Loan Transfers

Payments & Transfers
Book Transfers

You can create, modify, submit, and delete loan transfers to and from any loan account at your financial institution.

The system may permit any or all of the following types of transactions:

From this account type...	To this account type...
Checking	• Consumer loan • Consumer line of credit • Consumer mortgage • Commercial loan • Commercial line of credit
Savings	• Consumer loan • Consumer line of credit • Consumer mortgage • Commercial loan • Commercial line of credit
Consumer line of credit	• Checking • Savings • Consumer loan • Consumer mortgage • Commercial loan
Commercial line of credit	• Checking • Savings • Consumer loan • Consumer mortgage • Commercial loan

Accessing the Book Transfers Module

To access the Book Transfers module:

1. Click or move your mouse cursor over the **Payments & Transfers** navigation tab. The Payments & Transfers submenu is displayed.
2. Click the **Book Transfers** submenu item.

Creating a Loan Transfer

Use the Create Loan tab to create up to five loan transfers at the same time. Once created, loan transfers must be submitted to ViewPoint Bank.

Note: Before making a loan transfer, check your account balance and payments due.

- Loan advances (if available) may be rejected if insufficient funds are available in the loan account.
- Loan payments may be rejected if insufficient funds are available in the originating account.
- Interest-only or principal-only payments may be rejected if a regularly-scheduled payment is outstanding.

To create a loan transfer:

1. Click the **Create Loan** tab.
2. From the **From Account** drop-down list, select the account from which funds are to be debited.
3. From the **To Account** drop-down list, select the account to which funds are to be credited.
4. From the **Payment Type** drop-down list, select the type of loan transfer to be created.
5. In the **Settlement Date** field, enter the date on which you intend the transaction to settle. You can also click the **Calendar** button to select a date using the Calendar utility.
6. Do one of the following:
   - <u>If you selected **Regular**, **Principal Only**, **Interest Only**, or **Advance** from the **Transfer Type** drop-down list</u>
     In the **Amount** field, enter the dollar amount to be paid.
   - <u>If you selected **Free Form** from the **Transfer Type** drop-down list</u>
     - In the **Principal Amount** field, enter the portion of the transfer allocated to the loan.
     - In the **Interest Amount** field, enter the portion of the transfer allocated to interest.
     - In the **Loan Due Date** field, enter the date on which the loan transfer is due. You can also click the **Calendar** button to select a date using the Calendar utility.
     - In the **Loan Number** field, enter the loan identification number established by ViewPoint Bank.
     - *[Optional]* In the **Obligation Number** field, enter the obligation number established by ViewPoint Bank.
     - *[Optional]* In the **Verification Number** field, enter the verification number established by ViewPoint Bank.
7. Click the **Save** button. The Pending Items tab is displayed; the information for the transfer you have just created is displayed in the loan account's row. The status for the transfer is displayed as "Awaiting Submission."

Modifying a Loan Transfer

For instructions, see the *Modifying Items, Batches, and Templates* topic on the Getting Started Quick Reference.

Deleting a Loan Transfer

For instructions, see the *Deleting Items, Batches, and Templates* topic on the Getting Started Quick Reference.

Note: Once a loan transfer has been submitted and accepted, it cannot be deleted.

Loan Transfers (Cont'd)

Submitting a Loan Transfer

Once you have created or modified a loan transfer, you must submit the payment for processing.

Note: Upon successful submission to the server, the confirmation screen will display the message "Accepted."Until all processing is complete, however, the following messages may still be associated with a transaction on the Pending Items screen:

Message	Definition
"Awaiting Confirmation"	Transaction has been accepted but has not yet been fully processed.
"Failed" or "Rejected"	Transaction was rejected by the system. Mouse-over the message for failure details.

For instructions, see the *Submitting Items, Batches, and Templates* topics on the Getting Started Quick Reference.

Loan Transfer History Report

The Loan Transfer History report provides information about loan transfers originated through the system. If you submitted a loan transfer by other means, that transfer will not be reflected in this report.

