Direct Loan Tools Release 21.0 Reports

This section provides an overview and examples of the many reports that Direct Loan (DL) Tools Release 21.0 can generate to assist with your loan processing and reconciliation activities.

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Reports

Using DL Tools, Release 21.0, 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

- Direct Loan School Account Statement (SAS) Cash Summary

- SAS Disbursement Summary

- 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 2021-2022 Award Year. Keep in mind that you can also run 2019-2020 and 2020-2021 reports in Release 21.0.

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 *2021-2022 COD Technical Reference*.

This report is available for the 2019-2020, 2020-2021, and 2021-2022 program years in Release 21.0. 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.

Important Printing Note: Some report samples in this section are displayed in landscape format. You may need to adjust your printer configuration and print these pages separately.

See Volume VI, Section 8 (COD Reports), of the *2021-2022 COD Technical Reference* for more detailed information on Direct Loan 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.

New for Release 21.0! We redesigned all DL Tools reports to convey information in a more accessible, readable format.

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: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                 Page: 1
Report Time: 17:21:07          Direct Loan Tools – 2021-2022
                   Internal Ending Cash Balance – Summary – Print Report
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:       G99999        Transaction Date Range:  01/01/2022 to 01/31/2022


Cash Receipts:                                                          $189,025
Refunds of Cash:                                                        $30,124
Total Cash (Receipts – Refunds of Cash):                               $158,901


Total School Disbursement Net Amount from External Data:               $53,721


Ending Cash Balance (Total Cash - Total Net Disbursements):            $105,180
```

Example 2

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

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                 Page: 1
Report Time: 14:03:06          Direct Loan Tools – 2021-2022
                   Internal Ending Cash Balance – Summary – Print Report
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:       G99999        Transaction Date Range:  01/01/2022 to 01/31/2022


Cash Receipts:                                                          $189,025
Refunds of Cash:                                                        $30,124
Total Cash (Receipts – Refunds of Cash):                               $158,901


Total School Disbursement Net Amount from External Data:                     $0


Ending Cash Balance (Total Cash - Total Net Disbursements):            $158,901
```

Example 3

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

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION                Page: 1
Report Time: 14:03:06        Direct Loan Tools - 2021-2022
             Internal Ending Cash Balance Report - Detail - Print Report
                                                                   Sort: Type
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:      G99999        Transaction Date Range:  01/01/2022 to 01/31/2022


Type                      Date                Amount

Receipt                 1/4/2022               $3,650
Receipt                 1/7/2022               $3,780
Receipt                 1/8/2022               $4,084
Receipt                1/11/2022               $5,881
Receipt                1/12/2022               $9,217
Receipt                1/14/2022               $9,540
Receipt                1/16/2022                  $40
Receipt                1/20/2022             $147,483
Receipt                1/25/2022               $3,350
Receipt                1/22/2022               $2,000
Refund                  1/5/2022                 $125
Refund                 1/10/2022               $3,588
Refund                 1/13/2022               $3,408
Refund                 1/15/2022               $3,335
Refund                 1/17/2022               $3,312
Refund                 1/19/2022               $3,179
Refund                 1/20/2022               $3,124
Refund                 1/23/2022               $3,095
Refund                 1/24/2022               $3,037
Refund                 1/26/2022               $3,921

                    Grand Totals

Type                      Count               Amount

Cash Receipts             10                $189,025
Refunds of Cash           10                 $30,124
```

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 Common Origination and Disbursement (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.

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.

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.

Example 1

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

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 13:27:01          Direct Loan Tools – 2021-2022
                             SAS Monthly Cash Summary – Print Report
          THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT


School Code:  G99999                                          End Date:    1/31/2022
Region Code:       9                                          State Code:        CA


Net Drawdowns/Payments

Type                       Amount

Cash Receipts                   $0.00
Refunds of Cash                 $0.00

Net Booked (Accepted) Disbursements

Type                       Amount

Disbursements              $22,222.00
Adjustments                     $0.00

Net Unbooked (Pending) Disbursements

Type                       Amount

Disbursements                   $0.00
Adjustments                     $0.00

Statement Total
Beginning Cash Balance:                                $0.00
Net Drawdowns/Payments:                           $33,333.00
Net Booked (Accepted) Disbursements:              $22,222.00
Ending Cash Balance:                              $11,111.00
Net Unbooked (Pending) Disbursements:                  $0.00
Cash > Accepted and Posted Disbursements:         $11,111.00
```

