

## Subsequent Action

Select [[Member Ribbon > Lending > Subsequent Action](#)]. This selection is used to print a Subsequent Action loan document quickly and easily.

Prior to printing a Subsequent Action document, the PDF must be setup under [[Main Ribbon > System Settings > PDFs](#)]. (See PDFs chapter in the System Settings Manual.)

The Subsequent Action Wizard is used to enter the information to be used to print the Subsequent Action form only. Any changes that need to be made to the loan such as removing joint/comaker/guarantor name(s), adding a joint/comaker/guarantor name(s), changing security, adding or removing insurance codes, etc. will need to be done with file maintenance on each loan suffix.

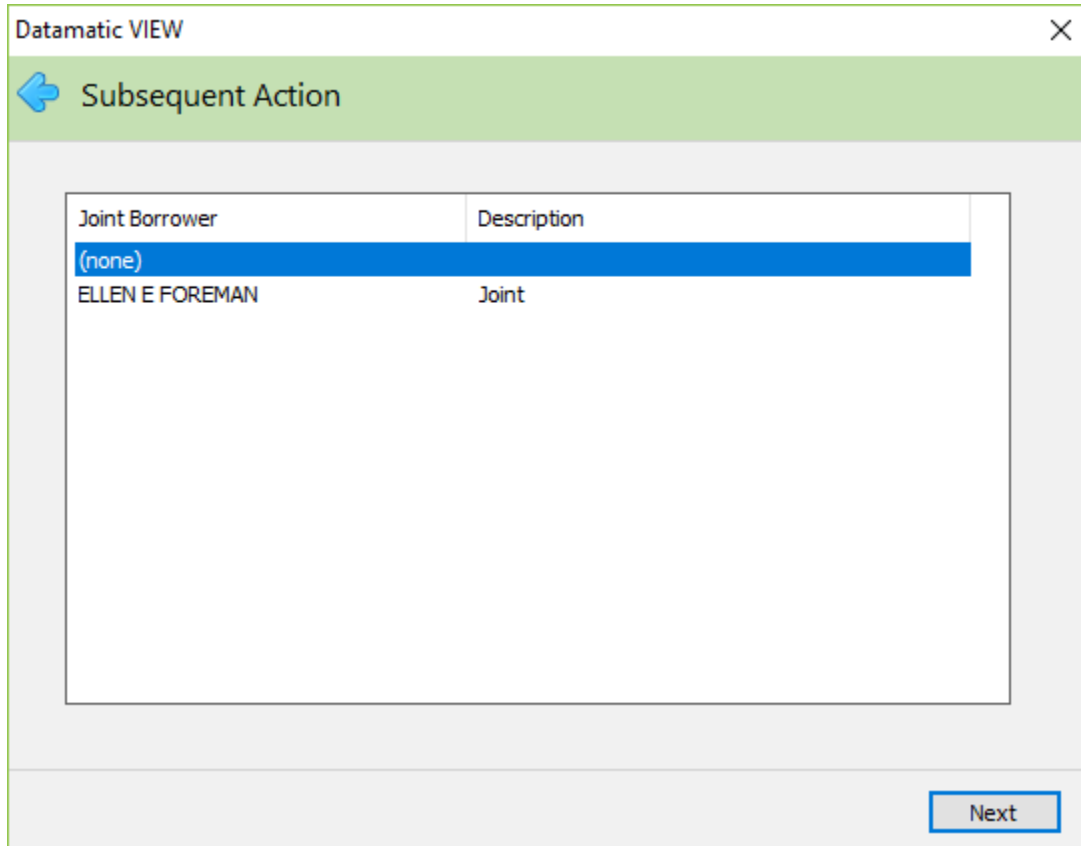
The system displays.

The screenshot shows a software window titled "Datamatic VIEW" with a close button (X) in the top right corner. Below the title bar is a green header area with a blue left-pointing arrow and the text "Subsequent Action". The main content area is light gray and contains the label "Account:" 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 is a blue button with the text "Next".

Enter the account number (Account Base, Check Digit and Suffix) to which the action will apply. If the account number is not known, click on the magnifying glass to the right of the Account field to search for the account number.

Continue to the next window.

The system displays.

