60×30TX

Texas Higher Education Coordinating Board

HelmNet Online Reporting

Student Financial Aid Programs
Texas Higher Education Coordinating Board

HelmNet Online Reporting

Purpose

The **Online Reporting** feature within the HelmNet portal provides institutions a secure method to run and export real-time data for the College Access Loan (CAL), Texas Armed Services Scholarship Program (TASSP), and B-on-Time (BOT) programs. Administrators can access program summaries as well as borrower-specific details from application to final disbursement.

Reports

Financial aid administrators with HelmNet permissions can run reports on each **Program Type**—CAL, TASSP, or BOT—for the selected **Program Year**. The *program year* is the state fiscal year (Sept. 1 through Aug. 31). Report data consist of student accounts with a loan period end date that falls within the selected program year. If an administrator were to run a report for Program Year 2021, the report results would include data from all student accounts that have a loan period end date between Sept. 1, 2020 and Aug. 31, 2021 (FY 2021).

Seven report options, referred to as **Report Names**, are available:

- Summary
- Pending School Certification
- Certified–No Allocated Funds Available
- Certified Applications in Process
- Pending Disbursement–Need Documents
- Pending Future Disbursements
- Disbursed

Accessing Reports

After logging into HelmNet, select **Loan Reporting** from the left-hand navigation. Then select the **School Loan Reports** button.

Use the drop-down arrows to select the report criteria:

- **Program year:** The state fiscal year (Sept. 1 through Aug. 31)
- **Report name:** 7 report options
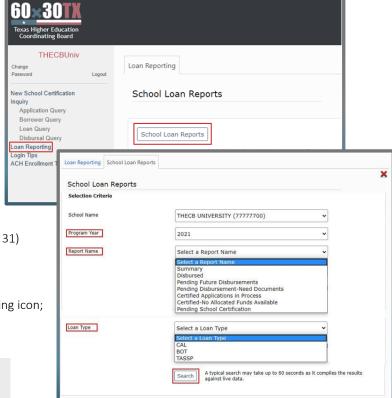- **Loan type:** CAL, BOT, or TASSP

Select the **Search** button to run the report. (You may see a circling icon; a typical search may take up to 120 seconds.)

System Tips

- For best results, use one of these internet browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, or Safari. The reporting feature is **not compatible** with Internet Explorer.
- Do not use the "back" arrow in your browser; you could be logged out.
- If you are unable to view the left navigation, then zoom out.
- Your session will expire after **20 minutes** of inactivity. An alert will pop up, and you will have 60 seconds to select "Extend" before the system ends your session and you must log in to HelmNet again.

Need access to HelmNet? Have your financial aid director submit the System Authorization Form.

Questions? Contact Us. Select "Financial Aid Question" as the Contact Reason.

Reporting Features
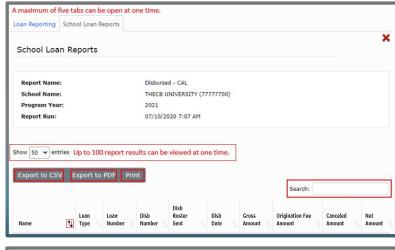
All report results can be exported in three ways:
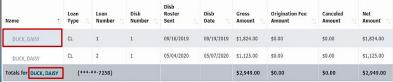- .CSV/Excel file
- PDF
- Print

All reports except the Summary Report provide student-by-student data and include the following features:
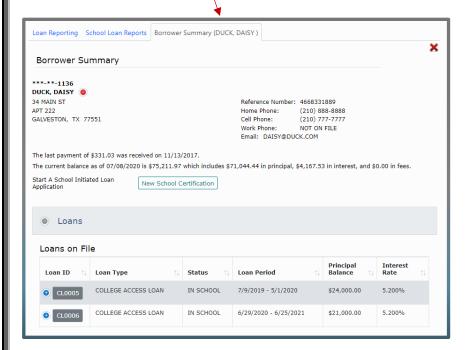- Display up to 100 results at a time
- Search for a specific student
- Sort data using the up-and-down arrows in the selected field

Administrators can access the **Borrower Summary** tab to review student-specific information related to the account.

