

## Creating and Viewing Reports

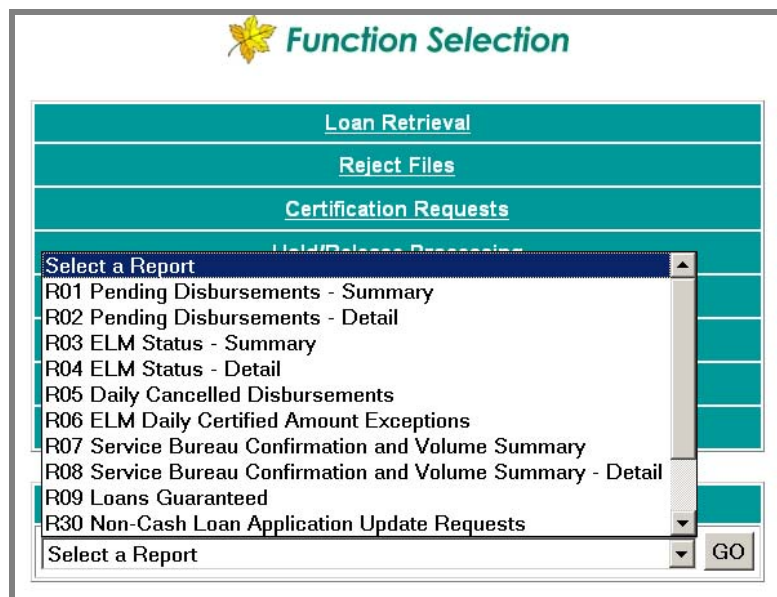
*In this chapter we will look at the different types of reports that can be created, and how to view them.*

**E**LMNet allows you to create and view a variety of reports. These reports can be used to better manage loans and disbursements, resolve errors, and track volume. The data from the reports can be printed or exported to Microsoft Excel. Some ELMNet reports can be created on demand, and some can be scheduled for delivery to your mailbox.

### Using Report Selection

To create an on-demand report:

1. From the **Function Selection** menu, select the type of report to create by clicking the drop-down arrow from the **Report Selection** list.



## CREATING & VIEWING REPORTS

2. Highlight the report you wish to create.
3. Click **Go**.
4. Specify the criteria for the report.
5. Click **Generate Report**.
6. You will receive a message when the report is successfully generated.

## Viewing Reports

To view a report created using Report Selection:

1. From the **Function Selection** menu, click **View Reports**.
2. You will be asked to enter your user name and password, as you log in to the Actuate Report Viewer. This is the same User ID and password that you used to log in to ELMNet.
3. Click **OK**.

Name	Type	Created	Size	Details
<a href="#">R34_05202011_060941</a>	Report Document	Friday, May 20, 2011 6:09:42 AM	382 kb	
<a href="#">R34_05232011_072403</a>	Report Document	Monday, May 23, 2011 7:24:05 AM	378 kb	
<a href="#">SCH93SK_R04_05232011_124228</a>	Report Document	Monday, May 23, 2011 12:42:29 PM	30 kb	
<a href="#">SCH93SK_R04_05242011_051143</a>	Report Document	Tuesday, May 24, 2011 5:11:48 AM	1041 kb	
<a href="#">SCH93SK_R04_05242011_120447</a>	Report Document	Tuesday, May 24, 2011 12:04:49 PM	30 kb	
<a href="#">SCH93SK_R04_05262011_080537</a>	Report Document	Thursday, May 26, 2011 8:05:44 AM	30 kb	

Active Requests | Scheduled Requests | Completed Requests | Back

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4. The **View Report** page will appear.
5. Click the hyperlink in the **Name** column for the report you wish to view.
6. The report will appear, and it can be printed or downloaded from this page. If you want to share the report, you will need to save it to a shared drive.

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

You can also click **View Reports** on the navigation bar in the upper right-hand corner of the page to move quickly to the **View Report** page.

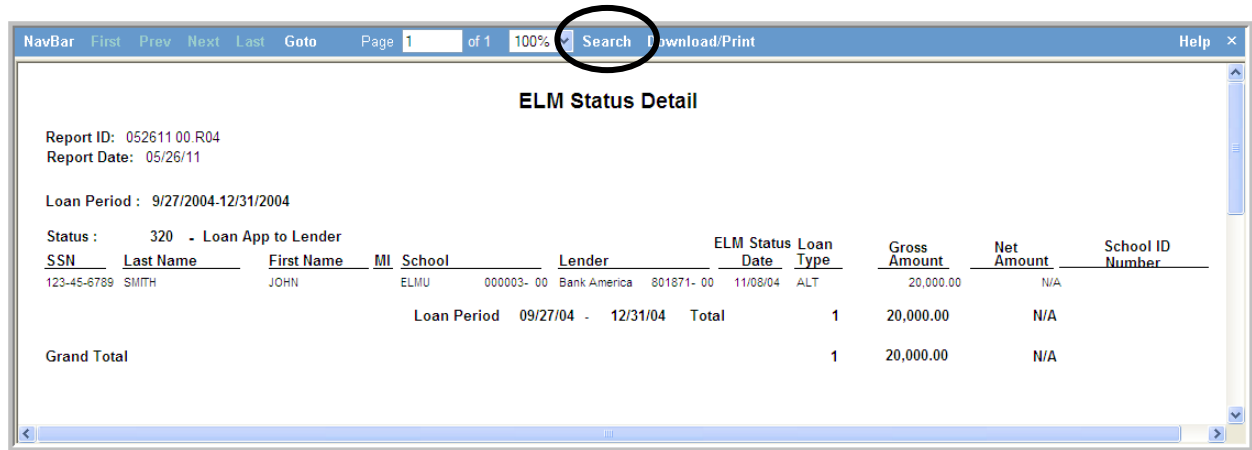
# CREATING & VIEWING REPORTS

## Exporting Report Data to Microsoft Excel

ELMNet reports may be created using View Reports. After a report has been created, it can then be exported into Microsoft Excel. This allows you to select the fields to be included in the report, format and sort the data, and perform mathematical calculations on the numerical data.

To export a report to Excel:

1. From the **Function Selection** menu, click **View Reports**.
2. Enter your User ID and password.
3. Select the report you want to export by clicking the report hyperlink in the **Name** column.



The screenshot shows the 'ELM Status Detail' report interface. The toolbar at the top includes 'NavBar', 'First', 'Prev', 'Next', 'Last', 'Goto', 'Page 1 of 1', '100%', 'Search', 'Download/Print', and 'Help'. The 'Search' button is circled in red. The report content includes:

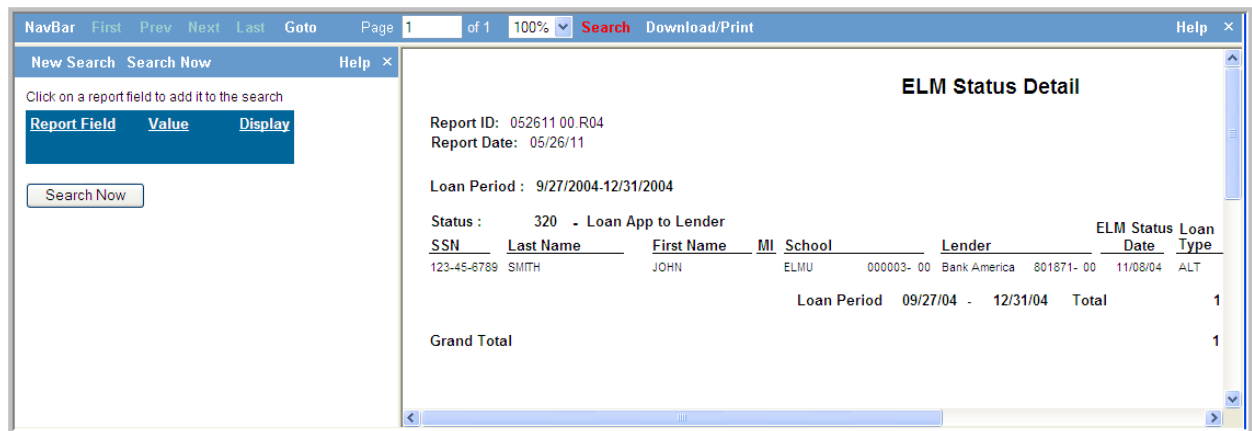
Report ID: 052611 00.R04  
Report Date: 05/26/11

Loan Period : 9/27/2004-12/31/2004

Status : 320 - Loan App to Lender

SSN	Last Name	First Name	MI	School	Lender	ELM Status Date	Loan Type	Gross Amount	Net Amount	School ID Number	
123-45-6789	SMITH	JOHN		ELMU	000003- 00 Bank America	801871- 00	11/08/04	ALT	20,000.00	N/A	
Loan Period							09/27/04 - 12/31/04	Total	1	20,000.00	N/A
Grand Total								1	20,000.00	N/A	

4. Click **Search** on the toolbar.



The screenshot shows the 'ELM Status Detail' report interface with the 'Search' pane open on the left side. The toolbar at the top includes 'NavBar', 'First', 'Prev', 'Next', 'Last', 'Goto', 'Page 1 of 1', '100%', 'Search', 'Download/Print', and 'Help'. The 'Search' button is highlighted in red. The search pane on the left contains a 'New Search' section with a 'Search Now' button and a table with columns 'Report Field', 'Value', and 'Display'. The report content is the same as in the previous screenshot.

Report Field	Value	Display

5. The **Search** pane will appear on the left side of the page.

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- Click the fields in the report that you want included in the search. (Your cursor will turn into a pointing hand when you move it over the data in any searchable field. You can click the data for any searchable field to add it to the search pane.)
- Click the checkbox in the **Search** pane for each **Report Field** that you want displayed in the report. If you want the field included in the search, but not displayed, then uncheck the checkbox.
- If you want to include only certain values in the report, enter the value in the **Value** field. You can use the asterisk \* as a wild card character.
- These operators may be used in the **Value** field.

*	Find any number of characters
?	Find any one character
=	Equal to or is the same as
>	Greater than or alphabetically after
<	Less than or alphabetically before
>=	Greater than or equal to
<=	Less than or equal to
-	Range (hyphen separates upper and lower limits of a range)
,	Or (comma separates two values)
!	Not
#	Find any one ASCII numeric character (0-9)

- Click **Search Now**.

NavBar First Prev Next Last Goto Page 1 of 1 100% Search Download/Print Help x

New Search Search Now Help x

Smart Search found 1 matches.

