

Mortgage+Care

Configuring ACH

Automated Clearing House (ACH) Processing is an add-on module in Mortgage Care. Contact the sales department if you need it and the option is greyed out.

1. Enable Investor ACH. Use the Investors Icon to select the investor you want to enable direct deposit / ACH for. In the **Direct Deposit** section, check the **Send Direct Deposit Letter / ACH** checkbox. Fill out the investor's bank account information.

The screenshot shows the 'Edit Investor Information' window. The 'Direct Deposit' section is highlighted with a red box. It contains the following fields and options:

- Send Direct Deposit Letter / ACH
- Print Check Override
- Investor Bank Info: [Text Field]
- Investor Account#: [Text Field]
- Bank ABA#: [Text Field]
- Account Type: [Dropdown Menu]

2. Enable Borrower ACH. Use the Borrower Icon to select the borrower you wish to enable Direct Withdrawal / ACH for. On the **Agent** tab, in the **Direct Withdrawal** section, check the **Collect Payment via ACH** checkbox. Fill out the

borrower's bank account information.

Edit Borrower Information

Borrower Account Number **1000**

Red fields are required

Select Envelope Close

Borrower Info | Loan Info | Property Agent | Encumbrance | Closing Cost | Distribution | CA BRE | Custom

Loan Officer: [] Processor: [] Rep's #: []

Insurance Agent: dasdas City, St, Zip: [] Next Due Date: [] Other Insured Name: []

Company: [] Phone: [] Insurance Amount: 0.00 Other Ins. Notes: []

Street: [] Policy #: [] Insurance Cost: 0.00 Email: []

Escrow Agent: RENE City, St, Zip: SAN JOSE, CA 94001 Escrow #: []

Company: OLD REPUBLIC TITLE Phone #: 408-555-4600 Email: []

Street: 100 MAIN STREET Fax #: []

Title Agent: [] City, St, Zip: SAN JOSE, CA 94001 Title #: []

Company: OLD REPUBLIC TITLE Phone #: 800-554-3400 Email: []

Street: 680 NORTH FIRST STREET Fax #: []

Loan Source: BARBARA LAW City, St, Zip: SAN FRANCISCO, CA 92100 RE License: 0184500 Referral Fee: 0.50

Company: REA ASSOCIATES Phone #: 415-555-3456 NMLS #: []

Street: 5600 UNION DRIVE Email: [] Fax #: []

Tax Authority: [] City, St, Zip: [] Tax Amount: 800.00

Agent: [] Phone #: [] APN #: []

Street: [] Fax #: []

Direct Withdrawal Collect Payment via ACH Suspended

Bank Info: [] Bank ABA#: []

Account#: [] Account Type: []

Disbursing Funds via ACH

1. Run Investor ACH Report. Open the ACH window from the Mortgage+Care Menu: Servicing -> Disbursements -> ACH.

Investor Payments is selected by default.

ACH Check Export ✕

Investor Payments Borrower Payments

Check Date From: 10/ 1/2011 To: 10/14/2014

Effective Date: 10/15/2014

Effective Date should be next BUSINESS day after today

Export File Name: EXPORT1.ACH

Set the **Check Date** range to include any checks with a **Hold to Date** in the From / To range. Set the **Effective Date** to the date of the ACH transaction will take place. Click the **Report** button. The report displays checks that are waiting to be printed for the investors with ACH enabled. You may print or save this report for your records.

2. Create ACH File. On the ACH **Check Export** window, set the **Export File Name** by clicking the ... button and selecting a location for the file to be stored. Give the file a unique name. Click the **Create File** button. The information that appeared on the ACH report will be included in the ACH file. This file is ready to be submitted to NACHA.

3. Print Checks. Now that the ACH report has been printed and the ACH file submitted, print checks from the Servicing -> Disbursements -> Print Checks menu. Checks that are intended for investors with ACH enabled will print with 'NON – NEGOTIABLE' written on them. These checks should be printed and sent to the investors for record keeping.

<p>CONSULTING PLUS INC. CONSULTING PLUS SERVICING ACCOUNT 1234 MAIN STREET SOUTH SAN FRANCISCO, CA 94549 (408) 224-7470</p>	<p>BANK OF AMERICA 230 MAIN STREET SAN JOSE, ST 94001 SAN JOSE 12345678</p>	<p style="text-align: right;">CHECK# 10049</p> <p style="text-align: center; font-size: small;">VOID AFTER 90 DAYS</p>						
<p>NON - NEGOTIABLE</p> <p>PAY ONE THOUSAND EIGHT HUNDRED NINETY-ONE AND 94 / 100 DOLLARS</p>								
<p>Pay To: MR SAMPLE INVESTOR The Order Of: C/O FIRST NATIONAL BANK 45 FIRST STREET SAN FRANCISCO CA 94401</p>	<table border="1" style="margin: 0 auto;"> <thead> <tr> <th style="font-size: x-small;">DATE</th> <th style="font-size: x-small;">CHECK NO</th> <th style="font-size: x-small;">PAY THE SUM OF</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">10/14/2014</td> <td style="text-align: center;">10049</td> <td style="text-align: center;">\$ 1,891.94</td> </tr> </tbody> </table> <p style="margin-top: 10px;">NON - NEGOTIABLE</p> <p style="text-align: center; font-size: x-small;">Authorized Signature _____</p>		DATE	CHECK NO	PAY THE SUM OF	10/14/2014	10049	\$ 1,891.94
DATE	CHECK NO	PAY THE SUM OF						
10/14/2014	10049	\$ 1,891.94						

Collecting Payments via ACH

1. Run Borrower ACH Report. Open the ACH window from Servicing -> Disbursements -> ACH. Select the **Borrower Payments** option.



Set the **Payment Date** range to include any borrower payments with a **Due Date** in the From / To range. Set the **Effective Date** to the date of the ACH transaction will take place. Click the **Report** button. The report displays payments that are due for the borrowers with ACH enabled. You may print or save this report for your records.

2. Create ACH File. On the ACH **Check Export** window, set the **Export File Name** by clicking the ... button and selecting a location for the file to be stored. Give the file a unique name. Click the **Create File** button. The information that appeared on the ACH report will be included in the ACH file. This file is ready to be submitted to NACHA.

3. Enter Payments. Use the **Payments** icon to open up the Loan Servicing Payments window. For each account that an ACH transaction was made for, enter the corresponding payment with a **Date Received** and **Deposit Date** matching the **Effective Date** of the ACH transaction.

