SPRING CONFERENCE
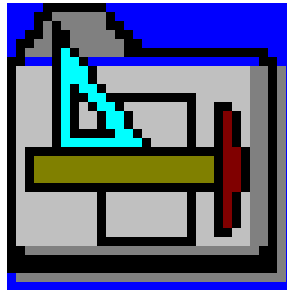
Kansas City, Missouri
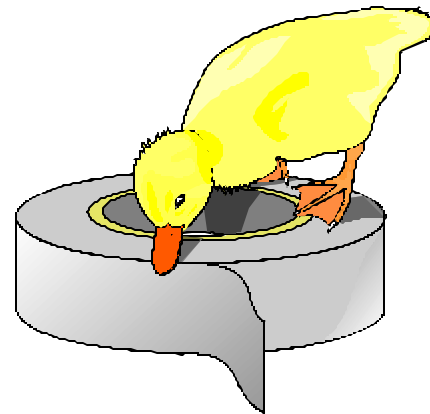
2003

DL Tools for DL Schools

Direct Loan Tools

- **Introductions**
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  - Bob Berry, U.S. Department of Education/ FSA

- **Agenda**

- **Questions**

- **Evaluations**

Agenda

- Overview of DL Tools
- Installation
- Startup
- Setup
- DL Tools Components:
  - Cash Management
  - Compare
  - Rebuild
- Version 3.0 (June/July 2003)
- Further Assistance/Contact Information

Who Can Use DL Tools?

- DL Tools is a stand-alone software that can be used by all DL Schools in conjunction with:

  - EDExpress,

  - A combination system, or

  - Any other software or system that processes Direct Loans

Direct Loan Tools (DL Tools) Overview

- DL Tools software contains 3 components or functionalities:

  - Cash Management (Cash Receipts, Excess Cash Returns)

  - Compare (SAS or 732 Reports to school data)

  - Rebuild (entire database or specific loans/disbursements)

DL Tools Version 2.0 - What's New?

- Import/print SAS (the new combined 732, DLSAS report) for 2002-2003
- Run Compare at both loan detail level and disbursement detail level for 2002-2003
  - Loan Detail Comparison Report
  - Disbursement Detail Comparison Report
- Set Default Active Program Year option in Setup
- Active Program Year displayed on all dialog Window titles

DL Tools Version 2.0 - What's New? (cont'd)

- – Rebuild can be requested by Date Range for 2002-2003
- – Cash Management – all transactions entered positive for 2002-2003
  - Values mirror those on SAS (all positive)
  - Reversing Transaction Indicator for indicating transaction was result of a manual reversing transaction at LOC/COD/GAPS

Direct Loan Tools (DL Tools) Overview

- DL Tools version 2.0 provides functionality for multiple years to:
  - Track cash receipts (drawdowns) and returns of excess cash
  - Import and compare the *SAS or 732 Reports* to actual loans/disbursements records and/or Cash Management records
  - Rebuild an EDExpress database or specific loans/disbursements

Installation Version 2.0

- **Software and Documentation available at:**

  FSAdownload.ed.gov

- **Installation Options**

  – Standalone

  - Program and database on the workstation

  – Network

  - Database on the network
  - Program components on the workstation

Student Aid Internet Gateway
Software and Documentation

Direct Loan Tools 2002-2003 Version 2.0.0

Direct Loan Tools 2001-2002 Version 1.0.0

Description: DL Tools is a Windows based software developed to provide the following functionality related to all Direct Loan schools' software:

