

WELCOME TO SYSTEM IIISM ON-LINE PROCESSING

ON THE FOLLOWING PAGES, YOU'LL FIND EASY, 1-2-3 STEPS
TO PROCESS ALL THE ON-LINE FUNCTIONS
THAT ARE AVAILABLE ON SYSTEM IIIsm.

LET'S BEGIN

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Screen Commands

ADR	Address
ADK	Audicss

ADVA First Time Advance ADVR Advance Reversal AUDT QuikLetter Screen BOR Borrower Display

CADR Comaker/Cosigner Address

CGLN Change Loan/Social Security Number

CMSG Compose A Message
COLL Collection Processing
CONM Consolidation Maintenance

DEF Deferment

DFLT Default Processing Screen

FEES Fees

HADV History of Advances

HALL History All

HBOR History of Borrower
HCAN History of Cancellations

HCOM History Comment HCMT History Comment

HCON History of Consolidation HDEF History of Deferments

HELP Help
HERR Help Error
HLON History of Loan
HPAY History of Payments

HOSB History of Outstanding Bills

LIST List Library
LN1 Loan Display 1
LN2 Loan Display 2
LN3 Loan Display 3
LN4 Loan Display 4
LN5 Loan Display 5
LN6 Loan Display 6

LSUM Loan Summary Screen

MAIL Mail Library
MAIN Main Screen
NAMQ Name Inquiry
NAMX Name Index
PAY Payment

PAYC Collection Payments
PAYO Payoff Projection
PAYR Payment Reversal
PFK Function Keys
PREQ Payment Request

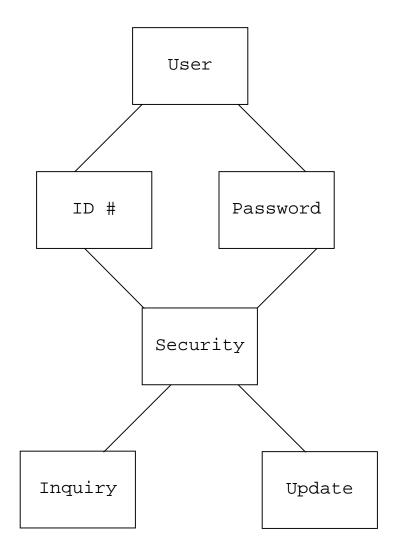
Screen Commands

RADR	Reference Addresses
RADV	Research History of Advances
RALL	Research History All
RBOR	Research History of Borrower
RCAN	Research History of Cancellations
RCON	Research History of Consolidations
RDEF	Research History of Deferments
RFND	Credit Balance Refund
RFNR	Credit Balance Refund Reversal
RLON	Research History of Loan
RMK	Remarks
RMSG	Route A Message
RFNR	Refund Reversal
RPAY	Research History of Payments
SCHD	Scheduling
SEPD	Separation Date
SREV	Form/Special Billing/Reversal
WOL	Write Off Loan
WOR	Write Off Reversal
XPKG	Exit Interview Packages

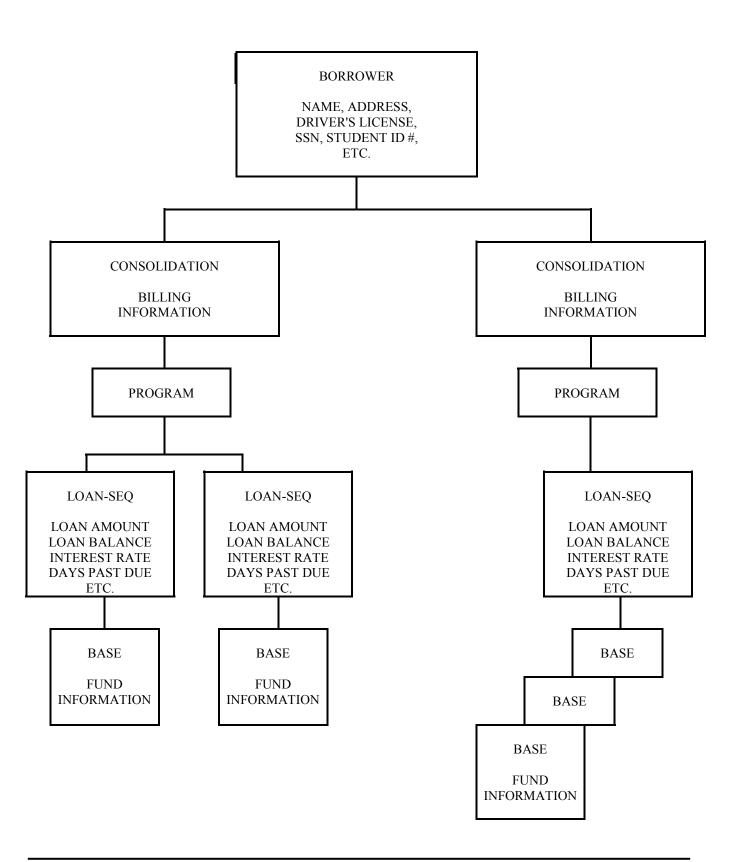
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System III Security



Database Structure



Reprocessing . . . Eliminates manual calculations

BEFORE

7	ACCT	999 98	30	148	01	SSN 9	90 0	0 01	48				113	JOE	JEN					
		99920										_							_ D	OM
N	NAME	LANCE,	C	LYDI	C				82	28	640 1	L404							P	RIM
F	RMK _							GOOD	INS	ST (00 00	00	WINS	TON-	-SALI	EM, :	NC	2338	34	
					<u>_</u>										<u> </u>			PI	OJ-	С
I	LOAN	AMT	З,	950	.00	NEXT	DUE	03	16	02	PREV	7 W/I	AGCY	0.0	0000	STA	TUS		49	
→ I	PRIN	BAL	З,	950	.00	NEXT	PMT		42	. 90	DT I	PLAC	ED 0	0 00	00	ADR	CHG	03	02	99
		UE			_															
→ 1	PAST	DUE		128	.70	OLDE	ST BI	L 11	16	01	***	SCI	HEDUI	E	***	LT	CHG	Y SP	FEE	S P
E	FEES	DUE			.00	** S	CL B	ILLI	NG	**	MIN	AMT		40	0.00	NOT	E DA	TE 01	. 19	99
7	TOTL	DUE		171	. 60	PMT A	TMA				MIN	CD :	Y PRO	RATE	Y	SEP	DAT	E 01	. 31	01
→ I	PAYOF	'F	З,	999	.79	FIRS	BIL	ь		_	AUTO	N C	JUDG	EMEN	IT N	GRC	E EN	D 10	31	01
-> 1	TOT I	NT		49	. 79	LAST	BILL			_	1ST	11	6	42.9	90 M	INT	RAT	E	5.	000
		INT																		
I	LST P	TO TM	00	00	00	DROP	_ PD	ALL	OW _		3RD	(0	. 0	00 M	DEF	END	00	00	00
I	LST P	PMT			.00	AGRM!	· _	DEF	TYPI	s _	4TH	(0	. 0	00	LN	TYPE	N S	SUB	000
		AID				DEF 1	PLAN	_ RE	SCHI	· _	5тн	(0	. 0	00	FIN	CHG	1,	055	.73
1	INT P	AID			.00	LTR		LN	MON	_	BILI	LED (OUT F	REQ		**	STO	P COI	ES	**
E	FEE P	AID			.00	SB D	JΕ			.00	PLAN	1 I	TE	RM	120	INT		0 I	PDUE	0
I	PRIN	CANC			.00	SB DZ	YS P	D		0	MATU	JRIT	Y 0	7 16	11	INV	OIC	0 1	ELQ	0
C	CANC	END	00	00	00	DUE I	END			.00	TERN	1 DA	re 1	.0 31	11	BIL	L	0 7	UDT	0
I	PPM E	:ND	00	00	00	PROJ	INT			.00	LOAL	1 RM	к							
1	16960	CURRE	ENT	PA:	MEN'	r due	ON 0	2/16	/02											

Separation Date = 1/31/01

Status = 49 (Past Due)

\$128.70 Past Due

\$42.90 Currently Due

AFTER

MAIN 99990 001 TRAIN	ING FILE	REPR 011201 OPTION	SRC W INST
ACCT 999 980 148 01	SSN 990 00 0148	113 JOE JENK	INS RD GOOD
PROG 99920 LN 999 9	8 0148 01 ID		DOM
NAME LANCE, CLYDE	828	540 1404	PRIM
		00 00 00 WINSTON-SALE	
		×.	
LOAN AMT 3,950.00	NEXT DUE 11 16 02	PREV W/AGCY 00000	STATUS 10
→ PRIN BAL 3,950.00			
CUR DUE .00	ACT/NOT 0 0	EFFECT DT 01 31 02	CR BUREAU 03 99 S
→ PAST DUE .00			
		MIN AMT 40.00	
→ TOTL DUE .00			
→ PAYOFF 3,950.00			
		1ST 119 41.90 M	
		2ND 1 28.47 M	
		3RD 0 .00 M	
LST PMT .00	ACDMT DEF TYPE	4TH 0 .00	IN TYPE N CIB 000
	DEF DIAN DESCUD	5TH 0 .00	EIN CHG 1 064 57
		BILLED OUT FREQ	
		PLAN I TERM 120	
		MATURITY 10 16 12	
	PROJ INT .00	TERM DATE 10 31 12	BILL 0 AUDT 0
PPM END 00 00 00	PROD INI .00	LOAN RM	

Changed Separation Date 1/31/02

Status = 10 (Enrolled)

Due Fields Cleared

Next Due Date Advanced

Payoff Amount Reduced

REPROCESSING TRANSACTIONS INDICATE THE NET EFFECT IN HISTORY

ALL HISTORY DISPLAY OPTION B SEARCH START DATE 013100 END 999999 ACCOUNT 999 980 148 01 SSN 990 00 0148 PROGRAM 99920 LOAN 999 98 0148 01 TRAINING FILE STUDENT ID NAME LANCE, CLYDE 113 JOE JENKINS RD CITY/STATE WINSTON-SALEM, NC ZIP 23384 ____ PHONE 828 640 1404 GOOD GOOD DOM SRC INST ADR CHG 03 02 99 PH SRC INST PH CHG 00 00 00 TRANDT P PROGM LOAN NUMBER S TRAN DESC T R A N S A C T I O N D E T A I L 012202 99920 999980148-01 SYSTEM HIST CM 15 DAY NOTICE 013102 99920 999980148-01 PMT SCHED CHG REPAY PLAN FROM I TO I FROM #BIL 116 AMT 42.90 FREQ M #BIL 001 AMT 29.33 FREQ M TOTAL FINCHGS 1055.73 GEN BIL000 TO #BIL 119 AMT 41.90 FREQ M #BIL 001 AMT 28.47 FREQ M TOTAL FINCHGS 1064.57 GEN BIL000 → 013102 99920 999980148-01 W SEP DATE CHG FROM 010131 TO 020131 → 013102 99920 999980148-01 W REPR LOAN ADJ ORIG TRAN: SEP DATE CHG ORIG TRANDT: 020131 AMT DUE 42.90- PAST 128.70-INT ACRD 49.79- PAID .00+ 10000 LAST PAGE OF HISTORY

Separation Date Changed from 1/31/01 to 1/31/02

Amount Past Due Reduced by \$128.70

Amount Currently Due Reduced by \$42.90

Interest Accrued Decreased by \$49.79

Your Notes

Daily Interest Accrual

Interest accrual is based on a **Daily Simple Interest** calculation as follows:

Principal Balance x Interest Rate 365 days

For example: $\frac{$2,310 \text{ (balance)} \times .05}{365 \text{ days}} = \$0.3164 \text{ daily interest amount}$

(System III uses 366 days during leap years)

This daily interest amount is used to calculate accrued interest for a given number of days by multiplying it by the number of days desired. Therefore, to accrue 23 days of interest, you should multiply the daily amount by 23.

$$0.3164 \times 23 = 7.28$$

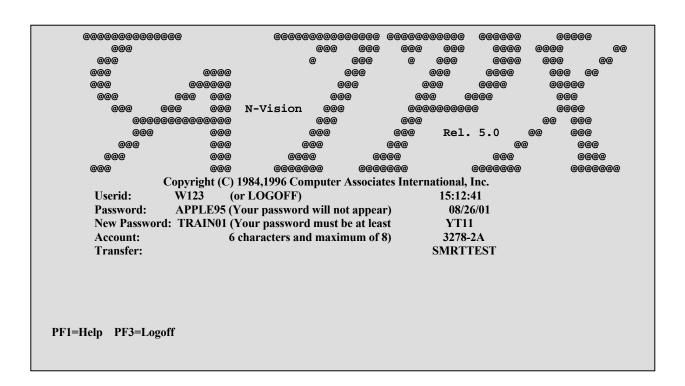
System III accrues interest at the time a transaction is processed (and **at least monthly**). To give you the necessary information, the following fields are printed on reports displaying interest information:

- Date of Last Interest Accrual;
- Interest Accrued up to that Date; and
- Daily Interest Amount on the Current Balance.

Signing On

1. Enter your assigned log on I.D. and password to access the system.

The system will require you to change your password every three months. Change your password by entering the new password in the "New Password" field. You will be asked to enter it twice for verification. (6-8 alpha or alpha/numeric characters.)



2. Press the *ENTER* key.

3. You should receive the TPX menu.

	NVi/TPX	MENU FOR W106	Panel	id - TEN0041
			Termi	nal - YS19
Cmdkey=PA3	Jump=PA2	Menu=NONE	Model	- 3292-2
Print=PA1	Cmdchar=\		Syste	m - TPXIBM
==>	Session CICSE6	has ended <==	-2	
	Debbion Cicbio	nab chaca		
Secrid	Sesskey	Session Descripti	on C+s	tus
			.011 500	cus
	PF 12	PRODUCTION TOR		
_ INFOPAC	PF 14	INFOPAC ON-LINE D	OC INQUIRY	
_ TS08	PF 16	CAMPUS PARTNERS F	ROD TSO SESSION	T
TPXNOTES	PF 22	TPX Notepad		
TPXADMIN	PF 23	TPX Administration	on	
TPXMATI	PF 24	TPX Mailbox		
Command ===>			Check Mess	ages
PF1=Help PF7/1	9=Up PF8/20=Do	wn PF10/22=Left	PF11/23=Right	H=Cmd Help
111 11019 11771	- CF	,	,	

- 4. Position your cursor in the field to the left of **CICSAE**; type S (or you may leave it blank) and press *ENTER*.
- 5. This message will appear: ACFAE 139 ACF2/CICSZDR8 SIGNON OK: User = W/123 NAME = USER, SAMPLE.
- 6. Key *WB01*.
- 7. Press *ENTER*. You now will receive a menu screen.

TPX Mailbox

Periodically you will receive System III-related messages from your Customer Service Representative. Position your cursor in the field to the left of TXPMAIL; type *S* and press *ENTER*.

	NVi/TE	X MENU FOR W106	Panelid - TEN0041 Terminal - YS19
Cmdkey=PA3	Jump=PA2	Menu=NONE	Model - 3292-2
Print=PF1	Cmdchar=\		System - TPXIBM
Sessid	Sesskey	Session Description	Status
_ CICSAE		PRODUCTION TOR	
_ INFOPAC		INFOPAC ON-LINE DOC IN	
_ TS08	PF 16	CAMPUS PARTNERS PROD	rso session
_ TPXNOTES		TPX Notepad	
TPXADMIN		TPX Administration	
S TPXMAIL	PF 24	TPX Mailbox	
Command ===> PF1=Help PF7/1	L9=Up PF8/20=E	Down PF10/22=Left PF11/	Check Messages 23=Right H =Cmd Help

You will receive the following screen which will allow you to review your messages. Type 1 in the field to the left of "Read Your Messages" and press *ENTER*. Any messages will be displayed.

TEN0071 NVi/TPX Message Menu $ightharpoonup_1$ 1 Read your messages 2 Read the bulletins 3 Read your messages and the bulletins Send or Store a message to: 4 A user by userid 5 A user by name 6 A user by terminal 7 A list 8 All users in an administration group 9 All active users of an application 10 All users of an application 11 All active users of a menu session 12 All users of a menu session 13 Everyone (A bulletin) 14 Edit/browse user lists 15 Add application news 16 Update logo news F1=Help F3=End F9=Cancel

Accessing the Test File

TEST = **Test** File

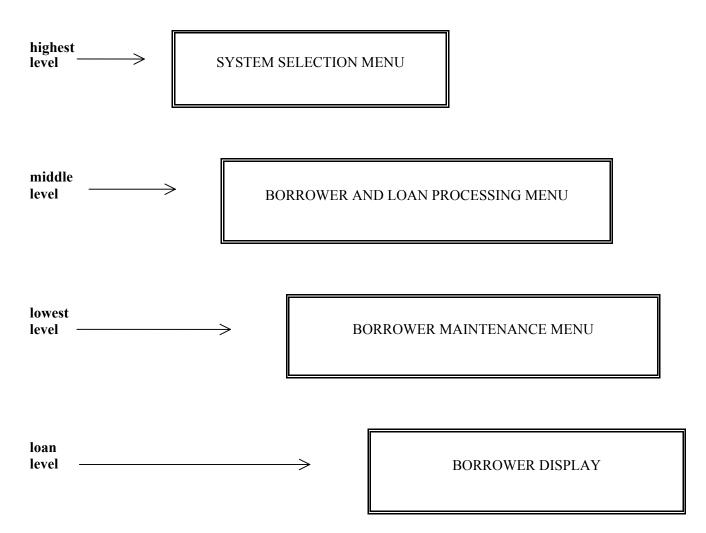
- 1. OPTION = TEST.
- 2. Press ENTER. You will receive this message: YOU ARE NOW IN THE TEST MODE.
- 3. Tab to **ACCOUNT NUMBER.**
- 4. Key # 9 9 9 8 0 (___). Insert a three-digit loan number from 001-500, in the area (___).
- 5. Press *ENTER*.
- 6. OPTION = MAIN.
- 7. Press *ENTER*.
- 8. OPTION = RSTR (restores the loan to original status).
- 9. Press *ENTER*. You will receive this message: **I0000 ACCOUNT RESTORED.**

Exiting the Test File

- 1. OPTION = PROD.
- 2. Press *ENTER*. You will see the message: YOU ARE NOW IN THE PRODUCTION MODE.

Note: Only loans on the test file can be restored.

System III . . . A Menu-Driven System



Key *EXIT* in the option field to return to the System Selection Menu. Key *MENU* in the option field to scroll to the preceding menu.

Note: You can bypass the menus once you are familiar with the screens you will use most often.

Search Arguments

** to locate a borrower **

ACCOUNT (a)	(<u>b</u>) ssn (<u>c</u> <u>c</u>)	
program (<u>d</u>)	loan (e) (<u>f</u>)	STUDENT ID (g)
name <u>h</u>		

a = **Borrower Number**

Used to group multiple loans issued to a borrower.

b = Consolidation Number

Used for combined billing.

a + b = Account Number

Used to identify a group of loans billed together.

c = Social Security Number

The borrower's social security number.

d* = Program Number

Identifies a single loan program within a lending institution.

e* = Loan Number

Identifies a single loan for an individual borrower.

 f^* = Sequence Number

Used to distinguish among multiple loans with the same program.

g = Student ID Number

A unique number used by the school for a borrower.

h = **Name**

The borrower's name (last name, <space> first name format).

Note: *Program/Loan/Sequence Numbers should be used together to inquire on a single loan.

System Features

The Option Field is used to direct movement through the system:

- Screen Selections (e.g., *MAIN*, *HALL*, *DEF*, etc.)
- *NEXT* advances system to next loan for borrower (e.g., *MAIN*).
- *FOR*, *BAC* (*F*,*B*) page forward and backward.
- *SAVE*, *RECL* save/recall a loan.
- *HELP*, *HERR* (*RET*) help/help error information.
- *EXIT*, *MENU* return to system menu or function menus.
- *CANC* cancel a transaction before updating.
- *OFF* sign off.

The option field is used to process transactions:

- *ADD*, *CHG*, *PROC*, *DEL*, *UPD* make changes to loan information.
- **YES/NO** confirm a transaction before updating.

The select field is used to:

- Select a numbered item from the screen.
- Perform a function on an item.

System Messages

Informational: An **informational message** indicates that a transaction has been processed or communicates a

situation that exists on the loan. (Example: I2029 UPDATES SUCCESSFUL, I1969

CHANGES PENDING)

Warning: A warning message indicates a condition on a loan that needs to be reviewed. A warning will

not prevent a transaction from being processed. (Example: W2767 AREA CODE

CHANGE BUT NO CITY/STATE CHANGE)

Error: An **error message** indicates that an attempted transaction cannot be processed due to incorrect

information or loan condition. The error **must** be resolved before processing can resume.

(Example: E1641 SEP DATE PRIOR TO LAST ADVANCE DATE)

ACCT 999 98	80 143 01	SSN 990 00 0143	REPR 011502 OPTION 7827 WEAVER	AVE GOOD
PROG 99920	LN 999 9	8 0143 16 ID		DOM
NAME MURRA	Y, CLYDE	314	657 2552	PRIM
RMK		GOOD WSI	657 2552 12 14 01 WINSTON-SAL	EM, NC 23384
				COHORT
			PREV W/AGCY 00000	
	•		DT PLACED 00 00 00	
			EFFECT DT 01 30 02	
PAST DUE	186.42	OLDEST BIL 11 16 01	*** SCHEDULE ***	LT CHG Y SP FEES P
FEES DUE	8.40	** SPCL BILLING **	MIN AMT 40.00	NOTE DATE 12 30 98
TOTL DUE	256.96	PMT AMT	MIN CD Y PRORATE Y	SEP DATE 05 29 97
PAYOFF	5,391.88	FIRST BILL	AUTO N JUDGEMENT N	GRCE END 02 28 01
TOT INT	75.60	LAST BILL	1ST 117 62.14 M	INT RATE 5.000
DAILY INT	.7271	SB FREQ/PLAN	2ND 1 32.14 M	GRCE MONTHS 9
			3RD 0 .00	
LST PMT	322.75	AGRMT DEF TYPE	4TH 0 .00	LN TYPE N SUB 000
PRN PAID	505.24	DEF PLAN RESCHD	5TH 0 .00	FIN CHG 1,538.32
INT PAID	181.47	LTR LN MON	BILLED OUT FREQ	** STOP CODES **
FEE PAID	16.25	SB DUE .00	PLAN I TERM 120	INT 0 PDUE 0
PRIN CANC	.00	SB DAYS PD 0	MATURITY 01 16 11	INVOIC 0 DELQ 0
CANC END	00 00 00	DUE END .00	TERM DATE 02 28 11	BILL 0 AUDT 0
PPM END	00 00 00	PROJ INT .00	LOAN RMK	

Your Notes					

HERR

(Help Screen - Errors)

HELP INFORMATION	OPTION	RET	PAGE	01
E1641 SEP DATE PRIOR TO LAST ADVANCE DATE I1969 CHANGES PENDING				

If you have multiple errors at the bottom of your screen, Help—Errors will allow you to review the complete list of errors. To access the screen, key *HERR* in the Option field and press *ENTER*. **RET** should be left in your Option field to return to your original screen.

HELP

(Help Screen)

HELP INFORMATION OPTION PAGE 01

THIS SCREEN IS USED PRIMARILY TO ENTER TEMPORARY SPECIAL PAYMENT AGREEMENTS OR TO RESCHEDULE PAYMENTS WHEN A LOAN HAS BEEN RENEGOTIATED.

* INPUT FIELDS - SPECIAL BILLING *

PMT AMT -AMOUNT OF SPECIAL BILLING INSTALLMENTS

FIRST BILL -FIRST BILL AFFECTED BY SPECIAL BILLING PERIOD

LAST BILL -LAST BILL AFFECTED BY SPECIAL BILLING PERIOD

SB FREQ/PLAN -ENTER WHEN FREQUENCY AND/OR PLAN FOR THE SPECIAL BILLING PERIOD IS DIFFERENT FROM THE REGULAR REPAYMENT FREQUENCY

PERIOD IS DIFFERENT FROM THE REGULAR REPAIMENT FREQUENCY

AND/OR PLAN

DROP -OPTIONS ARE "Y"(YES), "N"(NO). INDICATES IF SPECIAL BILLING

SHOULD END IF LOAN BECOMES CURRENT BEFORE LAST BILL DATE

(FIELD AUTOMATICALLY DEFAULTS TO TABLE OPTION)

PD ALLOW -OPTIONS ARE 1-999. NUMBER OF SPECIAL BILLING DAYS PAST

If you have questions regarding a particular screen and the on-line functions, which can be performed on that screen, the HELP—Information Screen is available. It provides instructions describing the screen for which *HELP* is requested. To access the screen, key *HELP* in the Option field and press *ENTER*.

PF Key Assignments

- 1. OPTION = PFK.
- 2. Press *ENTER*.
- 3. Tab to each PF space and assign an OPTION. **Note:** PF1 is not updateable.

```
OPTION _
PF KEY ASSIGNMENTS
ACCOUNT 999 980 143 01 SSN 990 00 0143
                      LOAN 999 98 0143 16
PROGRAM 99920
                                                  STUDENT ID
NAME MURRAY, CLYDE
      PF1 - PRINT SCREEN
      PF2 - MAIN
      PF3 - AUDT
      PF4 - YES
      PF5 - HOSB
      PF6 - RMK
      PF7 - HALL
      PF8 - FOR
      PF9 - NEXT
      PF10 - CHG
      PF11 - NEXT
      PF12 - SAVE
```

4. Press a PF key to perform the function.

Note: Other PF keys may not be updateable based on your equipment.

Name and Address Maintenance

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Borrower Display

BORROWER	י חדפ	DT.AV								*	OPTION	★ gF	LECT	
TRANS SC										`		_ 511.	DECI	_
ACCOUNT			3 01	SS	N	990	00	0133			TRAININ	G FILE		
PROGRAM	999	20		LC	AN	999	98	0133	45		STUDENT	ID		
NAME	PAD	RON, CA	RL											
ADDR1		17106 S	UMMER	HOI	LOW									
ADDR2										ADDR3				
CITY/STA	TE '	WINSTON	SALE	M, N	C	ZI	P 23	384		PHO	ONE 282	012 1211		BAD
GOOD DOM	ī .	SRC INS	T	ADF	CHO	€ 06	16	99		PH	SRC INST	PH CH	G 01	03 01
DATE OF	BIRT	н 05 10	65	M	IARI'	CAL	STAT	US M		SEX M	RACE			
DRIVER I	ICEN	SE STAT	E TX	N	UMBI	ER 1	0246	439			INTERE	ST PAID	STMT	FLG
SELECT	CONS	PGM	LOA	N NU	MBEI	ર	TYP	E/ST	C	COLL	LE	NDER NAM	E	
A	0.1	00000	000			4-		- 40	_	00006				
-,		99920 99921									TRAINI TRAINI			
2)	02	99921	999	90 0	133	45	ира	ъ 40		00000	TRAINI	NG FILE		

Demographic Information

BOR = **Borrower Display**

- 1. OPTION = BOR.
- 2. Press *ENTER*.

If the borrower has multiple loans and your search argument is the **account** number, System III will default to the borrower display screen with this message:

10852 ACCT HAS MORE THAN ONE LOAN, SPECIFY LOAN.

3. To change the borrower's name or any of the demographic information on this screen, type *CHG* in the option field and key the new data over the existing information.

Then:

- 1. Option = MAIN (or any other screen you choose).
- 2. Select = I (or whichever loan you wish to access).
- 3. Press *ENTER*.

Changing an Address

BORROWER ADDRESSES	OPTION SELECT
ACCOUNT 999 980 105 01 SSN 990 00 0105 PROGRAM LOAN	STUDENT ID
	PHONE 336 548 9265 GOOD PH SRC INST PH CHG 01 24 02
2) SECONDARY 1 ADDR1 ADDR2 CITY/STATE SRC ADR CHG 00 00 00	PHONE PH CHG 00 00 00

Changing an Address

ADR = Address

- 1. OPTION = ADR.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to **ADDR1** (Primary Address Line 1).
- 5. Begin typing your address change, moving to **ADDR2** (if needed for a second line of address) and completing the CITY/STATE/ZIP, TELEPHONE and TELEPHONE SOURCE fields (if these have also changed and are available).
- 6. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the MESSAGE field.

Note: To change a secondary address, access the *ADR* screen, enter the *CHG* option, and tab to *ADDR1* in the secondary position; then follow steps 5 and 6 above.

