

**Direct Loan Training Suite**

**Direct Loan Tools  
June 13, 2012**

Coordinator: Welcome and thank you for standing by.

I'd like to inform all parties today's conference is being recorded. If you have any objections, you may disconnect at this time.

And now I'd like to turn the meeting over to Mr. (Craig Rorie).

Thank you.

(Craig Rorie): Thank you.

Hello. Welcome to today's Webinar. This is Direct Loan Tools. Our Webinar today is an overview of the Direct Loan Tools software application that all schools can use in reconciling, administering and managing direct loans.

Your instructors for today are myself, Craig Rorie, I'm the training officer out of Philadelphia, and also Anita Olivencia out of Boston.

Also joining us today we have three question managers also from Federal Student Aid, Bob Berry, Chuck Hirman and Wood Mason.

As a result of our large audience today it's not possible to allow you to ask questions out load over the phone. However, you can submit your questions electronically and one of our question managers will respond to your question personally.

To submit a question you want to click on the Q&A tab at the top in the menu bar of the screen over towards the left-hand side. Then that'll open up a field. Type in the blank field. Type in your questions and click Ask and one of our question managers will respond to you directly.

If time permits, our question managers will share any questions they have that are of general interest to the entire audience.

We also have provided you a handout today. If you have not done so already, you may download the handout by clicking on the Handout icon on the left-hand side of the menu bar. It's three little pieces of paper. Click on that. You'll only see that there's only one file you can download to your computer.

Also if you like to view today's Webinar in full screen, press F5 and that will give you full screen mode. If you press F5 again, that'll return into normal screen size.

And with that, we're going to move on to our agenda.

Today we're going to talk about Direct Loan Tools' general functionality. We'll talk about how to download and install the software.

We'll talk about some of the setup you need to do, how to import external data files and your data into the system.

We'll talk about how the - what the internal ending cash balance report is and why you would want to use that.

We'll also talk about how to use tools with the school account statement. We'll talk about the Print and Compare functions. We'll talk to you about

what you can do or what you - what the Rebuild function does. We'll also discuss help systems that we provide to you in Direct Loan Tools.

And lastly we will do a software simulation where you will actually see what screens like you would see when you actually go in the Tools and perform some of the functions that we're going to go over today.

Before we get started about what Direct Loan Tools, let's talk about why you would want to use it.

And as I said, Tools is a free software application that's used to reconcile direct loans. You can use it on, you know, a monthly basis to do your monthly reconciliation as well as it can assist you in closing out the direct loan award year or end a direct loan award year.

Tools provide you a means to compare your school's direct loan data with COD to reconcile.

Tools can be used by EDEXpress schools and non-EDEXpress schools alike.

Tools was developed to process data for multiple program years.

In our Webinar today, we're using Direct Loan Tools Release 11.0 and that you can use that with direct loan award years 2009-2010, 2010-2011 and 2011-2012.

Direct Loan Tools Release 12.0 will be available - I believe it's coming up soon. I think it's available Friday. That will allow you to work with the award years '10-'11, '11-'12 and '12-'13.

No matter which release you use and today again we're going to feature 11.0. You can use Tools to manage your cash, compare your direct loan data to COD. That's compared to the school account statement that COD provides you. And also you can use it to rebuild your database or records within it should you need to do so.

Cash management functions in direct loan allow you to track direct loan drawdowns received and direct loan cash returned. Your schools can manually enter the data into Tools or they can import it from an external file. If you export it from an external file then to use our record layout and you can find those in Volume 4 Section 3 of the COD Technical Reference.

Schools also use Tools with the school account statement. You can import and print school account statement cash detail and loan disbursement detail file. You can print comparison of the school's cash loan and disbursement data and compare it to the loan and disbursement and cash data from the school account statement.

The Rebuild function in Tools allows you to create or to rebuild your direct loan database or records within that database should you lose it.

To download Direct Loan Tools or to install it you're going to go to FSA download. So go to [fsadownload.ed.gov](http://fsadownload.ed.gov). You would click on Software and Associated Documents from the homepage. And that takes you to the Software and Manuals screen.

And as you can see here, we have Direct Loan Tools Release 11.0. You would click on whichever Direct Loan release you would like to download and you come to Installation page.

As you can see here on the Installation page, you're going to see a cover letter, an installation guide and also under that you're going to see your software - the software itself.

Before installing the software, we will take a look at the cover letter and the installation guide.

The cover letter provides general information about the software as well as information specific to the release you're downloading about their new - any new features or functionality. That's going to show up - that's going to be covered or talked about in the cover letter.

Although the installation tool is straightforward and pretty simple, you're going to find the installation guide as an excellent source about overall information about the tool.

The guide gives you information on hardware and software requirements, estimating the amount of hard disk space you'll need on each computer and LAN compatibility issues. It also gives you information or help with software installation if you need that.

We encourage you again to review the installation guide and the cover letter before installing, so you get the configuration - so you install the configuration that best fits your school's need.

Upon clicking on one of the installation options under the software, you're going to be prompted as to the type of installation you want and those types are Network Servers, Stand Alone Custom, Stand Alone Full and Workstation.

A full installation is needed when installing Direct Loan Tools for the first time ever. This installs a blank database.

Custom installs are recommended whenever you are updating to a latest version. This does database update by removing the oldest program year and adding the newest program year. This is the default.

You should refer to the installation guide to make sure that you are going to - you're getting the installation or you're selecting the installation that works best for you and your school.

Also remember to back up your existing Direct Loan Tools database before installing a new release. That's just kind of a best practice that we encourage all schools to do before installing something new, a new database, back up the old one.

Each time you start Direct Loan Tools, you must enter a user ID and password. During the initial log in, you're going to enter the default user ID and password SYSADMIN.

