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Contact us

Appendix: Margill Loan Manager Features Checklist

Demo version and purchasing a License

The demo mode is a fully functional 30-day version.

Try the software at:

www.margill.com/en/margill-loan-manager-free-trial/

After purchasing a license, an activation key will be required for permanently activating Margill Loan Manager (MLM).

The price of a license is based on the number of loans in the system and the number of users (stations with access). It is very easy to increase the number of loans or users by contacting Jurismedia.

For more information or to purchase, please contact us at 1-877-683-1815, 001-450-621-8283, email sales@margill.com, Skype: MargillSolutions.

Support and Training Session included

Following your download of the trial version, we can provide an overview (about an hour, no cost) of Margill Loan Manager. This can be done via Internet (join.me remote session) and Skype or landline. Have your examples in hand!

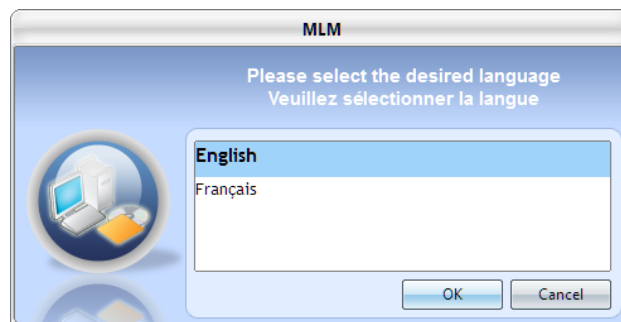
Upon purchasing Margill Loan Manager, a **one-hour remote training / software setup session** is included in the purchase price. Extra training is also available either remotely or at your offices.

We can also guide you in your implementation.

Margill Loan Manager (MLM) Installation

Download the file called “MLM_Install_5.7.25xxx.x_DEMO.EXE” (the .25xxx indicating year, month, day and the .x the minor update number). Save the file, preferably to your computer’s Desktop to easily find it afterwards.

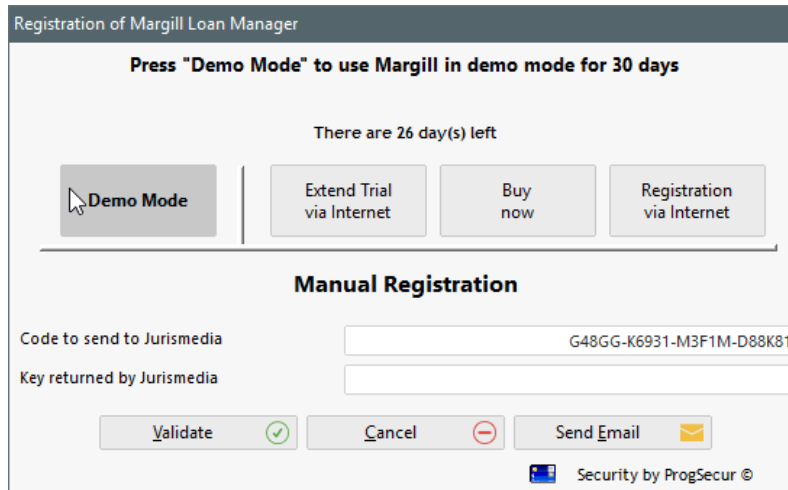
Double click and choose the desired language.



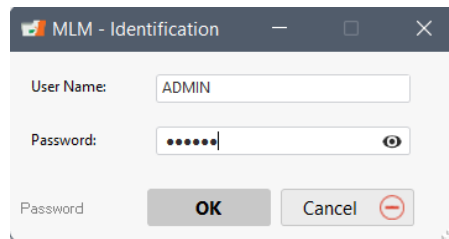
Follow the directions. Once the software installation is complete, run Margill Loan Manager (MLM.exe).

Setup is now complete.

To start MLM, click on “Demo Mode”.



When running MLM, you must always enter the “User Name” which is “ADMIN” and the password provided to you BY EMAIL. The password is case sensitive.



The introductory “Welcome to Margill Loan Manager” is well worth the read and provides additional information links.

The password may be changed in the “User Manager” window (Tools > Users). Other users may also be created with various security levels (Administrator, Power User, normal User, Draft user and Read-only user - consult the User Guide (F1) for more information).

A user may be restricted to accessing Records, Borrowers, Creditors and Employers he/she has created or that were assigned to him/her. A Record may nevertheless be edited by any user who has the permission to see all Records.

MLM will use your default Windows currency (\$, €, F, £, R, etc.) and date format (to change, in Windows > Control Panel > Regional settings).

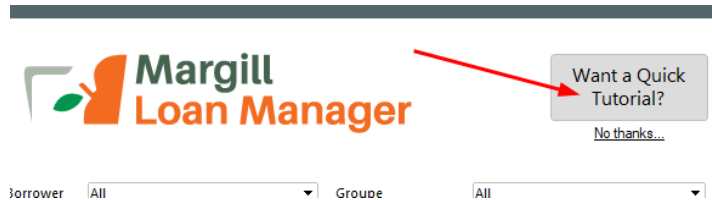
A portfolio may also contain multiple currencies. Go to Tools > Settings > Currencies.

Complete User Guide

The complete User Guide (version 5.5 at this date) is accessible with F1 on your keyboard after having downloaded from: www.margill.com/mlm/user. There is no need to read the entire User Guide to work well in MLM, it is meant to be a very useful reference.

Shortcuts: “F2” opens a window showing all shortcuts in MLM. These shortcuts include font size in the tables, selection of lines or only certain types of lines, etc.

Tutorial: A quick tutorial is available directly in the software’s Main window.



Security

Many high security options are available in Margil, such as:

- Strong password option (Tools > Users)
- Multifactor authentication (MFA)
- 6 log types in JSON format can be generated every day
- Ban on bulk copying and exporting, ban on capturing data images by users
- Option to prevent users from accessing the Web from Margill
- Encrypted database
- And many more...

Import Borrowers / Loans / Payments via Excel

You have a list of clients in Excel? Import these to MLM in minutes. Go to Tools > Settings > System Settings (Administrator) > “Special” section > Import Data. Follow the easy instructions.

| Column | Column Header Name | MLM Field Name | Format |
|--------|--------------------|---------------------------------|--------|
| A | Name | Borrower Last Name | Text |
| B | Firsr Name | Borrower First Name | Text |
| C | Phone | Borrower Phone number | Text |
| D | Adress | Borrower Address 1 | Text |
| E | ZIP | Borrower Zip / Postal code | Text |
| F | email | Borrower Email | Text |
| G | birth | Borrower Birth day | Date |
| H | Social security | Borrower Social Security number | Text |

The system allows you to enter 3x the number of borrowers as the number of loans allowed by the license, thus allowing you to enter potential clients and to use MLM as a client management system.

It is also possible to import your loans and even irregular payments via Excel sheets. Assistance from the Margill team will save you time and we are great at matching your old numbers (interest, balances...)

If your website allows your customers to apply for a loan on line, you can import contact and other information about potential customers and manage applications (approved, rejected, pending, etc.). You can do this via the "List of Applications" tool. The Margill team will be able to provide you with the technical specifications for your JSON (JavaScript Object Notation) or Excel files.


Loan and Borrower data can also be imported automatically by our API which allows data to be imported and updated via JSON or Excel files. Your third-party information system (CRM or other) generates a file, saves it in a dedicated folder ("hot" folder) and Margill checks and imports/updates the data every two minutes. There is also a Salesforce API for Borrower data (not for loan data).

Creating the first Record

To create the first Record, go to MLM's Main window (the "Record Summary" window).

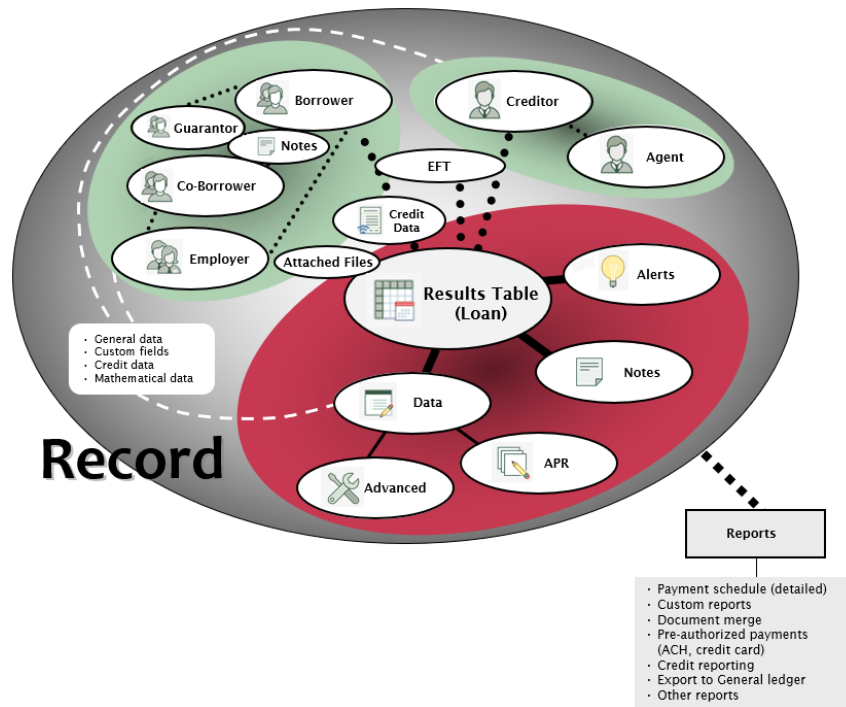
| MLM Record Identification | Record Status | Borrower Last Name | Borrower First Name | Principal (Original) | Balance Due Principal | Interest Paid (for period) | Principal Paid (for period) | Record |
|---------------------------|---------------|--------------------|---------------------|----------------------|-----------------------|----------------------------|-----------------------------|--------|
| 238 | Active | McKenzie | Julie | 35,000.00 | 34,717.85 | 2,717.85 | 282.15 | |
| 239 | Active | Rodriguez | Sophia | 1,000,000.00 | 1,050,000.00 | 227,816.72 | 0.00 | |
| 240 | Active | Vezina | Georges | 30,000.00 | 16,192.49 | 6,520.63 | 13,807.51 | |
| 241 | Active | Rh  aume | Nancy | 50,000.00 | 50,000.00 | 10,200.00 | 0.00 | |
| 242 | Active | Robitaille | Pierre | 30,000.00 | 16,588.08 | 6,547.72 | 13,411.92 | |
| 243 | Active | Jackson | Michael | 12,000.00 | 12.39 | 389.71 | 11,987.61 | |
| 244 | Active | McKenzie | Julie | 0.00 | 9,379.23 | 2,657.02 | 8,264.52 | |
| 245 | Active | Thatcher | Marina | 1,000,000.00 | 1,474,796.23 | 243,787.31 | 25,203.77 | |
| 246 | Active | Pelletier | Jacques | 60,000.00 | 3,000.00 | 0.00 | 57,000.00 | |
| 247 | Active | Simmons | Martin | 60,000.00 | 6,666.67 | 0.00 | 53,333.33 | |
| 248 | Active | Rodriguez | Sophia | 100,000.00 | 100,000.00 | 6,262.82 | 0.00 | |
| Totals | | | | 386,221,914.83 | 362,499,085.25 | 108,044,652.49 | 110,747,354.60 | |





Database Path: C:\Users\Sophie\Desktop\mlm 4.5\MLM 4.5\DB\ Records left: 8907 Version: 5_DEV.190718.2








Press on "File" **File** and "New Record"  **New Record** .

1) Components of a Record

A Record consists of a number of elements that may or not contain data, depending on your specific needs.



