

Session 11

Direct Loan Tools

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FEDERAL STUDENT AID®

Agenda

- Why DL Tools?
- Installation
- COD and DL Tools Setup
- Reconciliation
- Rebuild
- Disbursement Measurement Tool Report
- Assistance/Contacts

Why Use DL Tools?

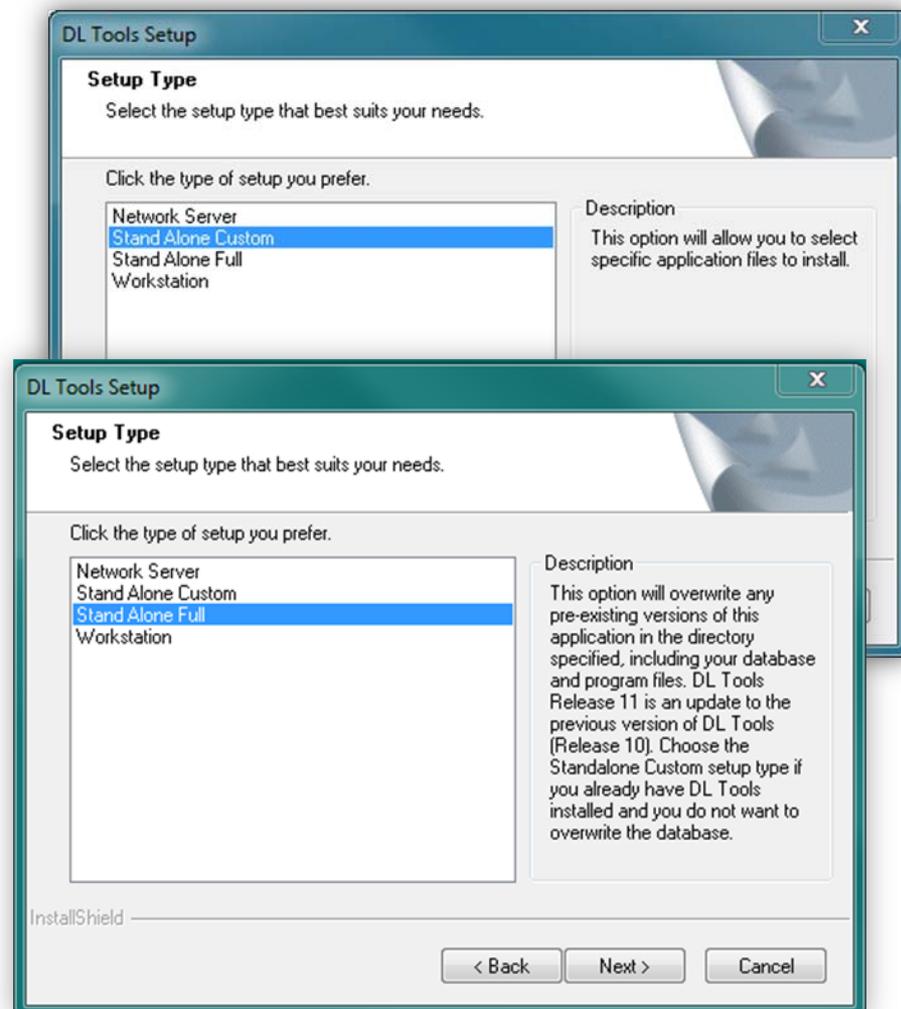
- DL Tools is a software application provided by the U.S. Department of Education at no cost to the end user
 - Use is optional
 - Used by all schools, EDExpress, and non-EDExpress
- DL Tools assists in reconciling by tracking cash, formatting the SAS, and comparing loan data in your system with accepted data in the COD System to help you identify and resolve discrepancies

DL Tools Release 11.0

- Multi-year (2009-10, 2010-11, 2011-12) application designed to provide the following functionality
 - Cash Management
 - School Account Statement (SAS) import, print, and compare
 - Rebuild Direct Loan records
 - Disbursement Measurement Tool report

Installation

- Direct Loan Tools Release 11.0 software on www.fsadownload.ed.gov
- Review Installation Guide for guidance on installation type