You will then be prompted to type in a new password in the new password box obviously. You can enter up to eight alphanumeric characters for that password. Then you're going to have to verify that password again in the verify password build. At that point, you click OK.

Note that the SYSADMIN user ID should be reserved for system administration functions. Each user should have a unique user ID and password for logging into Direct Loan Tools. The Security Users dialog box in Direct Loan Tools Help will assist you in setting up user IDs and passwords for your staff.

As you enter in your new password, you define your default direct loan school code, security users and other Direct Loan software settings by clicking Tools and Setup from the main screen.

At this point, during your initial log in, if you do not - you're going to get a series of alerts. If you do not use EDEExpress, simply click Cancel through the series of alerts that appear as they enter - or as they appear to you. Just click Cancel and you can move through those. These won't appear after the one-time system setup is completed.

If you are an EDEExpress user and you have had moved your EDEExpress database to where Tools cannot locate it, just click OK here on this alert and then tell Direct Loan Tools where the database or databases are.

Next you're going to need to set up your user ID. You'll need to set up at least one user ID for yourself before you exit the software. The first - so - pardon me let me go through that again.

You're going to need to set up your user ID as obviously and you're going to have to set up a user ID for yourself before you exit the software the first time and that's because that system - SYSADMIN is only for the first time access for the system and for those administration functions.

To set up ID, click on Tools, Setup and then Security Users from the main screen. That's going to bring you to the Security Users screen we have here. Each user should have their own unique user ID and password for logging into the software. For each Direct Loan Tools user, you will create an ID, assign the user to a group and then create a verified password - create and verify the password.

The Security Users dialog box in Direct Loan Tools Help will assist you in setting up user IDs and passwords for your staff. We'll show you where Help is a little later on.

And as you can see, you can save and then you can - from there you can go get a - to a new record. You can also back in and delete users or retrieve users.

Next you're going to need to do the one-time system setup. Both EDEExpress and non-EDEExpress users need to do this.

You access the system setup by clicking Tools, Setup and then System. The default Direct Loan school code is where you indicate the default school code for cash, records and reports. This can be changed anytime you perform one of the cash or reporting function.

If you're an EDEExpress school, be sure to establish which years you want Direct Loan Tools to interact with by selecting the checkboxes from the three available years. If EDEExpress is not selected for a year, external will be the default value for the print options instead of EDEExpress as the default.

Non-EDEExpress users want to make sure that the checkmarks are removed. But our training today we will not be using any EDEExpress databases as our setup is going to be that of a non-EDEExpress school.

Be sure to update the maximum number of day's difference between SAS cash records and cash records entered by the school which is considered a match. You're going to update that and you're going to accept that to the number of days your school system wants for records to match. So any

records for cash records, if you set it to 5, which is default, that are within five days of each other and are the same amount, they're going to match.

The Return to Dialog checkbox allows you to return to the same dialog box when you have finished printing or importing. So when you're finished printing or importing, you're going to go back to the same dialog box.

The single/multiple default print is where you define if you would like to print - you'd like to print to default to a single or multiple records. This can also be changed every time you go into a Print dialog box.

Choose the default program year in which you want the software to display - or you want the software to display too.

So the default program year is going to - that's just the default display that is going to show up. This is just the default and you can change this within the software at the global screen if you need to switch from years you're working in.

The default report file destination is where you select where you want to - where you want your output of the reports to go. This can be changed on the Print dialog box. Most schools print the screen. They find out how many pages the report is and then based on that they'll print to printer or maybe print to a file.

Tolerances is where you define how many days you want the software to use before showing a mismatch for the disbursement measurement to report.

Direct Loan Tools does not come pre-populated with school or COD data. Once the software has been downloaded and installed and you've established

your security users and you've done all the system setup, you're going to have to input data into the software or - yes, data into the software.

The type of data that you're going to insert into Tools or you're going to load is cash data. That's the funds that you request and drew down from G5 plus any refunds you returned back.

Just as a reminder, G5 is our grants payment management system. That's where you're going to go and request direct loan funds. Those funds will then be deposited in your bank account, so you can make disbursement for your loans. G5 also is where we - our grants in our campus-based systems are funded out as well.

You can populate tools with your school's cash data by manually entering that cash data or doing an external import from an external database. Cash data from COD from the school account statement, that's where that you're going to get the cash data from COD. It's going to come in to school account statement. You're also going to need to load that or import that.

You'll also need to import loan and disbursement data from the school. It's going to be populated automatically if you're an EDEExpress school or you'll do an external import for non-EDEExpress school. And as well as just lack the cash data from the school account statement, you're going to have to enter in the loan and disbursement data as well.

As we mentioned, you're going to have to do load in your cash management or your cash data. To do it manually, we're going to show you how you would do that here.

You would go into Cash Management, click Manual. Click Tools, Cash Management or you will click the green dollar bill sign from the main menu.

All yellow fields marked as an “R” are required in order for you to save the record.

The Note field is not required but some schools do choose this to put particular notes about a refund or if they use to check to make a refund. It’s just something you can use if you need to.

As you can see here in our example, we just say it’s an optional field. You could fit in G5 payment control number for any return of funds or receipt of funds.

As you can see here, we’ve entered in one trash - cash transaction dated September 15, 2011, and it is a receipt of cash for \$13,900. Once you save the record, at that point you can add a new record if you want to or you can go back and delete records.

You click the right and left arrow buttons to scroll through the transactions or click on the Retrieve button to select your transactions.

On the previous slide, we showed you how to manually enter or populate data into Tools. As we mentioned earlier, you also can import records from external files such as your school’s mainframe or other school systems or other school computers. Most schools choose the import method.

And in order to import these files you have to follow the record layouts in the COD Technical Reference and they can be found in Volume 4 Section 3 for

cash detail external add, loan detail external add and disbursement detail external add.

