

## Add Loan - Loan Documents (Optional Software)

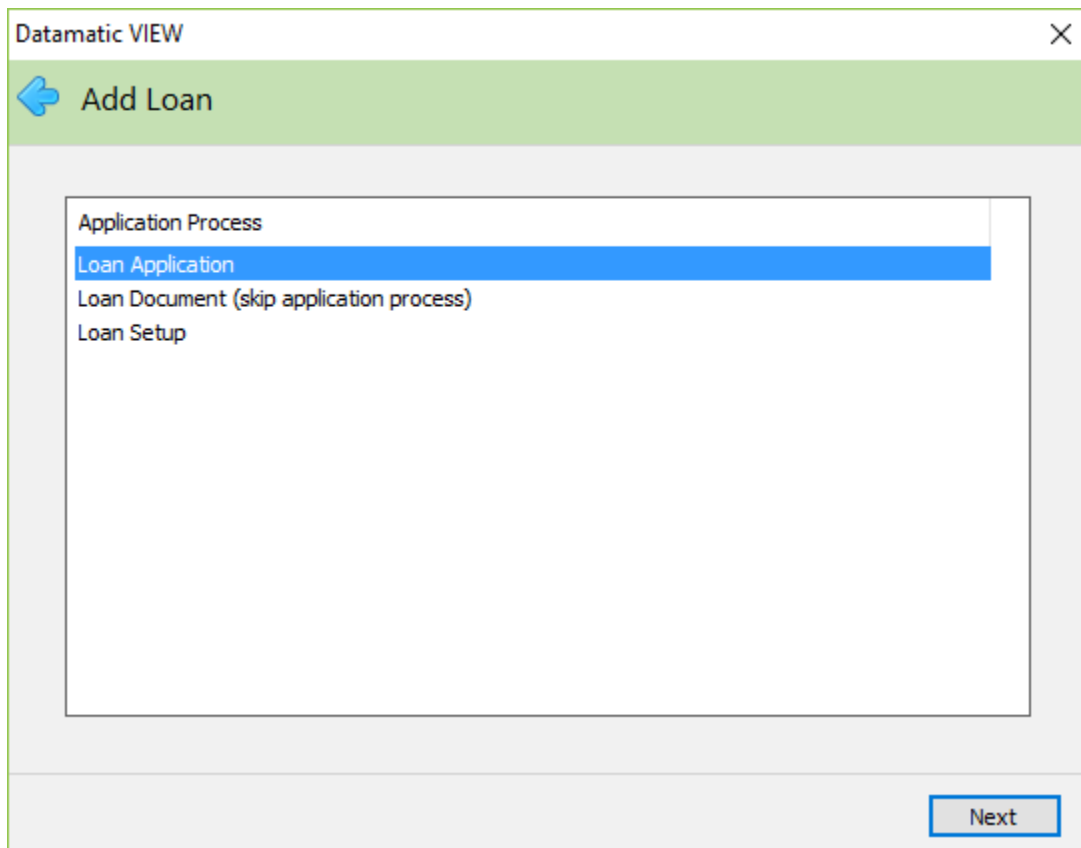
Select one of the following:

- [Main Ribbon or Member Ribbon > Lending > Add Loan].
- [Main Ribbon > Lending > Pending Loans > Add Loan].
- [Member Ribbon > Pending Loans folder > Add Loan].

The Add Loan Wizard is used to set up a loan (new, refinanced or add-on) and print the necessary loan documents. Continue to the next window.

The windows are the same regardless if the Loan Application is completed first or whether the loan officer goes directly to the Add Loan Wizard and skips the application process.

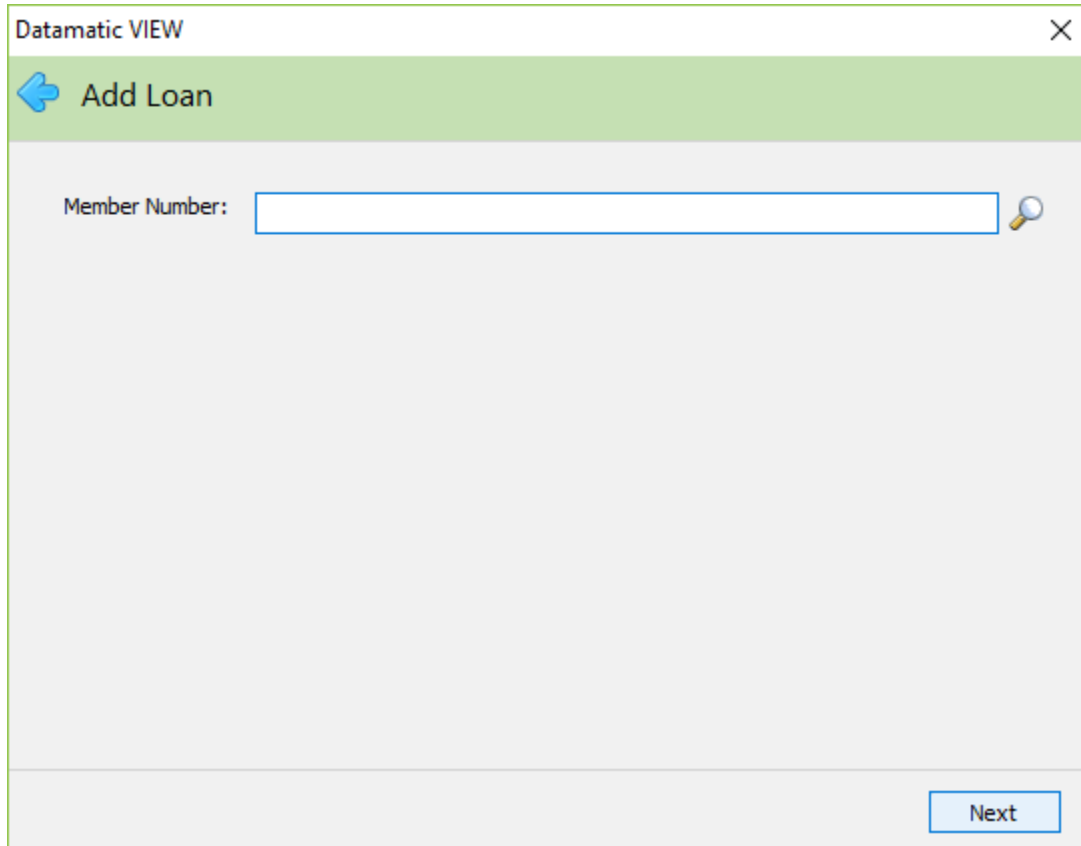
The system displays.



Select **Loan Document (skip application process)** to enter information for just a loan document. See the Loan Application chapter for information on completing a Loan Application.

Continue to the next window.

The system displays.



Datamatic VIEW

← Add Loan

Member Number:  🔍

Next

Enter the member number (account base and check digit) of the member for which the loan papers are being prepared. If the member number is not known, click on the magnifying glass to search for the member number.

Continue to the next window.

The system displays.

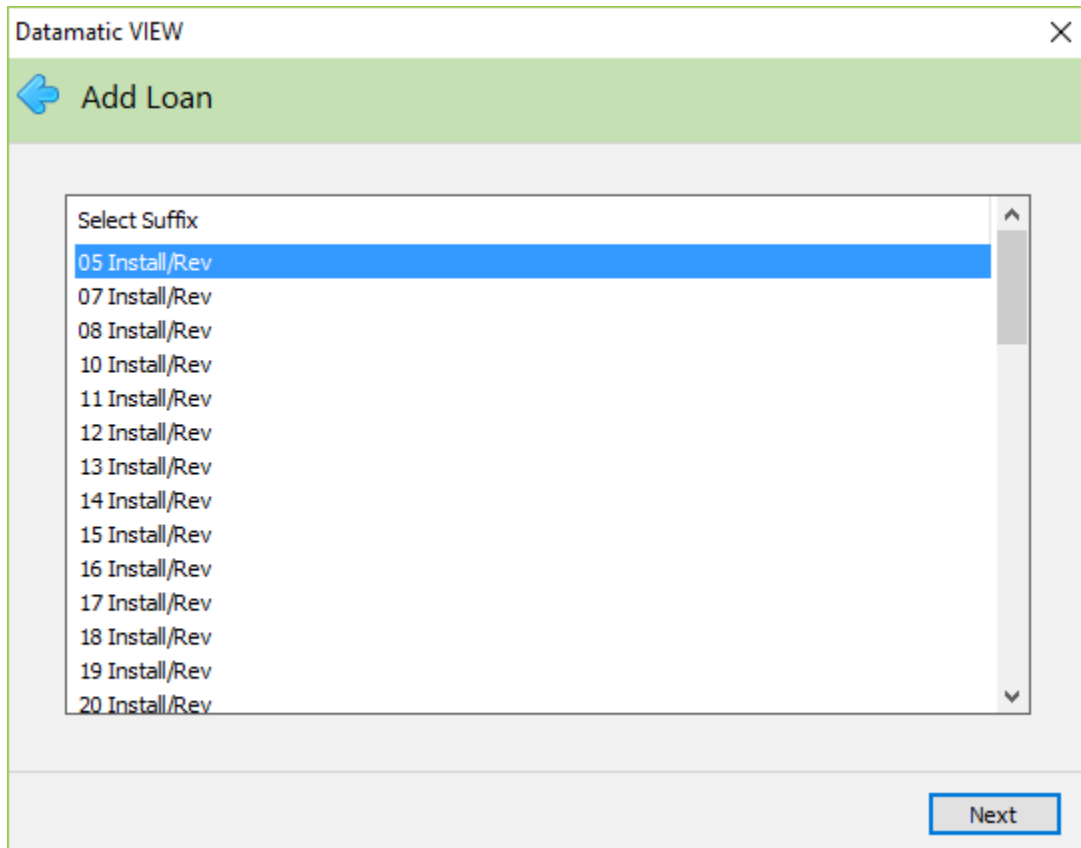
Select the type of loan to be processed.

- **New Loan** – For new loans which the loan suffix does not exist on the system.
- **Refinance Loan** – To change the terms for an existing loan suffix on the system. New money may or may not be added to the loan balance. The Payoff Interest will be added to the balance of the refinanced loan.
- **Add-On Loan** – For Line of Credit loans to add to the balance of an existing loan suffix.

To process a Loan Extension, select [[Member Ribbon > Lending > Extension](#)]. This is used to extend loan terms for an existing loan suffix on the system. New money is not added to the loan balance.

Continue to the next window.

