



## *Revolving Loan System*

**For**

**Municipalities**

**Datalogic**

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## Revolving Loan System

### Overview

The Revolving Loan program is a database management system for tracking the status of loans. General loan information and payments are stored in a Loan Master identified by loan number and name. The primary purpose of the program is to track loan status, payments, and to provide reports for accounting. This program was designed for a municipality administering approximately 50 loans.

Interest for **each payment** can be recorded using one of three different options.

- (1) Manually enter the interest.
- (2) Let the system calculate the interest based on the periodic rate regardless of the date of the payment.
- (3) Let the system calculate the interest based on the daily interest rate.

A loan amortization program is available for printing a schedule of payments.

A folder titled, Revolving Loan, is created on the desktop. This folder includes the main Loan Master views and reports.

### Views

Views are data entry screens. The following views will be used to enter new and existing loans, enter payments, etc.

**System File** – This view is used to maintain the City's name, address, etc. For the most part, this view will only be used when setting up the RL system

Totals for outstanding loans, types of loans, etc. are maintained automatically. Data can not be entered into these fields, indicated by a shadowed appearance.

**Loan Master** – This view will be used to maintain and track pertinent data for each loan. Note the different TABS, i.e. Payments, Loan, Contact, Notes, Pmt Sched, and History. Refer to the different sample screens to view the data maintained by each tab.

### Sample Screens

The following pages include several examples of screens used for data maintenance.

## Loan (tab)

Details related to the loan amount, term, and interest are maintained in this page. This informatin is entered when the loan is setup and is updated automatically as payments are received. The fields are mostly self-explanatory.

Loan Master		
Company: Axxxxxxxxxxxxxxx	Loan Date: 11/02/2001	
Loan#: 01-006	Loan Balance: 56022.17	
Status: A	Annual Rate: 5.500000	
	Payment: 1146.07	
Payments   <b>Loan</b>   Contact   Notes   Pmt Sched   History		
Loan Date: 11/02/2001	First Pmt Due: 01/20/2002	<input checked="" type="checkbox"/> Late Notice
Maturity Date: 11/02/2006	Pmt Due Day: 2	Days To Late: 0
Loan Amount: 60000.00		Late Charge: 0.00
No Of Pds: 59	Pds Per Yr: 12	
Annual Rate: 5.500000	<input checked="" type="checkbox"/> Daily Interest	Last Pmt Date: 05/24/2002
Periodic Rate: 0.458333		Last Pmt Amount: 1200.00
Daily Rate: 0.015068		Principal Paid: 3977.83
Eff Annl Rate: 5.640776		Loan Balance: 56022.17
Payment: 1146.07	<input checked="" type="checkbox"/> Lock Payment	Interest Paid: 1806.45

## Payments (tab)

Loan payments are entered using this screen. As each payment is entered, the principal and interest is calculated and updated on the Loan page. Interest can be entered manually or calculated by the system.

The screenshot shows the 'Loan Master' application window. At the top, there are input fields for 'Company', 'Loan#', and 'Status'. To the right, summary information is displayed: 'Loan Date: 11/02/2001', 'Loan Balance: 56022.17', 'Annual Rate: 5.500000', and 'Payment: 1146.07'. Below these are tabs for 'Payments', 'Loan', 'Contact', 'Notes', 'Pmt Sched', and 'History'. The 'Payments' tab is active, showing checkboxes for 'Calc Interest' and 'Daily Interest', and a 'Last Pmt Date' field set to '05/24/2002'. A table displays the payment schedule:

Pmt#	Date	Days	Payment	Interest	Principal	Reference
1	02/04/2002	94	1146.07	849.84	296.23	#4204
2	02/22/2002	18	1146.07	161.93	984.14	#4277
3	04/04/2002	41	1146.07	362.76	783.31	#4340
4	04/23/2002	19	1146.07	165.87	980.20	#4433
5	05/24/2002	31	1200.00	266.05	933.95	#4552

## Contact (tab)

This page maintains contact information for the account.