Results 1 - 1

Loan Period	Status Code	Status Description	Student SSN	Student Last Name	Student First Name
9/27/2004-12/31/2004	320	Loan App to Lender	123456789	SMITH	JOHN

Results 1 - 1

New Search

Download search results as:

Comma delimited data Go

**ELM Status Detail**

Report ID: 05261100.R04  
Report Date: 05/26/11

Loan Period : 9/27/2004-12/31/2004

Status : 320 - Loan App to Lender

SSN	Last Name	First Name	MI	School	Lender	ELM Status	Loan Date	Loan Type
123-45-6789	SMITH	JOHN		ELMU	000003- 00 Bank America	801671- 00	11/08/04	ALT

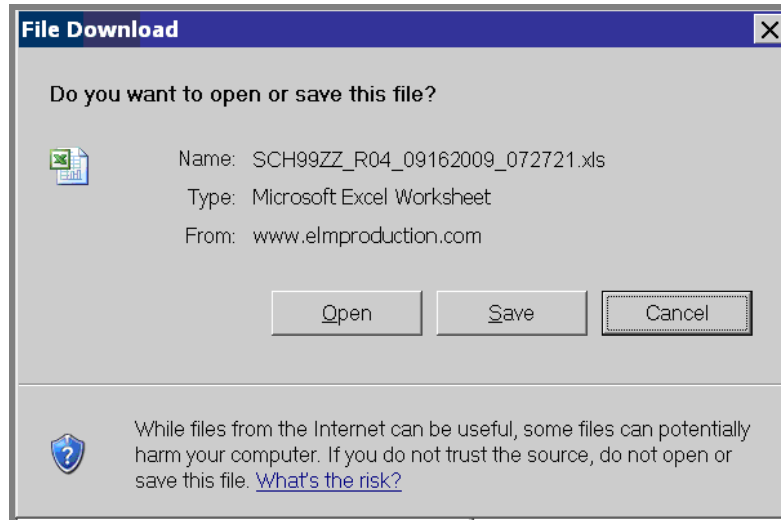
Loan Period 09/27/04 - 12/31/04 Total 1

Grand Total 1

- The search results will display in the **Search** pane.
- To export the results, scroll to the bottom of the Search window and click the drop-down arrow for the **Download search results as:** list.

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13. Highlight **MS Excel File**.
14. Click **Go**.



15. The **File Download** dialog box will appear.
16. Click **Open**.
17. The data is exported into an Excel spreadsheet, and can be sorted or printed.
18. Save the file by clicking **File** on the toolbar, then **Save As**. Enter a name for the file and click **Save**.

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## Selecting Reports

This chart gives an overview of available reports. If they are available from ELMNet by using Report Selection the “On Demand” column will say ‘Yes’. Batch files can be run by ELM on your behalf and placed in your ELM mailbox. Please contact ELM to schedule Batch reports.

Report Extension	Report Title	Description	On Demand	Batch
R01	ELM Pending Disbursement Summary	Summary of all approved disbursements scheduled for the requested date range.	Yes	Yes
R02	Pending Disbursement Detail	Details of all approved disbursements scheduled for the requested date range.	Yes	Yes
R03	ELM Status Summary	Summary of loan status for all borrowers in the school's database.	Yes	Yes
R04	ELM Status Detail	Detail of loan status for all borrowers in the school's database.	Yes	Yes
R05	ELM Daily Cancelled Disbursements	All disbursements cancelled by lenders each day. This is set up as a daily report.	Yes	Yes
R06	Certified Amount Exceptions	Daily report of loans which have a lender or guarantor-approved amount (including borrower-requested amount changes) that differs from the amount certified by the school.	Yes	Yes
R07	ELM Service Bureau Confirmation and Volume Summary	Summary of records passing through ELMNet.	Yes	Yes
R08	ELM Service Bureau Confirmation and Volume Summary Detail	Detail of records passing through ELMNet.	Yes	Yes
R09	Loans Guaranteed	Loans guaranteed through ELM lenders in both counts and dollars.	Yes	Yes
R27	ELM Failed Change Transaction Report	Report of school change requests that failed the edits within the ELMNet system.	No	Yes

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R30	ELM Non-Cash Loan Application Update Requests Report	All non-cash update request transactions (demographic change requests, disbursements date change requests) processed through ELMNet each day, sorted by lender.	Yes	Yes
R31	ELM Promissory Note Print Requests Report	All students where a request for a replacement promissory note was entered into ELMNet.	Yes	Yes
R32	ELM Loan Deletion Requests	ELM loan deletion requests for schools.	Yes	No
R34	Certification Requests Report	All students where a request for a certification request or denial on a loan was made by the lender.	Yes	Yes
R35	Certification Requests with Borrower Demographics Report	All of the data contained on the R34 Certification Request Report with the addition of borrower demographic information.	Yes	No
R40	ELM Cash Transactions Report	All cash transactions (cancellations, refunds, returns, and re-issues) processed through ELMNet each day, sorted by lender.	Yes	Yes
R50	Loans Approved/Pending/Denied by Guarantor	A report of all loans submitted on a daily basis from individual guarantors.	No	Yes
R51	Loans Approved/Pending/Denied by Guarantor	A report of all loans submitted on a daily basis from all guarantors.	No	Yes
R61	Daily School File Reconciliation (ELM)	A report that lists all files the school submitted for processing by name, date ELM received each file, and the record count.	No	Yes

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## Creating an R01 Pending Disbursements Summary Report

The R01 Pending Disbursements Summary Report is a summary of all approved disbursements scheduled for the requested date range. The maximum date range for this report is 31 days. The report can be run on demand or scheduled. If this report is run as a batch file, then the date range is for the next 30 days. This report can be used to forecast the amount of loans for a specified date range.

The information in the report is based on the lender-provided disbursement dates, and will contain only the disbursements that have been approved by the lender. The report contains daily counts and amounts, and date range totals.

This report is helpful as a high-level overview of upcoming disbursements, but does not provide information about individual borrowers. For information about individual borrowers, create an R02 Pending Disbursements Detail Report.

To create an R01 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R01 Pending Disbursements – Summary** report.
3. Click **Go**.

The screenshot shows the 'Report Criteria' interface for 'Pending Disbursements - Summary Format for School'. The interface includes several sections for configuring the report:

- Disbursement Date Range:** A section with two input fields for dates and a '-to-' separator.
- Your Allowed Schools:** A section with a 'Select School' list containing '002029 00 Tulane University', '002029 01 Tulane University', '002029 03 Tulane University', and '002029 87 Tulane University'. It also has 'Sort By: School' and 'Code | Name' options. To the right are 'Add ==>', 'Remove', 'Add All', and 'Remove All' buttons, and a 'Selected Schools' list.
- Lender Codes:** A section with a 'Select Lender' list containing '000001 00 ELM Lending Institution', '000002 00 Unassigned Lender', '000004 00 Test Lender', '000005 00 Laureate', and '043958 00 Nelnet/Maine Education Loan Au'. It also has 'Sort By: Lender' and 'Code | Name' options. To the right are 'Add ==>', 'Remove', 'Add All', and 'Remove All' buttons, and a 'Selected Lenders' list.
- Sort Order (Defaults to School Code):** A section with two dropdown menus, one set to 'School Code' and the other to 'Lender Code'.
- Buttons:** 'Generate Report', 'Clear', and 'Back' buttons at the bottom.

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4. Enter a date range in the **Disbursement Date Range** fields. The maximum date range for this report is 31 days. Use two digits for the month, two digits for the day, and four digits for the year: *mmddyyyy*.
5. Select the schools for the report.
  - The schools can be sorted by name or code:
    - To sort by name, click the **Name** button above the **Select School** field.
    - To sort by code, click the **Code** button above the **Select School** field.
  - To select schools one at a time, select the school, and click **Add**. The added school will be displayed in the **Selected Schools** field.
  - To select all of the schools on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Schools** field.
  - To remove a school after you have added it to the list, select the school, and click **Remove**.
  - To remove all of the schools that you have added to the list, click **Remove All**.
6. Select the lenders for the report:
  - The lenders can be sorted by name or code.
    - To sort by name, click the **Name** button above the **Select Lender** field.
    - To sort by code, click the **Code** button above the **Select Lender** field.
  - To select lenders one at a time, select the school, and click **Add**. The added lender will be displayed in the **Selected Lenders** field.
  - To select all of the lenders on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Lenders** field.
  - To remove a lender after you have added it to the list, select the lender, and click **Remove**.
  - To remove all of the lenders that you have added to the list, click **Remove All**.
7. You can specify whether you want the report sorted by school code or lender code.
  - To sort by school code, click the radio button for **School Code**.
  - To sort by lender code, click the radio button for **Lender Code**.
8. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
9. Click **OK**.
10. To view the report, go to the **Function Selection** menu, and click **View Reports**.
11. Click the hyperlink in the **Name** column for the report you have created.

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ELM Pending Disbursements - Summary Format																		
Report ID: 09130900.R01																		
Report Date: 09/13/09																		
School Name: ELM University - Main Campus											School Number: 000003 - 00							
Lender: 830005 Wachovia Bnk																		
Date	SUBSIDIZED			UNSUBSIDIZED			PLUS			GRAD PLUS			ALTERNATIVE			Total		
	Count	Gross Amt	Net Amt	Count	Gross Amt	Net Amt	Count	Gross Amt	Net Amt	Count	Gross Amt	Net Amt	Count	Gross Amt	Net Amt	Count	Gross Amt	Net Amt
09/02/09	1	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	100.00	100.00	1	100.00	100.00
Lender Total:	1	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	100.00	100.00	1	100.00	100.00
School Total:	1	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	100.00	100.00	1	100.00	100.00

12. The R01 Pending Disbursement Summary Report contains these fields:

- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R01, and the second report could be named 07151102.R01.
- **Report Date** – The date the report was created.
- **School Name** – The school name.
- **School Number** – The school’s Office of Education (OE) code.
- **Lender** – The Lender’s OE code and name.
- **Date** – The date of the pending disbursement.
- **Count** – The number of disbursements for a specified date.
- **Gross Amount** – The full amount of the disbursements for a specified date.
- **Net Amount** – The gross amount of the disbursements minus any fees, for a specified date.

## Creating an R02 Pending Disbursements Detail Report

The R02 Pending Disbursements Detail Report tells which disbursements are cleared and ready for funding. The report provides details of all approved disbursements scheduled for the requested date range. The maximum date range for this report is 31 days. The report can be run on demand or scheduled. If this report is run as a batch file, then the date range is for the next 30 days.

The information in the report is based on the lender-provided disbursement dates, and will contain only the disbursements that have been approved by the lender. The report contains

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daily counts and amounts by loan type, daily totals for all loan types, and date range totals by loan type.

The information in this report provides more detailed information than the R01 Pending Disbursement Summary Report. The report provides information about the specific borrower, instead of daily totals. This report can be used to determine that loan amounts are accurate.

To create an R02 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R02 Pending Disbursements – Detail** report.
3. Click **Go**.

**Report Criteria**

Pending Disbursements - Detail Format for School

Disbursement Date Range

-to-

Your Allowed Schools

Select School      Sort By: School    Code    Name      Selected Schools

002029 00 Tulane University	Add Remove Add All Remove All	
002029 01 Tulane University		
002029 03 Tulane University		
002029 87 Tulane University		

Lender Codes

Select Lender      Sort By: Lender    Code    Name      Selected Lenders

000001 00 ELM Lending Institution	Add Remove Add All Remove All	
000002 00 Unassigned Lender		
000004 00 Test Lender		
000005 00 Laureate		
043958 00 Nelnet/Maine Education Loan Au		

Sort Order (Defaults to School Code)

School Code	⊕	Lender Code	⊖	SSN	⊖
School Code, Lender Code	⊖	Lender Code, School Code	⊖	SSN, Lender Code, School Code	⊖
School Code, Lender Code, SSN	⊖	Lender Code, School Code, SSN	⊖	SSN, School Code, LenderCode	⊖
School Code, SSN	⊖	Loan Type, SSN	⊖	Borrower Name	⊖
School Code, Borrower Name	⊖	Loan Type, Borrower Name			

Generate Report    Clear    Back

4. Enter a date range in the **Disbursement Date Range** fields. The maximum date range for this report is 31 days. Use two digits for the month, two digits for the day, and four digits for the year: *mmddyyyy*.
5. Select the schools for the report.
  - The schools can be sorted by name or code:
    - To sort by name, click the **Name** button above the **Select School** field.
    - To sort by code, click the **Code** button above the **Select School** field.
  - To select schools one at a time, select the school, and click **Add**. The added school will be displayed in the **Selected Schools** field.

