Contents

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> House of Wealth
> PO Box 6260
> Baulkham Hills. NSW.
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Notice regarding the trial version

This quick guide refers to the full version of LoanAlert. The trial version only allows you to set up one client, one property, one loan and print one statement. It contains all windows, settings and the full Help file so you can explore the features of the full application.
Should you wish to purchase the full version, please visit www.LoanAlert.com.au. You must uninstall the trial version of LoanAlert before installing the full version.

Installation Requirements

The following system specification represents the minimum installation requirements for LoanAlert:

- ü   An IBM compatible PC running Microsoft Windows 98 or higher.
- ü   A Pentium II 300Mhz or equivalent compatible processor.
- ü   At least 32Mb available RAM and 10Mb HDD space free.
- ü   A CDROM drive
- ü   A Windows supported printer is required to print reports.

While the above is the minimum specification, we recommend a Pentium III or equivalent compatible processor with 128Mb of available RAM.

If your computer is taking a long time to perform some functions within LoanAlert it probably means your PC's processor is slower than the minimum required or insufficient RAM memory is available. Please check your PC's configuration to verify it meets the minimum system specifications.

Installing LoanAlert

1) Insert the LoanAlert CDROM into your CDROM drive. The install program should automatically start. If your computer is not set to automatically open a CD, you can open it yourself. Navigate to the CDROM drive and double click the **Setup LoanAlert** icon (as shown).


Setup
LoanAlert

**2)** When the LoanAlert logo screen appears click **Next** to continue.

3) The Licence Agreement will be displayed. Please read this agreement carefully. Accepting the terms of the Licence Agreement is a condition of using the software. In the License Agreement window, click the radio button alongside **I accept the terms in the license agreement** and then click **Next.** If you decline, you cannot continue with the installation.

4) You will then be prompted to enter your *User Name* and *Organisation*. This information is located on your Certificate of Registration. Your *User Name* and *Organisation* might have been completed automatically by your system. Please ensure the details are the same as those on your Certificate of Registration.
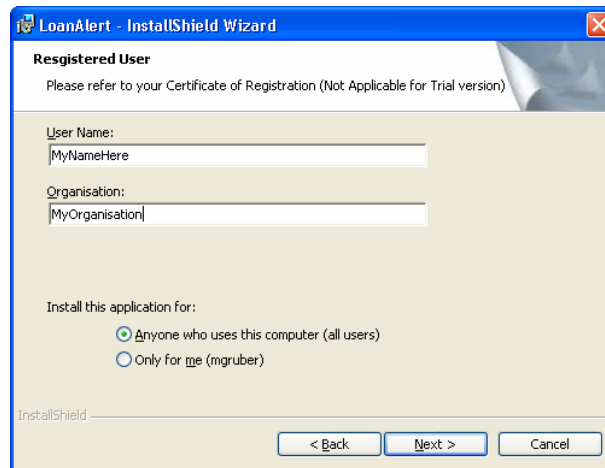
5) Confirm or change the installation location for LoanAlert, then click **Next.**
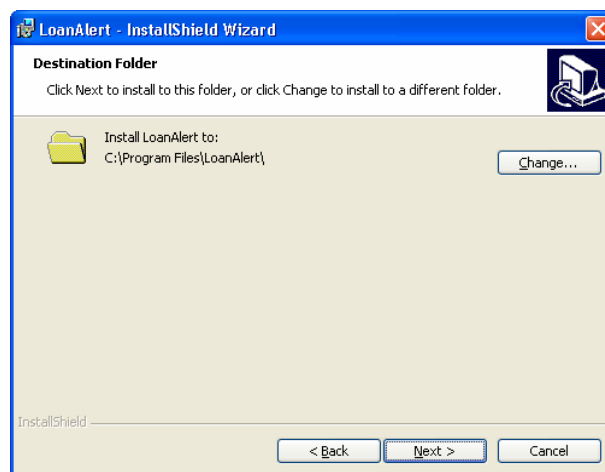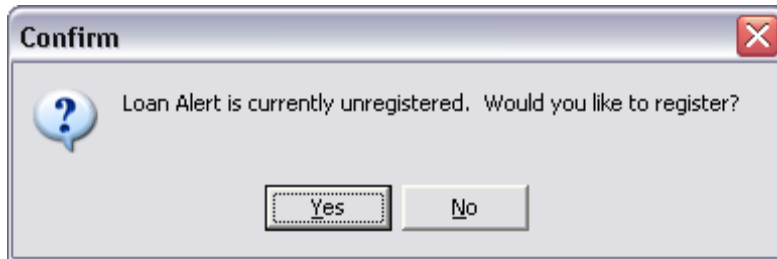

