Volume IV, Section 4—DL Tools Reports

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Reports

Using DL Tools, Release 8.0, 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:

- Internal Ending Cash Balance Report

- Cash Detail Comparison

- Loan Detail Comparison – Loan Level

- Disbursement Detail Comparison

- School Account Statement (SAS) Cash Detail

- SAS Loan and Disbursement Detail

- Disbursement Measurement Tool Report (EDExpress schools only)

Each report example represents the 2008-2009 award year. Keep in mind that these reports can be run for all program years.

Internal Ending Cash Balance Report

Description

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 *2008-2009 COD Technical Reference*.

This report is available for all program years. An EDExpress database connection is optional.

Note: In order 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 no use the Cash Management function in DL Tools, and those that do not import loan and disbursement records from an external file, or have a connection to EDExpress, will not obtain helpful results from this report.

Note: 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 you can print an Internal Ending Cash Balance Report for all school codes in your school's database.

Sample Internal Ending Cash Balance Report – Summary With Disbursement Data Source = EDExpress

```
Report Date: 02/01/2009      U.S. DEPARTMENT OF EDUCATION      Page:    1
Report Time:  12:01:01       DIRECT LOAN TOOLS - 2008-2009
                     Internal Ending Cash Balance Report - Summary
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************

Date Range:  01/01/2009 to 01/31/2009

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
```

Sample Internal Ending Cash Balance Report – Summary With Disbursement Data Source = External Source

```
Report Date: 02/01/2009        U.S. DEPARTMENT OF EDUCATION        Page:    1
Report Time:  12:01:01         DIRECT LOAN TOOLS - 2008-2009
                       Internal Ending Cash Balance Report - Summary
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************

Date Range:  01/01/2009 to 01/31/2009

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
```

Sample Internal Ending Cash Balance Report – Detail Sorted by Transaction Type

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:12:01   DIRECT LOAN TOOLS - 2008-2009
               Internal Ending Cash Balance Report - Detail
                                                    Sort by: Trans Type
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2009 to 01/31/2009

School Code: G99999


Trans Type      Date          Amount
----------      ----------    --------------
Receipt         01/02/2009          $3,350
Receipt         01/03/2009          $3,780
Receipt         01/04/2009          $4,084
Receipt         01/05/2009          $5,881
Receipt         01/06/2009          $9,217
Receipt         01/07/2009          $9,540
Receipt         01/08/2009             $40
Receipt         01/10/2009        $147,483
Receipt         01/11/2009          $2,000
Receipt         01/12/2009          $3,650
Receipt         01/14/2009         $12,332
Receipt         01/15/2009         $65,000
Receipt         01/18/2009          $1,247
Receipt         01/19/2009            $999
Refund          01/02/2009          $3,921
Refund          01/03/2009          $3,588
Refund          01/05/2009          $3,408
Refund          01/06/2009          $3,335
Refund          01/07/2009          $3,312
Refund          01/10/2009          $3,179
Refund          01/11/2009          $3,124
Refund          01/12/2009          $3,095
Refund          01/15/2009          $3,037
Refund          01/20/2009          $3,011
Refund          01/21/2009          $2,000
Refund          01/22/2009            $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
```

Cash Detail Comparison

Description

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 prints on this report. External record layouts are found in Volume IV, Section 3 of the *2008-2009 COD Technical Reference*.

An EDExpress database connection is optional.

Note: When printing a Cash Detail Comparison 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 you can print a Cash Detail Comparison for all school codes in your school's database.

Sample Cash Detail Comparison – Sorted by Amount

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION            PAGE:  1
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                          Cash Detail Comparison
                                                        Sort by: Amount
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2009 to 01/31/2009            Match Status: All

School Code: G99999                             Trans Type: All

Tolerance (# days): 5

                 Trans
Trans Type       Date          Trans Amount       Match Status   Record Source
-----------      ----------    ------------------  ------------   ---------------

Receipt          01/02/2009                 $112   Matched        COD

Receipt          01/02/2009                 $112   Matched        School

Receipt          01/03/2009                 $378   Matched        COD

Receipt          01/03/2009                 $378   Matched        School

Receipt          01/05/2009                 $995   Unmatched      COD

Refund           01/06/2009                 $954   Matched        COD

Refund           01/06/2009                 $954   Matched        School

Refund           01/07/2009               $1,247   Matched        School

Refund           01/07/2009               $1,247   Matched        COD

Receipt          01/09/2009               $1,797   Matched        COD

Receipt          01/09/2009               $1,797   Matched        School

Refund           01/12/2009               $3,126   Matched        School

Refund           01/12/2009               $3,126   Matched        COD

Receipt          01/02/2009               $3,350   Matched        COD

Receipt          01/02/2009               $3,350   Matched        School

Receipt          01/05/2009               $4,084   Matched        COD

Receipt          01/05/2009               $4,084   Matched        School


Totals:
  Matched Records:              16
  Unmatched Records:             1
  COD Cash Detail Records:       9
  School Cash Detail Records:    8
```