Example 2

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

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION                Page: 1
Report Time: 13:27:01          Direct Loan Tools – 2021-2022
                      SAS Year-to-Date Cash Summary – Print Report
           THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:  G99999                                    End Date:  1/31/2022
Region Code:       9                                    State Code:      CA

Net Drawdowns/Payments

Type                    Amount

Cash Receipts                $0.00
Refunds of Cash              $0.00

Net Booked (Accepted) Disbursements

Type                    Amount

Disbursements          $22,222.00
Adjustments                  $0.00

Net Unbooked (Pending) Disbursements

Type                    Amount

Disbursements                $0.00
Adjustments                  $0.00

Statement Total
Beginning Cash Balance:                           $0.00
Net Drawdowns/Payments:                      $33,333.00
Net Booked (Accepted) Disbursements          $22,222.00
Ending Cash Balance:                         $11,111.00
Net Unbooked (Pending) Disbursements:             $0.00
Cash > Accepted and Posted Disbursements:    $11,111.00
```

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 EDExpress database connection is optional.

Example 1

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

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                Page: 1
Report Time: 10:05:48          Direct Loan Tools – 2021-2022
                     SAS Monthly Disbursement Summary – Print Report
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:  G99999                                    End Date:   1/31/2022
 Region Code:       9                                    State Code:       CA


 Account Type           Subsidized       Unsubsidized       PLUS         Total

 Booked Gross              $6,750           $10,000        $24,306      $41,556
 Booked Fee                   $63              $102           $972       $1,137
 Booked Rebate                 $0                $0             $0           $0
 Booked Net                $6,687           $10,398        $23,334      $40,419
 Unbooked Gross                $0                $0             $0           $0
 Unbooked Fee                  $0                $0             $0           $0
 Unbooked Rebate               $0                $0             $0           $0
 Unbooked Net                  $0                $0             $0           $0
```

Example 2

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

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 10:06:54          Direct Loan Tools – 2021-2022
                   SAS Year-to-Date Disbursement Summary – Print Report
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:  G99999                                    End Date:   1/31/2022
 Region Code:      9                                     State Code:        CA


 Account Type            Subsidized        Unsubsidized        PLUS          Total

 Booked Gross               $6,750           $10,000         $24,306       $41,556
 Booked Fee                    $63              $102            $972        $1,137
 Booked Rebate                  $0                $0              $0            $0
 Booked Net                 $6,687           $10,398         $23,334       $40,419
 Unbooked Gross                 $0                $0              $0            $0
 Unbooked Fee                   $0                $0              $0            $0
 Unbooked Rebate                $0                $0              $0            $0
 Unbooked Net                   $0                $0              $0            $0
```

Cash Detail Comparison

The Cash Detail Comparison report compares cash detail records in the SAS file received from the 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 *2021-2022 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 Type:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 13:07:58  Direct Loan Tools for Windows – 2021-2022
                       Cash Detail Comparison – Compare Report
                                                                         Sort: Type
          THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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

 Transactions
 Type                  Date          Amount       Match Status      Record Source

 Receipt               1/4/2022          $112     Unmatched         COD
 Receipt               1/4/2022        $3,126     Unmatched         COD
 Receipt               1/4/2022        $3,350     Unmatched         School
 Receipt               1/4/2022        $5,881     Unmatched         COD
 Receipt               1/4/2022        $9,217     Unmatched         COD
 Receipt               1/7/2022        $3,780     Unmatched         School
 Receipt               1/8/2022          $378     Unmatched         COD
 Receipt               1/8/2022        $4,084     Matched           School
 Receipt               1/11/2022       $1,247     Unmatched         COD
 Receipt               1/11/2022       $4,084     Matched           COD
 Receipt               1/11/2022       $5,881     Unmatched         School
 Receipt               1/12/2022       $3,350     Unmatched         COD
 Receipt               1/12/2022       $9,217     Unmatched         School
 Receipt               1/14/2022       $1,797     Unmatched         COD
 Receipt               1/14/2022       $9,540     Unmatched         School
 Receipt               1/15/2022         $954     Unmatched         COD
 Receipt               1/16/2022          $40     Unmatched         School
 Receipt               1/20/2022     $147,483     Unmatched         School
 Receipt               1/22/2022       $2,000     Unmatched         School
 Receipt               1/25/2022       $3,650     Unmatched         School
 Refund                1/5/2022        $3,921     Unmatched         School
 Refund                1/6/2022          $698     Unmatched         COD
 Refund                1/6/2022          $751     Unmatched         COD
 Refund                1/6/2022          $874     Unmatched         COD
 Refund                1/8/2022        $1,234     Unmatched         COD
 Refund                1/10/2022       $3,588     Unmatched         School
 Refund                1/11/2022         $254     Unmatched         COD
 Refund                1/11/2022         $333     Unmatched         COD
 Refund                1/13/2022         $632     Unmatched         COD
 Refund                1/13/2022       $3,408     Unmatched         School
 Refund                1/14/2022         $988     Unmatched         COD
 Refund                1/15/2022       $3,335     Unmatched         School
 Refund                1/17/2022       $3,312     Unmatched         School
 Refund                1/18/2022         $555     Unmatched         COD
 Refund                1/18/2022       $4,321     Unmatched         COD
 Refund                1/19/2022       $3,179     Unmatched         School
 Refund                1/20/2022       $3,124     Unmatched         School
 Refund                1/23/2022       $3,095     Unmatched         School
 Refund                1/24/2022       $3,037     Unmatched         School
 Refund                1/26/2022         $125     Unmatched         School

        Grand Totals

 Record Type       Count

 Matched               2
 Unmatched            38
 COD                  20
 School               20
```

