

# VOLUME IV DIRECT LOAN (DL) TOOLS

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COMMON ORIGINATION AND DISBURSEMENT  
2019-2020 TECHNICAL REFERENCE






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# Direct Loan Tools for Windows, Release 19.0

## VOLUME IV SECTION 1



*This section contains general overview information and guidance for schools and other agencies who use Direct Loan (DL) Tools Release 19.0 in combination with EDEExpress, third-party software and/or other in-house systems to track, analyze, reconcile, and rebuild William D. Ford Federal Direct Loan data processed by the COD System for the 2018-2019 and 2019-2020 Award Years.*

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## Overview

William D. Ford Federal Direct Loan (DL) Tools for Windows, Release 19.0 is a supplemental software product for Direct Loan participants. Starting in Summer 2019, you can download software and related user documentation from the U.S. Department of Education's Information for Financial Aid Professionals (IFAP) Web site located at [ifap.ed.gov](http://ifap.ed.gov).

DL Tools is a Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Compare the School Account Statement (SAS) to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS to the DL Tools Cash database.
- Print the SAS in a readable format.
- Track Cash Receipts (drawdowns) and Refunds of Cash.
- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.
- Run the Disbursement Measurement Tool Report to help monitor Direct Loan records in your EDEExpress database.

DL Tools Release, 19.0 includes functionality for the 2018-2019 and 2019-2020 award years. In future versions, we will add functionality for each new cycle year, enabling DL Tools to assist you with Direct Loan tasks for the three most recent cycles.

### DL Tools Comparison

DL Tools Loan and Disbursement Comparison Reports, located in the Compare dialog box, are designed to be run using the SAS Reports with YTD detail, not monthly detail. See Volume IV, Section 8 of this technical reference for information about default settings and SAS option selections. You can change your report options (YTD detail, for example) by accessing the COD System Web site at [cod.ed.gov](http://cod.ed.gov).

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDEExpress for Windows databases. However, non-EDEExpress users can export data from a rebuilt EDEExpress database to recreate non-EDEExpress loans or databases.

The Disbursement Measurement Tool Report (available in DL Tools if connected to EDEExpress) and the List–Document Activity report (available in EDEExpress) assist schools with monitoring current operations, procedures, and program status, and can also help meet the Quality Assurance requirement in the Direct Loan program. Tolerances can be applied when running these reports. Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. Your school decides which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of a continuous improvement plan.

## Using DL Tools without EDEExpress

If you do not use EDEExpress, you can still use DL Tools to assist in reconciling. You can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools, thus creating a temporary database you can use to compare your data to the SAS.

- To add school cash data to the newly created database, import the External Cash file (DLEXCASH).
- To add school loan data to the newly created database, import the External Loan file (DLEXLOAN).
- To add school disbursement data to the newly created database, import the External Disbursement file (DLEXDISB).

Fixed-length record layouts for each of these file types are included in Volume IV, Section 3 of the *2019-2020 Common Origination and Disbursement (COD) Technical Reference*.

These record layouts are used without header or trailer records.

When creating your external files, use the standard file names of DLEXCASH, DLEXLOAN, and DLEXDISB as noted at the top of each record layout. You need to include a carriage return/ line feed (CR/LF) (ASCII characters 13 and 10) at the end of each data record. At the end of the file, no end of file (EOF) marker is required, just the CR/LF markers.

Users always see the “-R” label added to software fields.

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## Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, DL Tools for Windows, Release 19.0 is compatible with screen reader technology used by the visually impaired.

Screen reader software cannot interpret color shading in DL Tools software entry fields. To accommodate this restriction, DL Tools fields that are shaded yellow to indicate they are required also display a “-R” after the software label. The “-R” indicates the field is required.

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## DL Tools Release 19.0 Enhancements & Changes

The following enhancements and changes are available in DL Tools Release 19.0:

### *General*

- **Program Year 2019-2020 Added** – We added DL Tools functionality and message classes applicable to program year 2019-2020.

### *Disbursement Detail External Add (DLEXDISB)*

- **Disbursement Date Range Updated for 2019-2020** – We updated import functionality for the Disbursement Detail External Add file (message class DLEXDISB) to only allow a date range of 10/1/2018 to 12/28/2023 for 2019-2020 disbursement transactions.



## Getting Help

### Software Help

DL Tools Release 19.0 provides a help system to assist you with system setup and more details regarding use of this software tool.

General help is available from the menu bar and field help is available by pressing the F1 key. See the Using Help topic for more information.

Make sure you include both your TG number and your telephone number in your e-mail message.

### CPS/SAIG Technical Support

For questions regarding technical assistance and software functionality, call CPS/SAIG Technical Support at: 800/330-5947, TDD/TTY: 800/511-5806. E-mail CPS/SAIG Technical Support at: [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov). A representative will respond within one business day.

### Additional Assistance

If you have questions regarding the Direct Loan reconciliation or closeout process, please contact the COD School Relations Center at 800/848-0978 or send an e-mail to [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

You can also post questions regarding DL Tools on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to [ed.gov/offices/OSFAP/services/fsatechsubscribe.html](http://ed.gov/offices/OSFAP/services/fsatechsubscribe.html).

Federal Student Aid staff or the financial aid partner responsible for the system will research your question and post a response to the listserv so that everyone can benefit from the information.

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# Direct Loan Tools Release 19.0 Message Classes

## VOLUME IV SECTION 2

*This section provides information regarding the external import, rebuild, and School Account Statement (SAS) message classes used by the Direct Loan (DL) Tools Release 19.0 software.*

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## DL Tools External Add Message Classes

The following message classes are used to import cash, loan, and/or disbursement data from an external system into DL Tools:

Message Class	Program Year	Data Description	Record Length
DLEXCASH	2018-2019 and 2019-2020	Cash Detail External Add	80
DLEXLOAN	2018-2019 and 2019-2020	Loan Detail External Add	80
DLEXDISB	2018-2019 and 2019-2020	Disbursement Detail External Add	97

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## Rebuild Message Classes

The following Rebuild message class can be imported into DL Tools to rebuild an EDExpress database:

Message Class	Program Year	Data Description	Record Length
CODRBFOP	2018-2019 and 2019-2020	Rebuild File	1059

## School Account Statement (SAS) Message Classes

The following School Account Statement (SAS) message classes can be imported into DL Tools to run comparison reports.

