

Collateral Tracking

Add

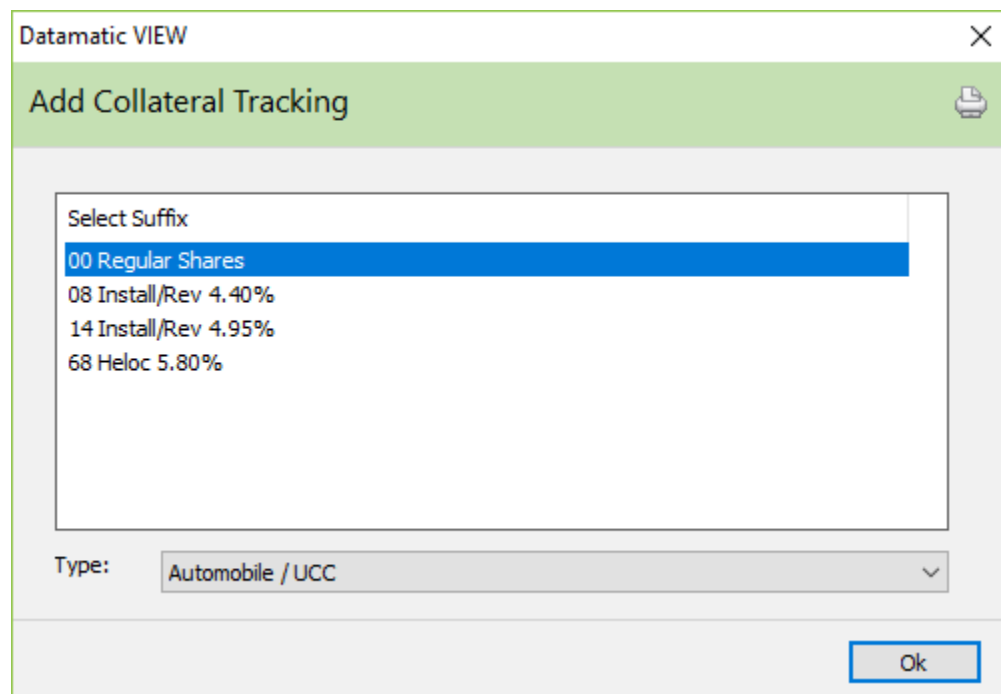
With the member displayed, select one of the following:

- Folders (below suffixes) > Add > Collateral Tracking.
- Select the Collateral Tracking folder > Add.

The Collateral Tracking feature assists the credit union in tracking the necessary paperwork for title work, insurance, UCC or liens, etc. Progress is noted using the collateral tracking feature and additional notes can be added as the steps are completed. The Collateral Tracking window might be used to add collateral tracking information for existing loans established prior to the existence of the Collateral Tracking feature. This might also be used to add Mortgage collateral manually to a non-mortgage suffix. The system supports a maximum of 99 collateral tracking records per member.

The Add Collateral Tracking window is used to manually add new collateral tracking information for a specific loan suffix (or 00 or 01 suffix) for a member. Use the 00 or 01 suffix for a collateral tracking record that is not specifically assigned to one specific loan. UCC's and other items may fall into this category and may need to be tracked for a member.

The system displays.



Select the suffix to which to add a collateral tracking record **and** the appropriate Type then select the OK button.

Type: Select the appropriate type. The options are:

- Automobile / UCC
- Mortgage

The Collateral Tracking feature is available to all credit unions. However, the system will only automatically build the collateral tracking record, if the credit union uses the Loan Documents optional software. After new loans are setup on the system, the collateral tracking record is automatically established by the system with the information entered in Loan Documents.

Note: If nothing entered in at least one of the Security fields under the Collateral Tab or nothing entered in the Location field under the Property Tab then no collateral record will automatically be created.

For a Type selection of **Automotive/UCC**, the system displays.