To maintain an existing address and add a new primary address, you may use the COPY function, which is explained on page 207.

Copy Function

BORROWER ADDRESSES	OPTION SELECT
ACCOUNT 999 980 105 01 SSN 990 00 0105 PROGRAM LOAN	STUDENT ID
1) PRIMARY ADDR1 75 CUMBERLAND ST ADDR2	
	PHONE 336 548 9265 GOOD PH SRC INST PH CHG 01 24 02
2) SECONDARY 1 ADDR1 ADDR2	
CITY/STATE	PHONE PH SRC PH CHG 00 00 00

Copy Function

ADR = Address

- 1. OPTION = CHG.
- 2. Tab to **COPY FROM** _ _. Key the number of the address you wish to copy.
- 3. Your cursor will be at **TO** _ _. Key the number of the address you wish to copy to.
- 4. Press *ENTER*. Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the **MESSAGE** field.
- 5. Now you can change the primary address by following steps 3-6 on page 205.

Adding/Changing a Billing Address

CONSOLIDATION BILLING MAIN	TENANCE	OPTION ADBL
TRANS SOURCE W		
ACCOUNT 999 980 105 01		
PROGRAM	LOAN	STUDENT ID
NAME GREELEY, CLYDE		
PRIMARY ADDRESS		
75 CUMBERLAND ST		<u> </u>
CITY/STATE WINSTON-SALEM,	NC ZIP 23384	PHONE 336 548 9265 GOOD
GOOD DOM SRC INST A	DR CHG 01 02 01	PH SRC INST PH CHG 01 24 02
NEXT PMT DUE DAY 16	BILL CYCLE 0	
BILLED INT DUE DAY 00	BILLED INT CYCLE 0	CONS BILL FLAG
COUPON CODE	LAST COUPON 00 00 00	START DATE 00 00 00
ACH _ AMOUNT	ROUTING	ACCOUNT
ACH AUDIT	ACCT# SUFFIX	
REMOVE RSN		
99920 999 98 0105 09	TRAINING FILE	
00021 000 00 0105 00	TRAINING FILE	

Adding/Changing a Billing Address

CONM = Consolidation Billing Maintenance

- 1. OPTION = CONM.
- 2. Press *ENTER*.
- 3. OPTION = *ADBL* (Add Billing Address).
- 4. Tab to primary address.
- 5. Key the new billing address.
- 6. Press *ENTER*.

Your transaction is complete when: **I0000 BILLING ADDRESS ADDED** is displayed in the MESSAGE field.

Look at *MAIN*. Which address is now showing?

To change a portion of a billing address (not a complete address), use *CHG* in step #3. The message will read: **I2029 UPDATE SUCCESSFUL**.

Changing/Adding a Reference Address

	_	*	
REFERENCE ADDRESSES		OPTION ADD	SELECT
ACCOUNT 999 980 105 01 SSN PROGRAM LOAN NAME GREELEY, CLYDE	990 00 0105	STUDENT ID	
NAME ADDR1	NUM 0		
ADDR1			
	ZIP	DIIONE 000 000 00	
CITY/STATE	— — —	PHONE 000 000 00	
SRC CHG	DATE 00 00 00	PH SRC	
2) EFF DATE 00 00 00 SEQ NAME ADDR1	NUM 0		
ADDR2			
CITY/STATE	ZIP	PHONE 000 000 00	
SRC CHG	DATE 00 00 00	PH SRC	

Changing/Adding a Reference Address RADR

- $I. \quad \text{OPTION} = \mathbf{R}\mathbf{A}\mathbf{D}\mathbf{R}.$
- 2. Press *ENTER*.
- 3. OPTION = ADD.
- 4. Tab to blank **NAME** position.
- 5. Key reference name (last name, <space> first name format).
- 6. Tab to **ADDR1** begin typing reference address, moving to **ADDR2** (if second address line is needed). Complete **CITY/STATE**, **ZIP**, **PHONE** and **PH SRC** fields.
- 7. PRESS *ENTER*.

Your transaction is complete when I2029 UPDATE SUCCESSFUL is displayed in the message field.

Note: You can only add one reference address at a time. To change part of a reference address, OPTION = *CHG*. To delete a reference address, OPTION = *DEL*.

Comaker/Cosigner/Student Address

CO-MAKER	/CO-SIGNER/STUDEN	IT/TAXP	AYER			OI	PTION	SELECT
ACCOUNT	999 980 146 01	SSN	990 00	0146	5		TRAINING FI	LE
PROGRAM	99980	LOAN	999 98	0146	01		STUDENT ID	
NAME	ROBERTS, CLYDE							
TRANS: 1 NAME ADDR1 ADDR2 ADDR3 CITY/ST HOME PH WORK PH		DR	ZIP _	_ 	COPY TYPE _ SSN _ ADR CHO ————— PH SRC PH SRC	= ; _ _	TO SRC PH CHG PH CHG	STATUS _ RPT TO CB _
2 NAME ADDR1				_	TYPE _	=		STATUS _ RPT TO CB
ADDR2					ADR CHO	-		M1 10 02 _
ADDR3						_	SRC	
CITY/ST			ZIP			_		
HOME PH		_	_		PH SRC		PH CHG	
WORK PH					PH SRC		PH CHG	

Changing/Adding Comaker/Cosigner/Student Address

CADR = Comaker/Cosigner/Student Address

Type note code needs to be changed on LN5 for comaker (M) or cosigner (S) before address can be processed.

- 1. OPTION = CADR.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to the blank **NAME** position.
- 5. Key Comaker/Cosigner/Student name (last name, <space> first name format).
- 6. Key Type: $\mathbf{M} = \text{Comaker } \mathbf{S} = \text{Cosigner } \mathbf{Z} = \text{Comaker/Cosigner/Student}$. $\mathbf{T} = \text{Taxpayer}$
- 7. Key status, if appropriate:
 - \bullet B = Bankruptcy
 - \bullet D = Death
 - E = Disability
 - I = In Jail
 - \bullet J = Judgement
 - \bullet O = Other
 - R = Released
- 8. Key the Comaker/Cosigner/Student address.
- 9. Key Source: $\mathbf{D} = \text{DataLink } \mathbf{I} = \text{Institution}$.

When a co-maker or co-signer address is deleted, a Y or N must be entered in the TRANSFER DEL TO REF ADDR field. If you enter a Y, the deleted address will automatically be transferred to the Reference Address screen (RADR).

Note: See page G-102 for additional codes used on this screen.

Changing a Name

	NAME INDE	EX				*	OPTION _		SELECT
→	PROGRAM	999 980 99920 HOOVER,		SSN LOAN		24	STUDENT :	ID	
	02)	HOOVER,	CLYDE						

Changing a Name

NAMX = **Name Index**

- 1. OPTION = NAMX.
- 2. Press *ENTER*.
- 3. OPTION = *CHG* (**Note:** Must enter **CHG** first).
- 4. Tab to the **NAME** position.
- 5. Key the new name (last name, <space> first name format).
- 6. Press *ENTER*.
- 7. This message will be displayed: **I0734 ENTER YES TO CONFIRM UPDATE, NO TO CANCEL.**
- 8. OPTION = YES.
- 9. Press *ENTER*.

Your transaction is complete when: **I0003 UPDATE SUCCESSFUL - CONTINUE PROCESSING** is displayed in the MESSAGE field.

Note: The borrower's name also can be changed on the BOR, MAIN, or LN1 screens.

Searching By Name

NAME INQUIRY ACCOUNT SSN PROGRAM LOAN NAME LANCE	OPTION SELECT
1) *LANCE, CLYDE 113 JOE JENKINS RD WINSTON-SALEM, NC 23384	BORROWER 999 980 148 SSN 990 00 0148 99920 NDSL - TRAINING FILE ST 49 LOAN 999 98 0148 01 CON 01
2) LANCE, EILLIAM 113 JOE JENKINS RD WINSTON-SALEM, NC 23384 END OF LIST	BORROWER 999 980 148 SSN 990 00 0148 99920 NDSL - TRAINING FILE ST 49 LOAN 999 98 0148 01 CON 01
200 01 2201	

Searching By Name

(if only a name is provided)

NAMQ = **Name Inquiry**

- 1. OPTION = NAMQ.
- 2. Tab to name position.
- 3. Key the name (last name, <space> first name format).
- 4. Press *ENTER*. A list of borrowers with that name will be displayed.

From This Point:

- 1. OPTION = Screen you want to view next.
- 2. SELECT = # displayed to the left of the borrower's name.
- 3. Press *ENTER*.

You'll automatically be taken to the screen you chose for that borrower.

Note: An asterisk (*) will appear to the left of a borrower's name if Campus Partners has a more recent name on file. You can view all name changes for a borrower on the Name Index Screen (NAMX). The system maintains all previous names for a borrower; you can search on previous names.

Your Notes

History

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History Research

ALL HISTORY DISPLAY - RESEARCH OPTION B SEARCH START DATE 012400 END 999999 ACCOUNT 999 980 148 01 SSN 990 00 0148 TRAINING FILE PROGRAM 99920 LOAN 999 98 0148 01 STUDENT ID NAME LANCE, CLYDE 113 JOE JENKINS RD CITY/STATE WINSTON-SALEM, NC ZIP 23384 PHONE 828 640 1404 GOOD DOM SRC INST ADR CHG 03 02 99 PH SRC INST PH CHG 00 00 00 TRANDT P PROGM LOAN NUMBER S TRAN DESC T R A N S A C T I O N D E T A I L 010802 99920 999980148-01 I SEP DATE CHG FROM 010402 TO 010131 SEQ-031 POSTDT- 010802 EMP#- W134 BATCH- ITEM-GROUP-010802 99920 999980148-01 I REPR LOAN ADJ ORIG TRAN: SEP DATE CHG ORIG TRANDT: 020108 AMT DUE 42.90+ PAST 85.80+ INT ACRD 34.09+ PAID .00+ SEQ-032 POSTDT- 010802 EMP#- W134 BATCH- ITEM- GROUP-010802 99920 999980148-01 W HIST COMMENT CHG SEP DT PER LI T/C SEQ-033 POSTDT- 010802 EMP#- W134 BATCH- ITEM-GROUP-012202 99920 999980148-01 DELQ START DATE FROM 000000 TO 020108 SEQ-034 POSTDT- 012202 EMP#- BATCH- ITEM-GROUP-012202 \ 99920 999980148 \ 11 SYSTEM HIST CM 15 DAY NOTICE SEQ-035 POSTDT- 012202 EMP#- BATCH- ITEM-GROUP-10000 LAST PAGE OF HISTORY

Available Histories & Research Options

Scr	een	Option	Research Option
1.	History Menu	HIST	
2.	All History	HALL	RALL
3.	Advance History	HADV	RADV
4.	Borrower History Only	HBOR	RBOR
5.	Consolidation History	HCON	RCON
6.	Deferment History	HDEF	RDEF
7.	Cancellation/Postponement History	HCAN	RCAN
8.	Loan History	HLON	RLON
9.	Payment History	HPAY	RPAY
10.	Outstanding Billing History	HOSB	
11.	Formatted History Print (depends on equipment)	PRNT	

The history research options listed above provide additional history information including these items:

- Sequence Number
- Post Date
- Employee ID
- Batch Number
- Item Number

Filtering History By Date

	ORY DISPLAY	END 999999	OPTION B
			MD3 TWING
			TRAINING FILE
PROGRAM		LOAN 999 98 0148 0	1 STUDENT ID
	LANCE, CLYDE		
	JENKINS RD		
			PHONE 828 640 1404 GOOD
GOOD DOM	SRC INST ADI	R CHG 03 02 99	PH SRC INST PH CHG 00 00 00
TRANDT F	PROGM LOAN NUMBE	ER S TRAN DESC	TRANSACTION DETAIL
			#BIL 001 AMT 29.33 FREQ M
			TOTAL FINCHGS 1055.73 GEN BIL000
		-01 SYSTEM HIST CM	
		-01 SYSTEM HIST CM	
112901	99920 999980148-	-01 SYSTEM HIST CM	240 DAY EARLY NOTICE
010802	99920 999980148-	-01 I SEP DATE CHG	FROM 010402 TO 010131
010802	99920 999980148-	-01 I REPR LOAN ADJ	ORIG TRAN: SEP DATE CHG
			ORIG TRANDT: 020108
			AMT DUE 42.90+ PAST 85.80+
			INT ACRD 34.09+ PAID .00+
010802	99920 999980148-	-01 W HIST COMMENT	CHG SEP DT PER LI T/C
012202	99920 999980148-	-01 DELQ START DATE	FROM 000000 TO 020108
012202	99920 999980148-	-01 SYSTEM HIST CM	15 DAY NOTICE
10000 LA	ST PAGE OF HISTOR	RY	

Filtering History By Date Option = HALL

- 1. OPTION = HALL, RALL, etc.
- 2. Tab to **SEARCH START DATE.**
- 3. Enter the beginning date of the period you'd like to review (MM, DD, YY).
- 4. Enter the end date of the period you'd like to review in the END field (MM, DD, YY).
- 5. Enter option again = *HALL*, *RALL*, etc.
- 6. Press *ENTER*.

You'll now see only the history information you requested.

Note: When requesting a loan history only the most recent two years will be retrieved. To view the entire history, simply zero out the Start Date by keying zeroes in those fields or by using the **ERASE EOF** key and then pressing *ENTER*.

Outstanding Billing History

OUTSTANDING BILLING HISTORY DISPLAY
SEARCH START DATE 000000 END 999999
ACCOUNT 999 980 140 01 SSN 990 00 0140 TRAINING FILE
PROGRAM 99920 LOAN 999 98 0140 24 STUDENT ID

NAME CAMERON, MICHAEL
204 N RAY ST

CITY/STATE WINSTON-SALEM, NC ZIP 23384 PHONE 724 669 4847 GOOD
GOOD DOM SRC INST ADR CHG 04 30 96 PH SRC BORR PH CHG 09 07 01
SB AMT/

DUE DT PROGM LOAN NUMBER CON GEN DT T C AMT DUE BLL INT AMT PD EXMPT DYS
102400 99920 999980140-24 01 091900 2 1 44.72 .00 .00
112400 99920 999980140-24 01 110400 2 1 45.39 .00 .00
122400 99920 999980140-24 01 120400 2 1 45.39 .00 .00
122500 99920 999980140-24 01 1000000 3 .00 .00 .00 .365
012402 99920 999980140-24 01 010402 2 1 44.67 .00 .00

Outstanding Billing History

Option = HOSB

- 1. OPTION = HOSB.
- 2. Press *ENTER*.

You may use this screen to determine which bills are **due** (currently outstanding) on a borrower's loan. Loans in special billing will reflect the new payment amount due in the **SB Amt/Exmpt-Dys** field.

You may also page forward (F) and backward (B) to view additional bills.

History Comment

ISTORY COM	MENT					OPT	ION CHG		
ACCOUNT 9 PROGRAM NAME G					0 0105	ST	UDENT ID		
ADDR1 ADDR2	75 CUM	BERLAND	ST						
CITY/STATE	WINSTO	N-SALEM	, NC	ZIP	23384	PHONE	336 548	9265	GOO
GOOD DOM							INST	PH CHG	DATE
						PH SRC	INST	рн Снд	
	ABLE COM	MENT		<u> </u>	TRANS	LATION	INST	PH CHG	
CODE VARI.	ABLE COMI	MENT	LOAN	NUMBE	transi r st	LATION	INST	рн СНС	
CODE VARI	REQ(X)	PGM 99920	LOAN 999 98	NUMBE 8 0105	transi r st	LATION	INST	рн СНС	

Entering a History Comment

HCOM = **History Comment**

- 1. OPTION = HCOM.
- 2. Press *ENTER*. (*CHG* will automatically appear.)
- 3. Tab either to the **CODE** field (codes are listed in the Glossary) *or* to the **VARIABLE COMMENT** field.
- 4. If entering a code, key the appropriate three-digit code. If entering a variable comment, key your comment.
- 5. The system will default to the current date if you leave the date field blank. You can backdate the comment, but the system will not accept future dates.
- 6. Press *ENTER*.

You will see this message: **I0025 ENTER YES TO UPDATE, NO TO CANCEL. YES** will automatically appear as the option. **Remember:** Once entered, history comments are permanent.

7. To update, press *ENTER*.

Your transaction is complete when: **I0715 UPDATE SUCCESSFUL – CONTINUE PROCESSING** is displayed in the **MESSAGE** field.

To cancel the comment, key **NO** and press *ENTER*. **I0725 UPDATE CANCELLED** will appear in the **MESSAGE** field.

Note: If the borrower has multiple loans, place an **X** to the left of each loan that is to receive the comment.

Reminder: When entering history comments, please abbreviate clearly.

History Comment

FREE-FORM HISTORY COMMENTS		OPTION CHG
ACCOUNT 999 980 105 01 S PROGRAM D NAME GREELEY, CLYDE	SSN 990 00 0105 LOAN	STUDENT ID
DATE VARIABLE CO	DMMENTS	
<u></u>		
REQ(X) PGM LO	AN NUMBER	
CONS 01 X 99920 999		
x 99921 999 9	98 0105 09	

Entering a History Comment

HCMT = History Comment

- 1. OPTION = HCMT.
- 2. Press *ENTER*. (*CHG* will automatically appear.)
- 3. Tab to the **VARIABLE COMMENT** field.
- 4. The system will default to the current date if you leave the date field blank. You can backdate the comment, but the system will not accept future dates.
- 5. Press *ENTER*.

You will see this message: **I0025 ENTER YES TO UPDATE, NO TO CANCEL. YES** will automatically appear as the option. **Remember:** Once entered, history comments are permanent.

6. To update, press *ENTER*.

Your transaction is complete when: **I0715 UPDATE SUCCESSFUL – CONTINUE PROCESSING** is displayed in the **MESSAGE** field.

To cancel the comment, key **NO** and press *ENTER*. **I0725 UPDATE CANCELLED** will appear in the **MESSAGE** field.

Note: If the borrower has multiple loans, place an **X** to the left of each loan that is to receive the comment.

Reminder: When entering history comments, please abbreviate clearly.

Your Notes					

In-School Maintenance

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Changing A Separation Date

	ON DATE C	HANGE					OPTIO	N VRFY		
ACCOUNT	999 980	105 01	SSN	990 0	00 0105		TRAIN	ING FILE		
PROGRAM	99920		LOAN	999 9	98 0105	09	STUDE	NT ID		
NAME	GREELEY,	CLYDE			PI	RIMARY				
75 CUMBE	RLAND ST									
CITY/STA	TE WINSTO	N-SALEM,	NC	ZIP 2	23384		PHONE 3	36 548 92	65	GOO
GOOD DOM	SRC IN	ST ADR	CHG 01	02 01	L		PH SRC I	NST PH C	HG 01	1 24 0
HIST COM	м:						SRC I	FILM DT	E 01	24 02
		BORROWE	R HAS	2	LOAN(S)	. 1	COPIES	REOUIRED.		
	CD/PLN							REQUIRED. STATUS		10
LST DEF		LAST	CANC CO	DDE	NEX	DUE	04 16 04	STATUS		
LST DEF	CD/PLN	LAST 00 CANC	CANC CO	DDE 00 00	NEXT	DUE CDUE	04 16 04 0.00	STATUS SEP DATE	06	01 02
LST DEF O	CD/PLN T 00 00	LAST 00 CANC 00 PPM S	CANC CO END C	DDE 00 00 00 00	NEXT 00 AMT 00 AMT	DUE CDUE PDUE	04 16 04 0.00 0.00	STATUS SEP DATE GRCE END	06 03	01 02 01 03
LST DEF (DEF STAR) DEF END CUM #DEF	CD/PLN T 00 00	LAST 00 CANC 00 PPM S 0 PPM E	CANC CO END C ST DT C	DDE 00 00 00 00 00 00	NEXT 00 AMT 00 AMT	DUE CDUE PDUE DUE	04 16 04 0.00 0.00 0.00	STATUS SEP DATE GRCE END GRCE MTH	06 03 s	01 02 01 03 9
LST DEF OF STARS DEF END CUM #DEF FUT STARS FUT TYPE	CD/PLN T 00 00 00 00	LAST 00 CANC 00 PPM S 0 PPM E 00 LOAN LOAN	CANC COEND COEND DT COEND DT COEND DT COEND DT COEND DT COEND COENT COEN	DDE 00 00 00 00 00 00 5000.	NEXT 00 AMT 00 LC I 00 FEES	DUE CDUE PDUE DUE DUE DUE INT	04 16 04 0.00 0.00 0.00 0.00 0.00	STATUS SEP DATE GRCE END GRCE MTH NOTE DT CONV DT	06 03 s 09 01	01 02 01 03 9 11 98 14 99
LST DEF OF STARS DEF END CUM #DEF FUT STARS FUT TYPE	CD/PLN T 00 00 00 00	LAST 00 CANC 00 PPM S 0 PPM E 00 LOAN LOAN	CANC COEND COEND DT COEND DT COEND DT COEND DT COEND DT COEND COENT COEN	DDE 00 00 00 00 00 00 5000.	NEXT 00 AMT 00 LC I 00 FEES	DUE CDUE PDUE DUE DUE DUE INT	04 16 04 0.00 0.00 0.00 0.00 0.00	STATUS SEP DATE GRCE END GRCE MTH NOTE DT CONV DT	06 03 s 09 01	01 02 01 03 9 11 98 14 99
LST DEF ODEF STARMEDEF END CUM #DEF FUT STARMED TYPE D INT CAME	CD/PLN T 00 00 00 00	LAST 00 CANC 00 PPM S 0 PPM E 00 LOAN LOAN 00 CAP E	CANC CO END (ET DT (END DT (AMT BAL BAL	DDE 00 00 00 00 00 00 5000. 5000.	NEXT 00 AMT 00 LC I 00 FEES 00 DAY 00 RPY	CDUE CDUE PDUE DUE DUE INT PLN/FRQ	04 16 04 0.00 0.00 0.00 0.00 000.68	STATUS SEP DATE GRCE END GRCE MTH NOTE DT CONV DT	06 03 S 09 01	01 02 01 03 9 11 98 14 99 NDSL

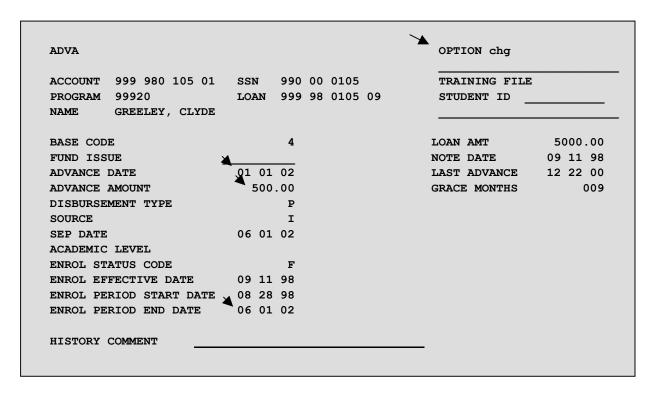
Changing A Separation Date

SEPD = **Separation Date**

- 1. OPTION = SEPD.
- 2. Press *ENTER*. VRFY will appear automatically in the OPTION field.
- 3. Key the **NEW SEP DATE** (new separation date).
- 4. Press *ENTER*.
- 5. OPTION = CHG.
- 6. Press *ENTER*.
- * If the borrower has multiple loans, the **SEPD** screen will display data for the next loan until all loans for a borrower have been displayed.
- * If the borrower has no other loans, you'll receive a blank screen with "I0000 RETURN FROM REPROCESSING SUCCESSFUL" in the MESSAGE field. If you then enter "LN1" (or other Option), the last loan you updated will be displayed (or any valid option).

NOTE: The separation date may also be changed on the **LN1**, **MAIN**, or **SCHD** screen. However, these screens will not advance to the borrower's next loan.

Applying An Advance



Update Capabilities

Separation Date
History Comment
Source
Enrollment Status Code
Enrollment Effective Date
Enrollment Period Start Date
Enrollment Period End Date

Default Fields

Base Code Disbursement Type

Default Values

Base Code: 4 = current money being disbursed

Disbursement Type: P = paid to borrower, C = credited to borrower's account

Source (source of advance): I = Institution, D = DataLink

Applying An Advance

ADVA = **Adding Advance**

- 1. OPTION = ADVA.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to the **FUND ISSUE** field and enter the fund number if applicable.
- 5. Key **ADVANCE DATE**.
- 6. Key ADVANCE AMOUNT.
- 7. Key the following fields as appropriate:

Enrollment Status Code Enrollment Effective Date Enrollment Period Start Date Enrollment Period End Date

Note: See page G-104 for a list of codes.

8. Press *ENTER*.

Your transaction is complete when: **ADVANCE APPLIED** is displayed in the **MESSAGE** field.

Note: Key over any undesired default values.

Reversing An Advance

DVANCE I	REVERSAL						`	OP	TION chg_	SELECT 03
	999 980 10 99920								AINING FILE	
									ed to wrong	loan
SELECT	BASE CD	BASE #	FUN	D ISSU	JE	ADVAI	NCE	DATE	ADVANCE AMT	!
1)	4	001				12	15	99	2000.00	
2)	4	001				12	22	00	1000.00	
→ 3)	4	001				01	01	02	500.00	

Reversing An Advance

ADVR = Advance Reversal

- 1. OPTION = ADVR.*
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. SELECT = # of the ADVANCE to reverse.
- 5. COMM = enter a free-form history comment.
- 6. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the MESSAGE field.

Note: *This screen will be blank if advances were applied before the loan was converted to System III.

Exit Interview Package

EXIT	INTERVIEW	PACKAGE	REQUEST	OPTION	PRO
------	-----------	---------	---------	--------	-----

ACCOUNT 999 980 105 01 SSN 990 00 0105

LOAN STUDENT ID NAME GREELEY, CLYDE

PRIMARY

75 CUMBERLAND ST

WINSTON-SALEM, NC 23384

GOOD DOM 516 548 9265 GOOD INST 01 02 01 INST

ADDRESS TO BE USED: PRIMARY

PKG CONSOLIDATION

PGM LOAN NUMBER REQ(X) TYPE STATUS x x 99920 999 98 0105 09 NDSL 10 99921 999 98 0105 09 NDSL 10



Generating an Exit Interview Package

XPKG = Exit Package

- 1. OPTION = XPKG.
- 2. Press *ENTER*.

PROC immediately appears in the **OPTION** field.

- 3. Type an X in the PKG REQ(X) field beside each loan for which you want to generate an exit package.
- 4. Press *ENTER*.

Your transaction is complete when: I0000 PROCESS SUCCESSFUL is displayed in the MESSAGE field.

Note: If the borrower has multiple loans, type an **X** in the **PKG REQ(X)** field beside each loan for which you want to generate an exit package. To block generation, leave this field blank. **The history comment for this transaction will appear after the evening's post.**

On-Line Exit Interview Package

EXIT IN	TERVIEW P	ACKAGE RE	QUEST			OPTION PRO	2	
PROGRAM		105 01		990 00	0105	STUDENT ID		<u>—</u>
PRIMARY								
75 CUMB	ERLAND ST							
WINSTON	-SALEM, N	C 23384 516 548		GOOD				
WINSTON GOOD DO	-SALEM, N	C 23384 516 548		GOOD				
WINSTON GOOD DOI INST 01	-SALEM, N M 02 01	C 23384 516 548	9265 0	GOOD				
WINSTON GOOD DOI INST 01	-SALEM, N M 02 01 TO BE US	C 23384 516 548 INST	9265 G	GOOD				
WINSTON GOOD DOI INST 01 ADDRESS	-SALEM, N M 02 01 TO BE US CONS	C 23384 516 548 INST ED: PRIM	9265 G		STATUS			
WINSTON GOOD DOI INST 01 ADDRESS PKG REQ(X)	-SALEM, N M 02 01 TO BE US CONS PGM	C 23384 516 548 INST ED: PRIM	9265 GARY	TYPE				

TUDENT LOAN DISCLOSURE STATEMENT	DATE: 01-24-02				
ORROWER: 999 980 105	LOAN PAYABLE TO:				
REELEY, CLYDE	TRAINING				
5 CUMBERLAND ST	MAIL YOUR PAYMENTS TO:				
INSTON-SALEM, NC 23384-	CAMPUS PARTNERS				
	P.O. BOX 1810				
	WINSTON-SALEM, NC 27102-1810				
ROGRAM/LOAN NUMBER: 99920-999-98-0105-09					

* ANNUAL * FINANCE *	AMOUNT TOTAL OF				
* PERCENTAGE RATE * CHARGE *	FINANCED PAYMENTS				
* 5.000 % * \$1,484.56 *	\$5,500.00 \$6,984.56				

YOUR PAYMENT SCHE	DULE				
NTEREST ACCRUES BEGIN: 03-02-03	TOTAL # OF PMTS: 118				
IRST PAYMENT DUE: 04-16-03	117 PMTS AT \$59.34				
ILL FREQUENCY: MONTHLY	FINAL PMT OF \$41.78				
TEMIZATION OF AMOUNTS FINANCED: \$	AMOUNT GIVEN DIRECTLY TO YOU				
\$	AMOUNT PD TO INST. ON YOUR BEHALF				
HE BORROWER ACKNOWLEDGES RECEIPT OF AN EX	ACT COPY OF THIS STATEMENT. DATE				

Requesting an On-Line Exit Interview Package

XPKG = Exit Package

- 1. OPTION = XPKG.
- 2. Press *ENTER*.