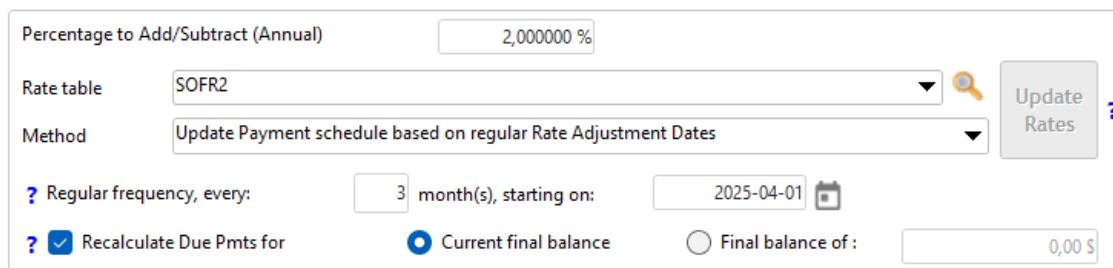
| | | |
|---|---|--|
|  Compute | or  Payment Schedule | Produces or displays the Payment schedule. |
|  Data | <p>Preliminary financial data for the loan, mortgage, lease, judgment or receivables.</p> <p>Enter the dates, the principal, the amortization (number of payments), the interest rate (or variable rates based on an Interest table including a Spread. The interest rates in the Payment schedule will automatically get updated when the Interest rate table is updated).</p> <p>We will see later on, how to completely adapt a loan to include interest only, refund fixed capital, enter irregular payments, and so on.</p> <p>Once a Record is <u>saved</u>, documents may be attached to a Record through this tab. Click on Attached Documents ("General" tab).</p> <p>The history (log) of changes in a Record may also be seen with Display Record log link. This includes date, time, user, description, previous value and new value.</p> <p>Custom fields may also be created that relate to the loan itself ("Other Data" tab).</p> <p>An Administrator can modify the name of certain standard fields such as the Record identifiers or gray them out to prevent from being used. Go to Users Settings > Personalized Standard Fields.</p> | |
|  Borrower | Detailed information on Borrower, the Co-Borrower, the Guarantor and the Employer. | |

| | |
|--|---|
| | <p>Custom fields, Notes and Attached files may also be linked to the Borrower.</p> <p>An Administrator can personalize the name or ban entries such as: Social security number, birthdate and Unique ID 1 and 2. Go to Users Settings > Personalized Standard Fields.</p> |
|  Creditor | <p>Who is the Creditor (Creditors)?</p> <p>A loan may include multiple Creditors with a defined stake and/or the return on investment (participating loans).</p> <p>A Creditor may have many agents.</p> <p>Custom fields may also be created that relate to the Creditor ("Other Data" tab).</p> |
|  Credit Report | <p>Personal credit reporting (US and Canada) in Metro 2 format to Equifax, Experian, etc.</p> <p>Ideally used with third party "Credit Manager 5" software published by The Service Bureau.</p> <p>Credit reporting module must be activated ("Tools", "Settings").</p> |
|  APR | <p>Gives the real cost of credit if mandatory fees are included. Three types of fees: paid up front, financed or paid subsequently. Most useful for add-on (precomputed) interest loans.</p> |
|  Alerts | <p>The Alerts module allows you to set alerts or reminders that are then generated every day to remind you of what must be done, what must be produced, what mathematical condition is attained or what payment is due or late. Five types of Alerts are available.</p> |
|  Advanced | <p>Advanced options including simple or compound interest, day count, grace period, end of month payments, etc.</p> |
|  Attach | <p>Attaches the Payment schedule to the Record in one click (in order to keep the history of a loan at any point in time). The Payment schedule can also be sent by email and files attached to the Record.</p> |
|  | <p>"Notes" (to the right of the window) allow the user to include, from any Record window, notes pertaining to the Record. The first lines of these notes can also be displayed in the Main MLM window. Notes are time-stamped (User, Date, Time) and can only be edited on the day they are entered.</p> |

Interest Rates (Fixed or variable):

Margill Loan Manager allows you to enter a **fixed interest rate**, which can be changed at any time manually or in batches (see the Shortcuts section around page 27 of this document).

An option also allows you to use **variable interest rates** and link a loan to an Interest Rate Table and add a spread (+ or - x%). This allows you to link the loan to the Prime rate, SOFR rates, etc. When the Interest Rate Table is updated, all loans linked to it will be updated either on the rate change date or at the desired frequency (annually, quarterly, or every x months) on one or more fixed dates.



An advanced option allows you to recalculate future payments so that the payment is adjusted based on the rate increase or decrease.

2) Creating the loan

Three steps are involved from origination to actual payment management:

i. Preliminary payment schedule

- Enter the preliminary mathematical data (principal, interest rate, number of payments, fees, etc.) in the “Data” tab then press on “Compute”. If needed, you will be able to adapt this preliminary schedule in step ii).
- If there are no set payments, select “Irregular” for “Period of payments”.



ii. Theoretical payment schedule - Customizing the preliminary schedule

- This allows you to customize the payment plan to include, for example, interest-only payments for a number of months, lump sum payments, no interest for a while, no payments for a while, irregular scenarios, etc.
- This is the payment plan that SHOULD be included in the contract and which the borrower would follow in normal circumstances.
- “Line status” at this point would be “Due Pmt” unless additional principal, fees, taxes, insurance, etc. were added at various times in the schedule. For regular fees (insurance or other), it is suggested to use Column Fees instead of Line statuses.

- TRICK: Attach the theoretical payment schedule (use then have access to the original schedule.

Attach

Attach PDF Results Table to Record

Attach PDF Results Table to Email


). You will



iii. True payment schedule


- As payments are made, missed, partial, fees charged, etc., the Line status is updated as well as the true payments entered.
- Each payment line has its own “Line status” that describes the payment type. These include “Due Pmt”, “Paid pmt” (many types), “Partial Pmt”, “Late Pmt”, “Fees”, “Fees Paid”, “Insurance”, “Penalty”, “Add. Princ.” (many types) and multiple others (see Section iii).
- **IMPORTANT:** You can very easily customize your Line status names, change their order or delete the ones you do not need (Tools > Settings > [Line Payment Statuses](#)). We excluded many Line statuses in the trial version to reduce clutter.

i. Preliminary payment schedule and Client data entry

In the “Data”  window, enter the preliminary loan data. The loan may be completely adapted subsequently.

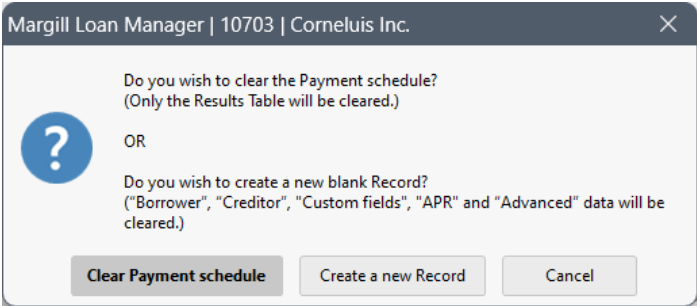
In the right column (Principal, Annual Nominal rate, Amortization, Term, Balance), by leaving a field blank, it will be automatically calculated thereafter. Amortization and term are generally equal.

Regular fees (monetary or percentage of balance) may be added with the [Add Fees](#) link (great for *add-on interest* loans).

Then press “Compute”  **Compute** to produce the “Payment schedule”.

Client data may also be entered now (or later) with the  **Borrower** (Borrower) button (or under “File” in the Main MLM window).

To do a new calculation or to change some data, press on [New Record](#) . You will then have two choices:



“Clear Payment schedule” will allow you to simply change the data already entered in the “Data” window without deleting any data (Borrower or other)(to try various payment scenarios). “Create a new Record” will clear ALL data associated to this loan (a fresh start).

ii. Theoretical payment schedule

Once the preliminary payment schedule is produced, it can be customized to fit the theoretical refund scenario (which may or may not be followed over time by the borrower).

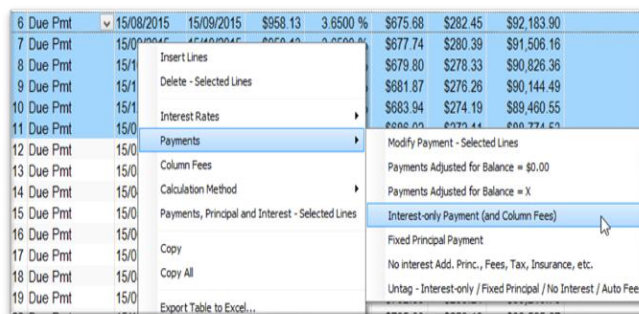
Of the 60+ columns that are included in the Payment schedule (these provide a multitude of calculations that can all be extracted in the reports), data in 27 of these may be changed. These are identified with a * as shown below:

| Line | * Line status | * Pmt Date | * Payment | * Rate | Mathematical Principal | Accru Interest | * Column Fees 1 - Accrued | Column Fees 1 - Paid | Column Fees 1 - Co |
|------|---------------|------------|-----------|----------|------------------------|----------------|---------------------------|----------------------|--------------------|
| 1 | Paid Pmt | 01-01-2015 | \$ 85.61 | 5.0000 % | \$ -18.56 | \$ 4 | \$ 100.00 | \$ 85.61 | |
| 2 | Paid Pmt | 01-02-2015 | \$ 85.61 | 5.0000 % | \$ 81.37 | \$ 4 | \$ 0.00 | \$ 14.39 | |
| 2 | Due Pmt | 01-02-2015 | \$ 85.61 | 5.0000 % | \$ 81.71 | \$ 2 | \$ 0.00 | \$ 0.00 | |

In this example, our loan agreement is as follows:

- a) Interest-only for the first 6 months
- b) Lump sum payment of 5000 on month 7
- c) Second instalment of loan on month 13 (15,000)
- d) Fees of 500 on month 13 when second instalment paid out
- e) Payments recomputed to amortize over 3 years in all

a) Select the first 6 lines with Shift or Ctrl and left mouse button (the lines will become blue), right click with the mouse > Payments > Interest-only Payment (and Column Fees). Payments will automatically be recalculated.



b) A lump sum payment is added by directly changing the “Payment” amount.

c) and d) For the second installment, a minus 15,000 line is added on 01-01. Highlight the row **below** where the new line is to be inserted, press . Insert a single line. Change the date if needed and write minus 15,000 (-15000) in the “Payment” column. Line status is “Add. Princ. (Loan)”. Add a comment to the right if desired. Fees are added in the same way (with the “Fees” Line status) or in one of the four Column Fees column to the far right of the schedule.

e) The lines after the -500.00 are all selected, right mouse click and the payments are recomputed to give a balance = 0.00.



The theoretical payment schedule thus looks like the table below including “Due Pmt” Line statuses since no payments are made yet. Only “Add. Princ (Loan)” and “Fees” are changed since these are factored in the theoretical schedule:

| | | |
|------------------------|-----------------|--------------|
| Positive Payments = 36 | Init. Principal | 35 000,00 \$ |
| Negative Payments = 2 | Total Interest | 5 859,07 \$ |
| Balance 0,00 \$ | Total | 40 859,07 \$ |

| Line | Line Status | Pmt Date | Payment | Rate | Principal | Interest | Balance | Com |
|------|--------------------|------------|---------------|----------|---------------|-----------|--------------|--------------------------|
| 1 | Due Pmt | 01-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ | |
| 2 | Due Pmt | 02-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ | |
| 3 | Due Pmt | 03-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ | |
| 4 | Due Pmt | 04-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ | |
| 5 | Due Pmt | 05-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ | |
| 6 | Due Pmt | 06-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ | |
| 7 | Due Pmt | 07-01-2013 | 5 000,00 \$ | 7,7500 % | 4 773,96 \$ | 226,04 \$ | 30 226,04 \$ | |
| 8 | Due Pmt | 08-01-2013 | 1 092,74 \$ | 7,7500 % | 897,53 \$ | 195,21 \$ | 29 328,51 \$ | |
| 9 | Due Pmt | 09-01-2013 | 1 092,74 \$ | 7,7500 % | 903,33 \$ | 189,41 \$ | 28 425,18 \$ | |
| 10 | Due Pmt | 10-01-2013 | 1 092,74 \$ | 7,7500 % | 909,16 \$ | 183,58 \$ | 27 516,02 \$ | |
| 11 | Due Pmt | 11-01-2013 | 1 092,74 \$ | 7,7500 % | 915,03 \$ | 177,71 \$ | 26 600,99 \$ | |
| 12 | Due Pmt | 12-01-2013 | 1 092,74 \$ | 7,7500 % | 920,94 \$ | 171,80 \$ | 25 680,05 \$ | |
| 13 | Due Pmt | 01-01-2014 | 1 092,74 \$ | 7,7500 % | 926,89 \$ | 165,85 \$ | 24 753,16 \$ | |
| 14 | Add. Princ. (Loan) | 01-01-2014 | -15 000,00 \$ | 7,7500 % | -15 000,00 \$ | 0,00 \$ | 39 753,16 \$ | Loan 1234 |
| 15 | Fees - Admin | 01-01-2014 | -500,00 \$ | 7,7500 % | -500,00 \$ | 0,00 \$ | 40 253,16 \$ | Admin fees for loan 1234 |
| 16 | Due Pmt | 02-01-2014 | 1 888,97 \$ | 7,7500 % | 1 629,00 \$ | 259,97 \$ | 38 624,16 \$ | |
| 17 | Due Pmt | 03-01-2014 | 1 888,97 \$ | 7,7500 % | 1 639,52 \$ | 249,45 \$ | 36 984,64 \$ | |
| 18 | Due Pmt | 04-01-2014 | 1 888,97 \$ | 7,7500 % | 1 650,11 \$ | 238,86 \$ | 35 334,53 \$ | |
| 19 | Due Pmt | 05-01-2014 | 1 888,97 \$ | 7,7500 % | 1 660,77 \$ | 228,20 \$ | 33 673,76 \$ | |

“Add. Princ (Loan)”, “Fees” (6 types whose name may be customized), “Insurance”, “Taxes” and “Penalties” may be set **not to bear interest** if desired. Select the line or lines, use the right mouse click and under “Payments”, “No interest Add. Princ., Fees, Tax, Insurance, etc.”.

Fees can also be added as columns on the payment line. These Column fees are usually used when fees are charged at every payment (see the boxed text below).

iii. True Payment schedule

Over time the borrower does not follow the theoretical payment schedule. Here is what actually happened!

- a) First 6 months – all paid up but one late payment
- b) Could only pay 1000 on month 7 (should have paid 5000)
- c) Payment month 8 made
- d) Payment month 9 was unpaid
- e) Additional payment mid-month 9 (995)
- f) Payment lines 11 and 12 paid (now updated so next payments are all due)

a), b), c), d) Line statuses are changed to “Paid Pmt” when payments are on time and for the full amount. MLM allows you to customize up to 10 “Paid” Line statuses to other names (such as Paid Cash, Paid Visa, etc.) for more precise reporting.

Note: the “Payment update tool” (see below in the Guide) also allows for quick updates of multiple Records at once and including, if desired, a comment on each payment line as well as the true payment date if a Grace period is offered.

When Line statuses are changed to “Paid Late Pmt”, “Partial Pmt”, “Unpaid Pmt”, MLM will query in order to keep information on what SHOULD have been paid and when in order to create the Outstanding and Ageing reports.

