

myReports User Guide



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Chapter 1 – Introduction

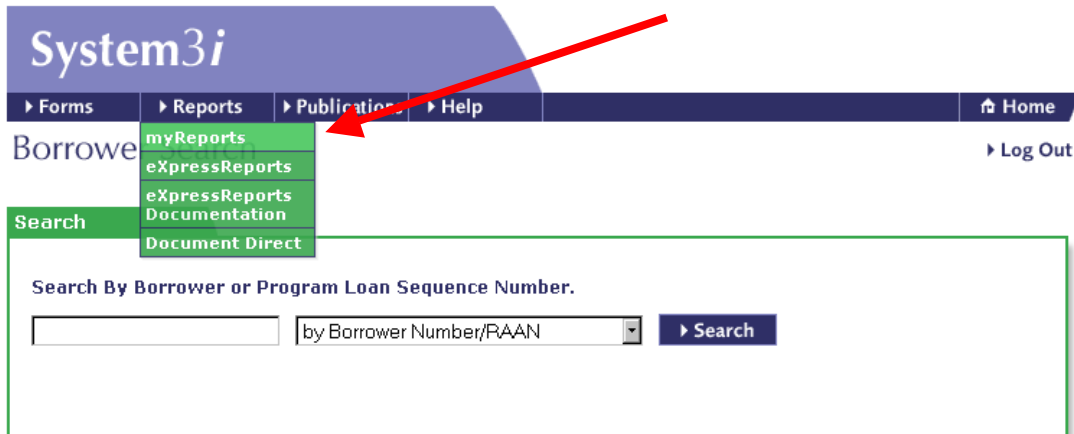
Campus Partners developed **myReports** to provide a tool for customers who want to create their own custom reports. myReports can create completely customized (**Ad Hoc**) reports, which allow the customer to specify requirements such as grouping of records by specified criteria as well as providing totals for the entire report and/or for each group data within the report. The Ad Hoc tool also can quickly produce a simple listing of loans that meet a specific criterion. Reports developed in myReports can be produced once and discarded or can be saved into the customer's folder entitled **My Personal Library** for future use.

Additionally, Campus Partners has developed a suite of reports that are available in the **Public Library** that address many of the known needs of customers. These reports offer easy-to-use customization options, such as date ranges and sort options, and can be produced very quickly.

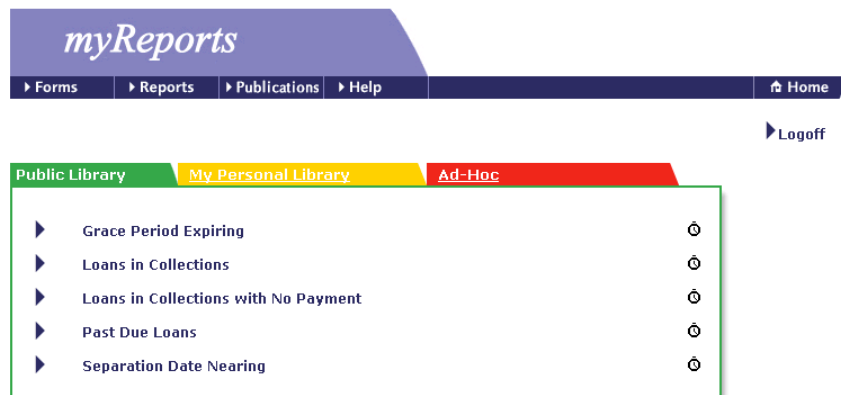
Report data created in myReports can be printed directly to the customer's local printer or can be downloaded into Word or Excel for additional data processing at the customer site.

Chapter 2 – Getting Started

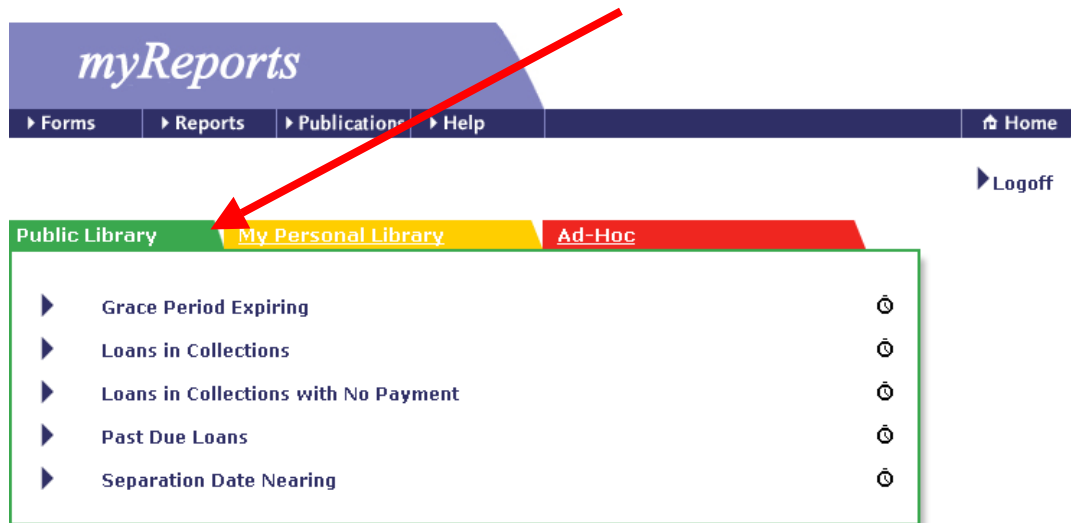
When you log into System3i, you will find the link to myReports under “Reports” on the System 3i toolbar. Clicking the myReports option will open the application in a new window on your workstation.



When you enter the myReports Web pages, you will be presented with the primary Web page illustrated below. You will find three different tabs: **Public Library**, **My Personal Library**, and **Ad-Hoc**.

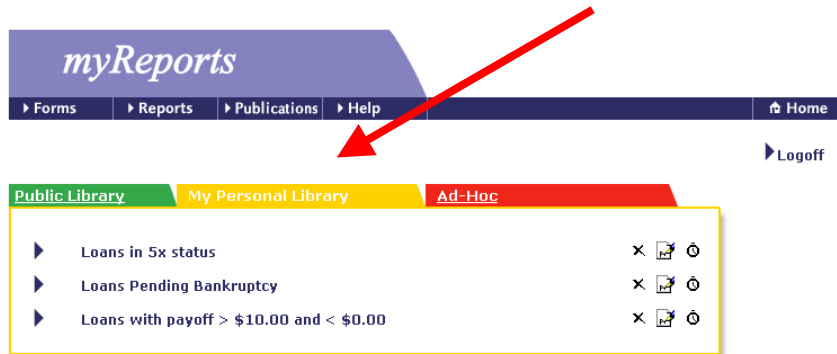


The **Public Library** tab currently contains five reports that were developed, based on the most commonly requested special reports. These reports allow the customer to add limited parameter selections to these basic reports, such as the selection of the “number of days past due” range on the Past Due Loans report.

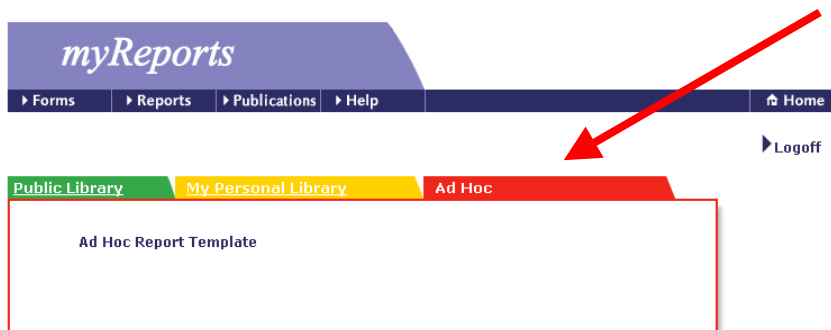


Clicking a report will open the parameters selection page where the you will be able to select the desired parameters and create the report. For more information on the functions available within Public Library, please see Chapter 3 of this manual.

The **My Personal Library** tab stores and allows the customer to access custom reports that they have developed and saved using the Ad-Hoc tool. Please see Chapter 4 for additional information regarding My Personal Library.



The **Ad-Hoc** tab contains the Ad-Hoc template that is used to develop customized reports. Please see Chapter 5 for additional information regarding Ad-Hoc report development.



Chapter 3 – Public Library

When you log in to myReports, you will see the primary menu illustrated below. By choosing the Public Library tab, you can select and run any report in the **Public Library**.

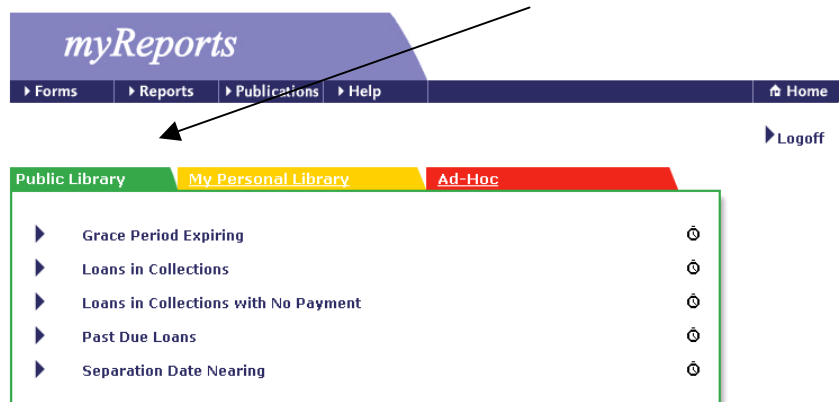


Figure 3.1. Public Library Tab

Selecting a Report

To select a report to launch from the Public Library, you should select a report link (for example, Grace Period Expiring). Then, you will see a page where you can enter your report parameter choices. See figure 3.2 below for an example of Grace Period Expiring.

The screenshot shows the 'Enter Parameters' page for the 'Grace Period Expiring' report. The page has a header with 'myReports' and 'Enter Parameters' on the left, and 'Run Report | Cancel' on the right. The main content area is titled 'Grace Period Expiring'. It includes a section for 'SLSP Number:' with a text box containing '00006 / 001 / 001 / 00000'. Below this is a section for 'Specified Date Range?' with 'Start of range:' and 'End of range:' labels, each followed by a date picker (showing 'Date (1900, 1, 1)' and 'Date (2004, 12, 31)' respectively) and a calendar icon. A large white arrow points to the calendar icon with the text 'Calendar icon'. At the bottom, there is a 'Desired sort order?' section with a dropdown menu showing 'Grace Expiration Date and Name'. The footer of the page has 'Run Report | Cancel'.

Figure 3.2. Enter Parameters Page with Calendar Icon Indicated

Reducing Report Population

If your security allows you to access records for more than one lender, sub-lender or program, you can change the value(s) in the SLSP Number boxes to reduce the population that will be selected for your report. (If the value is gray, your security will not allow you to change the SLSP restriction.) When changing a value, please ensure that you use the proper format of a 3-digit lender number, a 3-digit sub-lender number, and a 5-digit program number.

Setting Start and End Dates

To select the desired start and/or end date, click the calendar icon to the right of the date. When the calendar launches, you can scroll to different month/years using the scroll bars. To specify the start and end dates for your report, click on the appropriate date on the calendar. Once your selections are complete, select “Run Report” at the top or bottom of the page. If you do not need the report, you may select “Cancel” to return to the Main Menu of myReports.

myReports
Enter Parameters Run Report | Cancel

Grace Period Expiring

SLSP Number:
If your security allows you to access records for more than one lender, sub-lender or program, you can change the value(s) in the SLSP Number boxes to reduce the population that will be selected for your report. (If the value is gray, your security will not allow you to change the SLSP restriction.) When changing a value, please ensure that you use the proper format of a 3-digit lender number, a 3-digit sub-lender number, and a 5-digit program number.

00006 / 001 / 001 / 00000

Specified Date Range?
Start of range: Date(1900,1,4)
End of range: Date (2004, 12, 31)

Desired sort order?
Grace Expiration Date and Name

Calendar - Microsoft In...
November 2004
<< < Today > >>

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Click to Run Report

Run Report | Cancel

Figure 3.3. Parameters Page with Calendar Displayed

Report Status

While the report is running, you will see a page with the message “Please Wait....Status = Running.” When the report is finished running, a report header page with the name of the report and the report parameters/filters will display.

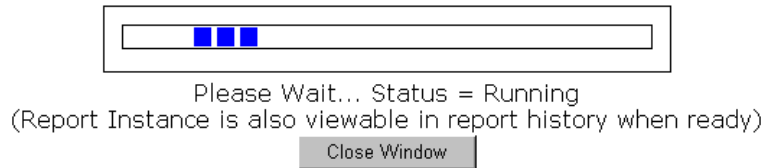


Figure 3.4. Report Status Indicator

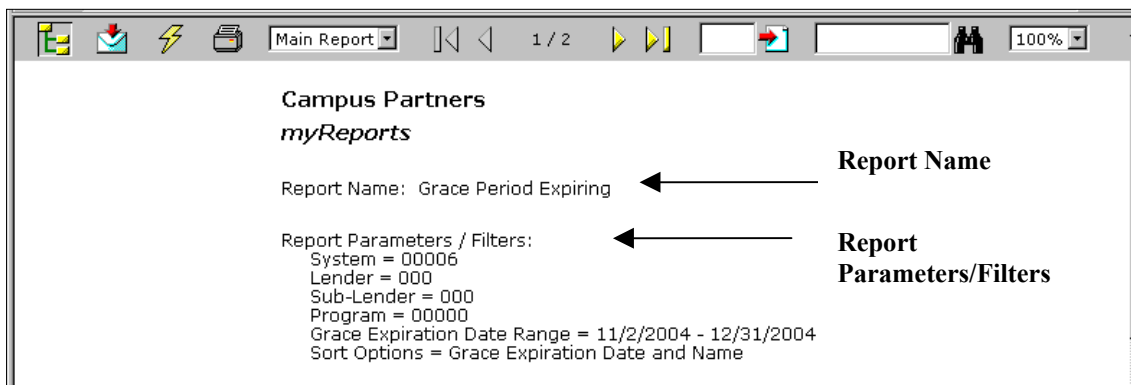


Figure 3.5. Report Header Page

The following options are available from the toolbar at the top of the “Report Viewer” page.

- Show/Hide Group Tree ❶
(If the report groups loans by specified criteria, such as by days past due, the group tree will be displayed as shown in Figure 3.6.)
- Export the report (i.e. Word, Excel) ❷
- Refresh the page ❸
- Print the report ❹
- Go to the first page ❺
- Go to the previous page ❻
- Go to the next page ❼
- Go to the last page ❽
- Select a specific page ❾
- Search for text ❿

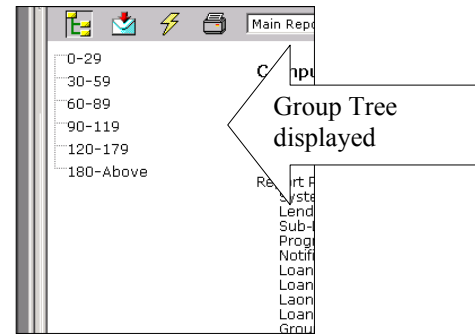


Figure 3.6. Show Hide/Group Tree



Figure 3.7. Report Header Toolbar

Report Display

The report will be displayed in a new window that you can close when you are finished reviewing the report. You can then select a different report from the Public Library to run in the same manner. You can also return to view the report that you just ran or any historical instance of that or any other report by clicking the arrow (➤) to the left of the desired report.

Stored Report Access

Each time you run a report from the Public Library the results are stored as a historical instance of the report. You can select the report for viewing by clicking on the report date/time.

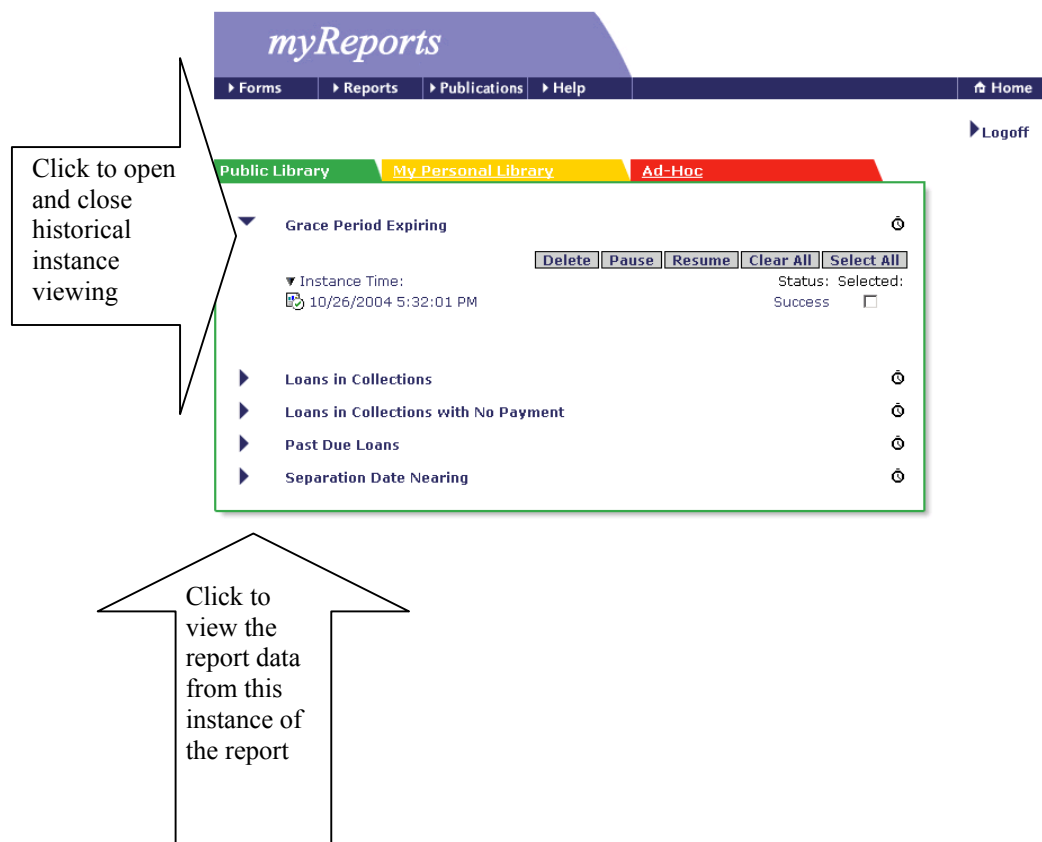


Figure 3.8. Stored Report Access

Review Report Parameters

If you would like to review the parameters that were enforced in creating this report, hover your cursor over the icon directly to the left of the report date/time. The parameter box will be displayed for you.