Example 2

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

```
Report Date: 02/01/2022      U.S. DEPARTMENT OF EDUCATION                Page: 1
Report Time: 13:10:12  Direct Loan Tools for Windows – 2021-2022
                    Cash Detail Comparison – Compare Report
                                                                    Sort: Date
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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

 Transactions
 Type                Date          Amount      Match Status    Record Source

 Receipt            1/4/2022          $112    Unmatched       COD
 Receipt            1/4/2022        $3,126    Unmatched       COD
 Receipt            1/4/2022        $3,350    Unmatched       School
 Receipt            1/4/2022        $5,881    Unmatched       COD
 Receipt            1/4/2022        $9,217    Unmatched       COD
 Refund             1/5/2022        $3,921    Unmatched       School
 Refund             1/6/2022          $698    Unmatched       COD
 Refund             1/6/2022          $751    Unmatched       COD
 Refund             1/6/2022          $874    Unmatched       COD
 Receipt            1/7/2022        $3,780    Unmatched       School
 Receipt            1/8/2022          $378    Unmatched       COD
 Receipt            1/8/2022        $4,084    Matched         School
 Refund             1/8/2022        $1,234    Unmatched       COD
 Refund             1/10/2022       $3,588    Unmatched       School
 Receipt            1/11/2022       $1,247    Unmatched       COD
 Receipt            1/11/2022       $4,084    Matched         COD
 Receipt            1/11/2022       $5,881    Unmatched       School
 Refund             1/11/2022         $254    Unmatched       COD
 Refund             1/11/2022         $333    Unmatched       COD
 Receipt            1/12/2022       $3,350    Unmatched       COD
 Receipt            1/12/2022       $9,217    Unmatched       School
 Refund             1/13/2022         $632    Unmatched       COD
 Refund             1/13/2022       $3,408    Unmatched       School
 Receipt            1/14/2022       $1,797    Unmatched       COD
 Receipt            1/14/2022       $9,540    Unmatched       School
 Refund             1/14/2022         $988    Unmatched       COD
 Receipt            1/15/2022         $954    Unmatched       COD
 Refund             1/15/2022       $3,335    Unmatched       School
 Receipt            1/16/2022          $40    Unmatched       School
 Refund             1/17/2022       $3,312    Unmatched       School
 Refund             1/18/2022         $555    Unmatched       COD
 Refund             1/18/2022       $4,321    Unmatched       COD
 Refund             1/19/2022       $3,179    Unmatched       School
 Receipt            1/20/2022     $147,483    Unmatched       School
 Refund             1/20/2022       $3,124    Unmatched       School
 Receipt            1/22/2022       $2,000    Unmatched       School
 Refund             1/23/2022       $3,095    Unmatched       School
 Refund             1/24/2022       $3,037    Unmatched       School
 Receipt            1/25/2022       $3,650    Unmatched       School
 Refund             1/26/2022         $125    Unmatched       School

       Grand Totals

 Record Type      Count

 Matched            2
 Unmatched         38
 COD               20
 School            20
```

Loan Detail Comparison – Loan Level

This report compares the 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 EDExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3, of the *2021-2022 COD Technical Reference*.

Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with year-to-date detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at 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 - 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; otherwise, there is a discrepancy between the COD System data and the school data. If your school receives a DSDF with monthly detail, all loans that appear in the SAS as booked are included 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; if the loan appears as unbooked on the SAS, but the record does not appear in your school's database; or if 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.

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 set 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). This omission is due to the fact that loan totals in the monthly detail section of the SAS are always $0.

A Loan Detail Comparison – Loan Level Report runs regardless of the type of SAS (DSLF or DSDF) that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EDExpress 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: 02/01/2022       U.S. DEPARTMENT OF EDUCATION            Page: 1
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
         Loan Detail Comparison – Matched Booked Records – Compare Report
                                                         Sort: Loan ID
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:  G99999                           Date Range:    1/31/2022
Match Status:    All

                                          Net  Amount        # School
Loan ID                    Student Name   School     COD   Disbursements

 999999999S22G99999001     RED, ROBERTA        $249      $249
```

Example 2

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

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION            Page: 2
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
         Loan Detail Comparison – Unmatched Booked Records – Compare Report
                                                         Sort: Loan ID
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:  G99999                           Date Range:    1/31/2022
Match Status:    All

                                          Net  Amount        # School
Loan ID                    Student Name   School     COD   Disbursements
 999999999S22G99999001                            $1,244            0
 999999999U22G99999001     PINK, JACK        $498  $2,228           1
 999999999U22G99999001                            $1,244            0
 999999999P22G99999001     BLUE, JOHN        $732    $852           1
 999999999P22G99999001                            $1,244            0
 999999999P22G99999001     BLACK, BUD        $975    $488           1
 999999999P22G99999001                            $1,244            0
```

Example 3

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

```
Report Date: 02/01/2022      U.S. DEPARTMENT OF EDUCATION              Page: 3
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
          Loan Detail Comparison – Matched Unbooked Records – Compare Report
                                                          Sort: Loan ID
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT


 School Code: G99999                          Date Range:   1/31/2022
 Match Status:   All


                                     Net   Amount        # School
 Loan ID                 Student Name      School     COD    Disbursements

  999999999S22G99999001    GREEN, GLENDA      $249    $249            1
```

Example 4

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

```
Report Date: 02/01/2022      U.S. DEPARTMENT OF EDUCATION              Page: 4
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
          Loan Detail Comparison – Unmatched Unbooked Records – Compare Report
                                                          Sort: Loan ID
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT


 School Code: G99999                          Date Range:   1/31/2022
 Match Status:   All


                                     Net   Amount        # School
 Loan ID                 Student Name      School     COD    Disbursements
 999999999S22G99999001   WHITE, WILLIAM    $249                     1
 999999999S22G99999001   BROWN, BARRY      $249                     1
 999999999U22G99999001   TAN, TERESA       $498                     1
 999999999U22G99999001   GREEN, GREG       $498                     1
 999999999P22G99999001   BLUE, BELINDA     $732                     1
 999999999P22G99999001   BROWN, BILL       $732                     1
 999999999P22G99999001   WHITE, WENDELL    $975                     1
 999999999P22G99999001   BLACK, BARBARA    $975                     1
 999999999S22G99999001                             $955             0
 999999999U22G99999001   PURPLE, PAUL      $498   $2,228            1
 999999999U22G99999001                            $2,228            0
 999999999P22G99999001   RED, RICHARD      $732     $488            1
 999999999P22G99999001                            $1,244            0
 999999999P22G99999001                              $852            0
 999999999P22G99999001   TAN, THOMAS       $975   $3,657            1
 999999999P22G99999001                            $1,244            0
 999999999P22G99999001                            $3,657            0
 999999999S22G99999001   ORANGE, OSCAR     $100                     2
 999999999U22G99999001   GRAY, GINA        $100                     2
 999999999P22G99999001   PINK, PAULA       $100                     2
 999999999P22G99999001                     $100                     2


              Grand Totals


 Booked Status    Matched    Unmatched      Total

 Booked              1           7            8
 Unbooked            1          21           22
 Total               2          28           30


    *** School Records Outside Of SAS Date Range Will Appear In This Section ***
```

Disbursement Detail Comparison

This report, which you can print from the Compare dialog box, compares 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 EDExpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3, of the *2021-2022 COD Technical Reference*.

Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with year-to-date detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at 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:

Matched Booked Records - 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.

Unmatched Booked Records - 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.

Matched Unbooked Records - 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.

Unmatched Unbooked Records - 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 EDExpress 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 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 EDExpress 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: 02/01/2022      U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 09:48:40  Direct Loan Tools for Windows – 2021-2022
       Disbursement Detail Comparison – Matched Booked Records – Compare Report
                                                                  Sort: Loan ID
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999                                Date Range: All dates
Match Status:   All                                End Date:   1/31/2022

                                                        Net  Amount
Loan ID                     Student Name      Disb # Seq School  COD

999999999S22G99999001   RED, ROBERTA            1    1    $249    $249
999999999U22G99999001   BROWN, BARRY            1    1    $498    $498
999999999P22G99999001   TAN, TERESA             1    1    $732    $732
999999999P22G99999001   GREEN, GREG             1    1    $975    $975
```

Example 2

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

```
Report Date: 02/01/2022                      U.S. DEPARTMENT OF EDUCATION                                Page: 2
Report Time: 09:48:40                    Direct Loan Tools for Windows – 2021-2022
                          Disbursement Detail Comparison – Unmatched Booked Records – Compare Report
                                                                                                    Sort: Loan ID
                          THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
```

```
School Code:  G99999                                                          Date Range:  All dates
Match Status:   All                                                           End Date:    1/31/2022

Loan ID:  999999999S22G99999001                                       Student Name:  RED, ROBERTA

                Exists?        Date          Gross          Fee         Rebate          Net          Net Adj

 Disb #   Seq  School  COD  School   COD  School   COD  School   COD  School   COD  School   COD  School   COD

    1      1    Yes    No   1/3/2022         $250           $2           $1           $249          $0
```

```
Loan ID:  999999999U22G99999001                                       Student Name:  BLUE, BELINDA

                Exists?        Date          Gross          Fee         Rebate          Net          Net Adj

 Disb #   Seq  School  COD  School   COD  School   COD  School   COD  School   COD  School   COD  School   COD

    1      1    Yes    No   1/4/2022         $500           $5           $3           $498          $0
```

```
Loan ID:  999999999P22G999999001                                      Student Name:  BROWN, BILL

                Exists?        Date          Gross          Fee         Rebate          Net          Net Adj

 Disb #   Seq  School  COD  School   COD  School   COD  School   COD  School   COD  School   COD  School   COD

    1      1    Yes    No   1/6/2022         $750          $30          $12           $732          $0
```

```
Loan ID:  999999999P22G999999001                                      Student Name:  WHITE, WENDELL

                Exists?        Date          Gross          Fee         Rebate          Net          Net Adj

 Disb #   Seq  School  COD  School   COD  School   COD  School   COD  School   COD  School   COD  School   COD

    1      1    Yes    No   1/7/2022       $1,000          $40          $15           $975          $0
```

Example 3

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

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION                    Page: 3
Report Time: 09:48:40  Direct Loan Tools for Windows - 2021-2022
      Disbursement Detail Comparison - Matched Unbooked Records - Compare Report
                                                                  Sort: Loan ID
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:  G99999                               Date Range:  All dates
Match Status:   All                                End Date:    1/31/2022

                                                     Net   Amount
Loan ID                     Student Name     Disb # Seq  School   COD

999999999S22G99999001   WHITE, WILLIAM          1    1    $249     $249
999999999U22G99999001   ORANGE, OSCAR           1    1    $498     $498
999999999P22G99999001   GRAY, GINA              1    1    $732     $732
999999999P22G99999001   PINK, PAULA             1    1    $975     $975
```