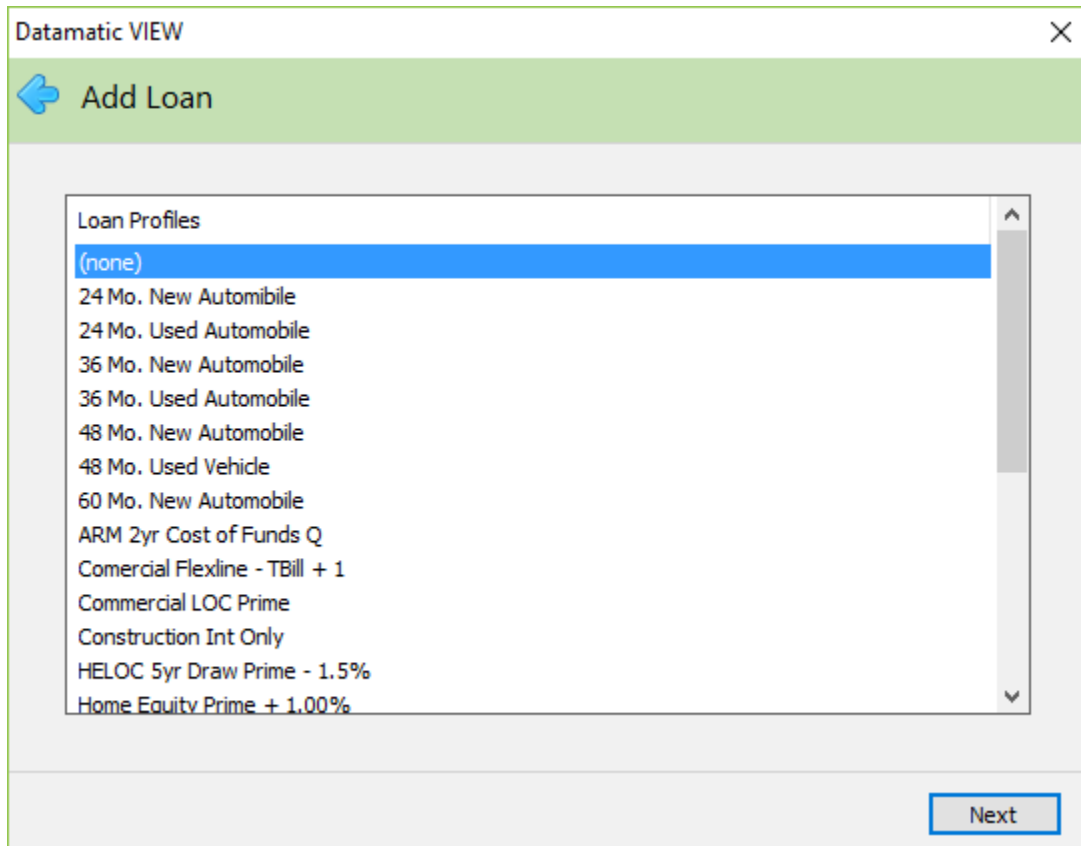
The system displays.



A list of the available loan suffixes for the member is displayed. Select a loan suffix to be used for the loan.

Type of Loan	Suffixes
Installment or Revolving Credit Loan	Suffixes 05-39
Overdraft Loan	Suffix 75
Line of Credit Loan	Suffixes 76-79
Real Estate Loan	Suffixes 60-69
Visa (Optional Software)	Suffixes 40-44

The system displays.



To use a Loan Profile, select the appropriate profile. Otherwise, select None.

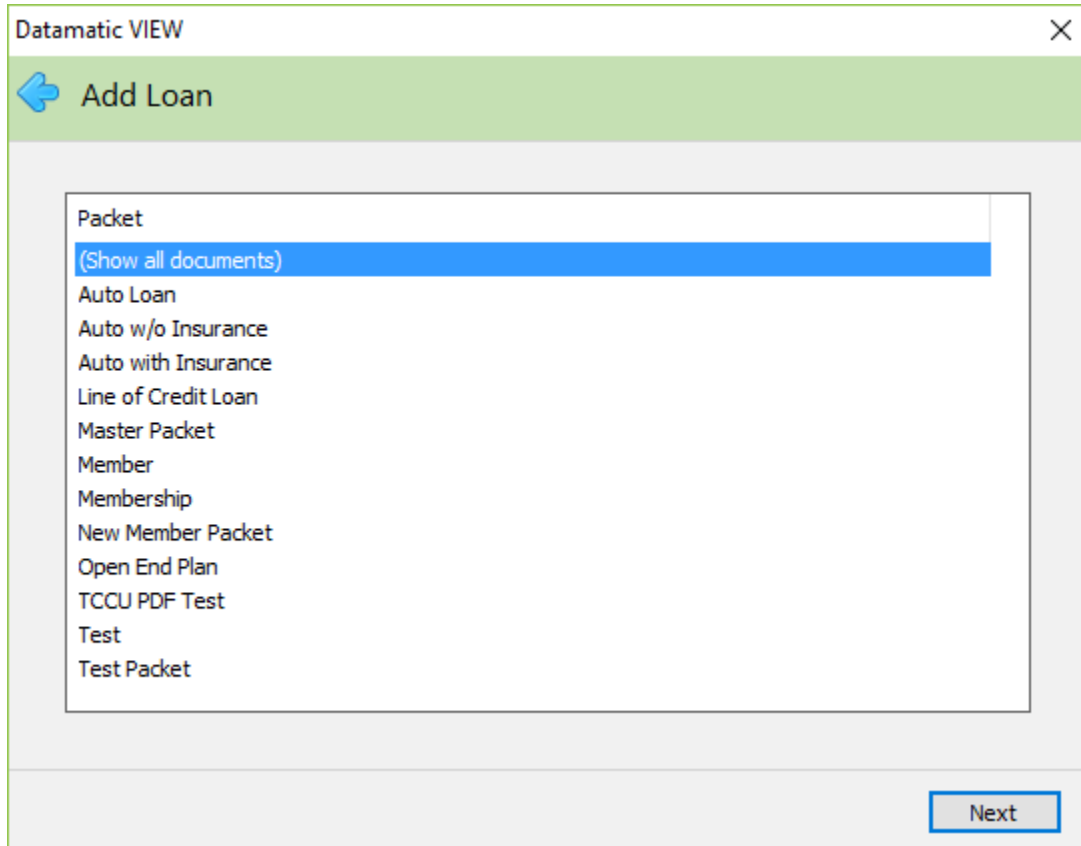
When a Loan Profile is selected, the system automatically fills in the loan information entered on the specific loan profile window for the new loan being setup.

**\*\*Note:** This window displays an example of some loan profiles. Each credit union will decide what descriptions will be used when setting up loan profiles. The descriptions entered by each credit union will display in this window.

Loan Profiles are setup on the system under [\[Main Ribbon > System Settings > Loan Profiles\]](#).

Continue to the next window.

The system displays.



If applicable, select a packet of documents to print. A **packet** contains all of the required documents for a specific type of loan. Only PDF Documents (fillable PDF's) can be made into a new Packet. However; existing PCL Packets can be edited, except for changing the order of the documents within the Packet.

The **Show all documents** selection will allow the user to select the individual documents during the printing phase rather than have all the documents in a packet be printed automatically. This selection is useful when only one or two documents need to be printed separately from a packet.

The packets are set up on the system under System Settings. (See the System Settings Manual for more information.)

Continue to the next window.

If necessary, select the arrow at the top left side of the window to return to any of the previous windows and make changes.

Datamatic VIEW

← Add Loan

**To complete this wizard, click Finish**

✓ Type:	Loan Document (skip application process)
Member:	622-1
Loan Type:	New

Finish

Select Finish completing the first step in processing a loan document.

The system displays.

## **General tab**

The screenshot shows the 'Loan Document' window for member 'MARK A MILLER (622-1-08)'. The 'General' tab is selected, displaying various loan details. The ribbon at the top provides actions like 'Save' and 'Print', and tools like 'Amortization', 'Build Suffix', 'Calculate', and 'Summary'. The main area contains input fields for loan parameters such as 'Amount Requested', 'First Payment Date', 'Calculation Type' (set to 'Calculate Payment'), 'Variable Rate' (set to '(none)'), 'Interest Rate', 'Introductory Rate', 'Introductory Months', 'Issue Date', 'Rescission Date', 'Credit Limit', and 'Credit Expiration'. There are also fields for 'Payoffs' and a large text area for 'Comments'.

The information from the Loan Profile (if selected) is brought forward to the loan document windows.

Go through each tab and enter or change the information required for the loan. A down arrow to the right of the option indicates that there are pre-defined options that can be selected for that field.

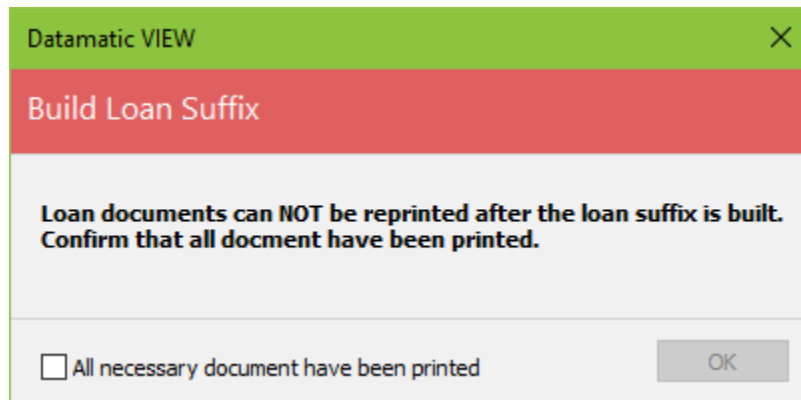
### **The icons on the ribbon at the top of the window are used to do the following:**

- **Save** - This saves the changes to the loan document and closes the window.
- **Print** - This is used to print the loan documents. This selection will also save any changes made since the last time the loan documents were saved. No prompt will be displayed to save the changes.
- **Amortization** - This will display the amortization information for the loan, if selected.
- **Build Suffix** - This adds suffix to the Member Summary.



- **Calculate** - This works with the Calculation Type on the General window. The system will calculate the Payment, Term or both the Payment and Term of the loan depending on the selection. This also calculates the payoff amount for loan suffixes entered in the Payoffs area on the General tab.
- **Summary** - This displays a summary of the information entered for the loan.

**\*\*Note:** After selecting **Build Suffix**, the loan documents cannot be reprinted.



## Description of fields

### Details Section:

**Amount Requested** – This is the actual amount of new funds requested by the borrower before the addition of other charges and existing loan balances. Do not include amounts from loans being paid off with proceeds of the loan. The system will add the payoff amounts from loan suffixes entered in the Payoffs area on the General tab to the Amount Requested when the loan documents are printed and the suffix is built. The maximum is \$999,999,999.99.

**Payment** – If known, enter the payment amount for the loan. To have the system calculate the payment amount, enter the Number of Payments for the loan and leave the Payment Amount field blank. Select the Calculate icon on the ribbon and the system will calculate the payment amount and enter that amount in the Payment Amount field automatically.

