



Release 6.4

User Manual



INDUSFLOW SYSTEMS INC.
www.indusflow.com

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- * SYNDi™ Loan Manager
- * SYNDi™ Fund Manager
- * SYNDi™ Investment Ledger
- * SYNDi™ Electronic Funds Transfer
- * SYNDi™ Broker
- * SYNDi™ T5

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- our supply of updates to the Software and documentation that in our opinion, have universal appeal, to be delivered through scheduled product updates

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- on-site visits to Your site by our support staff
- applicable costs related to installation of updates including, conversion, training, installation, shipping, media, etc
- diagnosis and correction of third party software and/or hardware problems such as network and printing problems
- new modules which INDUS deems to be considered separate to the Software and outside of the update process
- services required as a result of any modifications to the Software performed by anyone other than INDUS personnel
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- This Agreement shall be governed by and in accordance with the laws of the Province of Ontario, Canada.
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- All expenses incurred are chargeable to the Customer including, travel, delivery and courier fees, long distance tolls, time and travel expense for customer site visits, media charges, administrative fees, telephone and modem communications charges, etc).
- Each party acknowledges that it has read and understands these Terms and Conditions and agrees to be bound by them and further agrees that it is the complete and exclusive statement of Terms and Conditions between the parties, which supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties.
- INDUS agrees to keep all Customer data and information strictly confidential.
- In the event the Customer fails or neglects to make any payment for the Licensed Program when due, INDUS may, within 60 days after written notice, at its option, and in addition to any other right which it has under this Agreement or at law delay

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Chapter 1

Introduction

1.1. What is SYNDi Loan Manager?

SYNDi™ is a suite of software packages designed for the financial market. It consists of the following programs:

- SYNDi Loan Manager
- SYNDi Mortgage Manager
- SYNDi Fund Manager
- SYNDi Investment Ledger
- SYNDi Electronic Funds Transfer

This manual deals exclusively with SYNDi Loan Manager which manages loans in cases where a single lender lends money for a loan.

Wherever SYNDi is mentioned henceforth in this manual, it stands for SYNDi Loan Manager.

It is used primarily by any company providing loans. In a typical scenario, the company advances the loan amount to the borrower and receives the payment on monthly basis. The system automates the loan management cycle and maintains relevant records until the loan is paid off.

SYNDi Loan Manager is a general-purpose application that handles all loans payable in installments.

Typical applications for which SYNDi is used are:

- Employee loans
- Customer Financing
- Mortgages
- Interest-free Loans
- Microfinancing

General Features

- Interest-only loans or Blended Payments;

- Can be integrated with Sage 300 ERP;
- Pop-up reminders can be set up to alert the user to take proper actions;
- Processing of term loans with interest payable at the end of the term;
- Maintenance of a Document Catalog for each loan for quick access;
- Interest rates can be fixed or variable (based on prime).
- Calculation of Bonus Interest as penalty in case of early discharge;
- Payment frequency can be weekly, bi-weekly, semi-monthly, monthly, bi-monthly, quarterly, semi-annual or annual.
- Interest can be simple or compounded.
- Calculation of NSF charges for returned borrower checks;
- Ability to define unlimited number of optional fields in borrower, and loan records to customize the program for individual requirements,
- Renegotiation of terms during the life of a loan;
- Generation of detailed or consolidated entries for General Ledger;
- User-friendly inquiry and data entry screens;
- Minimal training requirements;
- Intuitive data entry procedures;
- Built-in reports and inquiries;
- Access to data by standard report-writing tools such as Crystal Reports to generate customized reports.

Loan Processing Cycle

Step 1 Approve and set up loan.

Step 2 Set up miscellaneous charges.

Step 3 Pay the borrower.

Step 4 Bill the borrower on monthly basis

Step 5 Receive monthly installment from the borrower.

1.2. Interest Calculation

1. Interest Calculation Methods

SYNDi allows four interest calculation methods, depending on payment frequency:

Suppose we need to calculate the interest on \$5,000 (P) at annual rate of 5% (R) from January 12, 2018 to February 7, 2018. The number of days (D) between the two dates is 26.

1. 360-Day Year

$$\text{Daily Interest} = P * R / 360 = 0.694444$$

$$\text{Interest for 26 days} = 0.694444 * 26 = \$18.06$$

2. 365-Day Year

$$\text{Daily Interest} = P * R / 365 = 0.684932$$

$$\text{Interest for 26 days} = 0.684932 * 26 = \$18.06$$

3. Exact Year

In this case a normal year contains 365 days while a leap year consists of 366 days. Daily interest is calculated on the basis of 365-calendar but interest is charged for February 29 as well. You could use it for more exact calculations.

4. 12-Month Year

Each year consists of 365 days and is divided into 12 equal months with the same number of days. It translates to 30.416667 days per month. This method is suitable if the payment frequency is in units of months (semi-monthly, monthly, bi-monthly, quarterly, semi-annual or annual) but is not suitable for weekly or bi-weekly payments.

SYNDi uses 12-Month Year as the default if the payment frequency is in units of months. However, in case of weekly and bi-weekly payment frequencies, SYNDi uses Exact Year as the default.

The choice of Calculation Method depends on your company policy. Typically, for a \$100,000 loan at 12% with blended payments and no compounding amortized over one year, the total interest is as follows:

Method	Normal Year	Leap Year
360-Day Year	\$6,618.53	\$6,618.53
365-Day Year	\$6,586.40	\$6,586.40
Exact Year	\$6,586.40	\$6,600.64

12-Month Year	\$6,618.53	\$6,618.53
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2. If the calculation method is 12-Month Year, the interest for a portion of the period (for first and last payments) is calculated by multiplying the number of days by the Daily Interest Rate which is obtained by dividing the Effective Rate of the period by 30. In case of full periods, the interest is calculated by multiply the Effective Rate by the number of periods.
3. If the calculation method is 365-Day Year or Exact Year, the interest is calculated daily and accumulated over a period or part thereof.

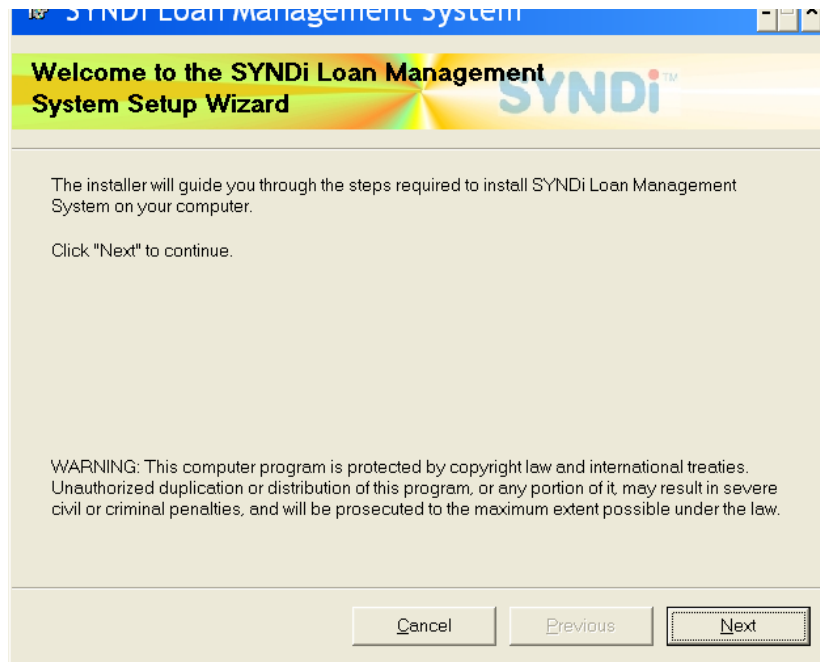
Chapter 2

Installation

2.1. Install the Application

1. The minimum operating system environment to install and run SYNDi Loan Manager successfully is Windows 2000 with Service Pack 3. If your system does not meet or surpass the minimum requirement, you may encounter problems.
2. Hardware requirements are not very rigorous. On the workstation side, any Intel dual core processor or higher would be fine, 2 GB of RAM and 10 MB of disk space.
3. SYNDi does not require a separate server. There are no active server-side processes (other than the SQL Server database) and so the server acts as a file repository for the SYNDi program files and some other config files.
4. Most of our clients have a dedicated VM for SYNDi so that if our tech support staff needs to get in with admin access to support the application then they have a comfort level that it is segregated from their other apps.
5. While SYNDi is not certified for use on Citrix, we have customers who run it without any issues once the system is tuned properly.
6. Every workstation should have Microsoft SQL Server, Microsoft Word and Microsoft Excel installed on it. If you will be sending emails through SYNDi, you should preferably install Microsoft Outlook on it.
7. **To install SYNDi Loan Manager you must have Read and Write privileges to all the relevant folders on the local machine as well as the network.**
8. If you have downloaded SYNDiPremium.zip or SYNDiProfessional.zip from the Internet, unzip it to extract all files (i.e., Setup.exe, Setup.ini, InstMsiA.exe, InstMsiW.exe and SYNDi.msi.)

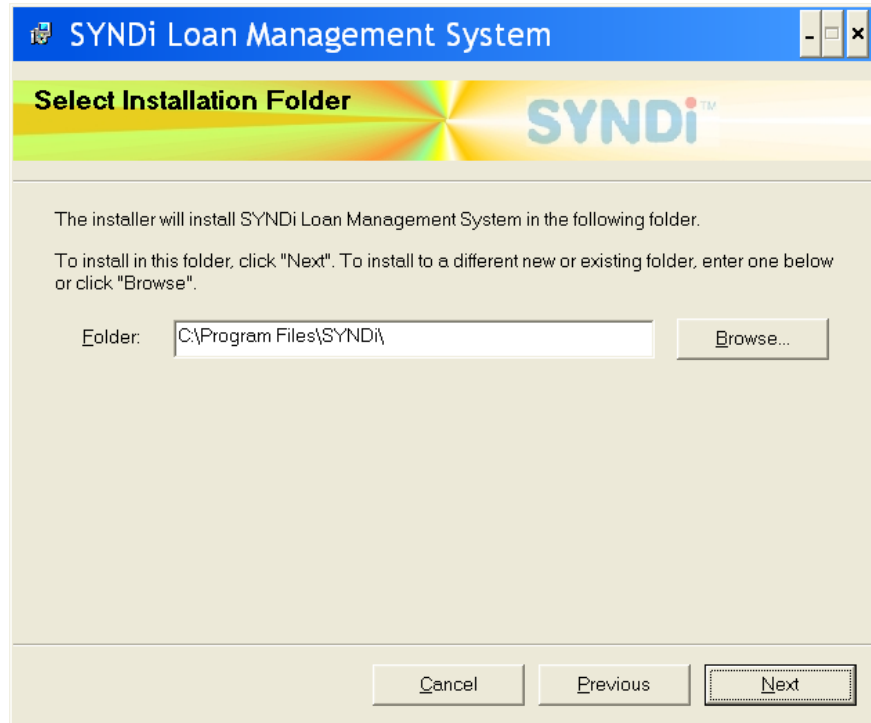
9. If you are running Windows 7 or Windows 8, right-click on Setup.exe and choose **Run as administrator**. The following screen is displayed:



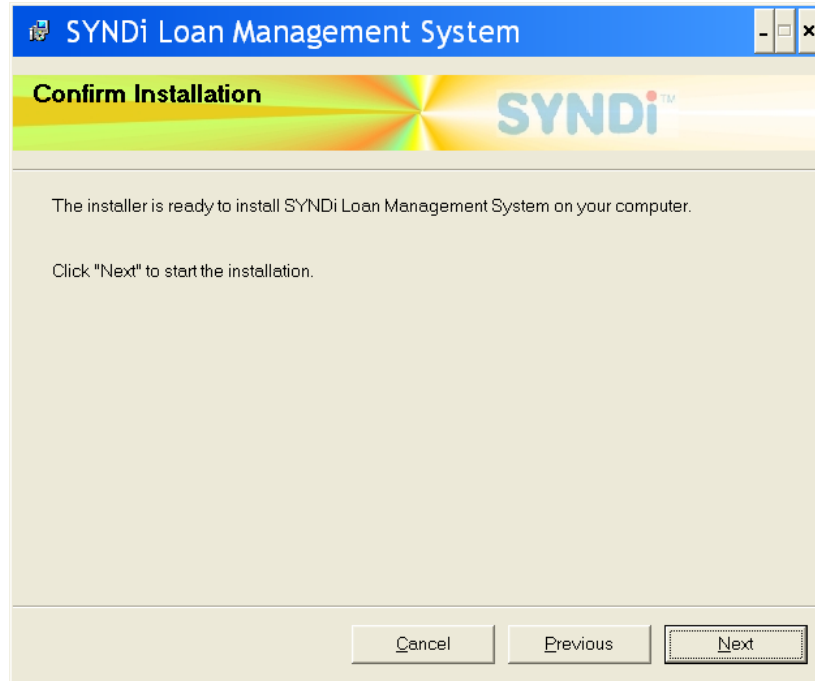
10. If any other applications are running, stop them and then click **Next**. The system displays the following License Agreement screen:



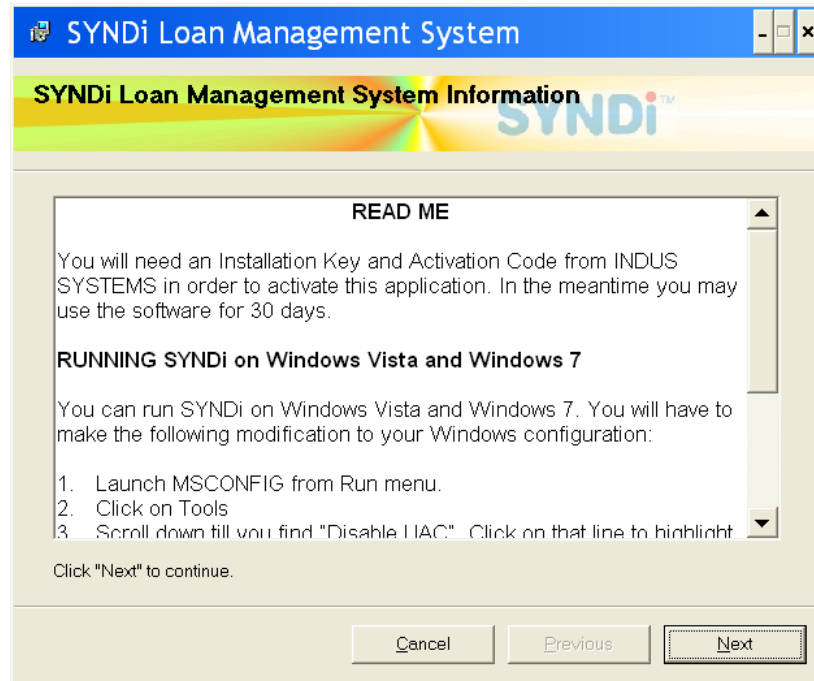
11. Read the License Agreement carefully as you scroll through the text. If you do not agree with the agreement, click **Cancel** to exit the setup otherwise click “I Agree” and then click **Next** to proceed to the following screen:



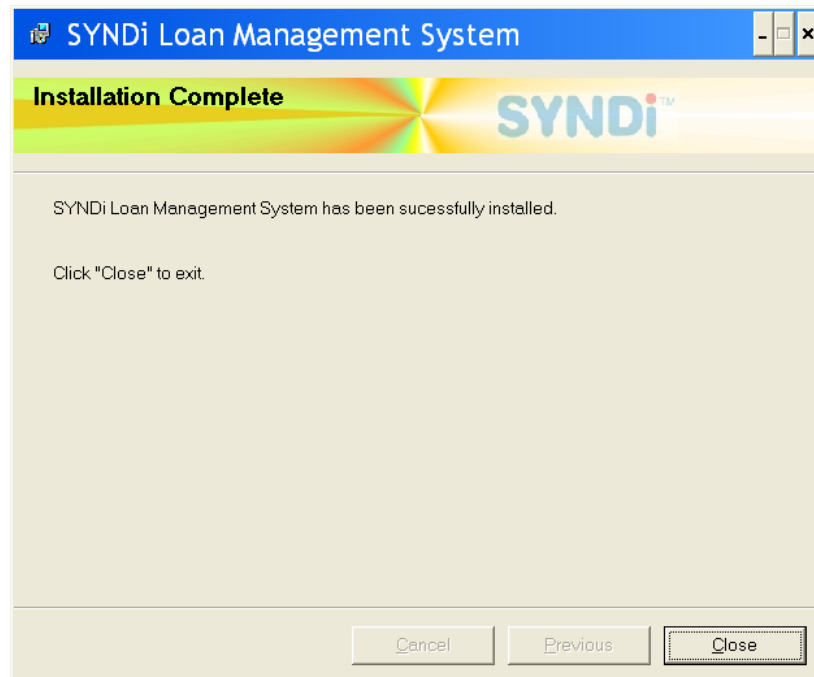
12. Notice that the default folder in which the software will be installed (called Application Folder) is C:\Program Files\SYNDi\. If you wish to install it on a network drive or another local drive or in another directory, click **Browse** button and browse through the directory structure to choose the desired drive and directory, (e.g., L:\SYNDi\)) and click **Next** to display the following screen:



13. Click **Next** to copy necessary files into the specified folder.
14. If you get one or more of the messages stating that SYNDiRegistration.dll, a4wsessionmgr.dll or mscal.ocx cannot be registered, it means that you are not running Setup.exe in the administrator mode. Just click **Continue** to finish off the installation and then register these dll files manually.
15. When the copying is finished the following screen is displayed:



16. Click **Next** to complete the setup.



17. Click **Close** to exit setup.

18. Notice that a shortcut has been created on the desktop. Double-click to run it. If you get a Path/File access error, it means that you are not running SYNDi as the administrator. To fix this problem, right-click on the shortcut and choose Properties. Go to Compatibility tab and check **Run this program as an administrator**. Click Apply and OK.
19. Occasionally you may get one or more of the following messages:

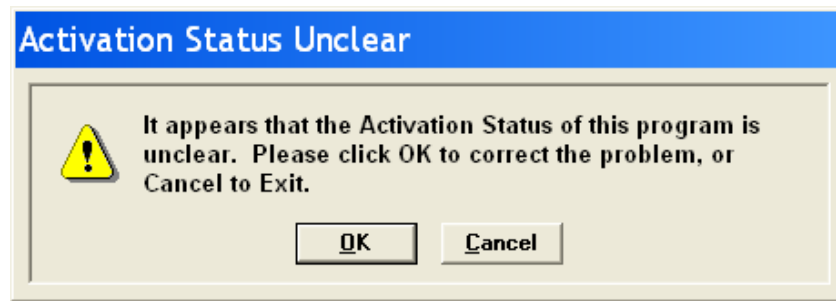
Run-Time Error 339: component MSDATGRD.OCX or one of its dependencies are not correctly registered; a file is missing or invalid

You may get similar messages for MSSTDFMT.DLL, MSMASK32.OCX, COMDLG32.OCX, TABCTL32.OCX.

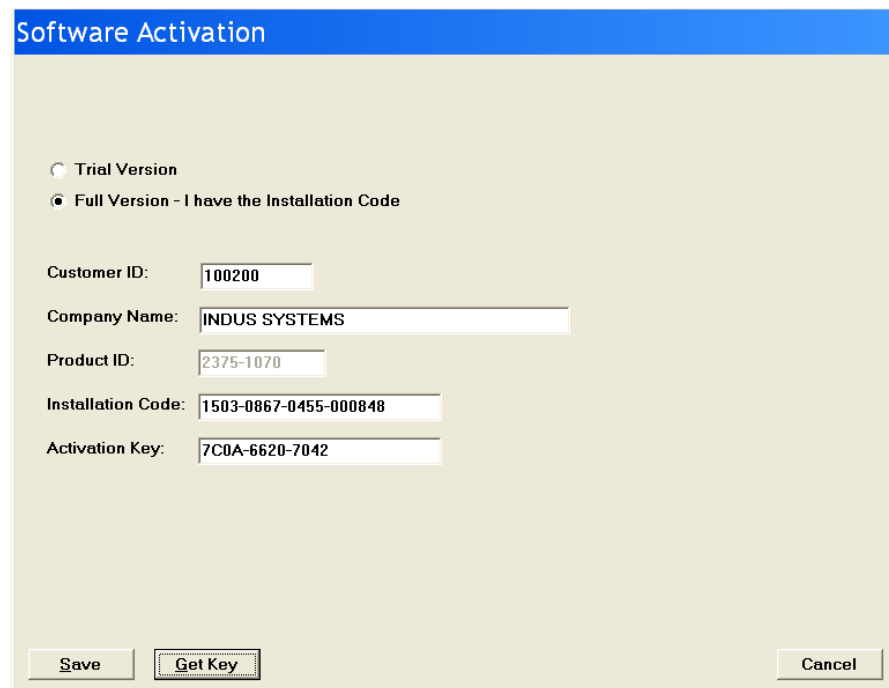
To fix this error, run 'RegSYNDi.bat' from the folder in which you installed SYNDi.
20. When opening PDF documents from SYNDi, the document may not open properly due to a security setting in Adobe Reader. To resolve this problem open Adobe Reader, go to the menu bar, click on Edit then Preferences. At the preferences screen, select Security (Enhanced) category on the left. Make sure the Enable Protected Mode at start up and Enabled Enhanced Security options are unchecked. Close Adobe Reader and open your PDF document again from SYNDi.

2.2. Activate the application

1. To activate SYNDi Loan Manager you must have Administrator rights. If in doubt, please check with your IT administrator or log in as Administrator.
2. Click **Start > Programs > SYNDi Loan Manager > SYNDi**. The following message is displayed:



3. This message is displayed when the program is run for the first time. Click **OK** to continue.
4. The following screen is displayed:

A "Software Activation" dialog box with a blue header bar. It contains two radio buttons: "Trial Version" (unselected) and "Full Version - I have the Installation Code" (selected). Below the radio buttons are five text input fields with labels: "Customer ID:" (value: 100200), "Company Name:" (value: INDUS SYSTEMS), "Product ID:" (value: 2375-1070), "Installation Code:" (value: 1503-0867-0455-000848), and "Activation Key:" (value: 7C0A-6620-7042). At the bottom, there are three buttons: "Save", "Get Key" (highlighted with a dotted border), and "Cancel".

If you have purchased SYNDi a Customer ID has been assigned to you. An Installation Code and an Activation Key has also been e-

mailed to you. If you do not have the necessary information just enter your Customer ID and Company Name and click **Get Key** to connect to Internet and generate the keys.

In the meantime, you may run the software as Trial version, which may have certain features turned off and can run only for 30 days.

If you are running Trial Version

1. Make sure that Trial Version is clicked.
2. Enter the name of your company exactly as it will be when you decide to purchase the software and run full version.
3. Click **Save**.

If you are running Full Version

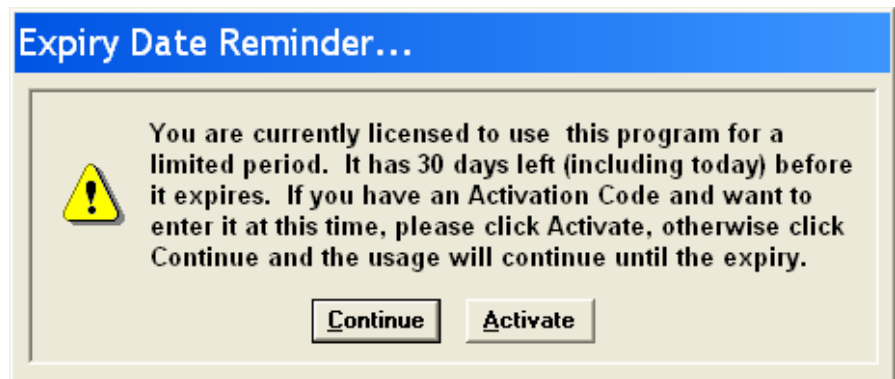
1. Make sure that Full Version is clicked.
2. Enter the 6-digit customer ID assigned to you by INDUSFLOW.
3. Enter the company name exactly as it was provided to INDUSFLOW at the time of purchasing the software.
4. Enter the Installation Code and the Activation Key provided by INDUSFLOW or click Get Key to obtain keys over Internet.
5. Click **Save**.

Chapter 3

Running the Application

3.1. Running the Trial Version

1. If you are running the Trial version, the following screen is displayed. If you have purchased the software and received the Installation Code and the Activation Key, click **Activate** to indicate that you are ready to register, otherwise click **Continue** to keep using the Trial version.




If you have chosen to activate the software, the activation screen is displayed to enter the Installation Code and the Activation Key (see Section 2.2), otherwise the login screen is displayed.

2. You may review the user manuals by selecting the Help tab and clicking SYNDi User Manual or Microsoft Office Integration.



3.2. Login Screen

1. Open SYNDi; The following login screen is displayed:
2. Sample Financial Company is a sample database that comes with

SYNDi LMS: Login




SYNDi Premium
Release 5.7E

Company:  

User ID:

Password:

Date: 

SYNDi. You may use it to test drive the software until you are ready to set up your own company.

3. The default user ID is ADMIN (for administrator). If you do not set up additional users, the program will display ADMIN as the user. The password field will remain disabled until you set up additional users or change the password for user ADMIN.
4. The Date field on the Login screen indicates the current date. It is displayed on all reports generated during the session and is used as the default date while entering transactions. If you require this date to be different from the current date, enter it in the format set in Windows or click the Calendar button next to the date field to choose the desired date.
5. All dates in this manual have been displayed in mm/dd/yyyy format. The actual display will depend on the date format set on your machine. Please see “Acceptable Date Formats” later in this section.
6. Click **Login** to display Main Menu.

Acceptable Date Formats

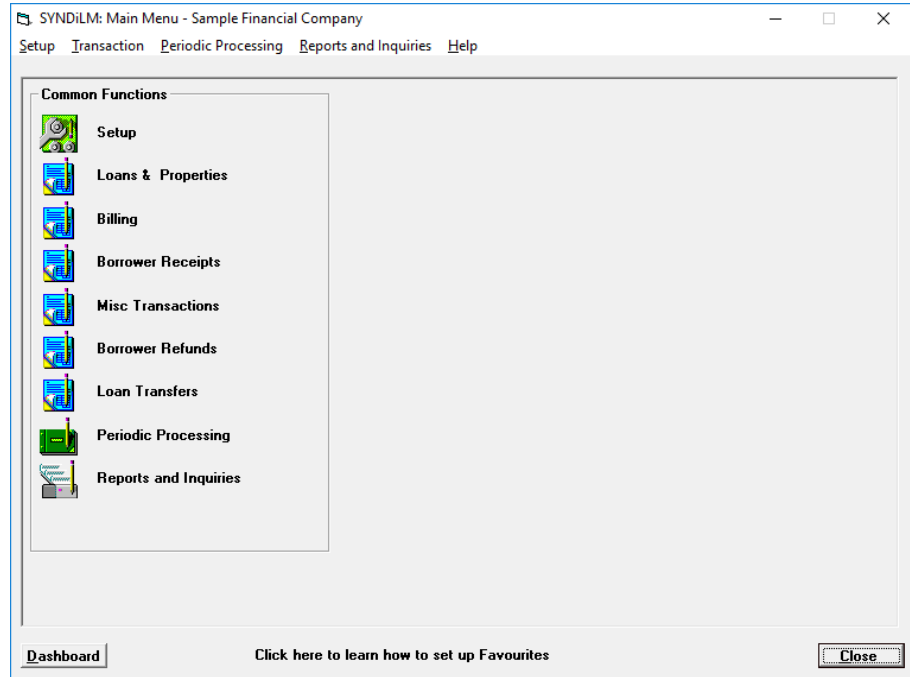
7. Following are acceptable date formats:

dd/mm/yy mm/dd/yy dd/mm/yyyy mm/dd/yyyy yyyy/mm/dd
dd-mm-yy mm-dd-yy dd-mm-yyyy mm-dd-yyyy yyyy-mm-dd

If you are using any other format, please change it to one of those shown above for SYNDi to work properly. You may do that by going to Regional and Language Options in Control Panel.

3.3. Main Menu

1. Main Menu is displayed when the user clicks the **Login** button on the Login screen.



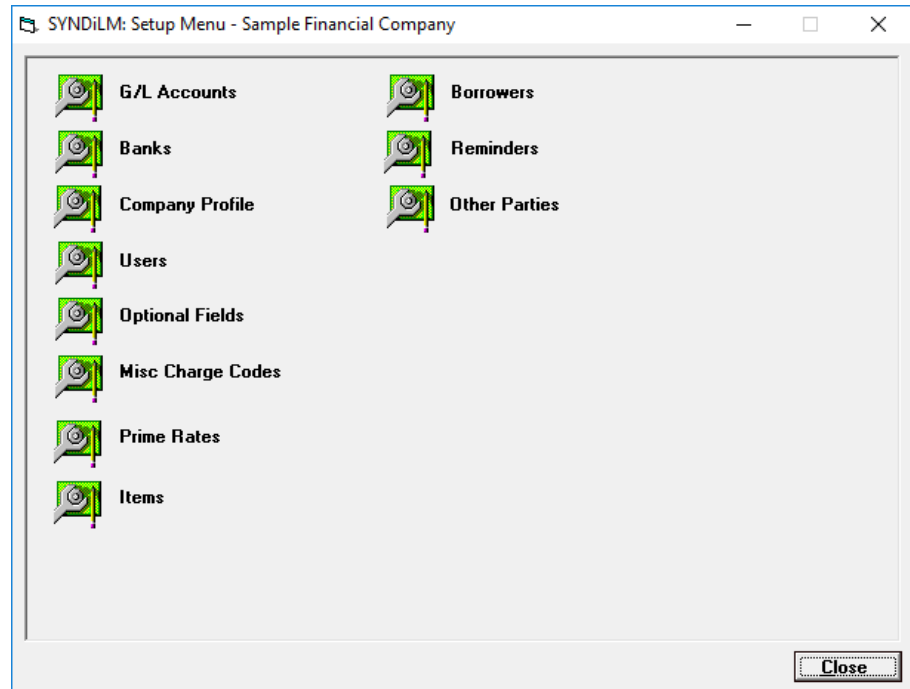
2. The items included on the Main Menu are as follows:

Setup	Setup menu is used to set up borrowers, loans, and various parameters used by the system.
Loans and Properties	Set up new loans, modify loan records, fund, discharge and renew loans, and enter adjustments and sundry transactions. Maintain Properties.
Billing	The Billing process calculates the monthly installment for each loan and bills it to the borrower. If all installments are payable on the same day (says the last day of the month), billing will be run once a month otherwise it is run several times a month and picks up only those loans for which the payment is due.
Borrower Receipts	After billing has been run, checks for loan installment received from borrowers are

	entered using this function. Enter receipts from borrowers, print unposted receipts and bank deposit slips, and post transactions.
Misc Transactions	This function is used to enter unapplied cash receipts from borrowers. Such receipts can be applied later to individual billings. You can also use this function to bill or receive service charges such as NSF fees etc. on ad hoc basis.
Borrower Refunds	If a borrower has overpaid, you may use this function to refund the overpayment if necessary.
Periodic Processing	Periodic Processing is run to delete old General Ledger journal entries, closed loans, inactive borrowers, and other unnecessary pieces of information. It also cancels the latest billing if necessary.
Reports and Inquiries	Print various reports generated by the system or view them on the screen.

