



# Direct Loan Tools

*Using Tools to Reconcile School Data with COD*



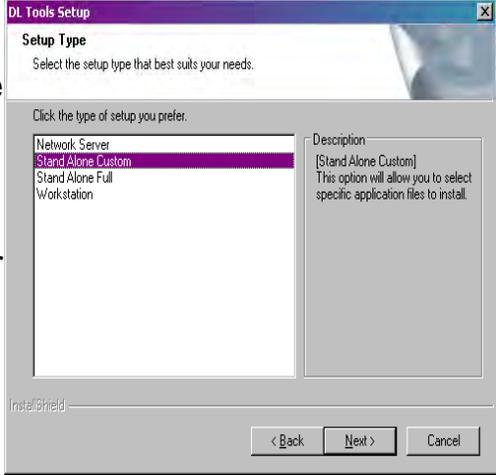
## Agenda

- Installation
- General Functionality
- Setup
- Cash Management
- School Account Statement (SAS)
- Rebuild
- Disbursement Measurement Tool
- Report
- Assistance/Contacts



## Installation

Direct Loan Tools  
Release 9.0 software  
available on  
[www.fsadownload.ed.gov](http://www.fsadownload.ed.gov)  
Review Installation  
Guide & Cover Letter





## DL Tools General Functionality

Multi-year (2007-2008, 2008-2009, 2009-2010)  
application designed to provide the following  
functionality

- Cash Management
- SAS
- Rebuild
- Disbursement Measurement Tool report



## Setup

[www.cod.edu](http://www.cod.edu)

**gov**

Award Year: '08-'09

**SAS Options**

Report Format: Fixed Length

Include Names of Borrowers: No

Report Activity Type: Year-to-Date ←YTD

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.

Disbursement Detail: Yes ←DSD

Loan Level (optional): No

**FINISH**

**F**

## Setup

**System Setup**

Default Direct Loan School Code: G30107

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

EDExpress 2007-2008

EDExpress 2008-2009

EDExpress 2009-2010

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: 2009-2010

Default Report File Destination: Screen

Recommended Tolerance from Disbursement to Batched Date: 00

Recommended Tolerance from Disbursement to Booked Date: 00

OK Cancel Help

## Cash Management

**Cash Management 2009-2010**

School Code: -R

Transaction Type: -R

Transaction Date: -R

Transaction Amount: -R

Record Source: M

Last Update: 04/08/2009 14:23:04 USER1

Reversing Transaction Indicator:

Notes:

2 of 2

Add Delete Save Retrieve...

OK Cancel Help

START HERE  
GO FURTHER  
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## Import External Disbursements

**Import 2009-2010**

Direct Loan Tools

Import Type:

Import From:

File...

Report To:

Printer  File  Screen

File...

Prompt for Duplicates?

OK Cancel Help

START HERE  
GO FURTHER  
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## Import External Disbursements

Report Date: 10/13/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 18:15:07 DIRECT LOAN TOOLS - 2009-2010  
 Disbursement Detail External Add Import Edit Report (DLENDISB)  
 \*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*  
 End Date: 05/31/2009

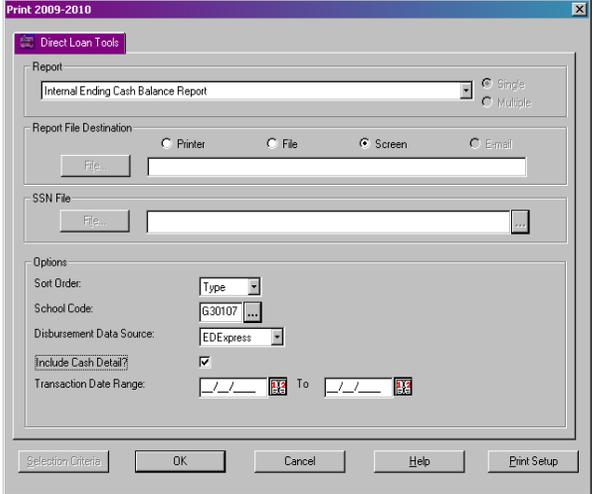
Loan ID Field Name Error Message	Disb #	Disb Seq #	Data in Question
301990004S10G30107001 Transaction Date Invalid Value	01	01	20070621
301990004S10G30107001 Transaction Date Invalid Value	02	01	20131227
301990005U10G30107001 Transaction Date Invalid Value	01	01	20070621
301990005U10G30107001 Transaction Date Invalid Value	01	66	20131227
301990006F10G30107001 Transaction Date Invalid Value	01	01	20070621
301990006F10G30107001 Transaction Date Invalid Value	01	01	20131227

TOTAL LOAN DETAIL RECORDS ADDED: 32  
 TOTAL LOAN DETAIL RECORDS SKIPPED: 0  
 TOTAL DISBURSEMENT DETAIL RECORDS ADDED: 51  
 TOTAL DISBURSEMENT DETAIL RECORDS SKIPPED: 6



## Internal Ending Cash Balance Report

Print this  
report before  
importing the  
SAS





## Internal Ending Cash Balance Report

Report Date: 10/26/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 17:29:38 DIRECT LOAN TOOLS - 2009-2010  
 Internal Ending Cash Balance Report - Detail

Sort by: Trans Type

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

Date Range:  
 School Code: G30107

Trans Type	Date	Amount
Receipt	04/03/2009	\$19,848
Receipt	04/08/2009	\$1,294
Receipt	04/24/2009	\$19,235
Receipt	04/30/2009	\$1,234
Refund	04/15/2009	\$1,225

Total Cash Receipt Records: 4  
 Total Refunds of Cash Records: 1

Total Cash Receipt Amount: \$41,611  
 Total Refunds of Cash Amount: \$1,225



## Internal Ending Cash Balance Report

Report Date: 10/26/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 17:29:38 DIRECT LOAN TOOLS - 2009-2010  
 Internal Ending Cash Balance Report - Summary

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

Date Range:  
 School Code: G30107

Cash Receipts:	\$41,611
Refunds of Cash:	\$1,225
Total Cash (Receipts - Refunds of Cash):	\$40,386
Total Disbursement Net Amount from EExpress:	\$61,371
Ending Cash Balance (Total Cash - Total Net Disbursements):	-\$20,985