The schedule is recomputed automatically as well as the new balance. The true payment scenario (partial) appears below. Because the schedule is not respected, there will be a balance at the end.

| | | |
|------------------------|-----------------|--------------|
| Positive Payments = 36 | Init. Principal | 35 000,00 \$ |
| Negative Payments = 2 | Total Interest | 6 703,58 \$ |
| Balance 4 942,25 \$ | Total | 41 703,58 \$ |

| Line | Line Status | Pmt Date | Payment | Rate | Principal | Interest | Balance |
|------|--------------------|------------|---------------|----------|---------------|-----------|--------------|
| 1 | Paid Pmt | 01-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ |
| 2 | Paid Pmt | 02-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 226,04 \$ | 35 000,00 \$ |
| 3 | Paid Late Pmt | 03-20-2013 | 226,04 \$ | 7,7500 % | -139,26 \$ | 365,30 \$ | 35 139,26 \$ |
| 4 | Paid Pmt | 04-01-2013 | 226,04 \$ | 7,7500 % | 138,37 \$ | 87,67 \$ | 35 000,89 \$ |
| 5 | Paid Pmt | 05-01-2013 | 226,04 \$ | 7,7500 % | -0,01 \$ | 226,05 \$ | 35 000,90 \$ |
| 6 | Paid Pmt | 06-01-2013 | 226,04 \$ | 7,7500 % | -0,01 \$ | 226,05 \$ | 35 000,91 \$ |
| 7 | Partial Pmt | 07-01-2013 | 1 000,00 \$ | 7,7500 % | 773,95 \$ | 226,05 \$ | 34 226,96 \$ |
| 8 | Paid Pmt | 08-01-2013 | 1 092,74 \$ | 7,7500 % | 871,69 \$ | 221,05 \$ | 33 355,27 \$ |
| 9 | Unpaid Pmt | 09-01-2013 | 0,00 \$ | 7,7500 % | -215,42 \$ | 215,42 \$ | 33 570,69 \$ |
| 10 | Add. Pmt | 09-16-2013 | 995,00 \$ | 7,7500 % | 886,77 \$ | 108,23 \$ | 32 683,92 \$ |
| 11 | Paid Pmt | 10-01-2013 | 1 092,74 \$ | 7,7500 % | 987,37 \$ | 105,37 \$ | 31 696,55 \$ |
| 12 | Paid Pmt | 11-01-2013 | 1 092,74 \$ | 7,7500 % | 888,03 \$ | 204,71 \$ | 30 808,52 \$ |
| 13 | Due Pmt | 12-01-2013 | 1 092,74 \$ | 7,7500 % | 883,77 \$ | 198,97 \$ | 29 914,75 \$ |
| 14 | Due Pmt | 01-01-2014 | 1 092,74 \$ | 7,7500 % | 889,54 \$ | 193,20 \$ | 29 015,21 \$ |
| 15 | Add. Princ. (Loan) | 01-01-2014 | -15 000,00 \$ | 7,7500 % | -15 000,00 \$ | 0,00 \$ | 44 015,21 \$ |
| 16 | Fees - Admin | 01-01-2014 | -500,00 \$ | 7,7500 % | -500,00 \$ | 0,00 \$ | 44 515,21 \$ |
| 17 | Due Pmt | 02-01-2014 | 1 888,97 \$ | 7,7500 % | 1 601,48 \$ | 287,49 \$ | 42 913,73 \$ |
| 18 | Due Pmt | 03-01-2014 | 1 888,97 \$ | 7,7500 % | 1 611,82 \$ | 277,15 \$ | 41 301,91 \$ |
| 19 | Due Pmt | 04-01-2014 | 1 888,97 \$ | 7,7500 % | 1 622,23 \$ | 266,74 \$ | 39 679,68 \$ |

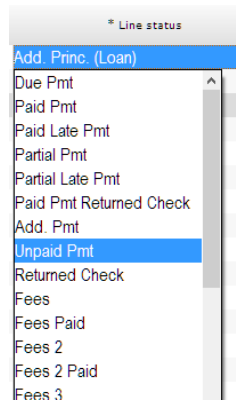
Margill Loan Manager can manage just about any payment scenario.

Accounting data is available in the multiple columns to the right. These reflect the true payment scenario and may be produced in the various reports or easily exported to third party accounting packages (to the General Ledger).

| Line | Line Status | Pmt Date | Payment | Rate | Paid Principal | Due Interest | Balance Due Interest | Balance Due Principal | Bal |
|------|--------------------|------------|---------------|----------|----------------|--------------|----------------------|-----------------------|-----|
| 1 | Paid Pmt | 01-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 0,00 \$ | 0,00 \$ | 35 000,00 \$ | |
| 2 | Paid Pmt | 02-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 0,00 \$ | 0,00 \$ | 35 000,00 \$ | |
| 3 | Paid Late Pmt | 03-20-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 139,26 \$ | 139,26 \$ | 35 000,00 \$ | |
| 4 | Paid Pmt | 04-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 0,00 \$ | 0,89 \$ | 35 000,00 \$ | |
| 5 | Paid Pmt | 05-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 0,01 \$ | 0,90 \$ | 35 000,00 \$ | |
| 6 | Paid Pmt | 06-01-2013 | 226,04 \$ | 7,7500 % | 0,00 \$ | 0,01 \$ | 0,91 \$ | 35 000,00 \$ | |
| 7 | Partial Pmt | 07-01-2013 | 1 000,00 \$ | 7,7500 % | 773,04 \$ | 0,00 \$ | 0,00 \$ | 34 226,96 \$ | |
| 8 | Paid Pmt | 08-01-2013 | 1 092,74 \$ | 7,7500 % | 871,69 \$ | 0,00 \$ | 0,00 \$ | 33 355,27 \$ | |
| 9 | Unpaid Pmt | 09-01-2013 | 0,00 \$ | 7,7500 % | 0,00 \$ | 215,42 \$ | 215,42 \$ | 33 355,27 \$ | |
| 10 | Add. Pmt | 09-16-2013 | 995,00 \$ | 7,7500 % | 671,35 \$ | 0,00 \$ | 0,00 \$ | 32 683,92 \$ | |
| 11 | Paid Pmt | 10-01-2013 | 1 092,74 \$ | 7,7500 % | 987,37 \$ | 0,00 \$ | 0,00 \$ | 31 696,55 \$ | |
| 12 | Paid Pmt | 11-01-2013 | 1 092,74 \$ | 7,7500 % | 888,03 \$ | 0,00 \$ | 0,00 \$ | 30 808,52 \$ | |
| 13 | Due Pmt | 12-01-2013 | 1 092,74 \$ | 7,7500 % | 0,00 \$ | 198,97 \$ | 198,97 \$ | 30 808,52 \$ | |
| 14 | Due Pmt | 01-01-2014 | 1 092,74 \$ | 7,7500 % | 0,00 \$ | 193,20 \$ | 392,17 \$ | 30 808,52 \$ | |
| 15 | Add. Princ. (Loan) | 01-01-2014 | -15 000,00 \$ | 7,7500 % | 0,00 \$ | 0,00 \$ | 392,17 \$ | 45 808,52 \$ | |
| 16 | Fees - Admin | 01-01-2014 | -500,00 \$ | 7,7500 % | 0,00 \$ | 0,00 \$ | 392,17 \$ | 45 808,52 \$ | |
| 17 | Due Pmt | 02-01-2014 | 1 888,97 \$ | 7,7500 % | 0,00 \$ | 287,49 \$ | 679,66 \$ | 45 808,52 \$ | |

3) Line statuses (Transaction types)

To take full advantage of MLM you should assign a "Line status" to each line which allows you to distinguish between the types of payments and to isolate them for accounting. The Line statuses available are listed in the second column of Payment schedule. In the Trial version, many Line statuses are not shown not to overwhelm the new user:



101 Line statuses are available for which most names may be customized

The Line status will have an effect on how the payment is accounted for in some reports such as the accounting reports that may be created. Only true Payments (Paid (many types), Partial, Late, Partial Late, Paid Returned Check, and Additional Pmt) will have an effect on “Column Fees paid” “Interest paid” and “Principal paid”.

MLM includes logical data entry analysis. For example, a “Paid Pmt” cannot follow a “Due Pmt”. An missed “Due Pmt” should become an “Unpaid Pmt” with a payment of 0.00 and a corresponding amount that SHOULD have been paid (“Expected Pmt” column).

You may very easily customize your Line statuses names, change their order, hide the ones you do not need (Tools > Settings > [Line Payment Statuses](#)). You can also force a payment to 0.00 for “Other” type Line statuses (to add Column fees on these for example) and have an Expected Pmt = 0.00 (for special scenarios).

The "Cash Payment" column makes it easy to identify Payments that are paid in "cash" and thus, for accounting, isolate these payments from non-cash payments such as bad debt, forgiveness, balance transfers to a new loan (this transaction allows the final balance to be brought to 0.00).

Furthermore, ten (10) Additional Principal types are available for which you can customized the names of nine (9) of these.

Line status Settings

| Hide from menu(1) | Order | Description (modify) | Payment, Fees...English Description | All(2) | =0 | >0 | <0 | Desc. Original | Expected Pmt =0 (3) | Payment=0 (4) | Cash Pmt (5) |
|-------------------------------------|-------|-------------------------|-------------------------------------|--------|----|----|----|-------------------------|-------------------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | 1 | Due Pmt | Due Pmt | | ✓ | ✓ | | Due Pmt | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 2 | Due Pmt (Extra) | Due Pmt | | ✓ | ✓ | | Due Pmt 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 3 | Paid Pmt | Payment | | ✓ | ✓ | | Paid Pmt | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 4 | Paid EFT | Payment | | ✓ | ✓ | | Paid Pmt (2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 5 | Paid Late Pmt | Payment | | ✓ | ✓ | | Paid Late Pmt | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 6 | Partial Pmt | Payment | | ✓ | ✓ | | Partial Pmt | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 7 | Partial Late Pmt | Payment | | ✓ | ✓ | | Partial Late Pmt | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 8 | Foregiven | Payment | | ✓ | ✓ | | Paid Pmt (3) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 9 | Paid Pmt Returned Check | Payment | | ✓ | ✓ | | Paid Pmt Returned Check | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 10 | Add. Pmt | Payment | | ✓ | ✓ | | Add. Pmt | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | 11 | Unpaid Pmt | No payment | | ✓ | | | Unpaid Pmt | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 12 | Returned Check | No payment | | ✓ | | | Returned Check | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 13 | Fees | Fees | | ✓ | ✓ | | Fees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

A comment, a check number and much more information may also be added for each line of a Payment schedule (data in columns with an asterisk * may be changed).

Fees, Insurance and Taxes

Margill offers two options to add fees, insurance or taxes: as lines or as columns.

- Line status fees: 6 types
- Column fees: 6 types

Line status fees should only be used to add sporadic fees (penalty, insurance or tax). They become cumbersome when they are charged every payment. When they are paid, a new line must be inserted in the schedule with a Line status called, for example, "Fees Paid". This way, they can be isolated for accounting. Having to add this extra line when paid is also cumbersome. An alternative is to use Column fees.

Column fees are much more sophisticated than Line fees and are usually used when regular fees (insurance or taxes) are factored in the payment. When a payment is actually made (Paid) these fees are included in Payment type Line statuses. For accounting, they are paid before interest and principal although you can change this order in exceptional cases.

Column fees can be added manually in certain cases, or be automatically generated according to the conditions (rules) determined by the Administrator.

Column fees can be entered as an amount or calculated as:

- A percentage of the previous line's true balance
- A percentage of the line's accrued interest
- A percentage of the pure principal balance and the number of days from one payment to the next (calculation method like Simple interest).

The above fee amount charged is updated as due payments become paid, unpaid, partial, late, etc.

Up to six Column Fees can be added and each consists of four columns in the Payment schedule for the accrued amount, the paid portion, the balance and how the fee is to be computed, the case being.

| * Column Fees 1 - Accrued | Column Fees 1 - Paid | Column Fees 1 - Balance | Column Fees 1 - Pmt Type |
|---------------------------|----------------------|-------------------------|--------------------------|
| \$ 12.50 | \$ 0.00 | \$ 12.50 | AutoFeesCol//0.00025 |
| \$ 12.32 | \$ 0.00 | \$ 24.82 | AutoFeesCol//0.00025 |
| \$ 10.00 | \$ 0.00 | \$ 34.82 | No Interest |
| \$ 12.00 | \$ 0.00 | \$ 46.84 | AutoFeesCol//0.00025 |

Column fees may be added from 1) the Data tab > [Add Fees](#); 2) the Payment schedule (right mouse click); 3) manually in the Column Fees - Accrued column. They may bear interest or not and their names may be customized in Tools > Settings.

For the automatically generated Column fees when Line status is changed, rules can be set in Tools > Settings > Column Fees: Automatic. In this example, a change to "Unpaid Pmt" will generate 25.00 in fees if the Record Type is Mortgage.

Line status: Returned Check ☐ Late Payment Fees ?
 Add fees to Column: Returned Check (Auto) Charge fees if number days late greater than 0 day(s)

? Fees based on
☐ None
☒ Record Type
☐ Custom Field

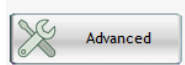
Record Type: Mortgage

Percentage
 ? ☐ Of true balance of preceding line
 ? ☐ Of the line's accrued interest
 ? ☐ Of unpaid portion of the payment
 ? ☐ Of payment amount

☒ Amount

Interest behavior
☒ WITH interest on these fees
☐ NO interest on these fees

Automatic fees must be activated for each Record through the Advance tab and then by selecting "User Automatic Column Fees for the Records" (to apply for each Record created thereafter, click on Default).

 ☒ Use Automatic Column Fees for this Record

Grace period days

It is possible to activate the Automatic Fees for existing Records with the Global Changes tool (Main window, right mouse click > Global Changes).