Here we have an example of an import of cash detail from an external source such as a mainframe or PC. To import cash detail from an external source, you're going to click on Import or click on File and then Import, the import type choose Cash, in this case it's Cash Detail External Add.

Next from Import From, we're going to import from a file and we choose our external system. We're going to choose the DLEX Cash file. And then we would click OK.

This is just showing you here this is how you would import an external disbursement data. It's the same kind of format, the same method. You would click on Import Type, that's the type of data you want to import, and you would specify the import source, the file where you're going to import it from, and then you can import it. As you can see, the report can get to a printer, to file or to a stream.

Also as you'll notice we have prompt for duplicate. So if there are duplicate records, it's going to prompt you and let you know about that.

Once you click OK, you're going to get to the import report. Upon importing records, you're going to see that. It's going to show you how many records you imported. You'll see any records that were skipped and the details of those records.

Records that are skipped is they're skipped when there are some sort of error that causes them not to be imported. For example, the disbursement date is outside of the valid date range for the award year.

Next we're going to talk about the internal ending cash balance report.

Tools has a functionality to compute school's internal ending cash balance. As part of the schools' monthly reconciliation, schools typically want to perform an internal reconciliation between the financial office and whichever entity -- and usually it's a business office -- that draws down the funds.

Before you can reconcile with the Department, you have to make certain that your own records are in order and correct to ensure that you're reconciling accurate information with COD.

As a best practice, this internal reconciliation should take place before your required monthly reconciliation against the school account statement.

The internal ending cash balance report assists in the internal monthly reconciliation by calculating the school's internal ending cash balance based upon cash receipt and refunds of cash entered in the cash management part of Direct Loan Tools.

Also disbursement transaction amounts from your EDEXpress database or loan disbursement amounts imported from Tools from the external source file is also looked at.

If you're an EDEXpress school, you'll choose to need - you'll need to choose EDEXpress as the disbursement data source.

Tools will then pull an actual disbursement tunnel directly from the EDEXpress database from your system setup based on the filters you choose - chose.

Non-EDEExpress schools will choose external. Non-EDEExpress schools will only want to print this as they had imported the external loan or disbursement file into Tools. The software will then compare what is in the cash manager to those external data.

Note for both types if you choose or enter in a transaction date range, only the data within that specified date range will display. Anything outside that date range will not be in the totals in report.

You can print this report from the main menu by clicking File, Print, Internal Ending Cash Balance Report.

Here's an example of the school's ending cash balance report. Our cash detail here shows the receipts and refunds of cash. We see that this school has six receipts of cash. So on \$21,782, they have one refund of cash totaling \$5500.

Here we have Page 2 of the report. It shows our cash receipts of \$21,782, our refunds of cash of \$5500.

We also see our total cash which is receipts minus the refund of cash which equals \$16,282.

Next we have our total net disbursement amount from our external data file which is \$15,323.

Lastly it shows our ending cash balance. That's the total cash minus the total net disbursement.

And with this school, they have a total ending cash balance of \$959.

So now the school has derived what their cash balance is and they'll compare that to the ending cash balance of the school account statement.

The school account statement is sent to your school by COD. It's based on the - you received it based on the options you choose off the COD Web site. Once school account statement is sent for each non-closed out direct loan program years for every open direct loan program year you have, you'll be sent a school account statement.

To fully use the functions within Tools, make sure you've signed up for the year-to-date option on the COD Web site and choose whether you would like to receive a loan or disbursement detail information, either loan DSLF or disbursement DSDF information.

If you're non-EDExpress school, verify external files or using the correct end of the period date for accurate comparison.

In addition to setting up Direct Loan Tools, as I said, you're going to want to ensure that the school account statement is set up to use with Direct Loan Tools. Although you can import the monthly version into a - of SAS into Tools in order to get the most accurate comparison, you want to use the year-to-date version.

You set up the SAS option in COD by logging in to the system and then selecting School Information Report Selection then view SAS. There you'll see your options. Select Year-to-Date in the Report Activity field. You'll also want to select Yes for the disbursement detail. You will need performance step for each program year that you want to use the year-to-date files for.

To be able to make these changes in COD, it requires COD administrator rights at Level 4.

Next you're going to need to import the school account statement. You click on Import, the import type is School Account Statement, SAS. You're going to choose the file, choose - at this point we're going to choose the files that we're going to bring in and that's the - as you can see, it's the DSDF (120P). Then you're going to download that - click whatever - using whatever software such as EDconnect or whatever application you use to download those reports or to download reports in your system.

After importing SAS data, you receive import reports just as happens when you import from external database or system. This slide shows excerpts from import - at a report for cash summary, cash detail, loan detail and disbursement data or records at its tools upon importing from school account statement.

You see the total types of records added as well as for any records that were in error or records that were skipped.

We talked about printing the internal ending cash report but you also have a variety of other reports you can print including those containing the actual school account statement data that you imported into Tools.

You do this by choosing the Print icon, which is the printer on the main menu, or by going to File, Print and selecting the report you want to print.

Some of the reports that you're going to find useful are the SAS cash summary that contains about monthly and year-to-date summary of cash and loan date of process by COD; the SAS disbursement summary provides

monthly and year-to-date summary disbursement information for the period reporting; the SAS cash detail displays information from the school account statement cash detail records in your school's Direct Loan Tools database and the SAS loan and disbursement detail provides information from SAS loan and disbursement detail records in your school's database.

For more information on these reports, refer to COD Technical Reference Volume 4 Section 4.

As you can see from our slide here, we're going to print the SAS cash summary. To do this, we go to File and then Print or we could have just clicked on the printer icon. We're going to choose the cash summary from report. That's the report that we want to do. We're going to choose to print the - we can choose to print to a screen or to a file. Please note that also depending on your report you're printing you have various options on each report display.

So here for the cash summary, we have the type of option which allows us to print a monthly cash summary, year-to-date cash summary or both. In this instance, both is selected. Then we click OK.

