



# Direct Loan Tools



# Agenda

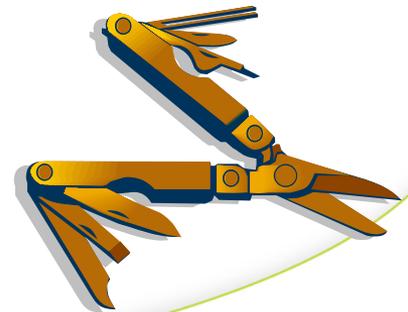


- General Functionality
- Download and Installation
- Setup
- External Import
- Internal Ending Cash Balance Report
- School Account Statement
- Print
- Compare
- Rebuild
- Help
- Software Simulation



# DL Tools General Functionality

- Multi-year application developed to process data for multiple program years
  - Tools Release 11.0 contains functionality for the 2009-2010, 2010-2011, and 2011-2012 cycles
- Tools provides the designed to provide the following functionality:
  - Cash Management
  - SAS
  - Rebuild



# Downloading Direct Loan Tools

Direct Loan Tools Release 11.0 software available on [www.fsadownload.ed.gov](http://www.fsadownload.ed.gov)

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- Subscribe to the FSATECH Listserv to join our on-line

**Software and Associated Documents**

Select this link to download current software and associated installation guides, cover letters, and desk references.  
[For archived software and associated documents, click here.](#)

**Technical References and Guides**

Select this link to download current application system technical references for programmers, ISIR guides/comment codes and assistance.  
[For archived technical references and guides, click here.](#)

# Downloading Direct Loan Tools

[www.fsadownload.ed.gov](http://www.fsadownload.ed.gov)



U.S. DEPARTMENT OF EDUCATION  
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### Related Services

- FSA Enrollment (SAIG Mailbox)
- Subscribe to the FSATECH Listserv to join our on-line discussion of systems issues.

### Other Web Sites for FSA Student Data

- FAA Access to CPS Online
- E-Campus Based/FISAP
- COD (separate enrollment required)



## Direct Loan Tools Release 11.0

## Student Aid Internet Gateway Software and Documentation

**Description:** Direct Loan (DL) Tools for Windows, Release following functionality related to all Direct Loan schools' software.

- Compare the School Account Statement (SAS) to loan data and/or compare the SAS to the DL Tools Cash data
- Print the SAS in a readable format.
- Track Cash Receipts (drawdowns) and Refunds of Cash
- Rebuild your Direct Loan origination and disbursement data
- Run the Disbursement Measurement Tool Report to compare

DL Tools processes data for multiple program years. Release cycles.

All Direct Loan schools can use the Compare and Cash Management tool to process accepted Direct Loan records in EExpress for Windows data in the EExpress database to recreate non-EExpress loans or data.



# Installation

## Cover Letter & Installation Guide

### Direct Loan Tools Release 11.0

[Direct Loan Tools Technical Support](#)

[Click here to download a free Adobe or Word viewer.](#)

[Click here for general help instructions on downloading files.](#)

#### Release 11.0

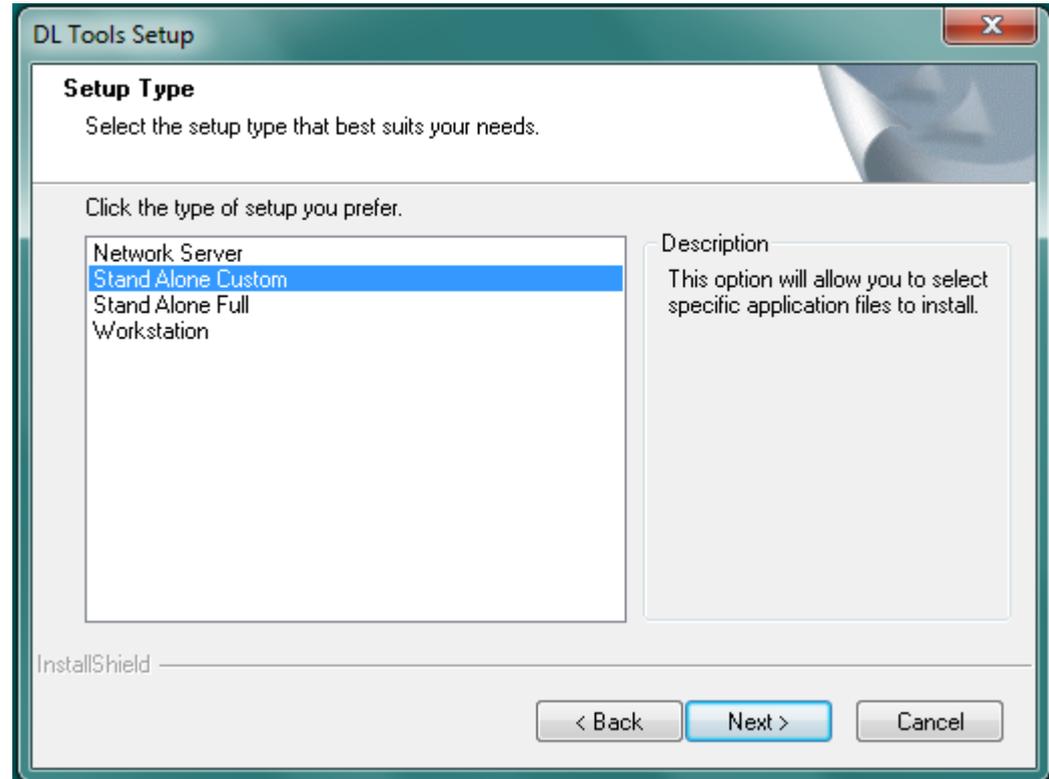
	Document Title	Document Format	Date Posted
<i>Documentation</i>	Cover Letter	PDF Format	06/17/2011
	Install Guide	PDF Format	06/17/2011
<i>Software</i>			Date Posted
	<a href="#">Full Download for Win98/2000/ME/XPPro</a>		06/17/2011

Click this link to download the program that allows you to do an upgrade or full installation.



# Installation

Select the type of setup best for your school – refer to Installation Guide.



**Reminder:**  
***Backup your existing DL Tools databases before installing new releases!!***



# Initial Login

User ID: SYSADMIN  
Password: SYSADMIN

Next establish your  
own User ID(s) and  
Password(s)

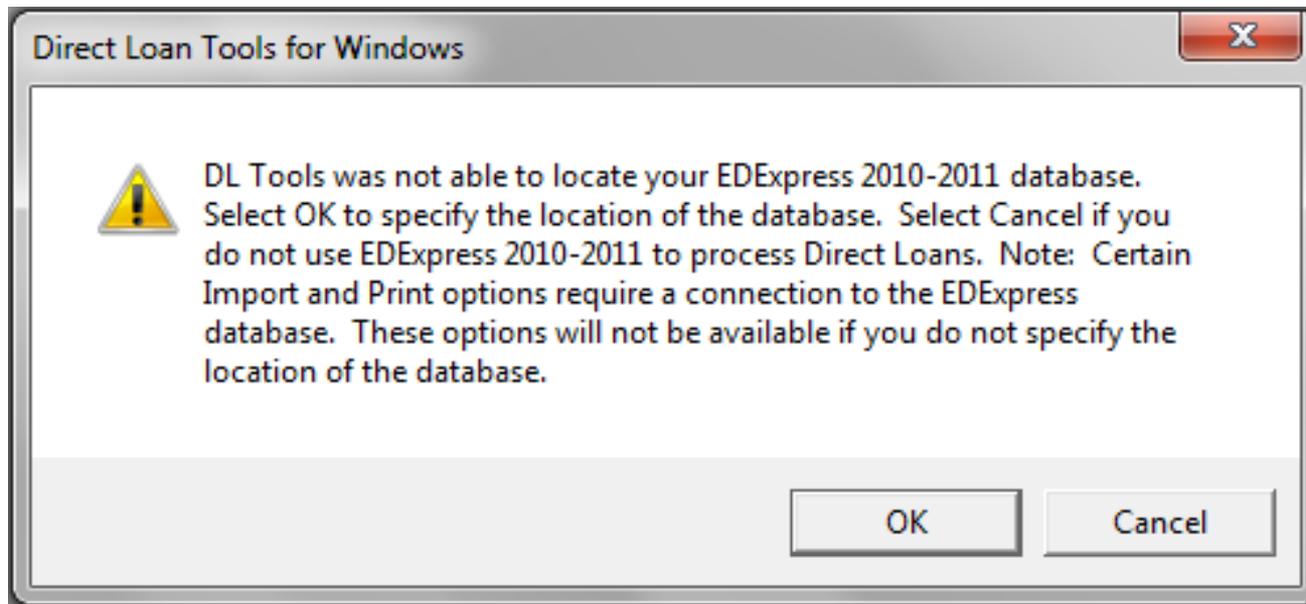
The image shows a standard Windows-style dialog box titled "Login". It has a close button (X) in the top right corner. The dialog contains four text input fields:

- User ID:** The text "SYSADMIN" is entered in the field.
- Password:** The text "xxxxxxx" is entered in the field.
- New Password:** The text "xxx" is entered in the field, followed by a horizontal cursor line.
- Verify Password:** The text "xxx" is entered in the field.

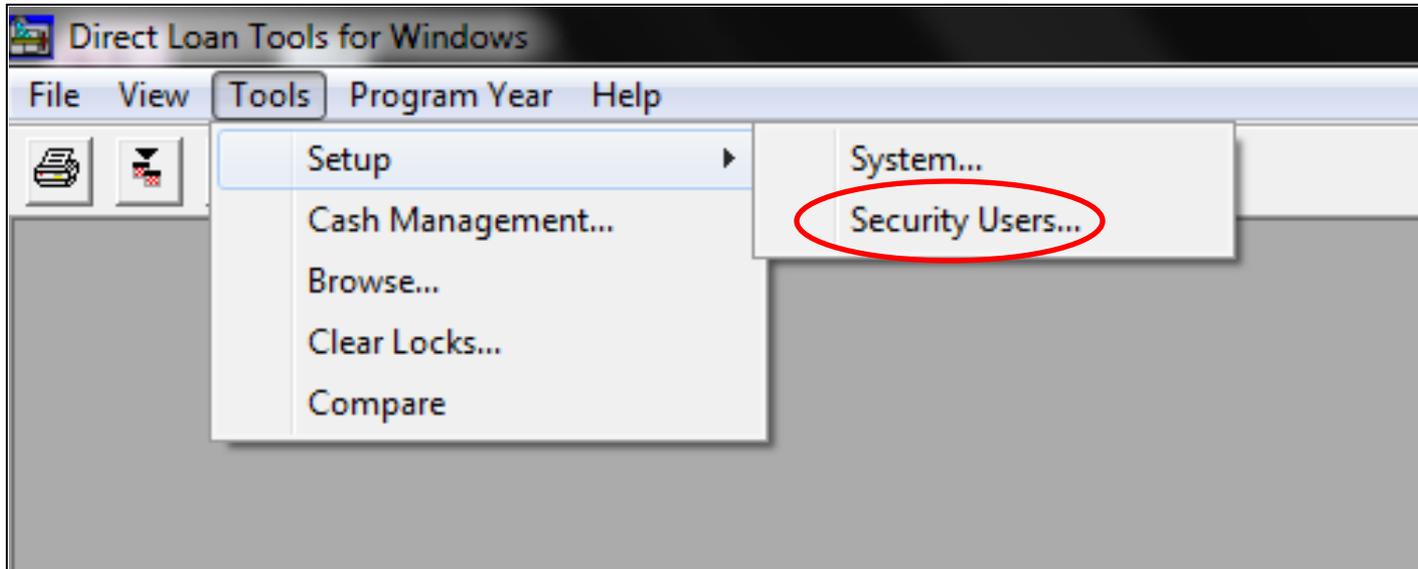
At the bottom of the dialog, there are two buttons: "OK" on the left and "Cancel" on the right.