COD Setup

www.cod.ed.gov

The screenshot shows the 'SAS Options' page for Pellissippi State Community College. The page is part of the 'COMMON ORIGATION & DISBURSEMENT' system. The 'Program' is set to 'DIRECT LOAN' and the 'Award Year' is '11-12'. Under 'SAS Options', the 'Report Format' is 'Fixed Length'. The 'Include Names of Borrowers' is set to 'No'. The 'Report Activity Type' dropdown menu is open, showing options: 'Monthly', 'Year-to-Date', and 'Both'. The 'Monthly' option is selected. Below this, there are instructions: '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.' Under 'Sections of SAS to Receive', 'Summary by Loan Type' is set to 'Yes'. Below that, 'Disbursement Detail' is set to 'Monthly'. The 'Loan Level (optional)' is set to 'N/A'. There is an 'UPDATE' button at the bottom right of the form area.

Choose
YTD

DSDF
or
DSLDF



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User ID and Password

- Full install
 - Use SYSADMIN for both User ID & Password
 - Enter a new Password for SYSADMIN User ID when logging in
 - Create a new User ID & Password in Security Setup
- Custom install
 - Use User ID & Password already set up in Release 10.0

DL Tools System Setup

- Complete System Setup

System Setup

Default Direct Loan School Code: G99999

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

EDEExpress 2009-2010	<input type="checkbox"/>
EDEExpress 2010-2011	<input type="checkbox"/>
EDEExpress 2011-2012	<input type="checkbox"/>

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

Return to Dialog:

Single/Multiple (Default Print): Multiple

Default Program Year: 2011-2012

Default Report File Destination: Screen

Recommended Tolerance from Disbursement to Batched Date: 00

Recommended Tolerance from Disbursement to Booked Date: 00

OK Cancel Help

Cash Management

- Tracks Cash Receipts & Refunds of Cash

The screenshot shows a software window titled "Cash Management 2011-2012". The window contains the following fields and controls:

- School Code: -R ...
- Transaction Type: -R ▾
- Transaction Date: -R 📅
- Transaction Amount: -R 💰
- Record Source: M
- Last Update: 09/01/2011 10:57:42 SAMSMITH
- Reversing Transaction Indicator:
- Notes:

At the bottom of the window, there is a navigation bar with "1 of 1" and buttons for "Add", "Delete", "Save", and "Retrieve...". Below the navigation bar are three buttons: "OK", "Cancel", and "Help".

Import External Cash

Import 2011-2012

Direct Loan Tools

Import Type: Cash Detail External Add

Import From :
File... C:\NAM\Data\DLEXCASH.001

Report To:
 Printer File Screen
File...

OK Cancel Help

All DL Tools Record Layouts for external imports can be found in the COD Technical Reference, Volume IV, Section 3.



Import External Disbursements

Import 2011-2012

Direct Loan Tools

Import Type: Disbursement Detail External Add

Import From :
File... C:\IAM\Data\DLEXDISB.001

Report To:
 Printer File Screen
File...

Prompt for Duplicates?

OK Cancel Help



Checklist Before Reconciliation

- Export all pending data
 - Query your system for all records not in an “Accepted” status and resolve before the end of the month
- Import all Common Record responses
- Query your system for any disbursements still in a pending/anticipated status that have been disbursed and need to be recorded as such
- Complete internal reconciliation
- Import external files into DL Tools



Checklist...

Report Date: 09/15/2011 U.S. DEPARTMENT OF EDUCATION
 Report Time: 09:26:39 Federal Direct Loan Program - 2011-2012
 Status List

PAGE: 1

Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Unbooked Records

Student's Name PLUS Borrower's Name Loan ID	Current SSN Credit Dec	Orig Sts	MPN Sts	Disb Sts/#	Disb Type	Net Disb Amt	Disb Date
SMITH, SHAWN D.	XXX-XX-XXXX						
XXXXXXXXXXS12G99999001		A	A	A 1	D	\$2,239	09/01/2011
STUDENT, SALLY B.	XXX-XX-XXXX						
XXXXXXXXXXS12G99999001		A	A	A 1	D	\$2,239	09/01/2011
XXXXXXXXXXU12G99999001		A	A	A 1	D	\$2,985	09/01/2011
		A	A	A 1	Q		09/05/2011
STUDENT, STEVEN T.	XXX-XX-XXXX						
XXXXXXXXXXS12G99999001		B	A	A 1	D	\$2,737	09/01/2011
XXXXXXXXXXU12G99999001		B	A	B 1	D	\$3,483	09/01/2011
		B	A	B 1	A	\$3,000	09/01/2011



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Checklist...