Message Class	Program Year	Data Description	Record Length
DSDF19OP	2018-2019	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSDF20OP	2019-2020	School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLF19OP	2018-2019	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220
DSLF20OP	2019-2020	School Account Statement (Fixed-Length, Loan Level Loan Detail)	220

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# Direct Loan Tools Release 19.0 Record Layouts

## VOLUME IV SECTION 3

*This section provides record layouts for schools and other agencies using third-party software and/or other in-house systems who need to import 2018-2019 or 2019-2020 cash detail, loan detail, or disbursement detail into Direct Loan (DL) Tools Release 19.0. For more detailed information on the Rebuild and School Account Statement (SAS) files, see Volume VI, Section 8 (COD Reports) in the 2019-2020 COD Technical Reference.*

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## Cash Detail External Add Record Layout

### Message Class - DLEXCASH

Cash Detail External Add				Cash Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	6	6	School Code	X00000 to X99999 where X = G or E	Left
2	7	8	2	Program Year	19 or 20  Use 19 as the Program Year to indicate you are importing a cash detail record applicable to 2018-2019. Use 20 as the Program Year to indicate you are importing a cash detail record applicable to 2019-2020.	Left
3	9	9	1	Transaction Type	R = Cash Receipts (Drawdowns) X = Refund of Cash	Left
4	10	17	8	Transaction Date Date cash receipt or refund of cash is applied	19000101 to 20991231 Format is CCYYMMDD	Date
5	18	28	11	Transaction Amount The amount for cash receipt or refund of cash	-2147483648 to 02147483647  Refunds of Cash and Cash Receipts are normally positive. Only use the negative sign for reversing transactions.	Right
6	29	41	13	G5 Control Number Code/User Notes The G5 Control Number Code received from G5 for cash receipts or any text the user chooses.	Any valid keyboard character or Blank  Ignored when Transaction Type = X	Right
7	42	56	15	Check Number/User Notes The check number returned by the school on a check for refund of cash or any text the user chooses	Any valid keyboard character or Blank  Ignored when Transaction Type = R	Right
8	57	80	24	Unused/Reserve for future expansion	Will be blank	Left
			<b>80</b>	<b>Total Bytes</b>		

# Loan Detail External Add Record Layout

## Message Class - DLEXLOAN

Loan Detail External Add				Loan Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	8	8	End Date The last day of the reporting period	Format is CCYYMMDD	Date
2	9	9	1	Record Type	B = Booked Loan Detail U = Unbooked Loan Detail	Left
3	10	30	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001 to 999999999 Loan Type: S = Subsidized U = Unsubsidized P = PLUS or Grad PLUS Program Year: 19 or 20 School Code: X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999  Use 19 as the Program Year to indicate you are importing a loan detail record applicable to 2018-2019. Use 20 as the Program Year to indicate you are importing a loan detail record applicable to 2019-2020.	Left
4	31	36	6	School Code	X00000 to X99999 where X = G or E	Left
5	37	43	7	Gross Amount The total gross amount for the loan	0000000 to 0999999	Right
6	44	50	7	Fee Amount The total fee amount for the loan	0000000 to 0999999	Right
7	51	57	7	Interest Rebate Amount The total interest rebate amount for the loan	0000000 to 0999999	Right
8	58	64	7	Net Amount The total net amount for the loan	0000000 to 0999999	Right
9	65	80	16	Unused/Reserve for future expansion	Will be blank	Left
			<b>80</b>	<b>Total Bytes</b>		



## Disbursement Detail External Add Record Layout

### Message Class - DLEXDISB

Disbursement Detail External Add				Disbursement Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	8	8	End Date The last day of the reporting period	Format is CCYYMMDD	Date
2	9	9	1	Record Type	B = Booked Loan Detail U = Unbooked Loan Detail	Left
3	10	30	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001 to 999999999 Loan Type: S = Subsidized U = Unsubsidized P = PLUS or Grad PLUS Program Year: 19 or 20 School Code: X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999  Use 19 as the Program Year to indicate you are importing a disbursement detail record applicable to 2018-2019. Use 20 as the Program Year to indicate you are importing a disbursement detail record applicable to 2019-2020.	Left
4	31	36	6	School Code	X00000 to X99999 where X = G or E	Left
5	37	41	5	Total Gross Amount The sum of the actual gross amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
6	42	46	5	Total Loan Fee Amount The sum of the actual loan fee amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
7	47	51	5	Total Interest Rebate Amount The sum of the actual interest rebate amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
8	52	56	5	Total Net Amount The sum of the actual net amount (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
9	57	61	5	Disbursement Actual Gross Amount	Numeric >= 0	Right
10	62	66	5	Disbursement Actual Loan Fee Amount	Numeric >= 0	Right
11	67	71	5	Disbursement Actual Interest Rebate Amount	Numeric >= 0	Right
12	72	76	5	Disbursement Actual Net Amount	Numeric >= 0	Right
13	77	82	6	Disbursement Actual Net Adjustment	-99999 to 099999 Can be blank	Right

Disbursement Detail External Add				Disbursement Detail Record Layout		
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
14	83	84	2	Disbursement Number The disbursement number for the current disbursement transaction	01 to 20	Right
15	85	86	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed within EDEExpress	01 to 65 66 to 90 = Web Disbursements Cannot be blank	Right
16	87	88	2	Previous Disbursement Sequence Number The Disbursement Sequence Number of the disbursement activity immediately preceding this disbursement record. Used to determine disbursement order only. It is not stored.	01 to 65 66 to 90 = Web Disbursements If Transaction Type = D, must be 00 or blank.	Left
17	89	89	1	Transaction Type—Disbursement Disbursement Activity recorded at COD	A = Adjusted Disbursement Amount D = Disbursement	Left
18	90	97	8	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD  For 2018-2019: 20150621 to 20221228 For 2019-2020: 20181001 to 20231228	Date
			97	<b>Total Bytes</b>		

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# Direct Loan Tools Release 19.0 Reports

VOLUME IV  
SECTION

4

*This section provides samples of and overview information regarding the variety of reports that can be generated using Direct Loan (DL) Tools Release 19.0 to assist your Direct Loan processing and reconciliation performance.*

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## Reports

Using DL Tools, Release 19.0, you can print a variety of reports to assist your Direct Loan processing and reconciliation performance. This section provides a description and an example for each of the following reports:

Located within the Print function:

- Internal Ending Cash Balance Report
- SAS Cash Summary
- SAS Disbursement Summary
- School Account Statement (SAS) Cash Detail
- SAS Loan and Disbursement Detail
- Disbursement Measurement Tool Report (EDEXpress schools only)

Located within the Compare function:

- Cash Detail Comparison
- Loan Detail Comparison – Loan Detail
- Disbursement Detail Comparison

Each report example represents the 2019-2020 Award Year. Keep in mind that you can also run 2018-2019 reports in Release 19.0.

### Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report calculates and displays the school internal ending cash balance based on Cash Receipts and Refunds of Cash entered or imported in Cash Management in DL Tools, and disbursement amounts from your school's EDEXpress database or loan/disbursement amounts imported into DL Tools from an external file source (non-EDEXpress schools). The cash detail can be imported using the Cash Detail External Add file (DLEXCASH) and the disbursement detail can be imported using the Disbursement Detail External Add file (DLEXDISB). External record layouts are provided in Volume IV, Section 3 of the *2019-2020 COD Technical Reference*.

This report is available for the 2018-2019 and 2019-2020 program years in Release 19.0. An EDEXpress database connection is optional.

When printing an Internal Ending Cash Balance Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then an Internal Ending Cash Balance Report is printed for all school codes in your school's database for the designated program year.

See Volume VI, Section 8 (COD Reports) of the *2019-2020 COD Technical Reference* for more detailed information on School Account Statement (SAS) files.

All comparison reports are run from the Compare dialog box, which is accessible from the software toolbar or the Tools menu. SAS summary reports are printed from the Print dialog box.

For the Internal Ending Cash Balance Report to provide an accurate school ending cash balance, both cash records and loan/disbursement records must be available to the software. Schools that do not use the Cash Management function in DL Tools, do not import loan and disbursement records from an external file, or do not have a connection to EDEXpress will not obtain helpful results from this report.

### Example 1

Below is an example of an Internal Ending Cash Balance Report – Summary with Disbursement Data Source = EDExpress:

```
Report Date: 02/03/2020      U.S. DEPARTMENT OF EDUCATION      Page:      1
Report Time: 12:01:01      Direct Loan Tools - 2019-2020
                          Internal Ending Cash Balance Report - Summary
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range:  01/01/2020 to 01/31/2020

School Code: G99999

Cash Receipts:                                $268,603
Refunds of Cash:                                $35,135
Total Cash (Receipts - Refunds of Cash):                                $233,468

Total Disbursement Net Amount from EDExpress:                                $231,468

Ending Cash Balance (Total Cash - Total Net Disbursements):                                $2,000
```

### Example 2

Below is an example of an Internal Ending Cash Balance Report – Summary with Disbursement Data Source = External Source:

```
Report Date: 02/03/2020      U.S. DEPARTMENT OF EDUCATION      Page:      1
Report Time: 12:01:01      Direct Loan Tools - 2019-2020
                          Internal Ending Cash Balance Report - Summary
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range:  01/01/2020 to 01/31/2020

School Code: G99999

Cash Receipts:                                $268,603
Refunds of Cash:                                $35,135
Total Cash (Receipts - Refunds of Cash):                                $233,468

Total Disbursement Net Amount from External Data:                                $233,468

Ending Cash Balance (Total Cash - Total Net Disbursements):                                $0
```

**Example 3**

Below is an example of an Internal Ending Cash Balance Report – Detail  
Sorted by Transaction Type:

```

Report Date: 02/03/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 12:12:01    Direct Loan Tools - 2019-2020
                        Internal Ending Cash Balance Report - Detail
                                Sort: Type
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****

Date Range: 01/01/2020 to 01/31/2020

School Code: G99999

Trans Type      Date      Amount
-----
Receipt         01/03/2020      $3,350
Receipt         01/07/2020      $3,780
Receipt         01/08/2020      $4,084
Receipt         01/09/2020      $5,881
Receipt         01/10/2020      $9,217
Receipt         01/13/2020      $9,540
Receipt         01/14/2020        $40
Receipt         01/15/2020    $147,483
Receipt         01/16/2020      $2,000
Receipt         01/16/2020      $3,650
Receipt         01/17/2020     $12,332
Receipt         01/17/2020    $65,000
Receipt         01/21/2020      $1,247
Receipt         01/22/2020       $999
Refund          01/03/2020      $3,921
Refund          01/07/2020      $3,588
Refund          01/08/2020      $3,408
Refund          01/09/2020      $3,335
Refund          01/10/2020      $3,312
Refund          01/14/2020      $3,179
Refund          01/15/2020      $3,124
Refund          01/16/2020      $3,095
Refund          01/17/2020      $3,037
Refund          01/22/2020      $3,011
Refund          01/23/2020      $2,000
Refund          01/24/2020       $125

Total Cash Receipt Records:      14
Total Refunds of Cash Records:   12

Total Cash Receipt Amount:      $268,603
Total Refunds of Cash Amount:   $35,135

```

## *SAS Cash Summary*

The SAS Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed by the COD system. This report can be compared to summary information on the school's internal systems. You can print a monthly cash summary, year-to-date cash summary, or both.

The SAS Cash Summary is available from the Print dialog box. You can print the report at any time following the import of a SAS file.

**Note:** The SAS cash summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional, as this report prints cash summary data from the SAS, which is stored in the DL Tools database.

**Example 1**

Below is an example of a SAS Cash Summary – Type is Monthly:

```
Report Date: 02/03/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 09:53:09    DIRECT LOAN TOOLS - 2019-2020
                          SAS Monthly Cash Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****

End Date: 01/31/2020

School Code: G99999
Region Code: 99
State Code: XX

Beginning Cash Balance:                                $3,000
  Cash Receipts:                                       $24,137
  Refunds of Cash:                                     $5,500
Net Drawdowns/Payments:                                $18,637

  Booked Disbursements:                               $8,637
  Booked Adjustments:                                  $0
Total Net Booked Disbursements:                        $8,637

Ending Cash Balance:                                  $13,000
  Unbooked Disbursements:                             $6,119
  Unbooked Adjustments:                                $0
Total Net Unbooked Disbursements:                      $6,119

Cash > Accepted and Posted Disbursements:            $6,881

*****
```



## Example 2

Below is an example of a SAS Cash Summary – Type is Year-to-Date:

```

Report Date: 02/03/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 10:23:37    DIRECT LOAN TOOLS - 2019-2020
                        SAS Year-to-Date Cash Summary
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****

End Date: 01/31/2020

School Code: G99999
Region Code: 99
State Code: XX

Beginning Cash Balance:                                $0
  Cash Receipts:                                $14,996.789
  Refunds of Cash:                                $5,500
Net Drawdowns/Payments:                                $14,991,289

  Booked Disbursements:                                $14,999,978
  Booked Adjustments:                                $-21,689
Total Net Booked Disbursements:                        $14,978,289

Ending Cash Balance:                                $13,000
  Unbooked Disbursements:                            $6,119
  Unbooked Adjustments:                              $0
Total Net Unbooked Disbursements:                      $6,119

Cash > Accepted and Posted Disbursements:            $6,881

*****

```

## *SAS Disbursement Summary*

The SAS Disbursement Summary report is available from the Print dialog box. You can print the report at any time following the import of a SAS file.

