

Returned Funds Report Overview

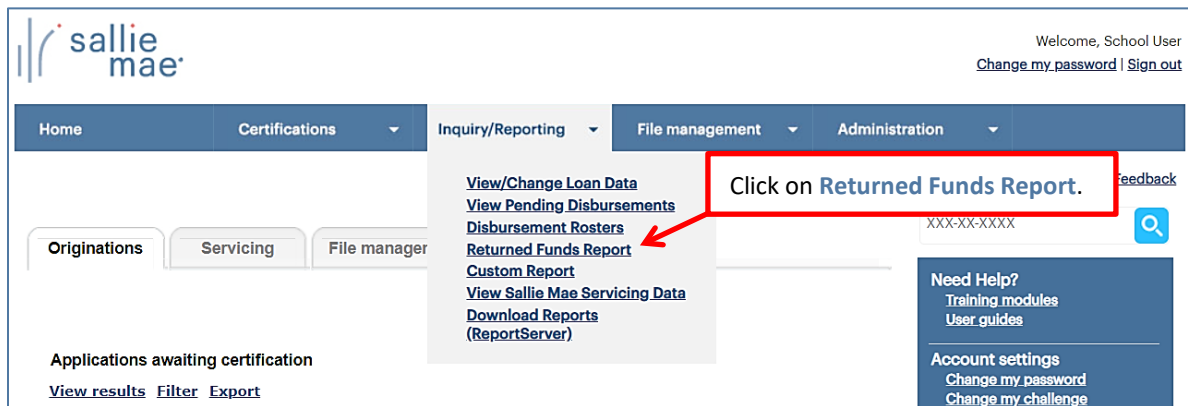
The Returned Funds reporting process allows you to generate and view reports on returned funds activities tied to transactions and batches that meet specified criteria. You can run a returned funds report three ways:

- Find transactions in a specific returned funds batch
- Select a saved report to run or modify
- Create a new report

Running a Returned Funds Report

How to initiate a Returned Funds report:

1. Hover your cursor over the **Inquiry/Reporting** option on the Menu Bar of any OpenNet® Web Loan Delivery page, and then click on **Return Funds Report**.



The Returned Funds Management Report page displays.

(Continued on the next page)

Run a saved report or create a new report using the remainder of the page.

Returned funds report management

Reports can be run to find transactions that match specified selection criteria. There are three ways to define your report. To use a previously submitted report, go to the QUICK SEARCH section. To quickly retrieve a report from a previously submitted report, go to the QUICK SEARCH section. To create a new report, select either Batches or Transactions, then click on Create.

Use the **Quick Search** section of the page to retrieve results from a report that was submitted previously for offline processing or to search for a specific returned funds batch.

Quick search

Enter the confirmation number for the results of a report that you ran offline and then click on **view results** to view the results.

Confirmation number: **View results**

Enter a **batch ID** number and click on **view results** to view details of a specific returned funds batch. Note: For Auto-Debit customers only, the Batch ID can be found on the Daily School Auto-Debit Summary Report and also in the Payee ID field on your bank statement.

Batch ID: **View results**

Report management

Report on: Batches Transactions

Saved report list

	Report description

Report options

To run your **previously saved** report offline, enter your email address and select the **send e-mail notification** check box. You will receive an email confirmation when the report is finished.

Email address: Send e-mail notification when report is complete

NOTE: If the Returned Funds Report feature is not available, you need to enable the Return Funds Report service component via the Service Components page. If you do not have administrative rights, contact your school administrator to have the service component enabled.

- Use one of three methods to run a report.
 - Method 1: Quick Search:**
 - Locate the **Quick Search** section of the Returned Funds Report Management page.

Quick search

Enter the confirmation number for the results of a report that you ran offline and then click on **view results** to view the results.

Confirmation number: **View results**

Enter a **batch ID** number and click on **view results** to view details of a specific returned funds batch. Note: For Auto-Debit customers only, the Batch ID can be found on the Daily School Auto-Debit Summary Report and also in the Payee ID field on your bank statement.

Batch ID: **View results**

(Continued on the next page)

- To perform a search for a report that was previously run offline, enter the confirmation number in the **Confirmation Number** text box and click the **View Results** button.

The report results display in the Returned Funds Batch List page or the Returned Funds Transaction List page.

