

Report	Description	How you should use this report
5 – Paid in Full this Month	This report provides a detailed listing of all borrowers who have paid their loan(s) in full this month.	Clients should use this report to identify borrowers who have paid their loans in full and, thus, need to be sent a paid in full letter.
5A – Paid in Full Borrowers this month (all loans)	This report is similar to Report 5, but provides a complete listing of all borrower debts that may still have outstanding debit or credit balance.	Before sending paid in full letters, clients should view Report 5A to see if a borrower has other loans. If a borrower has a loan with a credit and one with a balance, the school can decide if they want to move monies from the loan with the credit to the loan with a balance.
7A – Low Balance	This report provides a detailed listing of all borrowers who have a principal loan balance of \$50.00 or less.	Clients should use this report to remove collector codes so the system can process a small balance write-off. (If ECSI does this for you, the system will automatically process the write off once the collector code is removed. If ECSI does not do this for you, you will need to remove the collector code before you can manually process a small balance write off.)
8A – Cohort Borrowers	This report provides a detailed listing of all Perkins loan borrowers who are part of this year's or next year's cohort population.	Clients should review this report to follow due diligence.
9B – Collector Codes	This report provides a detailed listing of all borrowers whose accounts have been assigned to a collection agency.	Schools that do not use ECSI for auto agency placement need to review this report to determine if they are going to manually place the account with a collection agency.
10B – Bad/Foreign Address	This report provides a detailed listing of all bad, foreign, and military addresses.	If your school does not use ECSI for skip tracing, you should review this report each month to manually skip trace all borrowers identified as having a bad address.
11D – Rescheduled Report	This report provides a detailed listing of all borrowers who are currently under a temporary payment arrangement.	Clients should review this report each month to make sure borrowers on a reschedule agreement are paying on time. If a borrower is on a reschedule and not paying as agreed, the system will stop these accounts from being auto-placed with an agency.
11G – Agency Accts with Zero Balance	This report provides a detailed listing of all borrowers who have been assigned to a collection agency and currently have a zero balance (or credit balance) on their account.	ECSI does not remove collector codes from accounts with zero balance. The client should review this report and remove collector codes on the accounts listed.
12 – Monthly Transactions	The General Ledger Report is sorted by fund and lists all deposits, adjustments, advances, cancellations, transfers, NSF's, and journal entries.	A client can use these reports together or separately to compare them to the general ledger on the school's system. The details of Report 12 are used to match escrow deposits.
13 – Trial Balance	This report lists current, fiscal, non-fiscal, and to-date accounting figures.	