Sample Cash Detail Comparison – Filtered on Transaction Type and Sorted by Date

```
Report Date: 03/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:12:01    DIRECT LOAN TOOLS - 2008-2009
                            Cash Detail Comparison
                                                           Sort by: Date
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
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Date Range: 01/01/2009 to 02/28/2009             Match Status: All

School Code: G99999                              Trans Type: Refunds of Cash

Tolerance (# days): 5


                  Trans
Trans Type        Date        Trans Amount        Match Status   Record Source
----------        ----------  ------------------  -------------  ---------------

Refund            01/02/2009               $112   Matched        School

Refund            01/02/2009               $112   Matched        COD

Refund            01/03/2009               $378   Matched        School

Refund            01/03/2009               $378   Matched        COD

Refund            01/06/2009               $954   Unmatched      School

Refund            02/01/2009               $952   Unmatched      COD

Refund            02/02/2009             $1,247   Matched        School

Refund            02/02/2009             $1,247   Matched        COD

Refund            02/05/2009             $3,126   Matched        School

Refund            02/05/2009             $3,126   Matched        COD

Refund            02/10/2009            $23,126   Unmatched      COD

Refund            02/12/2009             $3,350   Matched        School

Refund            02/12/2009             $3,350   Matched        COD

Refund            02/19/2009             $4,084   Matched        School

Refund            02/19/2009             $4,084   Matched        COD

Refund            02/21/2009             $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

Description

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 *2008-2009 COD Technical Reference*.

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 (MPN Missing) - 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.

Note: Beginning in 2008-2009 the COD System will reject actual disbursements submitted without an accepted MPN.

Note: If your school has not imported a booking notification for the loan but the SAS shows that the loan is booked, then the loan does not appear in this 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.

School Records That Are Not On SAS Or Mismatched SAS Unbooked Records - 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.

Note: A Loan Detail Comparison – Loan Level Report runs regardless of the type of SAS 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.

Note: 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 Print dialog box. If you leave the school code blank in the Print dialog box, then you can print a Loan Detail Comparison for all school codes in your school's database.

Loan Detail Comparison – Loan Level, Sorted by Loan ID; Page 1

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION            PAGE:  1
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                   Loan Detail Comparison - Loan Level
                                                    Sort by: Loan ID
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****************************************************************************

School Code: G99999                        End Date: 01/31/2009

Booked Status: Both Booked and Unbooked    Match Status: All

BOOKED RECORDS THAT ARE MATCHED

                                           School/COD      # School
Loan ID                 Student's Name     Net Amount      Disbs
--------------------    ------------------------------   --------------   --------

999999999P09G99999001   PINK, JACK J                      $500/  $500    2

999999999S09G99999001   BLUE, JOHN S                     $3500/ $3500    2
```

Loan Detail Comparison — Loan Level, Sorted by Loan ID; Page 2

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION            PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                  Loan Detail Comparison - Loan Level
                                              Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

School Code: G99999                        End Date: 01/31/2009

Booked Status: Both Booked and Unbooked    Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

                                           School/COD    # School
Loan ID                 Student's Name     Net Amount    Disbs
--------------------    -----------------------------  --------------  --------

999999999S09G99999001   WHITE, WENDY W         $500/  $245       2

999999999S09G99999001   BLACK, BUD B              /  $245       1

999999999S09G99999001   GREEN, GARY G          $500/             2
```

Loan Detail Comparison — Loan Level, Sorted by Loan ID; *Page 3*

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  3
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                  Loan Detail Comparison - Loan Level
                                                     Sort by: Loan ID
  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

School Code: G99999                            End Date: 01/31/2009

Booked Status: Both Booked and Unbooked        Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING)

                                               School/COD      # School
Loan ID                 Student's Name         Net Amount      Disbs
--------------------    ----------------------------    --------------    --------

999999999P09G99999001   BROWN, BRENDA B        $500/  $500       2

999999999U09G99999001   RED, ROBERT R          $1500/ $1500      2
```

