

Introduction

Lender status refers to the eligibility of a lender to issue loans under a specific loan program, as determined by the Department of Education. The loan servicer checks lender status before accepting applications for a specific loan program on behalf of the lender. Transaction TX0J, Lender Status, is used to maintain the lending eligibility status of a lender.

This document describes how to add, change and view information regarding a lender's eligibility status via TX0J.

Add Lender Status Information

Lender eligibility status is added on the **LENDER STATUS MAINTENANCE** screen (TXX0L). Use the following steps to access that screen.

1. On the **MAIN MENU** (J0X01) select **COMMON MODULES**.
2. Press Enter.

The **SUBSYSTEM LEVEL COMMON MODULES** screen (J0X06) is displayed.

1. Select **INSTITUTION DEMOGRAPHIC MENU**.
2. Press Enter.

The **SUBSYSTEM LEVEL INSTITUTION DEMOGRAPHIC MENU** screen (J0X02) is displayed.

1. Enter **A** (Add) in the **MODE** field and **TX0J** (Lender Status) in the **TRANSACTION ID** field.
2. Press Enter.

The **LENDER STATUS SEARCH** screen (TXX2S) is displayed.

This screen is used to indicate the lender and loan program for the record being created.

1. In the **LENDER** field, enter the six- to eight-digit lender code as assigned by the Department of Education.
This is a required field.
2. Tab to the **LOAN PROGRAM** field and enter the short name for the loan program. *This is a required field.*
3. Press Enter.

The **LENDER STATUS MAINTENANCE** screen (TXX0L) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER.**

The **LENDER** and **LOAN PROGRAM** fields are populated with the data entered on the search screen. These fields are unprotected and may be used to switch to another record.

The **PREVIOUS: AGENCY APPROVAL STATUS** and **APPROVAL STATUS DATE** fields are blank and protected.

1. In the **CURRENT: AGENCY APPROVAL STATUS** field, enter the code indicating whether the lender is eligible to grant loans (has been approved by the insurer or Department of Education) under the loan program displayed. Press F1=HELP for a list of valid codes. *This is a required field.*
2. In the **CURRENT: APPROVAL STATUS DATE** field, enter the date the current status became effective. Use the MMDDYY format. *This is a required field.*
3. In the **CREDIT/PRINT PROC** field, enter a code indicating whether the lender participates in credit processing and, if so, the type of process. A credit report is generated for those lenders who participate. This field applies only to those lenders using CommonLine 5. Press F1=HELP for a list of valid codes. *This field is required.*
4. Press Enter.

The following message displays at the bottom of the screen: **01004 RECORD SUCCESSFULLY ADDED.**

The system adds a description of the codes in the **CURRENT: AGENCY APPROVAL STATUS** and **CREDIT/PRINT PROC** fields.

Change/View Lender Status Information

Lender eligibility status is changed and reviewed on the **LENDER STATUS MAINTENANCE** screen (TXX0L). Use the following steps to access that screen.

1. On the **MAIN MENU** (J0X01) select **COMMON MODULES**.
2. Press Enter.

The **SUBSYSTEM LEVEL COMMON MODULES** screen (J0X06) is displayed.

1. Select **INSTITUTION DEMOGRAPHIC MENU**.
2. Press Enter.

The **SUBSYSTEM LEVEL INSTITUTION DEMOGRAPHIC MENU** screen (J0X02) is displayed.

1. Enter **C** (Change) in the **MODE** field and **TX0J** (Lender Status) in the **TRANSACTION ID** field.

NOTE: Change mode is used in this example.

2. Press Enter.

The **LENDER STATUS SEARCH** screen (TXX2S) is displayed.

This screen is used to search for a record based on the lender and loan program.

1. In the **LENDER** field, enter the six- to eight-digit lender code as assigned by the Department of Education. *This is a required field.*
2. Tab to the **LOAN PROGRAM** field and enter the short name for the loan program.
3. Press Enter.

The **LENDER STATUS SELECTION** screen (TXX0K) is displayed.

This screen is bypassed if only one loan program matches the search criteria.

This screen displays a list of all loan programs under which the lender disburses funds. It includes the approval status of the lender for the loan program, the effective date of the status and the previous status, if one exists.

1. In the **SELECTION** field, enter the number that corresponds to the appropriate loan program.
2. Press Enter.

The **LENDER STATUS MAINTENANCE** screen (TXX0L) is displayed.

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The **LENDER** and **LOAN PROGRAM** fields are populated with the data entered on the search screen. These fields are unprotected and may be used to switch to another record.

The **CURRENT: AGENCY APPROVAL STATUS** field displays the code indicating whether the lender is eligible to grant loans (has been approved by the insurer or Department of Education) under the loan program displayed. *This is a required field.*

The **CURRENT: APPROVAL STATUS DATE** field displays the date the current status became effective in MMDDYY format. *This is a required field.*

The **PREVIOUS: AGENCY APPROVAL STATUS** field displays the agency approval status before the current status. This field is protected.

The **PREVIOUS: APPROVAL STATUS DATE** field displays the date the previous approval status became effective. This field is protected.

The **CREDIT/PRINT PROC** field displays a code indicating whether the lender participates in credit processing and, if so, the type of process. A credit report is generated for those lenders who participate. This field applies only to those lenders using CommonLine 5. *This field is required.*

1. Tab to the unprotected fields make any necessary changes.
2. Press Enter.

The following message is displayed at the bottom of the screen: **01005 RECORD SUCCESSFULLY CHANGED.**

The description of the codes in the **CURRENT: AGENCY APPROVAL STATUS** and **CREDIT/PRINT PROC** are updated.

If the status was changed, the **PREVIOUS: AGENCY APPROVAL STATUS** field displays the status that previously was displayed in the current status field. The **PREVIOUS: APPROVAL STATUS DATE** field displays the date that previously was displayed in the current date field.