## School Account Statement (SAS)

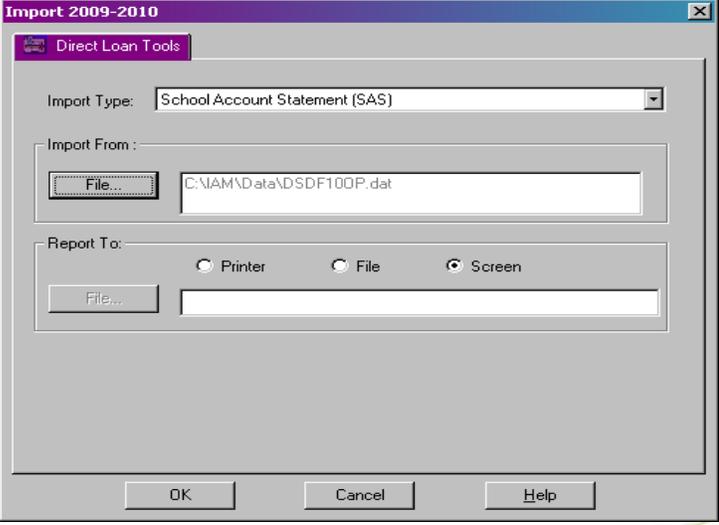
The SAS is a monthly statement listing the school's DL processing activity as reported to (and accepted by) COD

Import the DSLF or DSDF

Each SAS import overwrites previous SAS information stored in the DL Tools database



## Importing the SAS



Import 2009-2010

Direct Loan Tools

Import Type: School Account Statement (SAS)

Import From:

File... C:\NAM\data\DSDF100P.dat

Report To:

Printer  File  Screen

File...

OK Cancel Help



## SAS Import Reports

Report Date: 10/27/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 13:33:04 DIRECT LOAN TOOLS - 2009-2010  
 SAS Year-To-Date Cash Summary (DSDF100P)  
 \*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*  
 End Date: 04/30/2009

School Code: G30107  
 Region Code: 10  
 State Code: CA

Beginning Cash Balance:		\$0
Cash Receipts:	\$41,611	
Refunds of Cash:	\$1,225	
Net Drawdowns/Payments:		\$41,611
Booked Disbursements:	\$44,648	
Booked Adjustments:	\$9,196	
Total Net Booked Disbursements:		\$35,452
Ending Cash Balance:		\$4,925
Unbooked Disbursements:	\$578	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$578
Cash > Accepted and Posted Disbursements:		\$4,347

\*\*\*\*\*



## SAS Import Reports

Report Date: 10/14/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 3  
 Report Time: 14:59:55 DIRECT LOAN TOOLS - 2009-2010  
 SAS Year-To-Date Disbursement Summary (DSDF100P)  
 \*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*  
 End Date: 04/30/2009

School Code: G30107  
 Region Code: 10  
 State Code: CA

	Subsidized	Unsubsidized	PLUS
Booked Gross	\$8,702	\$13,896	\$13,500
Booked Fee	\$213	\$343	\$540
Booked Interest Rebate	\$130	\$206	\$204
Booked Net	\$8,619	\$13,759	\$13,164
Unbooked Gross	\$583	\$0	\$0
Unbooked Fee	\$14	\$0	\$0
Unbooked Interest Rebate	\$9	\$0	\$0
Unbooked Net	\$578	\$0	\$0
All Loans			
Booked Gross	\$36,098		
Booked Fee	\$1,096		
Booked Interest Rebate	\$540		
Booked Net	\$35,542		
Unbooked Gross	\$583		
Unbooked Fee	\$14		
Unbooked Interest Rebate	\$9		
Unbooked Net	\$578		

\*\*\*\*\*



## SAS Import Reports

Report Date: 10/27/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 5  
 Report Time: 13:33:04 DIRECT LOAN TOOLS - 2009-2010  
 SAS Cash Detail Import Edit Report (DSDF100P)  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*  
 End Date: 04/30/2009

School Code: G30107

Trans Type	Date	Amount	Data in Question
Field Name			
Error Message			
-----	-----	-----	-----
TOTAL CASH RECEIPT DETAIL RECORDS ADDED:		4	
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:		5	
TOTAL CASH DETAIL RECORDS SKIPPED:		0	



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## SAS Import Reports

Report Date: 10/14/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 6  
 Report Time: 14:59:57 DIRECT LOAN TOOLS - 2009-2010  
 SAS Loan Detail Import Edit Report (DSDF100P)  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*  
 End Date: 04/30/2009

School Code: G30107

Loan ID	Data in Question
Field Name	
Error Message	
-----	-----
TOTAL LOAN DETAIL RECORDS ADDED:	20
TOTAL LOAN DETAIL RECORDS SKIPPED:	0



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## SAS Import Reports

Report Date: 10/14/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 7  
Report Time: 14:59:57 DIRECT LOAN TOOLS - 2009-2010  
SAS Disbursement Detail Import Edit Report (DSDF100P)  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*  
End Date: 04/30/2009

School Code: G30107

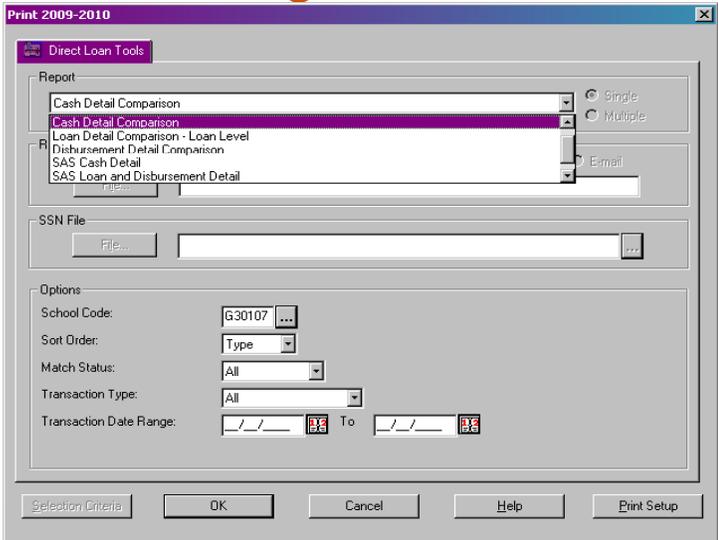
Loan ID	Disb #	Disb Seq #	Data in Question
Field Name			
Error Message			
-----	-----	-----	-----

TOTAL DISBURSEMENT DETAIL RECORDS ADDED: 22  
TOTAL DISBURSEMENT DETAIL RECORDS SKIPPED: 0

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## Printing in DL Tools



Print 2009-2010

Direct Loan Tools

Report

- Cash Detail Comparison
- Cash Detail Comparison
- Loan Detail Comparison - Loan Level
- Disbursement Detail Comparison
- SAS Cash Detail
- SAS Loan and Disbursement Detail

SSN File

Options

School Code: G30107

Sort Order: Type

Match Status: All

Transaction Type: All

Transaction Date Range: / / To / /

Selection Criteria OK Cancel Help Print Setup

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## Printing SAS Cash Detail

**Print 2009-2010**

Direct Loan Tools

Report: **SAS Cash Detail**  Single  Multiple

Report File Destination:  Printer  File  Screen  Email

SSN File:

Options:

School Code:

Sort Order:

Transaction Type:

Transaction Date Range:   To

## Printing SAS-Cash Detail

Report Date: 10/27/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 13:43:40 DIRECT LOAN TOOLS - 2009-2010  
 SAS Cash Detail

Sort by: Trans Type

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

Date Range: Trans Type: All

School Code: G30107

End Date: 04/30/2009

Trans Type	Trans Date	Trans Amount	COD Process Date	GAPS Control/Check Number
Receipt	04/03/2009	\$19,848	04/03/2009	2009040312345
Receipt	04/06/2009	\$1,294	04/06/2009	2009040623456
Receipt	04/18/2009	\$19,235	04/19/2009	2009041834567
Receipt	04/30/2009	\$1,243	04/30/2009	2009043023233
Refund	04/15/2009	\$1,225	04/15/2009	

Total Cash Receipt Records: 4  
 Total Refunds of Cash Records: 1  
 Total SAS Cash Detail Records: 5

Total Cash Receipt Amount: \$41,620  
 Total Refunds of Cash Amount: \$1,225

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## Printing SAS-Disbursement Detail

**Print 2009-2010**

**Direct Loan Tools**

Report: SAS Loan and Disbursement Detail  Single  
 Multiple

Report File Destination:  Printer  File  Screen  Email

SSN File:

Options:

School Code: G30107  Include Disbursement Detail?

Sort Order: Loan ID

Booked Status: Both Booked and Unbooked

Loan Type: All

Disb. Date Range: / / To / /

START HERE  
GO FURTHER  
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## Printing SAS-Disbursement Detail

Report Date: 10/13/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 18:44:49 DIRECT LOAN TOOLS - 2009-2010  
 SAS Loan and Disbursement Detail Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range:  
 School Code: G30107 Booked Status: Booked and Unbooked  
 End Date: 04/30/2009 Loan Type: All

Student's Name PLUS Borrower's Name Loan ID	Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount
Disb #	Seq #	Type	Disb Date	Gross Amount	Net Amount
MAYER, JULIE Q					
MAYER, SUSAN					
678901234P10G30107001	1	Booked		\$0	\$0
	1	D	04/15/2009	\$0	\$2,500
678901234S10G30107001	1	Unbooked		\$0	\$0
	1	D	04/15/2009	\$583	\$578
DELFINO, MIKE					
789012345S10G30107001	1	Booked		\$0	\$0
	1	D	04/18/2009	\$583	\$578
789012345U10G30107001	1	Booked		\$0	\$0
	1	D	04/18/2009	\$833	\$825
SOLIS, GABRIELLE					
890123456U10G30107001	1	Booked		\$0	\$0
	1	D	04/18/2009	\$0	\$1,417
YOUNG, ZACH					
YOUNG, MARY ALICE					
901234567P10G30107001	2	Booked		\$0	\$0
	1	D	04/18/2009	\$0	\$2,500
901234567S10G30107001	2	Booked		\$0	\$0
	1	D	04/18/2009	\$389	\$386
<b>Total Booked Loans:</b>	19		\$0		
<b>Total Unbooked Loans:</b>	1		\$0		
<b>Total Loans:</b>	20		\$0		
<b>Total Disbursements:</b>	22		\$36,681		
<b>Total Loan Gross Amount:</b>			\$0		
<b>Total Loan Net Amount:</b>			\$0		

START HERE  
GO FURTHER  
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## Printing Cash Comparison

**Print 2009-2010**

Direct Loan Tools

Report: **Cash Detail Comparison**  Single  Multiple

Report File Destination:  Printer  File  Screen  Email

SSN File:

Options:

School Code:

Sort Order:

Match Status:

Transaction Type:

Transaction Date Range:   To

START HERE  
GO FURTHER  
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## Printing Cash Comparison

Report Date: 10/27/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 13:45:08 DIRECT LOAN TOOLS - 2009-2010  
 Cash Detail Comparison

Sort by: Trans Type

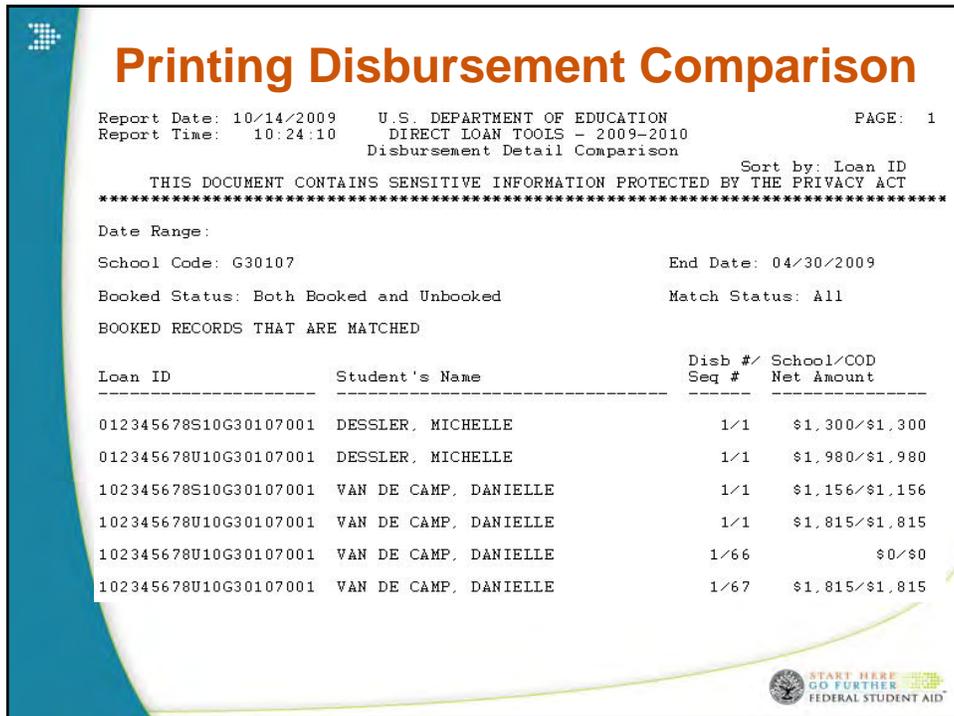
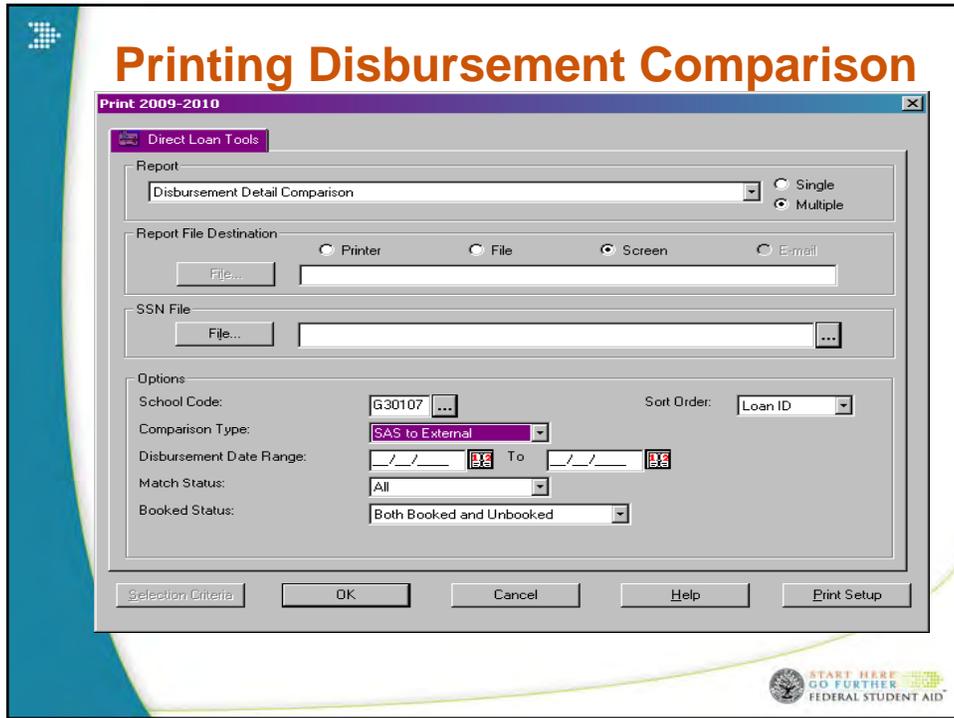
\*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*