PROC immediately appears in the **OPTION** field.

- 3. Type an S in the PKG REQ(X) field beside each loan for which you want to generate an on-line exit package.
- 4. Press *ENTER*. Page 2 of the on-line exit screen will appear. At this point, you may print the Student Loan Disclosure Statement using your normal print functions.

Note: If the borrower has multiple loans and you selected all loans for a borrower, press *ENTER* to view the online exit screen for each loan.

- 5. After all loans have been viewed, press *ENTER* to return to page 1 of the on-line exit screen.
- 6. You will then receive the following message in the MESSAGE field: I0000 REPORT VIEW SUCCESSFUL.
- 7. In order to have a permanent record in history of this transaction, go to **HCMT** and enter a history comment indicating that you generated an exit.

Student ID & Borrower Remarks

REMARKS / ST	UDENT ID			*	OPTION CHG
PROGRAM	980 105 01 ELEY, CLYDE	SSN 990 LOAN	00 0105		STUDENT ID
LENDER NUM	LEND	ER NAME	STUDENT	ID	REMARKS
00000-000 99990-001	CAMPUS PARTNI TRAINING	ERS	*		

Student ID & Borrower Remarks

RMK = Remarks

- 1. OPTION = RMK.
- 2. PRESS *ENTER*.
- 3. OPTION = CHG.
- 4. TAB to the blank line under **STUDENT ID**.
- 5. Type in Student ID.
- 6. Press *ENTER*.

Your transaction is complete when: **I0715 UPDATE SUCCESSFUL-CONTINUE PROCESSING** is displayed in the **MESSAGE** field.

Follow the same procedures for entering or changing **Borrower Remark**, except substitute the following for Steps 4 and 5 above:

- 4. Tab to the blank line under the **REMARK** field.
- 5. Key the **BORROWER REMARK**.

Note: BORROWER REMARK can be updated on **MAIN** and other maintenance screens.

Changing a Loan Number

CHANGE LOAN NUMBER OPTION chg_ TRANS SOURCE W ACCOUNT 999 980 106 01 SSN 990 00 0106 TRAINING FILE PROGRAM 99920 LOAN 999 98 0106 16 STUDENT ID NAME ANDERSON, CLYDE PRIMARY 2062 PINE LOG RD CITY/STATE WINSTON-SALEM, NC ZIP 23384 PHONE 803 653 1840 GOOD GOOD DOM SRC INST ADR CHG 10 09 01 PH SRC INST PH CHG 00 00 00 NEW SSN OLD SSN 990 00 0106 244 55 6666 OLD LOAN / SEQ 🔌 NEW LOAN / SEQ LOAN # CHANGE COMMENT 999 98 0106 16 244 55 6666 01

Changing a Loan Number

CGLN = Change Loan Number

- 1. OPTION = CGLN.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to **NEW SSN.**
- 5. Key new Social Security number.
- 6. Tab to **NEW LOAN/SEQ.**
- 7. Key new loan/sequence number.
- 8. Tab to LOAN # CHANGE COMMENT.
- 9. Key reason for changing loan number.
- 10. Press *ENTER*. You will receive this message: ENTER YES TO CONFIRM, NO TO CANCEL.
- 11. Key *YES*.
- 12. Press *ENTER*. Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the **MESSAGE** field.

Note: Social Security Numbers and Loan Numbers cannot be changed on the training file.

Loan Summary Screen

SUM ACCT 99	9 980 133	3 00		SSN	990	00 0133	SR	CW	OPTIO	N		SE	ե
AME PADRON,	CARL					282 012	1211	BAD	INST	01	03 01	L	INST
7106 SUMMER	HOLLOW												
CTY/ST WINSTO	N-SALEM,	NC	ZIP	23384	l	MORE	LOANS	MORE	CONS	P	RIM G	3001	D DOM
SELECT =====	=> 01		0	2							*1	COT	ALS*
PG/SQ/ST: 999	20 45 49	: 9	9921	45 40) :								
PL/FQ/RT: I	M 5.000	: I	M	5.000) :		:						
TAJM/GRC: N 1	и и 009	: N	0 N	N 009	:		:						
LOAN AMT: 2	•						:			:	2,60	3.0	00
PRI BAL : 2	•						:			:	2,18	34.	58
PRI PAID:					:		:				41		
INT PAID:	57.06	:	22	.81	:		:			:	7	79.8	87
FEE PAID:	14.60	:	4	.05	:		:			:	1	18.	65
LST PAID: (2 24 00	:	01 22	02	:		:						
LST AMT :	111.47	:	88	.73	:		:			:	20	00.2	20
NEXT DUE: (3 13 02	:	12 16	02	:		:						
CURR DUE:	35.94	:			:		:			:	3	35.9	94
PAST DUE:	554.64	:			:		:			:	55	54.	64
FEES DUE:	46.55	:			:		:			:	4	16.	55
TOTL DUE: 2	439.83	:			:		:			:	2,43	39.8	83
INT ACCR:	209.21	:			:		:			:	20	9.2	21
PAYOFF : 2	,439.83	:		.51	:		:			:	2,44	10.3	34
SC/DI/CI: N	.2992	: N	.0	001	:								
								100	000				

Update Capabilities

Borrower's Name Primary Address Telephone Number Source Codes associated with these fields

Loan Summary Screen

LSUM = Loan Summary Screen

- 1. OPTION = LSUM.
- 2. Press *ENTER*.

Up to four loans can be displayed on each screen in addition to a totals column. If the borrower has more than four loans, the **TOTALS** column will reflect zeros, and the message **MORE LOANS/MORE CONS** will be displayed in the Special Message line.

Additional loans can be viewed by entering *F* or *FOR* in the **OPTION** field.

If the borrower has loans with another lender, a **MORE LNDRS** message will appear in the Special Message field.

Quik Letters

AUDIT LETTER F	EQUEST					OPTION	PROC	
ACCOUNT 999 98	0 105 01	SSN	990 00	0105		TRAINI	NG FILE	
PROGRAM 99920 NAME GREELE		LOAN	999 98	0105	09	STUDEN	T ID	_
PRIMARY 75 CUMBERLAND								
	00001	_						
WINSTON-SALEM, GOOD DOM			100D					
INST 01 02 01			. —					
ADDRESS TO BE	USED: PRIMA	ARY						
		CON	SOLIDA	TION		AUDIT	CRED BUR BOR	
AUDIT	REQ(X)	PGM	LOAN	NUMBE	R	STOP CODE	CNTC REQ(X)	ST
CODE 50435	х	99920	999 9	8 0105	09	0	_	10
	х	99921	999 9	8 0105	09	0	_	10

AUDIT LETTER REQUEST	OPTION
AUDIT LETTER REQUEST AUDIT CODE 50435 STUFF CODE RR O IMPORTANT O OYOUR FEDERAL PERKINS STUDENT LOAN(S) OFEDERAL GOVERNMENT AND THE DEPARTMEN OYEAR. YOU ARE PART OF A "COHORT GRO OREPAYMENT ON OR AROUND THE SAME TIME OINFORMATION PROVIDED IN YOUR PROMISS OFAMILIAR WITH THE OBLIGATIONS AND OF O OIT IS OUR INTENTION TO PROVIDE YOU WE OANY PROBLEMS ARISE AND YOU ARE UNABLE OPLEASE CONTACT	NO STUFFER I NOTICE WILL BE MONITORED CLOSELY BY THE NT OF EDUCATION THROUGHOUT THE NEXT DUP" OF INDIVIDUALS THAT ENTERED E. PLEASE TAKE TIME TO READ ALL THE SORY NOTE TO ENSURE THAT YOU ARE PTIONS AVAILABLE. WITH THE BEST SERVICE POSSIBLE. IF LE TO MAKE YOUR REGULAR PAYMENT,
CCHANGES AND SUBMISSION OF DEFERMENT,	CANCELLATION FORMS.
12212 ENTER "Y" OR "YES" OPTION TO SE	END LETTER

Generating a QuikLetter

AUDT = QuikLetter

- 1. OPTION = AUDT.
- 2. Press *ENTER*.

PROC immediately appears in the **OPTION** field.

- 3. Type the 5-digit number associated with the QuikLetter you wish to send.
- 4. An X in the REQ (X) field indicates that a QuikLetter is being generated for this loan.
- 5. Press *ENTER*. Page 2 of the QuikLetter screen appears allowing for review of the message. If you have chosen the wrong letter, cancel the request by keying *CANC* in the **OPTION** field.
- 6. Re-enter *AUDT* in the **OPTION** field to access the same borrower previously viewed.
- 7. When you are ready to send the letter, key **YES** in the Option field and press **ENTER**. The following message will appear: **I2029 UPDATES SUCCESSFUL**. The letter will generate during the nightly post, along with the comment in History.

Note: The O's and C's that precede each line of text will indicate if this is an opening or closing paragraph

Your Notes

Miscellaneous Updates

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Your Notes

MAIN Screen

MAIN

MAIN 99990	001 TRAIN	ING FILE		REPR 011	L502 OPTION	N SRC W	INST
		SSN 990 00 0143			327 WEAVER	AVE	
		8 0143 16 ID _					DOM
NAME MURRA	Y, CLYDE	3	14	657 2552			PRIM
RMK		GOOD WS	I :	12 14 01 W	INSTON-SALE		
							OHORT
		NEXT DUE 03 16					
		NEXT PMT 62					
CUR DUE	62.14	ACT/NOT 75	75	EFFECT DT	01 30 02	CR BUREAU 0	1 99 S
PAST DUE	186.42	OLDEST BIL 11 16	01	*** SCHEI	OULE ***	LT CHG Y SP	FEES P
FEES DUE	8.40	** SPCL BILLING	**	MIN AMT	40.00	NOTE DATE 1	2 30 98
TOTL DUE	256.96	PMT AMT		MIN CD Y	PRORATE Y	SEP DATE 0	5 29 00
PAYOFF	5,391.88	FIRST BILL	. —	AUTO N JU	JDGEMENT N	GRCE END 0	2 28 01
TOT INT	75.60	LAST BILL		1ST 117	62.14 M	INT RATE	5.000
DAILY INT	.7271	SB FREQ/PLAN		2ND 1	32.14 M	GRCE MONTHS	9
LST PMT DT	10 18 01	DROP _ PD ALLOW		3RD 0	.00	DEF END 0	0 00 00
LST PMT	322.75	AGRMT _ DEF TYP	E_	4TH 0	.00	LN TYPE N	SUB 000
PRN PAID	505.24	DEF PLAN _ RESCH	ID _	5 TH 0	.00	FIN CHG 1	,538.32
INT PAID	181.47	LTR LN MON	r _	BILLED OUT	FREQ	** STOP CO	DES **
FEE PAID	16.25	SB DUE	.00	PLAN I	TERM 120	INT 0	PDUE 0
PRIN CANC	.00	SB DAYS PD	0	MATURITY	01 16 11	INVOIC 0	DELQ 0
CANC END		DUE END					
PPM END	00 00 00	PROJ INT	.00	LOAN RMK			

Update Capabilities

Trans Source Address Address Status Address Location Name Address Source Borrower Remark Telephone Phone Status	Next Due Payment Amount First Bill Date Last Bill Date Special Billing Frequency/Plan Drop (When Current) Past Due Allowance Agreement (Written) Deferment Type	Effect Date Minimum Amount Minimum Code Prorate Code Auto Scheduling Judgement Flag Schedule Billed Out Frequency Plan Torm	Status Credit Bureau Late Charge Code Special Fees Flag Note Date Separation Date Interest Rate Grace Months Stop Codes
•		1 2	
Phone Source	Deferment Plan	Term	our come
Phone Date	Reschedule Code Letter (Audit Letter #) Loan Monitoring	Loan Remark	

Entering Changes on MAIN

			REPR 122200 OPTION CHG_ S 75 CUMBERLAND ST	
		8 0105 09 ID		DOM
		516		PRIM
			00 00 00 WINSTON-SALEM, NC	
MORE LOANS			oo oo wanalon shiiin, ne	25504
LOAN AMT	5,500.00	NEXT DUE 04 16 03	PREV W/AGCY 00000 STATUS	10
PRIN BAL	5,500.00	NEXT PMT 59.34	DT PLACED 00 00 00 ADR CHO	G 01 02 01
			EFFECT DT 01 24 02 CR BURE	
PAST DUE	.00	OLDEST BIL 00 00 00	*** SCHEDULE *** LT CHG	Y SP FEES P
FEES DUE	.00	** SPCL BILLING **	MIN AMT 33.85 NOTE DA	ATE 09 11 98
TOTL DUE	.00	PMT AMT	MIN CD Y PRORATE Y SEP DAT	TE 06 01 02
PAYOFF			AUTO N JUDGEMENT N GRCE EN	
TOT INT	.00	LAST BILL	1ST 117 59.34 M INT RAT	TE 5.000
DAILY INT	.7534	SB FREQ/PLAN	2ND 1 41.78 M GRCE MC	ONTHS 9
LST PMT DT	00 00 00	DROP PD ALLOW	3RD 0 .00 M DEF ENI	00 00 00
				E N SUB 000
PRN PAID	.00	DEF PLAN _ RESCHD _	5TH 0 .00 FIN CHO	3 1,484.56
INT PAID	.00	LTR LN MON _	BILLED OUT FREQ ** STO	OP CODES **
FEE PAID	.00	SB DUE .00	PLAN I TERM 120 INT	0 PDUE 0
PRIN CANC	.00	SB DAYS PD 0	MATURITY 01 16 13 INVOIC	0 DELQ 0
CANC END	00 00 00	DUE END .00	TERM DATE 03 01 13 BILL	0 AUDT 0
PPM END	00 00 00	PROJ INT .00	LOAN RMK	

Entering Changes on MAIN

- 1. OPTION = CHG^*
- 2. Tab to one of the updatable fields.
- 3. Key in new data.
- 4. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the **MESSAGE** field.

Note: *The option for making a change to the repayment schedule is *UPD*. Rescheduling and Special Billing transactions are detailed in Section 6.

Setting the Judgment Flag on MAIN

		RAINING FILE					
		SSN 990 00 014			.3 JOE JENI	KINS RD	
		8 0148 01 ID					DOM
NAME LANCE	, CLYDE	GOOD	828 (640 1404			PRIM
RMK		GOOD	INST (00 00 WI	INSTON-SALI		
							PROJ-C
		NEXT DUE 03					
		NEXT PMT					
		ACT/NOT 67					
PAST DUE	128.70	OLDEST BIL 11	16 01	*** SCHED	ULE ***	LT CHG Y S	SP FEES P
		** SPCL BILLIN					
TOTL DUE	171.60	PMT AMT		MIN CD X F	PRORATE Y	SEP DATE	01 31 01
PAYOFF	3,999.79	FIRST BILL		AUTO N JU	DGEMENT Y	GRCE END	10 31 01
TOT INT	49.79	LAST BILL		1ST 116	42.90 M	INT RATE	5.000
DAILY INT	.5411	SB FREQ/PLAN		2ND 1	29.33 M	GRCE MONTH	is 9
LST PMT DT	00 00 00	DROP _ PD ALLO	W	3RD 0	.00 м	DEF END	00 00 00
LST PMT	.00	AGRMT _ DEF T	YPE _	4TH 0	.00	LN TYPE N	SUB 000
PRN PAID	.00	DEF PLAN _ RES	CHD _	5TH 0	.00	FIN CHG	1,055.73
INT PAID	.00	LTR LN M	ON _	BILLED OUT	FREQ	** STOP C	CODES **
FEE PAID	.00	SB DUE	.00	PLAN I	TERM 120	INT 0	PDUE 0
PRIN CANC	.00	SB DAYS PD	0	MATURITY	07 16 11	INVOIC 0	DELQ 0
		DUE END					
PPM END I2029 UPDAT	00 00 00	PROJ INT					

Setting the Judgment Flag on MAIN

- 1. OPTION = CHG.
- 2. Tab to JUDGEMENT FLAG.
- 3. Key *Y*.
- 4. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the **MESSAGE** field.

Changing the Interest Rate

(You cannot change the interest rate on the training file.)

- 1. OPTION = CHG.
- 2. Tab to **EFFECTIVE DATE**. Enter effective date of judgement.
- 3. Tab to **INT RATE**.
- 4. Key new interest rate.
- 5. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the **MESSAGE** field.

Note: You can also update the judgement flag on the **LN2** and scheduling screen (**SCHD**). The interest rate may also be changed on the scheduling screen (SCHD).

Entering Stop Codes on MAIN

MAIN 99990	001 1	CON OCC OC OLAS	REPR 011502 OPTION CHG_ SRC W	INST
			7827 WEAVER AVE	
		8 0143 16 ID		
NAME MURRAY	Y, CLYDE	314	657 2552	
RMK		GOOD WSI	12 14 01 WINSTON-SALEM, NC 23384	
			СОН	
			PREV W/AGCY 00000 STATUS	
	•		DT PLACED 00 00 00 ADR CHG 01	
CUR DUE	62.14	ACT/NOT 75 75	EFFECT DT 01 30 02 CR BUREAU 01	99 S
PAST DUE	186.42	OLDEST BIL 11 16 01	*** SCHEDULE *** LT CHG Y SP F	EES P
FEES DUE	8.40	** SPCL BILLING **	MIN AMT 40.00 NOTE DATE 12	30 98
TOTL DUE	256.96	PMT AMT	MIN CD Y PRORATE Y SEP DATE 05	29 00
PAYOFF	5,391.88	FIRST BILL	AUTO N JUDGEMENT N GRCE END 02	28 01
TOT INT	75.60	LAST BILL	1ST 117 62.14 M INT RATE	5.000
DAILY INT	.7271	SB FREQ/PLAN	2ND 1 32.14 M GRCE MONTHS	9
LST PMT DT	10 18 01	DROP PD ALLOW	3RD 0 .00 DEF END 00	00 00
LST PMT	322.75	AGRMT DEF TYPE	4TH 0 .00 LN TYPE N SU	в 000
PRN PAID	505.24	DEF PLAN RESCHD	5TH 0 .00 FIN CHG 1,5	38.32
INT PAID	181.47	LTR LN MON	BILLED OUT FREQ ** STOP CODE	s **
			PLAN I TERM 120 INT 0 PD	
PRIN CANC	.00	SB DAYS PD 0	MATURITY 01 16 11 INVOIC A 2 DE	LQ 0 6
			TERM DATE 02 28 11 BILL 0 3 AU	
PPM END	00 00 00	PROJ INT .00 T DUE ON 02/16/02		_

- * 1. INT = Accruing Interest (Private Programs only).
 - 2. INVOICE = Sending Bills.
- * 3. BILL = Sending & Accruing Bills (Private Programs only).
 - 4. PDUE = Sending Past Due Notices.
- * 5. DELQ = Sending Past Due Notices & Aging (Private Programs only).
 - 6. AUDT = Sending Audit Statements.

Entering Stop Codes on MAIN

- 1. OPTION = CHG.
- 2. Tab to function(s) you want to stop.
- 3. Key in applicable stop code.
- 4. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the **MESSAGE** field.

To Reverse Stop Codes:

- 1. OPTION = CHG.
- 2. Tab to the stop code value you want to remove. Key "0."
- 3. Press *ENTER*.

Stop Codes Values Reasons:

- 0 = Not in Use
- 1-5 = Requested by Institution
- 7 = Requested by Institution at Conversion
- A = Loan to be Assigned
- C = Loan in Collection Late charges do not accrue
- D = Pending Receipt of Death Certificate
- F = Loan in Collection Late charges continue to accrue
- H = Pending Receipt of Disability PapersI = Judgment from Small Claims Court
- J = Borrower is in Jail
- K = Consumer Credit Counseling
- L = Loan in Litigation
- S = Loan in Small Claims Court
- Z = Loan is Billed Out, but borrower receives annual contacts

LN1

TRANS SOUR	CE W			REPRO	OCESS 10 31	01							
ACCOUNT 9	99 980	148	01	SSN	990 00 014	18			TRA	ININ	G FILE		
					999 98 014								
NAME L	ANCE,	CLYDE	E			PRIM	IARY						
113 JOE JEI								_					
CITY/STATE	WINS	TON-S	SALEM	, NC	ZIP 23384	1	P	HON	ΙE	828	640 1404	GO	OD
GOOD DOM	SRC	INST	AD	R CHG (03 02 99		P	H S	RC	INST	PH CHG 00	00	00
											PRO	Ţ-C	
LOAN AMT	3,950	.00	AMT	CDUE	42.90	LST	PDTE	00	00	00	STATUS	49	
LOAN BAL	3,950	.00	AMT	PDUE	128.70	LST	PMT			00	BILL METHOD		s
CAP BAL		.00	FEES	DUE	.00	NEXT	DUE	03	16	02	RPY PLAN/FRQ	I	M
CUM PPD		.00	YTD	PPD	.00	NXTE	TM		42.	90	BILL INT FRQ		_
CUM IPD		.00	YTD	IPD	.00	#BII	LS GE	N		4	INT RATE	5.00	0
CUM LCHG		.00	YTD	LCHG	.00	MIN	CD/PR	0 C	D Y	Y	DELINQ INT	.00	0
CUM C/FEE						MIN	AMT		40.	00	***STOP CODE	S***	
CUM O/CST		.00	YTD	O/CST	.00	SEP	DATE	01	31	01	INT ACRUAL		0
CUM PCANC						GRCE	END	10	31	01	INVOICING		0
PPM END	00 00	00	PPM	AMT	.00	GRCE	MTHS	}	C	09	BILL/INVOICE	s	0
DEF END	00 00	00	TOT	# ADV	800	CONV	DTE	03	02	99	PDUE CONTACT		0
CANC DATE	00 00	00	YTD	ADV	.00	NOTE	DTE	01	19	99	DELINQ PROC		0
PAYOFF	3,999	.79	LST	ADV	500.00	LOAN	TYP/	ST	N C	00	AUDIT		0
TOT INT	49	.79	DAY	INT AM	r .541	LOAN	RMK						

Update Capabilities

Name	Primary Source	Telephone Number	Address Status
Address Location	Address Source	Status	Next Due Date
Phone Status	Phone Source	Phone Date	Grace Months
Minimum Code/Prorate Code	Minimum Amount	Separation Date	Loan Remark
Note Date	Stop Codes	_	

Summary of Due Diligence Information

LN2

		EFFECTIVE 01 31 02 REPROCESS 10 31 01	
		SSN 990 00 0148	TRAINING FILE
		LOAN 999 98 0148 01	
NAME LANCE, CLYDE			
			PROJ-C
ACH FLAG		***ACCELERATION DATA*** PROM NOTE OPT Y	STATUS 49
ACH START 00 00	00	PROM NOTE OPT Y	CB DATE/IND 03 99 S
ACH AMT	.00 -	ACCEL LOAN IND 0	*****COLLECTION DATA****
COUPON CODE	1	ACCEL LOAN DATE 00 00 00	PREVIOUSLY W/ AGCY 00000
LST COUPON DATE 00 00	00	****PAST DUE DAYS****	AMT IN COLL .00
		REPAY ACTUAL 67	TIMES PLACED IN COLL 0
OLD PMT DUE-RPY 11 16	01	REPAY NOTIFICATION 15	DATE PLACED 00 00 00
OLD PMT DUE-NRP 00 00	00	BILL INT NRPAY ACT 0	COLL ACTION CODE
OLDEST SB DATE 00 00	00	BILL INT NRPAY NTF 0	AGCY PLC/SUCCESS FLG
			AMT PAID IN CL .00
TIMES PDUE 15 DAYS	1	BNKRUPCY PETIN 00 00 00	PC COLL SYS ACTVTY FLG
TIMES PDUE 30 DAYS	0	LST MON ACTVTY A	COLL FEES DUE .00
		LST MON ACT DTE 01 08 02	
TIMES PDUE 60 DAYS	0	CUR DEL LTCHG .00	LATE CHG DUE .00
TIMES PDUE 75 DAYS	0	LAST BORR CONT 01 24 02	LCHG IND/SP FEES FLG Y P
TIMES PDUE 90 DAYS	0	LAST PDUE CONT 01 22 02	JUDGEMENT FLAG N

Update Capabilities

Promissory Note Option	Accelerated Loan Indicator
Amount in Collection	Bankruptcy Notification Date
Add Collection Fees Due	Add Other Cost Due
Add Late Charges Due	Set Late Charge Indicator
Set Special Fees Flag	Set Judgement Flag
Flag a Loan for Credit	Status
Bureau Reporting	Prevent Credit Bureau Reporting

Entering a Bankruptcy First Order on LN2

TRANS SOURCE W		2 EFFECTIVE 01 31 02	OFIION CHG_
		SSN 990 00 0148	TRAINING ETTE
		LOAN 999 98 0148 01	STUDENT ID
NAME LANCE, CLYDE			
		×	PROJ-C
ACH FLAG		***ACCELERATION DATA***	STATUS 84
		PROM NOTE OPT Y	
ACH AMT	.00	ACCEL LOAN IND 0	*****COLLECTION DATA****
COUPON CODE	1	ACCEL LOAN DATE 00 00 00	PREVIOUSLY W/ AGCY 00000
LST COUPON DATE 00 00	00	*****PAST DUE DAYS****	AMT IN COLL .00
		REPAY ACTUAL 67	TIMES PLACED IN COLL 0
OLD PMT DUE-RPY 11 16	01	REPAY NOTIFICATION 15	DATE PLACED 00 00 00
OLD PMT DUE-NRP 00 00	00	BILL INT NRPAY ACT 0	COLL ACTION CODE
OLDEST SB DATE 00 00	00	BILL INT NRPAY NTF 0	AGCY PLC/SUCCESS FLG
	,	_	AMT PAID IN CL .00
TIMES PDUE 15 DAYS	1	BNKRUPCY PETIN 01 02 02	
TIMES PDUE 30 DAYS		LST MON ACTVTY A	
TIMES PDUE 45 DAYS		LST MON ACT DTE 01 08 02	
TIMES PDUE 60 DAYS			
TIMES PDUE 75 DAYS		LAST BORR CONT 01 24 02	
		LAST PDUE CONT 01 22 02	

Entering a Bankruptcy First Order on LN2

To Enter:

- 1. OPTION = CHG.
- 2. Tab to **STATUS**.
- 3. Key 84 (Chapter 7) or 86 (Chapter 13).
- 4. Tab to **BNKRUPCY PETIN.**
- 5. Key first order date.
- 6. Press *ENTER*.

Your transaction is complete when: I0000 RETURN FROM REPROCESSING SUCCESSFUL is displayed in the MESSAGE field.

To Reverse:

- 1. OPTION = CHG.
- 2. Tab to status and change to 40.
- 3. Tab to **BNKRUPCY PETIN.**
- 4. Key 00 00 00.
- 5. Press *ENTER*.

Your transaction is complete when: I0000 RETURN FROM REPROCESSING SUCCESSFUL is displayed in the MESSAGE field.

