

Loan Application (Optional Software)

Add

Select one of the following:

- [\[Main Ribbon or Member Ribbon > Lending > Add Loan\]](#).
- [\[Main Ribbon > Pending Loans > Add\]](#).
- [\[Main Ribbon > click key above Lending > Add\]](#).
- Alt + L > Add Loan.
- With the member displayed, select the Pending Loans folder > Add.

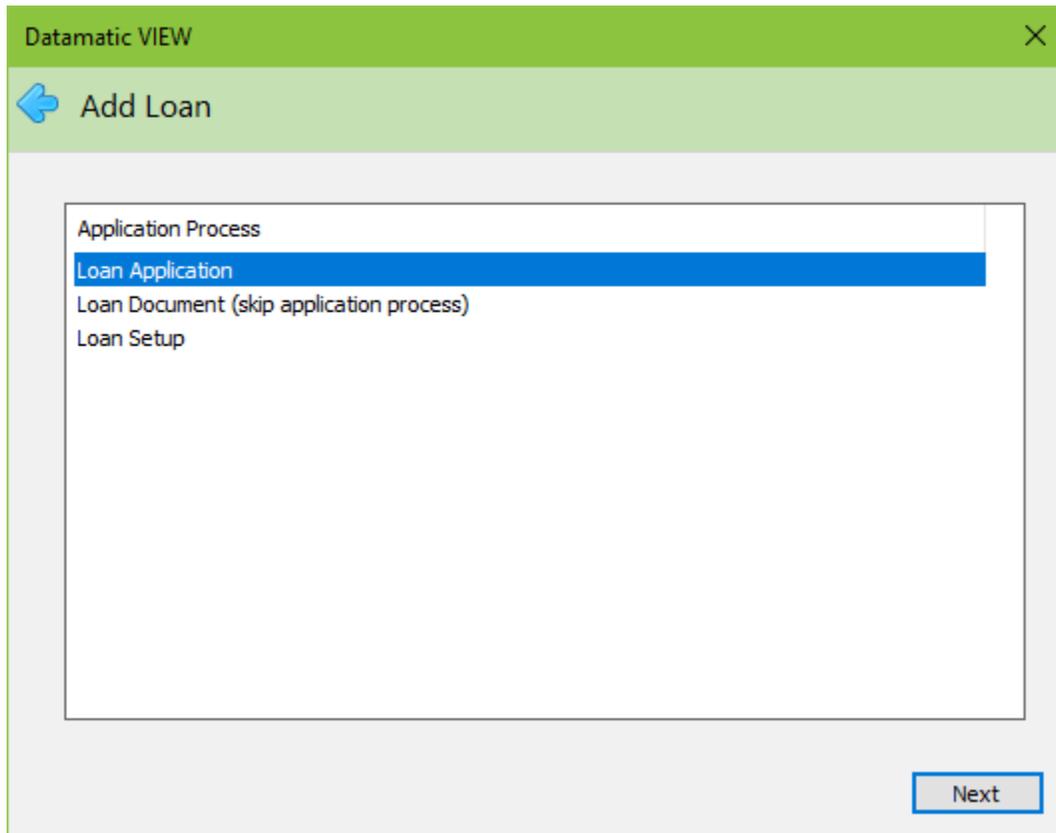
The Add Loan Wizard is used to enter information for a loan application, loan document or loan setup.

For new loan applications, always start a new application. See the pages in this chapter that cover each window in loan application, for specifics on what information is pulled from the member's Name Information window and what is pulled from the previous application, if applicable.

This window can be used to enter information for a loan application, and once approved, a loan document or for a loan document only. Loan Setup can also be done using this wizard, if needed. The Loan Application windows will be covered in this chapter.

The Add Loan Wizard will help add a loan application and/or loan document or use loan setup quickly and easily. Depending on the optional software used by the credit union and the security level for the employee, the selections below will display accordingly. Make a selection from the window.

The system displays.



Continue to the next window.

The system displays.

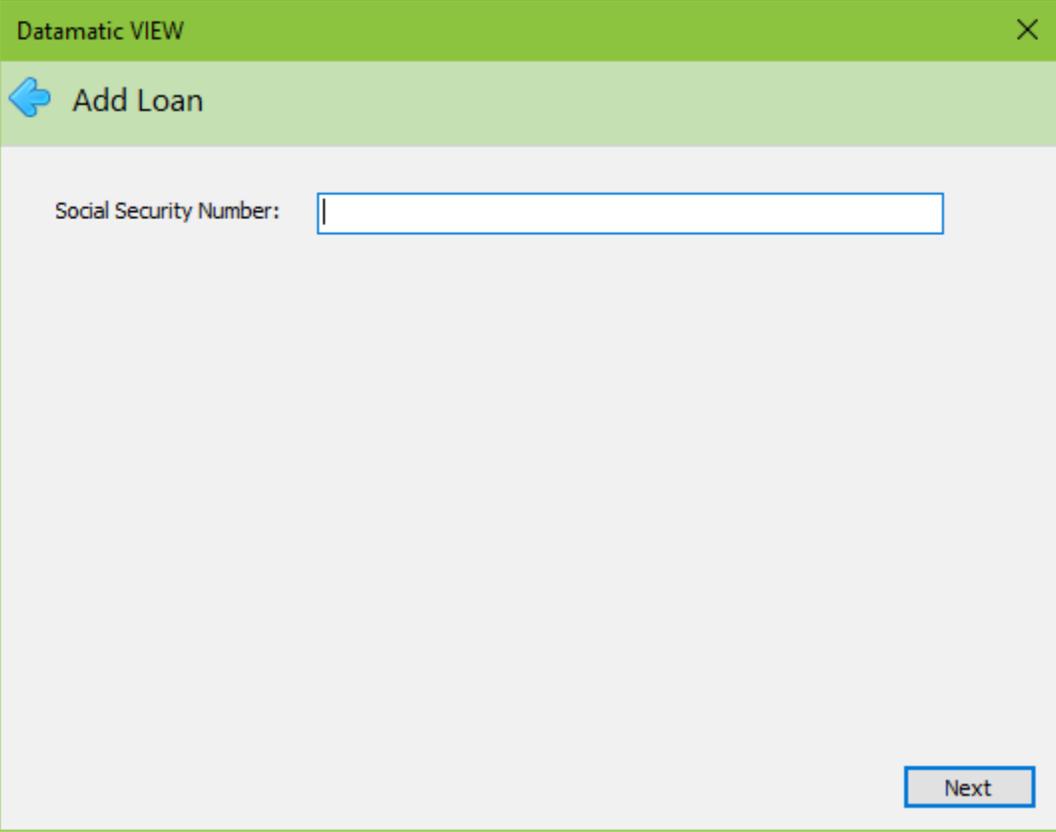
If a member number is entered in as an existing member, and there is no open 00/01 suffix, a message of **Member does not exist** will be displayed after attempting to continue to the next window. See grey box below.

For an applicant that is an existing member, enter the member number (account base and check digit). If the member number is not known, click on the magnifying glass to the right of the Member Number field to search for the member number. For non-members, leave the Member Number field blank and continue to the next window.

In this example, a loan application is going to be completed when the applicant is not an existing member of the credit union. After the loan application is completed and approved, the new member will need to be added to the system using the Add Member Wizard before the Build loan documents process can be completed. To make this step easier, there is a selection in the Add Member Wizard that will allow the staff to copy the new member's information from the loan application to the Add Member Wizard. (See the Member Information chapter in the Member Services Manual for more information.)

Continue to the next window.

If a non-member, the system displays.



Datamatic VIEW

← Add Loan

Social Security Number:

Next

Enter the social security number for the non-member applicant.

Continue to the next window.

For non-members and existing members, the system displays.

Datamatic VIEW

← Add Loan

Application Type

Installment - Unsecured

Installment - Secured

Line of Credit

Credit Card

Home Equity - Line of Credit

Mortgage

Home Equity

Next

Select the account type for the loan application. Continue to the next window.



Important

Loan Application Type selected above determines the default Loan Class in Loan Documents.

The following Application type defaults the loan status to Line of Credit:

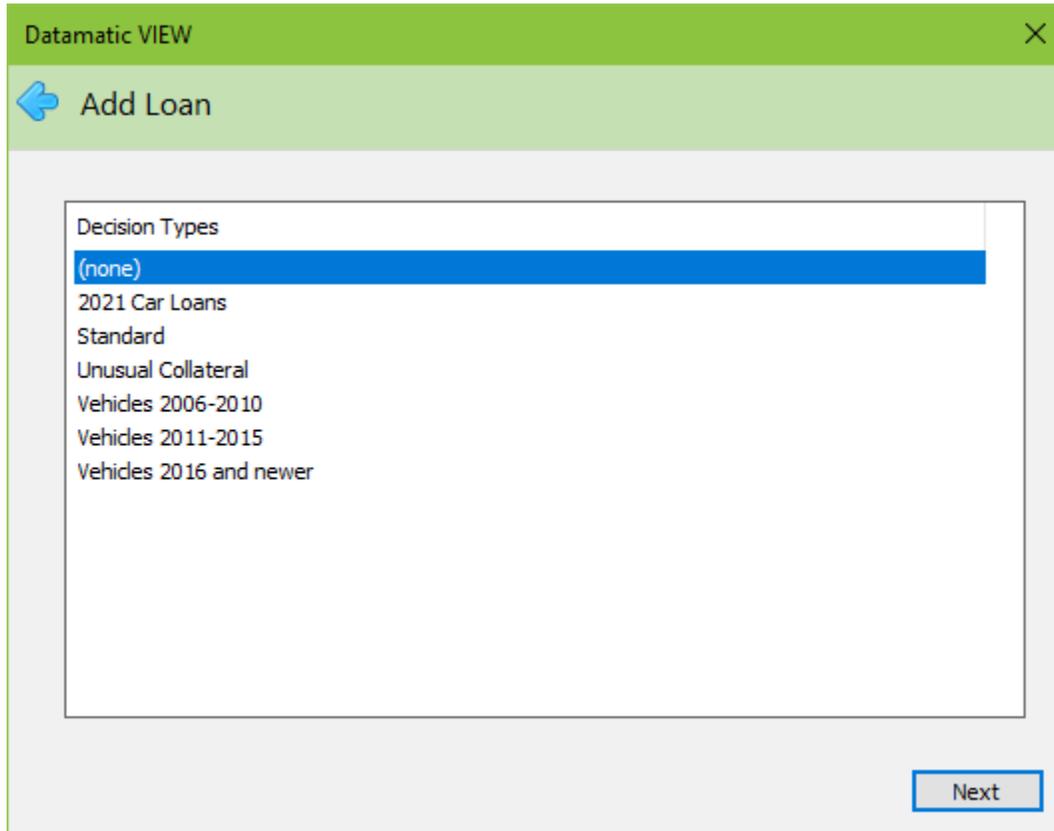
- Line of Credit
- Credit Card
- Home Equity – Line of Credit

The following Application Types default the loan status to Close End Loans:

- Installment – Unsecured
- Installment – Secured
- Mortgage
- Home Equity

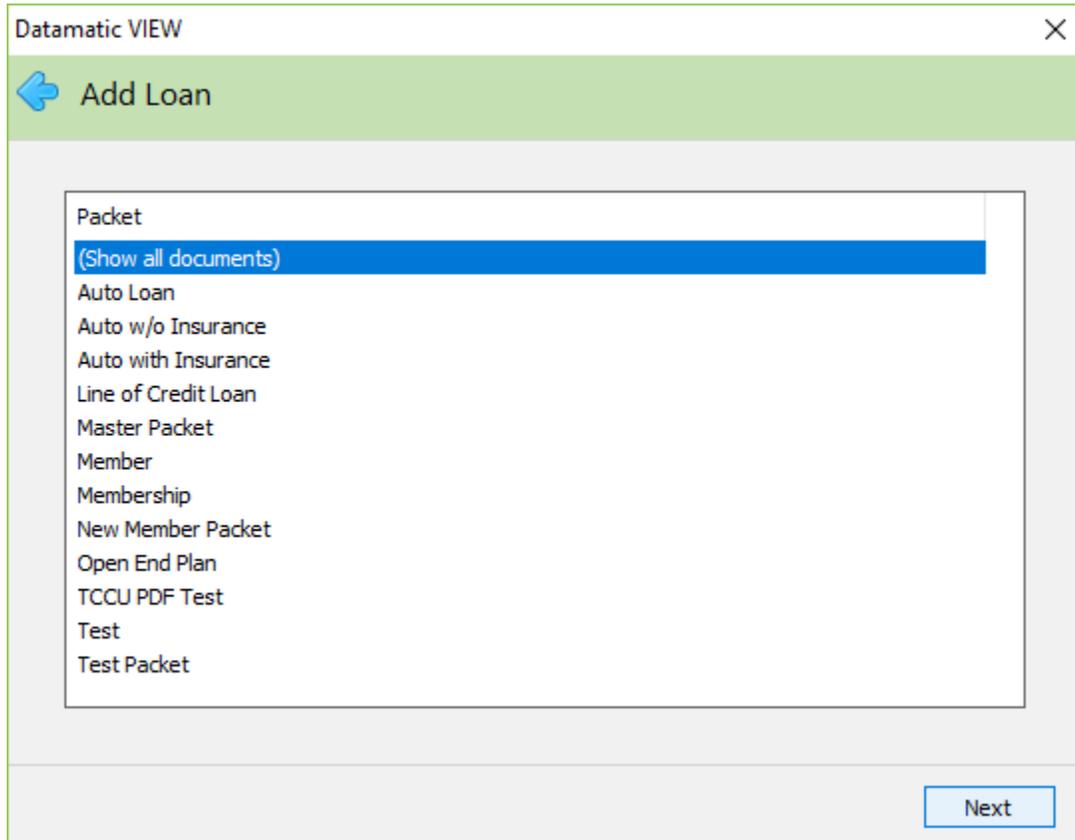
The Loan Class can be changed in Loan Documents.

The system displays.



Only the Decision types associated with the Application Type will display. This screen will only display if there are more than one decision type.

The system displays.



Select a default 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 [[Main Ribbon > System Settings > Packets](#)]. (See Packets chapter in the System Settings Manual for more information.)

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 Next to preview the changes made.

Datamatic VIEW

← Add Loan

To complete this wizard, click Finish

✓ Type: Loan Application

Social Security Number: 333-22-4455

Account Type: Installment - Secured

Finish

Select Finish and press enter or click on Finish to add the **first step** of the new loan application to the system.

The system displays the **Loan Application - General** window.

General Tab

The screenshot displays the 'Loan Application' software interface. At the top, the window title is 'Loan Application' and the current application is for 'Amy Driver (555-44-6612) - In Progress'. Below the title bar is a toolbar with icons for 'Save', 'Print', 'Deny', 'Counter Offer', 'Approve', 'Add', 'Credit Report', and 'Decision'. The main area has tabs for 'General', 'Payment', 'Collateral', 'Debts', 'Assets', 'HMDA', and 'Applicant'. The 'Details' section includes the following fields:

- Application Type:
- Decision:
- Loan Officer:
- Heard About Us:
- Purpose:
- Purpose Description:
- Repayment Method:
- Repayment Description:
- Comments:

Below the details is a 'Community Property' section with a checkbox, 'Type: Individual', and 'First Name' and 'Last Name' fields. The bottom status bar shows 'Applied: 05-30-2019 at 04:05 PM'.

Click on the different tabs on the application window and fill in the information that is needed.

Use the Calculator icon to display the Loan Calculator window, if needed, to calculate payment amounts or estimates for insurance or debt protection.

To change the status of a loan application, click on the appropriate status icon, if needed. See **Other Loan Application Options** on pages 46 to 47 for more information on the statuses.

The Purpose code and the Security code are required fields. A selection must be made from the drop down box for both of these fields before the application can be saved. This is for Loan Application printing purposes. These two fields will carry over to Loan Documents. If the loan officer selects a Loan Profile when building the loan, the Purpose and/or Security codes in the Loan Profile will override the options selected in Loan Application, if different.

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 to

the Other tab in Loan Documents, as well as, to Loan Calculator. 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 could be an active duty military member or a dependent of an active duty military member. 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. (default)

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.

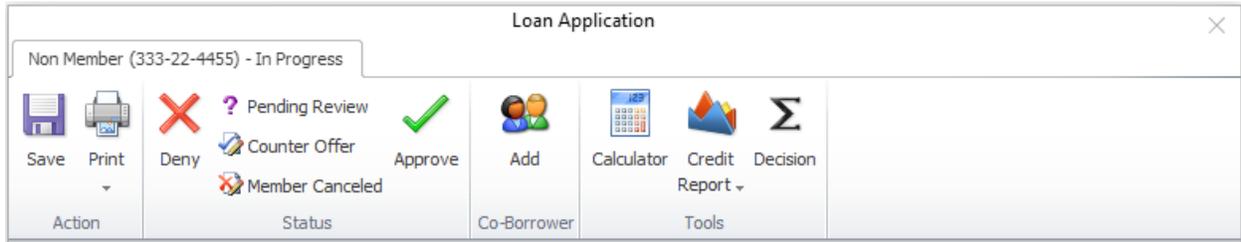
Lien Amount: The Lien Amount is used to calculate the Loan to Value (LTV) figure. The LTV calculation is $(\text{Amount Requested} + \text{Lien Amount}) / \text{Security Value}$. This is used in the Decision process and carries forward to the Loan Document.

Calculator Icon: Use the Calculator icon on the ribbon to display the Loan Calculator window, if needed, to calculate payment amounts or estimates for insurance or debt protection.