Date Range: Match Status: All  
 School Code: G30107 Trans Type: All  
 Tolerance (# of days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	04/03/2009	\$19,848	Matched	School
Receipt	04/03/2009	\$19,848	Matched	COD
Receipt	04/06/2009	\$1,294	Matched	COD
Receipt	04/08/2009	\$1,294	Matched	School
Receipt	04/18/2009	\$19,235	Unmatched	COD
Receipt	04/24/2009	\$19,235	Unmatched	School
Receipt	04/30/2009	\$1,234	Unmatched	School
Receipt	04/30/2009	\$1,243	Unmatched	COD
Excess	04/15/2009	\$1,225	Matched	School
Excess	04/15/2009	\$1,225	Matched	COD

Totals:  
 Matched Records: 6  
 Unmatched Records: 4  
 COD Cash Detail Records: 5  
 School Cash Detail Records: 5

START HERE  
GO FURTHER  
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## Printing Disbursement Comparison

Report Date: 10/14/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 13:35:42 DIRECT LOAN TOOLS - 2009-2010  
 Disbursement Detail Comparison

Sort by: Loan ID

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

Date Range:  
 School Code: G30107 End Date: 04/30/2009  
 Booked Status: Both Booked and Unbooked Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID	Disb#	Seq#	Student's Name	Date	Type	Gross	Fee	Rebate	Net	Net Adj
SCHOOL	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj	
234567890S10G30107001	1	1	BAUER, KIM	04/05/2009	D	\$1,750	\$43	\$26	\$1,733	\$0
	1	1		04/01/2009	D	\$1,750	\$43	\$26	\$1,733	\$0
345678901S10G30107001	1	1	ALMEIDA, TONY	04/01/2009	D	\$1,750	\$43	\$26	\$1,733	\$0
	1	1		04/04/2009	D	\$1,750	\$43	\$26	\$1,733	\$0
345678901U10G30107001	1	1	ALMEIDA, TONY	04/01/2009	D	\$2,750	\$68	\$41	\$2,723	\$0
	1	1		04/04/2009	D	\$2,750	\$68	\$41	\$2,723	\$0
901234567P10G30107001	2	1	YOUNG, ZACH	04/18/2009	D	\$2,500	\$100	\$38	\$2,438	\$0
			NO MATCHING SCHOOL DISBURSEMENT							
901234567S10G30107001	2	1	YOUNG, ZACH	04/18/2009	D	\$389	\$9	\$6	\$386	\$0
			NO MATCHING SCHOOL DISBURSEMENT							

START HERE  
GO FURTHER  
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## Printing Disbursement Comparison

Report Date: 10/14/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 5  
 Report Time: 10:24:11 DIRECT LOAN TOOLS - 2009-2010  
 Disbursement Detail Comparison

Sort by: Loan ID

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

Date Range:  
 School Code: G30107 End Date: 04/30/2009  
 Booked Status: Both Booked and Unbooked Match Status: All

SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS  
 \*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

Loan ID	Disb#	Seq#	Student's Name	Date	Type	Gross	Fee	Rebate	Net	Net Adj
SCHOOL	Disb#	Seq#	Date	Type	Gross	Fee	Rebate	Net	Net Adj	
901234567S10G30107001	1	1	YOUNG, ZACH	04/18/2009	D	\$389	\$9	\$6	\$389	\$0
			NO MATCHING COD DISBURSEMENT							

TOTAL BOOKED RECORDS THAT ARE MATCHED: 13  
 TOTAL BOOKED RECORDS THAT ARE UNMATCHED: 8  
 TOTAL UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING): 1  
 TOTAL SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS: 13  
 TOTAL DISBURSEMENTS: 35

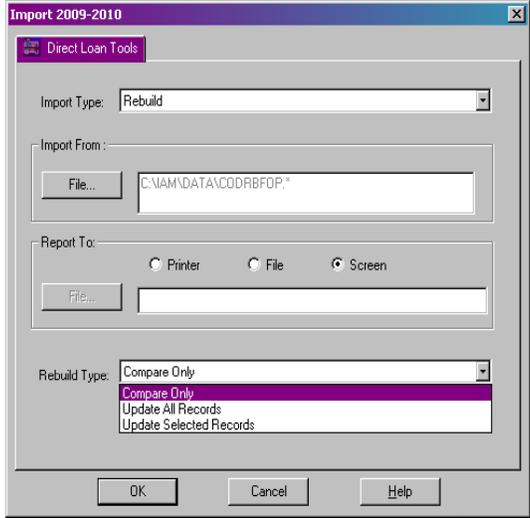
START HERE  
GO FURTHER  
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## Rebuild