**First Payment Date** – Enter the first payment date for the loan. It is not recommended to set the first payment date to the 29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup> of the month. Use the 1<sup>st</sup> of the next month or later, in this circumstance.

**Number of Payments** – Enter the number of payments on the loan. To have the system calculate the number of payments, enter the Payment Amount for the loan and leave the Number of Payments field blank. Select the Calculate icon on the ribbon and the system will calculate the number of payments and enter that figure in the Number of Payments field automatically.

**Calculation Type** – This field is used to calculate the Payment Amount, Number of Payments (term) or both the Payment Amount and Number of Payments.

- **Calculate Payment** – To calculate the payment amount, enter the No. of Payments (term) and leave the Payment Amount blank.
- **Calculate Term** – To calculate the number of payments (term), enter the Payment Amount and leave the No. of Payments blank.
- **Calculate Payment and Term** – This is used for balloon loans. Enter the Balloon Date and Balloon Amount. Leave both the Payment Amount and No. of Payments blank.

**\*\*Note:** When processing an add-on to a Variable Payment loan in loan documents, the system will first check to see if the original loan has a Variable Payment code on the suffix. If it does, the default parameters for payment calculation will be calculate term keeping the payment amount the same. The system will recalculate the new payment amount according to the parameters setup by the credit union for the variable payment.

**Variable Rate** – Select the variable rate type, if applicable, from the drop down list. The variable rate choices that the credit union has set up on the system will display in the drop down box in code number order. (See the Variable Rate chapter in the System Settings Manual.)

**Interest Rate** – Enter the interest rate for the loan, if applicable. When the Risk Based Lending option is set to Not Allowed and the loan officer chooses a Variable Rate option in Loan Documents, the Interest Rate will be automatically filled in from the Variable Rate window.

Also, for loan add-ons (when the Risk Based Lending option is set to Not Allowed), the Interest Rate field can be changed, if needed. The rate would need to be changed when the existing rate (before the add-on) is above the maximum lifetime rate or below the minimum lifetime rate set by the credit union. If the existing interest rate is not changed, a message box will be displayed if the Save icon is selected, the Calculate icon is selected or the Summary icon is selected. The message will indicate that the Interest Rate is below the minimum (or above the maximum) of x.xx%.

#### **Credit Unions using Risk Based Lending - special Interest Rate information**

By activating the Risk Based Lending option under [\[Main Ribbon > System Settings > Credit Union Setup\]](#), the loan officer will be able to specify an initial risk based interest rate for Variable Rate loans. The system will automatically compute a risk based offset by looking at the computed rate attached to the Variable Rate entered on the loan. If the Interest Rate entered in Loan Documents is greater than rate on the rate screen, the risk offset is +xx%. If the Interest Rate entered in Loan Documents is less than the rate on the rate screen, the risk offset is -xx%. The offset will automatically be displayed on the Loan Suffix Inquiry for the loan, and each time the loan rate is adjusted in the future, the system will include the risk based offset in the calculation of the new rate.

**Example:** Index = 7.00%  
 Variable Rate = 8.00% (7.00% + 1.00%)  
 Interest Rate entered in Loan Documents = 9.25%  
 Variable Rate Risk Offset (+) = 1.25%

If the Index is changed to 7.50%, the rate on the loan will be changed to 9.75% according to the frequency set on the Variable Rate.

The Risk Based Offsets will only be calculated if the Risk Based Lending option under [\[Main Ribbon > System Settings > Credit Union Setup\]](#) is set to Allowed.

**Introductory Rate** – If applicable, enter the Introductory Rate for the loan. This works together with the Introductory Months option (see below). The Introductory Rate and Introductory Months fields can be used for both fixed rate and variable rate loans. Also, the introductory rate features can be used for both Indexed Variable Rate loans and Legacy Variable Rate loans. The Introductory Rate is charged from the Open Date on the Loan through the number of Intro Months specified. Also, the Introductory Rate can be zero, if applicable.

**Introductory Months** – If applicable, enter the number of months that the Introductory Rate will be in effect.

**Issue Date** – Enter the date (MMDDYYYY) that the loan is scheduled to be issued to the borrower.

**Rescission Date** – Enter the Rescission Date to be printed on the loan documents, if applicable. The Rescission Date allows for internal loan payoffs to be calculated on the days between the issue date and the disbursement date. When a rescission date is entered and a loan(s) is being paid off, the system will add one day's interest to the payoff amount in addition to the 3-day rescission days. In other words, the payoff(s) will be calculated as of the disbursement date (one day after the rescission date), if entered. If the day after the rescission date is a Sunday, the system will still calculate the payoff using the rescission days + 1 day to be disbursed on Monday or the next business day in case of a holiday.

**Credit Limit** – Enter the amount of the Credit Limit for the loan, if applicable. The maximum is \$999,999,999.99.

**Credit Expiration** – Enter the date that the approved Credit Limit expires, if applicable. A message of Line of Credit Expired will display after attempting to post an add-on transaction after the expiration date has been reached.

#### **Payoffs Section:**

**This Loan** – For loan types of refinance, the payoff balance will be displayed here.

**Payoff Loan** – If a loan is to be paid off with some of the proceeds of the loan, even though the field is grayed out, click on the magnifying glass to display a list of loan suffixes for the member from which to choose. If the loan is under another member number, use the magnifying glass on the Payoff Loans window to search for the loan. A maximum of three loans may be paid off.

After selecting a loan suffix to be paid off, click on the Calculate button (in the ribbon) and the system will calculate the payoff amount and display next to the loan suffix. Anytime changes are made to the Payoff Loan area, click on the Calculate button so the system can re-calculate the payoff amount

Datamatic VIEW

Payoff Loans

Select Suffix

- (none)
- 09 Install/Rev 5.00% (\$189.71)
- 60 Real Estate 5.25% (\$808.35)
- 66 Heloc 7.00% (\$295.11)

OK

#### Comments Section:

This area can be used to enter specific comments about the loan. Any comments entered in this area will carry forward to the Member Notes area for the member after the loan is built.

**IMPORTANT:** For printing purposes, press enter after each sentence. Otherwise, the note will be one continuous line of information and will not fit on the page. The maximum positions on one printed line or sentence is 95. The maximum number of positions for the comment is 255.

#### Examples of some comments:

- Member has income from this property, mostly during the spring and summer months.
- The dollar amount varies but is usually between \$200 and 800 a month.
- Member has receipts for this income back five years.
- This vehicle will mainly be used for driving people to and from the senior community center.
- Contact Robert Jones (555-4444) if there are questions.

**Fees tab**

Loan Document ×

MARK A MILLER (622-1-08)

Save Print

Amortization  
Build Suffix  
Calculate

Summary

Action Tools

General **Fees** Protection Payment Borrowers Collateral Property Other Settlement Custom

**Fees** **Financed**

Prepaid Finance Charge:

Appraisal Fees:  Closing Costs:

Filing Fees:  Non-Filing Fees:

Recording Fees:  Title Fees:

Other Fees:

Fees Description:

Mortgage Insurance:  Property Insurance:

Itemization Requested

New

### Description of fields

**Prepaid Finance Charge** – Enter the amount of any prepaid finance charges, if applicable. The default for this option is for the box to be checked. The option will not be marked on the loan documents unless an amount is entered in the Prepaid Finance Charge area. The check box only applies to the Prepaid Finance Charge.

**Appraisal Fees** – Enter the amount of appraisal fees being charged, if applicable. The amount entered will be added to the amount financed.

**Closing Costs** – Enter the amount of closing costs being charged, if applicable. The amount entered will be added to the amount financed.

**Filing Fees** – Enter the amount of filing fees being charged, if applicable. The amount entered will be added to the amount financed.

**Non-Filing Fees** – Enter the amount of non-filing fees being charged, if applicable. The amount entered will be added to the amount financed.

**Recording Fees** – Enter the amount of recording fees being charged, if applicable. The amount entered will be added to the amount financed.

**Title Fees** – Enter the amount of title fees being charged, if applicable. The amount entered will be added to the amount financed.

**Other Fees** – Enter any other fees being charged, if applicable. The amount entered will be added to the amount financed.

**Fees Description** – Enter the description of other fees being charged, if applicable.

**Mortgage Insurance** – Enter the amount for Mortgage Insurance, if applicable. The amount entered will be added to the amount financed.

**Property Insurance** – Enter the amount for Property Insurance, if applicable. The amount entered will be added to the amount financed.

**Itemization Requested (checkbox)** – If applicable, click on this box in the lower left corner to put a checkmark in the box. This box corresponds to a print field that can be mapped on a Loan Document type document and will print an X, if this box is checked.

**Protection tab**

Loan Document

MARK A MILLER (622-1-08)

Save Print Amortization Build Suffix Summary Calculate

Action Tools

General Fees Protection Payment Borrowers Collateral Property Other Settlement Custom

**Protection**

	Amount	Credit Union	Financed
GAP Insurance:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Extended Warranty:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

**Insurance:**

Type:

Single Premium:  Certificate Number:

Beneficiary:

Open End Plan Election:

New

## Description of fields

### Protection section:

**GAP Insurance - Amount** – Enter the amount for GAP Insurance, if applicable. The default for this option is for the box to be checked. The option will not be marked on the loan documents unless an amount is entered in the GAP Insurance area. The amount entered will be added to the amount financed, if the box is checked. If the Finance the Gap Insurance box is not checked (member paid by cash/check), the system will not automatically make the general ledger entry.

**GAP Insurance - Credit Union** – Enter the amount for GAP Insurance, if applicable, that will be kept by the credit union. The offset for the amount entered in this field will be posted to the general ledger number under [\[Main Ribbon > System Settings > Automated Transactions Setup\]](#) for GAP Insurance to CU.

**Example:** GAP Insurance is \$350.00 (\$240.00 goes to the credit union). Enter \$110.00 in the GAP Insurance field and \$240.00 in the GAP Insurance (Credit Union) field. \$240.00 will post to the GAP Insurance (Credit Union) general ledger and \$110.00 will post to the GAP Insurance general ledger after the loan is disbursed.



**Extended Warranty - Amount** – Enter the amount for Extended Warranty, if applicable. The default for this option is for the box to be checked. The option will not be marked on the loan documents unless an amount is entered in the Extended Warranty area. The amount entered will be added to the amount financed, if the box is checked. If the Finance the Extended Warranty box is not checked (member paid by cash/check), the system will not automatically make the general ledger entry.

**Extended Warranty - Credit Union** – Enter the amount for Extended Warranty, if applicable, that will be kept by the credit union. The offset for the amount entered in this field will be posted to the general ledger number under [\[Main Ribbon > System Settings > Automated Transactions Setup\]](#) for Extended Warranties to CU.

