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TABLE OF CONTENTS

CHAPTER 1 : LOGGING ON

Logging on	1-1
Changing passwords	1-4
Resetting passwords	1-5
Logging off	1-6

CHAPTER 2 : ENTERING AN APPLICATION

Entering a credit application (an overview)	2-2
Viewing an application in Oracle Daybreak	2-3
Entering an application without an image	2-5
Completing the Application Entry form's master block	2-6
Entering primary applicant information	2-8
Entering other applicant information	2-16
Entering business applications (SME Lending)	2-17
Entering credit request details	2-25
Entering the collateral information	2-30
Validating a credit application	2-34
Processing a credit application	2-35
Returning to an unfinished application	2-35

CHAPTER 3 : SEARCHING FOR APPLICATIONS

Loading applications using queues	3-1
Using the Search page	3-2
Search criteria	3-4
Copying an application	3-14
Archive / Purge feature	3-17

CHAPTER 4 : UNDERWRITING

Underwriting with Oracle Daybreak (an overview)	4-2
Loading an application on the Underwriting form	4-3
Underwriting form's master block	4-5
Verifying applicant information	4-6
Verifying business information	4-12
Verifying credit bureau data	4-18
Verifying collateral information	4-25
Calculating debt ratios	4-29
Manually requesting a credit bureau report	4-31
Manually rescore a credit bureau report	4-33
Entering comments	4-34

Entering tracking attributes	4-35
Viewing an image	4-36
Making a decision about an application	4-38
Completing the Stipulations sub page	4-40
Copying stipulations	4-41
Loading stipulations	4-41
Completing the Itemization sub page	4-42
Completing the Checklist sub page	4-43
Completing the Trade-In sub page	4-43
Completing the Subvention sub page	4-45
Completing the Multiple Offers sub page	4-46
Changing the status of the application	4-47
Verifying edits	4-47
Viewing audits	4-49
Viewing Status History	4-50
Rehashing an application	4-51
Aging an application	4-52

CHAPTER 5 : ORACLE DAYBREAK TOOLS

Using the Lease Calculator page (Tools master tab)	5-2
Using the Calculator Tools form's Lease Calculator page	5-6

CHAPTER 6 : FUNDING

Funding with Oracle Daybreak (an overview)	6-2
Loading an application on the Funding form	6-2
Funding form's master block	6-3
Changing the status to begin the funding process	6-4
Verifying applicant information	6-5
Viewing underwriting information	6-10
Verifying the collateral	6-14
Adding comments	6-17
Entering tracking attributes	6-18
Viewing an image	6-19
Completing the Contract (5) (truth-in-lending details) pages	6-21
Completing the Contract (5) (truth-in-lending details) sub pages	6-23
Itemization sub page	6-25
Trade-In sub page	6-27
Insurance sub page	6-28
ESC sub page	6-30
Compensation (lease) sub page	6-31
Subvention sub page	6-32
Proceeds sub page	6-34
Fee sub page	6-35
ACH sub page	6-36
References sub page	6-37
Checklist sub page	6-38
Verifying an application's contract edits	6-39
Viewing audits	6-40

Viewing Status History	6-41
Funding of an application	6-42

CHAPTER 7 : SALES LEAD FORM

Completing the Sales Lead page	7-1
Completing the Telecoms sub page	7-2
Completing the Comments sub page	7-3
Completing the Documents sub page	7-4
Completing the Requests sub page	7-5
Completing the Follow-up page	7-6
Completing the Maintenance page	7-8

CHAPTER 8 : IMAGE MAINTENANCE / DOCUMENT TRACKING

Application Image Maintenance page (Image Maintenance form)	8-2
Splitting an image	8-4
Changing the status of an image	8-4
Attaching an image to an existing image	8-5
Attaching an image to an existing credit application	8-5
Printing an image	8-6
Application Document Maintenance page (Image Maintenance form)	8-7
Copy Document	8-9
Move Document	8-10

CHAPTER 9 : CORRESPONDENCE

Request page	9-2
Samples of Oracle Daybreak LS predefined correspondence	9-4
Origination: Decision fax/email	9-4
Origination: Contract Funding fax/email	9-5

CHAPTER 10 : USER PRODUCTIVITY

Viewing the Underwriting/Funding tasks	10-2
Application Entry page	10-2
Underwriting page	10-3
Funding page	10-4
Queues Status page	10-5

APPENDIX A : ORACLE DAYBREAK INTERFACE

Oracle Daybreak's graphical user interface	A-1
Windows and forms	A-1
Form components	A-9
Using colors as a guide	A-14
Understanding parent-child relationships	A-15

APPENDIX B : NAVIGATING AND QUERYING IN ORACLE DAYBREAK

Navigating within a form	B-2
Navigating between forms	B-3
Common Oracle Daybreak tasks	B-3
Printing a form	B-3
Saving your entry	B-4
Editing data	B-4

Creating and deleting records	B-7
Using the Editor dialog box	B-9
Exiting a form/leaving Oracle Daybreak	B-10
Entering and querying data	B-10
List of Values (LOV) dialog box	B-10
Additional LOV tools	B-13
List search	B-13
Other LOV features	B-14
Querying data	B-15
Enter-Query mode	B-17
Query/where	B-18
Query count	B-19
Hot keys	B-20

APPENDIX C : PAYMENT AMOUNT CONVERSIONS

CHAPTER 1 : LOGGING ON

This chapter explains how to:

- Log on to the Oracle Daybreak system
- Change a password
- Reset a password
- Log off from the Oracle Daybreak system.

Logging on

At the beginning of each Oracle Daybreak session and prior to working with any application, you must log on at your workstation. Oracle Daybreak then allows you to “enter” the system and open the programs available according to your level of responsibility. To log on to Oracle Daybreak, you need to have your own user id and password. Each user id is attached to a responsibility level, or “profile,” that controls the user’s access to various areas of the system. Your user id is associated to all the applications you process.

The ability to log on is automatically disabled after a specified number of days of inactivity. The user id and password required to log on to Oracle Daybreak may be different from the user id and password used to log on to your computer or network. If you are unsure of your user id and password for Oracle Daybreak, contact your system administrator.

To log on to the Oracle Daybreak system

- 1 Follow the guidelines for your business to launch the iAS window and begin a Oracle Daybreak session.

After starting Oracle Daybreak, the Login form appears.



- 2 In the **User Id** field, type your user identification name.

- 3 Press **TAB** to move to the **Password** field.
-or-
Click the **Password** field.
- 4 In the **Password** field, type your password.
- 5 Choose **Connect**.
-or-
Press **ENTER**.

Note: If you choose **Cancel**, Oracle Daybreak closes the Login form.

If your user id or password is inaccurate, Oracle Daybreak displays the following dialog box:



- Choose **OK** and retype your user id and password. If problems logging on persist, contact your system administrator.