Calculator Information

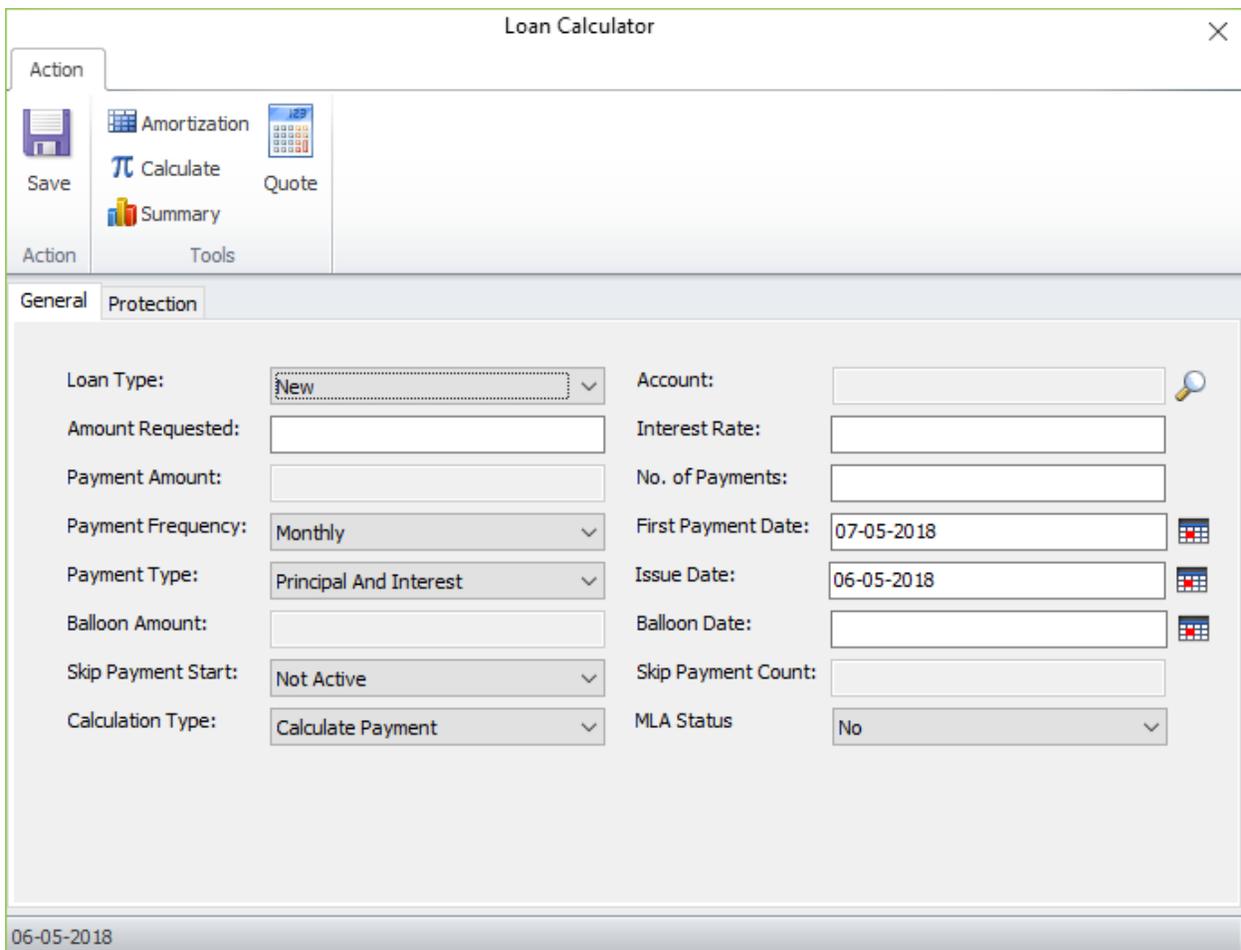
This can be used to calculate the payment amount. The interest rate, term and insurance/debt protection type will be brought forward to Loan Application, if the Save button is selected on the Loan Calculator window.

This will allow full payment calculations within Loan Application which can include Loan Protection in the payment amount.



To calculate a payment, click on the Calculator icon on the ribbon.

The system displays.



Select Yes for the **MLA Status** field and the system will calculate the **MAPR**. If **> 36%**, the system will display a message stating the MAPR exceeds the limit. If **</= 36%**, the MAPR will be displayed in the Loan Summary.

In this example, the following information will be entered:

Amount Requested =	\$10,000.00
Interest Rate =	5.00%
No. of Payments =	48

Select the Calculate icon on the ribbon. The calculated payment amount is \$230.28, based on the information entered.

The screenshot shows the 'Loan Calculator' application window. The ribbon includes 'Action' and 'Tools' tabs. The 'Tools' tab is active, showing icons for 'Amortization', 'Calculate', 'Quote', and 'Summary'. The 'Calculate' icon is highlighted. Below the ribbon, the 'General' tab is selected, displaying various input fields for loan parameters. The 'MLA Status' field is set to 'No'.

Field	Value
Loan Type	New
Amount Requested	\$10,000.00
Payment Amount	\$230.28
Payment Frequency	Monthly
Payment Type	Principal And Interest
Balloon Amount	
Skip Payment Start	Not Active
Calculation Type	Calculate Payment
Account	
Interest Rate	5.000%
No. of Payments	48
First Payment Date	07-05-2018
Issue Date	06-05-2018
Balloon Date	
Skip Payment Count	
MLA Status	No

06-05-2018

In this example, the following information will be entered: Same as previous example plus.
 Protection Tab: **Insurance = DP Sgl Disability Consumer**

Select the Calculate icon on the ribbon. The calculated payment amount is \$242.04, based on the information entered.

The screenshot shows the 'Loan Calculator' application window with the 'Protection' tab selected. The ribbon includes 'Action' (Save, Amortization, Calculate, Summary) and 'Tools' (Quote). The main form contains the following fields:

Loan Type:	New	Account:	
Amount Requested:	\$10,000.00	Interest Rate:	5.000%
Payment Amount:	\$242.04	No. of Payments:	48
Payment Frequency:	Monthly	First Payment Date:	07-05-2018
Payment Type:	Principal And Interest	Issue Date:	06-05-2018
Balloon Amount:		Balloon Date:	
Skip Payment Start:	Not Active	Skip Payment Count:	
Calculation Type:	Calculate Payment	MLA Status:	No

06-05-2018

In this example, the following information will be entered: Same as previous example plus.
 Protection Tab: **GAP Insurance =** \$300.00

Select the Calculate icon on the ribbon. The calculated payment amount is \$249.30, based on the information entered.

The screenshot shows the 'Loan Calculator' application window. The 'Protection' tab is active, displaying a grid of input fields for loan parameters. The 'General' tab is also visible. The calculated payment amount is shown as \$249.30.

Field	Value
Loan Type	New
Amount Requested	\$10,000.00
Payment Amount	\$249.30
Payment Frequency	Monthly
Payment Type	Principal And Interest
Balloon Amount	
Skip Payment Start	Not Active
Calculation Type	Calculate Payment
Account	
Interest Rate	5.000%
No. of Payments	48
First Payment Date	07-05-2018
Issue Date	06-05-2018
Balloon Date	
Skip Payment Count	
MLA Status	No

06-05-2018

After the Save icon is selected, the amount requested, payment amount and/or insurance/debt protection selection is carried forward to Loan Application.

Loan Application ✕

Non Member (333-22-4455) - In Progress

 Save	 Print	 Deny	 Pending Review	 Approve	 Add	 Calculator	 Credit Report	 Decision
 Counter Offer		 Member Canceled		 Co-Borrower	 Tools			

General Collateral Debts Assets HMDA Comments Applicant

Amount Requested:	<input type="text" value="\$10,000.00"/>	Monthly Payment:	<input type="text" value="\$249.30"/>
Type:	<input type="text" value="Installment - Secured"/>	MLA Status:	<input type="text" value="No"/>
Loan Officer:	<input type="text" value="3"/>		
Purpose:	<input type="text"/>		
Purpose Description:	<input type="text"/>		
Security:	<input type="text"/>	Security Value:	<input type="text"/>
Security Description:	<input type="text"/>		
Lien Amount:	<input type="text"/>	Repayment Method:	<input type="text" value="(none)"/>
Repayment Description:	<input type="text"/>		
Insurance:	<input type="text" value="DP Sgl Disability Consumer 41"/>		

You live in or the property pledged as collateral is located in a community property state (AK, AZ, CA, ID, LA, NM, NV, TX, WA, WI)

Type of Credit:

First Name: Last Name:

Applied: 06-25-2018 at 11:49 AM

When the amount requested, interest rate, number of payments and/or insurance/debt protection selection is changed in the loan calculator and Save is selected, the system will change the amount requested, insurance selection and monthly payment amount in Loan Application.

The screenshot shows a web application window titled "Loan Application" for a "Non Member (333-22-4455) - In Progress". The interface includes a toolbar with icons for Save, Print, Deny, Pending Review, Counter Offer, Approve, Add, Calculator, Credit Report, and Decision Report. Below the toolbar are tabs for General, Collateral, Debts, Assets, HMDA, Comments, and Applicant. The main form area contains the following fields:

- Amount Requested:
- Monthly Payment:
- Type:
- MLA Status:
- Loan Officer:
- Purpose:
- Purpose Description:
- Security:
- Security Value:
- Security Description:
- Lien Amount:
- Repayment Method:
- Repayment Description:
- Insurance:

Below these fields is a checkbox: You live in or the property pledged as collateral is located in a community property state (AK, AZ, CA, ID, LA, NM, NV, TX, WA, WI). Further down are fields for Type of Credit (Individual), First Name, and Last Name. At the bottom left, it says "Applied: 06-25-2018 at 11:49 AM".

After approving and selecting Build, note that the Payment field is 0.00. The Payment Amount will be calculated in Loan Documents.

Loan Document

JOHN WELLSA (747-6-05)

Save Print Amortization Build Suffix Summary Calculate

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

Details

Amount Requested: \$12,000.00 Payment: \$0.00

First Payment Date: Number of Payments: 48

Calculation Type: Calculate Payment

Variable Rate: (none) Interest Rate: 5.2500%

Loan Document

JOHN WELLSA (747-6-05)

Save Print Amortization Build Suffix Summary Calculate

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

Protection

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

Insurance:

Type: MOB SINGLE CREDIT LIFE AND SINGLE DISABILITY #9

Additional Information:

Since the GAP Insurance and Extended Warranty amounts are not part of the loan application, these will not carry forward from the Loan Calculator to Loan Documents. These must be entered in Loan Documents, if applicable. The Insurance selection will be carried forward to Loan Documents, if applicable.

If the **Monthly Payment** amount is deleted out of the field in Loan Application before the application is approved and built, the **interest rate and term** will not carry over to Loan Documents.

If there is a monthly payment amount in Loan Application, and the user used the calculator, the rate and term will be carried forward to Loan Documents. The Payment Amount will not carry forward to Loan Documents since Loan Documents will calculate the Payment Amount using the parameters set there.

Select the Printer icon (top left corner of the window) when ready to print the loan application. Select the arrow underneath the Printer icon to print a specific page of the Loan Application, if needed. A list of

printable pages are as follows: Assets, Comments, Debts and HMDA. The printer selection will also save any changes made since the last time the loan application was saved.

The check box near the bottom of the window is for Community Property State issues and for credit unions that use Datamatic's Loan Application and Loan Documents software. This check box will work as follows:

The box will be automatically checked, if the following applies:
 The primary member's state on the Name Information window is a community property state (see page 15 for list).

As a result, if spouse is selected as the Applicant Type (rather than co-applicant or guarantor) in the Add Co-Applicant wizard and New Loan is selected as the Loan Type (rather than refinance, or add-on) in Loan Documents then the ownership type will be Individual and the spouse will not be a joint owner on the loan.

- Non-Member loan applications will default as unchecked.
- This box can be checked or unchecked, as needed by the credit union, depending on the circumstances.

If the Community Property box is checked, the Type of Credit drop down box at the bottom of the window is activated. The selections for this field are:

- ⇒ Individual
- ⇒ Joint Credit - with another applicant, other than your spouse ***
- ⇒ Joint Credit - with your spouse

*** If the **Joint Credit - with another applicant, other than your spouse** selection is chosen, the First Name and Last Name fields are activated. These fields are for printing purposes on some Loan Applications in community property states that want to know if the Application is Joint with someone else, since the spouse's information always has to be on the application. Also, for printing purposes, a data field is available that will check the appropriate box for applications in a marital property state.

Example: Mother and Father are married and live in a marital property state.
 Mother takes out a loan that is joint with son.

Two loan applications are needed. One is needed for the Mother which has to have the Father's (spouse) information and a second loan application for the Son's information. The Father's name will not carry forward to the loan and the loan application will indicate that it is a joint application when this selection is used.

Collateral Tab

Loan Application ×

Non Member (333-22-4455) - In Progress

 Save
 Print
Action

 Deny
 Counter Offer
 Member Canceled
Status

 Pending Review
 Approve
Status

 Add
Co-Borrower

 Calculator
 Credit Report
Tools

 Decision Report
Tools

General Collateral Debts Assets HMDA Comments Applicant

Collateral

Collateral Offered:

Title Name:

Title Address:

Insured By:

Collateral

Collateral Offered:

Title Name:

Title Address:

Insured By:

Applied: 06-05-2018 at 11:26 AM

Enter the Collateral Offered information, if applicable. These fields are for printing purposes only.

Debts Tab

Loan Application ×

Non Member (333-22-4455) - In Progress

Save
 Print

Deny
 Counter Offer
 Member Canceled

Pending Review
 Approve

Add
 Co-Borrower

Calculator
 Tools

Credit Report
 Decision Report

General Collateral Debts Assets HMDA Comments Applicant

Does the applicant have any mortgage or rent debt? (none)

Active	Refi	Ownership	Date	Balance	Payment	Delq	Type	Unsecured	Name & Address
[Empty Table]									

+
↑
↓

[Credit Scores](#)

Applied: 06-05-2018 at 11:26 AM

IMPORTANT: When adding a new loan application and there is an older loan application on the system, the following things will happen:

- ⇒ Manual Debts are brought forward.
- ⇒ Internal Debts are cleared. These will need to be re-imported using the Import Internal Debts button on Debts tab.
- ⇒ If previous application is older than the policy days on the Loan Application Setup, credit bureau debts and scores are cleared. A new credit report will need to be ordered in this situation.
- ⇒ If previous application is newer or equal to the policy days on the Loan Application Setup, credit bureau debts and scores are brought forward to new loan application.

Make the appropriate selection for the question **Does the applicant have any mortgage or rent debt?**. Click on the drop down arrow to the right of the question for the options from which to choose.

If needed, click on the **green plus sign** on the right side of the window to manually add new debt information for the loan applicant(s). Use the **green up and down arrows** to change the order of the debts, if needed.

To make changes to a debt brought forward from the most recent loan application, select the debt. A window will display for changes to be made. When finished with the changes, select OK.

The **Import Internal Debts** button can be used to import all of the internal debts on the system for the member. The Date field will display as None since the Date field is the credit bureau report date. The Type field will default to the suffix titles on the system. The Name and Address field will show as <the Credit Union name>. If an internal loan has a zero balance and the status is closed, it will not be imported. If an internal loan has a status of open, has a zero balance and has a Line of Credit amount then it will be imported.

The **Credit Scores** button can be used to add a credit and/or bankruptcy score(s) for a Loan Application. This can be used if there was not a score carried forward from loan application or a credit report had to be manually entered. If entered, this will show on the Decision window and will be printed on the Loan Application, if mapped to do so.

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 "Edit Credit Score". The main area of the window contains four input fields arranged in two pairs. The first pair is labeled "Applicant Credit Score:" and "Applicant Bankruptcy Score:". The second pair is labeled "Co-Applicant Credit Score:" and "Co-Applicant Bankruptcy Score:". At the bottom right of the window is an "OK" button.

If the credit union orders a credit report within Loan Application, which imports the debts to the Debts window and uses the **Import Internal Debts** button, the internal debts may be listed twice. This will happen if the credit union reports their loans and orders reports from the same bureau. The credit union will need to decide which debts to consider in the debt ratio. Click on the box to remove the checkmark, to not include a specific debt, if applicable.

A maximum of 20 debts can be accommodated.

For members with a previous loan application(s), the system will carry forward all of the information from the most recent loan application on the system, except for the General tab, Collateral Offered tab and the Comments tab. The most recent loan application could be Denied, Approved, Counter Offer, Member Cancelled or In Progress. Also, if the most recent loan application had a co-applicant (joint or spouse), all of the information will be carried forward, as stated above.

In addition, for the Primary Applicant only, these fields will be updated with information from the Name Information window under the Member Summary, if the primary applicant is a member.

Address	E-mail	Zip (Employer)
City	Phone (Employer)	First Name
State	Ext.	Last Name
Zip	Name (Employer)	Mobile (Phone)
Birth Date	Address (Employer)	Mother's Maiden Name
Home (Phone)	City (Employer)	SSN
Drivers License	State (Employer)	

If any of the information needs to be changed, make the appropriate changes on both the loan application and under the member, if applicable. A new credit report can be ordered, if desired.

(See next few pages for additional information on Debts)

Debts window - additional information

There is a field on the Add Debt window when adding a new debt that can be used when processing a loan application for a refinanced loan called **Refinancing**. This allows the user the ability to exclude the amount for refinanced loans from the Debt Ratio After percentage, if need be. The default selection for this field is No. If a debt is marked as Active (checked) and the Refinancing option is set to No, the debt will be included in both the Debt Ratio and Debt Ratio After percentages.

This option is also on the Edit Debt window and can be used for the same purpose.

Example of Decision window with all the Debts marked Active and the Refinancing option set to No.

Based on Applicant	
Name	JOHN WELLSA
Bankruptcy Score	(none)
Credit Grade	(none)
Credit Score	(missing credit score)
Debt Ratio	16.18%
Debt Ratio - After	19.86%
Debt Ratio - Unsecured	0.00%
Debts	\$963.76 per month
Debts - Unsecured	\$0.00 per month
Emploment	104 month(s)

If the Refinancing option is changed to Yes - not included in Debt Ratio After for a specific debt and the debt is listed as Active (checked), the Refinance column will say yes. See example below of debts listed on the Debts window.

Active	Refi	Ownership	Date	Balance	Payment	Delq	Type	Unsecured	Name & Address
<input checked="" type="checkbox"/>	No	Applicant	n/a	\$74,200.00	\$705.23	No	Mortgage	No	ABC Mortgage
<input checked="" type="checkbox"/>	No	Applicant	n/a	\$1,345.00	\$40.00	No	Credit Card	No	Master Card
<input checked="" type="checkbox"/>	Yes	Applicant	n/a	\$3,276.43	\$218.43	No	Car Loan	No	MSUFCU

In this case, the debt will be included in the Debt Ratio but not be included in the Debt Ratio After percentage on the Decision window. See example below.

