Volume IV, Section 1—Direct Loan (DL) Tools for Windows, Release 8.0

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Overview

William D. Ford Federal Direct Loan (DL) Tools for Windows, Release 8.0 is a supplemental software product for Direct Loan participants. You can download software and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov.

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

- Compare the School Account Statement (SAS) to loans and actual disbursements recorded in EDExpress or an external file, and/or compare the SAS to the DL Tools Cash database.

- Print the SAS in a readable format.

- Track cash receipts (drawdowns) and Refunds of Cash.

- Rebuild your Direct Loan origination and disbursement records in EDExpress using an automated process.

DL Tools was developed to process data for multiple program years. Release 8.0 contains SAS Compare and formatting, Cash Management, and Rebuild functionality for the 2006-2007, 2007-2008, and 2008-2009 cycles.

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDExpress for Windows databases. However, non-EDExpress users can export data from a rebuilt EDExpress database to recreate non-EDExpress loans or databases. For information on creating file formats and exporting data from EDExpress to an external system, see Volume III of the *2008-2009 COD Technical Reference*.

Important DL Tools Comparison Reports Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS Reports with YTD detail, *not* monthly detail. See Direct Loan Bulletin (DLB) 02-36 for information about default settings and SAS option selections. You can change your report options (YTD detail, for example) by contacting your COD School Relations customer service representative at **800/848-0978; TDD/TTY 800/461-7010** or by e-mail at CODSupport@acs-inc.com or by accessing the COD System Web site at cod.ed.gov.

Using DL Tools without EDExpress

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

- To add school cash data, import the External Cash file (DLEXCASH).

- To add school loan data, import the External Loan file (DLEXLOAN).

- To add school disbursement data, import the External Disbursement file (DLEXDISB).

Fixed-length record layouts for each of these file types are included in Volume IV, Section 3 of the *2008-2009 COD Technical Reference*.

Note: These record layouts are used without header or trailer records.

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

After you have created your external files, open the DL Tools software and select **File**, **Import**. The options in the Import dialog box direct you through the steps to import these data files into DL Tools.

Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, the DL Tools for Windows, Release 8.0 is compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in DL Tools software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, DL Tools for Windows, Release 8.0 includes the following features:

- All DL Tools fields that are shaded yellow to indicate they are required also display a "-R" after the software label. The "-R" indicates the field is required.

- All DL Tools grids display "floating" text descriptions of the contents of grid cells when cells are selected. The text displays one cell above (or below, if the first cell is selected) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time, or using the Tab key or arrow keys to move from a cell, hides the text.

- Floating text is always enabled for the SYSADMIN user ID and always displays in the Startup Information dialog box. To disable the floating text, go to **Tools**, **Setup**, **Security Users** and create a new user ID and password. Exit DL Tools, and then log back in with your new user ID and password. For all user IDs other than SYSADMIN, floating text is disabled by default. To enable floating text, select the **Enable 508 Grid Functionality?** checkbox in the Security Users dialog box.

Note: Users will always see the "-R" label added to software fields.

DL Tools Release 8.0 Enhancements and Changes

The following enhancements and changes are available in DL Tools Release 8.0:

General

- **Program Year 2005-2006 Removed:** We removed DL Tools functionality applicable to program year 2005-2006.

- **Program Year 2008-2009 Added:** We added DL Tools functionality applicable to program year 2008-2009.

- **2008-2009 Message Classes Added:** Year indicators in message classes were updated for program year 2008-2009.

Rebuild

- **New COD System Elements Added to Rebuild Files:** DL Tools will now rebuild the following EDExpress fields based on data added to the Rebuild file (message class CODRBFOP) by the COD System:

  - MPN Expiration Date (2007-2008 and forward)

  - Additional Unsub Preprofessional or Teacher Certification? (2007-2008 and forward)

  - Additional Unsub Eligibility for Dependent Student? (2008-2009 and forward)

Disbursement Detail External Add (DLEXDISB)

- **Transaction Date Ranges Updated:** Release 8.0 allows only the following transaction date ranges when you are importing a Disbursement Detail External Add file (DLEXDISB):

  - When a 2006-2007 Disbursement Detail External Add file (DLEXDISB) is imported, the valid date range is 6/22/2005 to 10/27/2008.

  - When a 2007-2008 Disbursement Detail External Add file (DLEXDISB) is imported, the valid date range is 6/22/2006 to 10/27/2009.

  - When a 2008-2009 Disbursement Detail External Add file (DLEXDISB) is imported, the valid date range is 6/22/2007 to 12/26/2012.

Getting Help

Online Help

DL Tools Release 8.0 provides on-line help to assist you with system setup and more details regarding use of this software tool.

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

CPS/SAIG Technical Support

For questions regarding technical assistance and software functionality, call CPS/SAIG Technical Support at:

800/330-5947

TDD/TTY: 800/511-5806

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT).

or

E-mail CPS/SAIG Technical Support at:

CPSSAIG@ed.gov

A representative will respond within one business day.

Note: Make sure you include both your TG number and your telephone number in your message.

Additional Assistance

If you have questions regarding the Direct Loan reconciliation or closeout process, please contact the COD School Relations Center at 800/848-0978 or send an e-mail to codsupport@acs-inc.com.

You can also post questions regarding DL Tools on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, go to fsa4schools.ed.gov, click "Listserves/Mailing Lists" on the left menu, and click the "FSATech listserv" link.

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