




Using Hold and Release Processing

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

The 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.

 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 ELM to make that request.

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	<input type="radio"/>
Hold Status Only	<input type="radio"/>
Both	<input checked="" type="radio"/>

Disbursement Date Range

____ -to- ____

Loan Status

Ready to Disburse	<input type="radio"/>
Guaranteed	<input type="radio"/>
All Loans	<input checked="" type="radio"/>

Sort By

Student SSN	<input checked="" type="radio"/>
Disbursement Date/SSN	<input type="radio"/>
Disbursement Date/Name	<input type="radio"/>
Disbursement Date/Grade Level	<input type="radio"/>
Grade Level	<input type="radio"/>
Grade Level/Last Name	<input type="radio"/>

2. The **Hold/Release Condition** section allows you to select disbursements that are in a hold status, a release status or both.
3. You are required to enter a date range to view. The date range can be no more than 31 days. Enter the date in *mm/dd/yyyy* format.
4. The **Loan Status** section criteria allows you to view:
 - Only loans that are ready to disburse.
 - Only loans that are guaranteed.
 - All loans.
5. The **Sort By** section allows you to sort by:
 - Student Social Security number.
 - Disbursement date and the student's Social Security number.
 - Disbursement date and the student's name.
 - Disbursement date and grade level.
 - Grade level.
 - Grade level and student's last name.
6. Enter the selection criteria, and click **Select**.

HOLD AND RELEASE

ELM RESOURCES
ELMNet

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

Hold/Release Processing

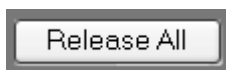
SSN	Student Name	Grade Level	Loan Type	Disb Date	Disb Status	H/R	Disb Seg	Hold/Release			All Disbs		
								Hold	Release	Yes	Select All		
000-11-2222	CL4, COMBO A	1 st Year Graduate/Prof	P43, ABNB Credit Union	09/01/2009		R	1	Hold	<input type="radio"/>	Release	<input type="radio"/>	Yes	<input type="checkbox"/>
000-06-1102	CL4, COMBO A	1 st Year Graduate/Prof	P43, ABNB Credit Union	09/15/2009		H	1	Hold	<input type="radio"/>	Release	<input type="radio"/>	Yes	<input type="checkbox"/>
000-06-1102	CL4, COMBO A	1 st Year Graduate/Prof	P43, ABNB Credit Union	09/01/2009		R	1	Hold	<input type="radio"/>	Release	<input type="radio"/>	Yes	<input type="checkbox"/>
000-06-1102	CL4, COMBO A	1 st Year Graduate/Prof	P43, ABNB Credit Union	09/15/2009		H	1	Hold	<input type="radio"/>	Release	<input type="radio"/>	Yes	<input type="checkbox"/>
000-33-4444	BORROWER, STAN	1 st Year Graduate/Prof	P43, ABNB Credit Union	09/12/2009		R	1	Hold	<input type="radio"/>	Release	<input type="radio"/>	Yes	<input type="checkbox"/>
000-58-0603	TESTER, DIANE K	2 nd Year Graduate/Prof	P43, ABNB Credit Union	09/01/2009		R	1	Hold	<input type="radio"/>	Release	<input type="radio"/>	Yes	<input type="checkbox"/>

Accept Hold All Release All Back

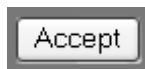
7. The **Hold/Release Processing** page will appear.
8. The disbursement number is listed. Change the hold or release status of a disbursement by clicking the **Hold** or **Release** radio button.
9. To change all of the disbursements for a loan, click the **Yes** checkbox in the **All Disbs** column. Once you click the **Select All** button, the button will change to a **Clear All** button. If you want to clear the checks from all of the checkboxes, click **Clear All**.



10. To hold all disbursements on this page, click **Hold All**.



11. To release all disbursements on this page, click **Release All**.



12. When you have made your changes, click **Accept**.