Loan Master	
Company: Axxxxxxxxxxxxxxx	Loan Date: 11/02/2001
Loan#: 01-006	Loan Balance: 56022.17
Status: A	Annual Rate: 5.500000
	Payment: 1146.07
Payments   <b>Loan</b>   Contact   Notes   Pmt Sched   History	
FEID #:	
Contact:	Txxxxxxxxxx
Address1:	17xx xxxxxxxx
Address2:	
City, ST Zip:	Marion   IL   62959
Tel:	
Fax:	
E Mail:	

## Notes (tab)

Free form notes can be entered for each account.

The screenshot displays the 'Loan Master' application window. The title bar reads 'Loan Master'. The interface is divided into several sections:

- Company Information:** A text box for 'Company' containing 'Acxxxxxxxx xxxx x xxxx', a 'Loan#' box with '01-006', and a 'Status' dropdown menu set to 'A'.
- Loan Details:** A table-like structure showing:
  - Loan Date: 11/02/2001
  - Loan Balance: 56022.17
  - Annual Rate: 5.500000
  - Payment: 1146.07
- Navigation Tabs:** A row of tabs labeled 'Payments', 'Loan', 'Contact', 'Notes' (which is selected), 'Pmt Sched', and 'History'.
- Notes Field:** A large text area with the label 'Notes:' and the placeholder text 'Type in notes here...'. The text area is currently empty.

### Pmt Schedule (tab)

This screen is used to document special payment schedules for seasonal loans. At the present time, this is for user reference only and is not considered when identifying delinquent loans. The program will be updated to take special payment schedules into consideration when required by a user.

The screenshot shows the 'Loan Master' application window. At the top, there are several input fields: 'Company' (with a masked value 'Acsxxxxxxxx xxxx x xxxx'), 'Loan#' (01-006), and 'Status' (A). To the right, there are fields for 'Loan Date' (11/02/2001), 'Loan Balance' (56022.17), 'Annual Rate' (5.500000), and 'Payment' (1146.07). Below these fields is a tabbed interface with tabs for 'Payments', 'Loan', 'Contact', 'Notes', 'Pmt Sched', and 'History'. The 'Pmt Sched' tab is active and displays a grid of months from January to December. Each month has a checked checkbox and a 'Pmt' field containing the value '0.00'.

<input checked="" type="checkbox"/> Jan	Jan Pmt:	0.00	<input checked="" type="checkbox"/> Jul	Jul Pmt:	0.00
<input checked="" type="checkbox"/> Feb	Feb Pmt:	0.00	<input checked="" type="checkbox"/> Aug	Aug Pmt:	0.00
<input checked="" type="checkbox"/> Mar	Mar Pmt:	0.00	<input checked="" type="checkbox"/> Sep	Sep Pmt:	0.00
<input checked="" type="checkbox"/> Apr	Apr Pmt:	0.00	<input checked="" type="checkbox"/> Oct	Oct Pmt:	0.00
<input checked="" type="checkbox"/> May	May Pmt:	0.00	<input checked="" type="checkbox"/> Nov	Nov Pmt:	0.00
<input checked="" type="checkbox"/> Jun	Jun Pmt:	0.00	<input checked="" type="checkbox"/> Dec	Dec Pmt:	0.00

## History (tab)

This page can be used to track correspondence, phone calls, and other special actions related to the loan account.

Loan Master

Company: Acxxxxxxxx xxxx x xxxx

Loan#: 01-006

Status: A

Loan Date: 11/02/2001

Loan Balance: 56022.17

Annual Rate: 5.500000

Payment: 1146.07

Payments | Loan | Contact | Notes | Pmt Sched | History

Use this area to record dates of contact, etc.

Date	Description
05/01/2002	Use this area to document contacts, etc.

## Reports

The following pages include several examples of reports.

# Delinquent Loans

This report provides a list of active loans and identifies those that are late.

