

Participation Lending



**Standard 365
Loans and
Other Loans**

CU*BASE Lending Tools

Rev. August 15, 2016

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Standard 365 Loans and Other Loans

Tracking PART/P360 Participation Loan Investor Activity with CU*BASE

INTRODUCTION

Participation lending refers to sharing loan risk and income among partner organizations (investors). The credit union sells or buys all or part of a loan. The investors can be other credit unions or other organizations.

Loans sold to other organizations (investors) are tracked in the **CU*BASE Participation Lending** system.

Loans purchased from other organizations are tracked by assigning a separate G/L account and the **CU*BASE Investment Subsidiary** can be used to accrue the monthly interest.

STANDARD PARTICIPATION LENDING

Standard participation loans can be various types of loans that are sold to an investor and are owned 100% or less. These groups of loans are identified by unique investor ID(s) in the **CU*BASE Participation Lending** system. Also, a unique Settlement calculation routine is defined which determines how loan payments are settled with the investor. The loans have either a 365 daily interest calculation type (standard) or 360-day interest calculation type (other 360 loans).

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STANDARD PARTICIPATION LENDING: HOW TO GET STARTED

Interested in participation lending but don't know where to start? Need help getting a participation lending team up to speed and working efficiently? Contact Charlie Rogers, CU*Answers Sales and Marketing Account Executive at 800.327.3478 ext. 767. Check out this [flyer](#) for tips and best practices!

UNDERSTANDING THE TERMS

<i>Term</i>	<i>Description</i>
Participation Loan	Any loan account on the credit union's books where the risk and income for that loan is shared among one or multiple partners (investors).
Participation Loan Investor (PLI)	The partner credit union or other organization that shares in the investment income and the risk for the loan.
Secondary Market Loan Servicer	An investor that purchases loans from a financial institution.
Government investor	General term for government-sponsored investors such as Fannie Mae, Freddie Mac and FHLB.
P&I Custodial Account	A credit union share account that holds the funds (Principal and Interest) to be remitted to a government investor.
T&I Custodial Account	A credit union share account that stores the reported balances of member escrow (Taxes and Insurance).
FNMA	Abbreviation for Fannie Mae.
FHMC	Abbreviation for Freddie Mac.
FHLB	Abbreviation for Federal Home Loan Bank.
PART	Abbreviation for standard 365 participation loans.
P360	Abbreviation for other 360 participation loans.
360 loan	A loan with an <i>Interest calculation type</i> of "3 = 360 /Post" in CU*BASE. Interest is based on twelve 30 day months, calculated once each month on a specified day.
365 loan	A loan with an <i>Interest calculation type</i> of "0 = 365" in CU*BASE. This is the standard daily interest calculation using a 365 or 366 day year. Interest is accrued each day using a per diem interest amount.
Participation loan type	A code that allows participation loans to be grouped for servicing and reporting.
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365 participation loans), and P360 (other 360 mortgage loans).
Company code	A 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO.

<i>Term</i>	<i>Description</i>
Settlement type	The method used for determining how funds are paid to the PLI: AA (Actual/Actual), using actual activity on the loan; SA (Scheduled/Actual), using scheduled interest and actual principal collected from the member or SS (Scheduled/Scheduled), using a set table of principal and interest payment amounts for each month. Note: The SS (Scheduled/Scheduled) settlement type is not available for use at this time.

CONFIGURATION

1. Consider if you should set up a separate loan category code for standard participation loans. It is not required. **Refer to Page 75.**
2. Set up the participation loan general ledger accounts. **Refer to Page 86.**
3. Configure participation loan type code(s) to categorize the loans. **Refer to Page 76.**
4. Configure the investor information. **Refer to Page 78.**
5. Configure the settlement calculation routine PART or P360. **Refer to Page 82.**
6. Configure Company codes if applicable (not required). **Refer to Page 85.**

CREATE LOANS

7. Using the information from the investor, create loans in the participation loan system. **Refer to Page 10.**

Note: The loan should already be set up on the CU*BASE loan file.

KEY ITEMS TO REMEMBER

The participation loan system is basically a subsidiary ledger, similar to Investments or Fixed Assets, that retains details about loans sold to other investors. Loan payment activity is collected from the member transaction file, pulled into a temporary work file, and settlement routines are run to calculate the amount of interest and principal owed to each individual investor for each loan. This process interfaces with your General Ledger to record interest and principal amounts.

Below is a list of a few key items that you need to know about the participation loan system.

ALL INVESTORS

- Each PL investor is configured with their own unique set of parameters.
- It is important to understand the rules for the specific investor (for remitting payments, deadlines for reporting to investor, etc.). Refer to investor contractual guidelines.
- A participation loan work file is processed to gather details about member loan payments for use in calculating settlement amounts.

Some investors process multiple work files during the month and some process only once a month.

- Work file processing is based on a configured settlement calculation routine which defines how the loans are handled in settlement. Available routines include: FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard participation loans) or P360 (other 360 loans).
- Be sure to process a final settlement work file for all loans for an investor before moving to the next settlement period.
- The balances for principal and accrued interest in the participation loan file should be kept in sync with the corresponding PL General Ledger accounts. (Principal and Accrual G/L).
- For 360 loans, the participation loan interest accrual is independent of the member interest accrual. This is a separate step that occurs monthly.
- A Company Code is used to identify companies that service your participation loans such as a mortgage CUSO. These loans are processed separately in settlement.
- For 365 loans, when partial payments are received, the PL system calculates the appropriate percentage of principal and interest based on the PLI % of participation.
- Line of credit (LOC) type loans cannot be set up in the participation loan system.

GOVERNMENT INVESTORS (FNMA, FHMC, FHLB)

- The system contains edits to ensure that all the monthly processing steps occur in the correct order. Because of these edits, the system requires all loans within a settlement calculation routine (i.e. FNMA) to be settled prior to moving to the next settlement period. This is regardless of whether or not there was payment activity on the loans.
- It is crucial that the “Day to calculate interest” on the loan category configuration and the PL “Monthly interest accrual day” on the Settlement calculation configuration are set up as follows:

<i>Settlement Calculation Routine</i>	<i>Day to Calc Int (member file)</i>	<i>PL Interest Accrual Day</i>
FNMA(Fannie Mae)	31	01
FHMC(Freddie Mac)	15	16
FHLB	31	01

Note: Since these are 360-day interest day calculation loans, the member interest accrual will occur in end-of-day (EOD) processing on the “Day to Calc Int” defined on the loan category configuration.

- For delinquent loans, the “Past Due Interest” field is populated during PL interest accrual (similar to how delinquent 360 loans are handled on the member file). This applies to loans with the AA (Actual/Actual) settlement type.
- After government reporting, it is critical that PL interest is not accrued until the exceptions from the investor are reviewed. That way any adjustments can be made in the appropriate settlement period.
- Payoff transactions received during the month must have interest adjusted in the work file (unless occurred on the first day of the cycle, just after interest accrual).
- The system will calculate interest “on the fly” for paid ahead payments similar to the “Instant Interest Calc” method used on the member loan file. This applies to loans with the AA (Actual/Actual) settlement type.

MONTHLY PROCESSING

Below are the recommended monthly processing steps for standard 365 and other 360 participation loans. These loans are generally settled with the investor once a month at month end.

Important Note: *You must always run a work file at month end regardless of whether there is loan payment activity. This is so that system control dates are updated properly.*

1. Use **Review Mbr Activity on Part Lns** on the Participation Loan Processing (MNPART) menu to check for payment activity. This report is run by investor. If there is payment activity, a work file should be run. Refer to **Page 26**.
2. Use **Review Unfunded Loans** on the Participation Loan Processing (MNPART) menu to check for unfunded participation loans (open in the member loan file, but not on the participation loan file). This report is run by loan category. Refer to **Page 28**.

*If there are unfunded loans, add them to the participation loan system. Refer to **Page 10** for the steps to add a loan to the PL system.*

3. Use **Review Paid Off Loans** on the Participation Loan Processing (MNPART) menu to check for loans that are paid off on the member loan file. Refer to **Page 29**.

*If there are paid off loans, it is recommended (but not required) to run a separate work file for each paid off loan. Be sure to review the interest amounts in the work file and make any appropriate adjustments. Refer to **Page 30**.*

4. Run a work file via **Create/Post PL Payment Work File** on the Participation Loan Processing (MNPART) menu using the appropriate month end date. Review the PL Settlement Detail Report. Edit and then Post the work file.

Posting the work file creates a G/L journal entry and updates the PL history and PL master file.

5. Use **Create/Post G/L Journal Entries** on the Participation Loan Processing (MNPART) menu to post the journal entries.

IMPORTANT NOTE: *Do not change any of the journal entry amounts.*

6. Verify the participation loan general ledger principal balance and accrued interest totals* to the PLI Trial Balance Summary principal balance and accrued interest totals.

** Use “G/L History Inquiry” to view the G/L balances or use “Print G/L Financial” to print a financial that contains the participation loan G/L account balances.*

Special Step for P360 Loans

7. Run **Accrue Interest for 360 Loans** on the Participation Loan Processing (MNPART) menu. **Refer to Page 54.**

RECONCILIATION

The participation principal loan balances and interest accrued amounts on the Participation Loan Trial Balance Summary should always equal the appropriate participation loan general ledger balances.

For research purposes, you can run and save the Settlement Activity Report which provides history detail of participation loans. **Refer to Page 62.**

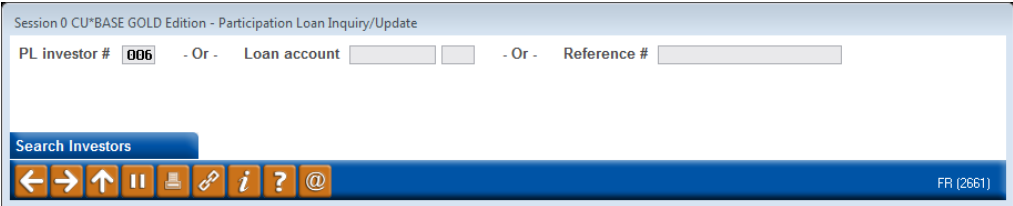
OTHER MONITORING

Delinquency can be monitored using the Participation Loan Delinquency Analysis report which provides the investor portion of the delinquent balances. Refer to **Page 67** for information on this report.

WORKING WITH PARTICIPATION LOAN ACCOUNTS

ADD/MAINTAIN A PARTICIPATION LOAN

“Add/Maintain Participation Loans” on the Participation Loan Processing (MNPART) menu



This is the first of several screens used to add, view and/or work with participation loan accounts. You can attach loans to investors, view an investor’s current position on a loan, review settlement history on loan accounts, and post adjustments to the participation loan records.

- To work with all loans for a specific investor, or to attach new loans to any investor, enter the PL investor # and use **Enter** to proceed to the second screen.
- To work with an existing participation loan account, enter either the loan account base and suffix or the reference number (up to 20 alphanumeric characters) attached to the participation loan record, then use Enter to proceed to the second screen. (This method cannot be used unless the account is already tied to an investor.)

*CU*TIP: Use Search Investors (F12) to view a list of current Participation Loan Investor (PLI) codes. The screen shown on **Page 78** will appear with the listing of configured investors. Use **Select** to choose an investor.*

The second screen will look slightly different depending on what was entered on the initial screen.

Screen 2 (if PLI # was entered on initial screen):

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

Participation Loan Inquiry/Update

Company code **002**

PL Investor # **005 COMMONWEALTH CREDIT UNION**

		Last Settlement	
		Total PL principal balance	59,420.70
		Total PL interest due	617.93

Account	Type	Seq #	Name	Reported Month	Reported Balance	Reference
605	001			Oct 15, 2013	3,792.73	27
605	001			May 15, 2013	0.00	28
605	001			Oct 15, 2013	0.00	21
605	001			Jun 30, 2011	0.00	9
605	001			Feb 15, 2012	0.00	29
605	001			Oct 15, 2013	7,289.89	46
605	001			Jun 14, 2009	0.00	1
605	001			Feb 28, 2013	0.00	47
605	001			Feb 18, 2013	0.00	22
605	001			Aug 15, 2011	0.00	14
605	001			Oct 15, 2013	2,499.64	11
605	001			Aug 31, 2011	0.00	30
605	001			Jan 16, 2012	0.00	25
605	001			Feb 28, 2010	0.00	2
705	001			Oct 01, 2013	1,000.00	
605	001			Jan 16, 2012	0.00	31

Change Delete PL Inquiry Member Inquiry

Add
Sort by Reference
Search Investors

FR (2655) 11/26/13

HINT: Use *Sort by Reference* (F11) to change the sort from Account to Reference #

Screen 2 (if Loan Acct was entered on initial screen)

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

Participation Loan Inquiry/Update

Loan account **705**

		Last Settlement	
		Total PL principal balance	1,000.00
		Total PL interest due	0.00

Account	Type	Seq #	Name	Reported Month	Reported Balance	Reference
1	705	001		Oct 01, 2013	1,000.00	

Change Delete PL Inquiry Member Inquiry

Add
Sort by Reference
Account Analysis

FR (2655) 11/26/13

This screen shows all loans currently attached to investors or the single loan account selected. Use the fields at the top of the screen to choose a different PLI or a different loan account. Use **Enter** to refresh the screen.

Field Descriptions

Field Name	Description
------------	-------------

<i>Field Name</i>	<i>Description</i>
Account	The participation loan account.
Type	The participation loan account suffix.
Seq #	A sequence number attached to this record. The number is incremented if a loan is added to the same investor multiple times.
Name	The member name.
Reported Month	For PART and P360 loans, this is the last time that a settlement work file was posted for the loan. For government investors, this is the last date the loan was reported to the investor.
Reported Balance	For PART and P360 loans, the balance on the loan account as of the last time the loan had a settlement work file posted.
Reference	The reference number. This is user defined and can be used when printing reports or when locating this record for maintenance and inquiry. (not required for PART/P360)

Buttons

<i>Command Key</i>	<i>Description</i>
Add (F6)	Use this to attach a new loan account to this investor.
Toggle Sort (F11)	Use this to toggle sort between account or reference #.
Search Investors (F12)	Use this to view a list of the current configured participation loan investors.
Account Analysis (F15)	Use this to view an analysis of all investor positions on this loan.

- To create a new participation loan and attach it to an investor, use **Add** (F6) to proceed to the Participation Loan Setup screen (shown on **Page 13**).
- To modify an existing account, select it in the list and use the **Change** option to proceed to the Participation Loan Setup screen (shown on **Page 13**).
- To view details for an account without changing anything, select it in the list and use the **PL Inquiry** option. A view-only version of the Participation Loan Setup screen (shown on **Page 13**) will appear.
- To view current details about a loan account using CU*BASE Member Account Inquiry, select the account in the list and use the **Member Inquiry** option.
- To delete a participation loan so that it is no longer tied to an investor, select it in the list and use the **Delete** option. You will receive a delete confirmation window.

Note: Only loans paid to a zero balance should be deleted so that investor G/L accounts remain in balance.

Change or PL Inquiry

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Participation Loan Setup CHANGE

PL investor # **006** Reference #

Loan account **1400 721** **MARIANNE MEMBER** Original loan amt **47,893.00** Settlement calc routine **PART**

PL type **06** **TEST INVESTOR** Sequence # **1** Settlement type **AA**

Current Loan Status		Servicing Information	
Current balance	34,391.37	Loan rate is	3.890
+ Interest	29.28	Payment	482.39
+ Delinquency fine	0.00	Next scheduled payment	Dec 27, 2016
- Insurance rebate	0.00	Last payment date	Apr 27, 2016
= Loan payoff	34,420.65	Last payment amount	600.00
		Loan maturity date	Nov 27, 2023

Last Settlement Detail		PLI Terms	
Reported date	Apr 30, 2016	Status	EXISTING
Term	20 S	PLI loan rate	3.890
PLI principal balance	30,952.24		
PLI interest due	9.87	PLI % of participation	90.00
Principal paid	439.83	PLI original investment	39,450.86
Interest due paid	100.09	PLI projected payment	482.39
Total settlement	10,774.03	PLI start date	Sep 02, 2014 [MMDDYYYY]
Monthly income earned	109.96	PLI end date	Nov 27, 2023 [MMDDYYYY]
Action code	<input type="text"/>		
Action date	<input type="text"/> [MMDDYYYY]		

If the PLI % of participation is not 100%, be sure that the PLI original investment amount is manually calculated using the PLI % (Loan balance X PLI %).

Add/Update Adjustment Account Inquiry History Account Analysis

FR (2662) 7/12/16

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Participation Loan Setup VIEW

PL investor # **006** Reference #

Loan account **1400 721** **MARIANNE MEMBER** Original loan amt **47,893.00** Settlement calc routine **PART**

PL type **06** **TEST INVESTOR** Sequence # **1** Settlement type **AA**

Current Loan Status		Servicing Information	
Current balance	34,391.37	Loan rate is	3.890
+ Interest	29.28	Payment	482.39
+ Delinquency fine	0.00	Next scheduled payment	Dec 27, 2016
- Insurance rebate	0.00	Last payment date	Apr 27, 2016
= Loan payoff	34,420.65	Last payment amount	600.00
		Loan maturity date	Nov 27, 2023

Last Settlement Detail		PLI Terms	
Reported date	Apr 30, 2016	Status	EXISTING
Term	20 S	PLI loan rate	3.890
PLI principal balance	30,952.24		
PLI interest due	9.87	PLI % of participation	90.00
Principal paid	439.83	PLI original investment	39,450.86
Interest due paid	100.09	PLI projected payment	482.39
Total settlement	10,774.03	PLI start date	Sep 02, 2014
Monthly income earned	109.96	PLI end date	Nov 27, 2023
Action code	<input type="text"/>		
Action date	<input type="text"/>		

If the PLI % of participation is not 100%, be sure that the PLI original investment amount is manually calculated using the PLI % (Loan balance X PLI %).

Account Inquiry History Account Analysis

FR (2662) 7/12/16

This screen shows details about this participation loan account, both from the credit union's perspective (Current Loan Status/Servicing Information) as well as the investor's point of view (Last Settlement Detail/PLI Terms).

For a new participation loan, start by entering the "Loan Acct" and "PL Type" (if not already defaulted). Use **Enter** to pull in existing loan account information. Then fill in the PLI terms (*PLI loan rate, PLI% of participation, PLI original investment, PLI projected payment, PLI start date and PLI end*

date. The “Next interest accrual date” must be entered for P360 loans. Refer to **Page 18** for additional information on adding new loans.

Be sure that the PLI original investment amount is manually calculated correctly using the PLI% (Loan balance X PLI%).

When done making changes, use *Add/Update* (F5) to save the record.

Field Descriptions

Field Name	Description
General	
PL investor #	The Participation Loan Investor code and name. See Page 78 for information on configuring Participation Loan Investors.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO. Note: If no Company Codes are configured at your credit union, this field will not display.
Reference #	This is the reference number and is user defined for PART/P360. This reference number can be used when printing reports as well as when locating this record for maintenance or inquiry.
Loan account	If creating a new record, use these fields to enter the loan account base and suffix. If modifying an existing record, the loan account cannot be changed.
PL type	This is a 2 digit code used to identify a group of loans. If a PL Type is defined on the investor record, it will default here. This is a required field. See Page 76 for a discussion of Participation Loan Type codes.
Original loan amount	This shows the original loan amount for the member loan account. This is the original amount borrowed, regardless of investor positions.
Sequence #	A sequential number assigned to this record, for situations where the same loan is assigned multiple times to one investor. (the same investor owns multiple portions of a loan at different rates or terms, for example).
Settlement calc routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365 participation loans), and P360 (other 360 mortgage loans).
Settlement type	The method used for determining how funds are paid to the investor: either by AA (<i>Actual/Actual</i>), taking into account actual activity on the loan or SA (<i>Scheduled/Actual</i>), taking into account scheduled interest and actual principal collected from the member. Note: The SS (<i>Scheduled/Scheduled</i>) settlement type is not available for use at this time.

