

Working with Reject Files

In this chapter we will look at working with files that fail validation on ELMNet, and how to correct them.

The Reject Files function allows you to view files that have failed validation tests on ELMNet. These rejected files may have fields with invalid data, or may be duplicates of existing records. This function allows you to correct the files and resubmit them for processing.

Viewing Reject Files

To view rejected files:

1. From the **Function Selection** menu, click **Reject Files**.

REJECT FILES

The screenshot shows the 'Reject File Processing' web application. At the top, there is a logo of a yellow leaf and the title 'Reject File Processing'. Below the title, there are two radio buttons: 'ELM Reject' (which is selected) and 'Guarantor Reject'. A 'Selection Criteria' section follows, containing a 'School Codes' table with columns for 'Select School' and 'Selected Schools'. The 'Select School' column lists three entries: '000003 00 ELM University - Main Carr', '000003 55 ELM University - Satellite C', and '003333 00 CommonLine96 Test Scho'. To the right of this list are buttons for 'Add ==>', 'Remove', 'Add All', and 'Remove All'. Below the 'School Codes' section, there are five more radio buttons: 'All Records' (selected), 'Date Range', 'Student SSN', 'Student Name', and 'Lender code'. A 'Sort By' section follows, with three radio buttons: 'Student SSN' (selected), 'Student Last', and 'Date'. At the bottom of the form, there are two buttons: 'Select' and 'Back'.

2. The **Reject File Processing** page will appear. This page allows you to view ELM Reject Files (ERF), or Guarantor Reject Files (GRF).
 - ELM Reject Files are loan records that failed validation on the ELMNet database. The loan records may be duplicate records, have invalid data in a field, or have missing information in a required field.
 - Guarantor Reject Files contained FFELP loan records that were rejected by the guarantor (prior to 7/1/10).
3. Select the radio button for **ELM Reject**.


REJECT FILES

- You can select files by date range, student Social Security number, student name, or lender code. You can sort by student Social Security number, student last name or date. Select the criteria for the search.
- Click **Select**.

Working with ELM Reject Files

ELM reject files are files that have failed ELMNet validation checks. To view ELM reject files:


- On the **ELM Reject File Processing** page, click the radio button for **ELM Reject**.
- Click **Select**.

 ELM Reject File Processing											
No.	Status	SSN	Student Name	Loan Type	Loan Amount	Error Reason	Error Date	Lender	Guar	Requestor	App
441	NEW	--	CL4, STAFF SUB A	Alt	\$2,500.00	REQUIRED FIELD(S) MISSING OR INVALID	03/26/2010	Unassg Lendr	GUA01CL4	03261025REJWV.ERF	<input checked="" type="radio"/>
442	NEW	--	CL4, STAFF UNSUB A	Alt	\$2,500.00	REQUIRED FIELD(S) MISSING OR INVALID	03/26/2010	Unassg Lendr	GUA01CL4	03261025REJWV.ERF	<input type="radio"/>
443	NEW	--	CL4, COMBO A	Alt	\$5,000.00	REQUIRED FIELD(S) MISSING OR INVALID	03/26/2010	Unassg Lendr	GUA01CL4	03261025REJWV.ERF	<input type="radio"/>
444	NEW	--	CL4, BWR ALT A	Alt	\$18,430.00	REQUIRED FIELD(S) MISSING OR INVALID	03/26/2010	Unassg Lendr	GUA01CL4	03261025REJWV.ERF	<input type="radio"/>
445	NEW	--	CL4, GRAD PLUS A	Alt	\$5,000.00	REQUIRED FIELD(S) MISSING OR INVALID	03/26/2010	Unassg Lendr	GUA01CL4	03261025REJWV.ERF	<input type="radio"/>

- A list of rejected files will appear, with information about the reason for the error and the date of the error.
- Select the record you wish to view by clicking on the radio button in the **App** column.
- Click **Select**.

REJECT FILES

ELM RESOURCES
ELM Net

 **ERF MPN Record**

Borrower Name	SSN	Address	Telephone	Driver's License	DOB
STUDENT, DIANE	000-11-4444	3063 W. CHANDLER BLVD. SOME CITY, CA 90000	(555)555-5555	1111111111 CA	01/01/1977

Error Reason FIELD(S) CONTAIN INVALID VALUE(S)

Borrower Section

Loan Type	ALT				
MPN Type	Serial <input checked="" type="radio"/>	New <input type="radio"/>	Clear <input type="radio"/>		
Lender	833733	00	College Loan Corporation		
Guarantor	706-EdFund				
Borrower Last Name	STUDENT				
First Name, MI	DIANE	M			
SSN					
Street Address	3063 W. CHANDLER BLVD.				
Street Address #2					
City	SOME CITY				
State, Zip	CA	90000	0000		

- The rejected file will appear. The reason for the error is found in the **Error Reason** field. The fields with errors may be highlighted in yellow.
- Correct the error or add the missing information. You will receive an error message if you try to save invalid data in a field.
- Click **Accept** to save the corrections.

REJECT FILES

Working with Guarantor Reject Files

Guarantor reject files contained FFELP loan records that were rejected by the guarantor. This process was the same as ELM Reject Files and will be retired on 7/1/2010.

Exercise 5

Working with Reject Files

1. Select an ELM reject file with a field containing an invalid value.
2. View the file.
3. Find the fields with errors and correct them.
4. Accept the changes.