To delete a report that you no longer need, check the box to the right of the report date and time in the column labeled “selected.” After you put a check mark in the appropriate box (es), press the “Delete” button.

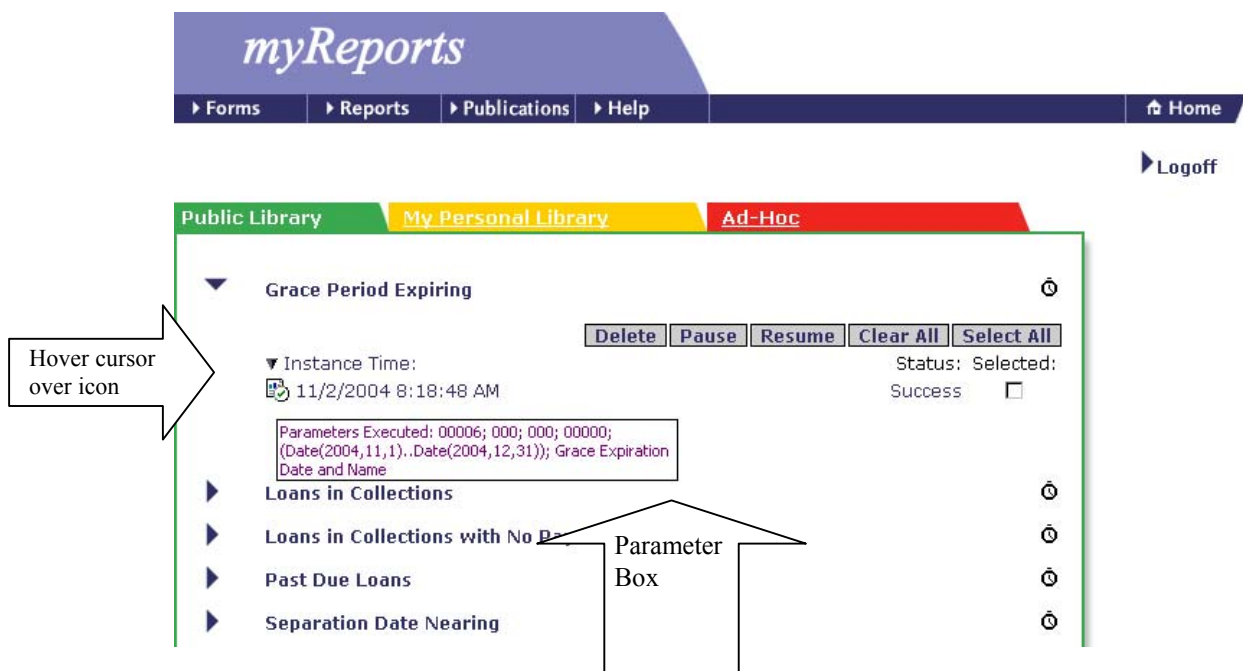


Figure 3.9. Review Report Parameters

Report Scheduling Calendar

To schedule a report to run, first click on the clock icon to the right of the report you would like to schedule. This will take you to the report scheduling screen. Here you will choose from two schedules: first business day after month end processing or first day of each week.

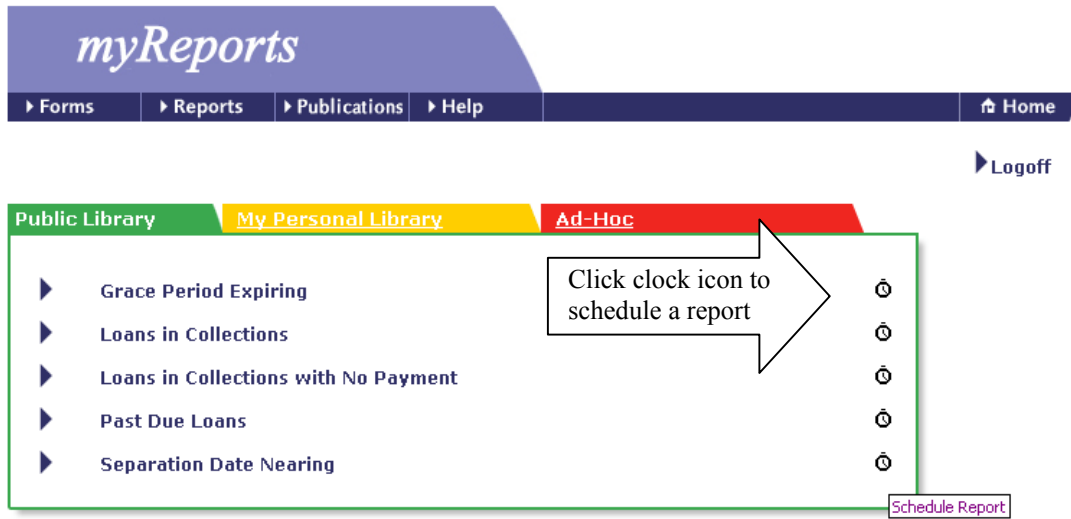


Figure 3.10. Public Library Menu with Clock Icon Indicated

Example

The screen below illustrates a Loans in Collections Report that is scheduled to run the first business day after month end. In the calendar below, the description shows the run days for each month (run days are highlighted in green).

After you schedule your report, go to the top right corner of the page and press “Enter Parameters.” If you decide not to schedule this report at this time, then press “Cancel.”

myReports
Pick a Schedule **Enter Parameters | Cancel**

Loans in Collections

Report will run based on the selected calendar.

Calendar: **First Business Day After Month End**

Description: Campus Partners First Business Day After Month-End Processing Scheduling Calendar

<< **2004 - 2005** >> ■ Run Days

November 2004							December 2004							January 2005						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
February 2005							March 2005							April 2005						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1	2	3	4						1	2
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9

Figure 3.11. Run Dates for Report

Historical Instance of Reports

After you select your parameters and run the report, you will find a “Recurring” status in the Public Library as a historical instance for that report. You can view information about this scheduled report, like the next run date/time by clicking on the word “Recurring.”

If you have a scheduled report that you would like to keep, but you would like to suspend the automatic running of the report for a period of time, you may “Pause” this report. Select this report by putting a check mark in the appropriate box and select the “Pause” button. The status of your scheduled report will change from recurring to paused. When you decide to resume this scheduled report, select the report and click the “Resume” button.

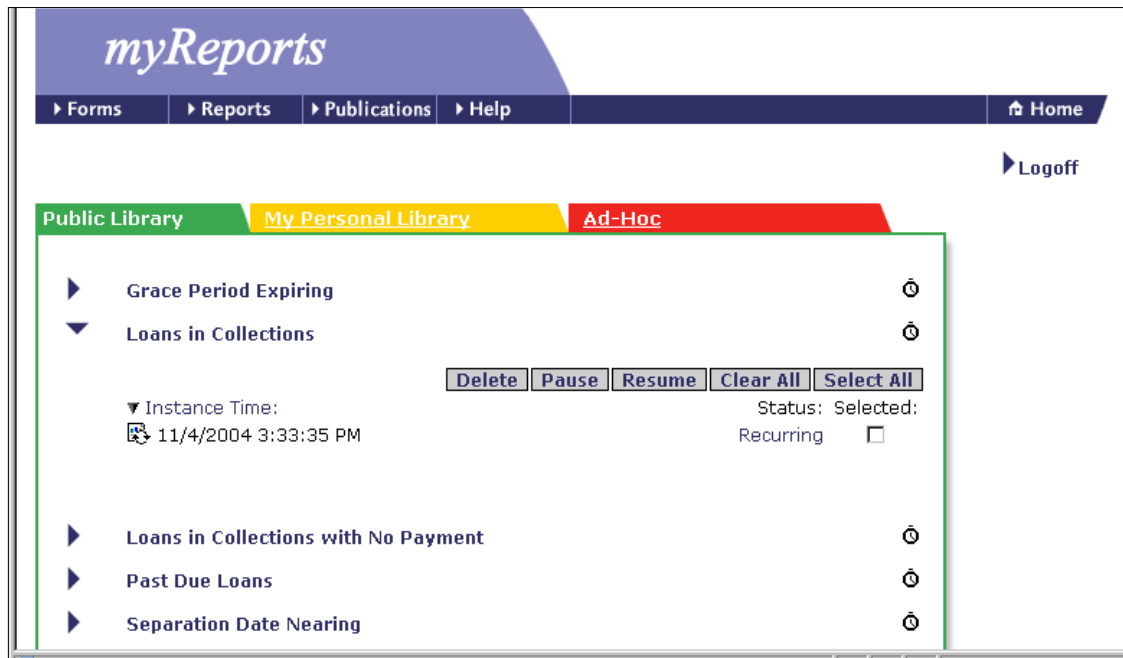


Figure 3.12. Report Status

Chapter 4 – My Personal Library

As in the Public Library, **My Personal Library** contains a list of reports that you have created and stored in myReports. You have complete control of any reports that you have created and stored in this area. You can run them as needed, delete them if they are no longer needed, edit the report selection criteria, or schedule the report to run automatically using the business calendar scheduling option provided in myReports.

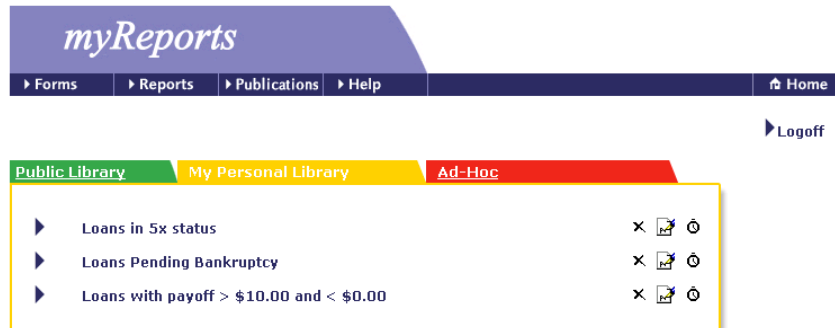


Figure 4.1. My Personal Library Menu

Report Status

If you click the arrow to the left of the report name, the following screen will be displayed:

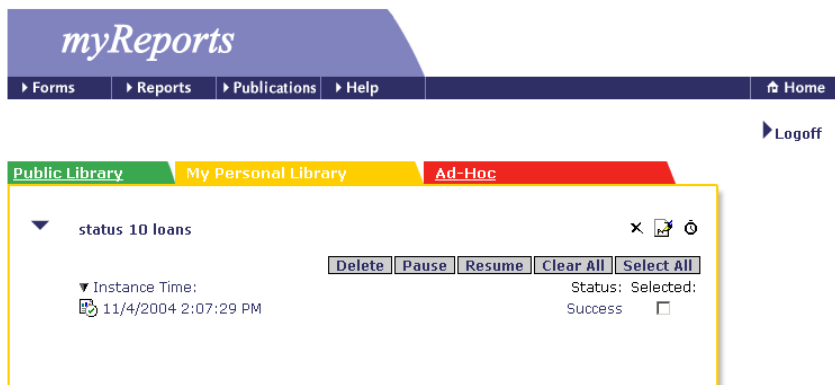


Figure 4.2. Report Status

The screen shown in Figure 4.2. above shows the history of the report. Under “Instance Time,” the customer can view every date and time that the report has been run.

Launching the Report

To launch the report, double click on the name of the report (ex: Status 10 loans).

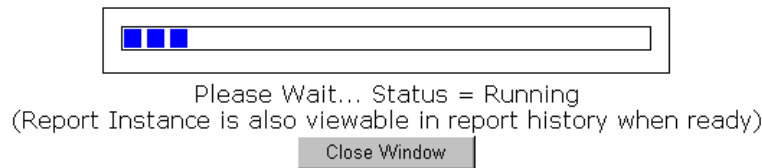
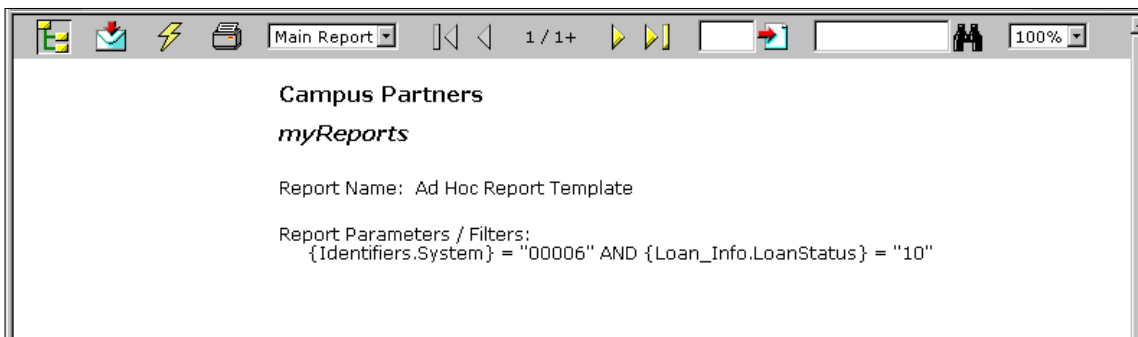


Figure 4.3. Report Status Indicator

You will see a page that has the message “Please Wait....Status = Running.” When the report is finished running, you will see a report header page with the name of the report (Ad Hoc Report Template) and the report parameters/filters.



Report 4.4. Report Header Page

Report Options

You have the following options by using the toolbar at the top of the “Report Viewer” page:

- Show/Hide Group Tree (If the report groups loans by a specified criteria, the group tree will be displayed)
- Export the report (i.e. Word, Excel)
- Refresh the page
- Print the report
- Go to the first page
- Go to the previous page
- Go to the next page
- Go to the last page
- Select a specific page
- Search for text

Stored Reports

Each time you run a report from My Personal Library, the results are stored as a historical instance of the report. You can view the report by clicking the report date/time.

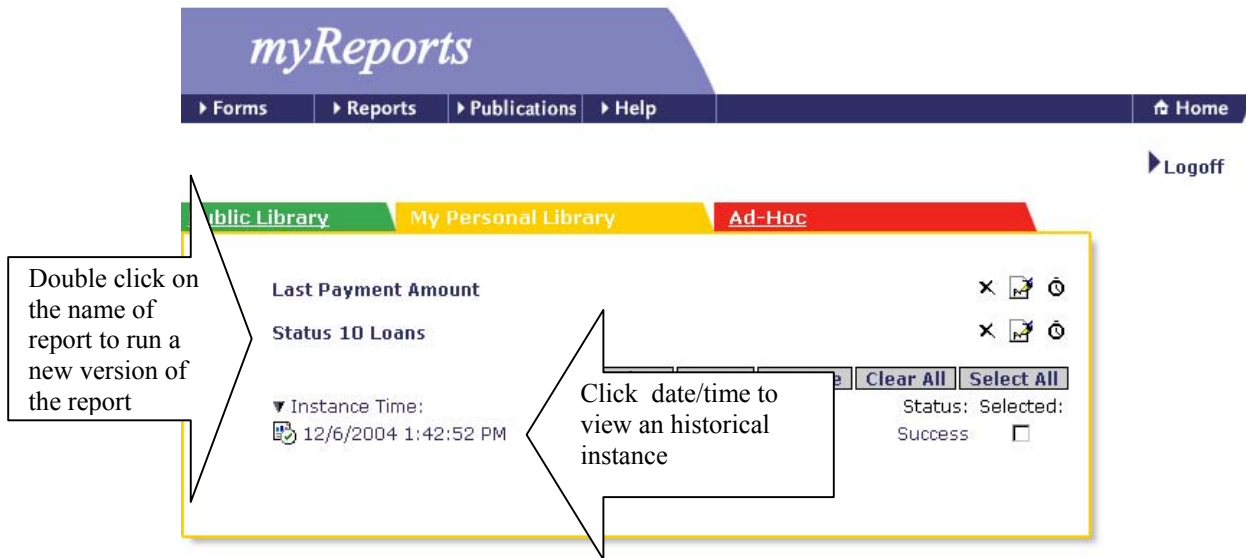


Figure 4.5. Historical Instances Access Page

Delete Reports

To delete a report that is no longer needed, click on the “X” to the right of the report name. After you click on the “X,” a confirmation screen asks if you “Are you sure that you want to delete the following report: (report name).” Click the “OK” button to delete the report or click the “Cancel” button to return to the My Personal Library menu.

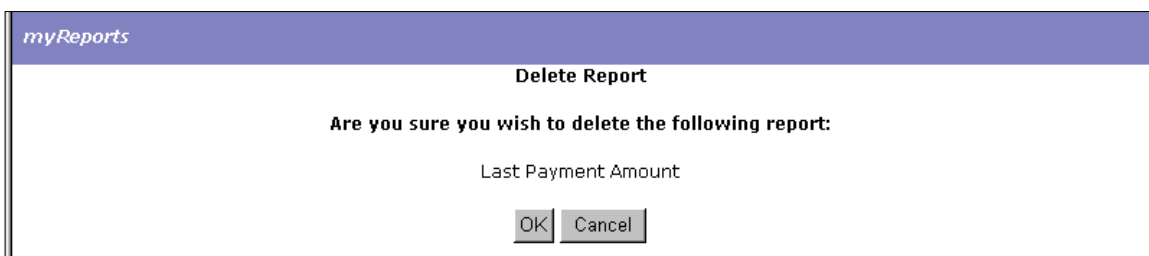


Figure 4.6. Delete Report Confirmation Page

Delete Stored Report

To delete a stored report that is no longer needed, check the box to the right of the report date and time in the column labeled “selected.” After you check the appropriate box (es), press the Delete button.