<i>Field Name</i>	<i>Description</i>
Current Loan Status	
This section shows the loan from the credit union's point of view, with details coming from your credit union's member loan files.	
Current balance	The current balance on the loan account, as shown in your CU*BASE member files.
+ Interest	The total amount of interest owed on the loan.
+ Delinquency fine	The amount of delinquency fines owed, if any.
- Insurance rebate	Any insurance premium rebates due back to the member.
= Loan payoff	For 365 interest calculation type loans, this field calculates the current balance plus any interest and delinquency fines, minus any insurance rebates, to show the current loan payoff amount. For 360 interest calculation type loans, this field calculates the current balance plus delinquency fines, minus insurance rebates, to show the loan payoff amount. This is a starting payoff amount. An interest adjustment is necessary to arrive at the final payoff amount.
Servicing Information	
This section also shows the loan from the credit union's point of view, with details coming from your credit union's member loan files.	
Loan rate is	The interest rate on the loan account.
Payment	The amount of the regular payment, including principal and interest.
Next scheduled payment	The due date for the next payment.
Last payment date	The date the last payment was made on the loan account.
Last payment amount	The amount of the last payment made on the loan.
Loan maturity date	The loan maturity date.
Last Settlement Detail	
This section shows the status of this participation loan from the investor's point of view, as of the last time a settlement was posted.	
Reported date	The last date that this loan had a settlement work file posted.
Term	This shows the term for this loan as of the last settlement. The term is counted starting when the first normal settlement is posted. See Page 32 for details on posting settlement. Next to the term, you will see either an "S" for Settlement or "A" for Adjustment. This indicator shows whether the information in this section represents a regular settlement posting, or an adjustment transaction. See Page 19 for details on posting adjustments.
PLI principal balance	The principal balance of the investor's portion of the loan as reported at the last settlement (the amount owed to the investor representing the principal on the loan).
PLI interest due	The amount of interest on the investor's portion of the loan principal balance as reported at the last settlement (the amount owed to the investor representing the accrued

<i>Field Name</i>	<i>Description</i>
	interest due on the loan).
Principal paid	The total amount of principal paid from the last settlement work file.
Interest due paid	The total amount of interest paid as reported in the last settlement work file.
Total settlement	The total of principal and interest paid from the last settlement work file. <i>Principal paid + Interest paid = Total settlement</i>
Monthly income earned	The amount of income that was accrued on the investor's outstanding balance for the settlement period.
Action code	The Action code defined by the government investor. This applies to FNMA and FHLB only and is not required.
Action date	The date that the Action code is effective for the government investor.
PLI Terms	
This section shows the terms from the investor's perspective showing the investor's portion of this loan.	
Status	The current status of this participation loan: EXISTING - This participation loan has already had a settlement work file processed. NEW - This participation account is new and has not had a settlement work file processed. CLOSED - This participation account is closed.
PLI loan rate	Enter the interest rate the investor earns on the loan. This field has three decimal positions. (08750 = 8.750%).
PLI % of participation	The percentage (up to 100) of the loan that is owned by the investor (this field has 2 decimal positions).
PLI original investment	Enter the total amount of investment by this investor for this loan account. This informational field is not affected by changes to the loan account or settlement activity. For PART/P360 loans, be sure that this field is manually calculated correctly using the PLI% (Loan balance X PLI%).
PLI projected payment	The estimated payment amount to the investor for this loan account. This is an informational field.
PLI start date	Enter the date the loan was funded with the investor. Note: This is the begin date for processing in the PL system and will determine when to start accruing interest and picking up payments from the member history.
PLI end date	The date on which this investor's position in the loan ends. Generally, this is the loan maturity date from the member loan file. This field is informational only, the loan will still process normally in the PL system when the PLI end date is reached.
Last settlement date	The last time a settlement work file was posted for the loan.
PL past due interest	This is the amount of past due interest on the participation loan and applies to FNMA, FHLB and P360 AA (Actual/Actual) loans only. This field is populated during PL interest accrual. Field only displays for FNMA, FHLB and

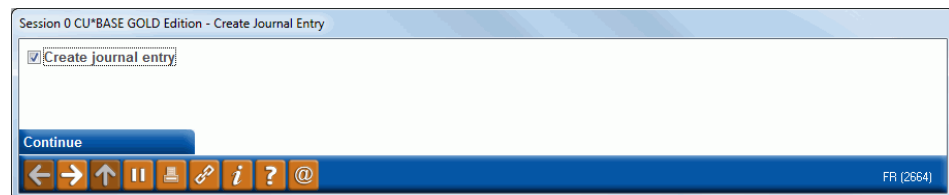
<i>Field Name</i>	<i>Description</i>
	P360 loans.
Rural development flag	A checkmark in this box indicates that this is a Rural Development mortgage loan. Note: Only mortgage loans should be flagged as RD loans.
Next interest accrual date	The month and year (MMYYYY) that interest will next be accrued on the participation loan system for this loan. This field is only used for 360-day interest calculation type loans and defaults based on the <i>Monthly Interest Accrual Day</i> from the Settlement Calculation Routine Configuration. This field only displays for FNMA, FHLB and P360 loans.

Buttons

<i>Command Key</i>	<i>Description</i>
Add/Update (F5)	Use this to save all changes. If creating a new record, a window will appear to allow you to choose whether or not to create a journal entry batch for posting to your general ledger.
Adjustment (F9)	Use this to post a loan payment adjustment to the participation loan. The screen shown on Page 19 will appear.
Account Inquiry (F12)	Use this to view Member Account Inquiry for this loan account.
History (F13)	Use this to view a history of all settlement and adjustment transactions posted to this participation loan. The screen shown on Page 21 will appear.
Account Analysis (F15)	Use this to view an analysis of all investor positions on this loan.

Note: The loan must exist in the member loan file to be added to the participation loan system.

If creating a new participation loan, the following window will appear when *Add/Update* (F5) is used to save:



If this box is checked, a J/E batch will be created and will await posting to your general ledger. Use **Create/Post Journal Entries** to post the journal batch.

Note on *PLI start date* – If an incorrect *PLI start date* is entered on a new loan, the loan must be deleted and re-added to the participation loan system. You cannot change the *PLI start date* after the loan has been added. It is recommended that you only change the *PLI start date* prior to when payments are posted to the loan history. If you delete and re-add the loan with a correct *PLI start date* after payments are posted, you will need to re-post the history activity from the original *PLI start date*. Remember to not check the "Create journal entry" box if the new loan has already posted to the G/L.

New Loans

Standard participation loans (PART) are set up with a settlement calculation routine of PART and have a settlement type of AA (Actual/Actual). Other 360 loans (P360) are set up with a settlement calculation routine of P360 and have a settlement type of AA (Actual/Actual). When adding new loans to the participation loan system, keep in mind the following:

- For P360 loans, the "Next interest accrual date" should be set to the same month and year as the first payment due date on the loan (as per the contract with the investor).
- For loans less than 100% owned by the credit union, the "PLI original investment" must be calculated correctly based on the PLI% (Loan balance X PLI%).
- *PLI loan rate* must be less than the member loan rate and typically is .25% less than member rate.
- *PLI start date* is set to funding date per the contract with the investor.
- *PLI end date* typically equals the maturity date on the loan based on the contract with the investor.

PARTICIPATION LOAN ADJUSTMENT

Adjustment (F9)

Session 0 CU*BASE GOLD - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Participation Loan Adjustment

PL investor 006 TEST INVESTOR Reference #
 Loan account 1400 721 MARIANNE MEMBER Original loan amount 47,893.00
 PL type 06 TEST INVESTOR Sequence # 1

Tran post date Jul 12, 2016 [MMDDYYYY] Tran description PLI ADJUSTMENT

Principal balance (before) 30,952.24 Last settlement date Apr 30, 2016

	G/L Account	Debit	Credit	Balance	Adj Balance
Principal paid	716.09	0.00	0.00	439.83	439.83
Interest due	853.06	0.00	0.00	9.87	9.87
Interest paid	114.09	0.00	0.00	100.09	100.09
Total settlement	899.06	0.00	0.00	10,774.03	10,774.03
Offset G/L account		0.00	0.00	0.00	0.00
Totals		0.00	0.00		
Net				0.00	
Principal balance (after)				30,952.24	

Create J/E
Refresh

FR (2848) 7/12/16

Make sure that the Transaction posting date is dated properly. This date is used for the journal entry and for PL history.

This screen is used to post an adjustment to a loan account in the participation loan system, with a corresponding entry created for posting to the general ledger. The 'Balance' column represents amounts from the most recent settlement. After pressing **Enter**, the "Adjusted Balance" column will reflect updated balances based on entries made on this screen.

Some possible uses for this feature:

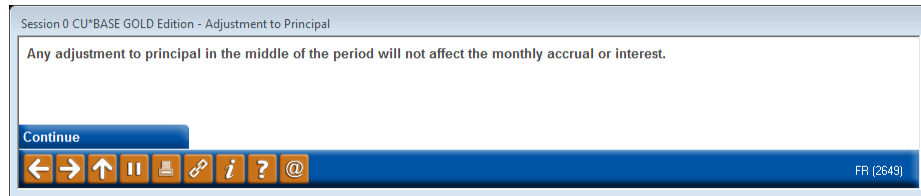
- To adjust the participation amounts due to errors or incorrect information posted during the settlement process, i.e. an adjustment to interest.
- When converting from a paper system to the online tracking system, an adjustment might be needed to bring the balances exactly in line.

*Remember that many of these situations can be handled during a settlement by updating the work file before it is posted. The method you use depends on the situation and whether you wish to have a separate adjustment transaction recorded in the PL general ledger. (See **Page 39** for details about editing a settlement work file.)*

The adjustment screen typically is not used for non-government loans (PART or P360) because these loans generally only settle once a month to the investor and adjustments done during the month will not be included in the monthly investor reporting. For PART/P360 participation loans, adjustments are done when editing the settlement work file and therefore will display on the Final Settlement Detail Report.

When done, use **Enter** to refresh the screen and check for any errors. Note: The "Principal balance (after)" will reflect the updated balance to be posted.

Then use *Create Journal Entry* (F5) to post the transaction to the participation loan and create a journal entry batch that gets posted to the G/L.



This is a reminder that any changes to principal will result in a new “starting” principal amount used by the settlement calculations. In other words, the new, adjusted principal balance will be considered “retroactive” to the start of that settlement period, and will be used when calculating interest accruals for settlement. **To avoid confusion, we recommend that adjustments that affect principal be done immediately after settlement has been posted, or handled as a change to the settlement work file itself, rather than a separate adjustment transaction.** (See **Page 39** for details about editing a settlement work file.)

Use **Enter** to complete the transaction.

IMPORTANT: Remember to use *Create/Post Journal Entries* on the *Participation Loan Processing (MNPART)* menu to post the journal entry to the general ledger.

Field Descriptions

Field Name	Description
Transaction posting date	Enter the date to which this transaction should be posted.
Transaction description	Enter a description for this transaction. The default is PLI ADJUSTMENT but it can be changed.
Last settlement date	The last date on which a settlement was posted for this participation loan.
Principal balance (before)	The participation loan principal balance prior to adjustments made on this screen.
Principal paid Interest due Interest paid Total settlement	Use these fields to enter the amounts to be debited or credited to the appropriate G/L accounts for this loan. The G/L Accounts shown represent the accounts that will be debited or credited. An error message will appear upon using Enter if both a debit and credit entry are placed on the same line: 3015-Both debit and credit amounts cannot be greater than zero.
Offset G/L acct	This line is used to post offsetting entries using an activity “clearing” or settlement account, or could represent the cash offset account. Enter both the G/L account number and the debit or credit amount.
Principal balance (after)	The participation loan principal balance after adjustments made on this screen.

PARTICIPATION LOAN HISTORY

History (F13)

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION
File Edit Tools Help

Participation Loan Settlement History

PLI 005 COMMONWEALTH CREDIT UNION Company code 002 Reference # 25
 Account # 22011 605 Original loan amount 0.00
 PL type 05 COMMONWEALTH CREDIT UNION Sequence 1

Settlement Date	Term	Principal Balance	Interest Due	Principal Paid	Interest Paid	Total Settlement	Monthly Income
Nov 25, 2008		17,267.09	0.00	0.00	0.00	0.00	0.00
Nov 28, 2008	1	17,105.19	0.00	181.90	7.65	189.55	7.65
Nov 30, 2008	2	15,376.48	0.00	1,728.71	5.05	1,923.31	5.05
Dec 02, 2008	3	15,376.48	4.54	0.00	0.00	1,923.31	4.54
Dec 07, 2008	4	15,376.48	15.88	0.00	0.00	1,923.31	15.88
Dec 08, 2008	5	15,376.48	18.15	0.00	0.00	1,923.31	18.15
Dec 09, 2008	6	15,376.48	20.42	0.00	0.00	1,923.31	20.42
Dec 10, 2008	7	15,376.48	22.69	0.00	0.00	1,923.31	22.69
Dec 11, 2008	8	15,376.48	24.96	0.00	0.00	1,923.31	24.96
Dec 12, 2008	9	15,376.48	27.23	0.00	0.00	1,923.31	27.23
Dec 13, 2008	10	15,376.48	29.50	0.00	0.00	1,923.31	29.50
Dec 15, 2008	11	15,376.48	34.04	0.00	0.00	1,923.31	34.04
Dec 16, 2008	12	15,376.48	36.31	0.00	0.00	1,923.31	36.31
Dec 17, 2008	13	15,376.48	38.58	0.00	0.00	1,923.31	38.58
Dec 19, 2008	14	15,376.48	43.12	0.00	0.00	1,923.31	43.12
Dec 20, 2008	15	15,376.48	45.39	0.00	0.00	1,923.31	45.39
Dec 28, 2008	16	15,376.48	63.54	0.00	0.00	1,923.31	63.54

↑ ↓

Add

← → ↑ ↓ ⏪ ⏩ ⏸ ⏹ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿

FR (2655) 11/26/13

This screen shows a history of all transactions posted to this participation loan including regular settlement activity as well as any adjustments posted manually. Notice the Term column showing the term for which the settlement applies. If an “A” appears after the term number, this transaction represents an adjustment manually posted after settlement. (See **Page 16** for details on posting manual adjustments.)

Making corrections to the history file is only done in rare instances. Contact a representative of the SRS Mortgage Servicing Team mortgageservicing@xtendcu.com for help with adjustments to the history file.

PARTICIPATION LOAN ACCOUNT ANALYSIS

Account Analysis (F15)

PLI	Investor Name	Last Settlement Balance	Last Settlement Interest	Last Settled	Projected Payment	PLI Rate	Part %
5	COMMONWEALTH CREDIT UNION	0.00	11.23	Jan 16, 2012	290.59	5.400	90.00
Total		0.00	0.00		290.59	0.000	90.00
Net CU		0.00	0.00		290.59-	0.000	10.00

This screen displays when you use *Account Analysis* (F15), either from the initial Participation Loan Inquiry/Update screen (when a single loan account is selected, as shown on **Page 11**) or from the Participation Loan Setup screen (shown on **Page 13**).

This screen is used to view an analysis showing all investor positions on this loan, including your credit union's interest as the originating credit union, and a breakdown of all other investors who own a portion of this account.

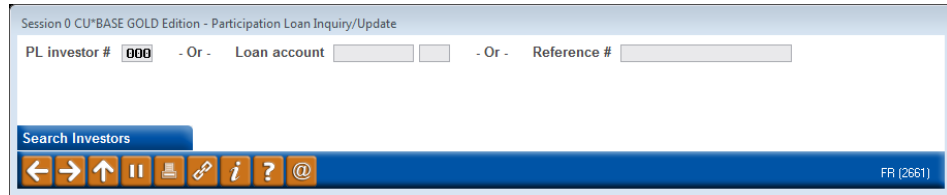
- The "Summary" section shows the loan account as it stands on your credit union's books as the servicing credit union.
- The "Detail" section shows all portions of the loan owned by investors, as of the last settlement date. Note: Closed loans are not displayed.
- The "Net CU" information shows the net difference between the balance of the loan on your credit union's books, minus the balances owned by other investors.

This screen is generally used to view loans that are owned less than 100% by the investor (i.e. for PART or P360 participation loans).

*For a report with similar information as this inquiry screen, refer to **Page 61**.*

PARTICIPATION LOAN INQUIRY

“Participation Loan Inquiry” on the Participation Loan Processing (MNPART) menu



This is the first screen used to view participation loan accounts. You can view general information about the loan and also view an investor’s current position on a loan or review settlement history on a loan.

- To work all loans for a specific investor, enter the PL Investor # and use **Enter** to proceed to the next screen.
- Enter either the loan account base and suffix or the reference number attached to the participation loan record, then use **Enter** to proceed to the second screen.

*CU*TIP: Use Search Investors (F12) to view a list of current Participation Loan Investor (PLI) codes. The screen shown on **Page 78** will appear with the listing of configured investors. Use **Select** option to choose an investor.*

The second screen will look slightly different depending on what was entered on the initial screen.

Screen 2 (if PLI # was entered on initial screen):

Participation Loan Inquiry						
PL Investor # 002 FANNIE MAE						Last Settlement
						Total PL principal balance 137,714,747.45
						Total PL interest due 24,055.54
Account	Type	Seq #	Name	Reported Month	Reported Balance	Reference
1	790	001	MARY H MEMBER	Sep 30, 2013	92,159.31	4007785505
	790	001	JAMES A MEMBER	Sep 30, 2013	114,325.16	4007265310
	790	001		Sep 30, 2013	221,076.86	4009224374
	790	001		Sep 30, 2013	273,309.51	4009577262
	790	001		Sep 30, 2013	69,208.18	4009289105
	795	001		Sep 30, 2013	35,678.22	4006771003
	790	001		Sep 30, 2013	39,232.25	4008213123
	790	001		Sep 30, 2013	55,315.68	4007930284
	790	001		Sep 30, 2013	38,056.55	4008778051
	790	001		Sep 30, 2013	140,250.61	4009189056
	790	001		Sep 30, 2013	75,419.27	4006211473
	790	001		Sep 30, 2013	75,002.88	4009530239
	790	001		Sep 30, 2013	80,059.99	4008235756
	795	001		Sep 30, 2013	86,829.52	4007016122
	790	001		Sep 30, 2013	36,800.00	4009489419
	790	001		Sep 30, 2013	92,021.45	4008558906

■ PL Inquiry ■ Member Inquiry

Sort by Reference

Search Investors

HINT: Use Sort by Reference (F11) to toggle the sort from Account to Reference #.

Screen 2 (if Loan Acct was entered on initial screen)

This screen shows all loans currently attached to investors or the single loan account selected. Use the fields at the top of the screen to choose a different PLI or a different loan account. Use **Enter** to refresh the screen.

Field Descriptions

<i>Field Name</i>	<i>Description</i>
Account	The participation loan account.
Type	The participation loan account suffix.
Seq #	A sequence number attached to this record. The number is incremented if a loan is added to the same investor multiple times.
Name	The member name.
Reported Month	For PART and P360 loans, this is the last time that a settlement work file was posted for the loan. For government investors, this is the last date the loan was reported to the investor.
Reported Balance	For PART and P360 loans, the balance on the loan account as of the last time the loan had a settlement work file posted.
Reference	The reference number. This is user defined and can be used when printing reports or when locating this record for maintenance and inquiry. (not required for PART/P360)

Buttons

<i>Command Key</i>	<i>Description</i>
Toggle Sort (F11)	Use this to toggle sort between account or reference #.
Search Investors	Use this to view a list of the current configured participation

Command Key	Description
(F12)	loan investors.
Account Analysis (F15)	Use this to view an analysis of all investor positions on this loan.

- To view details for an account without changing anything, select it in the list and use the **PL Inquiry** option. A view-only version of the Participation Loan Setup screen (shown on Page 11) will appear.
- To view current details about a loan account using CU*BASE Member Account Inquiry, select the account in the list and use the **Member Inquiry** option.

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Participation Loan Setup VIEW

PL investor #	006	Reference #	
Loan account	1400 721 MARIANNE MEMBER	Original loan amt	47,893.00 Settlement calc routine PART
PL type	06 TEST INVESTOR	Sequence #	1 Settlement type AA

Current Loan Status		Servicing Information	
Current balance	34,391.37	Loan rate is	3.890
+ Interest	29.28	Payment	482.39
+ Delinquency fine	0.00	Next scheduled payment	Dec 27, 2016
- Insurance rebate	0.00	Last payment date	Apr 27, 2016
= Loan payoff	34,420.65	Last payment amount	600.00
		Loan maturity date	Nov 27, 2023

Last Settlement Detail		PLI Terms	
Reported date	Apr 30, 2016	Status	EXISTING
Term	20 S	PLI loan rate	3.890
PLI principal balance	30,952.24		<input type="checkbox"/> Rural development flag
PLI interest due	9.87	PLI % of participation	90.00
Principal paid	439.83	PLI original investment	39,450.86
Interest due paid	100.09	PLI projected payment	482.39
Total settlement	10,774.03	PLI start date	Sep 02, 2014
Monthly income earned	109.96	PLI end date	Nov 27, 2023
Action code			
Action date			

If the PLI % of participation is not 100%, be sure that the PLI original investment amount is manually calculated using the PLI % (Loan balance X PLI %).

Account Inquiry | History | Account Analysis

FR (2862) 7/12/16

This screen shows details about this participation loan account, both from the credit union's perspective (Current Loan Status/Servicing Information) as well as the investor's point of view (Last Settlement Detail/PLI Terms).

Refer to **Page 14** for detailed descriptions of the fields on this screen.

SETTLEMENT/WORK FILE PROCESSING

REVIEW MEMBER ACTIVITY

“Review Member Activity on Participation Loans” on the Participation Loan Processing (MNPART) menu

Field Name	Description
Corp ID	Corporation ID, defaults to 01.
Transaction date range	The range of dates for the member activity.
PL investors	This is a Select button that allows you to select one or multiple investors to print on the report. (See Page 78 for information about configuring PLIs.) A value is required, blank is none.

Before running a settlement work file, run this report to review member payment activity on the selected loans. Enter the *Transaction date range* and the *PL investors*. The report is viewed on the screen and printed via *Print Report* (F14) if desired.

To help determine the *Transaction date range*, check the last time that a settlement work file was processed. For example, if the last payment work file was posted for 1/31/11 and today is 2/10/11, then use 02/01/2011 to 02/09/2011 for the date range.

Keep in mind that this report can be run using any date range, but will only provide activity if transactions exist on the member transaction files. The prior 12 months of member activity is available.