**CODRBFOP**

- Includes only accepted records
- Includes Web disbursements

Request file by calling COD School Relations at: 800/848-0978



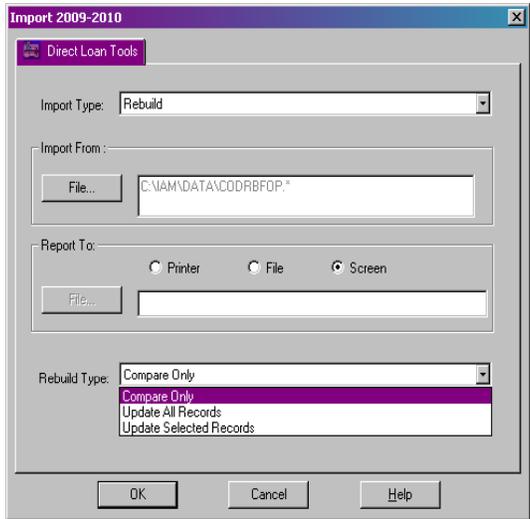


## Rebuild

**CODRBFOP**

- Includes only accepted records
- Includes Web disbursements

Request file by calling COD School Relations at: 800/848-0978







## Disbursement Measurement Tool Report

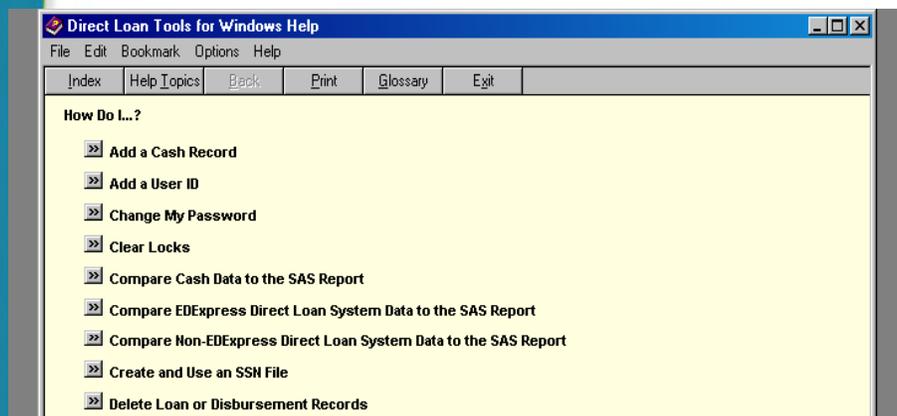
Calculates average actual process time from actual disbursement date, to sending the actual disbursements in a batch to COD, and to booking the loan

Compares average number of days elapsed to your tolerance settings in DL Tools System Setup

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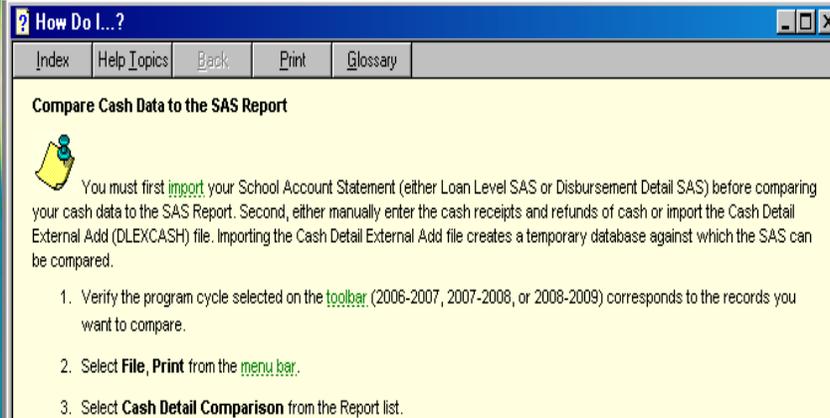
## DL Tools Help Text: How do I?...



Direct Loan Training Suite – Reconciliation



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



**Compare Cash Data to the SAS Report**

You must first **import** your School Account Statement (either Loan Level SAS or Disbursement Detail SAS) before comparing your cash data to the SAS Report. Second, either manually enter the cash receipts and refunds of cash or import the Cash Detail External Add (DLEXCASH) file. Importing the Cash Detail External Add file creates a temporary database against which the SAS can be compared.

1. Verify the program cycle selected on the **toolbar** (2006-2007, 2007-2008, or 2008-2009) corresponds to the records you want to compare.
2. Select **File, Print** from the **menu bar**.
3. Select **Cash Detail Comparison** from the Report list.

Direct Loan Training Suite – Reconciliation



## DL Tools Technical Assistance

CPS/SAIG:

Phone: 800/330-5947

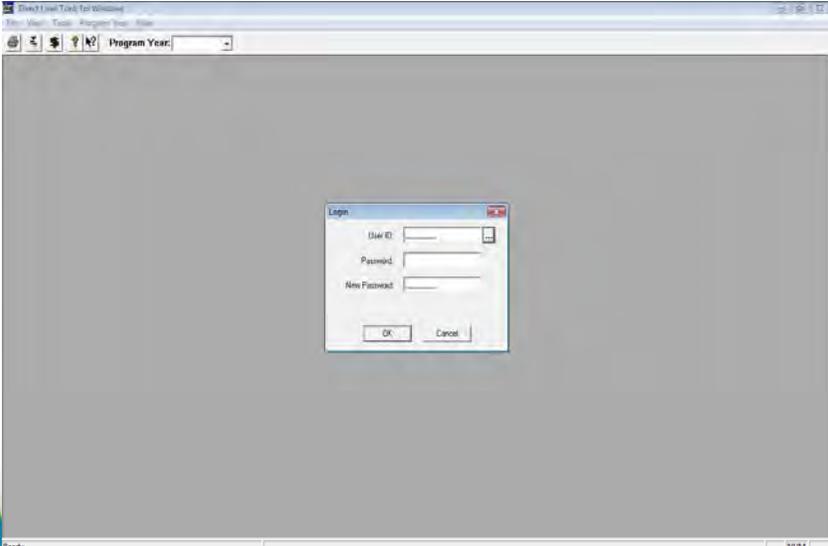
TDD/TTY services: 800/511-5806

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

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



## Direct Loan Tools Demo

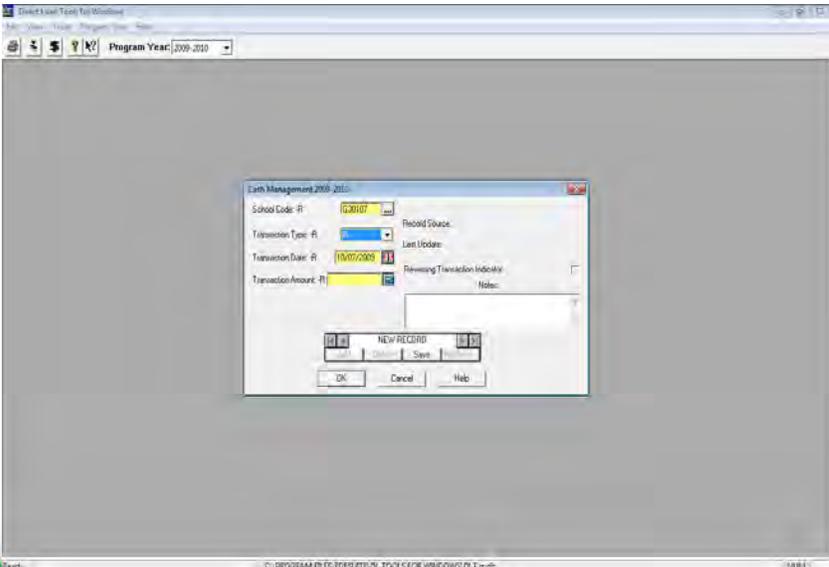


The screenshot shows the 'Direct Loan Tools for Windows' application window. A 'Login' dialog box is centered on the screen, containing fields for 'User ID', 'Password', and 'New Password', along with 'OK' and 'Cancel' buttons. The background application window has a 'Program Year' dropdown menu set to the current year.

