

Mortgage+Care

HOW TO DOC

Entering an Additional or Irregular Payment

My borrower sometimes sends their payment on more than one check, on different days. How do I enter an additional/irregular payment?

To enter an irregular/additional payment, you will need to add an additional payment to the last payment entered.

Navigate to the Payment Entry screen.



1. Click on the **Add Payment** button and press the Tab key until you get to the **Payment #** field.
2. Change the current payment number back to the previous payment number and press the Tab key, this will prompt the program to put a number in the **Add'l Payment #** field.
3. Enter corresponding dates.
4. Enter the **Amount Due** and **Amount Received**. The program automatically enters the amount received in the **Past Due/Unapplied** field with the code **UNA**.
5. Enter the amounts in the appropriate fields (Interest, Principle, Broker, etc.) and remove the code and dollar amounts in the **Past Due /Unapplied** fields.

Note: If the total amount received is to be held and applied at a later date, Mortgage+Care will add the unapplied total to the next payment.