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- To select all of the schools on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Schools** field.
  - To remove a school after you have added it to the list, select the school, and click **Remove**.
  - To remove all of the schools that you have added to the list, click **Remove All**.
6. Select the lenders for the report:
- The lenders can be sorted by name or code.
    - To sort by name, click the **Name** button above the **Select Lender** field.
    - To sort by code, click the **Code** button above the **Select Lender** field.
  - To select lenders one at a time, select the school, and click **Add**. The added lender will be displayed in the **Selected Lenders** field.
  - To select all of the lenders on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Lenders** field.
  - To remove a lender after you have added it to the list, select the lender, and click **Remove**.
  - To remove all of the lenders that you have added to the list, click **Remove All**.
7. You can specify the sort criteria for the report. You can sort by:
- **School Code**
  - **School Code, Lender Code** – School code, then lender code.
  - **School Code, Lender Code, SSN** – School code, then lender code, then the borrower's Social Security number.
  - **School Code, SSN** – School code, then the borrower's Social Security number.
  - **School Code, Borrower Name** – School code, then the borrower's name.
  - **Lender Code**
  - **Lender Code, School Code** – Lender code, then school code.
  - **Lender Code, School Code, SSN** – Lender code, then school code, then the borrower's Social Security number.
  - **Loan Type, SSN** – Loan type, then the borrower's Social Security number.
  - **Loan Type, Borrower Name** – Loan type, then the borrower's name.
  - **SSN** – Borrower's Social Security number.
  - **SSN, Lender Code, School Code** – Borrower's Social Security number, then lender code, then school code.

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- **SSN, School Code, Lender Code** – Borrower’s Social Security number, then school code, then lender code.
  - **Borrower Name**
8. Click the radio button next to the sort criteria you wish to use for this report.
  9. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
  10. Click **OK**.
  11. To view the report, go to the **Function Selection** menu, and click **View Reports**.
  12. Click the hyperlink in the **Name** column for the report you have created.

ELM Pending Disbursements Detail											
Report ID: 08130900.R02											
Report Date: 08/13/09											
Disbursement Date : 09/02/09											
SSN	Last Name	First Name	MI School	Lender	Loan Type	Disb No.	Hold/Release	Gross Amount	Net Amount	School Identification Number	
<b>Loan Period</b>											
066-66-4321 09/01/2009 - 07/15/2010	ALLEN	LACIE	R ELMU	000003 - 00	Wachovia Bnk 930005 - 00	ALT	2	R	100.00	100.00	
<b>Lender Total</b>						1		100.00	100.00		
09/02/09 Total:						1		100.00	100.00		
Disbursement Date : 09/03/09											
SSN	Last Name	First Name	MI School	Lender	Loan Type	Disb No.	Hold/Release	Gross Amount	Net Amount	School Identification Number	
<b>Loan Period</b>											
066-66-6603 08/23/2009 - 05/12/2010	SMITH	CHRIS	Com96 Test 2	002222 - 00	Wells Fargo 807176 - 00	ALT	2	R	1,312.00	1,272.64	
066-66-6603 08/23/2009 - 05/12/2010	SMITH	CHRIS	Com96 Test 2	002222 - 00	Wells Fargo 807176 - 00	ALT	2	R	2,000.00	1,840.00	
<b>Lender Total</b>						2		3,312.00	3,112.64		
09/03/09 Total:						2		3,312.00	3,112.64		
<b>Grand Total:</b>						3		3,412.00	3,212.64		

13. The R02 Pending Disbursement Detail Report contains these fields:
  - **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R02, and the second report could be named 07151102.R02.
  - **Report Date** – The date the report was created.
  - **Disbursement Date** – The date of the pending disbursement.
  - **SSN** – The borrower’s Social Security number.
  - **Last Name** – The borrower’s last name.
  - **First Name** – The borrower’s first name.
  - **MI** – The borrower’s middle initial.
  - **School** – The School’s name and OE code.

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- **Lender** – The Lender’s name and OE code.
- **Loan Type** – ALT (Alternative).
- **Disb. No.** – The number of the disbursement.
- **Hold/Release** – The hold or release status for this disbursement.
- **Gross Amount** – The total amount of the disbursements for a specified date.
- **Net Amount** – The gross amount of the disbursements, minus any fees, for a specified date.
- **School Identification Number** – The unique identifier given to the loan by the school.

### Creating an R03 ELM Status Summary Report

The R03 ELM Status Report is a summary of loan statuses for all borrowers in the school database. This report provides totals by loan status, and subtotals by lender. The report can be run on demand or scheduled. The report can be run for all loan statuses, or by selected statuses. This report is helpful in giving you an overview of loans by status.

To create an R03 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R03 ELM Status - Summary** report.
3. Click **Go**.

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**Report Criteria**

ELM Status - Summary for School

**Loan Date Range**

-to-

**Status Codes**

Select Status

- 005 Credit Approved
- 010 Credit Check Performed
- 015 Credit Denied
- 020 Credit On Appeal
- 025 Credit Appeal/Approved

Selected Statuses

**Your Allowed Schools**

Select School

Sort By: School  Code  Name

- 002029 00 Tulane University
- 002029 01 Tulane University
- 002029 03 Tulane University
- 002029 87 Tulane University

Selected Schools

**Lender Codes**

Select Lender

Sort By: Lender  Code  Name

- 000001 00 ELM Lending Institution
- 000002 00 Unassigned Lender
- 000004 00 Test Lender
- 000005 00 Laureate
- 043958 00 Nelnet/Maine Education Loan Au

Selected Lenders

**Sort Order (Defaults to School Code)**

School Code  Lender Code

Generate Report Clear Back

4. Enter a date range in the **Loan Date Range** field. Use two digits for the month, two digits for the day, and four digits for the year: *mmddyyyy*.

☞ The **Loan Date** Range field is the Loan Period. All records whose loan periods fall within the Loan From and Loan To dates you provide will be included in the report.

5. Select the loan status for the report. The loan status can be:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>005 – Credit Approved</li> <li>010 – Credit Check Performed</li> <li>015 – Credit Denied</li> <li>020 – Credit on Appeal</li> <li>025 – Credit Appeal/Approved</li> <li>030 – Credit Appeal/Denied</li> <li>035 – Certification Requested</li> <li>040 – Certification Request Partially Saved</li> <li>045 – Certification Request Locked</li> </ul> | <ul style="list-style-type: none"> <li>055 – Certification Request Ready to Purge</li> <li>060 – Certification Request Deleted</li> <li>065 – Certification Request Completed</li> <li>290 – Loan Application Awaiting Borrower Completion</li> <li>300 – Loan Application Received from School</li> <li>301 – MPN Application/Warehoused</li> <li>302 – Unknown</li> <li>310 – Zero Certified Amount</li> </ul> |
|--|--|

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320 – Loan Application to Lender	470 – Exception Processing
325 – Guarantor Rejected: Resent to Lender	500 – Awaiting Guarantee
330 – Loan Application to Guarantor	510 – Received Application/Prom Note
335 – Guarantor Rejected: Resent to Guarantor	520 – Processing for Guarantor Submission
390 – Non-ELM to Lender/Guarantor	550 – Approved by Guarantor
395 – Guarantor Rejected: Resent Non-ELM	560 – Pending Guarantee by Guarantor
400 – Need Application/Prom Note	590 – Rejected by Guarantor
410 – Need Lender Information	600 – Denied by Guarantor
420 – Need Guarantor Information	610 – Denied by Lender
430 – Need Borrower Information	620 – Rejected for Processing Problems
440 – Need School Information	700 – Disbursement Scheduled
450 – Need Additional Information	710 – Partially Disbursed
460 – Processing Hold	720 – Fully Disbursed
	800 – Loan Cancelled
	850 – Loan Withdrawn

- To select statuses one at a time, select the status, and click **Add**. The added status will be displayed in the **Selected Statuses** field.
  - To select all of the statuses on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Statuses** field.
  - To remove a status after you have added it to the list, select the status, and click **Remove**.
  - To remove all of the statuses that you have added to the list, click **Remove All**.
6. Select the schools for the report.
- The schools can be sorted by name or code:
    - To sort by name, click the **Name** button above the **Select School** field.
    - To sort by code, click the **Code** button above the **Select School** field.
  - To select schools one at a time, select the school, and click **Add**. The added school will be displayed in the **Selected Schools** field.
  - To select all of the schools on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Schools** field.
  - To remove a school after you have added it to the list, select the school, and click **Remove**.
  - To remove all of the schools that you have added to the list, click **Remove All**.
7. Select the lenders for the report:

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- The lenders can be sorted by name or code.
    - To sort by name, click the **Name** button above the **Select Lender** field.
    - To sort by code, click the **Code** button above the **Select Lender** field.
  - To select lenders one at a time, select the school, and click **Add**. The added lender will be displayed in the **Selected Lenders** field.
  - To select all of the lenders on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Lenders** field.
  - To remove a lender after you have added it to the list, select the lender, and click **Remove**.
  - To remove all of the lenders that you have added to the list, click **Remove All**.
8. You can specify whether you want the report sorted by school code or lender code.
  9. To sort by school code, click the radio button for **School Code**.
  10. To sort by lender code, click the radio button for **Lender Code**.
  11. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
  12. Click **OK**.
  13. To view the report, go to the **Function Selection** menu, and click **View Reports**.
  14. Click the hyperlink in the **Name** column for the report you have created.

ELM Status Summary				
Report ID: 09130900.R0		Report Date: 09/13/09		
School Name: ELM University - Main Campus		School Number: 000003 - 00		
Loan Period : 09/01/2009 - 01/15/2010				
ELM Status : 320 - Loan App to Lendr				
Lender : 000002 - Unassg Lendr				
	<u>Loan Type</u>	<u>Number of Loans</u>	<u>Gross Amount</u>	<u>Net Amount</u>
	ALT	1	100.00	N/A
Lender Total :		1	100.00	N/A
Status Total :		1	100.00	N/A
09/01/09 - 01/15/10 Total :		1	100.00	N/A
School Total :		1	100.00	N/A
Grand Total :		1	100.00	N/A

15. The R03 ELM Status Summary Report contains these fields:

- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and

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identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R03, and the second report could be named 07151102.R03.

- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Number** – The school's OE code.
- **Loan Period** – The dates of the loan period included in the report.
- **Status** – The loan status. The report is sorted by loan status.
- **Lender** – The Lender's OE code and name.
- **Loan Type** – ALT (Alternative).
- **Number of Loans** – The total number of loans for the specified loan status.
- **Gross Amount** – The total amount for the specified loan type.
- **Net Amount** – The gross amount, minus any fees, for the specified loan type.

## Creating an R04 ELM Status Detail Report

The R04 ELM Detail Report provides loan status details for all loans in your database. The report can be run on demand or scheduled. The report can be run for all loan statuses, or by selected statuses. This is the most commonly used report for schools.

To create an R04 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R04 ELM Status - Detail** report.
3. Click **Go**.

