

## Introduction

Transaction TX7F (Due Diligence Skip Parameters) is used to maintain due diligence skiptrace parameters.

When borrower or endorser phone number or address information becomes invalid, skiptrace activity begins. Required activity is defined by the guarantor; however, federal regulations state that skip activities must begin within 10 days after an address is determined to be invalid and that all entities in the file (reference, school, employer, etc.) must be contacted in an effort to locate the borrower.

When the nightly batch process reads an invalid status, it checks the skip code and number of days delinquent until:

- The status becomes valid
- The number of days delinquent reaches the number on the Loan Program Definition (LPD) record
- The status is changed to “non-locatable”, meaning that skip activity has been exhausted

When the process reads a non-locatable status, it checks the LPD record for the number of days allowed before restarting skiptrace activity. When that number of days is reached, the batch process starts the skiptrace activity again. These steps are repeated until the loan is paid, the time is reached for making a claim against the loan, or the address or phone number becomes valid.

## Add Due Diligence Skip LPD Information

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

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

1. Select **LOAN PROGRAM DEFINITION MENU**.
2. Press Enter.

The **SUBSYSTEM LEVEL LOAN PROGRAM DEFINITION MENU** (J0X02) is displayed.

1. Enter **A** (Add) in the **MODE** field and **TX7F** (Due Diligence Skip Parameters) in the **TRANSACTION ID** field. Press F8=FWD to page forward to TX7F, if necessary.
2. Press Enter.

The **LPD HIERARCHY SEARCH DUE DILIGENCE SKIP PARAMETERS** screen (TXX2C) is displayed.

1. In the **STATUS** field, enter **P** (Pending). Press F1=HELP for a list of valid codes. *This is a required field.*
2. In the **LOAN PROGRAM** field, enter the loan program code. Press F1=HELP for a list of valid codes. *This is a required field.*
3. In the **REGULATORY CATEGORY** field, enter a valid regulatory category ID. To find a valid regulatory category ID, refer to the user procedure **CM0046-Regulatory Category Maintenance-TX21**. *This is a required field.*

4. In the **GUARANTOR** field, enter a valid guarantor ID. To find a valid guarantor ID, refer to user procedure **CM0008-Guarantors-IDEM-TX06**. *This is a required field.*

The **OWNER**, **BOND ISSUE**, **PRICE TIER** and **SCHOOL CODE** fields are protected in Add mode. These fields cannot be updated by the user.

5. In the **EFFECTIVE START DATE** field, enter the date the parameters for the LPD Table take effect in the Loan Origination and Servicing System. *This is a required field.*

If there is only one regulatory category associated with the loan program, the effective date is the start date of the loan program.

If there are multiple regulatory categories associated with the loan program, the effective start date is the day after the previous regulatory category's effective end date.

If this is a new LPD for an existing loan program and regulatory category, the guarantor or owner assigns the effective start date.

6. In the **SKIP PARTY** field, enter a code that indicates which person is the object of the skip activity. Press F1=HELP for a list of valid codes. *This is a required field.*
7. In the **SKIP TYPE** field, enter a code that indicates the type of skip activity being performed. Press F1=HELP for a list of valid codes. *This is a required field.*
8. Press Enter.

The **DUE DILIGENCE SKIP PARAMETERS** screen (TXX4Y) is displayed.

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

The **LOAN PROGRAM**, **REG CAT** and **GUARANTOR** fields are populated from the search screen.

1. In the **LPD BATCH ID** field, enter the ID that identifies the batch to which the LPD will be assigned. To assign an LPD to a batch, refer to user procedure **CM0043-Batch ID for LPD Information-TX24** or press F2=BTCH to access the **BATCH ID SELECTION** screen (TXX3Y). *This is a required field.*

The **APPROVAL DTE** field is protected in Add mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Add mode. These fields cannot be updated by the user.

The **PARTY** and **TYPE** fields are populated from the search screen.

