
Direct Loan Tools Release 18.0 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 18.0 to assist your Direct Loan processing and reconciliation performance.

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Reports

Using DL Tools, Release 18.0, 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 (EExpress schools only)

Located within the Compare function:

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

Each report example represents the 2018-2019 Award Year. Keep in mind that you can only run 2018-2019 reports in Release 18.0.

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 EExpress database or loan/disbursement amounts imported into DL Tools from an external file source (non-EExpress 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 *2018-2019 COD Technical Reference*.

This report is available for the 2018-2019 program year only in Release 18.0. An EExpress 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 *2018-2019 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 EExpress 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: 02/01/2019	U.S. DEPARTMENT OF EDUCATION	Page: 1
Report Time: 12:01:01	Direct Loan Tools - 2018-2019	
Internal Ending Cash Balance Report - Summary		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

Date Range: 01/01/2019 to 01/31/2019		
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: 02/02/2019	U.S. DEPARTMENT OF EDUCATION	Page: 1
Report Time: 12:01:01	Direct Loan Tools - 2018-2019	
Internal Ending Cash Balance Report - Summary		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

Date Range: 01/01/2019 to 01/31/2019		
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: 02/01/2019 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 12:12:01 Direct Loan Tools - 2018-2019
Internal Ending Cash Balance Report - Detail

Sort: Type

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: 01/01/2019 to 01/31/2019

School Code: G99999

Trans Type	Date	Amount
Receipt	01/04/2019	\$3,350
Receipt	01/07/2019	\$3,780
Receipt	01/08/2019	\$4,084
Receipt	01/09/2019	\$5,881
Receipt	01/10/2019	\$9,217
Receipt	01/11/2019	\$9,540
Receipt	01/14/2019	\$40
Receipt	01/15/2019	\$147,483
Receipt	01/16/2019	\$2,000
Receipt	01/16/2019	\$3,650
Receipt	01/17/2019	\$12,332
Receipt	01/18/2019	\$65,000
Receipt	01/21/2019	\$1,247
Receipt	01/22/2019	\$999
Refund	01/04/2019	\$3,921
Refund	01/07/2019	\$3,588
Refund	01/08/2019	\$3,408
Refund	01/09/2019	\$3,335
Refund	01/10/2019	\$3,312
Refund	01/14/2019	\$3,179
Refund	01/15/2019	\$3,124
Refund	01/16/2019	\$3,095
Refund	01/17/2019	\$3,037
Refund	01/22/2019	\$3,011
Refund	01/23/2019	\$2,000
Refund	01/24/2019	\$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 EDEExpress 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: 02/01/2019    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 09:53:09    DIRECT LOAN TOOLS - 2018-2019
                          SAS Monthly Cash Summary
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
End Date: 01/31/2019

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: 02/02/2019	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 10:23:37	DIRECT LOAN TOOLS - 2018-2019	
	SAS Year-to-Date Cash Summary	
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

End Date: 01/31/2019		
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: 02/02/2019    U.S. DEPARTMENT OF EDUCATION    PAGE: 1
Report Time: 12:53:54    Direct Loan Tools - 2018-2019
                        SAS Monthly Disbursement Summary
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*****
End Date: 01/31/2019

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: 02/01/2019 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 12:53:54 Direct Loan Tools - 2018-2019
 SAS Year-to-Date Disbursement Summary
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 End Date: 01/31/2019
 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	\$89,707	\$35,526	\$143,844
Booked Interest Rebate	\$0	\$0	\$0
Booked Net	\$8,325,587	\$3,297,097	\$3,229,603
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	\$269,077
Booked Interest Rebate	\$0
Booked Net	\$14,852,287
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 *2018-2019 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: 02/01/2019 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 12:01:01 Direct Loan Tools - 2018-2019
 Cash Detail Comparison

Sort: Amount

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Date Range: 01/01/2019 to 01/31/2019 Match Status: All