Updating Fees

LOAN DISPLAY/TRANS INPUT		OPTION CHG_
TRANS SOURCE W	REPROCESS 01 21 02	
ACCOUNT 999 980 135 01	SSN 990 00 0135	TRAINING FILE
PROGRAM 99920	LOAN 999 98 0135 39	STUDENT ID
NAME ALLWINE, CLYDE		
		PROJ-C
ACH FLAG	***ACCELERATION DATA***	STATUS 49
ACH START 00 00 00	PROM NOTE OPT Y	CB DATE/IND 11 00 S
ACH AMT .00	ACCEL LOAN IND 0	*****COLLECTION DATA****
COUPON CODE	ACCEL LOAN DATE 00 00 00	PREVIOUSLY W/ AGCY 00000
LST COUPON DATE 00 00 00	****PAST DUE DAYS****	AMT IN COLL .00
	REPAY ACTUAL 62	TIMES PLACED IN COLL 0
OLD PMT DUE-RPY 11 22 01	REPAY NOTIFICATION 62	DATE PLACED 00 00 00
OLD PMT DUE-NRP 00 00 00	BILL INT NRPAY ACT 0	COLL ACTION CODE
OLDEST SB DATE 00 00 00	BILL INT NRPAY NTF 0	AGCY PLC/SUCCESS FLG
		AMT PAID IN CL .00
TIMES PDUE 15 DAYS 1	BNKRUPCY PETIN 00 00 00 👱	PC COLL SYS ACTVTY FLG
	LST MON ACTVTY P	
TIMES PDUE 45 DAYS 1	LST MON ACT DTE 01 09 02	OTHER COST DUE 10.00
	CUR DEL LTCHG 12.60	
TIMES PDUE 75 DAYS 1	LAST BORR CONT 01 22 02	LCHG IND/SP FEES FLG Y P
TIMES PDUE 90 DAYS 0	LAST PDUE CONT 01 21 02	JUDGEMENT FLAG N
TIMES PDUE 120 DAYS 0	LOAN RMK	

Reversing Fees

FEES REVERSAL TRANS SOURCE I ACCOUNT 999 980 135 01 PROGRAM 99920 NAME ALLWINE, CLYDE	OPTION CHG_ SSN 990 00 0135 LOAN 999 98 0135 39 STUDENT ID
X TRAN DTE P S TRANS DESC P 11 21 01 LATE CHRG P 12 22 01 LATE CHRG X 01 21 02 LATE CHRG X 01 21 02 W OTHER COST	4.20 4.20 4.20

Updating Fees on LN2

- 1. OPTION = CHG.
- 2. Tab to COLL FEES DUE, OTHER COST DUE, OR LATE CHG DUE and enter the amount you wish to add.
- 3. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** is displayed in the **MESSAGE** field.

These are Add To fields. Key only the amount you wish to add.

The late charge indicator must be set to **Y** prior to the assessment of late charges.

Reversing Fees

- 1. OPTION = FEES.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to **X** column.
- 5. Type an *X* to the left of each amount you want to reverse.
- 6. Press *ENTER*.

If your transaction is correct, the message **I2046 REVERSAL(S) SUCCESSFUL — CONT PROCESSING** will appear in the message area, and an asterisk will appear beside each transaction you reverse.

Note: If a total fee has been paid, a **P** (Paid) will appear beside the fee.

Summary of Forms Information — **Deferments, etc.**

LN3

FRANS SOURCE W	EFFECTIVE 01 24 02 REPROCESS 12 16 01	OFFICIA
ACCOUNT 999 980 123 01		TRAINING FILE
PROGRAM 99920	LOAN 999 98 0123 33	STUDENT ID
NAME BECKER, CLYDE		
		COHORT
*****FUTURE FORMS*****	DEF PRIN CRNT 161.98	STATUS 51
DEFERMENT TYPE	DEF CAP FLAG 0	CM MTH DEF-GRACE 0
DEF START DATE 00 00 00	EXEMPT FORM DAYS 0	CM MTH DEF-MILTARY 0
DEF END DATE 00 00 00	CUM PST DEF GR MTH 6	CM MTH DEF-PEAC CP 0
***** DEFERMENTS *****	DEF PLAN RESCH/CAP 2	CM MTH DEF-VISTA 0
LST DEF CODE/CUM # U 1	HDSH AMT .00	CM MTH DEF-HARDSHP 0
DEF START DATE 06 09 01	HDSH INT ACR .00	CM MTH DEF-COM SER 0
DEF END DATE 12 16 01		
DEF PRIN YTD 161.98	CM MTH DEF-FORB 0	CM MTH DEF-ADV TRN 0
***** NSLDS FIELDS *****	CM MTH DEF-UNEMP 6	CM MTH DEF-RESIDCY 0
ENR EFFECT DATE 09 08 00	CM MTH DEF-ECON 0	CM MTH DEF-INTERN 0
ENR STATUS CD W	CM MTH DEF-SERV 0	CM MTH DEF-DISBLTY 0
ACADEMIC LVL	CM MTH DEF-NOAAC 0	CM MTH DEF-CUSTMER 0
ENR START DATE 03 08 99	CM MTH DEF-PRTL LV 0	CM MTH DEF-MTHR WK 0
ENR END DATE 09 05 00	CM MTH DEF-DEP DIS 0	CM MTH DEF-INT RES 0
OPE/SCHL ID 00000000	CM MTH DEF-STUDENT 0	

Update Capabilities

Status	OPE/Schl ID	Lender Remark
Loan Remark	Enrollment Effective Date	Enrollment Status Code
Academic Level	Enrollment Start Date	Enrollment End Date
(no entry required)		

Summary of Forms Data – Cancellations/Postponements

LN4

		4 EFFECTIVE 01 24 02 REPROCESS 12 16 01	OPTION
		SSN 990 00 0123	TRAINING FILE
PROGRAM 99920		LOAN 999 98 0123 33	STUDENT ID
NAME BECKER, CI	LYDE		
			COHORT
****CANCELLATIONS	****	LAST CANC CODE	STATUS 51
CUM PRIN CANC	.00	YTD PRIN CANC .00	CANC BASE AMT .00
CUM INT CANC	.00	YTD INT CANC .00	*****POSTPONEMENTS****
EXEMPT FORM DAYS	0	CANC END DATE 00 00 00	PPM START DATE 00 00 00
CANC TYPE 1 IND		YTD/CUM CANC TYPE 1 0 0	PPM END DATE 00 00 00
CUM PRIN CANC1	.00	YTD PRIN CANC1 .00	PPM AMT .00
CUM INT CANC1	.00	YTD INT CANC1 .00	PPM INT ACR .00
CANC TYPE 2 IND		YTD/CUM CANC TYPE 2 0 0	****SPECIAL BILLING****
CUM PRIN CANC2	.00	YTD PRIN CANC2 .00	START DATE 00 00 00
CUM INT CANC2	.00	YTD INT CANC2 .00	END DATE 00 00 00
CANC TYPE 3 IND		YTD/CUM CANC TYPE 3 0 0	AMOUNT .00
CUM PRIN CANC3	.00	YTD PRIN CANC3 .00	FREQ CUM MTH SB 0
CUM INT CANC3	.00	YTD INT CANC3 .00	OLDEST SB AMT .00
CANC TYPE 4 IND		YTD/CUM CANC TYPE 4 0 0	OLDEST SB DATE 00 00 00
CUM PRIN CANC4	.00	YTD PRIN CANC4 .00	ORIG PLAN/FREQ
CUM INT CANC4	.00	YTD INT CANC4 .00 LOAN RMK	

Update Capabilities

Status Lender Remark Loan Remark

Your Notes

Interest/Default/Misc. Information

LN5

LOAN DISPLAY/TRANS INPUT-5	OPTION		
TRANS SOURCE W			
ACCOUNT 999 980 123 01	SSN 990 00 0123	TRAINING FILE	
PROGRAM 99920	LOAN 999 98 0123 33	STUDENT ID	
NAME BECKER, CLYDE			
			COHORT
	*****AMOUNTS DUE*****	STATUS	51
MATURITY DATE 03 16 12	LOAN BAL 4,000.00	PRIOR STATUS	50
STUDENT FIN STATUS I	TOT INT .00	***ASSIGNED/ACCE	PTED***
FAMILY INCOME CODE 1	L CHG DUE .00	REFERRED ED	00 00 00
ATTEND OPT IND 0	L CHG DUE .00 COLL FEES DUE .00	ASSIGNED ED	00 00 00
	OTHER CST DUE .00		00 00 00
	TAX OFFSET INDICATOR		00 00 00
**** WRITE OFF DATA ****	LOAN MONITOR FLAG	CLAIM TYPE	
WRITE OFF DATE 00 00 00	DFLT RPMT FLAG	DFLT PRIN	.00
PRIN WRITE OFF .00	DFLT RPMT FLAG COHORT DFLT YEAR	DFLT INT	.00
	REHAB FLAG	DFLT LCHG	.00
FEES WRITE OFF .00	CONSEC PYMT CTR 0	DFLT COLL FEES	.00
4	TRA RPT B	DFLT OTHR COST	
PAID OUT DATE 00 00 00	TRA STRT DTE 06 09 01		
PAID-CLOSED REASON			07 17 01

Update Capabilities

Status	Date Assigned to ED
Type Note Code	Date Accepted by ED
Student Financial Status	Default Principal
Family Income Code	Default Interest
Attendance Option Indicator	ED Return Reason
Academic Records	Delinquent Start Date
Withheld Code	Loan Monitoring Flag
Late Charges Due	Default Repayment Flag
Coll Fees Due	Cohort Default Flag
Other Cost Due	Rehabilitation Flag
Tax Offset Indicator	Loan Remark
Date Referred to ED	

Your Notes

Capitalized Information/Payment Summary

LN₆

OAN DISPLAY/TRANS I RANS SOURCE W							OPTION	
ACCOUNT 999 980 123							TRAINING FILE	
PROGRAM 99920								
NAME BECKER, CLY				0110	55			
MILL BECKER, CE								COHORT
CUM CAP PRIN	.00	CAP	BAL		. 0	0	STATUS	51
CUM CAP BAL PD	.00	YTD	CAP BAI	L PD	. 0	00	INT ACR REPAY	.00
CUM CAP INT PD	.00	YTD	CAP INT	r PD	. 0	00	INT ACR NREPAY	.00
CUM NR INT PD	.00	YTD	NR INT	PD	. 0	00	NR INT CDUE	.00
CUM HS INT PD	.00	YTD	HS INT	PD	. 0	0	NR INT PDUE	.00
PREV YR INT PD	.00	DEF	INT TO	CAP	. 0	0	HDSHP INT ACR	.00
CAL YR INT PD	.00	***	**PAYMEN	NT SCH	EDULE**	**	INT ACR CAPBAL	.00
		#BII	LLS GEN	0	PLAN	I	PPM INT ACR	.00
NEXT DUE NRPAY 00 (00 00	LVL	#PMTS	PMT	AMT E	TRQ	**** DISCLOSURE	INFO ****
INT RATE END 99 9	99 99	1	116	<u>a</u>	43.43	M	INT RATE	5.000
INT ACCR/ELIG CODE	1 / 1	2	1 @	<u>a</u>	25.43	M	FIN CHGS	1,063.31
LST INT ACCRUAL 01 2	24 02	3	0 @	<u>a</u>	.00	M	SCHD PRIN	4,000.00
INT RATE/SUB CODE 1			0 @		.00		NOTE DATE	05 26 99
INT MAX AMT	.00	5	0 @	<u>a</u>	.00		GRACE END	06 08 01
							CURR DUE	07 16 01
TRA P-YR INT PD	.00		DAILY I	INT AM	т .547	7	NEXT DUE	07 16 02
C-YR CAP BAL PD	.00		LOAN RM	4K				

Update Capabilities

Status
Interest Rate Code
Interest Maximum Amount

Lender Remark Interest Accrual Code Interest Benefits Eligibility Code Loan Remark Subsidy Code

4AIN 99990	001 TRAI	NING FILE REPR 103101 OPTION SRC W SSN 990 00 0148	INST
ACCT 999 9	80 148 01	SSN 990 00 0148 113 JOE JENKINS RD	GOOD
PROG 99920	LN 999 9	3 0148 01 ID	MOD
NAME LANCE	, CLYDE	828 640 1404 GOOD INST 00 00 00 WINSTON-SALEM, NC 23384	PRIM
RMK		GOOD INST 00 00 00 WINSTON-SALEM, NC 23384	
		PROJ	-C
LOAN AMT	3,950.00	NEXT DUE 03 16 02 PREV W/AGCY 00000 STATUS 4	9
PRIN BAL	3,950.00	NEXT PMT 42.90 DT PLACED 00 00 00 ADR CHG 03 0	2 99
CUR DUE	42.90	ACT/NOT 67 15 EFFECT DT 01 31 02 CR BUREAU 03 9	9 S
PAST DUE	128.70	OLDEST BIL 11 16 01 *** SCHEDULE *** LT CHG Y SP FE	ES P
		** SPCL BILLING ** MIN AMT 40.00 NOTE DATE 01 1	
TOTL DUE	171.60	PMT AMT MIN CD Y PRORATE Y SEP DATE 01 3	1 01
PAYOFF	3,999.79	FIRST BILL AUTO N JUDGEMENT N GRCE END 10 3	1 01
TOT INT	49.79	LAST BILL 1ST 116 42.90 M INT RATE 5	.000
		SB FREQ/PLAN 2ND 1 29.33 M GRCE MONTHS	
		DROP _ PD ALLOW 3RD 0 .00 M DEF END 00 0	
		AGRMT _ DEF TYPE _ 4TH 0 .00 LN TYPE N SUB	
PRN PAID	.00	DEF PLAN _ RESCHD _ 5TH 0 .00 FIN CHG 1,05	5.73
INT PAID	.00	LTR LN MON _ BILLED OUT FREQ ** STOP CODES	**
		SB DUE .00 PLAN I TERM 120 INT 0 PDU	
PRIN CANC	.00	SB DAYS PD 0 MATURITY 07 16 11 INVOIC 0 DEL	Q 0
CANC END	00 00 00	DUE END .00 TERM DATE 10 31 11 BILL 0 AUD	т О
PPM END	00 00 00	PROJ INT .00 LOAN RMK	

CAPITALI:	ZATION PROCESS/RI	EVERSAL	OPTION _	
		990 00 0148 LOAN 999 98 0148	01 STUDENT	
	LANCE, CLYDE	LOAN 999 96 0146	OI STODENT	<u> </u>
EFFECTIV	E DATE 01 31 02	CAP OPT _ MAN C	AP AMT	REV RSN CD
X TRAN	DT P S TRANS DESC	TRANSAC	I I O N D E T A I	L

MCAP - Manual Capitalization

- 1. Option = MCAP.
- 2. Press *ENTER*.
- 3. Option = CHG.
- 4. Tab to the **EFFECTIVE DATE**. (Key another date or the system will default to today's date).
- 5. Tab to the **CAP OPT (CAP OPTION)**.
- 6. Key in *CAP OPT*:
 - 1 Interest and fees if private loans
 - 2 Interest only if private loans
 - 3 Fees only all loans
 - 4 Arbitrary amount and fees (you must key an amount in the "man cap amt" field. The amount entered plus fees due will be capped.)
- 7. Press *ENTER*.

Your transaction is complete when: UPDATES SUCCESSFUL appears in the message area.

Note: Update judgment flag on LN2.

To Reverse:

- 1. Option = MCAP.
- 2. Option = CHG.
- 3. Tab to **REV RSN CD**.
- 4. Key code:
 - 1 ER (processed originally in error)
 - 2 CA (per change adjustment)
 - 3 LI (per lending institution for use by customers)
- 5. Place an X beside the cap transaction you wish to reverse.
- 6. Press *ENTER*.

Your transaction is complete when: **UPDATES SUCCESSFUL** appears in the message area.

Processing Deferments to Cap on Private Loans

AIN 99990	001 TRAIN	ING FILE		REPR	103101	OPTION	I SRC	W II	IST
		SSN 990 00 0148			113 JC	E JENE	KINS RD		
		8 0148 01 ID _						DO	
NAME LANCE	, CLYDE	GOOD II	328	640 1404				PI	RIM
RMK		GOOD II	IST (00 00 00	WINSTO	N-SALE	EM, NC 2	23384	
								PROJ-0	_
		NEXT DUE 03 16							
		NEXT PMT 42							
CUR DUE	42.90	ACT/NOT 67	15	EFFECT	DT 01	31 02	CR BUREAU	03 99	S
PAST DUE	128.70	OLDEST BIL 11 16	5 01	*** SC	HEDULE	***	LT CHG Y	SP FEES	3 P
		** SPCL BILLING							
TOTL DUE	171.60	PMT AMT		MIN CD	Y PRORA	TE Y	SEP DATE	01 31	01
		FIRST BILL							
		LAST BILL							
		SB FREQ/PLAN							
LST PMT DT	00 00 00	DROP _ PD ALLOW		3RD	0	.00 M	DEF END	00 00	00
LST PMT	.00	AGRMT DEF TY	PE _	4TH	0	.00	LN TYPE N	SUB (000
PRN PAID	.00	DEF PLAN _ RESCI	ID _	5TH	0	.00	FIN CHG	1,055	.73
INT PAID	.00	LTR LN MON	1 _	BILLED	OUT FRE	Q.	** STOP	CODES	**
FEE PAID	.00	SB DUE	.00	PLAN I	TERM	120	INT 0	PDUE	0
PRIN CANC	.00	SB DAYS PD	0	MATURIT	Y 07	16 11	INVOIC 0	DELQ	0
CANC END	00 00 00	DUE END	.00	TERM DA	TE 10	31 11	BILL 0	AUDT	0
PPM END	00 00 00	PROJ INT	.00	LOAN RM	K				

Processing Deferments to Capitalize Private Loans Only

- 1. Option = MAIN.
- 2. Option = CHG.
- 3. Key dates for the **FIRST BILL** and **LAST BILL** to be deferred.
- 4. Key an *H* (hardship deferment) in the **DEF TYPE** field (can also be a **Y** deferment).
- 5. **DEF PLAN** must always default to a **4** if entering a **3** in **RESCHD** to cap interest at the end of the deferment.
- 6. Key **RESCHD** code 3 (cap interest at the end of deferment).
- 7. Press *ENTER*.

If the hardship ends in the future, the interest that accrues during the hardship will accrue into the **DEF INT TO CAP** field (**LN6**). When the deferment ends, the amount in the **DEF INT TO CAP** field will be capped.

Entering Assignment on DFLT

EFAULT PROCES	SING SCREEN	EFFECTIVE 03	22 02	OPTION CHG_	
TRANS SOURCE W		REPROCESS 04	L1 89		
ACCOUNT 999 9	30 152 01	SSN 990 00 0	L52	TRAINING FILE	
PROGRAM 99920		LOAN 999 98 0	L52 01	STUDENT ID	
NAME ARY,	CLYDE				
MORE LOANS			ACCEI	LERATED	
LOAN STATUS 4	9				
PRIOR STATUS 4)				
		===			
· ·					
ASSIGNED / ACC			00 00 00	DEFAULT INT	45.04
ASSIGNED ED DT	12 31 01		00 00 00	DEFAULT INT	45.04
The state of the s	12 31 01		00 00 00	DEFAULT INT	45.04
ASSIGNED ED DT	12 31 01 FION			DEFAULT INT	45.04
ASSIGNED ED DT RETURN INFORMA! RETURN REASON	12 31 01 FION —	ACCEPTED DATE	00 00 00	DEFAULT INT	45.04
ASSIGNED ED DT RETURN INFORMA! RETURN REASON	12 31 01 FION —	ACCEPTED DATE	00 00 00	DEFAULT INT	45.04
ASSIGNED ED DT RETURN INFORMA! RETURN REASON ***** AMOUNT D	12 31 01 FION —	ACCEPTED DATE RETURN DATE *** AMOUNT SU	00 00 00	DEFAULT INT	45.04
ASSIGNED ED DT RETURN INFORMA! RETURN REASON ***** AMOUNT D	12 31 01 FION - JE ****	ACCEPTED DATE RETURN DATE *** AMOUNT SU	00 00 00 BMITTED ***	DEFAULT INT	45.04
ASSIGNED ED DT RETURN INFORMA! RETURN REASON ***** AMOUNT DI BALANCE	12 31 01 FION - JE ***** 116.26	ACCEPTED DATE RETURN DATE *** AMOUNT SU DFLT PRIN DFLT INT	00 00 00 BMITTED *** 0.00	DEFAULT INT	45.04
ASSIGNED ED DT RETURN INFORMA' RETURN REASON ***** AMOUNT DI BALANCE TOT INT	12 31 01 FION - JE **** 116.26 45.80	ACCEPTED DATE RETURN DATE *** AMOUNT SUI DFLT PRIN DFLT INT DFLT L CHGS	00 00 00 BMITTED *** 0.00 45.04	DEFAULT INT	45.04

Entering Acceptance on DFLT

		N EFFECTIVE 03		OPTION CHG_	
TRANS SOURCE W	·	REPROCESS 04	11 89		
ACCOUNT 999 9	80 152 01	SSN 990 00 0	152	TRAINING FILE	
PROGRAM 99920		LOAN 999 98 0	LOAN 999 98 0152 01		
NAME ARY,	CLYDE				
MORE LOANS			ACCE	LERATED	
LOAN STATUS 9	3				
PRIOR STATUS 8	2				
ASSIGNED / ACC	EPTED INFOR	RMATION			
ASSIGNED ED DI	12 31 01	ACCEPTED DATE	02 25 02	DEFAULT INT	45.04
RETURN INFORMA	TION				
RETURN REASON		RETURN DATE	00 00 00		
	_				
**** AMOUNT D	UE ****	*** AMOUNT SU	BMITTED ***		
	116.26	DFLT PRIN	116.26		
BALANCE	45.80	DFLT INT	45.04		
BALANCE TOT INT			0.00		
	0.00	DFLT L CHGS	0.00		
TOT INT		DFLT L CHGS DFLT C FEES	0.00		

Entering Assign/Accept on DFLT

To Enter Assignment:

- 1. Option = CHG.
- 2. Tab to **ASSIGNED ED DT**. Key assignment date.
- 3. Press *ENTER*.
- 4. VRFY will appear in the Option field and you will receive a message at the bottom of your screen that reads: I2638 ENTER 'YES' TO CONFIRM CHANGE(S).
- 5. Key **YES** in your Option field and press *ENTER*.
- 6. Your transaction is complete when: **12029 UPDATES SUCCESSFUL** is displayed in the MESSAGE field.

The assigned/accepted dollar values will be the amounts that appear under the **Amount Submitted** column. The assigned/accepted dollar values are **DFLT PRIN**, **DFLT INT**, **DFLT L CHGS**, **DFLT C FEES**, **DFLT O COST**.

<u>NOTE</u>: You can manually enter the amount of defaulted interest assigned. Tab to the **DFLT INT** field and enter the amount of interest you wish to assign. Then follow the Assigned/Accepted instructions.

You cannot manually update amounts to be assigned/accepted on the same date as the assigned/accepted transaction date.

To Enter Acceptance:

- 1. Option = CHG.
- 2. Tab to **ACCEPTED DATE** and key accepted date.
- 3. Press *ENTER*.
- 4. **VRFY** will appear in the Option field and you will receive a message at the bottom of your screen that reads: **12638 ENTER 'YES' TO CONFIRM CHANGE(S).**
- 5. Key **YES** in your Option field. And press *ENTER*.
- Your transaction is complete when: I2029 UPDATES SUCCESSFUL is displayed in the MESSAGE field.

To Reverse:

- 1. Option = CHG.
- 2. Tab to **RETURN REASON**.
- 3. Key I = Reverse; V = Rejected by ED
- 4. Key **YES** in the Option field over **VRFY** and press **ENTER**.

Payment Arrangements

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Automatic Rescheduling

MAIN 99990 001 TRAIN	ING FILE REPR 011502 OPTION CHG_ SRC W BORR
ACCT 999 980 144 01	SSN 990 00 0144 3019-B NE 57TH AVE GOOD
PROG 99920 LN 999 9	3 0144 33 ID DOM
NAME LATTIG, CLYDE	360 708 2225 PRIM
RMK	GOOD BORR 01 25 02 WINSTON-SALEM, NC 23384
	PROJ-C
LOAN AMT 1,782.00	NEXT DUE
PRIN BAL 1,782.00	NEXT PMT 20.00 DT PLACED 00 00 00 ADR CHG 12 17 01
CUR DUE 20.00	ACT/NOT 45 45 EFFECT DT 01 30 02 CR BUREAU 04 99 S
PAST DUE 60.00	OLDEST BIL 12 16 01 *** SCHEDULE *** LT CHG Y SP FEES P
FEES DUE 4.20	** SPCL BILLING ** MIN AMT 20.00 NOTE DATE 03 31 99
TOTL DUE 84.20	PMT AMTMIN CD Y PRORATE N SEP DATE 02 06 01
PAYOFF 1,806.95	FIRST BILL AUTO N JUDGEMENT N GRCE END 11 06 01
	LAST BILL 1ST 111 20.00 M INT RATE 5.000
DAILY INT .2441	SB FREQ/PLAN 2ND 1 15.61 M GRCE MONTHS 9
LST PMT DT 00 00 00	DROP _ PD ALLOW 3RD 0 .00 M DEF END 00 00 00
LST PMT .00	AGRMT _ DEF TYPE _ 4TH 0 .00 M LN TYPE N SUB 000
PRN PAID .00	DEF PLAN _ RESCHD _ 5TH 0 .00 FIN CHG 453.61
INT PAID .00	LTR LN MON _ BILLED OUT FREQ ** STOP CODES **
FEE PAID .00	SB DUE .00 PLAN I TERM 120 INT 0 PDUE 0
PRIN CANC .00	SB DAYS PD 0 MATURITY 04 16 11 INVOIC 0 DELQ 0
CANC END 00 00 00	DUE END .00 TERM DATE 11 06 11 BILL 0 AUDT 0
	PROJ INT .00 LOAN RMK

Rescheduling A Loan

Option = MAIN

Automatic Scheduling — Past Due Amounts Not Adjusted

- 1. OPTION = CHG.
- 2. Tab to MIN AMT field. Key new amount.

If MIN CD = N then it must be changed to Y before the minimum amount can be used.

- 3. Press *ENTER*.
- 4. OPTION = CHG.
- 5. Tab to **AUTO SCHD** field.
- 6. Change N to Y.
- 7. Press ENTER. You will receive this message: I2029 UPDATES SUCCESSFUL.

This schedule change does not affect outstanding bills. You also can perform this transaction on the **SCHD** screen.

Manually Rescheduling

MAIN 99990 001 TRAIN	ING FILE SSN 990 00 0144	REPR 011502 OPTION	CHG_ SRC W BORR
ACCT 999 980 144 01	SSN 990 00 0144	3019-B NE 5	TH AVE GOOD
PROG 99920 LN 999 9	98 0144 33 ID		DOM
NAME LATTIG, CLYDE	360	708 2225	PRIM
RMK	GOOD BORR	01 25 02 WINSTON-SALE	M, NC 23384
			PROJ-C
LOAN AMT 1,782.00	NEXT DUE 03 16 02	PREV W/AGCY 00000	STATUS 49
PRIN BAL 1,782.00	NEXT PMT 20.00	DT PLACED 00 00 00	ADR CHG 12 17 01
CUR DUE 20.00	ACT/NOT 45 45	EFFECT DT 01 30 02	CR BUREAU 04 99 S
PAST DUE 60.00	OLDEST BIL 12 16 01	*** SCHEDULE ***	LT CHG Y SP FEES P
FEES DUE 4.20	** SPCL BILLING **	MIN AMT 20.00	NOTE DATE 03 31 99
TOTL DUE 84.20	PMT AMT	MIN CD Y PRORATE N	SEP DATE 02 06 01
PAYOFF 1,806.95	FIRST BILL	AUTO N JUDGEMENT N	GRCE END 11 06 01
	LAST BILL		
	SB FREQ/PLAN		
	DROP _ PD ALLOW		
	AGRMT _ DEF TYPE _		
	DEF PLAN _ RESCHD _		
INT PAID .00	LTR LN MON _	BILLED OUT FREQ	** STOP CODES **
FEE PAID .00	SB DUE .00	PLAN I TERM 120	INT 0 PDUE 0
PRIN CANC .00	SB DAYS PD 0	MATURITY 04 16 11	INVOIC 0 DELQ 0
CANC END 00 00 00	DUE END .00	TERM DATE 11 06 11	BILL 0 AUDT 0
	PROJ INT .00 IT DUE ON 02/16/02		

Note: You cannot use automatic scheduling and manual scheduling in the same transaction.

Rescheduling a Loan

Option = MAIN

Manual Scheduling — Past Due Amounts Adjusted

- 1. Option = CHG.
- 2. Tab to **MIN AMT** and key the new minimum amount.

If MIN CD = N then it must be changed to Y before a minimum amount can be used.