3.4. Setup Menu

1. Setup Menu is displayed when the user clicks the **Setup** icon on the Main Menu.



2. The functions on this screen enable the user to set up various master records as described in Chapter 4.
3. The items included on the Setup Menu are as follows:

G/L Accounts	Enter the General Ledger account numbers and descriptions. It is important that account numbers correspond to the actual chart of accounts so that you will be able to apply the journal entry properly in your General Ledger.
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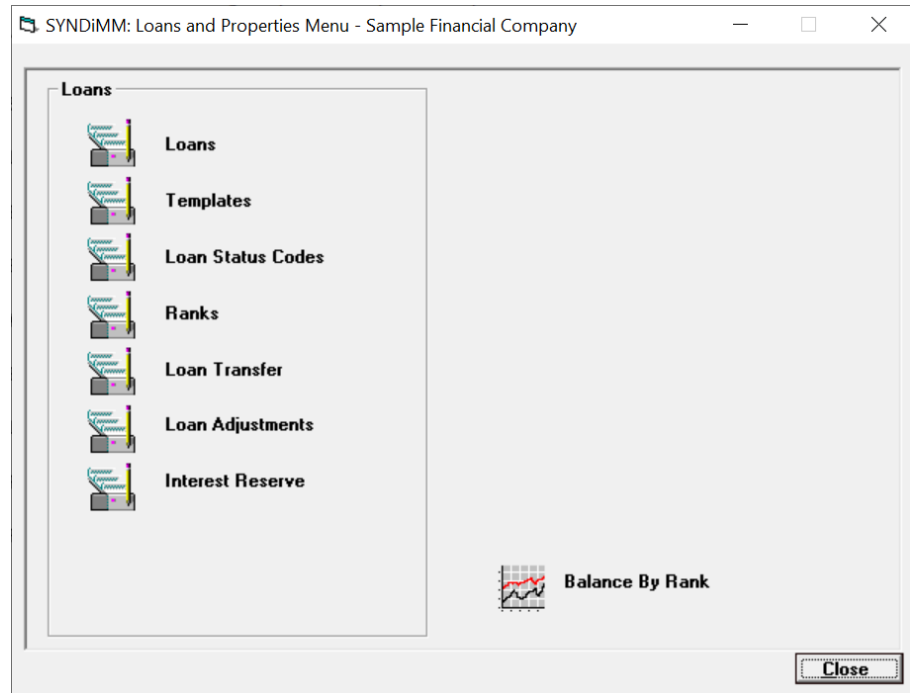
Banks	Banks are used to process direct deposits and pre-authorized payments. You must define at least one bank that will be used internally while setting up Company Profile.
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Company Profile	This function is used to enter the name and address of your company, various options
-----------------	--

	and parameters that you will use, tax structure and account numbers.
Users	Define new users and change their passwords. This function is available only when you are logged in as ADMIN.
Optional Fields	You may define unlimited number of optional fields for borrowers and loans such as loan type, property type, realty taxes etc. to customize the application.
Misc Charge Codes	Miscellaneous Charge Codes are used to enter sundry transactions such as NSF charge, lawyer's fees, realty taxes, insurance, management fee etc.
Prime Rates	If you process loans with interest rates based on prime, set up the rate whenever it changes. The system maintains a table of historical records of Prime Rates.
Items	Items are parts of a loan amount. If you are financing customer purchases, you can set up items with prices and units, and print an invoice for the customer. The invoice then becomes the loan document and the borrower pays according to the agreed terms.
Borrowers	Set up name and address of borrowers.
Reminders	Reminders are used to enter miscellaneous pieces of information. A note could be flagged to hold billing for a loan starting the specified date so that it pops up to remind the user if certain loan parameters must be changed before billing is run.
Other Parties	Set up names and addresses of parties other than borrowers, such as corporate lawyers handling loans. Tax authorities to whom property tax is remitted, other vendors etc.

3.5. Loan and Properties Menu

1. Loans and Properties Menu is displayed when the user clicks the **Loans and Properties** icon on the Main Menu.



2. The items included on Loans and Properties Menu are as follows:

Loans	This screen is used to set up a new Loan, review or modify an existing Loan record or to delete an inactive Loan.
-------	---

Templates	Every Loan must have a Template which determines various settings for the Loan record and to establish General Ledger accounts to which transactions pertaining to that Loan will be posted.
-----------	--

Before you set up the first Loan in your database, you must set up a Template to which the Loan will belong. You may create more than one Template if necessary.

Loan Status Codes	When a new Loan is set up it is assigned Status Code 1 (Active) and when it is paid out the Status Code becomes 0 (Paid Out).
-------------------	---

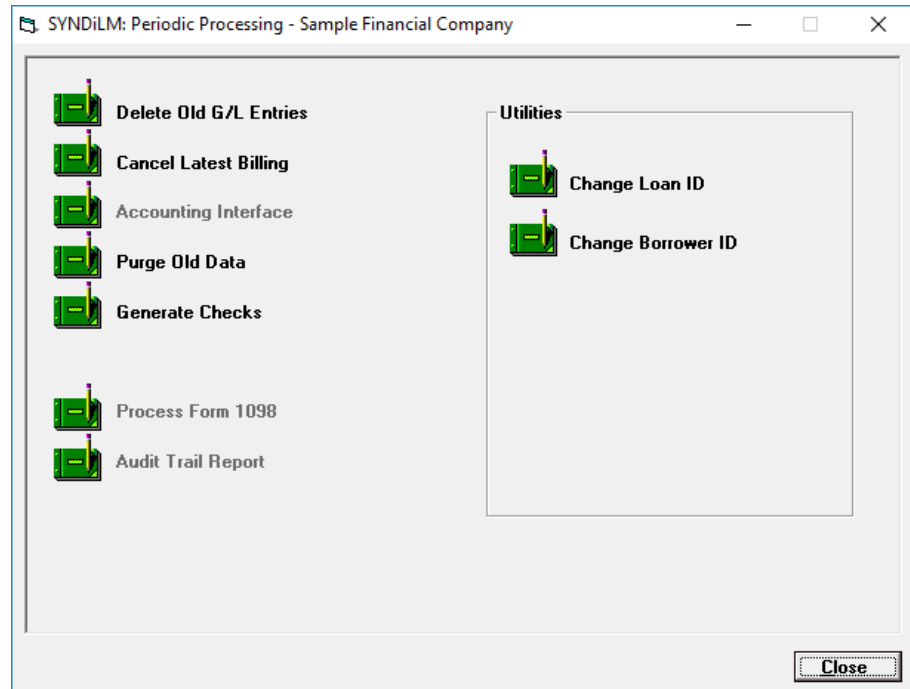
	You may define additional Loan Status Codes if necessary.
Ranks	A user-defined field.
Loan Transfer	<p>If a borrower has two or more active loans, this function is used to transfer all or a portion of outstanding amount from one loan to the other. It is also used to consolidate two or more loans.</p> <p>This feature is especially useful in case of credit lines where you may set up a loan as the Credit Line with zero or low interest rate and then advance money from it to another loan as needed. The Borrower ID must be same for both loans.</p>
Loan Adjustments	This feature is used to provide additional funds to the borrower or to enter lumpsum amounts from the borrower. (See Chapter 7 for detail.)
Interest Reserve	While setting up a high-risk loan, you might want the borrower to prepay the interest for the first few months. That prepayment amount is called Interest Reserve. The Borrower is not required to pay the instalments during that period. Please be advised that Interest Reserve is not available in SYNDi Loan Manager. If you need this feature you will upgrade the software to SYNDi Mortgage Manager.

3. Following are references in this manual to various functions:

Loans	
Loans	Section 5.3
Templates	Section 5.2
Loan Status Codes	Section 4.7
Ranks	Section 5.3
Loan Transfer	Chapter 16

3.6. Periodic Processing Menu

1. Periodic Processing Menu is displayed when the user clicks the **Periodic Processing** icon on the Main Menu.



2. The functions displayed on this screen are run on regular basis, e.g., if SYNDi Loan Manager is interfaced with an accounting package the G/L entries should be transferred periodically. Certain functions, e.g., cancelling latest billing could be run whenever necessary.
3. The items included on Periodic Processing Menu are as follows:

Delete Old G/L
Entries

If SYNDi Loan Manager is running as a standalone program, this function deletes all G/L entries up to the specified cutoff date. If SYNDi Loan Manager is interfaced with an accounting package, this function deletes all entries that have been transferred to accounting.

Cancel Latest
Billing

If the Pre-billing Report after running a billing cycle shows unexpected results, e.g., a loan that was due for discharge has been renewed but you forgot to renew it before running billing. In such cases you can

	cancel the latest billing provided no borrower receipt has been entered yet.
Accounting Interface	<p>If SYNDi Loan Manager is interfaced with an accounting system, run this function to</p> <p>(1). Copy Chart of Accounts and Banks from the accounting package, and (2). Transfer accounting entries to the accounting package.</p> <p>Each entry transferred to accounting is flagged as “Transferred” so that you cannot transfer it again. Transfer all entries at the end of each period (month).</p>
Purge Old Data	This function can be used to delete inactive loans, borrowers and related data.
Generate Checks	This routine produces checks. See Chapter 14 for details.
Audit Trail Report	SYNDI has a comprehensive Audit Trail which maintains the record of all additions, changes and deletions in the database. If you are using the Audit Trail module you can use this function to generate an audit trail report.
Change Loan ID	This function is used to change a LoanID if necessary.
Change Borrower ID	This function is used to change a BorrowerID if necessary.

3.7. Screen Management

1. All icons and buttons in the application are activated by single mouse click.
2. Hit <Tab> key to move from one field to the next field in a data entry screen. You may also position the cursor inside a field and click the mouse to place the cursor in that field.
3. If the background color of a field is same as the screen color or if the entry inside the field is dimmed, it is read-only, and you cannot change the content. On the other hand, if the background is white and the entry is not dimmed, it can be changed.
4. The following table shows various buttons found on data entry and inquiry screens:



Finder is used to display a list of all records in a table.



Scroll is used display previous or next record by hitting up or down arrow.



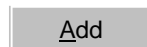
New is used to clear the screen while setting up a new record.



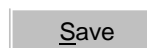
Fly is used to open another screen and add or modify a record on the fly.



Calendar appears next to some date fields and can be clicked to select the date instead of being entered through the keyboard.



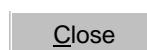
Click **Add** button to add a new record.



Click **Save** button to save an existing record.



Click **Delete** button to delete an existing record. The system prompts the user to confirm if the record should be deleted.



Click **Close** button to close the screen.

5. If you are adding a new record the **Delete** button is normally disabled. When you click **Add** button the system checks the validity of data. If every field has been filled properly, the record is added

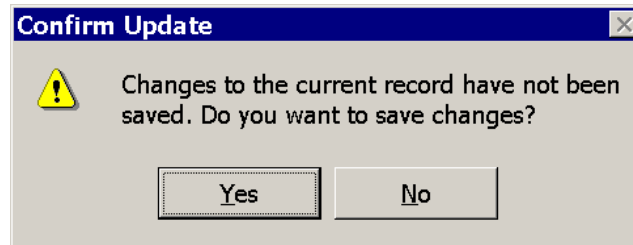
but still stays on the screen in case you want to change a field or delete the entire record. The **Add** button is replaced by the **Save** button and the **Delete** button becomes enabled.

6. If you access an existing record, the **Save** button remains disabled until you change any field. The **Delete** button is enabled in case you want to delete the record.
7. If you delete a record, the **Add** button becomes enabled and the record remains on the screen in case you want to add it back.
8. If you hit **New**, **Scroll** or **Close** while adding a new record or just after deleting a record, the system displays the following message:



If you have deleted a record inadvertently or have forgotten to click the **Add** button, click **Yes** to save the record before proceeding.

9. If you hit **New**, **Scroll** or **Close** while changing an existing record, the system displays the following message:



If you have forgotten to save changes, click **Yes** to save the record before proceeding.

10. Before adding or saving a record, the system checks each field for errors. If an error is encountered, it displays an error message and returns to the edit mode.
11. All dates are displayed by the system in the format set in Windows. Thus, if the format has been set as m/dd/yyyy, the system will display August 3, 2003 as 8/03/2003. On data entry screens, however, the format for date fields will be mm/dd/yyyy, reserving two digits for month and two digits for day so that you will enter the

date as 08/03/2003.

12. Amount fields should be type in dollars and cents, e.,g., 2365.29 for positive values or -2365.29 for negative values. However, these numbers are displayed as 2,365.29 or (2,365.29). Make sure that you do not type dollar sign, comma or parentheses. It is not necessary to type zero cents. For instance, -2365 is displayed as (2,365.00).
13. Percentage fields can be typed and are displayed up to four decimal places. For instance, 10.5% is displayed as 10.5000%.
14. Rates are displayed up to 3 decimal places with a plus or minus sign. For instance, -2.310 means prime minus 2.31 in percentage.

3.8. Finder Button

1. **Finder** button (see Section 3.8) is normally located on the right side of a field. You may either enter a value in the field or use **Finder** button to display a search screen listing all records in a table and then select a record from there.

Search Borrowers

Find:

BorrowerID	Description	FirstName	LastName
BLOJIM	Jim Blouski	Jim	Blouski
DATSYS	Dataflow Systems		
GMF	Growth Management Fu		
▶ MONCAR	Carolyn Montgomery	Carolyn	Montgomery
QUEPLA	Queen's Place		
SAMSAM	Samuel Sampson	Samuel	Sampson
SRIHEN	Henry Srinivasan	Henry	Srinivasan

2. If the field on which you have clicked **Finder** is blank, the search screen displays all records in the table and the Find field is shown as blank. If the number of records is larger than the screen can accommodate, you could use the scroll area on the right side of the screen to browse through the table.
3. If the field on which you have clicked **Finder** is not blank, the entry is shown in the Find field on search screen and the table displays records starting with the value in the field.
4. To start search from the middle of the table, enter the value in the Find field and the display in the table gets modified. For instance, if you type 2 in the Find field the table will show all account numbers starting with 2.

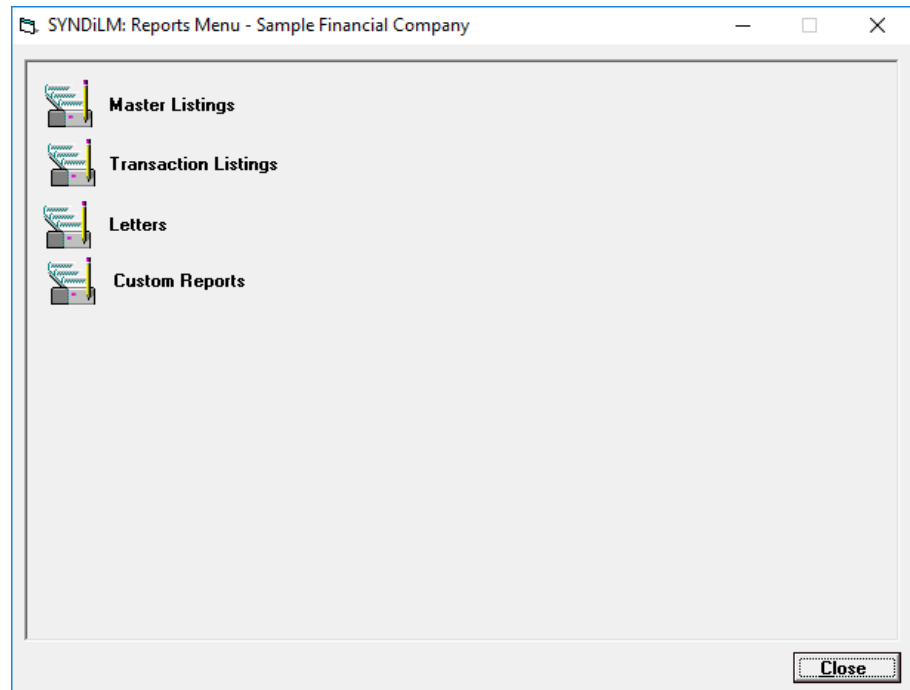
Find:

Account	Description
▶ 2100	Accounts Payable
2200	GST Payable
2300	Payable to Investors
2400	Interest for Distribution
2500	Non-Resident Tax
4400	Fee Income
5000	Rounding Errors

5. When the desired record has been found, click in the record selector area and then click **Select** to exit.

3.9. Printing Reports

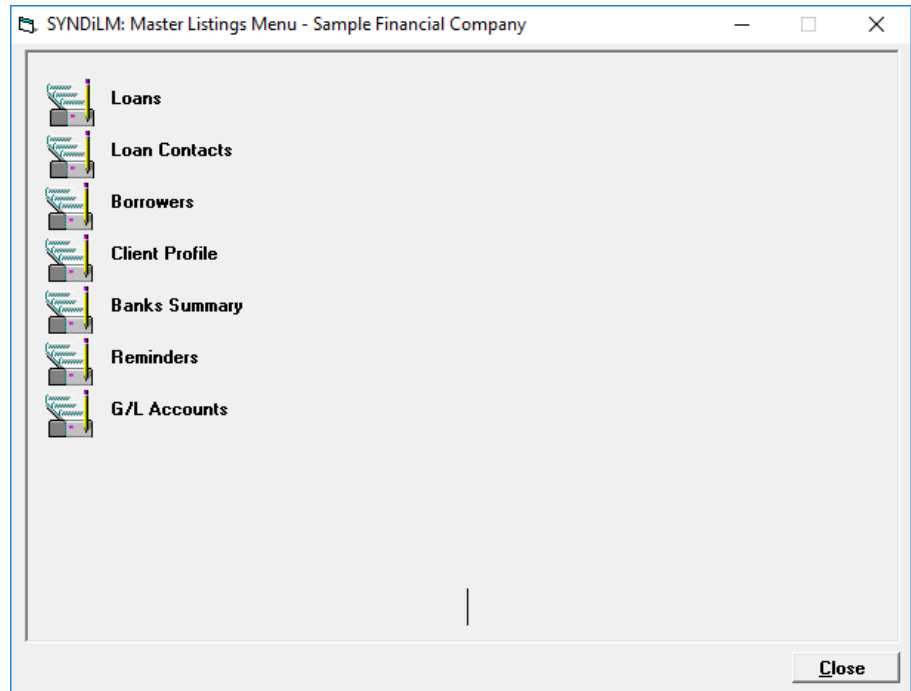
1. Reports and Inquiries Menu is displayed when the user clicks the **Reports and Inquiries** icon on Main Menu.



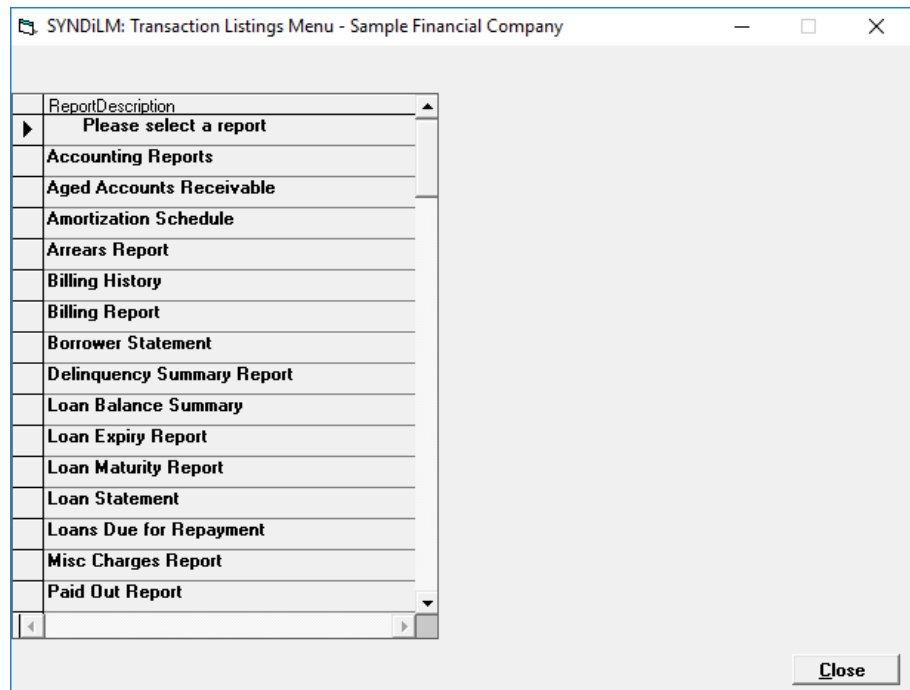
The reports generated by SYNDi Loan Manager fall into three categories:

Master Listings	These listings show static information about loans and borrowers.
Transaction Listings	These reports list various types of transactions generated during loan processing cycle.
Letters	Several letters generated by brokers can be printed through the program.
Custom Reports	You can create reports in Microsoft Excel while importing data from SYNDi on the fly. These reports typically contain Excel macros which will import relevant data and massage it. All such Excel worksheets should be save in dblocation\Templates\CustomReports folder.

2. Master Listings.



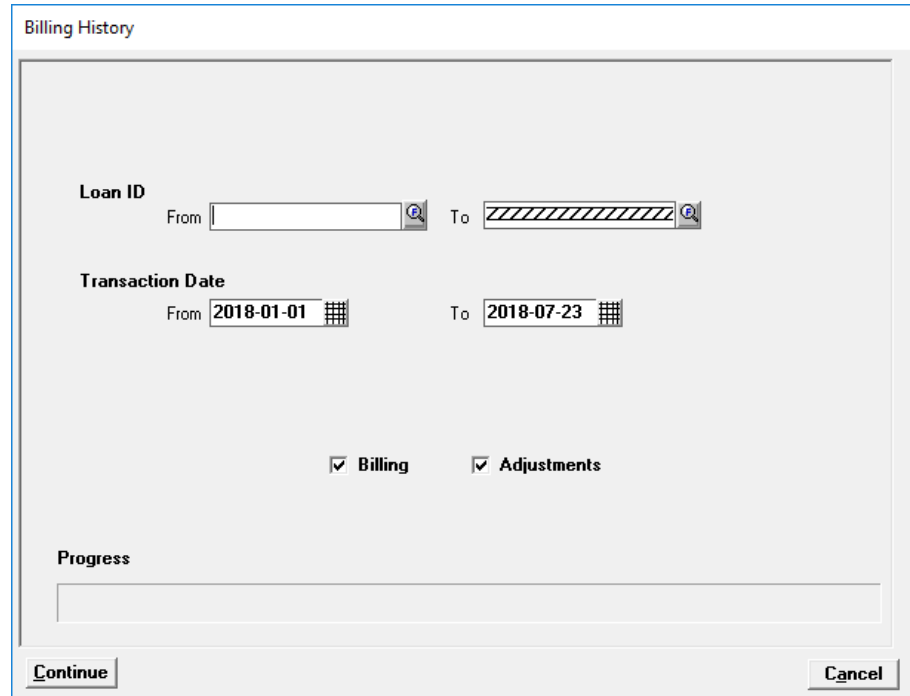
3. Transaction Listings



4. Letters

You may design customized letters using Mail Merge in Microsoft Word. For details please consult SYNDi manual entitled *Microsoft Office Integration*, Chapter 1.

5. When a report is selected, a screen similar to the following is displayed:



The image shows a 'Billing History' dialog box. It contains two sections: 'Loan ID' and 'Transaction Date'. The 'Loan ID' section has 'From' and 'To' fields; the 'From' field is empty, and the 'To' field contains a hatched pattern. The 'Transaction Date' section has 'From' and 'To' date pickers showing '2018-01-01' and '2018-07-23' respectively. Below these are two checked checkboxes: 'Billing' and 'Adjustments'. At the bottom is a 'Progress' label above a progress bar. The dialog has 'Continue' and 'Cancel' buttons at the bottom corners.

Billing History

Loan ID
From To

Transaction Date
From To

☒ Billing ☒ Adjustments

Progress

3.10. Setting up a New Company

1. After you have played with Sample Financial Company, it is time to set up your own company. SYNDi Loan Manager allows you to set up multiple companies if necessary.
2. If you are using Microsoft Access, a blank database will be created automatically by SYNDi. However, if you are using SQL Server database, you will have to create it before getting into SYNDi. (Please see Section 3.14). On Login Menu, click the Manage button next to Company Name.



3. The following screen is displayed:

SYNDiLM: Manage Companies

Company Name

Database Type ☒ Microsoft Access ☐ Microsoft SQL Server

Database Location [Browse....](#)

SQL Server Name

Database Name

User ID Password

Company List

Company	DBName	DBLocation	DBType
▶ Sample Financial Company	SYNDiSample		0

[Add](#) [Delete](#) [Close](#)

4. The fields shown on the screen are described below:

Company Name	Enter the name of the company to be set up (maximum 60 characters)
Database Type	SYNDi Loan Manager allows two database types, i.e., Microsoft Access and Microsoft SQL Server. If you decide to use the former you do not need to have Microsoft Access on

your system. However, if you decide to use SQL Server, you must have it already installed on the system.

If you are using SQL Server, it is important that the database and necessary tables be created before you run this procedure. (Please see Section 3.13 for instructions.)

Database Location Enter the folder in which you want to locate the database. You may also point to the desired folder by clicking the Browse button.

Database Location has two functions: (1). It has all subfolders in which documents and templates reside, and (2). If you are using Microsoft Access, the mdb file is in this folder. If you are using SQL Server database, the mdf and ldf files do not have to be necessarily located in this folder.

Server Name If you are using Microsoft Access leave the Server Name blank otherwise enter the name of the SQL Server on which the database is located.

Database Name Enter the name of the database file to be created. If you are using Microsoft Access, SYNDi creates the mdb file whereas for SQL Server you must create the database manually as shown in Section 3.14.

Please do not enter the extension of the database name. For instance, in case of Acme just enter Acme instead of Acme.mdb.

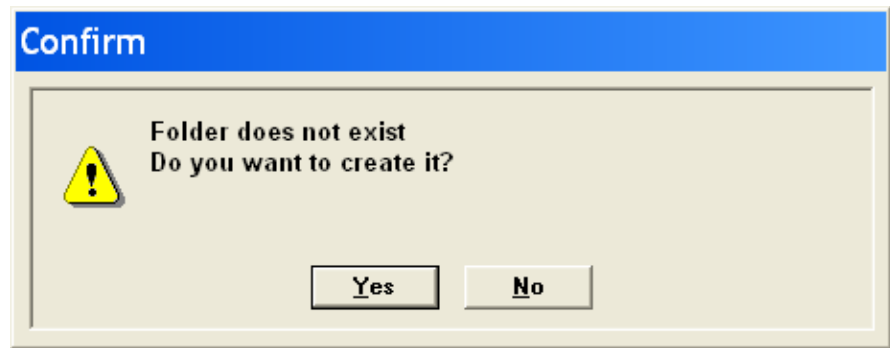
User ID Leave the User ID blank if you are attaching to the database through trusted connection otherwise enter the User ID that will authorize you to connect to the database.

Password If User ID is blank, please leave the Password field blank otherwise enter appropriate value.

5. To set up a new company, click **Add**. The system will check the folder in which the database will reside. We will refer to it as the

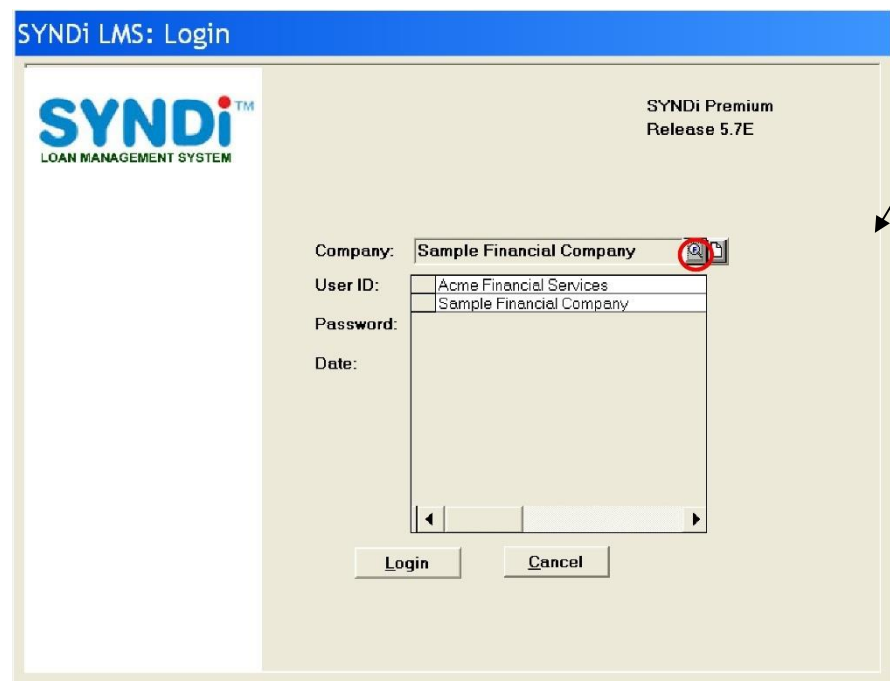
Database Location. It is important that this folder must exist and that you must have full access rights to it. If the folder is located on network, you must assign a drive letter to its root. It is desirable but not necessary to keep the database in the **Application Folder**.

6. If the specified folder does not exist, the following message is displayed:

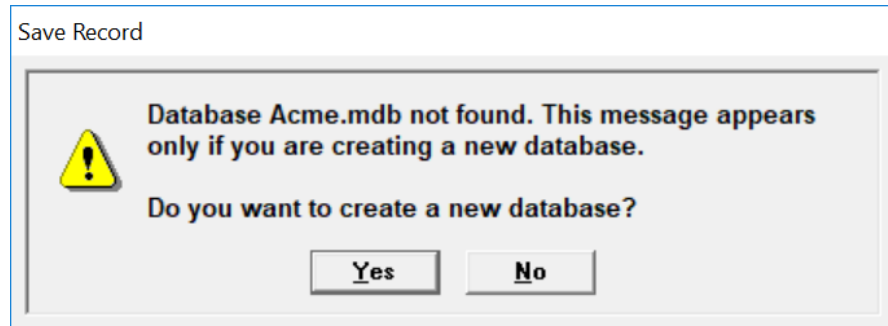


Click Yes to create the folder. Click Add again to add the database specifications to the Company List.