School Code: G99999 Trans Type: All

Tolerance (# days): 5

Trans Type	Trans Date	Trans Amount	Match Status	Record Source
Receipt	01/04/2019	\$112	Matched	COD
Receipt	01/04/2019	\$112	Matched	School
Receipt	01/07/2019	\$378	Matched	COD
Receipt	01/07/2019	\$378	Matched	School
Receipt	01/08/2019	\$995	Unmatched	COD
Refund	01/08/2019	\$954	Matched	COD
Refund	01/08/2019	\$954	Matched	School
Refund	01/09/2019	\$1,247	Matched	School
Refund	01/09/2019	\$1,247	Matched	COD
Receipt	01/11/2019	\$1,797	Matched	COD
Receipt	01/11/2019	\$1,797	Matched	School
Refund	01/14/2019	\$3,126	Unmatched	School
Refund	01/18/2019	\$3,126	Unmatched	COD
Receipt	01/04/2019	\$3,350	Matched	COD
Receipt	01/04/2019	\$3,350	Matched	School
Receipt	01/07/2019	\$4,084	Matched	COD
Receipt	01/07/2019	\$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: 03/04/2019	U.S. DEPARTMENT OF EDUCATION	PAGE: 1		
Report Time: 12:12:01	Direct Loan Tools - 2018-2019			
Cash Detail Comparison				
		Sort: Date		
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT				

Date Range: 01/01/2019 to 02/28/2019	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	01/04/2019	\$112	Matched	School
Refund	01/04/2019	\$112	Matched	COD
Refund	01/07/2019	\$378	Matched	School
Refund	01/07/2019	\$378	Matched	COD
Refund	01/08/2019	\$954	Unmatched	School
Refund	02/04/2019	\$952	Unmatched	COD
Refund	02/04/2019	\$1,247	Matched	School
Refund	02/04/2019	\$1,247	Matched	COD
Refund	02/06/2019	\$3,126	Matched	School
Refund	02/06/2019	\$3,126	Matched	COD
Refund	02/14/2019	\$23,126	Unmatched	COD
Refund	02/15/2019	\$3,350	Matched	School
Refund	02/15/2019	\$3,350	Matched	COD
Refund	02/21/2019	\$4,084	Matched	School
Refund	02/21/2019	\$4,084	Matched	COD
Refund	02/23/2019	\$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 EDEXpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3 of the *2018-2019 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.

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 EExpress 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: 02/04/2019 U.S. DEPARTMENT OF EDUCATION PAGE: 1
 Report Time: 12:01:01 Direct Loan Tools - 2018-2019
 Loan Detail Comparison - Loan Level Sort: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999 End Date: 01/31/2019
 Match Status: All
 Booked Records That Are Matched

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
999999999P19G99999001	PINK, JACK J	\$500/ \$500	2
999999999S19G99999001	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: 02/04/2019 U.S. DEPARTMENT OF EDUCATION PAGE: 2
 Report Time: 12:01:01 Direct Loan Tools - 2018-2019
 Loan Detail Comparison - Loan Level Sort: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999 End Date: 01/31/2019
 Match Status: All
 Booked Records That Are Unmatched

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
999999999S19G99999001	WHITE, WENDY W	\$500/ \$245	2
999999999S19G99999001	BLACK, BUD B	/ \$245	1
999999999S19G99999001	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: 02/04/2019    U.S. DEPARTMENT OF EDUCATION                PAGE: 3
Report Time: 12:01:01    Direct Loan Tools - 2018-2019
                          Loan Detail Comparison - Loan Level
                          Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
School Code: G99999                      End Date: 01/31/2019
Match Status: All
Unbooked Records That Are Matched

```

Loan ID	Student's Name	School/COD Net Amount	# School Disbs
999999999P19G99999001	BROWN, BRENDA B	\$500/ \$500	2
999999999U19G99999001	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: 02/04/2019    US. DEPARTMENT OF EDUCATION                PAGE: 4
Report Time: 12:01:01    DIRECT LOAN TOOLS - 2018-2019
                          Loan Detail Comparison - Loan Level
                          Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
School Code: G99999                      End Date: 01/31/2019
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	# School Disbs
999999999S19G99999001	BLUE, BARBARA B	\$500/ \$245	2
999999999S19G99999001	WHITE, WILLIAM W	/ \$245	0
999999999S19G99999001	GREEN, GLENDA G	\$500/	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 EDEXpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3 of the *2018-2019 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.

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:

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.

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.

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

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.

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 (DSL) 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.

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 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.

Example 1

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