# Opening Tools Initially



# Setup: Security Users





# Security Users



Security Users

User ID:

Group Name:

Logged in?  hit?

ALL FUNCTIONS EXCEPT REBUILD  
REPORT FUNCTIONS ONLY

Password:

Password Date: 05/04/2012

Enable 508 Grid Functionality?

NEW RECORD

Add Delete Save Retrieve...

OK Cancel Help



# System Setup

One time  
simple setup  
required

System Setup

Default Direct Loan School Code: G99999

If you use EDEExpress, check the versions you use to process Direct Loans.

EDEExpress 2009-2010

EDEExpress 2010-2011

EDEExpress 2011-2012

Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match: 5

Return to Dialog:

Single/Multiple (Default Print): Multiple

Default Program Year: 2011-2012

Default Report File Destination: Screen

Recommended Tolerance from Disbursement to Batched Date: 00

Recommended Tolerance from Disbursement to Booked Date: 00

OK Cancel Help



# Populating Direct Loan Tools

## Populate Direct Loan Tools with:

- Cash data from the school
  - Manual, or
  - External import
- Cash data from COD (from the School Account Statement)
- Loan/disbursement data from the school
  - EDEXpress (populated automatically by DL Tools), or
  - External import
- Loan/disbursement data from COD (from the School Account Statement)



# Cash Management - Manual

Cash Management 2011-2012

School Code: -R  ...

Transaction Type: -R  ▼

Transaction Date: -R

Transaction Amount: -R

Record Source:

Last Update:

Reversing Transaction Indicator:

Notes:  
Optional field - could put G5 Payment Control Number here or student names or class number, or nothing at all.

NEW RECORD

Add Delete Save Retrieve...

OK Cancel Help



# External Imports

## Record Layouts for Imports found in COD Technical Reference, Volume IV, Section 3:

- Cash Detail External Add
- Loan Detail External Add
- Disbursement Detail External Add

### DL Tools Record Layouts

VOLUME IV  
SECTION

3

*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 11.0.*

#### Table of Contents

CASH DETAIL EXTERNAL ADD RECORD LAYOUT .....	2
Message Class - DLEXCASH .....	2
LOAN DETAIL EXTERNAL ADD RECORD LAYOUT .....	3
Message Class - DLEXLOAN .....	3
DISBURSEMENT DETAIL EXTERNAL ADD RECORD LAYOUT .....	4
Message Class - DLEXDISB .....	4



# Cash Management – External Import

Import 2011-2012

Direct Loan Tools

Import Type: Cash Detail External Add

Import From :  
File... C:\IAM\DATA\DLEXCASH.001

Report To:  
 Printer  File  Screen  
File...

OK Cancel Help

# Import External Disbursements

Import 2011-2012

Direct Loan Tools

Import Type: Disbursement Detail External Add

Import From :

File... C:\IAM\DATA\DLEXDISB.001

Report To:

Printer  File  Screen

File...

Prompt for Duplicates?

OK Cancel Help



# Import External Disbursements

## Import Edit Report

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 09:26:47 DIRECT LOAN TOOLS - 2011-2012

Disbursement Detail External Add Import Edit Report (DLEXDISB)

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End Date: 09/30/2011

Loan ID	Disb #	Disb Seq #	Data in Question
Field Name			
Error Message			
-----	-----	-----	-----

TOTAL LOAN DETAIL RECORDS ADDED:	5
TOTAL LOAN DETAIL RECORDS SKIPPED:	0
TOTAL DISBURSEMENT DETAIL RECORDS ADDED:	5
TOTAL DISBURSEMENT DETAIL RECORDS SKIPPED:	0



# Internal Ending Cash Balance Report

Run before  
monthly  
reconciliation  
with COD

Print 2011-2012

Direct Loan Tools

Report: Internal Ending Cash Balance Report  Single  Multiple

Report File Destination:  Printer  File  Screen  E-mail

SSN File: File...

Options:

Sort Order: Type

School Code: G99999

Disbursement Data Source: External

Include Cash Detail?

Transaction Date Range: / / To / /

Selection Criteria OK Cancel Help Print Setup



# Internal Ending Cash Balance Report – Cash Detail

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 09:34:50 DIRECT LOAN TOOLS - 2011-2012  
Internal Ending Cash Balance Report - Detail

Sort by: Trans Type

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\*\*\*\*\*

Date Range:

School Code: G99999

Trans Type	Date	Amount
-----	-----	-----
Receipt	09/10/2011	\$4,000
Receipt	09/15/2011	\$4,914
Receipt	09/20/2011	\$9,868
Receipt	09/22/2011	\$1,000
Receipt	09/23/2011	\$1,000
Receipt	09/25/2011	\$1,000
Refund	09/05/2011	\$5,500

Total Cash Receipt Records: 6

Total Refunds of Cash Records: 1

Total Cash Receipt Amount: \$21,782

Total Refunds of Cash Amount: \$5,500



# Internal Ending Cash Balance Report - Summary

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
Report Time: 09:34:51 DIRECT LOAN TOOLS - 2011-2012

## Internal Ending Cash Balance Report - Summary

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Date Range:

School Code: G99999

Cash Receipts:	\$21,782	
Refunds of Cash:	\$5,500	
Total Cash (Receipts - Refunds of Cash):		\$16,282
Total Disbursement Net Amount from External Data:		\$15,323
Ending Cash Balance (Total Cash - Total Net Disbursements):		\$959



# School Account Statement (SAS)

- Monthly statement listing the school's DL processing activity as reported to (and accepted by) COD
- Receive Loan (DSLFF) or Disbursement (DSDF) data
- Each SAS import overwrites previous SAS information stored in the Direct Loan Tools database





# SAS Options - COD



U.S. DEPARTMENT OF EDUCATION  
**COMMON ORIENTATION & DISBURSEMENT**



Person

School

Batch

Award

Services

User

► School Search

## SAS Options

? HELP

Lucky School of Veterinary Medicine

Program

DIRECT LOAN

Award Year

'12-'13

### SAS Options

Report Format

Fixed Length

Include Names of Borrowers

No

Report Activity Type

Year-to-Date  
Monthly  
Year-to-Date  
Both

Regardless of your choice (Monthly, Year-to-Date, or Both), you will receive Year-to-Date and Monthly Cash Summaries.

You will receive Monthly Cash Detail if you choose Monthly activity and Year-to-Date Cash Detail if you choose Year-to-Date.

You will receive both the Monthly and Year-to-Date Cash Detail if you select Both as your option.

### Sections of SAS to Receive

Summary by Loan Type

Yes

If chosen, you will receive Monthly and Year-to-Date.

Monthly

Disbursement Detail

Yes

Loan Level (optional)

N/A

Loan Level is only available for Year-to-Date.

UPDATE

### ▼ School Information

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Message List
- Yearly Totals
- Relationships
- Balance Confirmation
- Request Post
- Deadline/Extended
- Processing
- Correspondence
- Report Selection

Jan 17 2013 12:04 EST

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START HERE  
GO FURTHER  
FEDERAL STUDENT AID



# Importing the SAS

Import 2011-2012

Direct Loan Tools

Import Type: School Account Statement (SAS)

Import From :

File... C:\IAM\DATA\DSDF12OP.DAT

Report To:

Printer  File  Screen

File...

OK Cancel Help



# SAS Import Edit Reports:

## Cash Summary, Cash Detail, Loan Detail, Disbursement Detail

TOTAL YEAR-TO-DATE CASH SUMMARY RECORDS ADDED:	1
TOTAL MONTHLY CASH SUMMARY RECORDS ADDED:	1
TOTAL YEAR-TO-DATE DISBURSEMENT SUMMARY RECORDS ADDED:	4
TOTAL MONTHLY DISBURSEMENT SUMMARY RECORDS ADDED:	4

\*\*\*\*\*

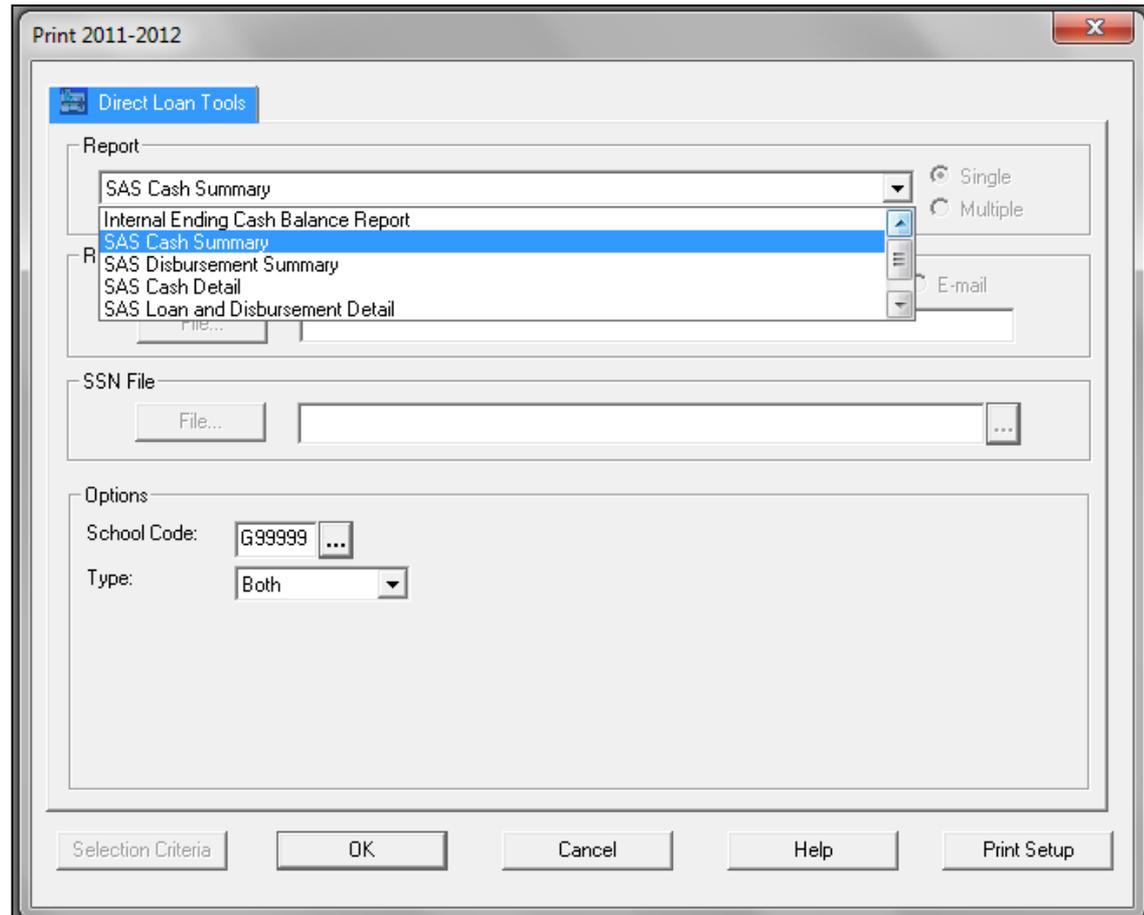
TOTAL CASH RECEIPT DETAIL RECORDS ADDED:	7
TOTAL CASH RECEIPT RECORDS SKIPPED:	0
TOTAL REFUND OF CASH DETAIL RECORDS ADDED:	1
TOTAL REFUND OF CASH DETAIL RECORDS SKIPPED:	0
TOTAL CASH DETAIL RECORDS ADDED:	8
TOTAL CASH DETAIL RECORDS SKIPPED:	0

TOTAL LOAN DETAIL RECORDS ADDED:	5
TOTAL LOAN DETAIL RECORDS SKIPPED:	0

TOTAL DISBURSEMENT DETAIL RECORDS ADDED:	5
TOTAL DISBURSEMENT DETAIL RECORDS SKIPPED:	0

# Printing in Direct Loan Tools

- Many reports, including those with imported SAS data can be printed
- Refer to COD Technical Reference, Volume IV, Section 4



Print 2011-2012

Direct Loan Tools

Report

SAS Cash Summary  
Internal Ending Cash Balance Report  
SAS Cash Summary  
SAS Disbursement Summary  
SAS Cash Detail  
SAS Loan and Disbursement Detail

Single  
Multiple

E-mail

SSN File

File...

