

Mortgage+Care

HOW TO DOC

NSF Payments

NSF Payment Processing

To process an NSF Payment:

1. Click **Add Payment**
2. Select **NSF Check** option from the Dropdown menu of the **Payment Status**
3. Press the **Tab** key

The screenshot shows the 'Loan Servicing Payments' window. At the top, borrower information is displayed: Borrower Name: ANDREW WALTERS, Loan Number: C-01, Loan Amount: \$100,000.00, Balloon Date: 01/01/2044, Payment: \$1,028.61, Loan Type: Amortized, Late Charge: \$102.86, and Interest: In Arrears. A table on the left lists 'Date Due' entries for 02/01/2014, 04/01/2014, and 03/01/2014. The 'Payment Status' dropdown menu is highlighted with a red box and set to 'NSF Check'. Below this, there are fields for 'Payment #' (3), 'Add Payment #' (0), 'Int. Paid To Date', 'Payment Due Date' (04/01/2014), 'Date Received' (09/03/2014), 'Deposit Date' (09/03/2014), 'Hold To Date' (09/08/2014), and 'Next Payment Due' (05/01/2014). A summary section shows 'Borr. Coll. Fee' as \$0.00, 'Amount Due' as 1,028.61, 'Amount Received' as 1,028.61, and 'New Loan Balance' as 99,942.49. On the right, there are checkboxes for 'Posted', 'Printed', and 'Cleared', and a 'Total' field showing -\$1,028.61. The 'Add Payment' button is highlighted with a green plus sign.

The **NSF Fee** screen will appear.

The screenshot shows a small dialog box titled 'NSF Fee'. It contains the text 'NSF FEE you are charging \$' and a text input field with the value '20.00'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

4. Enter the NSF Fee amount and click on **OK**

NOTE: After entering the fee, the Payment # will automatically revert to the previous payment number and the Add'l Payment # will increase to show that this record is part of the prior payment.

5. Press the **Tab** key to the date fields. Use the same date the Bank notified you of the Returned Item in the **Date Received**, **Deposit Date**, and **Hold to Date** fields.

NOTE: The **Amount Due** field will reflect the NSF fee you are charging the borrower and the **Amount Received** and payment fields will reflect the reversal of the previous payment application.

Loan Servicing Payments

Borrower Name: ANDREW WALTERS Loan Number: C-01
Loan Amount: \$100,000.00 Balloon Date: 01/01/2044
Payment: \$1,028.61 Loan Type: Amortized
Late Charge: \$102.86 Interest: In Arrears

Payment Status: NSF Check Comments: NSF Adjustment

Payment #: 2 Check / Reference #: Posted Printed Cleared

Add'l Payment #: 2

Int. Paid To Date: 03/01/2014

Payment Due Date: 03/01/2014

Date Received: 03/06/2014

Deposit Date: 03/06/2014

Hold To Date: 03/06/2014

Next Payment Due: 03/01/2014

Borr. Coll. Fee: \$0.00

Amount Due: 20.00

Amount Received: -1,028.61

New Loan Balance: 99,971.39

Interest: -999.71
Principal: -28.90
Late Fees: 0.00
Broker: 0.00
Investor / PPP: 0.00