And click OK and here we have it.

This is the printed monthly cash summary. The report shows your beginning cash balance for the month, if any cash receipt and refund as well as net drawdown payments and book disbursements, adjustments, total net disbursement as well as the school's ending cash balance.

Also it shows you great - cash greater than accepted and posted disbursement. And also it shows you your disbursement and shows you your ending cash balance, showing you your unbooked disbursement as well.

And as you realize or if you recall, the school had - this is from the school account statement, so this came from COD. The school's ending cash balance and COD's ending cash balance are different, so that's going to cause you to have to do a little work and that's pretty much what you do in reconcile. You go and you find out where your differences are and make any corrections that you need to.

Here we have the school account statement year-to-date cash summary. As you can see, it contains the same information that's on the monthly section but year to date. The data shown here is for the year. The reports can be compared to summary information on a school's internal system.

This is a printed version of the school account statement year-to-date disbursement summary. You would print this in the same manner you did the cash detail. You would do this by clicking File and then Print or clicking on the Print icon and then printing the report.

The monthly year-to-date summary disbursement information for the reported period can be used to monitor loan volumes by summary level both booked and unbooked.

It shows you loans for all types of process by the COD system. You can print the SAS disbursement summary, the year-to-date disbursement summary or both. The SAS disbursement summary report is relocated from the import functionality to the print and dialog box for Release 11.0 and onward. And

that enables you to print the report at any time by (owing) the import of the SAS.

The SAS disbursement summary information storing your database corresponds to the most recent school account statement file you imported. The summary data is overwritten each time you import a new school account statement.

Let's look at printing the school account summary cash detail. You go to Print, choose SAS Cash Detail, you can sort on this transaction type as well as print all transactions or just one as well as enter in a transaction's date ranges if you wish.

This is an example of our cash detail showing receipts and refunds of cash. This is the official Department record of your cash as reported on the school account statement taken from COD. You can see the types of transaction data, the date and the amount. We also see the total number of records for each as well as the total dollar amount.

Please note that although this report shows the GAAP's control number heading, we now use G5 as our payment financial system. We are using - in Tools Release 11.0 and the previous releases, we had GAAP's control number. That has been changed to the G5 control number. It's going to be - the heading is going to say G5 in Tools 12.0 Release and onward from there.

Tools also let you look and print the school account statement loan and disbursement detail data. You go to Print to do this and select the report noting the options you have for this report or you can print for all students or just an individual student. You can also choose whether or not to include the

disbursement detail. You can print all or selected booked statuses or you can print all or selected loan type.

Here we're going to print for both booked and unbooked and include the disbursement detail.

This is our printed school account statement loan with disbursement detail data. It contains loan ID, the record ID, the gross amount, the fee amount, the interest (rebate) amount if any, the net amount and total. It can also include the student's name depending on your selection.

The school account statement has been updated to accommodate the additional service or name field. Then we're going to send you the - going forward with '11-'12, we're going to show you who the servicer is for each one of the loan.

Next we're going to use - move on to the Compare functionality. School statement - school account statement or SAS comparison reports have been relocated to the Compare box. We have a Compare dialog box. This is new to Tools. The cash detail and loan comparison, loan detail comparison at the loan level and then the first detailed comparison reports were relocated to the - from the Print function to the new comparison dialog box. That's accessible by clicking on the two little boxes, that's the Compare icon, or you can click on Tools and then Compare.

The cash detail comparison report will provide you a comparison of cash detail records in the school account statement file received from COD, the cash detail records in the Direct Loan Tools cash management, and only cash entries download and refunds of cash are used for cash detail comparison report. No disbursement detail information report on that cash compare report.

This is the cash detail comparison report. It uses the tolerances that you set up in Direct Loan Tools system to account for any timing differences between the entry dates on your system and the dates recorded - or the dates of the cash transactions recorded by the (processor).

The system setup field is labeled maximum number of day's difference between SAS cash records and cash records entered by the school which will be considered a match. That allows you to enter the number of days between school account statement cash records and cash records entered by your school which are considered a match when running the cash detail comparison report. As you recall, we did that during our initial setup. We set it to five days. You see where our tolerance of days is listed here.

Here we see the school amounts that are being compared. The first receipt of 4000 doesn't match because there is no corresponding receipt at COD within five days of 9/10/11.

The second two matched because obviously they are the same date and the same amount.

The fourth receipt does match according to report because although they are both for - although report is for 4000, and as you see, we do have a 4000 receipt of cash. These are within - these are not within five days of each other. It's probably the same receipt of cash but the dates are off by six days and our cash tolerance is set to 5.

If it's 9/16/2011 receipt in COD - had been received on 9/15/11, then they would have matched.

So you see you do have a timing difference and that's sometimes why you don't match. But this will alert you to again at this point you don't have a match with these two receipts although they may - they actually probably are the same receipts. So you're just going to have to look at your date or cancel that and document this.

The two receipts of 9/20/2011, the dates matched but the amounts are different. As you can see, the school said they have a receipt for \$9868. COD said they set a receipt for \$9867. So likely there's a data entry area - error probably on the school end.

Our last receipt is unmatched. We have a receipt of \$2356 that COD said they set but the school does not have that entered into their system.

The cash detail comparison, it's a good tool to help you determine where your data matches are and where it doesn't match with COD. It's important to remember from our example here this report is a good starting place reconciling. This report might not allow you to reconcile completely with COD but it does provide you insight into your cash situation and when used in conjunction with other reports it can be very helpful and they can be used in conjunction with other reports to help you get to the point where you've reconciled.

Next let's look at the detailed comparison. First let's look at the comparison type. Since we are working in example with a non-EDEExpress school, we choose SAS external as the type.