Escrow module

1) Tax and insurance are charged to the Borrower; 2) the Borrower pays (or not)(Escrow account credited); 3) the Creditor then pays the city / insurance company (Escrow account debited). All this data may be added in the payment schedule in separate custom columns. Mathematical Equations can be used to calculate the Escrow balance (included in Demo version).

Go to Tools > Settings > System Settings (Administrators) > Custom Column Titles to name the columns as desired.

| Column Fees and Custom Column Titles | |
|--------------------------------------|-----------------------------|
| Column Fees | |
| Original Title | Custom Title |
| Column Fees 1 | NSF Fees |
| Column Fees 2 | Municipal Taxes |
| Column Fees 3 | Insurance |
| <input type="button" value="Save"/> | |
| Custom Columns | |
| Original Title | Custom Title |
| Custom Column 1 (Money) | Taxes paid by Creditor |
| Custom Column 2 (Money) | Insurance paid by Creditor |
| Custom Column 3 (Money) | Custom Column 3 (Money) |
| Custom Column 1 (Numerical) | Custom Column 1 (Numerical) |

Principal paid

“Principal paid” Line statuses (total of 5, 4 of which can be renamed) allow for principal to be paid before fees and interest.

Interest paid “In advance”

Under the interest paid in advance method, interest is paid by the borrower at the beginning of the period on which it is calculated. This method is contrary to the general principle by which interest is paid after it has been accumulated (calculated "not in advance" method).

In Margill with a normal payment, interest is paid before the principal but after being accumulated. When the interest balance becomes 0.00, principal is paid down. The "Paid Interest" Line statuses (total of 5, 4 of which can be renamed) deviate from this rule by reducing the interest balance even if it is already 0.00 or less than 0.00.

Adding interest “artificially”

Two Line statuses allow adding interest at any time: “Interest charged” and “Interest charged (2)” (name can be changed).

4) Borrower, Creditor and Employer

Borrowers (Co-Borrowers and Guarantors), Creditors and Employers can be added in MLM whether these have loans in the system or not. These can be added under “File” in the Main window.



Upon clicking on “Borrower” for example, a list of the borrowers in the system will appear with all their information including their custom fields. Depending on your client types (consumers or businesses), columns may be moved or hidden upon clicking on the header with the right mouse button.

Click on “New” to add a new Borrower, or on “Edit” to change or update the information for an existing one.

Data includes basic information, custom fields, Notes and Attached documents, credit reporting data, special alert for each Borrower, maximum credit per borrower, banking data for EFT as well as the employer.

A Borrower can also be a Co-borrower or Guarantor in a Record.

For **Custom fields** (under Borrower – Other Data), choose the description, field type and the default value (if needed) from the Tools > Settings > System settings (Administrator) section. These fields may become quite useful for custom reports. They can be displayed in the Main window too (and sorted by these fields).

Custom fields can be created for the Loan itself (“Data” window), for the Borrower and for the Creditor. There are two types of custom fields – 1 to 9, and the unlimited Table-format fields. The main advantage of the 1 to 9 fields is that they simply look better than table format data (not a big deal!) and are available in the Post Payment tool.

Scroll menus may be created for the following fields:

- For the Loan (“Data window”): “Type”

- For Borrower and Creditor: “State/Province”, “Country”
- All “Custom fields”

To create these menus, go to “Tools”, “Settings” and configure the menus in one of these sections:

- [Custom Fields](#)
- [Field Scroll Menus](#)

Then press on ▼ to create the content of each scroll menu. We suggest to leave the first field blank and check “Default” for this value.

| Region | |
|-------------------------------------|-------|
| Default | |
| <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> | North |
| <input type="checkbox"/> | South |
| <input type="checkbox"/> | East |

Menus with many values may be imported via Excel sheet. Press on this icon:



5) APR / APY and Advanced options

The APR (Annual Percentage Rate) determines the real cost of borrowing when mandatory fees are required. This is mostly used for consumer loans. Fees can be 1) paid up front, 2) financed or 3) paid subsequently.

Financed fees will be added to the Principal and amortized. When a payment is made, these will be paid as a proportion of the total principal paid but are accounted for separately from pure principal.

The “Advanced” button allows you to specify a precise calculation method among the various choices (simple or compound interest, day count, etc.). For more detailed explanations, see the User Guide.

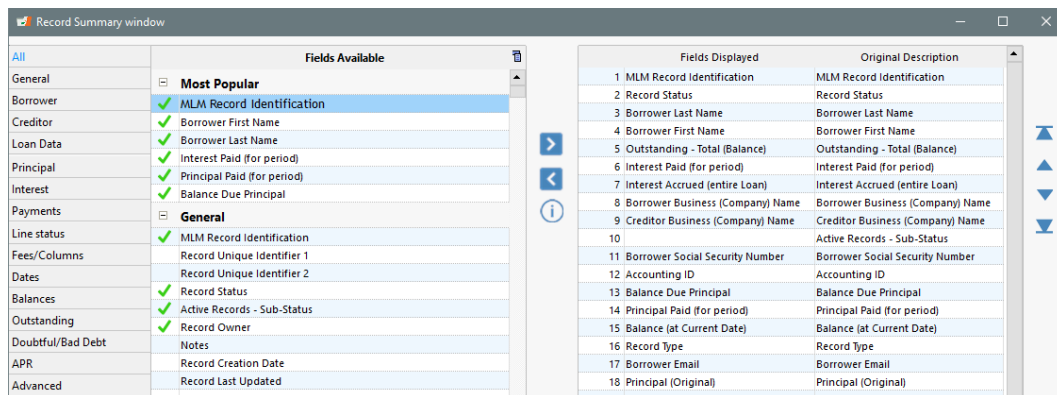
| | |
|--|---|
| Method | Normal (Compound, Effective Rate) Equal Periods ▼ |
| Year Base | Anniversary ▼ |
| Day Count | Actual/Actual ▼ |
| Short Period Method | Same as calculation ▼ |
| <input type="checkbox"/> Add an extra interest-only payment as Adjustment date | |
| Refund Method | Normal ▼ |
| <input type="checkbox"/> Use 52, 26 & 13 periods for "Weekly", "Biweekly" and "Every 4 weeks" Compounding | |
| <input type="checkbox"/> Use 52, 26 & 13 periods for 7, 14 & 28 day Payments | |
| <input type="checkbox"/> No interest on: Add, Principal, Fees (all), Penalties, Invoices, Insurance, Taxes. You can nevertheless charge interest for any of the Line statuses above (individual lines) with the right mouse click, "Payments", "Untag..." | |
| <input type="checkbox"/> Do not use "End of the month" if First Payment Date and/or Origination Date = 29 or 30 ? | |
| <input type="checkbox"/> Use Automatic Column Fees for this Record | |
| Grace period | 4 ▼ days |

Customizing the Main window

The Main window may be customized to display and sort the desired data (choose from over 1000 fields). Go to Tools > Settings > User Settings tab and Displayed Fields.

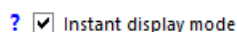


From the column on the left choose the fields to be displayed in the Main window (fields are ordered by theme on the far left). Column order may also be set with the arrows to the right and column names (headers) customized by each user. The ADMIN user can also set (editable or compulsory) the fields that can be displayed by other users.



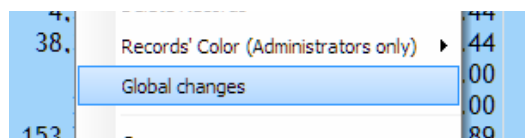
Even many Mathematical Equations that you create (see section below) may be included as well as up to three display filters based on Record Custom fields.

For large databases (over thousands of loans) check, on the bottom left, the "Fast Display Mode" or "Instant mode" in Settings to greatly increase Main window refresh time.



The Main window offers various methods to search for and display Records. a Search tool that is convenient especially with a large database (thousands of loans). Select the desired mode in the User Settings tab and select between "Filter" or "Search".

You can also make **Global changes** in the database. You thus modify data for multiple Records quickly. Data can also be imported or updated via an Excel sheet. Select the Records > right mouse click:



A convenient feature allows the Margill Administrator(s) to highlight Records and give them different colors (30 colors available) in the Main window. Select the Record(s) > right mouse click > Records' Color... You can thus see problem Records in Red, semi urgent Records in yellow, etc. These can also be sorted and displayed by color with the "Record's Color" field in the Main window.

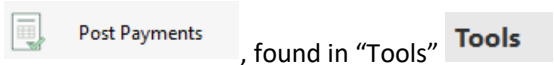
| | | | |
|-----|--------|---------|-----|
| 312 | Active | | |
| 291 | Active | Chaplin | 4 |
| 296 | Active | Smith | |
| 218 | Active | Larry | |
| 244 | Active | Butcher | |
| 266 | Active | Barrett | 3,1 |
| 326 | Active | | |
| 327 | Active | Smith | |

The color names can also be changed so the colors act as "tags". For example, "Urgent" loans can be those in dark red. To rename, go to Tools > Settings > Custom fields > Record custom fields > Display filters tab > at the bottom left as a hyperlink, Record Color Titles.

| Colors | English Color Titles | English original Color Titles |
|--------|----------------------|-------------------------------|
| | Urgent | Dark red |
| | | Medium red |
| | | Pale red |
| | Bankruptcy | Dark orange |
| | | Medium orange |
| | | Pale orange |
| | All good | Dark green |
| | | Medium green |

Post Payment Tool

Probably the most important tool in the software! Paid, unpaid, late and partial payments may be posted directly in the Payment schedule but a much faster way to post payments is with the Post Payments tool



The tool allows the user to change the Line status from "Due Pmt" (and Due Pmt (2) to (5) – names that can be changed) to "Paid", "Unpaid", "Partial", "Late" or "Partial and late" ONLY for Active Records that are displayed in the Main window or that are specifically requested.

For example, to show all payments to be paid on or before February 1, 2022, in the window, enter the date, and check "Select all late payments due on, or before this date" and then press "Refresh".

Loan Payments

Payment Date: 2022-02-01 ☒ Select all Due payments at, or before this date

☐ Use date interval

Active Records from: ☒ Main window ☐ Manual selection / Spreadsheet

Refresh (F5) Print Bulk Payment Import

| Seq. | MLM Record ID | Original Line | * Line status | My file | My number | Modified line | Last Name, First Name | Company | * Payment Date | Currency | * Payment | * Expec. Pmt | * Pmt Due Date |
|------|---------------|---------------|---------------|---------|-----------|--------------------------|-----------------------|---------|----------------|----------|------------|--------------|----------------|
| 58 | 10494 | 8 | Due Pmt | | 0 | <input type="checkbox"/> | Barrett, Marc | | 2022-02-01 | \$ | 220,15 | 220,15 | |
| 59 | 10495 | 26 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | ¥ | 65 325,97 | 65 325,97 | |
| 60 | 10497 | 7 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 333,33 | 333,33 | |
| 61 | 10498 | 7 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 503,13 | 503,13 | |
| 62 | 10499 | 7 | Due Pmt | | 0 | <input type="checkbox"/> | Barrett, Marc | | 2022-02-01 | \$ | 836,46 | 836,46 | |
| 63 | 10505 | 20 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-01-26 | \$ | 285,47 | 285,47 | |
| 64 | 10506 | 10 | Due Pmt | | 0 | <input type="checkbox"/> | Smith, Lucy | | 2022-02-01 | \$ | 6 896,14 | 6 896,14 | |
| 65 | 10513 | 27 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 3 792,96 | 3 792,96 | Bala |
| 66 | 10514 | 11 | Due Pmt | | 0 | <input type="checkbox"/> | Julie Butcher | | 2022-02-01 | \$ | 1 198,43 | 1 198,43 | Bala |
| 67 | 10515 | 32 | Due Pmt | | 0 | <input type="checkbox"/> | Smith, Lucy | | 2022-01-26 | \$ | 200 713,82 | 200 713,82 | Bala |
| 68 | 10528 | 13 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 0,00 | 0,00 | |
| 69 | 10529 | 13 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 200,00 | 200,00 | |
| 70 | 10530 | 13 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 600,00 | 600,00 | |
| 71 | 10532 | 13 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 600,00 | 600,00 | |
| 72 | 10534 | 13 | Due Pmt | | 0 | <input type="checkbox"/> | | | 2022-02-01 | \$ | 600,00 | 600,00 | |

Payments: 86

Only "Active" Records displayed in the Main MLM window are included in this table.

* These columns are editable.

The payments highlighted in light red are "Due Pmts" that precede the date entered. They have thus not been managed properly. These should be updated.

Records in "yellow" are currently opened by other users and cannot be updated for the moment.

On Date: 366 663,24
Due Payments: 366 663,24
Paid Payments: 0,00
Outstanding Portion: 0,00
Extra Payment Amount: 0,00

Global: 778 723,50
778 723,50
0,00
0,00
0,00

These totals represent total units, all currencies included.