Automotive/UCC Tab

The screenshot shows a web application window titled "Datamatic VIEW" with a sub-header "Add Collateral Tracking (555555-2-14)". Below the header are two tabs: "Automotive/UCC" (selected) and "Insurance". The main content area is divided into three sections:

- Details:** Includes input fields for Year, Model, Mileage, VIN / HIN, Value, Value Date, Make, Color, and Key Number.
- Title Information:** Includes input fields for Title Number, Title Status, Release Date, and Released To, along with a dropdown menu for "Received" (set to "No").
- UCC Information:** Includes a dropdown menu for "UCC Recorded" (set to "No"), input fields for Expiration, Filing Number, Filing Status, Recorded, and Filing.

Calendar icons are present next to the Value Date, Release Date, Expiration, Recorded, and Filing fields. An "Add" button is located at the bottom right of the form.

Enter the information that applies to the collateral being added. For the options with a drop down list, select the appropriate options.

Insurance Tab

Datamatic VIEW

Add Collateral Tracking (555555-2-14)

Automotive/UCC Insurance

Type	Holder	Status	Date	Waived Reason	Escrow	Coverage
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+

Add

Click on the **green plus sign** to add an insurance record. The window on the next page will be displayed to enter the information.

The system displays.

The screenshot shows a window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header with the text "Add Collateral Insurance". The main area contains a form with the following fields:

- Type: [Dropdown menu]
- Policy Holder: [Dropdown menu with "Owner" selected]
- Status: [Dropdown menu with "Not Received" selected] | Status Date: [Text field] [Calendar icon]
- Waived Reason: [Dropdown menu] | Escrow: [Dropdown menu with "No" selected]
- Coverage: [Text field]
- Policy Number: [Text field] | Expiration: [Text field] [Calendar icon]
- Company: [Text field]
- Agent: [Text field]
- Phone: [Text field] | Managed: [Dropdown menu with "Internal" selected]

An "OK" button is located in the bottom right corner of the form area.

Fill in the appropriate information and select the appropriate option in the fields with a drop down arrow.

Type: Select the appropriate collateral type from the drop down list.

For a Mortgage collateral type, the options are:

- Business Person Property
- Flood
- Hazard
- Wind

For an Automotive/UCC collateral type, the options are:

- Automobile
- Extended Warranty
- GAP

Policy Holder: For an Automotive/UCC collateral type, Owner is the default. For a Mortgage collateral type, there are two options from which to choose – Owner or Condo Association with Owner being the default.

Status: Select the appropriate status from the drop down list. The options are:

- Not Received
- Cancelled
- Purchased
- Received
- Waived

Status Date: Select the appropriate status date.

Waived Reason: This field will be activated if “Waived” is selected for the Status.

For a Mortgage collateral type, the options are:

- Land Only
- Loan Officer
- Low Balance
- Other

For an Automotive/UCC collateral type, the options are:

- Declined
- Other

Escrow: For a Mortgage collateral type, select the appropriate escrow option. The options are:

- No
- Yes

Coverage: For a Mortgage collateral type, enter the coverage type.

Policy Number: Enter the policy number.

Expiration: Select the appropriate expiration date.

Company: Enter the company name.

Agent: Enter the agent name.

Phone: Enter the phone number for the insurance company.

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. If the loan was opened using Loan Documents, the selection on the Collateral tab for the Managed field carries forward to this field on the Collateral Tracking record.

Select the Add button when finished.

Select Save when finished with both the Automotive/UCC and Insurance tabs.

For a Type selection of **Mortgage**, the system displays.

Mortgage Tab

Enter the information that applies to the collateral being added. For the options with a drop down list, select the appropriate options.

The **Property has No address** checkbox is for 1098 IRS reporting. If the box in Loan Documents (Property tab) is checked, this will carry forward to the Collateral Tracking record.