Loan Detail Comparison – Loan Level, Sorted by Loan ID; Page 4

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION            PAGE:  4
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                    Loan Detail Comparison - Loan Level
                                                  Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

School Code: G99999                           End Date: 01/31/2009

Booked Status: Both Booked and Unbooked       Match Status: All

SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS
*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

                                              School/COD       # School
Loan ID                  Student's Name       Net Amount       Disbs
--------------------     ------------------------------ --------------  --------

999999999S09G99999001    BLUE, BARBARA B          $500/  $245       2

999999999S09G99999001    WHITE, WILLIAM W            /   $245       0

999999999S09G99999001    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 (MPN MISSING):              2
TOTAL SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS:  3
TOTAL LOANS:                                                        10
```

Disbursement Detail Comparison

Description

This report 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 *2008-2009 COD Technical Reference*.

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

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

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

Unbooked Records That Are Matched (MPN Missing) - 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.

Note: Beginning in 2008-2009 the COD System will reject actual disbursements submitted without an accepted MPN.

Note: If your school has not imported a booking notification for the loan but the SAS shows that the disbursement has booked, then the disbursement does not appear in this section. The booking status is according to the COD System, not according to your school's database.

School Records That Are Not On SAS Or Mismatched SAS 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.

Note: A Disbursement Detail Comparison Report runs only if a DSDF with disbursement detail has been imported into DL Tools. If your school imports a DSLF rather than a DSDF, then you cannot run this report. An EDExpress database connection is optional.

Note: 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 Print dialog box. If you

leave the school code blank in the Print dialog box, then you can print a Disbursement Detail Comparison for all school codes in your school's database.

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

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.

Disbursement Detail Comparison – Sorted by Loan ID, Page 1

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                        Disbursement Detail Comparison
                                                        Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                          End Date: 01/31/2009

Booked Status: Both Booked and Unbooked      Match Status: All

BOOKED RECORDS THAT ARE MATCHED

                                             Disb #/   School/COD
Loan ID                 Student's Name       Seq #     Net Amount
--------------------    ------------------------------ -------   -------------

999999999P09G99999001   BROWN, BARRY B              1/ 1    $500/  $500

999999999S09G99999001   TAN, TERESA T               1/ 1    $500/  $500
```

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                         Disbursement Detail Comparison
                                                     Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************

Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                            End Date: 01/31/2009

Booked Status: Both Booked and Unbooked        Match Status: All

BOOKED RECORDS THAT ARE UNMATCHED

Loan ID                Student's Name
  SCHOOL  Disb#  Seq#  Date       Type  Gross    Fee     Rebate  Net     Net Adj
  COD     Disb#  Seq#  Date       Type  Gross    Fee     Rebate  Net     Net Adj
--------------------------------------------------------------------------------

999999999S09G99999001  RED, ROBERTA R
          1      1     01/05/2009  D   $1,750    $52     $26     $1,724
          1      1     01/05/2009  D   $1,750    $52     $26     $1,724

999999999S09G99999001  RED, ROBERTA R
          2      1     01/11/2009  D   $1,750    $52     $26     $1,724
          2      1     01/11/2009  D   $1,750    $52     $26     $1,724

999999999S09G99999001  GREEN, GREG G
          1      2     01/12/2009  A   $1,500    $45     $23     $1,478   $1,281
          1      2     01/12/2009  A   $1,501    $45     $23     $1,479   $1,282

999999999S09G99999001  GREEN, GREG G
          2      2     01/15/2009  A   $1,500    $45     $23     $1,478   $1,281
                  NO MATCHING COD DISBURSEMENT EXISTS
```

Disbursement Detail Comparison – Sorted by Loan ID, Page 3

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  3
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2008-2009
                          Disbursement Detail Comparison
                                                          Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                           End Date: 01/31/2009

Booked Status: Both Booked and Unbooked       Match Status: All

UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING)

                                                 Disb #/   School/COD
Loan ID                 Student's Name            Seq #    Net Amount
--------------------    ------------------------------    -------    -------------

999999999P09G99999001   BLUE, BELINDA B            1/ 1    $1,500/$1,500

999999999U09G99999001   BROWN, BILL B              1/ 1    $1,500/$1,500
```

