

# Direct Loan Tools

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This document was designed in a step-by- step, easy to follow format, enabling you to share it with your office colleagues and for use as a reference. \

You can download DL Tools Release 9.0 off the FSA Download site at:  
<https://www.fsadownload.ed.gov/softDLTools0809.htm>

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## COD/Direct Loan Setup

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## **Exercise 1: Opening the Software**

To open the Direct Loan Tools for Windows software:

1. Click **Start/Programs/EDESuite/DLTools for Windows**
2. Login with your User ID and Password

## **Exercise 2: Entering Cash Receipts and Refunds of Cash**

Cash Management provides a means for you to track the individual cash receipt amounts and dates, as well as individual refunds of cash.

### **Manual Entry, EExpress and Non-EExpress Schools:**

1. Click **Tools/Cash Management (or the green \$ button on the toolbar)**
2. **School Code** is defaulted one G Code from the System Setup. You can enter another school code if you work with multiple schools
3. Click the down arrow to select the **Transaction Type of Cash Receipt**  
**Note:** This field cannot be left blank. Default is Cash Receipt.
4. **Transaction Date** will default to the system date. It can be changed if it is not the correct date for this transaction
5. Enter a dollar amount in **Transaction Amount**
6. In **Notes you can** enter a GAPS/G5 control number received from GAPS for the cash receipt  
**Note:** This field can also be used to track the check number returned by the school on a check for refunds of cash or any text you want to enter.
7. Click **Save**

Note the **Record Source** is updated to **M** for manual entry and the **Last Update:** now has the date and time stamp and the user id of the user that created the record.

Now enter a Refund of Cash

1. Click **Add**
2. Click the down arrow to select **Refund of Cash** for the **Transaction Type**
3. Enter a dollar amount for the **Transaction Amount**
4. Enter in the **Note** field **Return of Cash: for example “Johnson 454545454 “**
5. Click **Save**
6. Click **OK** to leave the screen

### **Import from External Sources:**

To import Cash Receipts or Refund of Cash transactions from an external source:

1. Click on **File/Import** (or the import button)
2. Click the dropdown arrow and select **Cash Detail External Add**
3. Click **File...**
4. Choose the file **DLEXCASH.DAT**
5. Click **Open**
6. Click **OK**

The import statistic dialog window will tell you the number of records Accepted, in Error, and in the batch.

7. Click **OK**

The **Import Edit Report** is now displayed. If any records were in error and not added to the database, they will display on this report.

Review that this report shows no records in error, seven Cash Receipts were added, and three Refund of Cash records were added for a total of 10 records.

8. Click **Close**

9. Click **Cancel** to close the Import Dialog box

### **Exercise 3: Printing an Internal Ending Cash Balance Report**

#### **Remember: Money In = Money Out**

The **Internal Ending Cash Balance Report** calculates your internal ending cash balance based upon cash receipts and refunds of cash entered in Cash Management in DL Tools, and disbursement transaction amounts from your EDEExpress database or loan/disbursement amounts imported into DL Tools from an external file source.

To print this report for EDEExpress schools:

1. Click **File/Print (or the Print icon on the toolbar)**
2. Click the dropdown arrow for the **Report Type**
3. Select **Internal Ending Cash Balance Report**
4. Choose the **Sort Order** by clicking the dropdown arrow. Hover your cursor over the different sorting types for descriptions of the sort types
5. The school code from **System Setup** will automatically display  
**Note:** You can identify a specific school code here (by typing in the code, or by clicking the ellipsis button and selecting the school code from the resulting list), or leave the field blank to print a report for all school codes in your database.
6. **Disbursement Data Source is EDEExpress**  
**Note:** If **Disbursement Data Source** is **EDEExpress** the Internal Ending Cash Balance Report will pull the actual disbursement total directly from the EDEExpress database regardless of whether or not they have been accepted by COD. **If non-EDEExpress, import external loan (DLEXLOAN) or external disbursement (DLEXDISB) data into DL Tools and indicate when printing the report that the Disbursement Data Source is External.**
7. Check the **Include Cash Detail?** to print the detailed Cash Receipt and Refunds of Cash records and amounts. This is an optional field; however for this exercise check the box. If it is not checked, only the summary page will print
8. **Transaction Date Range** can help you narrow down the cash receipt records by filling in these optional fields. Leave these fields blank for this exercise
9. Click **OK**
10. Review the first page of this report and you will see a list of Cash Receipts and Refunds of Cash, including the two records you entered in Exercise 2. Also displayed are the total number of records and total amounts for each transaction type
11. Click **Next Page**

Displayed are the total dollar amounts for Cash Receipts and Refunds of Cash, again. Since EDEExpress was selected for the **Disbursement Data Source**, the **Total Disbursement Net Amount from EDEExpress** is calculated

12. Click **Close**

13. Click **Cancel** to close the Print Dialog box

### **Exercise 4: Importing the School Account Statement (SAS)**

The SAS is a monthly statement which summarizes your processing activity and is designed to assist in monthly reconciliation. The SAS file can be sent with disbursement level detail, in the message class DSDF, or with loan level detail, in the message class DSLF. Before using the Direct Loan Tools software, all schools need to first indicate on the COD web site ([www.cod.ed.gov](http://www.cod.ed.gov)) that they want to receive Year-To-Date files.

