

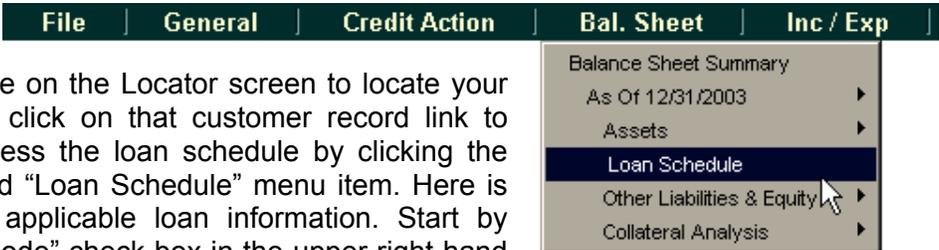
FBP Module 3: Loan Schedule

Prelude:

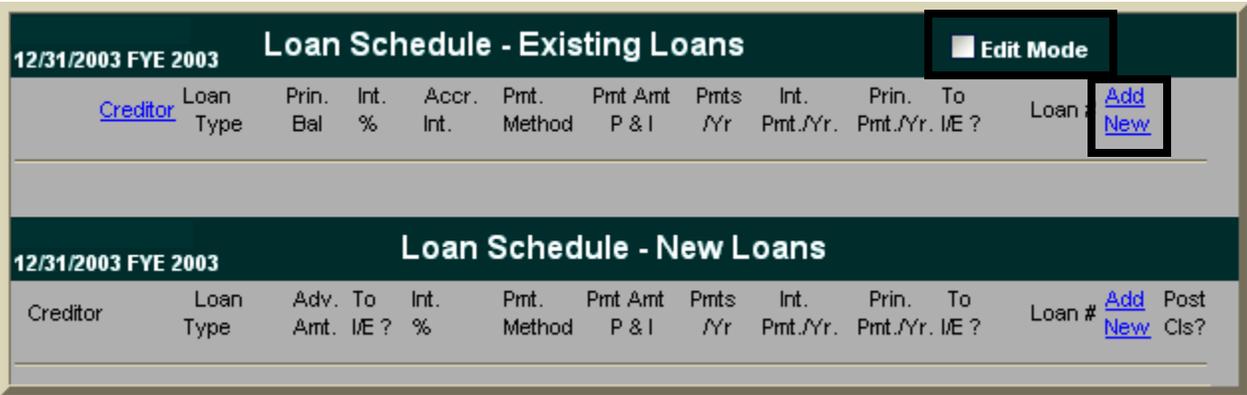
In Module 2 you learned about creating and entering historical and current balance sheet information on a customer, indicating what items are to be used as collateral. In this module, you will be entering existing and new loan information into the Balance Sheet Loan Schedule and preparing your customer record for Projected Income and Expense information as it relates to principle and interest payments.

Loan Schedule:

When you enter customer information in the loan schedule, you are also completing your work in the liabilities side of the balance sheet and have the option to make the loan payment information you enter in the loan schedule flow to your projected cash flow (if desired).



Use the search feature on the Locator screen to locate your customer record and click on that customer record link to enter the record. Access the loan schedule by clicking the "Bal. Sheet" menu and "Loan Schedule" menu item. Here is where you enter all applicable loan information. Start by unmarking the "Edit Mode" check box in the upper right hand corner of the screen. You will add each loan as an "Existing Loan" by clicking the "Add New" link in the upper right hand corner of the "Loan Schedule" screen (sample shown below).



Use the worksheet on the next page for your first data entry exercise in the loan schedule section of Web Equity Manager®, using the 12/31/03 balance sheet.

Data Entry Exercise #1:

Loan Schedule Input

Joe Farmer
Cust #

Current Notes Payable

Creditor	Current Prin. Balance	Interest Rate	Accrued Interest	Payment Method	Interest Payment	Principal Payment	Note Number	Loan Purpose
FSA	15,000	9%	396	Non Rev	1,746*	15,000*	1111	General Operating Expense
FSA	30,000	9%	1,102	Non Rev	3,802*	30,000*	2222	Purchase Feeder Livestock

TOTAL CURRENT NOTES PAYABLE

* These #'s will calculate automatically for you.

