Loan Documentation Administration Guide

Overview

WebEquity Solutions (WES) lending application provides financial institutions with the ability to manage supporting loan documents with a new credit action **Loan Documentation** tab.

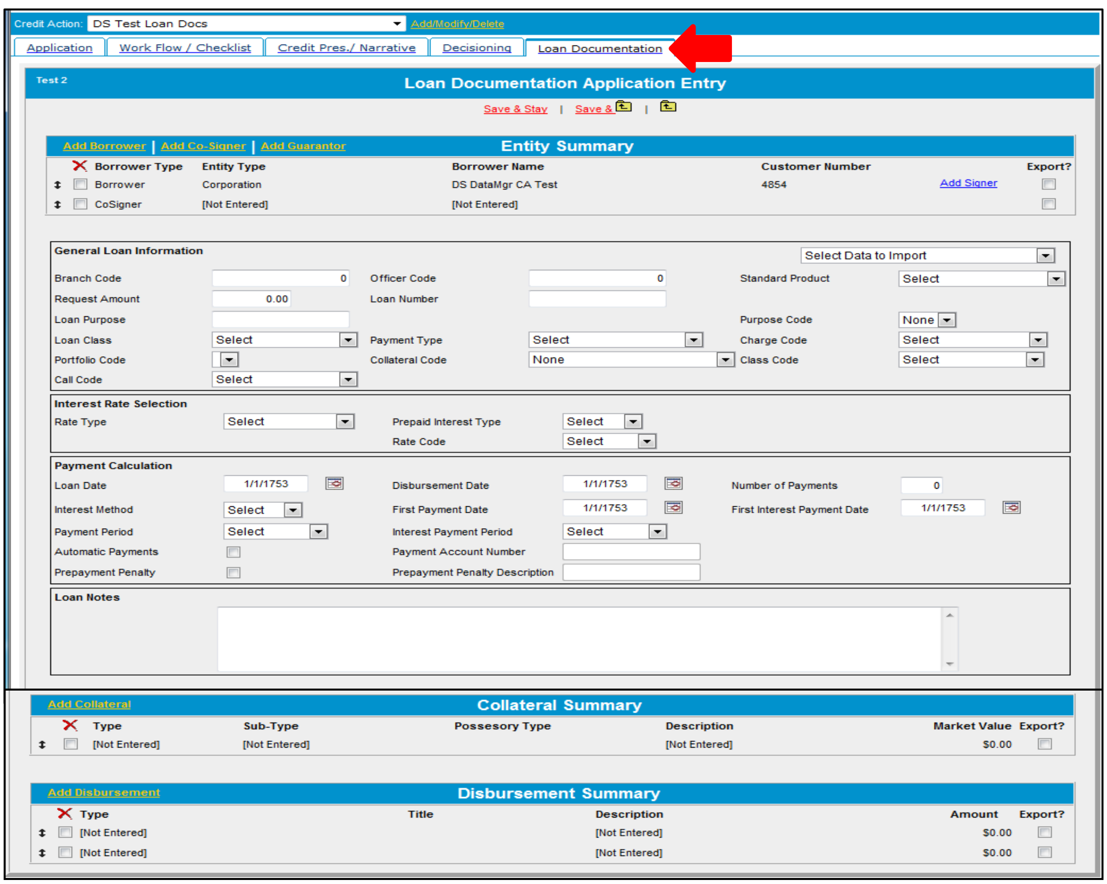
To assist in the efficient and accurate transfer of information from loan approval to loan documentation, this enhancement includes (1) a new form to effectively gather the information needed for loan documents and (2) the ability to export the information directly to a loan documentation provider (LaserPro or ComplianceOne).

To track loan documents using the new enhancement, system administration must configure default settings, the enhanced **Loan Document Setup**, and a process to export this information to a loan documentation vendor.

Features

The enhancement allows users to gather information helpful in the loan documentation process into one location. This provides the ability to expedite the information for your loan documentation fulfillment and to export related files to LaserPro or ComplianceOne.

Loan Documentation Tab



Updated 14.32 Release – 9/11/14

Benefit

This enhancement can provide one place where lenders can organize supporting loan documentation that can help facilitates a prompt and accurate loan closing.

Set Up

Access to the enhancement depends on your site configurations, security settings, and subscriptions. The new credit action form for loan documentation consists of predefined and customized fields configured by a system administrator.

FIELD DESCRIPTIONS AVAILABLE

To see field descriptions for the supported loan documentation systems, refer to the following WES documentation.

- **Addendum 1: LaserPro Field Descriptions**
- **Addendum 2: ComplianceOne Field Descriptions**

Definitions

TERM	EXPLANATION
ComplianceOne	ComplianceOne is a third-party vendor that manages loan and account transactions by connecting major parts of your institution (including lending, mortgage, deposit, and IRAs) into one solution. Subscription required. ComplianceOne was formerly known as ARTA Wolters Kluwer software.
Credit Action	Credit Action is a term for a WES form, such as an application or credit presentation, customized according to business needs. Users access site choices from the Credit Action drop-down list of the lending application.
Harland Financial LaserPro	LaserPro® is a third-party vendor that manages compliance documentation for multiple loan and deposit account opening types for lenders of all sizes. Subscription required.

Fact Sheet Topics

- Introduction to **Default Settings**, Navigation, and **Functionality Group Defaults**
- **Loan Document Setup**
  - **Loan Information**
  - **Borrower Information**
  - **Collateral Information**
  - **Disbursement Information**
- Introduction to Export Process
  - ComplianceOne **Setup Export Groups**
  - LaserPro **Defaults for Export Groups**
  - **Setup Forms Pkg**

Introduction to Default Settings

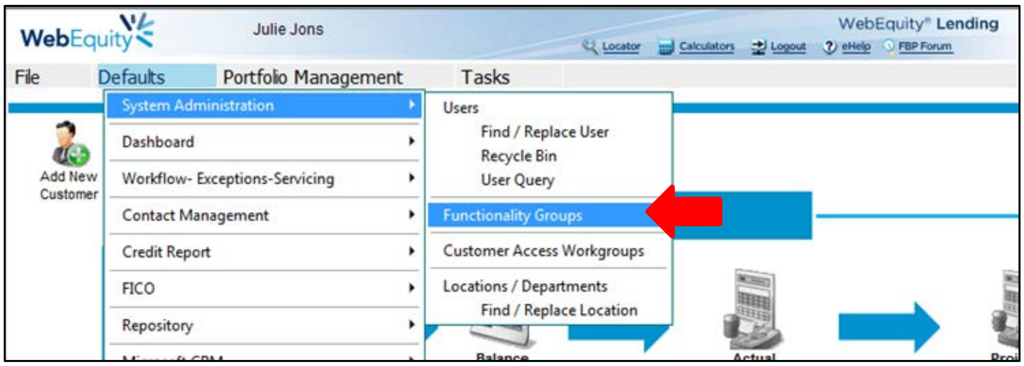
WES Professional Services is available to help configure settings for the **Loan Documents** feature.