**Example:** Extended Warranty is \$200.00 (\$75.00 goes to the credit union). Enter \$125.00 in the Extended Warranty field and \$75.00 in the Extended Warranty (Credit Union) field. \$75.00 will post to the Extended Warranties (Credit Union) general ledger and \$125.00 will post to the Extended Warranties general ledger after the loan is disbursed.

#### Insurance Section:

**Type** – Select the (user defined) insurance/debt protection code, if applicable. The insurance/debt protection codes that the credit union has set up on the system will display in the drop down box.

**Single Premium** – Select the appropriate Single Premium insurance payment, if applicable, from the drop down list. This code is used, if the insurance is to be paid at the time the loan is issued. The options are:

- None
- Cash
- Financed

**Certificate Number** – Enter the insurance Certificate Number to be printed on the loan documents, if applicable.

**Beneficiary** – Enter a beneficiary name, if applicable.

**Open End Plan Election** – For Open End Plan loans with insurance or debt protection, select the appropriate insurance option from the drop down list. This field is for loan document printing purposes only. The options are:

- This Loan and all Existing Loans
- This Loan and all Future and Existing Loans
- This Loan and all Future Loans
- This Loan Only (default)

#### Payment tab

The screenshot shows the 'Loan Document' application window for 'MARK A MILLER (622-1-08)'. The interface includes a toolbar with 'Save', 'Print', 'Amortization', 'Build Suffix', 'Summary', and 'Calculate' buttons. Below the toolbar is a tabbed menu with 'General', 'Fees', 'Protection', 'Payment' (selected), 'Borrowers', 'Collateral', 'Property', 'Other', 'Settlement', and 'Custom'. The main area is divided into sections: 'Options' (Frequency: Monthly, Type: Principal And Interest, Variable Payment: (none), Paid Ahead: Not Allowed), 'Balloon' (Date, Amount), 'Skip A Pay' (Payment Start: Not Active, Count), 'Transfer Option' (Transfer From: (none), Transfer Amount, Transfer total payment? checkbox), and 'Miscellaneous' (Taxes and Escrow, Down Payment). A 'New' button is visible at the bottom left.

## Description of fields

### Options Section:

**Frequency** – Select the frequency representing the time between each payment from the drop down list. The default for this field is Monthly, however, the payment frequency can be changed, as needed.

**Type** – Select the method by which the payment is to be applied on the loan from the drop down list. The default for this field is Principal and Interest; however, the payment type can be changed, as needed. The options are:

- **Principal and Interest** – This is a normal simple interest method loan that uses 365 days for calculating the interest. All loan payments applied will automatically apply the payment in the following order:
  - Pay Loan Late Fee (if applicable)
  - Pay Outstanding Interest
  - Apply the rest of the payment to principal
- **360 Day Interest** – Payment reflects interest being calculated 360 days a year. The monthly interest is calculated by the system, and placed in the Payoff Interest field, if the current

processing date is equal to the current payment month. In other words, the interest will be calculated and displayed in the Payoff Interest field when the loan suffix inquiry is displayed on or after the 1st. **(The calculation used by the system is  $\text{Balance} * \text{Rate} * \text{Number of Months} / 12.$ )** Number of months is, if delinquent, the number of payments to bring loan current. Interest is not calculated by the system from the open date through the end of the month or to the date ONE MONTH before the first payment date. This interest **must** be manually calculated and paid at closing. (\*\*\*\*This can be calculated using  $\text{Balance} * \text{Rate} * \text{Number of Days} / 360.$ ) Also, no payoff interest is calculated by the system for these loans after the maturity date. (See \*\*\*\* above for calculation.) For more information, see the Mortgage Processing chapter in the Lending manual.

- **360 Day Daily Interest** – Payment reflects interest being calculated based on the credit union date 360 days a year. ( $\text{Balance} * \text{Rate} / 360 * \text{Days in Payment Period}$ )

Even if a Variable Payment is entered in the Loan Profile selected or selected in Loan Documents, the Payment Type field on the Loan Suffix Inquiry will display Principal and Interest. The system looks at the Variable Payment Index field to determine when the Payment Amount is changed.

**Variable Payment** – Select the appropriate Variable Payment type, if applicable, from the drop down list which is in code number order. The Variable Payment types displayed here are setup under [\[Main Ribbon > System Settings > Variable Payments\]](#).

The legacy variable payment options are included in the drop down list for Variable Payments.

- **Legacy Variable Payment** – Each time a transaction is posted to the loan, the system will automatically recalculate the payment amount. It will multiply the new balance of the loan by the rate defined under [\[Main Ribbon > System Settings > Variable Payment Setup \(Legacy\)\]](#).
- **Legacy Alternate Variable Payment** – Each time a transaction is posted to the loan, the system will automatically recalculate the payment amount. It will multiply the new balance of the loan by the rate defined under [\[Main Ribbon > System Settings > Variable Payment Setup \(Legacy\)\]](#).

**Paid Ahead** – This determines if a payment is required each month (billing cycle). Usually, payments are required each month (billing cycle) with variable payment loans, therefore; in this case the option would need to be Not allowed. If the option is set to Allowed, the loan can be paid ahead and payments are not required each month (billing cycle).

The default for this option is set by the credit union under [\[Main Ribbon > System Settings > Credit Union Setup > Other Tab\]](#). For the Paid Ahead Allowed option, the selections are:

- Default to allowed in loan paper (allowed)
- Default to not allowed in loan paper (not allowed)

Regardless of the default, the option can be changed, if needed.

### Balloon Section:

**Date** – Enter a balloon date, if applicable.

**Amount** – Enter a balloon amount, if applicable.

**Skip a Pay Section:**

**Payment Start** – If applicable, enter the month that the skip payment feature starts on the loan each year. This option was designed for use by educational credit unions that generally have a membership who are not employed during the summer months. This option must be utilized at the time the loan is issued.

**Count** – If applicable, enter the number of payments to skip after the Skip Payment Start month. The options for this field are numbers 1-9. This option must be utilized at the time the loan is issued.

**Transfer Option Section:**

**Transfer From** – If a loan transfer applies, select a share suffix to indicate from which account the funds will be transferred. A list of the suffixes for this member will display in the drop down box. For this option, the suffix must be within the same member number as the loan. If a transfer from a different member number is needed, this can be file maintained on the Loan Suffix Inquiry after the loan suffix is built.

**Transfer Amount** – Enter the amount to be transferred, if different than the amount in the Payment Amount field.

**Transfer total payment box** – Select this box for the loan transfer to be the same amount as the amount in the Payment Amount field.

**Miscellaneous Section:**

**Taxes and Escrow** – If applicable, enter the amount of taxes and escrow that applies to the mortgage loan.

**Down Payment** – Enter the amount of the down payment made by the member. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Borrowers tab**

For Home Equity and/or Mortgage loans, the Legal Name and Relationship fields at the top of the window can be used to enter information, if applicable. The Legal Name fields are for printing purposes only.

**Description of fields:**

**Legal Name (if different)** – When the following print fields are used, the system will print either the information entered in the Legal Names if different fields (see below) on the Borrowers tab in Loan Documents or, if left blank, the system will print the Names from the system.


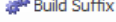
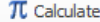

- Legal Name - First (Primary)
- Legal Name - First (Secondary)
- Legal Names
- Legal Names and Relationship
- Legal Relationship
- Legal Name - Middle (Primary)
- Legal Name - Middle (Secondary)
- Legal Name - Last (Primary)
- Legal Name - Last (Secondary)
- Legal Name - Full (Primary)
- Legal Name - Full (Secondary)



In the example below, the Primary name is **Mark A. Miller** and the Co-Maker is **Sarah E. Member**. Since there are no names entered in the Legal Name fields (see below), the names of Mark A. Miller and Sarah E. Member will be printed in the legal name spaces on the loan documents. The wording **Both single**

persons will be printed in the Relationship between Borrowers space since that is selected in the Relationship field (see below).

Loan Document ×

MARK A MILLER (622-1-08)

 Amortization  
 Build Suffix  
 Calculate  
 Summary

Save 
Print 

Action
Tools

General
Fees
Protection
Payment
Borrowers
Collateral
Property
Other
Settlement
Custom

**MARK A MILLER**

**SARAH E MEMBER**

Legal Name (if different):

E-mail Address:


Working 25 Hours: Yes Yes

Relationship: (none)

Ownership: Individual

**Additional Borrower**

Name Type	SCL/Debt Protection	Single Disability	Name
Co-Maker	No	No	SARAH E MEMBER



In the next example, even though the Primary and Secondary Names on the loan are the same as the example on the previous page, Mark’s name will print as **Mark Alexander Miller** since that is entered in the Legal Name for Primary Borrower field (see below). Sarah’s name will print as **Sarah E. Member** since

the Legal Name for Secondary Borrower field is blank. The wording **Both single persons** will be printed in the Relationship between Borrowers space since that is selected in the Relationship field (see below).

The screenshot shows the 'Loan Document' window with the 'Borrowers' tab selected. The interface is divided into two main sections for 'MARK A MILLER' and 'SARAH E MEMBER'. The 'MARK A MILLER' section includes fields for Legal Name (MARK, ALEXANDER, MILLER), E-mail Address (mheist@datamatic.net), Working 25 Hours (Yes), Relationship ((none)), and Ownership (Individual). The 'SARAH E MEMBER' section includes fields for Legal Name (blank), E-mail Address (blank), Working 25 Hours (Yes), Relationship ((none)), and Ownership (Individual). Below these sections is an 'Additional Borrower' table with columns for Name Type, SCL/Debt Protection, Single Disability, and Name. The table contains one entry for SARAH E MEMBER with Name Type 'Co-Maker', SCL/Debt Protection 'No', and Single Disability 'No'. A green plus sign is visible to the right of the table, indicating an option to add more borrowers.

**E-mail Address** – If obtained, enter the e-mail addresses for the borrowers.

**Working 25 Hours** – This is a yes/no field. Make a selection, if applicable. In Loan Application (Employment Tab), if a value of anything less than 25 hours is entered in the Hours at Work field and the application is approved then the loan built from the application, the system will carry through to Loan Documents a value of No for Working 25 Hours on the Borrowers tab for the corresponding borrower. On the other hand, if a value of 25 hours or more is entered in the Hours at Work field and the application is approved then the loan built from the application, the system will carry through to Loan Documents a value of Yes for Working 25 Hours on the Borrowers tab for the corresponding borrower.

This allows the ability to capture the Hours at Work information at application interviewing time for the eligibility for Credit Disability Insurance.

**Relationship between Borrowers** – This is for printing purposes only. Select a relationship between borrowers option, if applicable.

**Ownership** – Select the appropriate ownership type from the drop down list.

#### Additional Borrower Section:

Click on the **green plus sign** on right side of window to add a joint, co-maker or guarantor name to the loan, if applicable.

The system displays.