**6)** The installation program will confirm all the details. If they are all correct, click **Install**.
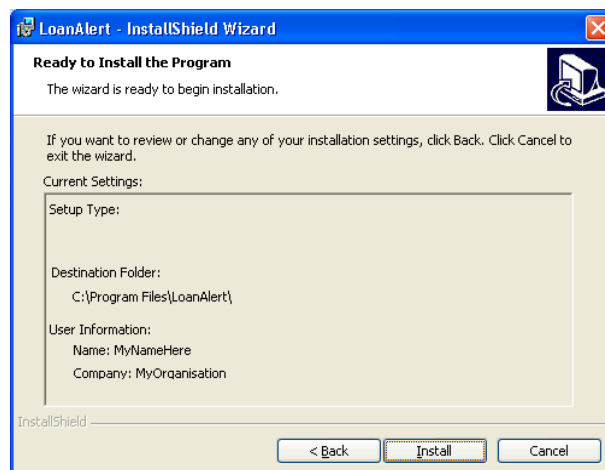
Registering LoanAlert

1) When you start LoanAlert for the first time you will be asked to register the application. Click **Yes** to register.
If you choose not to register LoanAlert the application will not function until you have registered.


2) When the registration window is displayed **you must specify either LoanAlert Lite or LoanAlert Standard**. Check your *User Name* and *Company*. Ensure they are the same as on the Certificate of Registration. Enter the *Primary Key* from the certificate, and click **OK**.
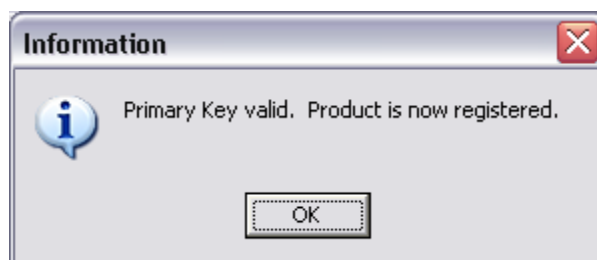
To Configure as LoanAlert Lite – set *Registering As* to **LoanAlert Lite**.
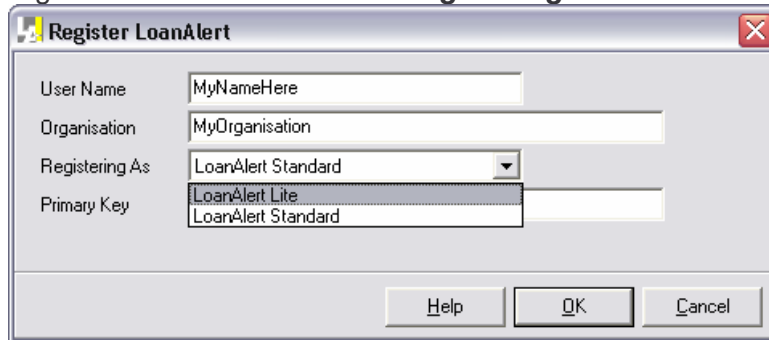
To Configure as LoanAlert Standard – set *Registering As* to **LoanAlert Standard**.
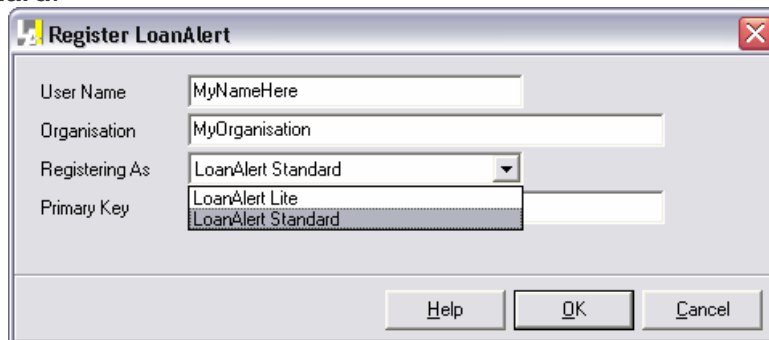
3) Once the application confirms the information you have entered, LoanAlert will be ready to use. Click **Ok** to begin.

Configuring LoanAlert

There are a few things you must do before you create a loan. For further information please refer to the help file (located on the LoanAlert main menu).

1) Set up your **User Details**
- From the main menu, select **Configuration** and then click **User Details**.
- Enter your details and click **Save** when you have finished.
- If you are unsure what to enter in each box, click **Help** for more information.