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Member Activity on Participation Loans

CORP 01 CREDIT UNION

Total tran amount 2,935,678.70
 Total principal 2,935,678.70
 Total interest 425,379.74

Date range Sep 01, 2013 to Sep 30, 2013

PLI	Loan Account	Tran Date	Tran Amount	Principal	Interest	Res Balance	Description	Description 2
002	790	9/02/2013	468.82	141.43	327.39	92,301.24	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	745.66	339.44	406.22	114,359.52	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	152.87	152.87	0.00	114,512.39	XFER FOR ESCROW	
002	790	9/30/2013	1,002.27	356.44	645.83	221,076.06	PC CU TRANSFER	790 FANNIE MAE LOAN
002	790	9/02/2013	1,422.59	508.92	913.67	273,595.57	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	112.09	112.09	0.00	273,707.66	XFER FOR ESCROW	
002	790	9/02/2013	488.61	328.45	160.16	69,560.20	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	11.40	11.40	0.00	69,548.80	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PRIN
002	795	9/02/2013	984.56	844.42	140.14	36,525.01	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/30/2013	461.41	357.95	103.46	39,370.04	TRANSFER PAYMENT	MBR-ELECTED PAYMENT
002	790	9/30/2013	138.59	138.59	0.00	39,232.25	TRANSFER PAYMENT	MBR-ELECTED PRINCIPA
002	790	9/02/2013	679.15	527.83	151.32	55,343.23	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/02/2013	250.52	250.52	0.00	55,593.75	XFER FOR ESCROW	
002	790	9/02/2013	267.38	187.32	80.06	38,244.26	AUTO. FUNDS TRANSFER	AFT MBR-ELECTED PAYM
002	790	9/12/2013	680.41	349.25	331.16	75,344.60	PC CU TRANSFER	MBR-ELECTED PAYMENT
002	790	9/12/2013	19.59	19.59	0.00	75,325.01	PC CU TRANSFER	MBR-ELECTED PRINCIP
002	790	9/12/2013	222.08	222.08	0.00	75,547.09	XFER FOR ESCROW	
002	790	9/29/2013	680.41	349.90	330.51	75,197.19	AUTO. FUNDS TRANSFER	

Account Inquiry

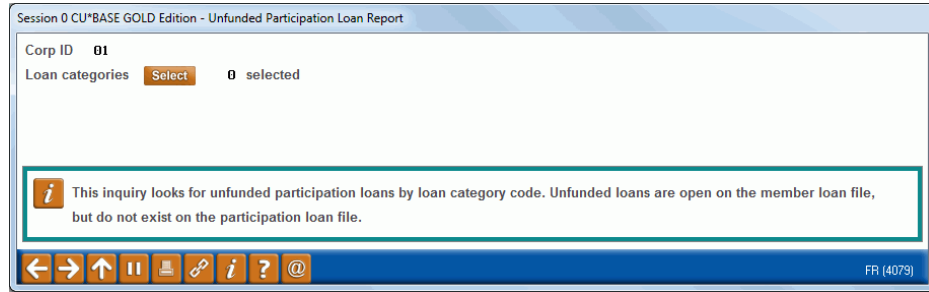
Sort by Account
Print Report

FR (4084) 10/31/13

Refer to **Page 69** for detailed information on this report.

REVIEW UNFUNDED PARTICIPATION LOANS

“Review Unfunded Loans” on the Participation Loan Processing (MNPART) menu

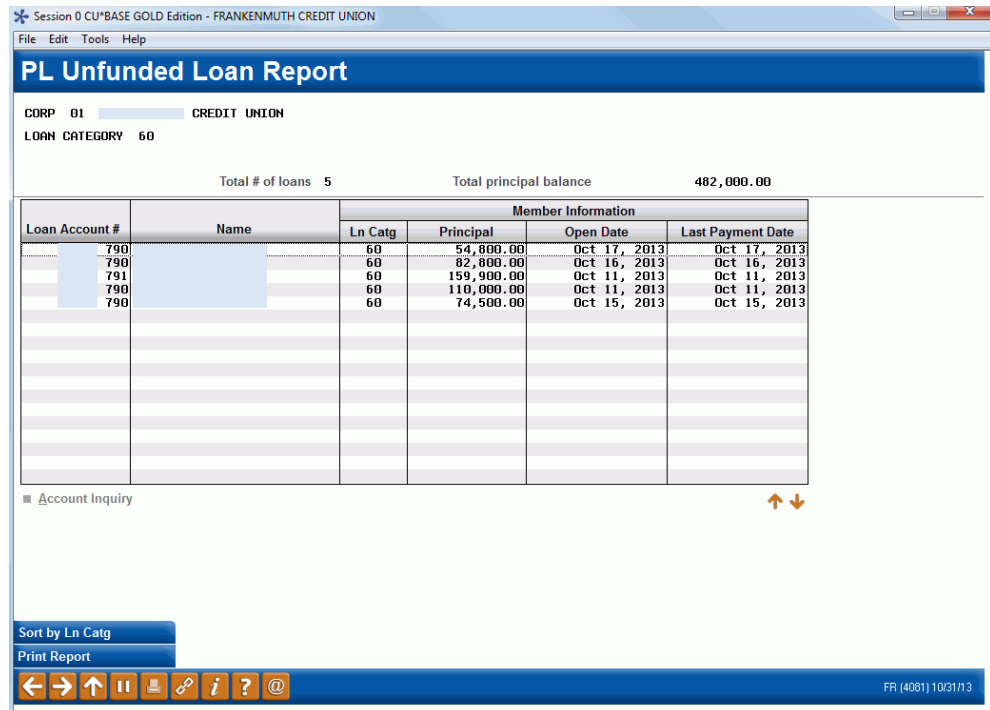


Field Descriptions

Field Name	Description
Corp ID	Corporation ID, defaults to 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes. At least one entry is required.

Before running a settlement work file, run this report to identify unfunded (new) loans by loan category code. The report is viewed on the screen and printed via *Print Report* (F14) if desired.

Unfunded loans are open on the member file, but do not exist on the participation loan file. This report helps to identify new loans that should be added to the participation loan system and loans waiting to be funded by a government investor. Refer to **Page 10** for the steps to add a loan to the PL system.



Refer to **Page 71** for detailed information on this report.

REVIEW PAID OFF MEMBER LOANS

“Review Paid Off Loans” on the Participation Loan Processing (MNPART) menu

Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes. At least one entry is required.
Closed date range	This is the closed date range based on the date the loan closed on the member file.

Before running a settlement work file, run this report to identify closed (paid off) member loans. The report is viewed on the screen and printed via *Print Report* (F14) if desired.

The report is used to identify paid off loans. If the participation loan status is an “E” (Existing), the closed loan is open on the participation loan system.

This report may be helpful for cleaning up the participation loan files. By identifying the closed (paid off) member loans, the loans with a participation loan status “C” (Closed) can be manually deleted from the participation loan system by accessing “Add/Maintain Participation Loans” on the Participation Loan Processing (MNPART) menu, selecting the loan, then clicking **Delete**.

Note: Be sure that the principal and interest is paid to zero in the work file before deleting the loan from the participation loan files.

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Paid Off Loan Report - Inquiry

CORP 01 CREDIT UNION
 LOAN CATEGORY 60

Date range Sep 01, 2013 to Sep 13, 2013 Total # of loans 5

Loan Account #	Name	Loan Ctg	Principal	Member Information			PL Sts	RD Ln
				Open Date	Closed Date	Last Pmt Date		
790		60	0.00	Apr 08, 2013	Sep 03, 2013	Sep 03, 2013	C	N
790		60	0.00	Oct 13, 2011	Sep 06, 2013	Sep 06, 2013	C	N
790		60	0.00	Dec 15, 2010	Sep 13, 2013	Sep 13, 2013	C	N
790		60	0.00	Oct 05, 2011	Sep 10, 2013	Sep 10, 2013	C	N
795		60	0.00	Jun 29, 2009	Sep 13, 2013	Sep 13, 2013	C	N

Account Inquiry

Print Report

FR (4087) 10/31/13

Refer to **Page 72** for detailed information on this report.

PROCESSING PAID OFF LOANS

For standard 365 loans (PART), payoffs generally do not need an adjustment in the work file because interest accrues daily through the current day and will stop calculating as of the payoff date. Depending on the size of the loan, payoffs can be handled same day (PART loans), the next day (P360 loans), or at the next month end settlement.

Note: For PART loans, a work file run for a single loan account will include same day payoff transactions.

For other 360 loans (P360), review the below loan payoff scenarios and the appropriate interest adjustment needed. Examples are based upon a *Next Interest Accrual Date* of the 1st of the month and a *PLI loan rate* of 5.00%.

Loan Payoff Date	Principal Balance	Last Pmt	Past Due Interest	Interest Due (current)	Manual Interest Adjustment in Work File	Resulting Interest Paid
6/4/11	\$94,899	April	\$395.42	\$395.42	Clear <i>Interest Due</i> and adjust <i>Interest Paid</i> to include both <i>Past Due Interest</i> and <i>Interest Due</i> plus payoff adjustment of \$39.00 (3 days of interest for June 1-3 rd)	\$829.84 (\$395.42+ \$395.42 + \$39.00)
6/4/11	\$94,899	May	\$0.00	\$395.42	Verify <i>Interest Due</i> equals zero and adjust <i>Interest Paid</i> by \$39.00 (3 days of interest for June 1-3 rd)	\$434.42 (\$395.42 + \$39.00)
5/25/11	\$94,899	May	\$0.00	\$0.00	Adjust <i>Interest Paid</i> to \$312.00 (24 days of interest for May 1-24 th)	\$312.00

5/25/11	\$94,899	June	\$0.00	\$0.00	Adjust <i>Interest Paid</i> to \$-78.00 (6 days interest refunded May 26-31)	\$-78.00
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CREATE/POST PL PAYMENT WORK FILE

“Create/Post PL Payment Work File” on the Participation Loan Processing (MNPART) menu

This is the first screen used for creating a work file. Enter a settlement calculation routine and settlement type. Company code is optional and will not display if no company codes are configured for your credit union.

Field Descriptions

Field Name	Description
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard participation loans), and P360 (other 360 mortgage loans).
Settlement type	The method used for determining how funds are paid to the investor: either by AA (<i>Actual/Actual</i>), taking into account actual activity on the loan or SA (<i>Scheduled/Actual</i>), taking into account scheduled interest and actual principal collected from the member. Note: The SS (<i>Scheduled/Scheduled</i>) settlement type is not available for use at this time.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO. Note: If no Company Codes are configured at your credit union, this field will not display.

This is the second screen used to create, work, or post a work file for loans in the selected settlement calculation routine, settlement type, and company code (if applicable). Settlement can be performed for all loans, a batch of loans with the same PL Investor, or for a single loan account.

Steps for Processing a Work File

1. Enter the “Settle through date”. This date usually defaults to the prior day. There are two exceptions: 1) It is after the first of the month and the month end work file has not been processed. In this case, the month end date will default. 2) A work file already exists for a prior date.

For PART/P360 loans, the system requires a month end work file to be created and posted.

2. Choose the “Report format” for the Participation Loan Settlement Detail Report, Activity type (A), Member payment dates (D) or Both (B). Default is A for Activity Type. Refer to **Page 56**.
3. Choose either “Process” option “1=Calculate settlement for investor/loan” or “2=Calculate settlement for all loans” to create the work file (See **Page 34** for more detail on the Process options). Enter to create the work file.

A work file cannot be created if one already exists for that date, even if it contains only one record. If Work File Status reads “Work File Exists,” use Delete Work File (F16) to delete the existing work file.

4. A message will display showing the number of records written into the work file. The Trial Report version of the Settlement Detail Report will generate (see **Page 56** for a sample of this report). This report lets you review settlement information before the settlement is posted.

5. If desired, use “Process” option “3=Work with Settlement Work File” to review the payment information in the work file and process maintenance to loan accounts. The Trial Version of the Settlement Detail Report will generate from this step.
6. Choose “Process” option “4=Post Work File” to post the work file to the participation loan history and create the journal batch. A message will appear showing the number of records posted. The Final Version of the Settlement Detail Report will generate.

Once you have posted a work file and exited the screen, you cannot re-create a work file for the same date. To make any adjustments to a loan after posting the work file, use the adjustment screen on **Page 19**.

Field Descriptions

Field Name	Description
Work File Status	The status on the top right of the screen will either be “WORK FILE EXISTS” or “NO WORK FILE PRESENT”. The system allows only one work file for each <i>Settlement calculation routine</i> and <i>Settlement type</i> to be present at a time. If one has been created (even if it only contains one account), this will read “WORK FILE EXISTS.” You may use Process option 3 to modify the work file items, or use <i>Delete Work File</i> (F16) to clear the work file (status will change to “NO WORK FILE PRESENT”).
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365 participation loans), and P360 (other 360 mortgage loans).
Settlement type	The method used for determining how funds are paid to the investor: either by <i>AA (Actual/Actual)</i> , taking into account actual activity on the loan or <i>SA (Scheduled/Actual)</i> , taking into account scheduled interest and actual principal collected from the member. Note: The <i>SS (Scheduled/Scheduled)</i> settlement type is not available for use at this time.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO. Note: If no Company Codes are configured at your credit union, this field will not display.
Settle through date	Choose a date for this settlement. All payments made from the last settlement date through (but not including) this date will be included in the settlement work file. Exception: For PART loans, when a work file is run for a single loan account, current day transactions will be included.
Report format	The report format for the Settlement Detail Report. Options are: Activity type (A) displays Activity types in the far right columns. Activity types include regular payment, principal curtailment, paid ahead, payment adjustment, new loan, past due loan and paid off loan. Member payment dates (D) displays the last payment date, next payment date, # of transactions (#Trn) and adjustments

<i>Field Name</i>	<i>Description</i>
	(#Adj). Both (B) will generate both versions of the report. Refer to Page 56 for more information on the Settlement Detail Report.
Process	Select one of the following options, then use Enter to proceed: (1) Calculate Settlement for Investor/Loan - Use this option to create a settlement work file for a batch of loans, either according to the investor or to settle just a single loan account. If this is selected, additional fields will appear (described below) and should be completed before using Enter to continue. (2) Calculate Settlement for All Loans - Use this option to create a settlement work file for ALL existing participation loan accounts within the settlement calculation routine and settlement type, regardless of investor. When Enter is used to continue, the system will create the work file. When done, a message will appear indicating the number of records placed into the work file. Use Enter to continue. (3) Work With Settlement Work File – After a work file is created, this option is used to review the work file and modify individual amounts for situations like payoffs, new loans, or delinquent loans over 2 months. These new amounts will be used when the work file is posted. The screen shown on Page 39 will appear. (4) Post Work File - After the work file is generated and all needed maintenance has been done, use this option to post the work file and create a journal batch that will await posting in the General Ledger. IMPORTANT: Remember to use “Create/Post Journal Entries” to post the batch to the G/L.
PL investors	<i>(Appears only when Process (1) is selected.)</i> This is a Select button that allows you to settle loans for one or multiple investors within the <i>Settlement calculation routine</i> . See Page 78 for details on configuring PL investors.
Process single loan account	<i>(Appears only when Process (1) is selected.)</i> To settle for just one loan account (such as if the loan account is being paid off), a single payment needs to be processed, or the terms of the loan modified, use this field to enter the account base and suffix.
Tips	The settlement tips for the investor as defined on the Settlement Calculation Routine Configuration. Refer to Page 82 . The tips are optional and may not be used for PART/P360 loans.
URL	The URL for the investor as defined on the Settlement Calculation Routine Configuration. Refer to Page 82 . The URL is optional and may not be used for PART/P360 loans.

Settlement Detail Report

The Participation Loan Settlement Detail report generates when creating, working or posting a settlement work file. The Trial Report version generates when creating or working the work file to give you a “before” picture of the work file (*Process* options 1, 2 or 3 described on **Page 34**). The Final Report version generates when posting a work file (*Process* option 4).

There are two formats for the Settlement Detail Report, Activity Type or Member Payment Dates. Refer to **Page 56** for more information and sample reports.

PL WORK FILE PAYMENT PROCESSING

The following types of loan payments can be processed in a work file:

<i>Field Name</i>	<i>Description</i>
Regular Payment	Transaction File = 1) Tran Code 22 and not a Principal Curtailment or a Paid Ahead Payment 2) Tran Code 23/Tran Type 60 or 61 (delinquent fines is 60, escrow transfers is 61).
Principal Curtailment	Transaction File = Tran Code 22 and principal payment applied without payment (principal is paid, interest is not paid)
Paid Ahead	Transaction File = Tran Code 22 and Tran Type 15.
Payment Adjustment- post payment	Transaction File = Tran Code 24 and Tran Type 85.
Payment Adjustment- reverse payment	Transaction File = Tran Code 25 and Tran Type 95.

For P360 loans, a work file will never contain same day payments. You can only create a work file for a prior day. For current day payments, you must wait until the following day to process those payments.

For PART loans, a work file can contain same day payments, but only if it is run for a single loan. This feature is used to process payoff transactions.

The Activity Type version of the Settlement Detail Report generated when the work file is created will help to identify the type of payment in the work file. Refer to **Page 56** for more information on Activity Types and this report.

How loan payments are handled

When a work file is posted for PART/P360 loans, the system updates the participation loan “Principal Paid” and “Interest Paid” fields as follows:

PART Settlement Type AA

Type of Payment	PL Principal Paid	PL Interest Paid
Regular Payment	Increase PL <i>Principal paid</i> by the PLI% times the principal paid on the transaction record.	Increase PL <i>Interest paid</i> by the amount in PL <i>interest due</i> for the period between last pmt date to the current pmt date. Remaining amount in PL <i>interest due</i> is daily interest from current pmt date to work file date.
Partial Payment	Increase PL <i>Principal paid</i> by the PLI% times the principal paid on the transaction record.	Increase PL <i>Interest Paid</i> by the PLI% times the interest paid from the member transaction record and move this amt from PL <i>Interest Due</i> .
Principal Curtailment	Increase PL <i>Principal paid</i> by the PLI% times the principal paid on the transaction record	Not populated.
Paid Ahead	Increase PL <i>Principal paid</i> by the PLI% times the principal paid on the transaction record	Increase PL <i>Interest Paid</i> by the amount in the PL <i>Interest due</i> for the period between last pmt date to the current pmt date. Remaining amount in PL <i>Interest due</i> is daily interest from current pmt date to work file date.
Payment Adjustment-post payment	Increase PL <i>principal paid</i> by the PLI% times the principal paid on the transaction record	Not populated. Interest is manually adjusted.
Payment Adjustment-reverse payment	Increase PL <i>principal paid</i> by the PLI% times the principal paid on the transaction record	Not populated. Interest is manually adjusted.

P360 Settlement Type AA

Type of Payment	PL Principal Paid	PL Interest Paid
Regular Payment	Increase PL <i>Principal paid</i> by the principal paid on the transaction record.	Populate from the PL <i>interest due</i> (or PL <i>past due interest</i> if applicable)
Principal Curtailment	Increase the PL <i>Principal paid</i> by the principal paid on the transaction record.	Do not populate
Paid Ahead	Increase the PL <i>Principal Paid</i> by the principal paid on the transaction record	*Calculate by multiplying the current PL <i>principal bal</i> times the PLI <i>loan rate</i> then divide by 12. The <i>Next Interest Accrual Date</i> is advanced one month.
Payment Adjustment-post	Increase PL <i>Principal Paid</i>	Not populated. Interest is

payment	by the principal paid on transaction record	manually adjusted.
Payment Adjustment-reverse payment	Reduce PL <i>Principal Paid</i> by the principal paid on the transaction record	Not populated. Interest is manually adjusted.

Paid ahead payments

For settlement calculation routine **P360** loans with settlement type AA, a payment is considered “paid ahead” if made prior to the interest calculation date. A “paid ahead” payment is identified with a different transaction code than regular payments (refer to **Page 35**). If the member makes a “paid ahead” payment, the PL system contains similar logic as the member file that calculates the interest amount “on the fly” using the calculation above*. The “Next interest accrual date” is also advanced by one month.

PROCESSING PAYMENTS FOR A PAST DUE LOAN

To help identify loans that are past due in a work file, check the Settlement Detail Report for loans with Activity Type F (Past Due Loan). Refer to **Page 56** for more information on this report.

P360 loans only

For FNMA, FHLB, and **P360** loans with settlement type of AA (Actual/Actual), the “Past due interest” gets populated during PL interest accrual*. If an interest amount resides in the current “Interest due” field (no payments occurred), this “Interest Due” amount will be added to the “Past due interest” field and the newly accrued interest will move into the current *Interest Due* field.

Remember that interest accrual for P360 loans occurs by using **Accrue Interest for 360 Loans on the Participation Loan Processing (MNPART) menu.*

When processing payments for a past due loan in a work file, interest is pulled from the “Past Due Interest” field first, then the current “Interest due” field.

Note: There can be more than one month’s worth of interest in the Past Due Interest field. Be careful when reviewing the interest moved into Interest paid and adjust interest amounts appropriately.