- Access the Borrower Summary screen by selecting the borrower name.

Loan Reporting | School Loan Reports

School Loan Reports

Report Name:	Disbursed - CAL
School Name:	THECB UNIVERSITY (77777700)
Program Year:	2021
Report Run:	07/10/2020 7:07 AM

Show 50 entries Up to 100 report results can be viewed at one time.

Export to CSV Export to PDF Print

Search:

Name	Loan Type	Loan Number	Disb Number	Disb Roster Sent	Disb Date	Gross Amount	Origination Fee Amount	Canceled Amount	Net Amount

Name	Loan Type	Loan Number	Disb Number	Disb Roster Sent	Disb Date	Gross Amount	Origination Fee Amount	Canceled Amount	Net Amount
DUCK, DAISY	CL	1	1	09/16/2019	09/19/2019	$1,824.00	$0.00	$0.00	$1,824.00
DUCK, DAISY	CL	2	1	05/04/2020	05/07/2020	$1,125.00	$0.00	$0.00	$1,125.00
Totals for DUCK, DAISY	(***-**-7258)					$2,949.00	$0.00	$0.00	$2,949.00

Loan Reporting | School Loan Reports | Borrower Summary (DUCK, DAISY)

Borrower Summary

***-**-1136
DUCK, DAISY 🔴
34 MAIN ST
APT 222
GALVESTON, TX 77551

Reference Number: 4668331889
Home Phone: (210) 888-8888
Cell Phone: (210) 777-7777
Work Phone: NOT ON FILE
Email: DAISY@DUCK.COM

The last payment of $331.03 was received on 11/13/2017.
The current balance as of 07/08/2020 is $75,211.97 which includes $71,044.44 in principal, $4,167.53 in interest, and $0.00 in fees.

Start A School Initiated Loan Application   New School Certification

⊙ Loans

Loans on File

Loan ID	Loan Type	Status	Loan Period	Principal Balance	Interest Rate
⊕ CL0005	COLLEGE ACCESS LOAN	IN SCHOOL	7/9/2019 - 5/1/2020	$24,000.00	5.200%
⊕ CL0006	COLLEGE ACCESS LOAN	IN SCHOOL	6/29/2020 - 6/25/2021	$21,000.00	5.200%

System Tip
If you make and save any changes to student accounts, you must run the report again to see those updates.
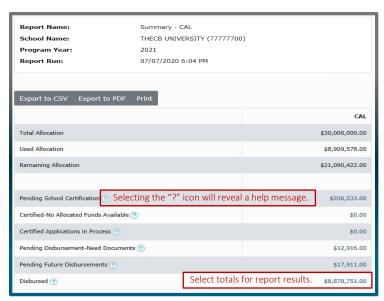
Excel Tip
In the .CSV/Excel file, if you see "########" symbols populating cells, expand each column to view the data.

Summary Report

The **Summary Report** is a comprehensive accounting of funds for the selected program type and program year. This report shows total, used, and remaining allocation information, and it gives a snapshot of funding for each processing stage from application to disbursement.

- Partial cancellations and refunds have been subtracted from the **Disbursed** amount.
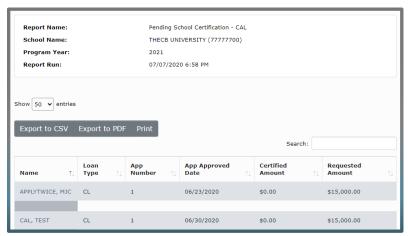- Navigate to individual report results by selecting the summary totals.

