

Run TLR (Transaction Level Report)

1. Open DHL Utilities Screen
2. Select CDFI Export, enter 10/31/?? for program year
 - a. If there is missing or invalid data the report will be rejected and you will need to complete any missing information. Print the Rejected Records Report and complete the missing information
 - b. To complete missing or invalid information, Go to: Loan Form / Special Tab / Add, Edit CDFI Info.
3. Click OK to see a summary file
 - a. Print for your records
 - b. Then Select Export as a excel document
4. When the option "Ready to Create the CDFI File?" comes up Select Yes
5. Uploading to My CDFI Fund
 - a. Login to My CDFI Fund under CODI
 - b. Under Open Applications Choose "Community Investment Impact System"
 - c. The CIIS page will pop-up
 - d. Enter in Report Period and your name under Identify Yourself, click continue
 - e. Choose TLR tab and Data Entry
 - f. Upload as XML