1098 IRS Reporting Information is obtained from the **1st Collateral Tracking Record** with an Address:

Property Has NO Address	Box 8 / Line 1	Box 8 / Line 2
Checked (no address)	XXXXXX County, State	Parcel
Not Checked (has address)	Address	City, State Zip
Not Checked (has address) but address is blank (Invalid)	Blank	Blank

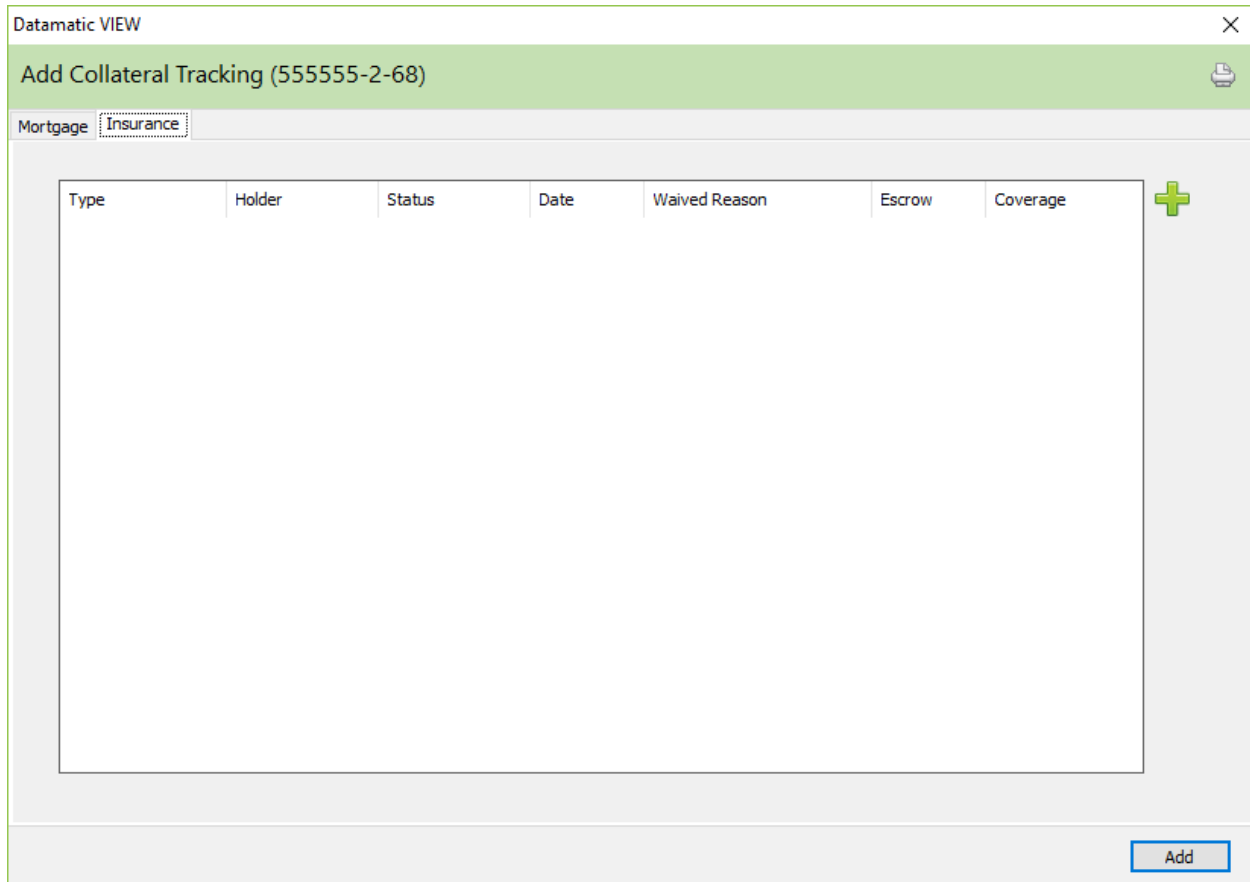


Note

XXXXXX refers to the County filed in the collateral tracking record. County is static text.

If there is NO Collateral Tracking Record, then Address, City, State, Zip defaults to the PHYSICAL ADDRESS or member address if the legal address is blank.

