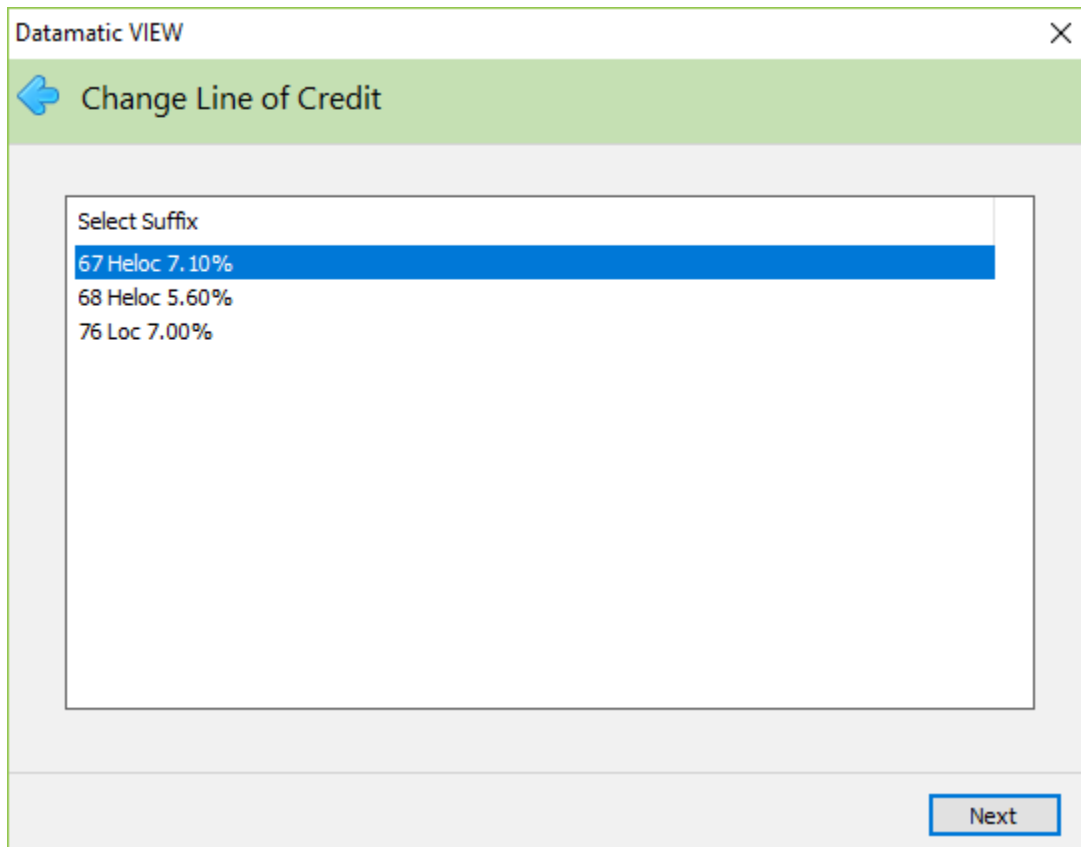


## Change Line of Credit

Select [[Member Ribbon > Lending > Change Line of Credit](#)].