7. The new database appears in the Company List.
8. Click **Close** to close the screen and return to Login screen. Click the **Finder** button next to Company Name to display a list of all companies already set up.



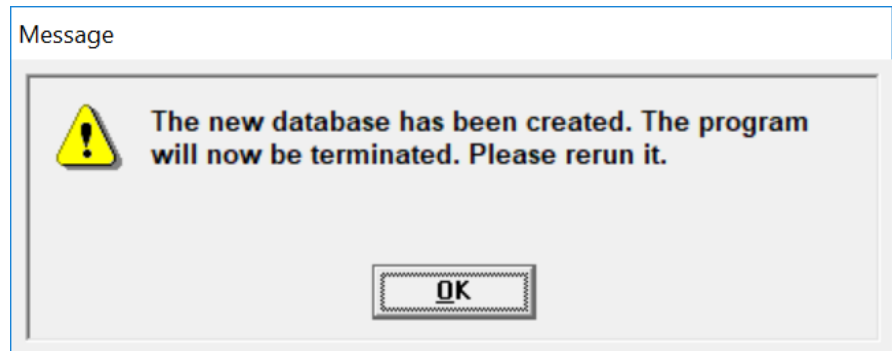
9. Double-click on Acme Financial Services to choose it. Then click **Login**. The following message is displayed:



10. Click **Yes** to create the new database.

At this point the system creates the mdb file if you are using Microsoft Access. In case of SQL Server you have already created the database as described above.

11. If no error is encountered during the creation of the database, the following message is displayed:



12. Click **OK** to exit the screen. SYNDi is terminated to initialize the database.
13. Run SYNDi again to enter the system.

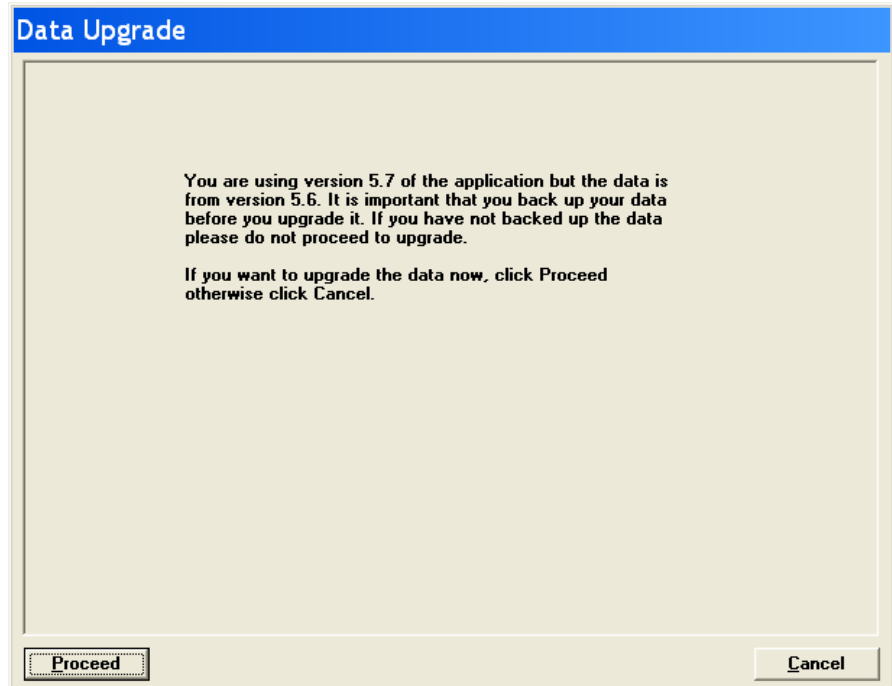
3.11. Creating Sub-Folders

While creating the database, SYNDi Loan Manager also creates the following sub-folders in the **Database Location**:

Templates	This folder contains document templates for various forms and letters.
Documents	<p>SYNDi Loan Manager uses this folder to place documents created during various functions.</p> <p>SYNDi creates a folder <i>database location\Documents\Loans\LoanID</i> for each loan and saves the document in that folder.</p>
Reports	This folder is used to save various reports generated by the program and by users.

3.12. Upgrading SYNDi Loan Manager

1. If you are already running an old version of the program, you should upgrade it to the new version to take advantage of new functionality and to fix any bugs in the old version.
2. Before you upgrade SYNDi Loan Manager to the latest version make sure that you are currently subscribing to the annual Software Assurance program which enables you to upgrade SYNDi to new version without any charge.
3. Locate the folder in which SYNDi Loan Manager has been installed on your network. We will call it Application Folder.
4. Locate the folder called \Setup within the application folder. If not found create one.
5. Download SYNDi.zip from <http://www.SYNDi.ca>, save it in the \Setup sub-folder and unzip it.
6. Some old templates in \DatabaseLocation\Templates folder may not be compatible with the new version of SYNDi Loan Manager and should be deleted. When the program does not find them in that folder it copies new templates from the Application Folder. However, if you have customized these templates or have embedded you company logo your changes will be lost. One strategy could be to leave them there for the time being and see how the new version of SYNDi Loan Manager treats them. If you start getting errors in one or more templates, you may have to delete them and run the program so that it copies the latest template. After that you can customize those templates.
7. Install SYNDi Loan Manager as described in Section 2.1 of the User Manual. Make sure that you install it in the same folder in which it was installed initially otherwise you may get version conflicts.
8. Run SYNDi Loan Manager and **Activate** it using the Activation Key for the new version.
9. When the database is opened the following screen is displayed:



10. It is recommended that you make a copy of SYNDi.mdb in case you must revert to it. If you have not already done so, click **Cancel** and run the program again after making a backup copy. Click **Proceed** to upgrade the database.
11. The upgrade process may take a few minutes depending on the volume of data. The program displays the progress of conversion as it goes through various tables and modifies them. Please do not turn the machine off while the conversion is in progress.
12. Please note that once a database has been upgrading it cannot be used with an older version of the program.
13. When conversion is completed, the program confirms that Data Upgrade is successful and displays main menu.

3.13. Creating SQL Server Database

A. Creating SQL Server Database

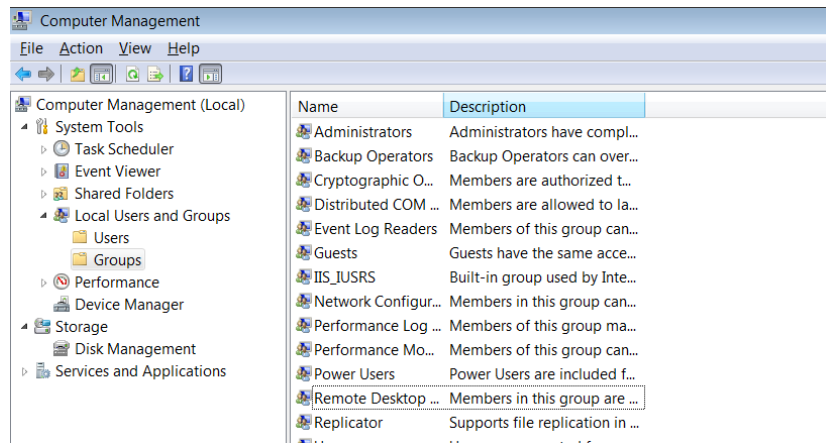
- a. SYNDi uses SQL Native Client 12 to connect to the database. If you have SQLExpress installed, you will have to download the SQL Native Client 12 from Microsoft otherwise it gets installed automatically in full-blown version of SQL Server. However, it is not recommended to use SQLExpress with SYNDi.
- b. Using SQL Server Management Studio, create the database., In this section we are using the user interface for Microsoft SQL Server 2008. If you have a different version the interface may be slightly different.
- c. Suppose you are creating a SYNDi database for Acme Financial Services and want to call the database “Acme”. Run SQL Server Management Studio, right-click on Databases folder and choose New Database. Enter Acme for the database name and click OK.
- d. Once the database Acme has been created it is blank and you have to create necessary tables in it. It can be done as follows:
 - (a). Run SQL Server Management Studio.
 - (b). Expand Databases folder and double-click on Acme.
 - (c). Click File->Open -> File and point to **CreateSYNDiMDF.sql** in the Application Folder (where SYNDi is installed.) This file contains the script to create necessary tables.
 - (d). Once the script is loaded, click Execute to create tables.
- e. Next you must create a User Group called SYNDiGroup. It is preferable to create it as a Domain User Group. However, you may decide to create it as a Local User Group.

B. Creating Domain User Group

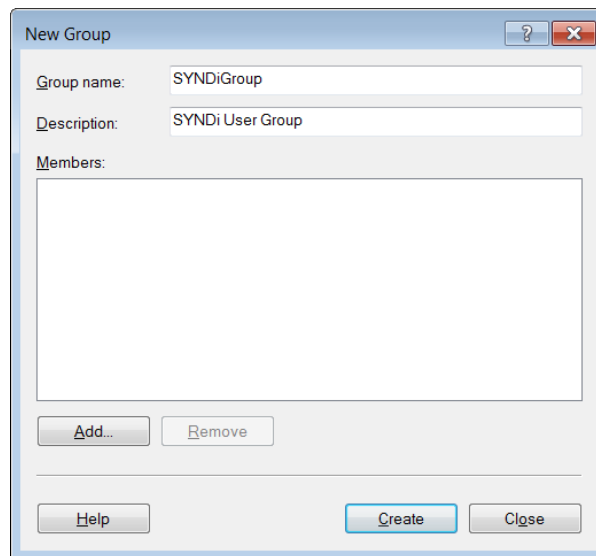
- f. Get your system administrator to create a domain user group called SYNDiGroup and add all users who will be accessing SYNDi database to that group.
- g. Skip the steps given below and proceed directly to the steps under Section E.

C. Creating Local User Group

- h. Login as Administrator on the computer on which SQL Server is installed. The following screens assume that you are using Windows. The actual display may vary with the operating system.
- i. Go to Control Panel -> Administrative Tools -> Computer Management -> Local Users and Groups to display the following screen:



- j. Right-click on Group and select "New Group" to display the following screen. Enter SYNDiGroup and a description. Click create to create the group.

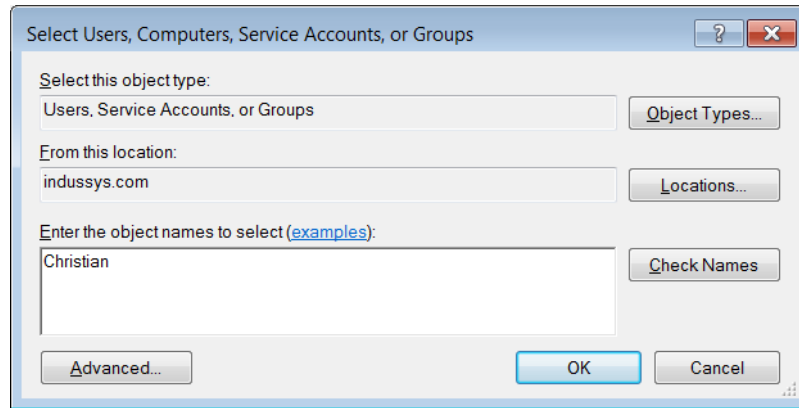


D. Adding Users to Local User Group

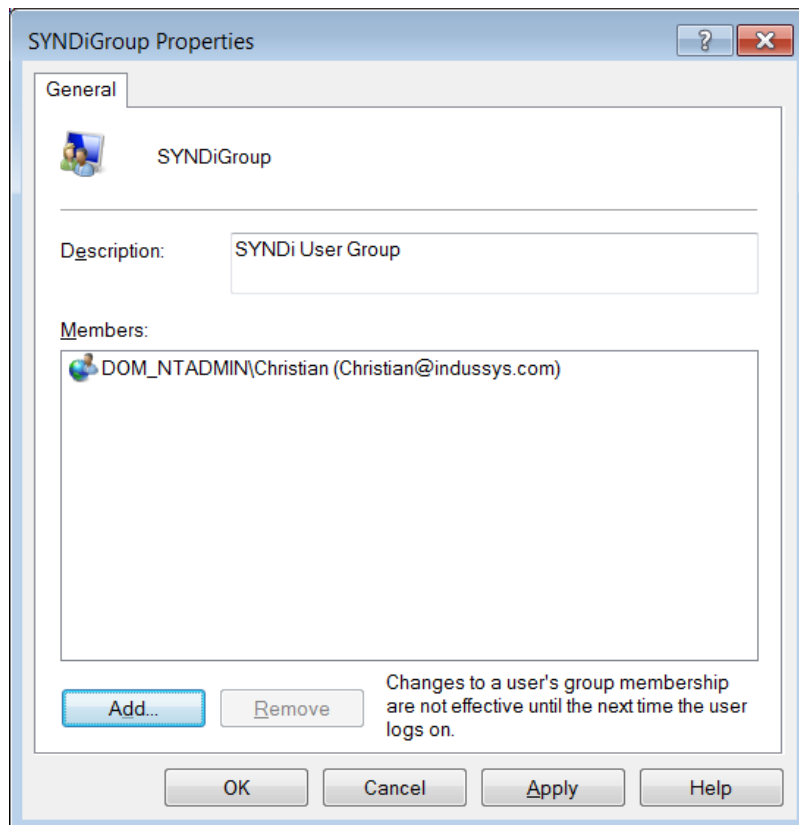
- k. While on Computer Management screen in Control Panel double-click SYNDiGroup from the list of groups in the right panel. The Group Properties screen is displayed showing a list of users in

Members box. It should be blank at this point.

1. Click the Add button to display the following screen.



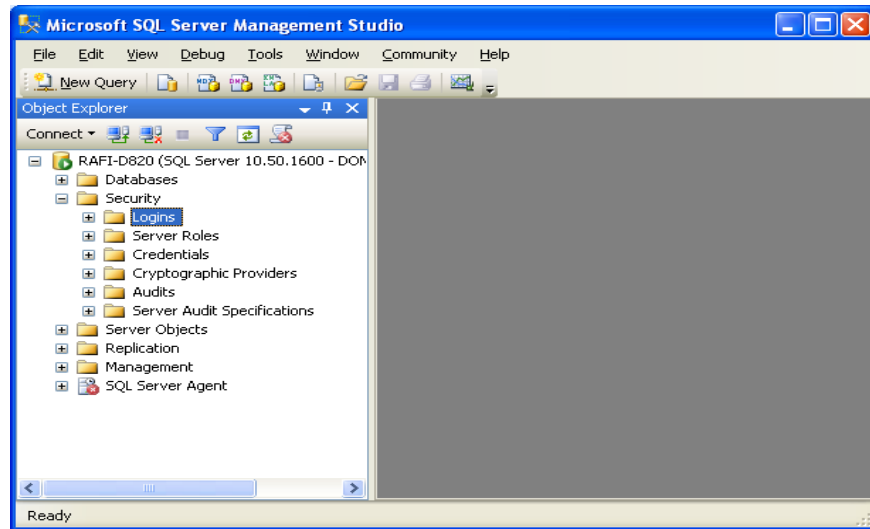
- m. Type the login IDs or names of users in the object name box. Hit carriage-return after each name. You may click Check Name to allow the system to check if all users in the list are valid. Click OK. If the user is valid it is added as a member of SYNDiGroup and the group Properties window is displayed again as shown below.



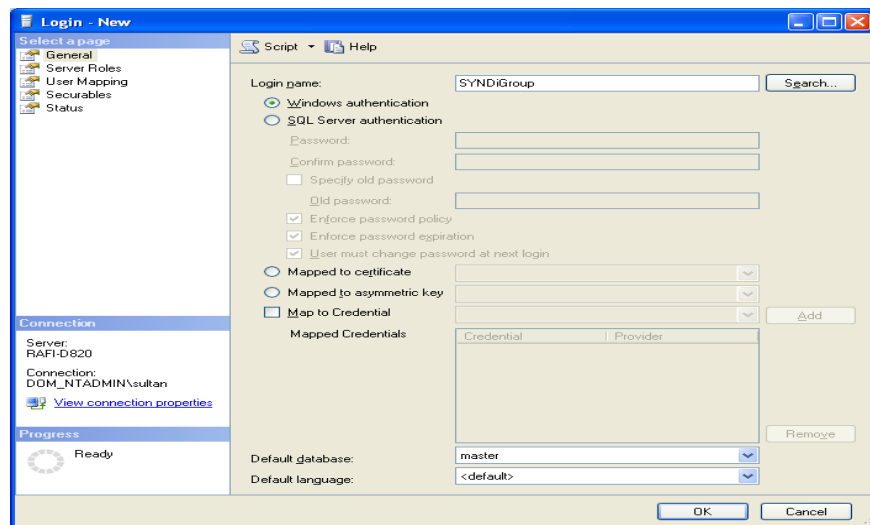
- n. You can click Add to add another user or click OK on the group properties screen.

E. Linking User Group to SYNDi Database

- o. You must link SYNDiGroup to Acme database.
- p. Open SQL Server Management Studio if not already in it.
- q. Expand the Security folder to expose a list of all folders and right-click on the Login folder.

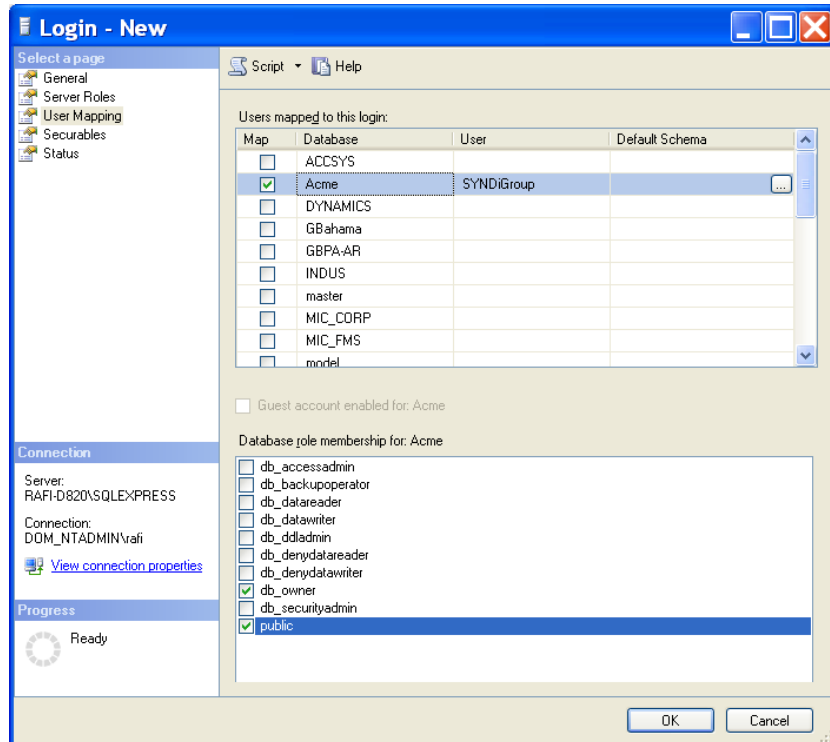


- r. Select New Login option to display the following screen:



- s. Enter SYNDiGroup in Login Name field or choose Search.

- t. Click the User Mapping in the left Panel of the screen and select Acme from the list of databases in right panel by putting a checkmark in the empty checkbox. This will enable SYNDiGroup full access to Acme.
- u. Check db_owner and Public in Database role membership section of the screen.



- v. Click OK to save the login configuration for the newly created link.
- w. You are ready to enter database information in the **Manage Companies** screen. (See section 3.10.)

3.14. Common Problems with SQL Server Databases

1. There could be a few issues with the workstation install, e.g.:
 - (a). You may have forgotten to disable UAC on the workstation running a Windows version prior to Windows 10.
 - (b). The Windows firewall may be running on the server, but the necessary ports may have not been opened for sql server.
2. Here is a common problem for people who are not familiar with Sql server setup. The sql server installation program does not automatically open the appropriate ports during installation nor does it warn you that you need to open any ports. If you are using any software firewalls on the sql server, you should not forget to open the appropriate ports.

Chapter 4

Setting up the Application

4.1. G/L Accounts

1. SYNDi Loan Manager provides a journal entry to be applied to your General Ledger. However, at this point you may not be interested in setting up G/L accounts since your priority may be to set up loans and get started. The program automatically sets up account number 9999 as a dummy account and applies all transactions to this account. If you are not interested in setting up G/L accounts at this point, you may let the program use this account and change it later. In this case just skip this section and move on.
2. You need to set up G/L Accounts in SYNDi Loan Manager only if you are using it as a standalone package. If it is integrated with Sage 300 ERP, as established in Company Profile Setup, it will copy the chart of accounts from that package. In that case you can skip this section altogether.
3. Click G/L Accounts on Setup screen to display the following screen:

The screenshot shows a software window titled "SYNDi LMS: Accounts Setup - Sample Financial Company". Inside the window, there are several input fields and buttons:

- Account No:** A text box containing "1020".
- Description:** A text box containing "Bank 1 - in Trust".
- Account Type:** A dropdown menu with "Asset" selected.
- Retained Earning?** A checkbox that is currently unchecked.
- Normal Balance:** A dropdown menu with "Debit" selected.
- Buttons:** At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

4. G/L Accounts are required to generate journal entries as transactions

are posted.

General Ledger Treatment

You will need to set up a set of G/L accounts to maintain the flow of transactions. Following is the G/L treatment of various transactions:

1. Borrower Payments

When money is advanced to the borrower and the following journal entry is made:

DR Loan Receivable (Asset)
CR Bank (in Trust - Asset)

This clears the Bank account and leaves the amount in Loan Receivable account.

2. Billing

Billing calculates the monthly installment containing interest plus any principal paid as blended payment or as lump sum. The journal entry is as follows:

DR Receivable from Borrowers (Asset)
CR Loan Receivable (principal portion - Asset)
CR Interest for Distribution (interest portion - Liability)

The system also calculates deductions from the interest:

DR Interest for Distribution (Liability)
CR Management Fee Income (Revenue)
CR Sales Tax 1 Payable (Liability)
CR Sales Tax 2 Payable (Liability)
CR Sales Tax 3 Payable (Liability)
CR Non-Resident Tax Payable (Liability)

The system allows up to three accounts for sales tax on management fee. The non-resident tax is calculated as a percentage of interest after deducting management fee and sales taxes if any.

3. Borrower Receipts

When monthly installment received from a borrower, is entered into the system, it generates the following journal entry:

DR Bank (in Trust – Asset)

CR Receivable from Borrowers (Asset)

The system allows up to 45 characters in the account number that ensures flexibility needed to handle any type of General Ledger.

- 3 Some of the fields shown on the screen are described below:

Account No:	A code set up to identify a General Ledger account, maximum 45 alphanumeric characters; user defined.
Description	Account description, maximum 60 alphanumeric characters.
Account Type	Account Type can be Asset, Liability, Equity, Revenue or Expense. An equity type account could be flagged as Retained Earning.
Normal Balance	Normal Balance can be debit or credit. Assets and Expenses are normally of Debit type while Liabilities, Equity and Revenues are normally of Credit type.

4. To set up a new G/L Account, click **New** to clear the screen. Enter the account number. If the account number is already present in the table, the data is displayed, and the Description could be modified.
5. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
6. To modify an existing record, enter the Account Number or use **Finder** to select a record. Enter the new description and click **Save** to save changes.
7. To delete a record, click **Delete**. You cannot delete an account number that has already been assigned in company profile or has been used in generating journal entries.

4.2. Banks

1. You will need to set up at least one bank with which you do banking so that your Bank Code and Account Number may be printed on the Bank Deposit Report.
2. Click Banks on Setup screen to display the following screen:

SYNDiLM: Banks Setup - Sample Financial Company

Bank ID: Transit Number:

Bank Name:

Branch Name:

Address:

City: Prov/State:

Postal Code: Country:

Tel:

Fax:

Contact:

GL Account: Bank, Canadian Dollar Account

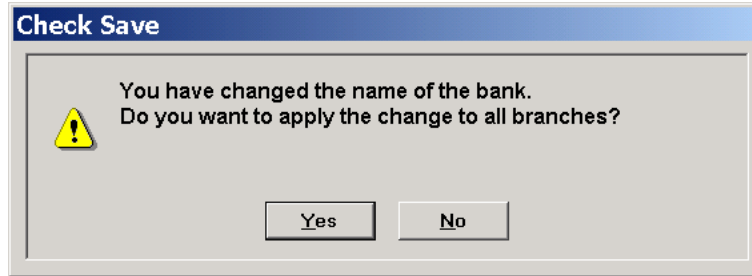
Account No: Next Check #:

Remarks:

3. To set up a new bank, click **New** to clear the screen. Enter Bank ID. If the record is already present in the table, the data is displayed, and The fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
6. To modify an existing record, enter the Bank ID or use **Finder** to select a record. Enter the fields and click **Save** to save changes.
7. While entering a new bank record, if you have already entered other bank records with the same Bank Number, the system displays the name of the bank with the same Bank Number but the lowest Branch

Number. It is assumed that all banks with the same value of the first three characters will have the same name with different branch addresses.

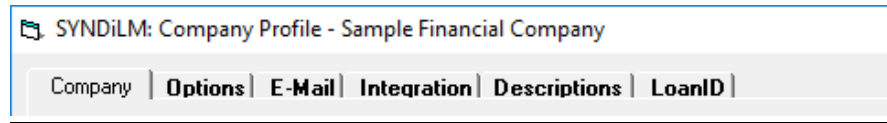
8. If you change the name of a bank while adding a new bank record or modifying an existing record, the following message is displayed:



If you click **Yes**, the bank name in all records with the same bank number will be changed otherwise the name will be applied only to the record being added or changed.

4.3. Company Profile

1. The Company Setup screen is displayed when the user clicks Company Profile on Setup screen.
2. Hit <Tab> through various fields and change them if necessary.
3. The screen contains five tabs described below:



Company	Enter name and address of your company and the Database Location.
Options	Enter key parameters to determine the flow of the system.
E-Mail	If you will use SYNDi to send e-mails to borrowers you can set up the parameters on this tab.
Integration	Define whether the program is set up as a Standalone package or it is integrated with Sage 300 ERP.
Descriptions	This screen contains default descriptions for various types of transactions. You may change them if necessary.
Loan ID	If you would want SYNDi to assign LoanID while setting up a new loan, this tab will be used to set the segments for LoanID.

You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Company Tab

4. The tab is displayed as follows:

SYNDiLM: Company Profile - Sample Financial Company

Company | Options | E-Mail | Integration | Descriptions | LoanID

Name: Sample Financial Company

Address: 7481 Woodbine Avenue, Suite 203

City: Markham

State/Prov: ON PostalCode: L3R 2W1

Tel: (905) 940-0751

Fax:

E-Mail: info@indusflow.com

Contact: John Smith Subramaniam Pararajasingam

Broker License No:

Admin License No:

Account No: 123456789RZ0001 DB Location: C:\Program Files (x86)\SYNDi

T5 Transmitter No: MM123456 DB Name: SYNDiSample.mdb

Save Print Close

Following fields are user-defined and you may use them as you wish or leave them blank.

- Broker License No
- Admin License No
- Account Number
- Transmitter Number

Options Tab

5. The Options tab is displayed as follows when the user clicks tab header:

SYNDiLM: Company Profile - Sample Financial Company

Company **Options** | E-Mail | Investors | Integration | Descriptions | LoanID

Display pop-up Reminder Notes ☐ every minutes

Exclude first day from interest calculation ☒

Payments: Next Ref #

Do you have web interface to SYNDi? ☐ Database URL

Use Last Name first for borrowers ☐

Enforce User Security ☐

Use an Audit Trail ☒

Deduct principal in first payment? ☐ Do you use SYNDi Cattle Management ☐

Calculate interest on Overpayment? ☒

Company's Bank

Bank ID

Account #

Display Pop-up Reminders

Check if you want to display pop-up reminders (see Section 4.11). If you decide to display reminders, enter the interval in minutes after which reminders will pop up. The interval starts when you enter Main Menu and **SYNDi Reminder System** keeps track of elapsed time. It is turned off if you choose not to display reminders. The interval depends on the volume of activity. If you decide to maintain your calendar of appointments in SYNDi Loan Manager, you may want to check every 15 minutes otherwise every hour or longer.

Exclude first day from interest calculation

If you do not exclude first day from interest calculation, the system calculates interest for the day on which the loan is started. That is the date on which funds are received and advanced to the borrower. Suppose the Start Date of the loan is January 1, 2007, the Billing Day is set to be 1 and term of the loan is 12 months, the program will calculate the

Maturity Date as December 31, 2007 and will run the first billing on January 1, 2007 calculating interest adjustment for one day.

However, if you exclude first day from interest calculation, the Maturity Date will be calculated as January 1, 2008 and the first billing will run on February 1, 2007 calculating interest for one month.

Once you set up this parameter, it is suggested that you should not change it unless the policy of your company changes.

When you set up a new company, the box is checked as a default and the first day is excluded from interest calculation.

Do you have web interface?

Check if you are using eSYNDi to enable borrowers to perform inquiries of their records over Internet in which case the program allows you to set up user IDs and passwords during borrower set up to log into the website whose URL should be entered in the field provided for it.

For new borrowers the UserID is the same as the borrower ID and the password is “password”.

Use Last Name first for Borrowers

If a borrower is an individual and you set up first name as Ted and last name as Smith, the full name will be displayed as “Smith, Ted” if the checkbox is checked, otherwise it will be displayed as “Ted Smith”.

Enforce User Security

Check if you want to track users entering and posting Borrower Receipts. If this option is enabled, then SYNDi starts the processing of transactions in batches. Each user will have a Batch Number associated with all their transactions for that day. With this implementation, it is easier for the supervisor or admin to Post each user’s receipts separately. Details of this Batch processing is covered in Chapter 12 titled Borrower Receipts. It is suitable for the environment in

	which you have several cashiers entering Borrower Receipts.
Do you want to use an audit trail?	SYNDi Loan Manager has an audit trail module which tracks all additions, modifications and deletions to the data along with userID and the date and time.
Do you deduct principal in first payment?	If you are using SYNDi Loan Manager to process amortized mortgages, check this option if you want to include a portion of principal in first instalment.
BankID	Enter the Bank ID for your company bank where most transactions will occur. It will be used as a default bank when you enter a transaction screen, but you will be able to change it if necessary.
Account #	Enter the account number of your bank account.
Payments: Next Ref #	A sequential number assigned by the system to payment transactions. You should not have to modify this number.
Do you use SYNDi Cattle Management?	SYNDi Loan Manager has a special module for Cattle Feeders and Breeders to track cattle purchases, sales, births and deaths. You may check this box if you are running SYNDi Cattle Management System.
Calculate Interest on Overpayment?	When a borrower overpays, you may keep the overpayment as On Account Receipt or use it to pay the principal down in which case check this box if you want to calculate interest between last billing date and the payment date.