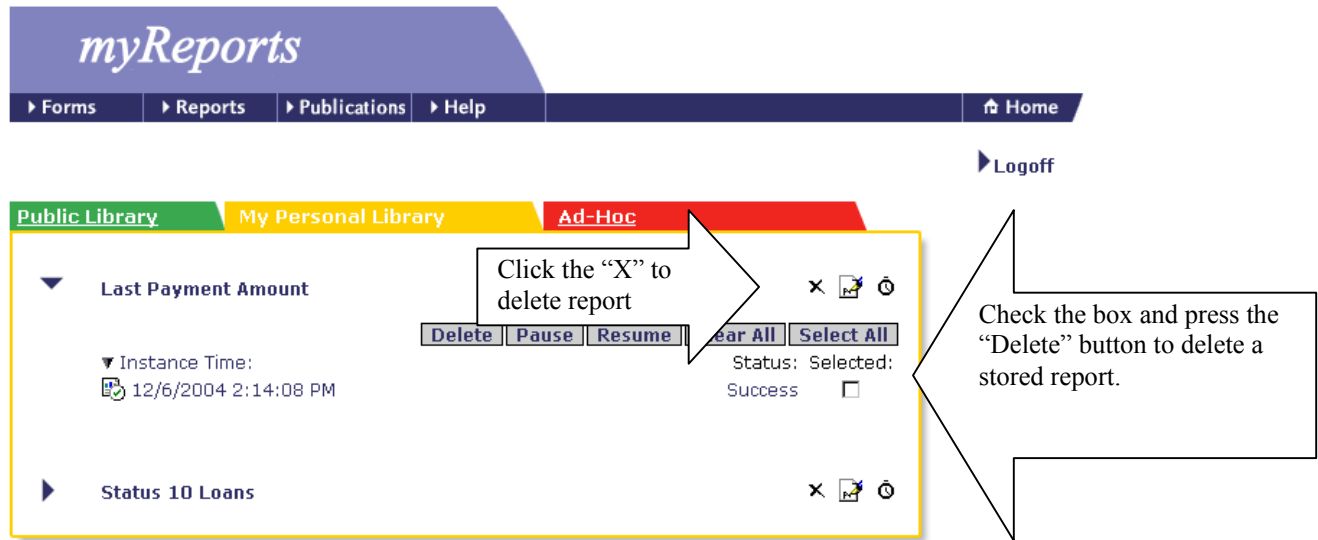


Figure 4.7. Stored Report Page with Delete Button Indicated

Edit a Report

To edit a report in My Personal Library, click the icon beside the delete icon. The edit icon resembles a piece of paper with a pencil.

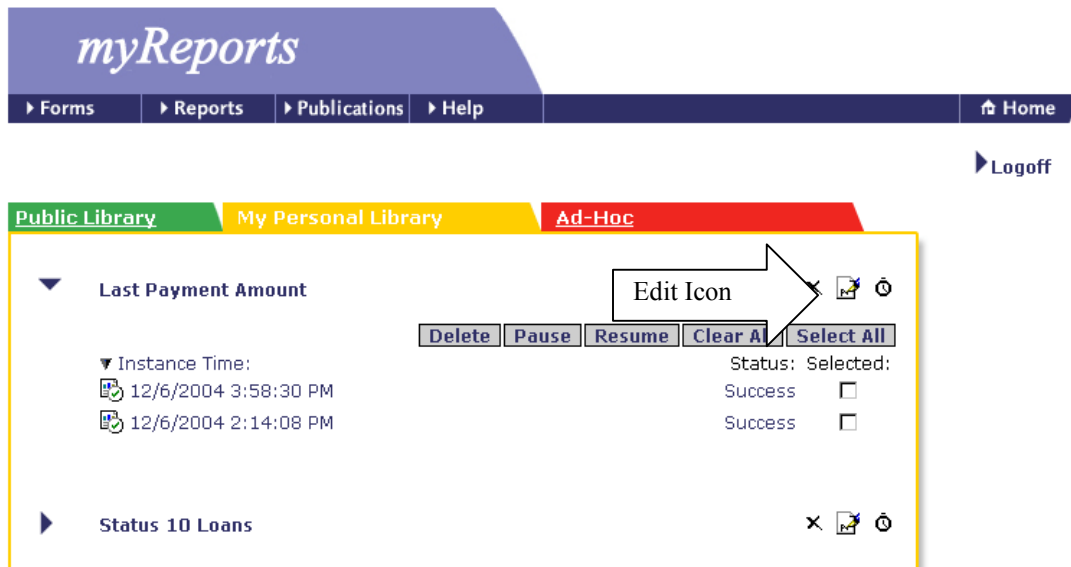


Figure 4.8. Edit Report Icon

Modify Reports Page

Once you click the “Edit Report” icon for the report you would like to change, you will see a new window that takes you to Modify Reports page. Here you will see the report parameters on the report header page. After you make the necessary changes to the existing report, select the “Save Report” option in the bottom left hand corner. Next, you will see a new window entitled “Save.” To overwrite the previous report, re-name your report the exact name as before and click the OK button. Select the Cancel button if you do not want to overwrite the report.

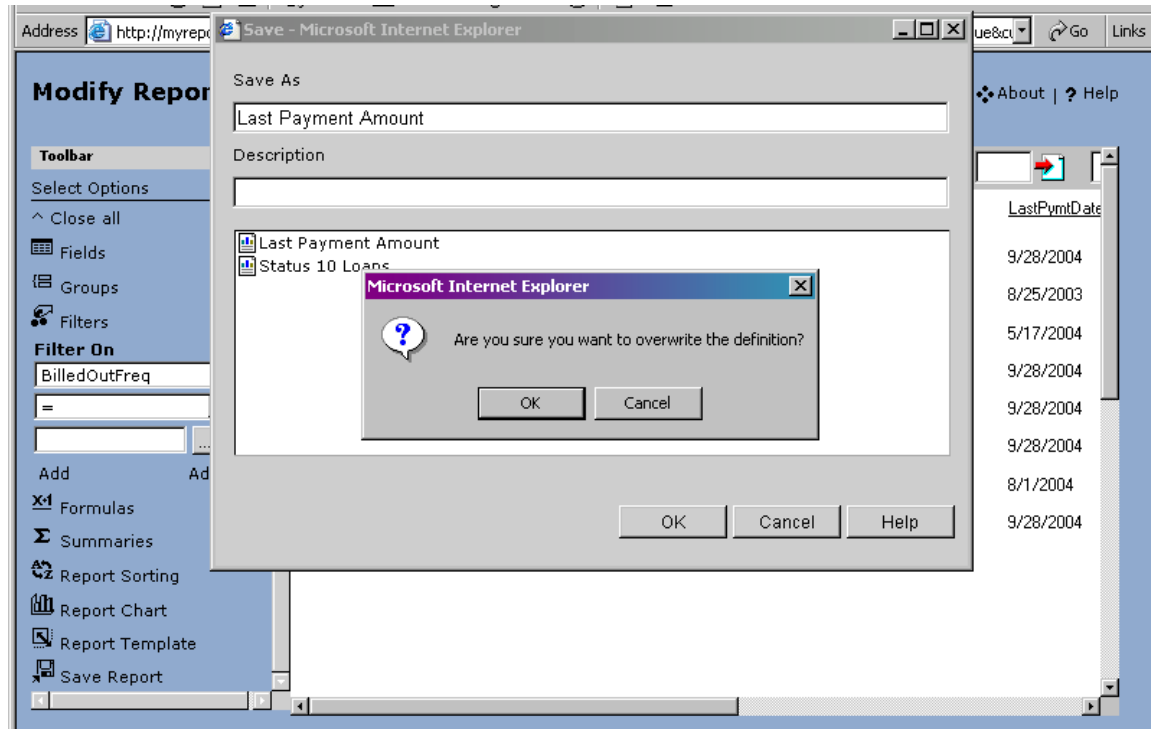


Figure 4.9. Overwrite Reports Confirmation Page

Schedule a Report

To schedule a report to run from My Personal Library, first select the clock icon to the right of the report you would like to schedule. This will take you to the report scheduling screen.

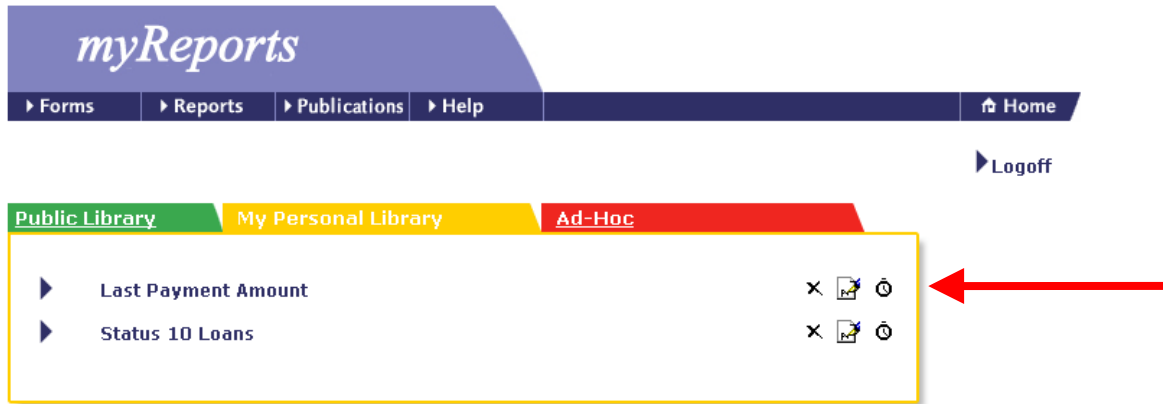


Figure 4.10. Reports Menu with Clock Icon Indicated

On the Report Scheduling screen shown below, you can choose from two schedules: first business day after month end processing or first day of each week. The calendar displayed below the description shows you the days the report will be run each month. (run days are highlighted in green).

After you decide the schedule for your report, go to the top right corner of the page and select “Enter Parameters.” To discontinue scheduling this report, click “Cancel.”

myReports
Pick a Schedule Enter Parameters | Cancel

Status 10 Loans

Report will run based on the selected calendar.

Calendar: First Business Day After Month End

Description: Campus Partners First Business Day After Month End Processing Scheduling Calendar

2004 - 2005		
December 2004	January 2005	February 2005
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
1 2 3 4	1	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29	27 28
	30 31	
March 2005	April 2005	May 2005
Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
1 2 3 4 5	1 2	1 2 3 4 5 6 7
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14

Run Days

Figure 4.11. Report Scheduling Page

Information on Reports in Recurring Status

After selecting parameters and running the report, you will see a “Recurring” status in My Personal Library as a historical instance for that report. You can view information about this scheduled report, such as the run date/time by clicking on the word “Recurring.”

Suspend Automatic Generation

If you have a scheduled report that you would like to keep, but you want to suspend the automatic running of the report for a period of time, you may “Pause” this report. Select this report by checking the appropriate box and selecting the “Pause” button. The status of your scheduled report will change from “recurring” to “paused.” When you decide to resume this scheduled report, select the report and press “Resume.”

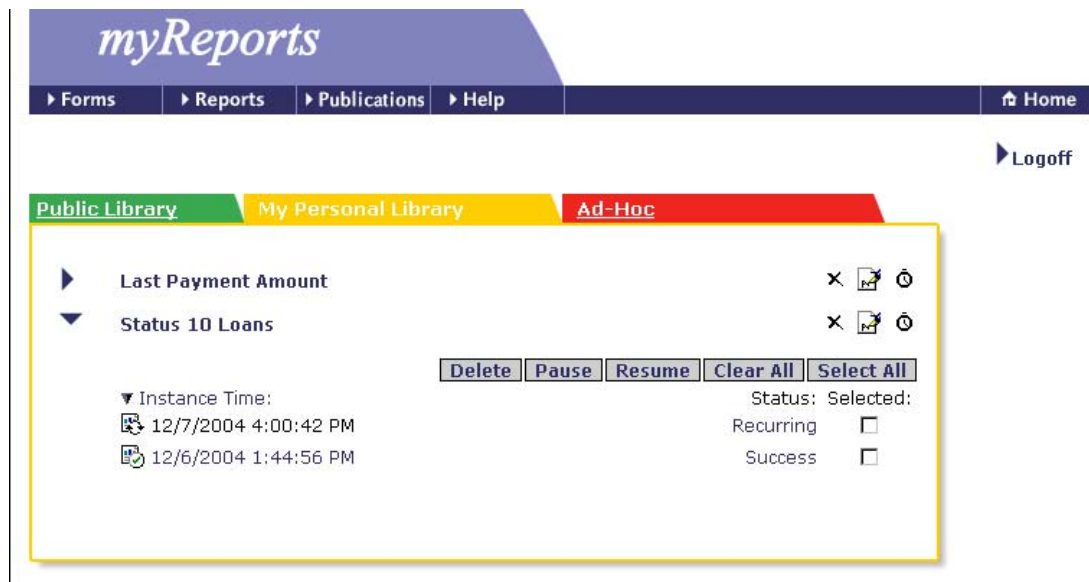


Figure 4.12. Suspend Running Page

Chapter 5 – Ad Hoc Reports Template

The Ad Hoc Report Template is the starting point in developing a completely customized report. When you click on the Ad Hoc Report Template, a new window will open showing report customization options.



Figure 5.1. Ad Hoc Report Menu

Ad Hoc Filters

This page is the beginning of the report development process. Normally, your first step will be to establish “Filters.” Filters are used to eliminate loan records from your report that do not meet the criteria of your report. For example, if you would like to develop a report that contains only loan records where the payoff amount of the loan is less than \$10.00 and greater than zero, your first step would be to insert a filter.

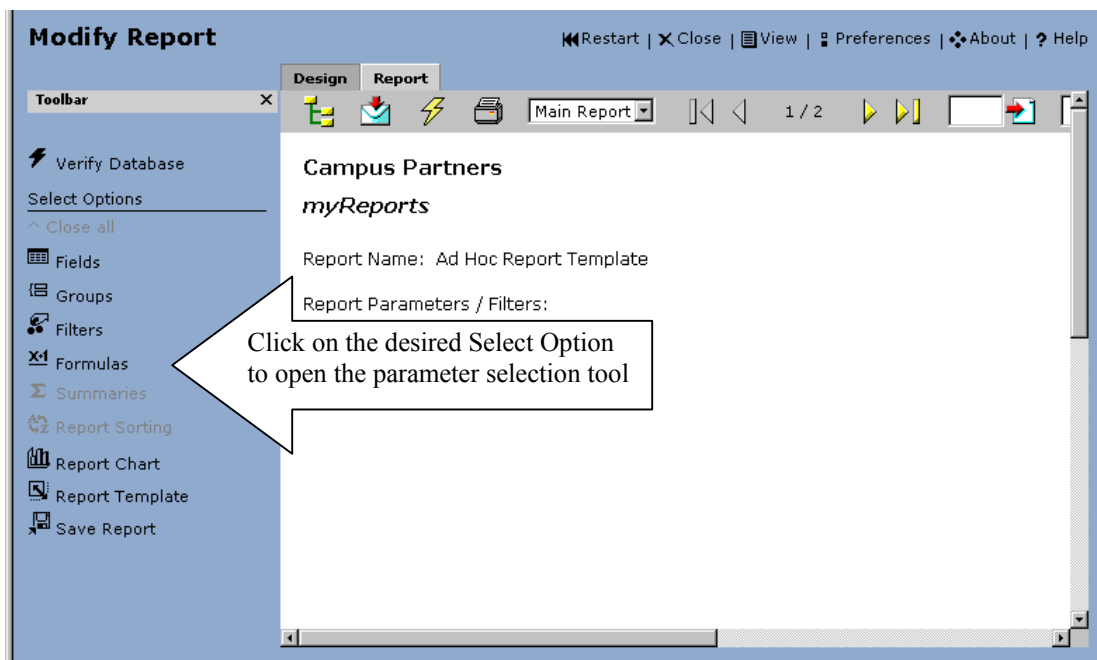


Figure 5.2. Ad Hoc Report Template with Parameter Selection Tool Indicated

Selecting Filter Parameters-Advanced

You can select your filter parameters from the drop down boxes provided or you can click “Advanced” to open a new window where you can view parameters as you build them. If your report contains more than one filter parameter, we recommend that you choose the “Advanced” option.

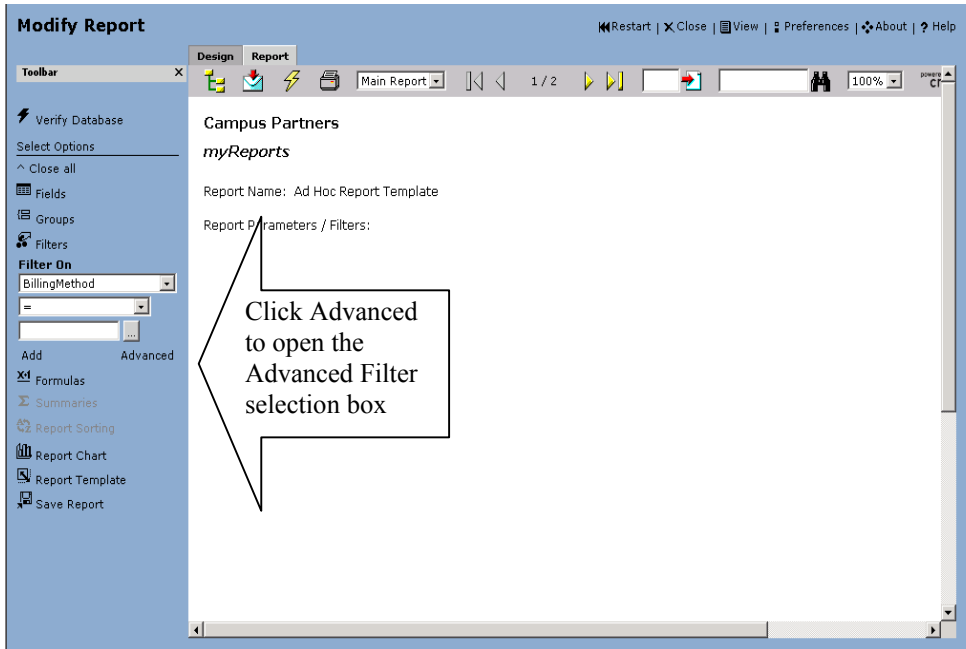


Figure 5.3. Ad Hoc Template with Advanced Filter Selection Box Indicated

When you choose the Advanced Filter option, the following page is displayed.