The screenshot shows the 'ELM Status - Detail for School' configuration window. It contains three main sections:

- Loan Date Range:** A section with two input fields separated by '-to-' for specifying a date range.
- Status Codes:** A section with a list of status codes on the left:
  - 005 Credit Approved
  - 010 Credit Check Performed
  - 015 Credit Denied
  - 020 Credit On Appeal
  - 025 Credit Appeal/Approved
 Between the lists are buttons: 'Add ==>', 'Remove', 'Add All', and 'Remove All'. The 'Selected Statuses' area on the right is currently empty.
- Your Allowed Schools:** A section with a list of schools on the left:
  - 000003 00 ELM University - Main Campus
  - 000003 55 ELM University - Satellite Cam
  - 002222 00 CommonLine96 Test School 2
  - 003333 00 CommonLine96 Test School 3
 Between the lists are buttons: 'Add ==>', 'Remove', 'Add All', and 'Remove All'. The 'Selected Schools' area on the right is currently empty.

4. Enter a date range in the **Loan Date Range** field. Use two digits for the month, two digits for the day, and four digits for the year: *mmddyyyy*.
- ☞ All records whose loan periods fall within the Loan From and Loan To dates you provide will be included in the report.

5. Select the loan status for the report. The loan status can be:

005 – Credit Approved	025 – Credit Appeal/Approved
010 – Credit Check Performed	030 – Credit Appeal/Denied
015 – Credit Denied	035 – Certification Requested
020 – Credit on Appeal	

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040 – Certification Request Partially Saved	400 – Need Application/Prom Note
045 – Certification Request Locked	410 – Need Lender Information
055 – Certification Request Ready to Purge	420 – Need Guarantor Information
060 – Certification Request Deleted	430 – Need Borrower Information
065 – Certification Request Completed	440 – Need School Information
290 – Loan Application Awaiting Borrower Completion	450 – Need Additional Information
300 – Loan Application Received from School	460 – Processing Hold
301 – MPN Application/Warehoused	470 – Exception Processing
302 – Unknown	500 – Awaiting Guarantee
310 – Zero Certified Amount	510 – Received Application/Prom Note
320 – Loan Application to Lender	520 – Processing for Guarantor Submission
325 – Guarantor Rejected: Resent to Lender	550 – Approved by Guarantor
330 – Loan Application to Guarantor	560 – Pending Guarantee by Guarantor
335 – Guarantor Rejected: Resent to Guarantor	590 – Rejected by Guarantor
390 – Non-ELM to Lender/Guarantor	600 – Denied by Guarantor
395 – Guarantor Rejected: Resent Non-ELM	610 – Denied by Lender
	620 – Rejected for Processing Problems
	700 – Disbursement Scheduled
	710 – Partially Disbursed
	720 – Fully Disbursed
	800 – Loan Cancelled
	850 – Loan Withdrawn

- To select statuses one at a time, select the status, and click **Add**. The added status will be displayed in the **Selected Statuses** field.
  - To select all of the statuses on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Statuses** field.
  - To remove a status after you have added it to the list, select the status, and click **Remove**.
  - To remove all of the status that you have added to the list, click **Remove All**.
6. Select the schools for the report.
- The schools can be sorted by name or code:
    - To sort by name, click the **Name** button above the **Select School** field.
    - To sort by code, click the **Code** button above the **Select School** field.
  - To select schools one at a time, select the school, and click **Add**. The added school will be displayed in the **Selected Schools** field.

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- To select all of the schools on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Schools** field.
  - To remove a school after you have added it to the list, select the school, and click **Remove**.
  - To remove all of the schools that you have added to the list, click **Remove All**.
7. Select the lenders for the report:
- The lenders can be sorted by name or code.
    - To sort by name, click the **Name** button above the **Select Lender** field.
    - To sort by code, click the **Code** button above the **Select Lender** field.
  - To select lenders one at a time, select the school, and click **Add**. The added lender will be displayed in the **Selected Lenders** field.
  - To select all of the lenders on the list, click **Add All**. The word *ALL* will be displayed in the **Selected Lenders** field.
  - To remove a lender after you have added it to the list, select the lender, and click **Remove**.
  - To remove all of the lenders that you have added to the list, click **Remove All**.
8. You can specify the sort criteria for the report. You can sort by:
- **School Code**
  - **School Code, Lender Code** – School code, then lender code.
  - **School Code, Lender Code, SSN** – School code, then lender code, then the borrower's Social Security number.
  - **School Code, SSN** – School code, then the borrower's Social Security number.
  - **School Code, Borrower Name** – School code, then the borrower's name.
  - **Lender Code**
  - **Lender Code, School Code** – Lender code, then school code.
  - **Lender Code, School Code, SSN** – Lender code, then school code, then the borrower's Social Security number.
  - **Loan Type, SSN** – Loan type, then the borrower's Social Security number.
  - **Loan Type, Borrower Name** – Loan type, then the borrower's name.
  - **SSN** – Borrower's Social Security number.
  - **SSN, Lender Code, School Code** – Borrower's Social Security number, then lender code, then school code.

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- **SSN, School Code, Lender Code** – Borrower’s Social Security number, then school code, then lender code.
  - **Borrower Name**
9. Click the radio button next to the sort criteria you wish to use for this report.
  10. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
  11. Click **OK**.
  12. To view the report, go to the **Function Selection** menu, and click **View Reports**.
  13. Click the hyperlink in the **Name** column for the report you have created.

ELM Status Detail										
Report ID: 09210900.R04										
Report Date: 09/21/09										
Loan Period: 06/01/09 - 08/22/09										
Status: 320 - Loan App to Lender										
SSN	Last Name	First Name	MI	School	Lender	ELM Stat Date	Loan Type	Gross Amount	Net Amount	School ID Number
000-456789	STU D ENT	ROBERT	C	ELMU	000003 00	Test Lender 000004 00	01/07/09	ALT	100.00	N/A
Loan Period 06/01/09 - 08/22/09							Total	1	100.00	N/A
Loan Period: 06/01/09 - 08/23/09										
Status: 320 - Loan App to Lender										
SSN	Last Name	First Name	MI	School	Lender	ELM Stat Date	Loan Type	Gross Amount	Net Amount	School ID Number
000-954789	STU D ENT	TODD		ELMU	000003 00	Test Lender 000004 00	01/08/09	ALT	100.00	N/A
Loan Period 06/01/09 - 08/23/09							Total	1	100.00	N/A
Loan Period: 06/01/09 - 08/27/09										
Status: 320 - Loan App to Lender										
SSN	Last Name	First Name	MI	School	Lender	ELM Stat Date	Loan Type	Gross Amount	Net Amount	School ID Number
000-456123	STU D ENT	AIDEN		ELMU	000003 00	Chase Bank 807807 00	12/01/03	ALT	1,500.00	N/A
000-223344	STU D ENT	ASDF		ELMU	000003 00	ELMU 000004 00	12/18/03	ALT	100.00	N/A
Loan Period 06/01/09 - 08/27/09							Total	2	1,500.00	N/A

14. The R04 ELM Status Detail Report contains these fields:
  - **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R04, and the second report could be named 07151102.R04.
  - **Report Date** – The date the report was created.
  - **School** – The School’s name and OE code.
  - **Loan Period** – The dates of the loan period(s) included in the report.
  - **Status** – The loan status. The report is sorted by loan status within each loan period.

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- **SSN** – The borrower’s Social Security number.
- **Last Name** – The borrower’s last name.
- **First Name** – The borrower’s first name.
- **MI** – The borrower’s middle initial.
- **School** – The School’s name and OE code.
- **Lender** – The Lender’s name and OE code.
- **ELM Stat Date** – The date that the current status occurred. This information is useful in determining if a loan has been in a status for an unusually long period of time, and follow-up with the lender or guarantor may be needed.
- **Loan Type** – ALT (Alternative).
- **Gross Amount** – The total amount of the disbursements for a specified date.
- **Net Amount** – The gross amount of the disbursements, minus any fees, for a specified date.
- **School ID Number** – The unique identifier given to the loan by the school.

### Creating an R05 ELM Daily Cancelled Disbursements Report

The R05 ELM Daily Cancelled Disbursements Report is a daily report of all disbursements cancelled by lenders. The information in this report is captured when the ELMNet database is first updated with the disbursement cancellation. This includes disbursement cancellations requested by the borrower. This report is helpful in viewing the disbursements that lenders have cancelled. This report can be run on demand or scheduled.

To create an R05 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R05 Daily Cancelled Disbursements** report.
3. Click **Go**.

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The screenshot shows a web interface titled "Report Criteria" with a yellow leaf icon. Below the title is a teal header bar with the text "Daily Cancelled Disbursements for School". The main content area contains a "Report Selection Criteria" form. This form has a "Sort Criteria" section with seven rows, each with a teal header and a radio button on the right. The rows are: "SSN", "Borrower Name", "Lender,SSN", "Lender,Borrower Name", "Loan Type,SSN", and "Loan Type,Borrower Name". Below this is a "Your Allowed Entities" section with a dropdown menu currently showing "---Select An Entity---". At the bottom of the form are three buttons: "Generate Report", "Clear", and "Back".

4. Select the sort criteria for this report by clicking the radio button next to the sort criteria. You can sort by:
  - **SSN** – The borrower’s Social Security number.
  - **Borrower Name**
  - **Lender, SSN** – The lender, then the borrower’s Social Security number.
  - **Lender, Borrower Name** – The lender, then the borrower’s name.
  - **Loan Type, SSN** – The type of loan, then the borrower’s Social Security number.
  - **Loan Type, Borrower Name** – The type of loan, then the borrower’s name.
5. Select an entity for this report by clicking the drop-down arrow for the **Select an Entity** field. The drop-down list will show what schools, branches or other entities have been set up for your ELMNet userid. Highlight the entity you wish to use for this report.
6. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
7. Click **OK**.
8. To view the report, go to the **Function Selection** menu, and click **View Reports**.
9. Click the hyperlink in the **Name** column for the report you have created.

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ELM DAILY CANCELLED DISBURSEMENTS										
<b>Report ID:</b> 08/28/0900.R05										
<b>Report Date:</b> 08/28/09										
<b>School Name:</b> ELM University – Main Campus						<b>School Number:</b> 000006 -00				
<b>Loan Period:</b> 08/01/09 - 05/30/10										
<u>SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Lender</u>	<u>Guarantor</u>	<u>Loan Type</u>	<u>Disb. No.</u>	<u>Gross Amount</u>	<u>Net Amount</u>	<u>School ID Number</u>
000-22-8888	STUDENT	JOE		Educaid	Florida OSFA	ALT	3			
08/01/09 - 05/30/10 Total						1				
<b>Grand Total</b>						1				

10. The R05 ELM Daily Cancelled Disbursements Report contains these fields.


- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R05, and the second report could be named 07151102.R05.
- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Number** – The School's OE code.
- **Loan Period** – The dates of the loan period included in the report.
- **SSN** – The borrower's Social Security number.
- **Last Name** – The borrower's last name.
- **First Name** – The borrower's first name.
- **MI** – The borrower's middle initial.
- **School** – The School's name and OE code.
- **Lender** – The Lender's name.
- **Guarantor** – The name of the agency guaranteeing the loan.
- **Loan Type** – ALT (Alternative).
- **Disb. No.** – The sequential number of the disbursement.
- **Gross Amount** – The total amount of the disbursements for the specified date.
- **Net Amount** – The gross amount, minus any fees, for the specified loan type.
- **School ID Number** – The unique identifier given to the loan by the school.