- 3. Press *ENTER*.
- 4. You will receive this message: I2029 UPDATES SUCCESSFUL.
- 5. Tab to **1ST LEVEL** of the repayment schedule. Erase # **OF PAYMENTS.**
- 6. Tab to payment amount field and enter the new amount (or erase the payment amount field).
- 7. Tab to frequency field and change if necessary (M = Monthly, Q = Quarterly, etc.)

When the schedule is changed from quarterly to monthly, the MIN AMT is automatically divided by three and changed once the new schedule is posted. Likewise, if the frequency is changed from monthly to quarterly, the minimum amount is multiplied by three and changed once the new schedule is posted. Make sure these amounts are in agreement since reprocessing could call in scheduling, thus altering the repayment schedule.

- 8. Tab to **2ND LEVEL** and erase the payment amount field.
- 9. Tab to the frequency field and change if necessary.
- 10. Press ENTER. You will receive this message: 12408 ENTER UPD TO POST NEW SCHEDULE.
- 11. OPTION = UPD.
- 12. Press *ENTER*. Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** appears in the **MESSAGE** field.

Note: Outstanding bills will be adjusted to reflect schedule change. You may also perform this transaction on the SCHD screen.

Renegotiation

AIN 99990 001 TR	AINING FILE	REPR 011502 OPTION	N CHG SRC W INST
ACCT 999 980 143	01 SSN 990 00 0143	7827 WEAVER	AVE GOOD
PROG 99920 LN 99	9 98 0143 16 ID	<u> </u>	DOM
NAME MURRAY, CLYD	E 314	657 2552	PRIM
RMK	GOOD WSI	12 14 01 WINSTON-SALE	EM, NC 23384
			COHORT
LOAN AMT 5,813.	12 NEXT DUE 03 16 0	PREV W/AGCY 00000	STATUS 49
PRIN BAL 5,307.	88 NEXT PMT 62.1	1 DT PLACED 00 00 00	ADR CHG 01 31 99
CUR DUE 62.	14 ACT/NOT 75 7	5 EFFECT DT 01 30 02	CR BUREAU 01 99 S
	42 OLDEST BIL 11 16 0		
FEES DUE 8.	40 ** SPCL BILLING *	MIN AMT 40.00	NOTE DATE 12 30 98
TOTL DUE 256.	96 M PMT AMT	MIN CD Y PRORATE Y	SEP DATE 05 29 00
PAYOFF 5,391.	88 FIRST BILL	AUTO N JUDGEMENT N	GRCE END 02 28 01
TOT INT 75.	60 LAST BILL	_ 1ST 117 62.14 M	INT RATE 5.000
	271 SB FREQ/PLAN		
LST PMT DT 10 18	01 DROP _ PD ALLOW	_ 3RD 0 .00	DEF END 00 00 00
	75 AGRMT DEF TYPE		
PRN PAID 505.	24 DEF PLAN _ RESCHD	_ 5TH 0 .00	FIN CHG 1,538.32
INT PAID 181.	47 LTR LN MON	BILLED OUT FREQ	** STOP CODES **
FEE PAID 16.	25 SB DUE .0	PLAN I TERM 120	INT 0 PDUE 0
PRIN CANC .	00 SB DAYS PD	MATURITY 01 16 11	INVOIC 0 DELQ 0
CANC END 00 00	00 DUE END .0	TERM DATE 02 28 11	BILL 0 AUDT 0
PPM END 00 00	00 PROJ INT .0	LOAN RMK	

Renegotiation

Option = MAIN

Customer Adjustment Y — Defers Principal Only Customer Adjustment Q — Defers Principal and Interest

- 1. Key due date of the **FIRST BILL** covered under the renegotiation.
- 2. Key due date of the LAST BILL covered under the renegotiation.
- 3. Tab to **DEF TYPE** = Key Y or Q.
- 4. Tab to **DEF PLAN** Key 4 (Removes outstanding bills but leaves accrued interest) for Adjustment Y only.
- 5. Press *ENTER* (VRFY is automatically in the Option).
- 6. OPTION = CHG.
- 7. Press *ENTER*.
- 8. Key *NEXT* to access the next loan for this borrower.

Note: Customer Adjustment **Q** is for private/institutional programs only.

Forbearance

	N
MAIN 00000 001 EDAINING EILE	DEDD 102101 ODUTON CUC CDC W TNOW
MAIN 99990 UUI TRAINING FILE	REPR 103101 OPTION CHG_ SRC W INST
	0 0148 113 JOE JENKINS RD GOOD
PROG 99920 LN 999 98 0148 01	
NAME LANCE, CLYDE	828 640 1404 PRIM
RMK	GOOD INST 00 00 00 WINSTON-SALEM, NC 23384
	PROJ-C
LOAN AMT 3,950.00 NEXT DUE	03 16 02 PREV W/AGCY 00000 STATUS 49
PRIN BAL 3,950.00 NEXT PMT	42.90 DT PLACED 00 00 00 ADR CHG 03 02 99
CUR DUE 42.90 ACT/NOT	67 15 EFFECT DT 01 31 02 CR BUREAU 03 99 S
PAST DUE 128.70 OLDEST BI	L 11 16 01 *** SCHEDULE *** LT CHG Y SP FEES P
FEES DUE .00 ** SPCL B	ILLING ** MIN AMT 40.00 NOTE DATE 01 19 99
TOTL DUE 171.60 → PMT AMT	0.00 MIN CD Y PRORATE Y SEP DATE 01 31 01
	L 11 00 01 AUTO N JUDGEMENT N GRCE END 10 31 01
	05 00 02 1ST 116 42.90 M INT RATE 5.000
DAILY INT .5411 SB FREQ/P	LAN 2ND 1 29.33 M GRCE MONTHS 9
LST PMT DT 00 00 00 DROP RD	ALLOW 3RD 0 .00 M DEF END 00 00 00 DEF TYPE M 4TH 0 .00 LN TYPE N SUB 000
LST PMT .00 → AGRMT	DEF TYPE M 4TH 0 .00 LN TYPE N SUB 000
PRN PAID .00 DEF PLAN	3 RESCHD 1 5TH 0 .00 FIN CHG 1,055.73
	LN MON BILLED OUT FREQ ** STOP CODES **
	.00 PLAN I TERM 120 INT 0 PDUE 0
	D 0 MATURITY 07 16 11 INVOIC 0 DELQ 0
	.00 TERM DATE 10 31 11 BILL 0 AUDT 0
PPM END 00 00 00 PROJ INT	
16960 CURRENT PAYMENT DUE ON 0	

Forbearance

Option = MAIN

- 1. Key the dates for the **FIRST BILL** and **LAST BILL** to be deferred. If first bill is the first bill after grace, then key one day after grace as the **FIRST BILL** date.
- 2. Key an *M* (forbearance) in the **DEF TYPE** field.
- 3. Key the appropriate value in **DEF PLAN** to indicate how interest must be billed. Type:
 - 2 for interest billed during deferment;
 - 3 for interest billed at the end of deferment (default value).
- 4. Key **RESCHD** code:
 - *I* reschedule automatically, (default value);
 - 2 prevent automatic rescheduling.
- 5. Press *ENTER*. The system will display a verification screen. Verify the accuracy of the entered data.
- 6. Key *CHG* to update the loan.
- 7. Press *ENTER*.
- 8. Key *NEXT* to access the next loan for this borrower.

Note: When processing the old hardship deferment (eligible only on loans made before 7/1/93), use a **DEF TYPE** *H*.

Your Notes

Special Billing Fields

These fields will default to tabled option if not keyed.

Drop – Drop when current.

Y = Special billing will automatically end when the loan becomes current.

N = Special billing will continue until it expires or until the customer advises us to resume previous billing terms.

Pd Allow – Past Due Days Allowed. When special billing installments become this number of days past

due, the loan will automatically revert to the original repayment terms in place before special billing began. Enter any number from 1 to 999 to set your limit for the number of days past due allowed. (Zero is invalid; 999 indicates loan will remain in SB until last bill date.)

Agrmt – Written agreement received. This field may be updated either (A) when you enter a special

billing, hardship deferment or customer adjustment transaction, or (B) while the loan is in

status 41, 48, 52, or 59.

Y = Yes, a written agreement was received

N = No written agreement was received

b = No Special Billing is in effect

Note: For cohort default rate, the placement of a "Y" in this field on a loan with a Y1 or Y3 Dflt

Rpmt Flag will change that flag to Y2.

Special BillingLess Than

MAIN 99990 (001 TRAININ	G FILE	REPR 123101 OPTION	SRC W MAIL
ACCT 999 98	80 145 01	SSN 990 00 0145	400 OVALTINE	CT UNIT 436 GOOD
PROG 99920	LN 999 98	0145 50 ID		DOM
NAME BULANA	ADI, CLYDE	630 8	<u></u> 344 2077	DOM PRIM
RMK	·	GOOD INST (00 00 WINSTON-SALE	M, NC 23384
				COHORT
LOAN AMT	2,003.00	NEXT DUE 02 26 02	PREV W/AGCY 00000	STATUS 48
PRIN BAL	1,817.48	NEXT PMT 20.00	DT PLACED 00 00 00	ADR CHG 07 05 01
CUR DUE	.00	ACT/NOT 4 1	EFFECT DT 01 30 02	CR BUREAU 12 99 S
PAST DUE	20.00	OLDEST BIL 01 26 02	*** SCHEDULE ***	LT CHG Y SP FEES P
FEES DUE	.00	** SPCL BILLING **	MIN AMT 40.00	NOTE DATE 12 15 99
TOTL DUE	20.00	PMT AMT 20.00	MIN CD Y PRORATE Y	SEP DATE 09 08 00
PAYOFF	1,824.95	FIRST BILL 01 26 02	AUTO N JUDGEMENT N	GRCE END 06 08 01
TOT INT	7.47	LAST BILL 08 26 02	1ST 8 20.00 M	INT RATE 5.000
DAILY INT	.2490	SB FREQ/PLAN M I	2ND 47 40.00 M	GRCE MONTHS 9
			3RD 1 14.04 M	
			4TH 0 .00	
			5TH 0 .00	
INT PAID			BILLED OUT FREQ	
FEE PAID			PLAN I TERM 120	
			MATURITY 08 26 06	
CANC END	00 00 00	DUE END .00	TERM DATE 06 08 11	BILL 0 AUDT 0
PPM END	00 00 00	PROJ INT .00	LOAN RMK	

More Than

MAIN 99990 001	TRAININ	G FILE		REPR 0127	702 OPTION	SRC V	WAIL
ACCT 999 980							
PROG 99920 L							
NAME BULANADI	, CLYDE		630 8	344 2077			PRIM
RMK		GOOD	INST (00 00 W	INSTON-SALE	M, NC 23	3384
							COHORT
LOAN AMT 2,	003.00	NEXT DUE 02	26 02	PREV W/AGO	CY 00000	STATUS	41
PRIN BAL 1,	817.46	NEXT PMT	40.00	DT PLACED	00 00 00	ADR CHG	07 05 01
CUR DUE	.00	ACT/NOT 4	4	EFFECT DT	01 30 02	CR BUREAU	12 99 S
PAST DUE	40.00 👞	OLDEST BIL 01	26 02	*** SCHEI	OULE ***	LT CHG Y S	SP FEES P
FEES DUE	.00	** SPCL BILLI	NG **	MIN AMT	40.00	NOTE DATE	12 15 99
TOTL DUE	40.00	PMT AMT	50.00	MIN CD Y	PRORATE Y	SEP DATE	09 08 00
PAYOFF 1,	824.93	FIRST BILL 02	26 02	AUTO N JU	JDGEMENT N	GRCE END	06 08 01
TOT INT	7.47	LAST BILL 08	26 02	1ST 7	40.00 M	INT RATE	5.000
DAILY INT	.2490	SB FREQ/PLAN	MI	2ND 41	40.00 M	GRCE MONTH	is 9
LST PMT DT 12	31 01	DROP N PD ALLO	080 WC	3RD 1	22.42 M	DEF END	00 00 00
LST PMT	40.00	AGRMT N DEF	TYPE	4TH 0	.00 M	LN TYPE N	SUB 000
PRN PAID							
INT PAID		LTR LN 1					
FEE PAID							
PRIN CANC							
CANC END 00	00 00	DUE END	.00	TERM DATE	06 08 11	BILL 0	AUDT 0
PPM END 00	00 00	PROJ INT		LOAN RMK			
				_			

Special Billing Agreement

Option = MAIN

- 1. Key the amount of the special billing installments in the **PMT AMT** field.
- 2. Key the date of the first bill to be affected by this special payment amount in the **FIRST BILL** field.
- 3. Key the date of the last bill to be affected in the **LAST BILL** field.

Key new values in the **SB FREQ/PLAN** fields **only** if these values are different from the regular values, otherwise, leave them blank.

The drop, past due days allowed, and agreement fields are default values. Enter data in these fields **only** if they are different from your default values, otherwise, leave them blank.

- 4. Press *ENTER*. The system will display a verification screen. At this point, verify the accuracy of the entered data.
- 5. Key *CHG* to update the loan.
- 6. Press *ENTER*.
- 7. Key *NEXT* to access the next loan for this borrower.

Note: Borrowers receiving coupon books cannot be set up on Special Billing.

Loan Rehabilitation

Option = MAIN

- 1. Using the above procedures, key your special billing transaction according to rehabilitation agreement using steps 1-7 above.
- 2. Option = LN5.
- 3. Key **P** in the **REHAB FLAG** field.
- 4. Key *CHG* in the Option field and press *ENTER*.

Forms/Special Billing Reversal

SPECIAL BILLING/DEFERMENT	REVERSAL	OPTION CHG_
ACCOUNT 999 980 145 01 PROGRAM 99920 NAME BULANADI, CLYDE		TRAINING FILE STUDENT ID
FUTURE DATED TYPE	FS FE	
-	TRANSACTION	
X 012702 * I SPEC BILLI	NG 1BL 022602	PS 012702 PE 082602

Update Capabilities — Special Billing & Deferment Reversals

Confirmation

DEF / CANCI	EL/PPM CONFIRMATION PROCESSING OPTION																	
ACCOUNT	999	980	145	01	SSN	990	00	0145										
PROGRAM	9992	20			LOAN	999	98	0145	01			STU	DENI	'ID				
NAME	BUL	ANAD	I, C	LYDE				PRI	MARY		_							
400 OVAL	TINE	CT	UNIT	436														
CITY/STA	re v	VINS'	ron-	SALEM	, NC	ZIP	23	384			PHO	ONE	630	844	207	7	C	400D
GOOD DOM	SI	RC M	AIL	ADR	CHG 07	05	01				PH	SRC	INS	T P	н сн	G 0	0 0	00
LN AMT	200	3.00	AM	T CDU	E	0.	00	NEXT	DUE	02	26	02	STAI	US				49
LN BAL																		
CAP BAL																		
PAYOFF	1824	1.95	FE	ES DU	E		00	GRC	MTHS			00	LST	BILL	ADJ	00	00	00
INT RATE	5	.000	то	T DUE		40.	00	RPY	PLN/I	FRE	2 I	М	# OF	BIL	LS			01
													OLD	BILL		01	26	02
*FORMS PI	ROCES	SSED	*S	TOP C	ODES			*PREV	TOUS	LY I	PROC	2	PRIN	CAN	C		. (00
FORM TYPI	E		IN	T ACC	RUAL		0	DEF	TYPE				INT	CANC			. (00
FORM ST			IN	VOICI	NG		0	DEF	STRT				NET	ADJ	PRIN		. ()2-
FORM END			BI	LL/IN	VOICES		0	DEF	END				NET	ADJ	INT		. (00
PER ST	01 2	27 0	2 PD	CONT	ACT		0	CANC	TYP	E			PRIN	I PD	ADJ		. ()2
PER END	08 2	26 0	2 DE	LINQ :	PROC		0	CANC	END				INT	PD A	DJ		. (2-
			AU	DIT			0	PPM	END				CANC	BSE	ADJ		. (00
LOAN RMK													AUDI	T MS	G #			

Forms/Special Billing Reversal

Option = SREV

- 1. OPTION = SREV.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to **SEL** (selection) field(s).
- 5. Type an *X* beside each transaction you want to reverse.
- 6. Tab to **COMMENT** field.
- 7. Key a brief comment explaining why you are reversing the transaction (e.g., processed in error).
- 8. Press *ENTER*.

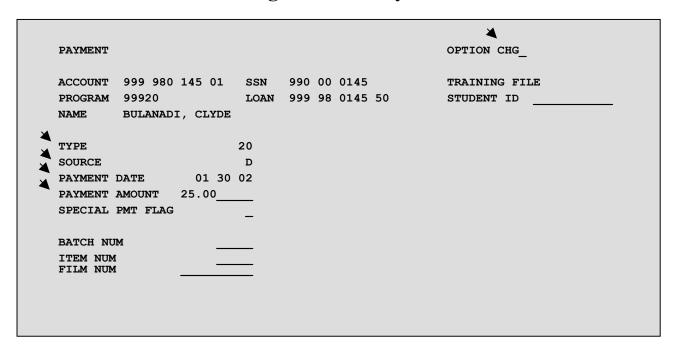
You will receive the **DEF/CANCEL/PPM Confirmation Processing** screen.

Your Notes

Payments

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Entering Noncash Payments



Noncash Payments

PAY

- 1. OPTION = PAY.
- 2. Press *ENTER*.
- 3. Option = CHG.
- 4. Tab to **TYPE** field.
- 5. Key **20** (noncash payment).
- 6. Key SOURCE I = Institution
 D = DataLink
 T = Tax Offset
- 7. Key **PAYMENT DATE.**
- 8. Key **PAYMENT AMOUNT.**
- 9. Press *ENTER*. *CHG* will appear in the **OPTION** field.
- 10. Press *ENTER* again. Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** appears in the **MESSAGE** area. If this is an advance payment, enter an **A** in the **SPECIAL PAYMENT FLAG** field. Otherwise, the overpayment will not stop the generation of future bills.

Entering Net Collection Payments

COLLECTION PAYMEN	T		OPTION CHG_	
	LOAN	990 00 0132 999 98 0132 16	TRAINING FILE STUDENT ID	_
NAME WOOD, CI	LYDE			
TYPE SOURCE PAYMENT DATE PAYMENT AMOUNT SPECIAL PMT FLAG				
COLL FEES-INST OTHER COST-INST	15.00			
COLL FEE DUE-BOR OTHR CST DUE-BOR				
COLL AGCY NUM	00806			
BATCH NUM ITEM NUM FILM NUM	_=			

Collection Agency Payments (Net)

PAYC

- 1. OPTION = PAYC.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to **TYPE** field.
- 5. Key 40 if the payment from the collection agency is a net check amount.
- 6. Key SOURCE C (Collection Agency) or T (Tax Offset).
- 7. Key **PAYMENT DATE.**
- 8. Key PAYMENT AMOUNT (gross check amount).
- 9. Key LENDER PAID COLL the amount of collection cost due to the agency for the payment.
- 10. Key **BORROWER COL DUE** the amount of collection cost the borrower is responsible for. **Do not key** this amount if a collection percentage is already on the loan. (Check COLL screen for percentage).
- 11. Press *ENTER*.

Your transaction is complete when: I2029 UPDATES SUCCESSFUL appears in the message area.

Note: Use this screen only to apply payments received by a collection agency. Payments received by your office for loans in collection should be applied as regular payments on the PAY screen. See page 703.

Entering Gross Collection Payments

COLL	ECTION PAYME	NT		*	OPTION CHG_
	UNT 999 980 RAM 99920				TRAINING FILE STUDENT ID
NAME	MARINOF	F, TERESA			
PAYM SPEC COLL OTHE COLL OTHR COLL BATC ITEM FILM	ENT DATE ENT AMOUNT IAL PMT FLAG FEES-INST R COST-INST FEE DUE-BOR CST DUE-BOR AGCY NUM H NUM NUM	10.00	C 85 — — —		

Collection Agency Payments (Gross)

PAYC

- 1. OPTION = PAYC.
- 2. Press ENTER.
- 3. OPTION = CHG.
- 4. Tab to **TYPE** field.
- 5. Key **41** if the payment from the collection agency is a gross check amount.
- 6. Key SOURCE C (Collection Agency) or T (Tax Offset).
- 7. Key **PAYMENT DATE.**
- 8. Key **PAYMENT AMOUNT** (gross check amount).
 - If the loan has been coded with a borrower paid collection cost percentage (BPCC%), the system automatically takes that percentage of the gross payment and applies it to BPCC. (Check **COLL** screen for percentage).
 - If the BPCC% is not reflected on the loan, enter the amount of collection cost charged to the borrower. See Step 10.
- 9. Key **COLL FEES INST.** Step 9 is optional and will create additional entries on the Accounting Report. Enter institution paid collection cost if you desire to reflect the institutions initial obligation to the collection agency on **your** accounting report. Institution cost is offset by the amount of collection cost the borrower is responsible for paying.
 - If the promissory note contains a 25% cap, the difference between BPCC and LPCC represents the charge to the fund.
- 10. Key **COLL FEE DUE BOR**, the amount of cost the borrower is responsible for. **Do not perform Step 10** if a percentage is on the loan.
- 11. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** appears in the **MESSAGE** area.

Payment Reversals

					ION chg_	
CCOUNT 999	980 145 01	SSN 990	0 00 0145	TRA	INING FILE	
PROGRAM 9992	20	LOAN 999	98 0145 50	STU	DENT ID _	
NAME BULL	ANADI, CLYDE	E_	*			
REVERSAL:	SOURCE D	REASON 7	COMMENT 1	NSF CHECK_		
2			3			
SELECT:	2)	3)	4)	5)	6)	7)
TYPE/SOURCE	10/W	10/W	10/W	10/W	10/W	20/D
ADV/SPLIT						
DATE	08/24/01	09/24/01	11/02/01	11/19/01	12/31/01	01/30/02
PAYMENT AMT	40.00	40.00	40.00	40.00	40.00	25.00
PRINCIPAL	32.43	31.74	29.80	35.62	29.38	17.53
INTEREST	7.57	8.26	10.20	4.38	10.62	7.47
LATE CHARGE	.00	.00	.00	.00	.00	.00
COLL FEES-BOR	R .00	.00	.00	.00	.00	.00
OTHER CST-BO	R .00	.00	.00	.00	.00	.00
C/FEES-INST	.00	.00	.00	.00	.00	.00
O/COST-INST	.00	.00	.00	.00	.00	.00
BATCH NUM	10001	10003	11002	10004	21004	
ITEM NUM	00485	00930	02017	00880	00665	
FILM NUM AGENCY NUM	2361000973	2671012834 00000	3061002613	3231001819	3652064740 00000	0000000000

Payment Reversals

PAYR

- 1. OPTION = PAYR.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. SELECT = # of payment to reverse.*
- 5. Tab to **SOURCE.**
- 6. Key SOURCE **I** = Institution **D** = DataLink
- 7. REASON 7 = NSF For additional codes, please access the HELP screen by keying **HELP** in the **OPTION** field or consult the Glossary.
- 8. Key a brief comment explaining the reason for the reversal.
- 9. Press *ENTER*.

Your transaction is complete when: **I0715 UPDATE SUCCESSFUL — CONTINUE PROCESSING** appears in the **MESSAGE** area.

Note: *You can reverse only noncash payments. Your Customer Service Representative handles cash payment reversals.

Payment Request

ACH PAYMENT REQUEST		OPTION CHG_	
ACCOUNT 999 980 135 01 SSI PROGRAM 99920 LOZ		TRAINING FILE STUDENT ID	<u></u>
NAME ALLWINE, CLYDE TRANS/RTE NUM ACCOUNT NUM ACCOUNT TYPE C (C=CHECK:	 ING, S=SAVINGS)		
PROC FEE IND Y (Y=ASSESS LOAN INFORMATION PROG LOAN/SEQ STAT		FRES DIE PMT A	мт
99920 999 98 0135 39 49			
	PRO	OCESSING FEE 2. TOTAL 90.	~ ~

Payment Request

PREQ

- 1. OPTION = PREQ
- 2. Press *ENTER*.
- 3. Option = CHG
- 4. Tab to **TRANS/RTE NUM**.
- 5. Key the **TRANSIT/ROUTING** number of the bank.
- 6. Key the bank **ACCOUNT NUMBER**.
- 7. Key **ACCOUNT TYPE**, if other than **C**.
 - C = Checking (default)
 - S = Savings
- 8. The **PROCESSING FEE** will default to **Y** (yes, assess processing fee). If you wish to waive this fee, change this field to **N** (no fee).
- 9. Key **PAYMENT AMOUNT**.
- 10. Press ENTER. VRFY will appear in OPTION field.
- 11. Key CHG in OPTION field.

Your transaction is complete when "ACH PAYMENT REQUEST PROCESSED" appears in the message area.

Payoff Projection

STUDENT ID

PAYOFF PROJECTION OPTION ___

ACCOUNT 999 980 152 01 SSN 990 00 0152

PROGRAM 99920 LOAN 999 98 0152 02 NAME ARY, CLYDE

CURRENT POST DATE 03 22 02 PAYOFF PROJECTED FOR 15 DAYS

PROJECTED DATE OF PAYOFF 04 06 02

PROJECTED DAYS TO PAYOFF 15

LOAN INFORMATION

				INT RATE	CURRENT	PROJECTED	PROJECTED
EXL	PROG	LOAN/SEQ	STAT	END DATE	PAYOFF	INTEREST	PAYOFF
_	99920	999 98 0152 01	49	00 00 00	162.06	0.14	162.20
	99920	999 98 0152 02	49	00 00 00	163.14	0.14	163.28

TOTAL 325.48

Collection Processing

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Collection Screen

COLLECTION PROCESSING			OPTION		
ACCOUNT 999 980 142 01	SSN 990 0	0 0142	TRAINI	NG FILE	
PROGRAM 99920	LOAN 999 9	8 0142 01	STUDEN	r ID	
IAME KIRST, CLYDE		PRIMARY	·		
309 TREATY RD			_		
CITY/STATE WINSTON-SALEM,	NC ZIP	23384	PHONE 216	012 1211	BAD
GOOD DOM SRC INST ADE	CHG 11 29	94	PH SRC WSI	PH CHG 08 0	2 00
SP FEES FLAG	P BPCC M	AX FLAG	_	***STOP CODES*	**
CCEL LOAN IND	1 STATUS		49 C	INT ACRUAL	0
GENCY PLACED FLAG	A ACTION	CODE		INVOICING	С
GENCY NUMBER 000	73 DATE P	LACED	08 30 00	BILL/INVOICES	0
GENCY SUCCESS FLAG	Y #TIMES	PLACED	1	PAST DUE CONT	С
MT PLACED IN COLL 4,122.	08 AMT PA	ID IN COLL	5,466.72	DELINQ PROCESS	0
SPCC PERCENT .230	80 BPCC A	MOUNT	.00	AUDIT	0
***** OTHER LOANS CURRENT	LY IN COLLE	CTION ****	PC COLL ACT	TVTY FLG:	_
PROGRM LOAN NUMBER AG 99920 999 98 0142 01 00			PC COLL ACT	TVTY DTE: 00 00	00

Update Capabilities

Special Fees Flag	Phone Date
Stop Codes	Acceleration Loan Indicator
Amount Placed	Agency-Placed Flag
Name and Address	Agency Number
Telephone Number	Agency Success Flag
Address Status	BPCC Percent
Address Source	BPCC Amount
Address Location	BPCC Maximum Flag
Phone Status	Date Placed
Phone Source	

Collection Screen

COLL

To Update Any Field: Except when placing, removing, transferring or withholding borrowers with collection agencies.

- 1. OPTION = CHG.
- 2. Key over fields to be changed.
- 3. Press *ENTER*.

To Accelerate:

- 1. Verify that **PROM NOTE OPTION** on **LN2** is **Y**.
- 2. Option = *CHG*.
- 3. Tab to ACCEL LOAN IND enter 2 to accelerate.
- 4. Press *ENTER*.

You will receive UPDATE SUCCESSFUL message.

Note: Key **3** to decelerate.

Entering Borrower Paid Collection Cost

You can enter the BPCC Percentage or the BPCC Amount by using one of these two methods:

- 1. **Automatic:** Each collection agency number is assigned a percentage or an amount based on the collection fee charged by the agency. When you place a loan in collection, System III automatically places the designated percentage (or amount) for that agency on the loan.
 - **Note:** To take advantage of this automatic feature, you must supply a list of your agencies and the applicable percentage or amount assessed by each.
 - If necessary, you can change the percentage or amount on a loan by entering **CHG** as your option and keying over the displayed information on **COLL**.
- 2. **Manual:** Enter a percentage or amount on each loan as it is placed. If using the automatic placement feature, you may enter a different percentage or amount after placement.