Example 4

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

```
Report Date: 02/01/2022                          U.S. DEPARTMENT OF EDUCATION                                              Page: 4
Report Time: 09:48:40                         Direct Loan Tools for Windows - 2021-2022
                                  Disbursement Detail Comparison - Unmatched Unbooked Records - Compare Report
                                                                                                                    Sort: Loan ID
                                  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
```

```
School Code:    G99999                                                                          Date Range:  All dates
Match Status:   All                                                                             End Date:    1/31/2022

Loan ID:  999999999S22G99999001                                                          Student Name:

                Exists?                Date               Gross              Fee               Rebate             Net             Net Adj

 Disb #   Seq   School   COD   School       COD    School     COD    School     COD    School    COD    School     COD    School     COD

    1      1     No     Yes                1/5/2021            $500              $12               $6              $494               $0
```

```
Loan ID:  999999999U22G99999001                                                          Student Name:

                Exists?                Date               Gross              Fee               Rebate             Net             Net Adj

 Disb #   Seq   School   COD   School       COD    School     COD    School     COD    School    COD    School     COD    School     COD

    1      1     No     Yes                1/6/2021            $500              $12               $6              $494               $0
```

```
Loan ID:  999999999P22G99999001                                                          Student Name:

                Exists?                Date               Gross              Fee               Rebate             Net             Net Adj

 Disb #   Seq   School   COD   School       COD    School     COD    School     COD    School    COD    School     COD    School     COD

    1      1     No     Yes                1/6/2021            $500              $12               $6              $494               $0
```

```
Loan ID:  999999999P22G99999001                                                          Student Name:

                Exists?                Date               Gross              Fee               Rebate             Net             Net Adj

 Disb #   Seq   School   COD   School       COD    School     COD    School     COD    School    COD    School     COD    School     COD

    1      1     No     Yes                1/7/2021            $500              $12               $6              $494               $0

              Grand Totals for G99999
```

```
 Booked Status      Matched    Unmatched     Total
 Booked                   4           4          8
 Unbooked                 4           4          8
 Total                    8           8         16

              *** School Records Outside of SAS Date Range Will Appear In This Section ***
```

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 grand 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: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 16:46:33  Direct Loan Tools for Windows – 2021-2022
                       SAS Cash Detail – Print Report
                                                                         Sort: Type
          THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:       G99999                             Date Range:     All dates
Transaction Type:    All                              End Date:       1/31/2022

Type              Date        Amount      COD Process Date   G5 Control/Check Number

Receipt          1/4/2022         $954          1/15/2022   1111111111111
Receipt          1/4/2022       $5,881           1/4/2022   1111111111112
Receipt          1/4/2022       $9,217           1/4/2022   1111111111113
Receipt          1/4/2022         $112           1/4/2022   1111111111114
Receipt          1/8/2022         $378           1/8/2022   1111111111115
Receipt         1/11/2022       $1,247          1/11/2022   1111111111116
Receipt         1/11/2022       $4,084          1/11/2022   1111111111117
Receipt         1/12/2022       $3,350          1/12/2022   1111111111118
Receipt         1/13/2022       $3,126           1/4/2022   1111111111119
Receipt         1/14/2022       $1,797          1/14/2022   1111111111121
Refund           1/6/2022         $555          1/18/2022   000000000019
Refund           1/6/2022         $751           1/6/2022   000000000021
Refund           1/6/2022         $698           1/6/2022   000000000022
Refund           1/8/2022       $1,234           1/8/2022   000000000023
Refund          1/11/2022         $254          1/11/2022   000000000024
Refund          1/11/2022         $333          1/11/2022   000000000025
Refund          1/13/2022         $632          1/13/2022   000000000026
Refund          1/14/2022         $988          1/14/2022   000000000027
Refund          1/18/2022       $4,321          1/18/2022   000000000028
Refund          1/19/2022         $874           1/6/2022   000000000029

