# Payment Information Screen

The Payment Information screen (found under Loans > Account Information in the left tree navigation in CIM GOLD) allows you to view all payment information for a given loan. Additionally, for interest-bearing loans (payment method 6), you can change the payment frequency of a loan and recalculate the principal and interest payments based on the new frequency.

You can also set up recurring payments using this screen, or by clicking the EZPay link at the bottom of the screen and setting up recurring payments from there.

**Note:** You can also change the frequency of a signature loan (payment method 16), but it must be done on the Loans > Account Information > Signature Loan Detail screen.

▼ **Changing the Payment Frequency of a Loan**

When you change the frequency of a loan, you must first click `Recalculate PI Constant` before you can save changes. The principal and interest payment will change based on the payment frequency you select from the **Frequency** field.

*Example* ➔ A customer has a P/I payment of $200.00, with a loan frequency of one monthly payment. The customer wants to change the frequency to bi-weekly payments that are more in accordance with the customer's paycheck. When you select "Bi-Weekly Payment-26" from the **Frequency** field, and then click `Recalculate PI Constant`, the P/I is recalculated at the bi-weekly payment of $100.00 for each bi-weekly payment.

When recalculating the principal and interest payment based on a new payment frequency, the system takes into account the number of days interest and the number of days in the payment period, as well as the remaining balance on the loan (**Principal Balance**) and the number of payments remaining until the loan reaches maturity.

Additionally, the **Due Date** will be affected accordingly when changing the loan frequency, as will the **Total Amount Due** and **Monthly Payment** fields on the EZPay screen.

The **Current Installment Number** field will either decrease or increase according to the frequency that was selected. For example, if the **Current Installment Number** is 100 for monthly payments, and the **Frequency** is changed to weekly, the **Current Installment Number** is increased to 400.

The **Last Day** checkbox is also important if using the Floating payment frequency (13).

Also, the **Remaining Payments til Maturity** on the Loans > Transactions > CP2 screen, Payment Schedule tab will also change based on the **Frequency** you select. (For example, if a loan has 5 payments left and you change the **Frequency** from monthly to weekly, the **Remaining Payments til Maturity** will increase to 20.)

For more detailed information concerning each payment frequency, see the Frequency field description on the Loan Information tab.

The Payment Information screen has four tabs:

- Loan Information
- Recurring Information (FPRA)
- One Time ACH (FPAS)
- ACH Accounts (FPEA)

If your institution does not have the FPRA option (Use FPRA for Recurring ACH Payments) set, then the Recurring Information tab is not displayed, and instead, the Recurring field group on the Loan Information tab is used to set up recurring payments. See those sections for detailed information concerning each of the fields on those tabs.

# Setting Up Recurring Payments

You can set up recurring payments using the Payment Information screen, or by clicking the EZPay link at the bottom of the screen and setting up recurring payments from there.

You need to be aware of a few options that affect recurring payments.

- If the loan Frequency is anything greater than 12 (bi-weekly, every two weeks, weekly), the recurring payment *must* be done on the **Due Date** or days before.

- If your institution collects a fee for each recurring payment, you need to set up the General Ledger account for the fee to be credited to on the GOLD Services > General Ledger > G/L Account By Loan Type screen using the **EZPay Fee** field.

- If this loan has a modified payment schedule set up (using the Loans > Transactions > CP2 screen, Payment Schedule tab), the amount defaulted into the **Amount** field for recurring payments will reflect the amount from the payment schedule.

- If institution option FPRA is set up for your institution, recurring payments are set up on the Payment Information screen slightly differently. See the instructions for setting up recurring payments with and without FPRA option below for more information.

▼ **Recurring Payments with the FPRA option:**

If the FPRA option (Use FPRA for Recurring ACH Payments) *is* set, then the Recurring Information tab is *not* displayed on the Loan Payment Information screen, and instead, the Recurring field group on the Loan Information tab looks like the following:



To set up recurring payments with the FPRA option, complete the following steps.

1. If the **Due Date** is not today's date or in the future, change it to a date in the future.

2. At the bottom of the Recurring field group, click <Start Recurring>. The required fields will display an error provider icon 🔴 next to them, as shown below:

3. Enter the **Routing Number** and **Account Number** of the financial institution for the recurring payment. After you click <Save Changes>, the system will notify you if the routing number entered is not an approved ABA routing number by displaying an error provider icon 🔴, with a pop-up error that says, "Bank Routing Number not on file." You will need to correct the routing number before you can save the recurring payment.

> ☞ *TIP:* If this borrower already has a routing and transit number set up from previous transactions and entered on the ACH Accounts (FPEA) tab, you can quickly copy and paste that information into these fields.

4. The amount in the **P/I Constant** field is defaulted into the **Amount** field and cannot be changed. However, you can enter any additional amount this borrower would like to go toward principal, fees, or reserve amount in the designated fields below the **Amount** field. Or you can enter an amount in the **Override Payment Amount** field to override this default amount.

   **Note:** If this loan has a modified payment schedule set up (using the Loans > Transactions > CP2 screen, Payment Schedule tab), the amount defaulted into the **Amount** field for recurring payments will reflect the amount from the payment schedule.

5. The Frequency is for display only purposes in this field group. If you want to change the frequency, you should use the **Frequency** field at the top of the Loan Information tab.

6. Setting up the date when the recurring payment should take place varies depending on the payment **Frequency** of the account.

   - Use the **Recurring...days prior to Due Date Effective** field with the following loan frequencies:

         13 - Floating Payment
         26 - Bi-weekly Payment
         52 - Weekly Payment

      Select from the **Recurring** field the number of **days prior to the Due Date Effective** date that you want the recurring payment to occur.

      For example, if you select "2" in the **Recurring** field, and the **Due Date Effective** date is set for "10/08/2013," then two days before the new effective **Due Date**, the system will debit the account entered above, and apply that amount to the loan payment.

   - Use the **Recurring Effective Date**, **Cycles on**, and **End Of Month** fields for the following loan frequencies:

         1 - Monthly Payment
         2 - Bi-Monthly Payment

3 - Quarterly Payment
4 - Payment every 4 months
6 - Semi-Annual Payment
12 - Bi-Weekly Payment
24 - Semi-Monthly Payment

When one of the above loan frequencies is selected, the Recurring field is disabled and three new fields are displayed, as shown below:

**Recurring Effective Date**
Enter the date you want the recurring payment to occur every month in this field. If it's a monthly payment, is will be that date every month (e.g., 1, 2, 3, 4, etc.). If it's a bi-monthly payment, if will be the

**Cycles on**
This field displays the day on which recurring payments will be cycled.

**Note:** Action code 72 will stop an ACH payment from processing until after the action date. Once the action date has passed, the next time the auto payment is set to cycle, it will post the payment and then automatically drop the action code and date. Any attempts to post the payment prior to the action date will be rejected, and the message "NO ACH WITHDRAWALS BEFORE ACTION DATE" will appear on the Afterhours Processing Exceptions Listing (FPSRP013).