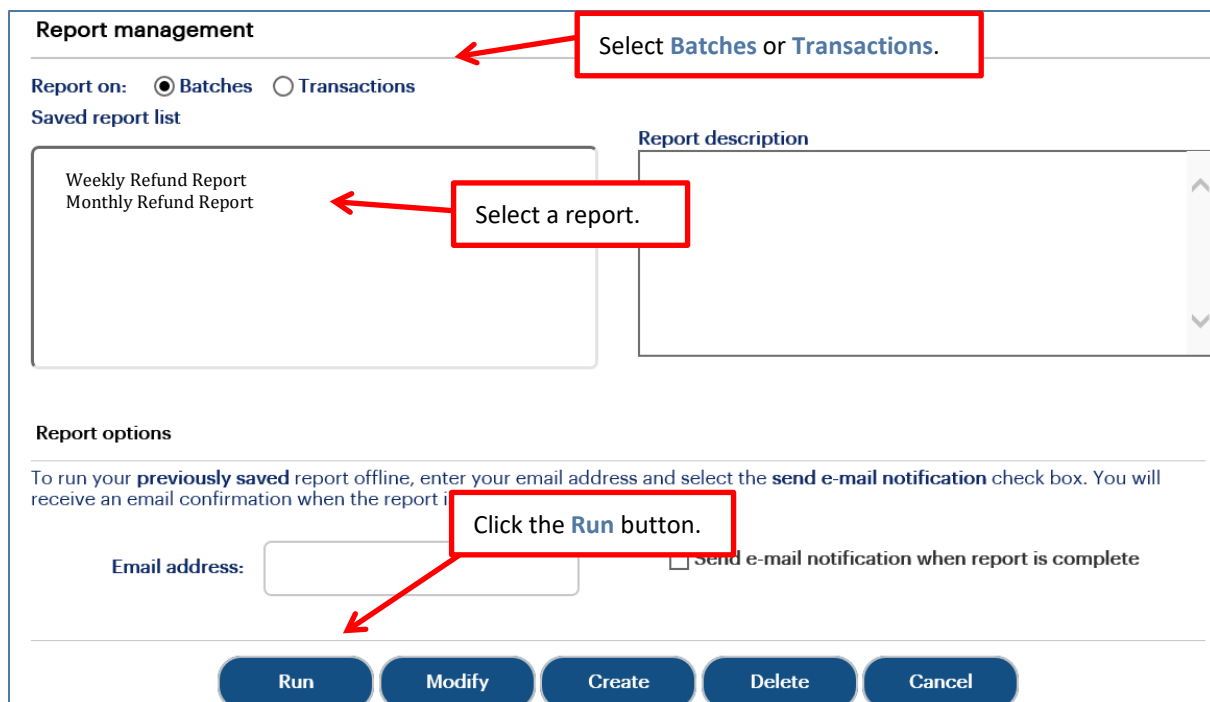
- To perform a search using a specific batch ID, enter the batch ID in the **Batch ID** text box and click the **View Results** button.

NOTE: The batch ID can be retrieved from the Disbursement Summary emails. To subscribe to these email notifications, please contact School Assist.

The Returned Funds Batch List page displays.

Method 2: Saved Returned Funds Report:

- Locate the **Report Management** section of the Returned Funds Report Management page.
 - Select **Batches** for returned funds batch reports or **Transactions** for returned funds transaction reports
The associated saved reports display in the **Saved Report List**.
 - Select the report you want to view.



Report management

Report on: Batches Transactions

Saved report list

Report description
Weekly Refund Report
Monthly Refund Report

Report options

To run your **previously saved** report offline, enter your email address and select the **send e-mail notification** check box. You will receive an email confirmation when the report is complete.

Email address: send e-mail notification when report is complete

Run Modify Create Delete Cancel

- Click the **Run** button.

The report results display in the Returned Funds Batch List page or the Returned Funds Transaction List page.

NOTE: You can modify the report criteria before running it by clicking the Modify button instead of the Run button.

(Continued on the next page)

Method 3: New Return Funds Report:

1. Locate the **Report Management** section of the Returned Funds Report Management page.

Report management

Report on: Batches Transactions Select Batches or Transactions.

Saved report list Report description

Report options

To run your **previously saved** report offline, enter your email address and select the **send e-mail notification** check box. You will receive an email confirmation when the report is finished.

Email address:

Send e-mail notification when report is complete Click Create.

Run
Modify
Create
Delete
Cancel

2. Select **Batches** to run a report on batch information or **Transactions** to run a report on transaction details.
3. Click the **Create** button.