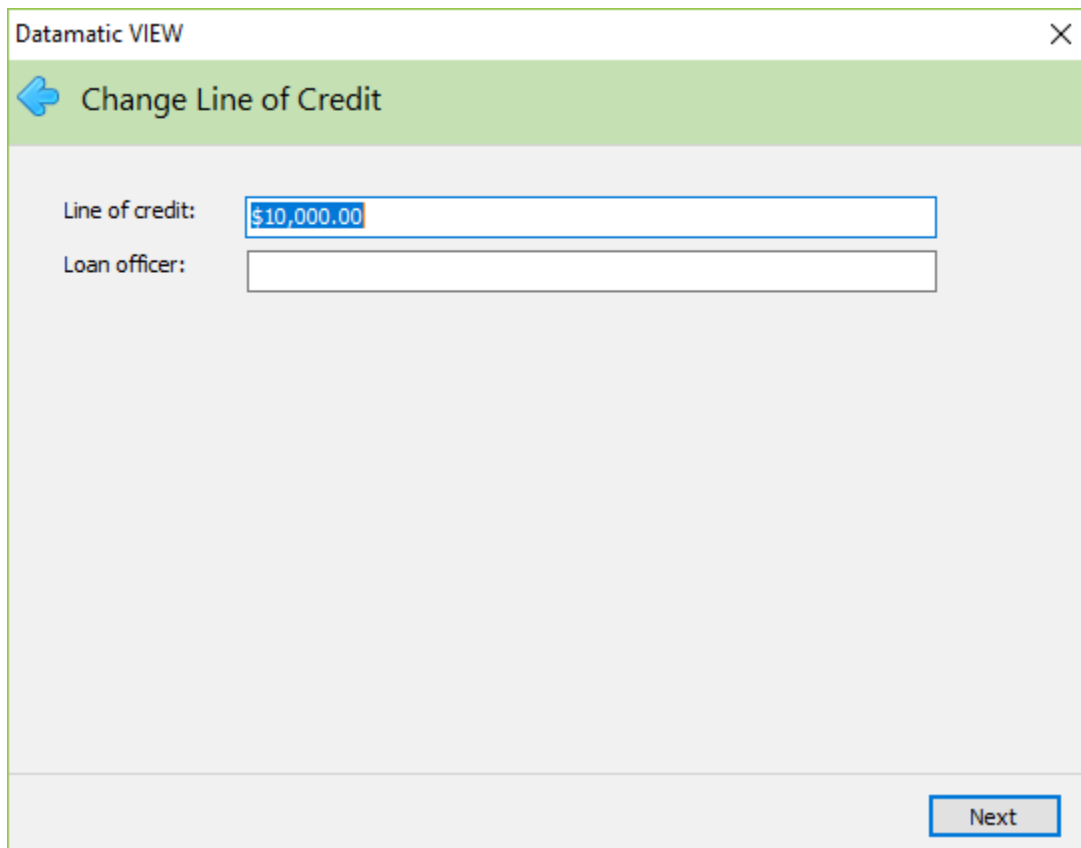
The wizard can be used to change the Line of Credit on a loan suffix. The only fields that will be changed on the loan suffix, after completing this wizard, are the Line of Credit amount and loan officer number if filled in.

The system displays.



A list of the current loans for the member is displayed which have a Loan Class of Line of Credit. Select the loan suffix for which the line of credit amount is being changed by either using the arrow keys to highlight the suffix or by clicking on the suffix. Continue to the next window.

The system displays.



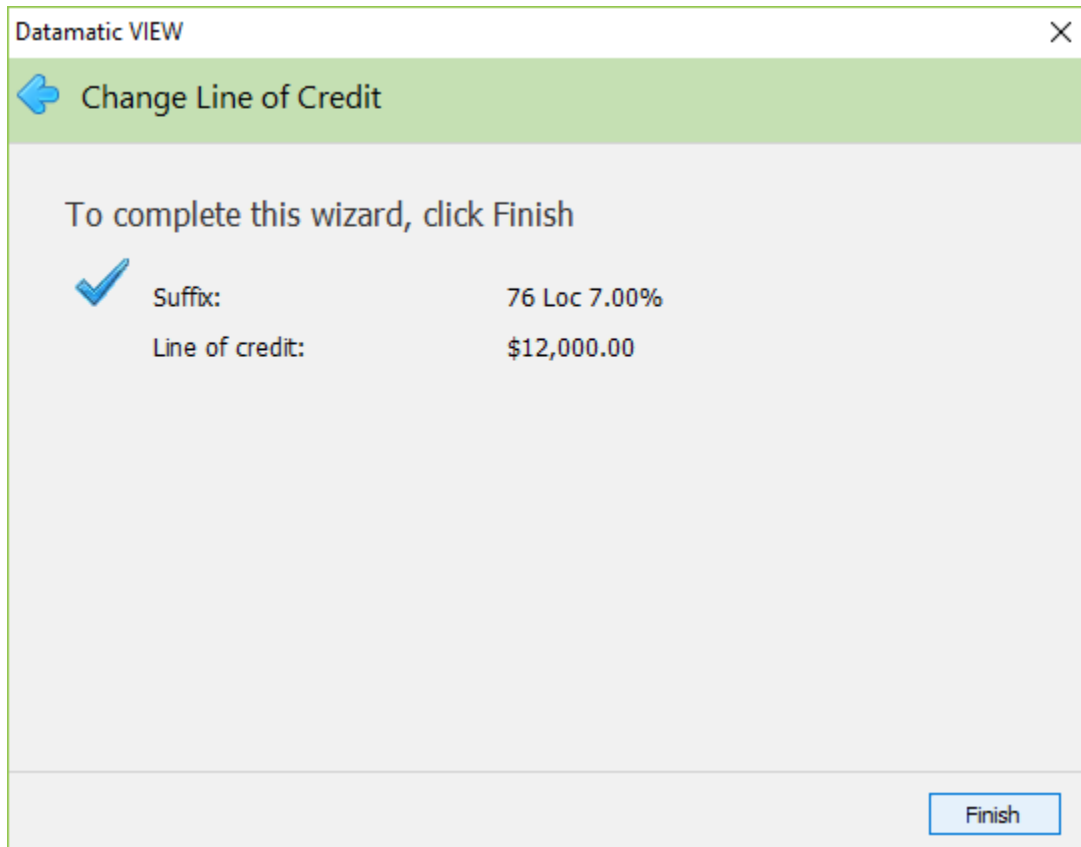
The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area with a blue back arrow icon and the text "Change Line of Credit". The main content area is light gray and contains two input fields. The first field is labeled "Line of credit:" and contains the text "\$10,000.00". The second field is labeled "Loan officer:" and is currently empty. At the bottom right of the window, there is a button labeled "Next".

