TMS
THE MONEY SOURCE

DFTR Job Aid

Updating Draft Requests

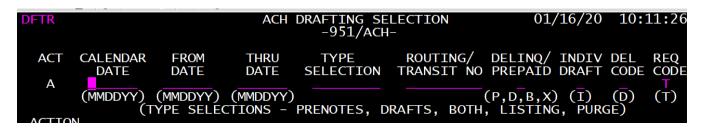People Matter.   Inspiring Leadership   Strength of Character   Rock Solid Service

Contents

DFTR

The purpose of the DFTR screen is to add/update draft requests or delete existing draft requests. The DFTR screen is divided into two sections. The top section of the screen consists of the fields where you add or change 951/ACH requests.

```
DFTR                    ACH DRAFTING SELECTION        01/16/20  10:11:26
                              -951/ACH-

   ACT  CALENDAR   FROM     THRU     TYPE      ROUTING/  DELINQ/ INDIV DEL  REQ
         DATE      DATE     DATE   SELECTION  TRANSIT NO PREPAID DRAFT CODE CODE
    A    _____  _____  _____ _____  _____          _    _    _   T
        (MMDDYY) (MMDDYY) (MMDDYY)                       (P,D,B,X) (I)  (D)  (T)
              (TYPE SELECTIONS - PRENOTES, DRAFTS, BOTH, LISTING, PURGE)
ACTION
```

The bottom section of the screen displays pre-existing and pending 951/ACH requests in ascending calendar-date order. Except for the ACTION field, the fields are protected from data entry.

```
ACTION
(C,D,X)                          DRAFTING REQUESTS
  _    011720   011820   012120    BOTH                      P              T
  _    012120   012220   012220    BOTH                      P              T
  _    012220   012320   012320    BOTH                      P              T
  _    012320   012420   012420    BOTH                      P              T
  _    012420   012520   012720    BOTH                      P              T
  _    012720   012820   012820    BOTH                      P              T
  _    012820   012920   012920    BOTH                      P              T
  _    012920   013020   013020    BOTH                      P              T
  _    013020   013120   013120    BOTH                      P              T
  _    013120   020120   020320    BOTH                      P              T
  _    020320   020420   020420    BOTH                      P              T


 PF7: START AT BEGINNING       PF8: SCROLL FORWARD
a|       |            |           | an  |                          |0  : 6,10
```

If any changes need to be made an existing/pending 951/ACH

C - Modifying a pre-existing draft request.

D - Deleting a pre-existing draft request. (change will reflect next business day)

X - Deleting today's draft request.

Calendar Date/Business Day

This is required. The date on which the system selects loans for drafting for the included date range and produces the output. Entry: Type the date in MM/DD/YY format.

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From Date

This is conditional. Required for date range drafts or combined individual and date range drafts. Indicates the beginning range date for drafts. The FROM DATE must be one day greater than the last previously used THRU DATE. Entry: Type the date in MM/DD/YY format.

Thru Date

This is conditional. Required for date range drafts or combined individual and date range drafts. Indicates the ending range date for drafts. Do not use date ranges longer than one month. The date range cannot skip or exclude days. Entry: Type the date in MM/DD/YY format. Code the date range through the 31st **even if the month of the request does not have 31 days**.
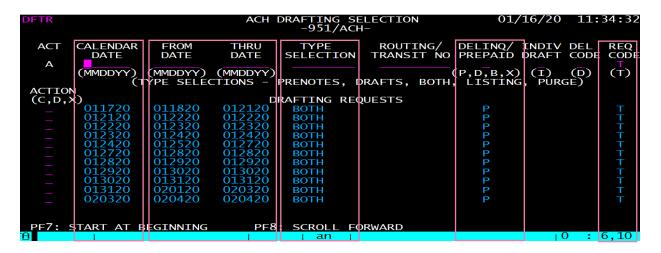
Type Selection

Indicates the loans to select. **Both**- Prenote loans with blank or zero in prenote field and draft loans whose date falls within the date range.

