

2017 DDI User Group

Building Community Together...

Loans Workshop



Agenda



- Basic Loan Overview
- Troubleshooting Prepaid/Past Due Issues
- Workshop
- Webinars and Touchbases



Creating a Loan



Basic Setup

DDI Demo for Church Extension Funds

File Dashboard Window Admin Help

- Main Menu
 - Financial Inquiry
 - Name/Address Inquiry
 - Name/Address System
 - Extract Module
 - Project Management
 - Financial Services
 - Financial Inquiry
 - Account Entry
 - Approvals
 - Data Processing
 - Portfolio
 - Line of Credit
 - Investments
 - Loans
 - Loan GL Activity
 - Loan Calculator
 - Transactions
 - 410 Loan Add/Maintenance
 - 412 Loan Advance

View Exit

Loan Add/Maintenance

Create a New Loan

Loan #: (Leave blank to select next available number)

Loan Type: CL

Account: 990051178

Next >

Loan

secured lender

principal

new right one

obligated

practice

special repay indirect

partial regular bonds options contract

many bank awardable provided additional obligations recourse

hedged focus

place much given installment

typical

also

amount

institutions

generally

case consumer

merit

e-settlement

time

fact

redemption

types

recovery

assets due

interest hedging

repossessions

common recover

full

life

known

security

dealership

instrument

correspo

repayme

mon

enforced

partnership

restrictions



Creating a Loan – Interest Only



0017050

View Save Undo Exit

Loan Setup Correspondents ACH Payments Account Memos

Loan #: 90014

Loan type: CONS

Account: 000010031

Summary Setup Adjust Due Dates GL 1/2 GL 2/2 Beneficiary/Remitter Disbursement

Status: 10 Commitment, construction phase

Regular payment

Interest only

Purpose: None

Monitor: None

Processor: None

Category:

Denomination: Denomination A

Ctrl-N - Next page
Ctrl-P - Previous page
Ctrl-# - Jump to page #



Creating a Loan – Interest Only



View Save Undo Exit

Loan Setup Correspondents ACH Payments Account Memos

Loan #: 90014

Loan type: CONS

Account: 000010031

Summary Setup Adjust Due Dates GL 1/2 GL 2/2 Beneficiary/Remitter Disbursement

Security: First Mortgage

Interest rate: 0.0000% Effective date: 02/14/2017

Original rate: 0.0000% Commitment date:

Amortization term: Commitment amount: 0.00

Amortization date: Commitment expires:

Application fee due: 0.00

Closing fee rate: 0.0000% Interest computation: 28-31 days/month, 365-366 days/y

LSP base rate: 0.0000% Amount to be refinanced: 0.00

Cash account: DDI:01-100001 Regular Checking Account

Collateral value: 0.00 Original amount requested: 0.00

Collateral value date: Broker PIN: 0

Collateral value type:



Creating a Loan – Interest Only



View Save Undo Exit

Loan Setup Correspondents ACH Payments Account Memos

Loan #: 90014

Loan type: CONS

Account: 000010031

Summary Setup Adjust Due Dates GL 1/2 GL 2/2 Beneficiary/Remitter Disbursement

Required support: 0.00 Risk code: Average

Pool #: Original risk rating: 0.00

Regular payment: 0.00 Current risk rating: 0.00

Next payment due: Current risk rating date:

First payment due: Regular payment: Monthly

Maturity date: Special payment:

Special payment due: Late fee paid: 0.00

Reserve payment due: 0.00 Late fee due: 0.00

Misc fee paid: 0.00

Misc fee due: 0.00

View Save Undo Exit

Loan Setup Correspondents ACH Payments Account Memos

Loan #: 90014

Loan type: CONS

Account: 000010031

Summary Setup Adjust Due Dates GL 1/2 GL 2/2 Beneficiary/Remitter Disbursement

Disburse method: Check

Disburse payee: Borrower

Disburse PIN: 5823

Disburse ABA #:

Disburse account:

Disburse account type:

Disburse memo:

BETHEL CHURCH OF GOD
P. O. BOX 223
NASHVILLE, TN 37214-1843



Creating a Loan – Fully Advanced



View Save Undo Exit

Loan Setup Correspondents ACH Payments Account Memos

Loan #: 90014

Loan type: CONS

Account: 000010031

Summary | Setup | Adjust | Due | Dates | GL 1/2 | GL 2/2 | Beneficiary/Remitter | Disbursement

Security: First Mortgage

Interest rate: 0.0000% Effective date: 02/14/2017

Original rate: 0.0000% Commitment date:

Amortization term: Commitment amount: 0.00

Amortization date: Commitment expires:

Application fee due: 0.00

Closing fee rate: 0.0000% Interest computation: 28-31 days/month, 365-366 days/y

LSP base rate: 0.0000% Amount to be refinanced: 0.00

Cash account: DDI:01-100001 Regular Checking Account

Collateral value: 0.00 Original amount requested: 0.00

Collateral value date: Broker PIN: 0

Collateral value type:



Beneficiary/Disbursement Payee

1. Loans → Transactions → IL410 Loan Add/Maintenance →
Enter loan number
2. Correspondents tab
3. Enter any contact person/banking information
necessary
4. Save

The screenshot shows a software window titled "Correspondents for Loan #90014". The window has a menu bar with "Add", "Edit", "Save", "Undo", and "Exit". Below the menu bar are several tabs: "Loan Setup", "Correspondents", "ACH Payments", "Account", and "Memos". The "Correspondents" tab is selected and highlighted with a red box. The main area of the window is a table with two columns: "Correspondent" and "PIN Name". The table is currently empty. Below the table, there is a dropdown menu labeled "Correspondent:" with "Beneficiary" selected. Below that is a text input field for "PIN:" followed by three small icons. At the bottom, there is a text input field for "ABA (Routing) number:" with "00000000" entered.



ACH Payments



1. Loans → Transactions → IL410 Loan Add/Maintenance → Enter loan number
2. ACH Payment tab
3. Click Add → Fill out the following information:
 - a. Autopay frequency
 - b. Next autopay date
 - c. Autopay amount
 - d. Autopay account
4. Save

The screenshot shows a software interface for managing ACH payments. At the top, there is a menu bar with options: Add, Edit, Delete, Save, Undo, and Exit. Below the menu bar, there are tabs for Loan Setup, Correspondents, ACH Payments, Account, and Memos. The main title is "ACH Autopayments Scheduled for Loan #14035". Below this, there is a table header with columns: Status, Next Dt, Frequency, Amount, ABA Num, Bank Acct, Bank Name, and Acct Type. The table body is currently empty. At the bottom of the screen, there is a form with the following fields: Autopay option: Active (dropdown), Autopay frequency: Monthly (dropdown), Next autopay date: 05/15/2017 (calendar icon), Autopay amount: 800.00 (text input), and Autopay account: ACH CHK Ch (text input). A red box highlights the Autopay option, frequency, date, and amount fields.



Loan Advance



1. Loans → Transactions → IL412 Loan Advance → Enter loan number
2. Enter the amount of the advance
 - a. Make sure the payee is accurate (ex. If there are multiple people who can receive funds)
 - b. Make sure the payment is accurate (Check vs. ACH)
3. Save

Effective date: 10/31/2015

Loan #: 14019

Account: 990051178

First AME Church
92 Button Bush Ct
Indianapolis, IN 46218

Commitment: 7,894,561.00	Tentative balances
Principal: 46,844.00	96,844.00
Application fee balance: 0.00	0.00
Total closing fees: 0.00	0.00
Interest due: 0.00	0.00

Advance: 50,000.00

Payee: Borrower

Application fee (+): 0.00

Closing fee (-): 0.00

Interest (-): 0.00

Net advance: 50,000.00

Payment: Daily Check

Deduct interest due from advance



Capitalize Interest



1. Loans → Transactions → IL412 Loan Advance → Enter loan number
2. From the Payment drop down select Capitalize
3. Save

Find Mode View Save Undo Exit

Issue Loan Advance

Effective date: 10/02/2015
Loan #: 11483
Account: 472734407

Living Hope Free Methodist Church
P.O. Box 1042
Hamilton, OH 45011

Commitment: 427,000.00	Tentative balances
Principal: 135,447.90	137,529.72
Application fee balance: 0.00	0.00
Total closing fees: 4,270.01	4,270.01
Interest due: 2,081.82	0.00

Advance: 2,081.82
Application fee (+): 0.00
Closing fee (-): 0.00
Interest (-): 2,081.82
Net advance: 0.00

Payee: Borrower

LIVING HOPE FREE METHODIST CHURCH
P.O. BOX 1042
HAMILTON, OH 45011

Payment: Capitalize

Deduct interest due from advance

CAPS



Process Loan Payment



DDI Loan Fund

File Dashboard Window Admin Help

Main Menu

- Financial Inquiry
- Name/Address Inquiry
- Name/Address System
- Accounting
- Extract Module
- Financial Services
 - Financial Inquiry
 - Account Entry
 - Approvals
 - Data Processing
 - Cash Receipts Stage 1
 - Payment Processing
 - Check Batch Unlock
 - Financial Transaction Erase
 - Inquire Trans By Check Number
 - Reports
 - Setup
- Investments
- Loans
- Online-CEF
- IRS Reporting System
- Job Processing
- Merge Forms System
- Process Management
- Project Management
- Web Forms
- Supervisor Menu

IL172 - Batch Items Entry / Scan

File Item Import Printer

Bank acct: (none) Batch: 61

Suspense: (none) Date: 02/14/2017

Batch type: Default Deposit:

Control total: 0.00

Check

OK Cancel

Item #:

Check #: 1234

Amount: 250.00

Reference: 90014

Enter new item.