E-Mail Tab

6. The E-Mail tab is displayed as follows when the user clicks tab header:

SYNDiMM: Company Profile - Sample Financial Company

Company | Options | **E-Mail** | Investors | Integration | Descriptions | LoanID

Will you use SYNDi to send e-mails ☒ Yes ☐ No

☒ Use Microsoft Outlook

☐ Use Microsoft Office 365

☐ Use SMTP Outgoing Mail Server

SMTP Mail Server

Port ☐ SSL / TLS

Sender's Name

Sending E-mail Address

☒ No Authentication ☐ Basic ☐ NTLM

User ID

Password

Confirm Password

Save Print Close

Will you use SYNDi to send e-mails?

The default is No. Click Yes if you want to send e-mails from SYNDi and fill the rest of the details.

Use Microsoft Outlook

If you are using Microsoft Outlook for your e-mails, choose it and all e-mails will go from your Outlook account.

Use Microsoft Office 365

If you are using Microsoft Office 365 as your emailing service, you can choose it and all emails will go directly through office 365. You do not need Microsoft Outlook for this feature.

Use SMTP Outgoing Mail Server

If you do not wish to use Microsoft Outlook, you should fill this section. Get SMTP Mail Server and Port from your system administrator and fill the rest of the details.

Integration Tab

7. The tab is displayed as follows when the user clicks tab header:

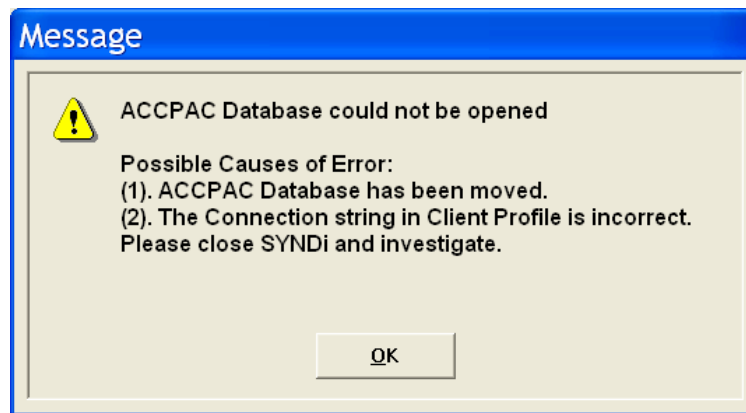
The screenshot shows a window titled "SYNDiLM: Company Profile - Sample Financial Company" with several tabs: Company, Options, E-Mail, Integration (selected), Descriptions, and LoanID. The Integration tab contains the following fields and options:

- Integration:** Two radio buttons: ☐ Standalone and ☒ Sage 300 ERP (Accpac).
- Server Name:** A text box containing "ACCPAC-SERVER". Below it, a note states: "If you leave the Server Name blank SYNDi will use ODBC connection to connect to the database. You should have already set up an ODBC connection."
- DB Name:** A text box containing "SAMINC". Below it, a note states: "If you are using ODBC connection, this field should contain the DSN Name otherwise the name of SQL Server database."
- User ID:** A text box containing "sa".
- Password:** A text box containing "*****".
- Confirm Password:** A text box containing "*****".
- Posting Level:** Two radio buttons: ☐ Summary and ☒ Detail.
- Write payment checks in Sage:** A checkbox that is checked.
- Buttons:** "Check", "Save", "Print", and "Close".

8. This screen is used to define the interface with the accounting package. Normally SYNDi Loan Manager is set up as a standalone package but could later be interfaced with Sage 300 ERP.
9. The DB Name should contain the database name which should be same as Company ID defined in Sage 300 ERP. The User ID and Password must be same as the System Administrator has set up for SQL Server authentication.
10. If SYNDi is integrated with Sage 300 and you want to generate a single journal entry for each billing batch then set Posting Level to Summary. If you have set it to Detail a separate journal entry will be generated for each loan.
11. When you transfer entries to Sage 300 all payments will be transferred to Payments batch in A/P module and you will have to print checks before posting the batch. If you do not wish to print checks in Sage 300 leave the checkbox unchecked and SYNDi will generate a check number when transferring entries to Sage 300.
12. Once the fields have been entered, click **Check** button to allow the program to open the Sage 300 database. The system displays proper message to confirm whether it was able to open it successfully. If the

attempt was unsuccessful, leave it at Standalone for the time being and investigate the problem after saving the changes. The details are given later in this section.

13. Click Close to close the screen.
14. After SYNDi has been successfully integrated with an accounting package, download the chart of accounts and banks from the package. (See Section 15.3).
15. You must have G/L, AR and AP modules of Sage 300 ERP. Please make sure that you have defined a Payment Code CHECK with Payment Type “Check” in Accounts Payable.
16. If you have set up SYNDi Loan Manager to interface with Sage 300 ERP, it attempts to open Sage database and displays the following message if it fails:



17. If the above message appears the program will not be able to validate various General Ledger accounts defined in Company Profile. The problem could arise due to various reasons. Please get your System Administrator to check the problem.

Posting Level

18. You must indicate whether you want to post at Detail level or at Summary level. At Detail level a separate journal entry is generated for each transaction while at Summary level all transactions belonging to the same month are grouped together and posted at the end of the month.

Descriptions Tab

19. The tab is displayed as follows when the user clicks tab header:

The screenshot shows a window titled "SYNDiLM: Company Profile - Sample Financial Company". The window has a tabbed interface with the following tabs: "Company", "Options", "E-Mail", "Integration", "Descriptions...", and "LoanID". The "Descriptions..." tab is currently selected. The main area of the window contains a list of transaction types on the left and their corresponding default descriptions in text boxes on the right. The list includes: "New Loan Advance" (description: "New Loan Advance"), "Borrower Payments" (description: "Payment to Borrower"), "Borrower Receipts" (description: "Borrower Receipt"), "Cheque Returned" (description: "Cheque Returned"), "Write off" (description: "Cancelled Amount Due"), "Loan Adjustments" (description: "Loan Adjustment"), "Billing" (description: "Billing"), and "Cancel Billing" (description: "Cancel Billing"). At the bottom of the window, there are three buttons: "Save", "Print", and "Close".

New Loan Advance	New Loan Advance
Borrower Payments	Payment to Borrower
Borrower Receipts	Borrower Receipt
Cheque Returned	Cheque Returned
Write off	Cancelled Amount Due
Loan Adjustments	Loan Adjustment
Billing	Billing
Cancel Billing	Cancel Billing

20. This screen is used to define default descriptions for various types of transactions. You may change them if necessary.

Loan ID Tab

21. The tab is displayed as follows when the user clicks tab header:

The screenshot shows a window titled "SYNDiLM: Company Profile - Sample Financial Company" with several tabs: Company, Options, E-Mail, Integration, Descriptions, and LoanID. The LoanID tab is active. Inside the tab, there is a checkbox labeled "Let SYNDi generate LoanID for new loans" which is checked. Below this is a table with columns: Used, Description, Size, and Type. The table has three rows for Segment 1, Segment 2, and Segment 3. Segment 1 is checked in the "Used" column. The "Size" column for all segments is set to 0. The "Type" column has dropdown menus. Below the table is a "Segment Separator" dropdown menu. At the bottom of the window are buttons for Save, Print, and Close.

	Used	Description	Size	Type
Segment 1	<input checked="" type="checkbox"/>		0	
Segment 2	<input type="checkbox"/>		0	
Segment 3	<input type="checkbox"/>		0	

Segment Separator:

22. If you want to set up LoanIDs for new loans according to a preset format, you may divide it into three segments but the total length of LoanID should not exceed 16 characters including segment separators. Check “Let SYNDi generate Loan ID for new loans” to activate the segments.
23. You can have up to three segments with number of characters specified in the Size field. For instance, let us assume that the LoanID consists of Department (3 characters), Section (1 character) and a three-digit serial number. Also suppose that the departments are specified as follows:

ACC – Accounting
 MKT – Marketing
 SLS – Sales

Also suppose that the two-character sections are as follows:

E – Eastern
 W – West
 N – North
 S – South

The Type field could be (a). Input which is not edited by SYNDi and the user can enter any values, (b). Table containing valid value of a segment, (c). Any random number, or (d). a sequential number starting with 1.

Also, we want to separate the three segments by a hyphen.

24. When you fill various fields, it looks like as shown below:

	Used	Description	Size	Type
Segment 1	<input checked="" type="checkbox"/>	Department	3	Table
Segment 2	<input checked="" type="checkbox"/>	Section	2	Table
Segment 3	<input checked="" type="checkbox"/>	Serial Number	3	Sequential Number

Segment Separator: Hyphen

Let SYNDi generate LoanID for new loans ☒

Save Print Close

25. Click Save to save the company profile. SYNDi terminates at this point and when you get back to Company Profile, the LoanID screen is displayed with links to Department Table Update and Section Table Update. Please click on those links to enter various Department and Section codes.
26. The only valid values for LoanIDs will be ACC-E-001, MKT-W-019 etc.

4.4. Users

Setting up Users

1. You must be logged in either as ADMIN or as a user who is authorized to access this function. Click Users on Setup screen to display the following screen:

SYNDiLM: Users Setup - Sample Financial Company

User Rights

User ID: ADMIN

Name: Administrator

Password:

Confirm Password:

Active: ☒

Number of user licenses: 21

Number of Active Users: 1

Save Delete Print Close

2. Some of the fields are described below:

User ID	A code set up to identify a user, maximum 16 alphanumeric characters; user defined.
---------	---
3. To set up a new user, click **New** to clear the screen. Enter User ID. If the record is already present in the table, the data is displayed, and the fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the User ID or use **Finder** to select a record. Enter the fields and click **Save** to save changes.
6. To delete a record, click **Delete**. You cannot delete user ADMIN.

Rights

1. Click the Rights tab to display the following screen:

SYNDILM: Users Setup - Sample Financial Company

User Rights

User ID:

Copy profile of:

Right#	Function	Range	Level	Description
1	Set up Company Profile	0-2	0	No Access
2	Set up Borrowers	0-4	0	No Access
3	Set up Investors	0-4	0	No Access
4	Set up Deduction Codes	0-4	0	No Access
5	Set up Other Parties	0-4	0	No Access
6	Set up G/L Accounts	0-4	0	No Access
7	Set up Banks	0-4	0	No Access
8	Set up Users	0-4	0	No Access
9	Maintain Reminders	0-4	0	No Access
10	Set up Loan Status Codes	0-4	0	No Access
11	Set up Optional Fields	0-3	0	No Access
12	Set up Loans	0-4	0	No Access
13	Close Loans	0-1	0	No Access

Add Delete Print Close

2. This tab displays the security level for each function. You may change the security levels if necessary.
3. Some of the fields are described below:

User ID A code set up to identify a user, maximum 16 alphanumeric characters; user defined.

Copy profile of If you want to grant the same access rights as those for an existing user, just enter the User ID and hit Tab. The profile of the specified user is copied into the profile of the current user and you may change some or all rights before saving the record.

Security Levels

7. The following table specifies user rights for various functions in SYNDi Loan Manager.

1	Set up Company Profile	Display, Change
2	Set up Borrowers	Display, Change, Add, Delete
3	Set up Misc Charge Codes	Display, Change, Add, Delete
4	Set up Other Parties	Display, Change, Add, Delete
5	Set up G/L Accounts	Display, Change, Add, Delete
6	Set up Banks	Display, Change, Add, Delete
7	Set up Users	Display, Change, Add, Delete
8	Maintain Reminders	Display, Change, Add, Delete
9	Set up Loan Status Codes	Display, Change, Add, Delete
10	Set up Optional Fields	Display, Create, Delete
11	Set up Loans	Display, Change, Add, Delete
12	Close Loans	Process
13	Enter Misc Charges	Display, Change, Add, Delete
14	Loan Discharge	Display, Edit, Generate, Cancel, Post
15	Loan Adjustments	Display, Change, Add, Delete, Post
16	Billing	Report, Edit, Process, Cancel, Post
17	Borrower Receipts	Display, Change, Add, Delete, Reverse, Post
18	Check Generation	Allow
19	Delete Old G/L Entries	Allow
20	Cancel Latest Billing	Allow
21	Transfer G/L Entries	Allow
22	Reports and Inquiries	Allow

8. The user setup screen displays a table showing the security level for each function. When a new user is set up the security level is set to 0 for each function, which does not allow access to that function. Level 1 signifies the lowest level of security and allows access to all operations in a function. Level 2 allows access to all but the last operation. As the level increases additional operations are disallowed. Thus Level 3 allows all but the last two operations.

Consider Borrower Receipts (Function 17). The various levels of security have the following significance:

Level 0 No Access
 Level 1 Allow Display, Change, Add, Delete and Post
 Level 2 Allow Display, Change, Add and Delete
 Level 3 Allow Display, Change and Add
 Level 4 Allow Display and Change
 Level 5 Allow Display only

9. The highest level of security depends on the function. Thus, the highest level for Borrower Receipts is 5 while the highest level for setting up loans (Function 11) is 4.

10. To change a user right highlight the level and enter the new value before saving the record.
11. ADMIN is a special user with the lowest security (Level 1) for all functions. You cannot change the user rights for ADMIN.

4.5. Optional Fields

1. Click Optional Fields on Setup screen to display the following screen:

SYNDiLM: Optional Field Setup - Sample Financial Company

Table: **Loan**

Field Name: **Type of Property**

Field Type: **Text**

Validation Type: **List**

Size: **10**

☒ Active

Existing Fields

Name	DataType	Size	Active	ValidType
Loan Type	Text	16	Yes	List
Approved	Yes/No	10	Yes	No Validation
Contract Date	Date	10	Yes	No Validation
Amount Required	Number	10	Yes	No Validation

Buttons: **Save**, **Delete**, **Close**

2. Some of the fields are described below:

Table	From the drop-down list you may choose Borrower or Loan to indicate the table to which the optional Field will be associated.				
Field Name	Enter the name of the field, e.g., Loan Type, Credit Rating etc., maximum 20 alphanumeric characters.				
Field Type	You may choose the Field Type from the drop-down list. Following are the valid field types: <table> <tr> <td>Text</td><td>Use this type to define descriptive fields such as Loan Type or Property Type (e.g., Commercial, Residential etc.)</td></tr> <tr> <td>Number</td><td>Use this type to define numeric data, e.g., credit rating, appraised value etc.</td></tr> </table>	Text	Use this type to define descriptive fields such as Loan Type or Property Type (e.g., Commercial, Residential etc.)	Number	Use this type to define numeric data, e.g., credit rating, appraised value etc.
Text	Use this type to define descriptive fields such as Loan Type or Property Type (e.g., Commercial, Residential etc.)				
Number	Use this type to define numeric data, e.g., credit rating, appraised value etc.				

	Yes/No	Use this type to define fields that require a yes or no answer, e.g., Zoning appropriate?
	Date	Use this field to define dates, e.g., Realty Tax Due Date, Insurance Premium Due Date etc.
Validation Type		You may choose the Validation Type from the drop-down list. Following are the valid validation types:
	No Validation	The system will accept any value including blanks.
	List	You may define a set of values, e.g., for Type of Loan you may define First, Second, Third etc. If you choose List as the validation type a list of values opens and you may enter allowable values. If you define your values as codes, e.g., 1, 2, 3 etc. you may enter a description to explain the significance of each value. The system stores the description but does not use it anywhere.
	Range	Use this validation type if the value must be between a certain minimum and maximum.
	Non-Blank	You may enter any value if you do not leave the field blank.
Existing Fields		Displays a table containing all fields already defined. If you want to make changes to a field, just click on it to copy it into the data entry area on the top of the screen.

3. To set up a new Optional Field, click **New** to clear the screen. Enter the name of the field. If the record is already present in the table, the data is displayed, and the fields could be modified. Since field names are textual you may end up setting up multiple fields with slight differences in the spellings. If you have made a spelling error, delete the field and set it up again before assigning it to a table.
4. To modify an existing record, select field from the Existing Fields area. **Save** to save changes.
5. To delete a record, click **Delete**.

4.6. Miscellaneous Charge Codes

1. Click Misc Charge Codes on Setup screen to display the following screen:
2. Some of the fields are described below:

The screenshot shows a window titled "SYNDiLM: Misc Charge Code Setup - Sample Financial Company". Inside the window, there is a form with the following fields and values:

- Misc Charge Code: DEPOSIT
- Description: Down payment
- G/L Account: 2800
- Misc Charge Type: Flat Amount
- Default Amount: 0.00
- Loan Discharge: ☐

At the bottom of the window, there are three buttons: Save, Delete, and Close.

Misc Charge Code	An alphanumeric code of up to 16 digits set up to identify a miscellaneous charge.
Description	Description of Miscellaneous Charge Code, maximum 60 alphanumeric characters.
G/L Account	General Ledger Account to which the miscellaneous charge will be credited. It is normally an income account while the miscellaneous charge gets debited to the Receivable from Borrowers Account defined in the Company Profile.
Misc Charge Type	Select from the Drop Down List. Possible values are: <ol style="list-style-type: none"> 3. Flat Amount 4. Percentage of Original Principal

Default Amount If the Miscellaneous Charge Type is Flat Amount, enter the amount to be billed, otherwise enter the percentage. This if the Miscellaneous Charge Type is Percentage of Original Principal, the system will calculate the miscellaneous charge as the percentage of original amount loaned. You may also leave the value as zero since the true value will be entered when the Miscellaneous Charge Code is applied to a loan.

Loan Discharge Check it if you want the miscellaneous charge to be applied at the time of discharging the loan. When a new loan is created, the program automatically generates all Miscellaneous Charge Codes for which Loan Discharge is checked and applies them at the time of discharge. When you define a Miscellaneous Charge Code with Loan Discharge checked, it is not applied automatically to existing loans and a Miscellaneous Charge record must be created manually.

3. To set up a new record, click **New** to clear the screen. Enter the Miscellaneous Charge Code. If the record is already present in the table, the data is displayed, and the fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
6. To modify an existing record, enter the Miscellaneous Charge Code or use **Finder** to select a record. Enter the fields and click **Save** to save changes.
7. To delete a record, click **Delete**. You cannot delete a record if the Miscellaneous Charge Code has been assigned to a loan.
8. It is mandatory that the Borrower percentage is 100.

9. The Miscellaneous Charge Code defined here is used only as a template and the values can be modified when the code is applied to a loan.

4.7. Items

1. Click Items on Setup screen to display the following screen:

The screenshot shows a window titled "SYNDiLM: Items Setup - Sample Financial Company". The window contains a form with the following fields and controls:

- Item Number:** A text input field with a search icon (magnifying glass) and a list icon (arrow pointing up and down) to its right.
- Description:** A text input field.
- G/L Account:** A text input field with a search icon (magnifying glass) and a plus sign icon to its right.
- Price:** A text input field containing the value "0.00".
- Unit:** A text input field containing the value "Each".

At the bottom of the window, there are three buttons: "Add", "Delete", and "Close".

4.8. Prime Rates

1. Click Prime Rates on Setup screen to display the following screen:

SYNDiLM: Prime Rates Setup - Sample Financial Company

Rate ID: **ALL** 🔍 + - **All Prime Rates**

Date: **2018-07-31** 📅 **July** ▼ **2018** ▼

Prime Rate: **0.000**

Bank Rate: **0.000**

Spread: **0.000**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31	1	2	3	4	

Date	Prime	Bank
2012-04-30	1.049	
2012-05-31	1.062	
2012-06-30	1.069	
2012-07-31	1.065	0.000 0.0
2012-08-31	1.043	0.000 0.0
2012-09-30	1.000	0.000 0.0
2012-10-31	0.919	0.000 0.0
2012-11-30	0.863	0.000 0.0
2012-12-31	0.848	0.000 0.0
2013-01-31	0.814	0.000 0.0
2013-02-28	0.762	0.000 0.0
2013-03-31	0.735	0.000 0.0
2013-04-30	0.717	0.000 0.0

Add **Delete** **Close**

2. You can set up multiple tables for variable rates. For instance, RATE1 could be based on Prime Rate, RATE2 on LIBOR etc.

4.9. Borrowers

1. The Borrowers screen is displayed when the user clicks Borrowers on Setup screen. It contains various tabs as described below.
2. Hit <Tab> through various fields and change them if necessary.

The screen contains the following tabs:

Applicant 1	Enter name and address of the borrower.
Applicant 2	Enter name and address of the co-applicant (e.g., spouse) if any.
Payment	If the monthly receipts from the borrower will come through Electronic Funds Transfer (EFT), enter the Bank ID and the account number of the borrower.
Security Deposit	If you charge a security deposit from the borrower you can keep track of them on this screen. Please note that security deposits do not enter into any calculations of generate any journal entries.
Opt Fields	Enter the optional fields defined for borrowers.

You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Applicant Tab 1

3. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Borrowers Setup - Sample Financial Company". It has a tabbed interface with tabs for "Applicant 1", "Applicant 2" (which is selected), "Payment", "Security Deposit", and "Opt Fields". The "Applicant 2" tab contains the following fields:

- Borrower ID:** BLOJIM
- Name:** First: Jim, Last: Blouski
- Address:** 5516 Corvetter Cr
- City/State/PostCode:** Kingston, Ontario, L1M 1M2
- Country:** Canada
- Tel:** (905) 555-1234
- Fax:** (empty)
- E-Mail:** jb@hotmail.com
- Contact:** (empty)
- Remarks:** (empty text area)
- Tax Identification Number:** (empty)

At the bottom of the window are three buttons: "Save", "Delete", and "Close".

4. Some of the fields are described below:

Borrower ID	A code set up to identify a borrower, maximum 16 alphanumeric characters; user defined.
Borrower Type	Choose Corporate if the borrower is a company in which case you will enter the company name. Choose Personal if the borrower is an individual in which case you will enter the first name and the last name.
Remarks	A user defined memo field.
User ID	This field is displayed only if you have indicated in Company Profile that you are using eSYNDi to provide web access to the borrowers to display their records. When a new borrower is set up, the User ID is same as BorrowerID. However, you may change it if required. The program checks to ensure that each User ID is assigned to one and only one borrower.

Password	This field is displayed only if you have indicated in Company Profile that you are using eSYNDi to provide web access to the borrowers to display their records. When a new borrower is set up, the password is set as “password” (all lower-case characters and no quotes.) When borrowers log into their eSYNDi account for the first time they must change the password for future access.
----------	---

5. To set up a new borrower, click **New** to clear the screen. Enter Borrower ID. If the record is already present in the table, the data is displayed, and the fields could be modified.
6. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
7. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
8. To modify an existing record, enter the Borrower ID or use **Finder** to select a record. Enter various fields and click **Save** to save changes.

To delete a record, click **Delete**. You cannot delete a borrower record that has already been assigned to a loan.

Applicant Tab 2

9. The tab is displayed as follows:

The screenshot shows a window titled "SYNDILM: Borrowers Setup - Sample Financial Company". The window has a tabbed interface with the following tabs: "Applicant 1", "Applicant 2", "Payment", "Security Deposit", and "Opt Fields". The "Applicant 1" tab is currently selected. The form contains the following fields:

First Name	Jane	Last Name	Blouski
Company Name			
Address	1160 Birchmount Road		
City/State/PostCode	Scarborough	Ontario	M1P 2B8
Country	Canada		
Tel	(416) 751-0751		
Fax	(416) 751-9289		

At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

Payment Tab

10. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Borrowers Setup - Sample Financial Company". It has four tabs: "Applicant 1", "Applicant 2", "Payment" (which is selected), "Security Deposit", and "Opt Fields".

Under the "Payment" tab, there are two radio buttons for "Payment Mode": "Cheque" (unselected) and "Preauthorized Payments" (selected). Below this is a section titled "Borrower's Bank" containing two text boxes: "Transit Number" with the value "0012-27601" and "Account No." with the value "002870159".

Below the bank information is a table with the following data:

LoanID	Description	Principal	Rate	StartDate
▶ AVE1077	Avenue Street Plaza	1,200,000.00	8.5	2015-01-17

At the bottom of the window are three buttons: "Save", "Delete", and "Close".

Security Deposit Tab

11. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Borrowers Setup - Sample Financial Company". The "Security Deposit" tab is selected. The interface includes fields for Borrower ID (BLOJIM), Date (02/22/2018), and Amount (0.00), along with an "Update" button. To the right, it displays the Deposit Balance (30,000.00) and Loan Balance (1,040,505.96). A table lists previous transactions with columns for Date and Amount. A "Print Security Deposits" section on the right allows filtering by From Borrower ID, To Borrower ID, and As of date, with a "Print" button. At the bottom are "Save", "Delete", and "Close" buttons.

Date	Amount
01/05/2017	25,000.00
07/12/2017	10,000.00
12/01/2017	(5,000.00)

12. You may enter deposits and withdrawals on this screen and print a listing for each borrower.

Opt Fields Tab

13. The tab is displayed as follows:

The screenshot shows a window titled "SYNDiLM: Borrowers Setup - Sample Financial Company". The window has five tabs: "Applicant 1", "Applicant 2", "Payment", "Security Deposit", and "Opt Fields". The "Opt Fields" tab is currently selected. The main area of the window is a large, empty rectangular box. At the top of this box, there is a table with two columns: "Name" and "Value". Below the table, there is a large, empty rectangular box. At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

Name	Value
------	-------

Save Delete Close

14. The optional fields defined for borrowers are listed; enter appropriate values for each field.

4.10. Reminders

1. Click Reminders on Setup screen to display the following screen:

SYNDiLM: Reminders Setup - Sample Financial Company

Reminder ID:

Reminder Type: ☐ General ☒ Loan ☐ Borrower ☐ Other

Communication:

Loan ID:

Effective Date: at ☒ AM ☐ PM

Remind Me: ☒ SYNDi Reminder System turned off Created by:

Reminder Date: at ☒ AM ☐ PM

Note:

Hold Billing: ☐

2. Some of the fields are described below:

Reminder ID	Sequential number assigned to the note by the program.
Reminder Type	Select the entity to which the note will be applied. The valid entities are loans, borrowers, other parties, and general reminders.
Loan ID Borrower ID Party ID	Enter the code for the entity for which the note is being entered. If the Note Type is General, no code is required in this field.
Communication	Select communication type
Effective Date	Enter the date and time on which the note will take effect. For new reminders the current date and time is displayed as the default. Change it if necessary.
Remind Me	Check the box if you want to see a pop-up reminder. If Reminder checkbox in Options1

tab of Company Profile Setup is not checked, The screen displays the message “SYNDi Reminder System turned off”. In this case no Reminders will pop-up.

Reminder Date	Enter the date and time after which you would want to see the pop-up reminder. As a default, the date and time 24 hours from the Effective Date is set. Change it if necessary.
Personal	Check if you want to label the note as personal in which case it can be viewed only by the user who created it. If a note is not personal, it can be flagged as personal later but only by the user who created the note.
Created By	Displays the User ID of the user who created the note.
Note	Description of the note, unlimited number of alphanumeric characters.
Hold Billing	If Hold Billing is checked, the note is displayed as a reminder at the time of billing when the effective date approaches.

3. To set up a new note, click New to clear the screen.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the Note ID or use **Finder** to select a note.
6. To delete a note, click Delete.

7. Controlling Billing through Reminders

The most powerful feature of reminders is their use in controlling the billing process. Consider the following scenario:

Loan Number BIR1160 for Samuel Sampson was set up for \$775,000 at 9.5% interest on November 10, 2002. According to the terms of the Loan, the borrower will pay \$200,000 at the end of each year and the rate of interest will be increased by 1%.

Enter the following notes to remind you when it is time to bill the extra principal installment and to increase the interest rate. Make sure that you check Hold Billing so that the note is displayed when billing is run.

11/09/2003 Samuel Sampson will pay \$200,000 on this billing.
Enter \$200,000 in Principal Payment.

11/10/2003 Change interest rate to 10.75%

11/09/2004 Samuel Sampson will pay \$200,000 on this billing.
Enter \$200,000 in Principal Payment.

11/10/2004 Change interest rate to 11.75%.

1. When billing run will run on November 9, 2003, the first note will be displayed. Go to Loans setup and enter \$200,000 in Principal Payment so that this amount will be billed. After that, either delete the note or uncheck Hold Billing so that the note will not be displayed again.
2. When billing is run on December 9, 2003, the second note is displayed. Go to Loans setup and change the rate of interest to 10.75. After that, either delete the note or uncheck Hold Billing so that the note will not be displayed again.
3. When billing run will run on November 9, 2004, the third note will be displayed. Go to Loans setup and enter \$200,000 in Principal Payment so that this amount will be billed. After that, either delete the note or uncheck Hold Billing so that the note will not be displayed again.
4. When billing is run on December 9, 2004, the fourth note is displayed. Go to Loans setup and change the rate of interest to 11.75. After that, either delete the note or uncheck Hold Billing so that the note will not be displayed again.

8. Pop-up Reminders

1. If a Note has the Remind Me box checked it pops up if the current date and time have exceeded Reminder Date and Time. The frequency with which these reminders pop-up depends on the frequency in minutes set in the Company Setup menu. (See Section 4.3.)
2. If you want a note to stop popping up, delete the note, or uncheck Remind Me checkbox and save the note.
3. If you want to postpone the pop-up, change the Reminder Date and time and save the note.
4. When you start SYNDi Loan Manager and enter Main Menu for the first time all reminders on which reminders are due are displayed. Once they are closed they will subsequently be displayed after the interval set in Company Profile.

4.11. Other Parties

1. Click **Other Parties** on Setup screen to display the following screen:

SYNDiLM: Other Parties Setup - Sample Financial Company

Name and Address

Party ID:

Party Type: Agent

First Name: Last Name:

Address:

City: State/Prov:

Postal Code: Country:

Tel:

Fax:

E-Mail:

Contact:

Remarks:

☐ Corporate ☒ Personal

2. Some of the fields are described below:

Party ID	A code set up to identify the other party, maximum 16 alphanumeric characters; user defined.
Party Type	A two-character User-defined field. You may set up Party Types for Agents, Brokers, Lawyers and other contacts.
Remarks	A user defined memo field.

3. To set up a new party, click **New** to clear the screen. Enter Party ID. If the record is already present in the table, the data is displayed, and various fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. If you do not click the New button while entering a new record, the data from the previous record remains on the screen. You may

change any fields if necessary and then click Add to add the record.

6. To modify an existing record, enter the Party ID or use Finder to select a record. Enter various fields and click Save to save changes.
7. To delete a record, click Delete. You cannot delete a lawyer record that has already been assigned to a loan.

Chapter 5

Working with Loans

5.1. Introduction

1. Loan Maintenance screen is displayed when the user clicks **Loan and Properties** on **Main Menu** as described in section 3.5.