Options

School Code: G99999 ...

Type: Both

Selection Criteria OK Cancel Help Print Setup



# SAS Monthly Cash Summary

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 09:53:09 DIRECT LOAN TOOLS - 2011-2012  
SAS Monthly Cash Summary

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End Date: 01/31/2012

School Code: G999999  
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

\*\*\*\*\*



# SAS Year-To-Date Cash Summary

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 10:10:12 DIRECT LOAN TOOLS - 2011-2012

## SAS Year-to-Date Cash Summary

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*

End Date: 09/30/2011

School Code: G99999  
Region Code: 01  
State Code: DC

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 Year-To-Date Disbursement Summary

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 10:13:53 DIRECT LOAN TOOLS - 2011-2012  
 SAS Year-to-Date Disbursement Summary  
 \*\*\*\*\*  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*  
 End Date: 09/30/2011

School Code: G99999  
 Region Code: 01  
 State Code: DC

	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	\$42,076	\$16,663	\$50,601
Booked Net	\$8,373,218	\$3,315,960	\$3,289,111
Unbooked Gross	\$0	\$1,250	\$5,000
Unbooked Fee	\$0	\$12	\$200
Unbooked Interest Rebate	\$0	\$6	\$75
Unbooked Net	\$0	\$1,244	\$4,875

All Loans  
 -----

Booked Gross	\$15,121,364
Booked Fee	\$252,415
Booked Interest Rebate	\$109,340
Booked Net	\$14,978,289
Unbooked Gross	\$6,250
Unbooked Fee	\$212
Unbooked Interest Rebate	\$81
Unbooked Net	\$6,119

\*\*\*\*\*



# Printing SAS Cash Detail

Print 2011-2012

Direct Loan Tools

Report  
SAS Cash Detail  Single  
 Multiple

Report File Destination  
 Printer  File  Screen  E-mail  
File...

SSN File  
File...  ...

Options  
School Code: G99999 ...  
Sort Order: Type - Cash Receipts then Refunds of Cash  
Transaction Type: All  
Transaction Date Range: \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Selection Criteria OK Cancel Help Print Setup



# SAS Cash Detail

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 10:18:07 DIRECT LOAN TOOLS - 2011-2012  
 SAS Cash Detail

Sort by: Trans Type

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Date Range: Trans Type: All

School Code: G99999

End Date: 09/30/2011

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
Receipt	09/15/2011	\$4,914	10/03/2011	1234567891000
Receipt	09/16/2011	\$4,000	10/03/2011	2345678910000
Receipt	09/20/2011	\$9,867	10/03/2011	3456789100000
Receipt	09/21/2011	\$1,000	10/03/2011	5678910000000
Receipt	09/22/2011	\$1,000	10/03/2011	6789100000000
Receipt	09/24/2011	\$1,000	10/03/2011	7891000000000
Receipt	09/29/2011	\$2,356	10/03/2011	4567891000000
Refund	09/05/2011	\$5,500	10/03/2011	1685433

Total Cash Receipt Records: 7  
 Total Refunds of Cash Records: 1  
 Total SAS Cash Detail Records: 8

Total Cash Receipt Amount: \$24,137  
 Total Refunds of Cash Amount: \$5,500



# Printing SAS Loan and Disbursement Detail

Print 2011-2012

Direct Loan Tools

Report: SAS Loan and Disbursement Detail  Single  Multiple

Report File Destination:  Printer  File  Screen  E-mail

SSN File: File... [ ]

Options:

School Code: G99999 [ ]

Sort Order: Loan ID [ ]

Booked Status: Both Booked and Unbooked [ ]

Loan Type: All [ ]

Disb. Date Range: [ ] To [ ]

Include Disbursement Detail?

Selection Criteria OK Cancel Help Print Setup



# SAS Loan and Disbursement Detail

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 10:22:40 DIRECT LOAN TOOLS - 2011-2012  
 SAS Loan and Disbursement Detail

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
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Date Range:

School Code: G99999

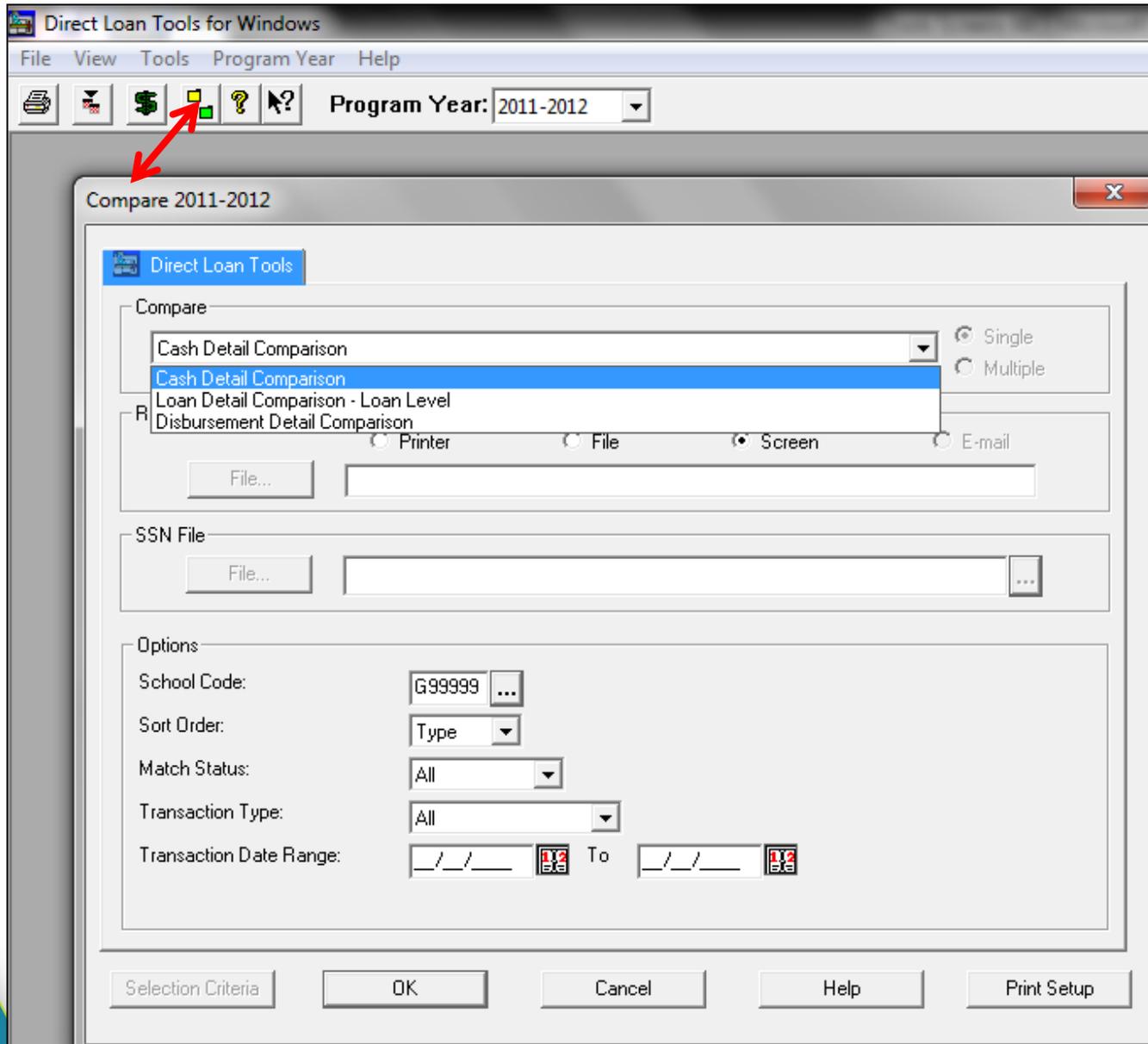
Booked Status: Booked and Unbooked

End Date: 09/30/2011

Loan Type: All

Student's Name PLUS Borrower's Name Loan ID Servicer Name	Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount	
-----	-----	-----	-----	-----	-----	
	Disb #	Seq #	Type	Disb Date	Gross Amount	Net Amount
-----	-----	-----	-----	-----	-----	-----
236040022P12G99999001 DIRECT LOAN SERVICER	Booked	\$3,500	\$140	\$53	\$3,413	
	1	1	D	09/02/2011	\$3,500	\$3,413
236040023S12G99999001 DIRECT LOAN SERVICER	Booked	\$2,250	\$22	\$11	\$2,239	
	1	1	D	09/01/2011	\$2,250	\$2,239
236040023U12G99999001 DIRECT LOAN SERVICER	Booked	\$3,000	\$30	\$15	\$2,985	
	1	1	D	09/05/2011	\$3,000	\$2,985
999999998P12G99999001	Unbooked	\$5,000	\$200	\$75	\$4,875	
	1	1	D	09/01/2011	\$5,000	\$4,875
999999998U12G99999001	Unbooked	\$1,250	\$12	\$6	\$1,244	
	1	1	D	09/10/2011	\$1,250	\$1,244
Total Booked Loans:	3	\$8,750				
Total Unbooked Loans:	2	\$6,250				
Total Loans:	5	\$15,000				
Total Disbursements:	5	\$15,000				
Total Loan Gross Amount:		\$15,000				
Total Loan Net Amount:		\$14,756				

# DL Tools Compare Functionality





# Cash Detail Comparison

Date Range:

Match Status: All

School Code: G99999

Trans Type: All

Tolerance (# of days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	09/10/2011	\$4,000	Unmatched	School
Receipt	09/15/2011	\$4,914	Matched	School
Receipt	09/15/2011	\$4,914	Matched	COD
Receipt	09/16/2011	\$4,000	Unmatched	COD
Receipt	09/20/2011	\$9,867	Unmatched	COD
Receipt	09/20/2011	\$9,868	Unmatched	School
Receipt	09/29/2011	\$2,356	Unmatched	COD



# Disbursement Detail Comparison

Compare 2011-2012

Direct Loan Tools

Compare  
Disbursement Detail Comparison   Single  
 Multiple

Report File Destination  
 Printer  File  Screen  E-mail

SSN File

Options  
School Code:   Sort Order:    
Comparison Type:    
Disbursement Date Range:   To    
Match Status:    
Booked Status:



# Disbursement Detail Comparison: Booked Records that are Matched

Report Date: 05/04/2012      U.S. DEPARTMENT OF EDUCATION      PAGE: 1  
Report Time: 10:33:09      DIRECT LOAN TOOLS - 2011-2012  
Disbursement Detail Comparison

Sort by: Loan ID

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Date Range:

School Code: G99999

End Date: 09/30/2011

Match Status: All

BOOKED RECORDS THAT ARE MATCHED

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
236040023S12G99999001		1/1	\$2,239/\$2,239



# Disbursement Detail Comparison: Booked Records that are Unmatched

Report Date: 05/04/2012      U.S. DEPARTMENT OF EDUCATION      PAGE: 2  
 Report Time: 10:33:09      DIRECT LOAN TOOLS - 2011-2012  
 Disbursement Detail Comparison

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*

Date Range:

School Code: G99999

End Date: 09/30/2011

Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID	SCHOOL		Student's Name		Gross	Fee	Rebate	Net	Net Adj
	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
	COD	Disb#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
-----									
236040022P12G99999001	NO MATCHING SCHOOL DISBURSEMENT								
	1	1	09/02/2011	D	\$3,500	\$140	\$53	\$3,413	\$0
236040023U12G99999001	1	1	09/01/2011	D	\$3,000	\$30	\$15	\$2,985	\$0
	1	1	09/05/2011	D	\$3,000	\$30	\$15	\$2,985	\$0



# Disbursement Detail Comparison: Unbooked Records that are Matched

Report Date: 05/04/2012  
Report Time: 10:33:09

U.S. DEPARTMENT OF EDUCATION  
DIRECT LOAN TOOLS - 2011-2012  
Disbursement Detail Comparison

PAGE: 3

Sort by: Loan ID

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Date Range:

School Code: G99999

End Date: 09/30/2011

Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
999999998P12G99999001		1/1	\$4,875/\$4,875



# Disbursement Detail Comparison: Unbooked Records that are Unmatched

Report Date: 05/04/2012      U.S. DEPARTMENT OF EDUCATION      PAGE: 4  
 Report Time: 10:33:09      DIRECT LOAN TOOLS - 2011-2012  
 Disbursement Detail Comparison

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

Date Range:

School Code: G99999

End Date: 09/30/2011

Match Status: All

UNBOOKED RECORDS THAT ARE UNMATCHED

\*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

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

999999998S12G99999001									
	1	1	09/30/2011	D	\$4,250	\$42	\$21	\$4,229	\$0
	NO MATCHING COD DISBURSEMENT								

999999998U12G99999001									
	1	1	09/10/2011	D	\$1,000	\$10	\$5	\$995	\$0
	1	1	09/10/2011	D	\$1,250	\$12	\$6	\$1,244	\$0

TOTAL BOOKED RECORDS THAT ARE MATCHED:	1
TOTAL BOOKED RECORDS THAT ARE UNMATCHED:	2
TOTAL UNBOOKED RECORDS THAT ARE MATCHED:	1
TOTAL UNBOOKED RECORDS THAT ARE UNMATCHED:	2
TOTAL DISBURSEMENTS:	6



# Rebuild

- Reconstruct all or some of your Direct Loan Records
- Request file online in COD

Import 2011-2012

Direct Loan Tools

Import Type: Rebuild

Import From :  
File... C:\NAM\DATA\CODRBFOP.\*

Report To:  
File...  Printer  File  Screen

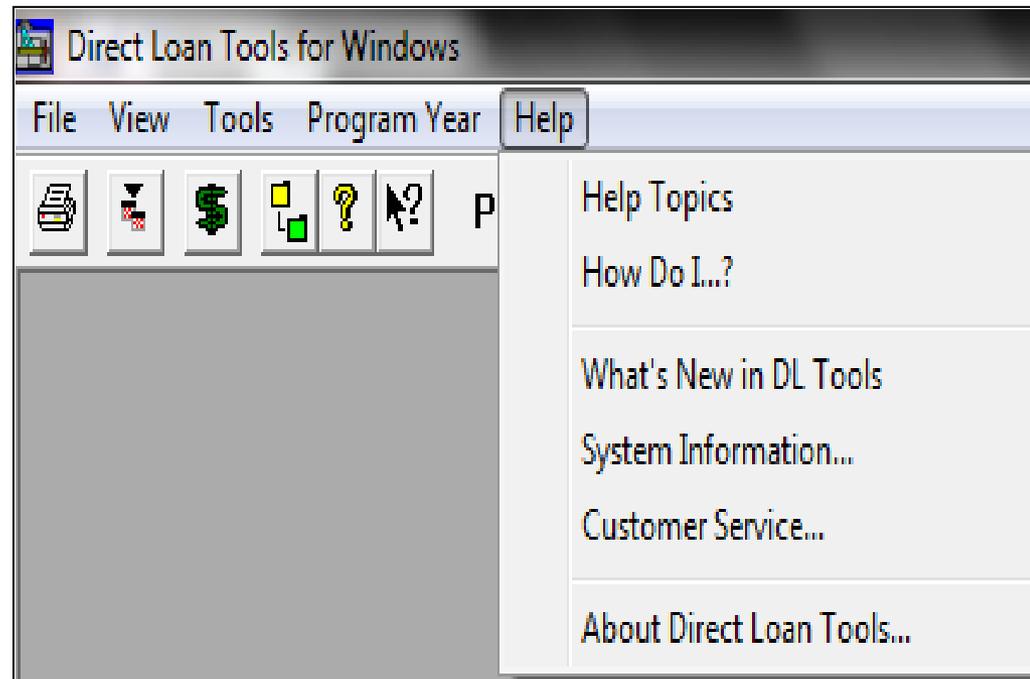
Rebuild Type: Compare Only  
Compare Only  
Update All Records  
Update Selected Records

OK Cancel Help



# DL Tools Help

- Tools Help assists with system setup, details regarding use of the software, and more
- General help from the menu bar and field help is pressing the F1 key
- Help Topics
  - How Do I ... ?
  - What's New in DL Tools?
  - System Information
  - Customer Service
  - About Direct Loan Tools





# DL Tools Help Text: How do I?...

## How Do I...?

- » Add a Cash Record
- » Add a User ID
- » Change My Password
- » Clear Locks
- » Compare Cash Data to the SAS Report
- » Compare EDEExpress Direct Loan System Data to the SAS Report
- » Compare Non-EDEExpress Direct Loan System Data to the SAS Report
- » Create and Use an SSN File
- » Delete Loan or Disbursement Records
- » Delete a User ID
- » Delete Cash Transactions
- » Import a Cash Detail External Add File (DLEXCASH)
- » Import a Disbursement Detail External Add File (DLEXDISB)
- » Import a Loan Detail External Add File (DLEXLOAN)
- » Import a Rebuild File (CODRBFOP) to Rebuild Direct Loan Origination and Disbursement Records
- » Import a School Account Statement (SAS) File (DSLIF or DSDF)
- » Log In to DL Tools
- » Modify a User ID
- » Print a Report
- » Retrieve and Modify a Cash Record
- » Reverse a Cash Transaction
- » Set Up DL Tools





# Help Text: “How do I?” ...

## Import a Disbursement Detail External Add File (DLEXDISB)



Make sure the active program year selected on the [toolbar](#) is the same as the file you are [importing](#).



The Import Edit Report for the Disbursement Detail External Add file differentiates between duplicate loan records and [disbursement records](#). This allows you to determine if the loan record or the disbursement record was skipped. The disbursement record is skipped because the disbursement record already exists in the [database](#). The loan record is skipped because:

- The loan record is already in the database, the Prompt for Duplicates? field was selected in the Import dialog box, and the Skip or Skip All option in the Duplicate Record dialog box is chosen.

Or

- The loan record cannot be added because not enough data was provided in the disbursement import record to create the associated loan record.

1. Select **File, Import** from the [menu bar](#).
2. Click the **down** arrow on the Import Type box to display a list of file types to import.
3. Select the **Disbursement Detail External Add** import type.
4. Click the **File** button in the Import From box to locate the file to be imported. Select the file you want and click **OK**. DL Tools enters the [file name](#) in the box automatically. The [default](#) message class is DLEXDISB.
5. Click **Printer, File, or Screen** as the output destination. If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. DL Tools automatically enters the file name in the box. Remember that if you print to a file, no paper copy prints on your printer, but you can print this file using word processing software.
6. (Optional) Select the **Prompt for Duplicates?** [checkbox](#) if you want DL Tools to alert you of duplicate records.
7. Click **OK** to import the file. The In Progress Statistics box appears.
8. Click **OK** to close the In Progress Statistics box.

If you chose **Screen** as your output destination, use the scroll bars to view and close the window when you are finished.

For more information, click [Help Topics](#), [Index](#) and search for:

**Import dialog box**



# DL Tools Technical Assistance

CPS/SAIG:

Phone: 800/330-5947

TDD/TTY services: 800/511-5806

Email: [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)