Report Name:	Summary - CAL
School Name:	THECB UNIVERSITY (77777700)
Program Year:	2021
Report Run:	07/07/2020 6:04 PM

Export to CSV   Export to PDF   Print

	CAL
Total Allocation	$30,000,000.00
Used Allocation	$8,909,578.00
Remaining Allocation	$21,090,422.00
Pending School Certification ⓘ *Selecting the "?" icon will reveal a help message.*	$206,533.00
Certified-No Allocated Funds Available ⓘ	$0.00
Certified Applications in Process ⓘ	$0.00
Pending Disbursement-Need Documents ⓘ	$12,916.00
Pending Future Disbursements ⓘ	$17,911.00
Disbursed ⓘ *Select totals for report results.*	$8,878,751.00

NOTE: Amounts listed reflect totals for accounts with a loan period end date within the selected program year.

FIELD NAME	FIELD DESCRIPTION
Total Allocation	Annual allocation amount designated for selected program and year
Used Allocation	Total allocation amount expended and pending disbursements for selected program and year (Partial cancellations and refunds have been subtracted from this amount.)
Remaining Allocation	Difference between Total Allocation and Used Allocation for selected program and year
Pending School Certification	Total dollar amount of funds for students whose applications are complete and who have received lender approval; awaiting school certification for selected program and year
Certified–No Allocated Funds Available	Total dollar amount of funds certified when fund allocation is not yet available for selected program and year
Certified Applications in Process	Total dollar amount of funds certified for students whose **applications are incomplete** for selected program and year
Pending Disbursement–Need Documents	Total dollar amount of funds pending disbursement for students whose applications have a processing error or who have **NOT** accepted the terms of the Loan Approval Disclosure (LAD) for selected program and year
Pending Future Disbursements	Total dollar amount of funds pending disbursement for students whose applications are complete and who have accepted the terms of the Loan Approval Disclosure (LAD) for selected program and year
Disbursed	Total dollar amount of funds disbursed or in transit to school for selected program and year (Partial cancellations and refunds have been subtracted from this amount.)

Pending School Certification Report

The **Pending School Certification Report** results include CAL applications awaiting certification by the institution.

- Student application documents and lender approval are complete.
- Loans not certified by the school within 365 days from the **Application Approved Date** are canceled.
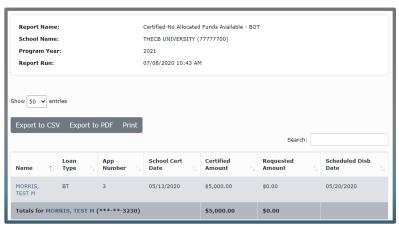
Report Name:	Pending School Certification - CAL
School Name:	THECB UNIVERSITY (77777700)
Program Year:	2021
Report Run:	07/07/2020 6:58 PM

Show 50 entries

Export to CSV   Export to PDF   Print

Search:

Name ↑↓	Loan Type ↑↓	App Number ↑↓	App Approved Date ↑↓	Certified Amount ↑↓	Requested Amount ↑↓
APPLYTWICE, MJC	CL	1	06/23/2020	$0.00	$15,000.00
CAL, TEST	CL	1	06/30/2020	$0.00	$15,000.00

NOTE: Accounts listed on the report have a loan period end date within the selected program year. To view the account, select the student's name on the report to launch the Borrower Summary in a new tab.

FIELD NAME	FIELD DESCRIPTION
Reference Number	Student-specific identification number assigned by the THECB that can be used as an alternative to the student's SSN
SSN (social security number)	Last four digits of student social security number; or institution-assigned student ID number if student does not have an SSN
Name	Student last name, first name and middle initial
Loan Type	**Program Type** AS = Texas Armed Services Scholarship Program BT = Texas B-On-Time CL = College Access Loan
App (application) Number	A sequential number assigned to each application per student and program; each application number will display as a separate entry
App (application) Approved Date	Date the THECB approved the application
Certified Amount	Total dollar amount of funds certified by the school
Requested Amount	Total dollar amount of funds requested by the student

Certified–No Allocated Funds Available Report

The **Certified–No Allocated Funds Available Report** results include institution-certified applications awaiting funds; allocation is not yet available.

- Date displayed within the **Scheduled Disb. Date** field is entered by the institution during certification and has not been finalized.
- Private Education Loan Approval Disclosure (LAD) is not generated until funding is available.

