

LOAN SERVICING SOFT Loan Templates

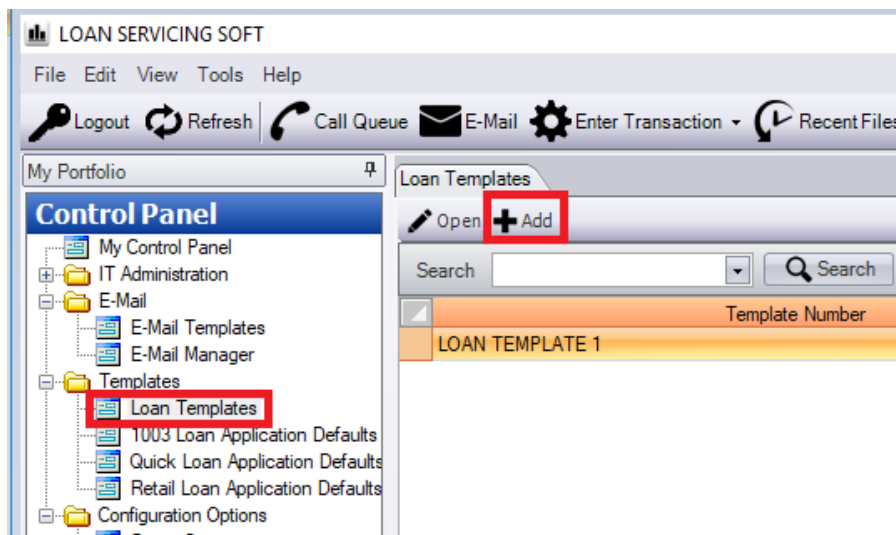
This document will guide you through the process of setting up and using loan templates with LOAN SERVICING SOFT.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

If a lender has loans with similar characteristics (as similar terms, amortization, type of loan, etc.), loan templates can be set up to speed up the loan entry process. LOAN SERVICING SOFT supports an unlimited number of loan templates. When a user enters a loan using a created loan template, he/she may adjust the finer detailed items (as interest rate, loan's term, etc.) from the loan template to customize the loan according to its agreed terms.

Create a Loan Template

To create a loan template, go to: Control Panel -> "Templates" folder -> Loan Templates, then click the Add button.

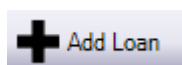


Configure the default settings for a general loan. It is also encouraged to leave the Loan Status as "Entered." Once everything looks ok, click the "Save" button to save the template.

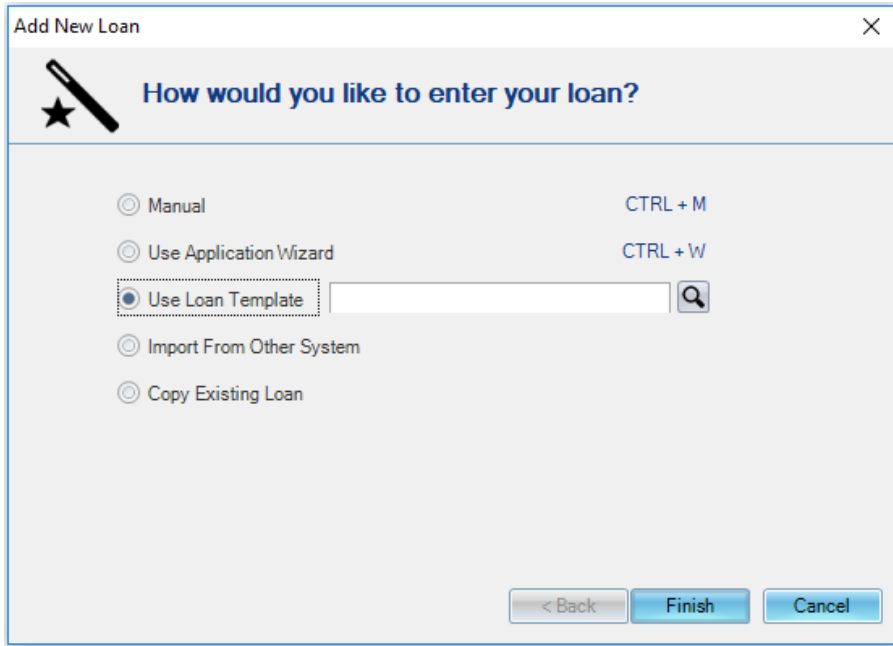
The screenshot shows the 'Loan Template LOAN TEMPLATE 1' window. The 'Terms' tab is active. The left sidebar contains a tree view with options: Summary, Borrowers, Lenders, Vendors, Collateral, UDF's, Classification, Docs & Log, and Audit Trail. The main area is divided into two columns. The left column contains fields for Loan Number (LOAN TEMPLATE 1), Borrower, Loan Type (Term / One Draw Loan), Funded Amount (100,000.00), Principal Balance (0.00), Credit Limit (0.00), Interest Method (Regular Periodic), Interest Rate (4.000 % / year), Rate will be adjustable every (0) month(s) starting (/ /), Margin Rate (0.000 Plus CMT), Floor (0.000 Ceiling 0.000), Use Rate Schedule, Use Same as Cash (None), Amortized (Amortized), Charge Interest on Unpaid Interest, Interest Charged in Advance, Term Period (Monthly), Payment Period (Monthly), Term (360), Term Due (360), Payment (P + I) (477.42), With Escrow and Fees (477.42), Balloon Amount (0.00), Nickname, and Memo / Notes. The right column contains fields for Loan Status (Entered), Special Status (-), Signed Date (/ /), Origination Date (8/30/2018), First Payment Date (9/30/2018), Maturity Date (8/30/2048), Odd Days (0), Use Deferred First Payment (None), Negative Amortization (Add To Unpaid Interest), Calculate daily rate based on (365 days in year), Calculate days in date range based on (Actual Days), Use Late Fee (After 15 Days), Late Fee Amount (150.00 Fixed Amount), Pre Payment Penalty (If paid before 0 Term Periods, 0.00 Fixed Amount), Use Default Rate (Rate 0.000 % After 0 days), Servicing Account (Servicing Account - 287960967091), and Assigned To (User: Administrator). At the bottom, there are buttons for Data & Docs, Income, Expense & Credit Scores, Loan Features, All Accounts, Save, and Exit.