If you prefer, your site system administrator can log into the WES application to access the **Defaults** drop-down list and review settings related to loan documents. Changes to default settings generally become effective after you log out and then return to the application.

Navigation

Defaults > System Administration > Functionality Groups

To set the defaults for a user group associated with the enhanced loan documentation, access **Defaults > System Administration > Functionality Groups**. Click your link to the appropriate functionality group.



Defaults Drop-Down Menu

Functionality Group

For the new **Loan Documentation** enhancement, configure your defaults and verify related legacy settings.

Overview of Loan Documentation Settings

Locator Menu/ Page Access	Customer Menu / Page Access
Defaults > • Defaults > Loan Documentation Systems > Doc Prep Form • Defaults > Loan Documentation Systems > Doc Prep Form > Add/Modify/Delete • Defaults > Loan Documentation Systems > Doc Prep Form > Edit Codes • Defaults > Loan Documentation Systems > Doc Prep Form > Setup Export Groups	Credit Action > • Credit Action > Doc Prep Form • Credit Action > Doc Prep Form > Add/ Modify/ Delete • Credit Action > Doc Prep Form > Lock • Credit Action > Doc Prep Form > Unlock • Credit Action > Add/ Modify/ Delete > Export To • Credit Action > Add/ Modify/ Delete > Export To > Laser Pro • Credit Action > Add/ Modify/ Delete > Export To ARTA Lending

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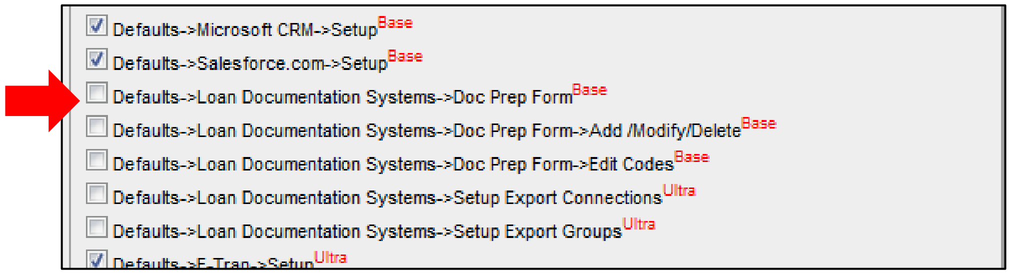
Functionality Group Defaults

STEP

1 In the **Locator Menu / Page Access** section (left) of the **Functionality Group** page, click the **Defaults** link.

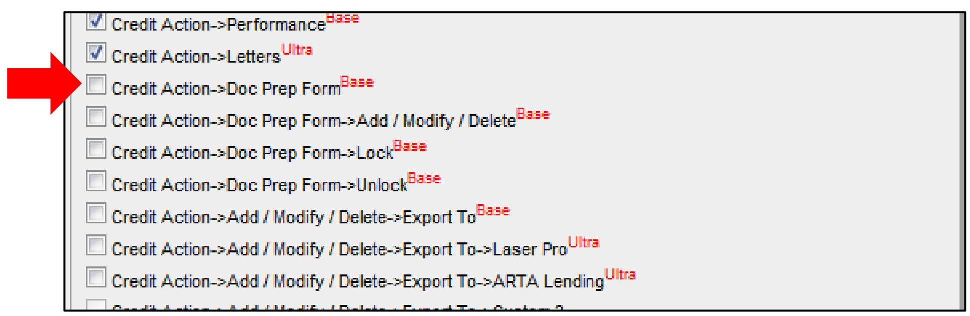


Checkboxes for Defaults > Loan Documentation Systems

a. Select the necessary checkboxes for the Loan Documentation System. This activates your ability to build default settings for the site.
For example, **Defaults > Loan Documentation Systems > Doc Prep Form** allows system administration to create the site's defaults model for loan documents.

b. Click **Save & Stay** link.

2 In the **Customer Menu / Page Access** section (left) of the **Functionality Group** page, click the **Credit Action** link.

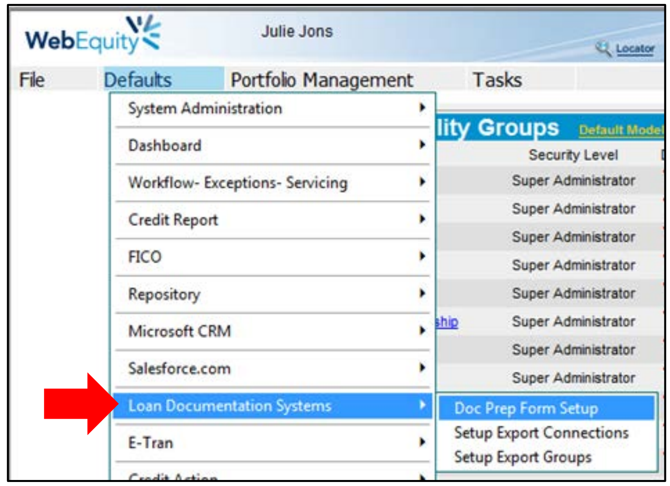


Checkboxes for Defaults > Credit Action

a. Select checkboxes to activate settings for the functionality group. This allows your users to work with the loan documentation template and to export to a vendor.

b. Click **Save & Return** link.

3 After activating the **Functionality Group** settings, you see the **Loan Documentation Systems** options from the **Defaults** drop-down list.

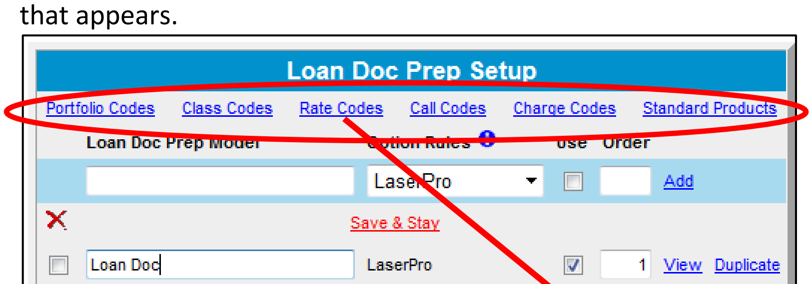


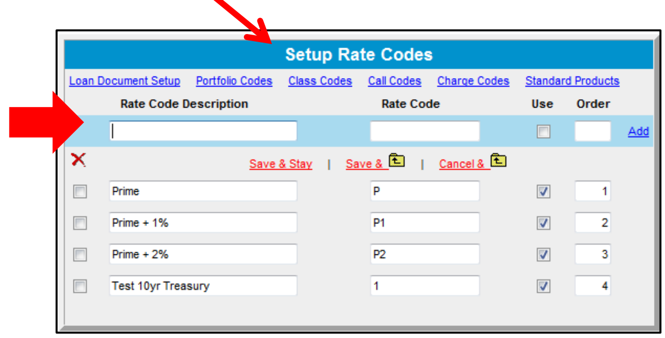
Loan Documentation Systems List

4 Select **Doc Prep Form Setup** from the drop-down list. Use the setup page that appears to add a code, or to add or delete a loan documentation model.