Example: A loan has a due date of 5/1. It is set up to cycle on the 10th of each month. An action code 72 with an action date of 6/1 is set up. On 5/10, the system would normally have attempted to process the ACH payment; however, because of the 6/1 action date, the system does not attempt to post the payment and displays it on the Afterhours Processing Exceptions Listing (FPSRP013). On the night of 6/10, the system will attempt to post the payment. Because the action date is in the past, it will post the payment and also delete the action code 72 and associated date.

**End Of Month**
If you check this box, the recurring loan payment will always occur on the last day of the month according to the frequency.

7.   Select any of the recurring option boxes, as described below:

| **Stop Loan Autopay** | Select this box if you want to stop processing this recurring payment without deleting the record from the system. You might not want to delete the recurring transaction, for example, if you believe the customer may want to resume it at another time. If the customer decides to resume the recurring payment, simply deselect this box. |
|---|---|
| **Stop Recurring Maturity** | Select this box if you want recurring payments to stop when the loan is past the maturity date. If this box is selected, when the loan is past the maturity date, the message "LOAN PAST MATURITY–PAYMENT NOT REQUESTED" will appear on the Afterhours Processing Exceptions Listing (FPSRP013). **Note:** Recurring payment transactions will be stopped only if they are greater than the actual maturity date. Transactions effective on the maturity date will still be posted. |
| **Cycle By Due Date** | If you check this box, the **Due Date** will be used for the date the recurring payment is processed. When you check this box, the **Recurring Effective Date** fields become disabled, and the **Recurring** field and **days prior to Due Date Effective** fields become enabled. You should then select how many days before the **Due Date** this customer wants the automatic recurring payment processed. |
| **Auto Pmt is Savings** | Select this box if the **Account Number** entered for this recurring payment is a savings account. |

8.   Click <Save Changes> to save the recurring payment record. In the Payments Due field group, the message "Recurring Payments Scheduled" will be displayed, as shown below. This message quickly notifies employees that one-time automatic payments cannot be set up, as well as important payment information when contacting borrowers.

Additionally, the routing and account number you set up are saved on the ACH Accounts (FPEA) tab.

▼ **Recurring Payment without the FPRA option:**

To set up recurring payments without the FPRA option, you can set up the automatic payment fields from either the Recurring field group on the Loan Information tab, or by completing the fields on the Recurring Information (FPRA) tab. We do not suggest you use both.

If you do use the Recurring field group on the Loan Information tab, the **Due Date** does not need to be current or in the future. Also, the **Cycle Code** (LNACYC) needs to be 90-99 for loan frequencies greater than 12 (as shown below).



See the following definition of the **Cycle Code** for more information. For definitions of the fields on the Recurring Information tab, see the Recurring Information topic.

▼ **Cycle Code:**

You can enter the following codes in the **Cycle Code** field to determine the cycle date of the recurring payment:

| | |
|---|---|
| 0 | No auto payment. |
| 1 to 31 | Cycles on a specified day of the month. Enter 5, 10, 15, 20, 25, or 31, or contact GOLDPoint Systems. (These codes can be used for external or internal accounts.) Requires update functions 1-31. |
| 61 to 89 | Cycles 1 to 29 days after the due date. (These codes can be used for internal accounts only.) Requires update function 54. |
| 90 to 99 | Cycles 0 to 9 days before the due date. (These codes can be used for internal accounts only.) Requires update function 54. |

**Note:** Action code 72 will stop an ACH payment from processing until after the action date. Once the action date has passed, the next time the auto payment is set to cycle, it will post the payment and then

automatically drop the action code and date. Any attempts to post the payment prior to the action date will be rejected, and an error message will appear on the Afterhours Processing Exceptions Listing (FPSRP013).

If there is an action code 72 but no action date, the system treats the account as though there is not an action code 72.

Example: Loan has a due date of 5/1. It is set up to cycle on the 10th of each month. An action code 72 with an action date of 6/1 is set up. On 5/10, the system would normally have attempted to process the ACH payment; however, because of the 6/1 action date, the system does not attempt to post the payment and displays it on the Afterhours Processing Exceptions Listing (FPSRP013). On the night of 6/10, the system will attempt to post the payment. Because the action date is in the past, it will post the payment and also delete the action code 72 and associated date.

**Note:** GOLDPhone and Web payments initiated by the borrower are not stopped, regardless of whether or not there is an action code 72.

**External or Internal Accounts (1 to 31).** For external (outside) or internal checking/savings accounts, GOLDPoint Systems sets up a table (update function 31) to store the day of the month you want payments to cycle. Generally, this would be every day (1-31).

We recommend that payments are not processed the first three days of the month, due to the two-day window required by the Federal Reserve. The table can be set to process "before" or "after" a weekend or holiday. We suggest you use "after" for the 1st, 2nd , and 3rd of the month, and "before" for the rest of the month.

If you request payments a day or two before the effective date so you can offset the loan credit based on your money coming back from the Federal Reserve, still follow the above recommendation.

If, for some reason, you need to cycle auto payments on another day, you must inform GOLDPoint Systems through a work order of the day you want to use. GOLDPoint Systems must change the table.

**WARNING:** Payments are processed on the specific date regardless of the due date on the loan. This provides the ability for a borrower to be paid ahead. Example: A loan is set up to cycle on the 5th of each month. Each month the payment will be processed on the 5th , so if on June 5 a loan has a due date of 7-5, the payment will be processed and the due date will roll to 8-5. (The borrower continues to be paid ahead by one month.)

**Internal Accounts Only (61 to 89).** For internal checking/savings accounts only, you can set up the payment to cycle 1 to 29 days after the due date. Plus, the system will retry the transmission every night until a payment is received from the account. Retries will only function with internal accounts. The code you enter is 60 plus 1 to 29 days after the due date. Thus, if you wanted to cycle on the fifth day after the due date, you would enter "65" in the Cycle field. To cycle on the loan due date, use code 90 below.

**Internal Accounts Only (90 to 99).** For internal checking/savings accounts only, you can set up the payment to cycle on the due date or 1 to 9 days before the due date. Like the previous cycle method, the system will retry the transmission every night until a payment is received from an internal account. The code you enter is 90 plus 0 to 9 days before the due date. Thus, code 90 would cycle on the due date and code 95 would cycle 5 days before the due date. (See Options information here.)

**WARNING:** If you have a delinquency situation (customer continually doesn't have enough funds in checking account), you will probably want to delete the autopay function (delete the cycle). Remember, if you don't do this, the system will continually attempt to pull funds on the cycle date. At that time, the system also posts the payment to the loan. This would then require that you reverse the payment once you are notified that the auto payment rejected.