<i>Delinquent Report</i>							
						Report #: 111	Page: 1
						Date: 03/28/2003	12:03:51
Print records Payment Due Day between 1 and 10 Loan Status equal A							
Company Loan#	Loan Date 1st Pmt Due	Loan Amount Last Pmt Date	Annl Rate	Pds Notice	Payment Pmts Rcvd	Loan Balance Sched Balance	Status
Acxxxxxx xxxx x xxxx 01-006	11/02/2001 01/20/2002	60,000.00 2 05/24/2002	5.5000	59 Y	1,146.07 5.05 of 15	56,022.17 46,244.97	Late
Bbxxxxxx xxxxxx xx x xxxxxxx 01-004	07/18/2001	16,503.31 1 05/07/2002	5.5000	81 Y	244.36 11.25 of 20	14,461.26 12,978.12	Late
Cxxxx xxxx xxxxx 99-004	05/10/1999	182,000.00 1 05/07/2002	5.5000	120 Y	1,975.20 36.00 of 46	137,376.81 123,718.61	Late
Fxxxx xxxxxxx xxx xxxxxxx 96-004	08/01/1996	15,000.00 1 08/02/2001	4.0000	48 Y	338.69 49.78 of 79	0.00 0.00	
Fxxxxxxx xxxxx 96-003	08/01/1996	75,000.00 1 05/21/2002	4.0000	120 Y	760.46 69.00 of 79	35,635.08 29,054.18	Late
Gxxx xxxxxxx xxx xxx 98-006	11/20/1998	70,000.00 1 12/17/2001	5.5000	84 Y	3,000.00 16.96 of 52	27,193.05 29,876.30	
Gxxx xxxxxxx 98-001	03/01/1998	3,591.10 1 05/10/2000	5.2500	18 Y	209.00 17.20 of 60	0.00 0.00	
Hxxxx xxxxxxx 94-001	12/01/1994	18,000.00 1 01/21/2000	4.0000	60 Y	331.50 54.30 of 99	0.00 0.00	
Hxxxx xx 00-003	09/01/2000	50,000.00 1 05/07/2002	5.5000	60 Y	955.06 19.00 of 30	35,903.34 26,712.28	Late
Hxxxx xxxxxxx 95-002	04/24/1995	15,000.00 1 05/03/2000	4.0000	60 N	276.25 54.38 of 95	0.00 0.00	
Jxxxx xx xxxxxx xxx 97-002	01/30/1997	20,000.00 1 01/29/2002	5.5000	60 Y	383.00 59.83 of 74	0.00 0.00	
Kxxxx xxxxxx x 98-003	03/20/1998	10,000.00 1 05/02/2002	5.2500	120 Y	107.30 98.00 of 60	1,756.92 5,651.36	
Lxxx xxxx x 99-001	01/21/1999	15,000.00 1 05/10/2001	5.5000	72 Y	245.07 27.00 of 50	9,684.79 5,117.56	Late
Lxxx xxxx xx 99-003	04/09/1999	9,500.00 1 12/17/2001	5.5000	60 Y	181.47 22.00 of 47	6,514.87 2,285.08	Late
Lxxx xxxx xxxxxxx 96-002	05/01/1996	69,825.00 1 05/07/2002	4.0000	60 Y	984.27 72.00 of 82	8,779.72 0.00	Late
Lxxxxxxx xxxx xxx 98-002	03/01/1998	16,750.00 1 02/13/2002	5.2500	60 Y	325.00 58.38 of 60	0.00 0.00	
Mxxxx x xxxxxxx 92-001	12/11/1992	20,000.00 1 11/20/2001	4.0000	120 Y	202.49 118.94 of 123	0.00 0.00	
Nxxxx xxx xxxxxx 99-002	01/29/1999	50,000.00 1 05/06/2002	5.5000	60 Y	955.06 40.00 of 50	18,050.34 9,314.22	Late
Pxxxx xxxxx xx xxxxxxx 95-001	04/13/1995	80,000.00 1 05/31/2002	4.0000	120 Y	809.97 85.66 of 95	26,174.84 19,397.41	Late
Rxxxx xx xxxxx xxx 96-005	10/24/1996	21,300.00 1 11/07/2000	5.5000	60 Y	404.85 59.72 of 77	0.00 0.00	
Shxxxxx xxxxxxx xx 96-001	03/29/1996	50,000.00 1 05/06/2002	4.0000	84 Y	683.44 73.00 of 84	7,369.50 0.00	Late