## Creating an R06 ELM Daily Certified Amount Exceptions Report

The R06 ELM Daily Certified Amount Exceptions Report is a daily report that shows all loans where the lender-approved amount differs from the school certified amount. This includes amount changes requested by the borrower. The information in this report is captured when the ELMNet database is first updated with the differing amount. This report can be useful if the lender reduces a loan amount because the annual or aggregate limit has been reached, so that your school will know of the reduction. This report can be run on demand or scheduled.

To create an R06 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R06 Daily Certified Amount Exceptions** report.
3. Click **Go**.

 **Report Criteria**

**ELM Daily Certified Amount Exceptions for School**

Report Selection Criteria	
Sort Criteria	
SSN	<input checked="" type="radio"/>
Borrower Name	<input type="radio"/>
Lender,SSN	<input type="radio"/>
Lender,Borrower Name	<input type="radio"/>
Loan Type,SSN	<input type="radio"/>
Loan Type,Borrower Name	<input type="radio"/>
Your Allowed Entities	
<input type="text" value="---Select An Entity---"/>	

4. Select the sort criteria for this report by clicking the radio button next to the sort criteria. You can sort by:
  - **SSN** – The borrower’s Social Security number.
  - **Borrower Name**
  - **Lender, SSN** – The lender, then the borrower’s Social Security number.
  - **Lender, Borrower Name** – The lender, then the borrower’s name.
  - **Loan Type, SSN** – The type of loan, then the borrower’s Social Security number.

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- **Loan Type, Borrower Name** – The type of loan, then the borrower’s name.
5. Select an entity for this report by clicking the drop-down arrow for the **Select an Entity** field. The drop-down list will show what schools, branches or other entities have been set up for your ELMNet userid. Highlight the entity you wish to use for this report.
  6. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
  7. Click **OK**.
  8. To view the report, go to the **Function Selection** menu, and click **View Reports**.
  9. Click the hyperlink in the **Name** column for the report you have created.

ELM DAILY CERTIFIED AMOUNT EXCEPTIONS									
<b>Report ID:</b> 08280900.R06									
<b>Report Date:</b> 08/28/09									
<b>School Name:</b> ELM University – Main Campus					<b>School Number:</b> 000006 - 00				
<u>SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Lender</u>	<u>Guarantor</u>	<u>Loan Type</u>	<u>Certified Amount</u>	<u>Approved Amount</u>	<u>School Identification Number</u>
000-22-3333	STUDENT	JOE	W	888888		ALT	\$5,500.00	\$4,900.00	
08/01/09 - 05/31/10 Total						1			
<b>Grand Total</b>						1			

10. The R06 ELM Daily Certified Amount Exceptions Report contains these fields.
  - **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R06, and the second report could be named 07151102.R06.
  - **Report Date** – The date the report was created.
  - **School Name** – The name of the school.
  - **School Number** – The school’s OE code.
  - **SSN** – The borrower’s Social Security number.
  - **Last Name** – The borrower’s last name.
  - **First Name** – The borrower’s first name.
  - **MI** – The borrower’s middle initial.
  - **Lender** – The Lender’s OE code.

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- **Guarantor** – The name of the agency guaranteeing the loan.
- **Loan Type** – ALT (Alternative).
- **Certified Amount** – The full amount of the loan as certified by the school.
- **Requested Amount** – The loan amount being requested. This includes borrower-requested amount changes.
- **School ID Number** – The unique identifier given to the loan by the school.

### Creating an R07 ELM Service Bureau Confirmation and Volume Summary Report

The R07 ELM Service Bureau Confirmation and Volume Summary Report is a report that shows a statistical summary of all records passing through ELMNet for your school. This allows you to track volume for records received, processed and rejected. The report shows you daily (actually for the day before you run the report), month-to-date and year-to-date totals. The report can be run on demand or scheduled.

To create an R07 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R07 Service Bureau Confirmation and Volume Summary** report.
3. Click **Go**.
4. There are no selection or sort options for this report.
5. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
6. Click **OK**.
7. To view the report, go to the **Function Selection** menu, and click **View Reports**.
8. Click the hyperlink in the **Name** column for the report you have created.

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<b>ELM Service Bureau Confirmation and Volume Summary</b>			
<b>Report ID:</b> 08260900.R07			
<b>Report Date:</b> 08/26/09			
<b>School Name:</b> ELM University - Main Campus		<b>School Number:</b> 000003- 00	
	<u>26 Aug 09</u>	<u>Month-to-Date</u>	<u>Year-to-Date</u>
<b>Number Of Records Received</b>	0	17	73
<b>Number Of Records Rejected At Validation</b>	0	6	14
<b>Number Of Records Processed</b>	0	11	59
<b>Number Of Records Rejected At Database</b>	0	0	27
<b>Number Of Records Accepted</b>	0	11	32
<hr/>			
<b>Total Reconciled Files Received</b>	0	4	26

9. The ELM Service Bureau Confirmation and Volume Summary Report contains these fields:
- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R07, and the second report could be named 07151102.R07.
  - **Report Date** – The date the report was created.
  - **School Name** – The name of the school.
  - **School Number** – The school’s OE code.
  - **Number of Records Received** – The number of records received by ELMNet.
  - **Number of Records Rejected at Validation** – The number of records rejected during the validation process due to errors, missing data or ineligible borrowers.
  - **Number of Records Processed** – The number of records processed by ELMNet.
  - **Number of Records Rejected at Database** – The number of records rejected by validation checks within the ELMNet database.
  - **Number of Records Accepted** – The number of records accepted by the ELMNet database.

## Creating an R08 ELM Service Bureau Confirmation and Volume Summary - Detail Report

## CREATING & VIEWING REPORTS

The R08 ELM Service Bureau Confirmation and Volume Summary – Detail Report is a report that shows, by record type, all records passing through ELMNet for your school. This allows you to track the type of records that are received, processed and rejected. The report shows counts for certified loan applications, update requests, deletion requests, promissory note requests, and PLUS records. The report can be run on demand or scheduled.

To create an R08 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R08 Service Bureau Confirmation and Volume Summary - Detail** report.
3. Click **Go**.
4. There are no selection or sort options for this report.
5. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
6. Click **OK**.
7. To view the report, go to the **Function Selection** menu, and click **View Reports**.
8. Click the hyperlink in the **Name** column for the report you have created.

ELM SERVICE BUREAU CONFIRMATION AND VOLUME SUMMARY DETAIL					
<b>Report ID:</b> 08280900.R08					
<b>Report Date:</b> 08/28/09					
<b>School Name:</b> ELM University – Main Campus			<b>School Number:</b> 000006 - 00		
<b>File Name:</b> 08100901.EUF					
<b>File Date:</b> 08/10/09					
	<u>Records Received</u>	<u>Validation Rejects</u>	<u>Records Processed</u>	<u>Database Rejects</u>	<u>Records Accepted</u>
Certified Loan Application Records (record type of O)	0	0	0	0	0
Certified Loan Application Records (record type of A)	1	0	1	0	1
PLUS Express Records (record type of Z)	0	0	0	0	0
Update Request Records (record type of U)	0	0	0	0	0
Deletion Request Records (record type of X)	0	0	0	0	0
Promissory Note Print Request Records (record type of P)	0	0	0	0	0
“Unknown” Records (record type not O, A, Z, U, or P)	0	0	0	0	0
<b>Total Records</b>	1	0	1	0	1
<b>Total Reconciled Files Received on</b> 08/10/09	1				

10. The ELM Service Bureau Confirmation and Volume Summary – Detail Report contains these fields:

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- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R08, and the second report could be named 07151102.R08.
- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Number** – The school's OE code.
- **File Name** – The name of the file sent through ELMNet.
- **File Date** – The date the file was created.
- **Certified Loan Application Records** – The number of certified loan application records received by ELMNet on the specified date.
- **PLUS Express Records** – This was used for FFELP loans.
- **Update Request Records** – The number of update requests received by ELMNet on the specified date.
- **Deletion Request Records** – The number of deletion requests received by ELMNet on the specified date.
- **Promissory Note Print Request Records** – The number of promissory note print requests received by ELMNet on the specified date.
- **Unknown Records** – The number of records received by ELMNet that did not match any of the above categories, on the specified date.
- **Total Records** – The total number of records received by ELMNet for your school on the specified date.

### Creating an R09 ELM Loans Guaranteed Report

The R09 ELM Loans Guaranteed Report lists all loans that have been guaranteed through ELM lenders, sorted by lender code. The report shows counts and dollar amounts for each loan type. The report shows month-to-date totals, year-to-date totals, and school year-to-date totals. The report can be run on demand or scheduled.

To create an R09 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R09 Loans Guaranteed** report.
3. Click **Go**.

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4. There are no selection or sort options for this report.
5. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
6. Click **OK**.
7. To view the report, go to the **Function Selection** menu, and click **View Reports**.
8. Click the hyperlink in the **Name** column for the report you have created.

ELM Loans Guaranteed						
Report ID: 08240900.R09		Report Date: 08/24/09		School Number: 000003-00		
School Name: ELM University - Main Campus		Lender: 000000 ELM				
	Month-to-Date		Calendar Year-to-Date		Financial Aid Year-to-Date	
	Count	Amount	Count	Amount	Count	Amount
PLUS	0	0.00	0	0.00	0	0.00
SUBSIDCEED	0	0.00	0	0.00	3	265.00
UNSUBSIDCEED	0	0.00	3	24,000.00	22	1,913,699.00
Total:	0	0.00	2	20,000.00	9	32,400.00
	0	0.00	5	44,000.00	34	1,946,364.00
Lender: 000000 Unassg Lendr						
	Month-to-Date		Calendar Year-to-Date		Financial Aid Year-to-Date	
	Count	Amount	Count	Amount	Count	Amount
PLUS	0	0.00	0	0.00	0	0.00
SUBSIDCEED	0	0.00	0	0.00	0	0.00
UNSUBSIDCEED	0	0.00	0	0.00	0	0.00
Total:	0	0.00	0	0.00	0	0.00
Lender: 000000 TestLendr						
	Month-to-Date		Calendar Year-to-Date		Financial Aid Year-to-Date	
	Count	Amount	Count	Amount	Count	Amount
PLUS	0	0.00	0	0.00	0	0.00
SUBSIDCEED	0	0.00	0	0.00	5	74,000.00
UNSUBSIDCEED	0	0.00	0	0.00	1	50,000.00
Total:	0	0.00	0	0.00	6	124,000.00
Lender: 000000 Unassg Lendr						
	Month-to-Date		Calendar Year-to-Date		Financial Aid Year-to-Date	
	Count	Amount	Count	Amount	Count	Amount
PLUS	0	0.00	0	0.00	0	0.00
Total:	0	0.00	0	0.00	0	0.00

9. The ELM Loans Guaranteed Report contains these fields:
  - **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmdyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R09, and the second report could be named 07151102.R09.
  - **Report Date** – The date the report was created.
  - **School Name** – The name of the school.
  - **School Number** – The school's OE code.
  - **Lender** – The Lender's OE code and name.
  - **Count** – The number of loans guaranteed

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- **Amount** – The total dollar amount of loans guaranteed.
10. The report shows the count and amount, sorted by lender code for each loan type. Counts and amounts are shown for the current month-to-date totals, the calendar year-to-date totals, and the financial aid year-to-date totals. The financial aid year-to-date section shows totals for the current school year.

### Understanding an R27 ELM Failed Change Transactions Report

The R27 ELM Failed Change Transactions Report is generated when a change request record sent to ELMNet fails validation checks. The record may fail because a required field contains missing or invalid data, or the change request record does not match an existing ELM record, so no change can be made. This report is not an on demand or school-requested report, but is sent to a school's mailbox when a change request record fails validation. This report allows you to see why the record failed validation and make corrections.