**WARNING:** The following hold codes will stop the system from attempting to pull funds:

| Hold Code | Description |
|---|---|
| 4 | Bankruptcy - Chapter 7 or 11 |
| 5 | Bankruptcy - Chapter 13 |

| | |
|---|---|
| 6 | Deed in lieu of foreclosure |
| 7 | Legal hold - foreclosure |
| 8 | Reinstatement plan in effect |
| 9 | Legal hold - foreclosure |
| 27 | Loan in default |
| 48 | Loan to collect cash payment only |
| | |
| 6 | Deed in lieu of foreclosure |
| 7 | Legal hold - foreclosure |

# Loan Information Tab

The Loan Information tab on the Payment Information screen is used to set up recurring payments or change the payment frequency of a selected loan (only for interest-bearing loans). See the following example of this tab, followed by descriptions of the fields on this tab.

**Note:** This tab may look different depending on whether you have the FPRA option set for your institution. See the Recurring field group for more information.



**Loans > Account Information > Payment Information Screen**

## Field Descriptions

| Field | Description |
|---|---|
| **Payment Method**<br><br>*Mnemonic: LNPMTH* | This field displays the payment method code. The payment method code determines how to calculate interest and what rules to follow in processing the loan account. This field is pulled from the Loans > Account Information > Account Detail screen.<br><br>You can only change the loan frequency for loans with certain payment methods. See the Frequency definition below for more information. |
| **Frequency**<br><br>*Mnemonic: LNFREQ* | If this is an interest-bearing loan (payment method 6) you can use this field to change the frequency of payments for the borrower. |

| Field | Description |
|---|---|

When you change the frequency of a loan, you must first click `Recalculate PI Constant` before you can save changes. The principal and interest payment will change based on the payment frequency you select from the **Frequency** field.

*Example* ➜ A customer has a P/I payment of $200.00, with a loan frequency of one monthly payment. The customer wants to change the frequency to bi-weekly payments that are more in accordance with the customer's paycheck. When you select "Bi-Weekly Payment-26" from the **Frequency** field, and then click `Recalculate PI Constant`, the P/I is recalculated at the bi-weekly payment of $100.00 for each bi-weekly payment.

When recalculating the principal and interest payment based on a new payment frequency, the system takes into account the number of days interest and the number of days in the payment period, as well as the remaining balance on the loan (**Principal Balance**) and the number of payments remaining until the loan reaches maturity.

Additionally, the **Due Date** will be affected accordingly when changing the loan frequency, as will the **Total Amount Due** and **Monthly Payment** fields on EZPay screen.

The **Last Day** checkbox is also important if using the Floating payment frequency (13).

Also, the **Remaining Payments til Maturity** on the Loans > Transactions > CP2 screen will also change based on the **Frequency** you select. (For example, if a loan has 5 payments left and you change the **Frequency** from monthly to weekly, the **Remaining Payments til Maturity** will increase to 20.)

For more detailed information concerning each payment frequency, see the following table:

| Code | Description |
|---|---|
| 1 | Monthly payment |
| 2 | Bi-monthly payment (payment every 2 months) |
| 3 | Quarterly payment (every 3 months) |
| 4 | Payment every 4 months |
| 6 | Semi-annual payment (every 6 months) |
| 12 | Annual payment |
| 24 | Semi-Monthly: This frequency processes the **Due Date** of the loan on a 15-day cycle with the exception of when the month does not have at least 30 days. In those months, the end-of-month day is used. The cycle is based on the **Due Date Day** field. <br><br> **Due Date Day** is: 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 <br> Next **Due Date Day** is: 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <br><br> If the **Due Date Day** is 31, then the payment follows a cycle of the end-of-month to the 16th of the next month. <br><br> EOM - 16 - EOM - 16 <br><br> **Example:** <br> January 31 <br> February 16 |

| Field | Description |
|---|---|

| | | February 28<br>March 16<br>March 31<br>April 16<br>April 30 |
|---|---|---|
| | 26 | Bi-weekly (every 2 weeks) |
| | 52 | Weekly: Seven days will be added to the previous **Due Date** to obtain the next due date. If the first payment is on a Wednesday, then every payment will be on Wednesday. |

| Field | Description |
|---|---|
| **Last Day**<br><br>*Mnemonic: LNDUDT* | Check this box if this borrower wants to use the last day of the month, rather than the fourth occurrence of the day of the week of the month, as the loan payment **Due Date**. This option is only available for Floating frequencies, as described above. |
| **Due Date**<br><br>*Mnemonic: LNDUDT* | This is the current due date of the loan. Changing the loan frequency will affect this field. For example, if the loan frequency is changed from monthly to weekly, the day of the week will be displayed below this field to indicate the loan is due every week on that day of the week (see example below). Also, the next **Due Date** will reflect the new weekly frequency date.<br><br>Due Date               10/08/2013 ∨<br>**Every Tuesday** |
| **Due Date Day**<br><br>*Mnemonic: LNDUDY* | This field is used for the due date of the next regular payment when you want to have the due date be the last day of the month and the end of the current month is less than 30 days. It is used in conjunction with the **Due Date** field.<br><br>For example, if you tried to set up the due date to be the last day of February, the last day that you could enter in the **Due Date** field is February 28. The system would not allow you to enter 31 days in February because that is an invalid date. Thus, on succeeding months the due date would appear as the 28th of the month. The **Due Date Day** field allows you to override that date making the due date as the 31st of each subsequent month.<br><br>On months that have 31 days, the system will automatically place 31 in the **Due Date Day** field. In the months that follow, the system will make the due date the last day of the month, even when there are only 30 days in the month. This field is file maintainable, but the system will insert default settings.<br><br>If option OP06 MDDD is set, file maintaining the **Due Date Day** field will automatically change the day portion of the **Due Date** field, unless the loan is bi-weekly or the resulting due date would be invalid.<br><br>If institution option OP08 DD27 is set, the **Due Date Day** will not be allowed to be greater than 27. |
| **Open Date**<br><br>*Mnemonic: LNOPND* | This field displays the date the loan was opened or funded. The system automatically supplies this information when a new loan (680 tran code) is performed. For precomputed loans (payment method 3), this field is one of the keys for calculating rebates. |
| **Term**<br><br>*Mnemonic: LNTERM* | This is the remaining term of loan payments to pay off this loan. The term is in months, so if the loan **Frequency** is changed to something other than months, this number still reflects the number of months to pay off the loan. |
| **Maturity Date**<br><br>*Mnemonic: LNMATD* | This field contains the date the last payment is due and the loan should be paid off. It is pulled from the **Maturity Date** field on the Loan Account Detail screen. |