(rllate rv 053000)

**Late Notice****City of Marion Revolving Loan****NOTICE  
OF PAST DUE LOAN PAYMENT**

Acxxxxxxxx xxxx x xxxx  
17xx xx xxxxxxx

Marion, IL 62959

Loan #:	01-006
Loan Date:	11/02/2001
Term:	59 months
Original Amount:	60,000.00
Annual Rate:	5.5000%
Payment:	1,146.07
Principal Balance:	56,022.17
Past Due Amount:	12,552.84 as of 03/28/2003

*If payment has been made, please disregard this notice.*

# Loan Status (report)

This report provides details for each account.

Loan Status										
Company: 862399										
12:06:33PM 03/30/2003										
COMPANY	LOAN#	STAT	LOAN DATE	MATURITY DATE	LOAN AMOUNT	LOAN BALANCE	PAYMENT	FEE/CCY	LAST PMT DATE	LAST PMT AMT
Bank of America	00-003	A	08/01/2000	09/01/2005	50,000.00	35,903.34	955.06	60	05/07/2002	955.66
Bank of America	00-004	A	11/08/2000	11/08/2005	60,000.00	43,389.09	1,146.07	60	05/28/2002	1,146.87
Bank of America	001-00	A	04/06/2000	04/06/2005	100,000.00	0.00	1,930.12	60	02/19/2002	49,000.80
Bank of America	002-00	A	05/02/2000	05/12/2005	50,000.00	32,676.20	955.06	60	05/09/2002	1,909.39
Bank of America	01-001	A	06/03/2001	06/19/2008	25,000.00	22,830.87	309.26	94	04/08/2002	718.32
Bank of America	01-002	A	07/09/2001	07/09/2004	5,000.00	3,685.53	130.98	36	05/13/2002	150.88
Bank of America	01-003	A	07/03/2001	07/13/2006	20,000.00	17,015.18	382.03	60	05/06/2002	382.83
Bank of America	01-004	A	07/08/2001	04/01/2008	16,500.31	14,441.26	264.26	91	05/07/2002	275.80
Bank of America	01-005	A	08/15/2001	08/15/2006	20,000.00	17,187.11	382.03	60	05/21/2002	400.80
Bank of America	01-006	A	11/02/2001	11/02/2006	60,000.00	56,022.17	1,146.07	59	05/24/2002	1,200.80
Bank of America	01-007	A	12/14/2001	12/14/2006	16,000.00	13,141.09	385.62	60	03/16/2002	303.62
Bank of America	02-001	A	02/03/2002	02/13/2005	9,900.00	9,636.08	288.95	36	04/05/2002	300.60
Bank of America	02-002	A	02/09/2002	02/19/2007	128,000.00	122,254.97	2,415.33	60	05/15/2002	2,415.33
Bank of America	02-003	A	02/08/2002	02/08/2007	25,000.00	23,982.33	477.33	60	05/29/2002	477.33
Bank of America	02-004	A	05/00/2002	05/00/2007	20,000.00	20,080.00	382.03	60		0.00
Bank of America	92-001	A	12/01/1992	01/01/2003	20,000.00	0.00	282.49	120	11/20/2001	2,824.56
Bank of America	94-001	A	12/01/1994	11/01/1999	18,000.00	0.00	331.50	60	01/21/2000	184.81
Bank of America	95-001	A	04/03/1995	05/01/2005	80,000.00	26,174.84	889.97	120	05/01/2002	809.87
Bank of America	95-002	A	04/04/1995	05/01/2000	15,000.00	0.00	276.25	60	05/03/2000	1,097.44
Bank of America	96-001	A	03/29/1996	04/01/2003	50,000.00	7,269.50	683.44	94	05/06/2002	683.44
Bank of America	96-002	A	05/01/1996	05/01/2001	69,825.00	8,779.72	984.27	60	05/07/2002	984.27
Bank of America	96-003	A	08/01/1996	07/01/2006	75,000.00	33,635.08	700.46	120	05/21/2002	380.46
Bank of America	96-004	A	08/01/1996	08/01/2001	15,000.00	0.00	308.69	48	08/02/2001	3.85
Bank of America	96-005	A	10/24/1996	11/01/2001	21,300.00	0.00	444.85	60	11/07/2000	4,748.38
Bank of America	97-001	A	01/23/1997	01/23/2002	25,000.00	0.00	478.00	60	02/20/2002	80.36
Bank of America	97-002	A	01/09/1997	01/09/2002	20,000.00	0.00	383.00	60	01/28/2002	316.73
Bank of America	98-001	A	03/01/1998	11/01/1999	5,591.10	0.00	289.00	18	05/10/2000	209.80
Bank of America	98-002	A	03/01/1998	03/01/2004	16,750.00	0.00	325.00	60	02/13/2002	3,900.80
Bank of America	98-003	A	03/23/1998	04/01/2008	10,000.00	1,738.92	187.30	120	05/02/2002	214.60
Bank of America	98-004	A	03/06/1998	04/01/2008	32,790.64	0.00	347.62	120	07/18/2001	16,303.31
Bank of America	98-005	C	11/02/1998	11/02/2013	75,000.00	69,942.65	612.82	390	03/16/2001	612.80
Bank of America	98-006	A	11/00/1998	10/00/2005	70,000.00	27,183.05	3,080.00	34	12/17/2001	6,000.80
Bank of America	99-001	A	01/01/1999	01/01/2005	15,000.00	9,684.79	265.07	72	05/10/2001	1,470.42
Bank of America	99-002	A	01/29/1999	01/29/2004	50,000.00	18,030.34	955.06	60	05/06/2002	955.85