Direct Loan Training Suite – Reconciliation



## Direct Loan Tools Demo



The screenshot shows the 'Direct Loan Tools for Windows' application window with the 'Program Year' dropdown set to '2009-2010'. A 'Loan Management 2009-2010' dialog box is open, displaying fields for 'School Code', 'Transaction Type', 'Transaction Date', and 'Transaction Amount'. It also includes a 'Record Source' dropdown, a 'Last Update' field, and a 'Releasing Transaction Indicator' checkbox. At the bottom of the dialog are 'NEW RECORD', 'OK', 'Cancel', and 'Help' buttons.

Direct Loan Training Suite – Reconciliation



## Direct Loan Tools Demo

The screenshot shows the 'Direct Loan Tools for Windows' application window. A 'Cash Management 2009-2010' dialog box is open, displaying the following fields:

- School Code: R0107
- Transaction Type: R
- Transaction Date: 05
- Transaction Amount: 15,250
- Record Source: (empty)
- Last Update: (empty)
- Reversing Transaction Indicator: (empty)
- Notes: 3013204 GS Control Number

Buttons include 'NEW RECORD', 'OK', 'Cancel', and 'Help'. The status bar at the bottom indicates 'PROGRAM PRESERVE/UPDATE TOOLS FOR WINDOWS/DA1.exe'.

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

The screenshot shows the 'Direct Loan Tools for Windows' application window. A 'Cash Management 2009-2010' dialog box is open, displaying the following fields:

- School Code: R0107
- Transaction Type: R
- Transaction Date: 10/07/2009
- Transaction Amount: 15,250
- Record Source: M
- Last Update: 10/07/2009 12:08:53 USER1
- Reversing Transaction Indicator: (empty)
- Notes: 3013204 GS Control Number

Buttons include 'NEW RECORD', 'Add', 'Delete', 'Save', 'Retrieve', 'OK', 'Cancel', and 'Help'. The status bar at the bottom indicates 'PROGRAM PRESERVE/UPDATE TOOLS FOR WINDOWS/DA1.exe'.

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Direct Loan Training Suite – Reconciliation



## Direct Loan Tools Demo

Report Date: 10/07/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 12:09:11 DIRECT LOAN TOOLS - 2009-2010  
 Cash Detail External Add Import Edit Report (DLKCCASH)  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Transaction Type	Date	Amount	School Code
R	04/02/2007	22,364	030107
Invalid Value			
R	04/19/2007	28,928	030107
Invalid Value			
R	04/28/2007	2,488	030107
Invalid Value			
X	05/02/2007	4,479	030107
Invalid Value			
R	05/03/2007	16,146	030107
Invalid Value			
X	05/05/2007	985	030107
Invalid Value			
X	05/07/2007	460	030107
Invalid Value			
R	05/16/2007	985	030107

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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

File View Tools Program Year Help

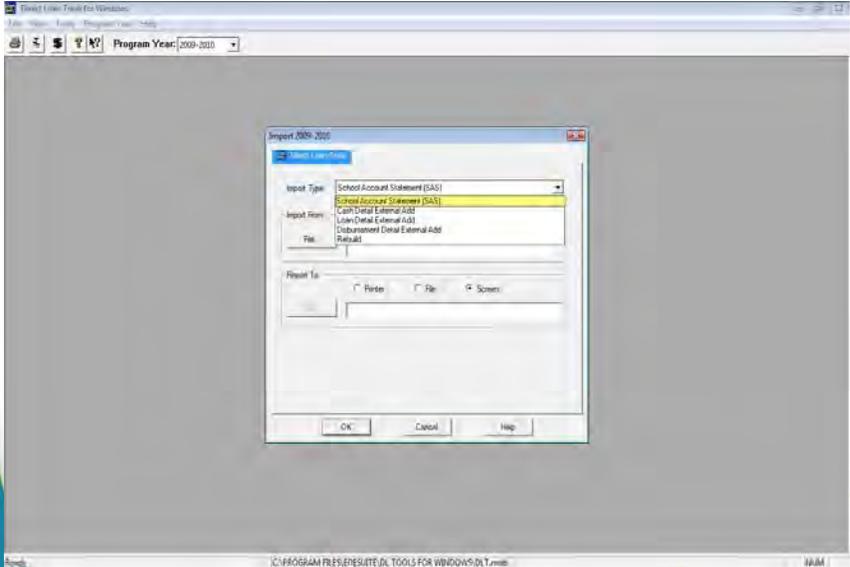
- Delete...
- Print... Ctrl-P
- Print Setup...
- Import...
- Exit

Program Year: 2009-2010

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo



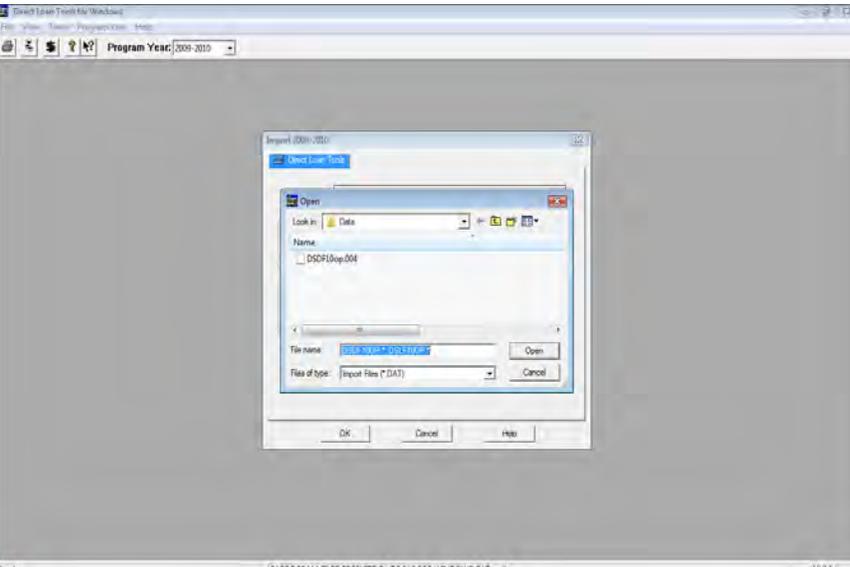
The screenshot shows the 'Direct Loan Tools For Windows' application window. At the top, there is a menu bar with 'File', 'View', 'Tools', 'Program Year', and 'Help'. Below the menu bar is a toolbar with icons for file operations and a 'Program Year' dropdown menu set to '2009-2010'. The main workspace is a large grey area. A dialog box titled 'Import 2009-2010' is open in the center. It has a title bar with 'Direct Loan Tools' and a close button. The dialog contains the following fields and options:

- Input Type:** A dropdown menu with 'School Account Statement (SAS)' selected.
- Input From:** A dropdown menu with 'File' selected.
- File:** An empty text field.
- Present To:** Three radio buttons labeled 'Printer', 'File', and 'Screen', all of which are unselected.
- Buttons for 'OK', 'Cancel', and 'Help' at the bottom.