#### **EDEExpress and Non-EDEExpress Schools:**

For this exercise you will import the DSDF (disbursement level detail):

1. Click **File/Import (or the import button)**

2. Click the dropdown arrow for **Import Type** and choose **School Account Statement (SAS)**

3. Click **File...**

4. Click **DSDF10OP.dat**

5. Click **Open**

6. Click **OK**

7. The import statistics window will display

8. Click **OK**

The printout displays summary data and record counts. A SAS file may not contain cash, loan or disbursement detail if no transactions have occurred at COD or the file contains monthly detail and nothing was accepted at COD for the month.

#### **Page 1:**

Displays the SAS Year-To-Date Cash Summary on record at COD.

9. Click **Next Page**

#### **Page 2:**

Displays the SAS Monthly Cash Summary on record at COD.

10. Click **Next Page**

#### **Page 3:**

Displays the SAS Year-To-Date Disbursement Summary. This section of the report is broken out by Subsidized, Unsubsidized, **PLUS (including PLUS loans for graduate students if your school awards this loan type)**, and a total of All Loans. It is also broken out by Booked and Unbooked and by the different amounts that make the disbursement amount.

11. Click **Next Page**

#### **Page 4:**

Displays the SAS Monthly Disbursement Summary

## 12. Click **Next Page**

### **Page 5:**

Displays the SAS Cash Detail Import Edit Report

- Total Cash Receipt Detail Records Added
- Total Refund of Cash Detail Records Added

## 13. Click **Next Page**

### **Page 6:**

Displays the SAS Loan Detail Import Edit Report

- Total Loan Detail Records Added

## 14. Click **Next Page**

### **Page 7:**

SAS Disbursement Detail Import Edit Report.

- Total Disbursement Detail Records Added

## 15. Click **Close**

## 16. Click **Cancel** to close Import Dialog box

## **Exercise 5: Print SAS detail (Cash, Loan, and Disbursement Detail)**

This report prints the Cash Receipt and Refund of Cash transactions that are included in the most recently imported SAS. The report contains Transaction Type, Transaction Date, Transaction Amount, COD Process Date, and GAPS Control/Check Number.

The report also prints the loan and disbursement detail that are included in the most recently imported SAS.

Choose the different fields under Options to filter your reports.

The steps are the same for EDEExpress and Non-EDEExpress schools.

### **To print the SAS Cash Detail:**

1. Click **File/Print (or the printer button)**
2. Click the dropdown arrow for the **Report type** and click **SAS Cash Detail**
3. **School Code** is defaulted from **System Setup**  
**Note:** You can enter a different School Code or click the ellipsis button for other School Codes in the database
4. **Sort Order:** Chose **Type-Cash Receipts then Refunds of Cash**
5. **Transaction Type** choose **All**
6. **Transaction Date Range** leave blank for this exercise
7. Click **OK**
  
8. Click **Close**
9. Click **Cancel** to close Print Dialog box

### To print the SAS Loan and Disbursement Detail:

1. Click **File/Print (or the printer button)**
2. Click the dropdown arrow for the **Report type** and click **SAS Loan and Disbursement Detail**
3. **School Code** is defaulted from **System Setup**  
**Note:** You can enter a different School Code or click the ellipsis button for other School Codes in the database.
4. **Sort Order:** Click the dropdown arrow and choose **Loan ID**
5. **Booked Status:** Click the dropdown arrow and choose **Booked**
6. **Loan Type:** Click the dropdown arrow and choose **Unsubsidized**
7. Select the **Include Disbursement Detail?** checkbox
8. **Transaction Date Range** leave blank for this exercise
9. Click **OK**
  
10. Click **Close**
11. Click **Cancel** to close Print Dialog box

### Exercise 6: Print SAS Cash Comparison

**NOTE:** The “Compare” functionality is under “Print”

This report compares Cash Detail records in the SAS received from COD to the Cash Detail records either manually entered into Cash Management or imported through the Cash Detail External Add (DLEXCASH) import option.

1. Click **File/Print (or the printer icon on the toolbar)**
2. Click the dropdown arrow for **Report Type** and click **Cash Detail Comparison**
3. **School Code:** use the default from **System Setup**
4. **Sort Order: Type**
5. **Match Status: All**
6. **Transaction Type: All**
7. **Transaction Date Range:** Leave blank for this exercise
8. Click **OK**

#### **Page 1:**

Tolerance (# of days): 5

**Note:** The amount of days to use as the tolerance for the software to consider a match can be updated in System Setup.

