

LOAN SERVICING SOFT Shortcut Keys and Tricks

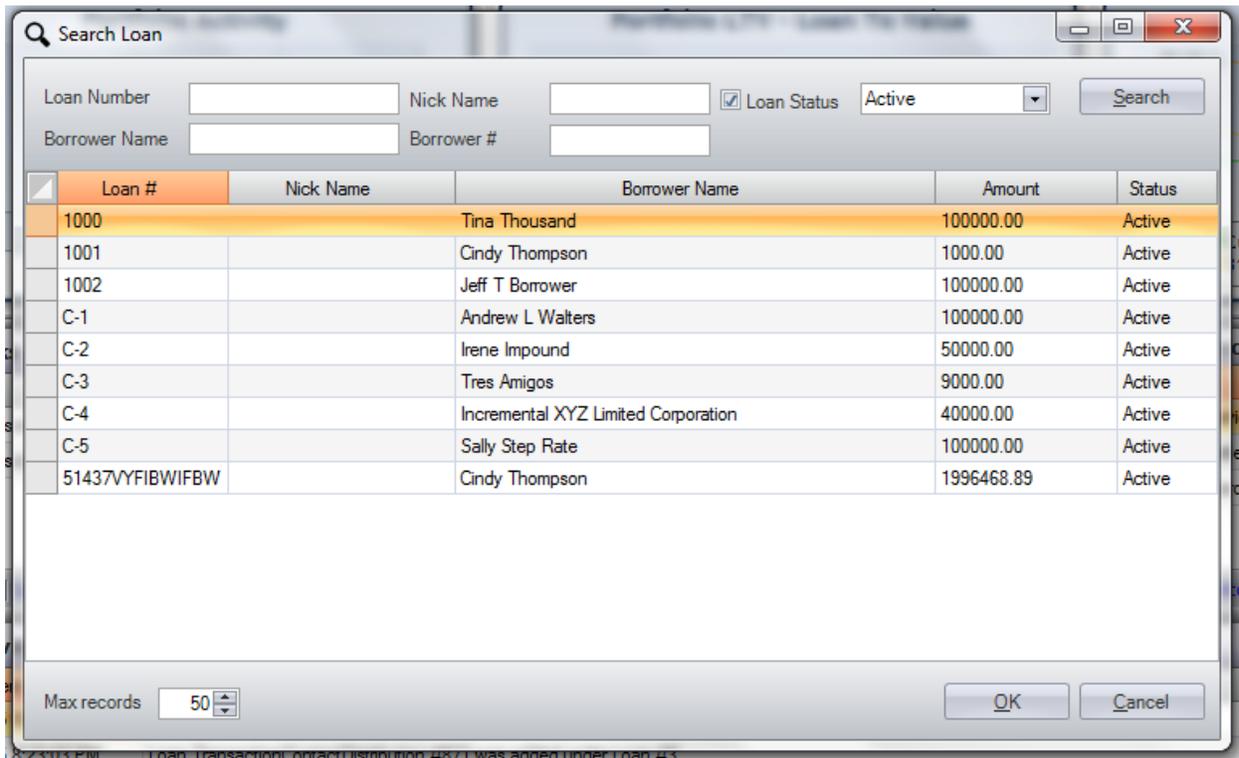
This document will give you a list of shortcut keys or “hot keys” and other tricks in the LOAN SERVICING SOFT system. Shortcut keys or hot keys save you time, essentially they help you work faster and more effectively.

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

Shortcuts and Tricks

- **Enter Payment or Enter Transaction - CTRL+T**

This will open the Search Loan screen where you can Tab, Tab, Tab to navigate. Once you locate the loan you want, hit return and this will automatically select the OK button for you.



- **Tricks on the Loan Payment screen**

Once you select your loan on the screen above you are brought to the Loan Screen. There are several tricks that we can share with you on this screen.