## Field Descriptions

### Header

**Loan #:** User provided number that must be unique. This number can not be changed once it is entered.

**Company:** The name of the borrower. Since some reports are printed alphabetically by borrower, it is suggested that the “sort by” name be used, i.e. Simpson, James.

**Status:** Active, Collection, Other, or Paid.

### Loan (tab)

**Loan Date:** The original date of the loan, entered as mm/dd/yy, or mm/dd/yyyy, or mmddyy, or mmddyyyy.

**Pmt Due Day:** The scheduled day of the month each payment is due. Used for reference when determining the delinquent status of a loan.

**Maturity Date:** The maturity date of the loan, entered as mm/dd/yy, or mm/dd/yyyy, or mmddyy, or mmddyyyy. This field is for reference only. (optional).

**Loan Amount:** Enter the original amount of the loan, i.e. 25000. Do not use commas, dollar signs, etc.

**No of Pds:** Enter the total number of payments, i.e. 60 for a 5-year loan assuming monthly payments. This value will be used to calculate the payment and will appear on several reports.

**Pds Per Yr:** Enter the number of payments per year, i.e. 12 for monthly. This value will be used to calculate the payment and will appear on several reports.

**Annual Rate:** Enter the annual interest rate, i.e. 4.5, 5.25, etc. This value will be used to calculate the payment and will appear on several reports.

**Daily Interest (checkbox):** Check this box if interest is to be calculated on a daily basis, i.e. based on the dates payments are made. This box can be checked or unchecked on a payment by payment basis. Note that the same checkbox appears on the payment screen for convenience.

**Periodic Rate:** This rate is calculated automatically based on the number of payments per year. If interest is auto-calculated, this rate is used unless Daily Interest is specified.

**Daily Rate:** This rate is calculated automatically. If interest is auto-calculated, this rate is used when Daily Interest is specified.

**Eff Annl Rate:** This rate is calculated automatically. The Effective Annual Rate is not used in any calculations.

**Payment:** The payment will be calculated automatically as loan data is entered. If the calculated payment is correct, simply tab through this field. If desired, the payment can be changed to correspond with payments other than the amount calculated. The payment is for reference and appears on several reports.

**Lock Payment (checkbox):** The calculated payment may differ from the amount specified by the loan document. This can be caused by rounding differences or by agreement with the borrower. If desired, a payment can be "locked" to a specified amount. If this box is checked, changes in the loan parameters will not recalculate the payment.