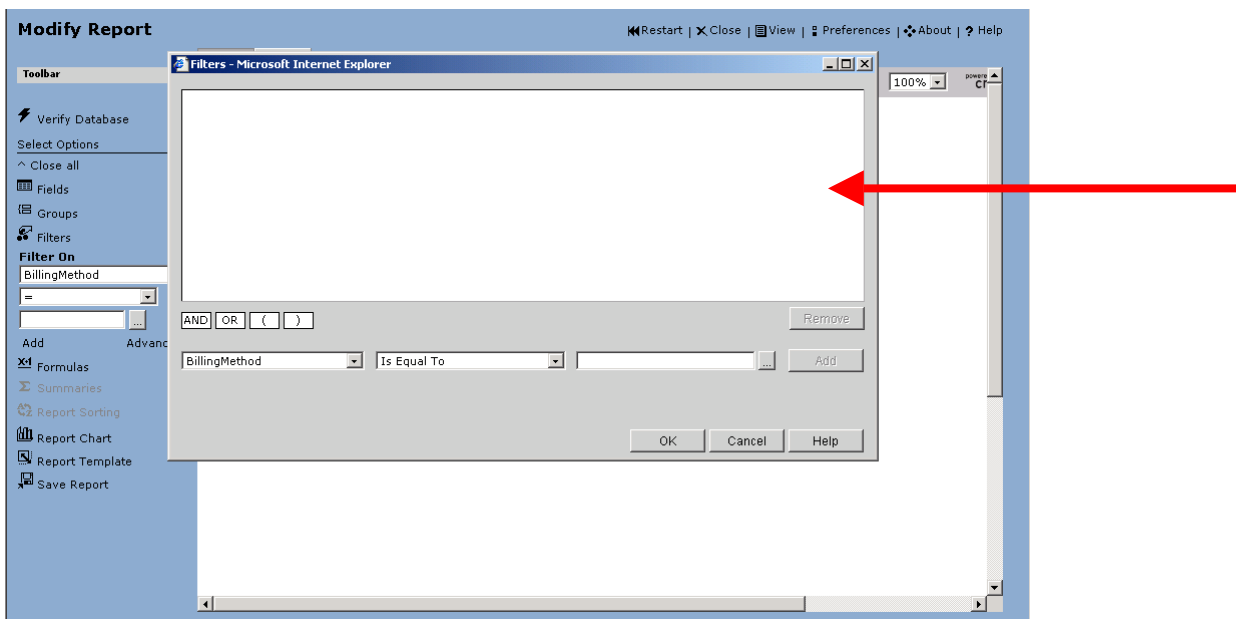
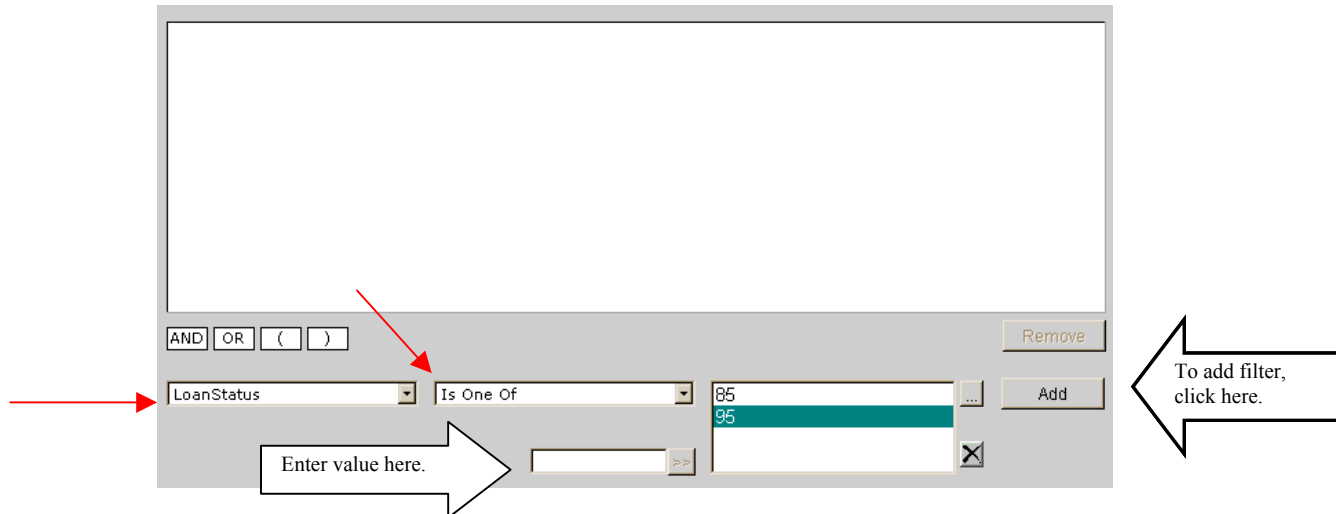


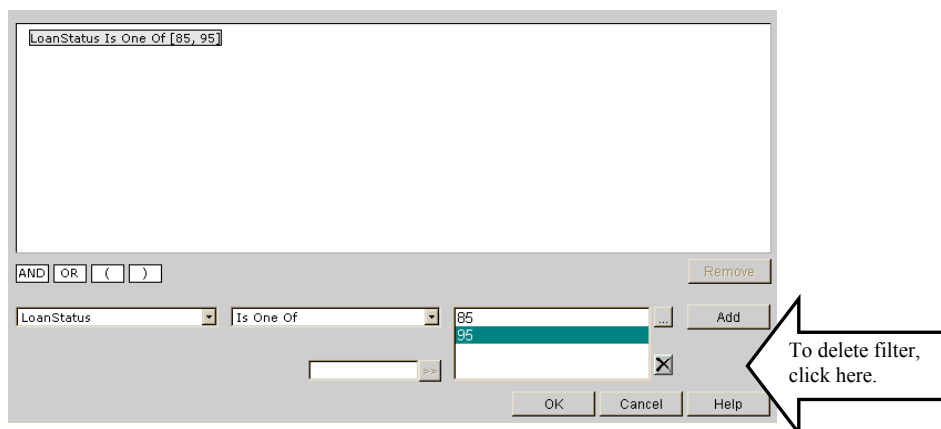
Figure 5.4. Ad Hoc Template with Advanced Filter Selection Window Displayed

Filtering Directions:

1. From the first drop-down box, click the field that should be filtered.
2. Use the second drop-down box to select the operator that best fits the selected field.
For operators such as “Is Not Equal To,” “Is One Of,” “Is Not One Of” etc., the third drop down box will appear and can be used to detail the statement. For example, if the selected filter is “status” and the report should list only loans in 85 or 95 status, **the selection for each box is shown below.**

**Figure 5.5. Advanced Filter Selection Window**

3. To populate the third drop-down box, enter the first desired value in the box labeled “Enter Value Here,” and click the button with the arrows located to the right. The entered value will appear in the third drop-down box. Repeat this process for all values that need to be entered in the third drop-down box.
4. If a value needs to be removed, highlight the value (left click), and click the “X” button located to the right of the third drop-down box.

**Figure 5.6. Advanced Filter Selection with Steps to Delete Value Indicated**

5. To add created filters, click the “Add” button. Once the “Add” button is clicked, the top portion of the screen will look as illustrated below.
6. When multiple filters are used, an “AND” or “OR” (operators) must separate each filter. Double click the operator to insert it between filters. In the following example “AND” was used.

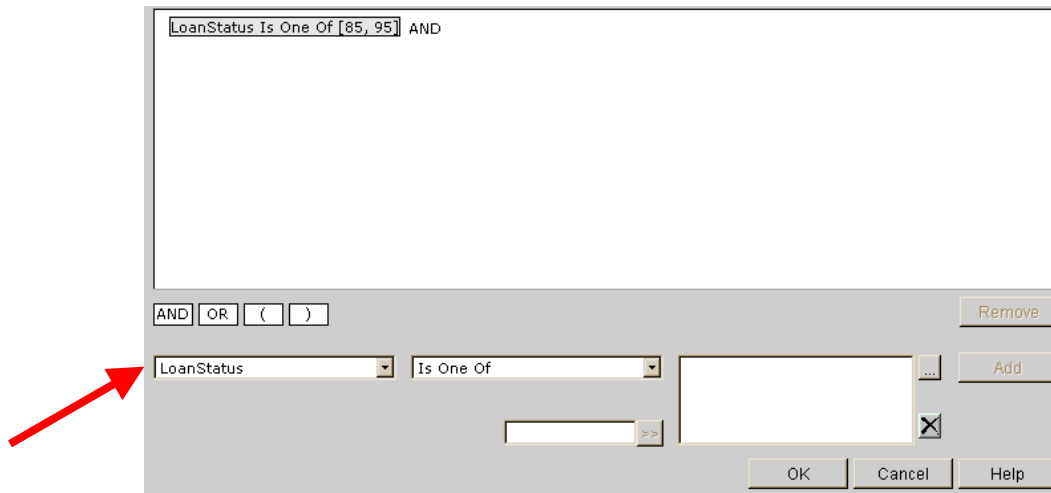


Figure 5.7. Filter Selection Filter with And/Or Buttons Indicated

Right and left parenthesis can be used to group filters that should be considered simultaneously. For example, if a report should select 85 and 95 status loans in a particular program number, the filters can be selected as shown below using the parenthesis instead of the “Is One Of” operators.

(See Chapter 6-Reference Materials for more details about using operators and parenthesis.)

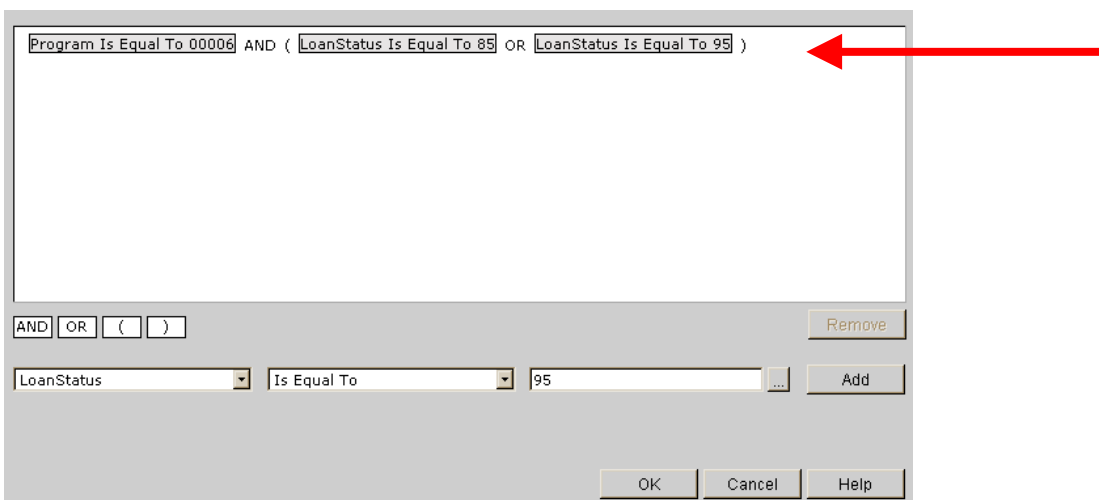


Figure 5.8. Filter Selection Window with Filters Grouped in Parenthesis

To remove an element of a filter (operators and parenthesis included) left click to highlight the element, and then click “Remove.”

To apply the filter(s) created, click the “OK” button.

The “Cancel” button will cancel all filters created and re-display the Modify Report page.

The “Help” button displays the Microsoft Internet Explorer version.

Selecting Ad Hoc Fields

The next step in creating a report includes the selection of the fields that should be displayed on the report. From the Modify Report page, click on the Select Options labeled “Fields.” You can select your field parameters from the drop down box provided, or you can click on Advanced to open a new window where you can view your parameters as you build them. If your report contains more than one field parameter, we recommend that you choose the Advanced option. To choose field(s) from the drop down box, just left click on the desired field. Each field chosen will have an asterisk (*) to the right of the field name.

When the Advanced Field select option is chosen, the following page is displayed.

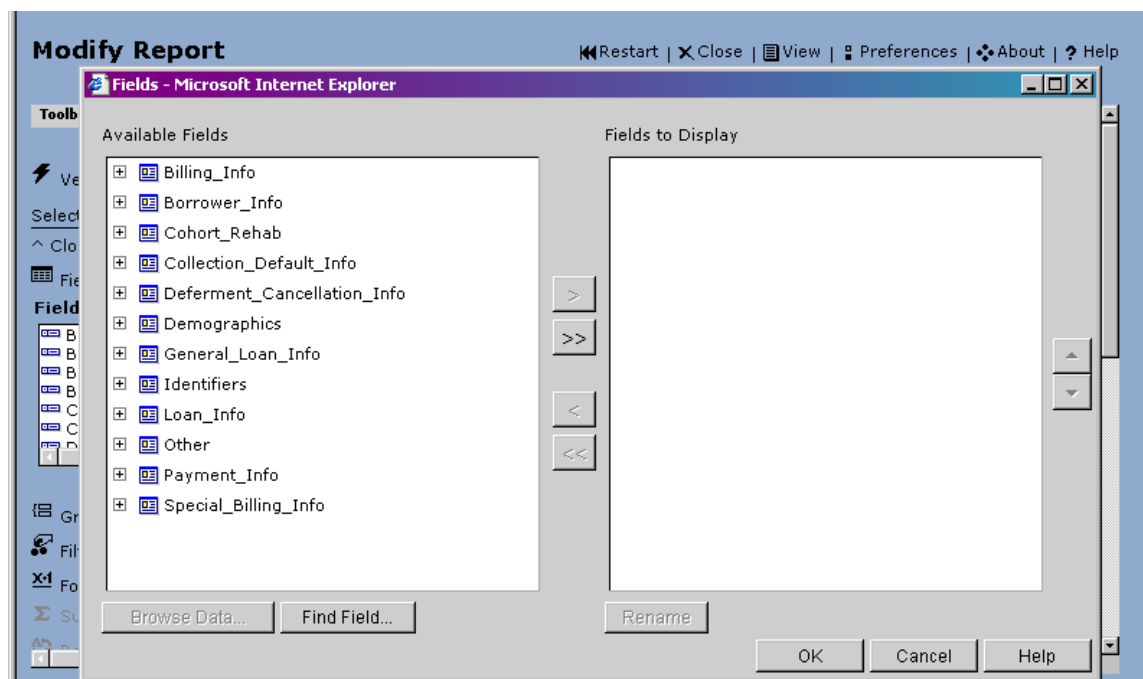


Figure 5.9. Field Selection Options Window

Available fields have been broken out into twelve different categories:

- Billing Information
- Borrower Information
- Cohort/Rehab
- Collection/Default Information
- Deferment/Cancellation Information
- Demographics
- General Loan Information
- Identifiers
- Loan Information
- Other
- Payment Information
- Special Billing Information.

Expand Categories

To expand a category to view the available fields, click on the plus sign (+) beside the category name (ex: Identifiers). Fields you choose to display on your report need to be moved to the right side of the screen in the area labeled “Fields to Display.”

There are several different ways of moving a field name to “Fields to Display.” You can:

1. Double click on the field name,
2. Select any field name and click the appropriate arrow to add/remove,
3. Highlight multiple fields at one time by holding down the SHIFT key as you left click on each field name, or
4. Drag fields from one side to the other.

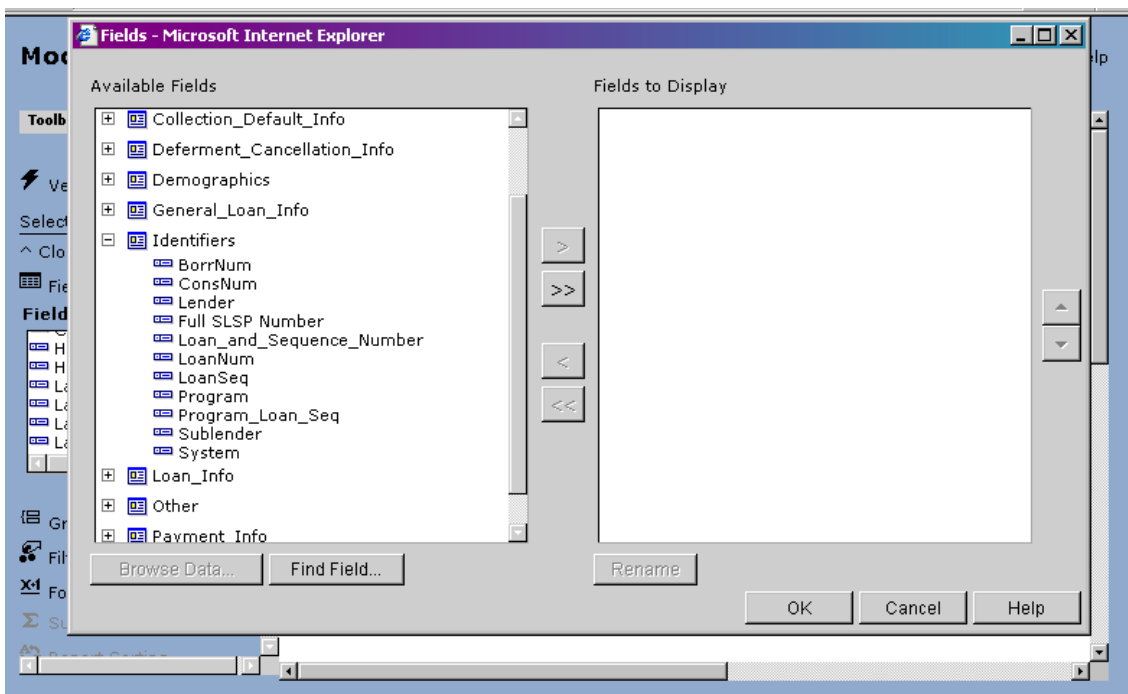


Figure 5.10. Expanded Fields View

Example of Fields to Display

Below is an example of five fields (Name, Program/Loan/Sequence, Loan Status, Separation Date, and Grace End Date) moved to “Fields to Display.”

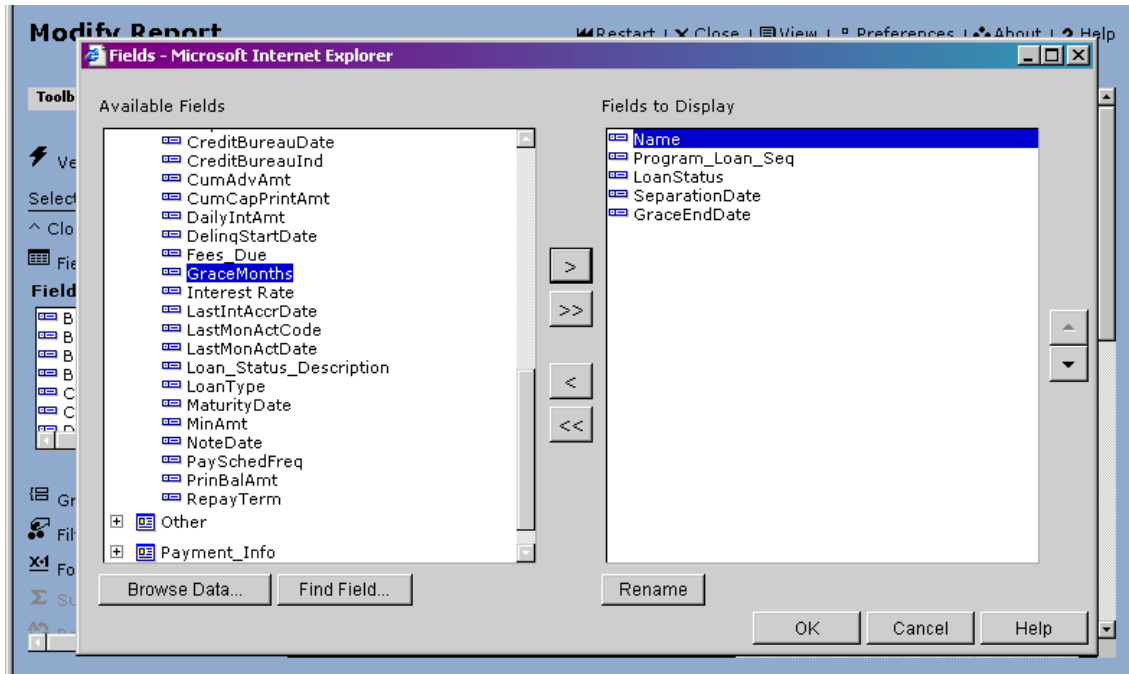


Figure 5.11. Fields to Display Window

Renaming Field Description

If you would like to rename a field description, make sure that the field name you would like to change is highlighted, and then click the “Rename” button. Type the new name in the box provided for “Field Alias.” In the example below, the field “Name” is being changed to “Borrower Name.” Click OK if you would like to rename the field or Cancel to return to Available Fields.