Non-EDEExpress schools - those non-EDEExpress schools, excuse me, need to make sure you import your internal loan detail or disbursement file before printing the school account statement.

EDEExpress schools need to make sure you choose the comparison type of a SAS EDEExpress.

We're also choosing both booked and unbooked for our book status. There are four sections to this report in booked and unbooked chosen from the book status under the Options.

The first we're going - thing we're going to see the first part of report we'll look at are booked match records, as our example shows here. Disbursement records appear here in this section of the compare report. If the school account statement shows a booked date and disbursement data from the school account statement that matches your school database.

So here we have a loan ID, this loan ID for this - going to comparison that matches what is on the school's database.

Second page shows booked unmatched records. Disbursement records appear on this section of the compare report. If disbursement appears on the school account statement as booked but the data does not appear in your school's database at all or there is discrepancy between the COD amount and the school amount. Some of the reasons you'll have in these matches are because of timing differences if something is rejected at COD or there are data entry errors in the report or when you entered the record.

The third section shows unbooked records that matched. These are records that are unbooked on both COD and on the school's database.

The last page shows records that are - these are your unbooked records that are unmatched. So you're going to see records that are not on the school

account statement and other mismatched unbooked records. You'll see records - if the disbursement exists in your school database does not appear on the SAS, you'll see it here. If the disbursement appears as unbooked on the school account statement, you'll see it here. If there's a discrepancy between the COD amount and the school amount of an unbooked loan, you'll also see it here.

Again these are reports that you're going to use and you're going to take this data and you're going to use it in conjunction with your data in your school records to determine where you don't match and where you do match and you're going to document those and take any corrections you need to.

Next let's talk about the Rebuild function.

We hope that you never have to use this. But if you do, we have a Rebuild function that will allow you to rebuild your Direct Loan database should you just part of it or should you lose all of it.

This capability allows you to construct your - reconstruct your Direct Loan record into EDEExpress using an automated process. If - even if you're a non-EDEExpress school, you can rebuild your database, you can rebuild it and have - it goes into an EDEExpress file and then you can convert that back over to your internal system.

To do this, you're going to request the file online in COD. The rebuild file is going to contain the records that you have sent into COD. Once the records are rebuilt, non-EDEExpress schools can set up a file format in EDEExpress and then export that data out of EDEExpress to their other system.

In rebuilding your records you're going to have several options.

Compare Only prints the records that have matched - that have unmatched origination with disbursement records between COD and your database.

Rebuild All creates - or recreates all records in the file in EDEExpress database.

Update Selected Records updates just those records you select from the rebuild file.

Prompt for Duplicate tells the software you want to know if the students already exist in your EDEExpress database and that will give you an option at that time either to update or skip that specific student record. This option only available once you have selected one of the update options.

Coming with the tool - with Tools Release 12.0 we have functionality that's been added that allows schools to rebuild their database or record with either their OPE ID or their Direct Loan school code. There will be an Ellipsis button and that's the button with - that you'll see later with three little dots on it, the Ellipsis button. You click on that and it will allow users also to choose among many sub-campuses or locations for that school.

Many schools run - first run the Compare Only to see which reports are going to be missing or missing disbursement and then choose the Update Selected Records.

Again that's just a little bit about the Rebuild function. We hope you don't have to use that. But if you ever do, we can assist you and Tools can assist you in rebuilding your database.

Tools help assist users with system setup, details regarding the use of the software and more. General help is always available from the menu bar and field help is available by pressing the F1 key.

So if you click on a field, you press F1, it will give you help on that particular field.

For the general, to get to the main help topics, as I said, you're going to click on Help from the main menu. We have help topics called How Do I that gives you information on how to do certain specific functions within Direct Loan Tools.

What's New in Direct Loan Tools. It tells you what's new in this system.

We also have System Information, information about customer service help and then also just general information about Direct Loan Tools.

Let's look at the How Do I topics.

They help you navigate through the Direct Loan Tools software. They're 22 How I Do - How Do I topics within the system. It provides you assistance on some of the most commonly used functions in Tools and some of them that are most frequently asked about.

As you can see, we have how do add a cash record, how to import a disbursement detail or add an external file, how to modify user ID, how to print a report.

So if you click on one of those How Do texts, it's going to open up. Here we have an example of how to import a disbursement detail to external add file. And so it's going to give you step-by-step instructions on how to do that.

When you see something in blue, if you click on that, it's going to open up and give you a little box defining that particular phrase or word. You're going to find that this level of detail has been on How Do I boxes.

Also we have Direct Loan Technical Assistance for you. You can call CPS/SAIG technical assistance at 1-800-330-5947 or you can e-mail them. There are representatives there Monday through Friday, 8:00 am through 8 pm, Eastern Time.

Also as I mentioned earlier, we have the COD Technical References. Direct Loan Tools is in the COD Technical Reference. It's always in Volume 4. If you want to learn about Direct Loan Tools Release 11.0, you go to 2011-2012 COD Technical Reference.

And to learn about Direct Loan Tools Release 12.0, you go to 2012-2013 COD Technical Reference. Although the Release 12.0 is not out there yet, the Technical Reference contain information about it. COD Technical Reference 12 - 2012-2013 is available for you. This gives you a lot of background information on the setup of Direct Loan Tools and it gives you a lot of information on reports and just kind of how the software works.

Although it says that it's a technical reference, it's not technical in nature to the point where you have to be a technical person to read it.

If you want to know more about Tools and its functionalities and what you get from the various reports or function, you go to the - excuse me, the Technical

Reference and you can read up on it. It's very good information and it's specific enough for technical people but general enough and written in enough plain English that nontechnical folks can use it.

And with that, I'm going to turn it over to my co-trainer, Anita Olivencia,  
Anita

(Anita): Thank you, (Craig).

