

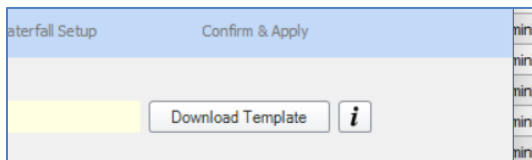
## Batch Payment Processing-Lockbox in LOAN SERVICING SOFT

This document will guide you through the process of applying a list of individual payments as a single lockbox batch operation. Lockbox batch payment posting is available while using our internal NACHA Borrower Payment Wizard, Credit Card Borrower Payment Wizard, or through an external formatted CSV spreadsheet.

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

### CSV Payment Import

To import a batch of payments from a source outside of LSS, use the CSV import template provided by the Lockbox Batch Payment Wizard.



**\*\*Download the template from the first page of the batch wizard.**

The CSV has two field requirements: Loan # and Amount.

The date for the batch can be specified on the default settings page of the wizard. For a batch of payments with different dates, fill the Date field on the CSV for each payment.

To specify the Application Rules and/or Distribution Rules for any payment., use the two letter codes listed at the top of the import template.

Loan #	Amount	Reference #	Date	Apply Type	Distribution Type	Notes
L10000013	800					Test batch payment #1
L10000011	1200					Test batch payment #2
L10000007	150	78		IR	WF	Test batch payment #3

## **Batch Settings & Defaults**

### *Import Source*

- For CSV uploads, use the **Browse** button to find your file. The Import Source will already be determined for ACH or Card payment batches from LSS wizards.

### *Servicing Account*

- Borrower payments will be deposited into this trust account.

### *Payment Method*

- The source of the payments in the batch.

### *Payment Category*

- A user defined category to further classify loan transactions.

### *Waive All Late Fees*

- Forgive all late fees on calculated transactions. This option can be set on a line by line basis later in the wizard.

### *Use Effective Date*

- Override the payment date for all payments in the batch.

### *Application Rules*

- Other than the standard Irregular / Scheduled payment settings, the wizard can create multiple scheduled payments followed by an irregular payment using the Multi (+) Payment option.

### *Distribution Rules*

- For Irregular Payments this setting controls how the payment is distributed across the loan's amount owing buckets.
- For Scheduled Payments this setting controls what to do with funds in excess of a single payment.
- For Multi (+) Payments this setting controls what to do with excess funds after the maximum number of scheduled payments have been applied.

## Multi (+) Pay Rules

- Using Regular Amount Due – When using Multi (+) Payments, Scheduled Payments are applied using only the regular monthly payment amount (PI + TI + Borrower Servicing Fees) per payment.
- Using Total Amount Due – When using Multi (+) Payments, Scheduled Payments are applied using the total due for each individual payment including late fees, loan fees, and past due balances.

## Review & Validate

Use the checkbox on each row to select or deselect payments to be applied in the batch. The checkbox in the first column row header will select or deselect all payments.

Review the Validation column for any warnings or errors found on the spreadsheet. Payment rows with errors will be disabled and can not be imported.

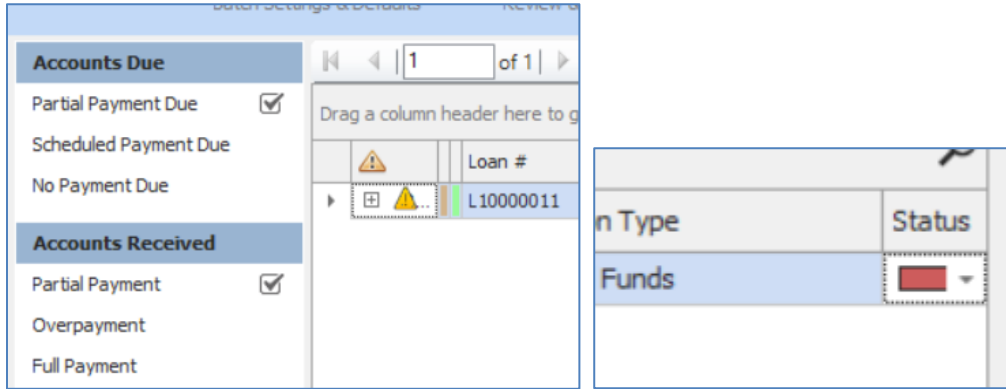
## Payment Settings

Use the checkbox on each row to select or deselect payments to be applied in the batch. The Waive Late Fee, Apply Type, and Distribution Type settings can be changed for each individual line on this step.

Any payment or loan notifications set will be flagged in the first column. Expand the row to review the flags. Expanding any row will also give a set of basic loan details and summary items to review. Use this section to determine any changes to the Apply Type or Distribution Type that may need to be made.

L10000011		1200.00	78	9/25/2024	<input type="checkbox"/>	Multi (+) Payme...	Unapplied Funds	<input type="checkbox"/>
Principal Balance	Regular P...	# Paym...	Days La...	Next Due Date	Partial Payme...	Unpaid Balan...	Total Due	Unbilled Fees
\$11,918.97	\$117.27	18	543	4/1/2023	\$234.54	\$2,528.74	\$3,340.11	\$0.00
:Payment Alert: Payment alert: warning								

For large batches use the filters on the left of the page to review subsets of the batch. To avoid mix ups while using the filters, use the Status column to set a color code on any rows you've made changes to.



## Waterfall Setup

Review how the payments for each entry in the batch will be applied. Limited edits can be done using the Edit Distribution and Regenerate Distribution buttons.

While performing any edits, the wizard will lock until the edits are applied.

<span>▲ Apply Changes</span> <span>✖ Cancel Changes</span> <span>⚙</span>			
		<u>Due Amount</u>	<u>Pay Amount</u>
Applied Funds	Past Due Impound	0.00	0.00
	Past Due Interest	16,482.47	150.00
	Past Due Late Fee	0.00	0.00
	Past Due Principal	0.00	0.00
	Current Impound Due	0.00	0.00

## Confirm & Apply

Enter a description of the payment batch to make searching for the batch later easier.

When finishing the wizard a summary report will show all items processed in the batch.