Select All Apply Close

MLM will find all lines where Line status is "Due Pmt" on or before Feb. 1, 2022. Lines in pink show that these payments were not managed and were due before February 1. Choose one of several Records, right-click on mouse and then select in the drop-down menu the desired line payment status (Paid, Unpaid, etc.).

| | | | | | | |
|----|-----|----|----------|---|-------------------------------------|------------------|
| 2 | 113 | 26 | Paid Pmt | 0 | <input checked="" type="checkbox"/> | Thatcher, Marina |
| 3 | 120 | 15 | Paid Pmt | 0 | <input checked="" type="checkbox"/> | Will |
| 4 | 158 | 16 | Paid Pmt | 0 | <input checked="" type="checkbox"/> | Pel |
| 5 | 163 | | | | | |
| 6 | 169 | | | | | |
| 7 | 173 | | | | | |
| 8 | 175 | | | | | |
| 9 | 185 | | | | | |
| 10 | 199 | | | 0 | <input type="checkbox"/> | Ro |
| 11 | 199 | 18 | Due Pmt | 0 | <input type="checkbox"/> | Ro |
| 12 | 226 | 14 | Due Pmt | 0 | <input type="checkbox"/> | |
| 13 | 240 | 11 | Due Pmt | 0 | <input type="checkbox"/> | |
| 14 | 240 | 12 | Due Pmt | 0 | <input type="checkbox"/> | |
| 15 | 241 | 14 | Due Pmt | 0 | <input type="checkbox"/> | |
| 16 | 241 | 15 | Due Pmt | 0 | <input type="checkbox"/> | |
| 17 | 242 | 10 | Due Pmt | 0 | <input type="checkbox"/> | |
| 18 | 242 | 11 | Due Pmt | 0 | <input type="checkbox"/> | |

Selection

- Change Line status of the selected line(s) to:
- Change the Line statuses of the entire table to:
- Change the "Due Pmt" of the entire table to:
- Revert to original data

Display line change

Open Record

Refresh Table

Export to Excel

Line status

- Due Pmt
- Paid Pmt
- Paid Late Pmt
- Partial Pmt
- Partial Late Pmt
- Paid Pmt Returned Check
- Add. Pmt
- Unpaid Pmt
- Security Deposit
- Discount
- Paid Pmt (-4)
- Paid Pmt (5)

For partial or late payments, each must be dealt with individually (as opposed to batch) since the payment amount and and/or the payment date must be specified for each transaction.

By pressing "Apply", the Line statuses will be updated. Comments and several other changes can be added directly into the table (change the Expected payment, check number, add fees, etc.). Any column with an asterisk * can be changed. Fees (Column Fees) can also be added manually or automatically. You can even enter the true payment date in the "True Pmt Date (Grace/EFT)" column if you decide not to change the "Pmt Date" (to avoid additional interest from being added in the future because of late payments). This date will be used in the "Accounting Entries" module.

A date range can also be specified. When selecting a date range, an additional option can be chosen: "Include all Payments Line statuses". By choosing this option, all Line statuses related to payments (Due Pmt, Partial Pmt, Paid,

etc.) will be displayed instead of only Due payments. This option is useful to quickly change all Records whose payments have previously been considered Paid, to Unpaid.

Loan Payments

Report from

2022-01-01

to (inclusively)

2022-01-31

Select all Due payments in the interval or before

Use date interval

Include all "Payment" Line statuses

Active Records from:

Main window

Manual selection / Spreadsheet

| Seq. | MLM Record ID | Original Line | * Line status | My number | Modified line | Last Name, First Name | Company | * Payment Date | Currency | * Payment |
|------|------------------|---------------|---------------|-----------|--------------------------|---------------------------|---------|----------------|----------|-----------|
| 91 | 10489 | 14 | Paid Pmt | 12345 | <input type="checkbox"/> | Rodriguez, Sc Chell Indu: | | 2022-01-20 | \$ | 1 854,1 |
| 92 | 10490 | 5 | Paid Pmt | 0 | <input type="checkbox"/> | | | 2022-01-01 | ¥ | 10 592,0 |
| 93 | 10494 | 7 | Paid Pmt | 0 | <input type="checkbox"/> | Barrett, Marc | | 2022-01-01 | \$ | 220,1 |
| 94 | 10495 | 25 | Paid Pmt | 0 | <input type="checkbox"/> | | | 2022-01-01 | ¥ | 65 325,9 |
| 95 | 10497 | 6 | Paid Pmt | 0 | <input type="checkbox"/> | | | 2022-01-01 | \$ | 333,3 |
| 96 | 10498 | 6 | Paid Pmt | 0 | <input type="checkbox"/> | | | 2022-01-01 | \$ | 503,1 |
| 97 | 10499 | 6 | Paid Pmt | 0 | <input type="checkbox"/> | Barrett, Marc | | 2022-01-01 | \$ | 836,4 |
| 98 | 10504 | 4 | Interest Paid | 0 | <input type="checkbox"/> | | | 2022-01-01 | \$ | 500,0 |
| 99 | 10505 | 19 | Paid Pmt | 0 | <input type="checkbox"/> | | | 2022-01-12 | \$ | 285,4 |
| 100 | 10505 | 20 | Due Pmt | 0 | <input type="checkbox"/> | | | 2022-01-26 | \$ | 285,4 |
| 101 | 10506 | 9 | Paid Pmt | 0 | <input type="checkbox"/> | Smith, Lucy | | 2022-01-01 | \$ | 6 896,1 |

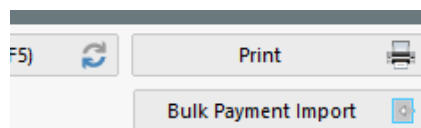
You may also, with the right mouse click, modify Records individually for special scenarios. The selected lines may also be exported to Excel.

The 9 (nine) custom fields from the "Data" window may also be displayed with the right mouse click when positioned on a column header. This allows you to sort the custom fields in order to, for example, list payment type: check, automatic payments, cash, credit card, etc.

Batch Payment Import/Posting Tools

New Payments

This tool allows the user to import regular and irregular payments, to add Principal as well as Column fees and data in the nine (9) custom data columns to multiple Records with a simple Excel sheet that includes Record ID, transaction date and amount(s)/other data. Go to: Post payments > Bulk Payment Import > Import New Payments.



Import Payments

This module allows you to import Due Payments, Paid Payments or Additional Principal from an Excel spreadsheet. It also allows you to add extra data in other columns of the Payment schedule.

It also allows the user to enter these payments manually in the table below. Only Active Records can be updated.

Excel format specifications: Line 1: Column titles (title names are unimportant)

| Column | Description | Required | Column | Description | Required | Column | Description | Required |
|--------|--|----------|--------|-----------------------------|----------|--------|-----------------------------|----------|
| A | Record Identifier | ✓ | I | Custom Column 3 (Text) | ? | R | Custom Column 3 (Numerical) | ? |
| B | Date (format from your workstation YYYY-MM-DD) | ✓ | J | True Pmt Date (Grace / EFT) | ? | S | NSF Fees | ? |
| C | Always a positive amount or 0.00 | ✓ | K | Fixed Principal (enter 1) | ? | T | Late charges 2% | ? |
| D | Line status | | L | Expected Payment | ? | U | Origination | |
| E | Line Comment | | M | Holder Purchase NC | | V | Column Fees 4 | |
| F | Check Number | | N | Interest due to NC | | W | Column Fees 5 | |
| G | Draw Number | ? | O | Custom Column 3 (Money) | | X | Column Fees 6 | |
| H | Invoice Number | ? | P | Custom Column 1 (Numerical) | | Y | Expected Principal | |
| | | | Q | Custom Column 2 (Numerical) | | | | |

☐ Record ID (MLM)
 ☒ Matricule
 ☐ 2nd ID

☒ File Import
 File to import:

☐ Manual entry

Line Status to import: Due Pmt OR ☐ Include Line status to import in Excel file

☐ Apply Automatic Column Fees
☐ Insert after if same dates

| XLXS Order | Matricule | Line status | Payment Date | Payment | Expected | Check number | Draw Number | Invoice Number | Custo |
|------------|-----------|-------------|--------------|---------|---------------------------|--------------|-------------|----------------|-------|
| | | | | | 1 --> Due Pmt | | | | |
| | | | | | 2 --> Due Pmt 2 | | | | |
| | | | | | 4 --> Paid Pmt | | | | |
| | | | | | 6 --> Paid EFT | | | | |
| | | | | | 14 --> Add. Princ. (Loan) | | | | |
| | | | | | 15 --> Other Fees | | | | |
| | | | | | 18 --> Lawyer Fees | | | | |
| | | | | | 19 --> Fixed fee | | | | |

Many data (notes, amounts, etc.) may be added for each payment line.

It is also possible to manually add transactions by clicking the “Manual entry” option.

Line Status to import: Add. Princ. (Loan)

☐ File Import
☒ Manual entry

| Record ID (MLM) | Pmt Date | Amount | Errors | Borrower |
|-----------------|------------|--------|--------|--|
| 124 | 2016-03-01 | 500,00 | | Daniel Barrett |
| 375 | 2016-03-05 | 250,00 | | MLM inc. Lucy Smith |
| 250 | 2016-04-13 | 675,00 | | Chell Industries inc. Sophia Rodriguez |
| | | 0,00 | | |

New payments can also be imported automatically, in real-time, with the new Transaction API that checks if an Excel sheet is present in the designated folder and will import these payments or other transaction types. Tools > Settings > Special section > Automated Imports.

Existing Payments

Existing, due payments in the schedule may be changed from “Due Pmt” to “Paid”, “Unpaid”, “Partial”, “Late”, etc. with an Excel sheet. Go to Post payments > Bulk Payment Import > Import Existing Payments. Each and every payment also includes a unique line Identification (for advanced purposes).

Updating data in bulk

A slightly more advanced tool allows the change of existing data in a Payment schedule in bulk. For example, for future payments you wish to increase the Column fees (Taxes in the example below) by 5.00 (any type of change can be done) per month and thus also increase the payment amount by 5.00 to pay this increased Tax amount.

| | A | B | C | D | Q | R | S |
|----|--------|---|---------|---|---|---|-------|
| 1 | MLM ID | | Pmt | | | | Taxes |
| 2 | 10001 | | 120 | | | | 25 |
| 3 | 10002 | | 333,25 | | | | 30 |
| 4 | 10003 | | 1268,33 | | | | 55 |
| 5 | 10004 | | 276,76 | | | | 25 |
| 6 | 10005 | | 565,25 | | | | 35 |
| 7 | 10006 | | 135 | | | | 25 |
| 8 | 10007 | | 339,35 | | | | 30 |
| 9 | 10008 | | 1268,33 | | | | 55 |
| 10 | 10009 | | 288,88 | | | | 25 |

Go to Tools > Various > Bulk data import / update in Payment schedule.

All lines with a “Due Pmt” type Line status, for all Active Records included in the Excel sheet will be updated for the time period entered. Records which cannot be updated are displayed in color and the reason for exclusion specified in the last column.

Bulk data import / update in the Results table

This module allows you to modify or add data in multiple columns for existing lines in the payment schedule from an Excel file and as of a specific start date for the change / addition until an end date or for the duration of the schedule. The data for the desired columns will be modified as of the first date of any of the 5 "Due Pmt" type Line statuses.

Only Active Records can be updated.

Excel format specifications Line 1: Column titles (title names are unimportant)

| Column | Description | Required | Column | Description | Required | Column | Description | Required |
|--------|--------------------------------|----------|--------|-------------------------|----------|--------|-----------------------------|----------|
| A | Record Identifier | ✓ | I | Custom Column 3 (Text) | | P | Custom Column 1 (Numerical) | |
| B | Leave Empty | | J | Leave Empty | | Q | Custom Column 2 (Numerical) | |
| C | Payment Amount (positive only) | | K | Leave Empty | | R | Custom Column 3 (Numerical) | |
| D | Leave Empty | | L | Leave Empty | | S | Taxes | |
| E | Line Comment | | M | Taxes paid by Creditor | | T | Admin Fees | |
| F | Leave Empty | | N | Custom Column 2 (Money) | | U | Column Fees 3 | |
| G | Custom Column 1 (Text) | | O | Custom Column 3 (Money) | | V | Column Fees 4 | |
| H | Custom Column 2 (Text) | | | | | | | |

Record identifier to be used (Column 1):
☒ Record ID (MLM) ☐ Unique Identifier 1 ☐ Unique Identifier 2

Change dates (inclusive)
 Date From: 07-01-2020 To this Date: Until the end of the Record

File to import: C:\Users\marcp\Desktop\New_amts-7-1-20.xlsx

Records to process Line Errors (6) Summary

| Record ID (MLM) | Payment Amount | Line Comment | Custom Column 1 (Text) | Custom Column 2 (Text) | Custom Column 3 (Text) | Taxes paid by Creditor | Custom Column 2 (Money) | Custom Column 3 (Money) | Custom Column 1 (Numerical) | Custom Column 2 (Numerical) | Custom Column 3 (Numerical) | Taxes | Admin Fees | Column Fees 3 | Column Fees 4 | Message |
|-----------------|----------------|--------------|------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------------|-----------------------------|-----------------------------|-----------------------------|-------|------------|---------------|---------------|---------------------------|
| 2 10001 | 120,00 | | | | | | | | | | | 25,00 | | | | No lines to process for |
| 3 10002 | 333,25 | | | | | | | | | | | 30,00 | | | | |
| 4 10003 | 1 268,33 | | | | | | | | | | | 55,00 | | | | |
| 5 10004 | 276,76 | | | | | | | | | | | 25,00 | | | | |
| 6 10005 | 565,25 | | | | | | | | | | | 35,00 | | | | |
| 7 10006 | 135,00 | | | | | | | | | | | 25,00 | | | | This Record is not Active |
| 8 10007 | 339,35 | | | | | | | | | | | 30,00 | | | | |
| 9 10008 | 1 268,33 | | | | | | | | | | | 55,00 | | | | |
| 10 10009 | 288,88 | | | | | | | | | | | 25,00 | | | | No lines to process for |