NOTE: Accounts listed on the report have a loan period end date within the selected program year. To view the account, select the student's name on the report to launch the Borrower Summary in a new tab.

FIELD NAME	FIELD DESCRIPTION
Reference Number	Student-specific identification number assigned by the THECB that can be used as an alternative to the student's SSN
SSN (social security number)	Last four digits of student social security number; or institution-assigned student ID number if student does not have an SSN
Name	Student last name, first name and middle initial
Loan Type	**Program Type** AS = Texas Armed Services Scholarship Program BT = Texas B-On-Time CL = College Access Loan
App (application) Number	A sequential number assigned to each application per student and program; each application number will display as a separate entry
School Cert (certification) Date	Date the school certified the application
Scheduled Disb (disbursement) Date	Date funds are scheduled for disbursement to the school
Certified Amount	Total dollar amount of funds certified by the school
Requested Amount	Total dollar amount of funds requested by the student

Certified Applications in Process Report

The **Certified Applications in Process Report** results include TASSP applications certified by the institution that have incomplete student documents.

- If the CommonLine certification file is uploaded via MOVEit, the applications within the file will appear on the report on the next business day.
- If the certification is submitted through HelmNet, the application will appear in real time after the report is run.
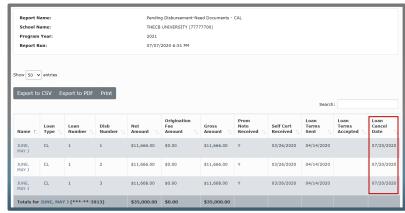- In the rare case that a CAL application were to appear, then Contact Us.

Report Name:	Certified Applications in Process - TASSP
School Name:	THECB UNIVERSITY (77777700)
Program Year:	2020
Report Run:	07/07/2020 6:55 PM

Show 50 entries

Export to CSV   Export to PDF   Print

Search:

Name	Loan Type	App Number	School Cert Date	Certified Amount	Requested Amount	Self Cert Received	Prom Note Received
BORROWER, TEST B	AS	1	06/11/2020	$10,000.00	$0.00		N
BORROWER, TEST T	AS	1	06/18/2020	$2,000.00	$0.00		N

NOTE: Accounts listed on the report have a loan period end date within the selected program year. To view the account, select the student's name on the report to launch the Borrower Summary in a new tab.

FIELD NAME	FIELD DESCRIPTION
Reference Number	Student-specific identification number assigned by the THECB that can be used as an alternative to the student's SSN
SSN (social security number)	Last four digits of student social security number; or institution-assigned student ID number if student does not have an SSN
Name	Student last name, first name and middle initial
Loan Type	**Program Type** AS = Texas Armed Services Scholarship Program CL = College Access Loan
App (application) Number	A sequential number assigned to each application per student and program; each application number will display as a separate entry
School Cert (certification) Date	Date the school certified the application
Certified Amount	Total dollar amount of funds certified by the school
Requested Amount	Total dollar amount of funds requested by the student
Self Cert (certification) Received	Date the THECB received the completed Private Education Loan Applicant Self-Certification Form
Prom (promissory) Note Received	This field indicates whether the lender has received the promissory note by showing a "Y" (yes) or "N" (no)

Pending Disbursement–Need Documents Report

The **Pending Disbursement–Need Documents Report** results include student accounts that have not accepted the Private Education Loan Approval Disclosure (LAD) or that have a processing error.

