEN, GREG G
             1      2  01/12/2017 $1,500   $16     $0     $1,485   $1,281
             1      2  01/12/2017 $1,501   $16     $0     $1,486   $1,282

999999999S15G99999001  GREEN, GREG G
             2      2  01/15/2017 $1,500   $16     $0     $1,485   $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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  3
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                        Disbursement Detail Comparison
                                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                                   End Date: 01/31/2017

Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED

                                                       Disb #/   School/COD
Loan ID                Student's Name                  Seq #     Net Amount
---------------------  ------------------------------  -------   --------------

999999999P17G99999001  BLUE, BELINDA B                    1/ 1    $1,500/$1,500

999999999U17G99999001  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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  4
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                         Disbursement Detail Comparison
                                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                                   End Date: 01/31/2017

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  Disb#  Seq#  Date            Gross    Fee     Rebate  Net      Net Adj
    COD     Disb#  Seq#  Date            Gross    Fee     Rebate  Net      Net Adj
-------------------------------------------------------------------------------------

999999999U17G99999001  WHITE, WENDELL W
               1      1  01/05/2017      $2,750     $29     $0    $2,721
               1      1  01/05/2017      $2,750     $28     $0    $2,722

999999999U17G99999001  WHITE, WENDELL W
               2      1  01/27/2017      $2,750     $29     $0    $2,721
               2      1  01/26/2017      $2,750     $29     $0    $2,721

999999999U17G99999001  BLACK, BARBARA B
               1      2  01/04/2017      $1,500     $16     $0    $1,484   $1,281
               1      2  01/04/2017      $1,501     $16     $0    $1,485   $1,282

999999999S17G99999001  BLACK, BARBARA B
             NO MATCHING SCHOOL DISBURSEMENT EXISTS
               2      2  01/05/2017      $1,501     $16     $0    $1,485   $1,282


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, G5 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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                                SAS Cash Detail
                                                        Sort by: Trans Type
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017                 Trans Type: All

School Code: G99999

End Date: 01/31/2017

               Trans                            COD Process      G5 Control/
Trans Type     Date          Trans Amount       Date             Check Number
-----------    ----------    --------------     -------------    ---------------

Receipt        01/04/2017            $3,126     01/05/2017       1111111111111
Receipt        01/05/2017            $5,881     01/06/2017       1111111111112
Receipt        01/05/2017            $9,217     01/06/2017       1111111111113
Receipt        01/05/2017              $112     01/06/2017       1111111111114
Receipt        01/06/2017              $378     01/09/2017       1111111111115
Receipt        01/09/2017            $1,247     01/10/2017       1111111111116
Receipt        01/10/2017            $4,084     01/11/2017       1111111111117
Receipt        01/11/2017            $3,350     01/12/2017       1111111111118
Receipt        01/12/2017            $1,797     01/13/2017       1111111111119
Receipt        01/13/2017              $954     01/16/2017       1111111111110
Refund         01/04/2017            $3,126     01/05/2017       1111111111121
Refund         01/05/2017            $5,881     01/06/2017       1111111111122
Refund         01/05/2017            $9,217     01/06/2017       1111111111123
Refund         01/06/2017              $112     01/09/2017       1111111111124
Refund         01/09/2017              $378     01/10/2017       1111111111125
Refund         01/10/2017            $1,247     01/11/2017       1111111111126
Refund         01/11/2017            $4,084     01/12/2017       1111111111127
Refund         01/12/2017            $3,350     01/13/2017       1111111111128
Refund         01/16/2017              $954     01/17/2017       1111111111129
Refund         01/16/2017            $1,797     01/17/2017       1111111111130


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
```

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 EDExpress 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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                               SAS Loan Detail
                                                          Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************
Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                          Booked Status: Booked and Unbooked

End Date: 01/31/2017                         Loan Type: All

Student's Name
PLUS Borrower's Name           Record    Gross     Fee     Int Rebate  Net
  Loan ID                      Type      Amount    Amount  Amount      Amount
   Servicer Name
----------------------------  --------  -------   ------  --------    -------

LEMON, LOU G
  999999999S17G99999001        Unbooked     $500       $5        $0       $495
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999S17G99999002        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


LEMON, ZOEY G
  999999999S17G99999001        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999S17G99999002        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999U17G99999001        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


RED, CARRIE M
RED, ROBERT A
  999999999S17G99999001        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999S17G99999002        Booked     $2,000      $21        $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999P17G99999001        Booked     $2,000      $85        $0     $1,915
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


DENIM, DAVID B
  999999999S17G99999001        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999S17G99999002        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999U17G99999001        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


GREEN, GLENN O
  999999999S17G99999001        Booked       $100       $1        $0        $99
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999S17G99999002        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999U17G99999001        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

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: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  2
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                                SAS Loan Detail
                                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                          Booked Status: Booked and Unbooked

End Date: 01/31/2017                         Loan Type: All

Student's Name
PLUS Borrower's Name           Record    Gross     Fee     Int Rebate  Net
  Loan ID                      Type      Amount    Amount  Amount      Amount
   Servicer Name
----------------------------  --------  -------   ------  --------    -------


KHAKI, KARA G
  999999999S17G99999001        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


KHAKI, KLIEN G
  999999999S17G99999001        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999S17G99999002        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999U17G99999001        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


GRAPE, GEORGE T
  999999999S17G99999001        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999S17G99999002        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  999999999U17G99999001        Booked     $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


GREEN, GLINDA M
  999999999S17G99999001        Unbooked   $2,000      $21        $0     $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


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:      $40,110
```