5.2. Setting up a Template

1. The processing of a Loan depends on the settings specified in the Loan Template that defines the Loan. It is necessary to set up at least one Template before setting up a Loan.
2. Click **Templates** on Loans and Properties Menu to display the Templates screen.
3. The screen contains four tabs described below:

Settings	This screen contains various settings to be applied to the Loan.
Options	This screen contains banking information for the company, various miscellaneous charge codes and taxes if any.
Accounts 1-3	Various General Ledger accounts that are debited and credited during transaction flow are described here.

You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Settings Tab

4. The tab is displayed as follows:

SYNDiMM: Template Setup - Sample Financial Company

Settings | **Options** | Accounts 1 | Accounts 2 | Accounts 3

Template ID:

Description:

Credit Line Template: ☐

Loans are given in: ☒ Cash ☐ Kind

Default Payment Type: ☐ Blended ☒ Interest only

Default Billing Day:

Do you set up interest reserve? ☒

Are loans linked to Properties? ☐

Use as Default Template: ☒

Calculate Interest on unpaid principal in blended payment: ☐

Allow Borrower Receipts to be applied against future billings: ☐

Principal is itemized: ☐

Items posted in detail: ☐

Receipt Itemized: ☐

Save Delete Print Close

5. Some of the fields are described below:

Template ID	A code set up to identify the Template, maximum 16 alphanumeric characters; user defined.
Description	Description of the Template, maximum 60 alphanumeric characters.
Credit Line Template	You can set up a loan as a credit line from which you may transfer the amount to loans. There may be interest charged on a nominal rate on credit line or the lending organization may charge an administration fee to set up the credit line. For practical purposes a credit line is considered to be a loan.
Loan are given in	Select Cash if loan is provided in cash in which withdrawals is made from a bank to advance loan to the borrower and the journal entry is credited to the bank account.

	Select Kind if you provide loans in kind (e.g., sell land or buildings, or finance equipment). In this case when you fund the loan the entry will be credited to proper asset account.
Principal is itemized	Available only when a loan is given in kind. For instance it may be a sale on account of various inventory items which are listed when the loan is set up.
Items posted in detail	Available only when a loan is given in kind. When the Principal is itemized, the total amount of the invoice will be set up as the loan. However, if you post items in detail, they are posted individually.
Receipt Itemized	When the borrower pays the bill, the receipt amount could be posted to individual items sold. This option is for future use and not available in current version.
Default Payment Type	In case of Blended payments, the loan is amortized over a certain period and a portion of the principal is paid every month. In case of Interest Only loans, the borrower pays the interest every month and the entire principal at the end of the term.
Default Billing Day	If you want every loan to be billed on certain day of the month, enter the day in this field (1 to 31) otherwise enter 0 in which case the loan will be billed on the day on which it was started. Changing Default Billing Day does not affect existing loans.
Do you set up Interest Reserve?	While setting up a high-risk loan, you might want the borrower to prepay the interest for the first few months. That prepayment amount is called Interest Reserve. The Borrower is not required to pay the instalments during that period. (See Section 9.4).
Are loans linked to Properties?	If you are using SYNDi to manage mortgages, you may want to specify the details of the property on which mortgage has been granted, in that case you may check

this box which will enable you to enter property details while setting up the loan.

Use as Default
Template

Check it for the most common template. When a new loan is set up the Default Template ID is displayed. The entry can be changed if you are using another template for the new loan.

Calculate interest
on unpaid
principal in
blended payment.

If a loan has been set up as amortized and the Borrower pays only the interest in certain month, the system should calculate interest on the unpaid principal from the last month's instalment.

Allow Borrower
Receipts to be
applied to future
billings.

This feature is used when a Borrower Receipt is backdated. Please be aware that if the receipt amount or a part of it is applied to a billing with billing date higher than the receipt date, the interest calculation in the following month will be affected if you are compounding the interest.

Options Tab

6. The tab is displayed as follows:

SYNDiMM: Template Setup - Sample Financial Company

Settings Options Accounts 1 Accounts 2

Billing Frequency: Monthly

Compounding: None

Interest Payment Frequency: None

Default Calculation Method: 12-Month Year

Miscellaneous Charges

NSF Charge Code: NSF NSF Charges

Down Payment Code: Down Payment Code

On Account Receipts: ONACCT On Account Receipts

Tax Authorities

Description	Rate %	Description	Rate %	Description	Rate %
1. HST	13.00	2.	0.00	3.	0.00

Save Delete Print Close

7. The fields shown on the screen are described below:

Billing Frequency Billing Frequency establishes how frequently you will running the billing process which is equivalent to generating an invoice in accounts receivable. The following options are available:

- 1 – Term (On Maturity)
- 2 – Daily
- 3 – Weekly
- 4 – Biweekly
- 5 - Semi-Monthly
- 6 – Monthly
- 7 - Bi-Monthly
- 8 – Quarterly
- 9 - Semi-Annual
- 10 – Annual

In most cases the Billing Frequency is Monthly

Compounding Choose None if you do not compounds the interest otherwise keep it same as the Billing Frequency. For instance, for monthly billing.

	Keep the Compounding as Monthly.
Interest Payment Frequency	Normally the Borrower pays the interest on monthly basis. You may change it if necessary. It is used for information only.
Default Calculation Method	<p>There are four options available:</p> <ol style="list-style-type: none"> 1. 360-Day Year in which each year consists of 360 days and is divided into 12 equal months with 30 days in each month. 2. 365-Day Year in which each year consists of 365 days with no interest calculated on February 29 of a leap year. 3. Exact Year in which each normal year consists of 365 days while a leap year consists of 366 days. 4. 12-Month Year in which each year consists of 365 days and is divided into 12 equal months with 30.416667 days in each month. <p>The first method is suitable for payment frequencies based on months while the other two methods are recommended for weekly and bi-weekly payments.</p> <p>If Method 1 or 4 is used as the Default Calculation Method it will be used for loans with payment frequencies based on months while Method 3 will be used for loans with weekly or bi-weekly payment frequencies. If Method 2 or 3 is used as the Default Calculation Method, it will be used for all loans.</p> <p>Please note that when you set up a new loan you can change the Calculation Method as necessary.</p>
NSF Charge Code	If you charge a service charge on returned borrower checks, you may set up a Miscellaneous Charge Code and enter it here. Every time a check is returned to the borrower, the NSF Miscellaneous Charge Code will be applied. (See Section 4.6.)

Down payment Code	<p>If you charge the borrower a deposit or down payment before advancing the loan amount, set up a Miscellaneous Charge Code (Section 4.6) and specify it on this screen.</p> <p>When the deposit is received the G/L account specified in the Miscellaneous Charge Code is credited. When the loan is funded that account is debited so that it acts as a clearing account.</p>
On Account Receipt	<p>While entering Borrower Receipts (Chapter 12) you may leave a receipt on account to be applied later. If you have set up Interest Reserve, the On Account Receipt is used to capture the reserve. (See Section 9.4).</p>

Accounts Tab 1

8. The tab is displayed as follows when the user clicks tab header:

SYNDiLM: Template Setup - Sample Financial Company

Settings | Options | Accounts 1 | **Accounts 2**

Payments to Borrowers

DR Loan Receivable	1040	+	Loan Receivable
CR Bank	1020	+	Bank Operating Account

Receipts from Borrowers

DR Bank	1020	+	Bank Operating Account
CR Receivable from Borrowers	1300	+	Receivable from Borrowers

Save Delete Print Close

9. This screen is used to define G/L account numbers for receipts and payments. It is necessary that all accounts used in the template must have been set up already as shown in Section 4.1.
10. If you are providing loans in Cash, the entry is debited to Loan Receivable and credited to Bank when loan is funded (Payments to Borrowers). However, if you are providing loan in kind, e.g., leasing equipment or selling real-estate you will credit the G/L account for the asset being financed instead of crediting the loan to the bank.

If SYNDi is interfaced with Sage 300 ERP the transaction will be transferred as Miscellaneous Disbursement in Accounts Payable module otherwise it is transferred as a journal entry in G/L module.

11. Enter the account number (maximum 45 alphanumeric characters) for each line or use **Finder** to select an account number from Accounts table.

Accounts Tab 2

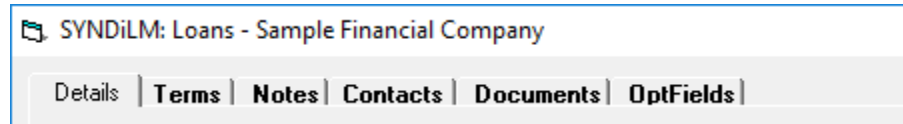
12. The tab is displayed as follows when the user clicks tab header:

Billing	
DR Receivable from Borrowers	1300
CR Loan Receivable (Principal)	1040
CR Interest Income (Interest)	4200
Bad Debt Expense	5000

13. This screen is used to define G/L account numbers for transactions generated during billing. It is necessary that all accounts used in the Template must have been set up already as shown in Section 4.1.
14. Enter the G/L account number (maximum 45 alphanumeric characters) for each line or use Finder to select an account number from Accounts table.
15. Once all entries have been made, click Save to save the Template.

5.3. Loan Maintenance

1. Select **Loans** from **Loan and Properties** menu to open **Loan Maintenance** Screen.
2. The screen (as shown below) contains seven tabs described here:



Details	Main screen to set up the loan. Enter the Borrower ID, loan description, start date of the loan, principal, term, interest type, interest rate and the mode in which interest must be compounded.
Terms	Displays various controls to establish payment terms for the loan.
Notes	Enter any remarks and up to three detailed notes including reference check, collateral and relevant information.
Contacts	SYNDi allows the user to define up to four co-borrowers and four guarantors for each loan. Any descriptive and quantitative information about the contacts can be entered on the Notes tab.
Documents	You can save all documentation related to a loan in Documents Catalog. All documents in the Catalog are displayed in Documents tab and can be opened by double-clicking a document.
Opt Fields	Enter the optional fields defined for loans.

You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Details Tab

3. The tab is displayed as follows:

SYNDiLM: Loans - Sample Financial Company

Details | Terms | Notes | Contacts | Documents | OptFields

Loan ID: AVE1077

Template ID: LOANS

Borrower ID: BLOJIM

Description: Avenue Street Plaza

Start Date: 2015-01-17

Principal: 1,200,000.00

Down Payment: 0.00

Interest Rate, %: Fixed 8.5

Status: 1 Active

Stop Billing: ☐

In Process: ☐

Principal Balance: 498,471.94

Payment: 24,619.84

Actions: Funding, Discharge, MiscChge, Adjustments, Receipts

Save, Delete, Profile, Amortization, Inquiry, Close







4. Some of the fields are described below:

Loan ID	A code set up to identify a loan, maximum 16 alphanumeric characters; user defined. It is recommended that the first six characters of Loan ID be unique.
Template ID	Enter the ID of the template that will describe the loan.
Borrower ID	Enter the Borrower ID for the loan, maximum 16 alphanumeric characters; user defined. Once the loan has been set up, you cannot change this field.
Description	Description of the loan, maximum 60 alphanumeric characters.
Start Date	Date on which the loan is advanced to the borrower.
Principal	Principal amount of the loan, must be less than ten billion dollars. Once the loan has

been setup and the amount advanced to the borrower, you can change the Principal only through Loan Adjustments.

Occasionally the Principal consists of various charges, e.g., in case of customer financing it might carry various items which are financed to the customer. In such cases the loan is set up with zero principal and built by entering “Loan Items” (Section 5.8) which can be exposed by clicking the Finder button next to the principal.

Down Payment	Down payment amount, if any.
Principal Balance	This field shows original principal minus principal paid.
Interest Rate	Indicate whether the interest rate will be fixed or variable. In case of fixed rate, enter the percent interest rate. In case of variable rate, the interest will be calculated as the specified number above or below the prime rate on or immediately before the start date of the loan. As the prime rate is modified over the life of the loan, the interest will change when monthly installment is calculated.
Status	When a loan is set up initially, the status is set to 1 (Active) and may be changed as necessary.
Stop Billing	If the status is changed to a code for which the Stop Billing indicator is checked (see section 4.7), billing ignores the loan. When a loan is discharged the status is changed to 0 (paid-out).
Funding	After the loan has been set up, click to display Borrower Payments screen (Chapter 8).
MiscChge	Click to set up miscellaneous charges other than those set up for loan discharge. (Section 5.4.)

- | | |
|---|--|
|  | Click to enter receipt information. |
|  | Click to discharge the loan on or before maturity date. (Section 5.4.) |
|  | Click to enter additional principal advanced to the borrower or lump sum principal payments received from the borrower. (Chapter 9.) |
|  | Click to print the loan profile. |
|  | Click to print the Amortization Table for the loan. |
|  | Displays a list of borrower receipts. |
-
5. To set up a new loan, click **New** to clear the screen. Enter Loan ID. If the record is already present in the table, the data is displayed, and various fields could be modified.
 6. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
 7. If you do not click the New button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click Add to add the record.
 8. To modify an existing record, enter the Loan ID or use Finder to select a record. Enter various fields and click Save to save changes.
 9. The Start Date of a loan cannot be changed after the loan has been funded and the In Process flag has been removed.
 10. Once you have initiated the billing process you cannot modify a loan until billing has been posted.

Terms Tab

11. The tab is displayed as follows:

SYNDiLM: Loans - Sample Financial Company

Details **Terms** Notes Contacts Documents OptFields

Rank: 2 2nd Mortgage

Billing Day: 31 Payment Type: ☒ Blended ☐ Interest Only

Penalty (Months): 0 for Early Discharge

Billing Frequency: Monthly

Compounding: None

Calculation Method: 12-Month Year

Term: 60 Months 0 Days

Amortize Over: 5 years

Payment Amount: 24,619.84 Recalculate

Maturity Date: 2020-01-17

Expected Repayment: 2020-01-17

Next Billing Date: 2018-05-31 Last Billing Date: 2018-04-30

Additional Principal Deduction: Amount: 0.00

The Maturity Date should be 2020-01-31

Save Delete Profile Amortization Inquiry Close

12. The fields shown on the screen are described below:

Rank User defined field, maximum 16 characters. Rank is normally specified for mortgages, e.g., 1st, 2nd, 3rd mortgage etc.

Billing Day The day on which the payment is calculated. This process is called “billing”.

Following are valid values for Billing Day for each payment frequency.

Term	0
Daily	0
Weekly	0
Bi-weekly	0
Semi-monthly	1 or 2
Monthly	Between 1 and 31
Bi-monthly	Between 1 and 31
Quarterly	Between 1 and 31
Semi-Annual	Between 1 and 31
Annual	Between 1 and 31

	<p>In cases where the valid value of Billing Day is zero, SYNDi sets the billing process automatically depending on the payment frequency. For semi-monthly payments, billing is run on the 1st and the 16th of the month if Billing Day is set to 1, and on the 15th and the last day of the month if Billing Day is set to 2. In other cases, Billing Day represents the day of the month on which billing is run. If the number of days in a month is less than Billing Day, then billing will be run on the last day of that month.</p>
Payment Type	<p>Select if the borrower will pay interest only or blended payment so that the payment includes a portion of principal calculated according to the formulas given below.</p>
Penalty Months	<p>Enter the number of months for which interest will be calculated as penalty in case of discharging the loan before the maturity date.</p>
Billing Frequency	<p>Depending on how frequently the borrower pays, you may select one of the following options:</p> <ol style="list-style-type: none"> 1. Term 2. Daily 3. Weekly 4. Bi-weekly 5. Semi-monthly 6. Monthly 7. Bi-monthly 8. Quarterly 9. Semi-Annual 10. Annual
Compounding	<p>Depending on the number of times in a year the interest is compounded, you may select one of the following options:</p> <ol style="list-style-type: none"> 1. None 2. Daily 3. Weekly 4. Bi-weekly 5. Semi-monthly

	6. Monthly 7. Bi-monthly 8. Quarterly 9. Semi-Annual 10. Annual
Calculation Method	<p>There are four options available:</p> <ol style="list-style-type: none"> 1. 360-Day Year in which each year consists of 360 days and is divided into 12 equal months with 30 days in each month. 2. 365-Day Year in which each year consists of 365 days with no interest calculated on February 29 of a leap year. 3. Exact Year in which each normal year consists of 365 days while a leap year consists of 366 days. 4. 12-Month Year in which each year consists of 365 days and is divided into 12 equal months with 30.416667 days in each month. 5. Sum of Digits (Rule of 78): According to the Rule of 78, interest is calculated for the life of the loan and then allocated to each month by proportion using reverse sum of the digits methodology. (See Notes 6 to 9 in Section 1.2). <p>The first method is suitable for payment frequencies based on months while the other two methods are recommended for weekly and bi-weekly payments.</p>
Term	Enter the term length in months and/or days.
Amortize Over	In case of blended payments, enter the amortization period in years. This field is disabled if you have set the payment type as “interest only”.
Payment Amount	The payment for a period is calculated automatically for blended payments based on principal, interest rate, payment frequency, compounding frequency, calculation method and amortization period. You may change

	the value if necessary.
Recalculate	Once the loan has been set up, the system cannot change the payment amount automatically if you change any parameter affecting the calculation unless you click the Recalculate button.
Maturity Date	<p>The maturity date is calculated based on start date and term. Thus, if the start date is March 20, 2008 and the term is 24 months, the maturity date will be March 20, 2010.</p> <p>The maturity date can be changed if necessary, but it must always be after the last billing date. When the maturity date arrives, the last billing is run on that date even if the next billing date has not yet approached. The principal balance is added to the payment amount to calculate balloon payment and the balance is zeroed.</p>
Expected Repayment	<p>Expected Repayment Date. When a loan is set up, the Expected Repayment Date is set to be the same as the Maturity Date. Occasionally it may have to be modified if the borrower has decided to extend the loan or pay it off earlier.</p> <p>The Expected Repayment Date is used to generate Loans Due for Repayment Report for cash flow and marketing purposes.</p>
Next Billing Date	The next billing date is calculated based on start date, payment frequency and Billing Day. As billing is run, it updates last and next billing dates automatically.
Last Billing Date	The last billing date is blank if no billing has been run yet for a loan that has been just set up otherwise it displays the date on which billing was run the last time.
Additional Principal Deduction	In Interest-only loans SYNDi calculates interest only at each billing such that the entire principal is payable at the end of the term. However, if the borrower pays down a

flat amount, say \$500 a month. You may enter it as the amount. You may also specify the Start Date after which the additional payment will be applicable and the Stop Date after which the additional amount will not be deducted. Normally these dates are same as Loan Start Date and Maturity Date respectively.

13. Term Loans

A Term Loan is defined as a loan for which the total interest for the term is charged at the end of the term. For instance, if the Start Date of a \$100,000 loan at 12% interest only with no compounding is February 21, 2008 and the term is 12 months, the Maturity Date of the loan will be February 20, 2009. In such a case, set Billing Day to 0. Billing will run on February 20, 2009 to bill the principal amount of \$100,000 plus interest of \$10,000.

14. Interest-Free Loans

While entering an interest-free loan, enter the interest rate as 0% fixed. If a fixed dollar amount must be recovered on monthly basis, set the Payment Type as Blended, amortized over the period of the loan. Enter the installment amount in the Payment Amount field.

Consider a \$12,000 interest-free loan over one-year period such that the borrower will pay \$1,000 a month. Set Payment Type to Blended, Compounding to None and Amortization Period as 12 months. Set the Payment Amount to \$1,000.

Notes Tab

15. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Loans - Sample Financial Company". The "Notes" tab is selected, showing a list of notes and a summary section at the bottom.

Field	Value
Principal Advanced	1,200,000.00
Principal paid to-date	701,528.06
Borrower Balance	498,471.94

At the bottom of the window are buttons for Save, Delete, Profile, Amortization, Inquiry, and Close.

16. The fields shown on the screen are described below:

Remarks	A memo field of virtually unlimited size to enter descriptive statements.
Notes	3 memo fields of virtually unlimited size to enter descriptive statements.

17. The screen also displays various control totals such as the amount advanced to the borrower, principal and interest paid to-date by the borrower, and total balance owed by the borrower.

Property Tab

18. This tab is used only if loans are linked to properties as specified in Company Profile (Section 4.3). The tab is displayed as follows:

SYNDiLM: Loans - Sample Financial Company

Details | Terms | Notes | **Property** | Contacts | Documents | Opt Fields

Property ID	BAN2365		
Appraised Value	1,500,000.00	Selling Price	0.00
Other Loans	200,000.00	Loan-To-Value	30 %
Type	1		Residential
Category	1		Single Unit
Class	2		North York

Save Delete Profile Amortization Investors Inquiry Close

19. This screen just shows a summary of Property. You may click the **Fly** button to go to property setup screen or to take a detail look at the property.

Contacts Tab

20. The tab is displayed as follows:

SYNDILM: Loans - Sample Financial Company

Details | Terms | Notes | **Contacts** | Documents | OptFields

Co-Borrowers

1	SAMSAM			Samuel Sampson
2				
3				
4				

Guarantors

1				
2				
3				
4				

Our Lawyer ID

KHAN Khan Associates, Barristors

Borrower's Lawyer ID

Reference

File Number 20158

Beacon Score

0

Save Delete Profile Amortization Inquiry Close

Co-Borrowers You can specify up to four Co-Borrowers set up in Borrowers Table.

Guarantors You can specify to four Guarantors set up in Other Parties Table.

Our Lawyer ID Enter the Lawyer ID for the loan, maximum 16 alphanumeric characters; predefined. Lawyers are defined in Other Parties Table (See 4.12).

Borrower's Lawyer ID Enter the borrower's Lawyer ID.

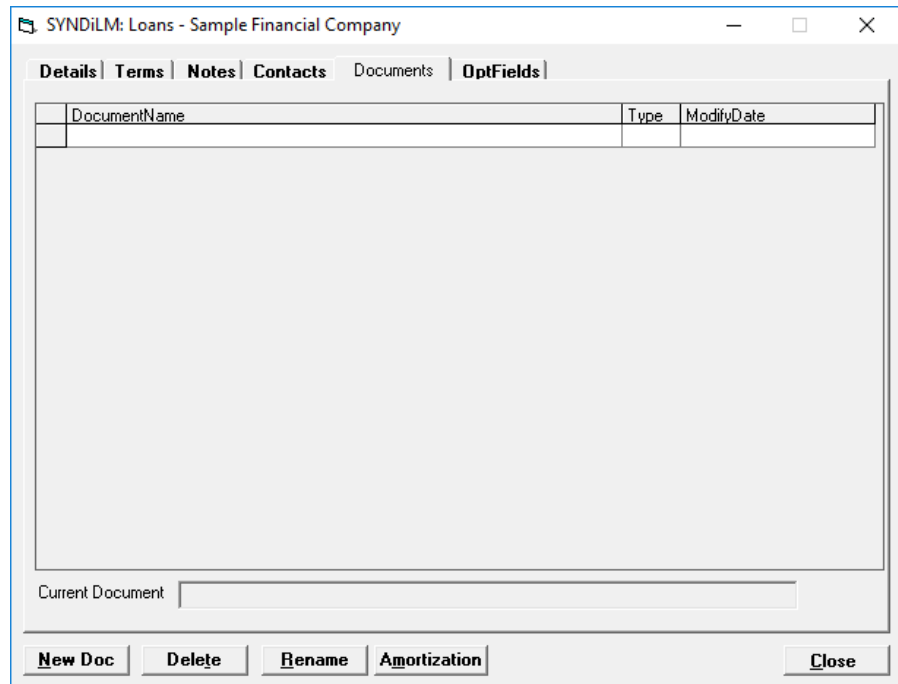
Reference Any user-specified information about the loan, maximum 60 alphanumeric characters.

Beacon Score

21. Any quantitative or descriptive information about co-borrowers and guarantors can be placed on the Notes tab.

Documents Tab

22. This tab displays loan documents saved in Documents Catalog.



23. Some of the fields shown on the screen are described below:

Document List	The list may contain Microsoft Word documents, pdf files, pictures saved as jpg, gif or bmp files, survey results and all other related documents. Some documents prepared by SYNDi are automatically saved in the Documents Catalog.
---------------	---

24. Organization of Documents Catalog

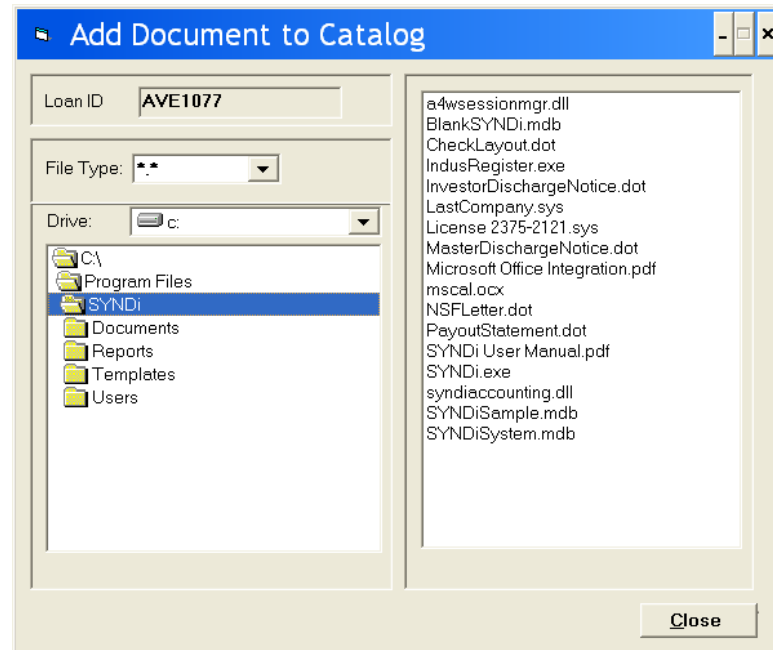
All files to be displayed in Documents Catalog are placed in the *catalog folder* which is *database location\Loans\LoanID*. For instance, if the database is located in C:\Program Files\SYNDi\Database, the catalog folder for Loan ID AVE1077 will be C:\Program Files\SYNDi\Database\Loans\AVE1077. In order to open a document, double-click on it in the Document List.

25. Adding a New Document

To add a new document to the catalogue, click **New Doc** button to display the following screen:

Choose the appropriate File Type (e.g., *.doc, *.pdf, *.jpg etc) or leave it *.* to display all file types. Select the proper drive and navigate to proper folder where the file is located. The list of files is displayed on the left panel. Double-click on the name of the desired file to copy it into the Catalog Folder. The original file is left in the source folder from where it can be deleted manually if necessary.

26. Deleting a Document



To delete a document from the catalogue click on it in the Documents List to select it and then click **Delete** button. The file is moved into a sub-folder called Backup. From time to time you may want to clean the backup sub-folder by deleting unnecessary files manually.

27. Renaming a Document

To rename a document from the catalog click on it in the Documents List to select it and then click **Rename** button.

Opt Fields Tab

28. The tab is displayed as follows:

The screenshot shows a window titled "SYNDILM: Loans - Sample Financial Company" with a tabbed interface. The "OptFields" tab is selected. It contains a table with two columns: "Name" and "Value". The table has five rows: "Name", "Loan Type", "Approved", "Contract Date", and "Amount Required". The values are "Commercial", "Yes", "2015-01-06", and an empty field for "Amount Required". Below the table is a large empty text area. At the bottom of the window are buttons for "Save", "Delete", "Profile", "Amortization", "Inquiry", and "Close".

Name	Value
Loan Type	Commercial
Approved	Yes
Contract Date	2015-01-06
Amount Required	

29. The optional fields defined for loans are listed. Enter appropriate values for each field.

5.4. Discharge a Loan

- Once a loan reaches maturity or is discharged early, choose Discharge a Loan on the Loan Setup Menu to display the following screen:

SYNDi LMS: Loan Discharge - Sample Financial Company

Loan ID	BIR1160	1160 Birchmount Road
Discharge Date	03/15/2007	<input type="checkbox"/> Send payment to investors
Borrower Name	Samuel Sampson	Interest Rate
Last Billing	03/09/2007	Next Billing
	04/09/2007	Maturity Date
		06/09/2009

Borrower		Investors	
Principal	725,000.00	Principal	725,000.00
Interest	1,132.17	Interest	1,132.17
Penalty	17,218.75	Penalty	17,218.75
	3 Months	Fee	67.90
Misc Charges	250.00	N/R Tax	10.98
Prev Balance	0.00	Sales Tax	3.38
Total Payout	743,600.92	Misc Charges	250.00
		Previous Balance	0.00
Error Codes		Total Payout	743,600.92

Buttons: Payout Statement, Discharge Notices, Discharge Report, Edit, Post, Cancel, Close

- The fields shown on the screen are described below:

Loan ID An alphanumeric code of up to 16 digits set up to identify the loan.

Discharge Date Enter the date on which the loan is being discharged. When the Discharge Date is entered, the program runs billing (Chapter 10) and saves the billing data in temporary area.

Send Payment to Investors Check it if the borrower is supposed to send all monies payable to investors directly to them. When the box is checked, a list of investors with corresponding amounts is printed on the payout statement. No other processing is affected.

Interest Rate Displays the rate at which the loan was advanced.

Borrower Name	Displays the name of the borrower.
Per Diem Interest	Displays the daily interest amount.
Last Billing	Displays the date on which last billing was run.
Next Billing	Displays the date on which next billing is scheduled to run.
Maturity Date	Displays the maturity date of the loan.
Borrower: Principal	Displays the principal to be paid to the borrower.
Borrower: Interest	Displays the interest calculated from the Last Billing Date to the Discharge Date.
Borrower:Penalty	If the loan profile indicates a number of months' interest to be calculated for early discharge, the program calculates interest from the discharge date up to the maturity date, up to a maximum of penalty months on the loan profile. If the difference between the maturity date and the discharge date is less than the number of penalty months, penalty is calculated for that period.
Borrower: Misc Charges	Displays the total amount of unbilled miscellaneous charges including the amounts to be billed at the time of loan discharge.
Borrower: Prev Balance	Displays the total of previous unpaid balances.
Borrower: Total Payout	Display the total amount payable by the borrower.
Investors: Principal	Displays the total principal to be paid to the investors.
Investors: Interest	Displays the interest calculated from the Last Billing Date to the Discharge Date to be paid to the investors.
Investors:Penalty	Displays the total interest penalty to be

distributed to investors.

Investors:Fee

Displays the total fee to be deducted from the interest and penalty calculated for investors.

Investors:N/R Tax

Displays the total non-resident tax to be deducted from the interest and penalty calculated for investors.

Investors: Sales
Tax

Displays the total sales tax to be deducted on the fee charged from investors.

Investors:
Misc Charges

Displays the total amount of unpaid miscellaneous including the amounts to be paid at the time of loan discharge.

Investors: Prev
Balance

Displays the total of previous undistributed balances.

Investors: Total
Payout

Display the total amount payable to the investors.

**Payout
Statement**

Click to print the Payout Statement.

**Discharge
Notices**

Click to print master discharge notice as well as discharge notices for individual investors..