The current amount in the Line of Credit field is displayed. Enter the new Line of Credit amount. Enter the Loan Officer number (Optional) of the loan officer changing the Line of Credit amount.

If the loan officer number is entered, this will change the Loan Officer number on the loan suffix inquiry after finishing the wizard. Otherwise, the loan officer number will remain the same, if no change is entered.

Continue to the next window.

The system displays a window to preview the information entered in the wizard. If necessary, click on the arrow in the upper left corner to return to any of the previous windows and make changes. Select the X in the upper right corner of the window not to change the line of credit and/or loan officer number.



Select Finish to change the line of credit amount (and loan officer number, if applicable) on the loan suffix selected.

As a result of using the Change Line of Credit option, the loan will appear on the New Loan Register with an L as the code. Loans on this report with a code of L will not be included in the count or the dollar amount totals.



**User Tip**

If the credit union does not want loans with updates to the Line of Credit to appear on this report, file maintain the Line of Credit amount on the loan suffix rather than use the Change Line of Credit selection.

Datamatic VIEW

New Loan Register (2 KB)

05/25/2018 Support Credit Union ( 1) Daily Transaction Report New Loans Register PAGE 1 REPORT NO. CR020-01

Account No.	Orign Date	New Money	Amt. of New Loan	Reg Pay	First Date	Tranfr Amount	PC SC N R	Int # of Rate	Ln Ln P Ln Ln In P Pledged LOC Cred	
625-4-08	ELIJAH N. GREEN									
05-25-18		1,000.00	5,646.77	135.38	06-25-18	135.38	02 05 R	4.500	48 3 1 1 4 11 3 0	652
6610-0-76	JOHN M JONES									
05-25-18		2,000.00	3,891.66	75.67	06-11-18	75.67	11 01 A	7.000	62 3 3 1 4 11 3 0	5000
22244-8-76	Rocky Road Construction Inc									
05-25-18		.00	1,000.00	73.96	06-11-18	73.96	07 08 L	6.000	27 4 3 1 4 11104 0	4000 625
41498-7-12	Benjamin Gates									
05-25-18		35,000.00	35,000.00	437.67	06-25-18	437.67	21 06 N	6.500	120104 1 1 4 11104 0	
Totals		No. of Accounts	3	New Money	38,000.00	New Loans	44,538.43			

The Codes used on this report are as follows:

- ⇒ A = Add-on
- ⇒ E = Extension
- ⇒ L = Line of Credit Update
- ⇒ N = New
- ⇒ R = Refinance