If you are creating a returned funds batch report, the Returned Funds Batch Selection Criteria page displays. If you are creating a returned funds transaction report, the Returned Funds Transaction Selection Criteria page displays.

(Continued on the next page)

Returned Funds Batch Report

1. On the Returned Funds Batch Selection Criteria page, set the criteria for the report by using the fields in the **Selection Criteria** section.

Returned funds batch selection criteria

To define a new report, enter your criteria beginning with the SELECTION CRITERIA section. To save the selection criteria, enter a name in the Report Name box and select SAVE or SAVE AND SUBMIT.

Selection criteria

School campus / branch: (00000000) University

Returned funds method: All

Date type: Batch Creation

Defined range From date To date

Date range: Use Custom Dates or [] [] (ex. mm/dd/yyyy)

Save selection criteria and run report

Report name: [] Report description: []

Report options

To run your report offline, enter your email address and select the Send email notification confirmation when the report is finished.

Email address: [] Send email notification when query is complete

Click **Submit**.

Submit Save and submit Save Discontinue

Enter a report name and description when saving the report.

Set the report criteria.

Enter your email address when running a report offline.

Click **Submit**.

2. If you are saving the report for future use, enter a name for the report in the **Report Name** text box and a description of the report in the **Report Description** text box.
3. If you would like to run the report offline and be notified when it is ready, enter your email address and select the **Send Email Notification When Query is Complete** check box. This feature allows you to run large reports offline and return to OpenNet to retrieve the results at a later time.
4. Click the **Submit** button.
The Returned Funds Batch Summary Results page displays.

(Continued on the next page)

Returned funds batch summary results

[Modify returned funds selection >>](#)
[Export to file >>](#)

Report run Wednesday, June 3, 2020 at 10:44:59 AM ET

Records 1-1 (of 1)

Click the **View List** button to view the transactions in a batch.

Batch ID	Batch creation date	Returned funds method	Total batch amount	School ID	School name	Batch status	
6713	03/05/2020	AUTO-DEBIT	\$2,500.00	000000-00	UNIV-MAIN	COMPLETE	View list

[Return to report management](#)

- To view the transactions included in a batch, click the **View List** button corresponding to that batch.

The Returned Funds Batch List page displays:

Returned funds batch list

[Modify returned funds selection >>](#)
[Export to file >>](#)

Report run Wednesday, June 3, 2020 at 10:49:46 AM ET

Records 1-2 (of 2)

Batch ID: 6713	Total batch amount: \$2,500.00
Batch creation date: 03/05/2020	Processed amount: \$2,500.00
Returned funds method: AUTO-DEBIT	Work in process amount: \$0.00
ACH initiation date:	Check number: N/A
Settlement date: 03/17/2020	School ID: 000000-00
	School name:

Click the **View Details** button to view details of a specific transaction.

Borrower/Student SSN	Borrower/Student name	Loan prgm	Loan period	Inst ID/Inst type	Excess funds reg ID	Transaction type	Transaction amount	Transaction date	
719-89-1325	THURMAN, MEGAN C.	PRIVATE	01/15/2020 to 04/15/2020	00000000 SCHOOL	N/A	CANCEL - UNCONSUMMATED	\$1,000.00	03/05/2020	View Details
719-89-1325	THURMAN, MEGAN C.	PRIVATE	01/15/2020 to 04/15/2020	00000000 SCHOOL	N/A	CANCEL - UNCONSUMMATED	\$1,500.00	03/05/2020	View Details

[Return to batch results](#)

- To view details of a specific transaction, click the **View Details** button for that transaction.

The Returned Funds Transaction Detail page displays:

(Continued on the next page)

RETURNED FUNDS TRANSACTION DETAIL

[Modify Returned Funds Selection >>](#)

Report run Wednesday, June 3, 2020 at 10:54:03 AM ET

Borrower

Borrower Name:	MEGAN C. THURMAN	Student Name:	
Borrower SSN:	719-89-1325	Student SSN:	

Transaction Detail

The disbursement details provided below reflect the most recent disbursement roster information for this disbursement number. It does not reflect any other adjustment transactions processed since the disbursement date provided.