Intermediate & Long Term Notes Payable

Creditor	INT=1 LT=2	Current Prin. Balance	Interest Rate	Accrued Interest	Payment Method	Payment P & I	# Payment Year	Loan Number	Loan Purpose
FSA	1	150,000	10%	1000	Equal	30,800	1	3333	Equipment
John Deere	1	30,000	8.75%	0	Equal	8,775	1		
GMAC - Monthly Pay	1	12,000	11%	0	Equal	625	12		
Helms-Land Contract**	2	85,000	9%	6,520	Fixed Principal	15,000***	1		
FSA	2	145,000	8%	8,120	Equal	23,600	1	4444	Purchase 200 Acres

TOTAL NON-CURRENT NOTES PAYABLE

422,000

*** Enter this amount in "Principal Payment/Yr." field.

** You will not find this creditor in your "Creditor" drop list. To add it, click the blue "Creditor" link next to the "Creditor" drop list. Type in the creditor name in the "Name" field, the "Abrv." (abbreviation) field will populate for you. Leave the "our" check box unmarked.

From the "Type" drop list select "Individual." Click the "Add" link. Click "Save & ↑" and you will now see this creditor appear in the drop list. By completing this process you have added the creditor for this customer only. This creditor will not appear in the "Default Creditor" settings or in any other customer record.

The next few data entry exercises will require you to go back into the detail screen for each of the following loans and enter additional information. The additional information you input will relate to credit relationship, collateral analysis and more.

Data Entry Exercises #2 through #5:

Click on the "Detail" link for each of these loans that you have already entered in the previous exercise and input the information as shown below.

12/31/2003 FYE 2003		"Existing" Loan Detail	
Save & Stay Save & Add New Save & Save & Menu			
* Indicates Required			
Account Type	Ag.		
Creditor	FSA		*
Loan Number	1111		
Loan Type	Cur.		*
	<input type="checkbox"/> CCC Loan?	<input type="radio"/> Cash	<input type="radio"/> Loan
Principal Balance	15000	<input checked="" type="radio"/> To Collateral Analysis	
Present Commitment	75000	<input type="radio"/> Open	
Increase - Decrease	-75000		
Proposed Commitment	0	<input type="radio"/>	
Interest Rate - %	9		
Fixed or Variable	Variable		
Last Payment Date			
Accrued Interest	396		
Next Payment Date	12/30/2004		
Payment Method	Non Rev		*
Payment Amount	16746		
# Payments / Yr.	1		
Interest Payment / Yr.	1746	Calculated	
Principal Payment / Yr.	15000	Calculated	
Annual Payment P. & I.	16746		
Payment to Inc / Exp?	<input checked="" type="checkbox"/>		
Purpose of Loan	General Operating Expense		
Origination Date	1/15/2003		
Original Amount	75000		
Maturity Date	12/31/2003		
Past Due Amount	0		
To Credit Relationship?	<input checked="" type="checkbox"/>		
FSA Guaranteed Loan?	<input type="checkbox"/>		
Pro Forma Amount	Prin. 0	Interest 0	Calculated

12/31/2003 FYE 2003

"Existing" Loan Detail

[Save & Stay](#) | [Save & Add New](#) | [Save & !\[\]\(dfbd6b3763a6d1d9afaa974f64e2e4b5_img.jpg\)](#) | [Save & Menu](#)

* Indicates Required

Account Type	Ag.	
Creditor	FSA	*
Loan Number	2222	
Loan Type	Cur.	*
	<input type="checkbox"/> CCC Loan?	<input type="radio"/> Cash <input type="radio"/> Loan
Principal Balance	30000	<input checked="" type="radio"/> To Collateral Analysis
Present Commitment	30000	<input type="radio"/> Calculated
Increase - Decrease	-30000	
Proposed Commitment	0	<input type="radio"/>
Interest Rate - %	9	
Fixed or Variable	Fixed	
Last Payment Date		
Accrued Interest	1102	
Next Payment Date	12/30/2004	
Payment Method	Non Rev	*
Payment Amount	33802	
# Payments / Yr.	1	
Interest Payment / Yr.	3802	Calculated
Principal Payment / Yr.	30000	Calculated
Annual Payment P. & I.	33802	
Payment to Inc / Exp?	<input checked="" type="checkbox"/>	
Purpose of Loan	Purchase Feeder Livestock	
Origination Date	3/4/2003	
Original Amount	30000	
Maturity Date	2/15/2004	
Past Due Amount	0	
To Credit Relationship?	<input checked="" type="checkbox"/>	
FSA Guaranteed Loan?	<input type="checkbox"/>	
Pro Forma Amount	Prin. 0 Interest 0	Calculated