•Rebuild loan and disbursement data in EDExpress using an automated process.
•Compare the 732 and/or SAS reports to loans and actual disbursements recorded in EDExpress or an external file, and/or compare the reports to the DL Tools Cash Database.
•Print the 732 and/or SAS reports in readable formats
•Track cash receipts (drawdowns) and returns of excess cash for Direct Loan.
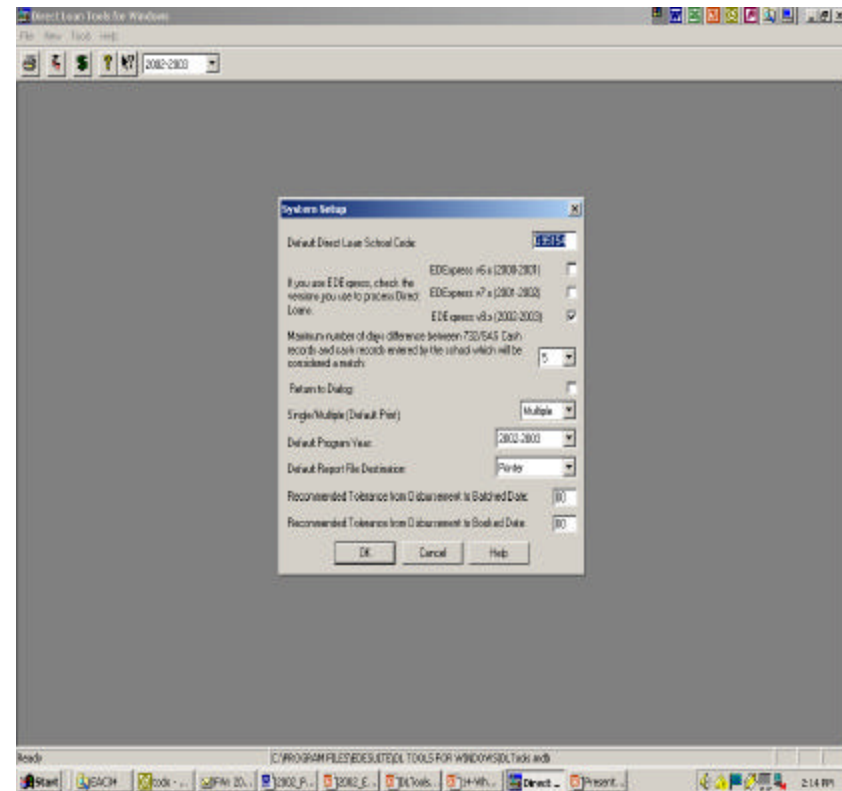
DL Tools was developed to process data for multiple cycles. It contains Rebuild and Cash Management functionalities for the 2000-2001, 2001-2002, and 2002-2003 cycles, and Compare functionality for the 2001-2002 and 2002-2003 cycles. All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild process is for schools to rebuild an EDExpress database in the Direct Loan module. DL Tools has the same "look" and "feel" of EDExpress.

Startup Version 2.0

- **EDExpress database connections**
  - Attempts to link to EDExpress V6, V7 and V8 databases at startup
  - Prompts user to locate these databases if they are not found
  - Prompts can be suppressed by modifying System Setup

DL Tools Setup

- **System Setup is required to set system parameters prior to using DL Tools**

- **Security Users Setup has three pre-defined security groups**

Cash Management

- Allows a school to track cash transactions
  - Cash Receipts (drawdowns) "R"
  - Returns of Excess Cash "X"
- Available for 2000-2001 and forward
- Data entered:
  - Manually or
  - Imported using the Cash Detail External Add Record Layout

Cash Management Reports

- **Cash Report**
  - Print Detail and Totals of DL Tools Cash Management records and
  - Total Disbursements Net Amount from EDExpress or External and
  - Ending Cash Balance (Total Cash – Total Disbursements)

- **SAS Cash Detail Report**

DL Tools Compare

- Version 2.0 Compares:

  – COD Cash Detail and Loan/Disb Detail (from SAS Report) to the school's Cash Detail and Loan/Disb Detail

  – LOC Cash Detail and Loan Detail (from 732 Report) to the school's Cash Detail and Loan Detail

Compare Process Overview 2002-2003

- **Import Data types**
  - SAS Cash Detail and Loan/Disb Detail
  - External Cash Detail and Loan/Disb Detail
- **Print Reports to run compares**
  - Cash Detail Comparison
  - Loan Detail Comparison – Loan Level
  - Disbursement Detail Comparison

Importing Files to Compare 2002-2003

- ## Import SAS Cash and Loan/Disb Detail
  - Received from COD in message class DSDF03OP
  - Clears all existing SAS data for the school being imported

- ## Import External Cash and Loan/Disb Detail (optional)
  - Use the Cash Detail External Add, Loan Detail External Add, Disbursement Detail External Add Record Layouts (if not comparing to EDExpress) – see 2002-2003 DL Technical Reference, Appendix E

Compare Reports

- **Cash Detail Comparison Report**
  - Displays results from comparison of SAS Cash Detail to DL Tools Cash Management records
  - Options
    - School Code
    - Sort Order: Action Type, Date or Amount
    - Match Status: All, Unmatched or Matched
    - Transaction Type: All, Cash Receipts or Returns of Excess Cash
    - Transaction Date Range

Compare Reports

- **Loan Detail Comparison Report**
  - Displays results from comparison of SAS Loan Detail to EDExpress or External records
  - Options
    - School Code
    - Sort Order: Loan ID or Last Name
    - Match Status: All, Unmatched or Matched
    - Comparison Type: SAS to EDExpress or SAS to External
    - Booked Status: Booked, Unbooked or Both