IMPORTANT:

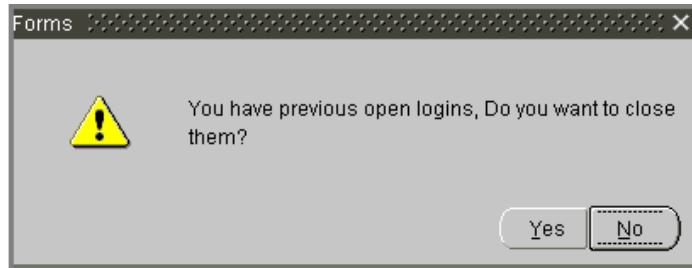
The length of a password is established during system setup. Special characters (&, @, #, \$, %, ^, &, *, and so on) cannot be used to create a password. To prevent others from seeing your password, your password does not appear in the Password field as you type it. Instead, your keystrokes appear as asterisks (*). Keep your password confidential to prevent access to Oracle Daybreak by unauthorized users.

If Oracle Daybreak recognizes your user id and password, the login form updates to display and automatically complete the User Id, User Name, Responsibility, Organization, and Division fields. Your user id appears as the title of the form.



When you successfully log on to Oracle Daybreak, the menu items available to your responsibility are available. (Whatever menu items are “unavailable” are visible, but dimmed.)

If you have not logged out of Oracle Daybreak, have an old Oracle Daybreak session open, or you did not correctly exit your previous Oracle Daybreak session, when you attempt to log in again, the following dialog box appears:



- Choose **Yes** to close your existing sessions.

Note: The majority of the time, you will choose **Yes**. Choose **No** only if you want to work with multiple Oracle Daybreak sessions.

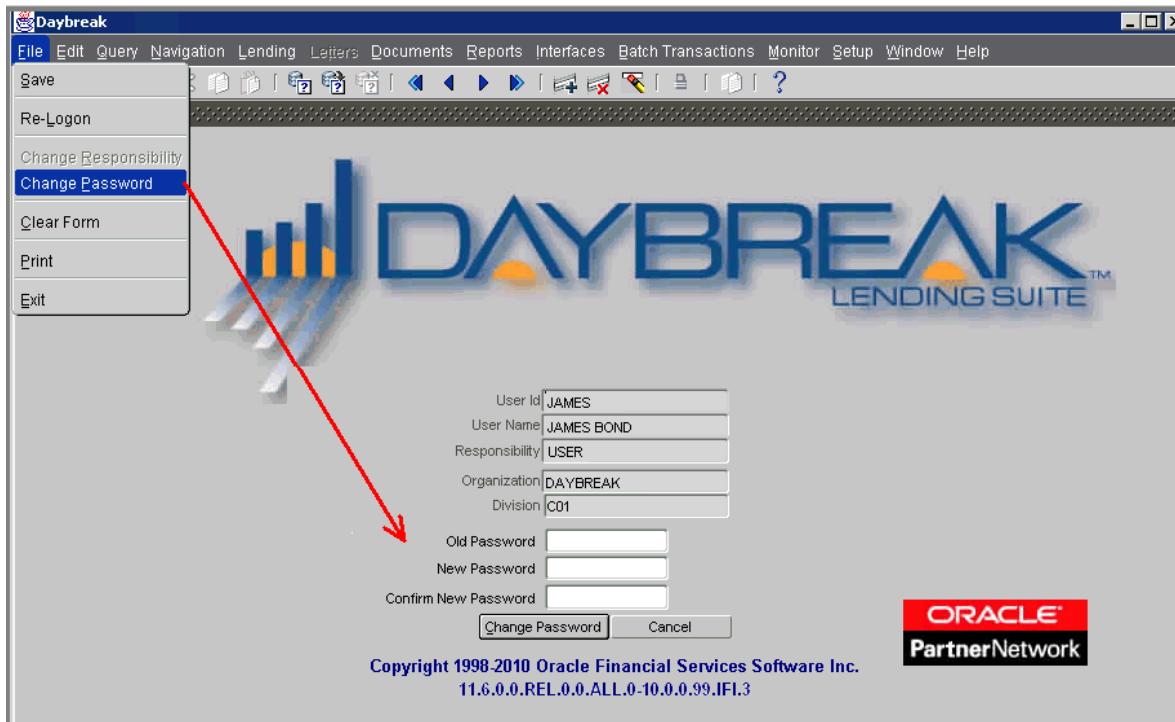
Changing passwords

Passwords will automatically expire after a period of time set by your system administrator. Oracle Daybreak notifies you of approaching password expiration dates with a message dialog box that appears after you log on.

To change your password

- 1 Close all open Oracle Daybreak forms and return to the **User Id** form.
- 2 On the **File** menu, choose **Change Password**.

The Old Password, New Password, and Confirm New Password fields appear on the form, along with the Change Password and Cancel buttons.



- 3 In the **Old Password** field, type your old password and press TAB.
- 4 In the **New Password** field, type your new password and press TAB.
- 5 In the **Confirm New Password** field, retype your new password and choose **Change Password**.

Oracle Daybreak displays the following dialog box:

- 6 Choose **Ok**.

Resetting passwords

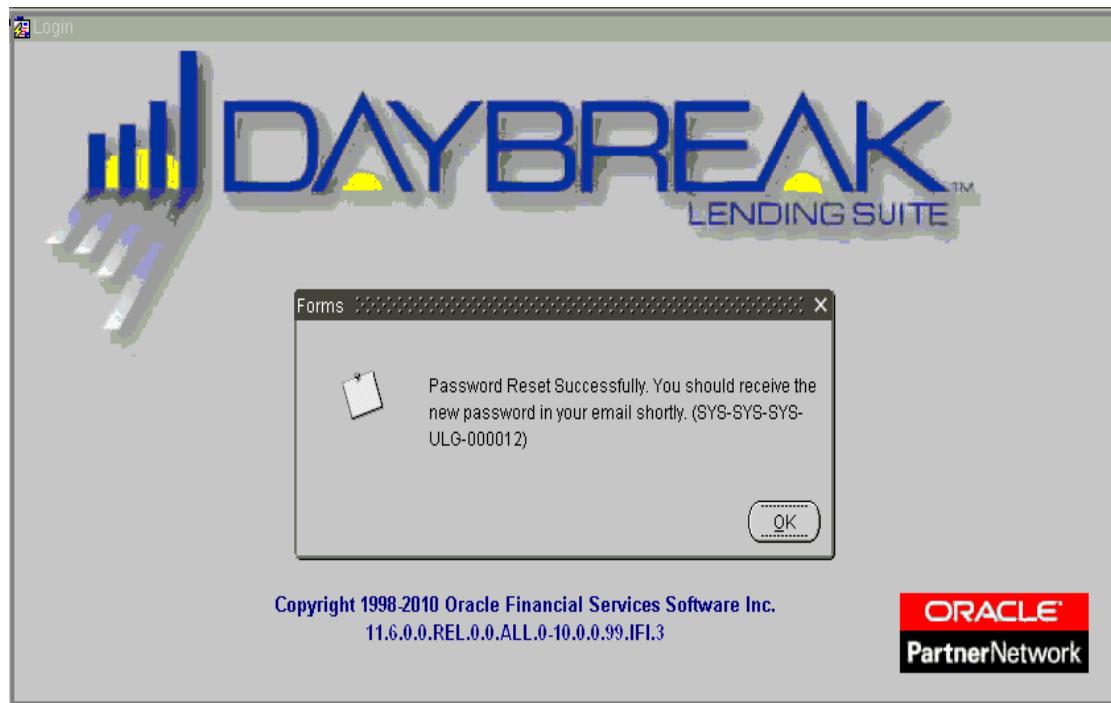
Oracle Daybreak allows you to reset your password from the Login form by choosing the Forgot Password button. This command button can be used when:

- You forget your password
- You discover that your password is not working (as another user might have disabled or changed it)
- Oracle Daybreak disables your password after you entered the wrong password multiple times.