ADD CODE

To add your site's information, select a link for **Portfolio Codes**, **Class Codes**, **Rate Codes**, **Call Codes**, **Charge Codes**, or **Standard Products**. Complete the setup page that appears.



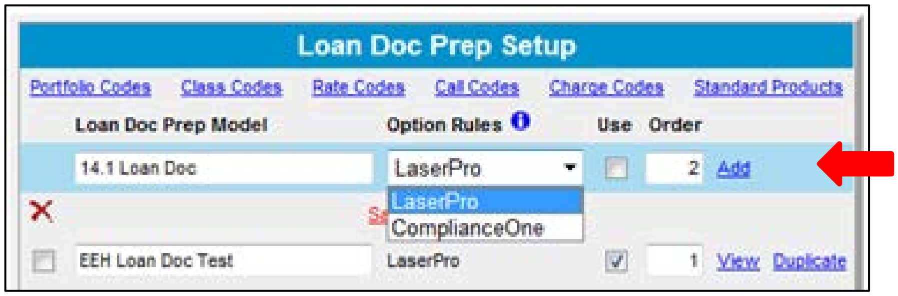


Example of Setup for Rate Codes

Step	General Instructions
a.	Type a unique name for your user display in **Description** entry box.
b.	Enter **Code** that matches the code of loan documentation vendor.
c.	Select the **Use** checkbox to activate.
d.	After you click the **Add** link, the new option appears in the list.

ADD NEW MODEL

To create a new loan documentation model for users to select, complete the **Add** information (blue line).



Example of Loan Doc Prep Setup

Step **Instructions**

a. Type unique name in **Loan Doc Prep Model**.

b. From the drop-down list, select the loan documentation vendor, either LaserPro or ComplianceOne , where you export your files.

To compare the two vendors, click the **Option Rules** icon

Option Rules	LaserPro	ComplianceOne
Entity Types:	• Corporation • Individual • Sole Proprietorship • Partnership • Limited Liability Company • Association • Government • Trust	• Corporation • Individual • Sole Proprietorship • General Partnership • Limited Liability Company • Irrevocable Trust • Limited Partnership • Limited Liability Partnership • Estate • Other • Cooperative • Revocable Trust • Association • Financial Institution • Domestic Government Unit • Foreign Government Unit
Payment Types:	• Installment • Single Pay • Balloon • Draw Down Line of Credit • Principal+Interest • Construction Permanent • Irregular • Revolving Line of Credit	• Fully Amortized • Balloon • Mortgage • Balloon Mortgage • Inhouse Mortgage • Single Payment • Interest Only • Mixed Principal and Interest • Level Principal Reduction • Unstructured • Irregular • Open End LOC • Single Pay LOC • Interest Only LOC
Rate Types:	• Fixed • Variable • Preferred Fixed • Preferred Variable	• Fixed • Variable
Disbursement Types:	• To Borrower(s) Account With Lender • To Borrower(s) By Check • To Lender for Loan Payoff • Payable to Others • Payoff Loan with Another Lender • Other Disbursement • Non - Loan Funds Contributed By Borrower	• Draft/Check • Bank Money Order • Demand Deposit • Negotiable Order of Withdrawal • Money Market • Share • Share Draft • Wire Transfer • Loan Payment • Credit Card Payment • Retail Account Payment • Wire Transfer Payment • Loan Payoff

Options Available from Loan Documentation Vendors

c. Select the **Use** checkbox to activate.

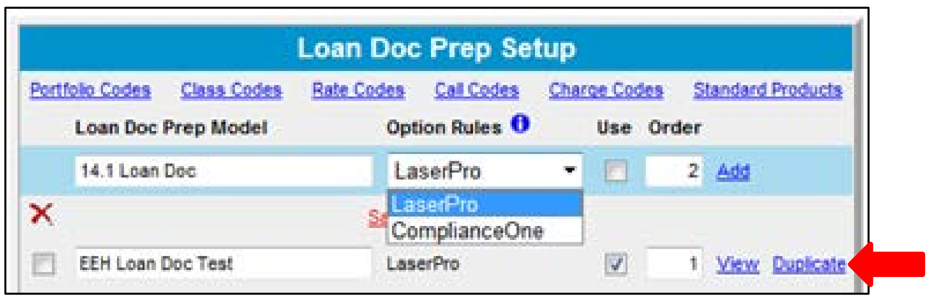
d. Enter a number in **Order** for where this is to appear in the list (below).

e. After you click the **Add** link, the new name appears in the list (below).

DELETE MODEL

To delete a model from the list, select the checkbox beside the model and click the **X**.

* *Loan Doc Prep Setup forms can only be deleted if this model has not been added to a client file.*



STEP 5

On the **Loan Doc Prep Setup**, click the **View** link to access the **Loan Document Setup** page where you select the checkboxes for the fields you want your users to see on the **Credit Action Loan Documentation** tab.

To re-create an existing setup, click the **Duplicate** link to add the copy to your list.