2. In the **CODE** field, enter a code that indicates the skiptracing action to be taken. Press F1=HELP for a list of valid codes. *This is a required field.*
3. In the **NMBR DAYS DELQ SKIP** field, enter the day of delinquency on which skiptracing will begin.

4. Press Enter.

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

If the effective date is in the past, the following message is displayed at the bottom of the screen: **01229 RECORD ADDED – PRIOR EFFECTIVE DATE – MIS APPROVAL REQUIRED.**

The **STATUS DTE** field is updated with the current system date.

The **CODE** field is updated with a code description.

## Change/View Due Diligence Skip LPD Information

1. At the **MAIN MENU** (J0X01) select **COMMON MODULES**.

2. Press Enter.

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

1. Select **LOAN PROGRAM DEFINITION MENU**.

2. Press Enter.

The **SUBSYSTEM LEVEL LOAN PROGRAM DEFINITION MENU** (J0X02) is displayed.

1. Enter **C** (Change) **I** (Inquiry) in the **MODE** field and **TX7F** (Due Diligence Skip Parameters) in the **TRANSACTION ID** field. Press F8=FWD to page forward to TX7F, if necessary.

**NOTE:** Change mode is used in this example.

2. Press Enter.

The **LPD HIERARCHY SEARCH DUE DILIGENCE SKIP PARAMETERS** screen (TXX2C) is displayed.

1. In the **STATUS** field, enter **P** (Pending). Press F1=HELP for a list of valid codes. *This is a required field.*
2. In the **LOAN PROGRAM** field, enter the loan program code. Press F1=HELP for a list of valid codes. *This is a required field.*
3. In the **REGULATORY CATEGORY** field, enter a valid regulatory category ID. To find a valid regulatory category ID, refer to the user procedure **CM0046-Regulatory Category Maintenance-TX21**.
4. In the **GUARANTOR** field, enter a valid guarantor ID. To find a valid guarantor ID, refer to user procedure **CM0008-Guarantors-IDEM-TX06**.

The **OWNER**, **BOND ISSUE**, **PRICE TIER** and **SCHOOL CODE** fields are protected in Add mode. These fields cannot be updated by the user.

5. In the **EFFECTIVE START DATE** field, enter the date the parameters for the LPD Table take effect in the Loan Origination and Servicing System.

If there is only one regulatory category associated with the loan program, the effective date is the start date of the loan program.

If there are multiple regulatory categories associated with the loan program, the effective start date is the day after the previous regulatory category's effective end date.

If this is a new LPD for an existing loan program and regulatory category, the guarantor or owner assigns the effective start date.

6. In the **SKIP PARTY** field, enter a code that indicates which person is the object of the skip activity. Press F1=HELP for a list of valid codes. *This is a required field.*
7. In the **SKIP TYPE** field, enter a code that indicates the type of skip activity being performed. Press F1=HELP for a list of valid codes.
8. Press Enter.

The **LPD HIERARCHY REGULATORY CATEGORY SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX3O) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired regulatory category.
2. Press Enter.

The **LPD HIERARCHY GUARANTOR SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX3P) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired guarantor.
2. Press Enter.

The **LPD HIERARCHY EFFECTIVE START DATE SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX3T) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired effective start date.
2. Press Enter.

The **LPD HIERARCHY SKIP TYPE SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX5T) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired skip type.
2. Press Enter.

The **DUE DILIGENCE SKIP PARAMETERS** screen (TXX4Y) is displayed.

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

The **LOAN PROGRAM**, **REG CAT** and **GUARANTOR** fields are populated from the search screen.

The **LPD BATCH ID** field displays the ID that identifies the batch to which the LPD will be assigned. *This is a required field.*

The **APPROVAL DTE** field is protected in Add mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Change mode. These fields cannot be updated by the user.

The **PARTY** and **TYPE** fields are populated from the search screen.