How to Use a Loan Template

Once a loan template is saved, it will be available for use. To use the template to create a loan, click the "Add Loan" button (top of software).



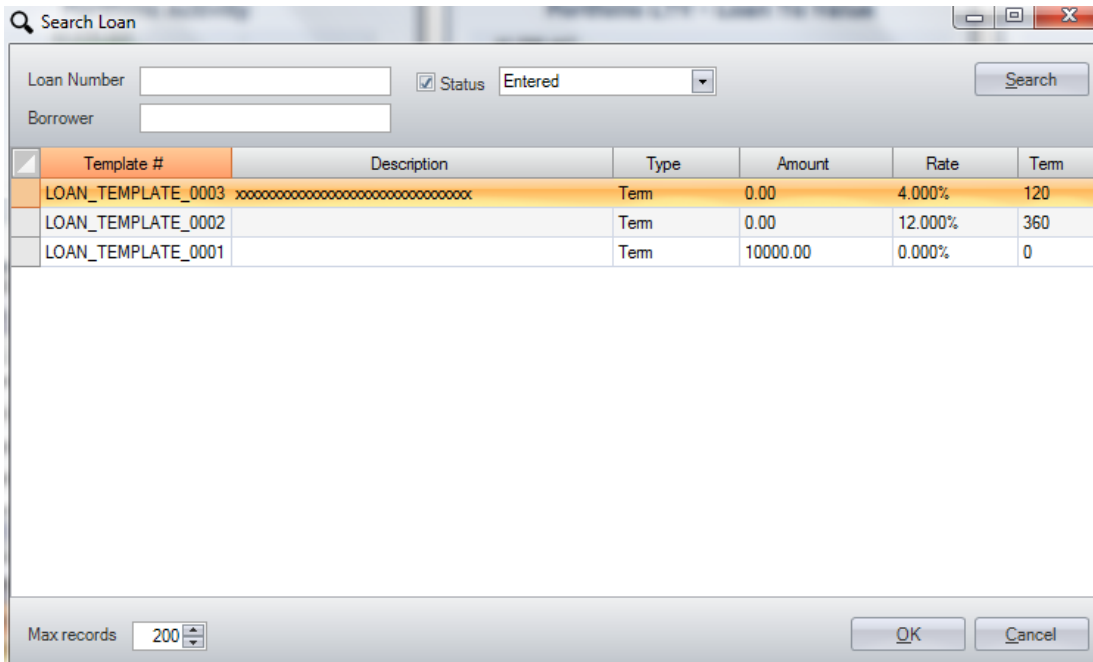
Select the "Use Loan Template" option, then search for and select the appropriate loan template.



Add New Loan

How would you like to enter your loan?

☐ Manual CTRL + M
☐ Use Application Wizard CTRL + W
☒ Use Loan Template
☐ Import From Other System
☐ Copy Existing Loan



Search Loan

Loan Number ☒ Status
 Borrower

| Template # | Description | Type | Amount | Rate | Term |
|--------------------|--|------|----------|---------|------|
| LOAN_TEMPLATE_0003 | xx | Term | 0.00 | 4.000% | 120 |
| LOAN_TEMPLATE_0002 | | Term | 0.00 | 12.000% | 360 |
| LOAN_TEMPLATE_0001 | | Term | 10000.00 | 0.000% | 0 |

Max records