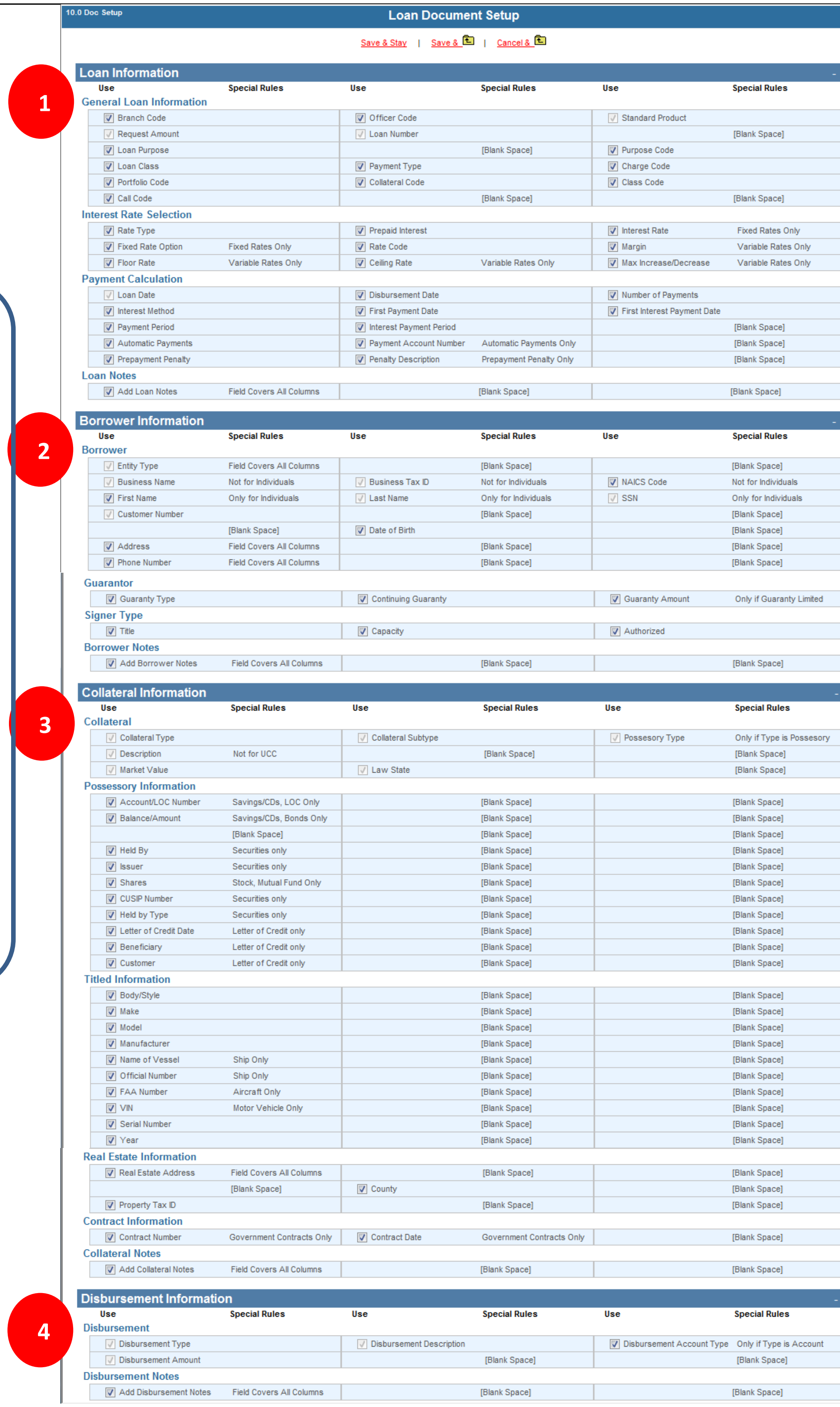
Loan Document Setup

BEST PRACTICES TIP

You can customize the look of this page for your users by moving sections to other locations.

To modify the layout, hold your pointer over the dots (left of title) and drag-and-drop the selection to another location.

You can also move entire sections within the layout.



10.0 Doc Setup

Loan Document Setup

Save & Stay | Save & | Cancel &

Loan Information

Use	Special Rules	Use	Special Rules	Use	Special Rules
General Loan Information					
Branch Code		Officer Code		Standard Product	
Request Amount		Loan Number			[Blank Space]
Loan Purpose			[Blank Space]	Purpose Code	
Loan Class		Payment Type		Charge Code	
Portfolio Code		Collateral Code		Class Code	
Call Code			[Blank Space]		[Blank Space]
Interest Rate Selection					
Rate Type		Prepaid Interest		Interest Rate	Fixed Rates Only
Fixed Rate Option	Fixed Rates Only	Rate Code		Margin	Variable Rates Only
Floor Rate	Variable Rates Only	Ceiling Rate	Variable Rates Only	Max Increase/Decrease	Variable Rates Only
Payment Calculation					
Loan Date		Disbursement Date		Number of Payments	
Interest Method		First Payment Date		First Interest Payment Date	
Payment Period		Interest Payment Period			[Blank Space]
Automatic Payments		Payment Account Number	Automatic Payments Only		[Blank Space]
Prepayment Penalty		Penalty Description	Prepayment Penalty Only		[Blank Space]
Loan Notes					
Add Loan Notes	Field Covers All Columns		[Blank Space]		[Blank Space]

Borrower Information

Use	Special Rules	Use	Special Rules	Use	Special Rules
Borrower					
Entity Type	Field Covers All Columns		[Blank Space]		[Blank Space]
Business Name	Not for Individuals	Business Tax ID	Not for Individuals	NAICS Code	Not for Individuals
First Name	Only for Individuals	Last Name	Only for Individuals	SSN	Only for Individuals
Customer Number			[Blank Space]		[Blank Space]
	[Blank Space]	Date of Birth			[Blank Space]
Address	Field Covers All Columns		[Blank Space]		[Blank Space]
Phone Number	Field Covers All Columns		[Blank Space]		[Blank Space]
Guarantor					
Guaranty Type		Continuing Guaranty		Guaranty Amount	Only if Guaranty Limited
Signer Type					
Title		Capacity		Authorized	
Borrower Notes					
Add Borrower Notes	Field Covers All Columns		[Blank Space]		[Blank Space]

Collateral Information

Use	Special Rules	Use	Special Rules	Use	Special Rules
Collateral					
Collateral Type		Collateral Subtype		Possesory Type	Only if Type is Possesory
Description	Not for UCC		[Blank Space]		[Blank Space]
Market Value		Law State			[Blank Space]
Possessory Information					
Account/LOC Number	Savings/CDs, LOC Only		[Blank Space]		[Blank Space]
Balance/Amount	Savings/CDs, Bonds Only		[Blank Space]		[Blank Space]
	[Blank Space]		[Blank Space]		[Blank Space]
Held By	Securities only		[Blank Space]		[Blank Space]
Issuer	Securities only		[Blank Space]		[Blank Space]
Shares	Stock, Mutual Fund Only		[Blank Space]		[Blank Space]
CUSIP Number	Securities only		[Blank Space]		[Blank Space]
Held by Type	Securities only		[Blank Space]		[Blank Space]
Letter of Credit Date	Letter of Credit only		[Blank Space]		[Blank Space]
Beneficiary	Letter of Credit only		[Blank Space]		[Blank Space]
Customer	Letter of Credit only		[Blank Space]		[Blank Space]
Titled Information					
Body/Style			[Blank Space]		[Blank Space]
Make			[Blank Space]		[Blank Space]
Model			[Blank Space]		[Blank Space]
Manufacturer			[Blank Space]		[Blank Space]
Name of Vessel	Ship Only		[Blank Space]		[Blank Space]
Official Number	Ship Only		[Blank Space]		[Blank Space]
FAA Number	Aircraft Only		[Blank Space]		[Blank Space]
VIN	Motor Vehicle Only		[Blank Space]		[Blank Space]
Serial Number			[Blank Space]		[Blank Space]
Year			[Blank Space]		[Blank Space]
Real Estate Information					
Real Estate Address	Field Covers All Columns		[Blank Space]		[Blank Space]
	[Blank Space]	County			[Blank Space]
Property Tax ID			[Blank Space]		[Blank Space]
Contract Information					
Contract Number	Government Contracts Only	Contract Date	Government Contracts Only		[Blank Space]
Collateral Notes					
Add Collateral Notes	Field Covers All Columns		[Blank Space]		[Blank Space]

Disbursement Information

Use	Special Rules	Use	Special Rules	Use	Special Rules
Disbursement					
Disbursement Type		Disbursement Description		Disbursement Account Type	Only if Type is Account
Disbursement Amount			[Blank Space]		[Blank Space]
Disbursement Notes					
Add Disbursement Notes	Field Covers All Columns		[Blank Space]		[Blank Space]

Loan Document Setup consists of options in four sections.