BATCH ACTIVITY LOG BATCH/DOCUMENT ID	DATE SENT	BY WHOM?	RESPONSE IMPORT DATE	REJECTS AND/OR WARNINGS?
2011-09-04T13:53:43.2100100400	9/5	LM	9/6	NONE
2011-09-06T14:53:44.3300100400	9/6	LM		
2011-09-22T13:09:15.5500100400				
2011-10-04T13:53:43.2100100400	10/22	HK	11/09	111, 055
2011-10-12T18:29:36.1600100400	10/30	HK	11/14	111

Internal Ending Cash Balance Report

- Print this report before importing the SAS

Print 2011-2012

Direct Loan Tools

Report: Internal Ending Cash Balance Report Single Multiple

Report File Destination: Printer File Screen E-mail

SSN File: File...

Options:

Sort Order: Type

School Code: G99999

Disbursement Data Source: External

Include Cash Detail?

Transaction Date Range: ___/___/___ To ___/___/___

Selection Criteria OK Cancel Help Print Setup

Internal Ending Cash Balance Report

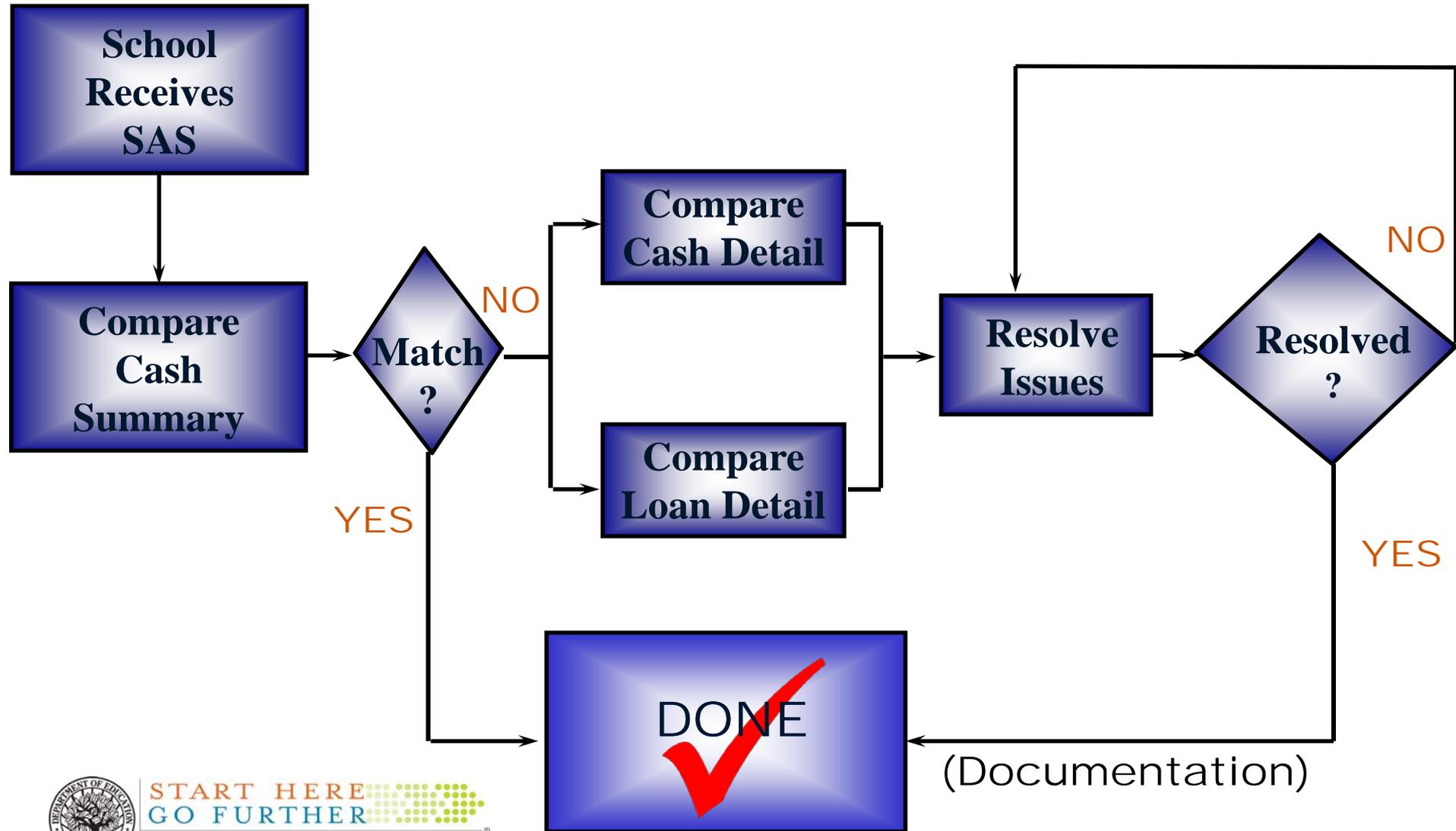
Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 14:14:17 DIRECT LOAN TOOLS - 2011-2012
Internal Ending Cash Balance Report - Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range:
School Code: G99999
Cash Receipts: \$21,782
Refunds of Cash: \$5,500
Total Cash (Receipts - Refunds of Cash): \$16,282
Total Disbursement Net Amount from External Data: \$15,323
Ending Cash Balance (Total Cash - Total Net Disbursements): \$959