Cashier Batches for 02/14/2017

Batch Dt	Batch #	Reference	Deposit	Type	Open	Ck
02/14/17	61	cbrown		CC	yes	00
02/14/17	60	pmchugh		CC	no	01

Item Check # Reference Amount Type

Type	Count	Amount
Batch total	0	\$0.00

Next >

Next >

ss dt: 02/14/2017 FY: 2017

CAPS



Process Loan Payment



DDI Loan Fund

File Dashboard Window Admin Help

- Main Menu
 - Financial Inquiry
 - Name/Address Inquiry
 - Name/Address System
 - Accounting
 - Extract Module
 - Financial Services
 - Financial Inquiry
 - Account Entry
 - Approvals
 - Data Processing

DDI Loan Fund

File Window Help

Image Exit

Payment Processing

Batch type: Default

See batches for 02/14/2017 thru: 02/14/2017

Show: All batches

See only open batches Apply

02/14/2017

Batch	Created by	Batch Dt	Status
60	pmchugh	02/14/17	Closed
61	cbrown	02/14/17	In use

Summary | Distribution | Transactions

- Investment Transactions
- Loan Transactions
 - Loan Payment
 - Loan Application Fee Payment
 - Loan Advance Reversal
- Line of Credit Transactions
- Portfolio Transactions
- Accounts Receivable/Order Entry
- Connect-FR
- Hold/Dispose Item
- Exit

Esc

DDI Loan Fund

File Window Help

Find Save Undo View Exit

Loan Payment

Account: 000010031

Refund payee: Borrower

Bethel Church of God
PO Box 223
Nashville, TN 37214-1843

BETHEL CHURCH OF GOD
P. O. BOX 223
NASHVILLE, TN 37214-1843

Loan #: 90014

Payment amount: 250.00

Effective date: 02/14/2017

Payment type: Regular Payment

Prioritization: Reserve/Interest/Princip

Extra amount: Leave unprocessed

Check balance: 250.00

Regular payment: 0.00

Due date:

Status: 10

Next due:

Autopay? Estimate

DDI Loan Fund

File Window Help

Detail

Source	Tran	Type	Reference	Status	Check #	Amount	Processed	Remaining
	988	CK	90014	Unprocessed	1234	250.00	0.00	250.00

Process Loan Payment - Extra Principal



IL172 - Batch Items Entry / Scan

File Item Import Printer

Bank acct: (none) Batch: 19441
Suspense: (none) Date: 10/31/2015
Batch type: Church Extension Deposit:
Control total: 0.00

Check

OK Cancel

Enter new item.

Cashier Batches for 10/31/2015

Batch Dt	Batch #	Reference	Deposit	Type	Open	Ck
10/31/15	19441	cbrown		CC	yes	00
10/31/15	19440	kbieda		CC	no	31