Example 3

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

```
Report Date: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                        SAS Loan and Disbursement Detail
                                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                          Booked Status: Booked

End Date: 01/31/2017                         Loan Type: All

Student's Name
PLUS Borrower's Name           Record    Gross     Fee     Int Rebate  Net
  Loan ID                      Type      Amount    Amount  Amount      Amount
   Servicer Name
----------------------------  --------  -------   ------  --------    -------
                        Disb #  Seq #  Type  Disb Date   Gross Amount  Net Amount
                        ------  -----  ----  ----------  ------------  ----------


BLUE, BILL B
  999999999S17G99999001        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/04/2017          $100         $99
  999999999S17G99999002        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/05/2017          $100         $99
  999999999U17G99999001        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/11/2017          $100         $99


WHITE, WILLIAM W
  999999999S17G99999001        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/04/2017          $100         $99
  999999999S17G99999002        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/11/2017          $100         $99
  999999999U17G99999001        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/16/2017          $100         $99


RED, RHONDA R
  999999999S17G99999001        Booked       $100       $1       $0         $99
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/16/2017          $100         $99
  999999999S17G99999002        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/18/2017          $100         $99
  999999999U17G99999001        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                            1      1        01/20/2017          $100         $99
```

Example 4

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

```
Report Date: 02/02/2017   U.S. DEPARTMENT OF EDUCATION                PAGE:  2
Report Time:   12:01:01   DIRECT LOAN TOOLS - 2016-2017
                        SAS Loan and Disbursement Detail
                                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************

Date Range: 01/01/2017 to 01/31/2017

School Code: G99999                          Booked Status: Booked

End Date: 01/31/2017                         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
  999999999S17G99999001        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                              1      1        01/20/2017          $100         $99
  999999999S17G99999002        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                              1      1        01/23/2017          $100         $99
  999999999U17G99999001        Booked     $2,000      $21       $0      $1,979
   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                              1      1        01/26/2017          $100         $99
Total Booked Loans:             12       $22,100
Total Unbooked Loans:            0       $00,000
Total Loans:                    12       $22,100
Total Disbursements:            12       $1,200

Total Loan Gross Amount:    $22,100
Total Loan Net Amount:      $21,868
```

Disbursement Measurement Tool Report (EDExpress Schools Only)

This report is for EDExpress 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 (2015-2016 and earlier only)/Seq, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

An EDExpress 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: 02/02/2017        U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time:   12:01:01       DIRECT LOAN TOOLS - 2016-2017
                           Disbursement Measurement Tool Report
                                      (ALL RECORDS)                    Sort: Last Name
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

Date Range: 01/01/2017 to 01/31/2017        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               Date/#/Seq          Date      Elapsed   Date    Elapsed
------------------------ -------------------------------------------------------

DENIM, DONALD A.
COPPER, CALVIN
  999999999P17G99999001  01/04/2017 1  01   01/04/2017      0   01/05/2017   1

  999999999S17G99999001  01/04/2017 1  01   01/04/2017      0   01/15/2017  11
                         01/11/2017 1  02   01/15/2017      4

  999999999U17G99999001  01/04/2017 1  01   01/15/2017     11               29*
                         01/20/2017 2  01   01/22/2017      2
                         01/25/2017 2  02   01/25/2017      0

RED, REID I.
BLUE, BELLA
  999999999P17G99999001  01/05/2017 1  01   01/08/2017      3   01/25/2017  20
                         01/23/2017 1  01   01/23/2017      0

  999999999S17G99999001  01/20/2017 1  01   01/22/2017      2   01/26/2017   6
                         01/21/2017 2  01   01/26/2017      5
                         01/27/2017 2  02   01/27/2017      0

GREEN, GREG G.
  999999999P17G99999001  01/20/2017 1  01   01/21/2017      1   01/22/2017   2
                         01/26/2017 2  01   01/27/2017      1

ZANY, ZOEY I.
  999999999S17G99999001  01/20/2017 1  01   01/21/2017      1   01/25/2017   5
                         01/25/2017 2  01   01/25/2017      0
```

Example 2

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

```
Report Date: 02/02/2017        U.S. DEPARTMENT OF EDUCATION                PAGE:  2
Report Time:   12:01:01       DIRECT LOAN TOOLS - 2016-2017
                           Disbursement Measurement Tool Report
                                       (ALL RECORDS)                    Sort: Last Name
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*******************************************************************************************

Date Range: 01/01/2017 to 01/31/2017        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                Date/#/Seq     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):        1.00
Average Days Elapsed (Disbursed to Booked):         10.50

Total Number of Subsidized Disbursement Records:    7
Average Days Elapsed (Disbursed to Batched):        1.71
Average Days Elapsed (Disbursed to Booked):         7.33

Total Number of Unsubsidized Disbursement Records:  3
Average Days Elapsed (Disbursed to Batched):        4.33
Average Days Elapsed (Disbursed to Booked):         29.00

Total Number of Disbursement Records:               15
Average Days Elapsed (Disbursed to Batched):        2.00
Average Days Elapsed (Disbursed to Booked):         10.57


* - Current Date Used
```