

## **LOAN PROGRAM HELP**

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## **FILE MENU COMMANDS**

Use the scroll bar to see more commands.

### **New**

Opens a new loan document.

When you choose New, you can save changes to the loan document you have been working on.

### **Open**

Opens an existing loan document that was previously saved.

When you choose Open, you can save changes to the loan document you have been working on.

### **Save**

Saves changes to the loan document you have been working on.

When you choose Save, the document remains open so you can continue to work on it.

### **Save As**

Saves a new or existing loan document. You can name a new document or save an existing document under a new name. The original document remains unchanged. When you choose Save As, the document remains open so you can continue to work on it.

### **Print**

Prints one copy of the Loan Payment Schedule for the loan document you are working on.

### **Exit**

Closes the loan document you have been working on and quit the Loan Program. You can save the file before quitting.

## **VIEW WITH NOTEPAD**

Click the "View With Notepad" command button on the main input screen to view the Loan Payment Schedule and Truth-in-Lending form using Notepad. This is a convenient way to review the loan data schedule without printing. This also creates an output report that can be edited into any format that you would like.

## **OPTIONAL DATA**

Click the "Optional Data" menu on the main input screen and you will have four choices for optional data that may be entered.

### **Loan Description**

Four Lines are available to enter any text description for the loan data that you wish. You may enter a name, address or just a general description of the loan on these four lines.

### **Fee or Interest Points**

You may enter either a loan fee or interest points for the loan. A loan fee is a flat dollar amount charged on the loan. Interest points are used to calculate a loan fee as a percentage of the original Loan Amount (i.e. 2.0 interest points would result in a fee equal to 2.0 % of the Loan Amount). The interest points should include the total of loan origination points and discount points. There are 2 option buttons in the box at the lower left hand corner of the window. Click the option button for the method of loan fees that you want to enter (either the flat loan fee method or interest point method).

A check box is located to the right of the option buttons. The check box is labeled "Include Loan Fee in Loan Amount." If this box is checked then the Truth-in-Lending report will include the loan fees in the "Finance Charge" and deduct them from the "Amount Financed". If the box is not checked then the loan fees will be added into the "Finance Charge" but will not be deducted from the "Amount Financed". This would be the case if the loan fees are paid initially and not paid out over the loan term.

### **Variable Interest Rate**

You may enter variable interest rates if your loan has interest rates that vary from one month to the next. The payments on the payment schedule are recalculated at each change in interest rate based on the loan balance at the beginning of each month and the remaining term of the loan. Note that if additional payments have been made on the loan prior to the change in interest rate the actual loan balance is used to calculate the new payment. To enter a change in interest rate simply "double click" on the date for the month that the interest rate changes. Notice that there are two option buttons below the list field. The normal mode is to modify the interest rate for all remaining months. You may also select the option to change the rate for each month individually.

### **Additional Payments**

You may enter additional payments to accelerate the payoff of the loan. This additional payment will be added to the normal monthly payment for that month. To enter an additional payment simply "double click" on the date for the month that you wish to add an additional payment. Notice that there are two option buttons below the list field. The normal mode is to add an additional payment for each month individually. You may also select the option to add the payment to all of the remaining months. The reports will show how much interest is saved by making additional payments. They will also show that the loan will be paid off faster.

The Loan Description and Loan Fee or Interest Points are both located on one input form. The Variable Rate and Additional Payment options are entered on another input form. "Ok" and "Cancel" buttons are provided on each form. Click the "Ok" button after you are done entering or editing all of the "optional loan data". Click the "Cancel" button if you do not want to make any changes to the data from the time that you entered the "optional loan data" window.



## **INTEREST TOTAL BY YEAR**

A check box is provided as an option is to have the interest totals calculated for each year or to have the interest totals accumulate throughout the term of the loan. If the check box is blank, then the interest totals are accumulated throughout the term of the loan. If it is checked, then the totals are reset after each December payment.

## **INTEREST RATE**

Enter the Interest Rate as Annual Percentage Rate (APR) to be used in the loan calculations. The program automatically adds the percentage sign (%) in the data field.

## **LOAN TERM**

Enter the Loan Term in number of years in this data field. The number of monthly payments is calculated from the number of years entered.

You can enter a loan term that includes a fractional part of a year and the program will round calculate the number of monthly payments accordingly. For example if you enter 1.33 years will be calculated using 16 monthly payments. The maximum number of years that can be entered is 50 years.



## **MONTHLY PAYMENT**

Enter the dollar amount for the Monthly Payment if you want the Loan Amount calculated from a given Monthly Payment.

You have the option of entering the Loan Amount and have the program calculate the Monthly Payment, or entering a Monthly Payment and have the program calculate a Loan Amount for that Payment.

The program automatically adds the dollar sign in the data field.

## **LOAN AMOUNT**

Enter the dollar amount for the initial value of the loan. This amount is often referred to as the "principal".

You have the option of entering the Loan Amount and have the program calculate the Monthly Payment, or entering a Monthly Payment and have the program calculate a Loan Amount for that Payment.

The program automatically adds the dollar sign and places appropriate commas for large values in the data field. Loan Amounts exceeding \$1,000,000 are displayed to the nearest whole dollar. Loan Amounts of less than \$1,000,000 are displayed to the nearest penny.

## **PRINT ORDER FORM**

To print the order form select the "ORDER FORM" help topic, then click **P**rint **T**opic from the Help **F**ile Menu. Unregistered copies of the program also print an order form each time that you print a loan report.

[Order Form](#)

**ORDER FORM**  
**for**  
**LOAN PROGRAM VERSION 3.0**

By  
Duane D. Becker  
2419 Cochin Street  
Grand Island, NE 68801

Name : \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Please include payment of \$25.00 by check or money order.

Registered users of previous version of the  
Loan Program may upgrade for \$10.00

## **ABOUT DEMO VERSION**

The demo (or unregistered) program is exactly the same as a registered version of the program, except that the "View with Notepad" option is disabled for loan terms exceeding 2 years. The reports all indicate that they have been generated with an unregistered program. There are also several reminders throughout the program that indicate the program is not registered.

You may distribute the loan program demo to anyone you who can use it. Distribute the **LOAN30D.EXE, VBRUN100.DL, LOANHELP.HLP, AUTO.INP and README.TXT** files only.

## **SYSTEM REQUIREMENT**

This Program is written for Microsoft Windows using Microsoft Visual Basic. It will run on any IBM compatible computer capable of running Microsoft Windows Version 3.0 or 3.1 in Standard or 386 Enhanced mode.