

Volume IV, Section 1— Direct Loan (DL) Tools for Windows, Release 6.0

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Overview

Direct Loan (DL) Tools for Windows, Release 6.0 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) Report 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 for Direct Loans.
- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.

DL Tools processes data for multiple cycles. Release 6.0 contains Rebuild, Cash Management, and Compare functionalities for the 2004-2005, 2005-2006, and 2006-2007 cycles.

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild process can be used by schools to rebuild Direct Loan module records in EDEExpress for Windows databases. Non-EDEExpress users can export data from a rebuilt EDEExpress database to recreate other needed non-EDEExpress loans or databases. For information on exporting from EDEExpress to an external system and creating file formats, see Volume III of the *2006-2007 COD Technical Reference*.

Important DL Tools Comparison Reports Note: DL Tools Loan and Disbursement Comparison Reports **are designed to be run using the SAS Reports with YTD detail, not monthly detail.** See **DLB-02-36** for information about default settings and SAS option selections. You can change your report options (YTD detail, for example) by contacting your COD School Relations customer service representative at **800/848-0978; TDD/TTY 800/461-7010** or by e-mail at CODSupport@acs-inc.com or by accessing the COD Web site at cod.ed.gov.

Using DL Tools without EExpress

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

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

Fixed-length record layouts for each of these file types are included in Volume IV, Section 3 of the *2006-2007 COD Technical Reference*.

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

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

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

DL Tools Release 6.0 Enhancements and Changes

Product Updates for Section 508 Compliancy

DL Tools, Release 6.0 contains updates to software grids, field labels, and help text to ensure compatibility with screen reader technology used by the visually impaired, in compliance with Section 508 of the Rehabilitation Act.

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 users will notice the following major changes:

- All software fields that are shaded yellow to indicate they are required will now also display an “-R” after the software label. The “-R” indicates the field is required.
- All software grids now display “floating” text descriptions of the contents of grid cells when cells are selected. The text appears one cell above (or one cell below, for cells in the first line of the grid) 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 hides the text.

The first time you log into DL Tools, the default user ID and password is SYSADMIN. The system then prompts you to change the default password by entering a new password and verifying it. Floating text is always enabled for the SYSADMIN user ID and always appears on the Startup Information dialog box. For all users other than SYSADMIN, floating text is disabled by default. To enable it, select the Enable 508 Grid Functionality? checkbox on the Security Users dialog box. To disable the floating text, go to **Tools, Setup, Security Users** and create a new user ID and password. Exit the software, and then log back in with your new user ID and password.

Note: Users will always see the “-R” text added to software fields

Additional Changes

In addition to the Section 508 compliancy updates noted in the previous section, the following changes are available in DL Tools Release 6.0:

General

- **Program Year 2003-2004 Removed:** We removed DL Tools functionality applicable to program year 2003-2004.
- **Program Year 2006-2007 Added:** We added DL Tools functionality applicable to program year 2006-2007.
- **Program Year Label Added to DL Tools Toolbar:** We added a field label titled “Program Year” to the DL Tools toolbar to the left of the Program Year selection box.
- **Program Year Added to the Menu Bar.** We added Program Year as a menu selection. With this change you can now update the Program Year from the menu option or on the DL Tools toolbar.

Import

- **Import Files Automatically Backed Up:** DL Tools automatically backs up your files rather than prompting you to back them up when 1000 files of the same message class already exist in the import directory. If EDEExpress determines that 1000 files of the same message class already exist, the software creates a backup subdirectory called “BACKUP” in your existing data directory and automatically moves the files to the subdirectory. This prevents previously imported files from being overwritten when you import or export new files.

Disbursement Detail External Add (DLEXDISB)

- **Valid Transaction Date Range Updated:** Release 6.0 allows only the transaction date range 6/22/2005 to 10/27/2008 when a 2006-2007 Disbursement Detail External Add file (DLEXDISB) is imported. The transaction date range for the 2005-2006 Disbursement Detail External Add file (DLEXDISB) is still 6/22/2004 to 10/27/2007, and for the 2004-2005 Disbursement Detail External Add file (DLEXDISB), the date range is still 6/22/2003 to 10/27/2006.

SAS Loan and Disbursement Detail Report

- **Date Range Field Always Displayed:** The disbursement "Date Range" label will print on the SAS Loan and Disbursement Report even if no date range is entered in the Print dialog box.

Disbursement Detail Comparison Report

- **EDEExpress/SAS Comparison Logic Updated:** DL Tools now compares the disbursements recorded in EDEExpress 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. Previously, when comparing disbursement dates from EDEExpress, DL Tools compared all transactions of a disbursement with the Disbursement Type Q record (if one existed) with the highest sequence number for the loan ID and disbursement number.

Disbursement Measurement Tool Report

- **Disbursement Sequence Numbers Added:** The disbursement sequence number for each disbursement now prints on the Disbursement Measurement Tool Report in addition to all other fields currently printed.
- **All PLUS Borrower Names Displayed:** The names of all PLUS borrowers for each student now print on the Disbursement Measurement Tool report. For example, if a 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 name of both the mother and the father.

Message Classes

DL Tools Release 6.0 is updated to allow for the import of 2006-2007 fixed-length SAS Loan Level and Disbursement Level file message classes. The new message classes are:

DSDF07OP	Fixed Length – Disbursement Level
DSL07OP	Fixed Length – Loan Level

Getting Help

Online Help

DL Tools Release 6.0 provides on-line help to assist you with system setup and more details regarding use of this software tool.

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

CPS/SAIG Technical Support

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

800/330-5947

TDD/TYY: 800/511-5806

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

or

E-mail CPS/SAIG Technical Support at:

CPSSAIG@ed.gov

A representative will respond within 24 business hours.

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

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

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

Additional Assistance

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

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.