```

Report Date: 02/04/2019    U.S. DEPARTMENT OF EDUCATION                PAGE: 1
Report Time: 12:01:01    Direct Loan Tools - 2018-2019
                          Disbursement Detail Comparison
                               Sort: Loan ID
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
  *****
Date Range: 01/01/2019 to 01/31/2019
School Code: G99999                      End Date: 01/31/2019
Match Status: All
Booked Records That Are Matched

```

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
999999999P19G99999001	BROWN, BARRY B	1/ 1	\$500/ \$500
999999999S19G99999001	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: 02/04/2019 U.S. DEPARTMENT OF EDUCATION PAGE: 2
 Report Time: 12:01:01 Direct Loan Tools - 2018-2019
 Disbursement Detail Comparison

Sort: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: 01/01/2019 to 01/31/2019

School Code: G99999

End Date: 01/31/2019

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	
999999999S18G99999001	RED, ROBERTA R								
	1	1	01/07/2019	\$1,750	\$18	\$0	\$1,732		
	1	1	01/08/2019	\$1,750	\$18	\$0	\$1,732		
999999999S18G99999001	RED, ROBERTA R								
	2	1	01/10/2019	\$1,750	\$18	\$0	\$1,732		
	2	1	01/11/2019	\$1,750	\$18	\$0	\$1,732		
999999999S18G99999001	GREEN, GREG G								
	1	2	01/11/2019	\$1,500	\$15	\$0	\$1,485		
	1	2	01/11/2019	\$1,501	\$15	\$0	\$1,486	\$1	
999999999S18G99999001	GREEN, GREG G								
	2	2	01/15/2018	\$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: 02/04/2019    U.S. DEPARTMENT OF EDUCATION                PAGE: 3
Report Time: 12:01:01    Direct Loan Tools - 2018-2019
                          Disbursement Detail Comparison
                          Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range: 01/01/2019 to 01/31/2019
School Code: G99999                      End Date: 01/31/2019
Match Status: All
Unbooked Records That Are Matched

```

Loan ID	Student's Name	Disb #/ Seq #	School/COD Net Amount
999999999P19G99999001	BLUE, BELINDA B	1/ 1	\$1,500/\$1,500
999999999U19G99999001	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: 02/04/2019 U.S. DEPARTMENT OF EDUCATION PAGE: 4
 Report Time: 12:01:01 Direct Loan Tools - 2018-2019
 Disbursement Detail Comparison

Sort: Loan ID

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Date Range: 01/01/2019 to 01/31/2019

School Code: G99999

End Date: 01/31/2019

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			Gross	Fee	Rebate	Net	Net Adj
SCHOOL	Disb#	Seq#	Date	Gross	Fee	Rebate	Net	Net Adj
COD	Disb#	Seq#	Date	Gross	Fee	Rebate	Net	Net Adj
999999999U19G99999001			WHITE, WENDELL W					
	1	1	01/07/2019	\$2,750	\$29	\$0	\$2,721	
	1	1	01/08/2019	\$2,750	\$29	\$0	\$2,721	
999999999U19G99999001			WHITE, WENDELL W					
	2	1	01/25/2019	\$2,750	\$29	\$0	\$2,721	
	2	1	01/24/2019	\$2,750	\$29	\$0	\$2,721	
999999999U19G99999001			BLACK, BARBARA B					
	1	2	01/04/2019	\$1,500	\$15	\$0	\$1,485	\$1,280
	1	2	01/04/2019	\$1,501	\$15	\$0	\$1,486	\$1,281
999999999S19G99999001			BLACK, BARBARA B					
			NO MATCHING SCHOOL DISBURSEMENT EXISTS					
	2	2	01/04/2019	\$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: 02/04/2019	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	Direct Loan Tools - 2018-2019	
SAS Cash Detail		
		Sort: Type
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