| Field | Description |
|---|---|
| **Applied To Payment**<br><br>*Mnemonic: LNPRTL* | This is any extra amount paid by the borrower, or any amount that did not add up to a full payment. If the amount is less than a full payment, the due date may not roll (depending on the **Entire Payment Rolls Due Date** option described below), but the money will be applied to the areas designated by the **Payment Application** code, such as Principal, Interest, etc.<br><br>The amount paid toward the payment due is automatically stored in the **Applied To Payment** field and kept track of here until the full payment is satisfied.   When the due date rolls, the field is cleared out. This field is also used in determining whether a late charge should be assessed when you are using delinquency grading and collecting late charges before principal and interest.<br><br>**Note:** There is a Curtailment from Partial Payment transaction (tran code 2610-04) that will debit partial payments (tran code 500) and automatically credit the principal balance (tran code 510) as a curtailment at the same time. The same edits (SOV, TOV, etc.) are used as with all other field credit (510) and field debit (500) transactions. This transaction processes each transaction separately, and they will appear in history as two separate transactions. |
| **P/I Constant**<br><br>*Mnemonic: LNPICN* | This is the regular monthly payment on the loan. This amount includes principal and any interest. If you change the **Frequency** for this loan and click  Recalculate PI Constant , the principal and interest payment will be recalculated based on the new frequency payment, the **Principal Balance** left on the loan, the **Interest Rate** on the loan, and the remaining payments until the loan reaches maturity. The **Remaining Payments til Maturity** field is on the Loans > Transactions > CP2 screen, Payment Schedule tab. |
| **Next P/I Constant**<br><br>*Mnemonic: LNPINX* | The next P/I constant replaces the P**/I Constant** as the amount to divide between principal and interest on a payment when the due date is advanced by the system to be greater than the P/I effective date, which is the date found in the **Next P/I Constant Effective Date** field described below. |
| **Next P/I Constant Effective Date**<br><br>*Mnemonic: LNPIEF* | This field contains the principal/interest effective date, which is the date that the **Next P/I Constant** should replace the **P/I Constant**. This field, in conjunction with the **Next PI Constant** field, can be used to make a payment change in the amount of money applied to principal and interest. (This is the payment due date for the new principal and interest payment.) |
| **Interest Rate**<br><br>*Mnemonic: LNRATE* | This is the current interest rate for the selected loan. |
| **Principal Balance**<br><br>*Mnemonic: LNPBAL* | This field displays the unpaid principal balance of the loan. It is pulled from the **Principal Balance** field on the Loan Account Detail screen. This field is used when recalculating the principal and interest payment when a loan Frequency is changed. |
| **Last Payment Date**<br><br>*Mnemonic: LNDTLP* | This field shows the date that the last payment was posted. If a payment reversal (tran code 608) occurs, the system will look in the history for the previous last payment date and enter that date in this field. The last payment date is reported to the credit bureau and is updated as payment activity occurs on the loan.<br><br>**Note:** The loan transaction 590 (Charge LIP Interest to LIP Undisbursed Balance) also updates the date of last payment. However, the reversal of this transaction will not change the last payment date. |
| **Last Payment Amount**<br><br>*Mnemonic: LNLPMA* | This is the amount of the last loan payment the account owner made on the **Last Payment Date**. |
| **Last Transaction Date**<br><br>*Mnemonic: LNTRAN* | This field contains the date of the last transaction on this account. The system supplies this date through the teller transactions, and the field is not file maintainable. This field is also updated by tran code 520 (Assess finance charge) for line-of-credit loans (payment method 5). |

| Field | Description |
|---|---|
| | **Backdated Transactions:** If a transaction is backdated, this field will display the backdated effective date, not the date the transaction was actually processed. |
| **Due Date Last Rolled**<br><br>*Mnemonic: LNROLL* | This is the date the **Due Date** was last rolled due to an over payment or the amount in the **Applied To Payment** field reached a full payment, thereby rolling the **Due Date** ahead by one frequency.<br><br>An institution option (LCDR) is available that looks at the **Due Date Last Rolled**. If it is in the current late charge period, then a late charge will not be assessed.<br><br>The late charge period is from Due Date + Grace Days to next Due Date + Grace to Due + Grace Days.<br><br>For example, if a loan has a **Due Date** of 05-01-13 with 10 Grace Days, late charges would be assessed on 06-11-13 and 07-11-13<br><br>If the borrower makes a payment anytime after 06-11-13, the 07-10 late charge will not be assessed.<br><br>(The previous example assumes a monthly payment.)<br><br>The next example assumes a payment frequency of weekly with a 10-day grace period.<br><br><ul><li>The due date is 08-07-13.</li><li>The late charge would assess on 08-17-13.</li><li>The late charge period for this due date is 08-10-13 to 08-17-13</li></ul><br>| Due Date | Late Charge Assess | Late Period |<br>|---|---|---|<br>| 08-14-13 | 08-24-13 | 08-17-13 to 08-24-13 |<br>| 08-21-13 | 08-31-13 | 08-24-13 to 08-31-13 |<br>| 08-28-13 | 09-07-13 | 08-31-13 to 09-07-13 |<br><br>If a payment is made on 08-21-13, then the next late charge that could be assessed would be on 08-31-13.<br><br>08-21 falls in the late period for the 08-14 due date, so a late charge will not be assessed on 08-24.<br><br>If you would like this option set up for your institution, contact your GOLDPoint Systems account specialist and have them set up option LCDR. |
| **Original Installment Number**<br><br>*Mnemonic: LNOINO* | This is the original number of payments on the loan when the loan was originated. This number never changes once a loan is set up. |
| **Current Installment Number**<br><br>*Mnemonic: LNCINO* | The **Current Installment Number** field will either decrease or increase according to the **Frequency** that was selected.<br><br>For example, if the **Current Installment Number** is 100 for monthly payments, and the **Frequency** is changed to weekly, the **Current Installment Number** is increased to 400. |
| **Installments Made**<br><br>*Mnemonic: LNINNO* | This field displays the number of payments remaining on the loan. The loan term divided by the frequency, less the installment number, gives the number of payments remaining on the loan. |
| **Original Payment Frequency**<br><br>*Mnemonic: LNFRQO* | This is the original payment frequency when the loan was originally opened. You can change the frequency using the **Frequency** field. |

| Field | Description |
|---|---|
| **Payment Application**<br><br>*Mnemonic: LNAPPL* | The **Payment Application** checkboxes display how you want loan payments to be applied. For example, you can apply the loan payment first to interest, then principal, then any remaining funds can go to late charges, reserve payments, etc. You can check as many boxes as you want.<br><br>The order of where loan payments are disbursed are reflected by the order of these checkboxes. For example, if the **Interest** checkbox appears at the top of this field group, interest will be paid first. You can change the order by dragging a field up or down in this box.<br><br>The system requires that interest be paid first and principal be paid second. The system will first pay interest, then principal. The money remaining in the loan payment will then be spread to the other fields checked in the order they appear. Even if you change the box order so a payment application other than **Interest** or **Principal** is on top, the system will override that and still pay interest and then principal first.<br><br>For line-of-credit loans (payment method 5) only, the system will allow the payment of late charges before interest.<br><br>**Note:** Payments coming in from a lockbox bank are checked for extra funds. If extra funds are paid, the system will do one of the following:<br><br>1. Look for late charges. If any are owing, the payment will be posted first. Any remaining funds will be posted to late charges.<br><br>2. If more funds are remitted, in addition to the first payment plus late charges, the system will post the payment first, then the late charges. The extra funds will be treated as a curtailment (principal decrease). |
| **Options field group** | The following paragraphs describe the fields in the Options field group on the Loan Information tab of the Payment Information screen.<br><br> |
| **Reamortize P/I**<br><br>*Mnemonic: LNAMZ6* | Check this box if you want to allow an interest-bearing loan tied to prime to calculate a payment which will amortize the loan. For this field to be file maintainable, all the following conditions must be met:<br><br>• Loan must be interest-bearing (payment method 6).<br>• Loan cannot use ARM fields.<br>• Loan cannot use payment schedules.<br>• Loan must use **Coupon/Bill Code** 11 (free-format statement) on the Loans > Account Information > Additional Loan Fields screen.<br>• Loan must have a rate pointer of 1 to 254.<br><br>The effective date of the P/I payment will be the first due date greater than or equal to the rate change effective date. This will be true unless a bill has been sent out for that date. If a bill has been created, the new P/I payment will be effective for the next payment due.<br><br>If you have several rate changes within a month, the system will calculate the new P/I payment each time the rate changes. The new P/I payment will replace the value in the **Next P/I Constant** field until a billing for the current month has been created. Once the billing has been created, the newly calculated P/I will be placed in a table. This makes it so the payment doesn't change once the borrower has been notified as to the payment amount. |