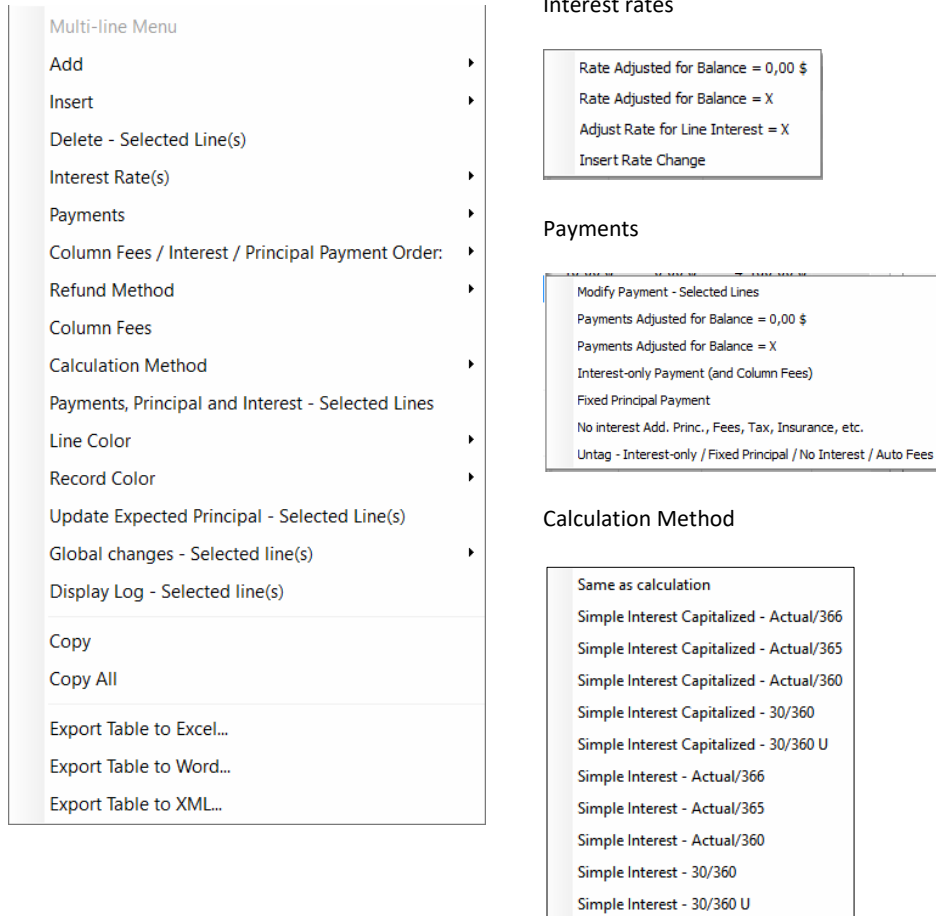
Right mouse click – *In case of doubt use the mouse!*

The right mouse click offers many powerful options at various locations in the software:

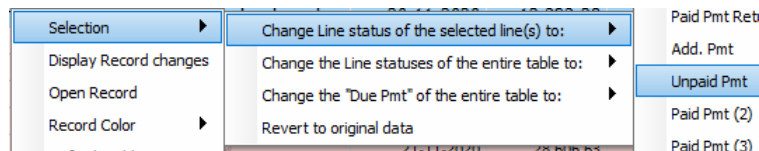
- “Record Summary” window (Main MLM window) to:
 1. Delete and duplicate Records;
 2. Assign a color to Records (to add emphasis to specific Records);
 3. Send emails and SMS;
 4. Make Global changes in the database. This tool allows you to change data in the fields for multiple Records at once. This is much faster than opening each Record, then making the change;
 5. Search with the full database Search engine
- “Data” window: to find the number of payments when only a fixed date is known or to determine the number of payments when the number of years is known.



- “Payment schedule” window: Highlight one or many lines with “Shift” (or “Ctrl”) and the keyboard arrows (↑↓) (or the left mouse click). Multiple options are available:



Post Payment tool window:



For detailed information about the right mouse click, see “Tools and Settings” in the User Guide.

Shortcuts

See also other options available with shortcuts with the F2 key, one of which is the possibility to change the interest rate for many Records in one simple operation with “Ctrl Alt Shift I” in the Main MLM window (or updated automatically when the Interest rate table is updated).

Records included

☐ All Records

☐ All Records displayed in the Main Margill window (Record Summary window) (1049 Records)

☐ Records selected in the Main Margill window (Record Summary window) (84 Records)

☒ Records from Advanced Query ... Borrowers < 10 000\$ from East Coast (23 Records)

☐ Include all selected/queried Records no matter the date(s)

☐ Full report

☐ Report up to (date): 2019-06-08

☒ Report from (date): 2019-05-05 to (date): 2019-12-31

End date method

☐ Exclude last day's interest and transactions

☐ Include last day's transactions

☒ Include last day's interest and transactions

Multi-currency conversion

☐ Convert all currencies to:

MLM can create customized reports based on data available for each Record. This powerful and very intuitive module ("Record List") produces a list of Records (chosen by user) containing the desired information with a simple mouse click. You can also sort and generate subtotals in the report.

One can choose from over 1000 fields and Mathematical Equations (easily created by the user) to produce as many types of reports as desired.

Record List (Customized) Template

Fields Available

Most Popular

MLM Record Identification

Borrower First Name

Borrower Last Name

Principal (Original) (for period)

Interest Accrued (for period)

Interest Paid (for period)

Principal Paid (for period)

Balance at report End Date

Balance Due Principal at report End Date

General

MLM Record Identification

Record Unique Identifier 1

Record Unique Identifier 2

Record Status

Active Records - Sub-Status (Current date if AUD)

Record Owner

Record Creation Date

Record Last Updated

Number of Records

Total number of files attached to the Record

Size in (Kb) of all files attached to the Record

Total number of files attached to the Borrower

Size in (Kb) of all files attached to the Borrower

Metro 2 - Active Records

Metro 2 - Record Submitted to Metro 2

Report Fields

1 Borrower Social Security Number

2 Borrower Birth Date

3 Borrower Business (Company) Name

4 Borrower First Name

5 Borrower Last Name

6 Interest Accrued (for period)

7 Interest Accrued from last payment Paid (entire Loan/report End Date)(0.00 if no pay

8 Interest Accrued from last payment Paid (entire Loan/report End Date)

9 Interest Accrued from last payment Paid (at Current Date) (0.00 if no payment)

10 Interest Accrued from last payment Paid (at Current Date)

Report Template Name: Report example

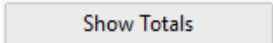
☐ Use as Web Report Template

Save Cancel

Reports that can be produced include:

- | | |
|---|--|
| <ul style="list-style-type: none"> Client lists Basic loan data (principal, rates, terms, dates) Balances Outstanding amounts Ageing reports (Current, 30, 60, 90 days, etc.) Doubtful accounts Bad debt APR Interest, Principal, Column fees detail (accrued, paid, balances, year-to-date) Repayment ratios | <ul style="list-style-type: none"> Socio economic analysis (Custom fields come in handy for this!) Unpaid amounts (unpaid, late, partial) Upcoming due payments Multi-creditor reports (Participation loans) Fees, Penalties, Insurance, Taxes Payment types (check, cash, electronic payment, credit card...) Credit reporting Projections Various custom ratios (using Equations) |
|---|--|

For multi-currency portfolios, Record with various currencies may be converted to a unique currency based on the exchange rate entered by the user. You may update the exchange rates through “Tools”, “Settings”, “System settings (administrators)”, “Modules”, “Currencies”.

The results can then be exported to Excel, CSV or TXT format. Quick totals can be shown with the  button and in the "Record List" report, data can be sorted and subtotals added based on various criteria.

Sort within sub-totals by:

Deed Tax

Sort Order

Ascending

☒ Sub-totals by:

Sale price

Sort Order

Ascending

Show Sub-totals

Show Totals

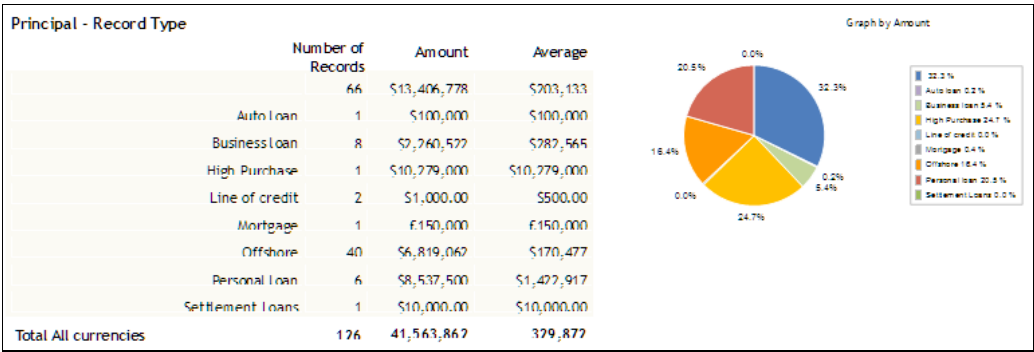
Export

Cancel

Projections can easily be done with the “**Record List with Period Breaks**”. This splits the data by year, quarter or month.

Other reports that can be customized by the user include the powerful **Executive Dashboard** and the **Transactions report**. Hundreds of fields can be used to obtain just about any data.

The Dashboard offers a quick portfolio overview including amounts, number of Records, averages and graphics.

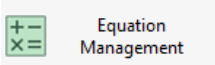


Executive Dashboard (one of the hundreds of data elements available)

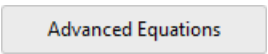
The Transactions report lists all desired transactions for a period of time for the selected Records. This report can also be used in conjunction with the Returned check module that can list all returned checks, when they were returned and when/if they were repaid (compensated).

Mathematical Equations created by the user

Mathematical equations (or formulas) represent an extraordinarily powerful tool allowing users to obtain in the reports, just about any type of information or analysis. You can thus add, subtract, divide, multiply one field by

another field (number or percentage fields). Under “Reports” click on  . Choose the fields to the left, the mathematical operators (+ - x /) and you are all set.

Mathematical equations can also be used for Conditional alerts (the user is warned when a condition is met - see below).

More sophisticated, Advanced equations, can also be created that include IF and IF NOT scenarios. To set these up click on the  button.

Document Merge tool (Letters, Contracts, Invoices and Statements)

Letters, contracts, invoices and statements to be sent to the Borrowers or to the Creditor/Investor can be produced in the following formats: PDF, Word (DOCX) or Rich Text Format (RTF). These can be saved, printed, emailed in batches (to the borrowers) and attached to each Record automatically.

The merge is performed from templates created or imported by the user. To manage the templates, under



Merge/Email
Template

"Reports" click on . Templates can take the precise form of your current documents and even contain images, tables, font types, font sizes, colors, etc.

MLM contains a number of examples already created. These can easily be modified according to your needs. You can also copy/paste your existing Word documents.

The merge data (fields contained in MLM) are inserted via "Merge / Email Template". Hundreds of fields are available including the Payment schedule per se under the "General" theme (over 20 templates).

Four (4) specific periods are available for the document merge. The user can choose specific dates to include transactions, amounts, totals, and balances for these periods:

- 1) Current Billing period (T = 0)
- 2) Period preceding the Billing Period (T = -1)
- 3) Year to date (up to the beginning of the Billing Period)
- 4) Origination date of the loan until the beginning of the Billing Period

| | | |
|-------------------------|--|--------|
| 1 | Insert Long Merge code - Full report or billing period | ▶ |
| | Insert Short Merge code - Full report or billing period | ▶ |
| 2 | Insert Merge code - Previous period | ▶ |
| 3 | Insert Merge code - Year-to-date to current period start date | ▶ |
| 4 | Insert Merge code - Origination date to current period report start date | ▶ |
| Merge field Description | | Ctrl+D |

After meticulously creating your templates with the required merge codes, depending on the specific periods, you will be able to merge the Record data. Under Reports, click “Document Merge (Letters, Contracts, Invoices, Statements)”.

You will have the option to choose a date range or a full report. This last choice is useful for the production of a report whose dates are not important since the balances or the totals are not required for a specific period of the loan (the loan contract for example).

You can choose the Record to merge, either: All DISPLAYED Records or SELECTED Records in the Main window. Use caution when using display filters Records are automatically excluded if they are not displayed.

In the example below, a Statement is produced by including the Interest Paid from October 1 to October 31, including the total interest paid since the beginning of the calendar year and also the total interest paid from the start of the loan.


Interest paid (for billing period) : from October 1st to October 31st 2017 |417|

Interest paid (year-to-date to current period start date) : January 1st to September 30th 2017 Y417Y

Interest paid (origination date to current period start date) March 26th 2015 to September 30th 2017 O417O

A Short Merge code is less descriptive than a Long Merge code but it takes up less space in the template, making it easier to design more complex templates

Creditor/Investor Statements

To create a Creditor/Investor Statement template go to  Merge/Email Template, "New" and check "Creditor/Investor Statements".

Initially, only the merge fields pertaining to the Creditor/Investor (and some dates) will be available to create your basic template. The fields you wish to present to your Creditors/Investors will be presented in a table format and once created, will become available under the "Merge Tables" tab.



The button called "Templates: Loan data presented to Creditor"

Templates: Loan data presented to Creditor

allows you to create these tables with the chosen fields as the column headers and, once the actual merge takes place, each

Record's data will appear below, line by line – one line per Record. Once created and saved, the table will have its own merge code that you can insert into your basic template that will now be complete.

The template created will be available for use in the merge report called "Creditor/Investor Statements". Then select the Creditors and Records for which you wish to produce the report.

Automatically generated reports

For those who wish to automate report production, usually in order to send data on a daily basis to a third-party accounting system (or send by email or to FTP), Margill allows the automatic production of reports with Windows Task Scheduler.

This feature is available for these two reports (others will be added over time): Record List and Transaction Report. Format can be Excel, CSV or TXT.