- First off almost the entire screen can be navigated by the Tab key – again, Tab, Tab, Tab or hold down to fly through the screen.
- You can double click on the Payment Due date field and it will auto fill/copy all the date fields below. All but the Hold To Date which will autofill with your Effective Date plus your default Hold To days as specified in your system setup area.
- If you have different amounts displayed in the Amount Due and Total Due fields you can double click on either of these numbers to autofill the Amount Received field. This will of course help avoid typos and user errors.

Loan Payment

Loan Information

Loan Number: 1002
 Funded Amount: 100,000.00
 Payment: 877.57
 Borrower: Jeff T Borrower
 Trust Account: 287960967091

Payment Information

Payment Type: Scheduled Irregular
 Payment Number: 34, 0 Status: Entered
 Payment Due: 5/1/2014
 Effective Date: 5/14/2015
 Deposit Date: 5/14/2015
 Hold To Date: 5/28/2015
 Interest Paid To: 5/1/2014
 Payment Method: Check
 Reference #:
 Notes:
 Amount Due: 877.57
 Total Due: 921.45
 Amount Received: 877.57

Payment Distribution

	Due Amount	Pay Amount
Past Due Impound	0.00	0.00
Past Due Interest	0.00	0.00
Past Due Late Fee	0.00	0.00
Past Due Fees	0.00	0.00
Past Due Principal	0.00	0.00
Current Impound Due	0.00	0.00
Current Interest Due	819.40	819.40
Current Late Fee	43.88	43.88
Current Fees	0.00	0.00
Current Principal Due	58.17	14.29
Unbilled Principal	98,269.95	0.00
Unbilled Fees	0.00	0.00
Return to Borrower	0.00	0.00
Other Income	0.00	0.00

Past Due Data

Principal Balance: 98,328.12
 Unpaid Principal: 0.00
 Unpaid Interest: 0.00
 Unpaid Impound: 0.00
 Unpaid Late Fee: 0.00
 Unpaid Fees: 0.00
 Old Interest Paid To: 4/1/2014

Waive Current Late Fee Payoff 0.00

- You can automatically move all funds from Unapplied Funds for posting by double clicking.

The screenshot shows the 'Loan Payment' window with the following data:

Loan Information		Payment Information		Payment Distribution	
Loan Number	1002	Payment Type	<input checked="" type="radio"/> Scheduled <input type="radio"/> Irregular	Due Amount	Pay Amount
Funded Amount	100,000.00	Payment Number	35, 0 Status Entered	Past Due Impound	0.00 0.00
Payment	877.57	Payment Due	6/1/2014	Past Due Interest	741.83 741.83
Borrower	Jeff T Borrower	Effective Date	5/14/2015	Past Due Late Fee	43.88 43.88
Trust Account	287960967091	Deposit Date	5/14/2015	Past Due Fees	0.00 0.00
		Hold To Date	5/28/2015	Past Due Principal	58.17 14.29
		Interest Paid To	6/1/2014	Current Impound Due	0.00 0.00
		Payment Method	Check	Current Interest Due	819.40 0.00
		Reference #		Current Late Fee	43.88 0.00
		Notes		Current Fees	0.00 0.00
				Current Principal Due	58.17 0.00
				Unbilled Principal	98,211.78 0.00
				Unbilled Fees	0.00 0.00
				Return to Borrower	0.00 0.00
				Other Income	0.00 0.00
		Amount Due	877.57	Configure Distribution	
		Total Due	1,765.33	View Splits	
		Amount Received	0.00		

Past Due Data

Principal Balance	98,328.12
Unpaid Principal	58.17
Unpaid Interest	741.83
Unpaid Impound	0.00
Unpaid Late Fee	43.88
Unpaid Fees	0.00
Old Interest Paid To	5/1/2014

Bottom Section:

Waive Current Late Fee Payoff Unapplied Funds 800.00 -800.00 View / Add Loan Fees