**Datamatic VIEW** [Close]

**Edit Name**

Name Type: [Dropdown]

First Name: [Text] Last Name: [Text]

Address 1: [Text]

Address 2: [Text]

City: [Text]

State: [Text] Zip Code: [Text]

SSN: [Text] Birth Date: [Text] [Calendar Icon]

Home Phone: [Text]

Work Phone: [Text] Extension: [Text]

Insure this person for SCL/Debt Protection       Insure this person for Single Disability

[Import Name](#) [OK]

The Name Type selections for a loan suffix are **Joint**, **Co-Maker** or **Guarantor**. The Guarantor names will be included for credit bureau reporting for loans whose Ownership Type is also Guarantor.

If applicable, check the appropriate box(es) on the Add Name window for Single Credit Life/Debt Protection and/or Single Disability. If one or both of the boxes are checked, the name of the person with the box(es) checked will carry forward to the appropriate field(s) on the Loan Suffix Inquiry, after the loan is built. These are used to specify the recipient of either Single Credit Life or Single Disability when the loan is joint. The monthly Insurance Premium job will use the birth date of the member placed in the Insurance Election (SCL/Debt Protection) and/or Insurance Election (Disability) fields on the Loan Suffix Inquiry for age limit calculations also.

Select the Import Name link to import name information from an existing name in VIEW, if needed.

Select OK, when finished.

### **Collateral tab**



Loan Document ×

MARK A MILLER (622-1-08)

Save

Print

Action

Amortization

Build Suffix

Calculate

Tools

Summary

General
Fees
Protection
Payment
Borrowers
Collateral
Property
Other
Settlement
Custom

**Details**

Security Code:

Description:

Security:

Year	Make	Model	VIN / HIN	Value	Mileag

+

Lien Amount:       Appraisal Value:

Pledge Type:       Pledge Account:

Pledge Amount:       Security Interest:

Other Description:

**Insurance Tracking**

Company:       Agent:

Phone:       Managed:

Policy:       Policy Expiration:

New

## Description of fields

### Details Section:

**Security Code** – Select the security option from the drop down list that best defines the collateral of the loan. The option entered is used for reporting to the credit bureau. (This is a required field.) For Loan Application users, the security code entered in Loan Application will carry forward to Loan Documents. However, if a Loan Profile is chosen in Loan Documents, the Security Code (if entered in the Loan Profile) will override the selection made in Loan Application.

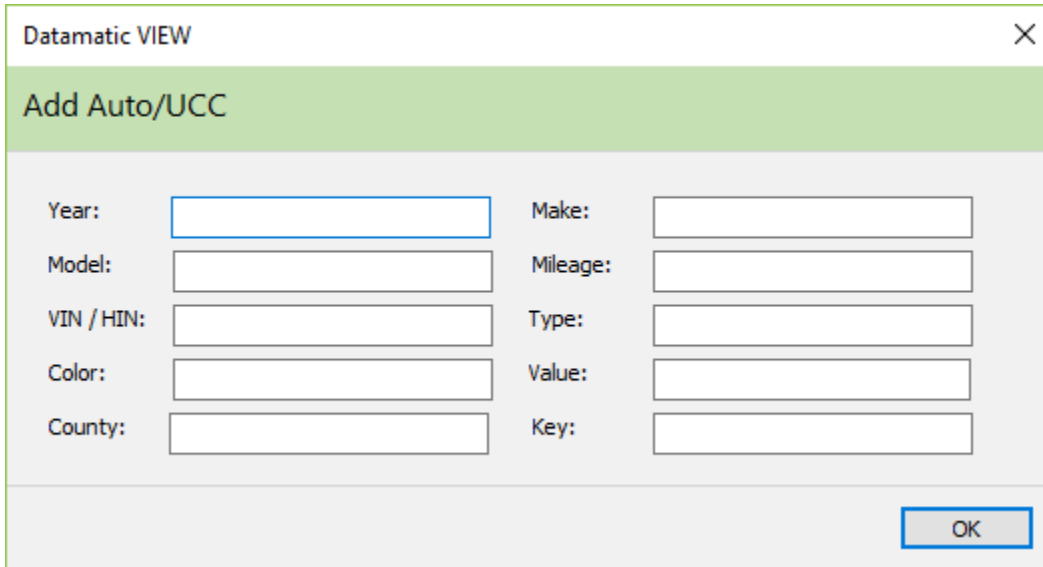
**Description** – Enter a security description, if desired. This will be printed on the loan paper documents, if the form was designed to have this field printed. This is for Collateral 1 only (see below). There is not a Description field for Collateral 2-6. For Loan Application users, the security description entered in Loan Application will carry forward to Loan Documents.

**Security** – Up to 6 (six) different items being used for collateral may be entered. Each one of the 9 (nine) fields under Edit Security have 6 (six) different fields.

**Examples:** Make 1, Make 2, Make 3, Make 4, Make 5, Make 6  
 Model 1, Model 2, Model 3, Model 4, Model 5, Model 6  
 Year 1, Year 2, Year 3, Year 4, Year 5, Year 6

Click on the  to add Auto/UCC

The system displays.



Datamatic VIEW

Add Auto/UCC

Year:  Make:

Model:  Mileage:

VIN / HIN:  Type:

Color:  Value:

County:  Key:

OK

**Year** – For auto loans, enter the model year of the vehicle. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Make** – For auto loans, enter the make (Ford, Chevrolet, Pontiac, Oldsmobile, etc.) of the vehicle. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Model** – For auto loans, enter the model (Taurus, Cavalier, Grand AM, Alero etc.) of the vehicle. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Mileage** – If applicable, enter the mileage for the collateral. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**VIN / HIN** – For auto loans, enter the Vehicle Identification Number, if applicable. For boat loans, enter the Hull Identification Number, if applicable. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Type** – This field is credit union defined. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Color** – Enter the color of the item being used for collateral, if applicable.

**Value** – Enter the value of the collateral being used for the loan. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**County**

**Key Number** – For vehicle loans, enter the key number, if applicable.

For loans that have an **Add-on or are Refinanced** through Loan Documents, changes to the Collateral information will not replace the original information in the Collateral Tracking folder. This is so that pertinent information that was manually entered for the original loan such as insurance and title information could not be inadvertently removed. It will be necessary for the credit union staff to manually file maintain any changes involving collateral for Add-on and Refinanced loans.

When the Loan Type is **Refinance**, the existing collateral information will be carried forward for the refinanced loan. The credit union can make changes to the collateral information for the purposes of printing the loan documents. However, these changes will not be carried forward to the Collateral Tracking folder. The staff will need to manually file maintain the collateral information in the Collateral Tracking folder for the specific loan when changes (or deletions) are needed.

**Lien Amount** – Enter the lien amount if not carried forward from Loan Application, if applicable. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Appraisal Value** – Enter the appraisal value, if applicable.

**Pledge Type** – Select the pledge type, if applicable, from the drop down list. The pledge types are as follows:

- **Decline with Balance\*** - When the dollar amount of the loan becomes less than the amount pledged, the pledged amount is reduced to the amount of the loan balance.  
**Example:** If Shares Pledge equals 1000 and the current balance of the loan is \$2,500.00, the Shares Pledge will not decrease until the current balance of the loan equals \$1,000.00. At that time, the Shares Pledged will decrease as each principal payment is made.
- **Decline with Payments\*** - The amount pledged is reduced by each dollar of principal paid on the loan until the pledged amount is reduced to a zero balance.  
**Example:** If Shares Pledged equals 1000 and the current balance of the loan is \$2,500.00, the Shares Pledged will decrease as each principal payment is made. When the current balance of the loan reaches \$1,500.00, the Share Pledged amount will be zero.
- **5% of Outstanding Balance\*** - At monthend, the pledged amount will be computed to be 5% of the Outstanding Balance rounded down to the nearest \$100.00.
- **Share Pledge on Another Account\*\*** - When this Pledge Type is used, the Pledge Amount field is not filled in on the loan suffix. Fill in the Pledge Amount field on the share suffix so the available balance in the share suffix will be reduced. It would be a good idea to add a suffix warning message stating the reason for the pledge that the staff can view when needed. Regardless of the Pledge Type selected, if the Pledge Amount field on a loan suffix is filled in, the amount entered will reduce the available balance in the 00 suffix.

\*The first 3 options will reduce the Available Balance in the member's 00 suffix. This will also add the amount pledged to the Pledge Amount field on the loan suffix inquiry and the Pledge column (for the loan suffix) on the Member Summary after the loan suffix has been built.

\*\*The Share Pledge on Another Account option will reduce the Available Balance in the share suffix entered in the Pledge Account field. This will also add the amount pledged to the Pledge Amount field on the share suffix inquiry and the Pledge column (for the share suffix) on the Member Summary after the loan suffix has been built. This option will not reduce the pledge amount as payments are made, etc.  
**\*\*Note:** Add a Warning Message to the share suffix (and loan suffix, if desired) to state the loan for which the shares are pledged.

**Pledge Account** – Enter the pledge account, if shares (other than the member’s 00 suffix) are being pledged on the loan. This field is only available if Share Pledge on Another Account was selected as the Pledge Type.

The system will print the Account Base, Check Digit and 00 Suffix on the loan document, if the Pledge Account field is mapped on a loan document and the Pledge Type selected is Decline with Balance, Decline with Payments or 5% of Outstanding Balance if an amount is entered in the Pledge Amount field.

**Pledge Amount** – Enter the dollar amount of the pledge hold, if applicable. This will be printed on the loan paper documents, if the form was designed to have this field printed.

**Security Interest** – Select the appropriate option for security interest. If other is selected, enter the description in the area provided. The appropriate area will have an X printed on the loan paper documents, if the form was designed to have the corresponding field printed.

**Other Description** – If other is selected for the Security Interest, enter the description here.

#### **Insurance Tracking Section:**

**Company** – Enter the insurance company, if applicable.

**Agent** – Enter the insurance agent, if applicable.

**Phone** – Enter the insurance agency phone number, if applicable.

**Managed** – Select the appropriate option from the drop down list. The default is internal. This allows the credit union to track whether the insurance is tracked internally or externally. The selection in this field carries forward to the Collateral Tracking record. The options are:

- External
- Internal

**Policy** – Enter the insurance policy #, if applicable.

**Policy Expiration** – Enter the insurance policy expiration date, if applicable.

**Property tab**

**Legal Description Section:**

For a Home Equity loan, enter a legal description, if needed. Each line allows up to 75 characters. The cursor will stop when the maximum number of characters has been reached.

**Information Section:**

For Home Equity and/or Mortgage loans, enter the following, if applicable.

- |          |                    |               |
|----------|--------------------|---------------|
| Location | County             | Notary County |
| City     | Parcel ID          | Term in Years |
| State    | Condo Project Name |               |
| Zip      | Plan Development   |               |

**Property has NO address (checkbox)** – If the property does not have an address yet, click on the box. This is for 1098 IRS reporting and the selection made will carry forward to the Collateral Tracking record.