Example of Decision window with all the Debts marked Active and the Refinancing option for one of the debts set to Yes.

Based on Applicant	
Name	JOHN WELLSA
Bankruptcy Score	(none)
Credit Grade	(none)
Credit Score	(missing credit score)
Debt Ratio	16.18%
Debt Ratio - After	16.19%
Debt Ratio - Unsecured	0.00%
Debts	\$963.76 per month
Debts - Unsecured	\$0.00 per month
Employment	104 month(s)

If the checkmark is removed from the Active column for the specific debt, the system will automatically change the Refinancing field to No (after the change is saved). In this case, the debt will not be included in neither the Debt Ratio nor the Debt Ratio After percentage on the Decision window.

Active	Refi	Ownership	Date	Balance	Payment	Delq	Type	Unsecured	Name & Address
<input checked="" type="checkbox"/>	No	Applicant	n/a	\$74,200.00	\$705.23	No	Mortgage	No	ABC Mortgage
<input checked="" type="checkbox"/>	No	Applicant	n/a	\$1,345.00	\$40.00	No	Credit Card	No	Master Card
<input type="checkbox"/>	No	Applicant	n/a	\$3,276.43	\$218.43	No	Car Loan	No	MSUFCU

To display the Edit Debt window, double click on one of the debts. The system displays.

As a result, the Refinancing field has been changed to No and the checkmark is removed from the Active box.

Based on Applicant	
Name	JOHN WELLSA
Bankruptcy Score	(none)
Credit Grade	(none)
Credit Score	(missing credit score)
Debt Ratio	12.51%
Debt Ratio - After	16.19%
Debt Ratio - Unsecured	0.00%
Debts	\$745.23 per month
Debts - Unsecured	\$0.00 per month
Emnlovment	104 month(s)

Notice the differences in the Debt Ratio and Debt Ratio After percentages when comparing with pictures on the previous two pages.

Assets Tab

Loan Application

Non Member (333-22-4455) - In Progress

Save Print Deny Pending Review Counter Offer Member Canceled Approve Add Calculator Credit Report Decision

Action Status Co-Borrower Tools

General Collateral Debts **Assets** HMDA Comments Applicant

Ownership	Type	Value	Pledged	Description
+				

Applied: 06-05-2018 at 11:26 AM

If needed, click on the **green plus sign** on the right side of the window to manually add new asset information for the loan applicant(s).

To make changes to an asset from an existing loan application, select the asset. A window will display for changes to be made. When finished with the changes, select OK.

The Import Internal Assets button can be used to import the internal assets on the system for the member. If this is used, the following will occur:

- The CD suffixes will be totaled together and display as one asset. The Type will show as CD, the Value will be the total of all CD's, Pledged will be Yes or No and the Description will be <Internal>.
- The IRA suffixes will be totaled together (including CD-IRA's, etc.) and display as one asset. The Type will show as IRA, the Value will be the total of all IRA's, Pledged will be Yes or No and the Description will be <Internal>.

- The Share suffixes (excluding 00, 01 and 70-74 since they are on the Income window) will be totaled together and display as one asset. The Type will show as Share, the Value will be the total of them all, Pledged will be Yes or No and the Description will be <Internal>.

HMDA Tab

The screenshot shows the 'Loan Application' window with the 'HMDA' tab selected. The window title is 'Loan Application' and the status is 'Non Member (333-22-4455) - In Progress'. The ribbon contains several groups: 'Action' (Save, Print), 'Status' (Deny, Pending Review, Counter Offer, Member Canceled, Approve), 'Co-Borrower' (Add), and 'Tools' (Calculator, Credit Report, Decision). The HMDA tab includes the following fields:

- Loan Type: (none)
- Property Type: (none)
- Purpose: (none)
- Owner Occupancy: (none)
- Pre-Approvals: (none)
- Action Taken: (none) | Action Date: []
- County Code: [] | State Code: []
- Census Tract: [] | MSA: [] n/a
- Type of Purchaser: (none)
- HOEPA Status: (none)
- Lien Status: (none)
- Denial Reason: (none)
- Denial Reason: (none)
- Denial Reason: (none)
- Rate Spread: []

Applied: 06-05-2018 at 11:26 AM

The options on the HMDA tab will only be activated when the Purpose Code selected on the General tab is set to one of the Purpose Codes entered on the HMDA Setup window in System Settings.

Make selections from the drop down boxes or enter the information needed for the HMDA reporting. For the MSA field, if there is no MSA to enter, the user can leave the field blank and check the box. If the field is blank, and the n/a checkbox is unchecked, the user will be required to complete the MSA field before continuing.

If some of the HMDA information is missing after the loan application is marked as Approve **and** the Build selection is made or marked as Deny, the loan application will display in the HDMA Reporting - Incomplete window under [\[Main Ribbon > Lending\]](#). The loan application can be opened later using this selection to enter the missing information.

Comments Tab

The screenshot shows a window titled "Loan Application" with a close button (X) in the top right corner. Below the title bar, there is a tab labeled "Non Member (333-22-4455) - In Progress". The main area of the window is divided into several sections:

- Action:** Contains icons for Save, Print, Deny, and a dropdown arrow.
- Status:** Contains icons for Pending Review, Counter Offer, Member Canceled, and Approve.
- Co-Borrower:** Contains an icon for Add.
- Tools:** Contains icons for Calculator, Credit Report, and Decision.

Below these sections is a horizontal menu with tabs: General, Collateral, Debts, Assets, HMDA, **Comments**, and Applicant. The "Comments" tab is currently selected, and its content area is a large, empty rectangular box. At the bottom of the window, there is a status bar that reads "Applied: 06-05-2018 at 11:26 AM".

This window can be used to enter any Comments concerning the loan application. For printing purposes, press enter after the period in each sentence so the cursor goes to the next line. (See example below.) A maximum of 255 characters (including spaces) can be entered on this window.

Any Comments entered on this window will show on the Decision Summary at the end of the window.

This is where comments are entered for the application, if desired.
 Press enter after each sentence.
 For printing purposes, each sentence must be on a separate line.
 Pressing enter counts as 2 spaces.
 A max of 255 spaces is allowed.
 This is a test.

To print the Comments information, select the arrow underneath the Print icon then select Comments. Next, select the printer.

Applicant Tab

Loan Application ×

Non Member (333-22-4455) - In Progress

 Save	 Print	 Deny	 Pending Review	 Approve	 Add	 Calculator	 Credit Report	 Decision
Action		Status			Co-Borrower	Tools		

General	Collateral	Debts	Assets	HMDA	Comments	Applicant
---------	------------	-------	--------	------	----------	-----------

Name and Address	Name and Address (none)	Previous Address	Previous Address (none)
Employment	Employer (none)	Previous Employment	Previous Employer (none)
Income	Employment Income (none)	Mortgage / Rent	Mortgage / Rent (none)
References	References (none)	Additional Questions	Additional Questions (none)

Applied: 06-05-2018 at 11:26 AM

Select each of the buttons to enter or select information for the applicant or to verify the information displayed is accurate.

Name and Address Button

Enter the applicable information for the applicant. If the applicant is an existing member, the system will automatically fill in the current information from the member’s Name and Address record. This information can be changed, if incorrect** (see next page). The additional data will be carried forward from the previous loan application, if applicable.

The following information is brought forward from the member’s name record, if filled in. (Also, see note on next page.)

First Name	Driver’s License
Last Name	Birth Date
Address	Mobile Phone
City, State and Zip	Mobile Carrier
Home Phone	Mother’s Maiden Name
Email	SSN

This information is brought forward from the previous loan application, if it was entered. (See note on next page.)

Years at address	Dependent(s) Ages
Are you renting this address	Marital Status

If any information is changed, remember to make the changes on the Name Information window for the member. **Exception: If the member Phone Numbers and/or E-mail Address are changed in Loan

Application regardless if the loan officer has security for New, Change or Delete for Name Information, the system will change these fields on the Name Information window for the member. This will ensure that the latest information is transferred to a new Loan Application.

The member Address, if changed in Loan Application, is not changed on the Name Information window. This is due to concerns for credit union procedures (like requiring a Change of Address form be signed) and because Loan Application has a single address line while the Name Information window has two address lines. It will be necessary for an employee with security to change Name Information to file maintain the member's new address information on the Name Information window.

The following fields are for Home Mortgage Disclosure Act (HMDA) reporting purposes only. These fields will only be activated for loan applications when the Purpose Code selected on the General tab is set to one of the Purpose Codes entered on the HMDA Setup window in System Settings. Other than in loan application, this information is not stored in VIEW.

- ⇒ Sex
- ⇒ Ethnicity
- ⇒ Race

Select OK to save the changes on the Name and Address window.

Previous Address Button

Datamatic VIEW

Previous Address

Address: 4283 N MARIGOLD ST

City: ANYTOWN State: MI Zip Code: 48999-5555

Years at address: 5.40 Are you renting this address?

OK

Enter the information for the applicant. If there was a previous Loan Application on the system, the information is brought forward, if it was entered.

If the applicant's address in VIEW is different than the applicant's address in the last loan application, the following will occur:

Last loan application:	Address:	123 Maple St.
	Prev. address:	456 S. Cedar
Applicant's current address in VIEW:		222 Miller Rd.
New loan application:	Address:	222 Miller Rd.
	Prev. address:	123 Maple St.

The applicant's current address in VIEW replaces the address on the loan application and the address replaces the previous address on the loan application.

Select OK to save the changes on the Previous Address window.

Employment Button

Datamatic VIEW

Employment

Employment:

Employer:

Address:

City: State: Zip:

Phone: Extension:

Title: Supervisor:

Business Type:

Hours At Work: Start Date:

Military transfer expected?

Location: Transfer Date:

OK

Field	Comments
Employment	Selections
	Employed
	Self Employed
	Retired

The following information is brought forward from the member’s name record, if filled in. **(Also see information below.)**

Employer City, State and Zip Extension
 Address Phone

This information is brought forward from the previous loan application, if it was entered. **(See information below.)**

Title Business Type Start Date
 Supervisor Hours At Work

The applicant’s current employer information in VIEW replaces the employer information on the loan application and the employer information replaces the previous employer on the loan application. The Co-applicant’s employer information will be carried forward from the previous loan application and can be changed if needed.

If the member Employer Name, Employer Address, City, State, Zip, Phone and Extension are changed in Loan Application regardless if the loan officer has security for New, Change or Delete for Name Information, the system will change these fields on the Name Information window for the member. This will ensure that the latest information is transferred to a new Loan Application.

Additional Information for Hours at Work field.

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.

Other Information:

If the member Employer Information is changed in Loan Application regardless if the loan officer has security for New, Change or Delete for Name Information, the applicable fields will be changed on the Name Information window for the member. (This occurs each time the loan application is saved and closed. This does not apply to joint/comaker/guarantor names.) This will ensure that the latest information is transferred to a new Loan Application.

Select OK to save the changes on the Employment window.

Previous Employment

Datamatic VIEW

Previous Employment

Employer:

Address:

City: State: Zip:

Start Date:  End Date: 

OK

Enter the information for the applicant. If there was a previous Loan Application on the system, the information is brought forward, if it was entered.

If the applicant's employer information in VIEW is different than the applicant's employer information in the last loan application, the following will occur:

Last loan application:	Employer:	ABC Company
	Prev. employer:	123 Construction Co.
Applicant's current employer in VIEW:		XYZ Computer Store
New loan application:	Employer:	XYZ Computer Store
	Prev. employer:	ABC Company

Select OK to save the changes on the Previous Employment window.

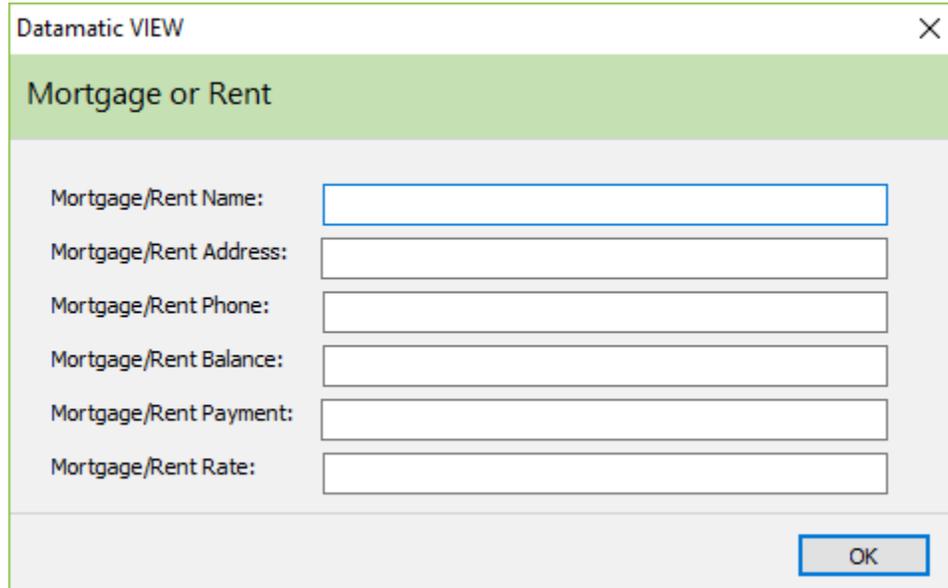
Income Button

Enter the applicable information for the applicant.

Select OK to save the changes on the Income window.

The system will automatically import the total internal share (00 and/or 01) balances to the Savings Balance field for a new Loan Application. The Savings Institution field will display <Internal>. Also, the total internal draft (70-74) balances will be imported automatically to the Checking Balance field for a new Loan Application. The Checking Institution field will display <Internal>.

Mortgage or Rent Button



Datamatic VIEW

Mortgage or Rent

Mortgage/Rent Name:

Mortgage/Rent Address:

Mortgage/Rent Phone:

Mortgage/Rent Balance:

Mortgage/Rent Payment:

Mortgage/Rent Rate:

OK

Enter the information for the applicant, if applicable, to be printed on the Loan Application. These fields are for printing purposes only.

In order for the mortgage or rent amount to be included in the debt ratio, the mortgage or rent information will need to be added as a debt on the Debts tab.

Select OK to save the changes on the Mortgage or Rent window.

References Button

Datamatic VIEW

Edit References

Relative's Name:

Relative's Address:

Relative's Phone:

Relationship to Relative:

Friend's Name:

Friend's Address:

Friend's Phone:

Paid Off Creditor

Name:

Address:

Phone:

Enter the applicable information for the applicant.

The following information is brought forward from the previous loan application, if it was entered. Make changes, as needed.

Relative's Name	Friend's Name
Relative's Address	Friend's Address
Relative's Phone	Friend's Phone
Relationship to Relative	

Paid Off Creditor

Name
Address
Phone

Select OK to save the changes on the References window.

Additional Questions Button

Datamatic VIEW

Additional Questions

Do you have any outstanding judgements?
Judgement Amount:

Have you ever filed for bankruptcy or paid a debt adjustment plan confirmed under chapter 13?
Bankruptcy Year: Court:

Are you obligated to make child support payments?
Payment Amount:

Have you had property foreclosed upon or repossessed in the last 7 years?

Are you a party in a lawsuit?

Are you other than a U.S. citizen or permanent resident alien?

Is your income likely to decline in the next two years?

Are you a co-maker, co-signer, or guarantor on any loan not listed in the debt portion of this application?
For Whom:
To Whom:

OK

Address the questions and enter the applicable information for the applicant.

Use the tab key to select one of the questions and press the spacebar or click on the box to place a checkmark next to the question. The checkmark indicates a yes to the question. Likewise, an unchecked box indicates a no to the question.

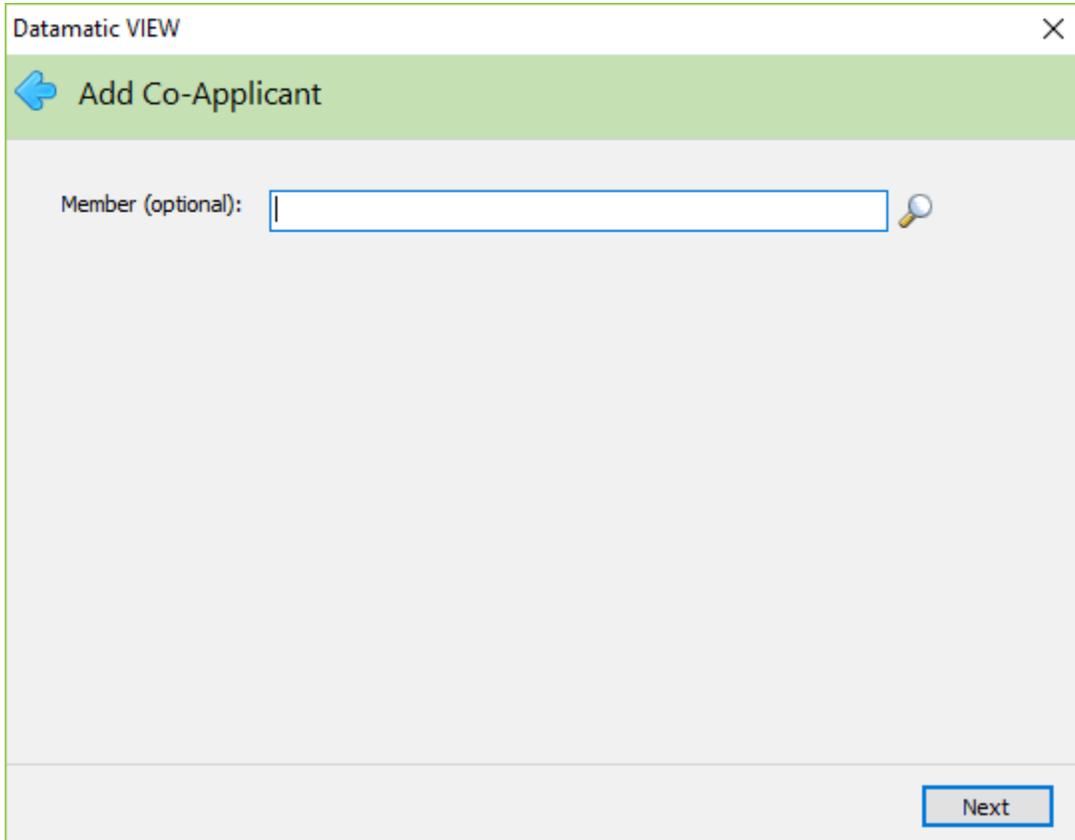
Select OK to save the changes on the Additional Questions window.