The **CODE** field displays a code that indicates the skiptracing action to be taken. Press F1=HELP for a list of valid codes. *This is a required field.*

The **NMBR DAYS DELQ SKIP** field displays the day of delinquency on which skiptracing will begin.

1. Make the necessary changes.

2. Press Enter.

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

If the effective date is in the past, the following message is displayed at the bottom of the screen: **01230 RECORD CHANGED – PRIOR EFFECTIVE DATE – MIS APPROVAL REQUIRED.**

The code description text is updated if the **CODE** field is changed.

## **Delete Due Diligence Skip LPD Information**

1. At the **MAIN MENU** (J0X01) select **COMMON MODULES**.

2. Press Enter.

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

1. Select **LOAN PROGRAM DEFINITION MENU**.

2. Press Enter.

The **SUBSYSTEM LEVEL LOAN PROGRAM DEFINITION MENU** (J0X02) is displayed.

1. Enter **D** (Delete) in the **MODE** field and **TX7F** (Due Diligence Skip Parameters) in the **TRANSACTION ID** field. Press F8=FWD to page forward to TX7F, if necessary.
2. Press Enter.

The **LPD HIERARCHY SEARCH, DUE DILIGENCE SKIP PARAMETERS** screen (TXX2C) is displayed.

1. In the **STATUS** field, enter **P** (Pending). Press F1=HELP for a list of valid codes. *This is a required field.*
2. In the **LOAN PROGRAM** field, enter the loan program code. Press F1=HELP for a list of valid codes. *This is a required field.*
3. In the **REGULATORY CATEGORY** field, enter a valid regulatory category ID. To find a valid regulatory category ID, refer to the user procedure **CM0046-Regulatory Category Maintenance-TX21**.
4. In the **GUARANTOR** field, enter a valid guarantor ID. To find a valid guarantor ID, refer to user procedure **CM0008-Guarantors-IDEM-TX06**.

The **OWNER**, **BOND ISSUE**, **PRICE TIER** and **SCHOOL CODE** fields are protected in Add mode. These fields cannot be updated by the user.

5. In the **EFFECTIVE START DATE** field, enter the date the parameters for the LPD Table take effect in the Loan Origination and Servicing System.

If there is only one regulatory category associated with the loan program, the effective date is the start date of the loan program.

If there are multiple regulatory categories associated with the loan program, the effective start date is the day after the previous regulatory category's effective end date.

If this is a new LPD for an existing loan program and regulatory category, the guarantor or owner assigns the effective start date.

6. In the **SKIP PARTY** field, enter a code that indicates which person is the object of the skip activity. Press F1=HELP for a list of valid codes. *This is a required field.*
7. In the **SKIP TYPE** field, enter a code that indicates the type of skip activity being performed. Press F1=HELP for a list of valid codes.
8. Press Enter.

The **LPD HIERARCHY REGULATORY CATEGORY SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX3O) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired regulatory category.
2. Press Enter.

The **LPD HIERARCHY GUARANTOR SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX3P) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired guarantor.
2. Press Enter.

The **LPD HIERARCHY EFFECTIVE START DATE SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX3T) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired effective start date.
2. Press Enter.

The **LPD HIERARCHY SKIP TYPE SELECTION DUE DILIGENCE SKIP PARAMETERS** screen (TXX5T) is displayed.

1. In the **SELECTION** field, enter the number that corresponds to the desired skip type.
2. Press Enter.

The **DUE DILIGENCE SKIP PARAMETERS** screen (TXX4Y) is displayed.

The following message is displayed at the bottom of the screen: **01023 PRESS ENTER TO DELETE.**

1. Press Enter.

The following message is displayed at the bottom of the screen: **01006 RECORD SUCCESSFULLY DELETED.**

## Function Key

In addition to the standard function keys, the **DUE DILIGENCE SKIP PARAMETERS** screen (TXX4Y) contains the following screen-specific function key:

F2=BTCH                      Press this key to access the **BATCH ID ASSIGNMENT** screen (TXX25).