This section of the SAS provides monthly and year-to-date summary disbursement information for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed by the COD system. You can print a monthly disbursement summary, year-to-date disbursement summary, or both.

**Note:** The SAS disbursement summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDEExpress database connection is optional.

### Example 1

Below is an example of a SAS Disbursement Summary – Type is Monthly:

```

Report Date: 02/03/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 12:53:54    Direct Loan Tools - 2019-2020
                        SAS Monthly Disbursement Summary
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
End Date: 01/31/2020

School Code: G99999
Region Code: 99
State Code: XX

                        Subsidized      Unsubsidized      PLUS
                        -----
Booked Gross                $2,250            $3,000            $3,500
Booked Fee                   $22              $30              $148
Booked Interest Rebate       $0               $0               $0
Booked Net                   $2,228           $2,970           $3,352

Unbooked Gross               $0               $1,250           $5,000
Unbooked Fee                 $0               $12              $212
Unbooked Interest Rebate     $0               $0               $0
Unbooked Net                 $0               $1,238           $4,788

                        All Loans
                        -----
Booked Gross                $8,750
Booked Fee                   $200
Booked Interest Rebate       $0
Booked Net                   $8,550

Unbooked Gross               $6,250
Unbooked Fee                 $224
Unbooked Interest Rebate     $0
Unbooked Net                 $6,026

                        *****

```

**Example 2**

Below is an example of a SAS Disbursement Summary – Type is Year-to-Date:

```

Report Date: 02/01/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 12:53:54    Direct Loan Tools - 2019-2020
                        SAS Year-to-Date Disbursement Summary
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
End Date: 01/31/2020

School Code: G99999
Region Code: 99
State Code: XX

                                Subsidized      Unsubsidized      PLUS
                                -----
Booked Gross                    $8,415,294          $3,332,623          $3,373,447
Booked Fee                      $89,370            $35,392             $143,304
Booked Interest Rebate          $0                  $0                  $0
Booked Net                      $8,325,924          $3,297,231          $3,230,143

Unbooked Gross                  $0                  $1,250              $5,000
Unbooked Fee                    $0                  $12                 $212
Unbooked Interest Rebate        $0                  $0                  $0
Unbooked Net                    $0                  $1,238              $4,788

                                All Loans
                                -----
Booked Gross                    $15,121,364
Booked Fee                      $268,066
Booked Interest Rebate          $0
Booked Net                      $14,853,298

Unbooked Gross                  $6,250
Unbooked Fee                    $224
Unbooked Interest Rebate        $0
Unbooked Net                    $6,026

                                *****

```

## Cash Detail Comparison

The Cash Detail Comparison Report provides a comparison of cash detail records in the SAS file received from the Common Origination and Disbursement (COD) System to the cash detail records in DL Tools Cash Management. Cash Management records are entered manually or through the Cash Detail External Add (DLEXCASH) import option. Since only Cash entries (Drawdowns and Refunds of Cash) are used for the Cash Detail Comparison report, no disbursement detail information is printed on this report. External record layouts are found in Volume IV, Section 3 of the *2019-2020 COD Technical Reference*.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

The Cash Detail Comparison report uses the tolerance setting in DL Tools' System Setup (**Tools, Setup, System**) to account for timing differences between the entry dates on your school system and the dates recorded for cash transactions by the processors. The System Setup field labeled **Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match** allows you to enter the number of days between SAS cash records and cash records entered by your school that are considered a match when running the Cash Detail Comparison report. A drawdown or refund of cash transaction is considered a mismatch if the number of days between the date reported by the school and the date reported on the SAS exceeds this tolerance.

When printing a Cash Detail Comparison Report, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, then a Cash Detail Comparison report is printed for all school codes in your school's database for the designated program year.

**Example 1**

Below is an example of a Cash Detail Comparison – Sorted by Amount:

Report Date: 02/03/2020 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
 Report Time: 12:01:01 Direct Loan Tools - 2019-2020  
 Cash Detail Comparison

Sort: Amount

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

Date Range: 01/01/2020 to 01/31/2020 Match Status: All  
 School Code: G99999 Trans Type: All  
 Tolerance (# days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
-----	-----	-----	-----	-----
Receipt	01/03/2020	\$112	Matched	COD
Receipt	01/03/2020	\$112	Matched	School
Receipt	01/07/2020	\$378	Matched	COD
Receipt	01/07/2020	\$378	Matched	School
Receipt	01/08/2020	\$995	Unmatched	COD
Refund	01/08/2020	\$954	Matched	COD
Refund	01/08/2020	\$954	Matched	School
Refund	01/09/2020	\$1,247	Matched	School
Refund	01/09/2020	\$1,247	Matched	COD
Receipt	01/10/2020	\$1,797	Matched	COD
Receipt	01/10/2020	\$1,797	Matched	School
Refund	01/14/2020	\$3,126	Unmatched	School
Refund	01/17/2020	\$3,126	Unmatched	COD
Receipt	01/03/2020	\$3,350	Matched	COD
Receipt	01/06/2020	\$3,350	Matched	School
Receipt	01/07/2020	\$4,084	Matched	COD
Receipt	01/07/2020	\$4,084	Matched	School
Totals:				
Matched Records:			13	
Unmatched Records:			3	
COD Cash Detail Records:			9	
School Cash Detail Records:			8	

## Example 2

Below is an example of a Cash Detail Comparison – Filtered on Transaction Type and Sorted by Date:

Report Date: 03/04/2020	U.S. DEPARTMENT OF EDUCATION	PAGE: 1		
Report Time: 12:12:01	Direct Loan Tools - 2019-2020			
Cash Detail Comparison				
		Sort: Date		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT				
*****				
Date Range: 01/01/2020 to 02/28/2020	Match Status: All			
School Code: G99999	Trans Type: Refunds of Cash			
Tolerance (# days): 5				
Trans Type	Trans Date	Trans Amount	Match Status	Record Source
-----	-----	-----	-----	-----
Refund	01/03/2020	\$112	Matched	School
Refund	01/03/2020	\$112	Matched	COD
Refund	01/07/2020	\$378	Matched	School
Refund	01/07/2020	\$378	Matched	COD
Refund	01/08/2020	\$954	Unmatched	School
Refund	02/04/2020	\$952	Unmatched	COD
Refund	02/04/2020	\$1,247	Matched	School
Refund	02/04/2020	\$1,247	Matched	COD
Refund	02/06/2020	\$3,126	Matched	School
Refund	02/06/2020	\$3,126	Matched	COD
Refund	02/14/2020	\$23,126	Unmatched	COD
Refund	02/17/2020	\$3,350	Matched	School
Refund	02/17/2020	\$3,350	Matched	COD
Refund	02/21/2020	\$4,084	Matched	School
Refund	02/21/2020	\$4,084	Matched	COD
Refund	02/24/2020	\$5,881	Unmatched	School
Totals:				
Matched Records:			12	
Unmatched Records:			4	
COD Cash Detail Records:			8	
School Cash Detail Records:			8	

## Loan Detail Comparison – Loan Level

This report provides you with a comparison of loan detail records from the SAS file received from the COD System with loan or disbursement detail records imported from an external system or loan detail data in EDEExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3 of the *2019-2020 COD Technical Reference*.

**Note:** DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at [cod.ed.gov](http://cod.ed.gov).

If your school has not imported a booking notification for the loan but the SAS shows that the loan is booked, the loan appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database. If your school receives a DSDF with monthly detail, then no loans appear in this section when the Loan Level Compare is run (unless the SAS shows the loan as unbooked and your school data shows that the loan total is \$0), due to the fact that loan totals in the monthly detail section of the SAS are always \$0.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

**Booked Records That Are Matched** - Loan records appear in this section of the Compare report if the SAS shows a booked date and the loan data in the SAS matches the data in your school's database. If you receive a DSDF with monthly detail, then loans never appear in this section when the Loan Level Compare is run, since the loan totals in the monthly detail section of the SAS are always \$0.

**Booked Records That Are Unmatched** - Loan records appear in this section of the Compare report if the loan appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data. If your school receives a DSDF with monthly detail, then all loans that appear in the SAS as booked appear in this section when the Loan Level Compare is run, unless the loan was reduced to \$0 at the school.

**Unbooked Records That Are Matched** - Loan records appear in this section of the Compare report if the loan appears on the SAS as unbooked and the amounts match between the COD System and the school.



**Unbooked Records That Are Unmatched** - Loan records will appear in this section of the Compare report if the loan exists in your school's database but does not appear on the SAS; the loan appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS, and would therefore appear in this section.

A Loan Detail Comparison – Loan Level Report runs regardless of the type of SAS (DSLIF or DSDF) that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EDEExpress database connection is optional. When printing a Loan Detail Comparison, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, the Loan Detail Comparison report prints for all school codes in your school's database for the designated program year.

**Example 1**

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 1:

Report Date: 02/04/2020U.S. DEPARTMENT OF EDUCATIONPAGE: 1

Report Time: 12:01:01Direct Loan Tools - 2019-2020

Loan Detail Comparison - Loan Level

Sort: Loan ID

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School Code: G99999End Date: 01/31/2020

Match Status: All

Booked Records That Are Matched

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
-----	-----	-----	-----
999999999P20G99999001	PINK, JACK J	\$500/ \$500	2
999999999S20G99999001	BLUE, JOHN S	\$3500/ \$3500	2

**Example 2**

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 2:

Report Date: 02/04/2020      U.S. DEPARTMENT OF EDUCATION      PAGE: 2

Report Time: 12:01:01      Direct Loan Tools - 2019-2020

Loan Detail Comparison - Loan Level

Sort: Loan ID

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School Code: G99999      End Date: 01/31/2020

Match Status: All

Booked Records That Are Unmatched

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
-----	-----	-----	-----
999999999S20G99999001	WHITE, WENDY W	\$500/    \$245	2
999999999S20G99999001	BLACK, BUD B	/    \$245	1
999999999S20G99999001	GREEN, GARY G	\$500/	2

### Example 3

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 3:

Report Date: 02/04/2020	U.S. DEPARTMENT OF EDUCATION	PAGE: 3	
Report Time: 12:01:01	Direct Loan Tools - 2019-2020		
Loan Detail Comparison - Loan Level			
		Sort: Loan ID	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT			
*****			
School Code: G99999	End Date: 01/31/2020		
Match Status: All			
Unbooked Records That Are Matched			
Loan ID	Student's Name	School/COD Net Amount	# School Disbs
-----	-----	-----	-----
999999999P20G99999001	BROWN, BRENDA B	\$500/ \$500	2
999999999U20G99999001	RED, ROBERT R	\$1500/ \$1500	2

### Example 4

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 4:

Report Date: 02/04/2020	US. DEPARTMENT OF EDUCATION	PAGE: 4
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2019-2020	
Loan Detail Comparison - Loan Level		
		Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		
*****		
School Code: G99999	End Date: 01/31/2020	
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/COD Net Amount
-----	-----	-----
999999999S20G99999001	BLUE, BARBARA B	\$500/ \$245
999999999S20G99999001	WHITE, WILLIAM W	/ \$245
999999999S20G99999001	GREEN, GLENDA G	\$500/
		2
		0
		2
Total Booked Records That Are Matched:		2
Total Booked Records That Are Unmatched:		3
Total Unbooked Records That Are Matched:		2
Total Unbooked Records That Are Unmatched:		3
Total Loans:		10

## Disbursement Detail Comparison

This report, which you can print from the Compare dialog box, provides you with a comparison of disbursement detail records from the SAS file received from the COD System with disbursement detail records imported from an external system or disbursement detail data in EDEExpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3 of the *2019-2020 COD Technical Reference*.

**Note:** DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with YTD detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at [cod.ed.gov](http://cod.ed.gov).