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  4
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                         Disbursement Detail Comparison
                                                   Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                              End Date: 01/31/2009

Booked Status: Both Booked and Unbooked          Match Status: All

 SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS
*NOTE - SCHOOL RECORDS OUTSIDE OF SAS DATE RANGE WILL APPEAR IN THIS SECTION

Loan ID              Student's Name
   SCHOOL  Disb#  Seq#  Date      Type  Gross    Fee     Rebate  Net     Net Adj
   COD     Disb#  Seq#  Date      Type  Gross    Fee     Rebate  Net     Net Adj
-------------------------------------------------------------------------------

999999999U09G99999001  WHITE, WENDELL W
            1     1  01/05/2009   D  $2,750    $82     $41    $2,709
            1     1  01/05/2009   D  $2,750    $82     $41    $2,709

999999999U09G99999001  WHITE, WENDELL W
            2     1  01/25/2009   D  $2,750    $82     $41    $2,709
            2     1  01/25/2009   D  $2,750    $82     $41    $2,709

999999999U09G99999001  BLACK, BARBARA B
            1     2  01/02/2009   A  $1,500    $45     $23    $1,478   $1,281
            1     2  01/02/2009   A  $1,501    $45     $23    $1,479   $1,282

999999999S09G99999001  BLACK, BARBARA B
            NO MATCHING SCHOOL DISBURSEMENT EXISTS
            2     2  01/05/2009   A  $1,500    $45     $23    $1,478   $1,281


TOTAL BOOKED RECORDS THAT ARE MATCHED:                                  2
TOTAL BOOKED RECORDS THAT ARE UNMATCHED:                                4
TOTAL UNBOOKED RECORDS THAT ARE MATCHED (MPN MISSING):                  2
TOTAL SCHOOL RECORDS THAT ARE NOT ON SAS OR MISMATCHED SAS UNBOOKED RECORDS:   4
TOTAL DISBURSEMENTS:                                                   12
```

SAS Cash Detail

Description

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.

Sample SAS Cash Detail – Sorted by Transaction Type

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2008-2009
                            SAS Cash Detail
                                                    Sort by: Trans Type
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
***************************************************************************

Date Range: 01/01/2009 to 01/31/2009              Trans Type: All

School Code: G99999

End Date: 01/31/2009


                Trans                         COD Process    G5 Control/
Trans Type      Date         Trans Amount     Date           Check Number
-----------     ----------   --------------   -------------  ---------------

Receipt         01/02/2009         $3,126     01/05/2009     1111111111111
Receipt         01/03/2009         $5,881     01/10/2009     1111111111112
Receipt         01/04/2009         $9,217     01/11/2009     1111111111113
Receipt         01/05/2009           $112     01/12/2009     1111111111114
Receipt         01/06/2009           $378     01/13/2009     1111111111115
Receipt         01/07/2009         $1,247     01/14/2009     1111111111116
Receipt         01/08/2009         $4,084     01/15/2009     1111111111117
Receipt         01/09/2009         $3,350     01/17/2009     1111111111118
Receipt         01/10/2009         $1,797     01/18/2009     1111111111119
Receipt         01/11/2009           $954     01/19/2009     1111111111110
Refund          01/02/2009         $3,126     01/20/2009     1111111111111
Refund          01/03/2009         $5,881     01/21/2009     1111111111112
Refund          01/05/2009         $9,217     01/22/2009     1111111111113
Refund          01/06/2009           $112     01/23/2009     1111111111114
Refund          01/07/2009           $378     01/24/2009     1111111111115
Refund          01/08/2009         $1,247     01/25/2009     1111111111116
Refund          01/09/2009         $4,084     01/26/2009     1111111111117
Refund          01/11/2009         $3,350     01/27/2009     1111111111118
Refund          01/12/2009           $954     01/28/2009     1111111111119
Refund          01/14/2009         $1,797     01/29/2009     1111111111121


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

Description

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 prints without a date range.

Sample SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 1

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2008-2009
                             SAS Loan Detail
                                                        Sort by: Loan ID
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                      Booked Status: Booked and Unbooked

End Date: 01/31/2009                     Loan Type: All

Student's Name
PLUS Borrower's Name            Record   Gross    Fee     Int Rebate  Net
  Loan ID                       Type     Amount   Amount  Amount      Amount
-----------------------------   -------- -------  ------  --------    -------


LEMON, LOU G
  999999999S09G99999001         Unbooked   $500    $245     $122       $377
  999999999S09G99999002         Unbooked $2,000     $48      $24     $1,976

LEMON, ZOEY G
  999999999S09G99999001         Unbooked $2,000     $48      $24     $1,976
  999999999S09G99999002         Unbooked $2,000     $48      $24     $1,976
  999999999U09G99999001         Unbooked $2,000     $48      $24     $1,976

RED, CARRIE M
RED, ROBERT A
  999999999S09G99999001         Booked   $2,000     $24      $12     $1,988
  999999999S09G99999002         Booked   $2,000     $24      $12     $1,988
  999999999P09G99999001         Booked   $2,000     $24      $12     $1,988

DENIM, DAVID B
  999999999S09G99999001         Booked   $2,000     $36      $18     $1,982
  999999999S09G99999002         Booked   $2,000     $36      $18     $1,982
  999999999U09G99999001         Booked   $2,000     $36      $18     $1,982

GREEN, GLENN O
  999999999S09G99999001         Booked     $100     $61      $30       $69
  999999999S09G99999002         Booked   $2,000     $61      $30     $1,969
  999999999U09G99999001         Booked   $2,000     $61      $30     $1,969

KHAKI, KARA G
  999999999S09G99999001         Unbooked $2,000     $67      $33     $1,966

KHAKI, KLIEN G
  999999999S09G99999001         Unbooked $2,000     $67      $33     $1,966
  999999999S09G99999002         Unbooked $2,000     $67      $33     $1,966
  999999999U09G99999001         Unbooked $2,000     $67      $33     $1,966

GRAPE, GEORGE T
  999999999S09G99999001         Booked   $2,000     $53      $26     $1,973
  999999999S09G99999002         Booked   $2,000     $53      $26     $1,973
  999999999U09G99999001         Booked   $2,000     $53      $26     $1,973

GREEN, GLINDA M
  999999999S09G99999001         Unbooked $2,000     $37      $18     $1,981
```