General Navigation Tips

NAVIGATION		ACTION
Checkbox		Select a checkbox to add its functionality to Loan Documentation. Uncheck to remove from the setup.
Icons		To modify the layout of this page for your user, hold your pointer over the dots (left of title) to drag-and-drop the selection to another location.
Links	• **Save & Stay**	Saves changes and keeps you on the page.
	• **Save &**	Saves changes and returns you to the previous page.
	• **Save & Menu**	Saves changes and returns you to the menu.

NOTE: Each section contains **Blank Space** options to customize according to your site's business needs.

1

Set Up Loan Information

Select checkboxes in the **Loan Information** section to activate functionality for the following.

- **General Loan Information**
- **Interest Rate Selection**
- **Payment Calculation**
- **Loan Notes**

Loan Information

Use	Special Rules	Use	Special Rules	Use	Special Rules
General Loan Information					
Branch Code		Officer Code		Standard Product	
Request Amount		Loan Number			[Blank Space]
Loan Purpose			[Blank Space]	Purpose Code	
Loan Class		Payment Type		Charge Code	
Portfolio Code		Collateral Code		Class Code	
Call Code			[Blank Space]		[Blank Space]
Interest Rate Selection					
Rate Type		Prepaid Interest		Interest Rate	Fixed Rates Only
Fixed Rate Option	Fixed Rates Only	Rate Code		Margin	Variable Rates Only
Floor Rate	Variable Rates Only	Ceiling Rate	Variable Rates Only	Max Increase/Decrease	Variable Rates Only
Payment Calculation					
Loan Date		Disbursement Date		Number of Payments	
Interest Method		First Payment Date		First Interest Payment Date	
Payment Period		Interest Payment Period			[Blank Space]
Automatic Payments		Payment Account Number	Automatic Payments Only		[Blank Space]
Prepayment Penalty		Penalty Description	Prepayment Penalty Only		[Blank Space]
Loan Notes					
Add Loan Notes	Field Covers All Columns		[Blank Space]		[Blank Space]

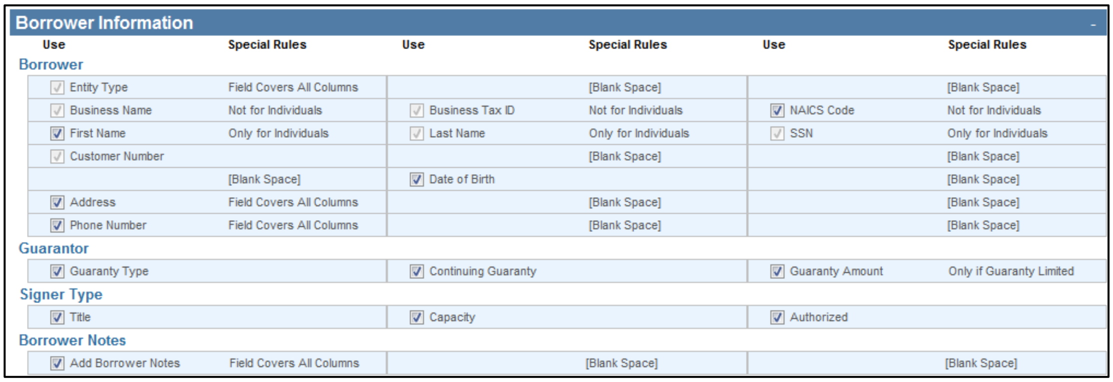
Example of Loan Information Options

2

Set Up Borrower Information

Select checkboxes in the **Borrower Information** section to activate functionality in the following subsections. Signer sections appear when using **Number of Signers** field.

- **Borrower**
- **Guarantor**
- **Signer Type**
- **Borrower Notes**



Borrower Information

Use	Special Rules	Use	Special Rules	Use	Special Rules
Borrower					
Entity Type	Field Covers All Columns		[Blank Space]		[Blank Space]
Business Name	Not for Individuals	Business Tax ID	Not for Individuals	NAICS Code	Not for Individuals
First Name	Only for Individuals	Last Name	Only for Individuals	SSN	Only for Individuals
Customer Number			[Blank Space]		[Blank Space]
	[Blank Space]	Date of Birth			[Blank Space]
Address	Field Covers All Columns		[Blank Space]		[Blank Space]
Phone Number	Field Covers All Columns		[Blank Space]		[Blank Space]
Guarantor					
Guaranty Type		Continuing Guaranty		Guaranty Amount	Only if Guaranty Limited
Signer Type					
Title		Capacity		Authorized	
Borrower Notes					
Add Borrower Notes	Field Covers All Columns		[Blank Space]		[Blank Space]

Example of Borrower Information Options

3

Set Up Collateral Information

Select checkboxes in the **Collateral Information** section to activate functionality in the following subsections.

- **Collateral**
- **Possessory Information**
- **Titled Information**
- **Real Estate Information**
- **Contract Information**
- **Collateral Notes**

3

Set Up Collateral Information

Use	Special Rules	Use	Special Rules	Use	Special Rules
Collateral Information					
Collateral					
Collateral Type		Collateral Subtype		Possesory Type	Only if Type is Possesory
Description	Not for UCC		[Blank Space]		[Blank Space]
Market Value		Law State			[Blank Space]
Possessory Information					
Account/LOC Number	Savings/CDs, LOC Only		[Blank Space]		[Blank Space]
Balance/Amount	Savings/CDs, Bonds Only		[Blank Space]		[Blank Space]
	[Blank Space]		[Blank Space]		[Blank Space]
Held By	Securities only		[Blank Space]		[Blank Space]
Issuer	Securities only		[Blank Space]		[Blank Space]
Shares	Stock, Mutual Fund Only		[Blank Space]		[Blank Space]
CUSIP Number	Securities only		[Blank Space]		[Blank Space]
Held by Type	Securities only		[Blank Space]		[Blank Space]
Letter of Credit Date	Letter of Credit only		[Blank Space]		[Blank Space]
Beneficiary	Letter of Credit only		[Blank Space]		[Blank Space]
Customer	Letter of Credit only		[Blank Space]		[Blank Space]
Titled Information					
Body/Style			[Blank Space]		[Blank Space]
Make			[Blank Space]		[Blank Space]
Model			[Blank Space]		[Blank Space]
Manufacturer			[Blank Space]		[Blank Space]
Name of Vessel	Ship Only		[Blank Space]		[Blank Space]
Official Number	Ship Only		[Blank Space]		[Blank Space]
FAA Number	Aircraft Only		[Blank Space]		[Blank Space]
VIN	Motor Vehicle Only		[Blank Space]		[Blank Space]
Serial Number			[Blank Space]		[Blank Space]
Year			[Blank Space]		[Blank Space]
Real Estate Information					
Real Estate Address	Field Covers All Columns		[Blank Space]		[Blank Space]
	[Blank Space]	County			[Blank Space]
Property Tax ID			[Blank Space]		[Blank Space]
Contract Information					
Contract Number	Government Contracts Only	Contract Date	Government Contracts Only		[Blank Space]
Collateral Notes					
Add Collateral Notes	Field Covers All Columns		[Blank Space]		[Blank Space]

Example of Collateral Information Options

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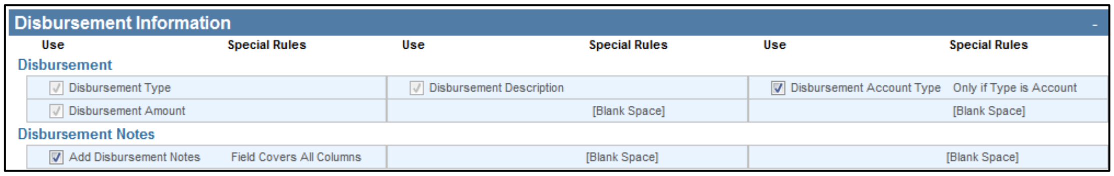
4

Set Up Disbursement Information

Select checkboxes in the **Disbursement Information** section to activate functionality in the following subsections.