ELM Failed Change Transaction Report								
<b>File Name:</b>	09110901.CLC							
<b>File From:</b>	ELM University – Main Campus							
<b>School Code:</b>	000003 - 00							
<b>Report Date:</b>	09/12/09							
=====								
<u>Student SSN</u>	<u>Unique ID</u>	<u>Loan Type</u>	<u>Lender Code</u>	<u>From Date</u>	<u>To Date</u>	<u>Certified Amount</u>	<u>Change Transaction</u>	<u>Error</u>
000-22-3333	00000300010003018	ALT	111111	08/27/2001	05/15/2002	0.00	@1-09 Disbursement Cancellation / Change Failed	No Match
000-22-3345	00000300010003038	ALT	222222	08/27/2001	05/15/2002	5000.00	@1-09 Disbursement Cancellation / Change Failed	No Match
000-12-3489	00000300010003058	ALT	333333	08/27/2001	05/15/2002	3500.00	@1-09 Disbursement Cancellation / Change Failed	No Match
000-44-4401	00000300010003078	ALT	444444	08/27/2001	05/15/2002	0.00	@1-09 Disbursement Cancellation / Change Failed	No Match
<b>TOTAL:</b>	<b>4</b>							

R27

The ELM Failed Change Transaction Report contains these fields:

- **File Name** – The name of the file that failed validation. The first six digits represent the date. The next two digits are the sequence number of the report. The last three characters are the extension.
- **File From** – The name of the school that submitted the change request.
- **School Code** – The school's OE code.
- **Report Date** – The date the R27 report was created.

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- **Student SSN** – The student’s Social Security number.
- **Unique ID** – The unique identification number for this loan.
- **Loan Type** – AL (Alternative loan).
- **Lender Code** – The lender’s OE code.
- **From Date** – The loan period begin date as it appeared in the loan change request submitted by the school.
- **To Date** – The loan period end date as it appeared in the loan change request submitted by the school.
- **Certified Amount** – The amount certified by the school, as it appeared in the loan change request submitted by the school.
- **Change Transaction** – The CommonLine change transaction type submitted by the school in the change request.
- **Error** – The reason the change request failed.

### Creating an R30 ELM Non-Cash Loan Application Update Requests Report

The R30 ELM Non-Cash Loan Application Update Requests Report provides an audit trail of all non-cash update request transactions. These transactions can be demographic changes, disbursement or loan period date changes, hold or release changes, or pre-disbursement changes. The report is sorted by lender. This report can be run on demand or scheduled. When the report is run as a daily batch report, the report will show the non-cash activity for the previous day. When the report is generated as an on-demand report, the report will show the non-cash activity for the current day.

To create an R30 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R30 ELM Non-Cash Loan Application Update Requests** report.
3. Click **Go**.

# CREATING & VIEWING REPORTS

The screenshot shows the ELMNet web interface. At the top left is the ELM RESOURCES logo. To the right is a navigation bar with links: Function Menu | Next Student | Request Reports | View Reports | Exit. The main heading is "Report Criteria" with a yellow leaf icon. Below this is a teal banner that reads "Non-Cash Loan Application Update Requests for School". The central form is titled "Report Selection Criteria" and contains two sections: "Sort Criteria" with radio buttons for "SSN" and "Borrower Name", and "Your Allowed Entities" with a dropdown menu labeled "---Select An Entity---". At the bottom of the form are three buttons: "Generate Report", "Clear", and "Back".

4. Select the sort criteria for this report by clicking the radio button next to the sort criteria. You can sort by:
  - **SSN** – The borrower’s Social Security number.
  - **Borrower Name**
5. Select an entity for this report by clicking the drop-down arrow for the **Select an Entity** field. The drop-down list will show what schools, branches or other entities have been set up for your ELMNet userid. Highlight the entity you wish to use for this report.
6. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
7. Click **OK**.
8. To view the report, go to the **Function Selection** menu, and click **View Reports**.
9. Click the hyperlink in the **Name** column for the report you have created.

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ELM Non-Cash Loan Application Update Requests							
Report ID: 09060900.R30							
Report Date: 09/06/09			School Number: 000003- 00				
School Name: ELM University							
SSN 000-44-4446	Last Name STUDENT	First Name MICHAEL	MI S	Loan Type ALT	Loan Amount 1,101.00	Lender Code 000002	CommonLine Unique ID School ID 0000030000B096134
Requestor	Date	Change Field Name			New Value		Current Value
ICHSZ	3/5/2008	Disbursement 2 Transaction Code Disbursement 2 Effective Date Disbursement 2 Reduced By Disbursement 2 Gross Amount			Cancel Disbursement/Non Cash 03/05/2008 1279.00 0.00		
SSN 000-44-4471	Last Name STUDENT	First Name SALLY	MI N	Loan Type ALT	Loan Amount 5,500.00	Lender Code 000012	CommonLine Unique ID School ID 0000030000B086560
Requestor	Date	Change Field Name			New Value		Current Value
ICHSZ	3/5/2008	Disbursement 1 Hold Release Flag			R		H

10. The ELM Non-Cash Loan Application Update Requests Report contains these fields:

- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R30, and the second report could be named 07151102.R30.
- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Number** – The school’s OE code.
- **SSN** – The borrower’s Social Security number.
- **Last Name** – The student’s last name.
- **First Name** – The student’s first name.
- **MI** – The student’s middle initial.
- **Loan Type** – ALT (alternative).
- **Loan Amount** – The total amount of the loan before guarantee and origination fees are deducted.
- **Lender Code** – The lender’s OE code.
- **CommonLine Unique ID** – The CommonLine loan application unique identification number.
- **School ID** – The school assigned identifier.

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- **Requestor** – The ELMWeb user ID for the individual requesting the change transaction.
- **Date** – The date of the change request.
- **Change Field Name** – The name of the field being changed.
- **New Value** – The information which will replace the old value in the change.
- **Old Value** – The information to be changed.

### Creating an R31 ELM Promissory Note Print Requests Report

The R31 ELM Promissory Note Print Requests Report provides a list of all requests for a replacement promissory note entered on ELMWeb. The report can be run on demand or scheduled.

To create an R31 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R31 ELM Promissory Note Print Requests** report.
3. Click **Go**.

The screenshot shows the ELMNet web interface. At the top left is the ELM RESOURCES logo. At the top right is a navigation bar with links: Function Menu | Next Student | Request Reports | View Reports. The main heading is "Report Criteria" with a yellow leaf icon. Below this is a teal banner that reads "Promissory Note Print Requests for School". The central form is titled "Report Selection Criteria" and includes a "Sort Criteria" section with two rows: "SSN" and "Borrower Name", each with a circular refresh icon. Below this is a "Your Allowed Entities" section with a dropdown menu currently showing "---Select An Entity---". At the bottom of the form are three buttons: "Generate Report", "Clear", and "Back".

## CREATING & VIEWING REPORTS

4. Select the sort criteria for this report by clicking the radio button next to the sort criteria. You can sort by:
  - **SSN** – The student’s Social Security number.
  - **Borrower Name**
5. Select an entity for this report by clicking the drop-down arrow for the **Select an Entity** field. The drop-down list will show what schools, branches or other entities have been set up for your ELMNet userid. Highlight the entity you wish to use for this report.
6. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
7. Click **OK**.
8. To view the report, go to the **Function Selection** menu, and click **View Reports**.
9. Click the hyperlink in the **Name** column for the report you have created.

ELM PROMISSORY NOTE PRINT REQUESTS							
<b>Report ID:</b> 08280900.R31							
<b>Report Date:</b> 08/28/09							
<b>School Name:</b> ELM University			<b>School Code:</b> 000003 - 00				
<u>SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Loan Type</u>	<u>Loan Amount</u>	<u>Lender Code</u>	<u>CommonLine Unique Lender ID</u>
000-11-3333	STUDENT	BETH		ALT	\$8,500.00	000002-00	00000300A8C037323
<u>Requester</u>	<u>Date</u>	<u>Universal Format Field Name</u>		<u>Promissory Note To Address</u>		<u>Comments</u>	
SCHTEST	08/28/09	Borrower Address 1		74-39 64 <sup>th</sup> LANE			
		Borrower Address 2					
		Borrower City		SOME CITY			
		Borrower State		NY			
		Borrower Zip		11385			
		Borrower Zip,Suf					
<u>SSN</u>	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>Loan Type</u>	<u>Loan Amount</u>	<u>Lender Code</u>	<u>CommonLine Unique Lender ID</u>
000-11-3333	STUDENT	BETH		ALT	\$10,000.00	000002-00	00000300A8C037323
<u>Requester</u>	<u>Date</u>	<u>Universal Format Field Name</u>		<u>Promissory Note To Address</u>		<u>Comments</u>	
SCHTEST	08/28/09	Borrower Address 1		74-39 64 <sup>th</sup> LANE			
		Borrower Address 2					
		Borrower City		SOME CITY			
		Borrower State		NY			
		Borrower Zip		11385			
		Borrower Zip,Suf					
<b>Total Loans Changed</b>		<b>2</b>					

10. The ELM Promissory Note Print Requests report contains these fields:
  - **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July

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15, 2011, then the first report could be named 07151101.R31, and the second report could be named 07151102.R31.

- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Number** – The school's OE code.
- **SSN** – The student's Social Security number.
- **Last Name** – The student's last name.
- **First Name** – The student's first name.
- **MI** – The student's middle initial.
- **Loan Type** – ALT (alternative).
- **Loan Amount** – The total amount of the loan before guarantee and origination fees are deducted.
- **School Code** – The school's OE code.
- **CommonLine Unique ID** – The CommonLine loan application unique identification number.
- **Requestor** – The ELMWeb User ID for the individual requesting the change transaction.
- **Date** – The date of the change request.
- **Universal Format Field Name** – The borrower address field identifiers.
- **Promissory Note To Address** – The address where the promissory note will be sent.
- **Comments** – Any requestor's comments.

### Creating an R32 ELM Loan Deletion Requests Report

The R32 ELM Loan Deletion Requests Report is a list of all ELMWeb loan deletion requests for a school. The report can only be run on demand.

To create an R32 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R32 ELM Loan Deletion Requests** report.
3. Click **Go**.

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4. Select the sort criteria for this report by clicking the radio button next to the sort criteria. You can sort by:
  - **SSN** – The borrower’s Social Security number.
  - **Borrower Name**
5. Select an entity for this report by clicking the drop-down arrow for the **Select an Entity** field. The drop-down list will show what schools, branches or other entities have been set up for your ELMNet userid. Highlight the entity you wish to use for this report.
6. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
7. Click **OK**.
8. To view the report, go to the **Function Selection** menu, and click **View Reports**.
9. Click the hyperlink in the **Name** column for the report you have created.

ELM Loan Deletion Requests									
Report ID: 07011000.R32					School Number: 000003 - 00				
Report Date: 07/01/10									
School Name : ELM UNIVERSITY									
SSN	Last Name	First Name	MI	Loan Type	Loan Amount	Lender Code	ELM ID School ID	Requestor	Date
000-11-2222	BORROWER	TEST		ALT	\$10,000.00	000003-00	012345 000002-00		07/01/2010

10. The ELM Loan Deletion Requests Report has these fields:
  - **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddy*. The next two digits are the sequence number of the report. The last three characters are the file extension

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and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R32, and the second report could be named 07151102.R32.

- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Number** – The school's OE code.
- **SSN** – The student's Social Security number.
- **Last Name** – The student's last name.
- **First Name** – The student's first name.
- **MI** – The student's middle initial.
- **Loan Type** – ALT (alternative).
- **Loan Amount** – The total amount of the loan before guarantee and origination fees are deducted.
- **Lender Code** – The Lender's OE code.
- **ELM ID School ID** – The unique ID.
- **Requestor Date** – The date the report was requested.

### Creating an R34 Certification Requests Report

The R34 ELM Certification Requests Report provides an update on the status of a credit decision for Alternative loan pre-approval applications and it lists any loan that a lender has submitted to the school as a certification request. The report can be scheduled or created on demand from the **Report Selection** or by using the **Certification Requests** function.

☞ Lenders can also post Credit Denials to ELMNet in the Certification Request function. Contact ELM if you would like to receive Credit Denial notifications via ELM.

To create an R34 report:

1. From the **Function Selection** menu, click **Certification Requests**.

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**Certification Selection**

Selection Criteria	
From	to
Student SSN	
Last Name	
First Name	
Lender Code	All 000001 ELM Lending Institution 000002 Unassigned Lender 108626 Bank One Education Finance Corp.
Loan Type	All PLUS Stafford MPN Alternative
School Code/Branch	All 000003/00 ELM University - Main Campus 000003/55 ELM University - Satellite Campus 002222/00 CommonLine96 Test School 2
Status	All 005/Credit Approved 010/Credit Check Performed 015/Credit Denied
All Records	<input checked="" type="checkbox"/>

2. The **Certification Selection** page will appear. This page allows you to select to view certification requests by:

- **From** and **To** – Enter the beginning and end date for the date range selection – this is the date range that ELM received the PLUS pre-approval information or loan certification request.
- **Student SSN** – Enter the student’s Social Security number.
- **Last Name** – Enter the student’s last name or part of the last name
- **First Name** - Enter the student’s first name or part of the first name.
- **Lender Code** – Select the lender from the list, or select *All*.

☞ By holding down the **Ctrl** key on your keyboard and pointing with your mouse, you may click each lender desired in the report (do not lift the CTRL key until you have selected all lenders desired); or, you may click a lender, then hold down the **Shift** key and move to the last lender you want and click it and you have ‘blocked’ all lenders you want on the report.

- **Loan Type** – Alternative.
- **School Code/Branch** – Select the school code and branch from the list, or select *All*.
- **Status** – Select the loan status from the list, or select *All*. The loan status can be:
  - 005 – Credit Approved
  - 010 – Credit Check Performed
  - 015 – Credit Denied
  - 020 – Credit on Appeal
  - 025 – Credit Appeal/Approved
  - 030 – Credit Appeal/Denied
  - 035 – Certification Requested
  - 040 – Certification Request Partially Saved
  - 045 – Certification Request Locked
  - 055 – Certification Requests Ready to Purge
  - 060 – Certification Requests Deleted

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- 065 – Certification Requests Completed
- 070 – Certification Requests Rejected
- 

To select all records, click the **All Records** checkbox.

3. The **Certification Selection** page will also let you sort by student name, student Social Security number, date, loan type, lender code and status, or a combination of these factors.

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

### Certification Request Processing

SSN	Student Name	Grade Level	Loan Type	Requested Loan Amount	Received/Updated Date	Lender Name	Lender Code	Lender Expiration Date	School Code	Status	Select
<a href="#">878-06-1190</a>	TEST, ALT STU A	3rd Year Junior	ALT	\$19,000.00	04/07/2009	KeyBank NA	800000		000003-00	Certification Requested	<input type="checkbox"/>
<a href="#">878-06-1190</a>	TEST, ALT STU A	3rd Year Junior	ALT	\$19,000.00	04/07/2009	KeyBank NA	800000		000003-00	Certification Requested	<input type="checkbox"/>
<a href="#">878-06-1190</a>	TEST, ALT STU A	3rd Year Junior	ALT	\$19,000.00	04/07/2009	KeyBank NA	800000		000003-00	Certification Requested	<input type="checkbox"/>
<a href="#">878-06-1190</a>	TEST, ALT STU A	3rd Year Junior	ALT	\$19,000.00	01/07/2009	KeyBank NA	800000		000003-00	Certification Requested	<input type="checkbox"/>

Back Next List Previous List Generate Report Delete Selected Reject Selected Select All

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4. Click **Generate Report**.
5. You will receive a message when the report is successfully generated. An R34 (Certification Requests) report will be created.
6. To view the report, return to the Function Selection menu, and select View Reports.

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Certification Requests Report										
Report ID : 09170900.R34			School Code : 000003-00							
Report Date : 09/17/09										
School Name : ELM University										
Student Information Lender	Borrower Information Lender Code	ELM Rec'd Date Loan Status Alt Program Code - Name	Loan Type Loan Amount Approved Amt	CL Unique ID Guarantor Name Guarantor Code	Credit Exp Date Loan From Loan To					
000-11-1111 STUDENT ChaseJPM	ADRIAN	000-11-1111 STUDENT 503000-00	ADRIAN	09/10/09 Certification Requested K70 -Chase Select Undergraduate	ALT \$7,586.00 \$7,586.00	000000000000000000 ChaseJPM 099	08/01/09	05/01/10		
000-11-5555 STUDENT SLM Ed SM Bk	MEGAN	A 000-11-5555 STUDENT 900905-00	MEGAN	A 09/03/09 Certification Requested 091 -Smart Option Student Loan	ALT \$24,000.00 \$0.00	000000000000000000 SM 924	08/01/09	05/31/10		
000-11-7777 STUDENT Wells Fargo	EDWARD	T 000-11-7777 STUDENT 807176-00	EDWARD	T 09/02/09 Certification Requested 486 -Wells Fargo Graduate Loan	ALT \$22,000.00 \$0.00	000000000000000000 WELLSG 161	08/31/09	06/25/10		
000-11-9999 STUDENT ChaseJPM	ALEXIS	B 000-11-9999 STUDENT 503000-00	ALEXIS	B 09/15/09 Certification Requested K70 -Chase Select Undergraduate	ALT \$25,000.00 \$25,000.00	000000000000000000 ChaseJPM 099	08/01/09	06/01/10		

## 7. The Certification Requests Report contains these fields:

- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmdyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R34, and the second report could be named 07151102.R34.
- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Code** – The school's OE code.
- **Student Information** – The student's Social Security number and name.
- **Lender** – The name of the lender.
- **Borrower Information** – The borrower's Social Security number and name.
- **Lender Code** – The lender's OE code.
- **ELM Rec'd Date** – The date the request was received by ELMNet.
- **Loan Status** – The status for the certification request. The status can be:
  - 005 – Credit Approved
  - 010 – Credit Check Performed
  - 015 – Credit Denied

## CREATING & VIEWING REPORTS

- 020 – Credit on Appeal
- 025 – Credit Appeal/Approved
- 030 – Credit Appeal/Denied
- 035 – Certification Requested
- 040 – Certification Request Partially Saved
- 045 – Certification Request Locked
- 055 – Certification Requests Ready to Purge
- 060 – Certification Requests Deleted
- 065 – Certification Requests Completed
- 070 – Certification Requests Rejected
- **Alt Program Code - Name** – The three-digit code and name for the Alternative loan program for the loan (for ALT loans only).
- **Loan Type** – The type of loan will be ALT.
- **Loan Amount** – The total amount of the loan before guarantor and origination fees are deducted.
- **Approved Amount** – The total amount of the loan approved by lender.
- **CL Unique ID** – The CommonLine unique identification number.
- **Guarantor Name** – The name of the guarantor for the loan.
- **Guarantor Code** – The three-digit code for the guarantor.
- **Credit Exp Date** – The date the application is no longer effective.
- **Loan From** – The borrower requested loan period begin date for the requested loan.
- **Loan To** – The borrower requested loan period end date for the requested loan.

### Creating an R35 Certification Requests with Borrower Demographics Report

The R35 ELM Certification Requests Pending Report provides an update on the status of a credit decision for Alternative loan pre-approval applications and it lists any loan that a lender has submitted to the school as a certification request. The report can be scheduled or created on demand from the **Report Selection** or by using the **Certification Requests** function.

To create an R35 report:

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1. From the **Function Selection** menu, click **Certification Requests with Borrower Demographics**.



The screenshot shows a web form titled "Certification Selection" with a yellow star icon. The form is divided into several sections with dropdown menus and text input fields:

- Selection Criteria**: A header section.
- From** and **to**: Two text input fields for date selection.
- Student SSN**: A text input field.
- Last Name**: A text input field.
- First Name**: A text input field.
- Lender Code**: A dropdown menu with options: All, 000001 ELM Lending Institution, 000002 Unassigned Lender, 100626 Bank One Education Finance Corp.
- Loan Type**: A dropdown menu with options: All, PLUS, Stafford MPN, Alternative.
- School Code/Branch**: A dropdown menu with options: All, 000003/00 ELM University - Main Campus, 000003/55 ELM University - Satellite Campus, 002222/00 CommonLine96 Test School 2.
- Status**: A dropdown menu with options: All, 005/Credit Approved, 010/Credit Check Performed, 015/Credit Denied.
- All Records**: A checkbox that is checked.

2. The **Certification Selection** page will appear. This page allows you to choose your selection criteria for the certification requests with borrower demographics report by:

- **From** and **To** – Enter the beginning and end date for the date range selection – this is the date range that ELM received the PLUS pre-approval information or loan certification request.
- **Student SSN** – Enter the student’s Social Security number.
- **Last Name** – Enter the student’s last name or part of the last name
- **First Name** - Enter the student’s first name or part of the first name.
- **Lender Code** – Select the lender from the list, or select *All*.

☞ By holding down the **Ctrl** key on your keyboard and pointing with your mouse, you may click each lender desired in the report (do not lift the CTRL key until you have selected all lenders desired); or, you may click a lender, then hold down the **Shift** key and move to the last lender you want and click it and you have ‘blocked’ all lenders you want on the report.

- **Loan Type** – Alternative.
- **School Code/Branch** – Select the school code and branch from the list, or select *All*.
- **Status** – Select the loan status from the list, or select *All*. The loan status can be:
  - 005 – Credit Approved
  - 010 – Credit Check Performed
  - 015 – Credit Denied
  - 020 – Credit on Appeal
  - 025 – Credit Appeal/Approved
  - 030 – Credit Appeal/Denied
  - 035 – Certification Requested
  - 040 – Certification Request Partially Saved
  - 045 – Certification Request Locked

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- 055 – Certification Requests Ready to Purge
  - 060 – Certification Requests Deleted
  - 065 – Certification Requests Completed
  - 070 – Certification Requests Rejected
- To select all records, click the **All Records** checkbox.
3. Select the sort by student name, student Social Security number, date, loan type, lender code and status, or a combination of these factors.
  4. Click **Generate Report**.
  5. You will receive a message when the report is successfully generated. An R35 (Certification Request with Borrower Demographics) report will be created.
  6. To view the report, return to the Function Selection menu, and select View Reports.