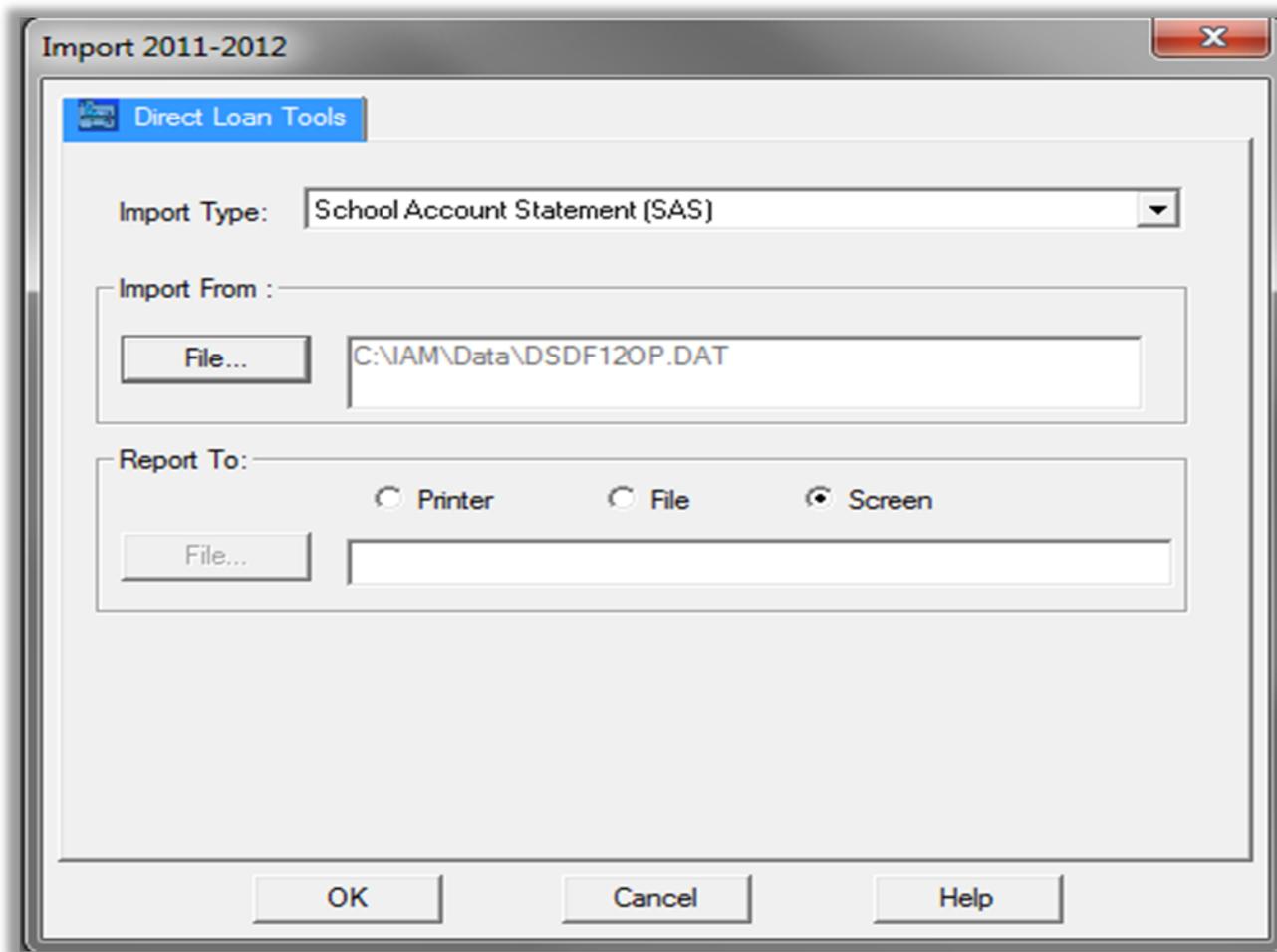
School Account Statement

- The SAS is a monthly statement listing the school's DL processing activity as reported to (and accepted by) the COD System
- Official file of record that you need to reconcile your school records against
- Import YTD loan-level detail (DSLDF) or YTD disbursement-level detail (DSDF) SAS
- Each SAS import overwrites previous SAS information stored in the database

Reconciliation: A Process Flow

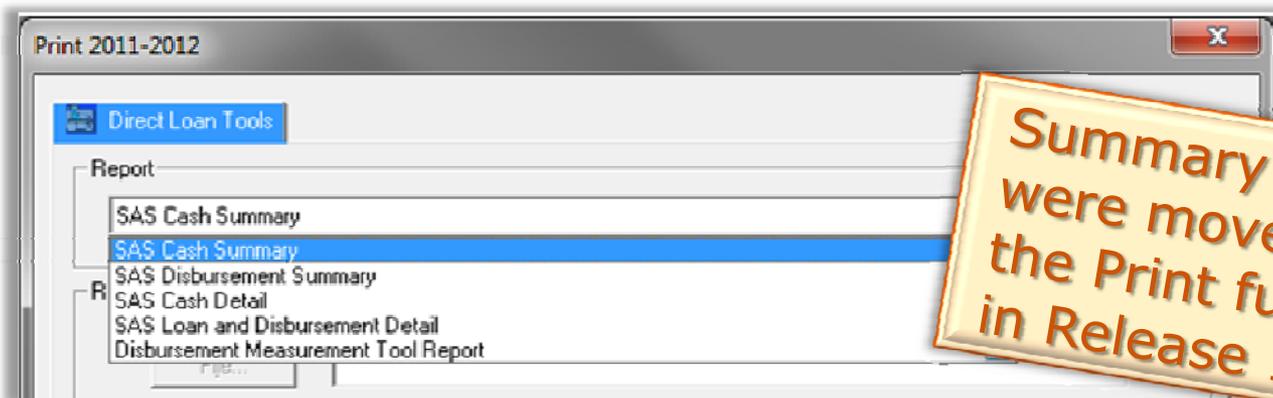


Importing the SAS



Printing in DL Tools

- Available reports
 - SAS Cash Summary
 - SAS Disbursement Summary
 - SAS Cash Detail
 - SAS Loan and Disbursement Detail
 - Disbursement Measurement Tool



Summary reports
were moved to
the Print function
in Release 11.0



Cash Summary-SAS vs. Internal

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 14:40:54 DIRECT LOAN TOOLS - 2011-2012
 SAS Year-to-Date Cash Summary

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 End Date: 09/30/2011

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

Beginning Cash Balance:		\$0
Cash Receipts:	\$14,996,789	
Refunds of Cash:	\$5,500	
Net Drawdowns/Payments:		\$14,991,289
Booked Disbursements:	\$14,999,978	
Booked Adjustments:	\$-21,689	
Total Net Booked Disbursements:		\$14,978,289
Ending Cash Balance:		\$13,000
Unbooked Disbursements:	\$6,119	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$6,119
Cash > Accepted and Posted Disbursements:		\$6,881

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 14:29:57 DIRECT LOAN TOOLS - 2011-2012

Internal Ending Cash Balance Report - Summary

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Date Range:

School Code: G99999

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



Printing SAS Cash Detail

Print 2011-2012

Direct Loan Tools

Report

SAS Cash Detail

Single
 Multiple

Report File Destination

Printer File Screen E-mail

File...