Compare Reports

- **Disbursement Detail Comparison Report**
  - Displays results from comparison of SAS Disbursement Detail to EDExpress or External records
  - Options
    - School Code
    - Sort Order: Loan ID or Last Name
    - Match Status: All, Unmatched or Matched
    - Comparison Type: SAS to EDExpress or SAS to External
    - Booked Status: Booked, Unbooked or Both

Printing SAS Reports

- **SAS Cash Detail Report**
  - Displays cash detail records imported from the SAS file
  - Options
    - School Code
    - Sort Order: Type, Date or Amount
    - Transaction Type: Cash Receipts, Excess Cash or All
    - Transaction Date Range

Printing SAS Reports

- SAS Loan and Disbursement Detail Report
  - Displays loan and disbursement detail records imported from the SAS file
  - Options
    - School Code
    - Sort Order: Loan ID or Last Name
    - Booked Status: Booked, Unbooked or Both
    - Loan Type: All, Subsidized, Unsubsidized or PLUS
    - Option to Include Disbursement Detail

Rebuild EDExpress Records

- DL Tools 2.0 rebuilds EDExpress 2000-2001, 2001-2002 or 2002-2003 records

  – Compare rebuild file records to EDExpress making no updates

  – Update all records in EDExpress (new database)

  – Update selected records in EDExpress

- Any record rebuilt in EDExpress can be exported through External Export to another system

Requesting Rebuild Files for '02-03, '01-02 & '00-01

- Request from:
  - COD.ed.gov or COD Customer Service Representative (2002-2003)
  - www.lo-online.ed.gov or LOC Customer Service Representative (2001-2002 and 2000-2001)
- Sent to the school via SAIG
- Request options
  - Data for specific program year (all loans/disbs)
  - Data for specific SSN (borrower by program year)
  - Data for specific loan ID
  - Data by date range for specific program year

Rebuild File

- **Message class:**
  - CODRBFOP (COD)
  - DLRBLDOP (LOC)
- **Batch Type: RB**
- **Contains two record types**
  - Rebuild Origination Detail Record
  - Rebuild Disbursement Detail Record

Rebuild – Compare Records Only

- Compares the Origination and Disbursement records in the Rebuild file to EDExpress

- Does not perform any updates

- Displays report containing the unmatched records

  - In Rebuild but not EDExpress
  - In EDExpress but not Rebuild
  - In both but data differs

Rebuild – Update Records

- **Selected Records**
  - Rebuilds only the records selected
  - Selecting the records from the Rebuild file, not EDExpress

- **All Records**
  - Rebuilds EDExpress with all records contained in the Rebuild file

What is updated in EDExpress?

- Adds school being imported to DL School Setup

- Creates Disbursement Profile

- All existing data for loans selected for Rebuild is deleted and recreated based on the data in the Rebuild file

- Updates Batch Activity with Rebuild Batch ID

In The Works...

- DL Tools version 3.0 to be released in June/July 2003

- Version 3.0 will add a fourth functionality: DL QA (Direct Loans Quality Assurance)

DL Tools Functionality by PY

	00-01	01-02	02-03
Cash Management (for all schools)	X	X	X
Compare 732 & school data at loan level (for all schools)	*	X	
Compare SAS & school data at loan or disbursement level (for all schools)			X
Rebuild EDExpress database or loan(s)	X	X	X

* An Access compare program is available from CAMs

Contact Information

We appreciate your feedback and comments

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Phone: 1 800 330 5947
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FSATech Listserv
E-mail: fsatech@inet.ed.gov
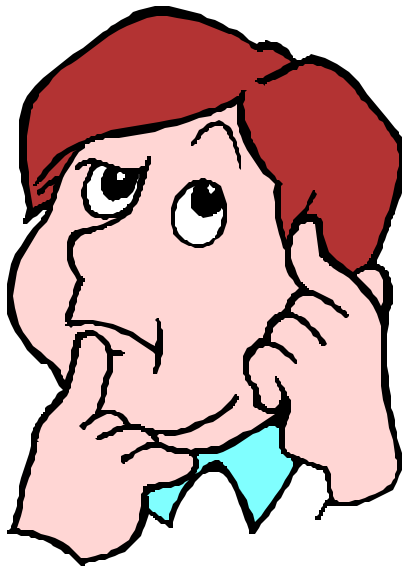Sign-up information:
http://www.ed.gov/offices/OSFAP/sfatech/listserv.html

Questions?