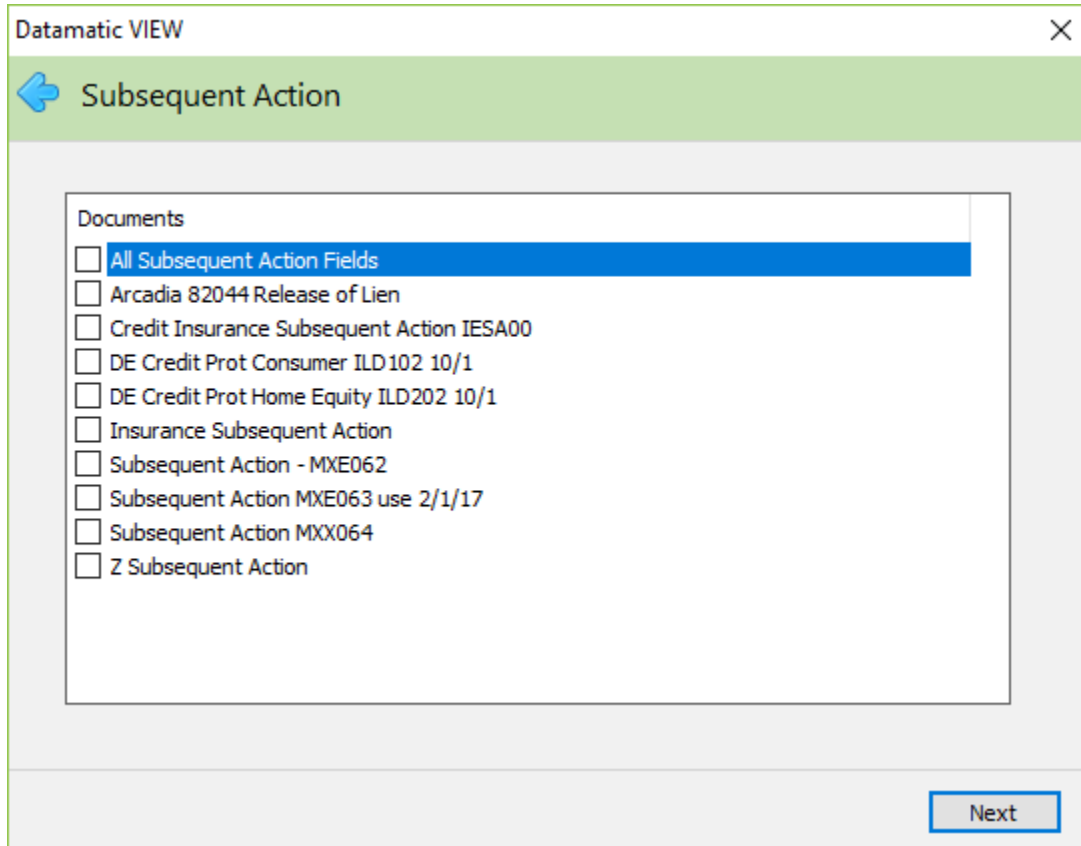


Joint Borrower	Description
(none)	
ELLEN E FOREMAN	Joint

Next

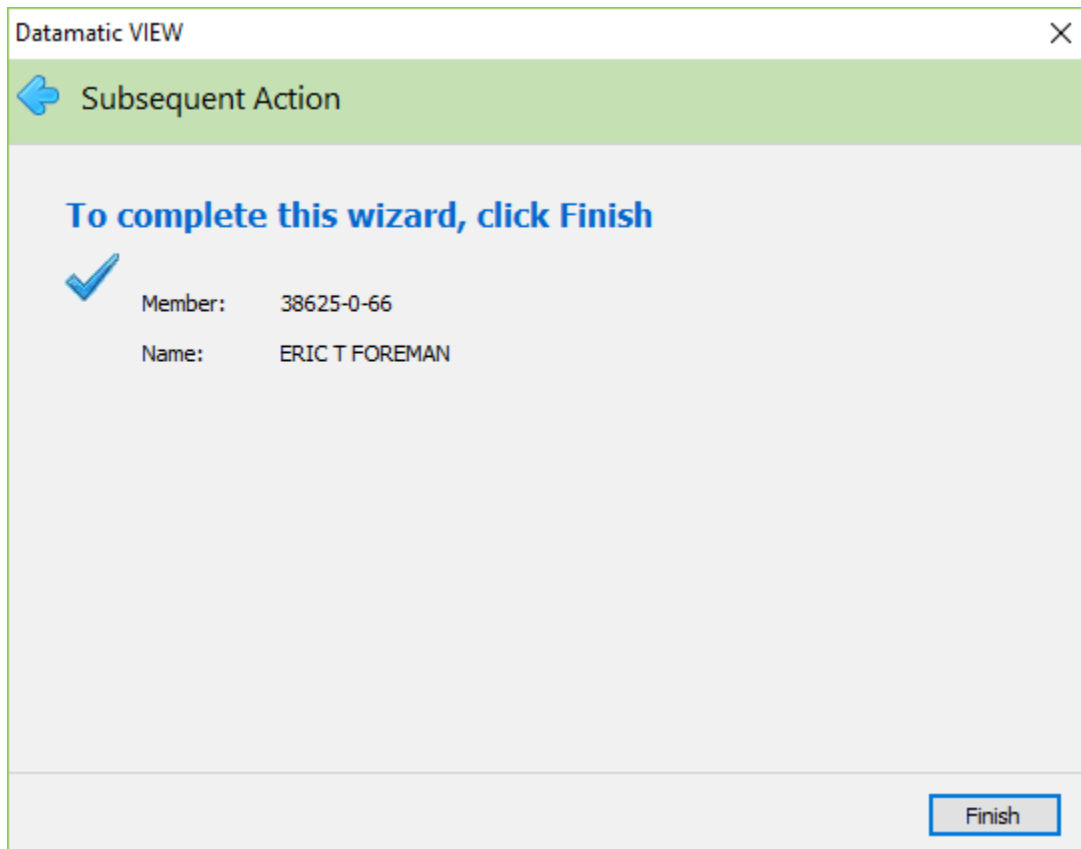
If applicable, select a secondary name to be included on the document. Continue to the next window.

The system displays.



Select the document to be printed. 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 and the PDF will be displayed. The data for the mapped fields will be filled in. Enter any missing information in the blank fields, if applicable. Select the printer icon on the PDF window to print the document.

If necessary, click on the arrow in the upper left corner of the window to return to any of the previous windows and make changes.