**Late Notice (checkbox):** This value appears on reports for reference.

**Days to Late:** The number of days after the scheduled payment is due that this loan is considered delinquent. For reference only, this value appears on reports for reference

**Late Charge:** The amount of late charge applicable for this account. For reference only, this value appears on reports for reference

**Last Pmt Date:** This data is updated automatically as payments are received. Note that if a payment is deleted, this field is rolled back to the date of the previous payment. Though the Last Payment Date can not be changed on this screen, the field also appears under the Payments tab and can be changed there.

**Last Pmt Amount:** This data is updated automatically as payments are received. Note that if a payment is deleted, this field is rolled back to the amount of the previous payment.

**Principal Paid:** This data is updated automatically as payments are received. At the present time, this value reflects the total principal during the life of the loan.

**Loan Balance:** This data is updated automatically as payments are entered.

**Interest Paid:** This data is updated automatically as payments are entered. At the present time, this value reflects the total interest paid during the life of the loan. Interest for the past year (or any specified period of time) can be obtained by report.

## Contact (tab)

**FEID #:** Federal Employee ID # of the borrower.

The remaining fields under this tab are self-explanatory and are provided for maintaining account records.

## Notes (tab)

This area can be used for entering free form text.

## Pmt Sched (tab)

The Payment Schedule screen is provided to record special payment schedules. At the present time, the data recorded is for reference only and is not included on any reports.

<Month> **(checkbox):** Check or uncheck each month as appropriate to indicate whether or not a payment is scheduled for that month.

<Month> **Pmt:** Enter the amount of the scheduled payment for the month.

## History (tab)

Use this table to record dates of contact, etc. Data is normally entered in a left to right order for each entry. When the screen is filled, the scroll bar can be used to move up or down the table.

**Date:** Enter the date of the letter, telephone call, etc.

**Description:** A short description of the contact can be entered here.

## Payments (tab)

This table is used to record payments as they are received. Data entered here will update the LOAN information for this account as well as the overall loan information maintained in the system file.

Data is normally entered in a left to right order for each payment. When the screen is filled, the scroll bar can be used to move up or down the table.

Several “rules” are applied when entering, modifying, or deleting payments:

- Payments can only be entered at the bottom of the table.
- Payments can not be modified after they are entered. If a change is desired, the payment can be deleted, then re-entered.
- Only the last payment in the table can be deleted. Note that the “last payment” can be deleted repeatedly until the offending payment is reached. Deleted payments must then be re-entered.
- When entering a payment, the statuses of the **Daily Interest checkbox** and **Calc Interest checkbox** will determine whether or not interest is calculated, and if so, whether the periodic or daily rate is used. These boxes appear under the Payment tab and can be checked or unchecked as a payment is entered. If the desired action is not achieved, try deleting the payment, checking the desired boxes, and re-entering the payment.

**Calc Interest (checkbox):** Check this box if auto-calculation of interest is desired. If interest is to be entered manually, uncheck this box.

**Daily Interest (checkbox):** Check this box if interest is to be calculated on a daily basis, i.e. based on the dates payments are made. This box can be checked or unchecked on a payment by payment basis. This field is shadowed and has no effect if the Calc Interest checkbox is not checked.

**Last Pmt Date:** This data is updated automatically as payments are received. Note that if a payment is deleted, this field is rolled back to the date of the previous payment. This date can be changed if necessary.

**Pmt#:** This number is updated automatically. The Payment # value is used internally and is not necessarily intended to correspond with the actual number of payments made.

**Date:** Date payment is received. If Daily Interest is calculated, this date, and the Last Pmt Date, will be used to calculate the interest.

**Payment:** Amount of the payment. Additional principal can be included, if desired.

**Interest:** If Calc Interest is checked, the amount of interest will be entered automatically. If Daily Interest is checked, the interest will be based on the daily interest rate, otherwise, the periodic rate will be used. If Calc Interest is not checked, the desired amount of interest should be entered.

**Principal:** The principal will be calculated automatically as payment and interest are entered.

**Reference:** Optional field for input of check no. or other brief notes.