Insurance Tab



The screenshot shows a web application window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area with the text "Add Collateral Tracking (555555-2-68)" and a print icon. Underneath is a tabbed interface with "Mortgage" and "Insurance" tabs; the "Insurance" tab is selected and highlighted with a dotted border. The main content area contains a table with the following headers: "Type", "Holder", "Status", "Date", "Waived Reason", "Escrow", and "Coverage". A green plus sign (+) is located to the right of the table. At the bottom right of the window is a blue "Add" button.

Type	Holder	Status	Date	Waived Reason	Escrow	Coverage
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Click on the **green plus sign** to add an insurance record. The window on the next page will be displayed to enter the information.

The system displays.

Datamatic VIEW

Add Collateral Insurance

Type:

Policy Holder:

Status: Status Date:

Waived Reason: Escrow:

Coverage:

Policy Number: Expiration:

Company:

Agent:

Phone: Managed:

Fill in the appropriate information and select the appropriate option in the fields with a drop down arrow.

Type: Select the appropriate collateral type from the drop down list.

For a Mortgage collateral type, the options are:

- Business Person Property
- Flood
- Hazard
- Wind

For an Automotive/UCC collateral type, the options are:

- Automobile
- Extended Warranty
- GAP

Policy Holder: For an Automotive/UCC collateral type, Owner is the default. For a Mortgage collateral type, there are two options from which to choose – Owner or Condo Association with Owner being the default.

Status: Select the appropriate status from the drop down list. The options are:

- Not Received
- Cancelled
- Purchased
- Received
- Waived

Status Date: Select the appropriate status date.

Waived Reason: This field will be activated if “Waived” is selected for the Status.

For a Mortgage collateral type, the options are:

- Land Only
- Loan Officer
- Low Balance
- Other

For an Automotive/UCC collateral type, the options are:

- Declined
- Other

Escrow: For a Mortgage collateral type, select the appropriate escrow option. The options are:

- No
- Yes

Coverage: For a Mortgage collateral type, enter the coverage type.

Policy Number: Enter the policy number.

Expiration: Select the appropriate expiration date.

Company: Enter the company name.

Agent: Enter the agent name.

Phone: Enter the phone number for the insurance company.

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. If the loan was opened using Loan Documents, the selection on the Collateral tab for the **Managed** field carries forward to this field on the Collateral Tracking record.

Select the OK button when finished.

Select Save when finished with both the Mortgage and Insurance tabs.

Other Information: The system will create both the Mortgage Collateral and an Auto/UCC Loan Collateral record, **if** the Location field is filled in under the Property Tab in Loan Documents **and** at least one of the six Security fields is filled in under the Collateral Tab. This is regardless of the loan suffix used (05-29, 60-69 or 75-79). If only the Location field is filled in under the Property Tab in Loan Documents then only the Mortgage Collateral record will be automatically created. If only a Security field is filled in under the Collateral Tab then only the Auto/UCC Loan Collateral record will be automatically created. In either case, mortgage collateral can manually be added to a mortgage or non-mortgage suffix, if needed, using the Add Collateral Tracking Wizard. Also, an Auto/UCC collateral record can be added to mortgage or non-mortgage suffix, if needed, using the Add Collateral Tracking Wizard.

If no information is entered in the Location field under the Property Tab in Loan Documents or no information is entered in at least one of the six Security fields under the Collateral Tab, then no security record will be automatically created for the loan.

What associates the Insurance Information with the MORTGAGE Collateral Tracking record?

Insurance Information with a PROPERTY ADDRESS on a MORTGAGE SUFFIX will be included with the MORTGAGE Collateral Tracking records.

Insurance Information with a PROPERTY ADDRESS on a NON-MORTGAGE SUFFIX where there is NO AUTO/UCC for Collateral, will also be included with the Insurance information with the MORTGAGE Collateral Tracking Records.

What associates the Insurance Information with the AUTO/UCC Collateral Tracking record?