Next, select the Save icon on the upper left side of the Loan Application window to save changes to the Loan Application. The printer selection will also save any changes made since the last time the loan application was saved. Using the red X will display a window asking Do you want to save changes? To save changes select Yes, otherwise select No and the changes will not be saved.

See the next page to add a Co-Applicant to the loan application.

Co-Applicant

To add the information for a co-applicant, click on the Add Co-Applicant icon on the ribbon. The Add Co-Applicant Wizard is displayed.

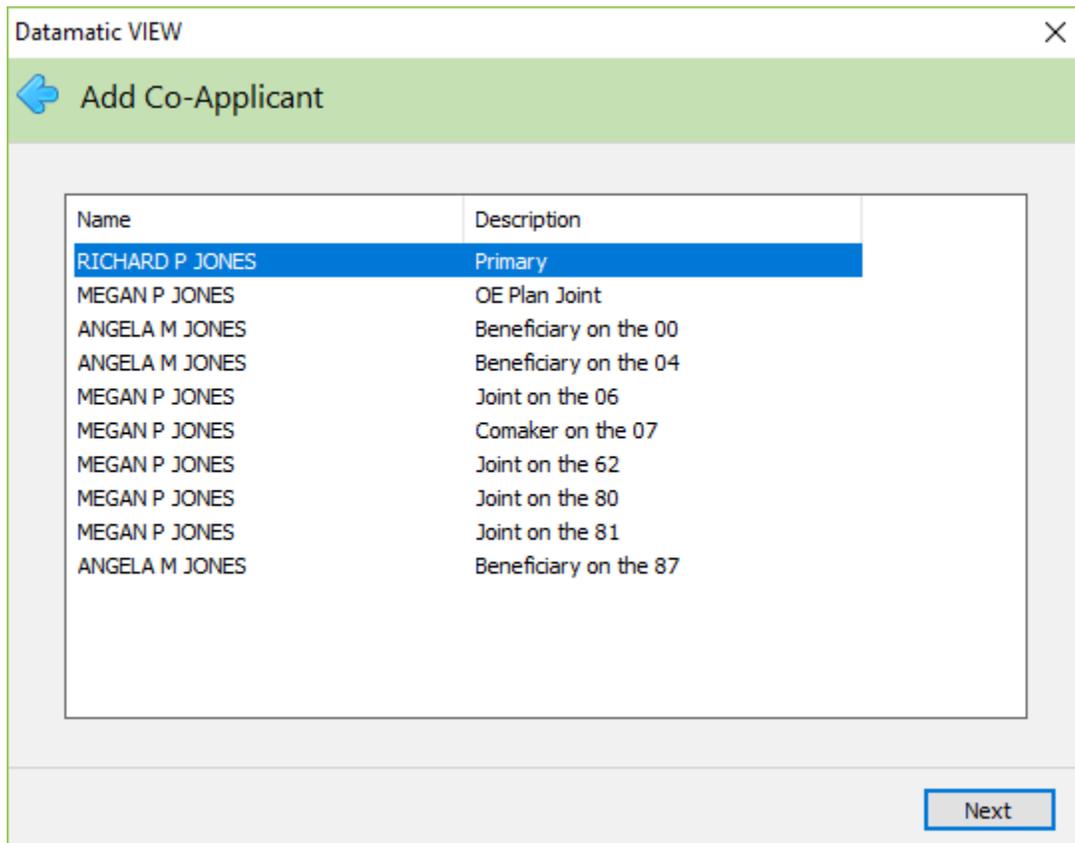


The screenshot shows a software window titled "Datamatic VIEW" with a close button in the top right corner. The window's header is a green bar with a blue back arrow icon and the text "Add Co-Applicant". Below the header, the main area is light gray and contains the text "Member (optional):" followed by a white text input field with a blue border. To the right of the input field is a magnifying glass icon. At the bottom right of the window, there is a blue button with the text "Next".

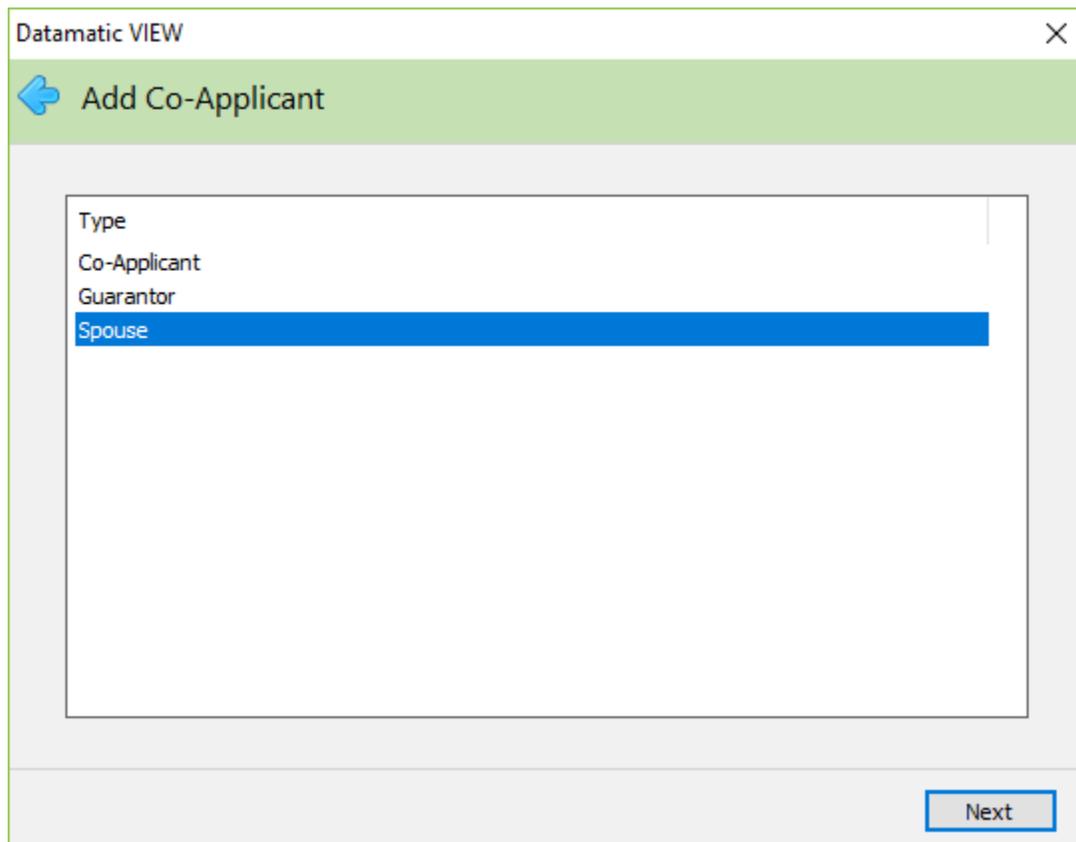
The system will walk through the windows to enter the information for the co-applicant in the same manner as the applicant.

For existing Co-Applicants on the system, enter the Member Number. If the member number is not known, click on the magnifying glass to the right the Member field to search for the number. Otherwise, select Next to continue to the next window.

If a Member Number is entered, the system displays the names associated with the Member Number. See example below. Select the name to be added as a Co-Applicant.



In both scenarios, the system displays.



Co-Applicant Type information -

- **Spouse:** Used by Community Property States when the applicant is married regardless if the loan is to be joint or individual. A joint credit report is ordered and imported to the loan application.
 - ⇒ Check the Community Property box (general tab) - The co-applicant name is not carried forward to the loan. The ownership type is individual.
 - ⇒ Do not check the Community Property box (general tab) - The co-applicant name is carried forward to the loan. The ownership type is joint.

The spouse selection might also be used by non-Community Property States to order a joint credit report instead of two individual reports.

- **Co-Applicant:** Non-Community Property States could use this option if the secondary name (1st joint) is or is not a spouse. Using this option would require ordering separate credit reports.

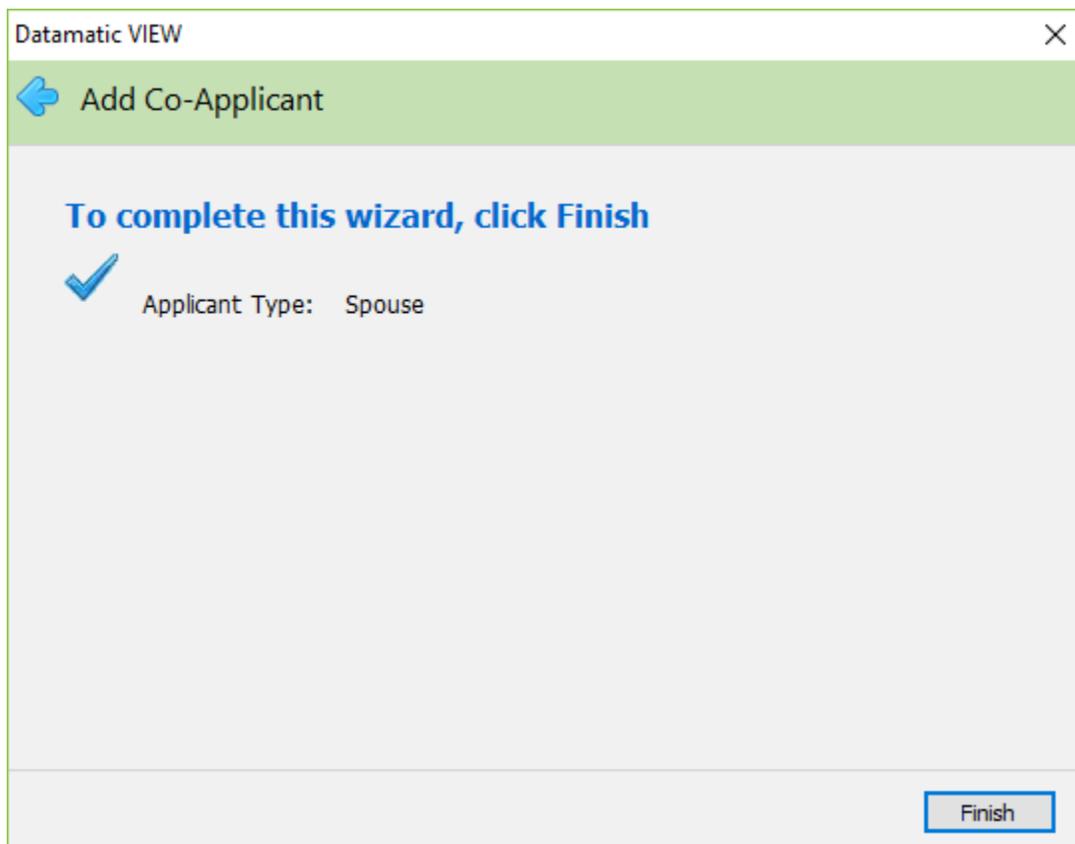
Community Property States would use this if the member is single (not married) and the secondary name (1st joint) is sharing in the proceeds of the loan. Using this option requires ordering separate credit reports and merging the debts.

- **Guarantor:** Used for co-applicants who do not share in the proceeds of the loan, but their financial information is used to determine if the loan will be approved. They are responsible for the loan being

paid back. A separate loan application is completed and an individual credit report is ordered for the guarantor. The debts are not combined with the applicant's debts. **For individual applicants**, add the guarantor as a co-applicant type on the applicant's loan application so that the guarantor's name and information will carry forward to the loan. **For joint applicants**, the guarantor's name needs to manually be added to the loan suffix.

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 Finish to add the Co-Applicant.

The Name and Address window is displayed. Changes can be made and missing information filled in, if applicable.

Datamatic VIEW
✕

Name and Address

First Name:	<input type="text" value="MARK A"/>	Last Name:	<input type="text" value="MILLER"/>
Address:	<input type="text" value="5415 STATE RD"/>		
City:	<input type="text" value="DEWITT"/>	State:	<input type="text" value="MI"/>
		Zip:	<input type="text" value="48820-1427"/>
Home Phone:	<input type="text" value="555-494-8833"/>	Mobile Phone:	<input type="text" value="517-377-4894"/>
SSN:	<input type="text" value="555-33-5555"/>	Sex:	<input type="text" value="Not Applicable"/>
Email:	<input type="text"/>		
Driver's License:	<input type="text" value="M-333-888-666-010"/>	Birth Date:	<input type="text" value="11-08-1982"/>
Mother's Maiden Name:	<input type="text" value="MORTON"/>	Marital Status:	<input type="text" value="Married"/>
Years at address:	<input type="text" value="9.00"/>	<input type="checkbox"/> Are you renting this address?	
Dependent(s) Ages:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Stability:	<input type="text" value="5 - Highest"/>
Ethnicity:	<input type="text" value="Not Applicable"/>	Race:	<input type="text" value="Not Applicable"/>

Select OK to finish adding the Co-Applicant.

Example of Co-Applicant tab.

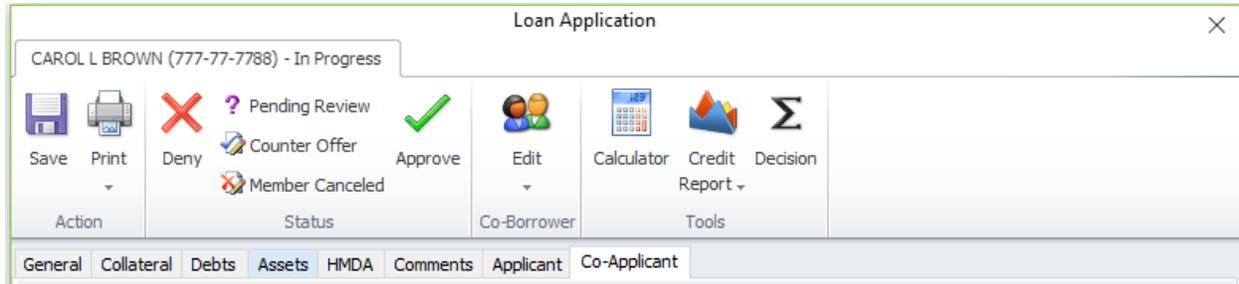
The screenshot shows a 'Loan Application' window for 'CAROL L BROWN (777-77-7788) - In Progress'. The interface includes a top toolbar with icons for Save, Print, Deny, Pending Review, Counter Offer, Member Canceled, Approve, Edit, Calculator, Credit Report, and Decision Report. Below the toolbar are tabs for General, Collateral, Debts, Assets, HMDA, Comments, Applicant, and Co-Applicant. The Co-Applicant tab is active, displaying a grid of information for 'MARK A MILLER' (5415 STATE RD, DEWITT MI 48820-1427). The grid includes fields for Name and Address, Previous Address (none), Employment (INGHAM COUNTY), Previous Employment (none), Employment Income (none), Mortgage / Rent (none), References (none), and Additional Questions (none). A status bar at the bottom indicates 'Applied: 06-05-2018 at 01:26 PM'.

To remove a co-borrower or change the type of co-borrower, click on the drop down arrow underneath the Edit icon at the top of the window.

Click on any of the buttons to enter more information or making changes. Save the application when finished.

Other Loan Application Options

After finishing the application, the next step in the application process can be done. Before proceeding, **save the loan application**. The selections are at the top of the Loan Application window:



- **Print Application** – To print a loan application, click on the down arrow on the Print icon and select Application. This prints the application for the member(s) to sign. **The loan application must be printed prior to making a decision (see below) on the loan.** Select the type of loan application to be printed, if more than one form has been designed on the system. Also, make a printer selection. Use the drop down box to select a different printer, if needed. Enter the number of copies of the loan application to be printed, if different than one copy. Select the arrow underneath the Print icon to print a specific page of the Loan Application, if needed. A list of printable pages are as follows: Assets, Comments, Debts and HMDA.

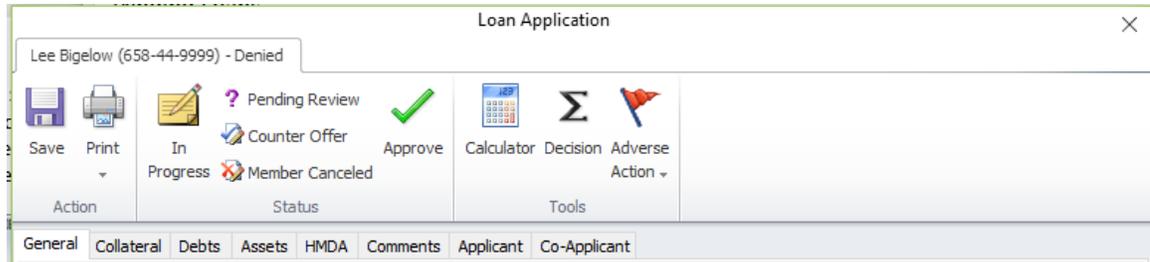
If not using the Automated Decision feature, the following icons will need to be used.

- **Approve** – This changes the status of the application to Approved. When ready, the Build icon can be selected to continue to the Loan Documents step in the loan process. (See starting on page 80.)

Note: If needed, the status of a Loan Application can be changed from Approved to In Progress to make changes and/or reprint the loan application. Use the selection of Search for Application under [\[Main Ribbon > Lending\]](#). Enter the social security number of the applicant and click on Go or press enter. Highlight the appropriate loan application and press enter or click on OK. After the loan application is displayed, click on the In Progress icon. This will put the loan application back in Pending. Select the loan application from the pending loans. Proceed with making changes and/or printing the loan application.

- **Counter Offer** – This is used to make a Counter Offer. Enter information for a counter offer to the member using the Adverse Action selection. (See next page.)
- **Deny** – This changes the application status to Denied. Once a loan is denied, the application cannot be printed. However, the status of the loan can be changed to In Progress using the Search for Application selection, if necessary. Select the appropriate loan and press enter or click on OK. Click on the In Progress icon in the ribbon. Changes can now be made to the loan application and the application can then be printed. If the credit union has designed an Adverse Action Form on the system, after a loan has been marked as Denied, the ribbon displays an Adverse Action icon. Click on the icon to generate the Adverse Action notice. To do this at a later time, use the Search

for Application option to find the denied Loan Application by social security number. Select the appropriate Loan Application. Next, select the Adverse Action selection on the ribbon. The selection can be made a second time, if an Adverse Action notice is needed for a secondary person.