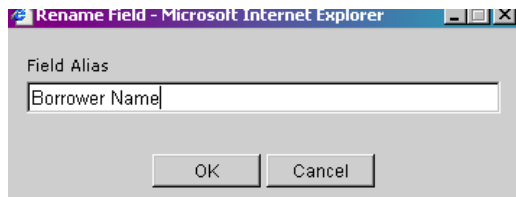


Figure 5.12. Change Field Description Window

To Browse Data

You can browse data for a particular field by highlighting the field to be browsed and click on the “Browse Data...” button. The “Field Browser” box is displayed with the available options for that field. Please see Chapter 6 – Reference Material for a description/definition of fields.

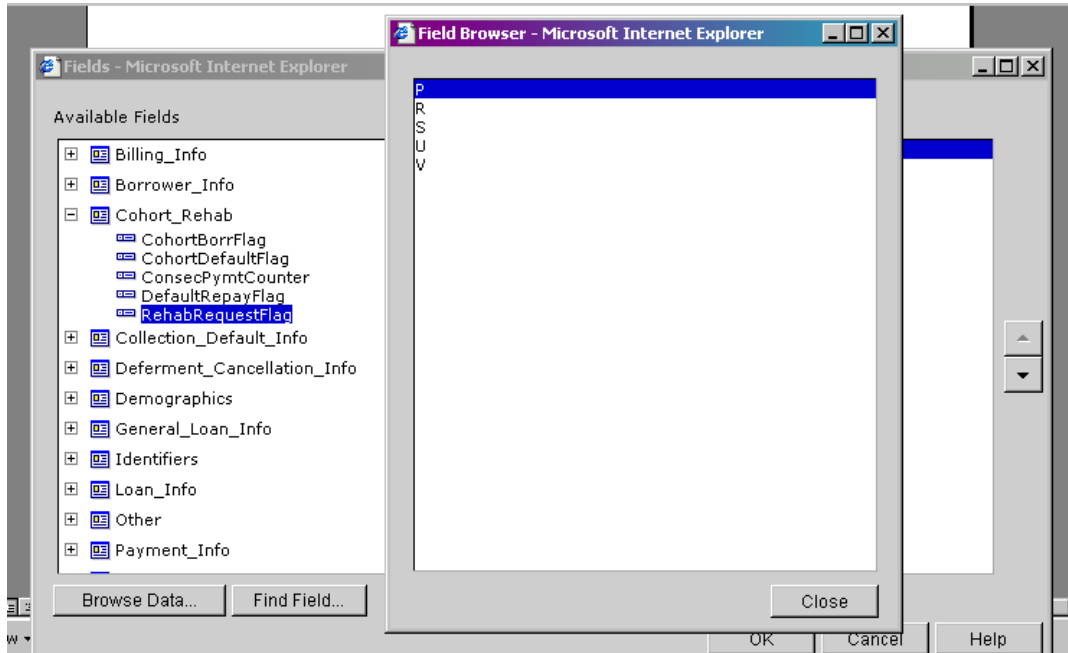


Figure 5.13. Browse Data Window

To Search for Field

If you would like to search for an available field, click the “Find Field” button. Then enter the name of the field that you would like to locate.

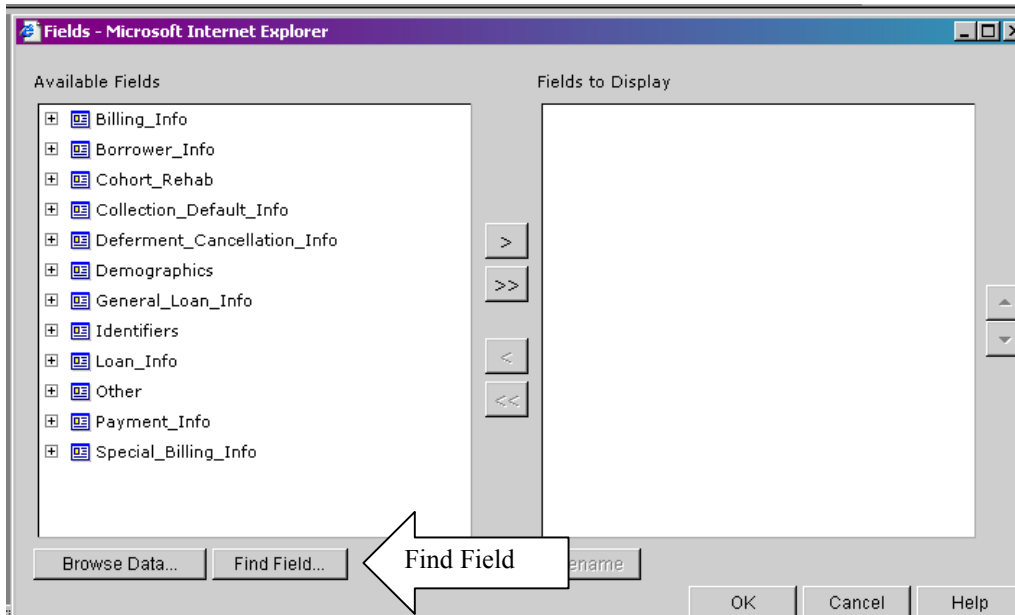


Figure 5.14. Find Field Button

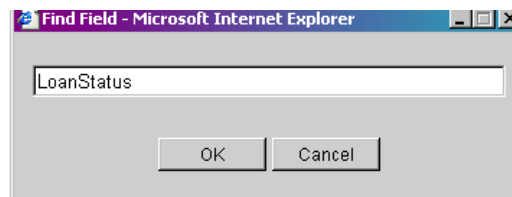


Figure 5.15. Example of Searching on the Field Name “Loan Status”

After you press OK and if the field name is located, the category will open and the field name will be highlighted as illustrated on the next page.

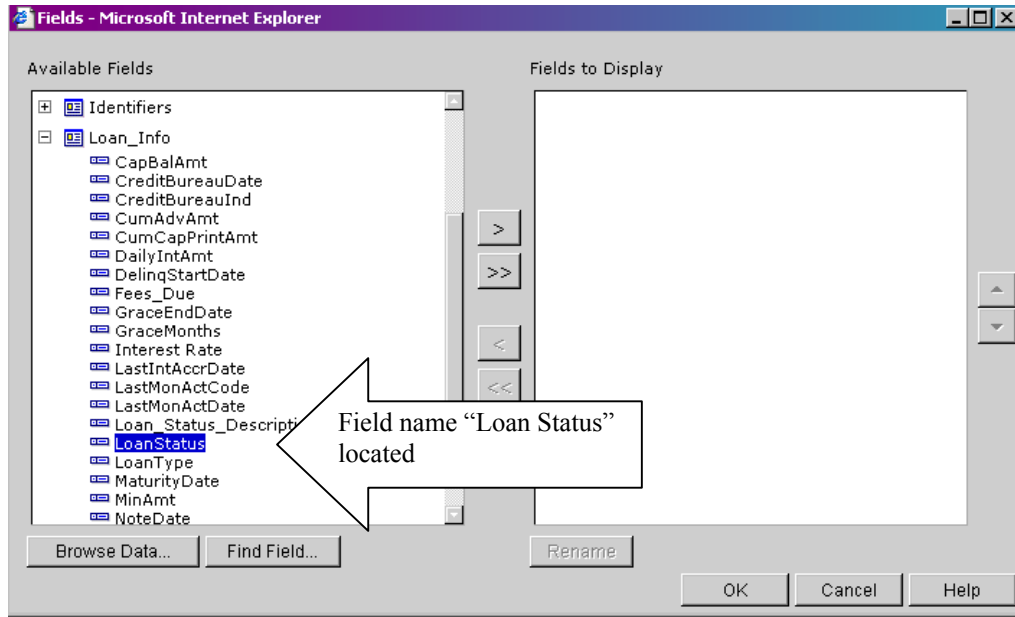


Figure 5.16. Available Fields Window

To apply the field(s) for display, select the “OK” button.

The “Cancel” button will cancel all fields listed for display and return to the Modify Report page.

The “Help” button displays the Microsoft Internet Explorer version.

Ad Hoc Formulas

You can to create a formula and insert it into your report. From the Modify Report page, click on the Select Option labeled “Formula.” This launches a separate “Formulas” box. To start creating a formula, click on the “New” button.

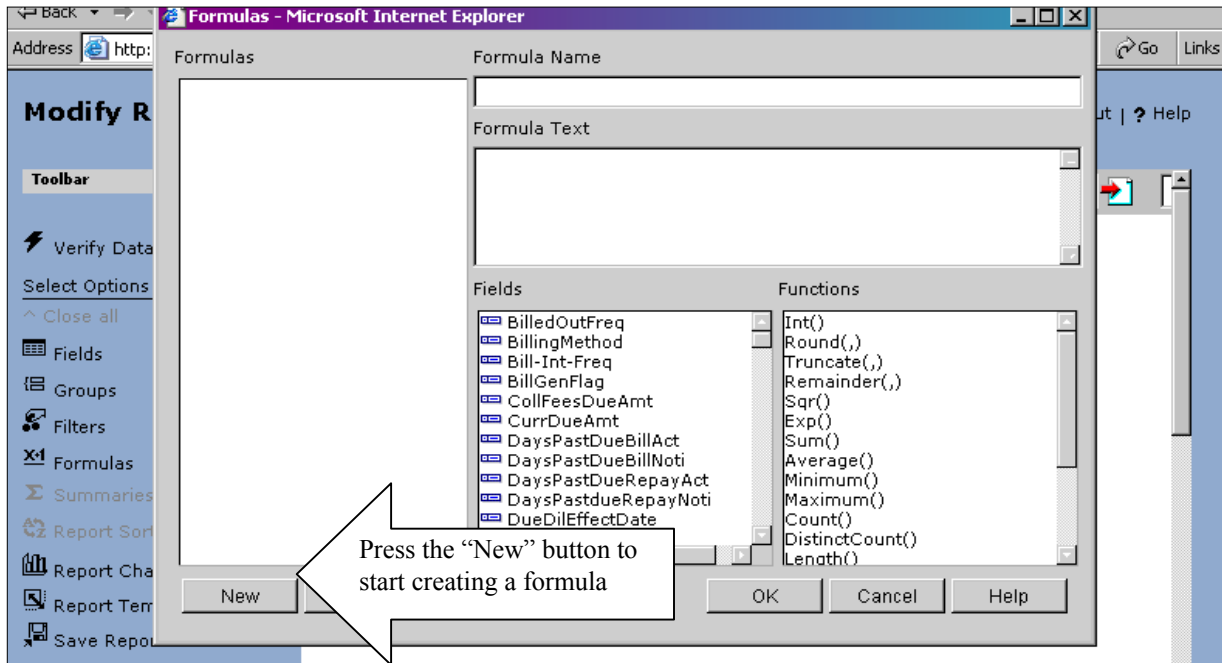
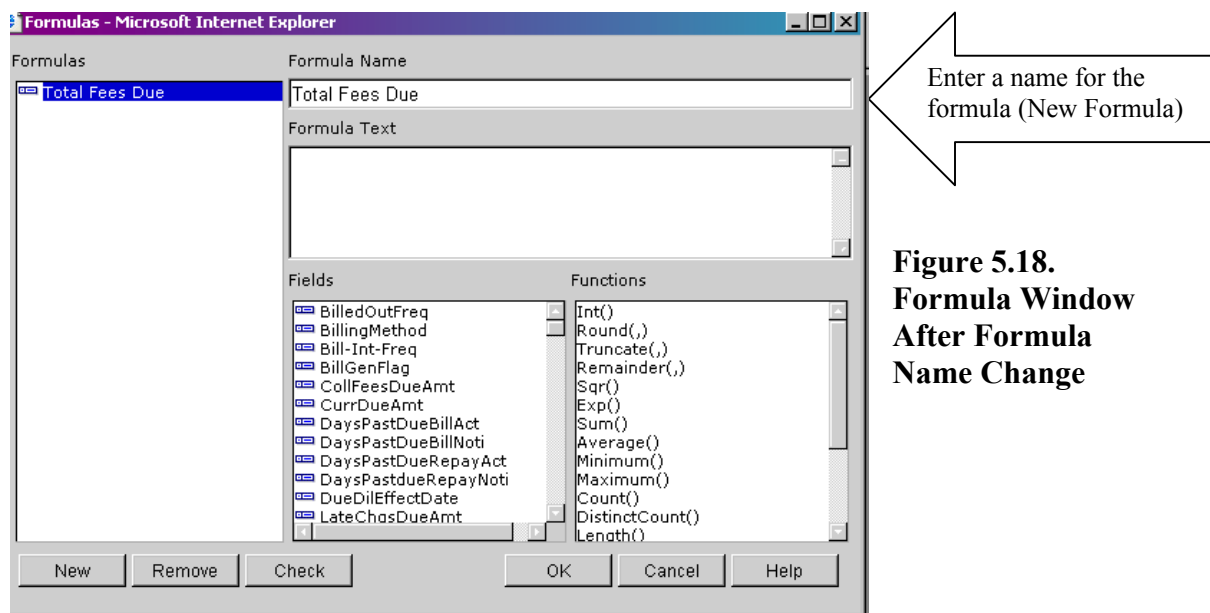


Figure 5.17. Formula Window

In the Formula Name field, enter a name for the formula. In the example below, the formula name was entered as “Total Fees Due.”



**Figure 5.18.
Formula Window
After Formula
Name Change**

To Enter Formula

You now should enter your formula in the Formula Text field. Double click on the field name to add it to the Formula Text area. The example below shows collection fees due, late charges due, and other cost due added together to equal total fees due. For more details on basic calculations between fields and details about additional functions and operators that allow you to create more advanced formulas, click the “Help” button.

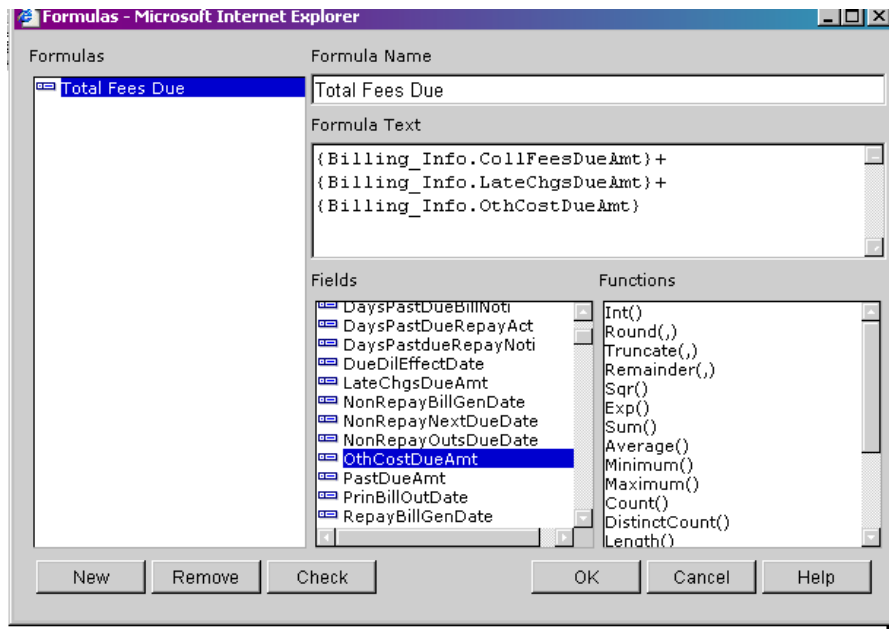


Figure 5.19. Formula Window with Formula Displayed

Click “Check” to see if the formula contains an error.

To remove a formula that you no longer need, highlight the formula and click the “Remove” button.

To apply the formula(s) you created, click the “OK” button.

The “Cancel” button will cancel all formulas created and re-display the Modify Report page.

The “Help” button displays the Microsoft Internet Explorer version.

Ad Hoc Groups

You have the option in on the Modify Report page to group data that you have selected for your report. From the Modify Report page, click the Select Option labeled “Group.” This will bring up a separate “Groups” box. You can select the field(s) to be grouped from the drop down box provided, or you can click on “Advanced” to open a new window where you can view the available fields to be grouped. To choose field(s) to be grouped from the drop down box, just left click on the desired field. Each field chosen will have an asterisk (*) to the right of the field name.

When the Advanced Group option is chosen, the following page is displayed.