In either method, the percentage (or amount) will be deducted from the payments and applied to Borrower Paid Collection Cost. The remainder of the payments will be applied as prescribed by regulations:

- Collection Cost (Internal)
- Other Costs
- Penalty Fees/Late Charges
- Interest
- Principal

Your Notes

Placing a Loan in Collection

COLLECTION PROCESSING		OPTION PLAC	
TRANS SOURCE W ACCOUNT 999 980 142 01	SSN 990 00 0142	TRAINING FILE	
PROGRAM 99920 NAME KIRST, CLYDE			
9309 TREATY RD			
		PHONE 216 012 1211 BAD PH SRC WSI PH CHG 08 02 00	
SP FEES FLAG	P BPCC MAX FLAG	***STOP CODES***	
ACCEL LOAN IND	1 STATUS	49 C INT ACRUAL 0	
AGENCY PLACED FLAG	M ACTION CODE	INVOICING C	
AGENCY NUMBER 000	70 DATE PLACED	08 30 00 BILL/INVOICES 0	
AGENCY SUCCESS FLAG	Y #TIMES PLACED	D 1 PAST DUE CONT C	
AMT PLACED IN COLL 4,122.	08 AMT PAID IN C	COLL 5,466.72 DELINQ PROCESS 0	
BPCC PERCENT .230	80 BPCC AMOUNT	.00 AUDIT 0	
***** OTHER LOANS CURRENT	LY IN COLLECTION *	***** PC COLL ACTVTY FLG:	
PROGRM LOAN NUMBER AG 99920 999 98 0142 01 00		PLACD PC COLL ACTVTY DTE: 00 00 00 0 00 00	

Placing a Loan in Collection

PLAC = Place

- 1. OPTION = PLAC.
- 2. Tab to AGENCY PLACED FLAG.
- 3. Key **M** = with agency (manual) or **I** = with internal collector
- 4. Tab to **AGENCY NUMBER.**
- 5. Key valid collection agency number.
- 6. Press *ENTER*.

Your transaction is complete when: **I2029 UPDATES SUCCESSFUL** appears in the **MESSAGE** area.

NOTICE

Amount Placed in Collection — If you leave this amount blank, System III will calculate it based on your program selections (either the past due amount or the current plus past due amounts).

Accel Loan Indicator — Optional. Enter 2 to accelerate, 3 to decelerate. (Prom Note option on LN2 must be Y to accelerate.)

Date Placed — If you don't enter the date, the system enters today's date.

Stop Codes — Optional. May be automatic at lender's option.

Agency Numbers — Valid numbers for training file: M = 00700, I = 90001.

Transferring a Loan to Another Agency

ACCOUNT 999 980 142 0	1 SSN	990 00 0142	TRAINING FILE
PROGRAM 99920	LOAN	999 98 0142 01	STUDENT ID
NAME KIRST, CLYDE		PRIMA	ARY
9309 TREATY RD			
CITY/STATE WINSTON-SA	LEM, NC	ZIP 23384	PHONE 216 012 1211 BAD
GOOD DOM SRC INST	ADR CHG	11 29 94	PH SRC WSI PH CHG 08 02 00
SP FEES FLAG	P	BPCC MAX FLAG	_ ***STOP CODES***
ACCEL LOAN IND			49 C INT ACRUAL 0
AGENCY PLACED FLAG	I	ACTION CODE	INVOICING C
AGENCY NUMBER	90001	DATE PLACED	01 25 02 BILL/INVOICES 0
AGENCY SUCCESS FLAG	Y	#TIMES PLACED	2 PAST DUE CONT C
AMT PLACED IN COLL	5.93	AMT PAID IN COLL	.00 DELINQ PROCESS 0
BPCC PERCENT	.14500	BPCC AMOUNT	.00 AUDIT 0
***** OTHER LOANS CUR	RENTLY II	N COLLECTION ****	** PC COLL ACTVTY FLG:
PROGRM LOAN NUMBER	AGNCY#	SCCSS DTE PLACE	CD PC COLL ACTVTY DTE: 00 00 00
99920 999 98 0142 01	00073	Y 08 30 00)

Transferring a Loan to Another Agency

TRNS = Transfer

- 1. OPTION = TRNS.
- 2. Tab to **AGENCY PLACED FLAG** if you need to correct the value.
- 3. Key **M** = with agency (manual) or **I** = with internal collector
- 4. Tab to **AGENCY NUMBER.**
- 5. Key valid collection agency number.
- 6. Press *ENTER*.

Your transaction is complete when: I2029 UPDATES SUCCESSFUL appears in the MESSAGE area.

Removing or Withholding Loans From Collection

COLLECTION PROCESSING TRANS SOURCE W			OPTION RMV_
ACCOUNT 999 980 142 01	SSN	990 00 0142	TRAINING FILE
PROGRAM 99920			
NAME KIRST, CLYDE		PRIMARY	
9309 TREATY RD			
CITY/STATE WINSTON-SALEM	NC	ZIP 23384	PHONE 216 012 1211 BAD
GOOD DOM SRC INST ADD	R CHG	11 29 94	PH SRC WSI PH CHG 08 02 00
SP FEES FLAG	P	BPCC MAX FLAG	_ ***STOP CODES***
ACCEL LOAN IND	1	STATUS	49 C INT ACRUAL 0
AGENCY PLACED FLAG	R	ACTION CODE	INVOICING 0
AGENCY NUMBER 900	01	DATE PLACED	01 25 02 BILL/INVOICES 0
AGENCY SUCCESS FLAG	Y	#TIMES PLACED	3 PAST DUE CONT 0
AMT PLACED IN COLL 5	93	AMT PAID IN COLL	.00 DELINQ PROCESS 0
BPCC PERCENT .000	000	BPCC AMOUNT	10.00 AUDIT 0
***** OTHER LOANS CURRENT	LY I	N COLLECTION *****	PC COLL ACTVTY FLG:
PROGRM LOAN NUMBER A	SNCY#	SCCSS DTE PLACD	PC COLL ACTVTY DTE: 00 00 00
99920 999 98 0142 01 00	070	Y 01 25 02	

COLLECTION PROCESSING		OPTION WTHD
TRANS SOURCE W ACCOUNT 999 980 142 01	CCN 000 00 0142	TRAINING FILE
PROGRAM 99920		
NAME KIRST, CLYDE		
9309 TREATY RD	PRIMARI	·
***************************************	1, NC ZIP 23384	
GOOD DOM SRC INST AL	OR CHG 11 29 94	PH SRC WSI PH CHG 08 02 00
SP FEES FLAG	P BPCC MAX FLAG	***STOP CODES***
ACCEL LOAN IND	1 STATUS	49 C INT ACRUAL 0
AGENCY PLACED FLAG	W ACTION CODE	INVOICING 0
AGENCY NUMBER 90	0001 DATE PLACED	01 25 02 BILL/INVOICES 0
AGENCY SUCCESS FLAG	Y #TIMES PLACED	3 PAST DUE CONT 0
AMT PLACED IN COLL 5	5.93 AMT PAID IN COLL	.00 DELINQ PROCESS 0
BPCC PERCENT .00	0000 BPCC AMOUNT	10.00 AUDIT 0
***** OTHER LOANS CURREN	TLY IN COLLECTION *****	PC COLL ACTVTY FLG:
PROGRM LOAN NUMBER	AGNCY# SCCSS DTE PLACD	PC COLL ACTVTY DTE: 00 00 00
99920 999 98 0142 01 (00070 Y 01 25 02	

Removing or Withholding Loans From Collection

RMV = Remove WTHD = Withhold

- 1. OPTION = RMV to Remove or WTHD to Withhold.
- 2. Tab to AGENCY PLACED FLAG.
- 3. Key **R** to Remove or **W** to Withhold.
- 4. Press *ENTER*.

Your transaction is complete when: I2029 UPDATES SUCCESSFUL appears in the MESSAGE area.

Your Notes

Refunds/Write-Offs

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Credit Balance Refund

CREDIT BALANCE REFUND OPTION PROC

ACCOUNT 999 980 113 01 SSN 990 00 0113 TRAINING FILE PROGRAM 99920 LOAN 999 98 0113 01 STUDENT ID

NAME BEDRICK, CLYDE

REFUND AMOUNT .00 SOURCE I

CURRENT LOAN BALANCE 14.26-

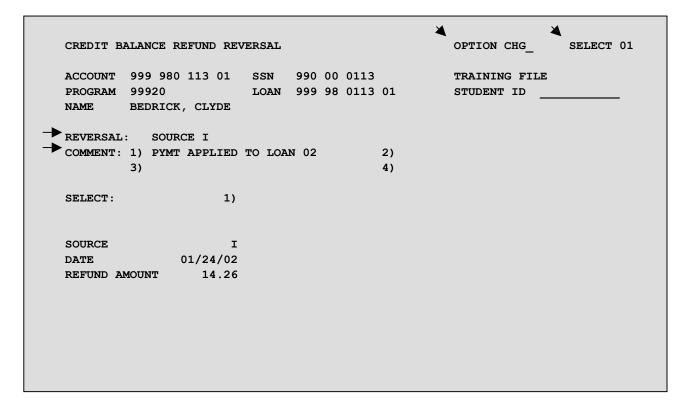
Credit Balance Refund

RFND = **Refund**

- 1. OPTION = RFND.
- 2. Press *ENTER*.
- 3. Tab to **REFUND AMOUNT.**
- 4. Key refund amount.
- 5. Press *ENTER*.

Your transaction is complete when: I0000 PROCESS SUCCESSFUL appears in the MESSAGE area.

Credit Balance Refund Reversal



Credit Balance Refund Reversal

RFNR = **Refund Reversal**

- 1. OPTION = RFNR.
- 2. Press *ENTER*.
- 3. OPTION = CHG.
- 4. Tab to **SELECT** field.
- 5. Key # of refund to reverse.
- 6. Tab to **SOURCE** field.
- 7. Key **D** for DataLink or **I** for Institution.
- 8. Key History Comment.
- 9. Press *ENTER*.

Your transaction is complete when: I0000 PROCESS SUCCESSFUL appears in the MESSAGE area.

Write Off

CCOUNT 999 980 161 01	SSN 990 00 0161	-	TRAINING FILE	
PROGRAM 99920				
NAME DESIMONE, ROXANNE	1011 333 30 0101 02	•		
MORE LOANS				
TYPE NOTE CODE B	*****AMOUNTS DUE****	** 5	STATUS	80
MATURITY DATE 03 07 85				
STUDENT FIN STATUS D	TOT INT	.00	***ASSIGNED/ACCE	PTED***
FAMILY INCOME CODE 1	L CHG DUE	.00 F	REFERRED ED 00	00 00
ATTEND OPT IND 2	COLL FEES DUE	.00 Z	ASSIGNED ED 00	00 00
ACADEM RECS W/H	OTHER CST DUE	.00 Z	ACCEPTED ED 00	00 00
REPAY TERM 120		I	DFLT PRIN	.00
**** WRITE OFF DATA ****	PRIOR STATUS	40 I	DFLT INT	.00
WRITE OFF DATE 10 01 85	TAX OFFSET INDICATOR	I	DFLT LCHG	.00
PRIN WRITE OFF .00	LOAN MONITOR FLAG	I	DFLT COLL FEES	.00
INT WRITE OFF .00	COHORT DFLT FLG YY	I	DFLT OTHR COST	.00
FEES WRITE OF .00		I	ED RETURN REASON	Ī
PAID OUT DATE 03 05 85				
PAID-CLOSED REASON W3				
	LOAN RMK			

Loan Write Off

WOL = Write Off

- 1. OPTION = WOL.
- 2. Press *ENTER*. The system will take you to LN5.

The message will read: I2053 ENTER PROC TO WRITE OFF LOAN.

- 3. OPTION = PROC.
- 4. Key I in SOURCE field.
- 5. Press *ENTER*.

Your transaction is complete when: **I2054 LOAN WRITTEN OFF – CONTINUE PROCESSING** appears in the **MESSAGE** area.

The write-off codes are:

- W1 Referred Manual write-off
- W2 Referred Comp write-off
- W3 Small balance write-off (manual) HPSL/NSL
- W4 Compromised Balance
- W7 Due diligence write-off
- W8 Low balance write-off (automatic)
- W9 Manual write-off
- WA Uncollectible manual write-off
- WB Legally uncollectible manual write-off
- WC Out-of-court settlement manual write-off
- WD Adjusted settlement manual write-off
- WE Default (Private loans)
- WF Forgiveness (Private loans)
- WG Institution requested (Private loans)
- WU Uncollectible (NSL/HPSL)

Write-Off Reversal

ACCOUNT	999	98	30	161	01	SSN	99	0 00	0161			TRAIN	ING FILI	3		
PROGRAM																
NAME																
2880 THIS																
CITY/STAT							Z	IP 8	5006	Pl	HONE	190	549 902	25	BA	D
GOOD DOM		SRC	. W	SI	ΑI	R CHG	02	12 8	5	P	H SI	RC	рн Сно	3 00	00	00
MORE LOAD	NS															
LOAN AMT		75	0.	00	AMT	CDUE		.00	LST	PDTE	03	05 85	STATUS	3	85	
LOAN BAL				00	AMT	PDUE		.00	LST	PMT		50.42	BILL 1	(ETHO	D	2
CAP BAL			•	00	FEES	DUE		.00	NEXT	DUE	03	07 85	RPY PI	LAN/F	RQ I	Α
CUM PPAII)	75	0.	01	YTD	PPAID		.00	NXT	PMT		50.00	BILL	INT F	RQ	
CUM IPAII)	4	5.	43	YTD	IPAID		.00	#BII	LS G	EN	15	INT R	ATE	3.0	00
CUM LCHG				00	YTD	LCHG		.00	MIN	CD/P	RO (D Y N	DELING	NI Ç	.0	00
CUM C/FE	Z		•	00	YTD	C/FEE		.00	MIN	AMT		49.98	***STO	COD	ES**	*
CUM O/CST	Г		•	00	YTD	O/CST		.00	SEP	DATE	01	01 77	INT A	CRUAL		C
CUM PCANO	2		•	00	YTD	PCANC		.00	GRCI	E END	10	01 77	INVOI	CING		C
PPM END	0	0 0	0	00	PPM	AMT		.00	GRCI	MTH:	S	009	BILL/	IOVAI	CES	C
DEF END	0	6 0	1	83	TOT	# ADV		001	CON	DTE	10	31 84	PDUE (CONTA	CT	C
CANC DATE	≟ 0	0 0	0	00	YTD	ADV		.00	NOTE	DTE	07	01 72	DELING	PRO	C	C
PAYOFF			•	00	LST	ADV		.00	LOAN	TYP.	/ST	и 000	AUDIT			C
TOT INT				00	DAY	INT A	ſΤ	.004	LOAN	1 RMK						

Loan Write-Off Reversal

WOR = Write-Off Reversal

- 1. OPTION = WOR.
- 2. Press *ENTER*. The system automatically takes you to LN1.

The message will read: I2061 ENTER PROC TO REVERSE WRITE-OFF.

- 3. OPTION = PROC.
- 4. Key I in SOURCE field.
- 5. Press *ENTER*.

Your transaction is complete when: I2029 UPDATES SUCCESSFUL appears in the MESSAGE area.

Your Notes

Datalink Dispatch

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Mail Library

ID W018 CUSTOMER SUE	PORT TRAINING		PAGE 1
FROM	MESSAGE	DESCRIPTION	DATE SENT
_ BROWER, MARCIA	CRPT		01/03/96
_ BROWER, MARCIA	LTR		01/03/96
_ BROWER, MARCIA	SAS		01/15/96
_ BROWER, MARCIA	SAS1		01/25/96
_ BROWER, MARCIA	INFOPAC		01/02/96
_ BROWER, MARCIA	KEN		01/13/96
_ CAMERON, SHARON	JANUARY		01/20/96
_ WORMLEY, CLETRA	ITVTNH		01/05/96
_ WORMLEY, CLETRA	MEMO		01/07/96
_ WORMLEY, CLETRA	PHIL		01/20/96
_ WORMLEY, CLETRA	ACTJAN		02/02/96

Checking Your Mail

MAIL = Review a Message

- 1. OPTION = MAIL.
- 2. Press *ENTER*.
- 3. Tab to the field, left of the message you want to read.
- 4. Key *X* (or any other letter you choose).
- 5. Press *ENTER*. Your message will be displayed with the cursor in the bottom right corner of your screen.
- 6. To retain this document either print the message or delay your response by exiting the screen.

If you are ready to **delete** and/or respond to the message you are reviewing, enter:

- **PROC** acknowledges to the sender that you have processed his message.
- **RPLY** creates a preformatted header for a memo to the sender of the message, and you are ready to create a message.
- **SAVE** the message under another title before using the above commands, if you wish to retain the original message.
- **DEL** deletes a message.

Compose a Message

```
COMMAND AREA SAVE MEMO
MESSAGE TITLE
....+....1....+....2....+....3....+....4....+....5....+....6....+....7..
TO: CUSTOMER SERVICE REPRESENTATIVE
                                                                          000100
FROM: CLETRA WORMLEY, SAMPLE UNIVERSITY
                                                                          000200
                                                                          000300
DATE: 00/00/00
REF: TEST
                                                                          000400
                                                                          000500
THIS LETTER SHOWS HOW TO COMPOSE A MEMO ON DISPATCH. IT IS A
                                                                          000600
QUICK AND EASY WAY TO SEND INFORMATION TO YOUR CUSTOMER SERVICE
                                                                          000700
REPRESENTATIVE.
                                                                          000800
                                                                          000900
NOW YOU CAN COMPOSE YOUR OWN MEMO.
                                                                          001000
                                                                          001100
                                                                          001200
                                                                          001300
                                                                          001400
                                                                          001500
                                                                          001600
                                                                          001700
                                                                          001800
                                                                          001900
                                                                          002000
```

Standard Memo

```
12029 UPDATES SUCCESSFUL
COMMAND AREA
MESSAGE TITLE MEMO1
....+....1....+....2....+....3....+....4....+....5....+....6....+....7..
TO:
                                                                             000100
                                                                             000200
FROM:
                                                                             000300
DATE:
REF:
                                                                             000400
                                                                             000500
                                                                             000600
                                                                             000700
                                                                             000800
                                                                             000900
                                                                             001000
                                                                             001100
                                                                             001200
                                                                             001300
                                                                             001400
                                                                             001500
                                                                             001600
                                                                             001700
                                                                             001800
                                                                             001900
                                                                             002000
```

Composing a Message

CMSG = Compose a Message

- 1. OPTION = CMSG.
- 2. Press *ENTER*.
- 3. Tab to Line 1 of MESSAGE AREA.
- 4. Type your message.
- 5. Tab to **COMMAND AREA** at the top of your screen.
- 6. Key *SAVE* (or *S*), (*space*), and the MESSAGE TITLE (up to eight alpha or numeric characters are allowed) e.g., SAVE MEMO.
- 7. Press *ENTER*.

The system automatically will take you to the ROUTE A MESSAGE SCREEN.

- 8. OPTION = *CMSG* returns to original message to review and update.
- 9. Key new or revised information over existing information.
- 10. OPTION = *UPD* (*space*) and the message title to make the changes permanent (e.g. UPD MEMO).
- 11. OPTION = RMSG to mail or route the message.

Note: If you have inadvertently typed into the line numbers, erase the entire line number field, press *ENTER* and resume typing. To obtain a fresh (blank) screen, key *NEW* in the COMMAND AREA.

Sending a Message

DATALINK-DI	SPATCH MESSAGE DES	SCRIPTION A	ND ROUTING		OPTIO	4
ID W306	WORMLEY, CLETRA	A				
MESSAGE TITLE	DESCRIPTION			LAST REVIEWED		# OF LINES
MEMO	SAMPLE MEMO		01/06/96		01/22/96	10
SEND TO		REC/	SEND TO			REC/
ID # NA	ME	PROC	ID #	NAME		PROC

Sending a Message

RMSG = **Route** a **Message**

1. OPTION = RMSG and press ENTER.

The system automatically will bring you to the routing screen after you save a message on the **CMSG** screen.

- 2. Key a description of your message if desired.
- 3. Key the ID # of the person to whom you want to send the message. You can send the same message to more than one person by keying all the ID #s, in the **ID** # **column**, at one time.
- 4. Press *ENTER*. Your message has been sent when a name is displayed for the ID# and **I2029 UPDATES** SUCCESSFUL is displayed in the MESSAGE field.

Note: The message will be deleted automatically in two weeks unless you key over the deletion date on this screen. To save the message permanently, key in the date field 99/99/99.

List Library

ID W306 WORMLEY MESSAGE TITLE DESCRIPT ACTDEC ITVTNH MEMO MEMO PHIL	, CLETRA	LAST UPDATED 01/05/96 01/10/96 01/15/96 01/15/96	LAST REVIEWED 01/06/96	WILL BE DELETED	10
TITLE DESCRIPT ACTDEC ITVTNH MEMO MEMO1	TION	UPDATED 01/05/96 01/10/96 01/15/96	REVIEWED	DELETED 01/19/96 01/24/96 01/29/96	B3 133 10
		01/05/96	01/06/96	01/19/96	4 20

Listing a Library

LIST = Review a Message From Your Library

- 1. OPTION = LIST.
- 2. Press *ENTER*.
- 3. Tab to the blank field, left of the message you want to read.
- 4. Key: X Goes to the RMSG screen
 - S Goes to the CMSG screen
- 5. Press *ENTER*.

Note: To update your message on the **CMSG** screen: Retrieve the existing message and make the necessary changes; then type UPD (or U), a space, and the message title of the updated message.

Verify if the recipient has received (**R**) or processed (**P**) your message on the **RMSG** screen. You also can send the message to someone else on the Routing screen.

Verify the LAST REVIEWED date on LIST to determine the recipient reviewed the message.

Dispatch Commands

COMMAND	FUNCTION
CMSG	Compose a message or edit an existing message.
DEL	Delete a document from your LIST on the RMSG screen. Delete a message from MAIL box screen. Only one delete can be processed at one time.
RMSG	Route your message to an addressee or to see if the addressee has viewed the message.
MAIL	Review messages sent to you by another person.
LIST	A comprehensive list of all messages created by you and currently stored in your library.
NEW	Clears the screen to allow for creation of a new message on the CMSG screen.
PROC	Is entered after viewing a message received to indicate you have reviewed and processed your mail. This command <i>deletes</i> the message from your mailbox.
P	Generated by the system and appears on the RMSG screen under the REC/PROC field indicating that the person you sent a message to has processed the correspondence.
R	Appears on the RMSG screen under the REC/PROC field indicating that the person you sent a message to has reviewed the message.
RPLY	This command is entered on the CMSG screen on the bottom right corner of any message sent to you. Using this command creates a preformatted heading to respond to the sender of the message. The original message is deleted if the command is used. You can Save the message under a title of your choice, if needed.
U, UPD, or UPDATE	This command, a space and the name of file will make permanent changes to your original message.
SAVE	This command, a space and the name of file will store the message created in your LIST library.

Command Area

The command area is used to perform the functions outlined below. Type the **COMMAND** and press the **ENTER** key to perform these functions:

B, BAC Scrolls the page back to the previously typed page

BACH Scrolls a half page backward

BOT Scrolls forward to the bottom of the message

CHG Word1 Replaces the first occurrence of Word1 with Word2. Thereafter, simply

Word2 enter CHG to replace the same occurrence throughout the text.

COPY 111 222 Copies lines 111 through 222 and places these lines after line 333.

333

COPY MSGL Copies text from lines 111 through 222 of a previously created message

111 222 333 titled MSGL to your new message and inserts this text after line 333.

DEL 111 222 Deletes lines 111 through 222.

FIND WORD1 Searches for the first occurrence of Word1. The command FIND will take you to the

next occurrence of Word1.

F, FOR Scrolls the display forward to the next page of text to be reviewed or created.

FORH Scrolls a half-page forward.

Get MSG1 Retrieves the message titled MSG1.

INS 111 222 Inserts 222 blank lines after line 111. To insert one line INS 111.

MOVE 111 222 Moves lines 111 through 222 after line 333.

333

NEW Provides a blank area to create another message.

S MSG1 or Saves the memo created under the title MSG1.

Save MSG1

TOP Scrolls to the top of the message created.

U MSG1, UPD Updates the existing message titled MSG1.

MSG1, or

UPDATE MSG1

Note: MSG1 can be replaced with the title of the message you are using.

Line Commands

Line commands are used to perform the functions outlined below. The commands are typed on the line number to which they apply.

- A After this line. This command is used with copy (C or CC) and move (M or MM) commands.
- B Before this line. This command is used with copy (C or CC) and move (M or MM) commands.
- C Copies this line *after* line (marked A) or *before* a line (marked B).
- CC Copies a group of lines (beginning with the first line marked CC and ending with the second line marked CC) *after* line (marked A) or *before* a line (marked B).
- D Deletes this line.
- DD Deletes lines beginning with the first line marked DD and ending with the second line marked DD.
- I Inserts a blank line after this line.
- M Moves this line *after* line (marked A) or *before* a line (marked B).
- MM Moves a group of lines (beginning with the first line marked MM and ending with the second line
 - marked MM) after line (marked A) or before a line (marked B).
- R Repeats this line after itself.
- RESET Clears all Line Commands that are pending.

On-Line Report View

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Obtain a screen print	1213
Prepare to end an INFOPAC TM session	1214
Log-out of INFOPACTM	1215

Log-on to INFOPACTM

1 Starting at the Campus Partners *Welcome* screen, type *TPX IBM* and press *ENTER* to access the *Terminal Productivity eXecutive (TPX) Log-on* screen.

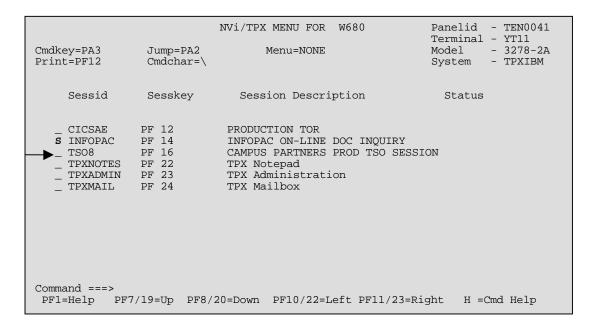
```
Welcome to Campus Partners Terminal XX99

→ TPXIBM
```

At the *TPX Log-on* screen, type your *user ID* and *password*; press *ENTER*. The *TPX Menu* will be displayed.

```
@@@@@@@@@@@@@@
                     @@@@@
                         000 0000 0000 0000 0000
000 0000 0000
  @@@
                                             @@@@
                                                         @@
                           @@@
@@@
@@@
@@
@@@
                                     @@@
                                                   @@@ @@
             @@@@
                                            @@@@
                                    @@@
                                           @@@@
                                                   @@@@@
@@@
           @@@@@@
                                   @@@
 @@@
         @@@ @@@
                           @@@
                                         @@@@
                                                    @@@
       @@@
             @@@ N-Vision @@@
                                  @@@@@@@@@@
                                                    @@@@
    @@ @@@
                                       Rel. 4.1 @@
                                                      @@@
                                               @@
   @@@
                                                      @@@
  @@@
                                             @@@
                                                      @@@@
                                          @@@@@@@
                                                     @@@@@@@
         Copyright (C) 1984,1996 Computer Associates International, Inc.
  Userid:
                         (or LOG-OFF)
                                                     08/26/98
  Password:
  New Password:
                                                     YT11
   Account:
                                                     3278-2A
                                                     SMRTTEST
  Transfer:
 PF1=Help
           PF3=Log-off
```

3 At the *TPX Menu*, position your cursor in the field to the left of *INFOPAC*TM; type **S**; press *ENTER*.





The Viewing Menu is displayed.