To reset your password with the Forgot Password button

- 1 Close all open Oracle Daybreak forms and return to the **User Id** form.
- 2 In the **User Id** field, enter your user identification.
- 3 Choose **Forgot Password**.

Oracle Daybreak generates a random alphanumeric password and sends this new password to the email address listed in your record on the Administration form's Users page. Oracle Daybreak then displays a Forms dialog box with the message "Password Reset Successfully. You should receive the new password in your email shortly."



Logging off

When exiting Oracle Daybreak, always use one of the following procedures:

- On the **File** menu, choose **Exit** or **Re-Logon**
-or-
On the **Oracle Daybreak** menu bar, choose **Exit**.
-or-
On the **Login** form, press **CTRL+Q**.

Oracle Daybreak closes the session and releases any applications you may have been working on.

IMPORTANT:

Do not choose the Close button on the Oracle Daybreak menu bar to end a Oracle Daybreak session.

CHAPTER 2 : ENTERING AN APPLICATION

The first step in the lease origination process is entering credit application data into Oracle Daybreak. The Application Entry form allows you to enter information from the credit application into the Oracle Daybreak system and request a credit bureau report.

Credit applications are mailed or faxed to financial institutions indirectly through producers (or “dealers”) on behalf of the customer. These credit applications, if received as a fax, can be stored in Oracle Daybreak as images. The Application Entry form’s split screen allows you to view the application as an image in the upper list box while you enter the lease application on the form in the lower master block, pages, and sub pages.

Applications can be entered with images, or without.

This chapter explains how to use the Application Entry form to:

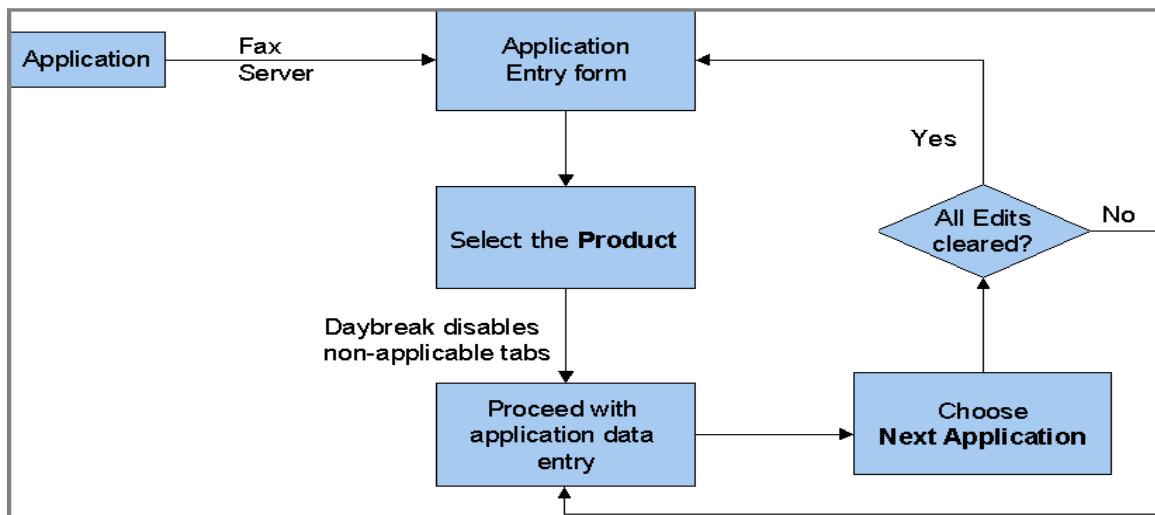
- View a credit application image
- Enter an credit application either with or without an image
- Validate a credit application
- Process a credit application.

IMPORTANT:

In completing the Application Entry form, as well as all other forms in the Oracle Daybreak system, type your entry (or select it from an LOV when available), then press **TAB** to move to the next field. Pressing **TAB** will guide the cursor to the next appropriate field. (Pressing **SHIFT + TAB** moves the cursor back to the previous field). Pressing **ENTER** may not move the cursor, and using the mouse to do so may upset the logical order of entry process.

Entering a credit application (an overview)

The following diagram depicts the workflow of entering applications into Oracle Daybreak:



There are four main steps in completing the Application Entry form:

- 1 Select the product type and producer in the Application Entry form's master block. The *product* defines the type of credit application: lease, as well as any collateral, such as vehicles or homes, associated with the lease. When you save the application, Oracle Daybreak dims the tabs on the Application Entry form that are not associated with the product, streamlining the application process. The *producer* is the dealer supplying the application.
- 2 Enter information regarding the primary applicant, such as name, social security number, address, place of employment, and financial assets and liabilities. Enter this same information for any other applicants, such as co-signers or joint applicants, if they exist.
- 3 Enter information about the requested credit for the line of lease, such as lease amount and number of terms.
- 4 Enter information about the collateral, if this is a secured credit request.

When finished, Oracle Daybreak checks the application for completeness using a pre-defined set of edits. These edits search for errors and warnings based on your system setup. These edits can be defined to check that specific fields are completed, as well as automatically change the status of the application based on its contents. For example, edits can be set up to automatically approve or reject an application based on a minimum salary of the applicant, or maximum age of asset. The prescreening checks ensure that automatic credit bureau reports are pulled only for applications which meet set criteria, thus saving cost.

After an application clears the edits check, choose Next Application. Oracle Daybreak begins the processes of prescreening the application and pulling a credit bureau while you can begin entering the next application in your queue.

Viewing an application in Oracle Daybreak

If your company is using a fax server to receive applications, the first step is to open the application image with the Application Entry form.