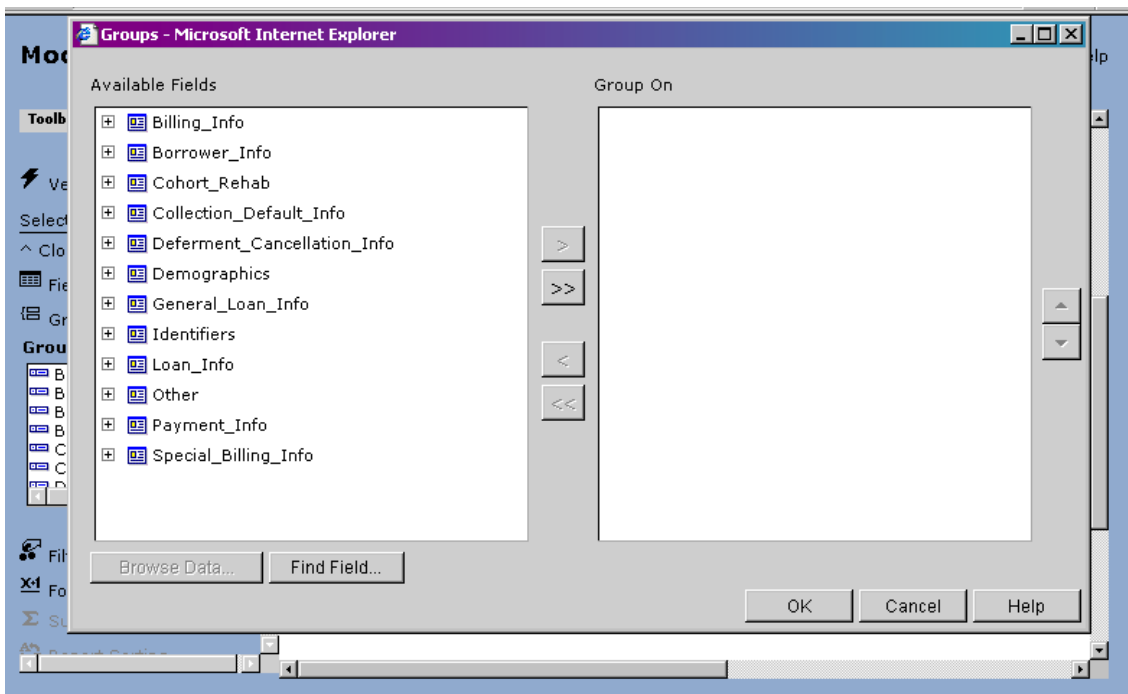


Figure 5.20. Advanced Group Options

Available fields have been broken out into twelve different categories.

- Billing Information
- Borrower Information
- Cohort/Rehab
- Collection/Default Information
- Deferment/Cancellation Information
- Demographics
- General Loan Information
- Identifiers,
- Loan Information
- Other
- Payment Information
- Special Billing Information

To Expand A Category

To expand a category to view the available fields that may be grouped, click the plus sign (+) beside the category name (ex: Loan_Info). Field(s) you choose to group should be moved to the right side of the screen in the area labeled “Group On.”

You have several different ways of moving a field name to “Group On.” You can:

- Double click on the field name,
- Select any field name and click the appropriate arrow to add/remove,
- Highlight multiple fields at one time by holding down the SHIFT key as you left click on each field name, and
- Drag fields from one side to the other.

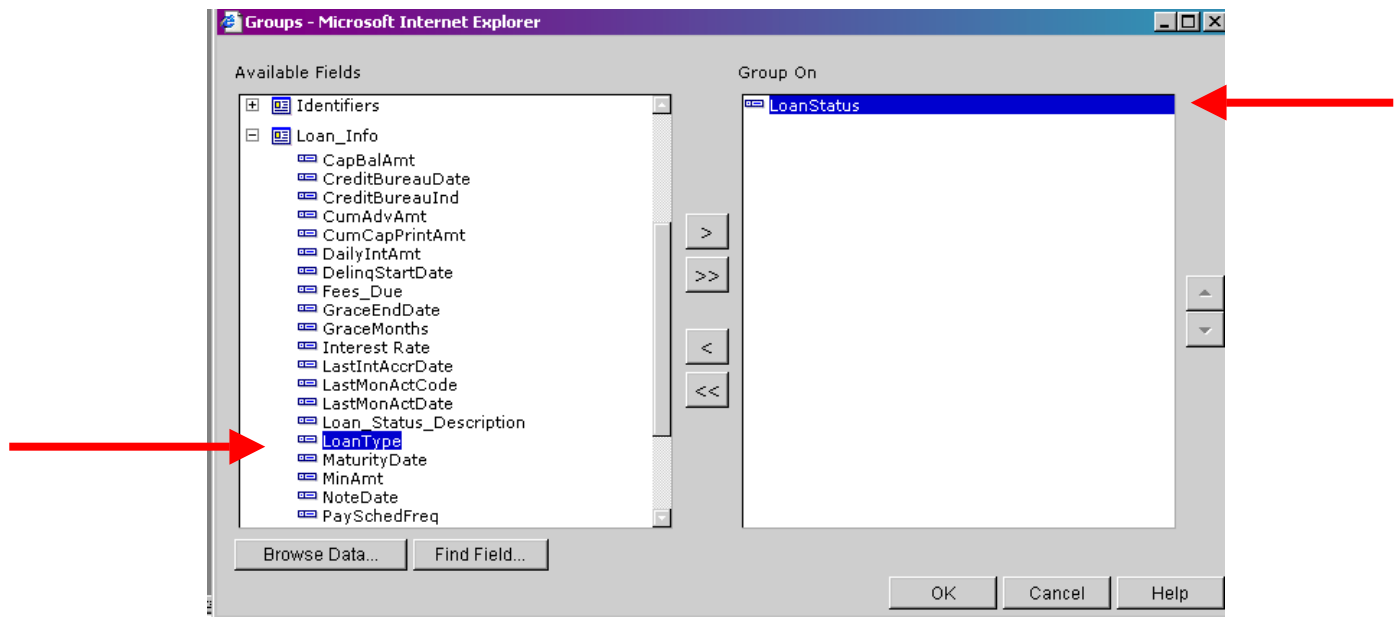


Figure 5.21. “Group On” Option

To Browse Data

You can browse data for a particular field by highlighting the field to be browsed and select the “Browse Data...” button. The “Field Browser” box is displayed with the available options for that field. Please see Chapter 6 – Reference Material for a description/definition of fields.

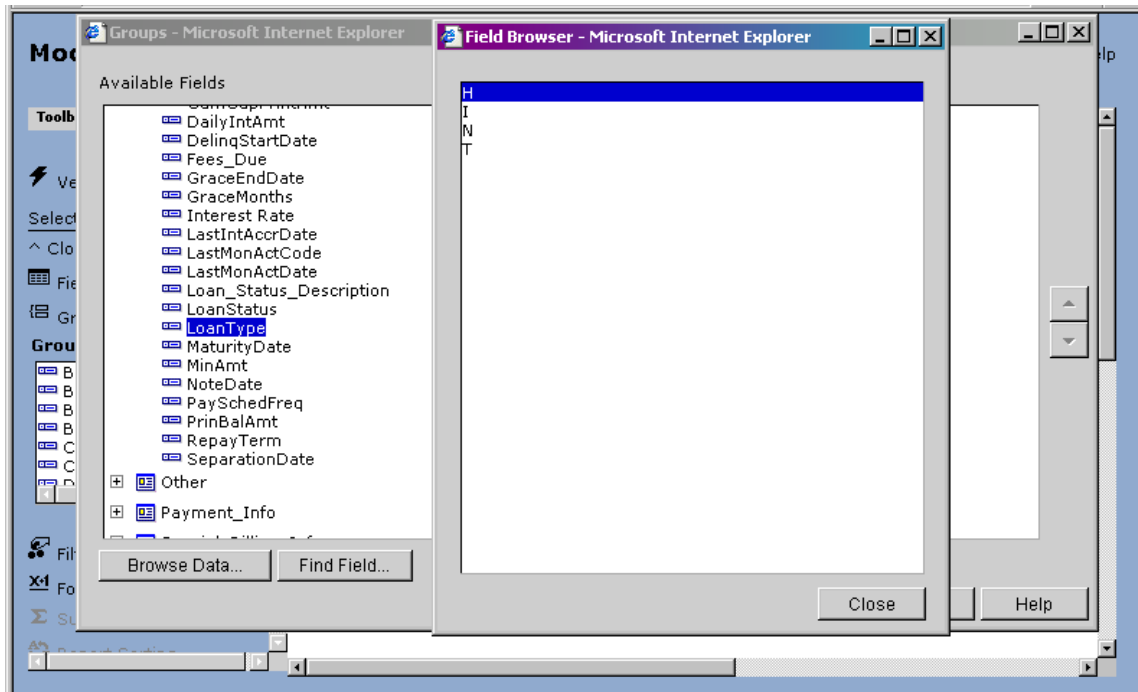


Figure 5.22. Field Browser Box

To Search for an Available Field

If you would like to search for an available field, click on the “Find Field” button. There you will enter the name of the field you would like to locate.

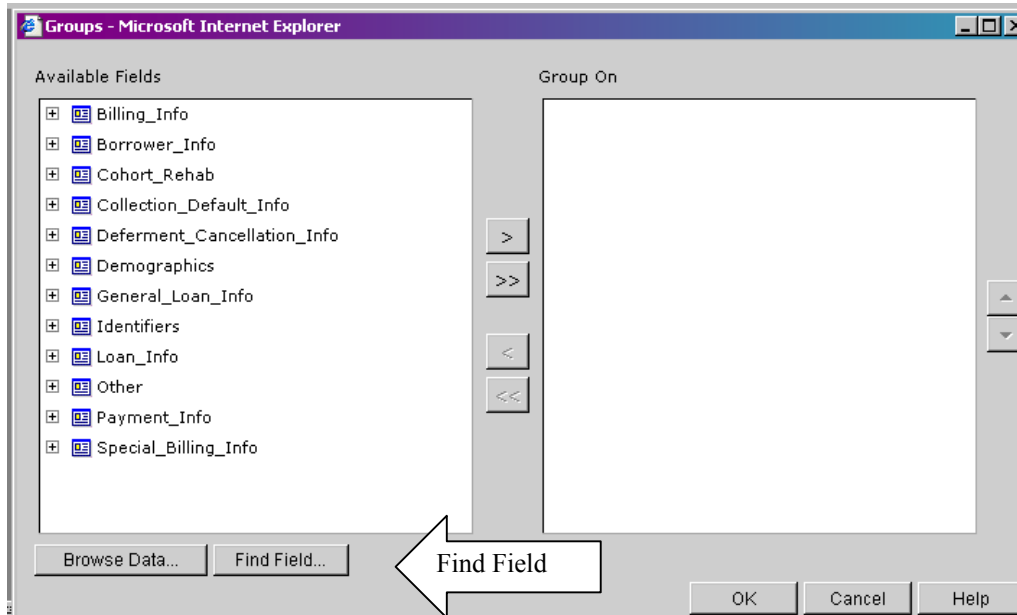


Figure 5.23. Field Browser Box

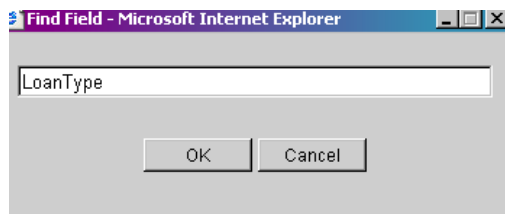


Figure 5.24. Example of Searching on the Field Name “Loan Type”

After you press OK and if the field name is located, the category will open with the field name highlighted.

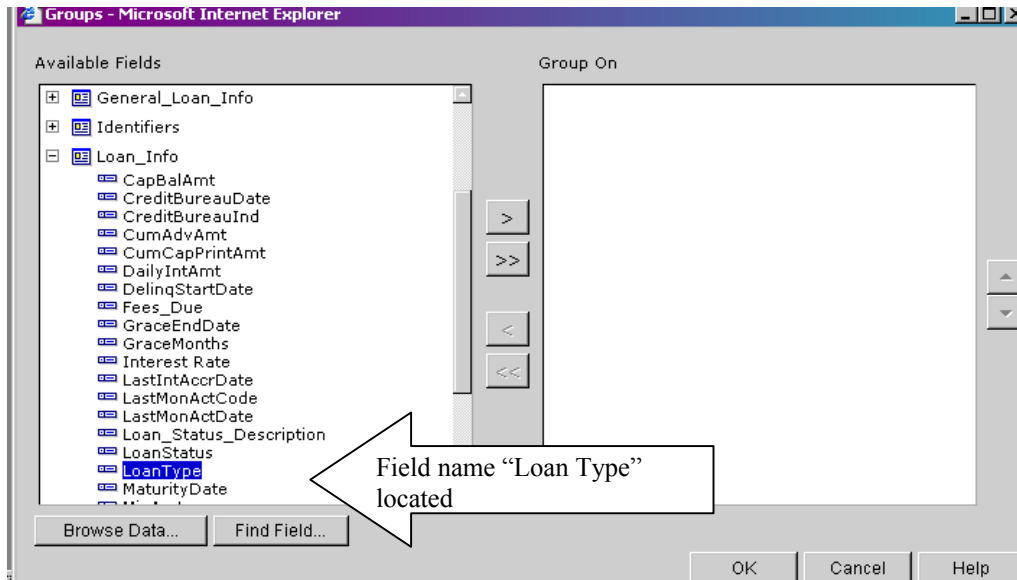


Figure 5.25. Available Field Window with Field Name Highlighted

To group the field(s) selected, click “OK.”

The “Cancel” button will cancel all fields listed for display and returns the Modify Report page.

The “Help” button displays the Microsoft Internet Explorer version.

Ad Hoc Summaries

After grouping this data, you can summarize it. One of the primary purposes for breaking data into groups is to run calculations on each group of records instead of on all the records in the report. You have different options for summarizing data (depending on the data type of the field).

From the Modify Report page click on the Select Option labeled “Summaries.” You can select the field(s) to summarize from the drop down box provided, or you can click on Advanced to open a new window where you can view your parameters as you build them.

To choose field(s) from the drop down box, just left click on the desired field. Each field chosen will have an asterisk (*) to the right of the field name.

When the Advanced option is chosen, the following page is displayed.

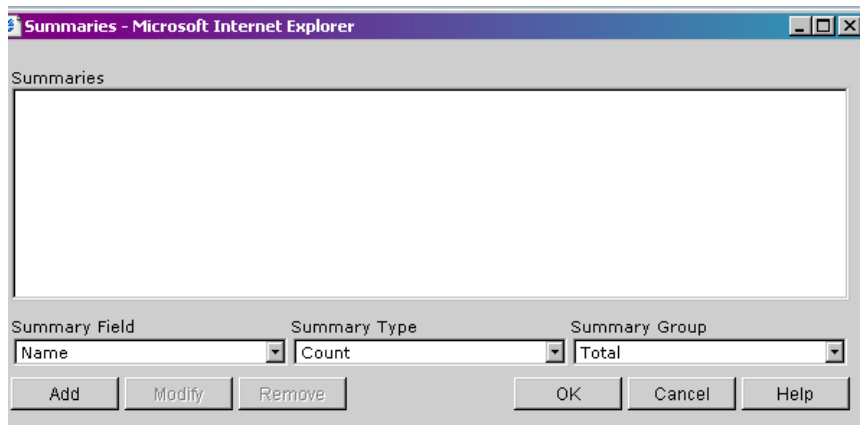


Figure 5.26. Advanced Summarize Options

To Summarize

Go the Summary Field and choose the field whose values you want to summarize. Change the Summary Type and Summary Group as desired. Next you will need to click the Add button.

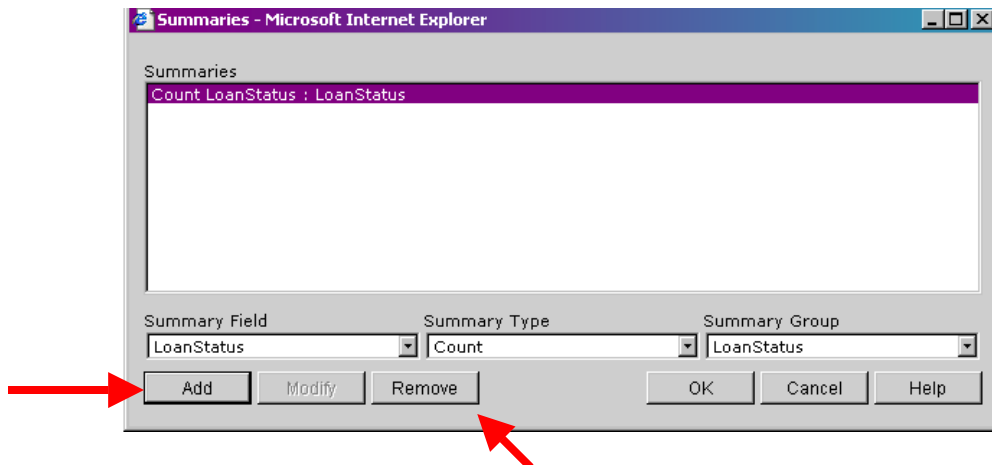


Figure 5.27.
Add Summaries
Window

To remove a summary field, highlight the summary field you would like to remove in the Summaries area. Next, click the Remove button, and then click OK.

To modify a summary field, highlight the summary field you want to change. Change the summary categories as required then click the Modify button. The modified summary field will appear in the summary area, then click OK.

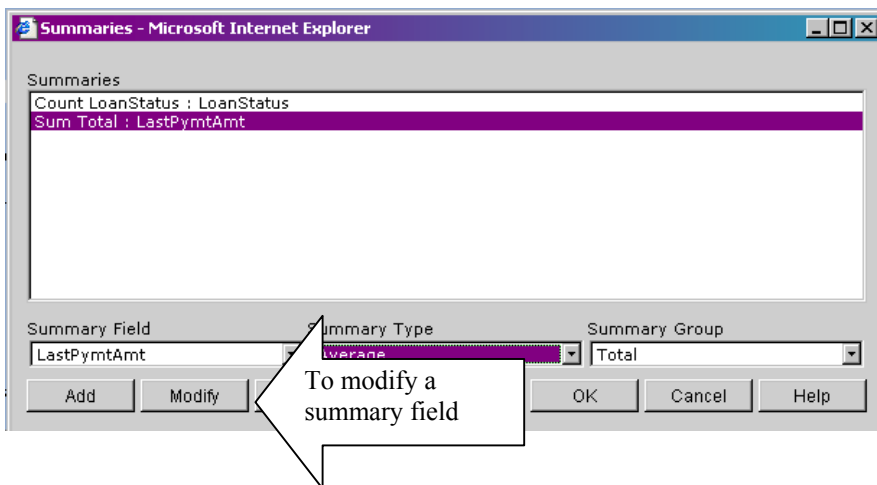


Figure 5.28. Modify Summaries Window

Then “Cancel” button will return the Modify Report Page.

The “Help” button displays the Microsoft Internet Explorer version.

Ad Hoc Report Chart

You have the option on the Modify Report page to create a chart, which allows you to illustrate summarized values for groups of data. Before inserting a chart, ensure that you have at least one group in your report and that you have created the summary field for the values you want displayed on the chart for each group. From the Modify Report page, click on the Select Option labeled “Report Chart.” This will launch a separate Chart box.

First, select which type of chart that you would like to display your data--Bar, Line, or Pie. Click the radio button beside the desired chart. Next, type a title for your chart in the “Chart Title” field. Click the placement list and select a section for the chart either in the Report Header or the Report Footer. Click the “Show the value for the summary” list and select the summary field whose values you want to display on the chart for each group, then click OK.