Representatives are available Monday through  
Friday, 8 a.m. to 8 p.m. ET



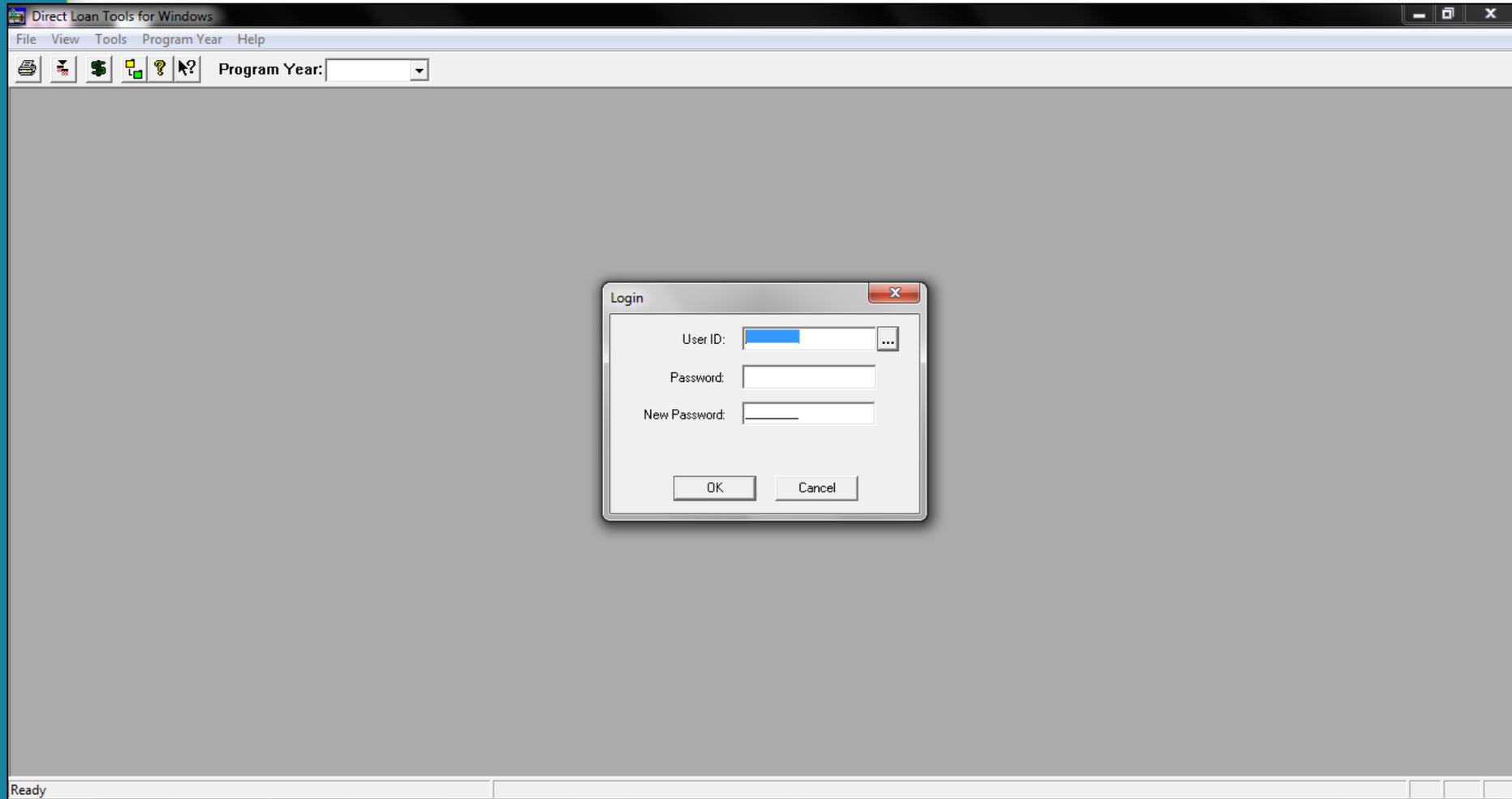
# COD Technical Reference

## Volume IV – Direct Loan Tools

- 2011-2012 – Release 11.0
- 2012-2013 – Release 12.0



# Direct Loan Tools Simulation





# Direct Loan Tools Simulation

The screenshot displays the 'Direct Loan Tools for Windows' application window. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a flag, a dollar sign, a calendar, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. In the center, a 'Cash Management 2011-2012' dialog box is open. The dialog box contains the following fields and controls:

- School Code: -R: G99999
- Transaction Type: -R: R
- Transaction Date: -R: 09/12/2011
- Transaction Amount: -R: \$2,850
- Record Source: (empty)
- Last Update: (empty)
- Reversing Transaction Indicator:
- Notes: Payment Control Number: 2011abcdefg

At the bottom of the dialog box, there is a 'NEW RECORD' button with left and right arrow icons. Below it are 'Add', 'Delete', 'Save', and 'Retrieve...' buttons. At the very bottom are 'OK', 'Cancel', and 'Help' buttons.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows

File View Tools Program Year Help

Program Year: 2011-2012

Cash Management 2011-2012

School Code: -R G99999

Transaction Type: -R R

Transaction Date: -R 0X

Transaction Amount: -R \$2,850

Record Source:

Last Update:

Reversing Transaction Indicator:

Notes:

Payment Control Number: 2011abcdefg

NEW RECORD

Add Delete Save Retrieve...

OK Cancel Help



# Direct Loan Tools Simulation

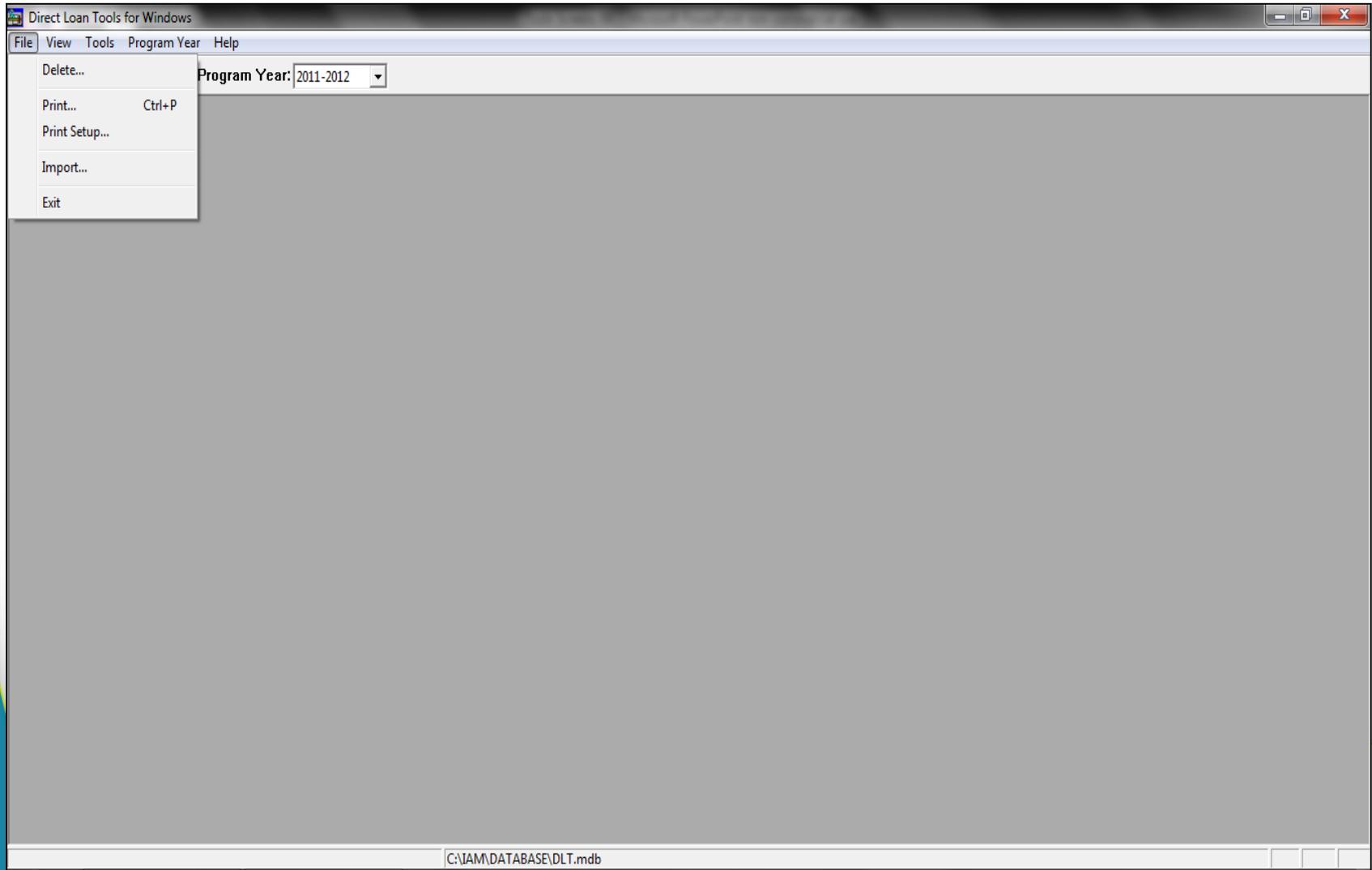
The screenshot shows the 'Direct Loan Tools for Windows' application window. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a dollar sign, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. In the center, a 'Cash Management 2011-2012' dialog box is open. The dialog box contains the following fields and controls:

- School Code: -R: G99999
- Transaction Type: -R: R
- Transaction Date: -R: 09/12/2011
- Transaction Amount: -R: \$2,850
- Record Source: M
- Last Update: 05/04/2012 11:08:28 CCH
- Reversing Transaction Indicator:
- Notes: Payment Control Number: 2011abcdefg

At the bottom of the dialog box, there are navigation controls: a list box showing '8 of 8' items, and buttons for 'Add', 'Delete', 'Save', and 'Retrieve...'. Below these are 'OK', 'Cancel', and 'Help' buttons.

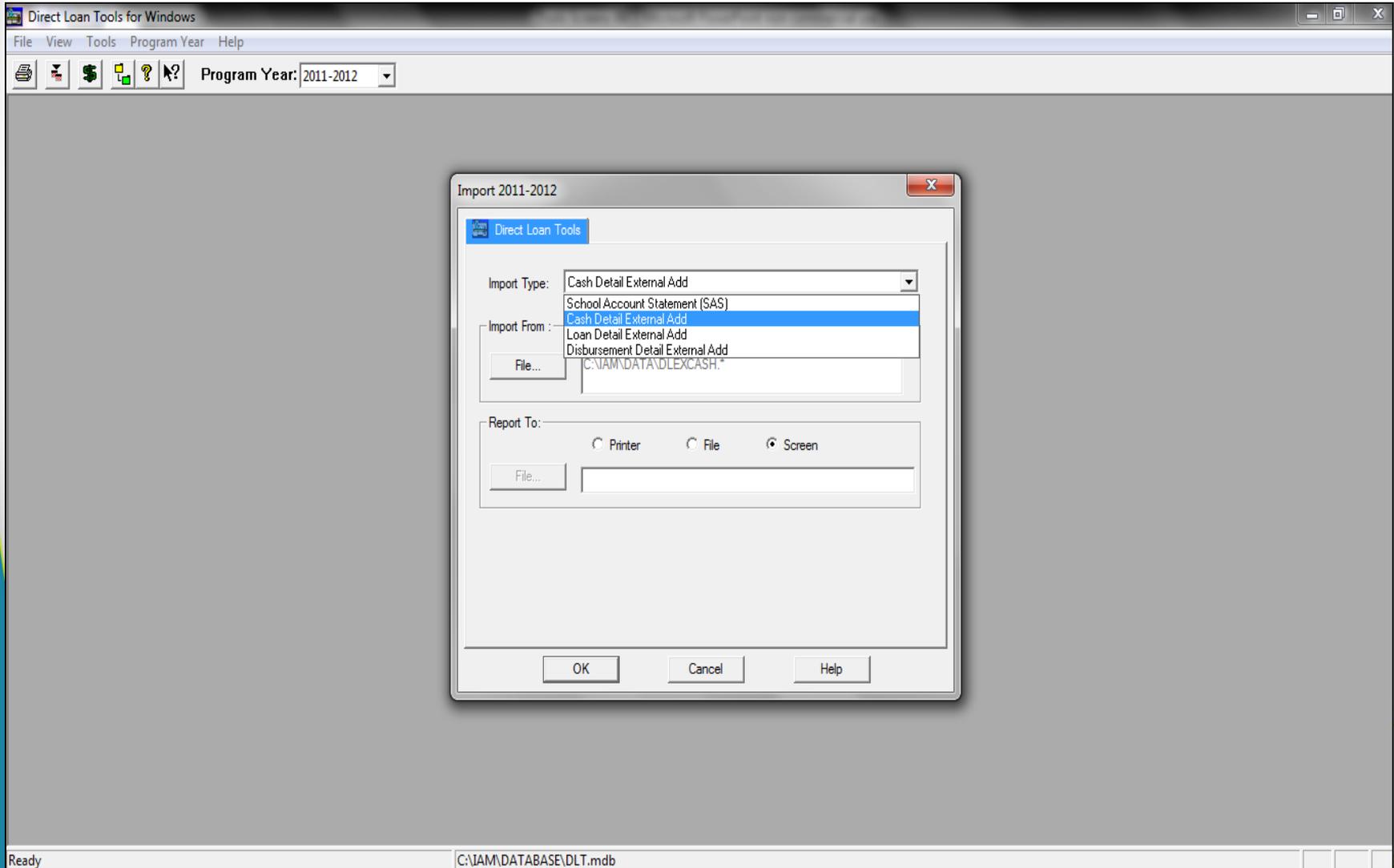


# Direct Loan Tools Simulation





# Direct Loan Tools Simulation





# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a 'Program Year' dropdown menu set to '2011-2012'. The main workspace is a large grey area.