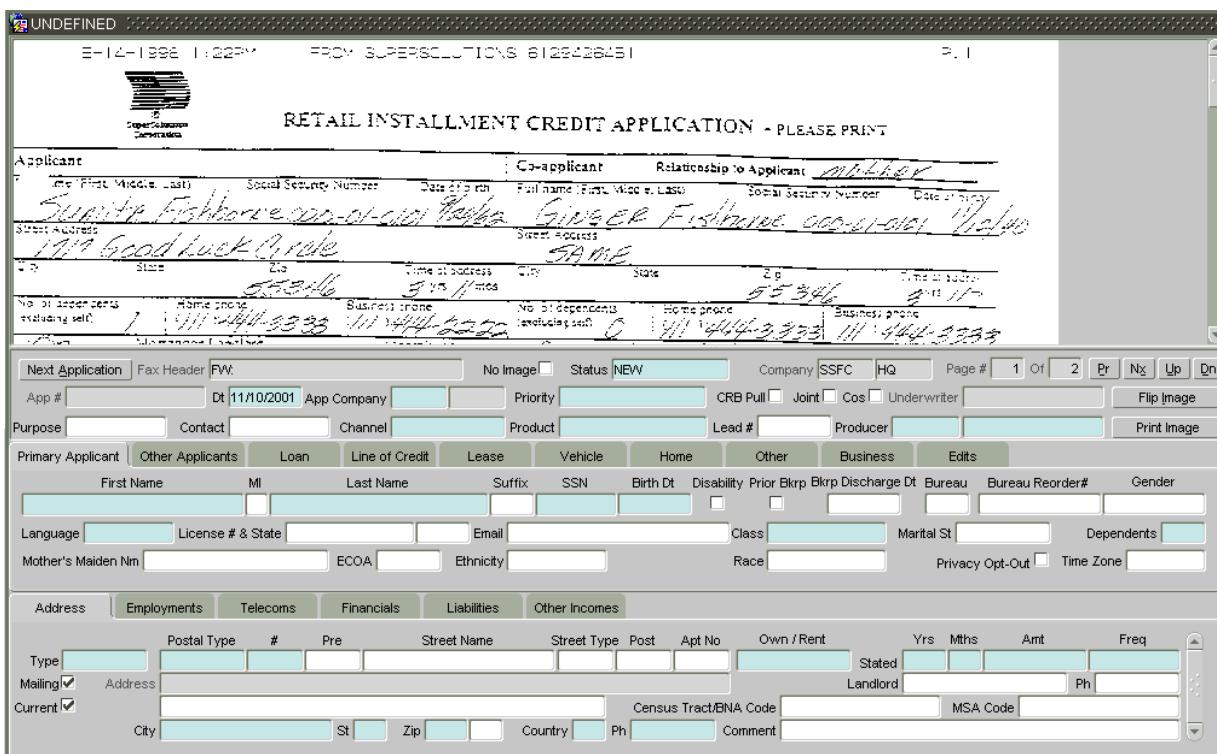
To view a credit application image

- 1 On the **Lending** menu, choose **Application Entry**.

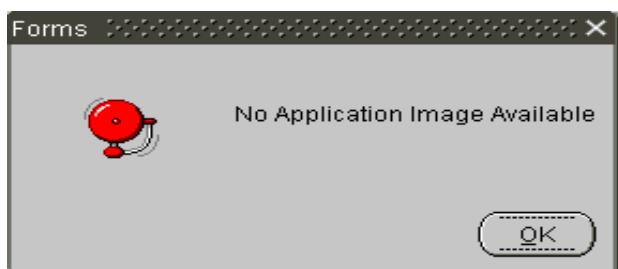
An untitled Application Entry form appears.

- 2 Choose **Next Application**.

Oracle Daybreak displays the next application in the application queue. The image appears in the upper portion of the Application Entry form and the default information appears in the master block.



If you choose **Next Application** and no images are available, Oracle Daybreak displays the following dialog box:



- Choose **Ok**.

The Application Entry form master block contains the following command buttons:

If you choose:	Oracle Daybreak will:
Next Application	Display the next application image.
Pr	Display the previous page of the image (if one exists).
Nx	Display the next page of the image (if one exists).
Up	Scroll up through the selected image.
Dn	Scroll down through the selected image.
Flip Image	Rotate the selected image.
Print Image	Send the selected image to a predefined printer.

Depending on the position of the application when it was faxed to the Oracle Daybreak, the image may be inverted on the Application Entry form.

- 3 To rotate an upside-down image, choose **Flip Image** on the Application Entry form master block.
- 4 To navigate through the application:
 - Use the scroll bar
 - or-
 - Choose **Dn** and **Up** on the Application Entry form master block.

The **Page #** and **Of** fields display what page is currently displayed in the Application Entry form and the total page length of the image.

- 5 To view other pages of the application, if they exist, choose **Nx** and **Pr** on the Application Entry form master block.

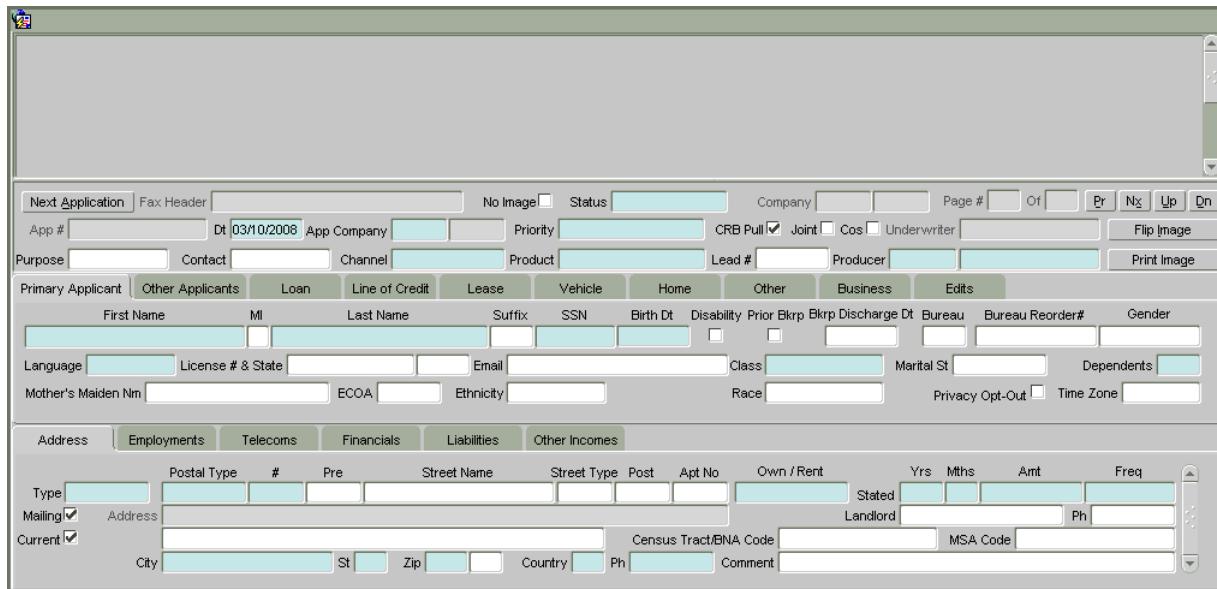
Entering an application without an image

In some cases, an application may not have an image associated with it. The application might be faxed directly to you, or the information might be supplied over the phone.

To complete an application that doesn't have an image

- 1 On the **Lending** menu, choose **Application Entry**.
- 2 Choose **No Image** in the master block and begin entering the application data.

Oracle Daybreak leaves the Fax Header, Status, Company, Page # and Of fields blank and moves the cursor to the App # field.



Completing the Application Entry form's master block

You can enter a credit application either with or without an image. In either case, when using the Application Entry form, you must complete the Product and Producer fields in the master block before you can begin entering information about the applicant and lease request. The contents of the Product and Producer fields will determine which tabs will be made unavailable on the Application Entry form and elsewhere in the Oracle Daybreak system.

Oracle recommends that you save your work periodically as you enter the application. The first time you save an application, Oracle Daybreak assigns it an application number.