DELINQ/PREPAID

P - Current and prepaid loans, budget and monthly.

REQ CODE

Type T to produce an ACHA file

```
DFTR                          ACH DRAFTING SELECTION              01/16/20  11:34:32
                                    -951/ACH-

   ACT  CALENDAR      FROM      THRU        TYPE      ROUTING/  DELINQ/  INDIV DEL   REQ
          DATE        DATE      DATE      SELECTION  TRANSIT NO PREPAID  DRAFT CODE  CODE
    A                                                                                 T
        (MMDDYY)  (MMDDYY) (MMDDYY)                           (P,D,B,X) (I)   (D)    (T)
                    (TYPE SELECTIONS - PRENOTES, DRAFTS, BOTH, LISTING, PURGE)
  ACTION
  (C,D,X)                              DRAFTING REQUESTS
   _    011720    011820   012120      BOTH                      P                    T
   _    012120    012220   012220      BOTH                      P                    T
   _    012220    012320   012320      BOTH                      P                    T
   _    012320    012420   012420      BOTH                      P                    T
   _    012420    012520   012720      BOTH                      P                    T
   _    012720    012820   012820      BOTH                      P                    T
   _    012820    012920   012920      BOTH                      P                    T
   _    012920    013020   013020      BOTH                      P                    T
   _    013020    013120   013120      BOTH                      P                    T
   _    013120    020120   020320      BOTH                      P                    T
   _    020320    020420   020420      BOTH                      P                    T

   PF7: START AT BEGINNING        PF8: SCROLL FORWARD
  A                        |             |      | an  |                    |0   : 6,10
```
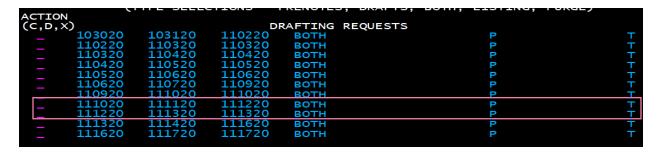
DFTR Steps

- ➲ Type DFTR, press Enter.
- ➲ Type the request date in the CALENDAR DATE field.
- ➲ Type the beginning range date in the FROM DATE field.
- ➲ Type the ending range date in the THRU DATE field.
- ➲ Type BOTH in the TYPE SELECTION field:
- ➲ Leave the ROUTING/TRANSIT NO field blank. Tab to the DELINQ/PREPAID field.
- ➲ Type P in the DELINQ/PREPAID field
- ➲ Leave the INDIV DRAFT and the DEL CODE fields blank.
- ➲ Tab to the REQ CODE field. Type T
- ➲ Press Enter.

> **Note: Weekends and Holidays are not to be entered in the Calendar Date field**

Weekend Example:


```
ACTION
(C,D,X)                        DRAFTING  REQUESTS
_     011720    011820    012120    BOTH                P                T
_     012120    012220    012220    BOTH                P                T
_     012220    012320    012320    BOTH                P                T
_     012320    012420    012420    BOTH                P                T
_     012420    012520    012720    BOTH                P                T
_     012720    012820    012820    BOTH                P                T
_     012820    012920    012920    BOTH                P                T
_     012920    013020    013020    BOTH                P                T
_     013020    013120    013120    BOTH                P                T
_     013120    020120    020320    BOTH                P                T
_     020320    020420    020420    BOTH                P                T

PF7:  START  AT  BEGINNING        PF8:  SCROLL  FORWARD
```

Holiday Example


```
ACTION
(C,D,X)                        DRAFTING  REQUESTS
_     103020    103120    110220    BOTH                P                T
_     110220    110320    110320    BOTH                P                T
_     110320    110420    110420    BOTH                P                T
_     110420    110520    110520    BOTH                P                T
_     110520    110620    110620    BOTH                P                T
_     110620    110720    110920    BOTH                P                T
_     110920    111020    111020    BOTH                P                T
_     111020    111120    111220    BOTH                P                T
_     111220    111320    111320    BOTH                P                T
_     111320    111420    111620    BOTH                P                T
_     111620    111720    111720    BOTH                P                T
```