| Field | Description |
|---|---|
|  | **WARNING:** The above-mentioned requirements for the **Reamortize P/I** field must be set up for a loan prior to file maintaining the field. If the requirements are not set up first, the **Reamortize P/I** field is not file maintainable.<br><br>Also, if the loan is set up for auto pay, the **Coupon/Bill Code** must continue to be set to "11." If you do not want to send a bill/receipt, you do not need to have a coupon cycle set up. However, if you do want to send the bill/receipt, GOLDPoint Systems suggests that you use an advertising message to indicate that the payment will be automatically paid. |
| **Stop Applied To**<br><br>*Mnemonic: LNAPLY* | This checkbox field is used with interest-bearing loans (payment method 6). When this box is checked, if the payment being posted is higher than the actual payment amount, the extra amount will not be added to the **Applied to Payment** field; the extra amount will automatically be posted to the principal balance instead of being credited toward the next payment due.<br><br>Partial payments (payments for less than the full amount) will update the **Applied To Payment** field. When a partial payment is made, the **Applied To Payment** field will be updated and will continue to do so until sufficient money has been applied to roll the due date. If the amount paid plus the amount in the **Applied To Payment** field exceeds the payment due, the due date will roll and the **Applied To Payment** field will be cleared. |
| **Use ARM Fields**<br><br>*Mnemonic: LNRTSN* | This field will only be file maintainable for interest-bearing loans (payment method 6). It is used for creating scheduled rate changes on interest-bearing loans. The default value is unchecked, which indicates that the ARM fields will not be used.<br><br>If this box is checked, the system will act like this is an ARM loan (payment method 7). It is from these fields that scheduled rate changes are created. Even though you may access the ARM fields, the system will still use the simple interest calculations for the loan.<br><br>**Note:** If you check this field, you cannot change the **Frequency** field. |
| **Use Spread Payments**<br><br>*Mnemonic: LNSPRD* | Check this box if spread payments (transaction code 690) are allowed on this loan. Spread payments are made through the Loans > Transactions> Make Loan Payment screen or Mass Loan Payments screen. With spread payments, you can designate how much of the transaction will go to interest and how much will go to principal. |
| **Guaranteed Payment**<br><br>*Mnemonic: LNGPMT* | This box is selected when a loan is originated from GOLDTrak PC (using field TF_GUARANTEED_PMT_LN). The person originating the loan determines whether the payment is guaranteed. This is an information only field and manually updated. The mnemonic is LNGPMT and it can be included on GOLDWriter and GOLDMiner reports.<br><br>An example of a guaranteed payment is a third-party company offering to make loan payments on behalf of their customers. The payment is always made whether or not the customer actually pays their bill to the third-party company, making the payment guaranteed. |
| **Entire Payment Rolls Due Date**<br><br>*Mnemonic: LNEPMT* | Checkmark this box if you want this loan to roll the due date when an entire payment is made (the amount collected is greater than or equal to the **Next Payment Due**). This does not apply if miscellaneous loan fees are collected before principal, interest, and late charges.<br><br>The program will compare what was collected to the **Next Payment Due** minus anything in the **Roll Due Date Within** field to determine whether a full payment was made.<br><br>The LNVESC field is used to track late charges when spreading payments. As payments are spread to the different parts of the loan according to the **Payment Application**, this field and the other tracking fields will track how much of the partial |

| Field | Description |
|---|---|
| | payment goes to principal and interest, reserves, P/I fees, and late charges.<br><br>**Note:** Miscellaneous loan fees are not included in the full payment calculation.<br><br>If a full payment was made, the due date will roll ahead one month. If part of the full payment was applied to late charges, then either the entire amount of the payment or just the principal and interest portion will be credited to the **Applied To Payment** field, depending on which option you have set.<br><br>**Note:** The amount of late charges paid in one payment or cycle cannot exceed one P/I constant. |
| **Use Payment Schedules**<br><br>*Mnemonic: LNPMSC* | This checkbox indicates if there is an alternate payment schedule set up for this account. The default value is not checked (no).<br><br>If checked, the system will look to the Payment Schedule list view, located on the Loans > Transactions > CP2 screen, Payment Schedule tab, for the payment amount due and the corresponding payment effective date. |
| **Recurring field group** | Use the fields in the Recurring field group to set up recurring payments. For step-by-step instructions for setting up recurring payments, see Setting Up Recurring Payments.<br><br>You can also set up recurring payments by clicking the EZPay link at the bottom of the screen and setting up recurring payments from there.<br><br>This field group changes depending on if you have the FPRA option (Use FPRA for Recurring ACH Payments) set. If this option is *not* set, this field group looks like the following and the Recurring Information (FPRA) tab is also displayed on the Payment Information screen.<br><br><table><tr><td>**Recurring**</td><td></td></tr><tr><td>Cycle Code</td><td>90</td></tr><tr><td>Bank Routing Transit</td><td>124302150</td></tr><tr><td>Source Acct Nbr</td><td>112233445</td></tr><tr><td>Extra Principal</td><td>10.00</td></tr><tr><td>☑ Auto Pmt is Savings</td><td></td></tr></table><br>If this option *is* set, then the Recurring Information tab is *not* displayed and instead, the Recurring field group looks like the following: |