- **Disbursement**
- **Disbursement Notes**

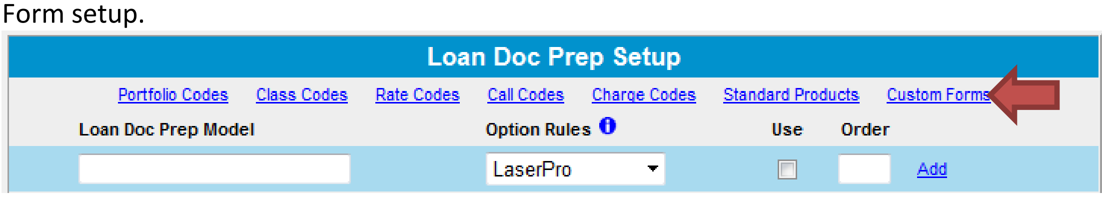


Example of Disbursement Information Options

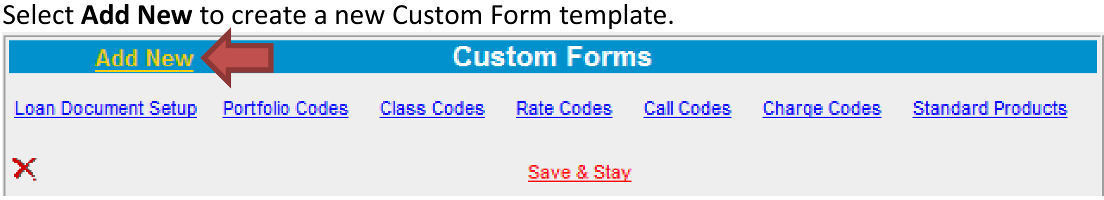
5

Add Custom Forms

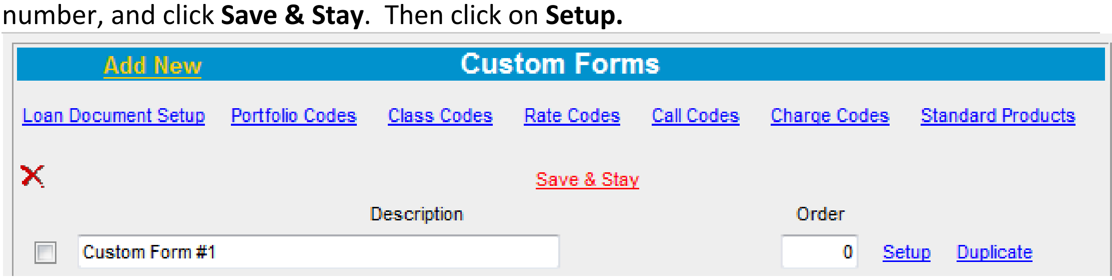
Go to **Defaults > Loan Documentation Systems > Doc Prep Form Setup**
Select the **Custom Forms** link in the Loan Doc Prep Setup section to access the Custom Form setup.



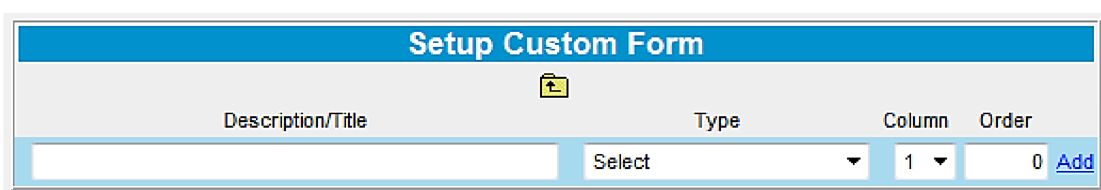
Select **Add New** to create a new Custom Form template.

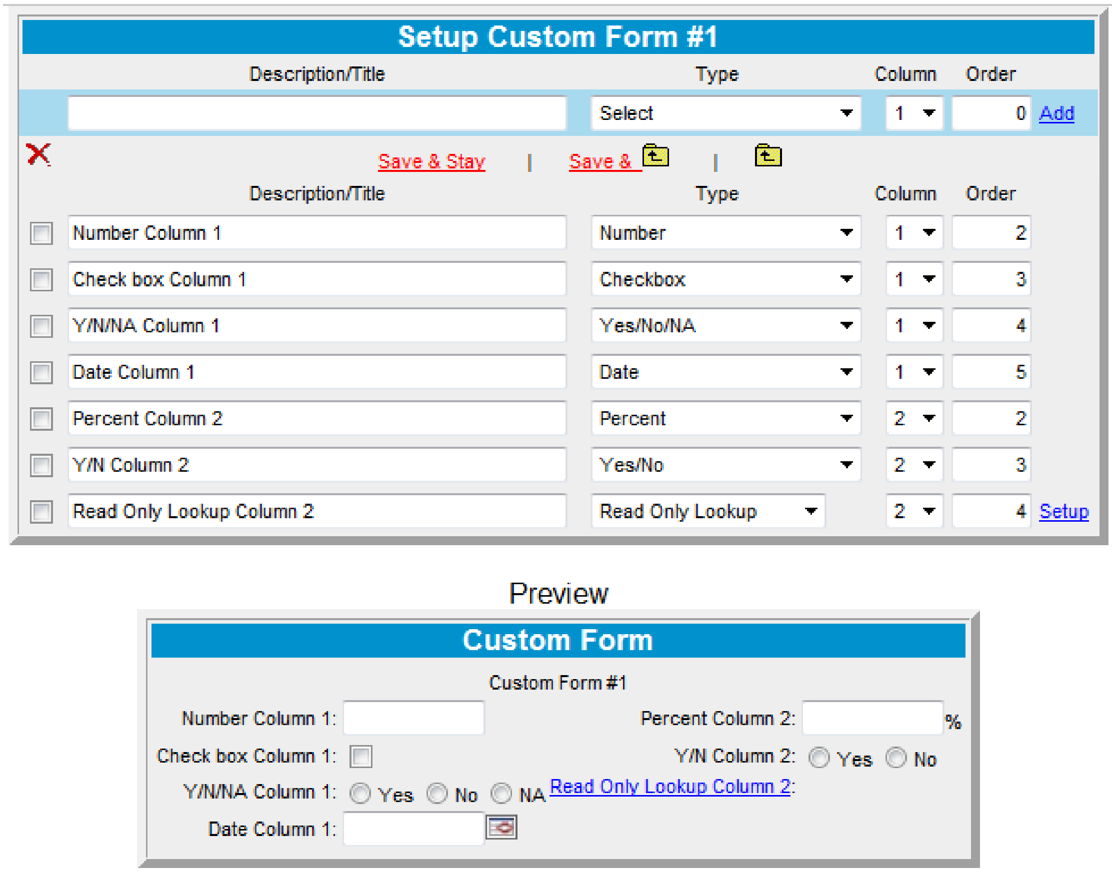


In the **Description** field, enter the name for the Custom Form template, enter a order number, and click **Save & Stay**. Then click on **Setup.**