To complete the Application Entry form's master block

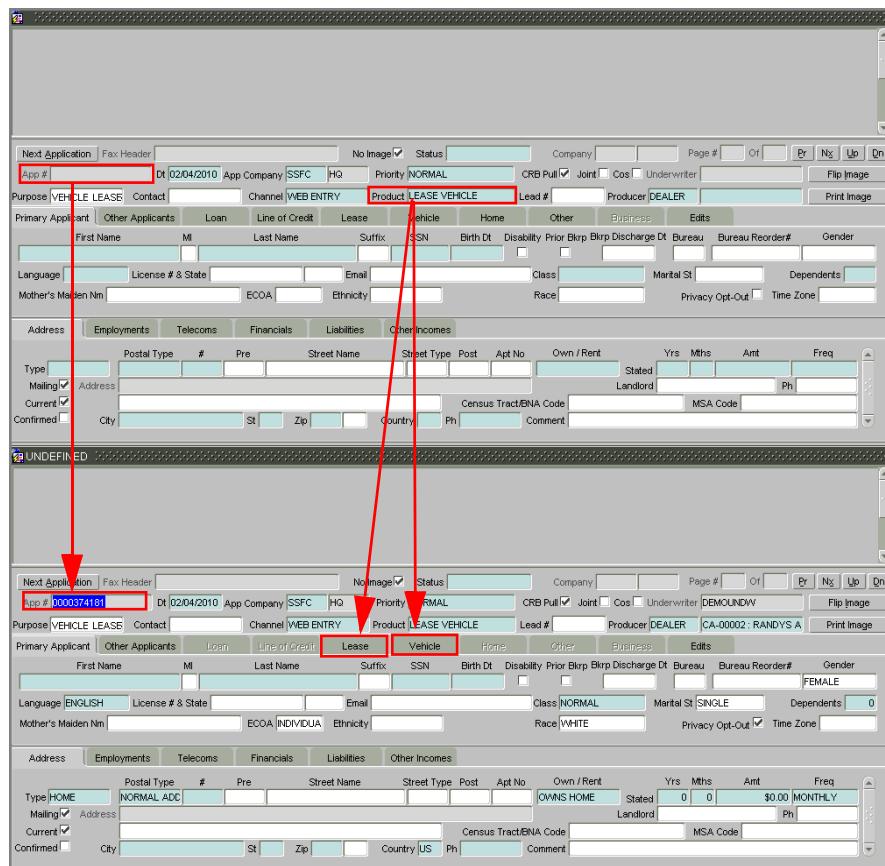
- 1 On the **Lending** menu, choose **Application Entry**.
- 2 Choose **Next Application** to load an application in the upper list box.
- or -
Select **No Image** if there is no image in the upper list box.
- 3 In the Application Entry master block, enter or view the following information. Press the **TAB** key to move between fields:

In this field:	Do this:
Fax Header	View the fax header, the subject line data of the e-mail sent to Oracle Daybreak by the fax server. This data is dependent on the configuration of the fax server (display only).
Status	Select the image status (required).
Company	View the company (display only).
Branch (unlabeled)	View the branch (display only).
Page #	View the page number of the application image on display (display only).
Of	View the total number of pages in the application image (display only).
Dt	Enter the application date (required).
App Company	View the company (required).
App Branch (unlabeled)	View the branch (display only).
Priority	Select the priority of the application (required).
CRB Pull	If this box is selected, Oracle Daybreak will perform an initial credit bureau report pull after the application passes the prescreen edits. Clear the check box if you want to enter an application without pulling a credit report. To use a previously pulled credit bureau report, clear this box and complete the Bureau and Bureau Reorder # fields on the Primary Applicant page).

Joint	If this is a joint application, select Joint . A joint applicant is equally liable for the lease.
Cos	If this is a co-signed application, select Cos . The primary applicant is the purchaser/recipient of the lease. If that person defaults, then the cosigner is responsible
Underwriter	A note about Joint and Cos (co-sign): When pulling credit bureaus, a joint pull can only occur for married couples. The pull will contain complete credit histories for both individuals in one report.
Purpose	In a co-signed application, the credit bureau will be pulled twice, once for each applicant.
Contact	View the underwriter's name (display only).
Channel	Select the purpose for lending (optional).
Product	Enter the contact of the application. This is a free form field that can be used to indicate who supplied the application being entered into Oracle Daybreak (optional).
Lead #	Select how the application was received; for example, fax, web entry, or phone (required).
Producer	Select the type of product you are entering (required).
	Select the sales lead number (optional).
	Select the producer associated with the product (required).

4 Save your application.

When you save the application for the first time, Oracle Daybreak assigns it an application number and, based on the contents of the Product field, dims the non-applicable tabs.



The screenshot shows two instances of the Oracle Daybreak application form. The top instance has the 'LEASE VEHICLE' tab selected, and the bottom instance has the 'Lease' tab selected. Both forms are identical in structure, with fields for App #, Date, Purpose, Channel, Product, Primary Applicant, Other Applicants, Loan, Line of Credit, Lease, Vehicle, Home, Other, Business, and Edits. The 'Lease' tab is highlighted in red in both instances. The 'LEASE VEHICLE' tab is also highlighted in red in the top instance. Red arrows point from the 'LEASE VEHICLE' tab in the top instance to the 'Lease' tab in the bottom instance, indicating that the 'Lease' tab is the active tab in the bottom instance.

Entering primary applicant information

Using the information supplied on the application, complete the Primary Applicant page and sub pages (Address, Employments, Telecoms, Financials, Liabilities, and Other Incomes sub pages). Oracle Daybreak uses the information on the Financial and Liabilities sub pages in determining the applicant's net worth. Oracle Daybreak uses information on the Employments page and Other Incomes sub page to calculate the applicant's debt-to-income ratio.

This section explains how to complete each page and sub pages.

IMPORTANT:

While the following fields are marked *required*, *display only*, and *optional*, these are Oracle Daybreak's default settings. The actual status for a field might differ on your system, depending on how it is configured.

NOTE:

When completing Frequency fields, please note the following:

- *Biweekly* in Oracle Daybreak means "once every two weeks" and **not** "twice a week."
- *Bimonthly* in Oracle Daybreak means "once every two months" and **not** "twice a month."

For more information, see **Appendix D: Payment Amount Conversion**.

To complete the Primary Applicant page

- 1 Choose the **Primary Applicant** tab.

- 2 Use the application to enter the following information on the **Primary Applicant** page:

In this field:

Do this:

First Name

Enter the applicant's first name (required).

MI

Enter the applicant's middle name or initial (optional).

Last Name

Enter the applicant's last name (required).

Suffix

Select the name suffix/generation (optional).

SSN

Enter the applicant's social security number (required).

