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# Direct Loan Tools for Windows, Release 17.0

VOLUME IV  
SECTION



*This section contains general overview information and guidance for schools and other agencies who use Direct Loan (DL) Tools Release 17.0 in combination with the three most recent cycle versions of EDEExpress, 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 17.0 is a supplemental software product for Direct Loan participants. You can download software and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at [fsadownload.ed.gov](http://fsadownload.ed.gov).

DL Tools is a multi-year Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

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

DL Tools was developed to process data for multiple program years. Release 17.0 contains functionality for the 2015-2016, 2016-2017, and 2017-2018 cycles. We removed all functionality related to the 2014-2015 cycle.

### 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](http://cod.ed.gov).

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

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

## Using DL Tools without EExpress

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

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

Fixed-length record layouts for each of these file types are included in Volume IV, Section 3 of the *2017-2018 Common Origination and Disbursement (COD) Technical Reference*.

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

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

These record layouts are used without header or trailer records.

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

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## Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, DL Tools for Windows, Release 17.0 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 17.0 Enhancements & Changes

The following enhancements and changes are available in DL Tools Release 17.0:

### General

- **Program Year 2014-2015 Removed** – We removed DL Tools functionality and message classes applicable to program year 2014-2015.
- **Program Year 2017-2018 Added** – We added DL Tools functionality and message classes applicable to program year 2017-2018.
- **2017-2018 Message Classes Added** – We updated year indicators in message classes for program year 2017-2018.

### Rebuild

- **Matching and Auto-Generation of EDEXpress Program Profiles** – When rebuilding EDEXpress 2017-2018 Direct Loan records using DL Tools, EDEXpress attempts to match new program-related data sent on individual records to established program profiles in EDEXpress Program Profiles setup. If EDEXpress identifies a program profile with the same combination of values for the Program Credential Level, Published Program Length, Published Program Length Units, Weeks Program Academic Year, Special Programs, and CIP Code fields, the associated program profile code is assigned to the rebuilt record. If there is no match to an existing program profile, EDEXpress creates a new program profile code with that specific combination of values and assigns it to the rebuilt record.

Program profiles created automatically by EDEXpress as the result of a DL Tools Rebuild import are assigned the program profile code "Auto Gen DLT RBD ####," where "####" is the next available code numerically.

### Disbursement Detail External Add (DLEXDISB)

- **Transaction Date Ranges Updated** – Release 17.0 allows only the following transaction date ranges when you are importing a Disbursement Detail External Add file (DLEXDISB):
  - 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.
  - When a 2017-2018 Disbursement Detail External Add file is imported, the valid date range is 6/21/2014 to 12/28/2021.

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## Getting Help

### *Software Help*

DL Tools Release 17.0 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.

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

### *CPS/SAIG Technical Support*

For questions regarding technical assistance and software functionality, call CPS/SAIG Technical Support at: 800/330-5947, TDD/TTY: 800/511-5806. E-mail CPS/SAIG Technical Support at: [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov). A representative will respond within one business day.

### *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](mailto: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](http://ed.gov/offices/OSFAP/services/fsatechsubscribe.html).

Federal Student Aid staff or the financial aid partner responsible for the system will research your question and post a response to the listserv so that everyone can benefit from the information.