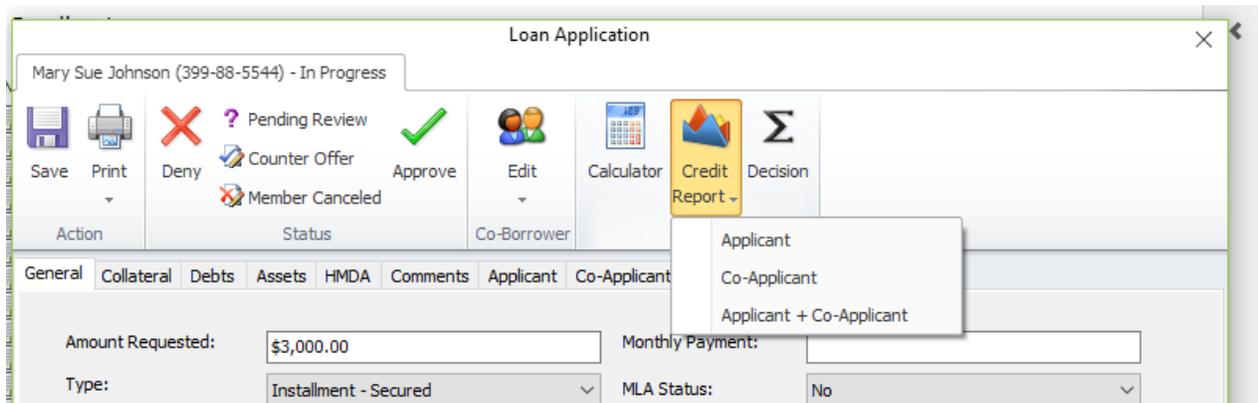
- **Member Canceled** – This changes the application status to Member Canceled. This might be used when the member does not follow up on the loan, however, the credit union would like to keep the information in case the member does decide to proceed with the loan in the future. Loan applications with this status will not be displayed under Pending Loans. Use the Search for Application feature to locate a specific loan application with this status. Change the status to In Progress to activate the loan application and place back under Pending Loans, if applicable.
- **Pending Review** – This changes the status of the loan to Pending Review.

Credit Reports

Example of pulling credit reports.

The Credit Bureau Interface is available to credit unions that have the Loan Application optional software.

To pull a credit report for either the Applicant, Co-Applicant or Applicant + Co-Applicant click on the **Credit Report** icon on the ribbon. Make the appropriate selection from the drop down list.



If the Co-Applicant is the Spouse, the Spouse area at the bottom will be activated to order a joint report, if applicable.

The system displays.

Datamatic VIEW
✕

Order Credit Report

Bureau:

PIN or Password:

First Name: Last Name:

Address:

City: State: Zip Code:

SSN: Birth Date:

Home Phone: Work Phone:

License: State:

Joint Credit Only

First Name: Last Name:

SSN:

Birth Date:

Document

PDF:

The window will bring forward the Name, Address and SSN for existing members. Make changes or fill in missing information, if needed. If a joint credit report is being ordered (co-borrower = spouse), also enter the SSN, First and Last Name for the joint person. If the spouse's name record is already on the system, the information will be brought forward. If the loan application is for a non-member, enter the SSN, First Name, Last Name, Address, City, State and Zip Code for the primary person on the loan.

Select a Bureau from the drop down list. Only the credit bureaus that are checked on the Credit Bureau Setup window in System Settings will be displayed as a selection. The credit bureau selected as the default on the Credit Bureau Setup window, will be automatically highlighted on this window. A different selection may be made here, if desired.

For security purposes, the general public can contact the credit bureaus to request that a PIN or Password be assigned to them for the purpose of ordering a credit report. The member or potential member will provide the PIN or Password to the financial institution when a credit report is needed. The credit report will only be sent to the financial institution, if the PIN or Password is included with the request and, if it matches the PIN or Password on file with the credit bureau.

To order the credit report, click on the Order button on the bottom right side of the window.

The Loan Application process will automatically import the debts from the new credit report if it is pulled in Loan Application (and replace any previous credit bureau debts from a previous application, if applicable).

After the report is ordered and the information is received from the credit bureau, the system displays the credit report on the PC. **It is very important to print the credit report immediately after ordering the report.** The debts from the machine-readable report will be imported into the Debt window automatically.

The printed credit report can be filed in the loan file along with the printed application. **Each credit union will need to determine how to handle the storing of credit bureau reports that have been ordered through VIEW.** It will be necessary to order another report, if it was not printed or stored electronically on a separate server at the credit union. The credit reports are not stored on the Datamatic system. If the credit union has purchased a program to store the documents on a server, the report can be stored that way. It can then be viewed there if necessary in the future.

References

Credit Bureau Setup - See System Settings manual.

Loan Application Setup - See System Settings manual.

After the credit report is ordered

When a credit report is ordered, the number of debts imported into the loan application are displayed on the **Debts** tab. See picture below.

JOHN WELLSA (001-88-0000) - In Progress

Save Print Deny Approve Add Calculator Credit Report Decision Report

General Collateral **Debts (11)** Assets HMDA Comments Applicant Co-Applicant

Does the applicant have any mortgage or rent debt? (none)

Active	Refinance	Ownership	Date	Balance	Payment	Delq	Type	Unsecured
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$4,500.00	\$250.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$225.00	\$50.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$99,456.00	\$900.00	No	Mortgage	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$1,500.00	\$0.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$425.00	\$20.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$3,000.00	\$80.00	No	Revolving	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$3,995.00	\$0.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$500.00	\$0.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$4,500.00	\$0.00	No	Revolving	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$300.00	\$50.00	No	Revolving	No
<input checked="" type="checkbox"/>	No	Applicant	11-2014	\$107,000.00	\$340.00	Yes	Installment	No

[Import Internal Debts](#) [Credit Scores](#)

Applied: 01-02-2012 at 04:36 PM

After clicking on the Debts tab, the number on the Debts tab will no longer display. The individual imported debts are displayed.

JOHN WELLSA (001-88-0000) - In Progress

Save Print Deny Pending Review Approve Add Calculator Credit Report Decision

Member Canceled Counter Offer

Action Status Co-Borrower Tools

General Collateral **Debts** Assets HMDA Comments Applicant

Does the applicant have any mortgage or rent debt? (none)

Active	Refinance	Ownership	Date	Balance	Payment	Delq	Type	Unsecured
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$4,500.00	\$250.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$225.00	\$50.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$99,456.00	\$900.00	No	Mortgage	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$1,500.00	\$0.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$425.00	\$20.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$3,000.00	\$80.00	No	Revolving	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$3,995.00	\$0.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$500.00	\$0.00	No	Installment	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$4,500.00	\$0.00	No	Revolving	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$300.00	\$50.00	No	Revolving	No
<input checked="" type="checkbox"/>	No	Applicant	10-2014	\$107,000.00	\$340.00	Yes	Installment	No

Import Internal Debts

Applied: 01-02-2012 at 09:22 AM

Decision

The Decision icon on the ribbon is used to receive a Decision for a Loan Application. The Decision will be based on the information entered for the member and if the credit union is using some or all of the different weights, factors and exceptions on the Decisions window (under System Settings). It is optional to use the new Automated Decision features.



Note

By default, the 100% Credit Score model is in place for all Loan Application types, and Loan Interviewers are not allowed to accept the automated decision.

This section is going to first cover the options that can be setup that will determine the Decision then go over examples of using the Decision icon.

The Credit Grade Setup under System Settings needs to be setup.

Grade	Low Score	High Score
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the Credit Grades and corresponding Low and High credit scores used by the credit union.

The Decisions window (under System Settings) is used to enter information to be used in the Decision process for Loan Applications. This allows the credit union to build a different Decision model for each of the different Loan Application types. The Decision model includes all of the different parameters that go into computing the Decision Score.

The Credit Union can build a Decision model for each Loan Application Type by combining the different Factors and their exceptions, to produce a final Decision Score that is used to make the Automated Loan Decision.

Each of the different Loan Application types is listed along with the weights for each of the different factors:

APPLICATION TYPE	CREDIT SC	SECURED DEBT	UNSECURED D	LOAN TO VALUE	EMPLOYM	RESIDENCE	STABILITY	AUTO APP...
Credit Card	100%							No
Home Equity	100%							No
Home Equity - Line of Credit	30%	20%	30%	10%			10%	Yes
Installment - Secured	10%	35%	25%	20%	5%		5%	Yes
Installment - Unsecured	40%	20%	30%				10%	Yes
Line of Credit	40%	20%	30%				10%	Yes
Mortgage	30%	20%	30%	10%			10%	Yes

Select one of the Application Types to setup or make changes to the options on the window. The Installment - Secured type is being used here for example purposes.

Loan Officers who are Supervisors, or who can Status and Build documents can accept the computer’s decision in one click – eliminating the need to manually mark the decision on the loan. Credit Unions can decide if they want to extend that capability to Loan Interviewers also. This is done by checking the check box for Automated Decisions for Loan Interviewers at the bottom left corner of the window. (See next page.)

Otherwise, leave the box unchecked to not use the automated decision feature on the system for Interviewers. An employee with security for Loan Application (Status and Build Documents) or Loan Application (Supervisor) will need to use the Decision icon or select the Status of approve, deny, counter offer, pending review, etc. on the ribbon, if the box is not checked. See pages 76-78 for examples.



Important

If the credit union does not enter any additional factors or exceptions, and a decision on the loan application is based totally on the Credit Score (100%), see pages 73 to 75 for information on how to set this up on the system.

Factors Tab

Datamatic VIEW X

Decision (Installment - Secured) 🖨️ 📄

Factors | Exceptions | Decision

	Weight	Ranges	Joint Credit*
Bankruptcy Score:			Use lowest bankruptcy score ▼
Credit Score:	<input type="text"/>	<input type="button" value="Edit"/>	Use average credit score ▼
Debt Ratio:	<input type="text"/>	<input type="button" value="Edit"/>	
Debt Ratio - Unsecured:	<input type="text"/>	<input type="button" value="Edit"/>	
Employment (months):	<input type="text"/>	<input type="button" value="Edit"/>	Use highest months at employment ▼
Loan to Value:	<input type="text"/>	<input type="button" value="Edit"/>	
Residence (months):	<input type="text"/>	<input type="button" value="Edit"/>	Use lowest months at address ▼
Stability:	<input type="text"/>	<input type="button" value="Edit"/>	Use average stability ▼

* Applies only to joint applications (spouse and co-applicants)

Automated Decisions for Loan Interviewers

The options on this window allow the credit union to use more than just the Credit Score in determining whether or not a loan application is approved, denied or pending review for someone else to look at. Some or all of the factors can be used for determining the Decision on the loan application.

- Most Factors have a Weight option available. A numeric value may be entered to one or all which will represent a portion of a Total Weight Factor of 100% for the Credit Union. If using the new weight and factor features for the Decision process, the Weight column must add up to 100%.
- Some Factors will require a Joint Credit option and have a dropdown selection of predefined options. This is to let the system know to use the lowest, average or highest of the specific category when there is a joint borrower. Most Factors have a Range value. Click on Edit button to enter Low/High and Factor percentages to be used for a specific area. See examples of each window on the next several pages.

The check box at the bottom of the screen can be used to give Loan Interviewers the ability to accept the Automated Loan Decision (Approve and Pending Review only – Interviewers cannot deny applications). If this box is not checked, Loan Interviewers cannot accept loan decisions.

This check box does not affect Employees who have Loan Application (Status & Build) or Loan Application (Supervisor) security. They can always accept the computer decision or select their own decision from the ribbon.

Select the Save button to save any changes.

Edit button for Credit Score:

Low		High	Factor (0 - 100)
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>

Enter the Range of Factor values (in this case Credit Scores), as well as the 0-100 Factor Score that is assigned to each range. The ranges and Factor values are Credit Union defined. Typically, the Factor scores would be evenly distributed, and could also start at zero. It is completely up to the Credit Unions to define these screens.

Edit button for Debt Ratio:

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 area with the text "Debt Ratio" and two icons (a printer and a document). The main content area is divided into three columns: "Low", "High", and "Factor (0 - 100)". The "Low" column contains a vertical stack of 10 empty text boxes. The "High" column contains a vertical stack of 10 empty text boxes, with the word "to" positioned between each box. The "Factor (0 - 100)" column contains a vertical stack of 10 empty text boxes. At the bottom right of the window is an "OK" button.

Edit button for Debt Ratio - Unsecured:

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 area with the text "Debt Ratio - Unsecured" and two icons (a printer and a document). The main content area is divided into three columns: "Low", "High", and "Factor (0 - 100)". The "Low" column contains a vertical stack of 10 empty text boxes. The "High" column contains a vertical stack of 10 empty text boxes, with the word "to" positioned between each box. The "Factor (0 - 100)" column contains a vertical stack of 10 empty text boxes. At the bottom right of the window is an "OK" button.

Edit button for Employment (months):

Low		High	Factor (0 - 100)
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>

OK

Edit button for Loan to Value:

Low		High	Factor (0 - 100)
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>
<input type="text"/>	to	<input type="text"/>	<input type="text"/>

OK

Edit button for Residence (months):

Edit button for Stability:

The Stability is a credit union defined subjective value.

Exceptions Tab

Datamatic VIEW

Decision (Installment - Secured)

Factors Exceptions Decision

Factor	Maximum
Amount Requested:	<input type="text"/>
Bankruptcy Score:	<input type="text"/>
Debt Ratio:	<input type="text"/>
Debt Ratio - Unsecured:	<input type="text"/>
Loan to Value:	<input type="text"/>

Factor	Minimum
Credit Score:	<input type="text"/>
Employment (months):	<input type="text"/>
Residence (months):	<input type="text"/>
Stability:	<input type="text"/>

Note: If one of the factors reaches its threshold, the loan application will be marked as Pending Review.

Automated Decisions for Loan Interviewers

Save

The Exception tab is used to define the minimum and maximum Factor values for an approved loan. Values outside of these ranges will cause an otherwise Approved Loan, to be display as Pending Review (Approved with exception).

Completing the Exceptions tab is an easy way to improve the loan Decision process without having to decide on weights and other more detailed information.

Exceptions can be assigned which will override the automated approval process. These are minimum and maximum values that require additional/manual approval. The approval information will set the Application to Pending Review, if any of the exceptions have met the criteria entered.

If applicable, enter the Maximum and Minimum amounts desired by the credit union. Select the Save button to save any changes.

Decision Tab

Datamatic VIEW
✕

Decision (Installment - Secured)
🖨️ 📄

Factors
Exceptions
Decision

Low (0 - 100)	High (0 - 100)	Decision
<input type="text" value="81"/>	to <input type="text" value="100"/>	<input type="text" value="Approve"/>
<input type="text" value="61"/>	to <input type="text" value="80"/>	<input type="text" value="Pending Review"/>
<input type="text" value="41"/>	to <input type="text" value="60"/>	<input type="text" value="Pending Review"/>
<input type="text" value="21"/>	to <input type="text" value="40"/>	<input type="text" value="Deny"/>
<input type="text" value="1"/>	to <input type="text" value="20"/>	<input type="text" value="Deny"/>
<input type="text"/>	to <input type="text"/>	<input type="text" value="(none)"/>
<input type="text"/>	to <input type="text"/>	<input type="text" value="(none)"/>
<input type="text"/>	to <input type="text"/>	<input type="text" value="(none)"/>
<input type="text"/>	to <input type="text"/>	<input type="text" value="(none)"/>
<input type="text"/>	to <input type="text"/>	<input type="text" value="(none)"/>

Automated Decisions for Loan Interviewers
Save

The Decision tab is used to define the range of Factor values and the Decision associated with each value. Since there are only three Decisions (Approved, Pending Review, and Denied), there could be as few as three ranges on this screen. Some Credit Unions break this down into additional ranges that mean something to them and assign the same Decision to multiple ranges. The example above shows two Pending Review ranges. This could have been one range from 41-80.

The ranges of Factor scores on this tab are referring to the Factor scores that are entered in the Edit button on Factor tab. Here is an example from the Credit Score Factor.

Low		High	Factor (0 - 100)
800	to	900	100
700	to	799	80
600	to	699	60
500	to	599	40
1	to	499	20
	to		

In this example, a Credit Score in the 800-900 range would receive a Factor Score of 100. A Credit Score in the 700-799 range would receive a Factor Score of 80. It is up to the Credit Union to define these ranges and scores.

The factors in the Factor (0-100) column are calculated based on the Low Score and High Score ranges on the Credit Score window. If there are five different Credit Score ranges, and these are evenly distributed, the Factors are calculated as follows:

- | | |
|-------------------|---|
| $100 / 5 = 20.00$ | Credit Score range of 800-900 = Factor of 100 |
| $100 - 20 = 80$ | Credit Score range of 700-799 = Factor of 80 |
| $80 - 20 = 60$ | Credit Score range of 600-699 = Factor of 60 |
| $60 - 20 = 40$ | Credit Score range of 500-599 = Factor of 40 |
| $40 - 20 = 20$ | Credit Score range of 1-499 = Factor of 20 |

Example of an Automated Decision of Approval.

The screenshot displays the Datamatic VIEW software interface. The main window, titled "Decision (Installment - Secured)", shows a list of factors and their weights. The "Credit Score" factor is highlighted with a red box, indicating a weight of 35%. A secondary window, titled "Credit Score", shows a table of score ranges and factors. The range 630 to 679 is highlighted with a red box, and an arrow points to the factor value of 60. A third window, titled "Approved", shows the final decision score of 21/35 for the credit score, and a total decision score of 86/100. The applicant's name is JOHN WELLSA, and their credit grade is B. The credit score of 658 is also highlighted with a red box.