**\*\*Note:** For loans opened prior to this option being added, the system will mark this field as checked, if the existing property address value is one of the following: TBD, NONE, Starts with FARM.

**Owner Occupied** – See below for the default option for this field. If not checked, click on the box, if a box needs to be checked on the loan documents. Likewise, if checked, click on the box to remove the checkmark, if a box doesn't need to be checked on the loan documents. The **Owner Occupied** field on the Loan Suffix Inquiry will be marked accordingly based on this box, as well as, the **Homestead** box being checked or not checked. (See table below.)

**Homestead** – See below for the default option for this field. If not checked, click on the box, if a box needs to be checked on the loan documents. Likewise, if checked, click on the box to remove the checkmark, if a box doesn't need to be checked on the loan documents. The **Owner Occupied** field on the Loan Suffix Inquiry will be filled in accordingly based on this box, as well as, the **Owner Occupied** box being checked or not checked. (See table below.)

**Default options:** If a non-mortgage suffix is chosen in Loan Documents then both owner occupied and homestead boxes are unchecked. If a mortgage suffix is chosen in Loan Documents then both owner occupied and homestead boxes are checked.

Loan Documents – Property Tab	Owner Occupied field
Both Owner Occupied and Homestead boxes checked	Homestead
Owner Occupied box checked and Homestead box not checked	Yes
Both Owner Occupied and Homestead boxes not checked	No

If the Owner Occupied box is not checked and the Homestead box is checked, a message of **Owner Occupied must be checked when Homestead is checked** will display. Make correction to proceed.

**Settlement Details Section:**

For credit unions that use loan forms that contain fields for Good Faith estimates and/or Settlement Statement information, fill in the Settlement Details section.

**Settlement Agent** – Enter the settlement agent, if applicable.

**Settlement Date** – Enter the settlement date, if applicable.

**Place of Settlement** – Enter the place of settlement, if applicable.

**Cash/Check (Borrower)** – Enter the cash/check from borrower amount.

The system does support the Good Faith Estimate form since it was revised and has information that is not available or retained during the loan process. It will be necessary for credit unions to use a fillable .pdf from their forms vendor for the Good Faith Estimate and Settlement Statement forms.

If the Withdrawal window is filled in (on Settlement tab) and either Save or Print is selected, the system will fill in the Cash/Check (from) (Borrower) field under the Property tab - Settlement Details section.

**Other tab**

Loan Document ×

MARK A MILLER (622-1-08)

Save Print

Amortization

Build Suffix

Calculate

Summary

Action Tools

General Fees Protection Payment Borrowers Collateral Property **Other** Settlement (\$12,000.00) Custom

**Details**

Purpose:	<input type="text"/>	Purpose Desc:	<input type="text"/>
Loan Class:	Closed End	Loan Status:	Member
Late Charge Type:	Type 3 Pct of Int Due	Loan ID:	<input type="text"/>
Action Code:	(none)	Indirect Dealer:	(none)
Participation Lender:	(none)	Participation Rate:	<input type="text"/>
Credit Score:	<input type="text"/>	Credit Grade:	<input type="text"/>
Debt Ratio (After):	<input type="text"/>	MLA Status:	No
Business Type:	(none)	Mortgage Type:	(none)

**Representative**

Interviewer:	<input type="text" value="3"/>	Loan Officer:	<input type="text" value="3"/>
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Someone buying your mobile home/house cannot assume the remainder of the loan on the original terms.

Disclosures are based on an assumed maturity of one year.

The obligation has a demand feature.

New

**Details Section:**

**Purpose** – Select the purpose code for the loan from the drop down list. For Loan Application users, the purpose code entered in Loan Application will carry forward to Loan Documents. However, if a Loan Profile is chosen in Loan Documents, the Purpose Code (if entered in the Loan Profile) will override the selection made in Loan Application. Required field.

**Purpose Desc** – Enter a purpose description, if applicable, for the loan. This is a 50 character maximum field. For Loan Application users, the purpose description entered in Loan Application will carry forward to Loan Documents.

**Loan Class** – Select the loan class for the loan from the drop down list. The Loan Application Account Type chosen early in the Loan Application process will determine the Loan Class in Loan Documents. Loan Application Account Types of Line of Credit, Credit Card and HELOC will default to a Line of Credit Loan Class. All other Account Types will be a Closed End Loan Class. Regardless of the Account Type chosen, the Loan Class can be changed in Loan Documents, if necessary.

**Loan Status** – Select the loan status for the loan from the drop down list. The default for this field is Member, however, the loan status can be changed, as needed.

**Late Charge Type** – Select the type of late fee from the drop down list that corresponds with the type of loan being issued. This determines if a late fee will be assessed for payments made to past due loans. (The default Late Charge Type is set by the credit union under [\[Main Ribbon > System Settings > Late Fee Setup\]](#).)

**Loan ID** – This field can be used to enter a credit union defined loan ID, if desired. The credit union will need to keep track of the ID's being used and what each ID means.

**Action Code** – If applicable, and if the credit union uses Action Codes, select the appropriate Action Code from the drop down list. Action Codes are defined under [\[Main Ribbon > System Settings > Action Codes\]](#). The Action Codes can be either an alpha character (upper and lower case) or a numeric character (1-9) in this one digit field. This can be used to pull accounts for printing labels or in Query (optional software) for a report.

**Indirect Dealer** – Select the indirect dealer for the loan from the drop down list, if applicable. If an indirect dealer is selected, the dealer selected will be carried forward to the Indirect Dealer field on the Loan Suffix Inquiry. Indirect Dealers are setup under [\[Main Ribbon > System Settings > Indirect Dealers\]](#).

**Participation Lender** – If applicable, select the appropriate participation lender from the drop down list. This is for informational purposes only. Participation Lenders are setup under [\[Main Ribbon > System Settings > Participation Lenders\]](#).

**Participation Rate** – If applicable, enter the rate for the participation loan. This indicates the portion of the Interest Rate that is paid to the Participating Lender. This is for informational purposes only.

**Credit Score** – See Additional Information below for how to use the Credit Score field.

**Credit Grade** – See Additional Information below for how to use the Credit Grade field.

**Additional Information** - The following is information on how the **Credit Score and Credit Grade** fields will work in Loan Documents.

- If Loan Application is used prior to Loan documents, the Credit Score and Credit Grade from the application will be carried forward. The information cannot be modified that comes forward from the Loan Application (even if it is blank).
- If Loan Application is not used prior to Loan Documents, the Credit Score and Credit Grade fields will be activated and can be filled in in Loan Documents.

**Debt Ratio (After)** – This is the Debt Ratio after this loan is issued. The percentage carries forward from Loan Application to Loan Documents and carries forward to the Loan Suffix.

**MLA Status (Military Lending Act)** – This indicates whether or not the applicant is an active duty military member or a dependent of an active duty military member. The information in this field carries over from the Loan Application. After the loan suffix is built, the MLA field information will be displayed in the Loan Suffix Inquiry.



It is the credit union's responsibility to validate who is a covered borrower. This can be accomplished by either going to the Department of Defense's online **Military Lending Act database** or using a consumer report on the applicant obtained from a nationwide consumer reporting agency or reseller. The credit union will need record of the information that is obtained.

**No** = Member is not on active duty as of the search date and is not a dependent of a service member on active duty as of the search date.

**Yes** = Member is on active duty as of the search date or is a dependent of a service member on active duty as of the search date.

**Business Type** – Select the appropriate business type for the loan from the drop down list, if applicable. This information will be used for the NCUA Call Report.

**Mortgage Type** – Select the appropriate mortgage type from the drop down list, if applicable. This information might be used for the NCUA Call Report depending on how the credit union identifies these loans.

**Representative Section:**

**Interviewer** – Enter the employee number that interviewed the member for the loan.

**Loan Officer** – Enter the employee number of the loan officer assigned to the loan.

When a new loan is built, the system will carry forward the number in the Loan Officer field to **both** the Loan Officer and the Loan Officer - Original fields on the Loan Suffix Inquiry. The Loan Officer field can be file maintained, if the Loan Officer changes during the term of the loan. The Loan Officer - Original number will remain on the loan for tracking purposes.

The check box items at the bottom of the Other tab window can be used if these items are listed on the loan document(s) and the fields are added to the loan paper definitions used. Click on to place a check mark in the box, if applicable, for printing purposes.

**Settlement tab**

Loan Document

MARK A MILLER (622-1-08)

Save Print Amortization Build Suffix Calculate Summary

Action Tools

General Fees Protection Payment Borrowers Collateral Property Other **Settlement** Custom

**Checks**

Payable to	Check Amount	Memo	Behal...

**Fund Transfers**

Type	Account	Amount	Memo
Transfer		\$0.00	
Transfer		\$0.00	
Ledger		\$0.00	
Withdrawal		\$0.00	

New

**Checks Section:**

To disburse some or all of the funds by check, click on the **green plus sign** on the right side of the window.

The system displays.

#### Description of Add Check window fields.

**Amount** – Enter the amount of the check, if different than the amount displayed. The maximum amount is \$999,999,999.99.

**Payable To** – Enter the payee information to be printed on the check. Click on the drop down box to the right of the Payable To line to select one of pre-defined selections, if desired. Use Custom (default) to manually enter the information for the check(s).

- **(Custom)** - Clears the payable to lines so the user can enter the payable to information.
- **Third Party + Borrower** - Displays the first line as blank and the Borrower's name as the remitter.
- **Borrower + Address** - Displays the Borrower's name on first line and Borrower's address on line 2-4.

A maximum of four lines of information can be printed on a check, as well as, a maximum of 30 positions per line. If there are too many lines being used, the system will display Too many lines, and highlight the line(s) that needs to be removed, after selecting OK. If one or more of the lines has too many characters, the system will display Line too long, and highlight the characters in the line(s) that is beyond the 30 position limit, after selecting OK.

When a blank line is left between the payee(s) and a remitter, the check will be printed with the blank line. In other words, the checks will print as shown on the Payable To window. This will work in both the Check Issue Wizard and for loan document checks.

It may be necessary to **cut and paste** the remitter line in order for the blank line to appear on the printed check. See example below.

**This check is to someone else on your behalf box** – Select this box, if the check is payable to someone else on behalf of the member.

**Memo** – When the box is checked for **This check is to someone else on your behalf**, the system will automatically fill in the payee on the first Payable To line in the Memo area. The payee will be printed on the loan documents, if the box for This check is to someone else on your behalf is checked and the appropriate data field is mapped.

A maximum of 6 checks can be entered on the Disbursal window, if needed. If more than six checks are needed, transfer the amount needed (see below) to the share suffix, then withdraw the funds and issue the additional checks.