The COD Technical Reference, for those of you who might not be using EDEExpress, has other record layouts, so that if you are using a different system like Datatel or Banner or PeopleSoft and you want to extract your disbursement information from those systems to import into Direct Loan Tools, this is where you will find those record layouts in order to convert those files into the format that our software can accept and read, just so that you can do different reports and compare.

So with that, now we're going to go through a simulation. And what we have here are different screenshots, the different steps as you go into the software and we'll show you what you will actually see when you access the system and when you do the set up and run the reports.

So once you have downloaded the software and you have told it how - whether it's going to look at EDEExpress or if it's going to look at your database that you've imported separately, you're always going to start the program by going into your Start button on your computer and then click Programs and EDEExpress or EDE Suite and Direct Loan Tools. For Windows, it would be under the EDE Suite file.

And you will log in with your user ID and password, as (Craig) had mentioned earlier. I do set that up. And you're in the system as simple as that.

Here hopefully you all see the screenshot where you can enter your cash drawdowns and returns of excess cash. The school account statement you receive on a monthly basis will have the information that has been accepted at COD.

Now in order for Direct Loan Tools to do the compare, you have to enter - if you want to compare the cash, you have to enter either manually or through a file using import all the drawdowns that your school made and any returns of excess cash.

And so in order to do that, you click on Tools as you see in the menu bar and then click on Cash Management or you can go directly into the green dollar sign and that brings you directly into Cash Management.

And as you see here in this screen it brings you this popup and by default it will bring up the school code which you set up this software with.

If you do happen to receive more than one school account statement because you have multiple campuses, then you will be able to access those different school codes by clicking on the Ellipsis button next to School Code.

The transaction type is either going to be two choices -- R or X. R is for cash drawdown and the X is for return of excess cash.

And so when you proceed to the next field, the transaction date, it's going to automatically default to the system's date. Whatever date is at the time you're

entering you can always change it to the actual date that you performed the drawdown.

And obviously then the next field is the transaction amount and that's the amount of the draw. And you can add notes, as (Craig) mentioned earlier, where you could enter the payment control number by the G5 system and add that in here.

Now this information, everything that you enter in Direct Loan Tools stays in Direct Loan Tools. It's not required that you send this information out back to the Department of Education. It's not required that you print all the reports that you have access to in this. It's just the Tools that helps you with direct loan reconciliation to identify discrepancies between what you have and what COD has accepted.

And so once you've entered all the information pertinent to that drawdown, you can have your business officer do this and give them, you know, limited access perhaps just to enter cash receipts in here, so that when you're ready to do your reconciliation, all that information is in there and all you have to do is compare afterwards.

So you click on Save and then you can go ahead and keep entering additional cash transactions if you wish to - if you have other ones to enter.

Here we have an example, like I said earlier, transaction type, you have the R for a drawdown and the X is for return of excess cash.

And once we click on Save, notice on the right side of the screen the record source it automatically changes to M if you're manually entering this information on Direct Loan Tools.

I believe it's an E when you enter the - all this information through an external file which is, you know, your programmer can go into the COD Tech Ref to find out how the file layout should look like and you can - they can probably format all the - in this file all the drawdowns and all the cash receipts, all the returns of cash that your school has performed into one file and all you have to do is click on Import and it includes this external file. And then that record instead of being M, it will be an E.

And then the date of the last update will have the (D stamp) of the person that performed this function as well as the date.

Okay. Now here we're going to demonstrate how to import from an external source. And like I said earlier, you can import cash receipts and refunds of cash from an external source. All you have to do is go to File and then select Import as you see there in the screenshot.

And then on the next file - on the next screen, I'm sorry, you'll see a popup menu. And you'll be able to select from the import type different types of import files that you can import into Direct Loan.

And so you're going to go into the Cash Detail External Add. If you don't want to enter all of these drawdowns and returns of excess cash manually and just want to download one file with everything in it, then you would select that file and then click OK.

I'm sorry. You have to select the file first and then select the file that you want to import. And when you do that, this is the screenshot that you will see. And of course the (DLTXCash dot-dot) is the naming conventions that the software recognizes in order to import your cash information into the system.

And obviously if you have more than - if you're going to update the system, your file extension, instead of reading dot-dot, it will have .001 and the next file the programmer will type in 002 and so that way you have different files with different information.

And then you click on Open and then click OK. And the next thing you will see is what we called as Import Edit Report. It just shows you if there were any imports - any records in this import that you just performed, if there were any error or not added to the database and they will display in this little dialog box that you see here.

As you can see here, the total record accepted is seven and total record in error is zero, so total records in this particular batch are seven. And we just click OK.

And when you click OK, it's just going to repeat the same thing you just found on that previous dialog box but it's going to print in a report and notice on the tab you will always have the option of printing because when you do your initial setup, sometimes what we recommend is that you do everything to - print everything to the screen.

And when you run this report or compare it what have you, you always have the ability to print it if you want to - if you see something, so well I really want to print these and keep them in my file or give it to the business office or give it to the financial aid director or what have you, you can always print this afterwards. You always have the option of printing.

So we're done with that, types of imports. So now you see how simple it is to add cash information into the Direct Loan software or add it through one swoop and one external file.

Now we will demonstrate how to import the school account statement which, you know, you're going to receive every month. And you will indicate on the COD Web site on the report, as (Craig) mentioned before, the type of files that you want to receive. You want to receive disbursement detail or loan level detail, monthly information or just year to date.

In order to use Direct Loan Tools you do have to request year to date in order to do the compare and disbursement detail level as well, so that you can run these compares. He's going to compare apples to apples, so you want to make sure the setup is correctly if you're going to be using Direct Loan Tools.

And the school account statement is much like your bank account statement that summarizes all the cash activity for the school for the Direct Loan program and it will have the information about everything that COD has accepted in terms of your drawdowns, your returns of excess cash, disbursement, adjustments, cancellations, disbursement adjustments, everything will be in that school account statement much like a bank statement.