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

**Booked Records That Are Matched** - Disbursement records appear in this section of the Compare report if the SAS shows a booked date and the disbursement data in the SAS matches the data in your school's database.

**Booked Records That Are Unmatched** - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data.

**Unbooked Records That Are Matched** - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as unbooked, and the dates and amounts match between the COD System and the school.

**Unbooked Records That Are Unmatched** - Disbursement records appear in this section of the Compare report if the disbursement exists in your school's database but does not appear on the SAS; the disbursement appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDf with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS and would therefore appear in this section.

DL Tools compares the disbursements recorded in EDEExpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the disbursement number, sequence number, disbursement date, and disbursement amounts.

If your school has not imported a booking notification for the loan but the SAS shows that the disbursement has booked, then the disbursement appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database.

The SAS end date always supersedes the selected date range specified if that date falls beyond the SAS end date.

A Disbursement Detail Comparison Report runs only if a disbursement level report (DSDf) with disbursement detail has been imported into DL Tools. If your school imports a loan-level report (DSLf) rather than a DSDf, then you cannot run this report. An EDEExpress database connection is optional. When printing a Disbursement Detail Comparison, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, a Disbursement Detail Comparison report is printed for all school codes in your school's database for the designated program year.

### Example 1

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 1:

Report Date: 02/04/2020U.S. DEPARTMENT OF EDUCATIONPAGE: 1

Report Time: 12:01:01Direct Loan Tools - 2019-2020

Disbursement Detail Comparison

Sort: Loan ID

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Date Range: 01/01/2020 to 01/31/2020

School Code: G99999End Date: 01/31/2020

Match Status: All

Booked Records That Are Matched

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
-----	-----	-----	-----
999999999P20G99999001	BROWN, BARRY B	1/ 1	\$3500/ \$3500
999999999S20G99999001	TAN, TERESA T	1/ 1	\$500/ \$500

**Example 2**

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 2:

```

Report Date: 02/04/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 2
Report Time: 12:01:01    Direct Loan Tools - 2019-2020
                          Disbursement Detail Comparison

                          Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range: 01/01/2020 to 01/31/2020

School Code: G99999                      End Date: 01/31/2020

Match Status: All

Booked Records That Are Unmatched

Loan ID      Student's Name
SCHOOL Disb# Seq# Date      Gross   Fee     Rebate  Net     Net Adj
COD      Disb# Seq# Date      Gross   Fee     Rebate  Net     Net Adj
-----
999999999S20G99999001 RED, ROBERTA R
                        1      1  01/07/2020 $1,750   $18     $0      $1,732
                        1      1  01/08/2020 $1,750   $18     $0      $1,732

999999999S20G99999001 RED, ROBERTA R
                        2      1  01/09/2020 $1,750   $18     $0      $1,732
                        2      1  01/11/2020 $1,750   $18     $0      $1,732

999999999S20G99999001 GREEN, GREG G
                        1      2  01/13/2020 $1,500   $15     $0      $1,485
                        1      2  01/13/2020 $1,501   $15     $0      $1,486   $1

999999999S20G99999001 GREEN, GREG G
                        2      2  01/15/2020 $1,500   $15     $0      $1,485   $1,281
                        No Matching COD Disbursement Exists

```

### Example 3

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 3:

Report Date: 02/04/2020	U.S. DEPARTMENT OF EDUCATION	PAGE: 3	
Report Time: 12:01:01	Direct Loan Tools - 2019-2020		
	Disbursement Detail Comparison		
		Sort: Loan ID	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT			
*****			
Date Range: 01/01/2020 to 01/31/2020			
School Code: G99999	End Date: 01/31/2020		
Match Status: All			
Unbooked Records That Are Matched			
Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
-----	-----	-----	-----
999999999P20G99999001	BLUE, BELINDA B	1/ 1	\$1,500/\$1,500
999999999U20G99999001	BROWN, BILL B	1/ 1	\$1,500/\$1,500

**Example 4**

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 4:

```

Report Date: 02/04/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 4
Report Time: 12:01:01    Direct Loan Tools - 2019-2020
                          Disbursement Detail Comparison

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

Date Range: 01/01/2020 to 01/31/2020

School Code: G99999                      End Date: 01/31/2020

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      Gross   Fee     Rebate Net    Net Adj
COD      Disb# Seq# Date      Gross   Fee     Rebate Net    Net Adj
-----

999999999U20G99999001  WHITE, WENDELL W
                        1      1  01/07/2020    $2,750    $29     $0     $2,721
                        1      1  01/08/2020    $2,750    $29     $0     $2,721

999999999U20G99999001  WHITE, WENDELL W
                        2      1  01/24/2020    $2,750    $29     $0     $2,721
                        2      1  01/23/2020    $2,750    $29     $0     $2,721

999999999U20G99999001  BLACK, BARBARA B
                        1      2  01/03/2020    $1,500    $15     $0     $1,485    $1,280
                        1      2  01/03/2020    $1,501    $15     $0     $1,486    $1,281

999999999S20G99999001  BLACK, BARBARA B
                        NO MATCHING SCHOOL DISBURSEMENT EXISTS
                        2      2  01/06/2020    $1,501    $15     $0     $1,486    $1,281

Total Booked Records That Are Matched:                2
Total Booked Records That Are Unmatched:              4
Total Unbooked Records That Are Matched:              2
Total Unbooked Records That Are Unmatched:            4
Total Disbursements:                                  12

```



## SAS Cash Detail

The SAS Cash Detail Report displays the information from SAS Cash Detail records in your school's DL Tools database. SAS Cash Detail data is received from the COD System and imported into DL Tools. This report contains Transaction Type, Transaction Date, Transaction Amount, COD Process Date, G5 Control/Check Number, and Totals.

An EDEXpress database connection is optional, as this report compares cash data, which is not currently stored in the EDEXpress database.