Insurance Information with an AUTO/UCC for collateral on a NON-MORTGAGE SUFFIX will be included with the AUTO/UCC Collateral Tracking records.

Insurance Information with an AUTO/UCC for collateral on a MORTGAGE SUFFIX where there is NO PROPERTY ADDRESS, will also be included with the AUTO/UCC Collateral Tracking Records.

If the **GAP Amount** is filled in on the Protection tab in Loan Documents, the collateral tracking record for Automotive will list an item for GAP under the Insurance tab.

If the **Extended Warranty Amount** is filled in on the Protection tab in Loan Documents, the collateral tracking record for Automotive will list an item for Extended Warranty under the Insurance tab.

IMPORTANT:

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.

The **Collateral Tracking** icon now displays on the Member Summary window. Changes can be made to collateral tracking information on the system by selecting the specific collateral tracking entry. A box will display to enter the changes.

Audit Collateral Information

Make one of the following selections:

- [\[Member Ribbon > Inquiry > Audit > Collateral\]](#).
- Alt + I > Audit > Collateral.

The Audit - Collateral Information selection is used to audit changes made to the collateral information on a loan.

Enter a valid account number and an ID (1-99) then press enter or click on Go. If the account number is not known, click on the magnifying glass to the right of the Account field to search for the account number.

****Note:** The first collateral entered on the system would be ID 1, the second collateral entered would be ID 2, etc.

The system displays.

Datamatic VIEW					
Audit Collateral (619-7-05 for ID#1)					
Date	Time	Teller	Description	Old Value	New Value
05-29-2018	11:08 AM	Amy Lewis (104)	Security Managed	Internal	(none)
05-29-2018	11:08 AM	Amy Lewis (104)	Security Managed	Internal	(none)
05-29-2018	11:08 AM	Amy Lewis (104)	Auto Value Date	- -	00-00-0000
05-29-2018	11:08 AM	Amy Lewis (104)	Auto Title Number	(none)	2231886
05-29-2018	11:08 AM	Amy Lewis (104)	Auto Title Received	No	Yes

Display

From the Member Summary window, select Collateral Tracking. This selection will only display, if Collateral Tracking information has been entered for this member.

Collateral Tracking		
↑ Up One Level + Add ✕ Remove		
DESCRIPTION	TYPE	DESCRIPTION
05 Install/Rev 4.25%	Auto/UCC	2006 Ford Explorer
06 Install/Rev 5.90%	Auto/UCC	2017 Jeep Cherakee
60 Real Estate 5.25%	Mortgage	5555 MEADOW LANE
66 Heloc 5.60%	Mortgage	5555 MEADOW LANE

The Collateral Tracking entries for this member are displayed.

****Note:** This window can also be used to set up a new collateral tracking entry. Select Add and the Add Collateral Tracking wizard is displayed.

Edit and Delete

To make changes to a collateral tracking entry, select the specific collateral tracking entry. The Edit Collateral box is displayed.

To delete a Collateral Tracking entry from an account, select the collateral tracking entry to be deleted and press the delete key. A confirmation box will be displayed. To proceed with deleting the collateral tracking entry, select yes. Otherwise, select no to cancel the delete process.

Edit Collateral – Automotive/UCC tab

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🖨

Automotive/UCC
Insurance

Details

Year: <input type="text" value="2011"/>	Make: <input type="text" value="Ford"/>
Model: <input type="text" value="Ranger"/>	Color: <input type="text" value="Brown"/>
Mileage: <input type="text" value="49200"/>	Key Number: <input type="text" value="667865"/>
VIN / HIN: <input type="text" value="TG9946846LHG784504"/>	
Value: <input type="text" value="\$19,500.00"/>	Value Date: <input type="text" value="09-01-2011"/> 📅

Title Information

Title Number: <input type="text" value="454657531"/>	Received: <input type="text" value="Yes"/> ▼
Title Status: <input type="text" value="Clear"/>	
Release Date: <input type="text" value="01-13-2016"/> 📅	Released To: <input type="text" value="John Doe"/>