Low	High	Factor (0 - 100)
720	to 999	100
680	to 719	80
630	to 679	60
610	to 629	40
550	to 609	25
500	to 549	15

Description	Value
Decision	
Credit Score	21/35
Debt Ratio	30/30
Loan to Value	20/20
Stability	15/15
Decision Score	86/100
Based on Applicant	
Name	JOHN WELLSA
Bankruptcy Score	(none)
Credit Grade	B
Credit Score	658
Debt Ratio	9.62%
Debt Ratio - After	0.00%
Debt Ratio - Unsecured	0.00%

The calculation for the Credit Score is based on the following: (factor / weight) x weight = score

The credit score is 658 which falls into the 630 to 679 range. The factor used is 60.

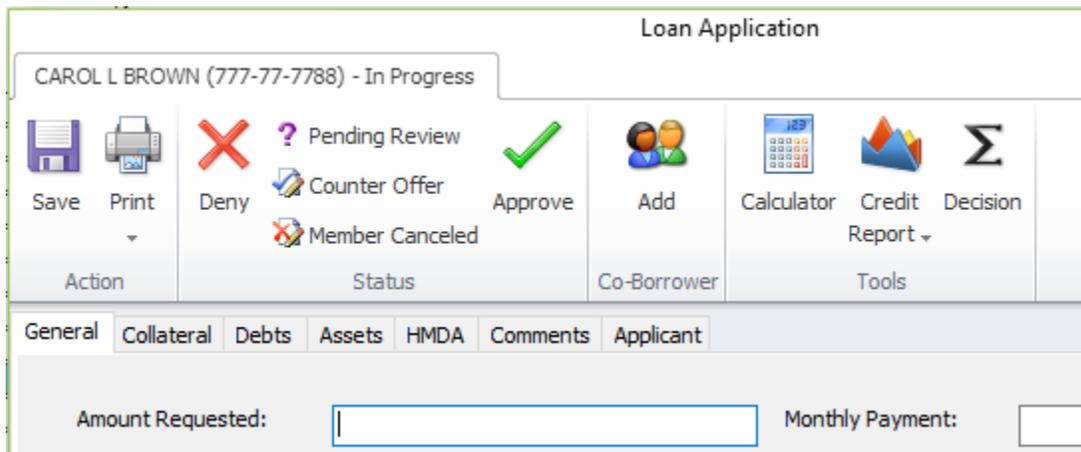
$$(60 / 100) \times .35 = 21$$

This applicant received a decision score of 21 / 35 for their credit score. In other words, this applicant received 21 out of a possible 35 points towards the Decision Score.

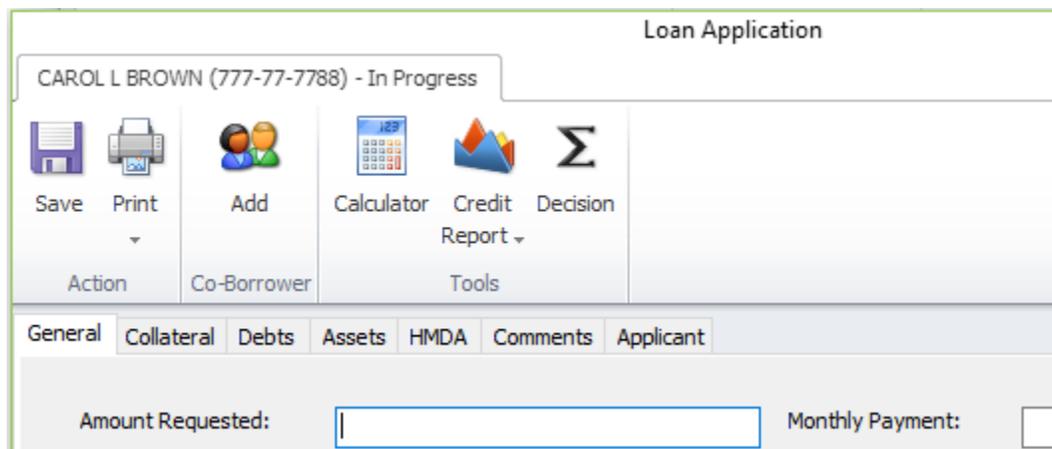
Interviewer vs. Build & Status Security

The Ribbon will change depending on the security of the employee.

Employees with **Loan Application (Supervisor)** or **Loan Application (Build & Status)** security are allowed to directly set the status of the Loan Application. These employees have Status buttons (Approve, Pending Review, Deny, etc.) directly in the ribbon:



Interviewers are not allowed to specify the loan decision, so these buttons are not in their ribbon:

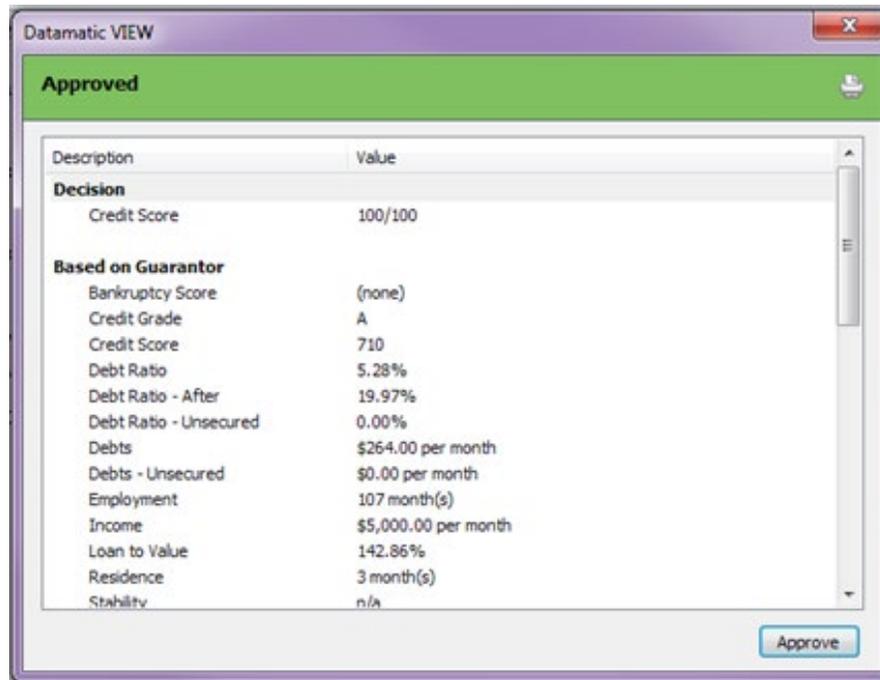


The only way an Interviewer can change the status of the loan, is if the Automated Decisions for Loan Interviewers box is checked on the Decision setup, allowing them to accept the automated computer decision. Even then, they can only accept the automated decision of Approved or Pending Review. The interviewer can never deny a loan even if the Automated decision is Denied.

If a Decision has been accepted on the loan, the employee with Interview security will be able to mark the application In Progress.

Examples of Approved Loan Application:

The Decision window displays when you press the Decision button in the Ribbon. The window shows the detail that goes into the decision as well as other information that is helpful to the loan officer. The following examples show different Loan Decisions, and the values that can display in the window.



Description	Value
Decision	
Credit Score	100/100
Based on Guarantor	
Bankruptcy Score	(none)
Credit Grade	A
Credit Score	710
Debt Ratio	5.28%
Debt Ratio - After	19.97%
Debt Ratio - Unsecured	0.00%
Debts	\$264.00 per month
Debts - Unsecured	\$0.00 per month
Employment	107 month(s)
Income	\$5,000.00 per month
Loan to Value	142.86%
Residence	3 month(s)
Stability	n/a

The decision for this Loan Application was only based on the Credit Score. The Decision Score was 100 out of a possible 100.

If the button in the lower right corner displays **Approve, Pending or Deny** that indicates that the Automated Decision feature is activated for Loan Interviewers. Pressing the button will assign the specified status to the loan.

If the button in the bottom right corner displays OK that indicates that the Automated Decision feature is not activated for Loan Interviewers. A person with security for Loan Application (Status and Build Documents) will need to status the loan.

Description	Value
Decision	
Credit Score	28/35
Debt Ratio	24/30
Loan to Value	4/20
Stability	15/15
Decision Score	71/100
Based on Applicant & CoApplicant	
Bankruptcy Score	(none)
Credit Grade	A
Credit Score	684
Debt Ratio	34.69%
Debt Ratio - After	38.24%
Debt Ratio - Unsecured	0.00%
Debts	\$1,954.00 per month
Debts - Unsecured	\$0.00 per month
Employment	112 month(s)

This Loan Application has a Decision based on Credit Score, Debit Ratio, Loan to Value Ratio and Stability. Each Factor's weighted score is shown, along with the Decision Score of 71 out of a possible 100.

Other Factors show on the summary even if they are not used in the Decision Score.

The Debt Ratio After field is affected by the Monthly Payment field on the General tab. In other words, this represents the debt ratio including the monthly payment for the loan being applied for.

The system will fill in the debt ratio information based on the debt and income information filled in for the applicant. If a co-applicant is listed on the loan application, the debt ratio information will also display for the co-applicant.

The Credit Bureau Interface is available to credit unions that have the Loan Application optional software. See the Credit Reports section in this chapter for information on ordering credit reports.

The Total Monthly Income figure(s) is based on the Income (frequency) and Other Income 1, 2, 3 & 4 (frequency) selections on the Income button under the Applicant window (and Co-applicant window, if applicable). A description of the selections is as follows:

- Hourly Amount * 40 * 52 / 12
- Weekly Amount * 52 / 12
- Bi-Weekly Amount * 26 / 12
- Monthly Amount = monthly amount
- Quarterly Amount / 3
- Semi-Annual Amount / 6
- Annual Amount / 12

If the Income (frequency) selection is Hourly and the Income Amount is entered on the Income window **and** the hours at work is filled in on the Employment window, the system will calculate the Total Monthly Income based on the number entered for the hours at work. However, if the hours at work field is blank on the Employment window and the Income (frequency) selection is Hourly and the Income Amount is entered, the system will calculate the Total Monthly Income based on 40 hours.

Examples of Pending Review Loan Application:

The information displayed in the Decision window, is a detailed summary of the information on the Loan Application, plus the information that went into the decision. The additional information (using the scroll bar) is continued on the next page.

Datamatic VIEW Pending Review

Description	Value
Decision	
Credit Score	75/100
Based on Applicant & Spouse	
Bankruptcy Score	(none)
Credit Grade	A
Credit Score	684
Debt Ratio	6.06%
Debt Ratio - After	6.06%
Debt Ratio - Unsecured	0.00%
Debts	\$514.00 per month
Debts - Unsecured	\$0.00 per month
Employment	54 month(s)
Income	\$8,483.33 per month
Loan to Value	(needs security value)
Residence	48 month(s)
Stability	n/a

Pending

Datamatic VIEW Pending Review

Description	Value
Unsecured Debt Ratio	0.00%
Stability	(none)
Applicant	
Name	JOHN WELLSA
Bankruptcy Score	(none)
Credit Grade	B
Credit Score	658
Debt Ratio	9.62%
Debts	\$250.00 per month
Debts - Unsecured	(none)
Employment	105 month(s)
Income	\$2,600.00 per month
Residence	72 month(s)
Unsecured Debt Ratio	0.00%
Stability	(none)
Spouse	
Name	STEVE SEATTLE

Pending Review examples (continued)

Datamatic VIEW

Pending Review

Description	Value
Residence	72 month(s)
Stability	n/a
Spouse	
Name	STEVE SEATTLE
Bankruptcy Score	(none)
Credit Grade	A
Credit Score	710
Debt Ratio	8.74%
Debt Ratio - Unsecured	0.00%
Debts	\$264.00 per month
Debts - Unsecured	\$0.00 per month
Employment	4 month(s)
Income	\$5,883.33 per month
Residence	24 month(s)
Stability	n/a

Pending

Datamatic VIEW

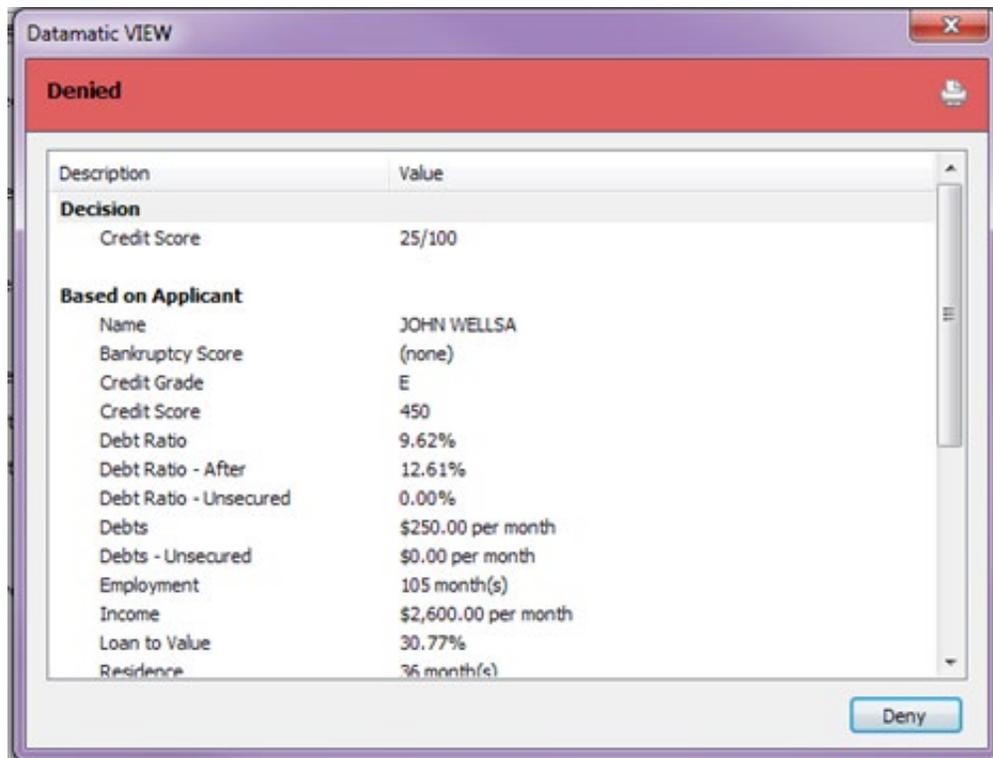
Pending Review

Description	Value
Debt Ratio - Unsecured	0.00%
Debts	\$264.00 per month
Debts - Unsecured	\$0.00 per month
Employment	4 month(s)
Income	\$5,883.33 per month
Residence	24 month(s)
Stability	n/a
Loan Details	
Amount Requested	\$55,000.00
Application Type	Installment - Secured
Loan Officer	Jacque Ross
Monthly Payment	\$493.85
Number of Payments	120
Rate	1.50%
Security	B.NEW CARS

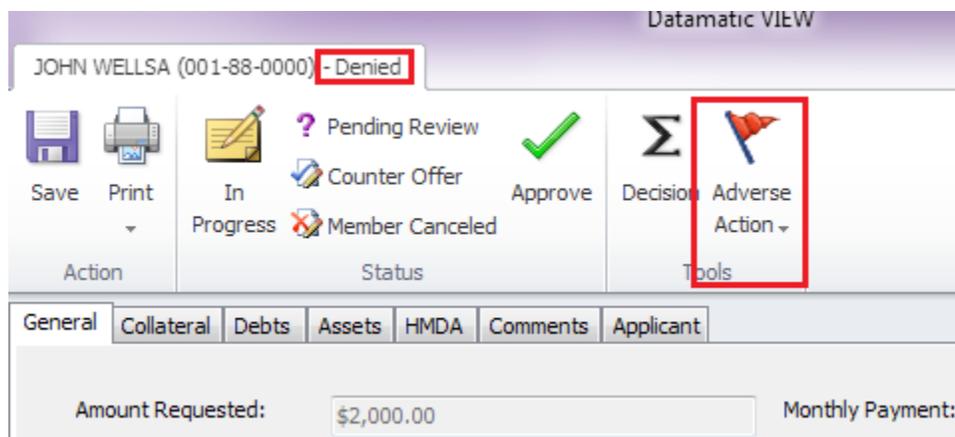
Pending

Examples of Denied Loan Application:

This application was denied because the Credit Score was too low.



Also, the Adverse Action icon is now displayed on the ribbon.



Examples of Incomplete Loan Application:

Applications can also be incomplete, if they are missing required information:

Datamatic VIEW

Incomplete

Description	Value
Incomplete	
Credit Score	
Decision	
Credit Score	0/100
Based on Applicant	
Name	
Bankruptcy Score	(none)
Credit Grade	(none)
Credit Score	(missing credit score)
Debt Ratio	(needs income)
Debt Ratio - After	(needs income)
Debt Ratio - Unsecured	(needs income)
Debts	\$0.00 per month
Debts - Unsecured	\$0.00 per month
Employment	0 month(s)

OK

Datamatic VIEW

Incomplete

Description	Value
Incomplete	
Stability	
Decision	
Credit Score	28/35
Debt Ratio	24/30
Loan to Value	4/20
Stability	0/15
Decision Score	56/100
Based on Applicant & CoApplicant	
Bankruptcy Score	(none)
Credit Grade	A
Credit Score	684
Debt Ratio	34.69%
Debt Ratio - After	38.24%
Debt Ratio - Unsecured	0.00%

OK

Incomplete examples (continued)

Datamatic VIEW

Incomplete

Description	Value
Based on Applicant & CoApplicant	
Bankruptcy Score	(none)
Credit Grade	A
Credit Score	684
Debt Ratio	34.69%
Debt Ratio - After	38.24%
Debt Ratio - Unsecured	0.00%
Debts	\$1,954.00 per month
Debts - Unsecured	\$0.00 per month
Employment	112 month(s)
Income	\$5,633.33 per month
Loan to Value	400.00%
Residence	0 month(s)
Stability	(missing Stability)
Applicant	
Name	JOHN WFLI SA

OK

For credit unions choosing not to use the Weight and Exceptions features...

IMPORTANT: If the credit union does not enter any additional factors, and a decision on the loan application is based totally on the Credit Score (100%), the Credit Grade Setup will need to be setup with the appropriate Credit Grades, as well as, the Low and High credit scores.

The picture below is for example purposes only.