Reports can be produced as often as required and results can be set for various time periods ("current day" (or yesterday) to pick up for example, the interest accrued or the fees, interest and principal paid for the day). Reports can also be sent by email.

Margill Administrators set the tool under Tools > Settings > System settings (Administrators) > Automatic and Overnight Tasks > “Automatic Reports” button:

Automatic Reports

Consult the full User Guide for more information.

Export General Ledger Data to your Accounting Software

One can easily export debits and credits to the General Ledger (GL) of many accounting packages and in several other formats:

- QuickBooks Pro, Sage 50/300, Acoma
- CSV, TXT and Excel formats

Go to Reports > Accounting Entries. To set up the report, choose the desired account on the left of the window and then assign the appropriate account numbers (or text) from your accounting system GL (debits and credits). In the example below, the account number for the Bank (debit) is 1000, the account number for income interest is 3410 (credit), Fees Paid account number is 3420 and the Principal Paid is unique for each borrower (data included in the custom field "GL - Principal" for the Borrower in this example).

Accounting Entries Report Template

Fields Available

- Most Popular**
 - Interest Accrued (for period)
 - Interest Paid (for period)
 - Principal Paid (for period)
 - Balance at report End Date
 - Balance Due Principal at report End Date
- Loan Data**
 - Principal (Original)
- Principal**
 - Principal (Original)
 - Add. Princ. (Loan) (Line status = Add. Princ. (Loan))(for period)
 - Add. Princ. (2) (Line status = Add. Princ. (2))(for period)
 - Add. Princ. (3) (Line status = Add. Princ. (3))(for period)
 - Add. Princ. (4) (Line status = Add. Princ. (4))(for period)
 - Lawyer Fees (Line status = Lawyer Fees)(for period)
 - Expert fees (Line status = Expert fees)(for period)
 - Add. Princ. (7) (Line status = Add. Princ. (7))(for period)
 - Add. Princ. (Loan) (Line status)(Interest bearing portion)(for period)
 - Add. Princ. (2) (Line status)(Interest bearing portion)(for period)
 - Add. Princ. (3) (Line status)(Interest bearing portion)(for period)
 - Add. Princ. (4) (Line status)(Interest bearing portion)(for period)
 - Lawyer Fees (Line status)(Interest bearing portion)(for period)
 - Expert fees (Line status)(Interest bearing portion)(for period)
 - Add. Princ. (7) (Line status)(Interest bearing portion)(for period)
 - Add. Princ. (Loan) (Line status)(no interest portion)(for period)
 - Add. Princ. (2) (Line status)(no interest portion)(for period)

All fields are reported on the transaction day or at the report end date. A scroll-over help bubble indicates what is reported.

Please ignore the text in parentheses (for period, entire loan, etc.). The descriptions are used throughout the software but do not necessarily reflect the special nature of this report.

Custom fields available (account identifiers)

| Accounting ID | Record | Origin |
|------------------------|----------|--------|
| Acct - Principal | Record | |
| GL - Principal | Borrower | |
| Bank GL | Creditor | |
| Principal GL | Creditor | |
| Interest GL | Creditor | |
| Interest receivable GL | Creditor | |

Transaction

| Order | Transaction | Debit Account | Credit Account |
|-------|---|------------------|----------------|
| 1 | Principal (Original) | GL - Principal | 1000 |
| 2 | Add. Princ. (Loan) (Line status = Add. Princ. (Loan))(for period) | Acct - Principal | 1000 |
| 3 | Interest Accrued (for period) | 2410 | 3410 |
| 4 | Interest Paid (for period) | 1000 | 2410 |
| 5 | Principal Paid (for period) | 1000 | GL - Principal |
| 6 | NSF Fees Accrued (for period) | 3420 | 3415 |
| 7 | NSF Fees Paid (for period) | 1000 | 2420 |

* From a Custom Field (or Accounting ID)

Add a note to each entry

First Name - Borrower

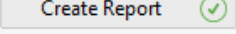
Last Name - Borrower, File, Business - Creditor

Use Creditor Participation

☒ No ☐ Percentage ☐ Amount

Report Template Name Report example

Save Cancel

When the report is produced (after selecting the desired dates and ) , errors will be displayed the case being, and the various export formats will be available. Once the file is created and saved, simply import the file into your accounting system and the debits and credits will automatically be included in the GL.

For participation loans, one can extract each participating Creditor’s portion.

The Transactions report can also be used for to isolate types of transactions.

Credit Agency Reports

Consumer credit reporting to Equifax, Experian, etc. in **Metro 2** format is available for the United States and Canada. The module must first be activated (Tools > Settings). The module is ideally used with third party “Credit Manager 5” software published by *The Service Bureau* (sold separately).

Very specific data is required for credit reporting and many fields are compulsory. Credit reporting should only be done by experienced users.

Alerts Module / Automatic Emails

The Alerts module allows you to set alerts or reminders that are then generated every day to remind you of what must be done, what must be produced (reports), if a mathematical condition is realized, what payment is due or late, etc.

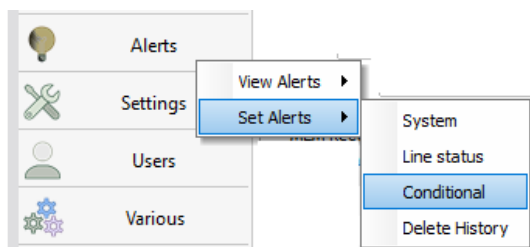
Different alerts may be set for each individual user and the MLM Administrator may set and see all alerts if desired.

Five types of Alerts are available depending on the need:

1. **System** Alerts: General alerts for one or all users.
2. **Line status** Alerts: Alerts based on the Line status conditions. Most useful for listing upcoming due payments. These will be generated only for “Active” Records (as opposed to Drafts, Closed, etc.).
3. **Record** Alerts: General alerts but specific to each Record.
4. **Record Line-specific** Alerts: In the Payment schedule of each Record, on each payment line.
5. **Conditional alerts**: Alerts based on mathematical conditions that are fulfilled over time.


Setting Alerts

“System”, “Line status” and “Conditional” alerts are set from the Main MLM window > Tools > Alerts.




“Line status” alerts allow you to be alerted of various Line statuses in ALL ACTIVE Records (for example a Due Pmt line was not updated to Paid or Unpaid on a specific date or a line with an insurance amount due is coming up).

- Borrowers can receive **Automatic emails** or **SMS** (subscription basis) before payments are due (3 days ahead for example) or when a payment bounces, another email can be sent automatically asking the Borrower to call to make arrangements. Templates can be used for personalized emails with name, amounts, dates...

- **Emails can also be sent in bulk** with templates (without the need of Alerts) using the  icon. This is available in the Main window with the right mouse click and in the Record itself, on the right. *Welcome* emails can even be sent out automatically when loans are imported via Excel.

“Record” and “Record Line-specific” Alerts are set individually in Records.

For the “Record” alerts, open the desired Record and click on the  **Alerts** button. The Record must have been saved before using this type of alert.

A window will allow you to create alerts like those for “System” alerts but related to that specific Record. For example, your client’s birthday is June 6. Create the Alert to call Joe on that day once a year (repeat alert).

“Conditional” alerts allow you to get a warning when some mathematical event occurs. For example, when the Maximum credit allowed for a loan is reached. MLM compares two fields or mathematical equations and will produce an alert when one field is larger than, less than, equal to, etc. the other field.

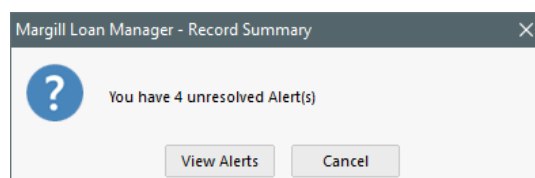
The “Record Line-specific” alerts are inserted on a specific line of the Payment schedule. Scroll to the right in order to show the columns “Alert to accomplish” and “Alerts Days Before - / After +”. Enter what must be done on that line and whether you wish to be alerted before the actual date (a minus sign indicating the number of days before), after that date (a number of days without the sign) or on the actual day (nothing in column).

| Alert - Task to accomplish | Alert Time | (Days) |
|----------------------------|----------------|--------|
| Call client for financials | Day(s) before: | 1 |
| Make sure fiancials are in | Day(s) after: | 7 |

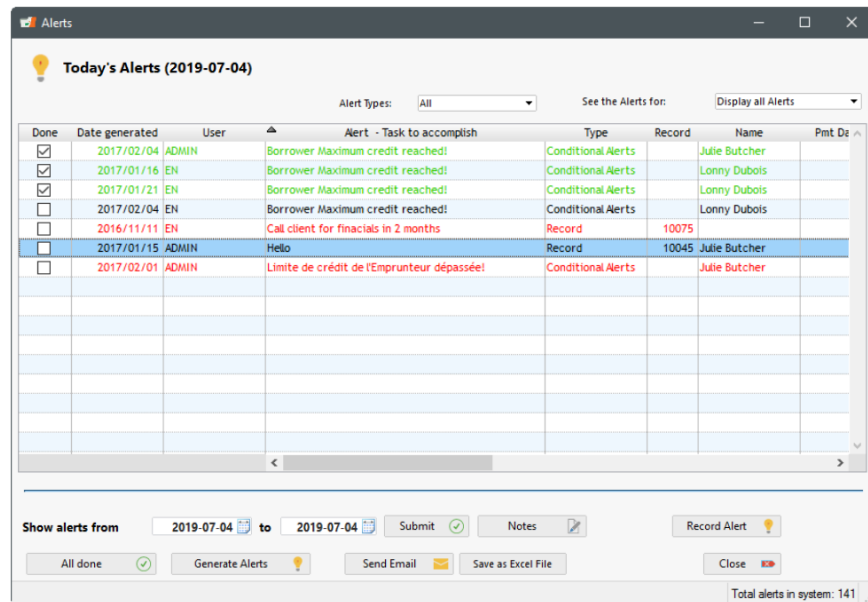
Partial screen shot of Payment schedule

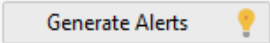
Viewing Alerts

Alerts will be displayed upon running MLM. The following window will appear showing the number of alerts.



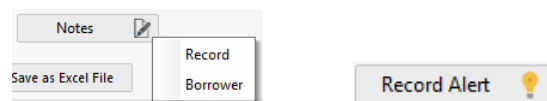
When “View Alerts” is pressed, the window shows the current day’s alerts (in black), older alerts that have yet to be resolved (in red). When an alert is resolved, check the alert in the “Done” column and the alerts will become green. The resolved alerts will not show up on the next day.



The “Generate Alerts”  button updates the alerts by regenerating the day’s alerts and eliminating the resolved alerts from the list.

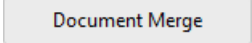
Historical alerts (resolved or not) as well as upcoming alerts may also be displayed.

Scroll to the right to see other Record data. An email may also be sent to the client whose alert is highlighted. It is also possible to display and add Notes for the Record or for the Borrower by pressing on the “Notes” button. New Alerts may also be created with the “Record Alert” button.



After pressing on Exit, you can always come back to see the alerts anytime with the view Alerts button under “Tools”.



Invoices and statements (via Document Merge) may be sent by the Alerts window with the  button. This may be useful for example, to send invoices 30 days before the next “Due Pmt”.

Electronic Funds Transfer

Electronic Funds Transfers are available for:

- the **United States** with standard “NACHA” files that can be uploaded to your bank’s EFT portal. Our EFT provider, VoPay International, can also be used for debits and credits;
- Canada**, where Margill works with and VoPay International and ACCEO Solutions (Transphere). E-Transfers

(credit to the Borrower) can be done in Margill with VoPay;

- In **Europe**, where the SEPA file can be uploaded to your bank's EFT portal.

Once a payment schedule is set up with upcoming (Due Pmt) payments, some of these or all of these future payments may be submitted for EFT by bank account debit or credit card debit. After the payments to submit are selected, an encrypted file is produced and sent to one of the Electronic Funds Processors in the United States or in Canada depending on the MLM EFT Processor you selected.

Returned transactions (NSF) can be obtained and managed directly in Margill with VoPay (US and Canada) and Acceo-Transphere (Canada).

Consult the full User Guide for more information on EFT.

Automated Data Imports / Updates / Export (APIs)

Automatically import and update Loan, Borrower (JSON, Excel) and transaction data

If another information system manages Loan and Borrower data (for example, a Customer Relations Management (CRM) system), this data can be imported automatically in near real-time via either JSON or Excel files. A Windows Service checks when a new file is dropped into the designated "hot" folder and either creates a new Loan, Borrower, Co-Borrower or Guarantor or updates their data.

Transactions (payments and other data) can also be updated or added automatically via Excel sheets.

Automatically import/export Borrower data from/to Salesforce by API

If you are using Salesforce as your CRM software, Margill allows for seamless import/export of data from one system to the other. Usually, you would work with a Salesforce expert to set this up.

Consult the Appendix below, *Margill Loan Manager Main Features Checklist* for other features not covered specifically in this Quick Start Guide.

Electronic signature (with partner Xodo Sign)

Margill features an electronic signature module in the Document Merge tool. The automated process by email with Xodo Sign (Eversign) as the authority, allows the Borrower (Co-Borrower(s) and Guarantor(s) case being) and Creditor signatures to be added in order to obtain a fully executed contract. The eSignatures are all contained on the last page of the document.

Custom Development Work

The Margill team can also customize the software to your specific needs: links to your existing systems; new modules; very specific reports; new features; etc.

Contact us

For further information on Margill Loan Manager please contact us.