There are both Matched and Unmatched records

#### **Page 2:**

Totals:

- Matched Records
- Unmatched Records

- COD Cash Detail Records
- School Cash Detail Records

**Note:** If you imported and manually entered other records your totals will not match what is listed above.

9. Click **Close**
10. Click **Cancel** to close Print Dialog box

### **Exercise 7: Print SAS Disbursement Comparison**

This report provides you with a comparison of disbursement detail records in the SAS from COD with disbursement detail records imported from an external system or from disbursement detail data in EDEExpress.

This report contains four sections that will be addressed below.

You must first import the SAS with the message class of DSDF in order to run this report. We did this in Exercise 4.

The first set of exercises is for EDEExpress Schools. The second set of exercises, for Non-EDEExpress Schools, begins on page 10.

#### **EDEExpress Schools: [Non-EDEExpress schools skip to page 10]**

A connection must be made between the Direct Loan Tools software and the EDEExpress software for the appropriate Program Year in order to run this report.

To print all four sections of the report:

1. Click **File/Print (or the printer button)**
2. Click the dropdown arrow for **Report Type** and select **Disbursement Detail Comparison**
3. **School Code** will default from the **System Setup**. You can change it on this screen
4. **Comparison Type:** use the default of **SAS to EDEExpress**
5. **Disbursement Date Range:** leave blank for this exercise. You can use this field to filter records for specific date ranges within the SAS and EDEExpress database
6. **Match Status:** use the default of **All**. You are able to change it to either Matched or Unmatched if you would like to narrow down the students on the report
7. **Booked Status:** use the default of **Both Booked and Unbooked** for this exercise. You are able to use this field to filter records to display on this report by Booked or Unbooked status
8. Click **OK**

#### **Page 1:**

The first page of the report displays the booked records that exist at COD and on your database.

9. Click **Next Page** twice

#### **Page 3:**

These are the booked records that are unmatched. Students will appear on this report if the SAS has the record booked, but the data does not appear in your database at all or there is a discrepancy between the COD data and the school data.

10. Click **Next Page**

**Page 4:**

These are the unbooked records that have matched records with your database and COD.

11. Click **Next Page**

**Page 5:**

School Records that are not on SAS or Mismatched SAS Unbooked Records will display in this section.

Also listed is a Totals section for the report.

Review the following:

- Total Booked Records that are Matched
- Total Booked Records that are Unmatched
- Total Unbooked Records that are Matched (MPN Missing)
- Total School Records that are on SAS or Mismatched SAS Unbooked Records
- Total Disbursements

12. Click **Close**

13. Click **Cancel** to close Print Dialog box

**[Non-EDEExpress Schools: \[EDEExpress schools stop here\]](#)**

You must first import the Disbursement Detail External Add file.

1. Click **File/Import (or the import icon on the toolbar)**
2. Click the dropdown arrow for **Import Type** and select **Disbursement Detail External Add**
3. Click **File...**
4. Click **DLEXDISB.dat**
5. Click **Open**
6. Click **OK**
7. Click **OK**

Any records that did not import will display on the **Import Edit Report**

8. Click **Close**

9. Click **Cancel** to close the Import Dialog box

To print all four section of the report:

**10. Click File/Print (or the printer button)**

11. Click the dropdown arrow for **Report Type** and select **Disbursement Detail Comparison**

12. **School Code** will default from the **System Setup**. You can change it on this screen

13. **Comparison Type**: use the default of **SAS to External**

14. **Disbursement Date Range**: leave blank for this exercise. You can use this field to filter records for specific date ranges within the SAS and your external file

15. **Match Status**: use the default of **All**. You are able to change it to either Matched or Unmatched if you would like to narrow down the students on the report

16. **Booked Status:** use the default of **Both Booked and Unbooked** for this exercise. You are able to use this field to filter records to display on this report by Booked or Unbooked status
17. Click **OK**

**Page 1:**

The first page of the report displays the booked records that exist at COD and on your database

18. Click **Next Page** twice

**Page 3:**

These are the booked records that are unmatched. Students will appear on this report if the SAS has the record booked, but the data does not appear in your database at all or there is a discrepancy between the COD data and the school data.

19. Click **Next Page**

**Page 4:**

These are the unbooked records that have matched records with your database and COD.

20. Click **Next Page**

**Page 5:**

School Records that are not on SAS or Mismatched SAS Unbooked Records will display in this section.

Also listed is a Totals section for the report.

Review the following:

- Total Booked Records that are Matched
- Total Booked Records that are Unmatched
- Total Unbooked Records that are Matched (MPN Missing)
- Total School Records that are on SAS or Mismatched SAS Unbooked Records
- Total Disbursements

21. Click **Close**

22. Click **Cancel** to close Print Dialog box