COMMAND ===>	>		NFOPAC-RDS *** EWING MENU		TIME: 151322
RECIPIENT II	D: W680				RSION: 5.2 DLSER: MC5945
VII	EW BY REPORT OF	TOPIC:	R (R/T)		
		PIC ID: TERSION: SECTION:			-
DISI	IST OF REPORTS/ PLAY LIST OF VE DISPLAY SECTION	RSIONS:	YES (YES/NO) YES (YES/NO) YES (YES/NO)		
PF01=HELP PF07=UP	PF02=PRINT PF08=DOWN	PF03=END PF09=		PF05=RFIND PF11=RIGHT	PF06=MARK PF12=QUITL

4 It is not necessary to enter any data on this screen; therefore, press *ENTER*.

COMMAND ===> TIME: 151322 *** INFOPAC-RDS *** VIEWING MENU RECIPIENT ID: W680 VERSION: 5.2 TAPEVOLS: MC5945 VIEW BY REPORT OR TOPIC: (R/T) REPORT/TOPIC ID: VERSION: SECTION: DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
DISPLAY LIST OF VERSIONS: YES (YES/NO)
DISPLAY SECTION INDEX: YES (YES/NO) PF02=PRINT PF03=END PF08=DOWN PF09= PF01=HELP PF04=MENU PF05=RFIND PF06=MARK PF10=LEFT PF11=RIGHT PF07=UP PF12=QUIT



The Reports Menu is displayed.

0725I-BEGINNING OF REPORTS TIME: 131135 COMMAND ===> *** REPORTS *** OPTION REPORT ID REPORT NAME NPSLS4280A ASLS4280 - WEEKLY CUSTOMER REPORTS
NPSLS4480A ASLS4480 - MONTHLY CUSTOMER REPORTS (HC:AA-ZZ #:00000-99999)
NPSLS4480B ASLS4480 - MONTHLY CUSTOMER REPORTS (HC:01 #00000-40060) PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK PF07=UP PF08=DOWN PF09= PF10=LEFT PF11=RIGHT PF12=QUIT



Select a report for on-line viewing

1 Select the desired report by typing an S in the Option field and pressing ENTER.

```
07251-BEGINNING OF REPORTS
COMMAND ===> TIME: 151400

*** REPORTS ***

OPTION REPORT ID REPORT NAME

___ NPSLS4280A WSD0007G - WEEKLY CUSTOMER REPORTS
__ NPSLS4480A ASLS4480 - MONTHLY CUSTOMER REPORTS
- NPSLS4480B ASLS4480 - MONTHLY CUSTOMER REPORTS

S NPSLS4480B ASLS4480 - MONTHLY CUSTOMER REPORTS

PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK
PF07=UP PF08=DOWN PF09= PF10=LEFT PF11=RIGHT PF12=QUIT
```

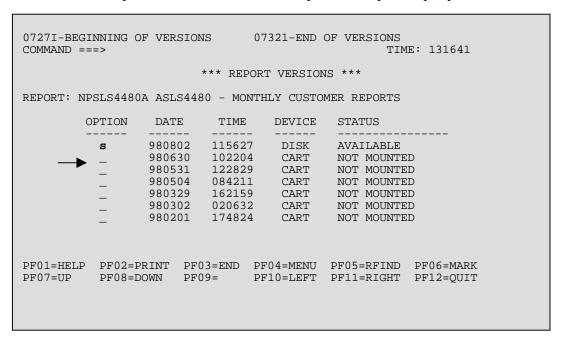


The Report Versions Menu will be displayed.

```
0727I-BEGINNING OF VERSIONS
                                07321-END OF VERSIONS
COMMAND ===>
                                                  TIME: 131641
                         *** REPORT VERSIONS ***
REPORT: NPSLS4480A ASLS4480 - MONTHLY CUSTOMER REPORTS
         OPTION
                            TIME
                                      DEVICE
                                                  STATUS
                   DATE
                          115627
102204
                   980802
                                     DISK
CART
                                                 AVAILABLE
                   980630
                                                 NOT MOUNTED
                                     CART
                  980531
                           122829
                                                 NOT MOUNTED
                                     CART
CART
CART
                  980504
                           084211
                                                NOT MOUNTED
                   980329
                            162159
                                                 NOT MOUNTED
                   980302
                           020632
                                                 NOT MOUNTED
                   980201 174824
                                      CART
                                                 NOT MOUNTED
PF01=HELP PF02=PRINT PF03=END PF04=MENU PF05=RFIND PF06=MARK
PF07=UP
          PF08=DOWN PF09=
                               PF10=LEFT PF11=RIGHT PF12=QUIT
```



2 Select the desired report version; if the desired version is currently not mounted, enter a character in the *Options* column to view the report directly off tape; press *ENTER*.





The Report Section Index screen will be displayed.

07291-BEGINNING OF INDEX COMMAND ===>	07311-END OF INDEX TIME: 153951				
*** REPORT SECTION INDEX *** REPORT ID: NPSLS4480A ASLS4480 - MONTHLY CUSTOMER REPORTS VERSION: 980802 141341					
OPTION SECTION	PAGES DESCRIPTION				
_ 10071-001-001-01176 _ 10358-001-001-00434 _ 10361-001-001-01022 _ 10361-001-001-01022 _ 10566-001-001-01011 _ 12345-001-001-12345 _ 20080-001-001-00157 _ 20150-001-001-00321 _ 9999999999999999PREFACE _ 9999999999999999PREFACE _ 9999999999999999PREFACE _ 999999999999999PREFACE _ 999999999999999PREFACE _ 999999999999999PREFACE _ 9999999999999999PREFACE _ 9999999999999999PREFACE _ 9999999999999999PREFACE					



3 Select the desired report section by typing S in the Option field and pressing ENTER.

0729I-BE COMMAND	EGINNING OF INDEX ===>	07311-END	OF INDEX	TIME:	153951	
	*** REPORT SECTION INDEX ***					
_	ID: NPSLS4480A ASLS4480 - DN: 980802 141341	MONTHLY CUST	OMER REPORTS			
OPTION	SECTION	PAGES	DESCRIPTION DESCRIPTION	ON		
- - - s - - - - - -	10071-001-001-01176 10358-001-001-00434 10361-001-001-01022 10366-001-001-01011 12345-001-001-12345 20080-001-001-00157 20150-001-001-00321 9999999999999999999PREFACE 99999999999999999PREFACE 99999999999999999PREFACE 99999999999999999PREFACE 99999999999999999PREFACE 999999999999999999PREFACE	5 5 5 5 5 5 5 1 1 1 1 1				

The selected report, version, and section will be displayed. Below is the *NDSL Fiscal Operations Analysis* report.

0723T-ST	ART OF REPORT PAGES				
COMMAND ===> SCREEN					
NPSLS4480B 940829 141341 12345-001-001-12345 P 1 R 1 C 1					
	012345-001-001-12345 P I R I C I 012345-001-001-12345 P I R I C I				
	PARTNERS - SAMPLE COLLEGE-NDSL NDSL FISCAL OPER				
0	ERTINERS SAME DE CODDEGE MOSE MOSE FISCAL OFEN				
	I - SECTION A - FISCAL REPORT (CUMULATIVE)	IE • 07/31/30			
0NDSLP	DECITOR IT TIDEMS REPORT (COMOMITIVE)	NUMBER OF			
0 ACCT		BORROWERS			
	ITEM (COLUMN A)	(COLUMN B)			
	FUNDS ADVANCED TO STUDENTS	272			
	LOAN PRINCIPAL COLLECTED	199			
	DEFAULTED LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED				
0	BY THE UNITED STATES	216			
0 7	LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO				
0	JULY 1, 1972	0			
0 8	LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT				
0	MATTER ON LOANS MADE JULY 23, 1992 AND AFTER	0			
0 9	LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED				
0	TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER	0			
0 10	LOAN PRINCIPAL CANCELLED FOR MILITARY SERVICE ON				
0	LOANS MADE JULY 1, 1972 AND AFTER	0			
	LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE	0			
0 12	LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT	0			

Scroll through an on-line report

1 Press *PF11* (or enter the *RIght* command) to scroll right; the report view window will change to reflect the scroll command.

```
0723I-START OF REPORT PAGES
COMMAND ===> RI
                                                        SCROLL ===> SCREEN
NPSLS4480A 940829 141341 12345-001-001-12345
                                                          1 R 1 C
012345-001-001-12345
                                                         CAMPUS PARTNERS
OYOUR SCHOOL NAME
                                            NDSL FISCAL OPERATIONS ANALY
                                              (EFFECTIVE DATE: 07/31/98
OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
ONDSLP
                                                              NUMBER OF
0 ACCT
                                                              BORROWERS
         ITEM (COLUMN A)
                                                              (COLUMN B)
0 NUMB
         FUNDS ADVANCED TO STUDENTS
                                                                    272
0
   5
         LOAN PRINCIPAL COLLECTED
                                                                    199
0
   6
         DEFAULTED LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED
         BY THE UNITED STATES
                                                                       0
   7
         LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO
0
         JULY 1, 1972
                                                                       0
  8
         LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
         MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
                                                                      0
         LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
         TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                                       0
0 10
         LOAN PRINCIPAL CANCELLED FOR MILITARY SERVICE ON
         LOANS MADE JULY 1, 1972 AND AFTER
                                                                      0
0 11
         LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
                                                                      0
         LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
0 12
```

2 Press *PF8* (or enter the *Down* command) to scroll down.

COMMAND ===> D NPSLS4480A 980802 115325 00001-002-001-00001 CAMPUS PARTNERS			SCROLL ===> SCREEN P 3 R 1 C 41 RUN D
	FISCAL OPERATIONS AFECTIVE DATE: 07/3	ANALYSIS	PAGE:
UMULATIVE)			
·	NUMBER OF BORROWERS (COLUMN B) 910 429	DEBIT BALANCES (COLUMN C) 1,138,386.40	CREDIT BALANCES (COLUMN D) 224,054.35
ACCEPTED BY THE			·
	216		114,615.35
NS MADE PRIOR TO	3		692.50
RTAIN SUBJECT 992 AND AFTER L OTHER AUTHORIZED	2		165.00
1, 1972 AND AFTER LITARY SERVICE ON	40		13,494.67
ER	4		1,662.50
NTEER SERVICE	1		150.00
ENFORCEMENT	0		0.00

3 Press *PF10* (or enter the *LEft* command) to scroll left.

\				
COMMAND ===> LE				SCROLL ===>
SCREEN				
NPSLS4480B 980802 115325	00001-002-00	01-00001	P	3 R 22 C 41
ILD/FAMILY/EARLY				
23, 1992 AND AFTER	2			150.00
RSE/MEDICAL				
3, 1992 AND AFTER	0			0.00
H/DISABILITY	10			15,665.01
RUPTCY	12			8,856.59
HER	41			4,400.41
				50,408.95
	28			7,628.39
ELLED FOR TEACHING &				
PRIOR TO JULY 1, 1972		811.57		
CANCELLED FOR				
SERVICE MADE		010 00		
AFTER		210.89		
REST CANCELLED FOR		14 400 21		
JULY 1, 1972 AND AFTER		14,499.31		
REST CANCELLED FOR		2 220 02		
JULY 1, 1972 AND AFTER REST CANCELLED FOR		2,220.92		
KESI CANCELLED FOR		175.62		
REST CANCELLED FOR		1/3.02		
REST CANCELLED FOR				



4 Press **PF7** (or enter the **Up** command) to scroll up.

		\	
CO	MMAND =	==> U SCROLL	===> SCREEN
NP	SLS4480	B 980802 115325 00001-002-001-00001 P	3 R 22 C 1
0	13	LOAN PRINCIPAL CANCELLED FOR CHILD/FAMILY/EARLY	
0		INTERVENTION SERVICE MADE JULY 23, 1992 AND AFTER	2
0	14	LOAN PRINCIPAL CANCELLED FOR NURSE/MEDICAL	
0		TECHNICIAN ON LOANS MADE JULY 23, 1992 AND AFTER	0
0	15	LOAN PRINCIPAL CANCELLED - DEATH/DISABILITY	10
0	16	LOAN PRINCIPAL CANCELLED - BANKRUPTCY	12
		LOAN PRINCIPAL ADJUSTMENTS - OTHER	41
0	22	INTEREST INCOME ON LOANS	
0	23	OTHER INCOME	28
0	26	COST OF PRIN. AND INTEREST CANCELLED FOR TEACHING &	
-		MILITARY SERVICE ON LOANS MADE PRIOR TO JULY 1, 1972	
0	27	COST OF LOAN PRINCIPAL INTEREST CANCELLED FOR	
0		CERTAIN SUBJECT MATTER TEACHING SERVICE MADE	
0		ON LOANS MADE JULY 23, 1992 AND AFTER	
0	28	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR	
0		TEACHING SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER	
0	29	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR	
0		MILITARY SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER	
0	30	COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR	
0		VOLUNTEER SERVICE	
		COST OF LOAN PRINCIPAL AND INTEREST CANCELLED FOR	
0		LAW ENFORCEMENT	

Turn on the display grid

1 Type the **SCale** command; press **ENTER**.

```
COMMAND ===> SC
                                                         SCROLL ===> SCREEN
NPSLS4480B
             980802 115325 00001-002-001-00001
                                                                3 R 1 C 1
000001-002-001-00001
                                                            CAMPUS PARTNERS
OCAMPUS PARTNERS - SAMPLE COLLEGE-NDSL
                                               NDSL FISCAL OPERATIONS ANALY
                                                 (EFFECTIVE DATE: 07/31/98
OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
0NDSLP
                                                                 NUMBER OF
0 ACCT
                                                                 BORROWERS
                                                                (COLUMN B)
 NUMB
         ITEM (COLUMN A)
         FUNDS ADVANCED TO STUDENTS
                                                                      910
0
0
         LOAN PRINCIPAL COLLECTED
                                                                      429
0
   6
         LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY THE
0
         UNITED STATES
                                                                      216
   7
         LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO
0
         JULY 1, 1972
                                                                        3
0
         LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
         MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
                                                                        2
0
0
         LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
0
         TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                                  40
 10
0
         LOAN PRINCIPAL CANCELLED FOR MILITARY SERVICE ON
         LOANS MADE JULY 1, 1972 AND AFTER
                                                                        4
0
         LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
 11
                                                                        1
         LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
0
 12
                                                                        0
```



The column/row grid will be displayed.

```
COMMAND ===>
                                                            SCROLL ===> SCREEN
  ..+...1....+....2....+....3....+....4....+....5....+....6....+....7....+...
000001-002-001-00001
                                                      CAMPUS PARTNERS
OCAMPUS PARTNERS - SAMPLE COLLEGE-NDSL
                                                  NDSL FISCAL OPERATIONS A 002
                                                    (EFFECTIVE DATE: 07/3 003
OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
                                                                            004
ONDSLP
                                                             NUMBER OF
                                                                            005
0 ACCT
                                                             BORROWERS
                                                                            006
          ITEM (COLUMN A)
0 NUMB
                                                             (COLUMN B)
                                                                            007
          FUNDS ADVANCED TO STUDENTS
                                                                            800
0
  5
                                                                    429
                                                                            009
          LOAN PRINCIPAL COLLECTED
0
  6
          LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY THE
                                                                            010
                                                                    216
0
          UNITED STATES
                                                                            011
  7
0
          LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO
                                                                            012
0
          JULY 1, 1972
                                                                      3
                                                                            013
  8
0
          LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
                                                                            014
0
          MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
                                                                      2
                                                                            015
0
  9
          LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
                                                                            016
0
          TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                                     40
                                                                            017
 10
          LOAN PRINCIPAL CANCELLED FOR MILITARY SERVICE ON
                                                                            018
0
0
          LOANS MADE JULY 1, 1972 AND AFTER
                                                                      4
                                                                            019
0
 11
          LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
                                                                      1
                                                                            020
          LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
0
 12
                                                                            021
```

Define a report view

1 Type the *View* command and the desired column range(s); press *ENTER*.

```
COMMAND ===> V 1-59 102-114
   .+...1...+...2...+...3....+...4....+....5....+....6....+....7....+...
100001-002-001-00001
                                                         CAMPUS PARTNERS 001
1CAMPUS PARTNERS - SAMPLE COLLEGE-NDSL
                                                NDSL FISCAL OPERATIONS A
                                                   (EFFECTIVE DATE: 07/3 003
1PART III - SECTION A - FISCAL REPORT (CUMULATIVE)
                                                                            004
1NDSLP
                                                             NUMBER OF
                                                                            005
1 ACCT
                                                             BORROWERS
                                                                            006
1 NUMB
         ITEM (COLUMN A)
                                                             (COLUMN B)
                                                                            007
         FUNDS ADVANCED TO STUDENTS
                                                                            008
1
                                                                   910
         LOAN PRINCIPAL COLLECTED
                                                                            009
                                                                    429
         LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY THE
0
   6
                                                                            010
0
         UNITED STATES
                                                                    216
                                                                            011
0
         LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO
                                                                            012
0
         JULY 1, 1972
                                                                      3
                                                                            013
0
         LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
                                                                            014
         MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
0
                                                                      2
                                                                            015
         LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
                                                                            016
0
         TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                                     40
                                                                            017
0
 10
         LOAN PRINCIPAL CANCELLED FOR MILITARY SERVICE ON
                                                                            018
         LOANS MADE JULY 1, 1972 AND AFTER
                                                                            019
         LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
0 11
                                                                      1
                                                                            020
 12
                                                                            021
```



The report will be reformatted to reflect the user-defined view.

```
COMMAND ===>
    .+...1....+....2....+....3....+....4....+....5....+....6....+....7....↓
000001-002-001-00001
                                                   CAMPUS PARTNERS
OSAMPLE COLLEGE-NDSL
                                          NDSL FISCAL OPERATIONS A
                                                                        002
                                            (EFFECTIVE DATE: 07/3
                                                                        003
OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
                                                                        004
0NDSLP
                                                            CREDIT
                                                                        005
0 ACCT
                                                           BALANCES
                                                                        006
0 NUMB
         ITEM (COLUMN A)
                                                          (COLUMN D)
                                                                        007
         FUNDS ADVANCED TO STUDENTS
                                                                        008
                                                          162,210.30
0
   5
         LOAN PRINCIPAL COLLECTED
                                                                        009
0
         LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY
                                                                        010
0
         THE UNITED STATES
                                                                0.00
                                                                        011
         LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR
0
                                                                        012
                                                                0.00
         TO JULY 1, 1972
                                                                        013
0
   8
         LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
                                                                        014
0
         MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
                                                                0.00
                                                                        015
         LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
0
   9
                                                                        016
         TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                                0.00
0
                                                                        017
0
  10
         AFTER LOAN PRINCIPAL CANCELLED FOR MILITARY
                                                                        018
         SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER
                                                                0.00
0
                                                                        019
0 11
         LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
                                                                0.00
                                                                        020
         LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
0 12
                                                                0.00
                                                                        021
```

Freeze specific report columns and/or rows

1 Type the FReeze command and the columns and/or rows to be frozen; press ENTER.

```
FR R1-7
COMMAND ===>
                                                         SCROLL ===> SCREEN
 ↓....+....1....+....2..
                      ..+...3....+....4....+....5....+....6....+....7....↓
 000001-002-001-00001
                                                CAMPUS PARTNERS
 OSAMPLE COLLEGE-NDSL
                                                NDSL FIS
                                                                        002
                                                  (EFFEC
                                                                        003
 OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
                                                                        004
 0NDSLP
                                                            CREDIT
                                                                        005
 0 ACCT
                                                           BALANCES
                                                                        006
 0 NUMB
          ITEM (COLUMN A)
                                                          (COLUMN D)
                                                                        007
          FUNDS ADVANCED TO STUDENTS
                                                                        008
                                                          162,210.30
 0
   5
          LOAN PRINCIPAL
                                                                        009
 0
   6
          LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY
                                                                        010
                                                                0.00
          THE UNITED STATES
                                                                        011
 0
          LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR
                                                                        012
          TO JULY 1, 1972
                                                                0.00
                                                                        013
 0
   8
          LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
                                                                        014
          MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
 0
                                                                0.00
                                                                        015
          LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
                                                                        016
                                                                0.00
          TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
 0
                                                                        017
  10
          AFTER LOAN PRINCIPAL CANCELLED FOR MILITARY
                                                                        018
          SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER
                                                                0.00
                                                                        019
 0
          LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
                                                                0.00
 0 11
                                                                        020
          LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
 0 12
                                                                0.00
                                                                        021
```



The frozen row(s) and/or column(s) will be intensified (highlighted) on the screen. You can now scroll through the report and the frozen columns/rows will remain constant.

000001-0	002-001-00001 CAMPUS PA	RTNERS	←	001
0SAMPLE	COLLEGE-NDSL NDSL FIS		←	002
0	(EFFEC		←	003
OPART I	II - SECTION A - FISCAL REPORT (CUMULATIVE)		←	004
0NDSLP		CREDIT	←	005
0 ACCT		BALANCES	←	006
0 NUMB	ITEM (COLUMN A)	(COLUMN D)	←	007
	FUNDS ADVANCED TO STUDENTS			008
0 5	LOAN PRINCIPAL COLLECTED	162,210.30		009
0 6	LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY			010
0	THE UNITED STATES	0.00		01
0 7	LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR			01:
0	TO JULY 1, 1972	0.00		01:
0 8	LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT			01
0	MATTER ON LOANS MADE JULY 23, 1992 AND AFTER	0.00		015
0 9	LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORI			01
0	TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFT	TER 0.00		01'
0 10	AFTER LOAN PRINCIPAL CANCELLED FOR MILITARY			01
0	SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER			019
	LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE			020
0 12	LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT	0.00		023

Obtain a screen printout

- 1 To print a hard copy of your report:
 - Ensure that you are connected to a local printer;
 - Recall the desired report, version, and section to your viewing screen;
 - Customize your report view using **SCale**, **FReeze**, and **View** (if necessary);

```
↓....+....1....+....2....+....3....+....4....+....5....+....6....+....7....↓
000001-002-001-00001
                                                CAMPUS PARTNERS
OSAMPLE COLLEGE-NDSL
                                                                       002
                                                NDSL FIS
                                                                       003
OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
                                                                       004
ONDSLP
                                                           CREDIT
                                                                       005
0 ACCT
                                                          BALANCES
                                                                       006
0 NUMB
         ITEM (COLUMN A)
                                                                       007
                                                         (COLUMN D)
         FUNDS ADVANCED TO STUDENTS
                                                                       008
         LOAN PRINCIPAL COLLECTED
                                                         162,210.30
0
                                                                       009
         LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY
                                                                       010
0
         THE UNITED STATES
                                                               0.00
                                                                       011
         LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR
0
                                                                       012
                                                               0.00
         TO JULY 1, 1972
                                                                       013
  8
         LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
0
                                                                       014
0
         MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
                                                               0.00
                                                                       015
         LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
  9
                                                                       016
0
0
         TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                               0.00
                                                                       017
         AFTER LOAN PRINCIPAL CANCELLED FOR MILITARY
0 10
                                                                       018
         SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER
                                                                0.00
                                                                       019
0 11
         LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
                                                                0.00
                                                                       020
0 12
         LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
                                                               0.00
                                                                       021
```

• Press the **PrintScreen** key on your terminal keyboard (depending on the type of keyboard used, this may be labeled as **PrintScreen**, **Print**, **PA1**, or **PF1**). Please contact your computer staff if none of these options are available to you.

NOTE: Only the current report-viewing window (e.g., screen) will be printed; you must scroll through the report to print out additional sections and/or pages.

Prepare to end the INFOPACTM session

1 Type the *FReeze OFF* command; press *ENTER*. Any frozen columns and/or rows will be released according to the default settings.

```
COMMAND ===>
              FR OFF
                                                        SCROLL ===> SCREEN
 ↓....+....1....+....2....+....3....+....4....+....5....+....6....+....7....↓
 000001-002-001-00001
                                                 CAMPUS PARTNERS
 OSAMPLE COLLEGE-NDSL
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 OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
                                                                        004
 ONDSLP
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                                                            BALANCES
                                                                        006
 0 NUMB
          ITEM (COLUMN A)
                                                           (COLUMN D)
                                                                        007
 0
   4
          FUNDS ADVANCED TO STUDENTS
                                                                        008
 0
    5
          LOAN PRINCIPAL COLLECTED
                                                           162,210.30
                                                                        009
          LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY
 0
                                                                        010
   6
          THE UNITED STATES
                                                                 0.00
                                                                        011
 0
          LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR
                                                                        012
 0
          TO JULY 1, 1972
                                                                 0.00
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          LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
                                                                        014
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          MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
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    9
          LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
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          TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                                 0.00
                                                                        017
 0 10
          AFTER LOAN PRINCIPAL CANCELLED FOR MILITARY
                                                                        018
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          SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER
                                                                 0.00
                                                                        019
          LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
 0 11
                                                                 0.00
                                                                        020
          TONK DETKICTENT CAMPETTED
                                      TAM ENTEODOEMENTO
```



2 Type the *View OFF* command; press *ENTER*. The report view will be reformatted to the default view settings.

```
COMMAND ===> V OFF
                                                      SCROLL ===> SCREEN
    .+....1....+....2....+....3....+....4....+....5....+....6....+....7....↓
000001-002-001-00001
                                                CAMPUS PARTNERS
OSAMPLE COLLEGE-NDSL
                                                NDSL FIS
                                                                       002
                                                                       003
                                                 (EFFEC
OPART III - SECTION A - FISCAL REPORT (CUMULATIVE)
                                                                       004
                                                           CREDIT
                                                                       005
0 ACCT
                                                          BALANCES
                                                                       006
0 NUMB
          ITEM (COLUMN A)
                                                         (COLUMN D)
                                                                       007
         FUNDS ADVANCED TO STUDENTS
                                                                       008
0
  4
                                                         162,210.30
0
  5
         LOAN PRINCIPAL COLLECTED
                                                                       009
0
         LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY
                                                                       010
         THE UNITED STATES
0
                                                               0.00
                                                                       011
   7
0
         LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR
                                                                       012
0
         TO JULY 1, 1972
                                                               0.00
                                                                       013
   8
0
         LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT
                                                                       014
0
         MATTER ON LOANS MADE JULY 23, 1992 AND AFTER
                                                               0.00
                                                                       015
0
         LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZED
                                                                       016
0
          TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER
                                                               0.00
                                                                       017
0 10
         AFTER LOAN PRINCIPAL CANCELLED FOR MILITARY
                                                                       018
 0
          SERVICE ON LOANS MADE JULY 1, 1972 AND AFTER
                                                                0.00
                                                                       019
0 11
         LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE
                                                               0.00
                                                                       020
         LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT
0 12
                                                               0.00
                                                                       021
```



3 Type the *SCale OFF* command; press *ENTER*. The column-row grid will no longer be displayed along the top and right edge of the view window.