If a loan is more than two months past due, you may have to do a manual adjustment to “Interest paid” field in the work file. This is because the entire amount of “Past due interest” gets moved to “Interest paid” when the work file is created. If you reduce the “Interest paid” amount because of multiple months in “Past due interest”, be sure to put the appropriate amount of unpaid interest amount back in the “Past due interest” field when editing the work file.

P360 AA Past Due Loan Examples

Loan is 1 month past due – no interest adjustment needed

Pmt 1	Pmt 2	Past Due Interest (before)	Current Interest	Work File Processing	Work File Interest Adjustment	Past Due Interest (after)	Current Interest Due
\$450	None	\$300	\$300	\$300 Past Due Interest moved to Interest Paid	None	\$0.00	\$300
\$450	\$450	\$300	\$300	\$300 Past Due Interest moved to Int Paid and \$300 Interest Due is moved to Interest Paid	None (Loan is now current)	\$0.00	\$0.00

Loan is 2 months past due – interest adjustment required

Pmt 1	Pmt 2	Past Due Interest (before)	Current Interest	Work File Processing	Work File Interest Adjustment	Past Due Interest (after)	Current Interest Due
\$450	None	\$600	\$300	\$600 Past Due Interest moved to Interest Paid	\$300 moved from Interest Paid to Past Due Interest	\$300	\$300
\$450	\$450	\$600	\$300	\$600 Past Due Interest moved to Interest Paid and \$300 Interest Due moved to Interest Paid	\$300 moved from Interest Paid to Current Interest Due	\$0.00	\$300

Loan is 3 months past due – interest adjustment is required

Pmt 1	Pmt 2	Past Due Interest (before)	Current Interest	Work File Processing	Work File Interest Adjustment	After Past Due Interest	Current Interest Due
\$450	None	\$900	\$300	\$900 Past Due Interest moved to Interest Paid	\$600 moved from Interest Paid to Past Due Interest	\$600	\$300
\$450	\$450	\$900	\$300	\$900 Past Due Interest moved to Interest Paid and \$300 moved from Interest Due to Interest Paid	\$300 moved from Interest Paid to Past Due Interest and \$300 moved to current Interest Due	\$300	\$300

EDITING A WORK FILE

Session 1 CU*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

Create/Work Participation Loan Settlement Work File

PLI

Account Settle through **Oct 31, 2013**

PLI	Account	Type	Principal Balance	Past Due Interest	Interest Due	Principal Paid	Interest Paid	Monthly Income
1		781	89,973.17	0.00	243.68	0.00	0.00	243.68
1		780	77,140.32	0.00	369.63	0.00	0.00	369.63
1		780	33,641.32	0.00	168.21	0.00	0.00	168.21
1		780	35,778.82	0.00	178.89	0.00	0.00	178.89
1		780	80,518.50	0.00	402.59	0.00	0.00	402.59
1		780	52,263.18	0.00	228.65	0.00	0.00	228.65
1		780	20,729.40	0.00	88.53	0.00	0.00	88.53
1		780	0.00	0.00	0.00	28,229.66	149.97	149.97
1		781	380,996.50	0.00	0.00	1,603.58	1,115.92	1,115.92
1		780	58,637.18	0.00	317.62	0.00	0.00	317.62
1		780	50,488.42	0.00	247.18	0.00	0.00	247.18
1		781	107,391.44	0.00	279.67	0.00	0.00	279.67
1		781	54,156.69	0.00	107.19	0.00	0.00	107.19
1		780	14,067.42	0.00	65.94	0.00	0.00	65.94
1		780	40,541.32	0.00	212.37	0.00	0.00	212.37
			4,025,479.26	0.00	14,860.84	29,833.16	1,265.89	16,126.73

■ Select

Toggle

Summary

← → ↑ ↓ ⏏ ⏏ ⏏ ⏏ ⏏ ⏏ ⏏ ⏏

FR (4118)11/27/13

This screen appears when you select Process option (3) from the initial work file screen.

Use this screen to view the contents of this work file before it is posted to the participation loan general ledger. You can modify interest and principal amounts in the work file. Changes made here will affect only this work file. If this work file is deleted before posting and later recreated, the changes will be lost.

The types of modifications made to a work file might be for adjusting principal and interest amounts based on a payment correction on the member loan account file or adjusting the interest amounts due to a payoff. Also, there could be unique circumstances for a specific loan that requires an adjustment in a work file.

To modify an item, place your cursor on the item and use **Enter** or click **Select** to proceed to the next screen (shown on **Page 40**).

Buttons

Command Key	Description
Toggle (F11)	Use this to toggle between the normal display and an alternative display that shows PLI name, member name, sequence and term.
Summary (F15)	Use this to display a summary showing total settlement amounts for each PLI included in this work file.

Update

Session 1 CU*BASE GOLD Edition - ABC CREDIT UNION

File Edit Tools Help

Create/Work Participation Loan Settlement Work File

PLI	010	FIRST FINANCIAL FCU		
Loan account	510		Original loan amount	540,000.00
PL type	89	NY HANDICAPPED ACC LN PT	Seq.	1

Date reported	Oct 03, 2013
Term	8
Principal bal	479,336.78
Interest due	827.35
Principal paid	0.00
Interest paid	0.00
Total settlement	11,694.88
Monthly income	827.35

Save

← → ↑ ↓ ⏪ ⏩ ⏸ ⏹ ⏺ ⏻ ⏼ ⏽ ⏾ ⏿ Ⓜ

FR (4121) 11/27/13

Use this screen to adjust the amounts that will be posted to an individual participation loan record when this settlement work file is posted. The only fields that can be updated are “Past Due Int” (P360 loans only), “Interest due”, “Principal paid”, and “Interest paid”. The “Total settlement” amount (*Principal paid + Interest paid*) will be recalculated automatically after your changes are made. When done, use *Save* (F5) to save and return to the previous screen.

Field Descriptions

Field Name	Description
Past Due Int	This is the amount of interest that is past due on the loan. <i>Note: This field does not apply to FHMC or PART loans and will not display.</i>
Interest due	The amount of interest due on the loan.
Principal paid	The amount of principal that will be paid to the investor, based on all payments that were made on the loan. If no payments were made, this will be zero. If you wish to pay the investor anyway, simply enter the principal payment amount here.
Interest paid	The amount of interest that will be paid to the investor, based on all payments that were made on the loan. If no payments were made, this will be zero. If you wish to pay the investor anyway, simply enter the interest payment amount here (be sure to also adjust <i>Interest Due</i> accordingly).

Summary (F15)

PLI	PLI	# of Loans	Total Settlement
3	HUDSON VALLEY FCU	116	3,761,348.76
4	COMMUNITY CAPITAL BANK	1	1,557,949.31
5	CALLAHAN CU FINANCIAL SERVICE	1	424,668.91
6	EXCELSIOR CREDIT UNION	1	302,562.04
7	S.F. POLICE CREDIT UNION	1	10,583.96
8	QUORUM FEDERAL CREDIT UNION	85	3,230,398.60
9	ALMA BANK	3	3,478,632.22
10	FIRST FINANCIAL FCU	7	167,716.87

This screen appears when you use *Summary (F15)* from the Work File editing screen (shown on **Page 39**). This screen summarizes all of the loans included in this work file according to the Participation Loan Investor, with a total number of loans included and the total settlement amount that should be paid to each investor when this settlement is posted.

CREATE/POST GL JOURNAL ENTRIES

“Create/Post G/L Journal Entries” on the Participation Loan Processing (MNPART) menu

PL in the ID column identifies this as a participation loan batch.

Corp ID	Effective Date	ID	ID #	Reversal Date	Recurring Date	Year End	Status	Template	Batch Label
1	Jan 31, 2015	DH	140401		Feb 28, 2015		A		NEGATIVE SHARES
1	Jan 31, 2015	PL	000001				A		PLI 002 S. INTEREST EARNED
1	Jan 31, 2015	PL	60213		Feb 28, 2015		A		UTSA BONUS POINTS ACCRUAL
1	Jan 31, 2015	16	60330		Feb 28, 2015		A		ACCRUED SALARIES
1	Jan 31, 2015	16	71031		Feb 28, 2015		A		CO-OP BILLING
1	Jan 31, 2015	16	131130		Feb 28, 2015		A		AES LN PYMT PRIN
1	Feb 01, 2015	DH	80603		Mar 01, 2015		A		A PEREZ FCU LC
1	Feb 01, 2015	DH	81208		Mar 01, 2015		A		ELGA WIRE NEW 1/2/15
1	Feb 01, 2015	DH	90703		Mar 01, 2015		A		HASELHORN LAND CONTRACT
1	Feb 02, 2015	DH	30108		Mar 02, 2015		A		FHLB CDS MONTHLY FEE
1	Feb 02, 2015	DH	90708		Mar 02, 2015		A		GIPSON LC
1	Feb 03, 2015	MA	80603		Mar 03, 2015		A		S BROWN FCU LC
1	Feb 04, 2015	DH	80603		Mar 04, 2015		A		GREER FCU LC
1	Feb 05, 2015	DH	90708		Mar 05, 2015		A		OPPERMAN LC
1	Feb 05, 2015	DH	100702		Mar 05, 2015		A		LC DUVLE
1	Feb 05, 2015	DH	101105		Mar 05, 2015		A		BERLIN LAND CONTRACT

A journal entry batch gets created when a work file is posted and can contain entries for new loans, payments and interest accrual. Generally, there is one journal entry batch created for ID “PL” per day, therefore you may see multiple investors in the same batch.

To review the items in the batch, double click on the batch (or highlight and click **Change**). On the next “Maintain Journal Entries” screen, use *Post* (F2) to post the journal entry batch.

MEMBER ACCOUNT ADJUSTMENT/POST TO CUSTODIAL ACCOUNT

“Member Acct Adj/Post to Cust Act” on the Participation Loan Processing (MNPART) menu

Session 2 CU*BASE GOLD - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Member Account Adjustment

Account # 91-705 ROBERT W SMITH
 Principal G/L 701.10 Accrued G/L 751.10 Income/expense G/L 111.22 Member branch 22

Status Before Correction

Principal balance 125,696.82 Interest due 430.11 YTD interest paid 1,438.57

Type	Amount	Description	Interest	Principal	Offset	
					G/L #	Location
<input type="checkbox"/>	0.00		0.00	0.00		
<input type="checkbox"/>	0.00		0.00	0.00		
<input type="checkbox"/>	0.00		0.00	0.00		
<input type="checkbox"/>	0.00		0.00	0.00		
<input type="checkbox"/>	0.00		0.00	0.00		

Delinquent fine YTD amount 0.00 Delinquent fine amount 0.00
 Last payment amount 968.84 Last payment date Mar 05, 2015 [MMDDYYYY]

Status After Correction

Principal balance 125,696.82 Interest due 430.11 YTD interest paid 1,438.57

Dividend/Interest Calc
 Post
 New Account

Member account adjustments correct only the member's balance and the member information associated with the adjustment type code. If you are correcting a current day teller cash error, a corresponding teller drawer adjustment may be required. Always verify the adjustment results for the member's account and teller's cash balance when appropriate.

FR (5253) 4/01/15

This screen is used for government investors to post payments or paid off funds to an investor P&I Custodial Account. This function is also used to post the escrow balance adjustments to a government investor T&I Custodial Account.

Custodial Accounts are used for government investors to hold the daily funds owed to them until the amounts are settled with the investor (per the timing in the investor agreement).

Custodial Accounts are not used with PART or P360 loans.

WRITE-OFF A PARTICIPATION LOAN

These procedures outline the steps to follow in the participation loan system to write off a participation loan. This allows for better tracking of the loan after write-off.

*Before following these steps, the loan must be written off in CU*BASE. For step-by-step instructions on writing off a loan refer to the instructions in the [Write-off/Charge-off Loans booklet](#).*

Configuration

- A. **Create a new G/L account** in the 719 series titled “All written off participation loans”. The same 719 series G/L account can be used for all participation loan write-offs (all investors). *Note: Remember to update the configuration for any associated financial reports to include the new G/L account.*

- B. Set up a separate investor record and participation loan type** for existing participation loan investor(s). The new investor/PL type is used when creating the written-off participation loan record (per these new procedures).

MNPART #27 “Configure Investor Information”

The CU/Investor name should match the existing investor name except include “PART W/O” as shown above. The only required fields are Investor Name, Address, Settlement calculation routine, Settlement type and the G/L accounts. Note: All the G/L account numbers should match the original investor record except the Principal G/L account is the 719 series account created in A above.

MNPART #26 “Configure Participation LN Types”

- C. Set up a Tracker Memo Type** to be used when setting up a tracker record for the written off participation loan.

MNTRAK #6 “Configure Memo Type Codes”

The memo type is CU defined, but the Memo type description should be PART LOAN W/OFF.

Steps to Write-off a Participation Loan

1. **Settle the associated participation loan** and post the G/L transactions as show on the next few pages.

MNPART #5 Create/Post PL Payment Work File

Session 0 CU*BASE GOLD Edition - Create/Work Participation Loan Settlement Wo...

Settlement calc routine **Standard participation loans**

Settlement type **Actual/Actual**

i The most used Settlement Type for Freddie Mac is Scheduled/Actual.

FR (4114)

#1=Calculate settlement for investor/loan

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Create/Post Work File for PLI Payments NO WORK FILE PRESENT

Settlement calculation routine **PART**

Settlement type **AA**

Job queue

Copies **1**

Printer **P1**

Settle through date **Mar 31, 2016** [MMDDYYYY]

Report format **Activity type**

Process **1 = Calculate settlement for investor/loan**

Selection criteria (process 1 ONLY)

PL investors **Select** **000** selected

Process single loan account: **756** **540**

INDIRECT LOANS

Delete Work File

FR (4115) 3/23/16

#3 Work with Settlement Work File

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Create/Post Work File for PLI Payments

WORK FILE EXISTS

Settlement calculation routine **PART**

Settlement type **AA**

Job queue

Copies **1**

Printer **P1**

Settle through date **Mar 31, 2016**

Report format **Activity type**

Process **3 = Work with settlement work file**

INDIRECT LOANS

Delete Work File

← → ↑ || ⏏ ? @ 1 records written. FR (4115) 3/29/16

File Edit Tools Help

Create/Work Participation Loan Settlement Work File

PLI

Account

Settle through **Mar 31, 2016**

PLI	Account	Typ	Principal Balance	Past Due Interest	Interest Due	Principal Paid	Interest Paid	Monthly Income
7	756	540	15,232.41	0.00	81.74	0.00	0.00	81.74

Before settlement adjustment

Take a screen shot of the above screen prior to select the entry for update. Note: If the loan is tied to multiple investors, there will be more than one entry. All entries must be adjusted per the step below.

Adjust settlement figures

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Create/Work Participation Loan Settlement Work File

PLI 007 EMPIRE FEDERAL CREDIT UN
 Loan account 756 540 TEST A MEMBER Original loan amount 20,324.14
 PL type 07 EMPIRE FCU Seq 1

Date reported Mar 31, 2016
 Term 7
 Principal balance 15,232.41

Interest due 0.00
 Principal paid 15,232.41
 Interest paid 0.00
 Total settlement 1,431.99
 Monthly income 81.74

Save

← → ↑ || 🔗 ? @ FR (4121) 3/29/16

Zero out the Interest due field and the Interest paid field. In the Principal paid field enter the full amount of the principal balance (Principal balance + principal paid).

File Edit Tools Help

Create/Work Participation Loan Settlement Work File

PLI
 Account Settle through Mar 31, 2016

PLI	Account	Typ	Principal Balance	Past Due Interest	Interest Due	Principal Paid	Interest Paid	Monthly Income
7	756 540		0.00	0.00	0.00	15,232.41	0.00	0.00

After settlement adjustment

4=Post the Work File

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Create/Post Work File for PLI Payments

WORK FILE EXISTS

Settlement calculation routine **PART**

Settlement type **AA**

Job queue

Copies **1**

Printer **P1**

Settle through date **Mar 21, 2016**

Report format **Activity type**

Process **4 = Post work file**

INDIRECT LOANS

Delete Work File

FR (4115) 3/23/16

MNPART #6 "Create/Post G/L Entries" > Select Batch

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Maintain Journal Entries

Jump to seq # Go! Corp ID **1** Effective posting date **Mar 31, 2016** Using J/E ID **PL** Using J/E # **1**

Batch label Template

Seq	Br #	G/L Account #	Debit	Credit	Source #	Description
1		751.51	0.00	19.94		PLI 007 S INTEREST EARNED
2	1	112.29	19.94	0.00		PLI 007 S INTEREST EARNED
3	1	899.20	0.00	15,232.41		PLI 007 S PRINCIPAL PAID
4	1	702.35	15,232.41	0.00		PLI 007 S PRINCIPAL PAID
5			0.00	0.00		
6			0.00	0.00		
7			0.00	0.00		
8			0.00	0.00		
9			0.00	0.00		
10			0.00	0.00		
11			0.00	0.00		
12			0.00	0.00		
13			0.00	0.00		
14			0.00	0.00		
15			0.00	0.00		
16			0.00	0.00		
17			0.00	0.00		
18			0.00	0.00		
19			0.00	0.00		
20			0.00	0.00		

Records imported **0**

Records in error **0**

Debit **15,212.47**

Credit **15,212.47**

Net **0.00**

Special Posting Features

Status **Active**

Reversing

Year end **No**

Recurring

Special Post Import Entries Skip Suspend Journal Entry

FR (2122) 3/23/16

2. Create a tracker record on the 000 suffix detailing the participation loan write-off information.

Inquiry > Select 000 type > F21=Tracker Review > F20=Tracker Entry

Session 0 CU*BASE GOLD Edition - Member Tracker Entry

Member account # 755756 TEST A MEMBER

Speaking with TEST A MEMBER

Key word/phrase PL Write-off

Member account type 540

Tracker type LN

Location (Office)

Date Mar 29, 2016

Time 11:12:27

FR (2013)

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Member Tracker Entry

Account # 756-540 TEST A MEMBER

Memo type PA PART LOAN W/OFF

Speaking to TEST A MEMBER Conversations 0

Loan suffix 540 written off on 3/31/16, loan participated with Test Investor, PLI%=90, PLI rate=4.790, principal=15,232.41, interest due at W/D=81.74

Save/Continue Page Up/Down

Date
Time
Memo type
Created by
Need group
Task
Assigned
Contact
Follow up
Complete

Phone Inquiry
Save/Continue
Previous
Filter
First
Last
Next
Conversations
Print Notice

Shift + Page Up/Down

Conversations are ordered newest (First) to oldest (Last).

FR (4580) 3/23/16

The tracker should include the loan suffix, write-off date, investor name, PLI% of participation, PLI rate, principal amount and interest due amount at write-off.

3. Validation/maintenance on the participation loan.

a) Verify that the interest calculation code is zero

MNLOAN #4 Loan Account Maintenance

Session 0 CU*BASE GOLD - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Account Information Update

Loans

Account # 756 540
TEST A MEMBER
1342 E MAIN ST
GRAND RAPIDS MI 49546

Loan category 09
Loan officer 53

Last maintenance date Sep 16, 2014
Current balance 16,924.91

Credit Reporting Information

G/L account 719.00
Purpose code 07
Security code 08
Allow teller disbursement
Member loan payment protection
ECOA 2

Date opened Sep 09, 2014
1st payment Oct 09, 2014
Day of next payment 09
Next payment Mar 09, 2016
Interest date Apr 01, 2016
Amort/maturity Sep 09, 2021
Written-off date Apr 01, 2016

Scheduled payment 290.06
Disbursement limit 20,324.14
Disbursed amount 20,324.14
Last disbursed bal 20,324.14
Partial payment 20.00

Loan type Close Open
Payment frequency M
of payments left 067 of 084
User defined code
Process type E
Interest rate 5.290
Interest payment code
Interest calc code 0
Variable interest 000
Next Interest Calc 0000

Delinq control No delinq calc
of times delinq 000
Delinq fine 1
of extensions 000
Delinq fine YTD amount 20.00
Delinq fine amount 20.00
YTD interest paid 127.18

Insurance exp 00000000
Original term 000 Remaining term 000
Original amount 0.00
Rebate amount 0.00

Delq fine date Mar 09, 2016
Freeze placed by delinquency monitoring
1st date of delq Mar 10, 2016
No delinquency notices printed
Freeze 0 = All activity allowed

Statement indicator 0
Passbook process ID
Write-off ID 1
Payments skipped this year 00
Payments skipped life of loan 00

Imaging Solutions Scan e-Document View e-Document

Lease/Ball/ResVal Loan Coverages Payment History Skip-A-Pay History Credit Report Info

FR (5619) 3/23/16

b) Check the PLI % of participation on the original participation loan record. This will be needed for step 4.

MNPART #1 “Add/Maintain Participation Loans”

c) **Zero out the PLI % of participation** on the original participation loan record.