Date Range: 01/01/2019 to 01/31/2019	Trans Type: All	
School Code: G99999		
End Date: 01/31/2019		

Trans Type	Trans Date	Trans Amount	COD Process Date	G5 Control/Check Number
-----	-----	-----	-----	-----
Receipt	01/04/2019	\$3,126	01/08/2019	111111111111
Receipt	01/04/2019	\$5,881	01/08/2019	111111111112
Receipt	01/04/2019	\$9,217	01/08/2019	111111111113
Receipt	01/04/2019	\$112	01/08/2019	111111111114
Receipt	01/08/2019	\$378	01/09/2019	111111111115
Receipt	01/09/2019	\$1,247	01/10/2019	111111111116
Receipt	01/10/2019	\$4,084	01/11/2019	111111111117
Receipt	01/10/2019	\$3,350	01/11/2019	111111111118
Receipt	01/14/2019	\$1,797	01/15/2019	111111111119
Receipt	01/15/2019	\$954	01/16/2019	111111111110
Refund	01/04/2019	\$3,126	01/08/2019	111111111121
Refund	01/04/2019	\$5,881	01/08/2019	111111111122
Refund	01/04/2019	\$9,217	01/08/2019	111111111123
Refund	01/08/2019	\$112	01/09/2019	111111111124
Refund	01/09/2019	\$378	01/10/2019	111111111125
Refund	01/10/2019	\$1,247	01/11/2019	111111111126
Refund	01/11/2019	\$4,084	01/14/2019	111111111127
Refund	01/14/2019	\$3,350	01/15/2019	111111111128
Refund	01/16/2019	\$954	01/17/2019	111111111129
Refund	01/16/2019	\$1,797	01/17/2019	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: 02/04/2019	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	Direct Loan Tools - 2018-2019	
	SAS Loan Detail	
		Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

Date Range: 01/01/2019 to 01/31/2019		
School Code: G99999		Booked Status: Booked and Unbooked
End Date: 01/31/2019		Loan Type: All
Student's Name		
PLUS Borrower's Name	Record	Gross
Loan ID	Type	Amount
Servicer Name		Fee
		Amount
		Int Rebate
		Amount
		Net
		Amount
-----	-----	-----
LEMON, LOU G		
99999999S19G99999001	Unbooked	\$500
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$5
		\$0
		\$495
99999999S19G99999002	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
LEMON, ZOEY G		
99999999S19G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999S19G99999002	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999U19G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
RED, CARRIE M		
RED, ROBERT A		
99999999S19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999S19G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999P19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$85
		\$0
		\$1,915
DENIM, DAVID B		
99999999S19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999S19G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999U19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
GREEN, GLENN O		
99999999S19G99999001	Booked	\$100
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$1
		\$0
		\$99
99999999S19G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999U19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979

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: 02/04/2019	U.S. DEPARTMENT OF EDUCATION	PAGE: 2
Report Time: 12:01:01	Direct Loan Tools - 2018-2019	
	SAS Loan Detail	
		Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

Date Range: 01/01/2019 to 01/31/2019		
School Code: G99999		Booked Status: Booked and Unbooked
End Date: 01/31/2019		Loan Type: All
Student's Name		
PLUS Borrower's Name	Record	Gross
Loan ID	Type	Amount
Servicer Name		Fee
		Amount
		Int Rebate
		Amount
		Net
		Amount
-----	-----	-----
KHAKI, KARA G		
99999999S19G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
KHAKI, KLIEN G		
99999999S19G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999S19G99999002	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999U19G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
GRAPE, GEORGE T		
99999999S19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999S19G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
99999999U19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
GREEN, GLINDA M		
99999999S19G99999001	Unbooked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
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: 02/04/2019	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	Direct Loan Tools - 2018-2019	
	SAS Loan and Disbursement Detail	
		Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