Disbursement Detail

Return Transaction Detail

Disbursement Date:	03/05/2020	Transaction Type:	CANCEL - UNCONSUMMATED
Disbursement Roster ID:	S00005745	Transaction Date:	03/05/2020
Disbursement Number:	2	Batch ID:	6713
Disbursement ID:	100863447-01	Net Transaction Amount:	\$1,000.00
CommonLine Unique ID:	899984AT100863447	Return Method:	AUTO
Origination Fee Amount:	\$0.00	Initiating Source Type:	SCHOOL
Gross Disbursement Amount:	\$1,000.00	Source Code:	00000000
Net Disbursement Amount:	\$1,000.00		

[Return to Batch List](#)

- Review the displayed information.
- Click the [Return to Batch List](#) button to return to the previous page.

During the Return Funds Batch reporting process, you can also:

- Save the batch information to a file by clicking the [Export to File](#) link.
NOTE: The Export to a File link will be unavailable if your query results have exceeded the maximum number of records that can be exported. If you need to export the results as an Excel or comma separated values (CSV) file, refine your search criteria to return fewer records.
- Change your report criteria and retrieve a new report by clicking the [Modify Returned Funds Selection](#) link.
- End the reporting process by clicking the [Return to Report Management](#) button.

Returned Funds Transaction Report

1. On the Returned Funds Transaction Selection Criteria page, set the criteria for the report by using the fields under the Selection Criteria section header.

Returned funds transaction selection criteria

To define a new report, enter your criteria beginning with the SELECTION CRITERIA section. To save the selection criteria, enter a name in the Report Name box and select SAVE or SAVE AND SUBMIT.

Selection criteria

School campus / branch: (00000000) University

Returned funds method: All

Transaction type: All Transaction Types, Cancel - Consummated, Cancel - Unconsummated, Reissue, School Refund

Source code: All Source Codes, WEB, CTSF, MANUAL

Defined range: From date, To date

Date range: Use Custom Dates or (ex. MM/DD/YYYY)

School use:

Save selection criteria and run report

Report name: Report description:

Report options

To run your report offline, enter your email address and select the Send Email Notification check box. You will receive an email confirmation when the report is finished.

Email address: Send email notification when query is complete

Submit Save and submit Save Discontinue

Set the report criteria.

Enter a report name and description when saving the report.

Enter your email address when running a report offline.

Click Submit.

(Continued on the next page)

RETURNED FUNDS TRANSACTION DETAIL

[Modify Returned Funds Selection >>](#)

Report run Wednesday, June 3, 2020 at 11:07:24 AM ET

Borrower

Borrower Name: DOROTHY PETERSEN
Borrower SSN: 719-89-0477

Student Name:
Student SSN:

Transaction Detail

The disbursement details provided below reflect the most recent disbursement roster information for this disbursement number. It does not reflect any other adjustment transactions processed since the disbursement date provided.

Disbursement Detail

Disbursement Date: 12/26/2019
Disbursement Roster ID: S00005585
Disbursement Number: 2
Disbursement ID: 100826224-01
CommonLine Unique ID: 899984AT100826224
Origination Fee Amount: \$0.00
Gross Disbursement Amount: \$2,000.00
Net Disbursement Amount: \$2,000.00

Return Transaction Detail

Transaction Type: SCHOOL REFUND
Transaction Date: 05/12/2020
Batch ID: 6963
Net Transaction Amount: \$500.00
Return Method: AUTO
Initiating Source Type: SCHOOL
Source Code: 00000000

[Return to Transaction List](#)