Item Check # Reference Amount Type

Item	Check #	Reference	Amount	Type

Cashier Batch Summary

Type	Count	Amount
Batch total	0	\$0.00

Item #:
Check #: 134
Amount: 250.00
Reference: 90014



Extra Towards Principal



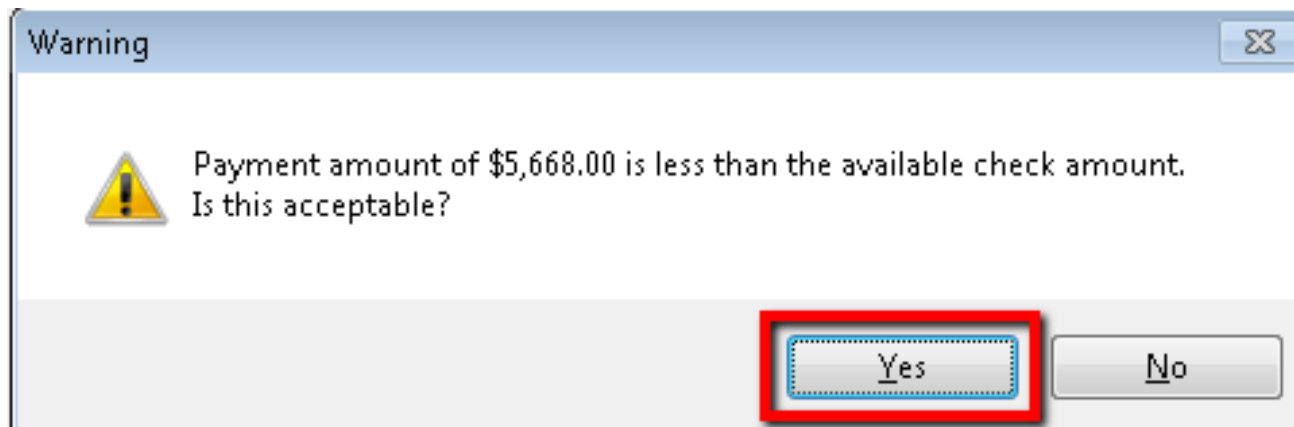
The screenshot displays the DDI Loan Fund software interface. On the left is a navigation tree with 'Payment Processing' selected. The main window is titled 'Payment Processing' and contains the following elements:

- Batch type: Default
- Show: All batches
- See batches for: 02/14/2017 thru: 02/14/2017
- See only open batches (checkbox)
- Apply button
- Summary, Distribution, Transactions tabs
- Transaction list (highlighted):
 - Investment Transactions
 - Loan Transactions
 - Loan Payment
 - Loan Application Fee Payment
 - Loan Advance Reversal
 - Line of Credit Transactions
 - Portfolio Transactions
 - Accounts Receivable/Order Entry
 - Connect-FR
 - Hold/Dispose Item
 - Exit
- Detail table:

Source	Tran	Type	Reference	Status	Check #	Amount	Processed	Remaining
	988	CK	90014	Unprocessed	1234	250.00	0.00	250.00



Extra Towards Principal



DDI Loan Fund

File Window Help

Find Save Undo View Exit

Loan Payment

Account: 000010034 Refund payee: Borrower

St Johns Reformed Church
1705 W 21st St
Odessa, TX 79761-2440

ST. JOHNS REFORMED CHURCH
1705 WEST 21ST STREET
ODESSA, TX 79761-2440

Loan #: 90004 Check balance: 6,000.00

Payment amount: 5,668.00 Regular payment: 5,668.00 Status: 02

Effective date: 02/14/2017 Due date: 04/01/2020 Next due: 06/01/2020

Payment type: Regular Payment Autopay? Estimate

Prioritization: Reserve/Interest/Princip

Extra amount: Leave unprocessed

	Balance	Due	Paid	New balance
Reserve:	0.00	0.00	0.00	0.00
Interest:	1,701.70	1,701.70	1,701.70	0.00
Principal:	910,064.99	3,966.30	3,966.30	906,098.69
Late fee:	0.00	0.00	0.00	0.00
Misc fee:	0.00	0.00	0.00	0.00
Remaining cash:	0.00		Total paid: 5,668.00	
			Refund: 0.00	

IL402 Org: 903 DEMO3 Business dt: 02/14/2017 FY: 2017 CAPS

Extra Towards Principal



DDI Loan Fund

File Window Help

Find Save Undo View Exit

Loan Payment

Account: 000010034 Refund payee: Borrower

St Johns Reformed Church
1705 W 21st St
Odessa, TX 79761-2440

ST. JOHNS REFORMED CHURCH
1705 WEST 21ST STREET
ODESSA, TX 79761-2440

Loan #: 90004 Check balance: 332.00

Payment amount: 332.00 Regular payment: 5,668.00 Status: 02

Effective date: 02/14/2017 Due date: 06/01/2020 Next due: 08/01/2020

Payment type: Extra Payment Autopay? Estimate

Prioritization: Principal/Interest/Reserv

Extra amount: Apply towards principal

	Balance	Due	Paid	New balance
Reserve:	0.00	0.00	0.00	0.00
Interest:	0.00	0.00	0.00	0.00
Principal:	906,098.69	906,098.69	332.00	905,766.69
Late fee:	0.00	0.00	0.00	0.00
Misc fee:	0.00	0.00	0.00	0.00
Remaining cash:	0.00		Total paid: 332.00	
			Refund: 0.00	

IL402 Org: 903 DEMO3 Business dt: 02/14/2017 FY: 2017 CAPS





Refinance a Loan

Prior to beginning this process, a new loan with a \$0 balance must be set up.