### Example 1

Below is an example of a SAS Cash Detail – Sorted by Transaction Type:

Report Date: 02/04/2020	U.S. DEPARTMENT OF EDUCATION	PAGE: 1		
Report Time: 12:01:01	Direct Loan Tools - 2019-2020			
SAS Cash Detail				
		Sort: Type		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT				
*****				
Date Range: 01/01/2020 to 01/31/2020		Trans Type: All		
School Code: G99999				
End Date: 01/31/2020				
Trans Type	Trans Date	Trans Amount	COD Process Date	G5 Control/Check Number
-----	-----	-----	-----	-----
Receipt	01/03/2020	\$3,126	01/03/2020	111111111111
Receipt	01/03/2020	\$5,881	01/03/2020	111111111112
Receipt	01/03/2020	\$9,217	01/03/2020	111111111113
Receipt	01/03/2020	\$112	01/03/2020	111111111114
Receipt	01/08/2020	\$378	01/08/2020	111111111115
Receipt	01/09/2020	\$1,247	01/09/2020	111111111116
Receipt	01/10/2020	\$4,084	01/11/2020	111111111117
Receipt	01/10/2020	\$3,350	01/11/2020	111111111118
Receipt	01/14/2020	\$1,797	01/14/2020	111111111119
Receipt	01/15/2020	\$954	01/15/2020	111111111110
Refund	01/06/2020	\$3,126	01/07/2020	111111111121
Refund	01/06/2020	\$5,881	01/07/2020	111111111122
Refund	01/06/2020	\$9,217	01/07/2020	111111111123
Refund	01/08/2020	\$112	01/08/2020	111111111124
Refund	01/09/2020	\$378	01/09/2020	111111111125
Refund	01/10/2020	\$1,247	01/10/2020	111111111126
Refund	01/13/2020	\$4,084	01/13/2020	111111111127
Refund	01/14/2020	\$3,350	01/14/2020	111111111128
Refund	01/16/2020	\$954	01/16/2020	111111111129
Refund	01/16/2020	\$1,797	01/16/2020	111111111130
Total Cash Receipt Records:			10	
Total Refunds of Cash Records:			10	
Total SAS Cash Detail Records:			20	
Total Cash Receipt Amount:			\$30,146	
Total Refunds of Cash Amount:			\$30,146	

### ***SAS Loan and Disbursement Detail***

The SAS Loan and Disbursement Detail Report (with the option to include or exclude disbursement detail) displays the information from SAS Loan and Disbursement Detail records in your school's database. SAS Loan and Disbursement Detail data is received from the COD System and imported into DL Tools. This report contains Student's Name, Loan ID, Record Type, Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, and Totals.

An EDExpress database connection is optional.

If no disbursement date range is entered in the Print dialog box, the Date Range label is printed without a date range.

### Example 1

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 1:

Report Date: 02/04/2020		U.S. DEPARTMENT OF EDUCATION			PAGE: 1	
Report Time: 12:01:01		Direct Loan Tools - 2019-2020				
SAS Loan Detail						
Sort: Loan ID						
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT						
*****						
Date Range: 01/01/2020 to 01/31/2020						
School Code: G99999		Booked Status: Booked and Unbooked				
End Date: 01/31/2020		Loan Type: All				
Student's Name						
PLUS Borrower's Name		Record	Gross	Fee	Int Rebate	Net
Loan ID		Type	Amount	Amount	Amount	Amount
Servicer Name						
-----		-----	-----	-----	-----	-----
LEMON, LOU G						
99999999S20G99999001		Unbooked	\$500	\$5	\$0	\$495
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999S20G99999002		Unbooked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
LEMON, ZOEY G						
99999999S20G99999001		Unbooked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999S20G99999002		Unbooked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999U20G99999001		Unbooked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
RED, CARRIE M						
RED, ROBERT A						
99999999S20G99999001		Booked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999S20G99999002		Booked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999P20G99999001		Booked	\$2,000	\$85	\$0	\$1,915
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
DENIM, DAVID B						
99999999S20G99999001		Booked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999S20G99999002		Booked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999U20G99999001		Booked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
GREEN, GLENN O						
99999999S20G99999001		Booked	\$100	\$1	\$0	\$99
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999S20G99999002		Booked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
99999999U20G99999001		Booked	\$2,000	\$21	\$0	\$1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						

**Example 2**

Below is an example of a SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 2:

```

Report Date: 02/04/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 2
Report Time: 12:01:01    Direct Loan Tools - 2019-2020
                        SAS Loan Detail

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

Date Range: 01/01/2020 to 01/31/2020

School Code: G99999                      Booked Status: Booked and Unbooked

End Date: 01/31/2020                      Loan Type: All

Student's Name
PLUS Borrower's Name      Record   Gross   Fee   Int Rebate   Net
Loan ID                   Type     Amount Amount Amount      Amount
Servicer Name
-----
KHAKI, KARA G
999999999S20G99999001    Unbooked   $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX

KHAKI, KLIEN G
999999999S20G99999001    Unbooked   $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX
999999999S20G99999002    Unbooked   $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX
999999999U20G99999001    Unbooked   $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX

GRAPE, GEORGE T
999999999S20G99999001    Booked     $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX
999999999S20G99999002    Booked     $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX
999999999U19G99999001    Booked     $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX

GREEN, GLINDA M
999999999S20G99999001    Unbooked   $2,000   $21     $0     $1,979
XXXXXXXXXXXXXXXXXXXXXXXXX

Total Booked Loans:      12      $22,100
Total Unbooked Loans:    10      $18,500
Total Loans:             22      $40,600

Total Loan Gross Amount: $40,600
Total Loan Net Amount:   $40,110

```

### Example 3

Below is an example of a SAS Loan and Disbursement Detail  
(Disbursement Detail Included) – Filtered for Booked Only, Page 1:

Report Date: 02/04/2020		U.S. DEPARTMENT OF EDUCATION			PAGE: 1	
Report Time: 12:01:01		Direct Loan Tools - 2019-2020				
		SAS Loan and Disbursement Detail				
					Sort: Loan ID	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT						
*****						
Date Range: 01/01/2020 to 01/31/2020						
School Code: G99999		Booked Status: Booked				
End Date: 01/31/2020		Loan Type: All				
Student's Name						
PLUS Borrower's Name		Record	Gross	Fee	Int Rebate	Net
Loan ID		Type	Amount	Amount	Amount	Amount
Servicer Name						
-----		-----	-----	-----	-----	-----
	Disb #	Seq #	Type	Disb Date	Gross Amount	Net Amount
	-----	-----	-----	-----	-----	-----
BLUE, BILL B						
999999999S20G99999001		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/03/2020	\$100	\$99
999999999S20G99999002		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/03/2020	\$100	\$99
999999999U20G99999001		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/10/2020	\$100	\$99
WHITE, WILLIAM W						
999999999S20G99999001		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/03/2020	\$100	\$99
999999999S30G99999002		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/10/2020	\$100	\$99
999999999U20G99999001		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/16/2020	\$100	\$99
RED, RHONDA R						
999999999S20G99999001		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/16/2020	\$100	\$99
999999999S20G99999002		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/20/2020	\$100	\$99
999999999U20G99999001		Booked				
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
	1	1		01/17/2020	\$100	\$99