SSN File

File...

Options

School Code: G99999

Sort Order: Type - Cash Receipts then Refunds of Cash

Transaction Type: All

Transaction Date Range: / / To / /

Selection Criteria OK Cancel Help Print Setup



Printing SAS-Cash Detail

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 14:32:23 DIRECT LOAN TOOLS - 2011-2012
 SAS Cash Detail

Sort by: Trans Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: Trans Type: All
 School Code: G99999
 End Date: 09/30/2011

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

Total Cash Receipt Records: 7
 Total Refunds of Cash Records: 1
 Total SAS Cash Detail Records: 8
 Total Cash Receipt Amount: \$24,137
 Total Refunds of Cash Amount: \$5,500



Printing SAS-Loan Detail

Print 2011-2012

Direct Loan Tools

Report

SAS Loan and Disbursement Detail

Single
Multiple

Report File Destination

Printer File Screen E-mail

File...

SSN File

File...

Options

School Code: G99999

Sort Order: Loan ID

Booked Status: Both Booked and Unbooked

Loan Type: All

Disb. Date Range: / / To / /

Include Disbursement Detail?

Selection Criteria OK Cancel Help Print Setup

Printing SAS-Loan Detail

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 14:37:25 DIRECT LOAN TOOLS - 2011-2012
 SAS Loan Detail

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range:

School Code: G99999

Booked Status: Booked and Unbooked

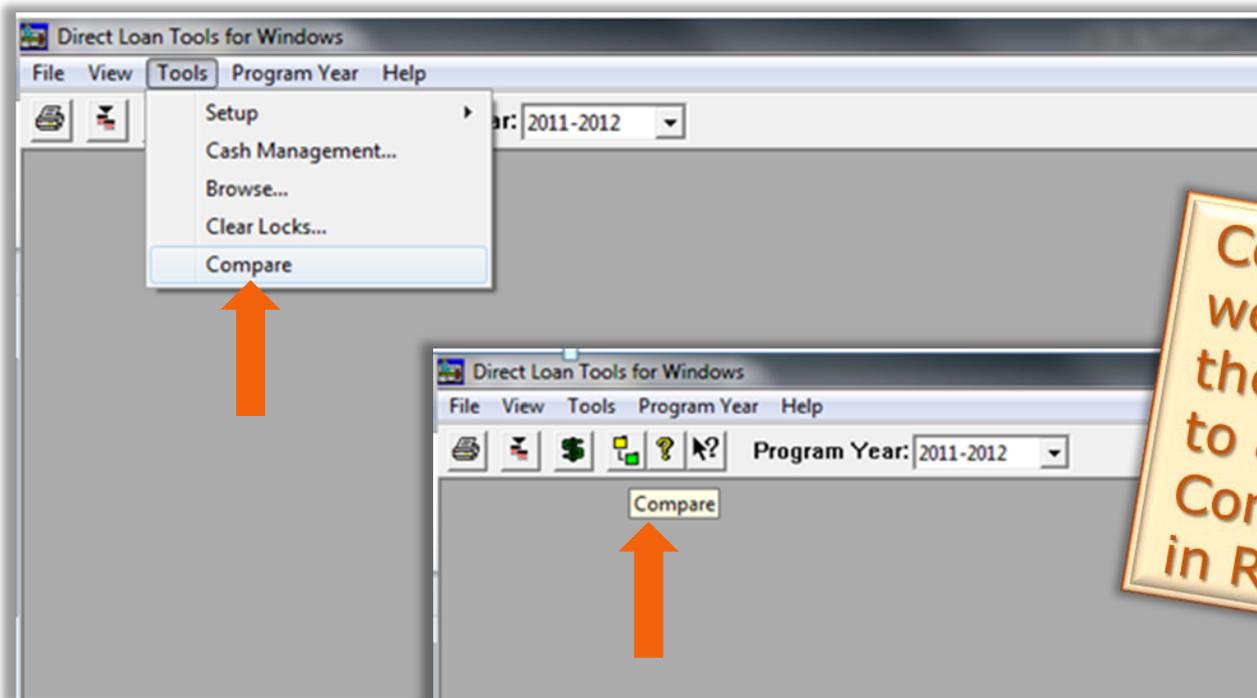
End Date: 09/30/2011

Loan Type: All

Student's Name PLUS Borrower's Name Loan ID Servicer Name	Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount
XXXXXXXXXP12G99999001 DIRECT LOAN SERVICER	Booked	\$3,500	\$140	\$53	\$3,413
XXXXXXXXXS12G99999001 DIRECT LOAN SERVICER	Booked	\$3,000	\$30	\$11	\$2,239
XXXXXXXXXU12G99999001 DIRECT LOAN SERVICER	Booked	\$3,000	\$30	\$15	\$2,985

← Servicer Name now prints in Release 11.0 ←

SAS Comparison Reports



Compare reports were moved from the Print function to a separate Compare function in Release 11.0



Cash Comparison Report

Compare 2011-2012

Direct Loan Tools

Compare

Cash Detail Comparison

Single
Multiple

Report File Destination

Printer File Screen E-mail

File...

SSN File

File...

Options

School Code: G99999 ...

Sort Order: Type

Match Status: All

Transaction Type: All

Transaction Date Range: / / To / /

Selection Criteria OK Cancel Help Print Setup

Compare reports were moved from the Print function to a separate Compare function in Release 11.0

Cash Detail Comparison Results

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 14:43:41 DIRECT LOAN TOOLS - 2011-2012
 Cash Detail Comparison

Sort by: Trans Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	09/10/2011	\$4,000	Unmatched	School
Receipt	09/15/2011	\$4,914	Matched	School
Receipt	09/15/2011	\$4,914	Matched	COD
Receipt	09/16/2011	\$4,000	Unmatched	COD
Receipt	09/20/2011	\$9,867	Unmatched	COD
Receipt	09/20/2011	\$9,868	Unmatched	School
Receipt	09/21/2011	\$1,000	Multiple Matches	COD
Receipt	09/22/2011	\$1,000	Multiple Matches	School
Receipt	09/22/2011	\$1,000	Multiple Matches	COD
Receipt	09/23/2011	\$1,000	Multiple Matches	School
Receipt	09/24/2011	\$1,000	Multiple Matches	COD
Receipt	09/25/2011	\$1,000	Multiple Matches	School
Receipt	09/29/2011	\$2,356	Unmatched	COD
Refund	09/05/2011	\$5,500	Matched	School



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Disbursement Detail Comparison Report

Compare 2011-2012

Direct Loan Tools

Compare

Disbursement Detail Comparison

Single
Multiple

Report File Destination

Printer File Screen E-mail

File...

SSN File

File...

Options

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

Comparison Type: SAS to External

Disbursement Date Range: / / To / /

Match Status: All

Booked Status: Both Booked and Unbooked

Selection Criteria OK Cancel Help Print Setup



Disbursement Detail Comparison Booked/Matched

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 14:46:35 DIRECT LOAN TOOLS - 2011-2012
Disbursement Detail Comparison

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range:

School Code: G99999

End Date: 09/30/2011

Match Status: All

BOOKED RECORDS THAT ARE MATCHED 

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
XXXXXXXXXS12G99999001		1/1	\$2,239/\$2,239

Disbursement Detail Comparison Booked/Unmatched

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 2
 Report Time: 14:46:35 DIRECT LOAN TOOLS - 2011-2012
 Disbursement Detail Comparison

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range:

School Code: G99999

End Date: 09/30/2011

Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED



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

XXXXXXXXXP12G99999001										
	NO MATCHING SCHOOL DISBURSEMENT									
	1	1	09/02/2011	D	\$3,500	\$140	\$53	\$3,413	\$0	
XXXXXXXXXU12G99999001										
	1	1	09/01/2011	D	\$3,000	\$30	\$15	\$2,985	\$0	
	1	1	09/05/2011	D	\$3,000	\$30	\$15	\$2,985	\$0	



Disbursement Detail Comparison

Unbooked/Matched

Report Date: 10/31/2011 U.S. DEPARTMENT OF EDUCATION PAGE: 3
 Report Time: 14:46:35 DIRECT LOAN TOOLS - 2011-2012
 Disbursement Detail Comparison

Sort by: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range:

School Code: G99999 End Date: 09/30/2011

Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED ←

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
-----	-----	-----	-----
XXXXXXXXXP12G99999001		1/1	\$4,875/\$4,875

Disbursement Detail Comparison Unbooked/Unmatched

```

Report Date: 10/31/2011      U.S. DEPARTMENT OF EDUCATION      PAGE: 4
Report Time: 14:46:35      DIRECT LOAN TOOLS - 2011-2012
                          Disbursement Detail Comparison

                          Sort by: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range:
School Code: G99999          End Date: 09/30/2011
Match Status: All
UNBOOKED RECORDS THAT ARE UNMATCHED ←
*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

Loan ID      Student's Name
SCHOOL Disb# Seq# Date Type Gross Fee Rebate Net Net Adj
COD Disb# Seq# Date Type Gross Fee Rebate Net Net Adj
-----
XXXXXXXXXS12G999999001
      1      1 09/30/2011 D $4,250 $42 $21 $4,229 $0
      NO MATCHING COD DISBURSEMENT

XXXXXXXXXXU12G999999001
      1      1 09/10/2011 D $1,000 $10 $5 $995 $0
      1      1 09/10/2011 D $1,250 $12 $6 $1,244 $0

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



How Do I Know I Am Finished?

- All discrepancies have been identified and resolved
- Timing issues are tracked for reconciliation in next month's SAS
- Reasons for any Ending Cash Balance have been identified
- All monthly reconciliation efforts have been documented (nothing is sent to ED)

Documenting your Reconciliation Efforts

	SCHOOL'S FINAID SYSTEM:		COD SCHOOL ACCT STATEMENT (SAS):		DIFFERENCE:	
Beginning Balance		\$0		\$0		\$0
Cash Receipts	\$13,074		\$13,074		\$0	
Refunds of Cash	(\$2,075)		(\$1,350)		(\$725)	
Net Drawdowns/Payments		\$10,999		\$11,724		(\$725)
Booked Disbursements	\$5,721		\$5,721		\$0	
Booked Adjustments	\$0		(\$1,250)		\$1,250	
Total Net Booked Disbs		\$5,721		\$4,471		\$1,250
Ending Cash Balance		\$5,278		\$7,253		(\$1,975)
Unbooked Disbursements	\$4,126		\$3,264		\$862	
Unbooked Adjustments	\$0		\$0		\$0	
Total Net Unbooked Disbs		\$4,126		\$3,264		\$862
Cash > Net Accepted and Posted Disbs		\$1,152		\$3,989		(\$2,837)

Action Item List Example

Monthly Reconciliation Action Items

Month Ending: 10/31/2011

Program Year: 2011-12

No	Action Item	Date Due	Date Completed
1.	Post 10/5 Disbursements totaling \$4250 in Financial Aid System Batch and Send to COD		
2.	Business Office must return \$5500 in G5 for Teresa Purple		
3.	Verify \$4500 future-dated disbursements book on COD and drawn down by business office		



Rebuild File from COD

- Fixed length format
- Message CODRBFOP
- Only includes records accepted by the COD system
- Includes web disbursements from the COD System
- Request a Rebuild file by calling COD School Relations at: 800-848-0978

Rebuild: EDExpress

- DL Tools rebuild function recreates DL origination and disbursement records in EDExpress
- Use Rebuild if your EDExpress database becomes corrupted and you don't have a reliable back-up

Rebuild: Non-EDEExpress

- Non-EDEExpress databases can also be rebuilt using DL Tools
 - First rebuild an EDEExpress database
 - Then export data from EDEExpress to a file that can be imported into the non-EDEExpress database

Disbursement Measurement Tool Report

- Calculates average actual processing time
 - Compares actual disbursement date to the date the disbursement was batched for transmission to the COD System
 - Compares actual disbursement date to loan booking date
- Compares average number of days elapsed to your tolerance settings in DL Tools System Setup
- Only available if you use EDExpress

DL Tools Technical Assistance

CPS/SAIG Technical Support:

- Phone: 800-330-5947
- TDD/TTY services: 800-511-5806
- E-mail: CPSSAIG@ed.gov
- Representatives are available Monday through Friday, 8 a.m. to 8 p.m. ET

Contact Information

We appreciate your feedback and comments. We can be reached at:

Chuck Hirman

- Phone: 206-615-3643
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