**Discharge
Report**

Click to print the Discharge Report, similar to Billing Report produced during a billing run.

Edit

Click to edit the billing data collected in the temporary area. See Section 10.3 for details.

Post

Click to apply the billing data and delete the temporary area. The Post function pays off the loan.

Cancel

Click to delete the billing data collected in the temporary area. You can use this button if you have not posted the data yet. Please note that any edits done to the billing data are lost.

A rectangular button with a thin border and a light gray background. The word "Close" is centered in the button, with the letter 'C' underlined.

Click to close the screen.

3. Loan Discharge cycle starts when you enter the discharge date and is completed when you either post it or cancel it. If you enter Loan Discharge just to print payout statements and discharge notices, do not post it if you are not ready. Instead, click **Cancel**.
4. The **Post** button gets highlighted only if you have printed either Payout Statement or Discharge Notices and if there is no error. You may correct the error by clicking **Edit** and reprinting the statements.
5. Entering a discharge initiates the billing process. Loan Discharge and Billing are mutually exclusive and you can run either one or the other. You cannot enter a discharge if billing is in progress and vice versa. If you wish to run billing while the discharge is in progress then either cancel the discharge or post it before you run billing. Similarly if you wish to a discharge while billing is in progress then either cancel billing or post it before you enter the discharge.
6. If you need to change the wording in Payout Statement or Discharge Notices, run Microsoft Word 2003+ and edit the files in Templates sub-folder as described in Section 3.11. Be careful not to touch Mail Merge fields and save the files back as dot files.

WARNING: If you edit your templates they may not work with future releases of the program.

7. When a Loan Discharge is posted, a final billing record is created. Once the balance is received from the borrower, please run Borrower Receipts (Chapter 12) to process it and then run Investor Payment (Chapter 13) to pay the investors.

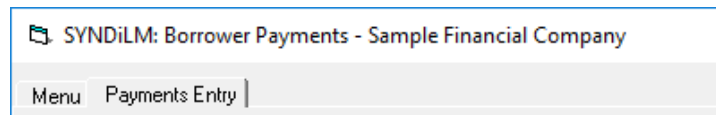
Loan Discharge generates final billing record. When the balance is received from the borrower, please run Borrower Receipts to process it.

Chapter 6

Borrower Payments

6.1. Introduction

1. After a new loan has been set up, it is paid to the borrower and the payment is entered in the system.
2. It is necessary to post the payment after it has been entered to be considered as part of billing.
3. It is mandatory that the total amount paid to the borrower is equal to the principal entered in the loan record.
4. The Borrower Payments screen is displayed as follows when you fund the loan. You may access this screen anytime by clicking **Funding** button on the **Details** tab of **Loan Maintenance** screen. (See Section 5.5.)



Payments Entry	Enter borrower payments.
Menu	Print various listings and post payments.

5. You may access various tabs by clicking on the tab header.

6.2. Payments Entry Tab

1. The Payments Entry tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Borrower Payments - Sample Financial Company". The "Menu" bar contains "Payments Entry". The form is divided into several sections:

- Loan Information:** Loan ID (AVE1077), Bank ID (CCB), Borrower ID (BLOJIM), and Date (2015-01-17).
- Paid to:** Khan Associates, Barristors.
- Document No.:** 217560.
- Principal:** 1,200,000.00.
- Down Payment:** 0.00.
- Prepaid Interest:** 0.00.
- Net Payment:** 1,200,000.00.
- Borrower's Bank:** Transit Number (0012-27601), Account No. (002870159).
- Posted:** A button labeled "Posted".
- Miscellaneous Charges:** A table with columns Code, Description, and Amount.

At the bottom, there are buttons for "Save", "Delete", and "Close".

2. The fields shown on the screen are described below:

Loan ID	Enter the Loan ID, maximum 16 alphanumeric characters; user defined.
Bank ID	Enter Bank ID of the bank from which funds will be disbursed to the borrower. If the loan is provided in kind the Bank ID field is disabled.
Reference Number	A numeric reference number assigned by SYNDi.
Date	Enter the date of transaction. The date must be prior to the next billing date of the loan but not prior to the start date. The range of valid dates is displayed on the screen for reference.
Paid To	The system displays Borrower's name. If the

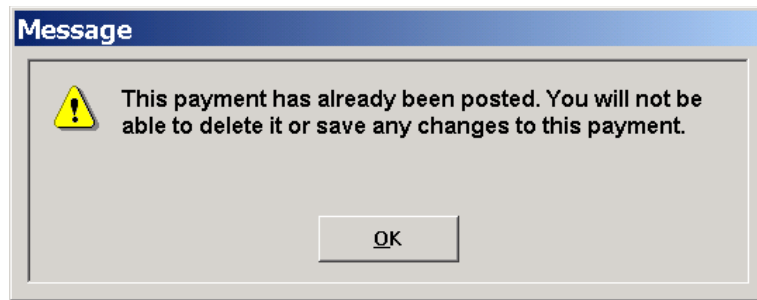
	check is being issued to a 3 rd party such as the law firm or realty broker, enter the name in this field; maximum 60 characters
Document No	Enter check number or relevant information, maximum 20 alphanumeric characters; user defined.
Principal	Displays the amount set up as the principal in the loan record.
Prepaid Interest	If the borrower is prepaying some amount as interest, enter it here. This amount will be deducted from the payment amount. SYNDi write a Miscellaneous Transaction as Unapplied Cash. You may apply it fully or partially on monthly basis in Borrower Receipts.
Amount Advanced	Displays the amount to be advanced to the borrower. It is equal to the principal minus any miscellaneous charges that have been set up for the purpose of applying to loan advance. If the loan has been set up with prepaid interest, the interest amount is also deducted from the principal to calculate Amount Advanced.
Cross Ref No	Cross-Reference Number is a 19-character field that is used if you process borrower receipts through direct deposits via SYNDi EFT . This field goes to the bank when you EFT the information.

When the loan is funded, the system builds the Cross-Reference Number by joining the first 9 characters of Loan ID and the first 9 characters of the Borrower ID and putting a hyphen in the middle.

Cross-Reference Numbers must be unique. If two or more Loan IDs or Borrower IDs have the same characters in the first 9 positions, you may get duplicate Cross-Reference Numbers and the system displays an error message if it encounters a duplicate.

Borrower's Bank	<p>Enter the Transit Number and the account number of borrower's bank account.</p> <p>While entering a new payment, the system retrieves the banking information from the borrower record. The value can be changed if necessary.</p> <p>If you process borrower payments through preauthorized payments via SYNDi EFT, this field is used when you EFT the information to the bank. If a borrower pays by check, leave the banking information blank.</p>
Account #	<p>Enter the Bank Account Number for the borrower, 7 to 12 numeric characters.</p> <p>While entering a new payment, the system retrieves the Account Number from the borrower record. The value can be changed if necessary.</p>
Miscellaneous Charges	<p>This window displays all miscellaneous charges including prepaid interest.</p> <p>Before you fund a loan enter all Miscellaneous Charges with Loan Advance as the Frequency (see Section 5.5.)</p> <p>When you fund the loan all Miscellaneous Charges (e.g., holdbacks, admin fees, etc.) are deducted from the payment amount.</p>

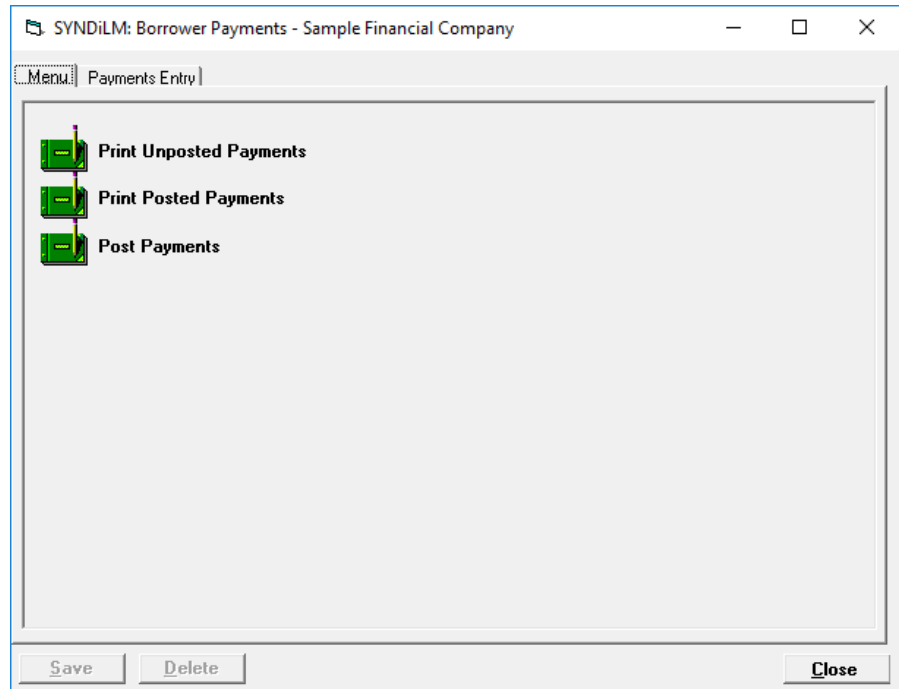
- To enter a new payment, click **New** to clear the screen and enter Loan ID. If the record is already present in the table, you may modify it or delete it provided it has not been posted. However, if the payment has been posted, the system displays the following message:



4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the Loan ID or use **Finder** to select a record. If the record has not been posted, enter various fields and click **Save** to save changes.
6. Once you have initiated the billing process you cannot enter a payment until billing has been posted.

6.3. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Payments

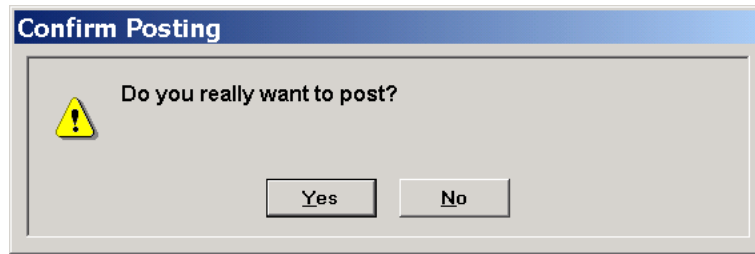
Generates a report showing unposted payments to borrowers for selected loans and date range. See Sample Report # in Appendix A.

Print Posted Payments

Generates a report showing posted payments to borrowers for selected loans and date range. See Sample Report # in Appendix A.

Post Payments

This function marks all unposted payments as posted. Posted payments cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted payments, click **Yes** to post transactions.

Chapter 7

Loan Adjustments

7.1. Introduction

1. Loan Adjustments screen is accessed by clicking the Adjustments button on the Loan Maintenance screen.
2. Loan Adjustments are entered under the following conditions:
 - (a). The borrower decides to pay a portion of the principal during the life a loan or discharges the loan before the maturity date. In this case the principal amount is entered with a negative sign. The borrower may also pay certain amounts for interest which is entered as positive amount. The program runs a special billing when the loan adjustment is posted. You must run Borrower Receipts and post them after the loan adjustment is posted.

7.2. Loan Adjustments Entry Tab

1. The Loan Adjustments Entry tab is displayed as follows:

The screenshot shows a software window titled "SYNDILM: Loan Adjustments - Sample Financial Company". The window has a menu bar with "Menu" and "Loan Adjustments Entry". The main area contains several input fields and labels:

- Adjustment Number:** A text box with a dropdown menu showing "NEW" and a magnifying glass icon.
- Loan ID:** A text box with a magnifying glass icon.
- Adjustment Date:** A date picker showing "08/23/2018" and a calendar icon.
- Date Range:** A label followed by "to" and a text box.
- Document No.:** A text box.
- Paid to:** A text box.
- Description:** A text box containing "Loan Adjustment".
- Rate %:** A text box containing "Prime".
- Balance:** A text box containing "0.00".
- Status:** A text box.
- Adjustment Amount:** A section containing two text boxes: "Principal" (0.00) and "Interest" (0.00).
- Bank ID:** A text box containing "CCB" and a magnifying glass icon.
- Borrower Total:** A section containing two text boxes: "Principal" (0.00) and "Interest" (0.00).

At the bottom of the window, there are three buttons: "Add", "Delete", and "Close".

2. The fields shown on the screen are described below:

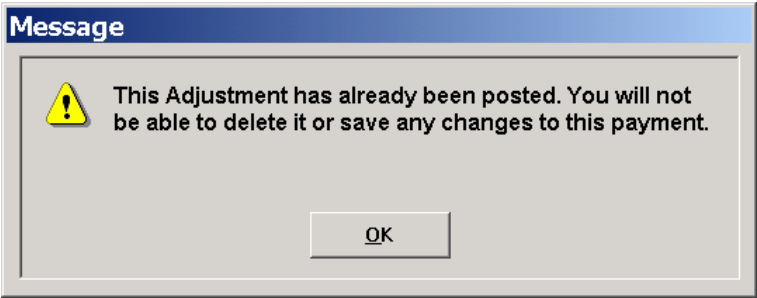
Loan ID	Enter the Loan ID, maximum 16 alphanumeric characters; user defined.
Date	Enter the date of adjustment. The date must be later then the last billing date and prior to the next billing date. The billing dates are displayed on the screen for reference.
Document No	Displays the Document Number of the original Borrower Payment.
Paid To	Displays the entry in the original Borrower Payment.
Balance	Displays principal balance.
Adjustment Amount:Principal	If the borrower is paying a fixed amount enter it <i>with</i> minus sign. This amount will be added to the principal paid when the loan

adjustment record is posted.

If the borrower needs additional amount any time during the life of the loan, enter the additional amount in this field *without* minus sign.

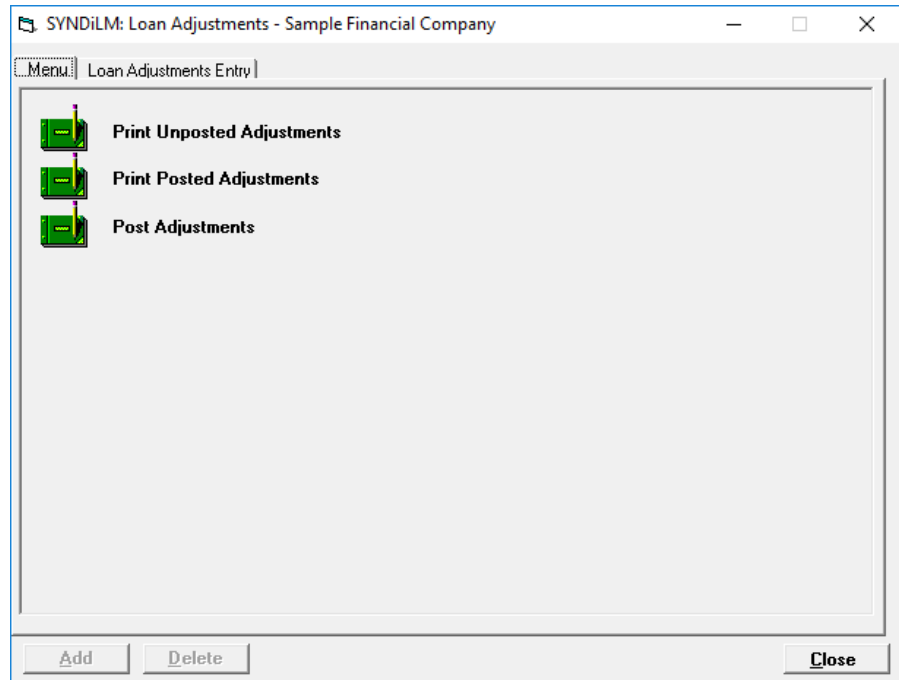
Adjustment Amount: Interest	If the borrower will be paying additional interest, enter it <i>without</i> minus sign. The amount will be added to interest paid when the loan adjustment record is posted.
--------------------------------	--

- 3. To enter a new adjustment, click **New** to clear the screen and enter Loan ID. If the record is already present in the table, you may modify it or delete it provided it has not been posted. However, if the adjustment has been posted, the system displays the following message:



7.5. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Adjustments

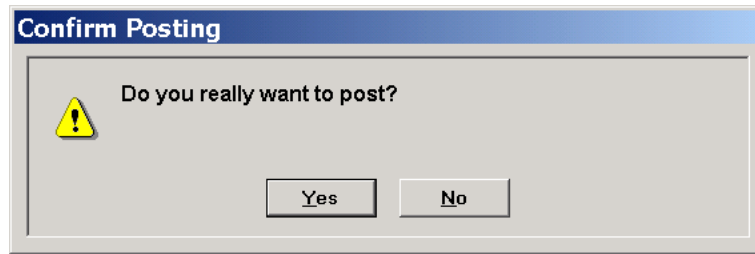
Generates a report showing unposted adjustments for selected loans and date range. See Sample Report # in Appendix A.

Print Posted Adjustments

Generates a report showing posted adjustments for selected loans and date range. See Sample Report # in Appendix A.

Post Adjustments

This function marks all unposted adjustments as posted. Posted adjustments cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted adjustments, click **Yes** to post transactions.

3. All Loan Adjustments entered to increase the Loan Amount become applicable when the next billing is run. However, if the Loan Amount is reduced or an interest adjustment has been entered, the program runs a special billing to apply those amounts immediately effective the Loan Adjustment Date. After such a Loan Adjustment has been posted, you should run Borrower Receipts and post it.

Chapter 8

Billing

8.1. Introduction

1. Billing is the process in which the monthly installment containing interest and principal (if any) is calculated and billed to the borrower.
2. Each loan is assigned a payment day showing the day of the month on which the loan will be billed. When a loan is set up, the Next Billing Date is set based on the Start Date of the loan.
3. The installment for first billing is calculated from the Start Date (inclusive) to the Next Billing Date (inclusive). Thus, if the payment day is same as the day in the Start Date, billing calculates interest for one day. At the end of the billing process, the date on which the billing was run is set as the Last Billing Date and the Next Billing Date is calculated. Subsequent billings consider the period between the Last Billing Date (exclusive) and the Next Billing Date (inclusive). The last billing considers the period from the Last Billing Date (exclusive) to the Maturity Date (inclusive). Thus, the first and last billing may be for part of a month while intermediate billings are for the entire month.
4. When billing is run, it includes all loans for which the Next Billing Date is same as or prior to the date on which billing is run and the amount advanced to the borrower is greater than the principal paid by the borrower. This means that the loans which have been fully paid off or the new loans on which the principal has not yet been advanced to the borrower will not be included in billing.
5. It is necessary that all payments, receipts, transfers and adjustment be posted before the billing run. Billing does not proceed if the system finds any unposted transactions.
6. Loans with the status code which has Stop Billing code checked are not included in billing.

8.2. Running Billing

1. The fields shown on the screen are described below:

SYNDi: Billing - Sample Financial Company

Billing Date: 10/31/2006

Loans: From: To: ZZZZZZZZZZZZZZ ☐ include matured loans

Loan ID	Last Billing	This Billing	Errors	Period	Matured	Maturity Date
DAMPLA	04/09/2006	05/09/2006		1 Month		04/10/2007
DOR1872	04/09/2006	05/09/2006		1 Month		10/09/2007
DOU2451	04/09/2006	05/09/2006		1 Month		05/30/2007
MAP2287	04/09/2006	05/09/2006		1 Month		05/08/2007
TEST2	09/30/2005	10/31/2005		1 Month		06/30/2008
WARPLAZ	04/09/2006	05/09/2006		1 Month		06/14/2008

Process Edit Report Post Cancel Close

- Billing Date

Displays the earliest date on which loans selected for billing will be billed. Can be changed if necessary.
- Include Matured Loans

Loans maturing in the current billing run should not normally be included in billing. Instead they should be processed through Loan Discharge function which generates relevant documentation and runs special billing to recover the principal.
- Process

Click to collect the billing data in temporary area.
- Edit

Click to modify the billing data collected in temporary area.
- Report

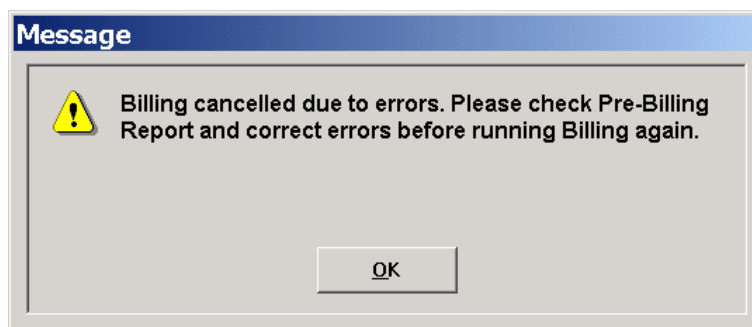
Click to generate the Pre-Billing Report displaying billing data in temporary area.
- Post

Click to apply the billing data, delete the temporary area and make the loans ready for next month's billing.

Cancel

Click to delete the billing data collected in the temporary area by Process function. You can use this button if you have already clicked **Process** button but have not posted the data yet. Please note that any edits done to the billing data are lost.

- To initiate billing, click **Process**. If errors are encountered, the following message is displayed:



- The system displays a summary of billed loans as follows:

SYNDi: Billing - Sample Financial Company

Billing Date:

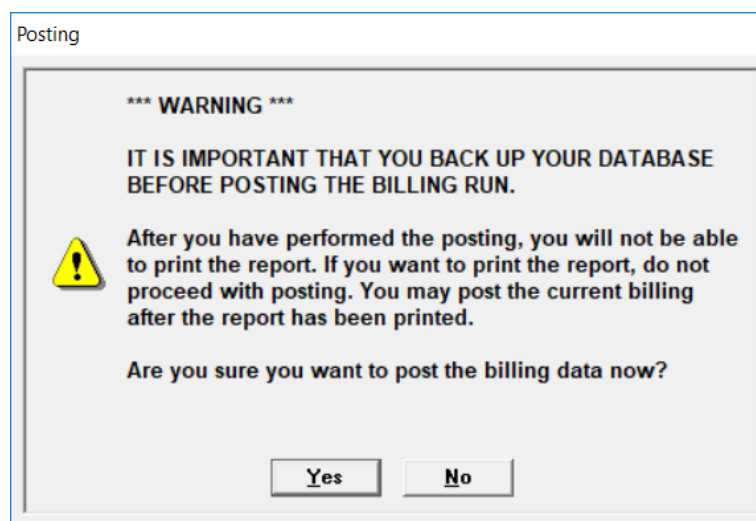
Loans: From To ☒ include matured loans

Loan ID	Last Billing	This Billing	Errors	Period	Matured	Maturity Dat
▶ AVE1077	03/09/2006	04/09/2006		1 Month		09/27/2006
BIR1160	03/09/2006	04/09/2006		1 Month	Yes	04/09/2006
DAMPLA	03/09/2006	04/09/2006		1 Month		04/10/2007
DOR1872	03/09/2006	04/09/2006		1 Month		10/09/2007
DOU2451	03/09/2006	04/09/2006	4	1 Month		05/30/2007
FAN265	03/09/2006	04/09/2006		1 Month		10/15/2006
GOM556	03/09/2006	04/09/2006		1 Month		08/30/2006
MAP2287	03/09/2006	04/09/2006		1 Month		05/08/2007
PARK2781	03/09/2006	04/09/2006		1 Month		08/30/2006
WARPLAZ	03/09/2006	04/09/2006		1 Month		06/14/2008

Process Edit Report Post Cancel Close

When billing data has been collected in temporary areas, the **Process** button is dimmed and if the data has errors, the **Post** button is also dimmed.

4. Following is the list of error codes assigned during billing:
 - 1 Principal Advanced is not equal to the Total Principal
 - 3 Balance Owed is not equal to Balance Loaned
 - 4 Monthly Blended Payment is less than calculated interest
5. Click **Report** to generate the Billing Report (see Sample Report # in Appendix A). The report must be printed and filed before posting billing data. If the data is edited and any changes made, print the report again before filing it.
6. Click **Edit** (Section 10.3) to correct rounding errors in billing data. Some errors such as Error Code 2 (Prime Rate Not Available) cannot be corrected through the edit. In this case, exit billing, update prime rate, run billing again and click **Process** to overwrite the billing data.
7. Click **Cancel** to delete billing data in the temporary area. This function is typically used when you have already collected billing data and want to make some last-minute changes. Please note that any modifications made to the data during edit function will be lost and you will have to click **Process** button again to collected fresh data. You cannot delete billing data once it has been posted.
8. If the billing data collected in temporary area is free of all errors, the **Post** button becomes undimmed. Click to apply the billing data and delete it from temporary area. The following message is displayed:



9. The posting function copies billing data in temporary area into permanent area, deletes temporary area and generates General Ledger entries. Once the data is posted, you cannot edit it or generate pre-billing report.

8.3. Editing Billing Data

1. Click **Edit** on Billing screen to display the following screen containing two tabs described below:

Borrower	Displays principal and interest calculation for the borrower.
Misc Charges	Displays miscellaneous charges to be billed by borrowers in the billing run.
2. You may access the tabs by clicking on the tab header.

8.4. Borrower Tab

1. The Borrower tab is displayed as follows:

SYNDiLM: Edit Billing Data - Sample Financial Company

Borrower | Misc Charges |

Loan ID	AVE1077	Avenue Street Plaza
Borrower	BLOJIM	Jim Blouski
Amount Owed	478,829.63	Start Date
Interest Rate	8.5000	Last Billing Date
Period	1 Prd	This Billing Date
		Next Billing Date
Principal	21,228.13	
Interest	3,391.71	
Miscellaneous Charges	0.00	
Discharge Penalty	0.00	
Balance	457,601.50	

Error Codes ?

Save Close

2. The fields shown on the screen are described below:

Loan ID	Enter the Loan ID, maximum 16 alphanumeric characters; user defined.
Principal	Principal amount billed to the borrower.
Interest	Interest amount billed to the borrower.
Miscellaneous Charges	This entry shows various charges applied in the billing run. The amounts can be edited by switching to Miscellaneous Charge Tab.
Discharge Penalty	If the loan is being discharge earlier than the normal maturity date, the program calculates Discharge Penalty which is equal to the interest for the number of months specified in the Loans record.

8.5. Misc Charge Tab

1. The Misc Charge tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Edit Billing Data - Sample Financial Company". Inside the window, there is a "Borrower" section with a "Misc Charges" tab selected. Below this, a "Loan ID" field contains the text "AVE1077". A table displays the following data:

MiscChgID	Description	Amount
MGMNT	Management Fee	500.00

At the bottom of the window, there are "Save" and "Close" buttons.

8.6. Printing Borrower Bills

1. The Print Borrower Bill screen allows you to print and / or email a bill to your borrowers. This function is run immediately after billing for the current month. Bills can be emailed only if you have indicated in the Company Profile that you send emails through SYNDi.

SYNDiLM: Print Borrower Bill - Grand Bahama Development Company

Statement | Email | Message

Loan ID From to

Month Year

The following text will be displayed above the bottom copy of the bill.

IMPORTANT: To ensure proper credit this copy must be returned with your remittance.

2. The bill is normally produced in two parts. You can enter a note in the text field to be displayed immediately above the bottom part which the borrower is supposed to return with payment. By default, the wording is as shown in the figure. However, you may delete it if you do not want any message to be printed above the bottom part of the bill.
3. Click **Create** to generate bills in the specified range.
4. When the function is completed, the following screen is displayed provided your configuration has been set up for emailing through SYNDi.

The window is titled "SYNDiLM: Print Borrower Bill - Sample Financial Company". It has three tabs: "Statement", "Email", and "Message". The "Message" tab is selected. The "Subject" field contains "Borrower Statement". The "Message" field contains "Your statement is attached". At the bottom, there are "Create", "Process", and "Close" buttons.

5. All bills are sent as a pdf attachment to the email message with the subject line and the message body entered on this screen. You may change it if necessary.
6. Once satisfied the subject line and the message body, select **Print/Email** tab. The following screen is displayed:

The window is titled "SYNDiLM: Print Borrower Bill - Sample Financial Co...". It has three tabs: "Statement", "Print/Email", and "Message". The "Print/Email" tab is selected. Above the table, there is a checkbox "Print missing email Addresses" and radio buttons for "Print", "Email", "All", and "None". The "Print" radio button is selected. Below is a table with four columns: "LoanID", "Description", "Email", and "Selected".

LoanID	Description	Email	Selected
AVE1077	Avenue Street Plaza	info@indusflow.com	
BAN2365	2365 Banglore Ave	info@indusflow.com	
BIR1160	1160 Birchmount Road	email@email.com	
CIR2251	2251 Circle Square		
COR5516	5516 Corvette Crescent	email@email.com	
DAMPLA	Damascus Plaza		
LIBERTY	Liberty Village Condos	email@email.com	
TST2075	Samuel Sampson	email@email.com	

At the bottom, there are "Create", "Process", and "Close" buttons.

7. Double-click in the Selected column to choose the borrowers to be processed.
8. Double clicking the LoanID or Description for a borrower to preview a bill.
9. Click **Process** to print or email the bills.

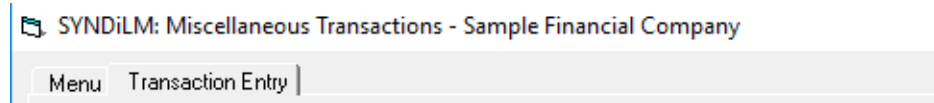
Chapter 9

Miscellaneous Transactions

9.1. Introduction

Miscellaneous Transactions can be used to enter service charges such as NSF fee or an administration charge. In this case you may either just bill the service charge if the actual amount has not been received or you may receive it.

1. Click Misc Transactions on Main Menu to display the following screen containing two tabs described below:



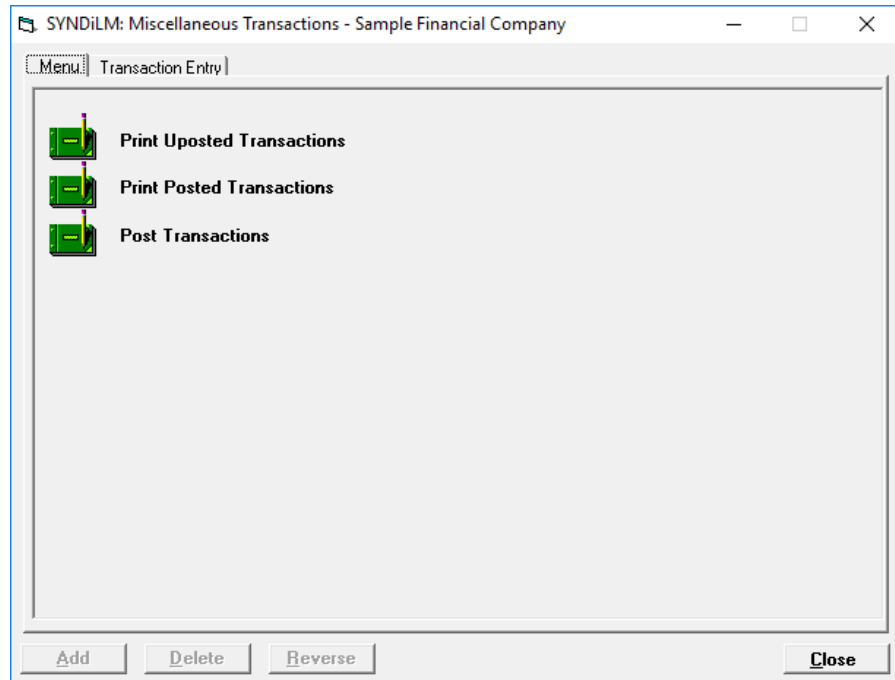
Menu	Print various listings and post Miscellaneous Transactions.
------	---

Transaction Entry	Enter Miscellaneous Transactions.
-------------------	-----------------------------------

2. You may access various tabs by clicking on the tab header.

9.2. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Transactions

Generates a report showing unposted transactions.