4. Create a new participation loan record for the written off loan. Use the appropriate write-off investor number. (see step B of the Configuration section)

MNPART #1 "Participation Loan Setup"

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Participation Loan Setup ADD

PL investor # **070** Reference #

Loan account **756 540 TEST A MEMBER** Original loan amt **20,324.14** Settlement calc routine **PART**

PL type **70 TEST INVESTOR - PART W/O** Sequence # **1** Settlement type **AA**

Current Loan Status		Servicing Information	
Current balance	16,924.91	Loan rate is	5.290
+ Interest	102.90	Payment	290.06
+ Delinquency fine	20.00	Next scheduled payment	Mar 09, 2016
- Insurance rebate	0.00	Last payment date	Feb 19, 2016
= Loan payoff	17,047.81	Last payment amount	290.06
		Loan maturity date	Sep 09, 2021

Last Settlement Detail		PLI Terms	
Reported date	0/00/0000	Status	NEW
Term	0	PLI loan rate	0.001
PLI principal balance	0.00	PLI % of participation	90.00
PLI interest due	0.00	PLI original investment	15,232.41
Principal paid	0.00	PLI projected payment	1.00
Interest due paid	0.00	PLI start date	Mar 31, 2016
Total settlement	0.00	PLI end date	Mar 31, 2046
Monthly income earned	0.00		
Action code			
Action date			

If the PLI % of participation is not 100%, be sure that the PLI original investment amount is manually calculated using the PLI % (Loan balance X PLI %).

Add/Update Adjustment Account Inquiry History

FR (2652) 3/23/16

PLI loan rate = 0.001

PLI% of participation = same as the original participation loan record

PLI original investment = Amount of the participation loan W/O

PLI projected payment = 1.00

PLI start date = write-off date

PLI end date = 30 years from write-off date

MNPART #6 "Create/Post the G/L Journal Entries" > Select Batch

Session 0 CU*BASE GOLD Edition - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Maintain Journal Entries

Jump to seq # Go! Corp ID **1** Effective posting date **Mar 31, 2016** Using J/E ID **PL** Using J/E # **1**

Batch label Template

Seq	Br #	G/L Account #	Debit	Credit	Source #	Description	Records imported
1	1	899.20	15,232.41	0.00		PLI 070 S ORIGINAL AMOUNT	Records in error 0
2	1	719.10	0.00	15,232.41		PLI 070 S ORIGINAL AMOUNT	
3			0.00	0.00			
4			0.00	0.00			
5			0.00	0.00			
6			0.00	0.00			
7			0.00	0.00			
8			0.00	0.00			
9			0.00	0.00			
10			0.00	0.00			
11			0.00	0.00			
12			0.00	0.00			
13			0.00	0.00			
14			0.00	0.00			
15			0.00	0.00			
16			0.00	0.00			
17			0.00	0.00			
18			0.00	0.00			
19			0.00	0.00			
20			0.00	0.00			

Debit	15,232.41
Credit	15,232.41
Net	0.00

Special Posting Features

Status **Active**

Reversing

Year end **No**

Recurring

Special Post Import Entries Skip Suspend Journal Entry

FR (2122) 3/23/16

5. Maintain the interest calculation code back to "2".

MNLOAN #4 “Loan Account Maintenance”

Session 0 CU*BASE GOLD - FRANKENMUTH CREDIT UNION

File Edit Tools Help

Account Information Update

Loans

Account # 756 540 TEST A MEMBER 1342 E MAIN ST GRAND RAPIDS MI 49546	Loan category 99 Loan officer 53	Last maintenance date Sep 16, 2014 Current balance 16,924.91
---	-------------------------------------	---

Credit Reporting Information

G/L account 719.00 Purpose code 07 Security code 08 <input type="checkbox"/> Allow teller disbursement <input checked="" type="checkbox"/> Member loan payment protection ECOA 2 Date opened Sep 09, 2014 [MMDDYYYY] 1st payment Oct 09, 2014 [MMDDYYYY] Day of next payment 09 Next payment Mar 09, 2016 [MMDDYYYY] Interest date Apr 01, 2016 [MMDDYYYY] Amort/maturity Sep 09, 2021 [MMDDYYYY] Written-off date Apr 01, 2016 [MMDDYYYY] Scheduled payment 290.06 Disbursement limit 20,324.14 Disbursed amount 20,324.14 Last disbursed bal 20,324.14 Partial payment 20.00	Loan type <input checked="" type="radio"/> Close <input type="radio"/> Open Payment frequency M # of payments left 067 of 084 User defined code Process type E Interest rate 5.290 Interest payment code Interest calc code 2 Variable interest 000 Next Interest Calc 0000 [MMYY] Delinq control No delinq calc # of times delinq 000 Delinq fine 1 # of extensions 000 Delinq fine YTD amount 20.00 Delinq fine amount 20.00 YTD interest paid 127.18	Insurance exp 00000000 [MMDDYYYY] Original term 000 Remaining term 000 Original amount 0.00 Rebate amount 0.00 Delq fine date Mar 09, 2016 [MMDDYYYY] <input checked="" type="checkbox"/> Freeze placed by delinquency monitoring 1st date of delq Mar 10, 2016 [MMDDYYYY] <input type="checkbox"/> No delinquency notices printed Freeze 0 = All activity allowed Statement indicator 0 <input type="checkbox"/> Passbook process ID Write-off ID 1 Payments skipped this year 00 Payments skipped life of loan 00
---	---	--

Imaging Solutions Scan e-Document View e-Document

Lease/Ball/ResVal Loan Coverages Payment History Skip A-Pay History Credit Report Info

FR 5615 3/29/16

6. Be sure to **include any written off investor’s in future monthly settlement** processes.

Charge-off a participation loan

To charge-off a participation loan, follow all the procedures in step #1 of “Steps to Write-off a Participation Loan”. This includes settling the participation loan and posting the journal entry (see pages 2-4).

In addition, the closing participation loan journal entry must be created and posted. The investor’s settlement account is debited and the regular allowance for loan loss account is credited for the amount of the charge-off.

Using the same sample account in step #1 on pages 2-4, the closing entry would be as follows:

MNPART #6 “Create/Post G/L Entries” > Create Batch

Session 0 CU*BASE GOLD Edition - ABC TEST CREDIT UNION
File Edit Tools Help

Maintain Journal Entries

Jump to seq # Go! Corp ID 1 Effective posting date Mar 31, 2016 Using J/E ID PL Using J/E # 1
Batch label Template

Seq	Br #	G/L Account #	Debit	Credit	Source #	Description
1	1	899.20	15,232.41	0.00		PLI 007 S PRINCIPAL PAID
2	1	719.00	0.00	15,232.41		PLI 007 C/O 756-540
3			0.00	0.00		
4			0.00	0.00		
5			0.00	0.00		
6			0.00	0.00		
7			0.00	0.00		
8			0.00	0.00		
9			0.00	0.00		
10			0.00	0.00		
11			0.00	0.00		
12			0.00	0.00		
13			0.00	0.00		
14			0.00	0.00		
15			0.00	0.00		
16			0.00	0.00		
17			0.00	0.00		
18			0.00	0.00		
19			0.00	0.00		
20			0.00	0.00		

Records imported 0
Records in error 0

Debit 15,232.41
Credit 15,232.41
Net 0.00

Special Posting Features

Status **Active**
Reversing
Year end
Recurring

↑ ↓

Special Post New Journal Entry Import Entries Skip Suspend Journal Entry

← → ↑ ↓ ⌂ ? @ FR (2122) 3/31/16

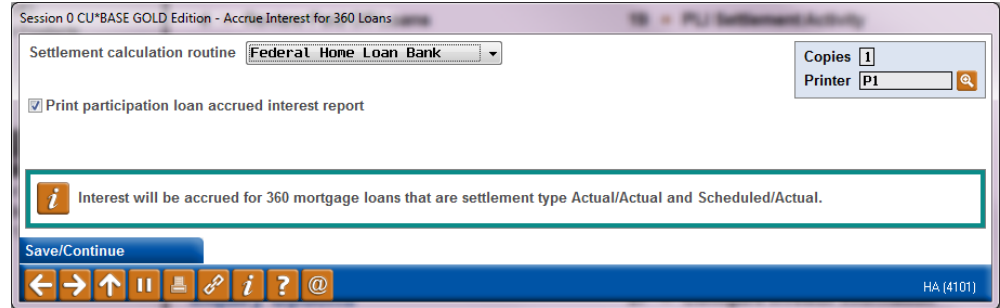
Be sure to post the journal entry.

*Before following these steps, the loan must be charged-off in CU*BASE. For step-by-step instructions on charging off a loan refer to the instructions in the [Write-off/Charge-off Loans booklet](#).*

ACCUE INTEREST FOR 360 LOANS

The PL interest accrual for P360 loans is a separate step done after the final monthly work file is posted. This step does not apply for PART loans because they have a 365-day interest calculation type and accrue interest daily.

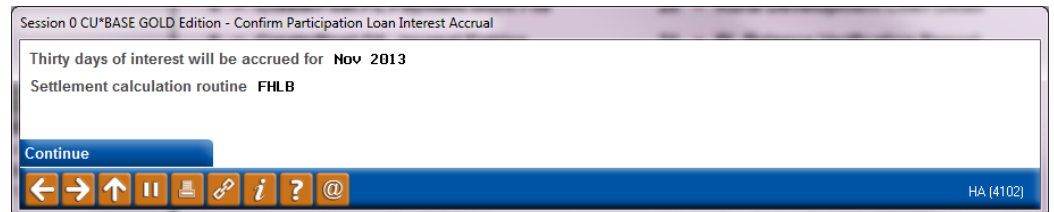
“Accrue Interest for 360 Loans” on the Participation Loan Processing (MNPART) menu



Field Name	Description
Settlement calculation routine	Enter the Settlement calculation routine P360= Other 360 loans.
Company code	Enter the Company Code if applicable. The default is blank (which means none). A lookup button lists the available Company Codes. Note: If your credit union does not have any Company Codes configured, this field will not display on the screen.
Print participation loan accrued interest report	Check the box to print the Participation Loan Accrued Interest Report.

The system contains edits that does not allow the interest accrual for P360 loans to be processed if the following has not occurred:

- The final settlement work file has been posted (for P360 loans this is end of month).



If the “Print participation loan accrued interest report” box was checked, the Participation Loan Accrued Interest report will generate. For more information on this report, refer to **Page 74**.

8/01/11 9:35:15
 RUN ON 8/01/2011

TEST CREDIT UNION
 PARTICIPATION LOAN ACCRUED INTEREST REPORT
 INTEREST ACCRUED FOR: AUGUST 2011

UPLACCI

PAGE
 USER KARENS

PLI 001 TEST 360 INVESTOR
 SETTLEMENT CALC P360
 COMPANY CODE

LOAN ACCOUNT	DATE REPORTED	PRINCIPAL BALANCE	ACCRUED DUE	PAST DUE INTEREST	TOTAL INTEREST DUE
187999 790	07/31/11	42410.53	216.47	216.47	432.94
203999 790	07/31/11	88370.54	248.54	248.54	497.08
207999 790	07/31/11	66559.38	.00 *	.00	.00
301999 790	07/31/11	87928.06	247.30	.00	247.30
322999 790	07/31/11	120603.07	464.82	464.82	929.64
329999 790	07/31/11	147029.29	551.36	.00	551.36
370999 790	07/31/11	105565.36	296.90	296.90	593.90
386999 790	07/31/11	176200.31	495.56	.00	495.56
469999 790	07/31/11	119600.97	423.59	423.59	847.18
535999 790	07/31/11	65648.88	239.34	239.34	478.69
641999 790	07/31/11	84041.88	288.89	.00	288.89
646999 790	07/31/11	119001.74	322.30	322.30	644.60
658999 790	07/31/11	81000.00	244.69	244.69	489.38
667999 790	07/31/11	47591.22	188.38	.00	188.38
683999 790	07/31/11	78309.21	.00 *	.00	.00
826999 790	07/31/11	82873.83	241.72	337.08	578.80
964999 790	07/31/11	287701.64	959.01	.00	959.01
970999 791	07/31/11	143401.47	478.00	.00	478.00
987999 790	07/31/11	64733.15	195.55	195.55	391.10
1017999 790	07/31/11	33579.76	101.44	.00	101.44
1081999 790	07/31/11	125355.60	378.68	378.68	757.36
1099999 790	07/31/11	125845.19	353.94	.00	353.94
TOTAL BY PLI	001	2,418,706.78	6,936.48	3,367.96	10,304.44

SPECIAL NOTE REGARDING 360 INTEREST CALCULATION TYPES

For 360-day interest calculation loans, interest is not accrued on a daily basis; rather, interest is calculated once each month. In the member file, the interest is accrued during end-of-day (EOD) processing on the *Day to Calc Interest* from the loan category configuration (P360 loans should be 31 which is the last day of the month). In the participation loan file, the interest is accrued from **Accrue Interest for 360 Loans** on the Participation Loan Processing (MNPART) menu and is based on the “Monthly interest accrual day” designated on the Settlement Calculation Configuration record (P360 loans should be 01). The system will calculate 30 days worth of interest for every monthly settlement period regardless of when or how often payments are made on the loan.

PARTICIPATION LOAN REPORTS

PARTICIPATION LOAN SETTLEMENT DETAIL REPORT

The Participation Loan Settlement Detail report generates when creating, working with or posting a settlement work file. Refer to **Page 32**.

The TRIAL REPORT version generates when creating or working the work file to give you a “before” picture of the work file and to help determine the items to edit in the work file. It can be printed as a tool for research.

The FINAL REPORT version generates when posting a work file. This report is often times forwarded to the investor for PART and P360 loans. Both versions can be saved in your spool file and can be re-printed or moved to DAILYxx for normal archive outque routing.

There are two possible report formats, one includes Activity Types and the other includes Member Payment Dates. Both report formats will page break by investor.

Activity Type Format

The following sample shows a settlement work file that was run for a single investor. The Activity Type Format is generally used when you would like to see a breakdown of the types of activity on the loans. This helps with research relating to the settlement.

4/27/11 13:51:37		TEST CREDIT UNION								LPLSET	PAGE 1
RUN ON 4/2/2011		PARTICIPATION LOAN SETTLEMENT DETAIL REPORT									USER KARENS
CORP 01 TEST CREDIT UNION		REPORTED DATE: 3/31/2011									
PLI 005 P360 TEST INVESTOR		TRIAL REPORT									
		---THIS SETTLEMENT---									
LOAN ACCOUNT	TYPE	PREVIOUS PRINCIPAL BALANCE	CURRENT PRINCIPAL BALANCE	PAST DUE INTEREST	ACCRUED DUE	PRINCIPAL PAID	INTEREST PAID	MONTHLY INCOME	TOTAL CASH SETTLEMENT A	ACTIVITY TYPES B C D E F G	
140999	790 02	120331.94	120331.94	.00	.00	.00	.00	.00	.00		
179999	790 02	7254.22	7254.22	.00	.00	.00	.00	.00	.00	1	
187999	790 02	42196.18	41869.13	.00	.00	327.05	247.81	247.81	574.86	1	
194999	790 02	34956.56	34956.56	.00	.00	.00	.00	.00	.00		
203999	790 02	87603.28	87603.28	.00	.00	.00	.00	.00	.00		
207999	790 02	66651.90	66562.43	.00	.00	89.47	399.56	399.56	489.03	1	
256999	790 02	61100.27	61100.27	.00	.00	.00	.00	.00	.00		
279999	790 02	84659.30	84611.07	.00	.00	48.23	108.58	108.58	156.81	1 1	
283999	790 02	76372.64	76372.64	.00	.00	.00	.00	.00	.00		
301999	790 02	87242.15	87148.39	.00	.00	93.76	311.87	311.87	405.63	1	
322999	790 02	120182.12	120182.12	.00	.00	.00	.00	.00	.00	1	
TOTAL BY PLI	005	788,550.56	787,992.05	.00	.00	558.51	.00	1,067.82	.00		
TOTAL BY CORP	01	4,540,683.57	1,147.46	.00	821.56	345.76	1,057.48	1,147.46			
GRAND TOTAL		4,540,683.57	1,147.46	.00	821.56	345.76	1,057.48	1,147.46			
TOTAL ACTIVITY TYPE A- REGULAR PAYMENT										3	
TOTAL ACTIVITY TYPE B- PRINCIPAL CURTAILMENT										1	
TOTAL ACTIVITY TYPE C- PAID AHEAD										1	
TOTAL ACTIVITY TYPE D- PAYMENT ADJUSTMENT										0	
TOTAL ACTIVITY TYPE E- NEW LOAN										0	
TOTAL ACTIVITY TYPE F- PAST DUE LOAN										2	
TOTAL ACTIVITY TYPE G- PAID OFF LOAN										0	
END OF REPORT											

The ‘Activity Types’ columns indicate member activity that occurred as of the settlement date. A number in the column indicates how many times that activity occurred since the last settlement period. The Activity Types are identified via a letter code (A-G) for regular payments, principal curtailments,

paid ahead payments, adjustments, new loans, past due or paid off loans, respectively.

Member Payment Date Format

The following sample shows a settlement work file that was run for multiple investors (only one investor will show per page). The Member Payment Date format is generally used when sending the report to investors, i.e. for standard 365 participation loans (PART). This format includes the member's last payment date and next payment date.

5/09/11 12:47:58 RUN ON 5/2/2011		TEST CREDIT UNION PARTICIPATION LOAN SETTLEMENT DETAIL REPORT										LPLSET2 USER KARENS		PAGE 1
CORP 01 TEST CREDIT UNION PLI 139 TEST INVESTOR		REPORTED DATE: 4/30/2011 TRIAL REPORT												
---THIS SETTLEMENT---														
LOAN ACCOUNT	PREVIOUS PRINCIPAL BALANCE	CURRENT PRINCIPAL BALANCE	PAST DUE INTEREST	ACCRUED DUE	PRINCIPAL PAID	INTEREST PAID	LAST PMT DATE	NEXT PMT DATE	MONTHLY INCOME	TOTAL CASH SETTLEMENT	# TRN	# ADJ		
56999 500	900000.00	900000.00	.00	2625.00	.00	.00	4/15/11	05/01/11	2625.00	.00	1			
56999 501	900000.00	900000.00	.00	2625.00	.00	.00		05/01/11	2625.00	.00				
56999 502	900000.00	900000.00	.00	2625.00	.00	.00		05/01/11	2625.00	.00				
57999 501	900000.00	900000.00	.00	2625.00	.00	.00		05/01/11	2625.00	.00				
57999 502	900000.00	900000.00	.00	2625.00	.00	.00	4/05/11	05/01/11	2625.00	.00		2		
57999 503	900000.00	900000.00	.00	2625.00	.00	.00		05/01/11	2625.00	.00				
	5,400,000.00		.00		.00				15,750.00					
TOTAL BY PLI 139		5,400,000.00		15,750.00		.00				.00				

PARTICIPATION LOAN TRIAL BALANCE

“PLI Trial Balance” on the Participation Loan Processing (MNPART) menu

Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Report type	Report type is D=Detail and Summary, S=Summary.
Report as of date	The date for participation loan detail. If there is no settlement information for the date entered, the information will be pulled from the previous settlement date record.
Pull by Account or Reference	Use this to specify whether the loans should be listed on the report by loan account number or by the PL reference number.
Include closed loans	Check the box to include closed participation loans. Default is to not include closed loans.
PL Investors	This is a select button that allows you to print a trial balance for a single or multiple investors. The number that displays next to the select button is the number of investors selected. If you want all investors, leave the field blank and all investors will print. Default is all.
Loan category	This is a select button that allows you to print a trial balance for single or multiple loan categories. The number that displays next to the select button is the number of loan categories selected. Leave the field blank to include all loan categories. Default is all.
Participation loan types	This is a select button that allows you to print a trial balance only for loans coded with a specific Participation Loan Type code. The number that displays next to the select button is the number of PL types selected. Leave the field blank to

Field Name	Description
	include all PL types. Default is all.
Sort by the date that the loan ends with the investor	Check this box to print records in order by PL End Date (ascending order, so the closest dates appear at the top of the report). Leave it unchecked to sort by account number.
Report only loans that were sold to the investor on or after	Enter a MMDDCCYY to select only loans with a PLI Start Date on or after the date entered.
Loan account	Enter the account base and suffix to print a trial balance for a single loan account. Leave the field blank to include all loans.
Reference #	Enter the reference number to print a trial balance for a single loan account. Leave the field blank to include all loans.

Run the trial balance report to obtain participation loan detail, i.e. balance rate, and date information. This report can be used as part of the daily or monthly balancing process for comparing participation loan balances to the participation loan general ledger accounts. Use the selection criteria to specify the loans to be included on the report, or leave all blank to include all participation loans.

To obtain a Participation Loan Trial Balance as of month end, enter the appropriate month end date in the "Report as of date" field. The month end information is helpful for the NCUA 5300 Call Report.

Two reports will be generated: A Detail report showing all accounts, with each PLI starting on a separate page, and a Summary report showing total balances for all investors.