2) Set up your **Notice Periods**

Please refer to the Australian Uniform Consumer Credit Code about your obligations regarding notice periods.

- From the main menu, select **Configuration** and then click **Notice Periods**. Click on **Help** for more information and further definitions.
- Enter the *Default*. This is the number of days a loan can remain in a state of arrears before LoanAlert issues a default notice to the Client.
- Enter the *Termination*. This is the number of days a loan can remain in a state of default before LoanAlert issues a termination notice to the Client.
- Enter the *Vacate Property*. This is the number of days allowed after the contract is terminated before a vacate property notice is issued to the Client.
- Enter the *Installment Fee Notice Period*. This is the number of days LoanAlert delays between sending out a notice to the Client and commences charging a new fee.
- Click **Save** when you have finished.

3) Set up your **Arrears Administration Fee**

This is an optional fee, charged to the Client each time an arrears notice is issued.
- From the main menu, click **Configuration**, **Fees** and select **Arrears Administration Fee**.
- Click **Add** to open the Add/Edit Arrears Administration Fee window.
- Enter the amount and the effective date of the fee.
- For more information on the fee and how to use this window, click **Help.**
- Click **Save** to return to the Arrears Administration Fee Configuration window.
- LoanAlert will ask you if you want to print a payment change notice. Click **No** as the Client will be notified when an arrears report is issued.
- Click **Save** again on the main Arrears Administration window.

4) Set up your **Recurring Public Holidays**

A recurring public holiday is an annual holiday which falls on the same date each year. Public holidays defer loan and fee repayments to the next business day so it is important you record all public holidays that may impact your loan(s).
- From the main menu, click **Configuration**, **Public Holidays** and select **Recurring**.
- Click **Add** to open the Add/Edit Recurring Public Holiday window.
- Enter the month the public holiday occurs.
- Enter the day the public holiday occurs.
- Enter a description (for your reference only).
- Click **Help** for more information
- Click **Save** to return to the main Public Holiday window.
- Click **Save** again on the main window.

5) Set up your **Once-Off Public Holidays**

You will also need to set up any once-off public holidays. Like annual public holidays, these defer loan and fee repayments to the next business day. It is important you record all public holidays that may impact your loan(s).
- From the main menu, select **Configuration**, then select **Public Holidays** and then click **Once-Off**.
- Click **Add** to open the Add/Edit Once-Off Public Holiday window.
- Enter the date the public holiday occurs.
- Enter a description (for your reference only).
- Click **Help** for more information
- Click **Save** to return to the main Public Holiday window.
- Click **Save** again on the main window.

Creating a Loan with LoanAlert

Once you have configured LoanAlert (see **Configuring LoanAlert** for more information) you can create your first loan in five simple steps. Under the main menu are a set of tabs. This is where you set up the loan itself.

1) Set up your **Client**

This is the person to whom you are lending money
- From the main window, click the **Clients** tab.
- Click **Add** to open the Add/Edit Client window.

LoanAlert automatically generates a Client code.
- Enter the *surname* of the first applicant.
- Enter the *given names* of the first applicant.
- Enter the *surname* of the second applicant (if applicable).
- Enter the *given names* of the second applicant (if applicable).

You can choose to enter in their phone, fax, mobile and email. This is for your reference only.
- Enter their mailing address.
- If you require further information or support click **Help**
- Click **Save** when you have finished.

2) Set up your **Property**

This is the security you are using for the loan.
- From the main window, click the **Properties** tab.
- Click **Add** to open the Add/Edit Property window.

LoanAlert automatically generates a Property code.
- Enter the *street no.*, *street name*, *suburb*, *state* and *post code* of the property.
- If you require further information or support click **Help**
- Click **Save** when you have finished.

3) Set up your **Loan**

From here, you will enter in all the details of your loan to the Client, and choose which property you will be using as security.

- From the main window, click **Loans** tab.
- Click **Add** to open the Add/Edit Loan window.
- Select a *Property code*. Click on the drop down list to see all the properties you have entered (see Step 2 to set up properties).
- Select a *Client code.* Click on the drop down list to see all the clients you have entered (see Step 1 to set up clients).
- Enter the date the loan will or is being drawn down (the date the loan begins).
- Enter the contract sale amount of the property.
- Enter the agreed deposit amount.

The loan amount is the Contract Amt. less the Deposit. The Loan Amt. is not displayed on this screen.