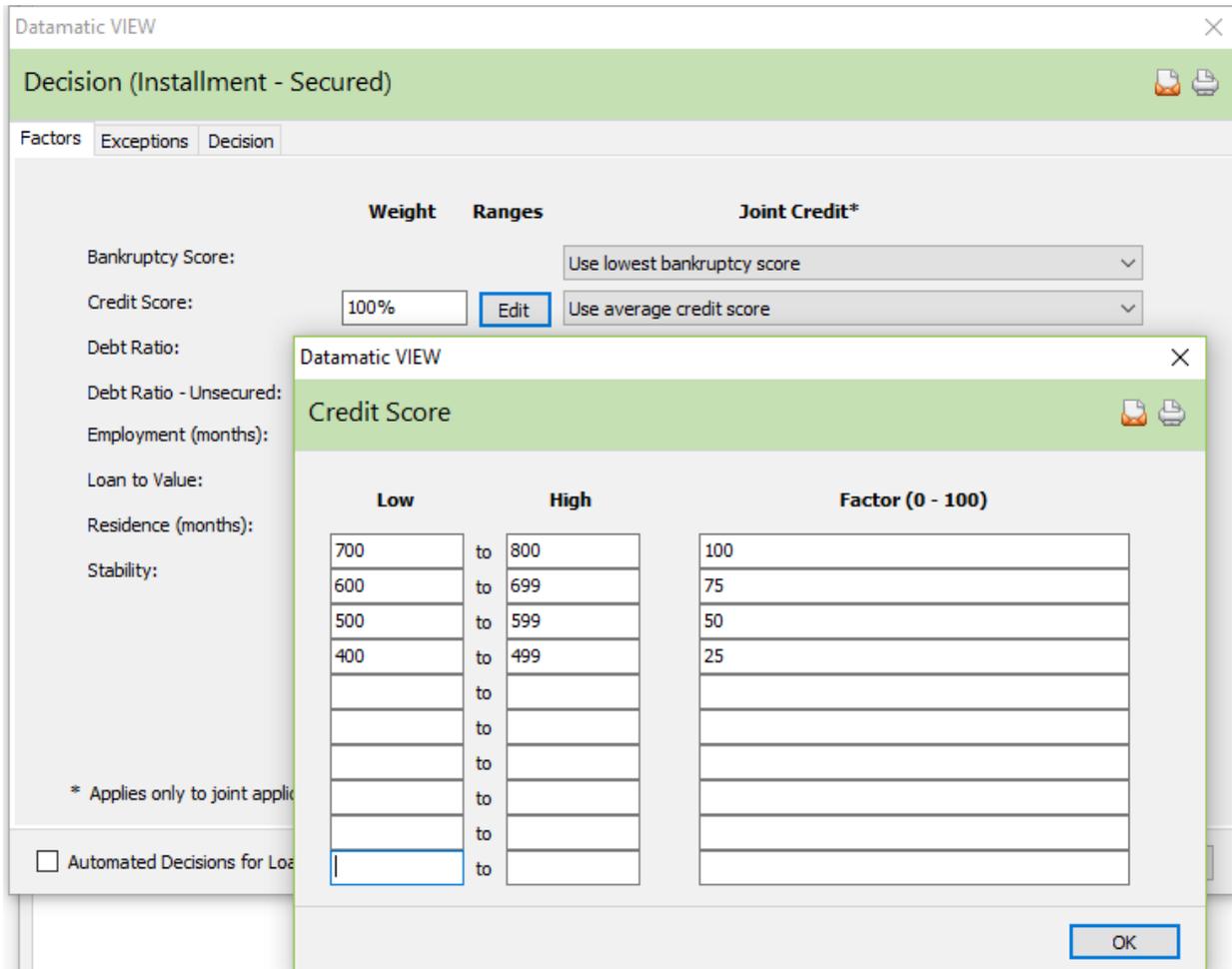
Credit Grade Setup

Grade	Low Score	High Score
A	700	800
B	600	699
C	500	599
D	400	499

For credit unions choosing not to use the Weight and Exceptions features... (con't.)

Also, the Credit Score Weight on the Decision window needs to be filled in and the corresponding Factors need to be entered on the Edit Credit Score window.

Remember the ONLY item (factor) that is taken into consideration for the decision is the credit score. Therefore, the weight will be 100%. The picture below is for example purposes only.



The factors in the Factor (0-100) column are calculated based on the Low Score and High Score ranges for Credit Scores. The Credit Score ranges are also on the Credit Grade Setup window. Since there are four different Credit Score ranges setup in the example above, for evenly distributed Factors, the Factors are calculated as follows:

- 100 / 4 = 25.00
 - 100 - 25 = 75
 - 75 - 25 = 50
 - 50 - 25 = 25
- Credit Grade range 700-800 = Factor of 100
 - Credit Grade range 600-699 = Factor of 80
 - Credit Grade range 599-699 = Factor of 60
 - Credit Grade range 499-600 = Factor of 40

A Factor of 100 is the same as a Credit Score range of 700-800. A Factor of 75 is the same as a Credit Score range of 600-699, etc.

For credit unions choosing not to use the Weight and Exceptions features... (con't.)

Next, the Factors will need to be entered, as well as, the corresponding decision on the Decision tab on the Decision window for the specific Application Type.

The picture below is for example purposes only.

Low (0 - 100)	High (0 - 100)	Decision
100	100	Approve
83	99	Approve
66	82	Pending Review
49	65	Pending Review
32	48	Deny
15	31	Deny
		(none)

Automated Decisions for Loan Interviewers Save

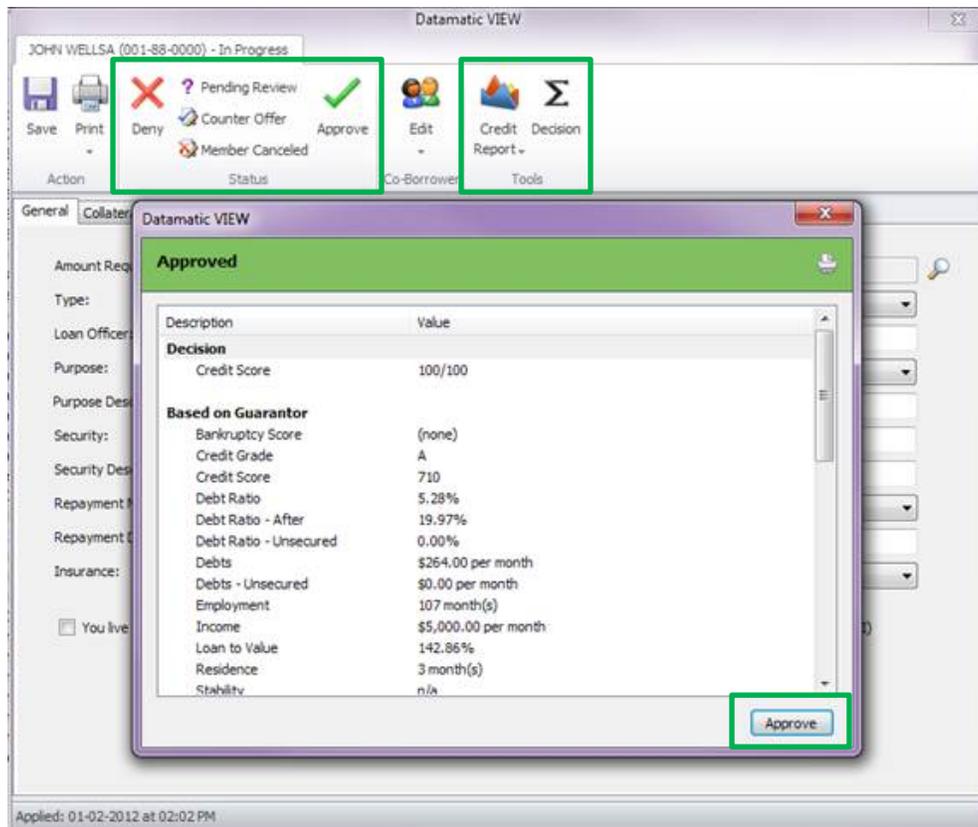
If the Automated Decisions for Loan Interviewers box is checked, employees with security for both Basic Security - Loan Application (Interview) and Loan Application (Status and Build Documents) can click on the Decision icon and receive a Status on the loan right through the Decision screen. This is even if not using the Weight and/or Exceptions features.

If the box is not checked, Loan Interviewers will see the Decision made by the automated decision process, however; a person with Loan Application (Status and Build Documents) security will need to select the Approve icon (or Deny) on the ribbon. If a status of Pending Review is determined by the automated decision process, the higher security level will be needed to put the Loan Application back to In Progress, if applicable, after the Loan Application has been reviewed.

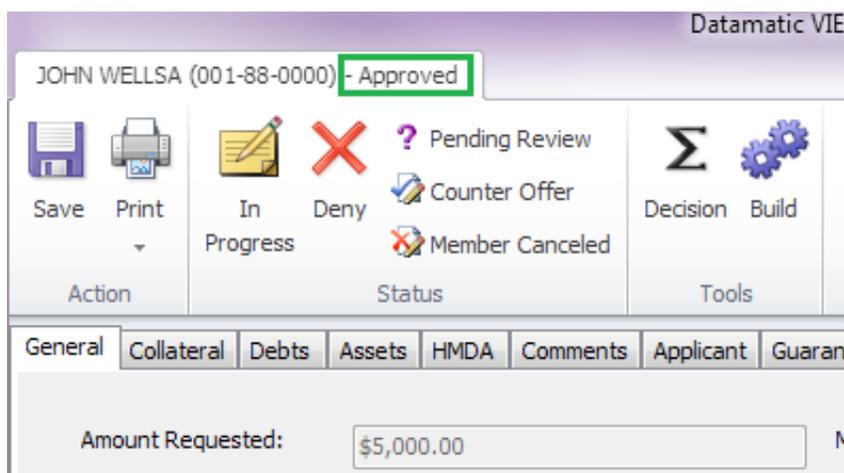
Each credit union will decide how this process will work at their credit union.

Automated Decisions for Loan Interviewers - Check Box on Decision window

Example of box checked: [Teller Security > Basic Security > Loan Application (Status and Build Documents)].

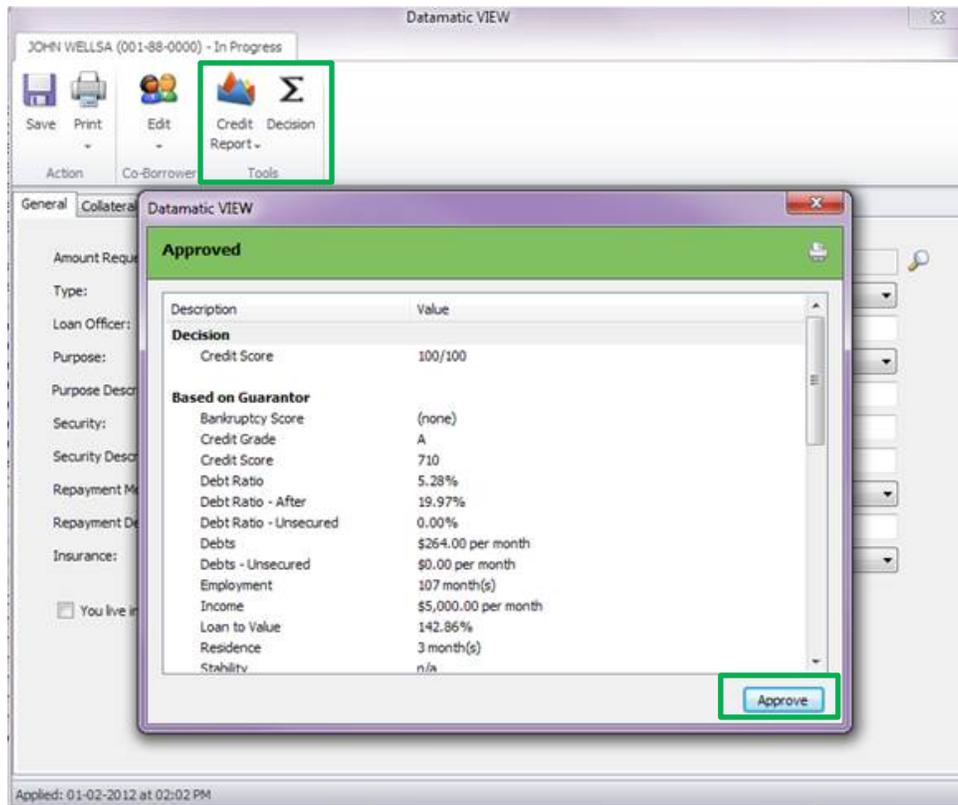


After selecting Decision on the ribbon, the automated decision process Approves this loan.

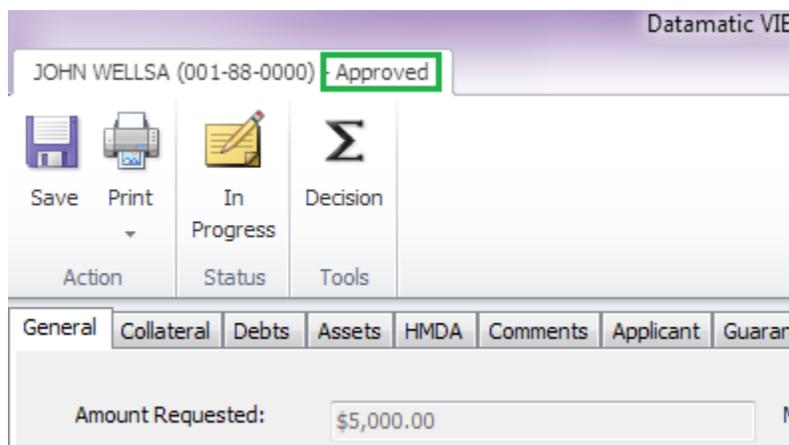


After clicking on the Approve button, the Loan Application status shows as Approved at the top of the window.

[Teller Security > Basic Security > Loan Application (Interview)]. After selecting Decision on the ribbon, the automated decision process Approves the loan.



After selecting Decision on the ribbon, the automated decision process Approves this loan.

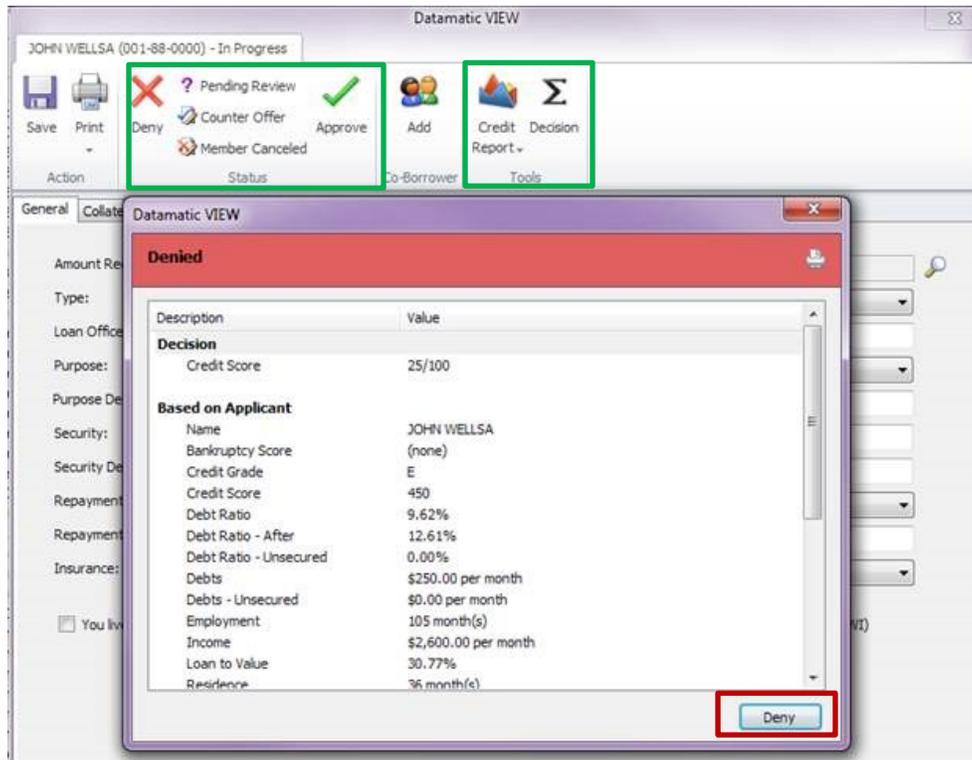


After clicking on the Approve button, the Loan Application status shows as Approved at the top of the window.

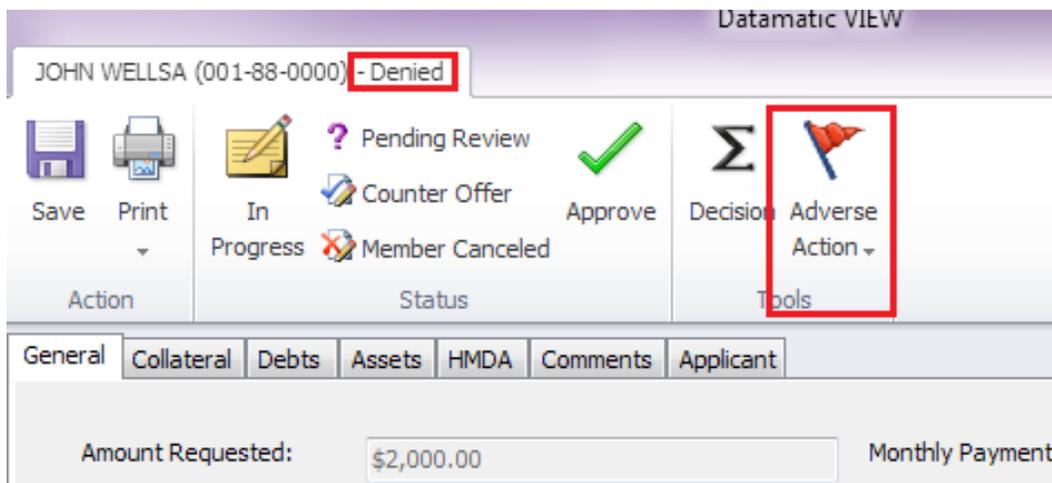
After a Decision has been made on the loan, the employee with Interview security will be able to mark the application In Progress once. After the loan is back In Progress, the Loan Interviewer must get an

Employee with Status and Build Documents security to Status the Loan. The employee will not be able to change the Status of the loan again.

