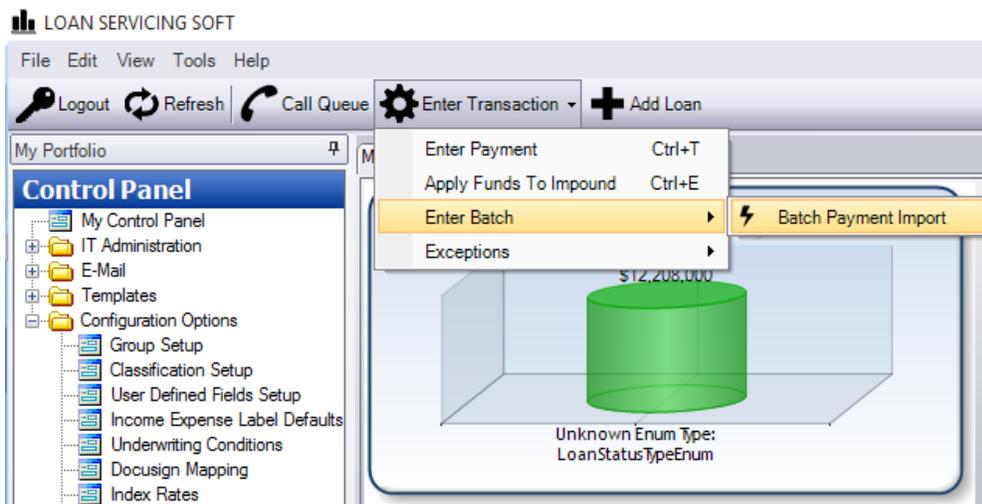


## Batch Payment Processing with LOAN SERVICING SOFT

This document will guide you through processing batch payments into the LOAN SERVICING SOFT system.

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

To enter a payment in this way, first select Enter Transaction → Enter Batch → Batch Payment Import. .



A wizard will pop up on your screen and guide you through this process. You will need to browse to select a data source file and make sure you have the correct accounts selected. \*NOTE\* this is the same process for both ach/NACHA and csv files.

The screenshot shows the 'Lockbox Import Wizard' window at the 'Select payments data source' step. It features a star icon and a pencil icon. Under 'Source File', there are four radio button options: 'Comma separated values file (\*.csv) - simple' (selected), 'Comma separated values file (\*.csv) - with distribution buckets', 'NACHA transfer file (\*.ach)', and 'Electronic transfer file (\*.eft)'. Each option has an 'Export Template' button. A 'Browse...' button is followed by the file path 'C:\LSS\SSIMPORT\_PAYMENT.CSV'. Under 'Import Settings', there are dropdown menus for 'Servicing Account' (set to 'Servicing Account - 287960967091') and 'Payment Method' (set to 'Check'). At the bottom, there are two checked checkboxes: 'Print Summary Report' and 'Add Excluded Section'.

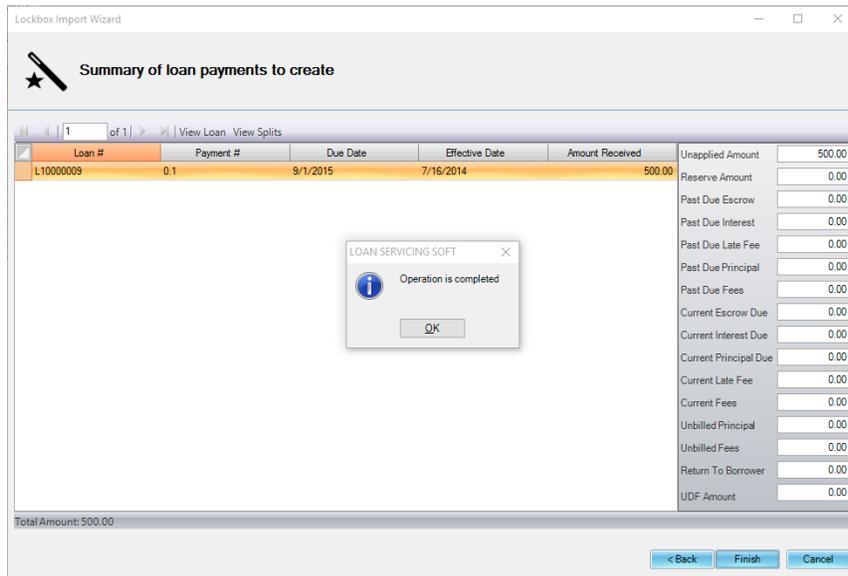
Once you have the file selected, press the Next button.

Select the records that you want to work with and press the Next button.

The screenshot shows the 'Lockbox Import Wizard' window at the 'Records validation' step. It features a star icon and a pencil icon. Below the title bar, there are navigation icons and a text box showing '3 of 3'. To the right of the text box are 'Select All', 'Select None', and 'View Loan' options. The main area contains a table with the following data:

Sel	Loan #	Amount	Ref. #	Effective Date	Payment Type	Validation
<input type="checkbox"/>	L10000003	20.06	4123asws	9/1/2014	Scheduled Payment	Loan has payment after imported record date
<input type="checkbox"/>	L10000007	1,000.00	123	7/16/2014	Scheduled Payment	Loan has payment after imported record date
<input checked="" type="checkbox"/>	L10000009	500.00	456	7/16/2014	Irregular Payment	

Once you have selected all of your records, press the Next button and your payments will process. LOAN SERVICING SOFT will let you know once the operation is completed.



Press OK in the message box and press Finish at the bottom of the screen. When you press Finish, LOAN SERVICING SOFT will generate a Payment Import Summary Report.