1. Financial Services → Loans → Transactions → IL413 Loan Refinance
2. Find the old loan
3. Find the new loan
4. Select Interest Method (Transfer or Bill)
5. Save

The screenshot shows the 'DDI Loan Fund' application window. The title bar includes 'File', 'Window', and 'Help' menus. Below the menu bar are icons for 'Save', 'Undo', and 'Exit'. The main window is titled 'Loan Refinance' and is divided into three columns.

***** FROM *****

Effective Date: 02/14/2017

Loan #: 90001

Account: 000010031

Bethel Church of God
PO Box 223
Nashville, TN 37214-1843

Balance: 1,139,621.82
PP/PD: -6,712.00
Interest due: 143.62
Reserve: 0.00
Rebate: 0.00
App fee bal: 0.00

***** TO *****

Loan #: 90012

Account: 000010047

Grace Christian Church
5201 146th Street
Noblesville, IN 46062-6909

Balance: 50,000.00
PP/PD: 0.00
Interest due: 0.00
Reserve: 0.00
Rebate: 0.00
Commitment: 3,000,000.00

Interest method: Transfer

Transfer amount: 1,139,621.82

Reserve method: [Dropdown]

Rebate method: [Dropdown]

Transfer Totals

Balance: 1,139,621.82
Int due: 143.62
Total: 1,139,765.44

Buttons: Find, Clear (for both columns)

Footer: IL413 | Org: 903 DEMO3 | Business dt: 02/14/2017 | FY: 2017 | CAPS





Reverse a Loan Payment

1. Financial Services → Loans → Transactions → IL419
Loan Payment Reversal
2. Enter the Loan number
3. Decide the reversal method
 - a. Issue Check
 - b. Re-Process (put on the wrong loan)
 - c. Cancel

DDI Loan Fund

File Window Help

Find Save Undo Receipts View Exit

Loan Payment Reversal

Loan #: 90004 Effective date: 02/14/2017

Borrower: 10034 Remitter:

ST JOHNS REFORMED CHURCH
1705 W 21ST ST
ODESSA, TX 79761-2440

Reversal method: Issue Check
Issue Check
Re-process
Cancel/NSF

Next payment due: 06/01/2020

	Reversal amount	After
Reserve balance	0.00	0.00
Interest due	0.00	0.00
Principal balance	332.00	906,098.69
Appl fee balance	0.00	0.00
Late fee balance	0.00	0.00
Misc fee balance	0.00	0.00
Status		2

Last interest posted: 02/14/2017 Total: 332.00
Last payment date: 02/14/2017 Last payment amount: 332.00

IL419 Org: 903 DEMO3 Business dt: 02/14/2017 FY: 2017 CAPS

Troubleshooting Prepaid/Past Due



Loan FAQ



- Loan prepaid/past due has NO IMPACT on interest calculations!
- Why isn't a regular payment record being built for Loan #123? There are instances that a loan will not build regular payment records. This will happen when the payoff amount of the loan is less than the payment due amount. For example, the past due amount is \$15,000, the payoff (loan balance + interest) is \$14,750.
 - $\text{Payoff} < \text{Payment Due} = \text{NO Regular Payment Record}$
 - $\text{Payoff} > \text{Payment Due} = \text{Regular Payment Record}$
- Loan payment transactions only affect prepaid/past due with "Regular" loan payments, not "Extra" loan payments.
- Why wasn't a first due record created?

New Program – IL625



IL625 is a new program that will process both Standardly scheduled ACH Loan Payments PLUS Online-CEF requested loan payments. This program will eventually replace IL643 and IL667.

IL625 - Loan Payment Processing

Payment date range: 10/04/2016 thru: 10/04/2016

Payment Group: All Payment Requests

Loan types:

Report by loan type

Create Cash Receipt Batch

Create batch

Cashier type: Cashier

Batch type:

Post to account: DEBIT CLIENT - Pacific Mercantile Bank

Process Cash Receipt Batch

Post payments

Payoff principal and move to interest only (if pmt greater than bal)

Apply overpayment as extra payment

Update amount to pay for interest only loans before processing

Create EFT File

Create EFT file

EFT file:

EFT file format: Debit file

EFT date:

Discretionary data value:

Entry description value:

Create balanced ACH file

Start Print Options Cancel



Webinars and Touchbases



Webinars:

- Monthly hour long sessions
- Open Q&A time at the end of the session
- Link to the webinar for future viewing
- PDF setup and checklist guide
- Cost per organization: \$75/month

Touchbases:

- Free hour long sessions
- Monthly, Bi-Monthly, or Quarterly
- Discuss open or new requests, software needs, etc.
- Use allotted time for training on DDI-Connect™



Discussion, Questions, Comments



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