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See Detailed Features in Appendix Below

Appendix

Margill Loan Manager Main Features Checklist

Getting started

- Import your Borrowers in seconds directly from an Excel spreadsheet
- Import your regular and irregular loans and payments from an Excel spreadsheet
- System configuration and data import services

Basics

- PC: Windows based / Citrix / Remote Desktop
- PC: Mac running Parallels Desktop
- 64 bit version
- Available as network installed (your infrastructure) or in the Cloud (SAAS) on Azure
- Uses its own database (Hyperfile)(database is encrypted)
- Database can be located at any desired location on a local area network (LAN)
- Can easily be installed and accessed in the Cloud
- Network (multi-user) or Single User
- Manage from 10 to 75,000 loans
- Search tool in the Main window (Multiple field search)
- Large database quick data refresh
- Ultra-high resolution (4K) and small very high-resolution screen (>1080p) optimization
- Unique identifiers for Loans, Borrowers, Creditor (for third-party software communications)

Security and privacy

- Login by User name and Password
 - “Strong” (versus simple) password may be set as mandatory
 - Multifactor authentication (MFA)
 - 5 attempts to enter software before being locked out
- Users: Administrator, Power, Regular, Draft, Read-only
 - Multiple other rights/interdictions can be provided
 - Compulsory (or not) Template for Main window and Payment schedule data displayed
- ADMIN user only can activate additional security and confidentiality measures including:
 - 6 activity logs saved as JSON files
 - “Strong” password
 - And many more...
- Social Insurance Number and bank account Privacy

The Math

- Simple Interest
- Simple Interest Capitalized
- Compound Interest
- Multiple Compounding Periods (no need to match payment frequency)
- Multiple Payment Frequencies and Irregular
- Regular or Irregular First Payment Date
- Multiple Day Counts (Actual/Actual, Actual/365, Actual/360, 30/360)
- Short & Long Periods
- Mix of Compound and Simple interest in one schedule (pretty advanced stuff!!)
- Add-on (precomputed) Interest

Origination

- Accept / Reject applications (bulk import via Excel and JSON)
- Create payment schedules
- Create loan documents
- Store documents

Interest Rates

- Fixed Interest Rate
- Variable Interest Rates
 - Create your own Rate tables (Prime, SOFR, etc.)
 - Variable rates + or – x% (Spread)
 - Update interest rates in bulk (for multiple selected loans at once)
 - Change interest rates for all future payments or for a specific time period only
 - Payment schedule automatically updated when the Rate table is updated or updated at regular frequencies
 - Update Interest Rate tables in bulk via Excel sheet
 - **New 5.7** – Payments adjusted in the Payment schedule based on the interest rate as opposed to current operations (unpaid, partial payments etc. upstream)
- Recompute payments (optional) when new rate is applied
- Rates up to 6 decimal places

Borrowers – Guarantors – Creditors

- Client (Borrower/Guarantor) Database
- Creditor Database
- Borrower and Creditor databases independent from the loan itself
- Number of Borrowers that can be entered in the system is triple (3x) the number of loans purchased with the license
- Multi-lender, Syndicated loans (Can include dozens/hundreds of Creditors / Reports participation of each)
- Co-Borrower(s) for a loan
- Guarantor(s) for a loan
- Employer Database
- Maximum Credit for all of a Borrower's Loans
- Unlimited custom fields for Borrower, Creditor and Loan
- Multiple Loan Officers for a Creditor
- Metro 2 Credit reporting fields
- Add Notes or Attach files to a Borrower
- Import new Borrower data in bulk via spreadsheet
- Automatic import and update in near real-time of Borrower's data via a JSON or Excel file through a Windows Service (API)
- Automatic Import/Export from/to Salesforce (CRM) of Borrower data (API)

International and Standards

- Multi-Currency / Convert to one currency
- Truth-in-Lending Act (USA)
- Canadian Regulations
- European Regulations
- Standard Interest Calculation Methodology (for most jurisdictions in the world)
- English & French Versions

Amortization Table

- Custom Payment Plans (Regular, Irregular, Principal and Interest, Interest-only, Fixed Principal, Lump Sum, Combination of these, Rate-Adjusted Payments, Recomputation of Payments, Interest Rate Changes)
- Additional Principal (Waterfall advances) to an existing Loan (Phased disbursements)
- Fees, Penalties, Insurance, Taxes (Add others and name as desired)
- Interest or No Interest on Added Principal, Fees, Penalties, Insurance and Taxes
- Custom Payment Types (over 100) (Adapt the payment types to your exact needs) (Example: Paid Visa, Paid Check, Admin Fees, etc.)
- **New 5.7** – “Cash” type payments
- Custom Additional Principal Types (Name as you wish)
- Payment Principal only
- Pay interest only and “In advance”
- Custom Paid Principal and Paid Interest (can be “In Advance” types (name as you wish)
- Irregular Payments Management (Unpaid, Partial, Late)
- Automatic recomputation of payments after upstream changes (interest rate change, missed payments, balloon payments, etc.):
 - Interest-only payments
 - Fixed principal payments
 - Principal, interest and fee payments in order for the loan to be fully repaid (or with a residual value)
- Payment order/sequence:
 - Regular method: Fees > Interest > Principal
 - You can manually alter this order
 - Special method (upon request): Interest > Expected Principal > Fees > Principal
- “Expected Principal” concept
- Interest payment can pay capitalized interest before current accrued interest (Advanced feature)
- End-of-month payments or on the 28, 29, 30, 31
- Custom interest regular “capitalization” date

Easy User Customization

- Custom Fields (Unlimited)
- Custom Scroll Menus
 - Import and update scroll menus via spreadsheet
- Customization of names and multiple standard fields
- Custom Record statuses
- Custom Dashboard (Main Window):
 - Set data displayed by user
 - Custom Display Record filters
 - Rename fields names shown in Main window
 - See portfolio trends and interesting data with Widgets
- Custom Transaction and Payment types (over 100 types)(Paid Cash, Paid EFT, Extra Pmt, etc.)
 - Set special attributes to these transaction types (must be >0.00, <0.00 or =0.00)
- Custom Reports with hundreds of fields
- Custom columns (3 monetary, 3 numerical, 3 text) to enter extra loan information

Tools

- Powerful Post payment tool that allows batch posting
- Post paid, unpaid, partial and late payments, add Fees, add Comments, etc. “Unpay” paid payments in batch.
- Post/Update payments via an Excel sheet (Unique line ID for each payment or exact date and amount)
- Import regular and irregular payments (or extra Principal) in bulk (from a simple Excel sheet). Add multiple other data for each payment (Comment, Note, etc.)

- API: Automatic data Import and Update (in real time) from third-party information systems by JSON or Excel sheet
 - Borrowers
 - Borrowers and Loans
 - Transactions
- Electronic signature with Xodo Sign (formerly Eversign)
- Change future transaction data in bulk (with an Excel sheet)
- Send emails in bulk with templates
- Send SMS (text messages) in bulk with templates
- Record Sorting and Search
- Sort by multiple criteria
- Full database Search tool
- Record Display Filter
- Record Notes (unlimited length)
- Notes timestamped by user and cannot be changed after 24 hours
- Record Notes on Individual Payment Lines
- History (Log) of Changes
- Document management - attach files to Loans / Borrowers
 - Add standardized document/file Types (tags)
 - Log of attached file activity
- Returned checks module
- Global import/changes in the database manually or via Excel sheet
- Bulk import and change data and fees in payment schedule (via Excel sheet)
- Mass change data in Payment schedule
- Quick Irregular payments entry
- Backup (automatic or one-click when needed)
- *Sandbox* (test environment) before updating to latest version

Alerts

- System Alerts, Line status Alerts, Record Alerts, Payment Line-specific Alerts, Conditional Alerts
- Send automatic reminders to Borrowers by Email (upcoming payments, unpaid payments, etc.). Create your own templates.
- Alerts can be sent via email or SMS internally (to other key personnel)
- Show and change Notes directly from Alerts
- Add Alerts from the Alerts module
- Send Emails and SMS automatically from the Alerts module to Borrowers
- Maximum credit for a Borrower for all his Active loans in the system
- Send invoices/statements (Document Merge) via Alerts window

Reporting – Invoices – Statements

- Custom Reports using over 1000 fields + Custom fields+ Equations you create
- Sorting and subtotals according to the chosen fields in the Record list.
- Automatic report creation (overnight or anytime) and import to third-party software (report generation with Windows Task scheduler)
 - Reports can be saved or sent via email automatically
 - Reports can be sent to FTP or secure FTP directory
- Create Advanced queries (include or exclude part of portfolio)
 - Include loans (for invoicing) only if payments are expected
- Executive Dashboard (Portfolio overview – number of records, amounts, averages and graphics)
- Transactions Report
- Financial Projections

- Contracts, Letters, Invoices, Statements (Custom Merges with your Word (DOCX or RTF) Documents)
- Produce DOCX, RTF or PDF documents
- Send Invoices / Statements in bulk by Email, attach to Record, save and print with one click
- Creditor/investor statements (including participation loans)
- Mathematical Equations: Add, subtract, multiply, divide... fields together
 - **New 5.7** – Equations using Dates
- Advanced Mathematical Equations including IF / IF NOT conditions
- Data fields classified by theme
- Standard Reports
- Detailed payment schedules (Including Quarterly, Yearly, Fiscal Year-end Totals)
- Monthly, Quarterly, Yearly Reports (or Between any Dates)
- Current Balances
- Escrow reporting
- Repayment Ratio
- Detailed Accounting Data (see below)
- Ageing report (current, 30, 60, 90... days late)
- Credit reporting (Metro 2) (with Credit Manager 5 by The Service Bureau)(USA and Canada)

APR Module

- Very sophisticated calculation for multiple APR scenarios
- Fees can be Paid up-front, Financed or Paid subsequently
- Paid Financed fees distribution by type

Accounting

- Accounting automatic refund order:
 - Fees, Interest, Principal
 - Order may be modified
 - Great flexibility for irregular orders
- Export Debits and Credits to your General Ledger (QuickBooks, Sage 50/300, Acoma, CSV, TXT, Excel)
- Over 350 accounting fields for reporting:
- Interest Accrued and Paid, Paid Principal, Outstanding Amounts, Principal Balance, Due Interest, Payment source, etc.
- Export to your GL as Lender or as Borrower
 - Accounting entries based on Creditor participation
- Total Debits and Credits by account

Electronic Funds Transfer

- ACH with NACHA file for the United States
 - VoPay International payment processor now available in the US
- Automatic debit from bank account – Canada via ACCEO Transphere or VoPay International including e-Transfer (credit) to Borrowers
 - Automatic update of Affiliate Records when Master Records are updated
 - Automatic payment returns (NSF)
 - Cannot submit payments requests if more than x previous bounced payments
- Europe: SEPA EFT files (pain008.001.02 and pain008.001.08)
- Other countries – development based on your needs

Fees, Insurance and Taxes

- Include fees, insurance or taxes with automatic recomputation based on:
 - Percent of loan balance
 - Percent of interest accrued

- Percent of principal balance and days (same calculation as Simple interest)
 - Simply an amount set by user that can be changed as needed
- Fees can be added as columns (6 personalized columns) or as lines
- Column fees automatically generated according to the rules established by the Administrator
- Column Sales Taxes automatically eliminated for unpaid payments
- Escrow module
- Easily change Fees refund order
- Automatic fees based on number of days late
- Automatic fees according to the Record Type or a Custom field.
- Column fees paid automatically according to a preset refund order that can be modified

Web Features

- Bulk import loan applications and accept or decline (via JSON or Excel). Keep history of all applications
- Automatic and real-time import of approved loans from your loan approval system via JSON or Excel
- Web Portal for your borrowers and investors to consult various data pertaining to their loan(s)(you decide on which data can be seen)
- Salesforce data exchange via our API
- Gmail and Microsoft family “OAuth 2.0” protocol for sending emails
- On-line web application form (customized for each customer)(web – separate module from MLM)
- On-line loan approval tool (web – separate module from MLM)

Cool Features

- Customize your Dashboard (Main window) – important data for your needs
- Add Color to identify problem loans / Sort and Display by color
 - Change Color Name (Loan Labels)
- Add Color to payment lines
- Compulsory Fields
- Background tasks: automatic backups, current balance recomputation, alerts etc.
- Scan files directly in the software (then attach documents)
- Increase or decrease font size in the Dashboard, Payment schedule, Post payment window
- Spreadsheets directly in most reports
- 35+ shortcuts – view with F2
- Unique Identifiers for Borrowers, Creditors and Loans (to tie in to third-party software)
- Loan balance and Ageing report based on date – updated daily on Dashboard
- Obtain the amount payable by borrower at any date to get his payment schedule back on track
- Remembers last report dates
- Email mass sending test tool
- Multiple customizable field names
- System Notes in Main window

Investor Module (Participation / Syndicated Loans)(as an add-on module only)

- Manage complex multi-creditor (investor) investment scenarios including investments and divestments at various dates, pro-rated interest calculations and payment of interest and principal based on investment amounts and dates

Help

- Quick Tutorial directly in Margill
- **New 5.7** – Description of all fields directly in Margill
- [Take a Tour with one of our Experts](#)
- [Download a 30-day Trial](#)
- [Quick Start User Guide](#)

- Short [video guides](#)
- Detailed User Guide (over 1200 pages)
- Knowledge Base: www.margill.com/en/knowledge-base/
- Questions or having problems? Call or email. We are there for you...

Other references:

Quick overview: [www.margill.com/mlm/Margill Loan Manager Overview.pdf](http://www.margill.com/mlm/Margill_Loan_Manager_Overview.pdf)

Very detailed features (Release Notes): www.margill.com/notes/release-notesMLM-en.htm