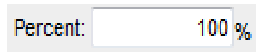
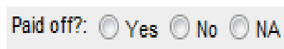
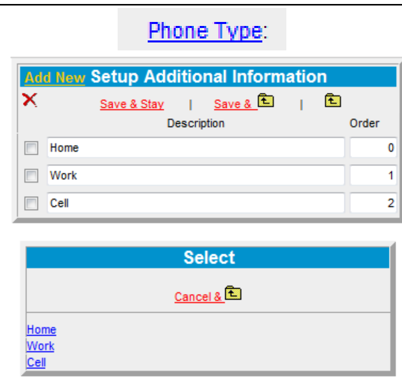
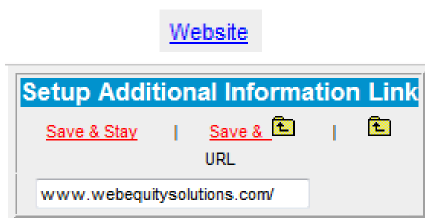
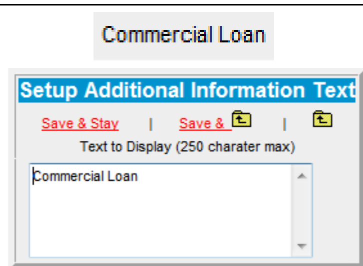
Setup each field by entering a **Description/Title**, selecting a **Type** for the field, and entering the **Column** selection and **Order** number to determine placement.
Click **Add** to include the option in the form setup and view in the **Preview** section below.
Click **Save & Stay** or **Save & Return.**





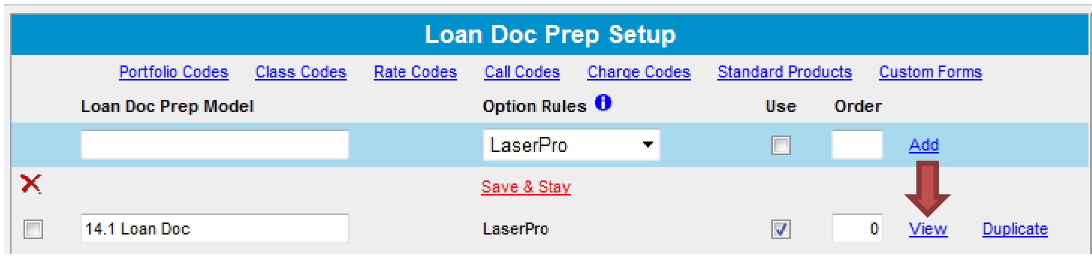
Example of Custom Form Setup

Custom Form Types

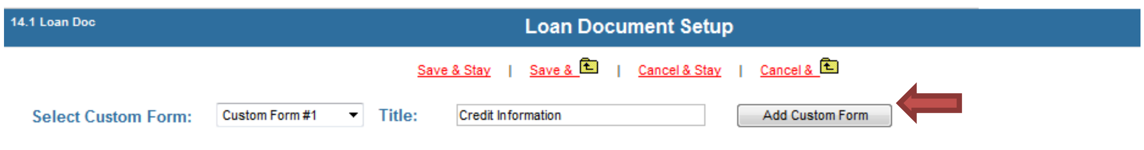
Type	Example	Description
Date		A date field can be added for users to enter a date. The calendar icon can also be used to select a date.
Number		Number field can be added to allow users to enter dollar amounts, loan numbers, etc.
Percent		Percent field can be added to allow users to enter a percentage amount.
Checkbox		Checkbox field can be added to allow users to include items to be checkmarked.
Yes/No/ NA		Radio buttons can be added to be used as indicators of Yes, No, or NA.
Read Only Lookup		After adding the Read Only Lookup type with a custom title, click on the **Setup** link. Setup Click **Add New** to add in the custom read only fields.
Link		After adding the Link type with a custom title, click on the **Setup** link. Setup Enter the URL for the website to create a link within the form.
Read Only Text		After adding the Read only text type with a custom title, click on the **Setup** link. Setup Enter the text in the box to display as read only on the form.

Go to **Defaults > Loan Documentation Systems > Doc Prep Form Setup**

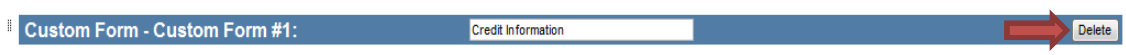
Select the **View** link of the Loan Doc Prep Model to add the custom form.



From the **Select Custom Form** drop down, select the custom form you created. You can also rename the **Title** of the form by supplying a custom title that will show on your loan document.
Click **Add Custom Form** once complete.



After the custom form has been added, it can be moved by clicking and dragging on the handlebars to the left of the section.



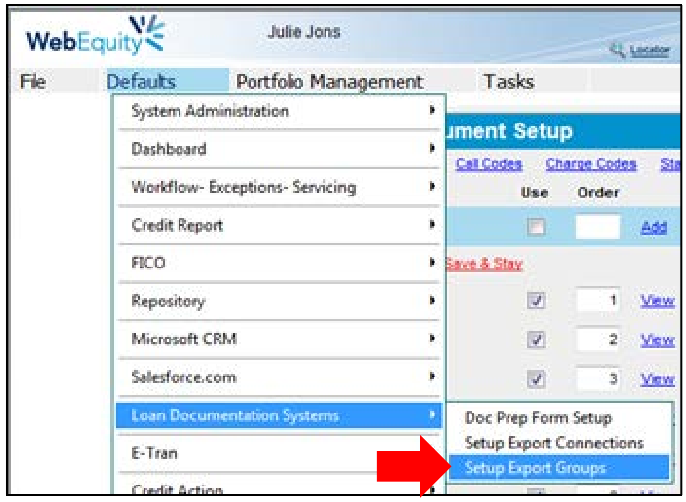
Custom forms can be deleted from a Loan Doc Prep Model by clicking the **Delete** button.
** Custom forms added to a Loan Doc Prep Model can only be deleted from the model if this model has not been added to a client file.*

Introduction to Export Process

Defaults > Loan Documentation Systems >

After completing the **Doc Prep From Setup**, establish the export process to generate the files to send to your third-party loan documentation vendor.