An 'Import 2011-2012' dialog box is open, containing a 'Direct Loan Tools' sub-dialog. This sub-dialog has an 'Open' file selection window overlaid on it. The 'Open' window shows the following details:

- Look in: DATA
- File list table:

Name	Date modified	Type
DLEXCASH.DAT	5/3/2012 2:40 PM	D...

- File name: DLEXCASH
- Files of type: Import Files (\*.DAT)

The 'Open' window has 'Open' and 'Cancel' buttons. The 'Import 2011-2012' dialog has 'OK', 'Cancel', and 'Help' buttons. The Windows taskbar at the bottom shows 'Ready', the file path 'C:\IAM\DATABASE\DLT.mdb', and the 'CAP' button.



# Direct Loan Tools Simulation

The screenshot displays the 'Direct Loan Tools for Windows' application window. The title bar reads 'Direct Loan Tools for Windows'. The menu bar includes 'File', 'View', 'Tools', 'Program Year', and 'Help'. The 'Program Year' dropdown is set to '2011-2012'. An 'Import 2011-2012' dialog box is open, containing a sub-dialog titled 'In Progress'. The 'In Progress' dialog shows the following text in a scrollable area: '>>> IMPORT COMPLETE <<<', 'Processed 7 Records from: C:\IAM\DATA\DLEX\CASH.DAT', 'Total Records Accepted: 7', 'Total Records in Error: 0', and 'Total Records in Batch: 7'. Below the text is a progress bar that is fully filled with blue, indicating 100% completion. The progress bar is labeled 'Cash Detail External Add Import Edit Report (DLEX\CASH)' and 'Record 7 of 7'. An 'OK' button is located to the right of the progress bar. At the bottom of the 'In Progress' dialog are 'OK', 'Cancel', and 'Help' buttons. The status bar at the bottom of the application window shows 'Ready', the file path 'C:\IAM\DATABASE\DLT.mdb', and the user 'CAP'.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ARTF665.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 11:15:09 DIRECT LOAN TOOLS - 2011-2012  
Cash Detail External Add Import Edit Report (DLEXCASH)  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*

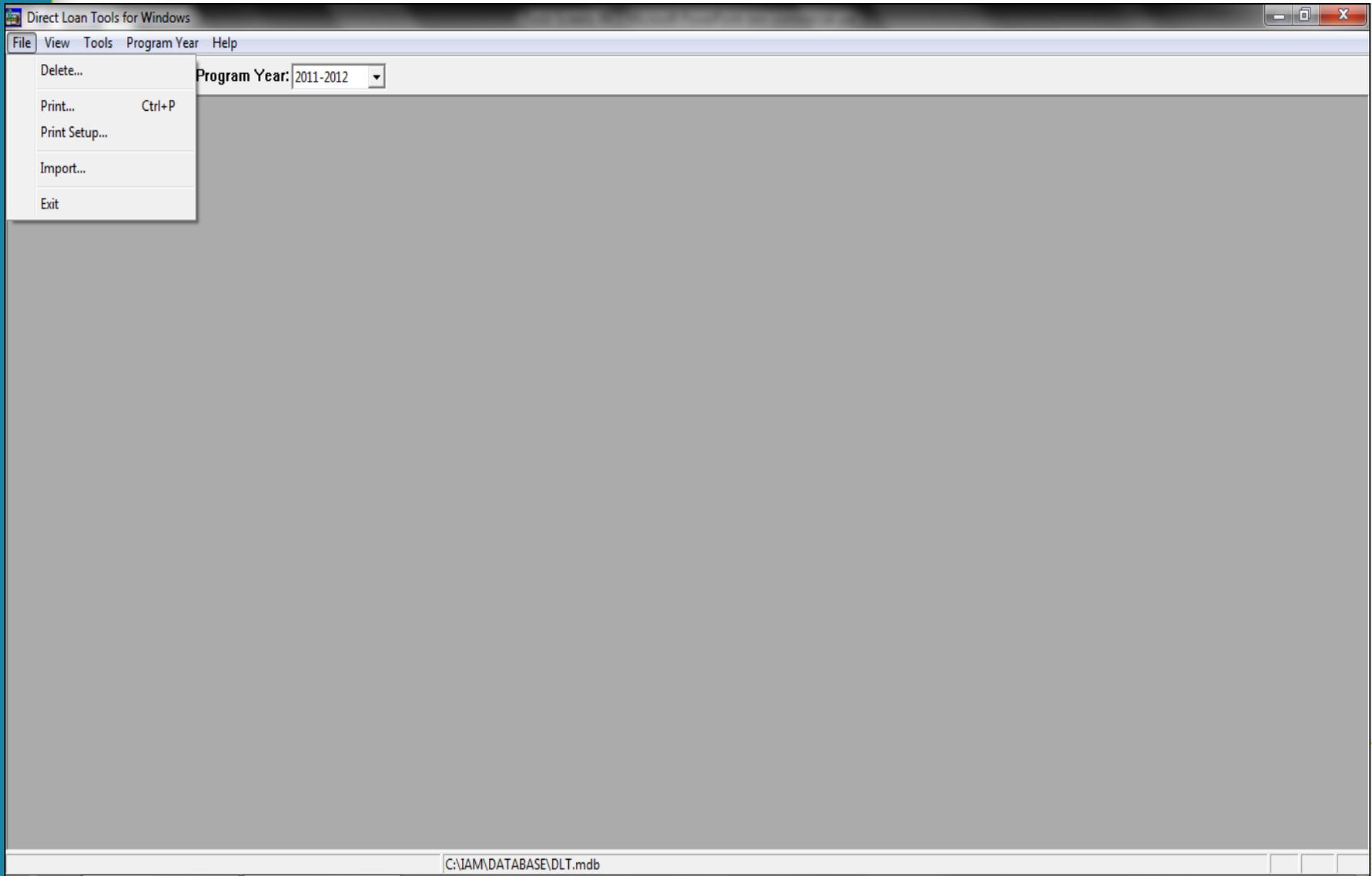
Transaction Type	Date	Amount	School Code
Field Name			Data in Question
Error Message	-----	-----	-----

TOTAL CASH RECEIPT DETAIL RECORDS ADDED: 6  
TOTAL CASH RECEIPT RECORDS SKIPPED: 0  
TOTAL REFUND OF CASH DETAIL RECORDS ADDED: 1  
TOTAL REFUND OF CASH DETAIL RECORDS SKIPPED: 0  
TOTAL CASH DETAIL RECORDS ADDED: 7  
TOTAL CASH DETAIL RECORDS SKIPPED: 0

Page 1 C:\IAM\DATABASE\DLT.mdb



# Direct Loan Tools Simulation





# Direct Loan Tools Simulation

The screenshot displays the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a 'Program Year' dropdown menu set to '2011-2012'. The status bar at the bottom shows 'Ready' and the file path 'C:\IAM\DATABASE\DLT.mdb'. A modal dialog box titled 'Import 2011-2012' is open, featuring a 'Direct Loan Tools' title bar. The dialog contains the following fields and options:

- Import Type:** A dropdown menu with 'School Account Statement (SAS)' selected.
- Import From:** A list of options: 'School Account Statement (SAS)', 'Cash Detail External Add', 'Loan Detail External Add', and 'Disbursement Detail External Add'. A 'File...' button is located to the left of this list.
- Report To:** Radio buttons for 'Printer', 'File', and 'Screen', with 'Screen' selected.
- A 'File...' button is also present below the 'Report To' section.

At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.



# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a 'Program Year' dropdown menu set to '2011-2012'. The main workspace is a large grey area. In the center, an 'Import 2011-2012' dialog box is open, containing a 'Direct Loan Tools' sub-dialog box. This sub-dialog box has an 'Open' dialog box nested within it. The 'Open' dialog box shows the 'Look in:' field set to 'DATA'. A table lists the files in the directory:

Name	Date modified
DSDFL20P.DAT	5/3/2012 2:40 PM

Below the table, the 'File name:' field contains 'DSDFL20P' and the 'Files of type:' dropdown is set to 'Import Files (\*.DAT)'. The 'Open' dialog box has 'Open' and 'Cancel' buttons. The 'Import 2011-2012' dialog box has 'OK', 'Cancel', and 'Help' buttons. The status bar at the bottom of the application shows 'Ready' on the left and 'C:\IAM\DATABASE\DLT.mdb' on the right.



# Direct Loan Tools Simulation

The screenshot displays the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a dollar sign, a green square, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. The main workspace is a large gray area. A modal dialog box titled 'Import 2011-2012' is open in the center. The dialog box has a title bar with a close button. Inside the dialog, there is a 'Direct Loan Tools' tab. The 'Import Type' dropdown is set to 'School Account Statement (SAS)'. The 'Import From' section has a 'File...' button and a text field containing 'C:\IAM\DATA\DSDf120P.DAT'. The 'Report To' section has radio buttons for 'Printer', 'File', and 'Screen', with 'Screen' selected. There is also a 'File...' button and an empty text field. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. The Windows taskbar at the bottom shows 'Ready' on the left and 'C:\IAM\DATABASE\DLT.mdb' in the taskbar.



# Direct Loan Tools Simulation

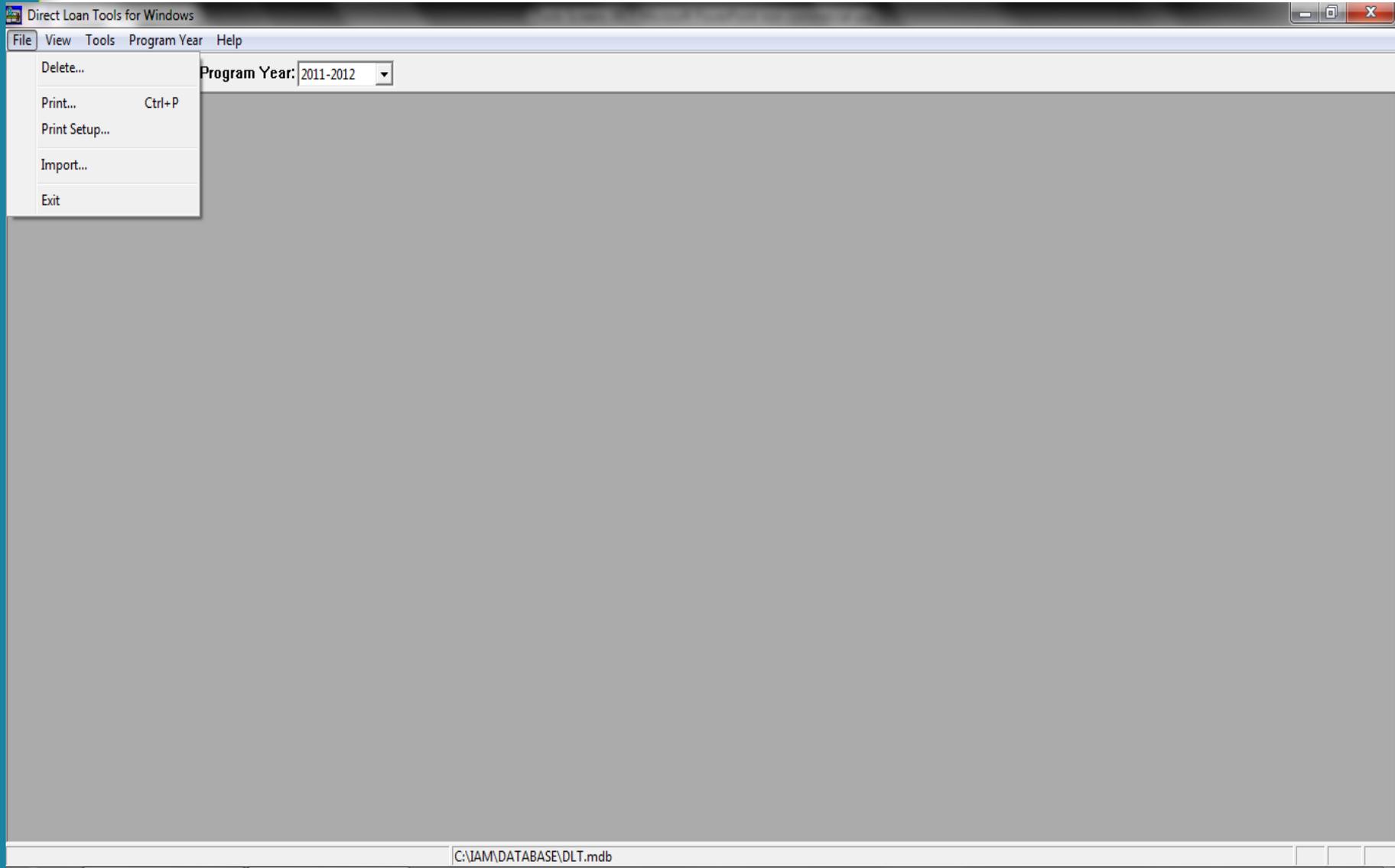
The screenshot displays the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a 'Program Year' dropdown menu set to '2011-2012'. In the center, an 'In Progress' dialog box is open, showing the following text:

```
>>> IMPORT COMPLETE <<<
Processed 25 Records from: C:\IAM\DATA\DSDF120P.DAT
Total Records Accepted: 23
Total Records in Error: 0
Total Records in Batch: 25
```

