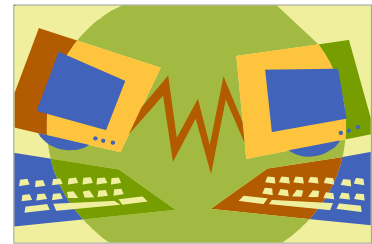# HOW TO BENEFIT BY USING *DATADIRECT FTP*

Campus Partners provides its customers with an FTP (File Transfer Protocol) service, *DataDirect,* for direct electronic transfer of data files. *DataDirect* makes it possible to move files between computers with security and data integrity controls appropriate for the Internet. By utilizing *DataDirect*, data files are transferred between Campus Partners and you, while eliminating the technical support necessary when using tapes and cartridges. Additionally, *DataDirect* expedites the process since there is no physical media to mail.

Customers have the option of using several types of media input and can transmit the following data via electronic transmission:

- **new loans**
- **advances**
- **separation date changes**
- **address changes**
- **non-cash payments**
- **collection agency placement**
- **NSLDS transactions**

By providing this information in a format other than paper, customers save time and money and eliminate the possibility of error in data entry.

In addition to providing options for electronic input, Campus Partners can supply you with several options for receiving data electronically to update system records quickly and accurately. These include:
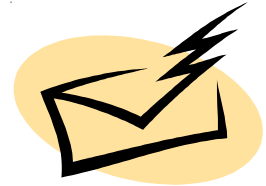
- *Masterfile Data* – The masterfile contains data you can transfer to internal applications in order to update borrower information. The masterfile data can then be extracted to create reports, merge letters, spreadsheets, or input into a database file, and you are able to customize this data to meet your needs. One record for each loan the borrower has is included in the file. All loans may be included or you may specify which loans should be selected based on the following criteria: loan status, days past due, collection agency assigned flag, collection agency number, last payment due date.

◆ *Accounting File* – The Accounting file includes a record for each line item in Section 2 – Accounting Entries, and summary totals included in Section 3 – File Reconcilement of your *Accounting Report.*

◆ *New Loans and Advances File* – This file includes a record for each new loan, advance, advance reversal, and deleted loan processed during the month. The file includes the same information as our *New Loans and Advances Report.*

How to get started:

Contact your School Relations Coordinator by e-mail. The e-mail should contain:

   ◆   School Name

   ◆   Name, telephone number, and e-mail address of the person who will be uploading the New Loans and Advances file to the FTP server.

   ◆   Name, telephone number, and e-mail address of a secondary contact person.

We will provide you with the file specifications and will work with you to create a test submission. Once we have received and processed your test file successfully, you may begin to submit data to us using *DataDirect* without the need for additional technical support.

If you have any questions, please contact your School Relations Coordinator.

DataDirect FTP

The most efficient way to submit
New Loans and Advances.

Get started today!