Certification Requests with Borrower Demographics Report									
Report ID : 091709 00.R35				School Name : ELM University					
Report Date : 09/17/09				School Code : 000003 -00					
Student SSN	Borrower SSN	Borrower Address	Loan Type	Loan Amount	ELM Rec'd Date	Student Name	Borrower Name	Borrower City/State/Zip	Alt Program Code - Name
Lender Code	Borrower DOB	Borrower City/State/Zip	CL Unique ID	Approved Amt	Credit Exp Date	Lender Code	Borrower Phone	Borrower Citizen/Alien ID	Loan Status
				Guarantor Name	Loan From				
				Guarantor Code	Loan To				
000-11-1111	000-11-1111	3603 BRAHMAN ST	ALT	\$7,586.00	09/10/2009	STUDENT	ADRIAN	ANY TOWN, TX 700000 0000	K70- Chase Select Undergraduate
Chase - JPMorgan Chase Bank, N.A. 503000-00	01/13/1991	Citizen	0000000000000000	ChaseJPM 099	05/01/2010		555-555-5555		Certification Requested
000-11-2222	000-22-2221	6213 HIDDEN COVE	ALT	\$5,000.00	09/02/2009	STUDENT	SELENA	ANY TOWN, TX 700000 0000	0000000000000000
Wells Fargo EFS 807176-00	11/07/1958	Citizen	0000000000000000	TGSLC 748	09/24/2009		555-555-5555		Certification Requested
000-11-3333	000-22-3331	713 OAK CREST LN	ALT	\$0.00	09/17/2009	STUDENT	SARAH	ANY TOWN, TX 700000 0000	0000000000000000
Sallie Mae Education Trust 802218-00	09/11/1962	Citizen	0000000000000000	TGSLC 748	12/24/2009		555-555-5555		Certification Requested
000-11-4444	000-22-4441	234 ACORN LANE	ALT	\$4,000.00	09/04/2009	STUDENT	WILL	ANY TOWN, TX 700000 0000	0000000000000000
Chase - JPMorgan Chase Bank, N.A. 803000-00	06/22/1956	Citizen	0000000000000000	\$0.00	08/24/2009		555-555-5555		Credit Denied
000-11-5555	000-11-5555	311 CR 611	ALT	\$24,000.00	09/03/2009	STUDENT	MEGAN	ANY TOWN, TX 700000 0000	091- Smart Option Student Loan
Sallie Mae Ed Trust Thru Sallie Mae 900905-00	12/13/1990	Citizen	0000000000000000	SM 924	08/01/2009		555-555-5555		Certification Requested
000-11-5557	000-22-5560	2410 SAHARAH DRIVE	ALT	\$25,000.00	09/16/2009	STUDENT	BLAIR	ANY TOWN, TX 700000 0000	0000000000000000
First National Bank of Central Texas 810819-00	12/08/1960	Citizen	0000000000000000	TGSLC 748	08/24/2009		555-555-5555		Certification Requested
000-11-7777	000-11-7777	13420 LYNDHURST	ALT	\$22,000.00	09/02/2009	STUDENT	EDWARD	ANY TOWN, TX 700000 0000	486- Wells Fargo Graduate Loan
Wells Fargo EFS 807176-00	11/17/1972	Citizen	0000000000000000	WELLSG 161	08/31/2009		555-555-5555		Certification Requested
000-11-8880	000-22-8882	314 ANDREWS TRAIL	ALT	\$15,708.00	09/02/2009	STUDENT	SONG	ANY TOWN, MO 700000 0000	0000000000000000
Commerce Bank 813979-01	10/22/1966	Citizen	0000000000000000	\$0.00	08/01/2009		555-555-5555		Credit Denied
000-11-8888	000-11-8888	15507 BLUEBONNET DALE DRI	ALT	\$25,000.00	09/15/2009	STUDENT	ALEXIS	ANY TOWN, TX 700000 0000	K70- Chase Select Undergraduate
Chase - JPMorgan Chase Bank, N.A. 503000-00	07/19/1990	Citizen	0000000000000000	ChaseJPM 099	08/01/2009		555-555-5555		Certification Requested

7. The Certification Requests with Borrower Demographics Report contains these fields:
  - **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmdyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R35, and the second report could be named 07151102.R35.

## CREATING & VIEWING REPORTS

- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Code** – The school's OE code.
- **Student Information** – The student's Social Security number and name.
- **Lender** – The name of the lender.
- **Lender Code** – The lender's OE code.
- **Borrower Information** – The borrower's Social Security number, name, date of birth (DOB), phone number, borrower address, city, state, zip, Citizenship or Alien ID.
- **Loan Type** – The type of loan will be ALT.
- **Alt Program Code - Name** – The three-digit code and name for the Alternative loan program for the loan.
- **CL Unique ID** – The CommonLine unique identification number.
- **Loan Status** – The status for the certification request. The status can be:
  - Credit Approved
  - Credit Check Performed
  - Credit Denied
  - Credit on Appeal
  - Credit Appeal/Approved
  - Credit Appeal/Denied
  - Certification Requested
  - Certification Request Partially Saved
- **Loan Amount** – The total amount of the loan before guarantor and origination fees are deducted.
- **Approved Amount** – The total amount of the loan approved by lender.
- **Guarantor Name** – The name of the guarantor for the loan.
- **Guarantor Code** – The three-digit code for the guarantor.
- **ELM Rec'd Date** – The date the request was received by ELMNet.
- **Credit Exp Date** – The date the application is no longer effective.
- **Loan From** – The borrower requested loan period begin date for the requested loan.
- **Loan To** – The borrower requested loan period end date for the requested loan.

## Creating an R40 ELM Cash Transactions Report

The R40 ELM Cash Transactions report provides an audit trail of all cash transactions processed through ELMWeb. These cash transactions can be cancellations, refunds, returns or reissues. The report is sorted by lender code. The report is useful in providing details of cash changes to allow the school's bursar to reconcile and remit, if needed. This report can be run on demand or scheduled.

To create an R40 report:

1. From the **Function Selection** menu, click the drop-down arrow for the **Select a Report** field.
2. Highlight the **R40 ELM Cash Transactions** report.
3. Click **Go**.

The screenshot shows a web form titled "Report Criteria" for "ELM Cash Transactions for School". The form is divided into several sections:

- Report Selection Criteria:** This section contains two radio buttons for "Sort Criteria": "SSN" and "Borrower Name".
- Change Date Range:** This section has two text input fields for dates, separated by a "-to-" label.
- Your Allowed Entities:** This section features a dropdown menu currently displaying "---Select An Entity---".
- Disbursement Agent:** This section has a dropdown menu currently displaying "NDN".

At the bottom of the form, there are three buttons: "Generate Report", "Clear", and "Back".

4. Select the sort criteria for this report by clicking the radio button next to the sort criteria. You can sort by:
  - **SSN** – The borrower’s Social Security number.
  - **Borrower Name**
5. Enter a date range in the **Change Date Range** field. Use the format *mm/dd/yyyy*.
6. Select an entity for this report by clicking the drop-down arrow for the **Select an Entity** field. The drop-down list will show what schools, branches or other entities have been set up for your ELMNet userid. Highlight the entity you wish to use for this report.
7. Select a disbursement agent for this report by clicking the drop-down arrow for the **Disbursement Agent** field. Highlight the disbursement agent.

## CREATING & VIEWING REPORTS

8. Click **Generate Report** to create the report. The system will display the message *Report Generation Request Completed Successfully*.
9. Click **OK**.
10. To view the report, go to the **Function Selection** menu, and click **View Reports**.
11. Click the hyperlink in the **Name** column for the report you have created.

ELM Cash Transactions					
Report ID:	09140900.R40	ELM University		School Code: 000003 - 00	
Report Date:	09/14/09				
Loan Period:	07/20/2009 - 12/12/2009				
Lender Code:	[000002 - 00] ELM LENDER				
<b>SSN</b>	<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Loan Type</b>	<b>School Identification Number</b>
000-55-5501	STUDENT	JOHNNY	M	ALT	
<b>Change Date</b>	<b>Change Field Name</b>		<b>New Value</b>		
09/13/09	Disbursement 1 Consummated		Y		
09/13/09	Disbursement 1 Effective Date		09/13/2009		
09/13/09	Disbursement 1 Reduce By		4000.00		
09/13/09	Disbursement 1 Refund Amount		3880.00		
09/13/09	Disbursement 1 Transaction Code		Cancel Disbursement/Cash Full		
09/13/09	Disbursement 2 Consummated		Y		
09/13/09	Disbursement 2 Effective Date		09/13/2009		
09/13/09	Disbursement 2 Reduce By		4000.00		
09/13/09	Disbursement 2 Refund Amount		3880.00		
09/13/09	Disbursement 2 Transaction Code		Cancel Disbursement/Cash Full		
<b>Loan Total</b>			7760.00		
<b>Loan Period Total</b>			7760.00		
<b>Loan Period:</b> 08/20/2009 - 05/14/2010					
<b>SSN</b>	<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Loan Type</b>	<b>School Identification Number</b>
000-55-5502	STUDENT	SALLY	N	ALT	
<b>Change Date</b>	<b>Change Field Name</b>		<b>New Value</b>		
09/13/09	Disbursement 1 Consummated		Y		
09/13/09	Disbursement 1 Effective Date		09/13/2009		
09/13/09	Disbursement 1 Reduce By		4000.00		
09/13/09	Disbursement 1 Refund Amount		3880.00		
09/13/09	Disbursement 1 Transaction Code		Cancel Disbursement/Cash Full		
<b>Loan Total</b>			3880.00		
<b>Loan Period Total</b>			3880.00		
<b>Lender Total</b>			11640.00		
<b>Grand Total</b>			11640.00		

12. The ELM Cash Transaction Report has these fields:

- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R40, and the second report could be named 07151102.R40.
- **Report Date** – The date the report was created.
- **School Name** – The name of the school.
- **School Number** – The school's OE code.
- **Loan Period** – The dates of the loan period for the following loans.

# CREATING & VIEWING REPORTS

- **School** – The name of the school.
- **SSN** – The student’s Social Security number.
- **Last Name** – The student’s last name.
- **First Name** – The student’s first name.
- **MI** – The student’s middle initial.
- **Loan Type** – ALT (Alternative).
- **School Identification Number** – The school assigned identifier.
- **Change Field Name** – The name of the field being changed.
- **New Value** – The requested new value for the specified field.

## Understanding an R61 Daily School File Reconciliation (ELM) Report

The R61 Daily School File Reconciliation Report tracks all files submitted on a daily, weekly, or monthly basis from schools. This report is not generated on demand, but can be requested and scheduled for you by ELM. This report is sorted by file name. This report can be used to verify that all files were submitted to ELMNet for processing.

Daily School File Reconciliation (ELM)		
<b>Report ID:</b>	08260900.R61	
<b>Report Date:</b>	08/26/2009	
<b>Entity Code:</b>	000003	
FILENAME	RECDATE	Record Count
08250901.EUF	8/25/09	29
08250902.EUF	8/25/09	16
08250903.EUF	8/25/09	22
08250904.EUF	8/25/09	123

The R61 Daily School File Reconciliation report contains these fields:

- **Report ID** – This is a unique identification number for this report. The first six digits represent the date the report was created – *mmddyy*. The next two digits are the sequence number of the report. The last three characters are the file extension and identify the report type. For example, if two reports were created on July 15, 2011, then the first report could be named 07151101.R61, and the second report could be named 07151102.R61.

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- **Report Date** – The date the report was created.
- **Entity Code** – The school's OE code.
- **Filename** – The name of the file the school submitted.
- **Reccdate** – The date the school submitted the file.
- **Record Count** – The number of records contained in the submitted file.