

LOAN SERVICING SOFT Auxiliary Account Setup

This document will guide you through the process of setting up an Auxiliary Account in LOAN SERVICING SOFT.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

You may want to setup one or more auxiliary accounts for adjustments. These adjustment accounts can be used for things such as bank fees, a balance forward scenario, an end of the month reconciliation adjustment, etc..

Steps to take to setup an Auxiliary Account:

- Create a new loan, name it Z-Adjustment and change the status to cancelled.
- Create a new borrower name it Z-Borrower and attach it to your Z-Adjustment loan.
- Create a new lender name it Z-Lender and attach it to your Z-Adjustment loan.
- Next you will be able to create payments from and to your Z-Adjustment loan for any adjustments you may need.