| Field | Description |
|-------|-------------|
| |  See the following descriptions of the fields found on this field group. |
| **Routing Number**<br><br>*Mnemonic: RAABNK* | Enter the routing number of the financial institution for the recurring payment. After you click <Save Changes>, the system will notify you if the routing number entered is not an approved ABA routing number by displaying an error provider icon ![icon], with a pop-up error that says, "Bank Routing Number not on file." You will need to correct the routing number before you can save the recurring payment. |
| **Account Number**<br><br>*Mnemonic: RAACH#* | Enter the account number of the financial institution for the recurring payment. |
| **Amount**<br><br>*Mnemonic: RAACH$* | When you click <Start Recurring> to set up a recurring payment record, the system automatically enters the **P/I Constant** amount in this field. You cannot make changes to this field. However, if the borrower wants to pay more than the **P/I Constant**, you can enter the additional amount in the **Additional Principal** field, or you can enter an amount in the **Override Payment Amount** field to override this default amount.<br><br>**Note:** If this loan has a modified payment schedule set up (using the Loans > Transactions > CP2 screen, Payment Schedule tab), the amount defaulted into the **Amount** field for recurring payments will reflect the amount from the payment schedule. |
| **Additional Principal**<br><br>*Mnemonic: RAOPMT* | If the customer wants to set up additional funds to include in recurring payments, enter that amount in this field. This amount will go directly toward paying down the principal, not the interest. |
| **Fee Amount**<br><br>*Mnemonic: RAFAMT* | If your institution charges a fee amount each time a recurring payment occurs, enter that amount in this field.<br><br>This fee is credited to your General Ledger account set up on the GOLD Services > General Ledger > G/L Account By Loan Type screen each time the recurring payment occurs. |
| **Add'l Reserve Amount**<br><br>*Mnemonic: RAR1PM* | If the borrower would like to include any additional amount for reserve payments, enter that amount in this field. This will go toward the **Reserve Balance** reflected on the Loans > Account Information > Reserves > Account Reserve Detail screen. |
| **Override Payment Amount**<br><br>*Mnemonic: RAREQA* | If the customer does not want to pay the **P/I Constant** amount reflected in the **Amount** field, you can enter a different amount in this field for the recurring payment. Each time the recurring payment is processed, it will use this amount. |

| Field | Description |
|---|---|
| **Frequency**<br><br>*Mnemonic: LNFREQ* | This field displays the loan payment frequency for the loan. This field is not file maintainable from this field. Use the **Frequency** field above to make changes to this field. |
| **Recurring...days prior to Due Date Effective**<br><br>*Mnemonic: RADYSB* | This field is only used with the following loan frequencies:<br><br>13 - Floating Payment<br>26 - Bi-weekly Payment<br>52 - Weekly Payment<br><br>Select from the **Recurring** field the number of days prior to the Due Date Effective date that you want the recurring payment to occur.<br><br>For example, if you select "2" in the **Recurring** field, and the **Due Date Effective** date is set for "10/08/2013," than two days before the new effective **Due Date**, the system will debit the account entered above, and apply that amount to the loan payment. |
| **Recurring Effective Date/Cycles on/End of Month**<br><br>*Mnemonic: RAPCYC* | These fields are only displayed on the screen if you select one of the following loan frequencies:<br><br>1 - Monthly Payment<br>2 - Bi-Monthly Payment<br>3 - Quarterly Payment<br>4 - Payment every 4 months<br>6 - Semi-Annual Payment<br>12 - Bi-Weekly Payment<br>24 - Semi-Monthly Payment<br><br>When one of the above loan frequencies is selected, the **Recurring** field is disabled and three new fields are displayed, as shown below:<br><br>Recurring Effective Date [10/31/2013 ▾] Cycles on: [31 ▾] ☑ End Of Month<br><br>**Recurring Effective Date**<br>    Enter the date you want the recurring payment to occur every month in this field. If it's a monthly payment, is will be that date every month (e.g., 1, 2, 3, 4, etc.). If it's a bi-monthly payment, if will be the<br><br>**Cycles on**<br>    This field displays the day on which recurring payments will be cycled.<br><br>    **Note:** Action code 72 will stop an ACH payment from processing until after the action date. Once the action date has passed, the next time the auto payment is set to cycle, it will post the payment and then automatically drop the action code and date. Any attempts to post the payment prior to the action date will be rejected, and the message "NO ACH WITHDRAWALS BEFORE ACTION DATE" will appear on the Afterhours Processing Exceptions Listing (FPSRP013).<br><br>    **Example:** A loan has a due date of 5/1. It is set up to cycle on the 10th of each month. An action code 72 with an action date of 6/1 is set up. On 5/10, the system would normally have attempted to process the ACH payment; however, because of the 6/1 action date, the system does not attempt to post the payment and displays it on the Afterhours Processing Exceptions Listing (FPSRP013). On the night of 6/10, the system will attempt to post the payment. Because the action date is in the past, it will post the payment and also delete the action code 72 and associated date.<br><br>**End Of Month**<br>    If you check this box, the recurring loan payment will always occur on the last day |

| Field | Description |
|---|---|
| | of the month according to the frequency. |
| **Stop Loan Autopay**<br><br>*Mnemonic: RASLAP* | Select this box if you want to stop processing this recurring payment without deleting the record from the system. You might not want to delete the recurring transaction, for example, if you believe the customer may want to resume it at another time. If the customer decides to resume the recurring payment, simply deselect this box. |
| **Stop Recurring Maturity**<br><br>*Mnemonic: LNASTP* | Select this box if you want recurring payments to stop when the loan is past the maturity date. If this box is selected, when the loan is past the maturity date, the message "LOAN PAST MATURITY–PAYMENT NOT REQUESTED" will appear on the Afterhours Processing Exceptions Listing (FPSRP013).<br><br>**Note:** Recurring payment transactions will be stopped only if they are greater than the actual maturity date. Transactions effective on the maturity date will still be posted. |
| **Cycle By Due Date**<br><br>*Mnemonic: RABYDU* | If you check this box, the **Due Date** will be used for the date the recurring payment is processed. When you check this box, the **Recurring Effective Date** fields become disabled, and the **Recurring** field and **days prior to Due Date Effective** fields become enabled. You should then select how many days before the **Due Date** this customer wants the automatic recurring payment processed. |
| **Auto Pmt is Savings**<br><br>*Mnemonic: RAACCK* | Select this box if the **Account Number** entered for this recurring payment is a savings account. |
| **Payments Due field group** | The Payments Due field group on the Loan Information tab of the Payment Information screen displays any past due payments. See the following example of this field group, followed by descriptions of the fields.<br><br>**Payments Due**<br>Total Due     407.00<br>Partial Payment Due<br><br>**Summary of Past Due Payments**<br>Due Date   Number   @   Payment   Total<br>10/09/2013    1           387.00    387.00<br><br>Remaining Portion Due<br>Plus Late Charges     20.00<br>Plus Fees<br>Less Partial Payments Already Paid<br>Misc Funds<br>Lifetime Late Charges Collected    200.00<br>Interim Late Charges |
| **Total Due**<br><br>*Mnemonic: CLSTOT* | This field shows the total amount due on the loan to bring it to a current status. It is the sum of all payments due on the loan plus late charges and fees minus partial payments (**Applied To Payment**) made.<br><br>If the loan is past maturity, the message "Loan Payoff Due!" will be displayed in this field. |
| **Partial Payment Due**<br><br>*Mnemonic: LNPICN - LNPRTL* | This is a calculated field that displays the amount to bring the loan current. This field is calculated by taking the amount in the **P/I Constant** field and subtracting the amount in the **Applied To Payment** field, as follows:<br><br>LNPICN - LNPRTL = **Partial Payment Due** |