Birth Dt	Enter the applicant's date of birth (required).
Disability	Select if the application has a disability (optional).
Prior Bkrp	Select if prior bankruptcy exists (optional).
Bkrp Discharge Dt	Enter the discharge date of prior bankruptcy (if one exists) (optional).
 Bureau	If you want to receive a copy of a previously pulled credit bureau report, select the previously pulled credit bureau. This field is used in conjunction with the Bureau Reorder # and the CRB Pull check box in the master block.
 Bureau Reorder #	Note: Currently, First American Credco (Credco) is the only bureau that offers the reorder feature (optional). If you want to receive a copy of a previously pulled credit bureau report, enter the credit bureau reorder number. This allows you to receive a previously pulled credit report from Credco (currently other bureaus do not provide a copy). Note: You can view the credit bureau reorder number from a previously pulled report on the Underwriting form's Bureau (4) master tab in the Bureau Details block (optional).
Gender	Select the gender of the applicant (optional).
Language	Select the applicant's native language (required).
License #	Enter the applicant's license number (optional).
License State	Select the state of the applicant's license (optional).
Email	Enter the applicant's email address (optional).
Class	Select the applicant's classification; for example, NORMAL or EMPLOYEE. Oracle Daybreak uses this information to restrict access to the database by recognizing employees as "secured applications." You can create a SME (Small Medium Enterprise) application by selecting SMALL BUSINESS. When you select SMALL BUSINESS and save your entry, the Business tab on the Application Entry form is available.(required).
Marital St	Select the marital status of the applicant (optional).
Dependents	Enter the number of dependents (optional).
Mother's Maiden Nm	Enter the mother's maiden name (optional).
ECOA	Select the ECOA (Equal Credit Opportunity Act) code. This defines the various possibilities on who is liable; individual, joint, cosigner, and so on (optional).
 Ethnicity	Select the applicant's ethnicity. This is information the Home Mortgage Disclosure Act requires to be reported (optional).
Race	Select the applicant's race or national origin (optional).
Privacy Opt-Out	If necessary, select the check box to indicate that the applicant has elected to refrain from the non-public sharing of information (optional).
 Time zone	View the time zone for the applicant. This information appears when you enter and save the zip code for the primary applicant's current home address on the Address sub page. You can also manually complete this field (optional).

3 Save your entry.

To complete the Address sub page

You can enter more than one address for each applicant, such as a home address, second home address, and vacation home address. However, at least one must be marked as current. Also, only one address can be selected as the mailing address, and that address must be marked as current. Finally, while you can have more than one Home type address, only one can be marked as current.

- 1 Choose the **Address** sub tab.

- 2 Use the application to enter the following information on the **Address** sub page:

In this field:	Do this:
Type	Select the address type (required).
Mailing	Select if this is the mailing address. Only one address entry can be marked as the mailing address (required).
Current	Select if this is a current address. Note: The mailing address must be marked as current (required).
Postal Type	Select the postal address type (required).
#	Enter the building number (required).
Pre	Select the street prefix (directional) (optional).
Street Name	Enter street name (optional).
Street Type	Select the street type (optional).
Post	Select the street postfix (directional) (optional).
Apt No	Enter the apartment number (optional).
Own / Rent	Select the ownership type (required).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (required).
City	Enter the city (required).
St	Select the state (required).
Zip Extension (unlabeled)	Enter the zip extension (optional).
Country	Select the country code (required).
Ph	Enter the phone number (required).
Stated (Yrs)	Enter the stated number of years at residence (required).
Stated (Mths)	Enter the stated number of months at residence (required).

Stated (Amt)	Enter the stated payment amount (required).
Stated (Freq)	Enter the stated payment frequency (required).
Landlord	Enter the landlord's name (optional).
Ph	Enter the landlord's phone number (optional).
Census Tract/BNA Code	Enter census tract/BNA (block numbering area). These are defined by the US Census Bureau code (optional).
MSA Code	Enter the metropolitan statistical area (MSA) code. These are similar in concept to a zip code, but used mostly on government reports (optional).
Comment	Enter a comment (optional).

- 3 Save your entry.
- 4 If there are more than one addresses associated with the applicant, press **F6** to clear the **Address** sub page and repeat steps 1-3.

To complete the Employments sub page

- 1 Choose the **Employments** sub tab.

- 2 Use the application to enter the following information on the **Employments** sub page:

In this field:	Do this:
Current	Select if this is the current employment (optional).
Type	Select the address type (required).
Employer	Enter the employer's name (required).
Address	Enter the building number (optional).
Address 1 (unlabeled)	Enter the address line 1 (optional).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (optional).
City	Enter the city (optional).
St	Select the state (optional).
Zip Extension (unlabeled)	Enter the zip code extension (optional).
Country	Select the country (required).
Occupation	Select the occupation (optional).

Title	Enter the title (optional).
Ph	Enter the work phone number (required).
Extn	Enter phone extension (optional).
Comment	Enter a comment (optional).
Stated (Yrs)	Enter the stated number of years with the employer (required).
Stated (Mths)	Enter the stated number of months with the employer (required).
Stated (Income)	Enter the stated income (required).
Stated (Freq)	Enter the stated income frequency (required).

- 3 Save your entry.
- 4 If there are more than one sources of employment associated with applicant, press **F6** to clear the **Employments** sub page and repeat steps 1-3.

To complete the Telecoms sub page

The Telecoms sub page only needs to be completed if additional phone numbers exist. If not, this sub page can be left blank.

- 1 Choose the **Telecoms** sub tab.

- 2 Use the application to enter the following information on the **Telecoms** sub page:

In this field:	Do this:
Telecom Type	Select the telecommunication type (required).
Phone	Enter the phone number (required).
Extn	Enter the phone extension (optional).
Start Time	Enter the best time to call start time (optional).
Time Period (unlabeled)	Select the time period for the best time to call start time, AM or PM (optional).
End Time	Enter the best time to call end time (optional).

Time Period (unlabeled) Select the time period for the best time to call end time, AM or PM (optional).

Time Zone Select the applicant's time zone (optional).

Current Select if this telecom number is current (optional).

- 3 Save your entry.
- 4 If there are more than one sources of telecom numbers associated with the applicant, repeat steps 2 and 3.

To complete the Financials sub page

The Financials sub page only needs to be completed if financial assets exist on the application. If not, this sub page can be left blank.

- 1 Choose the **Financials** sub tab.

- 2 Use the application to enter the following information on the **Financials** sub page:

In this field:	Do this:
Type	Select financial type; for example, liquid assets, retirement assets, and so on (required).
Source	Enter source; for example, stocks, 401K, rent received, and so on (optional).
Amt	Enter amount (required).
Comment	Enter a comment (optional).

- 3 Save your entry.
- 4 If there are more than one financial assets associated with the applicant, repeat steps 2 and 3.

To complete the Liabilities sub page

The Liabilities sub page only needs to be completed if financial liabilities exist on the application. If not, this sub page can be left blank.

- 1 Choose the **Liabilities** sub tab.

- 2 Use the application to enter the following information on the **Liabilities** sub page:

In this field:

Do this:

Type	Select the liability type (required).
Amt	Enter the liability amount (required).
Freq	Select the frequency (required).
Account Type	Enter the account type (required).
Balance	Enter the account balance (required).
Comment	Enter a comment (optional).

- 3 Save your entry.
- 4 If there are more financial liabilities associated with the applicant, repeat steps 2 and 3.

To complete the Other Incomes sub page

The Other Incomes sub page only needs to be completed if other incomes exist on the application. If not, this sub page can be left blank.

- 1 Choose the **Other Incomes** sub tab.

- 2 Use the application to enter the following required information on the **Other Incomes** sub page:

In this field:

Do this:

Type	Select the income type (required).
Amt	Enter the income (required).
Freq	Select the income frequency (required).

- 3 Save your entry.
- 4 If there is more than one other income associated with the applicant, repeat steps 2 and 3.

Entering other applicant information

The **Other Applicants** page only needs to be completed if a secondary or joint applicant exists. If not, this page can be left blank. The Other Applicants sub pages are the same as the Primary Applicant sub pages, with the addition of the **Copy Prim Address** box on the **Address** sub page.

To enter other applicant information

- 1 If other applicants are included on the application, choose the **Other Applicant** tab.