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Weekend/Holiday Examples

Leap year- since it falls on a Saturday, we are running another draft cycle for month end payments.

```
_   022620   022720   022720   BOTH                          P                    T
_   022720   022820   022820   BOTH                          P                    T
    022820   022920   022920   BOTH                          P                    T
_   022920   023020   030220   BOTH                          P                    T
_   030220   030320   030320   BOTH                          P                    T
_   030320   030420   030420   BOTH                          P                    T
```

If in cases we are not running a Saturday cycle, we will include 02/29/20 in the from date

```
ACT   CALENDAR    FROM      THRU       TYPE        ROUTING/   DELINQ/ INDIV DEL   REQ
        DATE      DATE      DATE     SELECTION   TRANSIT NO PREPAID DRAFT CODE  CODE
 A      022820    022920    030220    both____   _____          p            T
      (MMDDYY)  (MMDDYY)  (MMDDYY)                            (P,D,B,X) (I)   (D)  (T)
              (TYPE SELECTIONS - PRENOTES, DRAFTS, BOTH, LISTING, PURGE)
ACTION
```

31 Days to Each Month

On page 2, we mentioned to include 31 days for each month even if the corresponding month doesn't have a full 31 days. This will affect; February (28 days usually), April (30 days), June (30days), September (30 days) & November (30 days)

```
ACT   CALENDAR    FROM      THRU       TYPE        ROUTING/   DELINQ/ INDIV DEL   REQ
        DATE      DATE      DATE     SELECTION   TRANSIT NO PREPAID DRAFT CODE  COD
 A       ■        _____  _____  _____   _____          _   _   _    _
      (MMDDYY)  (MMDDYY)  (MMDDYY)                            (P,D,B,X) (I)   (D)  (T)
              (TYPE SELECTIONS - PRENOTES, DRAFTS, BOTH, LISTING, PURGE)
ACTION
(C,D,X)                              DRAFTING REQUESTS
 _      042820    042920    042920    BOTH                          P            T
 _      042920    043020    043020    BOTH                          P            T
 _      043020    043120    050120    BOTH                          P            T
```

04/30/20 is the last business day of the month (Calendar Date) 04/31/20 is placed in the from date and the thru date is the next business day (05/01/20)

How to Process DFTR Through the Weekend

Below is a weekend example, Calendar date 03/20/2020, From date will be the next physical day 03/21/20. Your thru date will be the next business day 03/23/20

```
ACT   CALENDAR    FROM      THRU       TYPE        ROUTING/   DELINQ/ INDIV DEL   REQ
        DATE      DATE      DATE     SELECTION   TRANSIT NO PREPAID DRAFT CODE  CODE
 A      032020    032120    032320    Both____   _____          p            T
      (MMDDYY)  (MMDDYY)  (MMDDYY)                            (P,D,B,X) (I)   (D)  (T)
              (TYPE SELECTIONS - PRENOTES, DRAFTS, BOTH, LISTING, PURGE)
ACTION
```

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Weekday Holiday

Presidents day Monday 02/17/2020 example. To process for a Holiday, Calendar date should be the last previous business day before the holiday, in this case Friday 02/14/2020. Run normally as if it were a weekend, place the next physical day in the from date, Saturday 02/15/2020.Place next business day on Through date, Tuesday 02/18/2020

```
ACT   CALENDAR    FROM     THRU      TYPE       ROUTING/   DELINQ/ INDIV DEL   REQ
       DATE       DATE     DATE    SELECTION   TRANSIT NO  PREPAID DRAFT CODE CODE
 A     021420     021520   021820  both____    _____    p      _    _     T
      (MMDDYY)  (MMDDYY) (MMDDYY)                          (P,D,B,X) (I)  (D)  (T)
              (TYPE SELECTIONS - PRENOTES, DRAFTS, BOTH, LISTING, PURGE)
```

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