Detail Report - The following sample shows the final two pages of a Trial Balance report that includes all loans. Notice that each PLI will appear on a separate page. **(NOTE: If pulled by reference number, the Loan Account column will display the reference number instead.)**

4/09/11 13:28:24 RUN ON 4/09/2011		CU*BASE TEST CREDIT UNION PARTICIPATION LOAN TRIAL BALANCE REPORT OPEN LOANS ACTIVITY THROUGH 3/31/2011						LPLBAL		PAGE 20 USER KARENS		
CORP 01 CU*BASE TEST CREDIT UNION PLI 020 SAMPLE INVESTOR 020												
LOAN ACCOUNT	SEQ	NAME	PL TYP	PLI ORIG INVESTMENT	LAST HIST ACTIVITY	LAST PRIN BALANCE	PLI RATE	LOAN RATE	START DATE	END DATE	PART %	DELO
26399	601	001 JONES	95	100,555.56	03/31/2011	98,412.27	10.000	11.000	04/21/2002	11/20/2015	50.00	
27699	645	001 EVANS	96	367,996.49	03/31/2011	360,494.65	9.500	10.000	04/25/2002	01/29/2014	50.00	
28899	503	001 THOMAS	26	70,810.62	03/31/2011	70,808.79	7.250	7.000	04/23/2002	08/24/2014	20.00	Y
33099	616	001 SMITH	90	600,000.00	03/31/2011	591,905.49	7.500	8.000	05/27/2002	05/28/2017	75.00	
33699	725	001 WILLIAMS	94	250,140.34	03/31/2011	250,140.34	8.000	9.000	05/01/2002	01/01/2017	30.00	Y
38599	503	001 EDWARDS	92	62,525.38	03/31/2011	60,452.44	8.250	8.750	04/30/2002	12/29/2016	50.00	
38699	715	001 DOE	94	480,000.00	03/31/2011	480,000.00	8.000	8.500	06/13/2002	06/13/2017	60.00	
38699	725	001 STEVENS	94	182,500.00	03/31/2011	180,782.53	7.000	7.500	04/18/2002	04/18/2017	50.00	
39399	502	001 JOHNSON	92	81,666.02	03/31/2011	80,238.71	8.000	8.500	04/02/2002	11/02/2016	50.00	
39399	503	001 STEVENSON	92	81,666.02	03/31/2011	80,238.71	8.000	8.500	04/02/2002	11/02/2016	50.00	
TOTAL BY PLI		020		2,277,860.43		2,253,473.93	8.099	8.653				
TOTAL BY PLI		020		NET RATE TO CU:	.554	PROJECTED MONTHLY INCOME:	1040.35					
*** END OF REPORT ***												

Summary Report - The summary report shows the current position of each individual investor's portfolio.

4/09/11 13:28:24 RUN ON 4/09/11		CU*BASE TEST CREDIT UNION PARTICIPATION LOAN TRIAL BALANCE SUMMARY OPEN LOANS ACTIVITY THROUGH 3/31/2011			LPLBAL2	PAGE 1 USER KARENS	
CORP 01 CU*BASE TEST CREDIT UNION							
PLI NAME	PLI ORIG INVESTMENT	LAST PRIN BALANCE	INTEREST DUE	WEIGHTED PLI RATE	NUMBER OF LOANS	WEIGHTED FLO RATE	
001 ABC FED CREDIT UNION	242,731.14	239,071.59	411.10	8.808	5	9.406	
003 XYZ CREDIT UNION	4,571,955.32	4,521,639.50	9,610.06	6.910	19	7.324	
004 JOHN DOE	3,039,374.26	3,012,015.36	11,026.08	8.827	14	9.184	
005 SAMPLE INVESTOR 005	1,925,058.18	1,909,197.92	762.62	6.854	8	7.389	
006 SAMPLE INVESTOR 006	7,149,785.96	7,097,369.27	23,559.11	7.865	24	8.287	
007 SAMPLE INVESTOR 007	61,883.45	59,611.97	114.58	8.748	2	9.498	
008 SAMPLE INVESTOR 008	580,567.57	578,950.36	2,895.97	7.500	2	8.000	
009 SAMPLE INVESTOR 009	491,853.23	486,993.33	1,174.12	8.000	1	9.000	
010 SAMPLE INVESTOR 010	310,611.27	310,033.77	1,082.99	7.500	1	8.000	
011 SAMPLE INVESTOR 011	228,000.00	225,391.62	296.40	8.000	2	8.500	
012 SAMPLE INVESTOR 012	25,162.28	24,907.60	84.82	13.852	2	10.766	
013 SAMPLE INVESTOR 013	62,727.40	62,284.10	243.27	15.000	4	10.000	
014 SAMPLE INVESTOR 014	369,831.05	366,958.54	1,326.49	8.000	3	8.500	
015 SAMPLE INVESTOR 015	32,632,616.73	32,403,314.41	83,706.61	6.784	128	7.291	
016 SAMPLE INVESTOR 016	32,608.04	32,114.24	659.37	30.000	2	12.000	
017 SAMPLE INVESTOR 017	949,418.42	946,760.39	4,180.77	7.500	3	8.000	
018 SAMPLE INVESTOR 018	24,700.74	24,581.18	363.66	18.000	1	12.250	
020 SAMPLE INVESTOR 020	2,277,860.43	2,253,473.93	6,430.13	8.099	10	8.653	
021 SAMPLE INVESTOR 021	120,000.00	120,000.00	447.12	8.000	1	8.500	
TOTAL BY CORP 01	19 PLI's	55,096,745.47	54,674,669.08	148,375.27	7.197	232	7.663
GRAND TOTAL	19 PLI's	55,096,745.47	54,674,669.08	148,375.27	7.197	232	7.663
** SERVICING ANALYSIS **		NET RATE TO CU: .466	PROJECTED MONTHLY INCOME:	21,232.00			
***** END OF REPORT *****							

PARTICIPATION LOAN ANALYSIS REPORT

"Part Loan Analysis Report" on the Participation Loan (MNPART) menu

This report is used to review the position of loans owned less than 100% by the credit union. It gives a summary of the current position of all participation loan accounts by loan account or reference number. Records can be sorted by investor or by PL Type. Grand totals at the bottom of the report compare the originating credit union's position to investor positions.

This report is generally not used for government investor loans (FNMA, FHMC, FHLB) since they are 100% owned by the investor.

The following sample is for standard participation loans (PART):

First Page

8/23/11 14:25:40 RUN ON 8/23/2011		TEST CREDIT UNION PARTICIPATION LOAN ANALYSIS REPORT AS OF 07/11						LPLANL	PAGE 1
LOAN ACCOUNT/REF #/TYPE	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	MEMBER NAME			
1234-502	425,354.55	1,590.68	2,375.28	5.250	100.00	JOHN A MEMBER			
90 CALDWELL PARTICIPATION									
PLI SEQ	LAST RPT BAL	LAST RPT INT	LAST RPRTD	PROJ PMT	PLI RATE	PARTIC %	PLI NAME		
3 1	382,819.09	954.42	2011/07/31	1,739.85	3.500	90.00	TEST INVESTOR 001		
* PLI TOTALS	382,819.09	954.42		1,739.85	3.500	90.00			
** NET CU POSITION	42,535.46	636.26		635.43	5.250	10.00			
LOAN ACCOUNT/REF #/TYPE	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	MEMBER NAME			
1334-500	332,976.23	129.99	1,745.76	4.750	100.00	MARY A MEMBER			
90 CALDWELL PARTICIPATION									
PLI SEQ	LAST RPT BAL	LAST RPT INT	LAST RPRTD	PROJ PMT	PLI RATE	PARTIC %	PLI NAME		
27 1	299,678.58	86.21	2011/07/31	1,352.44	3.500	90.00	TEST INVESTOR 002		
* PLI TOTALS	299,678.58	86.21		1,352.44	3.500	90.00			
** NET CU POSITION	33,297.65	43.78		393.32	4.750	10.00			
LOAN ACCOUNT/REF #/TYPE	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	MEMBER NAME			
1434-500	258,956.82	203.95	1,810.06	5.750	100.00	CATHERINE MEMBER			
90 CALDWELL PARTICIPATION									
PLI SEQ	LAST RPT BAL	LAST RPT INT	LAST RPRTD	PROJ PMT	PLI RATE	PARTIC %	PLI NAME		
2 1	207,165.36	148.99	2011/07/31	1,365.72	5.250	80.00	TEST INVESTOR 003		
* PLI TOTALS	207,165.36	148.99		1,365.72	5.250	80.00			
** NET CU POSITION	51,791.46	54.96		444.34	5.750	20.00			

Last Page

8/23/11 14:25:40 RUN ON 8/23/2011		TEST CREDIT UNION PARTICIPATION LOAN ANALYSIS REPORT SUMMARY AS OF 07/11						LPLANL	PAGE 1
** GRAND TOTALS **									
MEMBER TOTALS	CURRENT BAL	INT DUE	SCHED PMT	INT RATE	PARTIC %	# OF LOANS			
	541,895,784.82	1,616,278.12	3,170,269.05	5.266	100.00	984			
PLI TOTALS	LAST RPT BAL	LAST RPT INT	PROJ PMT	PLI RATE	PARTIC %	# OF PLI			
	443,655,011.71	662,899.76	2,159,747.00	3.877	81.87	991			
NET CU POSITION	98,240,773.11	953,378.36	1,010,522.05	5.266	18.13				
** SERVICING ANALYSIS **									
NET RATE TO CU:	1.188	PROJECTED MONTHLY INCOME:	439,218.46						
** CU POSITION ANALYSIS **									
PORTFOLIO RATE:	5.266	PROJECTED MONTHLY INCOME:	431,113.26						
** PROJECTED TOTAL YIELD FOR NET CU POSITION:			10.631						
			***END OF REPORT ***						

PARTICIPATION LOAN SETTLEMENT ACTIVITY

“PLI Settlement Activity” on the Participation Loan (MNPART) menu

Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Begin/end settlement dates	Choose a starting and ending month/day/year (mmddyy) to specify what period of history you wish to include on the report.
Pull by account or reference	Use this to specify whether the loans should be listed by loan account number or by the reference number.
PL investors	This is a Select button that allows you to select one or multiple investors to print a settlement activity report. Zero investors selected means all PL investors will display on this report.
Account # (base/suffix)	Enter the loan account base and suffix here to print a settlement activity report for a single loan account. Leave the field blank to include all loans.
Reference #	Enter the reference number here to print a settlement activity report for a single loan account. Leave the field blank to include all loans.

This report will show a history of settlement amounts that have been posted to participation loans. You may list loans for one or multiple investors, and specify a date range to be included on the report. Loans can be listed by loan account number or reference number. For government investors, it is recommended to run and save the detail report monthly just prior to final settlement.

Report Sample

8/23/11 14:41:00 RUN ON 8/23/2011		TEST CREDIT UNION PARTICIPATION LOAN SETTLEMENT ACTIVITY FROM 05/01/2011 TO 05/31/2011						LPLHST	PAGE 1				
CORP 01 TEST CREDIT UNION													
PLI 001 TEST INVESTOR													
LOAN ACCOUNT	SEQ	TYP	----ORIGINAL----			-----SETTLEMENTS-----			INTEREST	PRINCIPAL	INTEREST	MONTHLY	TOTAL CASH
			ORG	LOAN	INT	DATE	ORIG	LOAN	DUE	PAID	PAID	INCOME	SETTLEMENT
			AMOUNT	RATE	TERM	SETTLED	BALANCE						
2199	780	01	01	137600.00	6.000	76S 05/08/2011	131586.89		.00	161.05	658.74	658.74	31667.18
						77S 05/16/2011	131586.89		657.93	.00	.00	657.93	31667.18
3499	780	01	01	112000.00	6.125	76S 05/16/2011	107892.65		550.70	.00	.00	550.70	25456.11
						77S 05/22/2011	107767.10		.00	125.55	550.70	550.70	26132.36
4799	780	01	01	96000.00	5.750	76S 05/01/2011	87495.02		.00	251.27	420.45	420.45	25246.46
						77S 05/16/2011	87495.02		419.25	.00	.00	419.25	25246.46
4899	780	01	01	162000.00	5.750	74S 05/01/2011	154288.46		.00	281.61	740.65	740.65	35848.46
						75S 05/16/2011	154288.46		739.30	.00	.00	739.30	35848.46
4999	781	01	01	140975.00	5.625	79S 05/03/2011	133151.85		.00	244.13	625.29	625.29	33003.10
						80S 05/16/2011	133151.85		624.15	.00	.00	624.15	33003.10
6099	780	01	01	73400.00	5.625	74S 05/16/2011	70176.33		328.95	.00	.00	328.95	16371.76
						75S 05/22/2011	70072.01		.00	104.32	328.95	328.95	16805.03
6999	780	01	01	32000.00	5.625	78S 05/01/2011	23811.19		.00	235.53	112.72	112.72	13351.21
						79S 05/16/2011	23811.19		111.61	.00	.00	111.61	13351.21
7799	780	01	01	40000.00	6.000	74S 05/01/2011	38473.19		.00	46.38	192.60	192.60	8797.49
						75S 05/16/2011	38473.19		192.37	.00	.00	192.37	8797.49
9299	780	01	01	131600.00	5.750	75S 05/11/2011	117660.12		.00	188.26	564.69	564.69	36160.05
						76S 05/16/2011	117660.12		563.79	.00	.00	563.79	36160.05
10899	780	01	01	171360.00	6.125	69S 05/09/2011	165651.90		.00	188.04	846.47	846.47	35854.31
						70S 05/16/2011	165651.90		845.51	.00	.00	845.51	35854.31
12899	780	01	01	221000.00	7.000	70S 05/09/2011	214513.91		.00	210.33	1252.56	1252.56	51004.55
						71S 05/16/2011	214513.91		1251.33	.00	.00	1251.33	51004.55
14299	780	01	01	216265.00	5.750	70S 05/01/2011	207923.51		.00	259.09	997.54	997.54	43951.78
						71S 05/16/2011	207923.51		996.30	.00	.00	996.30	43951.78
14499	780	01	01	141500.00	5.625	69S 05/16/2011	134257.19		629.33	.00	.00	629.33	32478.52
						70S 05/22/2011	134077.46		.00	179.73	629.33	629.33	33287.58
16499	780	01	01	83600.00	5.625	74S 05/01/2011	79659.66		.00	104.02	373.89	373.89	18131.84
						75S 05/16/2011	79659.66		373.40	.00	.00	373.40	18131.84
16599	780	01	01	71200.00	6.000	84S 05/03/2011	60217.61		.00	284.88	302.51	302.51	24558.45
						85S 05/16/2011	60217.61		301.09	.00	.00	301.09	24558.45
PLI 001 TOTAL				1830500.00					8585.01	2864.19	8597.09		

RURAL DEVELOPMENT LOAN DETAIL

“Rural Development Loan Detail” on the Participation Loan (MNPART) menu

Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Process date	The process month and year.
Company code	This is a dropdown box that allows you to select a Company code from those configured for your credit union. This field is optional and will only display if Company codes are configured for your credit union.

This report provides a listing of participation loans that are flagged as Rural Development (RD). This report is sorted by account number within investor. In order for a loan to appear on the report, there must be a Y in the Rural Development flag on the Participation Loan Setup screen (accessed from **Add/Maintain Participation Loans** on the Participation Loan Processing (MNPART) menu).

This report is generally run monthly. For Rural Development loans, delinquent balances are reported to the United States Department of Agriculture (USDA) both monthly and quarterly. Loan balances are reported to the USDA quarterly. Refer to the usdalinc.sc.gov.usda.gov website for specific information and reporting requirements for RD loans.

Note: Loans that were closed in the reporting period are included on the report.

1/31/12 10:24:23 RUN ON 1/31/2012		CU*BASE CREDIT UNION RURAL DEVELOPMENT LOAN DETAIL 01/31/2012				LPLRUR	PAGE USER KARENS
CORP 01 CU*BASE CREDIT UNION		INVESTOR: 001 - TEST INVESTOR					
SSN/TAX ID	MEMBER NAME	ACCOUNT BASE	ACCOUNT TYPE	CURRENT BALANCE	SCHEDULED PYMT AMT	DELINQUENT BALANCE	NEXT PAY DT/ CLOSE DATE (*)
999-62-9999	SOMEBODY, JOSEPH	1234	781	131,409.14	833.92	833.92	1/01/2012
999-98-9999	PERSON, ELIZABETH	2345	780	69,327.33	434.19	.00	2/01/2012
999-94-9999	MEMBER, DANIEL S	12233	780	164,307.39	1,069.06	1,069.06	1/01/2012
999-06-9999	TESTING, SCOTT W	23344	780	53,684.66	344.07	344.07	1/01/2012
999-04-9999	SMITH, ALICE J	34455	780	79,447.43	501.46	.00	2/01/2012
999-96-9999	HALEY, CRAIG A	45566	780	36,857.36	237.67	237.67	1/01/2012
999-98-9999	JOHNSON, WILLIAM J	56677	780	99,281.37	640.59	640.59	1/01/2012
999-06-9999	BLACK, CHRISTOPHER G	566789	780	73,612.02	478.80	.00	2/01/2012
** INVESTOR: 001 - TEST INVESTOR							
TOTAL BALANCES				707,926.70		3,125.31	
TOTAL LOANS =				8			

PARTICIPATION LOAN BALANCE VERIFICATION REPORT

“PL Balance Verification Report” on the Participation Loan (MNPART) menu

The report is run by investor as needed after processing payments in a work file to identify participation loans where the member principal balance does not match the PL principal balance. The MBR PRIN BAL and PL PRIN BAL on the report provide a current snapshot of these balances.

This report is most useful for investors with loans 100% owned by the investor (PLI%=100) to identify the member and PL principal balances not matching. However, for loans owned less than 100% by the investor (PLI% less than 100), the report can identify loans created in the PL system with the wrong *PLI original investment* amount.

Note: If there is only a slight difference in the member and PL principal balances, it can be due to how the PLI original investment amount was rounded when the loan was created in the PL system.

Note on current day payments:

If a loan has current day payments, this could cause the MBR PRIN BAL and PL PRIN BAL to not match. This is an acceptable difference and is because the payments have not been processed in the participation loan system yet.

LOAN ACCOUNT	MBR PRIN BAL	PLI %	CALCULATED PRIN BAL	PL PRIN BAL	DIFFERENCE	LAST TRAN DATE
114999 780	21,728.43	100.00	21,728.43	21,538.96	189.47	3/13/11
151999 780	24,409.78	100.00	24,409.78	24,376.01	33.77	3/15/11
179999 780	53,503.75	100.00	53,503.75	53,953.33	449.58-	4/14/11
230999 780	28,981.76	100.00	28,981.76	28,099.50	882.26	3/15/11
257999 780	44,682.41	100.00	44,682.41	44,149.97	532.44	3/21/11
275999 780	42,696.00	100.00	42,696.00	42,034.48	661.52	3/22/11
301999 705	63,287.32	100.00	63,287.32	63,582.66	295.34-	4/14/11
TOTALS	279,289.45		279,289.45	277,7349.91	1,554.54	

END OF REPORT

Field Descriptions

Field Name	Description
Loan Acct	Loan Account Number and Type.
Mbr Prin Bal	Principal Balance from the member file.
PLI %	PLI Participation percentage from the PL record. For Fannie Mae loans, this will be 100%.
Calculated Prin Bal	This is the calculated principal balance using the member principal balance and multiplying by the PLI Participation % (Mbr Prin Bal times PLI %)
PL Prin Bal	Principal balance from the PL record.
Difference	Difference between the Calculated Prin Bal and the PL Prin Bal (Calced Prin Bal minus PL Prin Bal)
Last Tran Date	The last transaction date from the member file.

PARTICIPATION LOAN DELINQUENCY ANALYSIS

“Part Loan Delinquency Analysis” on the Participation Loan (MNPART) menu

Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Process date	The process month and year.
PL investors	This is a Select button that allows you to select one or multiple investors.
Report type	Report type is D=Detail and Summary, S=Summary.
Include 30 to 59 day Call Report term	Check this box if you would like to include loans that are delinquent 30 to 59 days.

This report identifies delinquent participation loans by investor. The investor owned portion of delinquent balance is listed in the appropriate date range. It is modeled after the Loan Delinquency Analysis report on the Collections Processing (MNCOLL) menu which lists the CU owned portion of the delinquency.

This report can be run anytime that you want to review the delinquency position of your participation loans. The report will page break by investor.

