

## Using Hold and Release Processing

*In this chapter we will look at how you can use the Hold and Release function to process disbursements.*

**T**he Hold and Release function in ELMNet allows you to control the disbursement of funds by changing the hold or release status of a disbursement on a loan. This allows you to place a disbursement on hold to postpone payment of a disbursement, or release funds that have been placed on hold. In addition, once you have changed the status of a disbursement, you can elect to have that status applied to all disbursements for that particular loan.

### Using Hold/Release Processing

To hold or release disbursements:

1. From the **Function Selection** menu, click **Hold/Release Processing**.

# HOLD AND RELEASE

**Hold/Release Selection**

**Hold/Release Condition**

Release Status Only

Hold Status Only

Both

**Disbursement Date Range**

-to-

**Loan Status**

Ready to Disburse

Guaranteed

All Loans

**Sort By**

Student SSN

Disbursement Date/SSN

Disbursement Date/Name

Disbursement Date/Grade Level

Grade Level

Grade Level/Last Name

Select Back

2. The selection criteria allow you to select disbursements that are in a release status, a hold status or both. You can also view all loans, only loans that are ready to disburse, or loans that are guaranteed.
3. You must enter a date range to view. The date range can be no more than 31 days.
4. You can sort by the student's Social Security number, the Social Security number and disbursement date, the student's name and disbursement date, the disbursement date and grade level, grade level, or grade level and student's last name.
5. Enter the selection criteria, and click **Select**.

# HOLD AND RELEASE

ELM RESOURCES  
**ELM**Net

Function Menu | Next Student | Request Reports | View Reports | Exit

**Hold/Release Processing**

SSN	Student Name	Loan Type	Disb Date	Disb Status	H/R	Disb Seg	Hold/Release				All Disbs	
							Hold	Release	Yes	No	Select All	
000-11-1111	STUDENT, AMY	092, Signature (XS)	10/15/2009		H	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-22-1111	STUDENT, ANNE	Stafford-Sub	12/15/2009		H	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-33-1111	STUDENT, BARBARA	Stafford-Unsub	12/15/2009		H	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-44-1111	STUDENT, CAROLYN	092, Signature (XS)	12/15/2009		H	3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000-55-1111	STUDENT, DANIEL	Stafford-Sub	10/15/2009		H	2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. The **Hold/Release Processing** page will appear.
  7. You can change the hold or release status of a disbursement by clicking the **Hold or Release** radio button.
  8. To change all disbursements for a loan, click the **Yes** radio button in the **All Disbs** column.
  9. To hold all disbursements on this page, click the **Hold All** button at the bottom of the page.
  10. To release all disbursements on this page, click **Release All**.
  11. When you have made your changes, click **Accept**.
- ☞ If you are selecting multiple disbursements and wish to select all disbursements for a loan, you can click the **Hold** or **Release** radio button for each of the disbursements that you need to change, and then click the **Select All** button at the top of the **All Disbs** column. The **Yes** checkboxes for all of the loans whose status has been changed will be automatically checked.
- ✍ When your school was implemented, you selected whether you would like your default setting to be hold or release. If you need to change the default setting, contact an ELM representative.

## Exercise 8

### **Using Hold and Release Processing**

1. View the hold/release disbursements for last month.
2. Select a loan that is on hold and release it. (Do not click **Accept**).
3. Return to the **Function Selection** menu.