- Enter the term of the loan (in years).
- Enter the reference rate to be used for the loan (normally the interest rate of your mortgage with your financial institution).
- Enter the interest rate margin (spread) to be added to the reference rate.

The interest rate charged to your Client is the sum of the reference rate and the rate spread (not displayed on this screen).

Please refer to the Australian Uniform Consumer Credit Code about your obligations regarding notice periods.

- Enter the *Rate Change Notice Period* (the number of days notice a Client is given before a change in interest rate is applied to their repayment).
- Select the frequency of the loan repayments.
- Select the frequency of the loan statements.

The Calc. Payment Amt. field is included for your reference only. To display the repayment amount click on the calc or icon.

- Enter the name of the bank into which your Client's loan repayments will be made.
- Enter the location of the bank branch.
- Enter the bank's 6-digit BSB number.
- Enter the account number.
- If your agreement includes an installment fee, select **Yes** under Add Installment Fee. Otherwise, choose **No**
- When you are setting up a new loan, you will need to send your client a Draw Down notice, so choose **Yes** under Print Drawdown Report. Otherwise, choose **No.**
- For more information on how to use this window, click **Help.**
- Click **Save** once you have set up the loan. If the save button is not clickable, please ensure all fields have been filled with appropriate information.
- If you have no installment fee, and do not want a Draw Down notice, you have now finished setting up the loan.
- Please refer to the Help file for further information on using LoanAlert.

4) If you selected **Yes** to add an Installment Fee, follow this step. Otherwise, please go to the Step 5.

An installment fee is a periodical charge (or fee) applied at the same time a loan repayment is due.

When you click Save on the Add/Edit Loan window LoanAlert will automatically open the Installment Fee Configuration window.
- Click **Add** to open the Add/Edit Installment Fee window.
- Enter a description of the fee (this will appear on the loan statement).

There are two main parts to this window. The first section is the User's Fee Details. This is where you enter in details of a fee you are obligated to pay.

The second is the same fee passed onto the client. This is a calculated area based on the loan frequency. For example, you might have an insurance premium costing $300 per annum. Entering this data into the window (on a loan set up to be weekly) automatically calculates the fee on a weekly basis.

- Enter the User's Fee Details : the number of payments, the payment amount and the frequency of payments
- The amount and frequency the client must pay is calculated.
- Enter the date on which the fee notice is to be sent to the Client.
- For more information click **Help**,
- Click **Save** when you have finished.
- LoanAlert will ask you if you want to print a payment change notice. When you are first setting up this loan the loan installment fee will appear on their Draw Down notice, so click **No**.
- Click **Save** again from the Installment Fee Configuration window.
- If you do not want a Draw Down notice, you have finished setting up the loan.
- Please refer to the Help file for further information on using LoanAlert.

5) If you selected **Yes** to print a Draw Down notice, follow this step.
- Click **Preview** to display the Draw Down Notice. Check to confirm all the details are correct, then click **Print**.
- Click **Cancel** to exit the preview window.
- Click **Close** to exit the Draw Down Notice selection window.
- You have now fully set up the loan.
- Please refer to the Help file for further information on using LoanAlert.

How Notice Periods are calculated

LoanAlert can only alter the repayment amount after the notice period has ended. Should the notice period end during a payment period, LoanAlert will not alter the repayment amount for that period.

In the example below, payment periods have been specified as weekly.

Assuming you have set up a 15 day notice period (in the Notice Period Configuration window), the next two weekly payments will not be altered as only 14 days have passed.

In the third week, the notification period has ended, but has completed during a payment period. As LoanAlert can only apply changes at the start of a payment period (and not during a payment period). It must wait until the next payment period begins before applying the change.

In this example, the new repayment amount would commence at the start of the forth week.

This system of change applies to payment periods, so a notice period completing during a fortnight or month with fortnightly or monthly payments respectively would again only apply the change at the commencement of the next fortnightly or monthly payment period respectively.

Information Resources

Reference	Source
Quick Start Guide	This document.
Manual	To access the LoanAlert manual, click **Help** on the main menu and select **LoanAlert Help**.
Help Button	Most windows in LoanAlert include a **Help** button. This contains information about the different features and fields within the window.
User Forum	All registered users of LoanAlert have access to a free online forum available on our website. Simply enter http://www.loanalert.com.au/forums/ in the address bar of your web browser, then click the **register** button located at the top of the web page. Once you have registered and verified you will be able to log into and use the forum.

Product Support

If you have any technical issues with the LoanAlert application, please contact us directly by email **support@loanalert.com.au** or by phone **+61 2 9626 2444**.