Date Range: 01/01/2019 to 01/31/2019		
School Code: G99999		Booked Status: Booked
End Date: 01/31/2019		Loan Type: All
Student's Name		
PLUS Borrower's Name	Record	Gross
Loan ID	Type	Amount
Servicer Name		Fee
		Amount
		Int Rebate
		Amount
		Net
		Amount
	Disb #	Seq #
	Type	Disb Date
		Gross Amount
		Net Amount

BLUE, BILL B		
999999999S19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/04/2019
		\$100
		\$99
999999999S19G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/04/2019
		\$100
		\$99
999999999U19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/11/2019
		\$100
		\$99
WHITE, WILLIAM W		
999999999S19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/04/2019
		\$100
		\$99
999999999S19G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/11/2019
		\$100
		\$99
999999999U19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/16/2019
		\$100
		\$99
RED, RHONDA R		
999999999S19G99999001	Booked	\$100
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$1
		\$0
		\$99
	1	1
		01/16/2019
		\$100
		\$99
999999999S19G99999002	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/18/2019
		\$100
		\$99
999999999U19G99999001	Booked	\$2,000
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		\$21
		\$0
		\$1,979
	1	1
		01/18/2019
		\$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: 02/04/2019    U.S. DEPARTMENT OF EDUCATION    PAGE: 2
Report Time: 12:01:01    DIRECT LOAN TOOLS - 2018-2019
                          SAS Loan and Disbursement Detail
                          Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range: 01/01/2019 to 01/31/2019

School Code: G99999          Booked Status: Booked

End Date: 01/31/2019        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
99999999S19G99999001      Booked   $2,000   $21    $0           $1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1           1           01/04/2019   $100    $99
99999999S19G99999002      Booked   $2,000   $21    $0           $1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1           1           01/23/2019   $100    $99
99999999U19G99999001      Booked   $2,000   $21    $0           $1,979
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1           1           01/25/2019   $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
    
```

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: 02/04/2019	U.S. DEPARTMENT OF EDUCATION	PAGE: 1
Report Time: 12:01:01	DIRECT LOAN TOOLS - 2018-2019	
Disbursement Measurement Tool Report		
(All Records)		
		Sort: Last Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT		

Date Range: 01/01/2019 to 01/31/2019	Tolerance (Disbursed to Batched): 0	
School Code: G99999	Tolerance (Disbursed to Booked): 0	
Student's Name	Disbursement	Batched
PLUS Borrower's Name	Date/#/Seq	Date
Loan ID		

DENIM, DONALD A.		
COPPER, CALVIN		
999999999P19G99999001	01/03/2019 1 01	01/03/2019 0
		01/04/2019 1
999999999S19G99999001	01/04/2019 1 01	01/04/2019 0
	01/11/2019 1 02	01/15/2019 4
		01/15/2019 11
999999999U19G99999001	01/04/2019 1 01	01/15/2019 11
	01/22/2019 2 01	01/24/2019 2
	01/25/2019 2 02	01/25/2019 0
		29*
RED, REID I.		
BLUE, BELLA		
999999999P19G99999001	01/07/2019 1 01	01/10/2019 3
	01/23/2019 1 01	01/23/2019 0
		01/27/2019 20
999999999S19G99999001	01/22/2019 1 01	01/24/2019 2
	01/21/2019 2 01	01/25/2019 5
	01/25/2019 2 02	01/25/2019 0
		01/29/2019 7
GREEN, GREG G.		
999999999P19G99999001	01/21/2019 1 01	01/22/2019 1
	01/24/2019 2 01	01/25/2019 1
		01/23/2019 2
ZANY, ZOEY I.		
999999999S19G99999001	01/22/2019 1 01	01/23/2019 1
	01/25/2019 2 01	01/25/2019 0
		01/25/2019 4

Example 2

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

```

Report Date: 02/04/2019          U.S. DEPARTMENT OF EDUCATION          PAGE: 2
Report Time: 12:01:01          DIRECT LOAN TOOLS - 2018-2019
                               Disbursement Measurement Tool Report
                               (All Records)                          Sort: Last Name
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****
Date Range: 01/01/2019 to 01/31/2019          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
-----
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
    
```