At the bottom of the application window, the status bar shows the file path 'C:\PROGRAM FILES\ESU\DL TOOLS FOR WINDOWS\DLT.msi' and the name 'JMM'. In the bottom right corner, there is a logo for 'START HERE GO FURTHER FEDERAL STUDENT AID'.

*Direct Loan Training Suite – Reconciliation*

## Direct Loan Tools Demo



The screenshot shows the same 'Direct Loan Tools For Windows' application window. The 'Import 2009-2010' dialog box is still open, but an 'Open' dialog box is now overlaid on top of it. The 'Open' dialog box has the following details:

- Look in:** A dropdown menu showing 'Data'.
- Name:** A list box containing one file entry: 'DSDP10ep.DAT'.
- File name:** A text field containing 'DSDP10ep.DAT'.
- Files of type:** A dropdown menu set to 'Input Files (\*.DAT)'.
- Buttons for 'Open' and 'Cancel'.

The status bar at the bottom of the application window remains the same, showing the file path and the name 'JMM'. The 'START HERE GO FURTHER FEDERAL STUDENT AID' logo is also present in the bottom right corner.

*Direct Loan Training Suite – Reconciliation*

## Direct Loan Tools Demo

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Report Date: 10/07/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 12:14:14 DIRECT LOAN TOOLS - 2009-2010  
 SAS Monthly Cash Summary (DSDF100P)  
 \*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*  
 End Date: 04/30/2009

School Code: G30107  
 Region Code: 10  
 State Code: CA

Beginning Cash Balance:		50
Cash Receipts:	640,377	
Refunds of Cash:	50	
Net Drawdowns/Payments:		140,377
Booked Disbursements:	644,666	
Booked Adjustments:	99,196	
Total Net Booked Disbursements:		535,452
Ending Cash Balance:		24,523
Unbooked Disbursements:	5578	
Unbooked Adjustments:	50	
Total Net Unbooked Disbursements:		5578
Cash > Accepted and Posted Disbursements:		24,347

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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Report Date: 10/07/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 3  
 Report Time: 12:14:14 DIRECT LOAN TOOLS - 2009-2010  
 SAS Year-To-Date Disbursement Summary (DSDF100P)  
 \*\*\*\*\* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT \*\*\*\*\*  
 End Date: 04/30/2009

School Code: G30107  
 Region Code: 10  
 State Code: CA

	Subsidized	Unsubsidized	PIUM
Booked Gross	88,702	119,896	119,500
Booked Fee	2213	2343	2540
Booked Interest Rebate	1120	2206	5204
Booked Net	88,619	119,739	119,168
Unbooked Gross	2583	50	50
Unbooked Fee	514	50	50
Unbooked Interest Rebate	59	50	50
Unbooked Net	2578	50	50
All Loans			
Booked Gross	936,099		
Booked Fee	69,026		
Booked Interest Rebate	6940		
Booked Net	235,142		
Unbooked Gross	2583		
Unbooked Fee	514		
Unbooked Interest Rebate	59		
Unbooked Net	2578		

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FEDERAL STUDENT AID

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Report Date: 10/07/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 4  
 Report Time: 12:14:14 DIRECT LOAN TOOLS - 2009-2010  
 SAS Monthly Disbursement Summary (SDF100P)  
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
 \*\*\*\*\*  
 End Date: 04/30/2009

School Code: G30107  
 Region Code: 10  
 State Code: CA

	Subsidized	Unsubsidized	PLUS
Booked Gross	\$8,702	\$13,896	\$13,500
Booked Fee	\$213	\$343	\$540
Booked Interest Rebate	\$130	\$206	\$204
Booked Net	\$8,359	\$13,347	\$13,156
Unbooked Gross	\$593	\$0	\$0
Unbooked Fee	\$14	\$0	\$0
Unbooked Interest Rebate	\$9	\$0	\$0
Unbooked Net	\$570	\$0	\$0

**All Loans**

Booked Gross	\$26,099
Booked Fee	\$1,096
Booked Interest Rebate	\$540
Booked Net	\$24,463
Unbooked Gross	\$593
Unbooked Fee	\$14
Unbooked Interest Rebate	\$9
Unbooked Net	\$576

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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Direct Loan Tools for Windows  
 File View Tools Program Year Help  
 Program Year: 2009-2010

- Delete...
- Print... Ctrl-P
- Print Setup...
- Import...
- Exit

START HERE  
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FEDERAL STUDENT AID

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

The screenshot shows the 'Direct Loan Tools for Windows' application. A 'Print 2009-2010' dialog box is open, displaying a list of reports. The 'Cash Detail Comparison' report is selected and highlighted in yellow. Other reports in the list include 'Interest Ending Cash Balance Report', 'Disbursement Detail Comparison', 'Loan Detail Comparison', and 'SAS Cash Detail'. Below the report list, there are fields for 'SSN File' and 'Options'. The 'Options' section includes 'Sort Order' (set to 'Type'), 'School Code' (set to 'G30107'), 'Disbursement Data Source' (set to 'ED Direct'), and 'Include Cash Detail?' (checked). At the bottom of the dialog are buttons for 'Search Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'.

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

The screenshot shows the 'Direct Loan Tools for Windows' application. A 'Print 2009-2010' dialog box is open, displaying a list of reports. The 'SAS Cash Detail' report is selected and highlighted in blue. Below the report list, there are radio buttons for 'Report File Destination' (Printer, File, Screen, Email) and a 'File...' button. There is also an 'SSN File' field with a 'File...' button. The 'Options' section includes 'School Code' (set to 'G30107'), 'Sort Order' (set to 'Type - Cash Receipts then Refunds of Cash'), 'Transaction Type' (set to 'All'), and 'Transaction Date Range' (set to 'All'). At the bottom of the dialog are buttons for 'Search Criteria', 'OK', 'Cancel', 'Help', and 'Print Setup'.