Select OK. Repeat the process, if more checks need to be added to the settlement window.

**Funds Transfers Section:**

**Transfer (to)** – Use one or both of these options, if funds from the loan are to be transferred to another suffix(s). Enter the account to which the funds are to be transferred or use the drop down arrow to select one of the member’s suffixes. Use the magnifying glass to search for a suffix under a different member number, if needed. Also, enter the amount to be transferred and a memo (description), if needed. The maximum amount is \$999,999,999.99. The maximum is 25 positions for the memo.

**Ledger** – Use the Ledger option, if proceeds of the loan will be credited to a general ledger account. The maximum amount is \$999,999,999.99. Enter the ledger to which the funds are to be credited. Use the magnifying glass to search for a ledger, if needed. Also, enter the amount to be credited and a memo (description), if needed. The maximum is 25 positions for the memo.

The description entered in the Memo field will take precedence over a description entered in the Disbursal Wizard, if applicable. Maximum is 25 positions. If no description is entered on the Disbursal tab or in the Disbursal Wizard, if applicable, then the member’s suffix that is receiving the loan will print on the receipt and in general ledger.

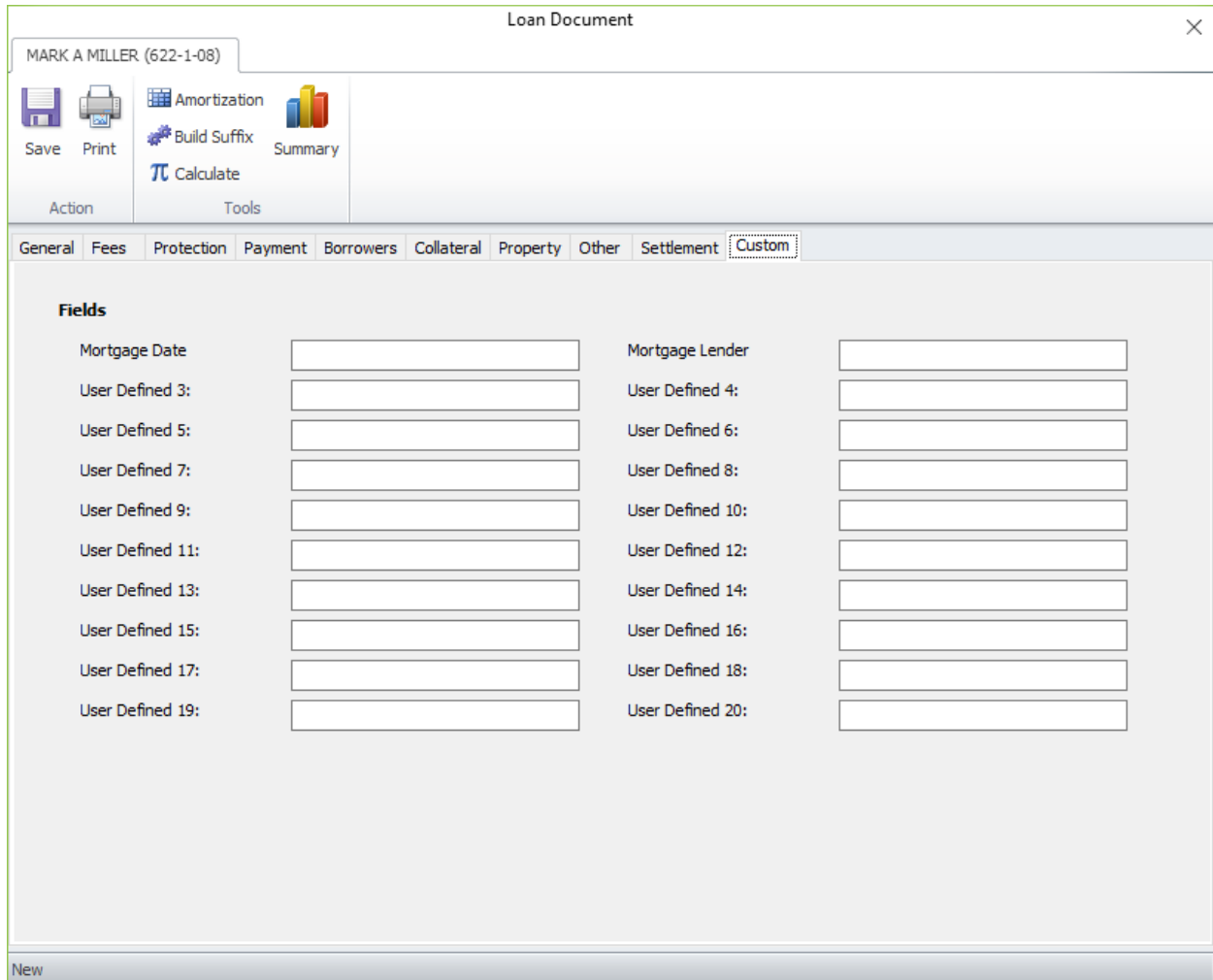
**Withdrawal** – Use the Withdrawal option, if funds will be withdrawn (must be a share suffix), if additional money that is not part of the loan proceeds needs to be included in the loan disbursal. Enter the account for the withdrawal or use the drop down arrow to select one of the member’s accounts. Use the magnifying glass to search for a suffix under a different member number, if needed. **Example:** Member brings in a down payment and the credit union wants to add it to the loan for disbursal purposes only. Also, enter the amount to be withdrawn and a memo (description), if needed. The maximum amount is \$999,999,999.99. The maximum is 25 positions for the memo.

If the Withdrawal window is filled in (on Settlement tab) and either Save or Print is selected, the system will fill in the Cash/Check (from) (Borrower) field under the Property tab - Settlement Details section.

To delete a Transfer, Ledger or Withdrawal that was entered, click on the item under Fund Transfers and press the delete key.

**Custom tab**

The Custom tab will only display if there is at least one User Defined field setup under [Main Ribbon > System Settings > Loan Paper Title Setup].



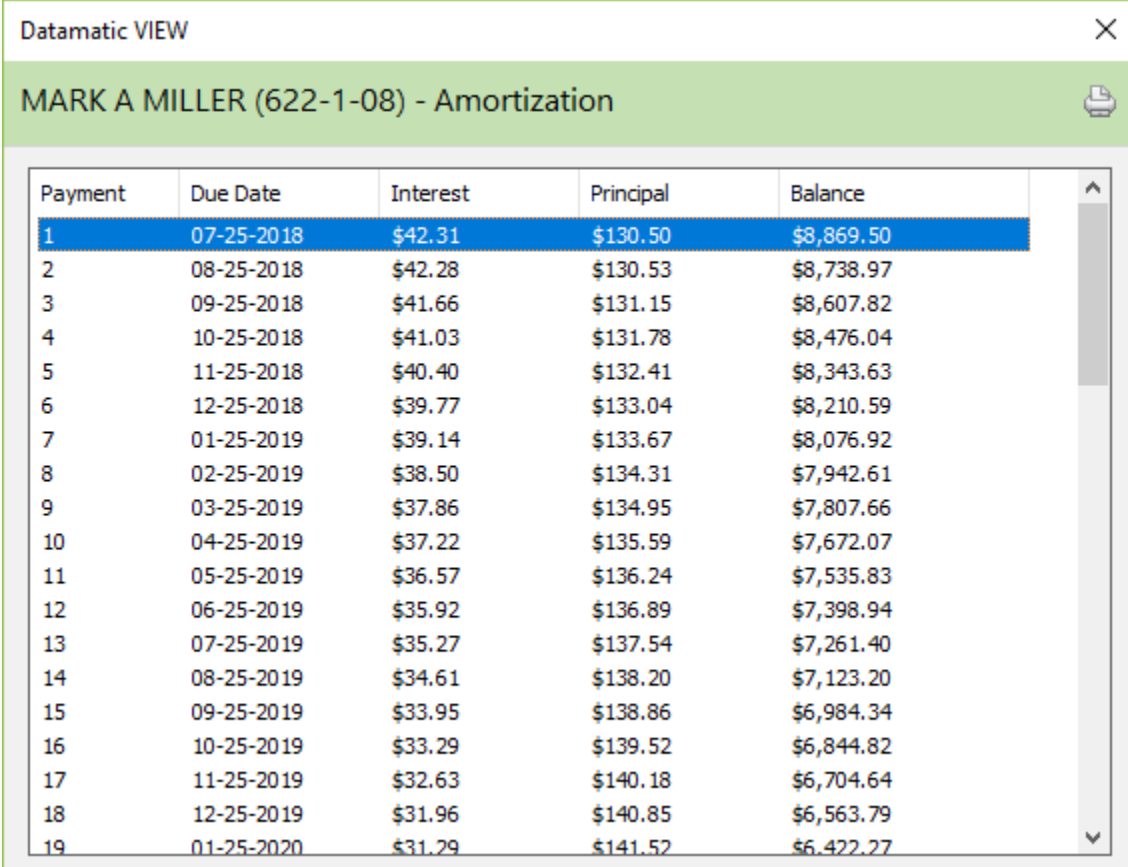
The User Defined fields that the credit union has set up on the system are displayed. Tab to or click on the area to the right of the field descriptions, to enter the information to be printed on the loan documents for this loan. After entering information in one of the value fields, press the Tab key to move to the next field.

User Defined fields are generally used when there is not a data field for an item that is on a loan document. This allows the credit union to have the information printed on the loan document.

Each credit union will have different user defined fields which will be displayed on this window.

## Amortization icon

### Example of an Amortization.



Payment	Due Date	Interest	Principal	Balance
1	07-25-2018	\$42.31	\$130.50	\$8,869.50
2	08-25-2018	\$42.28	\$130.53	\$8,738.97
3	09-25-2018	\$41.66	\$131.15	\$8,607.82
4	10-25-2018	\$41.03	\$131.78	\$8,476.04
5	11-25-2018	\$40.40	\$132.41	\$8,343.63
6	12-25-2018	\$39.77	\$133.04	\$8,210.59
7	01-25-2019	\$39.14	\$133.67	\$8,076.92
8	02-25-2019	\$38.50	\$134.31	\$7,942.61
9	03-25-2019	\$37.86	\$134.95	\$7,807.66
10	04-25-2019	\$37.22	\$135.59	\$7,672.07
11	05-25-2019	\$36.57	\$136.24	\$7,535.83
12	06-25-2019	\$35.92	\$136.89	\$7,398.94
13	07-25-2019	\$35.27	\$137.54	\$7,261.40
14	08-25-2019	\$34.61	\$138.20	\$7,123.20
15	09-25-2019	\$33.95	\$138.86	\$6,984.34
16	10-25-2019	\$33.29	\$139.52	\$6,844.82
17	11-25-2019	\$32.63	\$140.18	\$6,704.64
18	12-25-2019	\$31.96	\$140.85	\$6,563.79
19	01-25-2020	\$31.29	\$141.52	\$6,422.27

The amortization schedule can be viewed or printed. To print the Amortization Schedule, select the Printer icon in the upper right corner of the window. Next select the printer. The information calculated is based on the entries on the General, Protection and Payment windows.