- A LAD that is not signed will be canceled on the **Loan Cancel Date**.
- For accounts with a date listed in the **Loan Terms Accepted** column, a processing error has occurred. Institutions will need to contact the THECB for assistance.
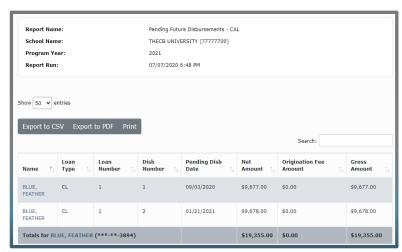
Report Name:	Pending Disbursement-Need Documents - CAL
School Name:	THECB UNIVERSITY (77777700)
Program Year:	2021
Report Run:	07/07/2020 6:51 PM

Show 50 entries

Export to CSV   Export to PDF   Print

Search:

Name	Loan Type	Loan Number	Disb Number	Net Amount	Origination Fee Amount	Gross Amount	Prom Note Received	Self Cert Received	Loan Terms Sent	Loan Terms Accepted	Loan Cancel Date
JUNE, MAY J	CL	1	1	$11,666.00	$0.00	$11,666.00	Y	03/26/2020	04/14/2020		07/20/2020
JUNE, MAY J	CL	1	2	$11,666.00	$0.00	$11,666.00	Y	03/26/2020	04/14/2020		07/20/2020
JUNE, MAY J	CL	1	3	$11,668.00	$0.00	$11,668.00	Y	03/26/2020	04/14/2020		07/20/2020
Totals for JUNE, MAY J (***-**-3913)				$35,000.00	$0.00	$35,000.00					

NOTE: Accounts listed on the report have a loan period end date within the selected program year. To view the account, select the student's name on the report to launch the Borrower Summary in a new tab.

FIELD NAME	FIELD DESCRIPTION
Reference Number	Student-specific identification number assigned by the THECB that can be used as an alternative to the student's SSN
SSN (social security number)	Last four digits of student social security number; or institution-assigned student ID number if student does not have an SSN
Name	Student last name, first name and middle initial
Loan Type	**Program Type** AS = Texas Armed Services Scholarship Program BT = Texas B-On-Time CL = College Access Loan
Loan Number	A sequential number assigned to each loan per student and program; each loan number will display as a separate entry
Disb (disbursement) Number	System-assigned number for each disbursement within the program year; often aligns with fall, spring, and summer semesters
Net Amount	Disbursement amount less origination fee
Origination Fee Amount	The THECB loan processing fee: Currently 3% for BOT; 0% for CAL and TASSP
Gross Amount	Disbursement amount prior to deduction of loan origination fee
Prom (promissory) Note Received	This field indicates whether the THECB has received the promissory note by showing a "Y" (yes) or "N" (no)
Self Cert (certification) Received	Date the THECB received the completed Private Education Loan Applicant Self-Certification Form
Loan Terms Sent	Date the Private Education Loan Approval Disclosure (LAD) is mailed to the student
Loan Terms Accepted	Date the student accepted the LAD
Loan Cancel Date	Date the loan will be canceled if the student fails to accept the LAD

Pending Future Disbursements Report

The **Pending Future Disbursements Report** is a student-by-student accounting of funds scheduled to be sent to the institution.

- Accounts listed have accepted the terms of the loan.
  - Private Education Loan Approval Disclosure (LAD) is signed, and
  - The Loan Consummation Disclosure (LCD) has been sent.
- The **Pending Disbursement Date** is at least 11 business days from the date the LAD was accepted, which may differ from the institution's entry.
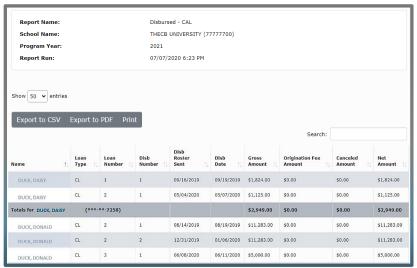
Report Name:	Pending Future Disbursements - CAL
School Name:	THECB UNIVERSITY (77777700)
Program Year:	2021
Report Run:	07/07/2020 6:48 PM

Show 50 entries

Export to CSV   Export to PDF   Print

Search:

Name	Loan Type	Loan Number	Disb Number	Pending Disb Date	Net Amount	Origination Fee Amount	Gross Amount
BLUE, FEATHER	CL	1	1	09/03/2020	$9,677.00	$0.00	$9,677.00
BLUE, FEATHER	CL	1	2	01/21/2021	$9,678.00	$0.00	$9,678.00
Totals for BLUE, FEATHER (***-**-3894)					$19,355.00	$0.00	$19,355.00

NOTE: Accounts listed on the report have a loan period end date within the selected program year. To view the account, select the student's name on the report to launch the Borrower Summary in a new tab.