Buttons: Loan Data, Post Next, Post, Cancel

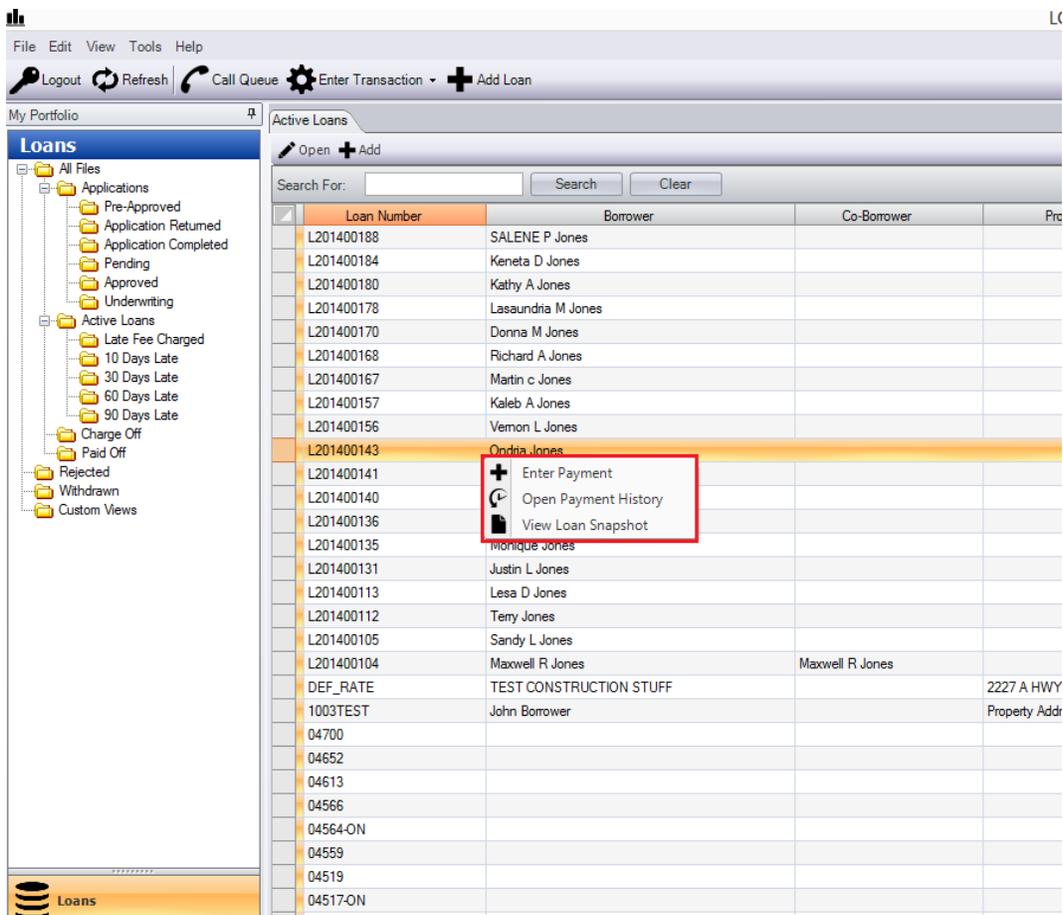
Annotation: A red arrow points from the text below to the 'Amount Received' field. The text reads: "If you place a 0 in the Amount Received field and then double click on the Unapplied Funds field all unapplied funds will be moved for posting. For more options you can click on the Unapplied Funds button."

- **Apply funds to impound account – CTRL+E**

Funds can be entered into one of your impound accounts quickly by using the CTRL+E shortcut keys.

- **Right click on loan line items: Enter Payment, Open Payment History, View Snapshot**

You can post a payment, view a loans payment history, or pull up the loan snapshot screen right from the loan screen (the loan list). Just right click on a loan and select the function you want.



- **Other shortcut keys**

There are other less valuable, but still very nice, shortcut keys up in the top menu area of the screen.