Below the text is a progress bar labeled 'School Account Statement' and 'Record 25 of 25', which is filled to 100%. An 'OK' button is located to the right of the progress bar. At the bottom of the dialog box are 'OK', 'Cancel', and 'Help' buttons. The Windows taskbar at the bottom shows the system tray with the text 'Ready' and the active file path 'C:\IAM\DATABASE\DLT.mdb'. The 'FEDERAL STUDENT AID' logo is visible in the bottom right corner.



# Direct Loan Tools Simulation





# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a dollar sign, a green square, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. A 'Print 2011-2012' dialog box is open in the foreground. The dialog box has a title bar with a close button. It contains a 'Report' section with a dropdown menu showing 'SAS Cash Summary', 'Internal Ending Cash Balance Report', 'SAS Cash Summary', 'SAS Disbursement Summary', 'SAS Cash Detail', and 'SAS Loan and Disbursement Detail'. To the right of the dropdown are radio buttons for 'Single' and 'Multiple', and an 'E-mail' button. Below the report section is an 'SSN File' section with a 'File...' button and an empty text field. The 'Options' section has a 'School Code' field with 'G99999' and a dropdown arrow, and a 'Type' dropdown menu set to 'Both'. At the bottom of the dialog box are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows 'Ready' and the file path 'C:\IAM\DATABASE\DLT.mdb'.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ARTAB48.tmp]

Print    First Page    Next Page    Prev Page    Last Page    Two Page    Zoom In    Zoom Out    Close

Report Date: 05/04/2012    U.S. DEPARTMENT OF EDUCATION    PAGE: 1  
Report Time: 11:37:46    DIRECT LOAN TOOLS - 2011-2012  
SAS Monthly Cash Summary  
\*\*\*\*\*  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*  
End Date: 09/30/2011

School Code: G99999  
Region Code: 01  
State Code: DC

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

\*\*\*\*\*

Page 1    C:\NAME\DATABASE\DLT.mdb



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ARTAB48.tmp]

Print First Page Next Page Prev Page Last Page Two Page **Zoom In** Zoom Out Close

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 11:37:46 DIRECT LOAN TOOLS - 2011-2012  
SAS Year-to-Date Cash Summary  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*  
End Date: 09/30/2011

School Code: G99999  
Region Code: 01  
State Code: DC

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

\*\*\*\*\*

Page 2 C:\IAM\DATABASE\DLT.mdb



# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a dollar sign, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. A modal dialog box titled 'Print 2011-2012' is open, featuring a 'Direct Loan Tools' tab. The dialog is divided into several sections: 'Report' with a list of report types (SAS Disbursement Summary, Internal Ending Cash Balance Report, SAS Cash Summary, SAS Disbursement Summary, SAS Cash Detail, SAS Loan and Disbursement Detail) and radio buttons for 'Single' and 'Multiple' (with 'Single' selected); an 'E-mail' checkbox; 'SSN File' with a 'File...' button and an empty text field; and 'Options' with 'School Code' (G99999) and 'Type' (Both). At the bottom of the dialog are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows 'Ready' and the file path 'C:\IAM\DATABASE\DLT.mdb'. A 'FEDERAL STUDENT AID' logo is visible in the bottom right corner.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ARTB20C.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 11:42:09 DIRECT LOAN TOOLS - 2011-2012  
SAS Monthly Disbursement Summary  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*  
End Date: 09/30/2011  
School Code: G99999  
Region Code: 01  
State Code: DC

	Subsidized	Unsubsidized	PLUS
	-----	-----	-----
Booked Gross	\$2,250	\$3,000	\$3,500
Booked Fee	\$22	\$30	\$140
Booked Interest Rebate	\$11	\$15	\$53
Booked Net	\$2,239	\$2,985	\$3,413
Unbooked Gross	\$0	\$1,250	\$5,000
Unbooked Fee	\$0	\$12	\$200
Unbooked Interest Rebate	\$0	\$6	\$75
Unbooked Net	\$0	\$1,244	\$4,875
All Loans			
-----			
Booked Gross	\$8,750		
Booked Fee	\$192		
Booked Interest Rebate	\$79		
Booked Net	\$8,637		
Unbooked Gross	\$6,250		
Unbooked Fee	\$212		
Unbooked Interest Rebate	\$81		
Unbooked Net	\$6,119		
*****			



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ARTB20C.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 11:42:09 DIRECT LOAN TOOLS - 2011-2012  
SAS Year-to-Date Disbursement Summary  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*  
End Date: 09/30/2011

School Code: G99999  
Region Code: 01  
State Code: DC

	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	\$42,076	\$16,663	\$50,601
Booked Net	\$8,373,218	\$3,315,960	\$3,289,111
Unbooked Gross	\$0	\$1,250	\$5,000
Unbooked Fee	\$0	\$12	\$200
Unbooked Interest Rebate	\$0	\$6	\$75
Unbooked Net	\$0	\$1,244	\$4,875
All Loans			
Booked Gross	\$15,121,364		
Booked Fee	\$252,415		
Booked Interest Rebate	\$109,340		
Booked Net	\$14,978,289		
Unbooked Gross	\$6,250		
Unbooked Fee	\$212		
Unbooked Interest Rebate	\$81		
Unbooked Net	\$6,119		

\*\*\*\*\*



# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, saving, and help, along with a 'Program Year' dropdown menu set to '2011-2012'. A 'Print 2011-2012' dialog box is open in the foreground. The dialog box has a title bar with a close button and a 'Direct Loan Tools' tab. It contains several sections: 'Report' with a list of report types (SAS Cash Detail, Internal Ending Cash Balance Report, SAS Cash Summary, SAS Disbursement Summary, SAS Cash Detail, SAS Loan and Disbursement Detail) and radio buttons for 'Single' and 'Multiple' (with 'Single' selected), and an 'E-mail' button; 'SSN File' with a 'File...' button and an empty text field; and 'Options' with 'School Code' (G99999), 'Sort Order' (Type - Cash Receipts then Refunds of Cash), 'Transaction Type' (All), and 'Transaction Date Range' (two date pickers). At the bottom of the dialog are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows 'Ready' and the file path 'C:\IAM\DATABASE\DLT.mdb'.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows

File View Tools Program Year Help

Program Year: 2011-2012

**Print 2011-2012**

Direct Loan Tools

Report: SAS Cash Detail  Single  Multiple

Report File Destination:  Printer  File  Screen  E-mail

SSN File: File... [...]

Options

School Code: G99999 [...]

Sort Order: Type - Cash Receipts then Refunds of Cash

Transaction Type: All

Transaction Date Range: [ ] To [ ]

Selection Criteria OK Cancel Help Print Setup

Ready C:\IAM\DATABASE\DLT.mdb



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART971E.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 11:46:25 DIRECT LOAN TOOLS - 2011-2012  
SAS Cash Detail

Sort by: Trans Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*

Date Range: Trans Type: All

School Code: G99999

End Date: 09/30/2011

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
Receipt	09/15/2011	\$4,914	10/03/2011	1234567891000
Receipt	09/16/2011	\$4,000	10/03/2011	2345678910000
Receipt	09/20/2011	\$9,867	10/03/2011	3456789100000
Receipt	09/21/2011	\$1,000	10/03/2011	5678910000000
Receipt	09/22/2011	\$1,000	10/03/2011	6789100000000
Receipt	09/24/2011	\$1,000	10/03/2011	7891000000000
Receipt	09/29/2011	\$2,356	10/03/2011	4567891000000
Refund	09/05/2011	\$5,500	10/03/2011	1685433

Total Cash Receipt Records: 7  
Total Refunds of Cash Records: 1  
Total SAS Cash Detail Records: 8

Total Cash Receipt Amount: \$24,137  
Total Refunds of Cash Amount: \$5,500





# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application window. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a dollar sign, a calendar, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. A 'Print 2011-2012' dialog box is open in the foreground. The dialog box has a title bar with 'Print 2011-2012' and a close button. It contains a 'Report' section with a dropdown menu showing 'SAS Loan and Disbursement Detail' selected. To the right of the dropdown are radio buttons for 'Single' and 'Multiple', with 'Multiple' selected. Below the dropdown is an 'E-mail' field. The 'SSN File' section has a 'File...' button and an empty text field. The 'Options' section includes: 'School Code' (G99999), 'Sort Order' (Loan ID), 'Booked Status' (Both Booked and Unbooked), 'Loan Type' (All), and 'Disb. Date Range' (two date pickers). There is also an 'Include Disbursement Detail?' checkbox. At the bottom of the dialog are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows 'Ready' and the file path 'C:\IAM\DATABASE\DLT.mdb'.



# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application window. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a dollar sign, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. A 'Print 2011-2012' dialog box is open in the foreground. The dialog box has a title bar with a close button. It contains the following sections:

- Report:** A dropdown menu showing 'SAS Loan and Disbursement Detail'. To its right are radio buttons for 'Single' and 'Multiple', with 'Multiple' selected.
- Report File Destination:** Radio buttons for 'Printer', 'File', 'Screen', and 'E-mail', with 'Screen' selected. Below is a 'File...' button and an empty text field.
- SSN File:** A 'File...' button and an empty text field with a browse button '...'. Below is an empty text field.
- Options:**
  - School Code: 'G99999' with a browse button '...'. To its right is the checkbox 'Include Disbursement Detail?' which is checked.
  - Sort Order: 'Loan ID' with a dropdown arrow.
  - Booked Status: 'Both Booked and Unbooked' with a dropdown arrow.
  - Loan Type: 'All' with a dropdown arrow.
  - Disb. Date Range: Two date pickers with 'To' between them. The first date is '12/12' and the second is '12/12'.