FIELD NAME	FIELD DESCRIPTION
Reference Number	Student-specific identification number assigned by the THECB that can be used as an alternative to the student's SSN
SSN (social security number)	Last four digits of student social security number; or institution-assigned student ID number if student does not have an SSN
Name	Student last name, first name and middle initial
Loan Type	**Program Type** AS = Texas Armed Services Scholarship Program BT = Texas B-On-Time CL = College Access Loan
Loan Number	A sequential number assigned to each loan per student and program; each loan number will display as a separate entry
Disb (disbursement) Number	System-assigned number for each disbursement within the program year; often aligns with fall, spring, and summer semesters
Pending Disb (disbursement) Date	Date funds are scheduled to be disbursed to school
Net Amount	Disbursement amount less origination fee
Origination Fee Amount	The THECB loan processing fee: Currently 3% for BOT; 0% for CAL and TASSP
Gross Amount	Disbursement amount prior to deduction of loan origination fee

Disbursed Report

The **Disbursed Report** is a student-by-student accounting of funds disbursed or in transit to the institution for the selected program type and program year.

- Partial cancellations and refunds have been subtracted from the Net amount.

Report Name:	Disbursed - CAL
School Name:	THECB UNIVERSITY (77777700)
Program Year:	2021
Report Run:	07/07/2020 6:23 PM

Show 50 entries

Export to CSV   Export to PDF   Print

Search:

Name	Loan Type	Loan Number	Disb Number	Disb Roster Sent	Disb Date	Gross Amount	Origination Fee Amount	Canceled Amount	Net Amount
DUCK, DAISY	CL	1	1	09/16/2019	09/19/2019	$1,824.00	$0.00	$0.00	$1,824.00
DUCK, DAISY	CL	2	1	05/04/2020	05/07/2020	$1,125.00	$0.00	$0.00	$1,125.00
Totals for DUCK, DAISY	(***-**-7258)					$2,949.00	$0.00	$0.00	$2,949.00
DUCK, DONALD	CL	2	1	08/14/2019	08/19/2019	$11,283.00	$0.00	$0.00	$11,283.00
DUCK, DONALD	CL	2	2	12/31/2019	01/06/2020	$11,283.00	$0.00	$0.00	$11,283.00
DUCK, DONALD	CL	3	1	06/08/2020	06/11/2020	$5,000.00	$0.00	$0.00	$5,000.00

NOTE: Accounts listed on the report have a loan period end date within the selected program year. To view the account, select the student's name on the report to launch the Borrower Summary in a new tab.

FIELD NAME	FIELD DESCRIPTION
Reference Number	Student-specific identification number assigned by the THECB that can be used as an alternative to the student's SSN
SSN (social security number)	Last four digits of student social security number; or institution-assigned student ID number if student does not have an SSN
Name	Student last name, first name and middle initial
Loan Type	**Program Type** AS = Texas Armed Services Scholarship Program BT = Texas B-On-Time CL = College Access Loan
Loan Number	A sequential number assigned to each loan per student and program; each loan number will display as a separate entry
Disb (disbursement) Number	System-assigned number in sequential order for each disbursement per loan within the program year; often aligns with fall, spring, and summer semesters
Disb (disbursement) Roster Sent	Date disbursement roster is sent in MOVEit to school for selected program type and year
Disb (disbursement) Date	Date funds are disbursed to school
Gross Amount	Disbursement amount prior to deduction of loan origination fee
Origination Fee Amount	The THECB loan processing fee: Currently 3% for BOT; 0% for CAL and TASSP
Canceled Amount	The amount of funds returned to the THECB as a partial disbursement (Full disbursement cancellations will not be reflected on this report.)
Net Amount	Disbursement amount less origination fee and any canceled amount