And there are different files and depending on what kind of level of information you want they have different naming conventions. And so we often talk about a file that's called a DSDF, which is the - which contains loan level information, and then we have the message class DSLF, which has - I'm sorry, one has disbursement level information and then DSLF has loan level information.

So you want to make sure that you indicate on the COD Web site the types of files that you want to receive if using the Direct Loan Tools software.

For this particular exercise we are going to import the DSDF which is the disbursement level detail. And in order to do that, to import the school account statement, what we do - as you go into import or you can click on this down arrow, which is right next to the printer icon on the menu bar, and on the dropdown arrow for the import type you're going to choose School Account Statement as you see there on the screen.

And then you're going to click on File right next - right below that because then you're going to select the latest school account statement that COD has sent to you. So you do need to go in to select that and notice here that we have - the first one is always a dot-dot. So we will highlight that and then click on Open.

And as with everything that you import or print you always have a dialog box that tells you what the import specifics will be and it tells you how many records will import and all that.

And you click on OK.

And here on the next screen, let's see what we have, is that import dialog box just like we did with the cash. You have the same information that tells you that a total of 25 records were processed in this particular school account statement, 23 accepted, there's no records in error, everything looks clean here.

Now we'll show you - now that you've imported, so remember you all - when you think of import, you just click on the Import button, imports the report,

the school account statement, now you - we're going to show you how to print the school account statement, the cash loan and disbursement detail.

You're going to go in to the File and then go into the Print function or just go directly into the printer icon on the menu bar.

And the first report that we want to print - after we've imported the school account statement we want to print SAS cash summary. And keep in mind, even though we've entered the - in the beginning of the - my part of the exercise here we've gone through all the cash drawdowns and refunds of cash that the school has performed, this SAS cash summary is only information that you are receiving that COD has. So this is what COD has reported to them what your drawdowns were and what your returns of excess cash were.

And when you click on that report and click OK to run it, this is what you'll see and (Craig) showed you this in his part of the exercise.

And this screen here has SAS monthly cash information, so obviously has all the information from the previous month's activity much like a bank account statement where such with your beginning balance from the previous month or you're starting and will have zero, your cash receipt, your drawdowns, refunds of cash, and then tells you what your net drawdowns are.

Then it proceeds on to tell you what the booked disbursements are, any booked adjustments if you have any and then nets that out. And it gives you a ending cash balance.

We also have listed there an unbooked disbursement field because the school is able to report to us up to certain days in advance disbursement they tend to make and so they can report that to us I believe up to seven or ten days before

the actual date of disbursement. So sometimes then the school account statement has run, let's say, August 30th at the end of the month and, you know, this is when the report is run but you reported to us that you're going to make a disbursement and you reported it to us and it got accepted that you're going to make a disbursement September 2nd, for example, then that loan is considered unbooked even though it might be accepted at COD. So it's going to show up on that area.

Here we have the year-to-date cash summary. So you see on the heading of the report on the top that says US Department of Education Direct Loans, the year and then the year-to-date cash summary.

So the same thing as the monthly except that it has yearly information. So this information can be very useful to compare with the business office to make sure that they both - you know, the Department of Education based on what we have is the same information that the school has.

Now we're going to proceed with printing the SAS disbursement summary. And the disbursement summary is just that. It's just disbursement summary. And here is the sample of one. It just gives you a total of each of the program, sub, un-sub, plus, and all loans. And some schools find this useful, different in other schools don't. They just skip this part altogether. But it's available there for you to use if you wish to run this kind of report.

And here we have the year-to-date summary as well. So you can compare these numbers against what the business officer has and as part of your reconciliation offer.

Here we have the SAS cash detail and here you have on the bottom of the screen when you click on Print and then the type of report that you want and

you select Cash Detail. Remember this is SAS information only. We haven't even gotten to the comparison part to compare what you have versus what the Department has.

And so under the options here on the bottom of the screen you have the option of selecting the school code that you wish to print the cash detail for whether you wanted to - the sort order that you wanted -- whether you want cash receipt first and then refunds of cash or receipt of cash only -- and transaction type, perhaps you want to see just the refunds, and this is where you can select, transaction's date range, perhaps you're doing a, you know, reconciliation for a particular month in a year, maybe, you know, six months down the row when school has already started and you're having issues with certain cash receipt for a particular week. You can enter a transaction date, so that you can see what happens in that particular period.

And so you can see - you have different four options in here. And once you selected what you want to see, you can always come back - go back and print it again with different options in here and select the report how you wish to see it and then click OK.

And here's what it would look like. So if you click on Print SAS Cash Detail, again this is just information that was contained in the last school account statement. You can give this to the business officer to look at or you can print this for your own information.

Here we have the loan and disbursement detail. Again you go to File, Print and then select SAS Loan and Disbursement detail. You have very similar options as you do with the cash detail or you can select the sort order, whether you - the book statuses that you wish to view, whether you want to see everything, you want to see booked loans, you want to see just the unbooked

loans and whether you want to see particular disbursement date range because maybe you'll identify an issue with the system and you need to go back into a particular set of records for the particular date range. So options here are up to you. And once you've selected what you want, you can click OK.

And here we have more information about the same thing, loan and disbursement detail, and once you've selected the options here, this is what it looks like.

And this is all the information that's contained in the latest school account statement that you've imported into the system. Remember (Craig) said that with every new school account statement you import into the system, the old information gets wiped out. So what you have in here is the latest school account statement that you imported.

And if we keep scrolling to that report all the way to the bottom, you'll have your total booked loans, total unbooked loans, disbursements, total gross and net amounts as well.

So here we get to the part I have worked at a school before and the year I left I think we had just started using Direct Loan Tools but before that we were using a different program called the (Compare). It was an in-house, Department of Ed-developed program.