Print Posted Transactions

Generates a report showing posted transactions.

Post Transactions

This function marks all unposted transactions as posted. Posted transactions cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted transactions, click **Yes** to post them.

9.3. Transaction Entry Tab

1. The Transaction Entry tab is displayed as follows:

SYNDiLM: Miscellaneous Transactions - Sample Financial Company

Menu Transaction Entry

Transaction No: 9510

Loan ID: BAN2365 2365 Bangalore Ave

Date: 2015-07-02

Misc Charge Code: ONACCT On Account Receipts

Description: Borrower Receipt

GL Account: 2700 On accounts Receipts

Amount: 20,000.00 Balance: 0.00

Action: ☐ Billed ☒ Billed and Received

Bank ID: CCB

Status: Posted

Save Delete Reverse Close

2. The fields shown on the screen are described below:

Transaction Number A numeric code assigned by the system from the Next Payment Number in Company Profile table. Whenever a new transaction is generated the Next Payment Number in Company Profile table is incremented by 1.

To access an existing transaction, enter Transaction Number and hit <Tab>.

Loan ID Enter the Loan ID, maximum 16 alphanumeric characters; user defined, or select it using the **Finder** button next to Loan ID.

The Loan ID is optional and can be left blank if the transaction is meant to be applied to any loan belonging to the specified borrower.

Date Enter the date of transaction.

Document No Enter a reference number, e.g., voucher

number.

Misc Charge Code Enter the Miscellaneous Charge Code defining the G/L account to which the transaction will be debited. The Code should be defined as described in Section 4.6 with zero as the amount.

Description Description of the transaction, maximum 60 alphanumeric characters; user defined.

G/L Account The system displays the G/L account number associated with the specified Miscellaneous Charge Code.

Amount Enter the transaction amount.

Action **Billed:** This action can be selected only if you want to create a billing record, debiting Borrower Receivable and crediting the G/L account defined by the specified Miscellaneous Charge Code (normally an income account).

Billed and Received: This action is selected when you want the system to generate a billing record as described above and then create a receipt record, debiting Bank and crediting Borrower Receivable.

Bank ID If the Action is **Billed and Received**, enter the Bank ID of the bank in which funds will be deposited. This field is optional unless SYNDi is integrated with an accounting package.

3. To enter a new transaction, click **New** to clear the screen and hit <Tab>.
4. To modify an existing record, enter the Transaction Number or use **Finder** to select a record. If the transaction has already been posted, the following message is displayed:



5. You cannot modify a transaction once it has been posted.
6. To delete a transaction, click **Delete**. You cannot delete a receipt that has already been posted.
7. Click **Add** to add the record.

9.4. Interest Reserve

1. For high-risk loans and projects where the Borrower will not have any income for the first few months, enough amounts are deducted from the funded amount to cover the interest for the first few months. This amount is stored as unapplied cash and used to pay the interest. You have to enable the template for setting up the Interest Reserve. (See Section 5.2.)
2. On Loans and Properties screen, select Interest Reserve to display the following screen.

Menu Interest Reserve

Loan ID: CIR2251 2251 Circle Square

Loan Start Date: 12/20/2014 Loan Maturity Date: 12/31/2022

Last Billing Date: 07/31/2018 Next Billing Date: 08/31/2018

Description: CIR2251 Interest Reserve

Depletion Start Date: 07/31/2018 End Date: 12/31/2018

Ref No: * NEW * Principal Balance: 6,018,350.00

Bank ID: CCB Remaining Interest: 213,149.90

Transaction Date: 07/31/2018 Reserve Balance: 0.00

Percentage: 0.0000 Cum Surplus/Deficit: (213,149.90)

Amount: 0.00 Status: Unposted

RecordNumber	TransDate	Amount	Applied	Balance	Posted

Add Delete Close

3. The fields shown on the screen are described below:

Loan ID	Enter the Loan ID, maximum 16 alphanumeric characters; user defined, or select it using the Finder button next to Loan ID.
Description	Description of the transaction, maximum 60 alphanumeric characters; user defined.
Depletion Start Date	Enter the date on which the interest reserve has to be started depleting. Normally it is the Start Date of the loan.

Depletion End Date	Enter the date until which the interest reserve will be depleted. Normally it is a few months after the Start Date of the loan.
Ref No	The reference number of the transaction is generated automatically by the system..
Bank ID	The bank to which the interest reserve is deposited. Normally it is deducted from the amount at the time of funding. However, in case of SYNDi, full amount should be funded and the interest reserve should be generated later. That way it can be set up later and also topped up multiple times as necessary.
Percentage	You may enter the interest reserve as a percentage of the loan balance in which case the system calculates the amount of reserve automatically.
Amount	Instead of entering the percentage, you may enter the amount of reserve directly.
Loan Balance	Displays the principal balance of the loan on Depletion End Date.
Remaining Interest	Calculated interest from Depletion Start Date to End Date.
Reserve Balance	Amount of Interest Reserve not applied to any billing.
Cumulative Deficit	Difference between Reserve Balance and Remaining Interest.

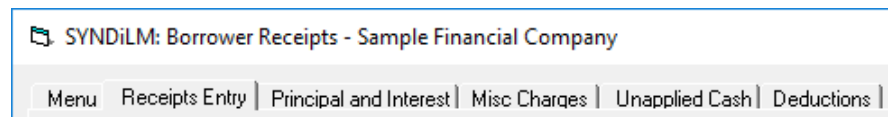
4. Click <New> to enter a new transaction and add \$200,000 as the interest reserve to see the numbers change.

Chapter 10

Borrower Receipts

10.1. Introduction

1. Whether you receive the loan installment on monthly basis or you have collected postdated checks, you must enter receipts after the billing has been run, so that you may distribute them to inventors. You may use Borrower Receipts to perform the following functions:
 - (a). Enter checks received from borrowers and apply them to existing receivables.
 - (b). Enter checks received from borrowers and apply them to billed service charges (Chapter 11).
 - (c). Apply existing unapplied receipts (Chapter 11) to outstanding receivables.
 - (d). Write off outstanding receivables in case of foreclosure or bankruptcy.
2. Click Borrower Receipts on Main Menu to display the following screen containing two tabs described below:



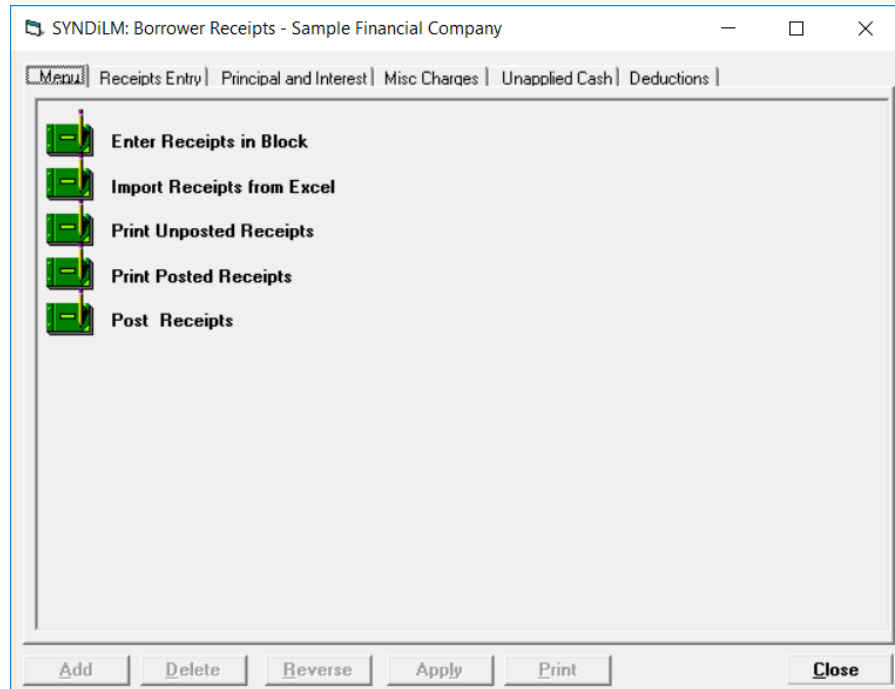
Menu	Process borrower receipts in block, print various listings and post receipts.
Receipts Entry	Enter borrower receipts. This option allows freedom to enter partial receipts and write-offs.
Principal and Interest	Details of principal and interest in outstanding billing records.
Misc Charges	Details of outstanding Miscellaneous Charges in the selected billing record.
Unapplied Cash	Details of unapplied receipts entered through Miscellaneous Transactions.

Deductions	If you are deducting any charges (e.g., down payment, holdbacks, administration fee etc.) you can enter them on this tab.
------------	---

3. You may access various tabs by clicking on the tab header.
4. If you have enforced User Security in company profile setup, please refer to Section 12.3 otherwise ignore it.

10.2. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Enter Receipts in Block

This option displays all billed loans for which the borrower receipts have not been processed, the user is provided the opportunity to flag all or some loans for which the receipt has to be processed. The program processes these receipts in full and makes them available to be printed and posted. (See Section 12.10).

Import Receipts from Excel

You may enter all Borrower Receipts in an Excel file and read it into SYNDi/ (See Section 12.11).

Print Unposted Receipts

Generates a report showing unposted receipts from borrowers for selected loans. See Sample Report # in Appendix A.

Print Bank Deposits

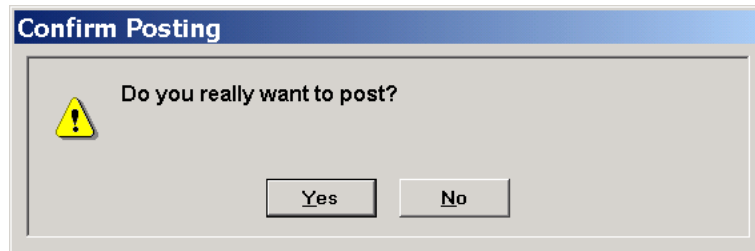
Bank Deposits Report displays posted receipts and lists all checks to be deposited in the bank. It must be printed after posting. See Sample Report # in Appendix A.

Print Posted Receipts

Generates a report showing posted receipts from borrowers for selected loans and date range. See Sample Report # in Appendix A.

Post Receipts

This function marks all unposted receipts as posted. Posted receipts cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted receipts, click **Yes** to post transactions.

10.3. Working with Batches

1. Please ignore this section if do not you have User Security turned on in Company Profile (Section 4.3).
2. When you click Borrower Receipts on Main Menu and want to enter a new Receipt, the following screen is displayed showing all unposted batches created by you. If the screen displays 0 for Batch

User Batch

Batch No: 0

Batch Date: 08/18/2012

Batch Type: RB Borrower Receipts

User ID: ADMIN

Description: Borrower Receipt

Unposted Batches

Add Delete Close

Number and the list of unposted batches is blank, it means that there are no unposted batches in the database.

3. Click New button next to Batch Number. SYNDi assigns the next available batch number. Change the Description if necessary. SYNDi will remember the new wording and will be displayed every time you create a new batch.
4. Click Add to create the batch. You should create a new batch every day and enter all payments in that batch. If you don't want this newly assigned batch number, you must click Add and then click Delete to remove the new batch number. A batch can be deleted only if it does not have any entries in it.
5. If one or more batches created in the past have not been posted yet, they will be displayed in the list of unposted batches. If you want to

continue working with one of those batches, you may select it by clicking on it in the batch list and click **Close** without adding a new batch.

6. Only a user who has right to post batches can do so. When all batches have been posted, they disappear, and the screen shows 0 for batch number.
7. After creating the batch click **Close**. You will be taken to Receipts Entry screen as described in Section 12.4
8. To print a list of all unposted transactions at the end of the day, click

Process	BatchNo	Entries	BatchDate	UserID	Description
Yes	1	1	8/18/2012	ADMIN	Borrower Receipt

Menu tab and then click Print Unposted Receipts. The following screen is displayed:

9. A list of unposted batches is displayed. The above screen shows that there is only one batch open (Batch Number 1) and it has one entry.
10. Double-click in Process column to change No to Yes. Then click **Print** to print the batch.
11. Similar screen is displayed when you want to post batches. You may select the batches to be posted by double-clicking under the Process column and the click the Post button as follows:

Post Borrower Receipts

Process	BatchNo	Entries	BatchDate	UserID	Description
▶ Yes	1	2	8/18/2012	ADMIN	Borrower Receipt

◀ ▶

Post **Close**

12. Borrower Receipts resulting from Loan Adjustments are not grouped in individual batches. Such transactions are assigned Batch 0.

10.4. Receipts Entry Tab

1. The Receipts Entry tab is displayed as follows:
2. The fields shown on the screen are described below:

The screenshot shows a software window titled "SYNDiLM: Borrower Receipts - Sample Financial Company". The "Receipts Entry" tab is selected in the menu bar. The form contains the following fields and sections:

- Ref No:** A text field with a dropdown menu showing "* NEW *".
- Bank ID:** A text field with the value "CCB".
- Loan ID:** A text field.
- Receipt Date:** A date field showing "2018-07-25".
- Receipt Type:** A text field.
- Receipt Amount:** A text field showing "0.00".
- Write-off:** A checkbox.
- Document No.:** A text field.
- Description:** A text field with the value "Borrower Receipt".
- Stop Billing:** A checkbox.
- Table:** A table with three columns: Due, Applied, and Balance. The rows are: Principal, Interest, Misc Charges, On Account Receipts, Deductions, Total Amount Due, Overpayment, and Interest Adjustment. All values are 0.00.
- Status:** A text field showing "Unposted".
- On account:** A checkbox.
- To be applied:** A text field showing "0.00".
- Buttons:** Add, Delete, Reverse, Apply, Print, and Close.

Ref No A numeric Reference Number assigned by the system from the Next Payment Number in Company Profile table. Whenever a new receipt is generated the Next Payment Number in Company Profile table is incremented by 1.

To access an existing receipt, enter the Reference Number and hit <Tab>.

Bank ID Enter the Bank id of the bank in which funds will be deposited. If you are using batches this field contains the Bank ID that you defined when creating the batch otherwise enter it here. This is an optional field unless SYNDi is integrated with an accounting package.

Loan ID Enter the Loan ID, maximum 16 alphanumeric characters; user defined, or

select it using the **Finder** button next to Loan ID in which case you will see a list of loans with outstanding balances.

Outstanding transactions are loaded when you enter Loan ID and hit <Tab>. You will be able to see the transaction details by clicking on Principal and Interest tab which is activated only when the transactions are loaded.

Borrower ID	Displays the Borrower ID and the name.
Receipt Date	Enter the date of receipt.
Document No:	Source Document Number (e.g., check number), maximum 30 alphanumeric characters; user defined.
Receipt Amount	Enter the amount of check. You may leave it as zero if you are just applying unapplied receipts to outstanding receivables. If the Receipt Amount exceeds the Total Amount Due, the difference is shown as Overpayment and is applied automatically to the principal.
Write-off	If Write-off is checked the amount is debited to Bad Debt Expense instead of Bank (as specified in Company Profile). The transaction is also flagged as a Write-off.
On account	If an overpayment is left it may be applied to the account for later reconciliation (provided you have set up a code for On Account Receipt in Template Setup (see Section 5.2). Typically, if a borrower overpays you may keep overpaid amount for application to future billings. If you do not check this box, the overpayment is applied to the principal. On Account Receipt field is used for Interest Reserve for loans for which you have set up Interest Reserve.

A rectangular button with a thin border and the text "Reverse" in a sans-serif font.

Click to reverse a posted receipt, see section 12.9.

A rectangular button with a thin border and the text "Apply" in a sans-serif font.

If you want to apply the amount without selecting outstanding billing in Principal and Interest Tab you may click **Apply** to apply the amounts automatically. SYNDi applies to oldest interest first, followed by Miscellaneous Charges and finally to Principal.

3. To enter a new borrower receipt, click **New** to clear the screen and hit <Tab>. Enter Borrower ID and hit <Tab> again or select a borrower by clicking the **Finder** button. If the borrower has outstanding balance, the system displays a table listing unapplied billing records for the specified borrower. The outstanding transactions can be viewed and modified by switching to Principal and Interest tab.
4. Click **Add** to add the receipt.
5. To modify an existing record, enter the Receipt Number or use **Finder** to select a record. You cannot modify a receipt once it has been posted.
6. To delete a receipt, click Delete. You cannot delete a receipt that has already been posted.

10.5. Principal and Interest Tab

1. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Borrower Receipts - Sample Financial Co...". The window has a menu bar with "Menu", "Receipts Entry", "Principal and Interest" (selected), "Misc Charges", "Unapplied Cash", and "Deductions". Below the menu bar, there is a section titled "Principal and Interest" with two radio buttons: "Select All" and "Select None". The main area contains a table with the following data:

	Apply	BillingDate	PrincipalDue	PrincipalRec	InterestDue	InterestRec	MiscChgDue	MiscChgRec
►	No	05/01/2012	0.00	0.00	0.00	0.00	150.00	0.00
	No	04/30/2012	866.38	0.00	4,939.77	0.00	0.00	0.00
	No	03/31/2012	860.39	0.00	4,945.76	0.00	0.00	0.00
	No	02/29/2012	854.44	0.00	4,951.71	0.00	0.00	0.00
	No	01/31/2012	749.99	0.00	4,956.92	0.00	0.00	0.00
	No	12/31/2011	843.35	0.00	4,962.80	0.00	0.00	0.00

Below the table, there is a large empty rectangular area. At the bottom right of the window, there is a label "Amount to be applied" followed by a text box containing "29,081.51". At the very bottom, there is a row of buttons: "Add", "Delete", "Reverse", "Apply", "Print", and "Close".

2. This table displays billing records for various loans. You may click on any row in the table to select it. The columns in each row are described below.

Apply	Double-click the column to apply receipt to the billing record. The entry under Apply changes from No to Yes. Double-click it again and notice that it changes back to No.
Billing Date	Date on which the record was billed
PrincipalDue	Displays outstanding principal billed.
PrincipalRec	Principal Received: Displays the principal to be paid in the current receipt.
InterestDue	Displays outstanding interest billed.
InterestRec	Interest Received: Displays the interest to be paid in the current receipt.
MiscChgDue	Displays outstanding Miscellaneous Charges

billed.

MiscChgRec Miscellaneous Charge Received: Displays the Miscellaneous Charges to be paid in the current receipt.

Select All Check to enter Yes in the Apply column of each row.

Select None Check to enter No in the Apply column of each row.

3. Double-click on No under the Apply column for the billing record (if more than one) for which the receipt is being entered. The table shows all billing in the descending order of billing date. You may be interested only in the first few records since older records may have just some unpaid NSF charges which will be cleared at the time of Loan Discharge.
4. The following figure shows the second record selected. The Interest Received field displays the same amount as Interest Due field assuming that you want to apply the entire amount.

SYNDiLM: Borrower Receipts - Sample Financial Co...

Menu | Receipts Entry | Principal and Interest | Misc Charges | Unapplied Cash | Deductions |

Principal and Interest ☐ Select All ☐ Select None

	Apply	BillingDate	PrincipalDue	PrincipalRec	InterestDue	InterestRec	MiscChgDue	MiscChgRec
►	Yes	05/01/2012	0.00	0.00	0.00	0.00	150.00	150.00
	No	04/30/2012	866.38	0.00	4,939.77	0.00	0.00	0.00
	No	03/31/2012	860.39	0.00	4,945.76	0.00	0.00	0.00
	Yes	02/29/2012	854.44	854.44	4,951.71	4,951.71	0.00	0.00
	Yes	01/31/2012	749.99	749.99	4,956.92	4,956.92	0.00	0.00
	Yes	12/31/2011	843.35	843.35	4,962.80	4,962.80	0.00	0.00

Amount to be applied **11,612.30**

Add **Delete** **Reverse** **Apply** **Print** **Close**

5. If the Amount is being partially paid or not being paid, click on the amount in InterestRec column to highlight it. Type the new value and hit the <Tab> key. The amount in Interest Received column cannot exceed the amount in Interest Due column. Similarly, if the

Principal Due column contains a certain amount you can apply it partially by changing the figure in PrincipalRec column.

10.6. Miscellaneous Charges Tab

1. The tab is displayed as follows:

Code	Description	AmountDue	AmountReceived
NSF 21265	NSF Charges	150.00	150.00

Misc Charges 150.00

Add Delete Reverse Apply Print Close

2. This table displays miscellaneous charges associated with the selected billing record in Principal and Interest Table. The columns in each row are described below.

Code	Displays the Miscellaneous Charge Code.
Description	Displays the description associated with the miscellaneous charge code or the description entered for the service charge.
Amount Due	Displays outstanding amount.
Amount Received	Displays the amount to be paid in the current receipt.

3. If the Amount is being partially paid or not being paid, click on the amount in Amount Received column to highlight it. Type the new value and hit the <Tab> key.

10.7. Unapplied Cash Tab

1. The tab is displayed as follows:

SYNDiLM: Borrower Receipts - Sample Financial Co...

Menu | Receipts Entry | Principal and Interest | Misc Charges | **Unapplied Cash** | Deductions |

Unapplied Cash ☐ Select All ☐ Select None

Apply	TransDate	Code	AmountPending	AmountReceived	Description
▶ No	05/02/2012	DNACCT	5,000.00	0.00	On Account Receipts

Unapplied Cash 5,000.00

Add Delete Reverse Apply Print Close

2. This table contains unapplied receipts entered earlier (Chapter 11). If you want to apply any of them, double-click on No under the Apply column and change Amount Received if necessary.
7. Click on Receipts Entry tab and make sure that the Total Applied Amount is equal to the Receipt Amount entered earlier.
8. Click **Add** to add the receipt.
9. **Overpayments**

Overpayments can be entered only if the Receipt Amount exceeds Total Amount Due and all outstanding transactions are fully applied. The extra amount reduces the principal unless you check On Account in which case it is left unapplied for future receipts.

10.8. Deductions Tab

1. The tab is displayed as follows:

Deductions		
(1)	HOLDBACK	7,300.00
(2)	ADMIN	250.00
(3)	GST	12.50
(4)		0.00
(5)		0.00
Total Amount		7,562.50

2. It is ideal for entering down payments, holdbacks, administration charges etc. paid by the borrower or deducted from loan advance BEFORE the loan is funded. It can also be used to process such transactions if you are controlling Borrower Receipts through Batches otherwise you may enter them through Miscellaneous Transactions as service charge billed and received. (See Chapter 11.)
3. If you are using this screen to enter deduction you should not apply any portion of the receipt amount to previous billings or unapplied cash.

10.9. Reversing Borrower Receipts

1. If a receipt from a borrower has been entered and posted, it can be reversed in case the check is returned by the bank due to insufficient funds.
2. If the receipt to be reversed has not been posted yet, it should just be deleted instead of being reversed.
3. To reverse a receipt, choose Receipt Entry tab and enter the Receipt Number, or use **Finder** to select a record. If you use **Finder** to locate the receipt, make sure to include posted receipts on the Finder screen. The following screen is displayed:

Menu: Receipts Entry | Principal and Interest | Misc Charges | Unapplied Cash

Ref No: 8632

Loan ID: AVE1077 Avenue Street Plaza

Borrower ID: BLOJIM Jim Blouski

Receipt Date: 01/31/2011

Document No: NSF Charge 0.00

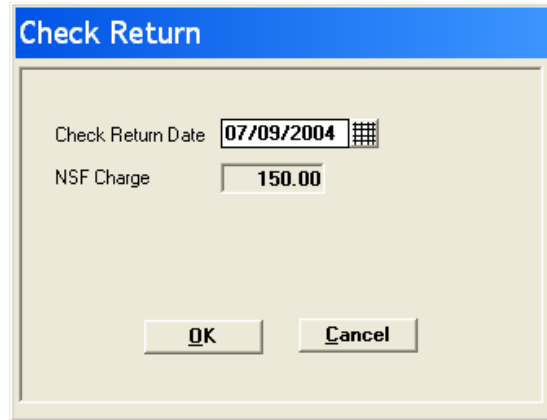
Receipt Amount: 795.36 Write-off Amount to be applied 0.00

	Due	Applied	Balance
Principal	107.12	107.12	0.00
Interest	688.24	688.24	0.00
Misc Charges	0.00	0.00	0.00
On Account Receipts	0.00	0.00	0.00
Total Amount Due	795.36	795.36	0.00
Overpayment	0.00		

Status: Posted

Save Delete Reverse Close

4. Click **Reverse** to display the following screen showing Check Return Date and NSF Charge (if already set up in Client Profile):

A dialog box titled "Check Return" with a blue header bar. It contains two input fields: "Check Return Date" with the value "07/09/2004" and a calendar icon, and "NSF Charge" with the value "150.00". At the bottom are "OK" and "Cancel" buttons.

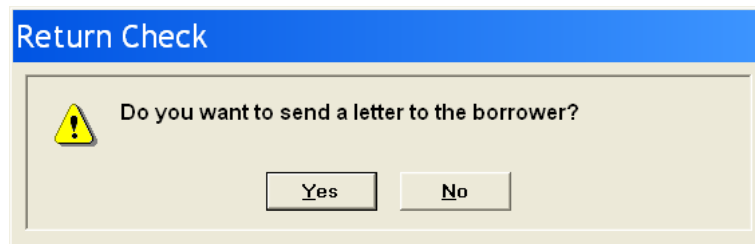
Check Return

Check Return Date 07/09/2004

NSF Charge 150.00

OK Cancel

5. Enter the Check Return Date if different from the date displayed on the screen. The program displays the prompt to confirm if you are sure that you want to reverse this receipt. Click **Yes** to proceed further.
6. Click Yes to reverse the receipt. The following prompt is displayed:

A dialog box titled "Return Check" with a blue header bar. It contains a yellow warning triangle icon and the text "Do you want to send a letter to the borrower?". At the bottom are "Yes" and "No" buttons.

Return Check

Do you want to send a letter to the borrower?

Yes No

7. Click Yes to display the letter and print it. The letter is saved automatically as *loanID_ReverseReceiptNumber_NSF.doc*. The template for the letter, NSFLetter.dot is in Templates sub-folder of Database Location.
8. To change the layout of the letter you may edit NSFLetter.dot in Microsoft Word.

Sample Financial Company
 7481 Woodbine Avenue, Suite 203
 Markham, Ontario L3R 2W1
 Tel: (905) 940-0751 Fax: (905) 940-0341

November 4, 2008

Goldberg Realty
 1160 Birchmount Road
 Scarborough Ontario M1P 2B8

PAYMENT RETURN ADVICE

Please note that the following payment made by you has been returned by the bank. It will be appreciated if you make arrangements to send your payment right away. The particulars are given below:

Account Number:	WARPLAZ
Description:	Warsak Plaza
Reference:	
Receipt Number:	8420-8468
Receipt Date:	Dec 18, 2007
Amount:	\$11,197.93
Service Charge:	\$150.00
Total Amount:	\$11,347.93

Yours truly,

Sample Financial Company

9. Print the letter before closing it.
10. A Reminder is created to follow up with borrower.

SYNDi LMS: Reminders Setup - Sample Financial Company

Reminder ID	<input type="text" value="1"/>
Reminder Type	<input type="radio"/> General <input checked="" type="radio"/> Loan <input type="radio"/> Borrower <input type="radio"/> Other
Loan ID	<input type="text" value="BIR1160"/> <input type="text" value="1160 Birchmount Road"/>
Effective Date	<input type="text" value="06/09/2005"/> at <input type="text" value="9"/> <input type="text" value="00"/> <input checked="" type="radio"/> AM <input type="radio"/> PM
Remind Me	<input type="checkbox"/>
Note	<input type="text" value="Samuel Sampson will pay \$200,000 on this billing. Enter \$200,000 in Principal Payment. Leave the payment frequency zero so that this amount is billed only on this billing."/>

11. The Reminder date and time is set at 24 hours later. Change it to appropriate date and time before saving the Reminder. If you have turned on SYNDi Reminder System by allowing pop-up menus in Company Profile, the Reminder will pop up to keep reminding you until you uncheck Remind Me box.
12. After you have reversed a receipt t, you must post it.
13. If have indicated in Company Profile that you charge NSF fee it will automatically be applied at the next billing run.
14. Check Reversal creates a borrower receipt record in the Transactions table with negative values and displays it with status “Reversal” on Finder screen. The original receipt is also maintained in the table, but the status is changed from “Posted” to “Check Ret.”

10.10. Processing Borrower Receipts in Block

1. It is suggested that this option be used only while entering borrower receipts in large numbers. It does not allow partial receipts and does not give the user much control. It also does not consider unapplied receipts or service charges that have not been billed to any loan. The procedure described in Sections 12.4 to 12.7 for entering individual receipts provides better control and allows partial receipts.
2. Clicking Enter Receipts in Block on Menu tab displays the following screen:

LoanID	BillingDate	Description	Balance	SelfAdmin	Process	Date
BIR1160	2/28/2011	1160 Birchmount Road	5,766.39	Yes		
BIR1160	3/31/2011	1160 Birchmount Road	5,766.39	Yes		
BIR1160	4/30/2011	1160 Birchmount Road	5,766.39	Yes		
BIR1160	5/31/2011	1160 Birchmount Road	5,766.39		Yes	
BIR1160	6/30/2011	1160 Birchmount Road	5,766.39		Yes	
CIR2251	3/31/2011	2251 Circle Square	708.33	Yes		
CIR2251	4/30/2011	2251 Circle Square	708.33	Yes		
CIR2251	5/31/2011	2251 Circle Square	708.33		Yes	
CIR2251	6/30/2011	2251 Circle Square	708.33		Yes	
COR5516	5/31/2011	5516 Corvette Crescent	2,368.49		Yes	
COR5516	6/30/2011	5516 Corvette Crescent	2,789.58		Yes	
DAMPLA	2/28/2011	Damascus Plaza	5,843.75	Yes		
DAMPLA	3/31/2011	Damascus Plaza	5,843.75	Yes		
DAMPLA	4/30/2011	Damascus Plaza	5,843.75	Yes		
DAMPLA	5/31/2011	Damascus Plaza	5,843.75		Yes	
DAMPLA	6/30/2011	Damascus Plaza	5,843.75		Yes	

Total # of Loans: 16 Total Receipts: 66,042.09

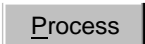
Process Close

3. The fields shown on the screen are described below:

Receipt Date Enter the date on which the payments from borrowers have been received.