An amortization schedule is an estimate of the interest and principal amounts for the life of the loan.

The loan calculator bases the interest calculation on 12 equal periods per year ( $365 / 12 = 30.416666$ ). (This is based on information from CUNA.) Since the interest on the first payment amount could be more than one month, the interest amount for that payment is based on the actual number of days in that time period. Other interest amounts are based on 30.416 days.

$$\text{Loan Balance} * \text{Rate} / 365 * (365/12)$$

When the system calculates actual interest amounts on loan suffixes, the calculation is based on actual number of days.



**Summary icon**

Example of a Summary.

Description	Value
<b>Details</b>	
Amount Requested	\$9,000.00
Total Financed Fees	\$0.00
Prepaid Finance Charges	\$0.00
Single Premium Charges	\$0.00
Payoff Other Loans	\$0.00
Previous Balance	\$0.00
<b>New Loan Amount</b>	<b>\$9,000.00</b>
<b>General Information</b>	
Account	MARK A MILLER (622-1-08)
Debt Ratio (After)	0.00%
Type	New
Today's Date	06-25-2018
Issue Date	06-25-2018
Rescission Date	
First Payment Date	07-25-2018
Maturity Date	06-25-2023
Interest Rate	5.72%
APR	5.72%

Example of a Summary (con't.).

Datamatic VIEW ×

MARK A MILLER (622-1-08) - Summary 🖨️

Description	Value
Additional Lien Amount	\$2,000.00
Total Security Value	\$14,500.00
Loan To Value	75.86%
Line of Credit	\$0.00
DP JT Life Consumer #40Fee	\$534.62
Disability Insurance	\$0.00
Balloon Payment Date	(none)
Number of Payments	60
Payment Amount	\$182.11
Final Payment Amount	\$182.31
Total Finance Charges	\$1,392.18
Total Amount Financed	\$9,000.00
<b>Financed Fees</b>	
GAP Insurance	\$0.00
Extended Warranty	\$0.00
Property Insurance	\$0.00
Mortgage Insurance	\$0.00
Closing Cost	\$0.00
Appraisal Fees	\$0.00

Example of a Summary (con't.).

Datamatic VIEW	
MARK A MILLER (622-1-08) - Summary	
Description	Value
Recording Fees	\$0.00
Title Fees	\$0.00
Filing Fees	\$0.00
NonFiling Fees	\$0.00
Other Fees	\$0.00
<b>Total Financed Fees</b>	<b>\$0.00</b>
<b>New Money</b>	
Amount Requested	\$9,000.00
Total Financed Fees	\$0.00
Prepaid Finance Charges	\$0.00
Single Premium Charges	\$0.00
<b>Total New Money</b>	<b>\$9,000.00</b>
<b>Interest</b>	
Interest	\$1,392.18
Prepaid Finance Charges (cash)	\$0.00
<b>Total Interest</b>	<b>\$1,392.18</b>
<b>Payments</b>	
Total New Money	\$9,000.00
Total Interest	\$1,392.18
Monthly Add onDP JT Life Consumer #40 Fee	\$534.62
Payoff Other Loans	\$0.00
Previous Balance	\$0.00
<b>Total Payments</b>	<b>\$10,926.80</b>

The Summary information can be viewed or printed. To print the Summary, select the Printer icon in the upper right hand corner of the window. Next select the printer. The information calculated is based on the entries on the General, Fees, Protection and Payment windows.

**Description of Fields:**

Details

This section breaks down the teller transactions that will post when the loan is disbursed.

**General Information**

**Account** – The member’s name and account number are displayed.

**Debt Ratio (After)** – The debt ratio after this loan built.

**Type** – The type of loan selected is displayed. (New Loan, Refinance Loan or Add-On Loan)

**Today’s Date** – Today’s date is displayed.

**Issue Date** – The date entered as the Issue Date on the General window is displayed.

**Rescission Date** – The date entered as the Rescission Date on the General window is displayed.

**First Payment Date** – The first payment date entered on the Payment window is displayed.

**Maturity Date** – The maturity date of the loan is displayed. This is calculated by the system and is based on the Issue Date, Number of Payments and the Payment Frequency. No maturity date is calculated for open end loans.

**\*\*Note:** Loans are considered to be open end when BOTH of the following are true:

- ⇒ There is no maturity date.
- ⇒ There is a Line of Credit amount or no number of payments.

**Exception:** The system will calculate a maturity date for loans with a Line of Credit amount **and** a Line of Credit Expiration Date. The system assumes if there is an expiration date for a Line of credit there is a fixed term length for the loan.

**Interest Rate** – The annual Interest Rate entered on the General window is displayed.

**APR** – The Annual Percentage Rate is displayed.

**Additional Lien Amount** – From the Lien Amount field on the Collateral tab in Loan Documents.

**Total Security Value** – The Appraisal Value and Security Value fields on the Collateral tab in Loan Documents.

**Loan To Value** – This is the (Amount Requested) + Lien Amount / Security Value.

**Line of Credit** – The amount entered on the Credit Limit field on the General window is displayed.

**Life Insurance** – The amount of the Life Insurance premiums the system calculated based on the Insurance Method code entered on the Protection window is displayed. **(See \*\*\*\* below.)**

**Disability Insurance** – The amount of the Disability Insurance premiums the system calculated based on the Insurance Method code entered on the Protection window is displayed. **(See \*\*\*\* below.)**

**\*\*\*\*Note:** When a Debt Protection coverage type is selected on the Protection tab, the Life Insurance and Disability Insurance wording on the Summary page will be replaced with Debt Protection wording.

**Balloon Life Insurance** – The amount of Balloon Life Insurance premiums calculated based on the Insurance Method code entered on the Protection window is displayed, if applicable.

**Balloon Payment Date** – The Balloon Date that was entered on the Payment window is displayed.

**Number of Payments** – If the Number of Payments was entered on the Payment window then that information is displayed.

If left blank on the Payment window then the number displayed is the Number of Payments calculated by the system.

**Payment Amount** – If the Payment Amount was entered on the Payment window then that amount will display here.

If the Number of Payments was entered on the Payment window then the amount displayed is the Payment Amount calculated by the system.

**Final Payment Amount** – The Final Payment Amount for the loan is displayed. This amount may be higher or lower than the Payment Amount.

**Total Finance Charges** – The total finance charges for the loan is displayed.

**Total Amount Financed** – The total amount financed for the loan is displayed.

### **Financed Fees**

**GAP Insurance** – The amount entered in the GAP insurance field on the protection window, if the finance box to the right is checked. (Otherwise, the amount will display under the Total Payments section.)

**Extended Warranty** – The amount entered in the extended warranty field on the protection window, if the finance box to the right is checked. (Otherwise, the amount will display under the Total Payments section.)

**Property Insurance** – The amount of property insurance entered on the protection window.

**Mortgage Insurance** – The amount of mortgage insurance entered on the protection window.

**Closing Costs** – The amount of closing costs entered on the fees window.

**Appraisal Fees** – The amount of appraisal fees entered on the fees window.

**Recording Fees** – The amount of recording fees entered on the fees window.

**Title Fees** – The amount of title fees entered on the fees window.

**Filing Fees** – The amount of filing fees entered on the fees window.

**Non-Filing Fees** – The amount of non-filing fees entered on the fees window.

**Other Fees** – The amount of other fees entered on the fees window.

**Total Financed Fees** – The total amount of financed fees is displayed.

### **New Money**

**Amount Requested** – The Amount Requested that was entered on the General window is displayed.

**Total Financed Fees** – The total amount of financed fees is displayed.

**Prepaid Finance Charges** – The total amount of financed prepaid finance charges is displayed.

**Single Premium Charges** – The amount of financed single premium charges calculated by the system based on the insurance type entered on the protection window.

**Total New Money** – The total amount of the loan is displayed.

### **Interest**

**Interest** – The total amount of interest the system has calculated based on the information entered on the general window. This is the estimated amount that would be paid over the life of the loan, if every payment were paid on the due date.

**Prepaid Finance Charges (cash)** – The amount of cash prepaid finance charges is displayed.

**Total Interest** – The total amount of interest is displayed.

### **Payments**

**Total New Money** – The total amount of new money is displayed.

**Total Interest** – The total interest amount is displayed.

**Monthly Add On Insurance** – The total amount of monthly add on insurance/debt protection is displayed.

**Payoff Other Loans** – The amount to payoff other loans entered on the Disbursal window.

**Previous Balance** – The loan balance for Line of Credit loans prior to the loan add-on being done.

**GAP Insurance** – The amount entered in the GAP insurance field on the insurance window, if the finance box to the right is not checked.

**Extended Warranty** – The amount entered in the extended warranty field on the insurance window, if the finance box to the right is not checked.

**Total Payments** – The total amount that would be paid on the loan based on the information entered on the previous windows. This is the estimated amount that would be paid over the life of the loan, if every payment were paid on the due date. It will include principal, interest, fees and insurance (if applicable).

## Disbursing Loan

After the loan windows have been filled out appropriately and the loan documents have been printed, the loan suffix can be built. This can be done by clicking on the **Build Suffix** icon on the ribbon. Answer the question **Are you sure you want to build this loan suffix?** appropriately by selecting Yes or No. If Yes is selected, this will add the loan to the system and display the Pending Loans window with a status of Needs Disbursing. The new loan will also display in the Member Summary for the member. Otherwise, if No is selected, the loan will remain in the Approved status under Pending Loans.

If ready to disburse the loan right now, select the loan to be disbursed then select the Disburse button. See example below.

**Checks**

Payable to	Check Amount	Memo	Behal...
Courtesy Ford	\$14,000.00	Courtesy Ford	Yes

**Fund Transfers**

Type	Account	Amount	Memo
Transfer		\$0.00	
Transfer		\$0.00	
Ledger		\$0.00	
Withdrawal		\$0.00	

Disburse

**IMPORTANT:** After the suffix has been built, the loan documents cannot be printed.

If the loan is not disbursed at this time, it can be disbursed later by selecting one of the following methods:

- ⇒ [\[Main Ribbon > Lending > Pending Loans\]](#) then select the loan that needs disbursing. Next, click on the Disburse button.
- ⇒ Display the member, then select the Pending Loans folder (at bottom). Select the loan to be disbursed. Next, click on the Disburse button.
- ⇒ [\[Member Ribbon > More > Loan Disbursal\]](#). The Loan Disbursal wizard is displayed. Select the loan to be disbursed, enter a memo if desired then select Finish.