             Grand Totals

Type                    Count        Amount
Cash Receipt              10      $30,146.00
Refunds of Cash           10      $10,640.00
Transactions              20      $40,786.00
```

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. Fields on this report include Student's Name, Loan ID, Servicer Name, Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, details on each disbursement transaction, and grand 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 – Filtered for Both Booked and Unbooked, Page 1:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 13:17:21  Direct Loan Tools for Windows – 2021-2022
                   SAS Loan and Disbursement Detail – Print Report
                                                                 Sort: Loan ID
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:     G99999                  Date Range:                All dates
 Match Status:      All                   End Date:                  1/31/2022
                                          Booked Status:  Both Booked and Unbooked

 Student Name:                        RED, RUBY       Gross Amount:        $500
 Loan ID:                999999999S22G99999001        Fee:                   $5
 Servicer Name:             Dept OF ED PHEAA          Rebate:                $0
 Booked Status:                        Booked         Net Amount:          $495
 PLUS Borrower Name:

 Transactions for 999999999S22G99999001

 Disb #   Seq   Type      Date      Gross      Net
     1     1     D     1/15/2022     $500      $495

 Student Name:                        RED, RUBY       Gross Amount:        $750
 Loan ID:                999999999U22G99999001        Fee:                   $8
 Servicer Name:             Dept OF ED PHEAA          Rebate:                $0
 Booked Status:                        Booked         Net Amount:          $742
 PLUS Borrower Name:

 Transactions for 999999999U22G99999001

 Disb #   Seq   Type      Date      Gross      Net
     1     1     D     1/15/2022     $750      $742

 Student Name:                       BLUE, BART       Gross Amount:      $2,500
 Loan ID:                999999999P22G99999001        Fee:                 $107
 Servicer Name:           Dept OF ED SALLIE MAE       Rebate:                $0
 Booked Status:                      Unbooked         Net Amount:        $2,393
 PLUS Borrower Name:        BLUE, PERIWINKLE

 Transactions for 999999999P22G99999001

 Disb #   Seq   Type      Date      Gross      Net
     1     1     D     1/15/2022    $2,500    $2,393

 Student Name:                 YELLOW, YOLANDA        Gross Amount:      $1,000
 Loan ID:                999999999U22G99999001        Fee:                  $10
 Servicer Name:             Dept OF ED PHEAA          Rebate:                $0
 Booked Status:                      Unbooked         Net Amount:          $990
 PLUS Borrower Name:

 Transactions for 999999999U22G99999001

 Disb #   Seq   Type      Date      Gross      Net
     1     1     D     1/15/2022    $1,000      $990
```

Example 2

Below is an example of a SAS Loan Detail – Filtered for Both Booked and
Unbooked, Page 2:

```
Report Date: 02/01/2021       U.S. DEPARTMENT OF EDUCATION                Page: 2
Report Time: 13:17:21  Direct Loan Tools for Windows – 2021-2022
                    SAS Loan and Disbursement Detail – Print Report
                                                              Sort: Loan ID
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:     G99999                   Date Range:              All dates
Match Status:    All                      End Date:                1/31/2022
                                          Booked Status:  Both Booked and Unbooked

Student Name:                   ORANGE, OLIVE      Gross Amount:    $3,313
Loan ID:                999999999U22G99999001      Fee:               $35
Servicer Name:     DIRECT LOAN SERVICING CENTER    Rebate:             $0
Booked Status:                      Unbooked       Net Amount:     $3,278
PLUS Borrower Name:

Transactions for 999999999U22G99999001

Disb #   Seq   Type    Date     Gross     Net
   1      1     D    1/15/2022  $3,313   $3,278

Student Name:                   VIOLET, VICTOR     Gross Amount:    $1,750
Loan ID:                999999999S22G99999001      Fee:               $18
Servicer Name:        Dept OF ED GREAT LAKES       Rebate:             $0
Booked Status:                      Unbooked       Net Amount:     $1,732
PLUS Borrower Name:

Transactions for 999999999S22G99999001

Disb #   Seq   Type    Date     Gross     Net
   1      1     D    1/15/2022  $1,750   $1,732

Student Name:                   PINK, PAULA A      Gross Amount:    $3,800
Loan ID:                999999999P22G99999001      Fee:              $163
Servicer Name:           Dept OF ED PHEAA          Rebate:             $0
Booked Status:                        Booked       Net Amount:     $3,637
PLUS Borrower Name:

Transactions for 999999999P22G99999001

Disb #   Seq   Type    Date     Gross     Net
   1      1     D    1/15/2022  $3,800   $3,637

                     Grand Totals

Total           Count      Gross       Net
Booked              3      $5,050     $4,874
Unbooked            4      $8,563     $8,393
Loans               7     $13,613    $13,267
Disbursements       7     $13,613    $13,267
```

Disbursement Measurement Tool Report (EDExpress Schools Only)