| Field | Description |
|---|---|
| **Summary of Past Due Payments**<br><br>*Mnemonics:*<br>*CLDAT1_0-3, CLCNT1_0-3,*<br>*CLTOT1_0-3, CLTOT2_0-3* | These fields display any past due payments and the number of times the payment has been late. These fields allow for four due dates. The three additional due dates are used for graduated payments, adjustable rate mortgages, or whenever the payment is not a fixed amount for the life of the loan. The dates will be broken down by each payment change. If a modified payment schedule has been set up on the Loans > Transactions > CP2 screen, Payment Schedule tab, the modified payment will be displayed here.<br><br>For example, a loan is six months delinquent. In that time, the loan has had one payment amount change. For two months, the payment was at $360.00 per month. For the other four months, the loan payment was at $400.00 per month. Two dates will be listed in this column: first for the most recent payment amount, and second for the oldest payment amount.<br><br>The **Number @** fields show the number of payments owing at (or @) a specific payment amount. If a customer has not made the last six payments due on the loan, and three of the months payments were at $360 and the other three were at $400, then this field would show the loan as three times late at (@) one payment amount, and three times late at (@) the other payment amount.<br><br>The **Payment** amount displays the **P/I Constant** amount for one frequency.<br><br>The **Total** field displays the total of all payments owed on the loan. It multiplies the payment amount due times the number of payments late. For graduated payments, each payment change will be totaled in these fields.<br><br>For example, if a loan was late for three payments at a rate of $350 and late for two payments at a rate of $400 dollars, then the total would show as $1050 for the first payment amount, and $800 for the second payment amount. A grand total of payments due, plus late charges and fees, is totaled at the top of this field group. This amount is added to calculate the **Total Due** field on this screen. |
| **Remaining Portion Due**<br><br>*Mnemonic: LNRPDU, LNPDUE* | This field is used in connection with the **Roll Due Date Within**, **Dollars/Percent** fields on the Loans > Account Information > Account Detail screen, Payment Detail tab. It stores the remaining unpaid portion of the payment. The amount is then added to the total due on the billing statement (Bill and Receipt, Pmt Mth 0, 6, and 7 (Cycled Billing) (FPSRP003) and Bill and Receipt, Pmt Mth 0, 6, and 7 (Variable Billing) (FPSRP155)).<br><br>When payments are posted to the loan, the remaining portion due is paid before the roll limit is checked. So, if the payment minus the remaining portion due is less than the roll limit, the due date will not roll.<br><br>**Example:** The payment sent was $100.00, the remaining due is $30.00, and the limit is $80.00. The system will pay the remaining due leaving $70.00 left, which is less than the roll limit of $80.00. The due date will not roll. Using the same example, but changing the payment amount to $110.00, the system will again pay the remaining due leaving $80.00, which is equal to the roll limit. The due date will roll and the difference between the roll limit and the payment amount will be added to the remaining portion due. |
| **Plus Late Charges**<br><br>*Mnemonic: LNLATE* | This is a calculated field that shows the total amount of late charges due on the loan. Late charges come from the **Late Charges Due** field on the Late/NSF tab on the Account Detail screen. This amount is added to the **Plus Fees** field on this screen to calculate the **Total Due**.<br><br>See also the **Due Date Last Rolled field** for information about an option that affects when late charges are assessed. |
| **Plus Fees**<br><br>*Mnemonic: LNFEES* | This is a calculated field that shows the total amount of late charges due on the loan. Fees are pulled from the **Total Loan Fees** field in the Fee Totals field group on the Daily Statistics & Fees tab on the Loans > Account Information > Additional Loan Fields screen. These amounts are added to calculate the **Total Due** field on this screen. |

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| Field | Description |
|---|---|
| **Less Partial Payments Already Paid**<br><br>*Mnemonic: LNPRTL* | This field shows funds paid to the loan but not applied to the loan because it was not a full payment. This amount comes from the **Applied To Payment** field. This amount will be subtracted to calculate the **Total Due**. |
| **Misc Funds**<br><br>*Mnemonic: LNMISC* | This field shows all miscellaneous funds on the loan. This is a money field entered through a teller transaction only. The use of this field can be determined by your institution. Possible uses are insurance claim funds or rents collected on properties in foreclosure. The **Misc Funds** field is a memo field for rental accounts (payment method 8). |
| **Lifetime Late Charges Collected**<br><br>*Mnemonic: LNLLTC* | This field contains the total late charges collected over the life of the loan. It is updated each time a late charge is assessed or reversed.<br><br>**Note:** An institution option, "Keep Life of Loan Late Charges?" (KLLT), is available. Using this option will prevent the **Lifetime Late Charges Collected** field from being cleared when performing the Judgment transaction (tran code 2510-02) or when the Bankruptcy transaction (only available on the Loans > Bankruptcy screen) is run. |
| **Interim Late Charges**<br><br>*Mnemonic: MRCLCC* | The **Interim Late Charges** field will appear on this screen only if institution option OP04 UDQG is "Y." This field stores an accumulated amount of late charges collected over a period of time. This field is cleared whenever the following happens:<br><br>• An Interest-Only transaction (2600-03) is run.<br><br>• A Judgment transaction (2510-02) is run.<br><br>• A CP2 (Exception) transaction (2600-00) is run.<br><br>The account is brought current (anytime the due date is advanced beyond the transaction date).<br><br>This field is used in conjunction with the **Applied To Payment** field during the "grading" process. |

# Recurring Information (FPRA) Tab

The Recurring Information (FPRA) tab on the Payment Information screen is only displayed if the FPRA option (Use FPRA for Recurring ACH Payments) is *not* set. You can use this tab or the Recurring field group on the Loan Information tab to set up recurring payments. We suggest you do not use both on the same account, however.

See Setting Up Recurring Payments for step-by-step instructions on how to set up recurring payments from the Recurring field group.

Once you set up recurring payments, the message "Recurring Payments Scheduled" is displayed in the Payments Due field group on the Loan Information tab. This message quickly notifies employees that one-time automatic payments cannot be set up, as well as important payment information when contacting borrowers.



Additionally, the routing and account number you set up are saved on the ACH Accounts (FPEA) tab.

The following is an example of the Recurring Information tab, followed by descriptions of the fields on this tab.