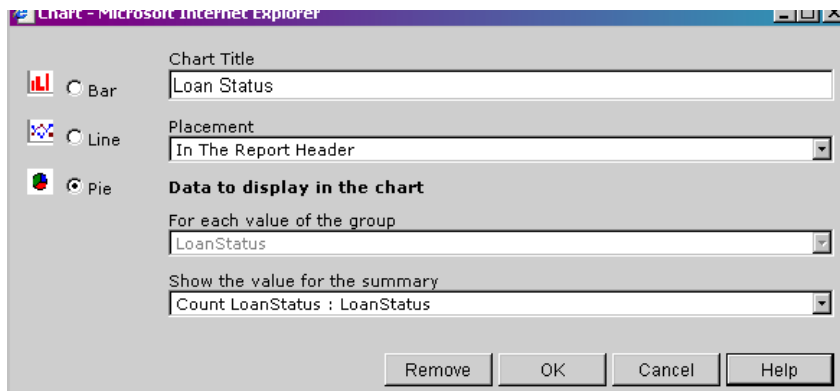


Chart - Microsoft Internet Explorer

☐ Bar ☒ Line ☐ Pie

Chart Title
Loan Status

Placement
In The Report Header

Data to display in the chart

For each value of the group
LoanStatus

Show the value for the summary
Count LoanStatus : LoanStatus

Remove OK Cancel Help

Figure 5.29. Launch Chart Page

Below is an example of a pie chart on the Report Header Page.

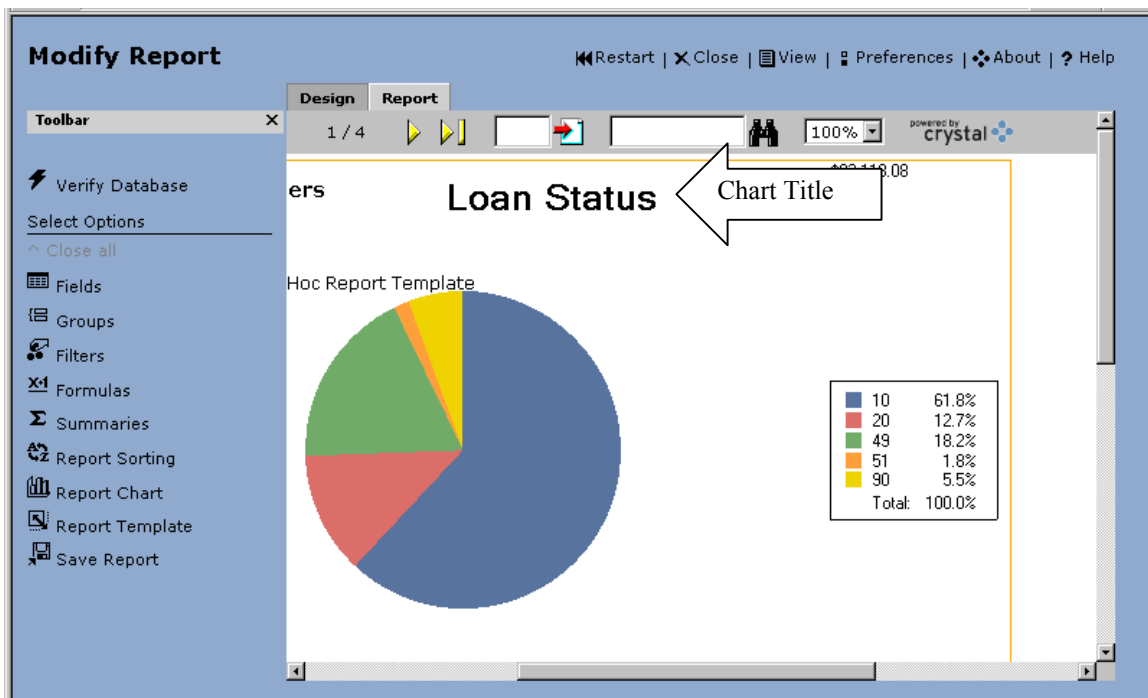


Figure 5.30. Pie Chart on Reports Header Page

To remove a chart, click the “Remove” button.

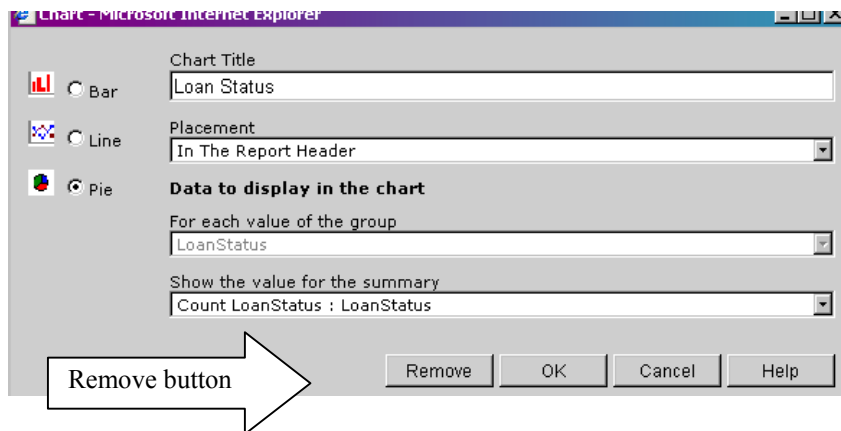


Figure 5.31. Chart Page with Remove Button Indicated

Ad Hoc Report Sorting

You can sort reports from the Modify Report page. From the Modify Report page, click on the Select Option labeled “Report Sorting.” You can select the sort records in the detail section by clicking the drop down list from the toolbar, and then, selecting the field to be sorted. Next, click on the second drop down box, and specify the sort direction (ascending or descending), then click “Add.” You may repeat this process to sort by another field. If you click on “Advance,” this will open a new window where you have the option of sorting by details, groups, or summaries. If you want to sort by groups or summaries, you must use the advanced option.

The first tab on the “Sorts” screen is the “Details” tab. Go to the first drop down box and select the field to be sorted. Next, click the second drop down box and specify the sort direction (ascending or descending), then select “Add.”

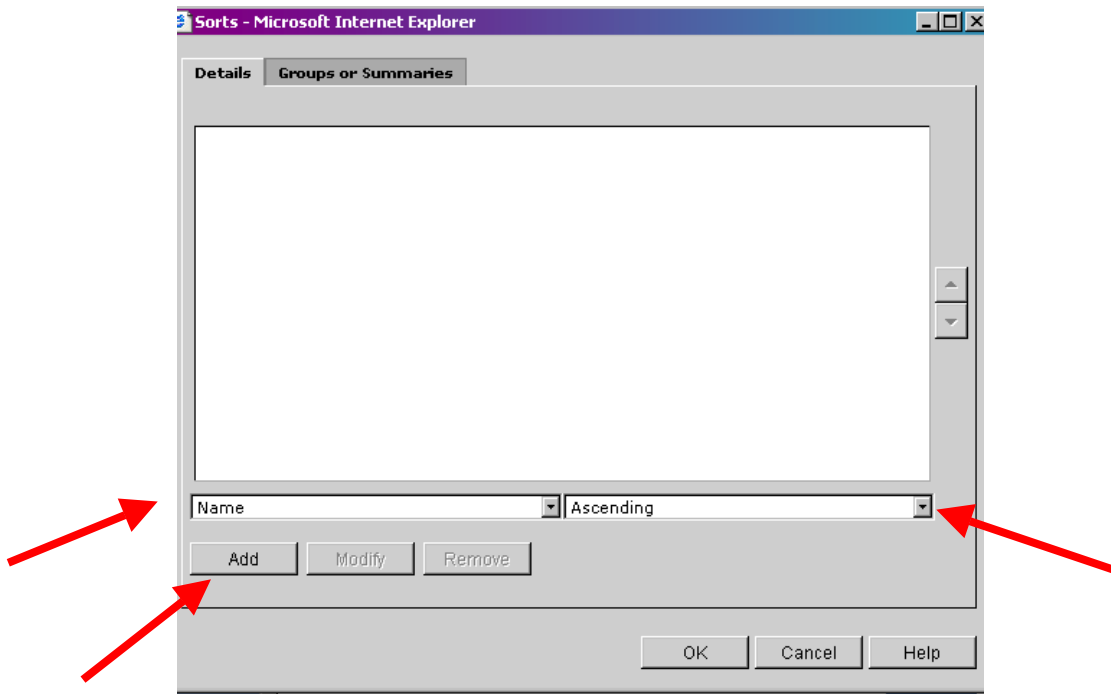


Figure 5.32. Detail Tab on Sort Screen

To Remove or Modify a Sort Field

To remove a field that you no longer want sorted, highlight the field. Next, click on the “Remove” button, and then click “OK.”

To modify a sort field, highlight the field that you would like to change. Click the second drop down box to change the sort direction. Next, click on the “Modify” button, and then click “OK.”

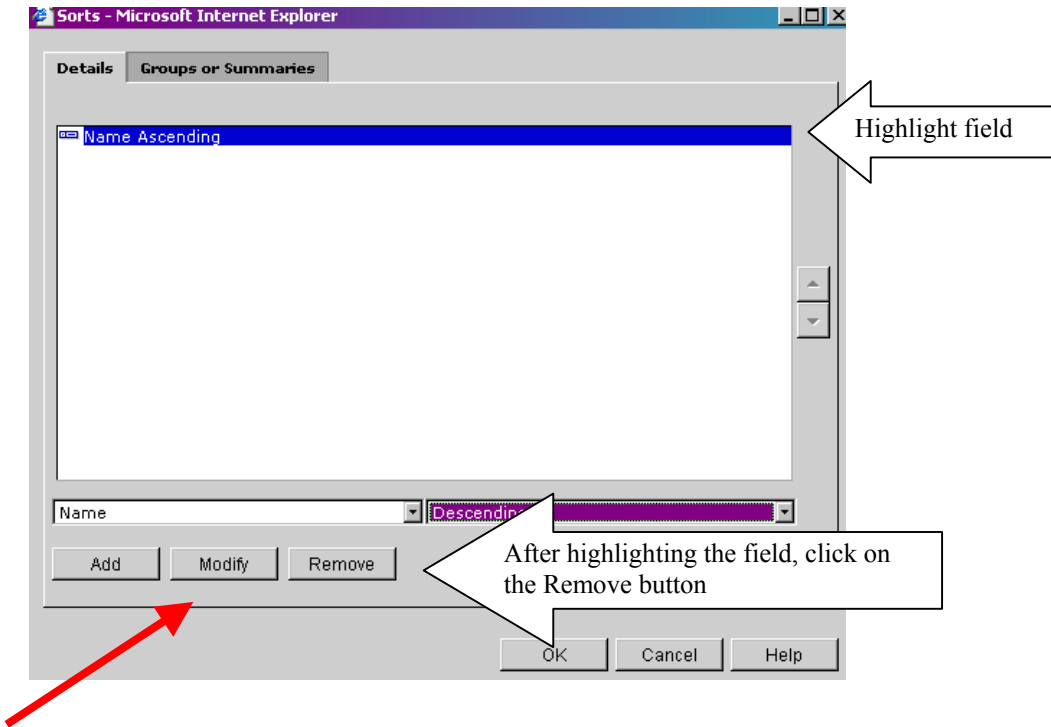


Figure 5.33. Sort Screen with Remove and Modify Buttons Indicated

To Sort by a Group or Summaries

To sort on a group or summaries, click on the "Group or Summaries" tab. By sorting on a grouped field, entire groups of records are sorted in ascending or descending order. In the example below, the grouped field, Loan Status, will be sorted in Ascending order.

Groups can be organized in either ascending or descending order by summary value. For example, Loan Status from lowest to highest order (ascending) or from highest to lowest order (descending).

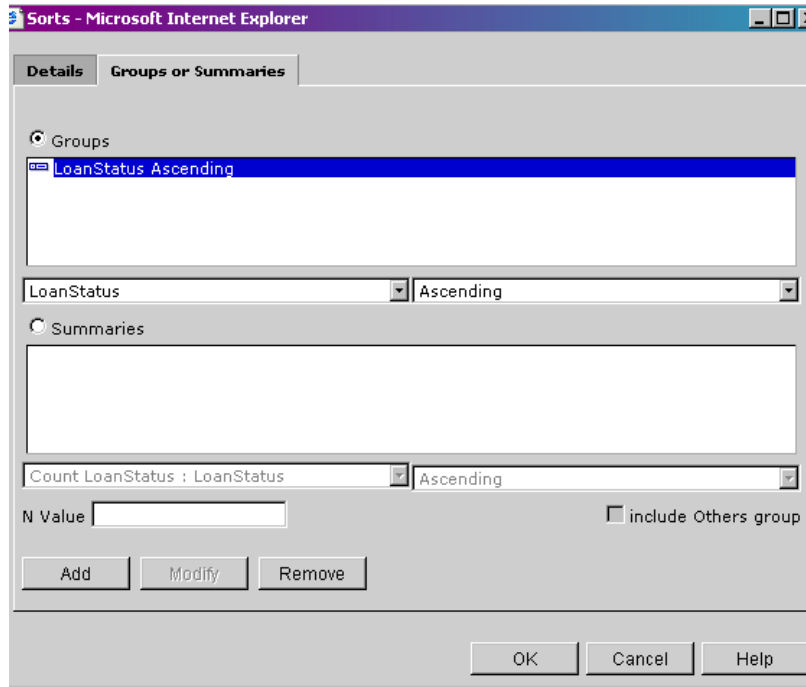


Figure 5.34. Sort Window

- To **add** a group or summary, first click the radio button beside the option selected. Choose options using the available drop down boxes. Once your selections are made, click the "Add" button and then select "OK."
- To **remove** a field that you no longer want grouped or summarized, highlight the field. Next, click on the Remove button, then click OK.
- To **modify** a group or summarized field, highlight the field you would like to change. Click on the drop down box to change the selections. Next, click on the Modify button, and then click OK.
- The "Cancel" button will return the Modify Report Page.
- The "Help" button displays the Microsoft Internet Explorer version.

Ad Hoc Save Report

Once you have developed a customized report, you can save it under “My Personal Library.”

- First, click on the “Save Report” select option on the Modify Report page. This will launch a separate “Save” window.
- In the “Save As” box, type the name for the report.
- Type any extra information about the report in the “Description” box. Any reports you have in your “My Personal Library” will appear in the box below the description.
- Click OK to save your report.
- The “Cancel” button will return the Modify Report Page.
- The “Help” button displays the Microsoft Internet Explorer version of help.

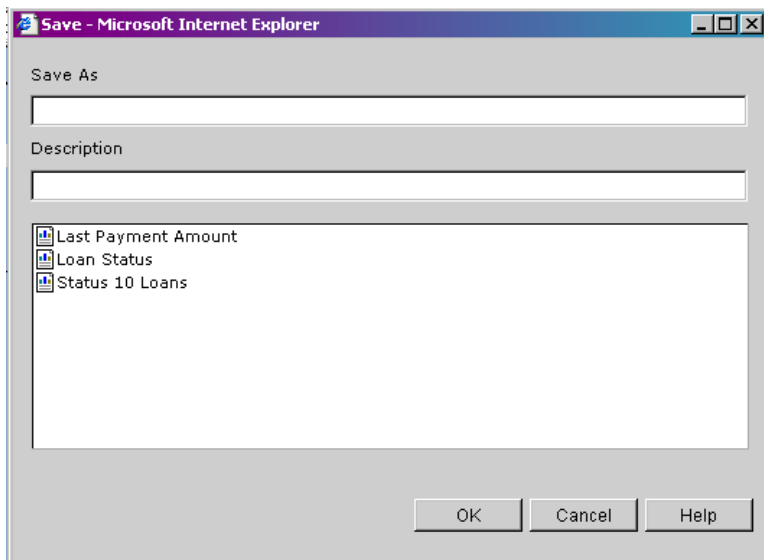


Figure 5.35. Save Report Window

Ad Hoc Close All

The “Close All” option closes any “Select Options” (i.e. Filters, Fields, Formulas) open on the Modify Report page.

Chapter 6 – Reference Material

Ad Hoc – Fields

Billing Info

BillingMethod - S = Statement; C = Coupon Book Billing; A = Automatic Direct Debit

Bill-Int-Freq - A = Annual; B = Bi-monthly; M = Monthly; Q = Quarterly; S = Semiannual

CollFeesDueAmt - this is the amount of collection fees currently due on the loan.

CurrDueAmt - the amount of the currently due bill

DaysPastDueBillAct - the number of days past due based on the oldest outstanding non-repayment bill due

DaysPastDueBillNoti - the number of days past due for due diligence notices. This can be less than actual days past due if adjustments have been made to the loan or if backdated transactions have been posted.

DaysPastDueRepayAct - the number of days past due based on the oldest repayment bill past due

DaysPastDueRepayNoti - the number of days past due for due diligence notices. This can be less than actual days past due if adjustments have been made to the loan or if backdated transactions have been posted.

DueDilEffectDate

LateChgsDueAmt - this is the amount of late charges currently due on the loan.

NonRepayNextDueDate

NonRepayOutsDueDate

OthCostDueAmt - this is the amount of other cost currently due on the loan.

OtherCostDueAmt (1 thru 8) – This field displays the amount of cost that is due for the type (Other Cost Type Code 1 thru 8).

OtherCostType (1 thru 8) – A or Blank = Additional; E = EIP/Cohort Right Track; I = Internal Collection Cost; L = Litigation Cost; R = Return Item Cost; 1 = Customer Defined; 2 = Customer Defined; 3 = Customer Defined

PastDueAmt - the total amount of past due bills. This amount does not include fees.

PrinBillOutDate - the date the principal balance of the loan became totally billed.

RepayNextDueDate

RepayOutsDueDate – the due date of the oldest outstanding repayment bill.

Stop Code Audit – A value in this field prevents the creation and mailing of audit statements.
1 = requested by school; 2 = requested by school; 3 = requested by school; 4 = requested by school; 5 = requested by school; 7 = requested by school at conversion; A = loan to be assigned to OE; C = loan in collection, late charges are not assessed; D = pending receipt of death certificate; F = loan in collection, penalty charges are assessed-resume billing automatically when loan is current; H = pending receipt of disability papers; I = judgement from small claims court; J = borrower in jail; K = borrower in consumer credit counseling; L = loan is in litigation; S = borrower is in small claims court; Z = loan flagged automatically for annual contact (more than 850 days past due)

Borrower Info

BirthDate - the borrower's date of birth

Borrower First Name – The first name and middle name or initial of the borrower (right side of the comma on System III)

Borrower Last Name – The last name of the borrower (left side of the comma on System III)

CustField1 – two position field

CustField2 – three position field

CustField3 – two position field

Name – Borrower Name displayed as last name, comma, space, first name, space, middle initial (ex: Doe, John F)

SSN

Student Id

Cohort Rehab

CohortBorrFlag - C = Current Cohort; P = Projected Cohort

CohortDefaultFlag - Two digit year that the loan was considered default in the cohort population

ConsecPymtCounter - Includes the most recent payment, the number of consecutive payments that have been received “on-time” (no more than 14 days after the payment due date).