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Report Date: 10/07/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 12:26:04 DIRECT LOAN TOOLS - 2009-2010  
 SAS Cash Detail Sort by: Trans Type

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Date Range: Trans Type: All  
 School Code: 030107  
 End Date: 04/30/2009

Trans Type	Trans Date	Trans Amount	SOD Process Date	SADS Control/Check Number
Receipt	04/03/2009	\$19,848	04/03/2009	2009040312240
Receipt	04/06/2009	\$1,294	04/06/2009	2009040623456
Receipt	04/15/2009	\$15,235	04/15/2009	2009041534567

Total Cash Receipt Records: 3  
 Total Refunds of Cash Receipts: 0  
 Total SAS Cash Detail Records: 3

Total Cash Receipt Amount: \$40,577  
 Total Refunds of Cash Amount: \$0

START HERE  
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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Print 2009-2010

Print

- Internal Ending Cash Balance Report
- Loan Detail Comparison - Loan Level
- Disbursement Detail Comparison
- SAS Cash Detail
- SAS Loan and Disbursement Detail**
- Disbursement Management First Report

ESN FN:

Options:

Sort Order: Type

School Code: 030107

Disbursement Data Source: PDF

Include Cash Detail?

Transaction Date Range: From To

OK Cancel Help Print Setup

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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

*Direct Loan Training Suite – Reconciliation*

## Direct Loan Tools Demo

*Direct Loan Training Suite – Reconciliation*

## Direct Loan Tools Demo

Report Date: 10/07/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
 Report Time: 12:26:07 DIRECT LOAN TOOLS - 2009-2010  
 SAS Loan and Disbursement Detail Sort by: Loan ID

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Date Range:  
 School Code: 430167 Booked Status: Booked and Unbooked  
 End Date: 04/30/2009 Loan Type: Unsubsidized

Student's Name PLUS Borrower's Name Loan ID	Record Type	Gross Amount	Fee Amount	1st Rebate Amount	Net Amount
#90129454010G30107001	Booked 1	\$0	\$0	\$0	\$0

Total Booked Loans: 8 \$0  
 Total Unbooked Loans: 0 \$0  
 Total Loans: 8 \$0  
 Total Disbursements: 10 \$13,056  
 Total Loan Gross Amount: \$0  
 Total Loan Net Amount: \$0

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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Print 2009-2010

Report: Cash Detail Comparison  Single  Multiple

Report File Destination:  Printer  File  Screen  Email

SSN File: \_\_\_\_\_

Options:  
 School Code: G20107  
 Sort Order: Type  
 Match Status: Type  
 Transaction Type: Date Amount  
 Transaction Date Range: \_\_\_\_\_ To \_\_\_\_\_

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FEDERAL STUDENT AID

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

The screenshot shows the 'Print 2009-2010' dialog box in the Direct Loan Tools software. The 'Report' dropdown is set to 'Cash Detail Comparison'. The 'Report File Destination' is set to 'Screen'. The 'SSN File' field is empty. Under 'Options', 'School Code' is '030107', 'Sort Order' is 'Type', and 'Match Status' is 'All'. The 'Transaction Type' dropdown is open, with 'All Matched and Unmatched Records' selected. The 'Transaction Date Range' is set to 'From' and 'To'.

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

The screenshot shows the 'Print 2009-2010' dialog box in the Direct Loan Tools software. The 'Report' dropdown is set to 'Cash Detail Comparison'. The 'Report File Destination' is set to 'Screen'. The 'SSN File' field is empty. Under 'Options', 'School Code' is '030107', 'Sort Order' is 'Type', and 'Match Status' is 'All'. The 'Transaction Type' dropdown is open, with 'All' selected. The 'Transaction Date Range' is set to 'From' and 'To'.

Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Report Date: 10/07/2009 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 12:29:22 DIRECT LOAN TOOLS - 2009-2010  
 Cash Detail Comparison

Sort by: Trans Type

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Date Range: Match Status: All  
 School Code: 030107 Trans Type: All  
 Tolerance (# of days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	04/03/2009	\$19,846	Unmatched	COO
Receipt	04/06/2009	\$1,234	Unmatched	COO
Receipt	04/19/2009	\$19,235	Unmatched	COO
Receipt	10/01/2009	\$26,255	Unmatched	School

Totals:  
 Matched Records: 0  
 Unmatched Records: 4  
 COO Cash Detail Records: 3  
 School Cash Detail Records: 1

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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

Print 2009-2010

Report: Disbursement Detail Comparison  Single  Multiple

Report File Destination:  Printer  File  Screen  Email

SSN File:

Options:

School Code: 030107 Sort Order: LoanID

Comparison Type: SAS to EDEpress

Disbursement Date Range: SAS to External

Match Status: All

Booked Status: Both Booked and Unbooked

Buttons: OK, Cancel, Help, Print Setup

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Direct Loan Training Suite – Reconciliation

## Direct Loan Tools Demo

*Direct Loan Training Suite – Reconciliation*

## Direct Loan Tools Demo

```

Report Date: 02/01/2010   U.S. DEPARTMENT OF EDUCATION   PAGE: 1
Report Time: 12:01:01   DIRECT LOAN TOOLS - 2009-2010
                        Disbursement Detail Comparison
                                Sort by: Loan ID
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*****|*****
Date Range: 01/01/2010 to 01/31/2010

School Code: G99999                               End Date: 01/31/2010

Booked Status: Both Booked and Unbooked           Match Status: All

BOOKED RECORDS THAT ARE MATCHED

Loan ID      Student's Name      Disb #/  School/COD
              -----      Seq #    Net Amount
-----
999999999P10G99999001  BROWN, BARRY B      1/ 1    $500/ $500
999999999S10G99999001  TAN, TERESA T        1/ 1    $500/ $500
    
```

*Direct Loan Training Suite – Reconciliation*

## Direct Loan Tools Demo

School Code: G999999      End Date: 01/31/2010

Booked Status: Both Booked and Unbooked      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
-----										
999999999S10G99999001										
		1	1	01/05/2010	D	\$1,750	\$35	\$27	\$1,742	
		1	1	01/05/2010	D	\$1,750	\$35	\$27	\$1,742	
999999999S10G99999001										
		2	1	01/11/2010	D	\$1,750	\$35	\$27	\$1,742	
		2	1	01/11/2010	D	\$1,749	\$34	\$26	\$1,741	
999999999S10G99999001										
		1	2	01/12/2010	A	\$1,500	\$45	\$23	\$1,478	\$1,281
		1	2	01/12/2010	A	\$1,501	\$45	\$23	\$1,479	\$1,282
999999999S10G99999001										
		2	2	01/15/2010	A	\$1,500	\$45	\$23	\$1,478	\$1,281
NO MATCHING COD DISBURSEMENT EXISTS										

*Direct Loan Training Suite – Reconciliation*