Sample SAS Loan Detail (Disbursement Detail Not Included) – Filtered for Both Booked and Unbooked, Page 2

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                           SAS Loan Detail
                                                    Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                       Booked Status: Booked and Unbooked

End Date: 01/31/2009                      Loan Type: All

Student's Name
PLUS Borrower's Name             Record   Gross     Fee     Int Rebate  Net
  Loan ID                        Type     Amount    Amount  Amount      Amount
-----------------------------    -------- -------   ------  --------    -------


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:       $39,902
```

Sample SAS Loan and Disbursement Detail (Disbursement Detail Included) — Filtered for Booked Only, Page 1

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:  12:01:01    DIRECT LOAN TOOLS - 2008-2009
                          SAS Loan and Disbursement Detail
                                                        Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*****************************************************************************


Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                          Booked Status: Booked

End Date: 01/31/2009                         Loan Type: All

Student's Name
PLUS Borrower's Name            Record   Gross     Fee    Int Rebate  Net
  Loan ID                       Type     Amount    Amount Amount      Amount
-----------------------------   -------- -------   ------ --------    -------
                          Disb # Seq # Type Disb Date  Gross Amount Net Amount
                          ------ ----- ---- ---------- ------------ ----------


BLUE, BILL B
  999999999S09G99999001         Booked    $2,000    $24    $12       $1,988
                          1     1    D    01/02/2009         $100         $76
  999999999S09G99999002         Booked    $2,000    $24    $12       $1,988
                          1     1    D    01/05/2009         $100         $76
  999999999U09G99999001         Booked    $2,000    $24    $12       $1,988
                          1     1    D    01/11/2009         $100         $76

WHITE, WILLIAM W
  999999999S09G99999001         Booked    $2,000    $36    $18       $1,982
                          1     1    D    01/03/2009         $100         $63
  999999999S09G99999002         Booked    $2,000    $36    $18       $1,982
                          1     1    D    01/10/2009         $100         $63
  999999999U09G99999001         Booked    $2,000    $36    $18       $1,982
                          1     1    D    01/15/2009         $100         $63

RED, RHONDA R
  999999999S09G99999001         Booked    $100      $61    $30        $69
                          1     1    D    01/15/2009         $100         $39
  999999999S09G99999002         Booked    $2,000    $61    $30       $1,969
                          1     1    D    01/16/2009         $100         $39
  999999999U09G99999001         Booked    $2,000    $61    $30       $1,969
                          1     1    D    01/20/2009         $100         $39


BLACK, BRENDA B
  999999999S09G99999001         Booked    $2,000    $53    $26       $1,973
                          1     1    D    01/20/2009         $100         $47
  999999999S09G99999002         Booked    $2,000    $53    $26       $1,973
                          1     1    D    01/22/2009         $100         $47
  999999999U09G99999001         Booked    $2,000    $53    $26       $1,973
                          1     1    D    01/25/2009         $100         $47
```