To: 0.00

Past Due / Unapplied: NSF 1,048.61

Past Due Balance: 1,048.61

Total: -\$1,028.61

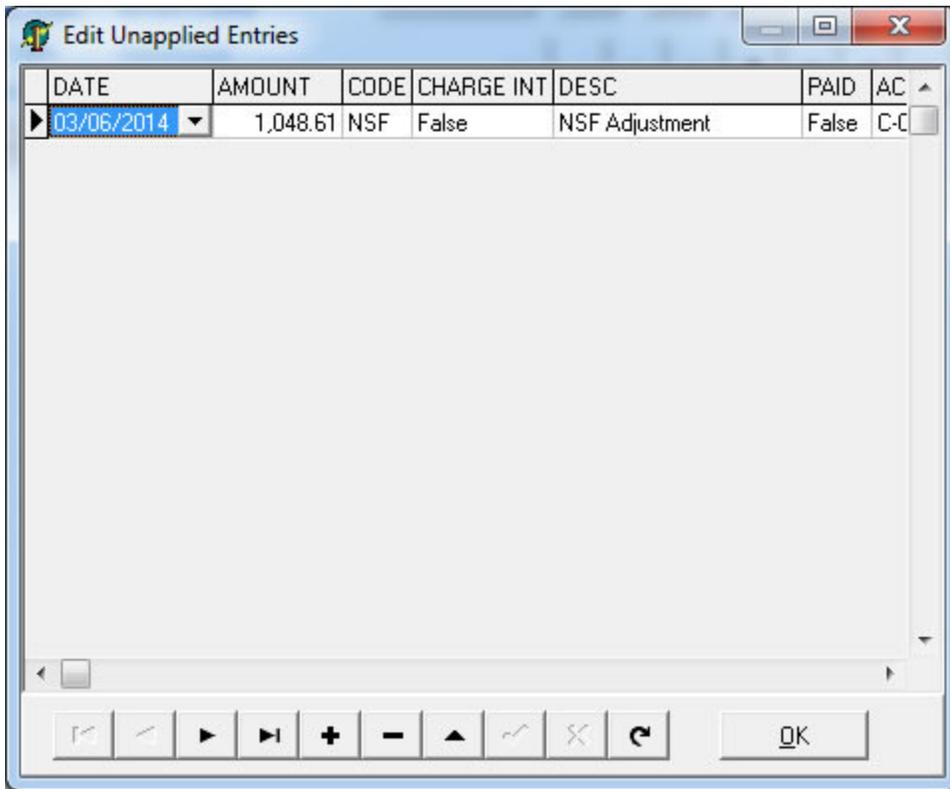
Servicing Fee: 0.00

Buttons: Edit Unapplied, Add Payment, Post Payment

6. Press the **Tab** key thru each field and click on the **Post Payment** button.

The **Edit Unapplied Entries** screen will appear.

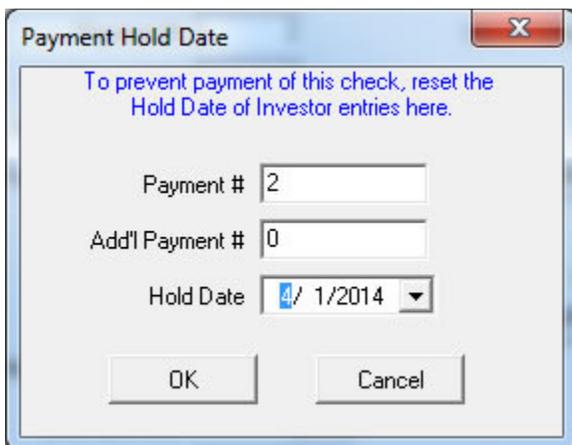
NOTE: The **Past Due/Unapplied** field will be set to the code **NSF** and reflect the total of the **Amount Received** and the **NSF Fee**. Posting the payment will create an entry in the **Edit Unapplied Entries** screen.



7. Change the **Date** on this screen to match the **Date Received** entered on the **Payment** screen and click **OK**.

The **Payment Hold Date** screen will appear.

NOTE: The program suggests the first day of the next month from the date the payment is entered, for the new "**Hold to Date**" on the original check entries created for your Investors/Lenders. Changing the dates will prevent this payment from appearing (printing) on your next check run, avoiding an overdraft of your Bank Account. You have the option to use the default date or the date your Borrower/Client promises to Re-pay.



8. Change the **Hold Date** or click on **OK** to accept the default date. The date chosen is now reflected on the initial payment screen.

Loan Servicing Payments

Borrower Name: ANDREW WALTERS Loan Number: C-01
 Loan Amount: \$100,000.00 Balloon Date: 01/01/2044
 Payment: \$1,028.61 Loan Type: Amortized
 Late Charge: \$102.86 Interest: In Arrears

Select [Pencil] [Calendar] [Print] [Home] Done

Navigation: [Left] [Right] [Home] [Back] [Forward] [Refresh]

Date Due	Payment Status	Current	Comments
02/01/2014			
03/01/2014			
03/01/2014			

Payment # 2 Check / Reference # [] Posted Printed Cleared

Add Payment # 0 Interest 999.71

Int. Paid To Date 03/01/2014 Principal 28.90

Payment Due Date 03/01/2014 Late Fees 0.00

Date Received 03/01/2014 Broker 0.00

Deposit Date 03/01/2014 Investor / PPP 0.00

Hold To Date 04/01/2014 To [] [Pencil] 0.00

Next Payment Due 04/01/2014 Past Due / Unapplied [] 0.00

Past Due Balance 0.00

Borr. Coll. Fee \$0.00

Amount Due 1,028.61

Amount Received 1,028.61

New Loan Balance 99,942.49

Total \$1,028.61

Servicing Fee 83.31

Buttons: Edit Unapplied, Add Payment, Post Payment