This report can be accessed only from within the Book Transfers module.

To access the Loan Transfer History report:

1. Click the **Reporting** tab.
2. Click the **Loan Report** hyperlink. The parameters pane is displayed.
3. From the **Account Number** drop-down list, specify the originating account.
4. From the **Status** drop-down list, select a transfer status.
5. In the **Settlement Date Range** fields, enter a **From** date and a **To** date. You can also click the **Calendar** buttons to use the Calendar utility to select dates.
6. Click the **Submit** button. The report is displayed.

Transfer Scheduling

Payments & Transfers
Book Transfers

About Transfer Scheduling

In addition to creating one-time transfers, you can create recurrence schedules to create a series of transfer transactions according to a schedule you specify. For example, a transaction could be initiated each day, or on the first Tuesday of every other month, or on the first day of each quarter.

The specified date is the desired settlement date; the transaction will settle on that date as long as it occurs on a business day. If the scheduled settlement date falls on a day ViewPoint Bank does not process transactions (e.g., a bank holiday), the scheduler will use the business day preceding the original settlement date as the new settlement date.

Scheduled transfers are created three days prior to settlement, and displayed on the Pending Items tab. These transfers can be modified or deleted as though they were manually-created transfers, but they do not need to be manually submitted. On the settlement date, the transfer will be submitted without further user activity.

Notes:

- Once a schedule is activated, its "to" and "from" accounts may not be edited. To change these details, you must delete the existing schedule and create a new one.

  The amount of future transfers can, however, be modified. When you modify a transfer generated by the schedule, the change is applied to the schedule itself; subsequent transfers generated by the schedule will be for the new amount.
- Modifying or deleting a schedule that has already scheduled transfers does not affect the scheduled transfers.
- If a scheduled transaction remains on the Pending Items list with a status of "Failed" or "Rejected," the schedule will not create another transaction until the failed or rejected transaction is either deleted or manually repaired and successfully submitted.

Process Overview

Through the scheduling process, the system generates transactions based on user specifications. The following outlines the steps in the process:

1. The originator creates a transfer transaction, specifying accounts and amounts.
2. The user clicks the transaction's schedule hyperlink, then provides scheduling information using the pop-up window that is displayed.
3. The user saves the transaction schedule.
4. On the Pending Items tab, the user activates the transaction schedule. Three business days before the scheduled settlement date, the system generates transactions according to the schedule.

   Note: If the scheduled settlement date falls on a day ViewPoint Bank does not process transactions (e.g., a bank holiday), the scheduler will schedule a new settlement date on the next earliest available date prior to the scheduled date.
5. Transactions are automatically submitted on the scheduled settlement date.

Scheduling Transfers

To schedule a transfer:

1. Compose the transaction, accepting the default date.

   Note: The system ignores the date entered on this tab. The first transfer will be made as specified in the procedure below.
2. Click the **schedule** hyperlink:
   - **Book Transfers:** The scheduling area is displayed beneath the transfer.
   - **Loan Transfers:** The Scheduling pop-up window is displayed.
3. In the **Starting** field, enter the date on which the schedule will take effect.

   Note: The date provided is the earliest date on which a transfer schedule may begin.
4. Specify an ending for the schedule:
   - <u>If no end date is to be scheduled</u>

     Select the **Ongoing** radio button.
   - <u>If a specific end date is to be specified</u>
     1. Select the **Ending Date** radio button.
     2. Enter the date on which the schedule will end.
   - <u>If a number of transfers, rather than a specific end date, is to be specified</u>
     1. Select the **Occurrences** radio button.
     2. Enter the number of transfers to be made.

   Note: If a single transfer is to be scheduled, you may skip this step.
5. Select a recurrence pattern. (See the *Recurrence Patterns* topic.)
6. Do one of the following:
   - **Book Transfers:** Click the **Apply** button. The schedule details are saved and the scheduling area is hidden.
   - **Loan Transfers:** Click the **Save** button. The pop-up window closes.
7. Click the **Save** button. The Pending Items tab is displayed. The transaction schedule is assigned the status "Scheduled – Awaiting Activation."