Sample SAS Loan and Disbursement Detail (Disbursement Detail Included) – Filtered for Booked Only, Page 2

```
Report Date: 02/01/2009   U.S. DEPARTMENT OF EDUCATION              PAGE:  2
Report Time:  12:01:01   DIRECT LOAN TOOLS - 2008-2009
                     SAS Loan and Disbursement Detail
                                                    Sort by: Loan ID
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************

Date Range: 01/01/2009 to 01/31/2009

School Code: G99999                    Booked Status: Booked

End Date: 01/31/2009                   Loan Type: All

Student's Name
PLUS Borrower's Name         Record    Gross     Fee     Int Rebate  Net
  Loan ID                    Type      Amount    Amount  Amount      Amount
-----------------------------  --------  -------  ------  --------   -------
                     Disb #  Seq #  Type  Disb Date  Gross Amount  Net Amount
                     ------  -----  ----  ---------  ------------  ----------

Total Booked Loans:           12       $22,100
Total Unbooked Loans:          0       $00,000
Total Loans:                  28       $22,100
Total Disbursements:          12       $22,100

Total Loan Gross Amount:    $22,100
Total Loan Net Amount:      $21,386
```

Disbursement Measurement Tool Report (EDExpress Schools Only)

Description

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, 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/#/Type/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.

Sample Disbursement Measurement Tool Report, Page 1

```
 Report Date: 02/01/2009        U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:   12:01:01         DIRECT LOAN TOOLS - 2008-2009
                                Disbursement Measurement Tool Report
                                     (ALL RECORDS)                 Sort: Last Name
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*********************************************************************************

Date Range: 01/01/2009 to 01/31/2009       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/#/Type/Seq     Date     Elapsed   Date   Elapsed
----------------------- ----------------------------------------------------------

DENIM, DONALD A.
COPPER, CALVIN
  999999999P09G99999001 01/01/2009 1 D 01  01/02/2009   1      01/05/2009   5

  999999999S09G99999001 01/02/2009 1 D 01  01/05/2009   3      01/15/2009  13
                        01/10/2009 1 A 02  01/15/2009   5

  999999999U09G99999001 01/02/2009 1 D 01  01/15/2009  13                  30*
                        01/20/2009 2 D 01  01/25/2009   5
                        01/22/2009 2 A 02  01/23/2009   1

RED, REID I.
BLUE, BELLA
  999999999P09G99999001 01/05/2009 1 D 01  01/10/2009   5      01/20/2009  15
                        01/21/2009 1 A 01  01/22/2009   1

  999999999S09G99999001 01/20/2009 1 D 01  01/22/2009   2      01/25/2009   5
                        01/21/2009 2 D 01  01/26/2009   5
                        01/27/2009 2 A 02  01/27/2009   0

GREEN, GREG G.
  999999999P09G99999001 01/20/2009 1 D 01  01/21/2009   1      01/22/2009   2
                        01/25/2009 2 D 01  01/26/2009   1

ZANY, ZOEY I.
  999999999S09G99999001 01/20/2009 1 D 01  01/21/2009   1      01/22/2009   2
                        01/23/2009 2 D 01  01/23/2009   0
```

Sample Disbursement Measurement Tool Report, Page 2

Date Range: 01/01/2009 to 01/31/2009   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/#/Type/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):   2.33
Average Days Elapsed (Disbursed to Booked):   10.00

Total Number of Subsidized Disbursement Records: 7
Average Days Elapsed (Disbursed to Batched):   2.29
Average Days Elapsed (Disbursed to Booked):   6.67

Total Number of Unsubsidized Disbursement Records: 3
Average Days Elapsed (Disbursed to Batched):   6.33
Average Days Elapsed (Disbursed to Booked):   30.00

Total Number of Disbursement Records: 15
Average Days Elapsed (Disbursed to Batched):   3.23
Average Days Elapsed (Disbursed to Booked):   11.67

* – Current Date Used