At the bottom of the dialog box are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The status bar at the bottom of the application window shows 'Ready' and the file path 'C:\IAM\DATABASE\DLT.mdb'.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART668E.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 11:49:29 DIRECT LOAN TOOLS - 2011-2012  
 SAS Loan and Disbursement Detail

Sort by: Loan ID  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*

Date Range:  
 School Code: G99999 Booked Status: Booked and Unbooked  
 End Date: 09/30/2011 Loan Type: All

Student's Name  
 PLUS Borrower's Name  
 Loan ID  
 Servicer Name

Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount
236040022P12G99999001 DIRECT LOAN SERVICER	\$3,500	\$140	\$53	\$3,413
1 1 D	09/02/2011	\$3,500	\$3,413	
236040023S12G99999001 DIRECT LOAN SERVICER	\$2,250	\$22	\$11	\$2,239
1 1 D	09/01/2011	\$2,250	\$2,239	
236040023U12G99999001 DIRECT LOAN SERVICER	\$3,000	\$30	\$15	\$2,985
1 1 D	09/05/2011	\$3,000	\$2,985	

-----  
 Disb # Seq # Type Disb Date Gross Amount Net Amount  
 -----

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# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART668E.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

236040022P12G99999001	Booked	\$3,500	\$140	\$53	\$3,413
DIRECT LOAN SERVICER					
1	1	D	09/02/2011	\$3,500	\$3,413
236040023S12G99999001	Booked	\$2,250	\$22	\$11	\$2,239
DIRECT LOAN SERVICER					
1	1	D	09/01/2011	\$2,250	\$2,239
236040023U12G99999001	Booked	\$3,000	\$30	\$15	\$2,985
DIRECT LOAN SERVICER					
1	1	D	09/05/2011	\$3,000	\$2,985
99999998P12G99999001	Unbooked	\$5,000	\$200	\$75	\$4,875
1	1	D	09/01/2011	\$5,000	\$4,875
99999998U12G99999001	Unbooked	\$1,250	\$12	\$6	\$1,244
1	1	D	09/10/2011	\$1,250	\$1,244
Total Booked Loans:	3	\$8,750			
Total Unbooked Loans:	2	\$6,250			
Total Loans:	5	\$15,000			
Total Disbursements:	5	\$15,000			
Total Loan Gross Amount:		\$15,000			
Total Loan Net Amount:		\$14,756			

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# Direct Loan Tools Simulation

The screenshot displays the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with several icons, including a green square icon with a white plus sign, which is circled in red. To the right of the toolbar is a 'Program Year' dropdown menu set to '2011-2012'. The main area of the application is a large gray rectangle. Overlaid on this is a 'Compare 2011-2012' dialog box. The dialog box has a title bar with a close button (X) and a 'Direct Loan Tools' icon. It contains several sections: 'Compare' with a dropdown menu showing 'Cash Detail Comparison' (highlighted) and radio buttons for 'Single' and 'Multiple'; 'SSN File' with a 'File...' button and an empty text field; and 'Options' with fields for 'School Code' (G99999), 'Sort Order' (Type), 'Match Status' (All), 'Transaction Type' (All), and 'Transaction Date Range' (two date pickers). At the bottom of the dialog box are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows 'Ready' on the left and 'C:\IAM\DATABASE\DLT.mdb' in the center.



# Direct Loan Tools Simulation

The screenshot displays the 'Direct Loan Tools for Windows' application window. The main menu includes 'File', 'View', 'Tools', 'Program Year', and 'Help'. A toolbar contains icons for printing, saving, and help, along with a 'Program Year' dropdown menu set to '2011-2012'. The central area is dominated by a 'Compare 2011-2012' dialog box. This dialog box has a title bar with a close button and a 'Direct Loan Tools' icon. It is divided into several sections: 'Compare' with a dropdown menu set to 'Cash Detail Comparison' and radio buttons for 'Single' and 'Multiple'; 'Report File Destination' with radio buttons for 'Printer', 'File', 'Screen' (selected), and 'E-mail', and a 'File...' button; 'SSN File' with a 'File...' button; and 'Options' with fields for 'School Code' (G99999), 'Sort Order' (Type), 'Match Status' (Type), 'Transaction Type' (Type), and 'Transaction Date Range' (two date pickers). At the bottom of the dialog are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows the system tray with 'Ready' and the active file 'C:\IAM\DATABASE\DLT.mdb'.



# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application interface. The main window has a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for printing, a dollar sign, a green square, a question mark, and a mouse cursor. A 'Program Year' dropdown menu is set to '2011-2012'. The main workspace is a large gray area.

A 'Compare 2011-2012' dialog box is open in the center. It has a title bar with a close button (X). The dialog contains the following sections:

- Direct Loan Tools** (tab)
- Compare**: A dropdown menu set to 'Cash Detail Comparison'. To its right are radio buttons for 'Single' (selected) and 'Multiple'.
- Report File Destination**: Radio buttons for 'Printer', 'File', 'Screen' (selected), and 'E-mail'. Below is a 'File...' button and an empty text field.
- SSN File**: A 'File...' button and an empty text field with a browse button (...).
- Options**:
  - School Code: 'G99999' with a browse button (...)
  - Sort Order: 'Type' dropdown
  - Match Status: 'All' dropdown
  - Transaction Type: 'All' dropdown
  - Transaction Date Range: 'All' dropdown, a date field with slashes, and a '12/58' icon.

At the bottom of the dialog are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows 'Ready' on the left and 'C:\IAM\DATABASE\DLT.mdb' in the center.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART24DE.tmp]

Print First Page Next Page Prev Page Last Page Iwo Page Zoom In Zoom Out Close

Report Date: 05/04/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 11:55:45 DIRECT LOAN TOOLS - 2011-2012  
Cash Detail Comparison

Sort by: Trans Type  
\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

Date Range: Match Status: All  
School Code: G99999 Trans Type: All  
Tolerance (# of days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	09/10/2011	\$4,000	Unmatched	School
Receipt	09/15/2011	\$4,914	Matched	School
Receipt	09/15/2011	\$4,914	Matched	COD
Receipt	09/16/2011	\$4,000	Unmatched	COD
Receipt	09/20/2011	\$9,867	Unmatched	COD
Receipt	09/20/2011	\$9,868	Unmatched	School
Receipt	09/29/2011	\$2,356	Unmatched	COD

Page 1 C:\IAM\DATABASE\DLT.mdb



# Direct Loan Tools Simulation

The screenshot shows the 'Direct Loan Tools for Windows' application window. The main menu includes 'File', 'View', 'Tools', 'Program Year', and 'Help'. The 'Program Year' dropdown is set to '2011-2012'. A 'Compare 2011-2012' dialog box is open, displaying the following options:

- Compare:** A list of comparison types: 'Disbursement Detail Comparison', 'Cash Detail Comparison', 'Loan Detail Comparison - Loan Level', and 'Disbursement Detail Comparison'. The 'Disbursement Detail Comparison' option is selected. To the right are radio buttons for 'Single' and 'Multiple', with 'Multiple' selected.
- Printer:** A section with a 'File...' button and a text input field.
- SSN File:** A section with a 'File...' button and a text input field.
- Options:**
  - School Code: G99999
  - Sort Order: Loan ID
  - Comparison Type: SAS to External
  - Disbursement Date Range: / / 12 To / / 12
  - Match Status: All
  - Booked Status: Both Booked and Unbooked

At the bottom of the dialog box are buttons for 'Selection Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'. The Windows taskbar at the bottom shows the system tray with the text 'Ready' and the file path 'C:\IAM\DATABASE\DLT.mdb'. The 'FEDERAL STUDENT AID' logo is visible in the bottom right corner.



# Direct Loan Tools Simulation

Direct Loan Tools for Windows

File View Tools Program Year Help

Program Year: 2011-2012

Compare 2011-2012

Direct Loan Tools

Compare

Disbursement Detail Comparison  Single  Multiple

Report File Destination

Printer  File  Screen  E-mail

File...

SSN File

File...

Options

School Code: G99999 ... Sort Order: Loan ID

Comparison Type: SAS to External

Disbursement Date Range: / / To / /

Match Status: All

Booked Status: All Unmatched Matched

Selection Criteria OK Cancel Help Print Setup

Ready C:\IAM\DATABASE\DLT.mdb



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART9582.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
Disbursement Detail Comparison

Sort by: Loan ID  
\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

Date Range: 01/01/2012 to 01/31/2012  
School Code: G99999 End Date: 01/31/2012  
Match Status: All  
BOOKED RECORDS THAT ARE MATCHED

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
999999999P12G99999001	BROWN, BARRY B	1/ 1	\$500/ \$500
999999999S12G99999001	TAN, TERESA T	1/ 1	\$500/ \$500

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# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART9582.tmp]

Print First Page **Next Page** Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
Disbursement Detail Comparison

Sort by: Loan ID  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*

Date Range: 01/01/2012 to 01/31/2012  
School Code: G99999 End Date: 01/31/2012  
Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID	SCHOOL	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
COD		Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
999999999S12G999999001				RED, ROBERTA R						
		1	1	01/05/2012	D	\$1,750	\$35	\$27	\$1,742	
		1	1	01/05/2012	D	\$1,750	\$35	\$27	\$1,745	
999999999S12G999999001				RED, ROBERTA R						
		2	1	01/11/2012	D	\$1,750	\$35	\$27	\$1,742	
		2	1	01/11/2012	D	\$1,749	\$34	\$26	\$1,741	
999999999S12G999999001				GREEN, GREG G						
		1	2	01/12/2012	A	\$1,500	\$45	\$23	\$1,478	\$1,281
		1	2	01/12/2012	A	\$1,501	\$45	\$23	\$1,479	\$1,282
999999999S12G999999001				GREEN, GREG G						
		2	2	01/15/2012	A	\$1,500	\$45	\$23	\$1,478	\$1,281

NO MATCHING COD DISBURSEMENT EXISTS



# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART9582.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 3  
Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
Disbursement Detail Comparison

Sort by: Loan ID

\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

Date Range: 01/01/2012 to 01/31/2012

School Code: G99999 End Date: 01/31/2012

Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
999999999P12G99999001	BLUE, BELINDA B	1/ 1	\$1,500/\$1,500
999999999U12G99999001	BROWN, BILL B	1/ 1	\$1,500/\$1,500

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# Direct Loan Tools Simulation

Direct Loan Tools for Windows - [C:\Users\CHUCKH~1\AppData\Local\Temp\ART9582.tmp]

Print First Page **Next Page** Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 02/01/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 4  
 Report Time: 12:01:01 DIRECT LOAN TOOLS - 2011-2012  
 Disbursement Detail Comparison

Sort by: Loan ID

\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

Date Range: 01/01/2012 to 01/31/2012

School Code: G99999 End Date: 01/31/2012

Match Status: All

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

Loan ID	SCHOOL	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
COD		Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj
999999999U12G999999001										
		1	1	01/05/2012	D	\$2,750	\$82	\$41	\$2,709	
		1	1	01/05/2012	D	\$2,750	\$82	\$41	\$2,709	
999999999U12G999999001										
		2	1	01/25/2012	D	\$2,750	\$82	\$41	\$2,709	
		2	1	01/25/2012	D	\$2,750	\$82	\$41	\$2,709	
999999999U12G999999001										
		1	2	01/02/2012	A	\$1,500	\$45	\$23	\$1,478	\$1,281
		1	2	01/02/2012	A	\$1,501	\$45	\$23	\$1,479	\$1,282
999999999S12G999999001										
		2	2	01/05/2012	A	\$1,501	\$45	\$23	\$1,478	\$1,281
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										

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