L L C   F U N D
M A N A G E R

Posting Process

Typically, at the end of a month or quarter, the broker will cut checks to members and send out statements.

1) **Add investment Income.** Click on the "Log Borrower Payments" icon (or menu to **Servicing > Receipts > Log Payment**). Select the LOAN Income account

Add the payment from your servicing software. This would be the total check amount paid to the fund (not each borrower payment). The check may consist of interest, principal paydown, late fees, or advance repayments. Also update the New Loan Balance. This would either be on the check or from the servicing investor portfolio report. This number is only used for reserve calculations and shows on the GL.

There may be other expenses to be subtracted from the funds available to members. If this is the case, those are entered in **Servicing > Receipts >Other Debit Credit.** See the Vendor Payments FAQ for more information on this option.

2) **Post the Payments.** Menu to **Servicing > Disbursements > Post to Members.** Select the date at the end of the period. (Check dates can be altered later). Click **Load Data** to see the results. Check the expected yield box to set a preferred rate. Otherwise cash in is paid out less expenses.

You can reload this information if changes are required. But once you press Continue, you will have to restore a backup to start the process over.

Now click **Print**, then **Backup**. Show the results to your manager or review for correctness. If OK, then click **Continue** to Post.

3) **Payment Journal.** Now review the distribution results in the Payment Journal. Menu to **Servicing > Disbursements > Payment Journal**. Usually you can leave the dates set to the defaults. This report shows you the money received and the breakdown to members. There may be some odd penny adjustments. These adjustments stay in the servicing account.

   Members with funds in the Pay column get checks. Members with funds in the Reinvested column are buying additional shares. Save this report in case of data loss or for auditing purposes.

4) **Print Checks.** The next step is to print Member checks. Menu to **Servicing > Disbursements > Print Checks.** The review screen mimics the payment journal. You can adjust here if necessary.

The Hold Date will match the posting date. If you want to print checks showing a later date, adjust the Check Date.   Some brokers send a non-negotiable check to reinvestment members rather that a statement. Check "Print Zero Dollar Check" to do this.

Members signed up for ACH (electronic deposits) will receive a non-negotiable check also. There is a separate step to send in NACHA checks under **Servicing > Disbursements > NACHA Export.**

If the checks printed correctly, answer the dialog Yes to print the Broker fee check and post payments to member ledgers. The broker fee check is deposited in your business checking account.

5) **Member Statements (Optional)** Most brokers will send out a member statement at this point. Menu to **Servicing > Member > Member Statement** to print these.