12/31/2003 FYE 2003

"Existing" Loan Detail

[Save & Stay](#) | [Save & Add New](#) | [Save & !\[\]\(bd1a142de767a21e5362c595f844a4ff_img.jpg\)](#) | [Save & Menu](#)

* Indicates Required

Account Type	Ag.	
Creditor	FSA	*
Loan Number	3333	
Loan Type	Int.	*
Principal Balance	150000	<input checked="" type="radio"/> To Collateral Analysis
Present Commitment	150000	<input type="radio"/> Calculated
Increase - Decrease	0	
Proposed Commitment	150000	<input type="radio"/>
Interest Rate - %	10	
Fixed or Variable	Variable	
Last Payment Date		
Accrued Interest	1000	
Next Payment Date	12/30/2004	
Payment Method	Equal	*
Payment Amount	30800	
# Payments / Yr.	1	
Interest Payment / Yr.	15000	
Principal Payment / Yr.	15800	
Annual Payment P. & I.	30800	
Payment to Inc / Exp?	<input checked="" type="checkbox"/>	
Purpose of Loan	Equipment	
Origination Date	12/1/2001	
Original Amount	170000	
Maturity Date	12/1/2006	
Past Due Amount	0	
To Credit Relationship?	<input checked="" type="checkbox"/>	
FSA Guaranteed Loan?	<input type="checkbox"/>	
Pro Forma Amount	Prin. 134200 Interest: 0	Calculated

12/31/2003 FYE 2003		"Existing" Loan Detail	
		Save & Stay	Save & Add New
		Save & 	Save & Menu
<i>* Indicates Required</i>			
Account Type	Ag.		
Creditor	FSA	*	
Loan Number	4444		
Loan Type	L.T.	*	
Principal Balance	145000	<input checked="" type="radio"/> To Collateral Analysis	
Present Commitment	145000	<input type="radio"/> Calculated	
Increase - Decrease	0		
Proposed Commitment	145000	<input type="radio"/>	
Interest Rate - %	8		
Fixed or Variable	Select		
Last Payment Date			
Accrued Interest	8120		
Next Payment Date	12/30/2004		
Payment Method	Equal	*	
Payment Amount	23600		
# Payments / Yr.	1		
Interest Payment / Yr.	11600		
Principal Payment / Yr.	12000		
Annual Payment P. & I.	23600		
Payment to Inc / Exp?	<input checked="" type="checkbox"/>		
Purpose of Loan	Purchase 200 Acres		
Origination Date	2/15/1997		
Original Amount	175000		
Maturity Date	2/15/2012		
Past Due Amount	0		
To Credit Relationship?	<input checked="" type="checkbox"/>		
FSA Guaranteed Loan?	<input type="checkbox"/>		
Pro Forma Amount	Prin. 133000	Interest: 0	Calculated

After completing the loan schedule input exercises, your 12/31/03 balance sheet should look like this:

FYE 2003 As Of 12/31/2003		Balance Sheet		Display Secondary Column	
Ratios		Primary: \$ Value		Save & Stay Save & [icon] Save & Menu	
<h3>Current Assets</h3> <p>Cash & Equivalents 3000</p> <p>Marketable Bonds & Securities <input type="text" value="400"/></p> <p>Accounts Receivable 2000</p> <p>Crop Inventory 153500</p> <p>Growing Crops 4500</p> <p>Market Livestock & Poultry 60120</p> <p>Livestock Products <input type="text" value="0"/></p> <p>Prepaid Expenses & Supplies 6500</p> <p>Other Current Assets <input type="text" value="0"/></p> <p>Total Current Assets 230020</p> <h3>Intermediate Assets</h3> <p>Machinery & Equipment 275000</p> <p>Farm Vehicles 30000</p> <p>Raised Breeding Stock 54000</p> <p>Purchased Breeding Stock 68550</p> <p>Notes Receivable <input type="text" value="0"/></p> <p>Not Readily Mkt. Bonds & Sec. <input type="text" value="0"/></p> <p>Other Int. (Coop Stock) <input type="text" value="0"/></p> <p>Total Intermediate Assets 427550</p> <h3>Long Term Assets</h3> <p>Buildings & Improvements 100000</p> <p>Real Estate - Land 430000</p> <p>Other L.T. (Coop Stock) <input type="text" value="0"/></p> <p>Total Long Term Assets 530000</p> <p>Total Assets 1187570</p>			<h3>Current Liabilities</h3> <p>Accounts Payable 1000</p> <p>Income Taxes Payable 2000</p> <p>Real Estate Taxes Payable <input type="text" value="0"/></p> <p>Other Current Liabilities <input type="text" value="0"/></p> <p>Current Notes Payable - FSA 45000</p> <p>Current Notes Payable - Other 0</p> <p>CCC Loans 0</p> <p>Cur. Portion Term Debt - FSA 27800</p> <p>Cur. Portion Term Debt - Other 27651</p> <p>Accrued Interest 17138</p> <p>Total Current Liabilities 120589</p> <h3>Intermediate Liabilities</h3> <p>Intermediate Term Debt - FSA 134200</p> <p>Intermediate Term Debt - Other 29349</p> <p>Total Intermediate Liabilities 163549</p> <h3>Long Term Liabilities</h3> <p>Long Term Debt - FSA 133000</p> <p>Long Term Debt - Other 70000</p> <p>Total Long Term Liabilities 203000</p> <p>Total Liabilities 487138</p> <p>Total Equity 700432</p>		
Top Of Page		Save & Stay Save & [icon] Save & Menu			
<h2>Personal</h2>					
<h3>Current Assets</h3> <p>Cash & Equivalents <input type="text" value="0"/></p> <p>Stocks, Bonds <input type="text" value="0"/></p> <p>Cash Value Life Insurance <input type="text" value="0"/></p> <p>Other Current Assets <input type="text" value="0"/></p> <p>Total Current Assets 0</p> <h3>Intermediate Assets</h3> <p>Household Goods <input type="text" value="0"/></p> <p>Car, Recreation Vehicles, etc. <input type="text" value="0"/></p> <p>Other Intermediate Assets <input type="text" value="0"/></p> <p>Total Intermediate Assets 0</p> <h3>Long Term Assets</h3> <p>Retirement Accounts <input type="text" value="0"/></p> <p>Nonfarm Business <input type="text" value="0"/></p> <p>Nonfarm Real Estate <input type="text" value="0"/></p> <p>Other Long Term Assets <input type="text" value="0"/></p> <p>Total Long Term Assets 0</p> <p>Total Assets 0</p>			<h3>Current Liabilities</h3> <p>Other Current Liabilities <input type="text" value="0"/></p> <p>Current Notes Payable - FSA 0</p> <p>Current Notes Payable - Other 0</p> <p>Cur. Portion Term Debt - FSA 0</p> <p>Cur. Portion Term Debt - Other 0</p> <p>Accrued Interest 0</p> <p>Total Current Liabilities 0</p> <h3>Intermediate Liabilities</h3> <p>Intermediate Term Debt - FSA 0</p> <p>Intermediate Term Debt - Other 0</p> <p>Total Intermediate Liabilities 0</p> <h3>Long Term Liabilities</h3> <p>Other Non-Current Liabilities <input type="text" value="0"/></p> <p>Long Term Debt - FSA 0</p> <p>Long Term Debt - Other 0</p> <p>Total Long Term Liabilities 0</p> <p>Total Liabilities 0</p> <p>Total Equity 0</p>		
Top Of Page		Save & Stay Save & [icon] Save & Menu			

You are now finished with this data entry exercise.

NOTE: The customer record you were just working in will be used throughout the training modules. The data input you do in one module is built upon in each subsequent module. Therefore, it is critical that you make no changes to this record outside of what you are instructed to do in the data input exercises.

Your next step will be to go to the eLearning Center to take the test for this module. While taking the test it may be necessary to refer back to your Web Equity Manager® input. It is recommended that you leave the browser window open where you were just working in Web Equity Manager® and open a second browser window now for the eLearning Center to facilitate easy switching between the two applications.

- In the new browser window you just opened, proceed to the ECI eLearning Center at <http://elearning.onlineequity.com>. **NOTE:** This resource has also been added to your “Favorites” list.
- eLearning instructions:
 - Log into the eLearning Center using the same User ID/Password you used to access Web Equity Manager®.
 - Click on the “My Classes” link.
 - Below the module you just completed click on the “Test Now” link.
 - Answer each question. When you have answered all of the questions click “Grade Now.”
 - After reviewing the test, click “↑” in the top right corner of the screen to return to the “My Classes” screen where you may retest if desired.
 - On the right side of the screen, under the “Rate Class” column, click the link for the module you just completed. Complete the feedback form. When finished, click the “Save & ↑” link.
 - Log out of the eLearning Center and out of Web Equity Manager when finished.

You are now ready to attend the next module.