6. Review the displayed information.
7. Click the [Return to Transaction List](#) button to return to the previous page.

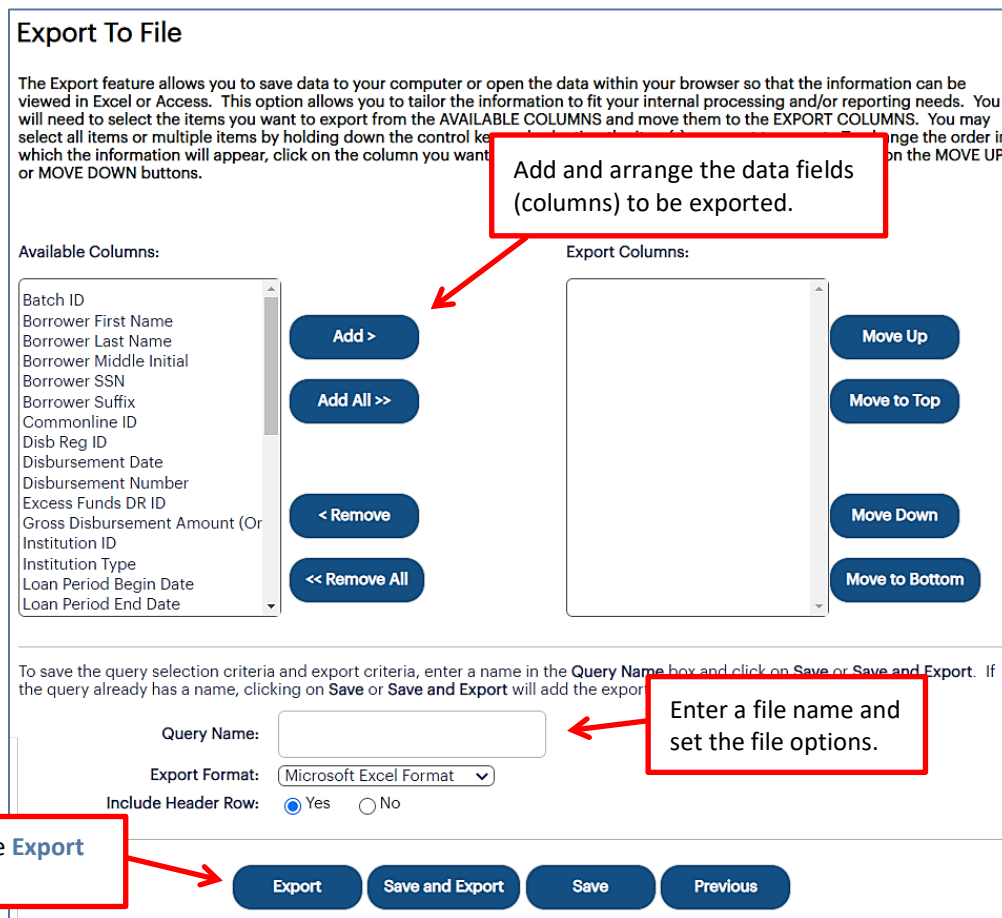
During the Return Funds Transaction reporting process, you can also:

- Save the information from the page to a file by clicking the [Export to File](#) link.
NOTE: The Export to a File link will be unavailable if your query results have exceeded the maximum number of records that can be exported. If you need to export the results as an Excel or comma separated values (CSV) file, refine your search criteria to return fewer records.
- Change your report criteria and retrieve a new report by clicking the [Modify Returned Funds Selection](#) link.
- End the reporting process by clicking the [Return to Report Management](#) button.

Exporting a Returned Funds Report

How to export the returned funds report results:

1. Click the **Export to File** link on the Returned Funds Batch List or Returned Funds Transaction List page. The Export to File page displays.



Export To File

The Export feature allows you to save data to your computer or open the data within your browser so that the information can be viewed in Excel or Access. This option allows you to tailor the information to fit your internal processing and/or reporting needs. You will need to select the items you want to export from the AVAILABLE COLUMNS and move them to the EXPORT COLUMNS. You may select all items or multiple items by holding down the control key while clicking on the column you want to export. To change the order in which the information will appear, click on the column you want to export and click on the MOVE UP or MOVE DOWN buttons.

Available Columns:

- Batch ID
- Borrower First Name
- Borrower Last Name
- Borrower Middle Initial
- Borrower SSN
- Borrower Suffix
- Commonline ID
- Disb Reg ID
- Disbursement Date
- Disbursement Number
- Excess Funds DR ID
- Gross Disbursement Amount (Or
- Institution ID
- Institution Type
- Loan Period Begin Date
- Loan Period End Date

Export Columns:

Buttons: Add >, Add All >>, < Remove, << Remove All, Move Up, Move to Top, Move Down, Move to Bottom

To save the query selection criteria and export criteria, enter a name in the Query Name box and click on Save or Save and Export. If the query already has a name, clicking on Save or Save and Export will add the export criteria to the existing query.

Query Name:

Export Format: Microsoft Excel Format

Include Header Row: Yes No

Buttons: Export, Save and Export, Save, Previous

Callouts:

- Red box: "Add and arrange the data fields (columns) to be exported." with arrows pointing to the Available and Export Columns sections.
- Red box: "Enter a file name and set the file options." with an arrow pointing to the Query Name field.
- Red box: "Click the Export button." with an arrow pointing to the Export button.

2. Add and arrange the data fields (columns) to be exported using the available functionality.
3. Enter a name for the file in the **Export Name** field.
4. Select the format of the exported file in the **Export Format** field.
5. Select whether you want header information to display on the exported file in the **Include Header Row** option.
6. Click the **Export** button.

Your browser displays a series of dialog boxes and prompts to let you view or save the file.