**Example 4**

Below is an example of a SAS Loan and Disbursement Detail  
(Disbursement Detail Included) – Filtered for Booked Only, Page 2:

```

Report Date: 02/04/2020    U.S. DEPARTMENT OF EDUCATION    PAGE: 2
Report Time: 12:01:01    DIRECT LOAN TOOLS - 2019-2020
                        SAS Loan and Disbursement Detail
                                Sort: Loan ID

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*****

Date Range: 01/01/2020 to 01/31/2020

School Code: G99999                      Booked Status: Booked

End Date: 01/31/2020                      Loan Type: All

Student's Name
PLUS Borrower's Name      Record   Gross   Fee   Int Rebate   Net
  Loan ID                  Type     Amount Amount Amount      Amount
  Servicer
-----
Disb #   Seq #   Type   Disb Date   Gross Amount   Net Amount
-----
BLACK, BRENDA B
999999999S20G99999001      Booked    $2,000    $21    $0    $1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1      1      01/06/2020    $100    $99
999999999S20G99999002      Booked    $2,000    $21    $0    $1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1      1      01/23/2020    $100    $99
999999999U20G99999001      Booked    $2,000    $21    $0    $1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1      1      01/27/2020    $100    $99
Total Booked Loans:      12    $22,100
Total Unbooked Loans:    0    $00,000
Total Loans:             12    $22,100
Total Disbursements:     12    $1,200

Total Loan Gross Amount:  $22,100
Total Loan Net Amount:    $21,868

```

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## ***Disbursement Measurement Tool Report (EExpress Schools Only)***

This report is for EExpress schools only. It monitors the disbursement process by calculating and averaging the actual process time from entry of actual disbursements, to sending the actual disbursements in a document to the COD System, and to booking the loan. The report compares the average number of days elapsed to your tolerances, or guidelines, in DL Tools System Setup. You can compile an Actual Disbursement Measurement Report with subtotals and totals for the records in the list. This report also contains the Student's Name, PLUS Borrower's Name, Disbursement Date/##/Seq, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

An EExpress database connection is required.

The names of all PLUS borrowers for each dependent student print on the Disbursement Measurement Tool report. For example, if a dependent student has one PLUS loan with the mother as the borrower and another PLUS loan with the father as the borrower, the report prints the names of both the mother and the father.

**Example 1**

Below is an example of a Disbursement Measurement Tool Report, Page 1:

Report Date: 02/04/2020

Report Time: 12:01:01

U.S. DEPARTMENT OF EDUCATION  
DIRECT LOAN TOOLS - 2019-2020  
Disbursement Measurement Tool Report  
(All Records)

PAGE: 1

Sort: Last Name

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\*\*\*\*\*

Date Range: 01/01/2020 to 01/31/2020

Tolerance (Disbursed to Batched): 0

School Code: G99999

Tolerance (Disbursed to Booked): 0

Student's Name				Disb/Batched		Disb/Bked
PLUS Borrower's Name	Disbursement		Batched	Days	Booked	Days
Loan ID	Date/#/Seq		Date	Elapsed	Date	Elapsed
-----						
DENIM, DONALD A.						
COPPER, CALVIN						
999999999P20G99999001	01/02/2020 1 01		01/02/2020	0	01/03/2020	1
999999999S20G99999001	01/06/2020 1 01		01/06/2020	0	01/17/2020	10
	01/13/2020 1 02		01/17/2020	4		
999999999U20G99999001	01/03/2020 1 01		01/14/2020	11		29*
	01/22/2020 2 01		01/24/2020	2		
	01/24/2020 2 02		01/24/2020	0		
RED, REID I.						
BLUE, BELLA						
999999999P20G99999001	01/07/2020 1 01		01/10/2020	3	01/27/2020	20
	01/23/2020 1 01		01/23/2020	0		
999999999S20G99999001	01/22/2020 1 01		01/24/2020	2	01/29/2020	7
	01/21/2020 2 01		01/27/2020	5		
	01/27/2020 2 02		01/27/2020	0		
GREEN, GREG G.						
999999999P20G99999001	01/21/2020 1 01		01/22/2020	1	01/23/2020	2
	01/23/2020 2 01		01/24/2020	1		
ZANY, ZOEY I.						
999999999S20G99999001	01/22/2020 1 01		01/23/2020	1	01/27/2020	4
	01/27/2020 2 01		01/27/2020	0		



## Example 2

Below is an example of a Disbursement Measurement Tool Report, Page 2:

Report Date: 02/04/2020	U.S. DEPARTMENT OF EDUCATION				PAGE: 2	
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2019-2020					
Disbursement Measurement Tool Report						
(All Records)					Sort: Last Name	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT						
*****						
Date Range: 01/01/2020 to 01/31/2020			Tolerance (Disbursed to Batched): 0			
School Code: G99999			Tolerance (Disbursed to Booked): 0			
Student's Name		Disbursement		Disb/Batched		Disb/Bked
PLUS Borrower's Name		Batched		Days		Booked Days
Loan ID	Date/#!/Seq	Date	Elapsed	Date	Elapsed	
-----						
Recommended Tolerance (Disbursed to Batched):				0		
Recommended Tolerance (Disbursed to Booked):				0		
Total Number of Grad PLUS Disbursement Records:				2		
Average Days Elapsed (Disbursed to Batched):				1.00		
Average Days Elapsed (Disbursed to Booked):				2.00		
Total Number of PLUS Disbursement Records:				3		
Average Days Elapsed (Disbursed to Batched):				1.00		
Average Days Elapsed (Disbursed to Booked):				10.50		
Total Number of Subsidized Disbursement Records:				7		
Average Days Elapsed (Disbursed to Batched):				1.71		
Average Days Elapsed (Disbursed to Booked):				7.33		
Total Number of Unsubsidized Disbursement Records:				3		
Average Days Elapsed (Disbursed to Batched):				4.33		
Average Days Elapsed (Disbursed to Booked):				29.00		
Total Number of Disbursement Records:				15		
Average Days Elapsed (Disbursed to Batched):				2.00		
Average Days Elapsed (Disbursed to Booked):				10.57		
* - Current Date Used						