The Other Applicants page contains the same fields as the Primary Applicant fields, with the addition of the **Type** field. Use this field to select the relationship type; for example, spouse, secondary, or cosigner.

The screenshot shows the 'Other Applicants' page of a software application. At the top, there are tabs for 'Primary Applicant' and 'Other Applicants', with 'Other Applicants' being the active tab. Below the tabs are various input fields for an applicant, including 'First Name', 'Last Name', 'SSN', 'Birth Dt', 'Disability', 'Prior Blkr', 'Blkrp', 'Discharge', 'Dt Bureau', and 'Bureau Reorder'. There are also fields for 'Gender', 'Language', 'License # & State', 'Email', 'Dependents', 'Mother's Maiden Nm', 'ECOA', 'INDIVIDUA', 'Ethnicity', 'Race', 'Privacy Opt-Out', and 'Time Zone'. Below these are tabs for 'Address', 'Employments', 'Telecoms', 'Financials', 'Liabilities', and 'Other Incomes'. The 'Address' tab is active, showing fields for 'Street Name', 'Street Type', 'Post', 'Apt No', 'Own / Rent', 'Yrs', 'Mths', 'Amt', and 'Freq'. There are also fields for 'Type' (set to 'HOME'), 'Postal Type' (set to 'NORMAL ADC'), 'Mailing' (checked), 'Address', 'Current' (checked), 'Confirmed' (unchecked), 'City', 'St', 'Zip', 'Country' (set to 'US'), 'Ph', 'Comment', 'Census Tract/BNA Code', and 'MSA Code'. At the top of the page, there are various status and control buttons like 'No Image', 'Status', 'Company', 'Page #', 'Of', 'Pr', 'Nx', 'Up', 'Dn', 'CRB Pull', 'Joint', 'Cos', 'Underwriter', 'BJORN1', 'Flip Image', 'Print Image', and 'Print'.

- 2 Complete the **Other Applicant** page and sub pages (**Address**, **Employments**, **Telecoms**, **Financials**, **Liabilities**, and **Other Incomes** sub pages).

Note: If the other applicant shares the same address information as the primary applicant, on the Address sub page, select **Copy Prim Address** to copy the primary applicant's current mailing address to this sub page.

- 3 Save your entry after you complete each page and sub page.

Note: If there is more than one other applicant, press F6 to refresh the Other Applicant page and repeat steps 2 and 3. Each other applicant must have a unique entry in the Type field.

Entering business applications (SME Lending)

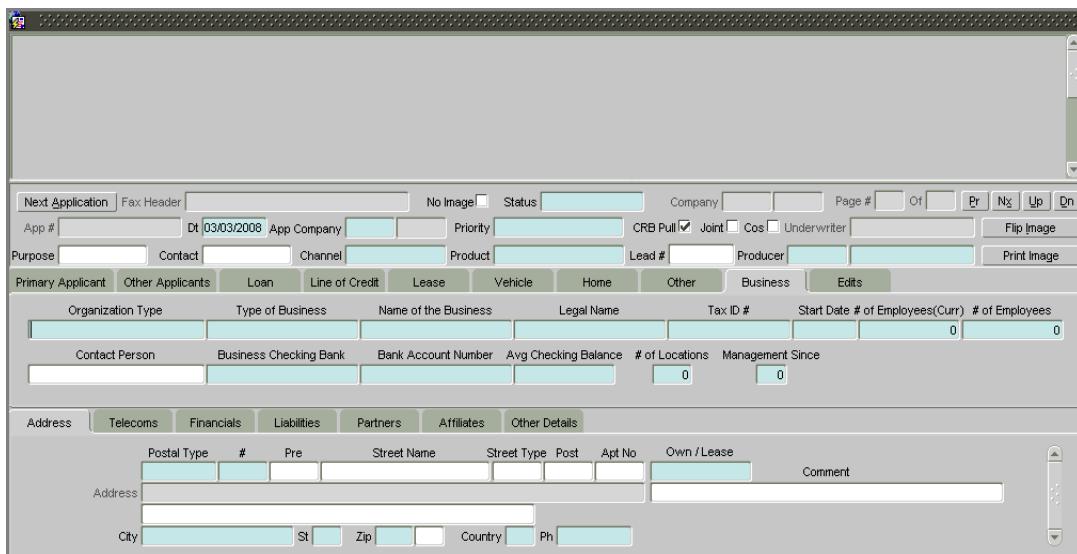
Oracle Daybreak can record SME business related financial information and business partners on the Business page to assist in approving the lease application during underwriting. The Business page is available for leases and contains the following sub pages:

- Address
- Telecoms
- Financials
- Liabilities
- Partners
- Affiliates
- Other Details

To enter business information

- 1 If SME business information is included on the application, select SMALL BUSINESS in the **Class** field on the **Primary Applicant** page and save your entry.

The Business tab on the Application Entry form is available.



The screenshot shows the Oracle Daybreak Application Entry interface. The 'Business' tab is selected. The form includes fields for organization type, business type, name, legal name, tax ID, employees, and various address and contact details. The interface is a standard Windows-style application with a toolbar and various tabs for different types of applicants.

- 2 Use the application to enter the following information on the **Business** page:

In this field:	Do this:
Organization Type	Select the organization type (required).
Type of Business	Select the type of the business (required).
Name of the Business	Enter the name of the business (required).
Legal Name	Enter the legal name of the business (required).
Tax Id #	Enter the tax identification number (required).
Start Date	Enter the business start date (required).
# of Employees (Curr)	Enter the current number of employees at the business (required).
# of Employees	Enter the number of employees at the business after financing (required).
Contact person	Enter the contact person at the business (optional).

Business Checking Bank	Enter the bank name of the business's checking account (required).
Bank Account Number	Enter the bank account number (required).
Average Checking Balance	Enter the average checking balance (required).
# of Locations	Enter the number of locations of the business (required).
Management Since	Enter the year the current management was established (required).

- 3 Save your entry.

To complete the Business tab's Address sub page

You can enter more than one address for the business.

- 1 Choose the Business tab's **Address** sub tab.

- 2 Use the application to enter the following information on the Business tab's **Address** sub tab:

In this field:	Do this:
Postal Type	Select the postal address type (required).
#	Enter the building number (required).
Pre	Select the street prefix (directional) (optional).
Street Name	Enter street name (optional).
Street Type	Select the street type (optional).
Post	Select the street postfix (directional) (optional).
Apt No	Enter the apartment number (optional).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (required).
City	Enter the city (required).
St	Select the state (required).
Zip Extension (unlabeled)	Enter the zip extension (optional).
Country	Select the country code (required).
Ph	Enter the phone number (required).
Ph	Enter the landlord's phone number (optional).
Own / Rent	Select the ownership type (required).