DefaultRepayFlag - Y1 = In default, no repayment arrangement; Y2 = In default, repayment arrangement made; Y3 = In default, payments not made as agreed; N1 = No longer in default, payment arrangement satisfied; N2 = No longer in default, deferment processed; N3 = No longer in default, paid in full; IE = Ineligible to reinstate Title IV eligibility.

RehabRequestFlag - O = loan pending rehab-coll fee assessed-lump sum-on first bill post rehab; P = loan pending rehab-coll fee assessed at % over remaining repmt schedule; Q = 12th pmt received (if prior value O)-coll fee assessed-lump sum-on first post rehab bill; R = 12th pmt received (if prior value P)-coll fee assessed-% over remaining repmt schedule; S = prior value of Q will be reset to S at month end after credit bureau delete; T = prior value of R will be reset to T at month end after credit bureau delete; U = prior value of O or P if borrower misses a payment prior to receipt of 12th; V = prior value of S or T if borrower re-enters default (the values of O and P will be manually input when a borrower requests rehabilitation. The update of O or P to other values will be controlled by System III)

Collection Default Info

AccelDate - the date on which the loan was accelerated.

AccelInd - Y = yes, loan is accelerated; N = No, loan is not accelerated

AgcySuccFlag - N = no, agency was not successful; Y = yes, agency was successful

BpccAmount – Borrower Paid Collection Cost Amount. This amount is added to collection costs due on the loan as each payment is processed. This amount applies only to loans in collection.

BpccMaxFlag - Blank; Y = yes; N = no

BpccPercent – Borrower Paid Collection Cost Percent. This percentage of the payment amount is added to collection costs due on the loan as each payment is processed. This percentage applies only to loans in collection.

ClaimFileDate - this is the date that the claim was filed on the loan

ClaimFileType - P = past due; D = death; E = disability; B = bankruptcy

CollActFlag - S = Send to the Collections System; D = Do not automatically remove from the Collections System; R = remove from the Collections System; W = withhold from the Collections System; Blank = not on Collections System-eligible to be sent

CollAgcyAssgnFlag - Y = Yes, with a collection agency; N = No, not with a collection agency

CollAgcyNum – A five-digit identification number assigned to each collection agency.

CollAgcyPlaceCount

CollAgencyTypeCode – I = Internal Agency (Agency place flag equals 'I'); E = External Agency (Agency place flag equals 'A' or 'M'); Blank = Agency place flag equals 'Blank', 'W', 'R', or 'E'

CureDate - this is the date that the loan went into the 'cure' process

DefaultFeesRptInd - Blank; Y = yes; N = no

JudgementFlag - Y = yes, loan in judgement; N = no, loan not in judgement

PCCollActDate - the date the current PC collections system (COSY) flag was updated on the loan.

PlacedWithAgcyDate

PostedWithAgencyDate – This is the post date of when a loan was placed with a collection agency.

PreclaimDate

PreclaimStatusChgDate

PreclaimStatus - This field indicates the pre-claim status of the loan.
blank = no pre-claim activity to date; P = the loan is currently with the guarantor as a pre-claim; R = a pre-claim has been recalled or cancelled by either Campus Partners or the guarantor; N = the loan is not eligible for pre-claims; E = a pre-claim or claim has previously been filed on the loan; X = pre-claim was rejected by guarantor.

Deferment Cancellation Info

CumIntCancAmt

CumPrinCancAmt

HardshipBillAmt

HardshipBillPlan - 0 = the system will bill for a fixed total amount during the hardship period. This fixed amount will equal the Hardship Amount; 1 = the system will bill for the Hardship Amount plus interest during the hardship period; 2 = the system will bill for hardship interest as it accrues during the hardship period; 3 = the system will bill for hardship interest accrued during the hardship at the end of the period; 4 = do not bill at all (interest only situations)

LastCancEndDate – Ending date of the most recent cancellation period processed for the loan.

LastCancType - B0 = bankruptcy; D0 = Death; E0 = disability; F1 = Teaching-15% (base 2); H4 = Nurse/Medical technician; L4 = Law enforcement-15%, 20%, 30%; M2 = Military-12 1/2% (base 2); M3 = Military - 12 1/2% (base 3); P3 = Preschool-15% (base 3); R4 = High risk children; S4 = Teaching, shortage field; T1 = Teaching 10% (base 1); T3 = Teaching- 15%, 20%, 30% (base 3); V4 = Volunteer-15%, 20%, 30% (base 4); HF = HPSL rural shortage-15% (base 1); HT = HPSL shortage-10% (base 1); N3 = NSL-15%, 20% (base 3); NF = NSL rural shortage-15% (base 1); NT = NSL shortage-10% (base 1)

LastDeferEndDate

LastDeferType - A = Armed Forces; B = Dependent Care; C = Officer in US Public Health

Service Commissioned Corps; D = Temporary Total Disability; E = Intern/residency; G = Grace; H = Hardship; I = Service in an internship or residency preceding a professional practice; K = Economic Hardship; L = Parental Leave; M = Forbearance; N = Volunteer service; O = National Oceanic Atmospheric Admin Corps; P = Peace Corps; T/R = Residency (HPSL loans only); S = Student (after July 1, 1993 in-school includes graduate fellowship and rehabilitation training); U = Unemployment; V = VISTA; W = Working Mothers; X = Separation date change; Z = Deferment before cancellation benefits.

Demographics

Addr City St

Addr Line1

Addr Line2

Addr Line3

AddressLocation - D = Domestic; F = Foreign; N = Domestic-Foreign (i.e. Canada)

Addr Phone Num

Addr Phone Status - B = bad; G = good

Addr Status - B = bad; G = good

Addr Zip

Email Addr Stat - B = bad; G = good

Email Addr

Mobile Phone Num

Mobile Phone Status - B = bad; G = good

Work Phone Ext

Work Phone Num

Work Phone Status - B = bad; G = good

General Loan Info

AcademicRecsWithheld - Y = yes, records are being withheld

Academic Year – Used to enter in the last two positions of the fiscal year for which the loan was disbursed (for example, 2005-2006 fiscal year would be entered as 05). This field is not a

required field. This field cannot be more than one year less than the note date year (for example, if the note date is 12/05/05 then the academic year must be 04 or greater).

BankruptPetitionDate**CalYearIntPaidAmt**

Default Interest – The amount of interest accrued at the time the loan is assigned to the Department of Education

FamilyIncomeCode – 1 = \$0,000 - \$5,999; 2 = \$6,000 - \$11,999; 3 = \$12,000 – \$23,999; 4 = \$24,000 - \$29,999; 5 = \$30,000 - \$41,999; 6 = \$42,000 - \$59,999; 7 - \$60,000 and over

LoanRemark

OEAcceptedDate – The date that the Department of Education accepted a loan that has been assigned to the government for collection

OEAssignReasonCode - L = liquidation; D = Default; T = Total & Permanent Disability

OEReturnDate

OEReturnReasonCode - space = not applicable; I = Institution requested return; V = rejected by OE; N = may be modified by operations or compliance

OpeCode

PrevYearIntPaidAmt - the total amount of interest paid on the loan during the previous calendar year

Risk Class – A two byte (2 or 1) alpha code that represents the borrower's risk class at the time the loan was disbursed. This field is not a required field.

School Code – The School Code field is a ten byte (10 or less) alpha/numeric field that will be used to record the school of attendance. This field is not a required field. There are no edits for this field.

StudentFinancialStatus – D = Undergraduate, Dependent; I = Undergraduate, Independent; G = Graduate, Independent; S = Graduate, Dependent

TaxoffInd - this field is used to determine the current tax offset status on the loan Y = the loan was submitted on the tax offset tape space, the loan was not submitted on the tax offset tape; N = this loan should not be included on the tax offset tape and the field should be initialized to N for the coming year; T = this loan should not be included on the tax offset tape and the field should be initialized to space for the coming year; P = a tax offset payment was applied to the loan; Q = a tax offset payment was applied to the loan which had not been reported to the tax board because the value at the time the tape was generated was N; D = the borrower was deleted from the list of tax offset candidates submitted to the state; A = the entire amount of the borrower's tax offset payment should be applied to this loan; O = the entire amount of the borrower's tax offset payment was applied to this loan; R = the tax offset payment applied to the loan will be or has been refunded to the borrower.

TaxoffTapeCode - P = Preliminary; F = Final; W = Withhold; D = Delete

TraPriorYearIntPaidAmt – the total amount of interest paid during the previous calendar year and eligible for TRA reporting. This amount includes capitalized amounts paid.

TraRptFlag - B = Qualified loan, forms to be mailed to borrower; N = not a qualified loan, no forms are to be sent; P = the loan is pending qualification; T = Qualified loan, forms to be mailed to taxpayer

TypeNoteCode - C = (single borrower note) - Note date between 10/01/92 and 06/30/93 with \$40 minimum (T - Co-Signer Note, N - Co-Maker Note); D = (single borrower note) - Note date 07/01/93 and after with \$40 minimum and new deferments (U - Co-Signer Note, O - Co-Maker Note); B = (single borrower note) - Loans with note dates prior to 10/01/92 or a borrower who has an outstanding previous note with a \$30/\$90 minimum (S - Co-Signer Note, M - Co-Maker Note)

WebExitDate

WebExitFlag - Y = eligible for E-Exit; I = incomplete; T = incomplete; D = disagree; P = print; M = mail a copy; C = E-sign; N = block E-Exit

Identifiers

BorrNum

ConsNum

Lender

Full SLSP Number – System-Lender-Sublender-Program Number

Loan and Sequence Number – Assigned by institution to differentiate between multiple loans for the same borrower within a program.

LoanNum

LoanSeq

Program

Program Loan Seq

Sublender

System

RAAN – (Randomly Assigned Account Number) Randomly assigned nine-digit account number (printed on outgoing correspondence to the borrower)

Loan Info

CAL Origination Fee Amt – (Calendar Origination Fee Amount) The CAL Origination Fee field will be used to record the amount of origination fees that have been assessed towards the loan. This is not a required field. The only edit for this field is that the origination fee amount cannot be greater than the loan amount.

CapBalAmt

CreditBureauDate – the date the current credit bureau indicator became effective on the loan.

CreditBureauInd - S = Start reporting; E = Reporting ended; R = loan retired; * = reporting blocked

CumAdvAmt

CumCapPrintAmt

CUM Origination Fee Amt – The CUM Origination Fee field will be used to record the amount of origination fees that have been assessed towards the loan. This is not a required field. The only edit for this field is that the origination fee amount cannot be greater than the loan amount.

DailyIntAmt - The amount of one day of interest based on the current loan balance.

DelinqStartDate - the date the most recent delinquency began on the loan. This date is only reset when a loan becomes completely current and a new period of delinquency begins.

Fees Due

FinanceCharges – This is the total amount of interest that will accrue on the principal balance of the loan during repayment period.

GraceEndDate - The date the borrower's original grace period expires

Interest Rate – Rate at which interest accrues during repayment period.

LastAdvanceDate – This field contains the date of the most recent advance.

LastIntAccrDate

Loan Status Description

LoanStatus - 10 = enrolled, undergraduate student; 11 = enrolled, graduate student; 19 = enrolled past due for interest billed during enrollment; 20 = grace, following enrollment; 21 = grace, deferred while in grace status; 29 = grace, past due for interest billed during enrollment or grace;

40 = current; 41 = special billing, current; 48 = special billing, past due; 49 = past due; 50 = deferred; 51 = grace period following deferment; 52 = hardship deferment/hardship billing; 59 = past due for amounts billed during deferment-loan continues to age; 60 = postponed; 61 = cancelled; 80 = paid in full this month; 81 = claim filed; 82 = assigned to the OE; 83 = in litigation; 84 = filed for bankruptcy-chapter 7 and 11; 85 = written off this month; 86 = filed for bankruptcy-chapter 13; 90 = paid in full; 91 = cancelled because of disability; 92 = cancelled because of bankruptcy; 93 = accepted by the OE; 94 = written off automatically; 95 = written off manually; 96 = cancelled because of death.

LoanType - H = HPSL; I = Institutional; N = Perkins/Direct; T = NSL

MaturityDate – Date the loan should reach the end of its repayment period based on the minimum amount, repayment frequency and the balance of the loan.

MinAmt – Minimum amount that a borrower must pay on each installment for a certain type of loan.

NoteDate – Date the loan was awarded to the student.

PaySchedFreq - A = Annual; B = Bi-monthly; M = Monthly; Q = Quarterly; S = Semiannual

PrinBalAmt – Original principal loan amount that the borrower has not satisfied through payment or cancellation.

RepayTerm – The maximum number of months a borrower has to repay his or her loan.

SeparationDate – The anticipated date of the borrower's graduation or the actual date the borrower left school/graduated.

YTDAdvanceAmount – This field contains the total year to date amount of funds advanced for the loan.

Other

AggrCumIntPaidAmt

AggrDaysPastDueAct

AggrDaysPastDueNoti

AggrTTLFeesDue – Sum of all types of fees due on the loan

AggrIntAccrAmt

AggrIntDueAmt

AggrLoanAmt

AggrLoanBalAmt

AggrOldestOutsBillDate

AggrPayoffAmt

AggrTotalDue

FundNumber – If a loan has more than one fund number, no fund number will be printed (fund number field will be blank)

NumOfBases

NumOfFunds

NumOfLoanAddresses - Number of co-borrower/co-signer addresses on the loan

NumOfReferences

Payment Info

CumBillPaidAmt

CumCapBalPaidAmt

CumCapIntPaidAmt

CumCollFeesPaidAmt

CumHrdIntPaidAmt

CumIntPaidAmt

CumLateChrgsPaidAmt

CumOthFeesPaidAmt

CumPrinPaidAmt

LastPymtAmt – Total amount of the last payment received for the loan. This amount includes principal, interest, and delinquent charges.

LastPymtDate – Date the last payment for the loan was received.

Last Pymt Source – A = ADD (Automatic Direct Debit); B = Borrower; C = Collection Agency; D = Datalink; E = one-time ACH on mycampusloan; F = one-time ACH created by the customer or CP; I = Institution; L = Lockbox; M = credit card pmt on mycampusloan; N = credit card payment other; S = System; T = Tax Offset; W = Campus Partners

Last Pymt Type – 10 = cash payment from borrower; 11 = cash payment for which deposit was made independently; 12 = payment that previously rejected on written-off loan was resubmitted due to write-off reversal; 13 = payment that previously rejected on assigned or accepted loan was resubmitted due to reversed assignment; 14 = cash payment adjustment; 20 = non-cash payment received from school without deposit; 30 = payment received from collection agency with lender-paid collection costs/litigation fees already deducted; 31 = payment received from collection agency with check for full payment amount; 40 = payment received from institution with no check – collection agency check to institution had fees deducted; 41 = payment received from institution with no check – collection agency check to institution for full amount; 50 = payment received from borrower via remote lockbox

OtherCostType (1 thru 8) – A or Blank = Additional; E = EIP/Cohort Right Track; I = Internal Collection Cost; L = Litigation Cost; R = Return Item Cost; 1 = Customer Defined; 2 = Customer Defined; 3 = Customer Defined

OtherCostCUMPdAmt (1 thru 8) – This is the cumulative amount paid for the cost listed (Other Cost Type Code 1 thru 8).

OtherCostYTDPdAmt (1 thru 8) – This is the year to date amount paid for the cost listed (Other Cost Type Code 1 thru 8).

PaidOutClosedReasonCode - P1 = paid in full, payment; P2 = paid in full-credit balance refunded, payment and credit balance refund; P4 = paid in full-purchased, repurchased; P5 = paid in full-claim; P6 = paid in full-disbursement check returned; C1 = cancelled in full-teaching; C2 = cancelled in full- military; C3 = cancelled in full-death; C4 = cancelled in full-disability; C5 = cancelled in full-bankruptcy; C6 = cancelled in full-nursing; C7 = cancelled in full-medical practice; R1 = paid in full-reprocessing; R2 = paid in full-repr and credit balance refund; W1 = referred manual write- off; W2 = referred comp write-off; W3 = manual write-off-small balance; W4 = manual write-off-compromise; W7 = auto due diligence write-off; W8 = auto low balance write-off; W9 = manual write-off-payoff>\$1000; WA = manual write-off-uncollectible; WB = manual write-off-legally uncollectible; WC = manual write-off-out of court settlement; WD = manual write-off-adjudicated settlement; WE = manual write-off-default; WF = manual write-off-forgiveness; WG = manual write-off-inst request; WQ = manual write-off-bankruptcy chapter 13; WR = manual write-off bankruptcy chapter 7 or 11; WS = manual write-off-uncollectible bankruptcy chapter 7 or 11; WT = manual write-off-uncollectible bankruptcy chapter 13; WU = manual write-off-uncollectible NSL or HPSL.

PaidOutDate – Processing date for the transaction that paid the loan in full.

Payment Schedule Amt – The amount billed when the loan is in the time period of repayment

WriteOffDate – Date the loan was written off. Loans with a credit balance write-off will have a paid-out date and write-off date.

WriteOffPrinAmt

WriteOffFeesAmt

WriteOffIntAmt

Special Billing Info

SpecBillDueAmt – Amount of the special billing agreement currently on the loan.

SpecBillEndDate

SpecBillFreq - M = Monthly; B = Bi-monthly; Q = Quarterly; S = Semi-annual; A = Annual

Helpful Hints

- If your report contains loans from more than one program number, and you want to sort and/or compute any summary totals by program number, you must select program number as a **separate** data field rather than selecting the Program Loan Seq combination field.
- The Loan Status field contains a total of three characters with the first two numeric values translating to the actual loan status and the third character representing the collection agency status of the loan. This fact could cause unexpected results on an Ad-Hoc report if you fail to recognize the third character of the field. For example, if you are creating a report of all loans in 49 status regardless of whether or not the loan is currently placed with a collection agency (this would include loans in 49C status in your report) your filter should be as follows:

➤ Loan Status 'starts with' 49

If you installed a filter of:

➤ Loan Status 'is equal to' 49

your report would not contain any loans with a loan status of 49C or 49R since those loan statuses do not equal 49.