UCC Information

UCC Recorded: <input type="text" value="Yes"/> ▼	Recorded: <input type="text" value="09-16-2011"/> 📅
Expiration: <input type="text" value="09-16-2015"/> 📅	Filing: <input type="text" value="09-22-2011"/> 📅
Filing Number: <input type="text" value="123447"/>	
Filing Status: <input type="text" value="Good"/>	

Insurance – tab

Datamatic VIEW ×

Edit Collateral Tracking (9854-1-08) 🖨️

Automotive/UCC **Insurance**

Type	Holder	Status	Date	Waived Reason	Escrow	Coverage	+
Automobile	Owner	Received	09-26-2011		No		
Extended Warranty	Owner	Purchased	09-01-2011		No		
GAP	Owner	Waived	04-23-2015	Other	No		

Save

Select the Save button, to save the changes made.

Edit Collateral – Mortgage tab

Datamatic VIEW
✕

Edit Collateral Tracking (9854-1-60)
🖨

Mortgage
Insurance

Recording Information

Review Date:	<input type="text" value="04-26-2013"/>		Release Date:	<input type="text"/>
Recorded:	<input type="text" value="Yes"/>		Date Recorded:	<input type="text" value="05-11-2010"/>
Title Status:	<input type="text" value="Clear"/>			
Deed Status:	<input type="text" value="Good"/>			

Details

Address:	<input type="text" value="521 SOUTH CEDAR ST"/>	<input type="checkbox"/>	Property Has No Address		
City:	<input type="text" value="LANSING"/>	State:	<input type="text" value="MI"/>	Zip:	<input type="text" value="48910-0000"/>
County:	<input type="text" value="INGHAM"/>	Parcel ID:	<input type="text"/>		
Property Type:	<input type="text" value="House"/>	Property Use:	<input type="text" value="Primary Residence"/>		
Property Units	<input type="text"/>				
Appraisal:	<input type="text" value="\$92,100.00"/>	Flood Zone:	<input type="text"/>		
1st Mtg. Amount:	<input type="text"/>				
Track Taxes:	<input type="text" value="Yes"/>	Appraisal Date:	<input type="text" value="04-04-2010"/>		
Tax Amount:	<input type="text" value="\$2,740.00"/>	2nd Mtg. Amount:	<input type="text"/>		
		Tax Year:	<input type="text" value="2015"/>	Season:	<input type="text" value="Fall"/>
		Delq Taxes:	<input type="text" value="No"/>		

Insurance tab

Datamatic VIEW ×

Edit Collateral Tracking (9854-1-60) 🖨️

Mortgage Insurance

Type	Holder	Status	Date	Waived Reason	Escrow	Coverage
Hazard	Owner	Received	05-15-2011		No	
Wind	Owner	Not Received	05-15-2011		No	
Flood	Owner	Waived		Loan Officer	No	
Business Property	Owner	Not Received	05-15-2011		No	

Save

Select the Save button, to save the information after making any needed changes.

Collateral Tracking References

Collateral Tracking Report - Reports Manual

VIN / HIN Inquiry

Select one of the following:

- [\[Main Ribbon / Member Ribbon > Inquiry > VIN / HIN\]](#).
- Alt + I > VIN / HIN.

The VIN / HIN Inquiry is used to search the system for a specific VIN (Vehicle Identification Number) for cars and trucks or HIN (Hull Identification Number) for boats. The search is **case sensitive**. Keep this in mind when entering the VIN / HIN on the Collateral Tracking window.

After a loan has been setup, a Collateral Tracking entry is generated based on the security information entered. Any applicable information for Collateral Tracking, including the VIN / HIN, is brought forward from the loan.

Enter the VIN or HIN and press enter or select on Go. The system displays.

Account	Description
615-5-06	2009 Ford Fusion

The system locates the loan that corresponds with the VIN or HIN entered.