	_		
COMMAND	===> SC OFF	SCROLL ===> SC	REEN
+	.1+5+6	+ 7	+
100001-0	02-001-00001 CAMPUS I	PARTNERS	001
1CAMPUS	PARTNERS - SAMPLE COLLEGE-NDSL NDSL FISCAL		
1	(EFFECTIVE	E DATE: 07/3	
1PART II	I - SECTION A - FISCAL REPORT (CUMULATIVE)		004
1NDSLP		NUMBER OF	
1 ACCT		BORROWERS	
1 NUMB	ITEM (COLUMN A)	(COLUMN B)	
1 4	FUNDS ADVANCED TO STUDENTS	910	800
1 5	LOAN PRINCIPAL COLLECTED	429	009
0 6	LOAN PRINCIPAL ASSIGNED TO AND ACCEPTED BY THE		010
0	UNITED STATES	216	011
0 7	LOAN PRINCIPAL CANCELLED ON LOANS MADE PRIOR TO		012
0	JULY 1, 1972	3	013
0 8	LOAN PRINCIPAL CANCELLED FOR CERTAIN SUBJECT		014
0	MATTER ON LOANS MADE JULY 23, 1992 AND AFTER		015
0 9	LOAN PRINCIPAL CANCELLED FOR ALL OTHER AUTHORIZE		016
0	TEACHING SERVICE ON LOANS JULY 1, 1972 AND AFTER		017
0 10	LOAN PRINCIPAL CANCELLED FOR MILITARY SERVICE OF		018
0	LOANS MADE JULY 1, 1972 AND AFTER	4	019
0 11	LOAN PRINCIPAL CANCELLED - VOLUNTEER SERVICE	1	020
0 12	LOAN PRINCIPAL CANCELLED - LAW ENFORCEMENT	0	021

Logout of INFOPACTM

1 Press PF12 to exit INFOPACTM or enter Q on the command line. You may also press PF3 (or enter END on the command line) to back out one screen at a time. The TPX Menu will be displayed, with a message indicating that the INFOPACTM session has ended.

```
NVi/TPX MENU FOR WZ99
                                                           Panelid - TEN0041
                                                           Terminal - YT11
Cmdkey=PA3
                                                          Model - 3278-2A
System - TPXIBM
                   Jump=PA2
                                   Menu=NONE
 Print=PF12
                   Cmdchar=\
          ==> Session INFOPAC has ended <==
    Sessid
                              Session Description
                                                                 Status
               Sesskey
   CICSAE
                PF
                               WINSTON/SALEM TOR REGION
    INFOPAC
               PF
                              INFOPAC ON-LINE DOC INQUIRY
   INFOPAC PF
TPXADMIN PF
TSO PF
TSO9 PF 17
TPXNOTES PF 22
TPXMAIL PF
                           TPX Administration
WINSTON-SALEM TSO PROD
  _ TSO
                               CAMPUS PARTNERS TEST TSO SESSION
                              TPX Notepad
                              TPX Mail System
  _ TPXMAIL
               PF
Command ===>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```



2 Position your cursor at the *Command* prompt and type *K*; press *ENTER* to log-out of TPX.

	NVi/TPX MENU FOR		Panelid - TEN0041 Terminal - YT11 Model - 3278-2A
Print=PF12	Jump=PA2 Cmdchar=\	Menu=NONE	System - TPXIBM
==>	Session INFOPAC	has ended <==	
Sessid	Sesskey	Session Description	Status
_ CICSAE _ INFOPAC _ TPXADMIN _ TSO _ TSO9 _ TPXNOTES _ TPXMAIL	PF PF PF 17 PF 22	WINSTON/SALEM TOR REGIO INFOPAC ON-LINE DOC ING TPX Administration WINSTON-SALEM TSO PROD CAMPUS PARTNERS TEST TO TPX Notepad TPX Mail System	QUIRY
Command ===> PF1=Help PF7		own PF10/22=Left PF11,	/23=Right H =Cmd Help



3 The *Welcome to Campus Partners*...screen is displayed, indicating that you have successfully logged out of both INFOPACTM and TPX.

Terminal XX99

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Glossary of Codes

Summary: The following pages are charts of the Input and Output Codes used with System III. These codes are listed in alphabetical order by code name.

Address Location Codes

D = Domestic F = Foreign

 $N = Domestic \cdot Foreign$

Address Status Codes

B = Bad

G or Blank = Good

Address Type Codes

P = Primary

B = Billing

S = Secondary

Base Codes · Institutional

3 = All funds

Base Codes · HPSL/NSL

1 = Funds disbursed before November 18, 1971

3 = Funds disbursed on or after November 18, 1971

Base Codes · Perkins

1 = Funds disbursed before July 1, 1972

Funds disbursed on or after April 13, 1970, but before July 1, 1972

Funds disbursed on or after July 1, 1972, and before July 1, 1981

Funds disbursed between September 30, 1980, and June 30, 1981, with six-month grace period, *and all* funds disbursed on or after July 1, 1981

Bill Cycle Codes · Loans in a Consolidation

0 = All loans are monthly and/or bimonthly

1 = All loans are compatible with quarterly cycle 1 (1, 4, 7, 10)

2 = All loans are compatible with quarterly cycle 2 (2, 5, 8, 11)

3 = All loans are compatible with quarterly cycle 3 (3, 6, 9, 12)

Billing Methods

S = Statement Billing

C = Coupon Book Billing

A = Automatic Direct Debit

Cancellation Type Codes — HPSL/NSL

 $HT = HPSL \cdot Practice \cdot Shortage (10\%) \cdot Base 1$

HF = HPSL · Practice · Rural Shortage (15%) ·

Base 1

 $NT = NSL \cdot Practice \cdot Shortage (10\%) \cdot Base 1$

NF = NSL · Practice · Rural Shortage (15%) · Base 1

N3 = NSL · Public/Non-Profit Practice (15% or 20%)

post 11/17/71) · Base 3

D0 = Death, Balance of the loan

E0 = Disability, Balance of the loan

B0 = Bankruptcy, Balance of the loan

Cancellation Type Codes · Federal Perkins

B0 = Bankruptcy

D0 = Death

E0 = Disability

 $F1 = \text{Teaching} \cdot 15\% \text{ (base 2)}$

H4 = Nurse/Medical technician

L4 = Law enforcement \cdot 15%, 20%, 30%

 $M2 = Military \cdot 12\frac{1}{2}\%$ (base 2)

 $M3 = Military \cdot 12\frac{1}{2}\%$ (base 3)

 $P3 = Preschool \cdot 15\%$ (base 3)

R4 = High-risk children

S4 = Teaching, shortage field

 $T1 = \text{Teaching} \cdot 10\% \text{ (base 1)}$

 $T3 = \text{Teaching} \cdot 15\%, 20\%, 30\% \text{ (base 3)}$

 $V4 = Volunteer \cdot 15\%, 20\%, 30\% \text{ (base 4)}$

Cancellation Type Codes · HPSL/NSL

B0 = Bankruptcy

D0 = Death

 $HF = HPSL \text{ rural shortage} \cdot 15\% \text{ (base 1)}$

 $HT = HPSL \text{ shortage} \cdot 10\% \text{ (base 1)}$

 $N3 = NSL \cdot 15\%, 20\% \text{ (base 3)}$

 $NF = NSL \text{ rural shortage} \cdot 15\% \text{ (base 1)}$

 $NT = NSL \text{ shortage} \cdot 10\% \text{ (base 1)}$

Collection Agency Codes

= Automatically placed in collection

C = In collection (Â, I or M)

Ε = Eligible for manual placement = Placed with in-house collector Ι M = Manually placed in collection

= Removed from Collection Agency

= Withheld from collection

Collection Agency Success Flag

= No, agency was not successful = Yes, agency was successful

Comaker/Cosigner/Student Type

S = Cosigner

= Comaker M

Z = Student/Comaker Student/Cosigner

T Taxpayer

Comaker/Cosigner/Student Status

В = Bankruptcy

D = Death

= Disability Е

In Jail I

J Judgement

O Other

= Released

Coupon Book Codes

= No Coupon Book

1 = Borrower requested coupon book

2 = Borrower receiving coupon book

Coupons blocked (deferment or postponement)

Coupons blocked

Default Repayment Flag

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

Default Transaction Type Codes

0 **Default Interest**

Referred 1

= Assigned 2

3 Accepted

4 Return Reason

Deferment Capitalization Flag

= Do Not Capitalize

Capitalize accrued interest from the deferment period upon the expiration of deferment

Deferment Type Codes

Α **Armed Forces**

В Dependent Care

C Officer in U. S. Public Health Service

Commissioned Corps

Temporary Total Disability D

Ε = Intern/Residency

G = Grace

= Hardship Н

Service in an internship or residency preceding I

a professional practice

K Economic Hardship

= Parental Leave L

M =Forbearance

Volunteer service

O = National Oceanic Atmospheric Admin. Corps

= Peace Corps

T/R =Residency (HPSL loans only)

Student (after July 1, 1993 in-school includes

graduate fellowship and rehabilitation training)

Unemployment

= V VISTÂ

W = Working mothers

= Separation date change

Deferment before cancellation benefits

Delinquent Charges Paid Type Codes

N **Collection Costs**

F Other Costs Paid by Lender

= Late Charges L

P = Penalty Charges

S = Collection Costs Paid by Lender

= Other Costs

Disbursement Codes

= Credited to borrower's account = Paid directly to the student

Due Date Calculation Indicator

1 = Using old method 2 = Using new method

Family Income Code (Federal Perkins)

1 = \$0,000 — \$5,999 2 = \$6,000 — \$11,999 3 = \$12,000 — \$17,999 4 = \$18,000 — \$23,999 5 = \$24,000 — \$29,999 6 = \$30,000 — or greater

Family Income Code (HPSL/NSL)

1 = \$0,000 — \$5,999 2 = \$6,000 — \$17,999 3 = \$18,000 — \$29,999 4 = \$30,000 — or greater

Frequency • See Repayment Frequencies.

Interest Accrual Codes

- 0 = Accrue interest in all statuses except canceled (private funds)
- 1 = Accrue interest in all statuses except enrolled, grace, deferred (except hardship) and canceled (federal programs)

Interest Benefit Eligibility Codes

- 0 = Eligible for interest benefit
- 1 = Not eligible (federal programs)
- 2 = Not eligible, capitalize interest
- 3 = Not eligible, bill for interest
- 4 = Not eligible, add interest to first bill when loan enters repayment
- 5 = Not eligible, divide interest into equal payments and add portions to first few bills in repayment
- 6 = Not eligible, capitalize nonrepayment interest at end of enrollment and grace (not available)

Interest Canceled Type Codes

- A = Assigned Interest
- C = Normal Accrued Interest
- F = Written-off Fees
- W = Written-off Interest

Interest Paid Type Codes

- B = Billed Interest
- C = Interest on Capitalized Balance
- I = Normal Accrued Interest
- H = Hardship Interest

Interest Rate Type Codes — See Interest Accrual Type Code.

Late Charge Codes

- Y = Assess Late Charge
- N = Do Not Assess Late Charge

Loan Sub-Type/Type Codes

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

Marital Status Codes

- M = Married
- S = Single
- X = Other

Minimum Processing Option

- 1 = Prorate minimum across all loans of that type for borrower
- 2 = Prorate minimum across loans of that type within this lender for borrower
- 3 = Do not prorate minimum

Minimum Proration Override Codes

- Y = Prorate minimum on this loan
- N = Do not prorate minimum

Minimum Repayment Codes

- Y = Loan uses minimum bill amount in scheduling
- N = Loan does not use minimum bill amount

NSLDS Fields

Enrollment End Date — Date classes are to end as certified on the financial aid application for the specific period covered by the aid. (Ex. Aid received 10/01/94, classes end 12/18/94; Enrollment End Date — 12/18/94)

Date Enrollment Status Effective — Date a borrower entered into his/her current enrollment status. (Coincides with field #20)

Enrollment Start Date — Date classes are to begin as certified on the financial aid application for the specific period covered by the aid. (Ex. Aid received 10/01/94, classes begin 09/04/94; Enrollment Start Date — 09/04/94)

Enrollment Status Code — The status code reflecting the borrower's current enrollment status.

A = Approved Leave of Absence

D = Deceased F = Full Time

G = Graduated

H = Half Time < Full Time

L = Less Than Half Time

W = Withdrawn N = Not Available

Payment Reversal Reason Codes

A = NSF

B = Uncollected Funds

C = Account Closed

D = Refer to Maker

E = Endorsement

F = Stop Payment

G = No Signature

H = Unable to Locate

I = Invalid Bank ABA Number

J = Invalid Account Number

K = Irregular Signature

L = Non-Participating DFI

M = Amounts Difference

P = Foreign Currency Premium

S = Foreign Currency Charge

T = Other

U = No Authorization on File

V = ACH Authorization Revoked

W = Account Funds Withheld

Payment Reason Codes cont'd

1 = Payment Posted to Wrong Loan

2 = Payment Reapplied (between 2 accounts - same institution)

3 = Adjust Payment Amount/Date

4 = Reapplied Same Program

5 = Advance Payment Adjustment

6 = Adjustment Posted Incorrectly –(same account only)

7 = NSF

8 = Collection Agency Adjustment

9 = Other (analyst makes history comment)

Payment Type Codes

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

Payment that previously rejected on assigned or accepted loan was resubmitted due to reversed assignment

14 = Cash Payment Adjustment

20 = Noncash 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

Plan — See Repayment Plans.

Prom Note Option

Y = Yes, the note can be accelerated.

N = No, the note cannot be accelerated.

Race Codes

I = American Indian/Alaska Native

O = Asian-All

A = Asian – Under Represented B = Black or African American

S = Hispanic or Latino

H = Native Hawaiian or other Pacific islander

C = White

Reason codes — See Payment Reason Codes.

Rehabilitation Flag Codes

P = Loan pending rehabilitation

R = 12th payment received/loan rehabilitation completed (this month)

S = Rehabilitation report sent to credit bureau

U = Rehabilitation attempt unsuccessful (payment missed or late)

V = Rehabilitation voided by subsequent default

Repayment Frequencies

A = Annual

B = Bimonthly

M = Monthly

Q = Quarterly

S = Semiannual

Repayment Plans (Federal Perkins)

I = Equal Total Payments

IA = Equal Principal Payments

II, N3, IV = Graduated Principal Payments

Repayment Plans (HPSL/NSL)

H1 = Equal Total Payments

IA = Equal Principal Payments

H3, H4, H5 = Graduated Principal Payments

Reschedule/Capitalize Option

Reschedule at the end of the Hardship period if

2 = Do not reschedule at the end of the Hardship period

Sex Codes

F = Female

M = Male

Source Codes

A = ADD (Automatic Direct Debit)

B = Borrower

C = Collection Agency

D = DataLink

I = Institution

L = Lockbox

M = Mail

S = System

T = Tax Offset

W = Campus Partners

State Postal Codes — See next page.

Status Codes — See Page G-109.

Stop Codes (Reason Codes)

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 ED

C = Loan is in collection; late charges are not

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 papersI = Judgment from small claims court

I = Judgment from si 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)

Student Financial Status

D = Undergraduate, Dependent

I = Undergraduate, Independent

G = Graduate, Independent

S = Graduate, Dependent

Subsidy Codes

0 = No subsidv

1 = Full subsidy

TRA Reporting Flag

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.

Y-T-D/CUM Code

B = Both cumulative and year to date

C = Cumulative

State Abbreviations

AL	Alabama	NE	Nebraska
AK	Alaska	NV	Nevada
AZ	Arizona	NH	New Hampshire
AR	Arkansas	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DC	District of Columbia	ND	North Dakota
DE	Delaware	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
HI	Hawaii	PA	Pennsylvania
ID	Idaho	PR	Puerto Rico
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VI	Virgin Islands
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MS	Mississippi	WI	Wisconsin
MO	Missouri	WY	Wyoming
MT	Montana		

DEFERMENTS

Deferment Type	F	All Funds	Limits
M (new)	•	Forbearance	(3 years)
	•	Americorps	
Deferment Type	F	All Funds prior to 7/1/93	Limits
A, P, V	•	Military, Peace Corps, VISTA	(3 years)
S/G	•	At least 1/2 time student	
Н	•	Hardship	
Deferment Type	F	Only for funds on or after 10/1/80 up to 7/1/93	Limits
N	•	Volunteer Service (non-profit organization)	(3 years)
С	•	U.S. Public Health Service	(3 years)
D	•	Temporary Total Disability (borrower or spouse)	(3 years)
I	•	Internship/Residency Program	(2 years)
Deferment Type	4	Only for Perkins funds on or after 7/1/87 with a 9-month grace period prior to 7/1/93	Limits
О	•	National Oceanic and Atmospheric Administrative Corps	(3 years)
B or D*	•	Temporary Total Disability (borrower or dependent)	(3 years)
L	•	Parental Leave	(6 months/child)
W	•	Working Mother	(12 months)
I or E**	•	Internship/Residency Program	(2 years)
Deferment Typ	F	For all funds on or after 7/1/93	Limits
S/G (new)	•	In-school (includes Graduate Fellowship, ✓	
		Rehabilitation Training and Residency in Dentistry) 🗸	
U (new)	•	Unemployment ✓	(3 years)
K (new)	•	Economic Hardship ✓	(3 years)
Z (new)	•	See Cancellation Chart (takes place of postponement) ✓	

^{*} D = Borrower ** E = Medical B = Dependent or spouse I = All others

Note: Effective 10/7/98, **all borrowers, regardless of note date**, are eligible for deferment benefits notated with a checkmark (✓).

CANCELLATIONS

* * Before determining eligibility, check note dates and all advance dates * *

Funds	4	National <u>Defense</u> Program		Canc Code
9/2/58	•	Regular Teaching -	10% per year up to 50%	T1
↓ ↓ ↓	•	Low income OR Handicapped	15% per year up to 100%	F1
6/30/72	•	Military -	12 1/2% per year up to 50% on funds received 4/13/70 - 6/30/72)	M2
Funds	F	National <u>Direct</u> Program		Canc Code
7/1/72 ↓ ↓	•	Low income ✓ OR Handicapped ✓ }	15%, 15%, 20%, 20%, 30%	Т3
↓	•	Military - √	12 1/2% per year (combat zone)	M3
6/30/87	•	Headstart - ✓	15% per year up to 100%	P3
Funds	₽	Perkins Program		Canc Code
7/1/87	•	Same as Direct IN ADDITION TO ✓		
↓	•	Peace Corps/VISTA	Peace Corps/VISTA - √ 15%, 15%, 20%, 20%	
↓ ↓ 7/22/92	•	Law Enforcement - ✓ 15%, 15%, 20%, 20%, 30% Eligible on both Direct and Perkins funds received on or after 11/29/90.		L4
Funds	8	Federal Perkins Program		Canc Code
7/23/92	•	Same as Perkins IN ADDITION TO ✓		
\	•	All Chapter 1 schools ✓		Т3
<u></u>	•	Field of expertise <u>OR</u> ✓ Shortage Field - ✓ 15%, 15%, 20%, 20%, 30% (Math, Science, Foreign Language, Bilingual Education)		S4
+	•	Nurse/Medical Techn	ician - ✓ 15%, 15%, 20%, 20%, 30%	H4
+	•	High Risk Children - Early Intervention (In	✓ 15%, 15%, 20%, 20%, 30% fants & Toddlers) ✓	R4
7/1/93	•	Z deferment (postpo processing cancellat	nement) - Loans must be deferred prior to ion ✓	

<u>Note</u>: Effective 10/7/98, **all borrowers, regardless of note date**, are eligible for cancellation benefits notated with a checkmark (\checkmark).

Status Codes

1x Enrolled

- 10 Enrolled, undergraduate student
- 11 Enrolled, graduate student
- 19 Enrolled, past due for interest billed during enrollment

2x Grace

- 20 Grace following enrollment
- 21 Grace, deferred while in grace status
- 29 Grace, past due for interest billed during enrollment or grace

4x Repayment

- 40 Current
- 41 Special billing Current
- 48 Special billing Past Due
- 49 Past due A letter following this code will indicate collection agency status

5*x* Deferment

- 50 Deferred
- 51 Grace period following deferment
- 52 Hardship deferment/hardship billing
- Past due for amounts billed during deferment loans continue to age (ex. Hardship Billing)

6x Cancellation/Postponement

- 60 Postponed
- 61 Canceled

8x To Be Closed

- Paid in full this month
- 82 Assigned to the U.S.
- 83 In litigation
- Filed for bankruptcy Chapter 7 and 11
- Written off this month
- 86 Filed for bankruptcy Chapter 13 (Wage Earner)

9x Closed

- 90 Paid in full
- 91 Canceled because of disability
- 92 Canceled because of bankruptcy
- 93 Accepted by the U.S.
- 94 Written off automatically
- 95 Written off manually
- 96 Canceled because of death

History Comments

NDSL/HPSL/NSL/INST

- 001 Can/PP FM already processed (variable data required) 002 — Deny can – certified early 003 — Ret can/pp incomplete dates 004 — Ret can/pp signature missing 005 — Ret can/pp certification missing 006 — Ret can/pp name of school 007 — Ret can/pp description of students 008 — Ret can/pp job description 009 — Ret can/pp verify tenure 010 — Ret can/pp · hardship letter 011 — Ret can/pp need one form per year 012 — Ret can/pp dates incorrect 013 — Denied can. ineligible school 014 — Can inelig · already received max cr 015 — Hold can form · wrt lndr 016 — Hold can/pp · ck elb (variable data required) 017 — Hld can form wrote employer 018 — Ineligible direct can/pp 019 — Def fm a/p (variable data required) 020 — Ret. def · incomplete dates 021 — Ret. def certification missing 022 — Deny def · certified early 023 — Ret. def · signature missing 024 — Hold def · ck elig (variable data required) 025 — Hold def fm · wrote lender 026 — Hold def form · wrt. cert. official 027 — Denied def./inelig. school 028 — Denied mil. def. max 3 years 029 — Ret. can/pp dates altered 030 — Ret. can/pp incomplete year 031 — Ret. canm/pp req. previous employment 032 — Ret. can/pp need exam date 033 — Ret. can/wrong cycle
- 040 Ret pp/need can
- 041 Return def. fm. need degree

034 — Ret. can/pp not licensed yet
035 — Can ineligible profit making
036 — Can ineligible not licensed RN
037 — Can ineligible incomplete year
038 — Incorrect form/need NSL form
039 — Incorrect form/need HPSL form

- 042 Return def. fm-dts altered
- 043 Def. inel./not nursing degree
- 044 Def. inel./not HPSL field
- 045 Snt re-pymt agreement information
- 048 Snt status letter

- 049 Snt ltr (variable data required)
- 050 Snt Hardship letter
- 051 Snt Def. info/fm
- 052 Snt Cnc info/fm
- 053 Snt Receipt
- 054 Snt Coupon bk/letter
- 055 Snt def letter
- 057 Snt Payoff amount
- 058 Request copy of checks
- 059 Snt new sep dt letter
- 060 No reply required letter filed
- 061 Corr held additional info
- 062 Prom note letter
- 063 Chg. of schedule letter
- 064 Ret call no answer
- 065 Tele call status
- 066 Tele call special pymt arrangements
- 067 Def info/fm t/c
- 068 T/C coupon book info 070 Refer to LI/Coll agency
- 071 T/C payoff amount
- 072 T/C payment info
- 074 T/C prom note
- 075 T/C chg repymt schd.
- 076 T/C auto direct debit (ADD)
- 077 T/C req sep dt chg
- 078 T/C form verification
- 079 File copy from (variable data required)
- 081 Deny fm less than 1/2 time
- 082 Fm unnecessary
- 083 Retr def-dates incorrect
- 084 PP employment cycle (variable data required)
- 086 Resident/intern ineligible
- 087 Chg spd/def form
- 088 Sent collection agency letter
- 090 Snt memo (variable data)
- 091 Tel/C canc/PPM info/form
- 092 Snt adv/accel payment letter
- 093 Mail retr/bad address
- 094 T/C address change
- 095 Snt loan satisfied letter 097 Snt ADD info
- 098 T/C call int. paid
- 099 Pymt Verf/T/C
- 100 Tel/C cred ref req in writing
- 101 Bank dischg to LI/appr hld file
- 102 1st meeting proc/Chap 7

- 103 1st meeting proc/Chap 13
- 104 Snt Skrp denial letter
- 105 Not in repayment 5 years
- 106 1st meeting already processed
- 107 Bkrp canc already processed
- 109 Sent credit report
- 110 Retr credit report -denied
- 112 Def/PPM held Loan is in grace
- 113 Per T//C follow-up research
- 114 Per corr follow-up research
- 115 Bachelors degree NOT required
- 116 Not accepted into program
- 117 Won't receive degree
- 118 Stmnt not req'd st/License Agy
- 119 Min. 3 mos. nursing not req'd
- 120 Borr able to work or attend school
- 121 Not full time/active no AAC
- 122 Attending school or employed
- 123 Half-time enrollment > 6 months
- 124 Not a mother pre-school children
- 125 Pay > \$1 above Fed min wage
- 126 Called left message to return call
- 127 Called left message on answering machine
- 128 Called no answer
- 134 Exit package retr—bad address
- 135 Def Deny Exit not complete
- 136 Def Retr Past due balance
- 137 Contact borr re exit package
- 139 Tel/C credit info to
- 150 Sent ltr to court not creditor
- 151 Address chg per corr
- 152 Snt cr ref/cons to cust service
- 153 Sent sep dt change to cust service
- 154 Co-borr info verified
- 155 Tel/C payment applied research
- 156 Tel/C CB dispute research
- 158 F/F CB dispute no chg
- 159 F/F CB dispute chg necessary
- 160 Tel/C Credit Bureau Rprt info
- 161 Tel/C late charge inquiry
- 162 Tel/C cor request ADD cancel
- 163 Tel/C statement verification
- 166 Pmt applied per Sorvan Lbox memo
- 167 Pstd payment/written amt < \$ Amt
- 168 Bkrp-Snt attny ltr not creditor
- 169 Retr check to borr/damaged in mail
- 170 Snt pmt info to pmt agent
- 171 Ret ck to borr/written amt > \$ amt
- 172 Acct info released to

- 174 Telephone # updated per corr
- 175 Tel/C telephone # update
- 177 Tel/C Borr enrolled/snding cert.
- 178 Corr/borr enrolled/snding cert.
- 179 Tel/C borr didn't rev bill
- 180 Borr didn't recv bill per corr
- 181 Sat name/address verif. fm
- 183 Tel/C rqst copy of Death Cert.
- 184 Corr req copy of Death Cert.
- 185 Tel/C req copy of cancelled ck
- 186 Tel/C def info
- 187 Tel/C Canc/ppm info 189 Tel/C payoff/Refd to coll agcy
- 191 FF CB inquiry no change
- 192 F/F CB inquiry chg necessary
- 193 Tel/C CB inquiry research
- 195 Tel/C CB inquiry no chg necess
- 196 Tel/C CB inquiry chg necessary
- 197 Tel/C req name chg in writing
- 200 L/C rev, pymt was backdated
- 207 Rmv frm coll/trnsfr for ED553
- 215 Bk no in repayment 7 years
- 217 Title of cert. official missing
- 224 Def/PPM held future start date
- 227 Rmvd late chrgs—proc G—def
- 240 Borrower promised payment
- 241 Left message for borrower
- 243 Unable to verify borr address
- 244 Unable to verify co-borr addr
- 245 Borr requests def/sent form
- 246 Co-borr requests def/sent form
- 255 Recvd max 2 yr intrnship 256 — Deny def — borr not enrolled
- 257 Retr cnc/ppm state board ltr
- 258 Ret def—vrfy 1/2 time status
- 259 Deny def inel funds internship
- 260 Deny def inel Perkins funds
- 261 Retr def ck elig criteria Perk
- 262 Dny def not a complete qtr/sem
- 263 Deny def pregnancy inel
- 264 Request volunteer service ltr
- 265 Dny cnc/ppm inel L4 funds
- 266 Sent physician's affidavit
- 268 Refr cnc/ppm job desc L4
- 270 Dny Vol Serv Criteria not met

- 271 Fm unnec Ln satisfied
- 272 Fm unnec Ln satisfied fees due
- 273 Fm unnec prior to sep date
- 274 Inel funds temp total disab
- 275 Deny def fellowship inel
- 276 Retr def cnc/ppm seal missing
- 277 Deny def preregistered
- 278 Deny will not bring current
- 279 Need state board licensure dt
- 280 Not enrolled within 6 months
- 281 Does not meet elig R4
- 282 Does not meet elig H4 283 Does not meet elig S4
- 284 Snt child/fam service ltr
- 285 Retr cnc/ppm need % handicpd
- 286 Snt law enforcement ltr
- 287 Deny inel Federal Perkins Fund
- 288 Completed credit verification
- 294 Retr cnc/ppm-need job title
- 295 Deny note dt > 6/30/93—no prov
- 296 Deny def/cnc/ppm/per LI
- 297 Retr Fwd Americorps form to LI
- 298 Retr cnc/ppm vrfy F—time emp
- 299 Deny cnc/ppm inel job pos
- 305 Deny cnc/ppm/def billed out
- 306 Inelig funds for consolidation
- 311 Faxed credit report
- 312 Need entire intern/enlist prd
- 313 Prior to last advance date
- 314 Account in grace
- 315 Account in post def grace
- 316 Loan accelerated
- 317 Sent rehab letter
- 318 Sent early intervention ltr
- 319 Birth+6 mos covered in grace
- 320 Deny cnc/ppm partial yr
- 326 Regsted Prom Note from trustee
- 327 Preclaim filed
- 328 Claim filed
- 329 Promissory note sent to borr
- 333 Exit interview form recvd
- 334 Hold cnc until Z expires
- 335 Snt Nurse/Med Tech ltr
- 336 Snt Teacher's Aid ltr
- 337 Snt Intrnshp ltr
- 338 Mail returned/remailed
- 339 Fm unnec satisfied int due
- 341 Cohort borrower letter snt
- 342 Rmy lte fee form rcvd prior
- 343 Refund check sent
- 344 Snt grad fellow ltr

- 345 Sent substitute tchr ltr
- 346 Disregard above comment 347 Snt job elig ltr 348 No def/cnc/ppm provs

- 349 Decelerate to proc grace def
- 350 Proc Q def for post def grace
- 351 Remove It fee/sep date chg
- 352 Added post—def grace 353 Snt disclosure borrower
- 354 Snt disclosure co—borrower
- 355 Proc in error
- 356 Bor signed \$40 note
- 500 Ln would not schd for req amt
- 502 Rschd to correct maturity date
- 506 Chgd. add per borr request
- 555 Schedule chgd per borr rqst
- 600 Rmvd fee gen after pmt tran dt