But this is the most useful part I believe of the Direct Loan Tools and is that you're able to compare what you have, your disbursement information, your cash drawdowns, your refunds against what COD has reported through their - the school account statement.

And so this is where you can print the exceptions and start working from this in order to help you with the reconciliation process. So what we have here is the cash detail comparison. And in order to run this compare, remember (Craig) said, you can click on the menu bar where they have two icons that looks like, you know, you have a yellow and a green icon that's comparing two things or you can go to Tools and then click on Compare.

And you have different options as well here in order to select a different report type options that you wish to view when you are doing this compare functionality.

Let's see what we have on the next screen.

We have the cash detail comparison. And here we want to sort by type. On the next screen I believe we're going to show the transaction type. As you see here, we can see all cash receipts or just refunds of cash. And so once you've selected the options you want to see, remember you can always go back and select a different option and, you know, print a different report.

Here we have the cash detail comparison. It's actually matching what's on the school account statement from COD to what you've entered into the Direct Loan Tools software under cash management. Remember the first part I showed you how to enter cash receipts and refunds of cash manually or you can enter it by importing a file.

Here by this compare it's telling you, okay, these particular drawdowns don't match. So the school has a \$4000 drawdown that they did September 10th. It doesn't match anything that COD has. Remember you have that tolerance in which indicates when you're setting up Direct Loan Tools as to, okay, I'll

allow these many days for a particular draw to be a match if the amount is the same.

So if - in this example, the first two rows, if the second receipt was 4000 - no, not the second one, the third one. No, I'm sorry, not the - we have the second one here, 9/15 for 4914 drawdown done by the school and then the COD entry and so indicates that it is a match. And whether you want to pay particular attention to other ones that don't match because it could be that the school drew down money in September that maybe belongs to the summer because you're processing summer loans as trailers or what have you.

So you want to look more closely at the unmatched records because you want to make sure the drawdowns or the returns were made in the right year. So this is a very useful tool, so that you can compare both information.

And we do the same thing for disbursement detail comparison. And you get to select under the options on the bottom of that screen what you want to compare it to.

(Craig) mentioned that we're doing a compare to an external file, meaning that this could be any school can use Direct Loan Tools and import your disbursement information and your cash information into Direct Loan Tools using all the file layouts and the COD Technical Reference guide. And so this system will know that we're going to compare your - the school account statement against information that you're importing from an external source.

You can select EDEExpress if you're using EDEExpress and the system there will know to look at the EDEExpress databases that have an external information.

Okay. On the next screen here we just show you different options under the disbursement detail comparison under the Match status. At the beginning you probably want to see everything but as the months progress and the award year you probably are going to want to select to the unmatched only because the file will get really big and you're going to have every transaction that you processed if you select all. So you have an option here to select the type of matches that you want to look at when you're printing this report.

And so since we reflect it all and we really have a small database here for this example, you see here in the comparison that we have two students, (Barry Brown) and (Teresa Tan), where we have unbooked records that matched. So that was fine because we're looking at everything, right?

And on the next page we'll have records that are unmatched. And so those you want to pay more particular - closer attention to because something is not right and one of the students, the last one, (Greg Green), where we don't have a matching COD disbursement record. So it looks like it is a COD at the school level but not one exists at the COD - at COD system for this particular student so - for Disbursement Number 2.

So that's something you want to look at maybe perhaps your school didn't export that information or is rejected. And so your school - it looks like it was processed at your school but COD has rejected. So you want to look at that to see why that particular loan does not match.

Remember it's going to affect your ending cash balance and that's the whole reason for doing reconciliation is to make sure that your net draw equals your net disbursement and so that at the end of the year you have a zero ending cash balance.

And here we have another list as part of that report that we ran for the disbursement compare that has your unbooked records that they matched. Remember the unbooked records that matched it could be a timing issue because you reported disbursements that are going to happen in the future and because you are allowed to report it two months in advanced, they're showing up as unbooked but that information is out there for you.

And last but not least here we have another list as part of that compare because we selected all - to review all we have the last page which contains unbooked records that are unmatched, the worst of all possible scenario.

So we have a school here, the last student, (Barbara Black). So COD has a disbursement record but nothing matching at the school level. So that's something you want to look at.

So that's basically how you work with Direct Loan Tools. It is very user friendly. And like I said, this information resides in your system, you don't have to export anything to the Department of Ed. It's hard to mess this up.

And with that, I believe we have concluded our training. And I'm going to turn it over to our colleagues who are managing the questions to see if there's anything that a particular interest or concern that they want to share with all of us.

Chuck Hirman: All right. Just had one clarification to make, (Anita), thank you, is the thing about setting an actual disbursement. The time frame is seven days prior to the actual date of disbursement and those are seven inclusive days, meaning that if you send something, you know, on the 1st, that seven-day span ends on the 7th. So I just want to make sure that everybody understands that it's seven days prior to the actual disbursement date.

(Anita): Thank you.

Wood Mason: And nothing from me, (Anita). I don't see any real pattern in the questions that I handled. Thanks.

(Anita): Okay.

(Bob Berry): And nothing, (Anita). It's (Bob).

(Anita): Okay. All right, (Bob). Well thank you guys.

What you see here on your screen is a survey that we always have at the end of our Webinars. And I'd like you to take just a few seconds if there are no other questions to complete the survey. And you can start it by just clicking on the Start Survey and then the Next button.

And so we are going to stay online for a little longer, so if you haven't downloaded the training materials, we'll give you the opportunity to do so, so that you can print them and have them for future reference.

We thank you for attending this Webinar and we appreciate your time and attention. I look forward to having you again for future Webinars related to direct loan or reconciliation.

I hope you have an enjoyable rest of the day. Thank you.

Coordinator: And thank you for the parties on the phone. This does conclude the conference. You may disconnect at this time.

END