All billed transactions are displayed in a grid in the sequence of billing date and loan ID. All self-administered loans are displayed with Yes flag in Self-Admin column of the grid. All transactions to be processed are indicated by Yes entry in the Process column.

If you need to process a receipt, double-click in the Process column on the desired row a

	Yes entry will appear in the cell. If you double-click it again, the Yes entry will disappear, and the transaction will not be processed.
Description	The default description defined in Company Profile is displayed. Change it if necessary.
Bank ID	Enter the Bank ID of the bank in which funds will be deposited. This field is optional unless SYNDi is integrated with an accounting package.
Select Self-Admin	Flags all self-administered loans for processing.
Select All	Flags all loans for processing.
De-select All	Removes processing flag from all loans.
	Processes all flagged records

If you need to process most of the transactions in the grid, choose Select All and then unflag the records to be excluded. On the other hand, if you need to process only some of the transactions in the grid, choose De-select All and then flag the records to be processed.

10.11. Importing Borrower Receipts from Excel

1. If you are downloading borrower receipts from another department and have collecting them in an Excel worksheet, you may read it into SYNDi and enter them. The following conditions should be met:
 - (a). The first sheet in the Excel file should be named as Sheet1.
 - (b). You may have any number of columns in the sheet, but SYNDi uses at least the following information:

LoanID	This column must contain the LoanID
Date	Contains the payment date
Amount	Contains the payment amount; the value must be greater than zero. If an existing payment must be reversed enter the amount as negative.
RefNo	If an existing payment must be reversed then enter the Reference Number of the payment and the amount should be entered as negative. Leave this field blank if the amount being entered is positive.

Apart from the above fields, you must enter Receipt Type if you have defined them in the database.

If you provide BorrowerID, the routine will check if the loan record contains the same BorrowerID. If not, it will display an error.

If you leave Principal and Interest Amounts blank or do not map them, then there must be the total payment amount in the Amount field. In this case the amount will be distributed to the oldest interest first and then the principal. If any amount is left over, it will be applied to On Account Receipts.

You may also provide Principal and / or Interest in which case you should leave the Amount field blank.

2. Click Import Receipts from Excel on the menu to display the following screen:

SYNDILM: Import Borrower Receipts - Sample Financial Company

Import File Location: C:\Temp\
 Import File Name: Borrower Receipts.xlsx

Col	Fid
B	BorrowerID
C	Borrower Name
D	PaymentDate
E	TotalAmount
F	Principal
G	Interest
H	RefToReverse
I	Description
J	ReceiptType
K	Document #

Buttons: Get File, Process, Close

3. Click **GetFile** and enter the folder and the file name.
4. If the file is found the column names from the first row are displayed on the right side of the table.
5. Mandatory fields are displayed with red star. You may or may not import the optional ones.
6. Click the mouse inside LoanID column to place the cursor in it. Now double-click the column on the right-side to map it as LoanID. Map all the four columns and you are ready to read the file.
7. Click **Process** button to import the file and generate Borrower Receipts.
8. All records imported successfully appear as unposted receipts which must be posted.
9. Any errors generated during the import process (e.g., LoanID does not exists) are listed in an Exception Report (e.g., C:\Temp\Borrower Receipts_Exceptions.xlsx in the above case.).
10. It is important to investigate the exceptions and either enter them manually or correct the problem and reimport them. Any records that have been already imported should not be imported again otherwise the receipts could be duplicated.

11. You may consider implementing controls on input file names, e.g., BorrowerReceipts_20170321_01.xlsx and keep old files in the record.

Chapter 11

Generating Checks

11.1. Introduction

1. Once a payment has been posted you may print a check for a borrower. However, before you do that it is important that you set up a bank. Refer to Section 4.2 for the procedure to set up a bank. Make sure that you enter the account number and the Next Check Number. The program increments the next check number by 1 every time a check is printed. However, if you write any checks manually it does not keep track of the next check number. For this reason, it is suggested that you reset the Next Check Number in the bank record just before a check run. You may set up multiple bank accounts if necessary.
2. Click Generate Checks on Periodic Processing screen to display the following screen.

SYNDiLM: Generate Checks - Sample Financial Company

Bank ID	CITY
Description	City Trust - Main Branch
Account Number	1098212
Next Check Number	235
Payee Type	<input checked="" type="radio"/> Borrowers

OK Cancel

3. The fields shown on the screen are described below:

Bank ID

If a Bank ID has been set up in Company

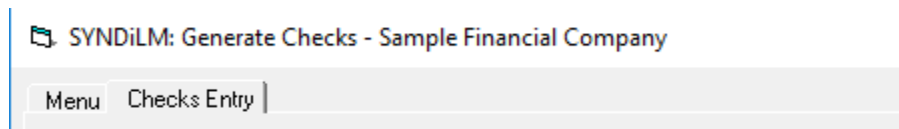
Profile (Section 4.3) it is displayed here but it can be changed. If there are unposted checks waiting to be posted / printed, the Bank ID cannot be changed.

If there are no unposted checks in the database and that no bank has been defined in Company Profile, the Bank ID is blank. However, if there are any unposted checks waiting to be posted the Bank ID is already filled. All unposted checks form a batch of checks and must belong to the same bank. You cannot change the Bank ID until you have posted all checks.

Enter Bank ID if necessary or select it using **Finder**. The program displays the Next Check Number. If you have written manual checks and the Next Check Number is not correct, close the screen and go to Bank Setup to reset the Next Check Number.

Description	Displays the name of the bank.
Account Number	Displays the account number set in Banks table or the Company Profile. It can be changed if necessary.
Next Check Number	Displays the next check number set for the bank in Banks Table.
Payee Type	You may generate checks for borrowers and to other agencies to remit taxes collected from borrowers.

- Clicking OK in the above screen displays the following menu containing the tabs described below:

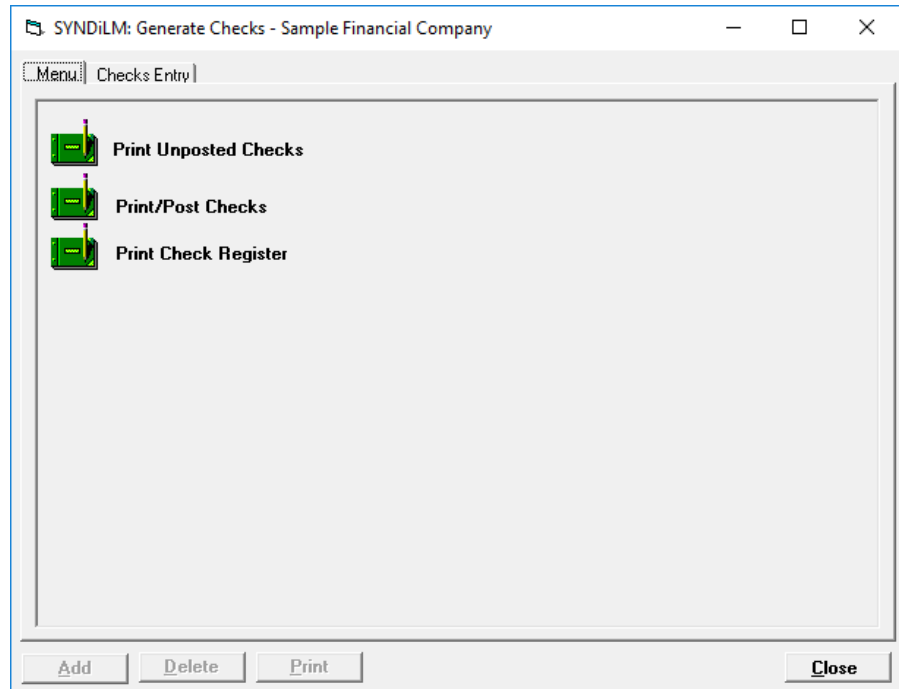


Menu	Print various listings, print and post checks.
Checks Entry	Enter payments individually.

5. You may access various tabs by clicking on the tab header.

11.2. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Checks

Generates a report displaying all unposted checks.

Print/Post Checks

Assigns check numbers, posts checks and prints them.

Print Check Register

Prints Check Register for a specified bank in a given range of check numbers and check dates.

11.3. Checks Entry Tab

1. Enter the Check Date if different from the date displayed on the screen.
2. If a check has already been written manually and you are entering it here just to record it, click Manual Check and enter the Check Number. If Manual Check is not clicked it still show the check number as 0 and will be assigned at the time of posting the check.
3. You may use this routine to write checks for borrowers and to other parties. The Payee Type should be selected accordingly.

SYNDiLM: Generate Checks - Sample Financial Company

Menu Checks Entry

Record No *NEW

Payee Type Borrower

Payee ID BLOJIM

Name Jim Blouski

Address 5516 Corveter Cr

Bank ID CITY

Next Check # 235

Manual Check ☐

Check Number 0

Check Date 2018-07-31

Check Amount 0.00

Kingston Ontario L1M 1M2 Status Unposted

Add Delete Print Close

4. Enter Payee ID (which will be Borrower ID or other party). Alternatively select it using **Finder**. The following screen is displayed.
5. Change the Name and Address if necessary.
6. The table shows all posted payments for which no checks were generated. Choose the records that are being included in the check by double-clicking under the Action column to change No to Yes.
7. The Description field in the table shows the default description set in Company Profile. You may change the description for individual records by clicking inside the table and retyping the new description.

8. Click **Add** to write the check record. Notice that the Record Number on top of the screen changes from *NEW*. You may access the check record later for deletion or modification by using the Record Number.
9. After all checks have been entered, click on Menu tab, print unposted checks and delete or change any records if necessary. Then mount check forms on the printer and make sure that the Next Check Number in the Bank record is identical to the first check on the printer. Print checks and then print the Check Register as necessary.
10. All checks printed in a check run (apart from manual checks) are saved in a Microsoft Word file Check Run – Bank xxxx-yyyyy Starting Check nnnn.doc (xxxx-yyyyy is the Bank ID and nnnn is the starting check number) in \SYNDi\Documents folder and can be reprinted any time. The next page shows a typical check produced by the program.

One Million Two Hundred Thousand Dollars and No Cents

1,200,000.00

Jim Blouski
 5516 Corveter Cr
 Kingston Ontario L1M 1M2

Payee ID	Paid To	Check Date	Check Number	Check Amount
BLOJIM	Jim Blouski	08/27/2018	1	1,200,000.00

Reference	Loan ID	Description	Amount
9217	AVE1077	New Loan Advance	1,200,000.00

Payee ID	Paid To	Check Date	Check Number	Check Amount
BLOJIM	Jim Blouski	08/27/2018	1	1,200,000.00

Reference	Loan ID	Description	Amount
9217	AVE1077	New Loan Advance	1,200,000.00

Chapter 12

Periodic Processing

12.1. Delete Old G/L Entries

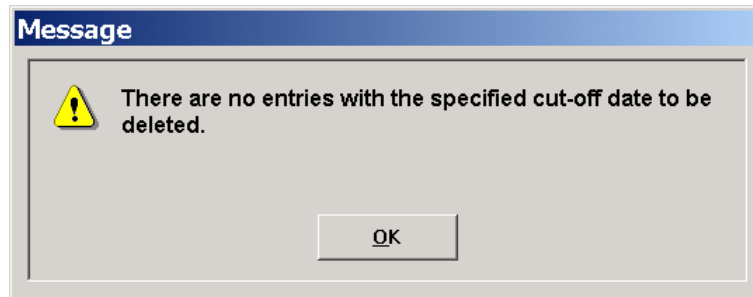
1. Journal entries are generated as various transactions are entered as shown in Company Profile Setup (section 4.3). These entries should be printed and posted into General Ledger before they are deleted at the end of each month as shown in this section.
2. Click Delete Old G/L Entries on Periodic Processing Menu to display the following screen:



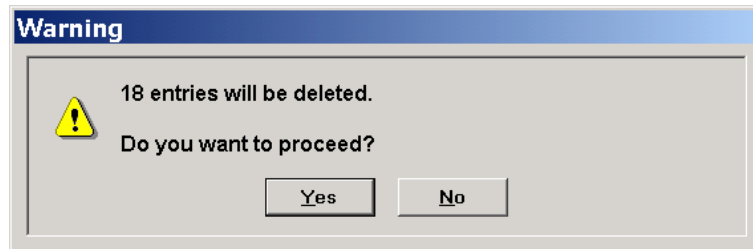
3. The fields shown on the screen are described below:

Cut-off Date	Displays the last date of the previous month. You may change this date if necessary. The system deletes all G/L entries up to and including the cut-off date.
Process	Click to delete G/L entries with transaction date up to and including cut-off date.

4. If no entries are found with transaction date up to cut-off date, the following message is displayed:



5. If one or more entries are found with transaction date up to cut-off date, a message similar to the following screen is displayed:



6. Click **Yes** to delete the entries.

12.2. Cancel Latest Billing

1. One or more latest billing runs can be cancelled for a loan provided no borrower receipt has been entered.
2. Click Cancel Latest Billing on Periodic Processing Menu to display the following screen:

SYNDiLM: Cancel Latest Billing - Sample Financial ...

Loan ID:

Record Number: Billing Date:

Cancel Date:

Click a record to cancel.

Record	Type	BillingDate	Principal	Interest	Adjustments	Total	Balance
9975	B	4/30/2012	115.76	759.14	0.00	874.90	115.76
9974	B	3/31/2012	114.95	759.95	0.00	874.90	874.90
9973	B	2/29/2012	130.16	742.00	0.00	872.16	0.00
9977	A	2/17/2012	500.00	0.00	0.00	500.00	500.00
9746	B	1/31/2012	116.42	678.94	0.00	795.36	0.00
9708	B	12/31/2011	115.62	679.74	0.00	795.36	0.00
9670	B	11/30/2011	114.82	680.54	0.00	795.36	0.00
9632	B	10/31/2011	114.03	681.33	0.00	795.36	0.00
9594	B	9/30/2011	113.24	682.12	0.00	795.36	0.00
9561	B	8/31/2011	112.45	682.91	0.00	795.36	0.00
9518	B	7/31/2011	111.68	683.68	0.00	795.36	0.00
9481	B	6/30/2011	110.90	684.46	0.00	795.36	0.00
9454	B	5/31/2011	110.14	685.22	0.00	795.36	0.00
9434	B	4/30/2011	109.38	685.98	0.00	795.36	0.00
9416	B	3/31/2011	108.62	686.74	0.00	795.36	0.00

3. The fields shown on the screen are described below:

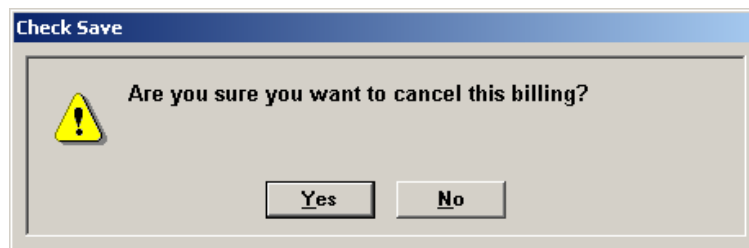
Loan ID	Enter the Loan ID, maximum 16 alphanumeric characters; user defined. Hit <Tab> to display all billing records in the descending order of billing dates.
Record Number	Displays the Record Number of the selected record.
Cancel Date	Displays the effective date on which the latest billing will be cancelled. The date must be between the billing date and the current date. When a record is selected the cancel date is the same as the billing date, but you may change it if you want the cancellation to be effective another fiscal period.
Billing Date	Displays the date for which the billing will

be cancelled.

Process

Click to cancel the billing.

4. The Type in the grid is B for regular billing and A for a Loan Adjustment or an Overpayment.
5. You cannot cancel a billing to which you have already applied a Borrower Receipt totally or partially. Thus, the Balance should be same as the Total amount billed. If the Borrower Receipt applied to a Billing has been reversed, you will be able to cancel the billing.
6. You can reverse only the latest billing to Type B. However, any billing of Type A can be reversed.
7. If you have reversed an old billing to Type A, be aware that the interest in subsequent Regular billings was calculated based on principal balance which included the cancelled billing. This might give rise to inaccuracies and you may have to edit the next Regular billing to correct the amount if necessary.
7. If no error has been found, click Process and the following message is displayed:

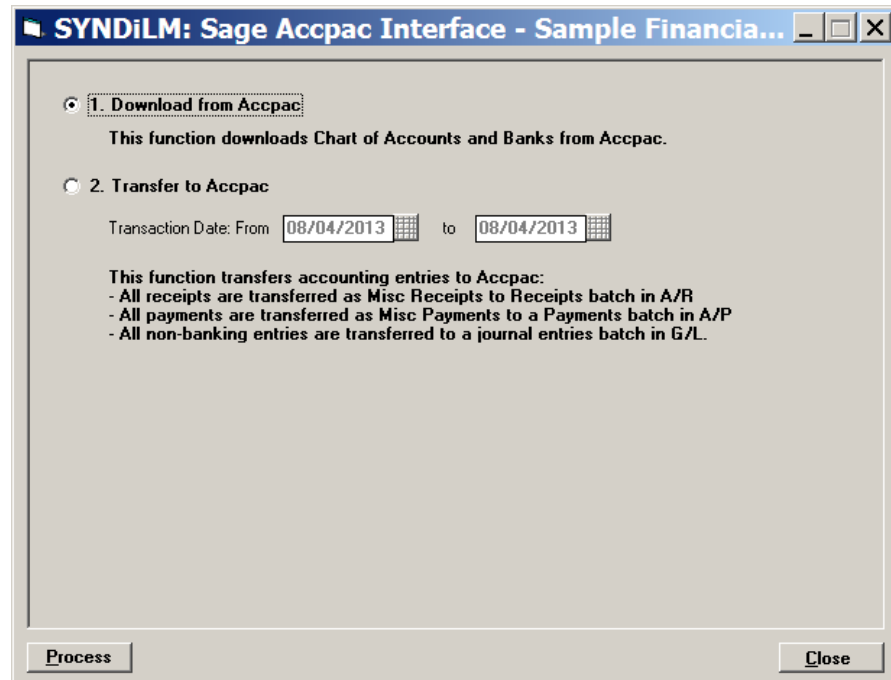


8. Click **Yes** to cancel the billing.
9. Canceling billing deletes records from Billing Data and Transactions tables and generates reversing G/L entries with Cancel Date as the Transaction Date. It also subtracts principal billed and interest billed from the borrower records and reverses miscellaneous charges, fee, withheld tax and sales taxes if any. If you have cancelled Regular billing, it also backs the Next Billing Date so that you can run that billing again.

12.3. Sage 300 ERP Interface

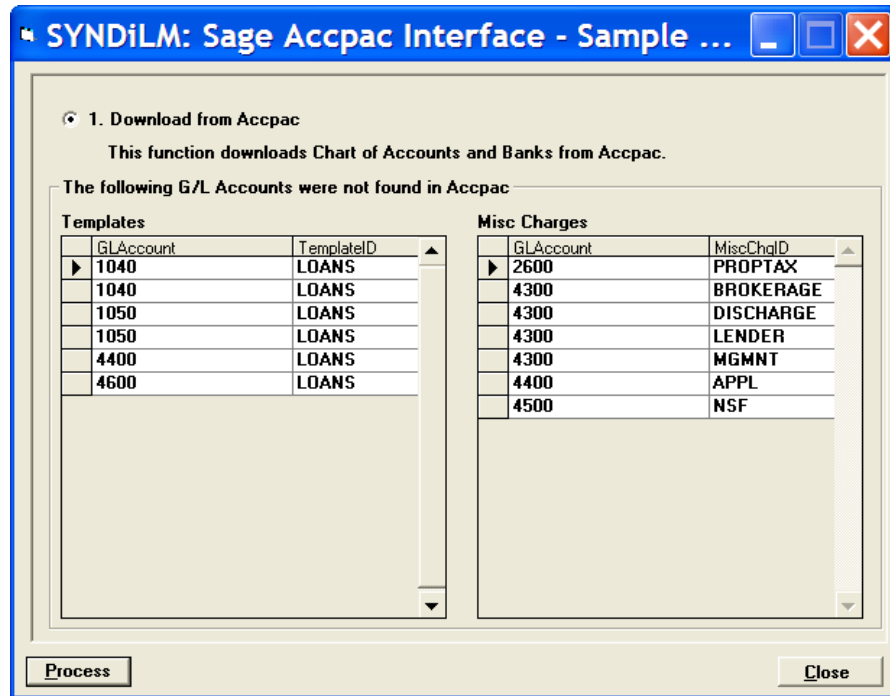
1. This screen is used to perform two functions: (a). Downloading Chart of Accounts and Banks from Sage 300 into SYNDi, (b). Transferring entries to Sage 300 A/R, A/P and G/L.

(a). Download from Sage 300



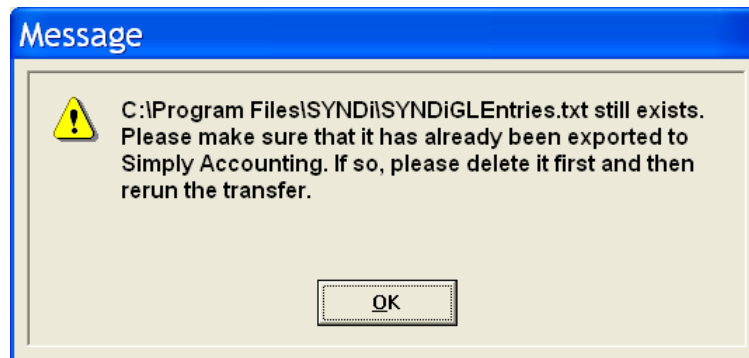
2. Click the first choice and then click Process to download Chart of Accounts and Banks from Sage 300 into SYNDi. It should be performed as soon as SYNDi is integrated with Sage 300 as shown in Section 4.3 (Integration Tab) or when a new G/L account is set up or a new bank is defined in the accounting package. This process deletes existing data from Accounts and Banks tables and copies new data into the tables.
3. This function deletes existing accounts and banks from SYNDi and copies new information into the tables.
4. If any existing templates or Miscellaneous Charge Codes use G/L accounts that do not exist in Sage 300 they are displayed as shown below. This situation may arise if you have been using SYNDi as a standalone system and integrate it with an accounting package later.

5. If this situation is encountered the non-existent accounts should be defined in Sage 300 and this step be rerun until no more missing accounts are found.



(b). Transfer to Sage 300

- SYNDi creates batches in Receipt batches in A/R, Payment batches in A/P and Journal entries batches in G/L modules of Sage 300 ERP.



- Click Process to start transfer. If one or more G/L accounts are not found in the Chart of Accounts in the accounting system or if any of the entries are out of balance, an error message is displayed, and the transfer is cancelled otherwise The program displays the number of entries transferred and sets the Transferred flag so that there is no danger of them being transferred again
- Please make sure that the transaction date exists in Sage's Fiscal Calendar. You can check it in Sage 300 -> Common Services -> Fiscal Calendar. When you reach the end of a fiscal year, SYNDi requires

that the next Fiscal Year **be created** and **be labelled as Active** in Common Services.

SAMINC - Fiscal Calendar

File Help

Fiscal Year: 2020 ☒ Active

Number of Fiscal Periods: 12 ☐ Lock Adjustment Period

☐ Lock Closing Period

Legend: X = Locked

		Period 1	Period 2	Period 3	Period 4	Period 5
Start Date		01/01/2020	02/01/2020	03/01/2020	04/01/2020	05/01/2020
End Date		01/31/2020	02/29/2020	03/31/2020	04/30/2020	05/31/2020
	Lock All	Lock Column	Lock Column	Lock Column	Lock Column	Lock Column
Accounts Payable	Lock Row					
Accounts Recei...	Lock Row					
Bank Services	Lock Row					
General Ledger	Lock Row					
Inventory Control	Lock Row					
Order Entry	Lock Row					

Save Delete Close

12.4. Purge Old Data

1. Once a loan is paid-out it still stays on the database along with all related records. Eventually the database is cluttered with records that are not required anymore. This will increase the storage requirements as well as deteriorate the performance of the program. If this issue becomes your concern, you may purge old records from time to time (once a year or more frequently depending on the transaction volume).
2. Click Purge Old Data on Periodic Processing Menu to display the following screen:

☒ Loans
 ☐ Borrowers
 ☐ Investors
 ☒ Select All
 ☐ De-select All

Maturity Date Cut-off:

LoanID	Description	StartDate	MaturityDate	Principal	Process
AVE1077	1077 Avenue Street Plaza	09/28/2004	09/27/2008	100,000.00	Yes
BAN2365	2365 Banglore Ave	06/14/2005	06/13/2007	1,050,000.00	Yes
BIR1160	1160 Birchmount Road	06/10/2004	06/09/2007	725,000.00	
CIR2251	2251 Circle Square	01/01/2007	12/31/2007	100,000.00	Yes
DAMPLA	Damascus Plaza	04/11/2005	04/10/2007	800,000.00	
DOR1872	1872 Dorian Blvd	10/10/2004	10/09/2007	1,400,000.00	Yes
DOU2451	2451 Doubay Road	05/31/2005	05/30/2007	2,000,000.00	Yes
FAN265	265 Fancer Cr	06/10/2004	06/08/2007	500,000.00	Yes
GOM556	556 Gornart Court	02/28/2005	02/27/2009	1,000,000.00	
MAP2287	2287 Maple Ave	05/09/2004	05/08/2007	875,000.00	Yes
MIDKEN	Midland-Kennedy Plaza	09/01/2006	08/31/2007	1,250,000.00	Yes
PARK2781	2781 Park Road	08/31/2004	08/30/2008	350,000.00	Yes
WARPLAZ	Warsak Plaza	06/15/2004	06/14/2008	1,000,000.00	Yes

Total Records: Total Selected:

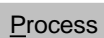
3. The fields shown on the screen are described below:

Loans Select whether you want to purge loans that have been paid out, or borrowers that are not linked to any loan.

Maturity Date Cut-off Displays the date one year older than the current date. You may change it if necessary. The program selects all paid-out loans with maturity date up to the specified date. The Maturity Date Cut-off is displayed only if you have selected to purge loans.

Select All When you click Select All, every record displayed in the table is marked for purge. It

is indicated by the Process column displaying “Yes”. When you click Deselect All, every record displayed in the table which is marked for purge gets unmarked. If you want to purge most of the loans displayed on the screen, click Select All and then unmark the loans that you want to exclude by clicking on “Yes” to select it and double-clicking it.

Process

Click to perform the purge.

4. It is suggested that you purge loans first followed by borrowers so that the borrowers connected to the purged loans will also get purged provided they are not connected to other loans.

Chapter 13

Loan Transfer

13.1. Introduction

1. You may transfer all or a portion of balance from one loan to another. This feature is especially useful in case of Construction Loans where you may set up a loan as the Credit Line with zero or low interest rate and then advanced money from it to another loan as needed. The Borrower ID must be same for both loans.
2. If you are setting up a new loan to which the money will be coming in progressively from another loan (or credit line), you may set it with zero balance.

13.2. Entering Loan Transfers

Transfer Entry Tab

1. Click Loan Transfer on Loan and Properties Menu (Section 4.3) to display the following screen:

SYNDiLM: Loan Transfers - Sample Financial Company

Menu | Transfer Entry |

Transfer Number: * NEW * [icon]

From Loan ID: AVE1077 [icon] Avenue Street Plaza

Record Number: 0 Date Range: 2018-05-01 to 2018-05-31

To Loan ID: AVE1077 [icon]

Record Number: 0 Date Range: to

Bank ID: CCB [icon] Canadian Commerce Bank

Date: - - [calendar icon]

Available Balance: 478,829.63

Amount Transferred: 0.00

Status: Unposted

Add Delete Process Close

2. The fields shown on the screen are described below:

Transfer Number A number assigned by SYNDi to store and access the transfer.

From Loan ID Enter the Loan ID of the loan from which you are transferring money. You cannot transfer more than the balance in the loan.

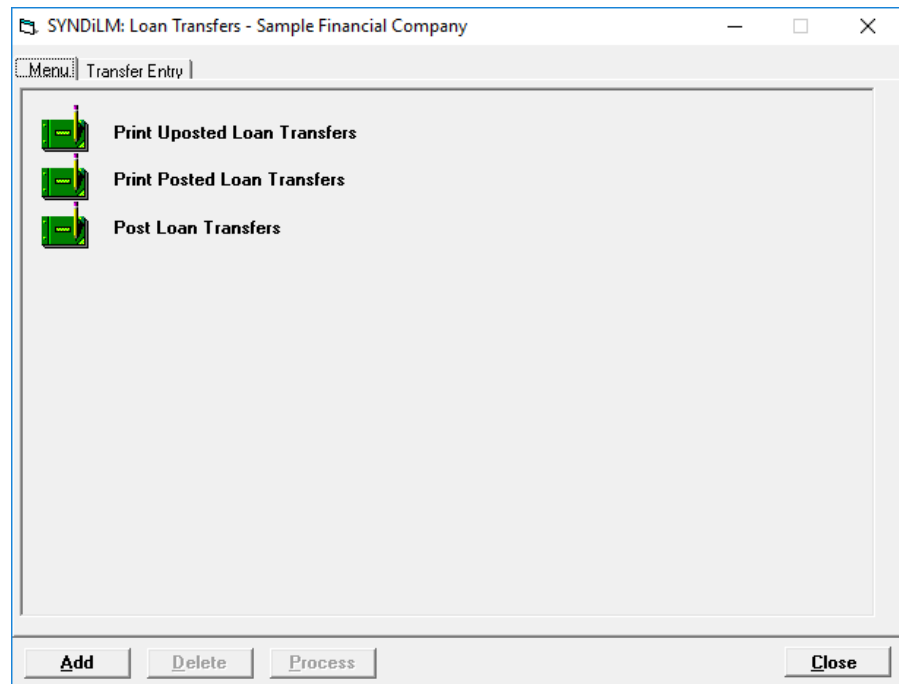
Borrower ID Displays the Borrower ID for the loan.

Available Balance Displays the balance in the loan.

To Loan ID Enter the Loan ID of the loan to which you are transferring money.

Date Enter the date of transfer.

Record No



Amount
Transferred

Enter the amount transferred.

Status

Displays whether the Transfer has been
posted or not.

Menu Tab

3. This tab is used to post and print transfers.