   Note: The schedule is saved **only** when you click the **Save** button, and must be activated before it will generate transactions.

Activating Transfer Schedules

For instructions, see the *Activating Schedules* topic on the Getting Started Quick Reference.

ViewPoint Bank
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Transfer Scheduling (Cont'd)

Modifying Transfer Schedules

Transfer schedules may be modified as needed, but modified schedules must be re-activated before they will generate transfer transactions.

Notes:

- Once a schedule is activated, the "to" and "from" account numbers may not be edited. To change these details, you must delete the existing schedule and create a new one.
- To modify the value of future transfers created by a schedule:
  1. Wait for the schedule to create a transfer.
  2. On the Pending Items tab, modify the transfer's amount.

  When the transfer is submitted, future transfers created by the same schedule will be for the new amount.
- If a number of occurrences has been specified in the **Occurrences** field, the value in the **Occurrences** field is reduced by 1 each time a new transfer is created and submitted.

To modify an existing transaction schedule:

1. Do either of the following:
   - From within the Book Transfers module

     Click the **Schedules** tab.
   - From the Administration tabs [System Managers only]

     Click the **Schedules** tab. The Administration screen is displayed.
2. Click the **modify** hyperlink associated with the schedule to be modified. The Scheduling pop-up window is displayed.
3. Make the necessary changes to the schedule.
4. Click the **Save** button. The pop-up window closes. On the Pending Items tab, the updated transaction schedule is assigned the status "Scheduled – Awaiting Activation." The updated schedule must be activated before it will generate transactions.

Deleting Transfer Schedules

Each not-yet-activated schedule is associated with an entry on the Pending Items tab (this entry is used to activate the schedule). If a schedule has not yet been activated, deleting it will also delete the associated entry on the Pending Items tab.

If a schedule has been activated and has already scheduled a transfer, however, deleting the schedule will not delete the scheduled transfer; that transfer must be separately deleted.

To delete transfer schedules:

1. Do either of the following:
   - From within the Book Transfers module

     Click the **Schedules** tab.
   - From the Administration tabs [System Managers only]

     Click the **Schedules** tab. The Administration screen is displayed.
2. Do either of the following:
   - To delete a single schedule

     Click the **delete** hyperlink associated with the item to be deleted.
   - To delete multiple schedules
     1. Select the checkboxes associated with the items to be deleted.
     2. Click the **Delete** button.

   A confirmation message is displayed in a pop-up window.
3. Click the **OK** button. The selected items are deleted.

   [Optional] Click **Cancel** to discard the deletion request.

Recurrence Patterns

The following recurrence patterns are available on the Scheduling pop-up window when creating or modifying schedules:

To schedule recurrence...	From *Schedule Type*, select...	Then...
On a specific day	One Time	Continue to the next step.
At a specific interval of days	Daily	Select the checkboxes corresponding to the day(s) on which transfers are to be created. You may also: • Click the **Every day** hyperlink to select all checkboxes. • Click the **Business days** hyperlink to select all business days. • Click the **Clear all** hyperlink to clear all selected checkboxes.
At a specific interval of weeks	Weekly	Select the weekly interval from the **Every ☐ week(s) on** drop-down list, then select the day on which the transfer is to be created.
On a specific date of a specific interval of months	Monthly	Select the **Day ☐ of every ☐ month(s)** radio button, then select the date and month intervals.
On a particular day of a specific interval of months	Monthly	Select the **☐☐ of every ☐ month(s)** radio button, then select the ordinal, day, and month intervals.
On the first and fifteenth days of a specific interval of months	Semi-monthly	Select the **The 1st and 15th of every ☐ month(s)** radio button, then select the month interval.
On the fifteenth and last days of a specific interval of months	Semi-monthly	Select the **The 15th and last day of every ☐ month(s)** radio button, then select the month interval.
On the first or last day of a particular quarter	Quarterly	Select the day interval and quarter interval from the **The ☐ business day of the ☐ quarter** radio button.