Report sample FNMA (PLI%=100)

3/31/13 15:59:46 RUN ON 3/31/13	TEST CREDIT UNION PARTICIPATION LOAN DELINQUENCY ANALYSIS	LPLDEQ	PAGE 1 USER KARENS
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CORP 01 TEST CREDIT UNION
 PLI 001 FANNIE MAE

*** INVESTOR OWNED PORTION OF PARTICIPATION LOANS ***

ACCOUNT NUMBER	DELINQUENCY BALANCE IN DAYS				DAYS DLQ	LAST PAY DATE	LAST PAY AMT	PLI %
	30 TO 59	60 TO 179	180 TO 364	365 & OVER				
3319999-780			90104.00		11	4/06/09	915.70	100.00
3999898-780	82131.70				1	3/01/10	637.98	100.00
4059999-780			83055.37		8	7/14/09	518.09	100.00
4099898-780		61914.09			5	12/30/09	554.12	100.00
4409999-780		107384.26			4	11/09/09	913.74	100.00
* PARTICIPATION LOANS --	82131.70*	169298.35*	173159.37*	.00*				
# OF LOANS DELINQUENT --	1*	2*	2*	0*				

END OF REPORT

Report sample PART (PLI % less than 100)

3/23/13 15:16:09
 RUN ON 3/23/2013

TEST CREDIT UNION
 PARTICIPATION LOAN DELINQUENCY ANALYSIS

LPLDEQ

PAGE
 USER KARENS

CORP 01 TEST CREDIT UNION
 PLI 006 TEST INVESTOR 006

*** INVESTOR OWNED PORTION OF PARTICIPATION LOANS ***

ACCOUNT NUMBER	DELINQUENCY BALANCE IN DAYS				DAYS DLQ	LAST PAY DATE	LAST PAY AMT	PLI %
	30 TO 59	60 TO 179	180 TO 364	364 & OVER				
50999-725	349522.10				41	6/21/11	7100.00	90.00
51999-725		155291.59			84	8/19/11	1105.00	50.00
* PARTICIPATION LOANS --	349522.10*	155291.59*	.00*	.00*				
# OF LOANS DELINQUENT --	1*	1*	0*	0*				

8/23/11 15:16:09
 RUN ON 8/23/2011

TEST CREDIT UNION
 PARTICIPATION LOAN DELINQUENCY ANALYSIS

LPLDEQ

PAGE
 USER KARENS

CORP 01 TEST CREDIT UNION
 PLI 008 TEST INVESTOR 008

*** INVESTOR OWNED PORTION OF PARTICIPATION LOANS ***

ACCOUNT NUMBER	DELINQUENCY BALANCE IN DAYS				DAYS DLQ	LAST PAY DATE	LAST PAY AMT	PLI %
	30 TO 59	60 TO 179	180 TO 364	365 & OVER				
52999-501	63106.70				33	8/08/11	900.00	90.00
53999-501	122607.38				42	8/15/11	1600.00	80.00
* PARTICIPATION LOANS --	185714.08*	.00*	.00*	.00*				
# OF LOANS DELINQUENT --	2*	0*	0*	0*				
** GRAND TOTALS --	535236.18*	155291.59*	.00*	.00*				
# OF LOANS DELINQUENT --	3*	1*	0*	0*				

END OF REPORT

MEMBER ACTIVITY ON PARTICIPATION LOANS

“Review Mbr Activity on Part Lns” on the Participation Loan (MNPART) menu

Session 0 CU*BASE GOLD Edition - Member Activity on Participation Loans

Corp ID 01

Transaction date range Sep 01, 2013 [MMDDYYYY] to Sep 30, 2013 [MMDDYYYY]

PL investors 0 selected

i Run this report prior to a settlement work file to check for payment activity.

Navigation icons: back, forward, up, down, print, refresh, help, search, @

FR (4082)

Field Name	Description
Corp ID	Corporation ID, default is 01.
Transaction date range	The range of dates for the member activity.
PL investors	This is a Select button that allows you to select one or multiple investors.

Run this report to review member transaction activity on participation loans. Report can be viewed on the screen or printed via *Print Report (F14)*. Loans are selected by Transaction date range and PL investor. This report can be run using any date range, but will only provide activity if transactions exist on the member transaction files. The prior 12 months of member activity is available.

Refer to **Page 26** for additional information on this report and for a sample of the display version of the report.

Note: The display version of this report does not include Tran Code and Tran Type.

Printed report version of Member Activity on Participation Loans

LOAN ACCOUNT	TRANS DATE	TRANS AMOUNT	TRAN CODE	TRAN TYPE	PRINCIPAL	INTEREST	TRANS RESULT BALANCE	DESCRIPTION / DESCRIPTION2
4/14/10 11:50:59 RUN ON 6/15/10 TEST CREDIT UNION LPLPAC PAGE 1								
MEMBER ACTIVITY ON PARTICIPATION LOANS								
DATE RANGE: 10/01/2009 TO 1/01/2010								
CORP 01 TEST CREDIT UNION USER KARENS								
PLI 002 TEST INVESTOR								
187989 790	01/01/10	332.20	22	29	99.78	232.42	43650.05	AUTO. FUNDS TRANSFER
187999 790	12/01/09	332.20	22	29	98.73	233.47	43849.08	AUTO. FUNDS TRANSFER
187999 790	11/01/09	332.20	22	29	98.21	233.99	43947.81	AUTO. FUNDS TRANSFER
469989 790	12/05/09	625.76	22	29	168.21	457.55	121845.92	AUTO. FUNDS TRANSFER
469989 790	11/05/09	625.76	22	29	167.58	458.18	122014.13	AUTO. FUNDS TRANSFER
535999 790	12/03/09	359.90	22	12	94.70	265.20	68715.16	FIRST MTG PAYMENT
535999 790	11/03/09	40.10	22	12	40.10	.00	68809.86	MBR-ELECTED PAYMENT
535999 790	11/03/09	359.90	22	12	94.18	265.72	68849.96	FIRST MTG PAYMENT
535999 790	10/05/09	40.10	22	12	40.10	.00	68944.14	MBR-ELECTED PRINCIPA
1239989 790	12/01/09	190.82	23	61	190.82	.00	126954.01	FIRST MTG PAYMENT
1239989 790	11/01/09	856.44	22	29	353.27	503.17	126763.19	MBR-ELECTED PRINCIPA
1239989 790	10/01/09	190.82	23	61	190.82	.00	127116.46	FIRST MTG PAYMENT
4050989 790	12/11/09	204.00	23	37	.00	.00	96058.54	XFER FOR ESCROW
4050989 790	12/11/09	35.00	23	40	.00	.00	95854.54	LOAN/DISB# 000113760
4050989 790	12/11/09	67.00	23	37	.00	.00	95819.54	LOAN DISB, C/U CHECK
TOTALS:		6133.56			1636.50	2649.70		LOAN/DISB# 000113758
***** END OF REPORT *****								

Report Field Descriptions

<i>Field Name</i>	<i>Description</i>
PLI	Participation Loan Investor
Loan Account	The loan account base and type from the member transaction record.
Trans Date	Transaction Date from the member transaction record.
Trans Amount	Transaction Amount from the member transaction record.
Tran Code	Transaction Code from the member transaction record (only appears on printed version of report).
Tran Type	Transaction Type from the member transaction record (only appears on printed version of report).
Principal	Principal Paid on the loan from the member transaction record.
Interest	Interest Paid on the loan from the member transaction record.
Trans Result Balance	Transaction Resulting Balance from the member transaction record.
Description 1	Primary transaction description from the member transaction record.
Description 2	Secondary transaction description from the member transaction record.

UNFUNDED LOAN REPORT

“Review Unfunded Loans” on the Participation Loan (MNPART) menu

Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes.

Run this report to identify unfunded (new) loans. Unfunded loans are open on the member file, but do not exist on the participation loan file. Report can be viewed on the screen or printed via *Print Report* (F14).

This report helps to identify new loans that should be added to the participation loan system. (Refer to **Page 10** for instructions on adding a loan to the PL system). This situation can cause the member and participation G/L accounts to be out of balance.

Printed Report version

LOAN ACCOUNT	NAME	LN CTG	MEMBER INFORMATION PRIN BAL	OPEN DATE	LST PMT DT
3549999 781	DAVID A SCHWIMMER	80	92597.59	04/14/10	04/14/10
4679999 780	JENNIFER ANISTON	80	122342.54	04/15/10	04/15/10
Total Principal Balance			214,940.13		
Total Number of Unfunded Loans = 2					

END OF REPORT

Report Field Descriptions

Field Name	Description
Loan Account	The loan account base and suffix.
Name	The member name.
Ln Ctg	The loan category code.
Prin Bal	The principal balance from the member loan file.
Open Date	The open date from the member loan file.
Lst Pmt Dt	The last payment date from the member loan file.

PAID OFF LOAN REPORT

“Review Paid Off Loans” on the Participation Loan (MNPART) menu

Field Descriptions

Field Name	Description
Corp ID	Corporation ID, default is 01.
Loan categories	This is a select button that allows selection of 1 or more loan category codes. At least one entry is required.
Closed date range	This is the date range to check for closed loans on the member file.

Run this report to identify closed (paid off) member loans. Report can be viewed on the screen or printed via *Print Report* (F14).

The report is used to identify paid off loans that may need an interest adjustment in the PL work file. If the participation loan status is an “E” for existing, the closed loan is open on the participation loan system.

This report may be helpful for cleaning up the participation loan files. By identifying the closed (paid off) member loans, the loans with a PL STATUS of “C” (Closed) can be manually deleted from the participation loan system via *Add/Maintain Participation Loans* on the Participation Loan Processing (MNPART) menu. Select the loan, then use **Delete**.

Printed report version of Paid Off Loan Report

LOAN ACCOUNT	NAME	LN CTG	PRIN BAL	MEMBER INFORMATION OPEN DATE	CLSD DATE	LST PMT DT	PL - STATUS	RD - LOAN
665999 780	MARY JANE JONES	80	.00	09/29/04	01/08/10	01/08/10	C	N
1177989 780	JOHN DEWITT	80	.00	06/16/03	01/25/10	01/25/10	E	N
1889999 780	JAMES B SAUDER	80	.00	01/23/08	03/26/10	03/26/10	E	Y
3970989 780	VINCENT L PARKER	80	.00	12/28/05	01/04/10	01/04/10	C	N
Total Number of Closed Loans =		4						

END OF REPORT

Report Field Descriptions

Field Name	Description
Loan Account	The loan account base and suffix.
Name	The member name.

<i>Field Name</i>	<i>Description</i>
Ln Ctg	The loan category code.
Prin Bal	The principal balance from the member loan file.
Open Date	The open date from the member loan file.
Clsd Date	The closed date from the member loan file.
Lst Pmt Dt	The last payment date from the member loan file.
PL Status	Participation Loan Status, E=Existing, N=New, C=Closed, Blank=does not exist in PL system
RD Loan	A Y indicates that this is a Rural Development loan.

PARTICIPATION LOAN ACCRUED INTEREST REPORT

“Accrue Interest for 360 Loans” on the Participation Loan (MNPART) menu

The Accrued Interest report will generate if this box is checked.

Session 0 CU*BASE GOLD Edition - Accrue Interest for 360 Loans

Settlement calculation routine: **Other 360 mortgage Loans**

Company code (blank = none):

Print participation loan accrued interest report

Copies: Printer:

Interest will be accrued for 360 mortgage loans that are settlement type Actual/Actual and Scheduled/Actual.

Save/Continue

FR (4101)

When processing the interest accrual, this report generates if the “Print participation loan accrued interest report” box is checked. A listing of all the loans for the “Settlement calculation routine” and “Company code” (if applicable) is provided along with interest accrual information.

LOAN ACCOUNT	DATE REPORTED	PRINCIPAL BALANCE	ACCRUED INT DUE	PAST DUE INTEREST	TOTAL INTEREST DUE
187999 790	04/30/11	42410.53	216.47	216.47	432.94
203999 790	04/30/11	88370.54	248.54	248.54	497.08
207999 790	04/30/11	66559.38	.00 *	.00	.00
301999 790	04/30/11	87928.06	247.30	.00	247.30
322999 790	04/30/11	120603.07	464.82	464.82	929.64
329999 790	04/30/11	147029.29	551.36	.00	551.36
370999 790	04/30/11	105565.36	296.90	296.90	593.90
386999 790	04/30/11	176200.31	495.56	.00	495.56
469999 790	04/30/11	119600.97	423.59	423.59	847.18
535999 790	04/30/11	65648.88	239.34	239.34	478.69
641999 790	04/30/11	84041.88	288.89	.00	288.89
646999 790	04/30/11	119001.74	322.30	322.30	644.60
658999 790	04/30/11	81000.00	244.69	244.69	489.38
667999 790	04/30/11	47591.22	188.38	.00	188.38
683999 790	04/30/11	78309.21	.00 *	.00	.00
826999 790	04/30/11	82873.83	241.72	337.08	578.80
964999 790	04/30/11	287701.64	959.01	.00	959.01
970999 791	04/30/11	143401.47	478.00	.00	478.00
987999 790	04/30/11	64733.15	195.55	195.55	391.10
1017999 790	04/30/11	33579.76	101.44	.00	101.44
1081999 790	04/30/11	125355.60	378.68	378.68	757.36
1099999 790	04/30/11	125845.19	353.94	.00	353.94
TOTAL BY PLI 001		2,418,706.78	6,936.48	3,367.96	10,304.44

Report Field Descriptions

Field Name	Description
Loan Account	The loan account base and suffix.
Date Reported	The last date that this loan was reported to the investor.
Principal Balance	The participation loan principal balance.
Accrued Int Due	The amount of interest accrued for the loan. A zero amount with an asterisk (.00 *) indicates that the loan did not accrue interest.
Past Due Interest	The past due interest amount.
Total Interest Due	The total interest due that includes the current interest due and the past due interest.

CONFIGURATIONS FOR PARTICIPATION LENDING

CONFIGURING LOAN CATEGORY CODES

A separate loan category code can be defined for your standard 365 (PART) loans and other 360 loans (P360). It is not required.

“Loan Category Configuration” on the Loan Products (MNCNFB) menu Screen 1

Session 0 CU*BASE GOLD Edition - ABC CREDIT UNION
File Edit Tools Help

Loan Category Definition UPDATE

Category code **60**
Corp ID **01** ABC CREDIT UNION

General Information

Full description **FIRST MORTGAGE FANNIE MAE**
Abbrev. description **FANNIE MORTGAGE**
Business unit

Process type **M MORTGAGE LOAN**
Report to credit bureau/IRS as

Account type range: Low **790** High **796**
Interest rates: Low **2.000** High **15.000**

Interest calculation type **360/Post**
Day to calculate interest **31**
Payment calculation type **P&I**
Next payment date/del. control **Can pay ahead 9 periods**

Use review date for disbursements
 Allow teller disbursements
 Warn teller if different payment amount
 Include delinquency fine in partial pay
 Allow payment protection
 Allow account nickname
Student loan after-payout category
Delinquency notice group **General**

AFT delinquency control default
 AFT payment date control default
 Use note # control
 Allow stock to secure loan
 Use the lease residual in payoff
 Restrict approving loan officer from disbursing same loan
 Use disbursement limit to calculate LTV for LOC loans

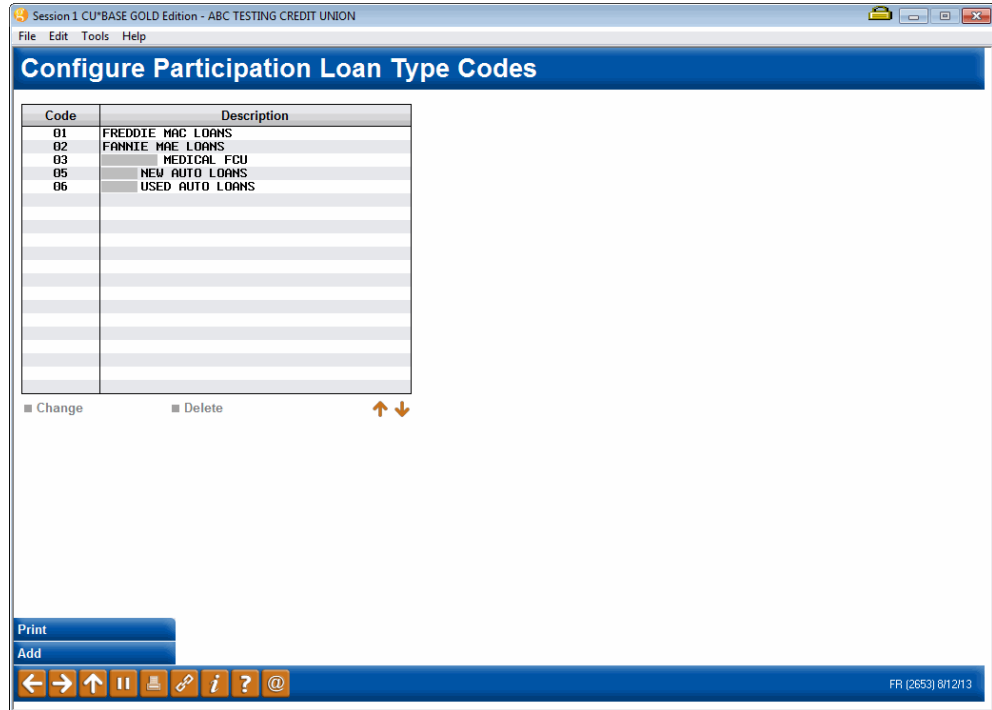
Suspend Ratio Skip End Delete Payment Controls
Audio/Online Banking

FR (2321) 4/01/15

Since, there are several settings on the loan category configuration screen that relate specifically to the 360-day interest calculation method, refer to the *360-Interest Day Calculation Booklet* for specific instructions on configuring a loan category code for P360 loans.

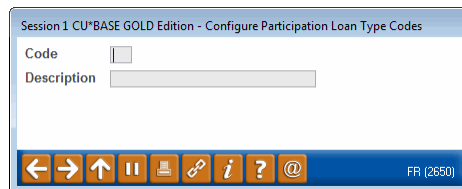
CONFIGURING PARTICIPATION LOAN TYPE CODES

“Configure Participation LN Types” on the Participation Loan Processing (MNPART) menu



This is the first of two screens used to configure Participation Loan Type codes. These codes are assigned to individual participation loan accounts to help identify groups of loans and to use when printing reports.

- To create a new code, use *Add* (F6). To modify an existing code, select it in the list and use the **Change** option. The screen below will appear.
- To delete a code, select it in the list and use the **Delete** option. Codes that are tied to any participation loans cannot be deleted.
- To print a list of participation loan type codes, use *Print* (F5).



Use this screen to record a description for the group of loans. When done, use **Enter** to save and return to the previous screen.

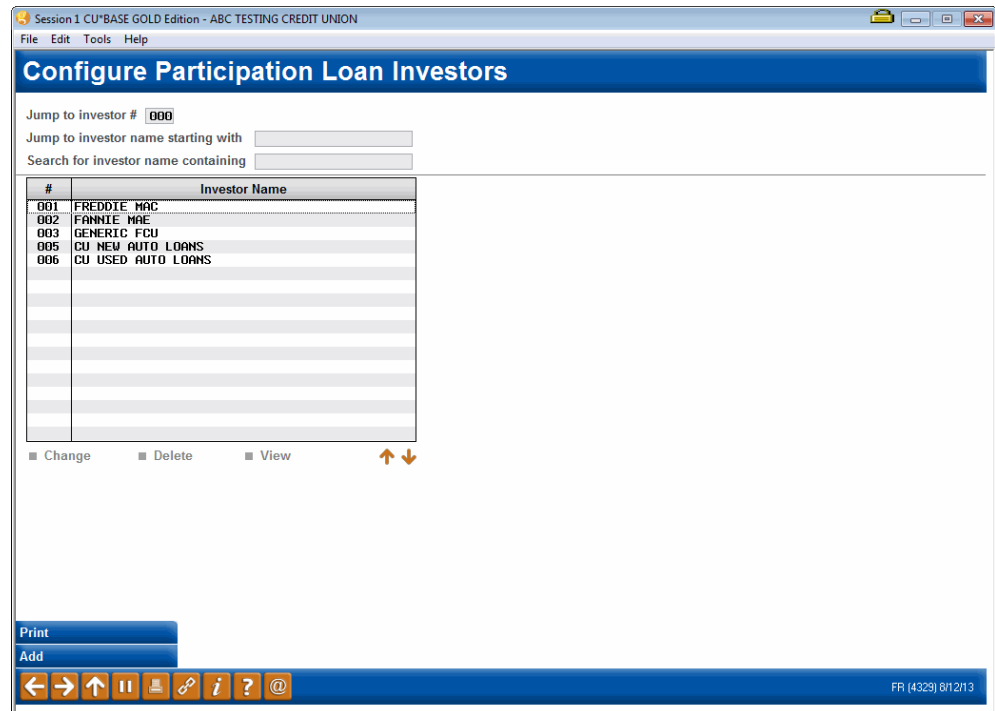
Field Descriptions

Field Name	Description
Code	If adding a new code, enter any 2-character code (letters and numbers are allowed). For an existing code, this field cannot be changed.
Description	Enter a description for this group of loans, such as “real

<i>Field Name</i>	<i>Description</i>
	estate participation,” etc.

CONFIGURING INVESTOR INFORMATION (PLI)

“Configure Investor Information” on the Participation Loan Processing (MNPART) menu - Screen 1



This is the first of two screens used to configure the information for your credit union’s investors. These are the organization(s) that will be investing in your credit union’s loan accounts. In the participation loan system, the Participation Loan Investor is often referred to as the PLI.

The PLI also controls the default G/L accounts that will be used to record principal, accrued interest, interest income and settlement accounts when participation loan work files are posted.

Use the search criteria at the top of the screen to jump to a specific investor or search based on the investor name. To view an investor’s information, use the **View** option.

To create a new investor, use **Add** (F6). To modify an existing PLI, select the name in the list and use the **Change** option. The screen shown on the next page will appear.

To delete a code, select it in the list and use the **Delete** option. Investors that are tied to any participation loans cannot be deleted.