NOTE: For the initial export set up, coordinate the process with your vendor and the WES implementation group.



For LaserPro: Loan Documentation Systems > Setup Export Groups
OR
For ComplianceOne: Loan Documentation Systems > Setup Export Groups

Benefit

The setup provides the ability for users to directly export loan documentation data to other loan documentation systems without re-keying required.

Defaults for Export Groups

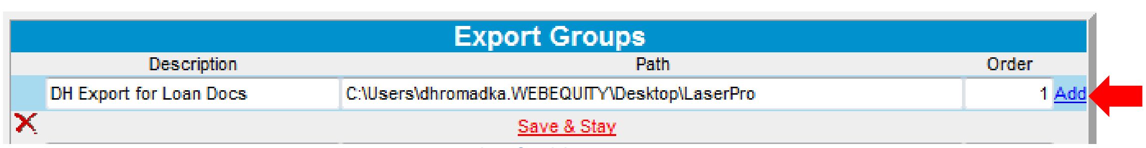
Defaults > System Administration > Setup Export Groups

Select a method to create the defaults for your LaserPro or ComplianceOne Export Groups:

- By **Export Groups** to provide flexibility for user to determine where to export
- By **Location/Department** to limit loan documentation files to a specified place

By Export Groups

Defaults > Loan Documentation Systems > Setup Export Groups

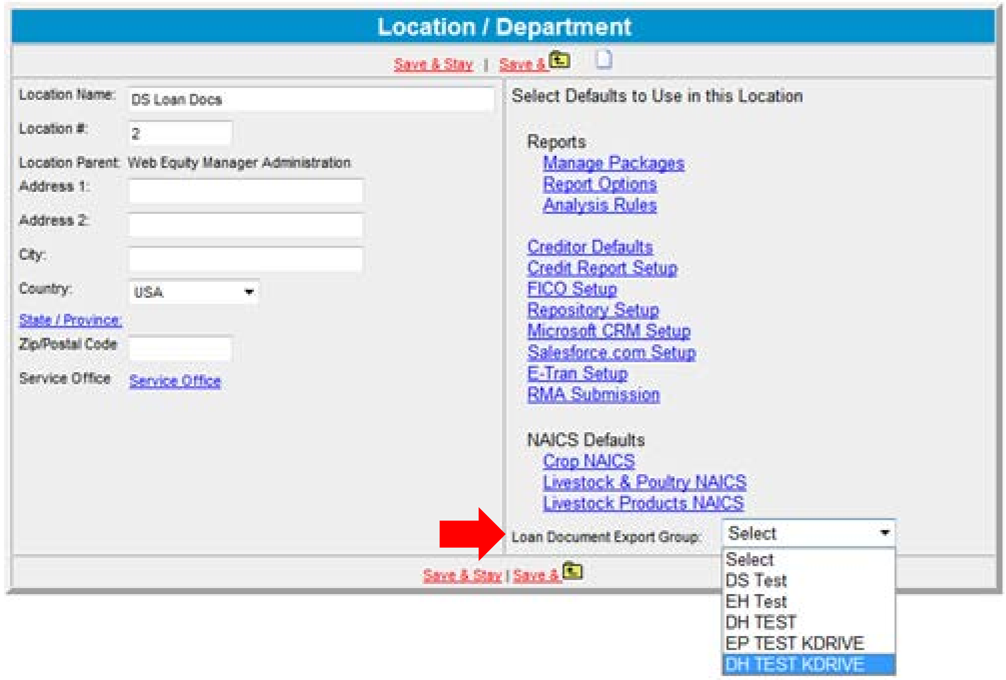


Example of Adding Export Group

Step	Instructions
1	In **Description**, type a unique name for the person or group that is to receive the files.
2	In **Path**, type a location of where the .txt file is to reside until it is imported into LaserPro (EX: C drive). Also type its **Order** number for lists.
3	Click the **Add** link so the export group name and path appear as an option from the user's lending application menu bar. (User navigation path: **Credit Action** > **Add / Modify /Delete** > **Credit Action**: **Loan Documentation** icon > **Loan Doc Prep Forms**)

By Locations/ Departments

Defaults > **System Administration** > **Locations / Departments** > (Click link for Export Group)



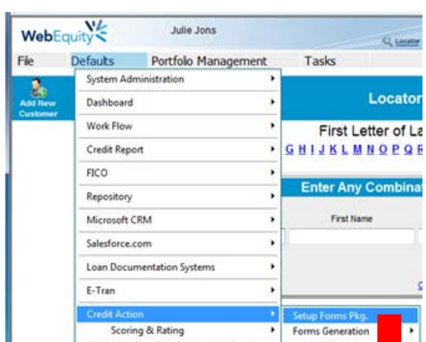
Select File Location

On the **Location / Department** page, select from the drop-down list to specify where this **Loan Document Export Group** can find the .txt file to send to vendor.

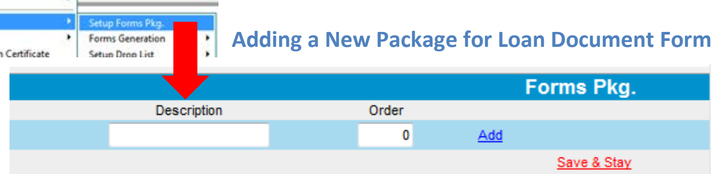
Setup Forms Pkg

Defaults > Credit Action > Setup Forms Pkg

You have the ability to create a package for a new loan documents model that users can access by selecting **Add / Modify/ Delete** from the **Credit Action** drop-down list of the lending application menu.

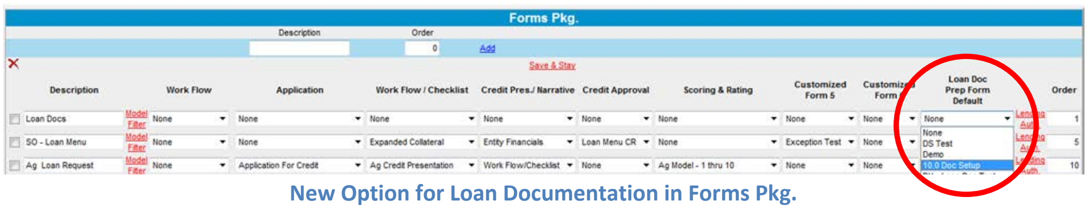


Adding a New Package for Loan Document Form



Step	Instructions
1	In the **Description** area of the **Forms Pkg** page, type a unique name for the new documentation package.
2	Type the **Order** number of where you want this package to appear in list (below).
3	Click the **Add** link so the new name appears in list (below).
4	On the new line you added, select options from the various drop-down lists to complete the package.
5	To add a loan document template, select your new model from the drop-down list of **Loan Doc Prep Form Default**.

Loan Doc Prep Form Default List



New Option for Loan Documentation in Forms Pkg.

6	Save the model so users can select the package with this loan boarding document template.

For more information

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