

# Loan Services



This service allows you to initiate payments to a designated loan or line of credit. Please be advised that Loan payments made after 9:00 p.m. CT and on non-business days will have the next day's effective entry date and will be processed the next business day.

Tiered commercial loans cannot be future dated and will need to be keyed in on the date the payment is to be made.

### Loan Payments

1. To create a loan payment, click **Payment Center** in the left navigation menu.
2. In the Transfers widget, click **Add A Loan Payment**.
3. Select a Transfer From account and a Value Date.
4. Select a Loan Account and Amount. You have the option to designate the amount to Default Amount, Excess Payment to Principal, or Fee Only.
5. Click **Schedule Transfer**. After you submit the loan payment, you will receive a confirmation message.
6. If the payment requires approval, it will show in an "awaiting approval" status in the Transfers List View. Depending on your user entitlements, either you or another user must approve the payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
7. **To approve**, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.

### Loan Draws

This service allows you to initiate draws (or advances) from permissible types of loans or lines of credit. Please be advised that loan draws made after 9:00 p.m. CT and on non-business days will be processed the next business day. To create a loan draw, in the Transfers widget, click **Add A Loan Draw**.

1. Select a Loan Account and a Value Date.
2. Select a Transfer To account and Amount.
3. Click **Schedule Transfer**. After you submit the loan draw, you will receive a confirmation message.
4. If the loan draw requires approval, it will show in an "awaiting approval" status in the Transfers List View. Depending on your user entitlements, either you or another user must approve the payment. (Users may have different levels of approval rights – 100%, 50%, or 33%.)
5. **To approve**, click the arrow next to the payment and select Approve from the drop-down menu. You can also click the box next to the payment and click Approve under the list view.