**Loans > Account Information > Payment Information Screen, Recurring Information (FPRA) Tab**

## Field Descriptions

| Field | Description |
|---|---|
| **Routing Number**<br><br>*Mnemonic: RAABNK* | Enter the routing number of the financial institution for the recurring payment. After you click <Save Changes>, the system will notify you if the routing number entered is not an approved ABA routing number by displaying an error provider icon , with a pop-up error that says, "Bank Routing Number not on file." You will need to correct the routing number before you can save the recurring payment.<br><br>☞*TIP:* If this borrower already has a routing and transit number set up from previous transactions and entered on the ACH Accounts (FPEA) tab, you can quickly copy and paste that information into these fields. |
| **Account Number**<br><br>*Mnemonic: RAACH#* | Enter the account number of the financial institution for the recurring payment. |
| **Amount**<br><br>*Mnemonic: RAACH$* | When you click <Start Recurring> to set up a recurring payment record, the system automatically enters the **P/I Constant** amount in this field. You cannot make changes to this field. However, if the borrower wants to pay more than the **P/I Constant**, you can enter the additional amount in the **Additional Principal** field, or you can enter an amount in the **Override Payment Amount** field to override this default amount.<br><br>*Remember:* If this loan has a modified payment schedule set up (using the Loans > Transactions > CP2 screen, Payment Schedule tab), the amount defaulted into the **Amount** field for recurring payments will reflect the amount from the payment schedule. |
| **Additional Principal** | If the customer wants to set up additional funds to include in recurring payments, enter that amount in this field. This amount will go directly toward paying down the |

| Field | Description |
|---|---|
| Mnemonic: RAOPMT | principal, not the interest. |
| **Fee Amount**<br><br>Mnemonic: RAFAMT | If your institution charges a fee amount each time a recurring payment occurs, enter that amount in this field. This fee is credited to your General Ledger account set up on the GOLD Services > General Ledger > G/L Account By Loan Type screen each time the recurring payment occurs. |
| **Add'l Reserve Amount**<br><br>Mnemonic: RAR1PM | If the borrower would like to include any additional amount for reserve payments, enter that amount in this field. This will go toward the **Reserve Balance** reflected on the Loans > Account Information > Reserves > Account Reserve Detail screen. |
| **Override Payment Amount**<br><br>Mnemonic: RAREQA | If the customer does not want to pay the **P/I Constant** amount reflected in the **Amount** field, you can enter a different amount in this field for the recurring payment. Each time the recurring payment is processed, it will use this amount. |
| **Frequency**<br><br>Mnemonic: LNFREQ | This field displays the loan payment frequency for the loan. This field is not file maintainable from this field. Use the **Frequency** field above to make changes to this field. |
| **Recurring...days prior to Due Date Effective**<br><br>Mnemonic: RADYSB | This field is only used with the following loan frequencies:<br><br>13 - Floating Payment<br>26 - Bi-weekly Payment<br>52 - Weekly Payment<br><br>Select from the **Recurring** field the number of days prior to the Due Date Effective date that you want the recurring payment to occur.<br><br>For example, if you select "2" in the **Recurring** field, and the **Due Date Effective** date is set for "10/08/2013," than two days before the new effective **Due Date**, the system will debit the account entered above, and apply that amount to the loan payment. |
| **Recurring Effective Date/Cycles on/End of Month**<br><br>Mnemonic: RAPCYC | These fields are only displayed on the screen if you select one of the following loan frequencies:<br><br>1 - Monthly Payment<br>2 - Bi-Monthly Payment<br>3 - Quarterly Payment<br>4 - Payment every 4 months<br>6 - Semi-Annual Payment<br>12 - Bi-Weekly Payment<br>24 - Semi-Monthly Payment<br><br>When one of the above loan frequencies is selected, the **Recurring** field is disabled and three new fields are displayed, as shown below:<br><br>Recurring Effective Date [10/31/2013 ▾]   Cycles on: [31 ▾]   ☑ End Of Month<br><br>**Recurring Effective Date**<br>    Enter the date you want the recurring payment to occur every month in this field. If it's a monthly payment, is will be that date every month (e.g., 1, 2, 3, 4, etc.). If it's a bi-monthly payment, if will be the<br><br>**Cycles on**<br>    This field displays the day on which recurring payments will be cycled.<br><br>    **Note:** Action code 72 will stop an ACH payment from processing until after the action date. Once the action date has passed, the next time the auto payment is set to cycle, it will post the payment and then automatically drop the action |

| Field | Description |
|---|---|
| | code and date. Any attempts to post the payment prior to the action date will be rejected, and the message "NO ACH WITHDRAWALS BEFORE ACTION DATE" will appear on the Afterhours Processing Exceptions Listing (FPSRP013). |
| | **Example:** A loan has a due date of 5/1. It is set up to cycle on the 10th of each month. An action code 72 with an action date of 6/1 is set up. On 5/10, the system would normally have attempted to process the ACH payment; however, because of the 6/1 action date, the system does not attempt to post the payment and displays it on the Afterhours Processing Exceptions Listing (FPSRP013). On the night of 6/10, the system will attempt to post the payment. Because the action date is in the past, it will post the payment and also delete the action code 72 and associated date. |
| | **End Of Month** <br> If you check this box, the recurring loan payment will always occur on the last day of the month according to the frequency. |
| **Auto Pmt is Savings** <br><br> *Mnemonic: RAACCK* | Select this box if the **Account Number** entered for this recurring payment is a savings account. Once the recurring payment is set up and displayed on the ACH Accounts (FPEA) tab, the **Savings** box for this account will be checked. |
| **Stop Loan Autopay** <br><br> *Mnemonic: RASLAP* | Select this box if you want to stop processing this recurring payment without deleting the record from the system. You might not want to delete the recurring transaction, for example, if you believe the customer may want to resume it at another time. If the customer decides to resume the recurring payment, simply deselect this box. |
| **Cycle By Due Date** <br><br> *Mnemonic: RABYDU* | If you check this box, the **Due Date** will be used for the date the recurring payment is processed. When you check this box, the **Recurring Effective Date** fields become disabled, and the **Recurring** field and **days prior to Due Date Effective** fields become enabled. You should then select how many days before the **Due Date** this customer wants the automatic recurring payment processed. |

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SYSTEMS

# One Time ACH (FPAS) Tab

The One Time ACH (FPAS) tab on the Payment Information screen displays a history of any one-time ACH payments set up for this account. This tab is useful if a customer has made one-time payments in the past, and they want to use the same routing and account number used previously. One-time ACH payments can be made from the Loans > Transactions > EZPay screen or the Loans > Transactions > One-Time Autopay screen.

This tab shows the following information concerning any one-time payments:

- Routing and account number
- Effective date of the payment transaction
- Amount of the payment
- Any fees associated with the payment
- Whether or not a savings account was used as the routing and account number
- The date the one-time payment was created
- Whether or not the payment was used only one time.

See the following example of this tab:



**Loans > Account Information > Payment Information Screen, One Time ACH (FPAS) Tab**

# ACH Accounts (FPEA) Tab

The ACH Accounts (FPEA) tab on the Payment Information screen displays any ACH accounts that have been set up for this account. ACH accounts are already added when a recurring payment is made. Additionally, any time you add an external account for this account using the External Accounts link from many screens in CIM GOLD (including at the bottom of this tab), that account information is added to this tab.

The list view on this screen displays the name on the account, the routing and account number of the account where the ACH payment is withdrawn, and whether or not this ACH account is a savings account.

You can select a different name tied to this account using the **Name** field at the bottom of this screen. When you select a different name (as tied together on the Customer Relationship Management > Households screen), any external accounts for that person will be displayed.

See the following example of this tab:



**Loans > Account Information > Payment Information Screen, ACH Accounts (FPEA) Tab**