Example of box not checked: [Teller Security > Basic Security > Loan Application (Status and Build Documents)].

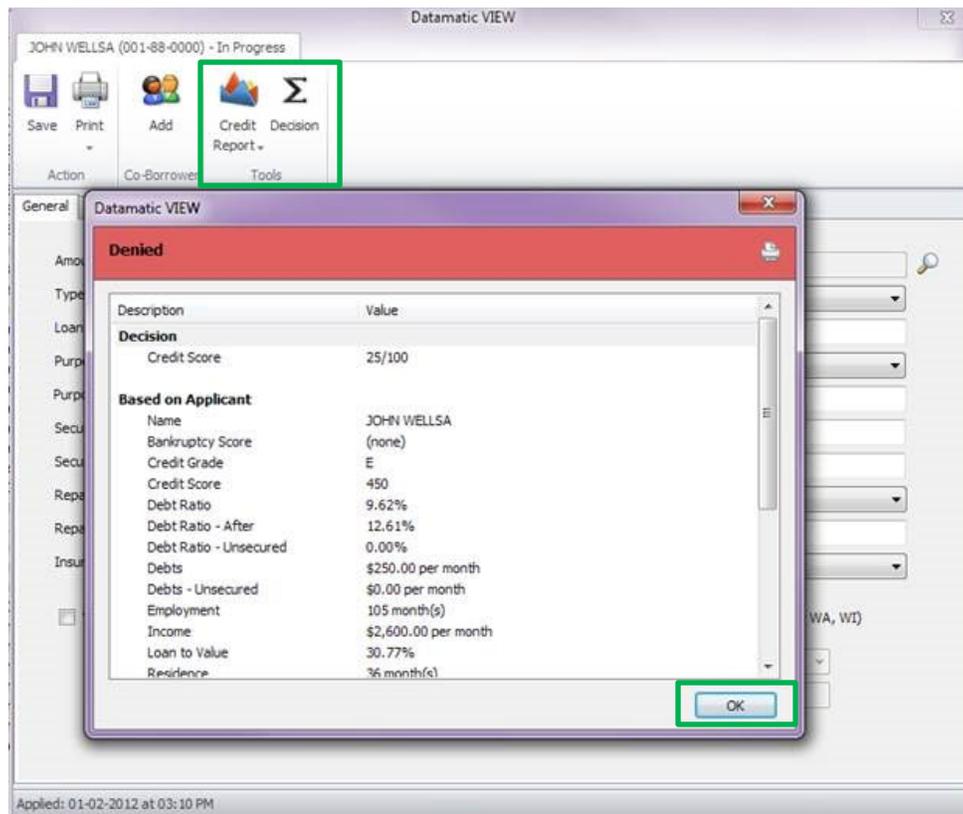


After selecting Decision on the ribbon, the automated decision process Denies this loan.



After clicking on the Deny button, the Loan Application status shows as Denied at the top of the window. Also, the Adverse Action icon is now displayed on the ribbon.

[Teller Security > Basic Security > Loan Application (Interview)].



After selecting Decision on the ribbon, the automated decision process Denies this loan.

However, the button in the lower right corner shows OK. This is as far as the employee with Loan Application (Interview) security can take this loan application.

The In Progress icon on the ribbon is no longer displayed. Any changes to the status of the loan application must be made by an employee with security for Loan Application (Status and Build Documents) or Loan Application (Supervisor).

Interviewers will not be able to print an Adverse Action form.

After Approval

After approving the loan, the system displays.

The screenshot shows a web application window titled "Loan Application" with a close button (X) in the top right corner. The main content area displays the details for a loan application for "CAROL L BROWN (777-77-7788) - Approved".

Toolbar: The top toolbar is divided into three sections:

- Action:** Save, Print, In Progress, Deny, Counter Offer, Member Canceled.
- Status:** Pending Review.
- Tools:** Calculator, Decision, Build.

Navigation Tabs: General, Collateral, Debts, Assets, HMDA, Comments, Applicant.

Form Fields (all grayed out):

- Amount Requested: \$6,000.00
- Monthly Payment: \$265.10
- Type: Installation - Secured
- MLA Status: No
- Loan Officer: 3
- Purpose: Medical/Dental
- Purpose Description: Dental work
- Security: Boat
- Security Value: \$10,000.00
- Security Description: Big fishing boat
- Lien Amount: \$6,000.00
- Repayment Method: Transfer
- Repayment Description: from 00 suffix
- Insurance: (none)

Additional Information:

- You live in or the property pledged as collateral is located in a community property state (AK, AZ, CA, ID, LA, NM, NV, TX, WA, WI)
- Type of Credit: Individual
- First Name: [Empty]
- Last Name: [Empty]

Footer: Applied: 06-25-2018 at 01:24 PM

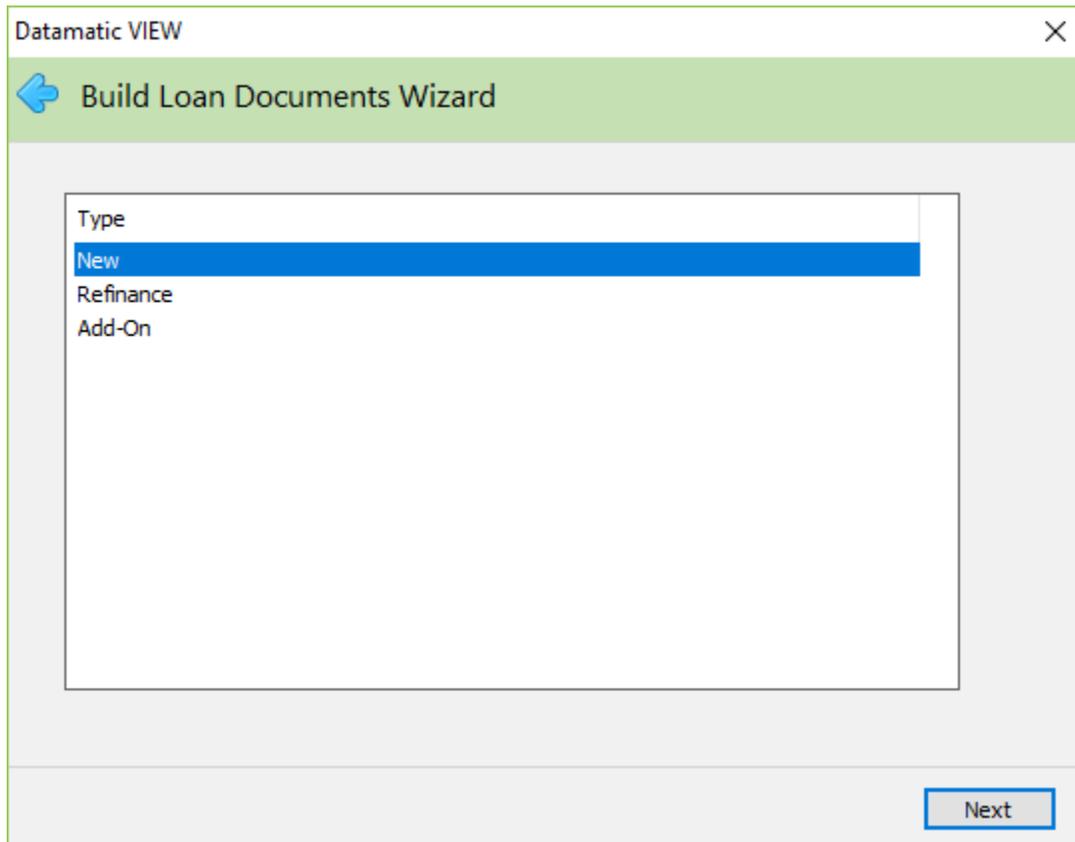
Notice that the fields are grayed out. This indicates that no changes can be made to the Loan Application.

To begin the process of building the loan documents, click on the Build icon on the ribbon.

In order to Build the loan after approving the loan application, the first person on the loan must be a member of the credit union. If that is not the case, the following step must be done.

After the loan application is completed and approved, the new member will need to be added to the system using the Add Member Wizard before the Build loan documents process can be completed. To make this step easier, there is a selection in the Add Member Wizard that will allow the staff to copy the new member's information from the loan application to the Add Member Wizard. (See the Member Information chapter in the Member Services Manual for more information.)

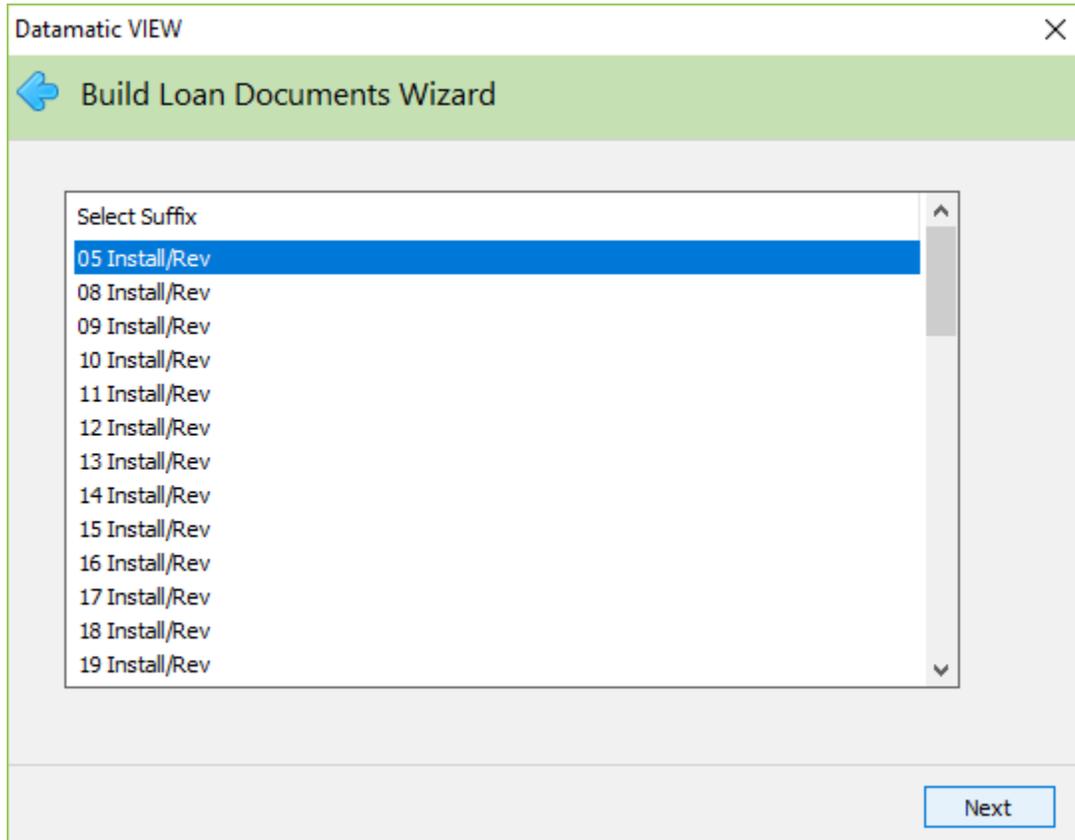
The system displays.



Make the appropriate selection for the loan type being built.

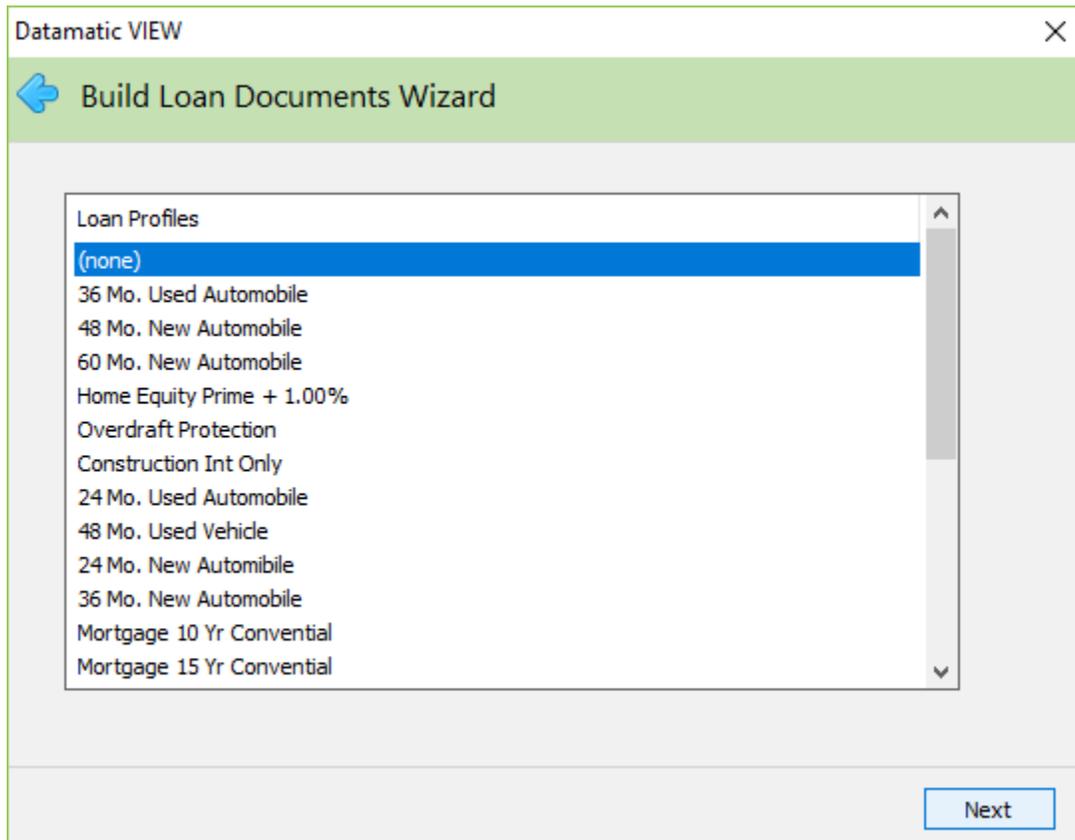
- **New Loan** – For new loans which the loan suffix does not exist on the system.
- **Refinance Loan** – To change the terms for an existing loan suffix on the system. New money may or may not be added to the loan balance. The Payoff Interest will be added to the balance of the refinanced loan.
- **Add-On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

The system displays.



Next, select the suffix to be used for the new loan. Continue to the next window.

The system displays.



To use a Loan Profile, use the down arrow keys to make a selection or click on the appropriate Loan Profile. Leave the cursor at none not to use a Loan Profile.

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 your credit union will display in this window. Loan Profiles are setup under [\[Main Ribbon > System Settings > Loan Profiles\]](#). Highlight the loan profile and press enter to continue to the next window.

The system displays a window to preview the information entered in the wizard. If necessary, select the arrow at the top left side of the window to return to any of the previous windows and make changes.

Select Next to preview the changes made.

The system displays.

Datamatic VIEW

Build Loan Documents Wizard

To complete this wizard, click Finish

✓

Applicant Name: CAROL L BROWN

Loan Suffix: 11 Install/Rev

Loan Type: New

Finish

Select Finish to complete the **first step** of building the loan documents. The loan document is now under Pending Loans with a status of Documents - New. To continue with entering the information for the new loan, select the loan document from the Pending Loans window or under the member in Pending Loans area (bottom of window). The system will display a window with several tabs that can be selected one at a time and the applicable information entered or selected. **See the Add Loan - Loan Documents chapter for detailed information.**

Example of the loan displayed under the member in the Pending Loans folder.

Pending Loans					
ACCOUNT	TYPE	STATUS	DATE	AMOUNT	OFFICER
627-0-11	Document	New	06-05-2018	\$6,000.00	003

Search for Application

Select [\[Main Ribbon or Member Ribbon > Lending > Search for Application\]](#). The Search for Application selection is used to search for a specific loan application on the system. Loan applications remain on the system indefinitely.

Loan Applications that have been approved, denied or with a status of counter offer or member canceled can be viewed; changes can be made and reprinted, if necessary. The fields will be grayed out when the application is first displayed. Select the In Progress icon on the top left side of the window to change the status of the loan application. When finished, mark the loan application as approved, denied, counter offer or member cancelled to remove from Pending Loans. (Do not reuse an existing loan application for a new loan. The Build Loan Documents feature will not be available. Always start a new one.)

The next time that the member applies for a loan, the information from the previous loan application (such as assets, manually entered debts, employment and references, etc.) will be automatically carried forward to the new application and any necessary changes can be made. The name, address, driver's license, etc., as well as, current employer and mother's maiden name information is pulled in from the member's name record for a new loan application.

Loan Applications that were marked in the past with a status of Member Canceled can also be displayed using the Search for Application selection. This is the only place these loan applications can be found, if the member decides to pursue getting the loan again.

The Search for Application search window is displayed. Enter the Social Security Number of the applicant and press enter or click on the box with green arrow for Go.

Loan Applications that are In Progress can be displayed using this selection so that changes can be made or the loan application can be approved or denied, etc. Loan Applications that are In Progress can also be displayed by using the Pending Loans selection under either Lending or in the Member Summary.

TIP: If a member is displayed and the Search for Application is selected, the Social Security Number for that member will automatically be entered in the Applicant SSN field.

The system displays.

Datamatic VIEW

Search for Application

Applicant SSN:

Name	Status	Date	Amount	Officer
VICTOR NEWMAN (620-5)	Approved	07-21-2011	\$1,000.00	3
VICTOR RICHARD NEWMAN (620-5)	Member C...	10-04-2011	\$10,000.00	3
VICTOR RICHARD NEWMAN (620-5)	Approved	01-17-2012	\$16,742.00	4
VICTOR RICHARD NEWMAN (620-5)	Counter O...	06-02-2014	\$10,000.00	3
VICTOR RICHARD NEWMAN (620-5)	Approved	01-17-2018	\$22,000.00	104

The system will display all loan applications on the system for the Social Security Number entered. Select the specific loan application and press enter to display the loan application.

The system will display the loan application.

This option can be used to display previously Denied Loan Applications, so that the loan may be reconsidered. Select the appropriate loan and press enter or click on OK. Click on the In Progress icon on the top left side of the window. The status of the loan application is changed from Denied to In Progress. The loan will now display in the Pending Loans window. Changes can now be made to the loan application, if needed.