This report is for EDExpress 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, specified 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 Name, Disbursement Date/#/Seq, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

An EDExpress 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: 05/01/2022                     U.S. DEPARTMENT OF EDUCATION                            Page: 1
Report Time: 10:14:33                  Direct Loan Tools for Windows – 2021-2022
                                       Disbursement Measurement Tool – Print Report
                                                                                                Sort: Loan ID
                     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:      G01002                                   Date Range:

Student Name:                        WHITE, WENDELL        PLUS Borrower Name:
Loan ID:                      999999999S22G99999001

Disbursement Information for 999999999S22G99999001

      Disbursement                          Batched                                      Booked

  #   SEQ      Date         Date      Current Date Used   Days Elapsed       Date     Current Date Used   Days Elapsed
  1    1     1/5/2022     1/5/2022          No                     1       1/6/2022         No                     1

Student Name:                        BLACK, BARBARA       PLUS Borrower Name:
Loan ID:                      999999999U22G99999001

Disbursement Information for 9999999999U22G99999001

      Disbursement                          Batched                                      Booked

  #   SEQ      Date         Date      Current Date Used   Days Elapsed       Date     Current Date Used   Days Elapsed
  1    1     1/5/2022     4/15/2022         No                   104       4/15/2022        No                     0

Student Name:                        BLUE, BELINDA        PLUS Borrower Name:                         BLUE, BOB
Loan ID:                      999999999P22G99999001

Disbursement Information for 999999999P22G99999001

      Disbursement                          Batched                                      Booked

  #   SEQ      Date         Date      Current Date Used   Days Elapsed       Date     Current Date Used   Days Elapsed
  1    1     1/6/2022     1/10/2022         No                     4       1/12/2022        No                     2

Student Name:                        GREEN, GREG          PLUS Borrower Name:
Loan ID:                      999999999P22G99999001

Disbursement Information for 999999999P22G99999001

      Disbursement                          Batched                                      Booked

  #   SEQ      Date         Date      Current Date Used   Days Elapsed       Date     Current Date Used   Days Elapsed
  1    1     2/11/2022    2/15/2022         No                     4       3/15/2022        No                    30
```

Example 2

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

```
Report Date: 05/01/2022                          U.S. DEPARTMENT OF EDUCATION                                                Page: 2
Report Time: 10:14:33                         Direct Loan Tools for Windows - 2021-2022
                                              Disbursement Measurement Tool - Print Report
                                                                                                                         Sort: Loan ID
                                      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student Name:                                   BLACK, BARBARA                    PLUS Borrower Name:
Loan ID:                                999999999P22G99999001

Disbursement Information for 999999999P22G99999001

        Disbursement                                    Batched                                               Booked

 #    SEQ       Date           Date        Current Date Used      Days Elapsed        Date       Current Date Used      Days Elapsed
 1     1      1/1/2022      4/11/2022             No                    100                             Yes                   111

Student Name:                                    RED, ROGER                       PLUS Borrower Name:
Loan ID:                                999999999S22G99999001

Disbursement Information for 999999999S22G01002001

        Disbursement                                    Batched                                               Booked

 #    SEQ       Date           Date        Current Date Used      Days Elapsed        Date       Current Date Used      Days Elapsed
 1     1      1/1/2022      4/14/2022             No                    103                             Yes                   111

Student Name:                                   BROWN, BRYAN                      PLUS Borrower Name:                          BROWN, BILL
Loan ID:                                999999999P22G99999001

Disbursement Information for 999999999P22G99999001

        Disbursement                                    Batched                                               Booked

 #    SEQ       Date           Date        Current Date Used      Days Elapsed        Date       Current Date Used      Days Elapsed
 1     1      1/1/2022      4/17/2022             No                    106                             Yes                   111

                                                           Grand Totals
                        Average Days Elapsed By Loan Type

     Loan Type          Count       Disbursed To Batched      Disbursed To Booked
Grad PLUS                 2                   99.20                   50.00
PLUS                      2                   99.20                   50.00
Subsidized                2                   99.20                   50.00
Unsubsidized              1                  100.00                    0.00

                        Tolerance Review

        Tolerance          Count     Current    Average    Recommended
Disbursed To Batched         7          0         99.20          0
Disbursed To Booked          3          0         42.90          0
```