Report Sample

This report will be printed when you use *Print (F5)*:

PLI #	CU NAME/INVESTOR	CONTACT	STLMNT CALC	STLMNT TYP	CO CODE	R & T NBR	TYP	STLMNT G/L
11/01/11	14:03:36	TEST CREDIT UNION				LPLINVR		PAGE 1
	RUN ON 11/01/2011	PARTICIPATION LOAN INVESTOR REPORT						USER KARENS
1	FREDDIE MAC 123 MAIN STREET GRAND RAPIDS	BILL SMITH MI 49546 BSMITH@FREDDIEMAC.COM	FHMC	SA			01	89901
		PH 616 295-1234 FAX 616 295-2345						
		STARTED OFFERING FREDDIE LOANS IN MARCH OF 2009. FOR ISSUES WITH SETTLEMENT, REFER TO THE FREDDIE MAC SELLER SERVICER GUIDE.						
2	FANNIE MAE PO BOX 209 FRANKENMUTH	JOHN SMITH MI 48734 JSMITH@FANNIEMAE.COM	FNMA	AA		272480131		89900
		PH 616 491-7123 FAX 616 491-7124						
		OPENED 08/22/2008 - FIRST FANNIE GRANTED 08/2008 EFFECTIVE 09/01/2010 - PLI003 COMBINED FROM NMS BACK TO FCU INTO ONE BIG FILE UNDER PLI002						
5	MIDWAY CREDIT UNION 541 MAIN STREET GRAND RAPIDS	ALISON JONES CEO MI 49546 AJONES@MIDWAYCU.COM	PART	AA			05	89902
		PH 616 600-2520 FAX 616 555-1212						
		FIRST SETTLEMENT - PURCHASE OF A POOL 10/30/08						
6	NATIONAL BANK 545 MAIN STREET GRAND RAPIDS	KAREN JONES MI 49546	P360	AA			06	89903
		PH 616 541-1233 FAX 616 541-3892						
		FIRST POOL PURCHASED AND SETTLED 10/30/08						
10	FHLB 123 MAIN GRAND RAPIDS	CONTACT NAME 1 VICE PRESIDENT MI 49546 CONTACT1@FHLB.COM	PART	AA	010	272727272	06	89902
		PH 616 285-5711 FAX 616 285-0825						
		CONTACT NAME 2 ACCOUNTING MANAGER PH 616 154-5465 FAX 616 545-4542						
		CONTACT2@FHLB.COM						
		OPENED 1/1/11.						
		END OF REPORT						

Screen 2

Session 1 CU*BASE GOLD Edition - ABC TESTING CREDIT UNION

File Edit Tools Help

Configure PLI Information

ADD

PLI investor #

CU/Investor name

Seller/Service #

Company code

EIN/TIN

Address 1

Address 2

City State ZIP code

Contact name

Title

Contact phone # - Fax # -

Email

Contact name

Title

Contact phone # - Fax # -

Email

Contact name

Title

Contact phone # - Fax # -

Email

Settlement calculation routine

Settlement type AA SA

R&T #

Default PLI type

Settlement G/L acct

Principal G/L acct

Accrual G/L acct

Interest G/L acct

Suspend

Comments

FR (2657) 8/12/13

Use **Enter** to save and return to the previous screen.

Field Descriptions

Field Name	Description
PLI investor #	If adding a new code, enter any 3-digit number (letters are not allowed). For an existing code, this field cannot be changed.

<i>Field Name</i>	<i>Description</i>
CU/Investor name	Enter the name of the investing individual or organization. This is a required field
Seller/Servicer #	The number assigned by the government investor to identify the credit union. This is not used for PART/P360.
Company code	This is a 3 digit code that identifies companies that service participation loans, i.e. a mortgage CUSO. This is an optional field.
EIN/TIN	The employer identification number or the tax identification number for the investor. This is an optional field.
Address 1 Address 2 City State ZIP code	These fields contain contact information for the investor. Address1, City, State and ZIP code are required.
Contact name Title Contact phone # Fax # Email	These fields contain contact information for the investor. Information for up to three contacts can be entered. These fields are optional.
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard 365participation loans), and P360 (other 360 mortgage loans). This is a required field.
Settlement type	The method used for determining how funds are paid to the investor: either by AA (<i>Actual/Actual</i>), taking into account actual activity on the loan or SA (<i>Scheduled/Actual</i>), taking into account scheduled interest and actual principal collected from the member. Note: The SS (<i>Scheduled/Scheduled</i>) settlement type is not available for use at this time.
R&T #	Enter the Routing & Transit number for this investor. This informational field may be used for electronic settlement.
Default PLI type	If you wish to automatically assign a Participation Loan Type code to all loans attached to this investor, enter the type code here. Click the spyglass button to see a list of your credit union's configured codes. This is an optional field. Leave the field blank if you do not wish to assign a default code. See Page 76 for details about configuring these codes.
Settlement G/L acct	Enter the G/L account used to settle cash with the investor each time a settlement is posted, as well as when a new loan investment is originally purchased. This is a required field.
Principal G/L acct	Enter the G/L account used to post the amount paid by the investor for their portion of the member's loan. (This is considered a contra-asset account). This is a required field.
Accrual G/L acct	Enter the G/L account used to post the amount of interest accrued for the investor but not yet paid. This represents a payable account. This is a required field.

Field Name	Description
Interest G/L acct	Enter the G/L account used to post the amount of interest paid to the investor (income acct). This is a required field.

Refer to **Page 86** for recommended G/L accounts.

Buttons

Command Key	Description
Suspend (F4)	Use this to suspend this investor so that it cannot be attached to any participation loans. To reactivate, return to this screen and use Enter. BE CAREFUL: Be sure this investor is not tied to any loan accounts before suspending it.
Comments (F12)	Use this to update or review any special notes about this investor, details about settlement issues and restrictions, etc. Comments are optional.

If *Comments* (F12) is used, the below screen will display.

Session 0 CU*BASE GOLD Edition - Investor Comments

PLI # 002 CHANGE

Investor name FANNIE MAE

Investor Comments

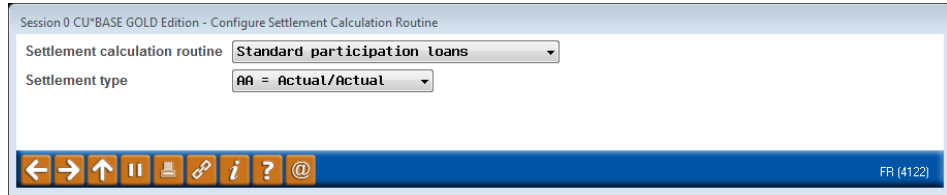
OPENED 08/22/2008 - FIRST FANNIE GRANTED 08/2008
EFFECTIVE 09/01/2010 - PLI003 COMBINED FROM NMS BACK TO FCU INTO ONE
BIG FILE UNDER PLI002

Save Changes

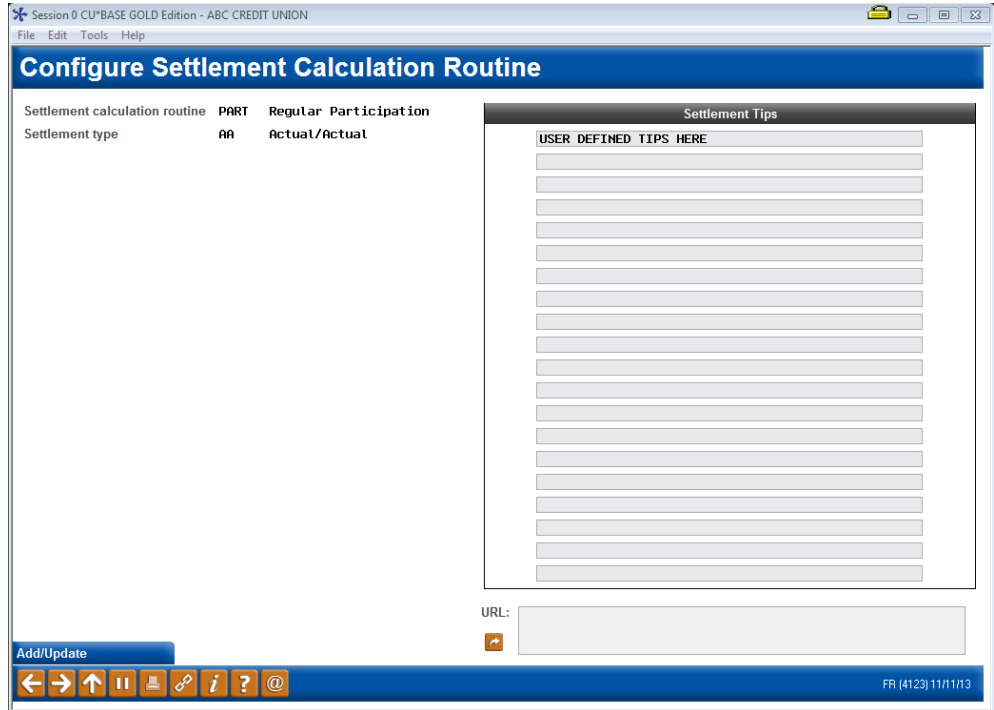
← → ↑ ↓ ⏪ ⏩ ⓘ ? @ FR (4330)

CONFIGURING THE SETTLEMENT CALCULATION ROUTINE

“Configure Settlement Calc Rtns” on the Participation Loan Processing (MNPART) menu



Screen 2 - PART



Screen 2 – P360

This screen is used to configure the Settlement Calculation Routines for the credit union. This routine determines how a participation loan is handled during the settlement process.

For settlement calculation routines FNMA, FHMC, FHLB and P360, you are required to enter a “Monthly settlement day”. The “Monthly interest accrual day” will default to one day after the “Monthly settlement day”.

For the P360 settlement calculation routine, the “Monthly settlement day” should be 31. The “Monthly interest accrual day” will then default to 01.

The configuration also contains free form fields that can be used to enter tips specific to the settlement calculation routine.

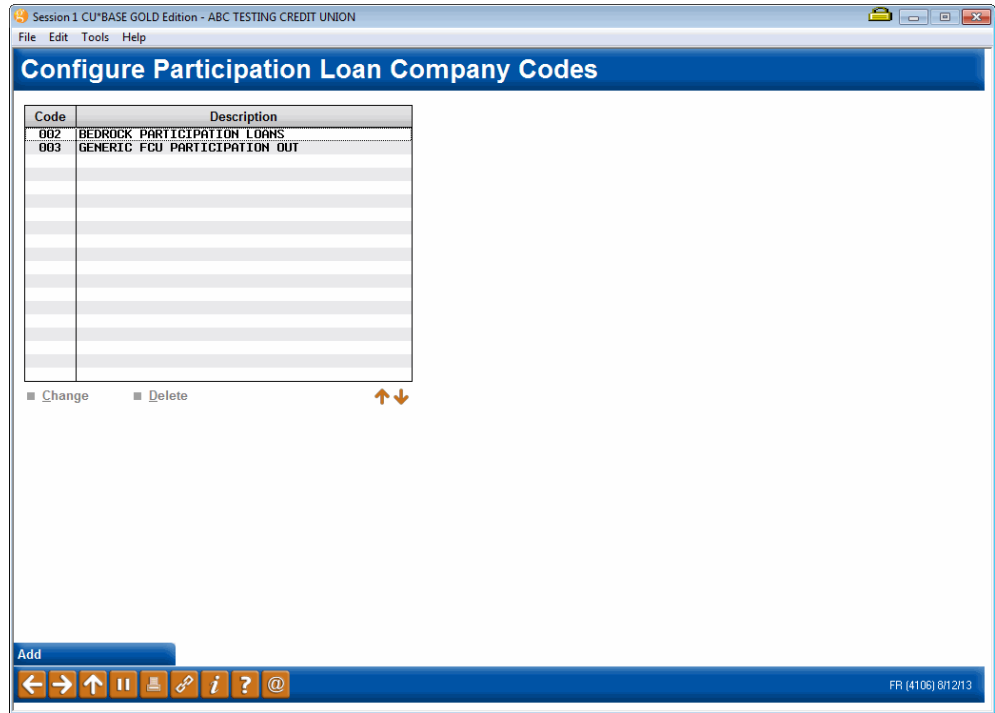
Field Descriptions

Field Name	Description
Settlement calculation routine	The routine that determines how the settlement amounts get calculated when a work file is processed. Valid settlement calculation routines are FNMA (Fannie Mae), FHMC (Freddie Mac), FHLB (Federal Home Loan Bank), PART (standard participation loans), and P360 (other 360 mortgage loans). This is a required field.
Settlement type	The method used for determining how funds are paid to the investor: either by AA (<i>Actual/Actual</i>), taking into account actual activity on the loan or SA (<i>Scheduled/Actual</i>), taking into account scheduled interest and actual principal collected from the member. Note: The SS (<i>Scheduled/Scheduled</i>) settlement type is not available for use at this time.
Monthly settlement day	The processing day of the month for the required monthly settlement. For P360 this is 31 which indicates end of month. This field does not display for PART loans.

<i>Field Name</i>	<i>Description</i>
Monthly interest accrual day	The day of the month that the interest should be accrued for the monthly settlement file. This will default to one day after the <i>Monthly settlement day</i> and should be 01 for P360. This field does not display for PART loans.
Settlement Tips	Settlement tips associated with the <i>Settlement calculation routine</i> . This information is user defined and not required. These tips appear on the "Create/Post Work File" screen MNPART #5.
URL	The URL associated with the <i>Settlement calculation routine</i> . This field is not required and is generally used for government investors (FNMA, FHMC, FHLB). The URL displays on the Create/Post Work File screen MNPART #5.

CONFIGURING COMPANY CODES

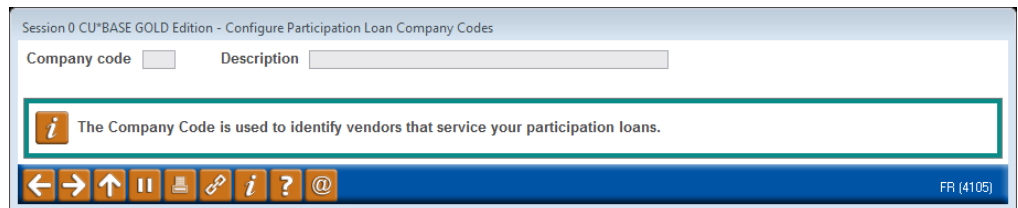
“Configure Company Codes” on the Participation Loan Processing (MNPART) menu



This screen is used to define companies that service a credit union’s participation loans. An example would be a mortgage CUSO. If your credit union services its own participation loans, then no Company codes need to be configured.

The Company code is entered as a 3-digit alphanumeric code along with a description.

To create a new Company code, use *Add* (F6). To modify an existing company code, select the name in the list and use the **Change** option. The screen below will appear. To delete a code, select it in the list and use the **Delete** option. Company codes that are tied to any participation loans cannot be deleted.



GENERAL LEDGER

UNDERSTANDING THE GENERAL LEDGER TERMS

<i>Field Name</i>	<i>Description</i>
General Ledger	The central accounting record of an organization which includes offsetting debit and credit accounts including as assets, liabilities, income and expenses.
Participation Loan Investor (PLI)	The partner credit union or other organization that shares in the investment and the risk for the loan.
Contra Account	A GL account that holds a balance opposite the normal balance designation. For example, an asset account that usually has a debit balance would carry a credit balance.

RECOMMENDED GENERAL LEDGER NUMBERS

These are the recommended G/L accounts. The sequence number xx is user defined. If your credit union has multiple investors, a unique sequence number should be assigned to each investor.

Investor G/L Accounts

716.xx – Participation Loans Sold (PL Principal)

786.xx – Accrued Interest for Participation Loans (PL Interest)

117.xx – Income for Participation Loans

899.xx – Participation Loan Settlement

Member Loan G/L numbers:

704.xx – Member Loan Balances

781.xx – Member Accrued Interest

111.xx – Member Interest Income

Miscellaneous G/L Accounts

728-xx – Loans held for sale

CONFIGURING YOUR G/L CHECKLIST

Below are sample screens that indicate how to configure a financial statement that serves as a checklist for your participation loan G/L. This example is for a CU that has both PART and P360 loans.

“Financial Report Configuration” on the General Ledger (MNGELE) menu

Session 7 CU*BASE GOLD Edition - PROGRESSIVE CREDIT UNION

File Edit Tools Help

Maintain Financial Statement Configuration

Corp ID 1 Report 81

Title Format Balance sheet Combined Income statement
 Use for Variance Reporting

Heading	From G/L	To G/L	Code
VERIFY PL BALANCE & ACCRUED INT			None
MNPART #17 - PRINT SUMMARY ONLY			None
PARTICIPATION LOANS			None
PARTICIPATION LOANS	716.01		None
PARTICIPATION LOANS (LOAN ADVANCES)	779.98		None
100% SOLD	716.04		None
FORECLOSED ASSET PARTICIPATION	779.99		None
			Print heading total
ACCR INT - PARTICIPATION LOANS	853.01		None
*****			None
MNPLPR #5 RUN/POST WORKFILE FOR			None
[] PART (365) LOANS			None
[] P360 (360) LOANS			None

i Leave the "Heading" field blank to print the description from the G/L account(s) as configured in your Chart of Accounts.
 To insert a row under the heading, press

Add Report Lines

PR (2026) 7/12/16

Screen 2

Session 7 CU*BASE GOLD Edition - PROGRESSIVE CREDIT UNION

File Edit Tools Help

Maintain Financial Statement Configuration

Corp ID 1 Report 81

Title Format Balance sheet Combined Income statement
 Use for Variance Reporting

Heading	From G/L	To G/L	Code
MNPART #11 ACCRUE INT - 360 LOANS			None
MNPART #6 RENAME J/E & THEN POST			None
MNPART #16 PRINT FINANCIAL #81			None
*****			None
SETTLEMENT GL ACCOUNTS			None
	898.00	899.99	None
			Print heading total
			None

i Leave the "Heading" field blank to print the description from the G/L account(s) as configured in your Chart of Accounts.
 To insert a row under the heading, press

Add Report Lines

PR (2026) 7/12/16

Run the Financial Statement, via **Print CU Financials** on the General Ledger (MNGELE) menu. On the final selection screen, be sure to check the boxes to Summarize locations, Print zero balances and Print G/L account #.

SAMPLE G/L CHECKLIST

10/04/13	13:18:29	81	TEST CREDIT UNION PARTICIPATION CHECK LIST FOR PERIOD ENDING 3/31/13	LGLFIPPR81	PAGE	1
RUN ON	11/25/13				USER	KARENS
LOCATION(S) - *ALL						
			CURRENT Y-T-D -----			
		VERIFY PL BALANCE & ACCRUED INT				
		MNPART #17 - PRINT SUMMARY ONLY				
		PARTICIPATION LOANS				
716-01		PARTICIPATION LOANS	631,794,549.15-			
779-98		PARTICIPATION LOANS (LOAN ADVANCES)	306,186.67-			
716-04		100% SOLD	.00			

		TOTAL PARTICIPATION LOANS	632,100,735.82-			
853-01		ACCR INT - PARTICIPATION LOANS	921,057.60-			

		MNPART #5 RUN/POST WORKFILE FOR				
		[] PART (365) LOANS				
		[] P360 (360) LOANS				
		MNPART #11 ACCRUE INT - 360 LOANS				
		MNPART #6 RENAME J/E & THEN POST				
		MNPART #16 PRINT FINANCIAL #81				

		SETTLEMENT GL ACCOUNTS				
898-01		PARTICIP SETTLEMENT - RAQUEL	.00			
898-02		PARTICIP SETTLEMENT - APCO EM	.00			
898-03		PARTICIP SETTLEMENT - FLORIDA	.00			
898-04		PARTICIP SETTLEMENT - NORTH S	29,191.80-			
898-05		PARTICIP SETTLEMENT - ANDREWS	39,411.58-			
898-06		PARTICIP SETTLEMENT - MEMBERS	4,410.00-			
898-07		PARTICIP SETTLEMENT - GEORGIA	151,152.52-			
898-08		PARTICIP SETTLEMENT - UNITED	39,552.38-			
898-09		PARTICIP SETTLEMENT - ALTA ON	13,865.64-			
898-10		PARTICIP SETTLEMENT - LEGACY	1,677.05-			
898-11		PARTICIP SETTLEMENT - ACTORS	.00			
898-12		PARTICIP SETTLEMENT - M-C FCU	.00			
898-13		PARTICIP SETTLEMENT - WESTCHE	.00			

UNDERSTANDING PARTICIPATION LENDING AND YOUR FINANCIAL STATEMENT

Principal Loan balances: You will have an asset G/L account, i.e. 704.00 containing the CU*BASE Member loan balances and a contra asset G/L account, i.e. 716.01 containing the loan balance on the participation system. Because PART/P360 loans are not 100% sold to the investor, these two accounts will NOT net to zero.

Accrued Loan Interest: You will have an asset G/L account, i.e. 781.00 containing the member accrued loan interest on CU*BASE and a contra asset G/L account, i.e. 786.00 containing the accrued loan interest owed the investor on the participation system.

*Note: The interest rate on the participation side is typically .25% lower than the interest rate on CU*BASE so that the CU earns .25% of the interest for servicing the loans for the investor.*

Member Loan Interest Income: Interest accrues on the member loan balances and posts to G/L 111.xx as a credit amount. On the Participation loan system, interest accrues via either a work file (PART) or via **Accrue Interest for 360 Loans** on the Participation Loan (MNPART) menu (P360) and posts to 117.xx as a debit amount. The net balance is the servicing income.

Investor Settlement: When member loan payments are processed in the participation loan system the total principal and interest posts to a settlement G/L account, i.e. 899.01. These funds are sent to the investors via check or wire typically once a month.