Comment

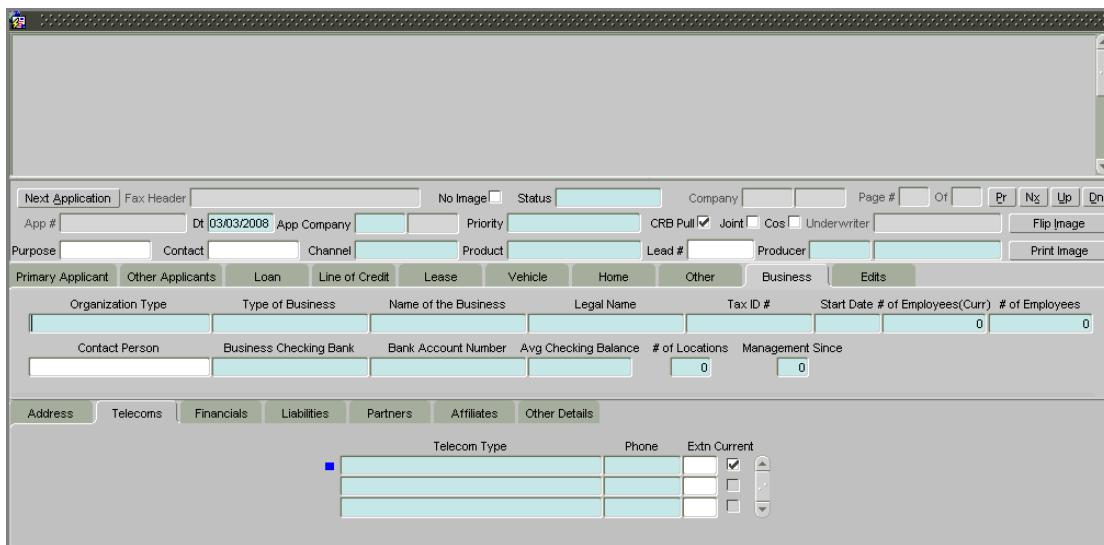
Enter a comment (optional).

- 3 Save your entry.
- 4 If there are more than one addresses associated with business, press **F6** to clear the **Address** sub page and repeat steps 1-3.

To complete the Business tab's Telecoms sub page

The Business tab's Telecoms sub page only needs to be completed if additional phone numbers for the business exist. If not, this sub page can be left blank.

- 1 Choose the Business tab's **Telecoms** sub tab.



- 2 Use the application to enter the following information on the Business tab's **Telecoms** sub page:

In this field:

Telecom Type

Phone

Extn

Do this:

Select the telecommunication type (required).

Enter the phone number (required).

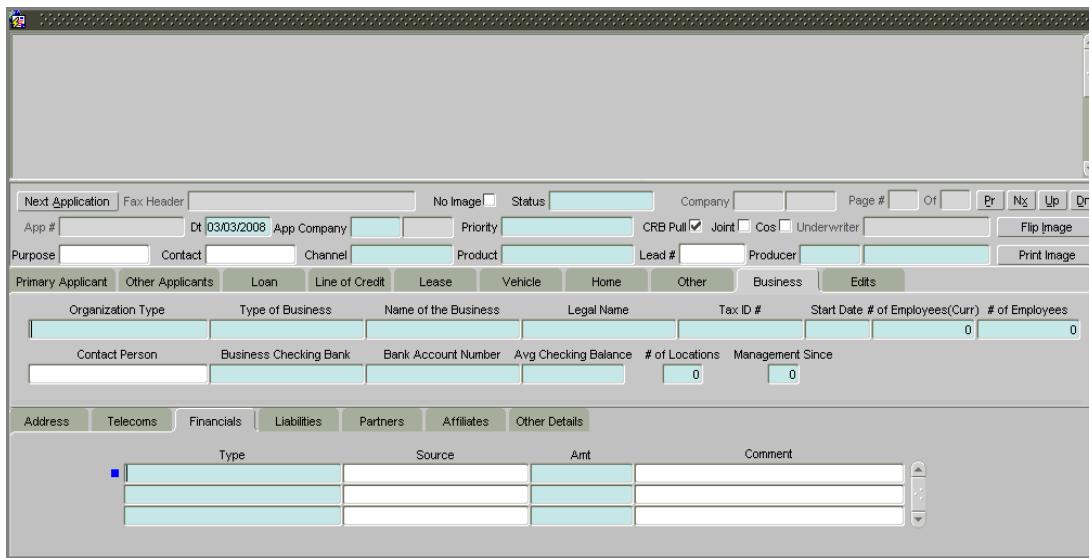
Enter the phone extension (optional).

- 3 Save your entry.
- 4 If there are more than one sources of telecom numbers associated with the business, repeat steps 2 and 3.

To complete Business tab's Financials sub page

The Business tab's Financials sub page only needs to be completed if financial assets exist on the application for the business. If not, this sub page can be left blank.

- 1 Choose the Business tab's **Financials** sub tab.



- 2 Use the application to enter the following information on the Business tab's **Financials** sub page:

In this field:

Do this:

Type

Select financial type; for example, liquid assets, retirement assets, and so on (required).

Source

Enter source; for example, stocks, 401K, rent received, and so on (optional).

Amt

Enter amount (required).

Comment

Enter a comment (optional).

- 3 Save your entry.

- 4 If there are more than one financial assets associated with the business, repeat steps 2 and 3.

To complete Business tab's Liabilities sub page

The Business tab's Liabilities sub page only needs to be completed if financial liabilities exist on the application for the business. If not, this sub page can be left blank.

- 1 Choose the Business tab's **Liabilities** sub tab.

- 2 Use the application to enter the following information on the Business tab's **Liabilities** sub page:

In this field:	Do this:
Type	Select the liability type (required).
Amt	Enter the liability amount (required).
Freq	Select the frequency (required).
Account Type	Enter the account type (required).
Balance	Enter the account balance (required).
Comment	Enter a comment (optional).

- 3 Save your entry.
- 4 If there are more financial liabilities associated with the business, repeat steps 2 and 3.

To complete the Business tab's Partners sub page

You can enter more than one partner for the business.

- 1 Choose the Business tab's **Partners** sub tab.

- 2 Use the application to enter the following information on the Business tab's **Partners** sub tab:

In this field:	Do this:
First Name	Enter the partner's first name (required).
MI	Select the partner's middle name (optional).
Last Name	Enter the partner's last name (required).
Suffix	Enter the partner's suffix (optional).
SSN	Enter the partner's social security number (required).
Birth Dt	Enter the partner's birth date (required).
Birth Place	Enter the partner's birth place (optional).
Title	Select the partner's title (optional).
Ownership (%)	Enter the percentage of ownership held by the customer (required).
Networth	Enter the partner's net worth (required).
Gross Income	Enter the partner's gross income. (required).
Language	Enter the partner's language (required).
Nationality	Enter the partner's nationality (optional).
<u>Address block</u>	
Address (#)	Enter the partner's address number (required).
Address (unlabeled)	Enter the partner's address (required).
Address 2 (unlabeled)	Enter the partner's address line 2 (optional).
Zip	Select the partner's zip code (required).
City	Enter the partner's city (required).
St	Select the partner's state (required).
Zip Extension (unlabeled)	Enter the partner's zip extension (optional).
Country	Select the partner's country code (required).
Ph	Enter the partner's phone number (required).
Email	Enter the partner's email (optional).

- 3 Save your entry.
- 4 If there are more partners associated with the business, press **F6** to clear the **Partners** sub page and repeat steps 2 and 3.

To complete the Business tab's Affiliates sub page

You can enter more than one affiliate for the business.

- 1 Choose the Business tab's **Affiliates** sub tab.

- 2 Use the application to enter the following information on the Business tab's **Affiliates** sub tab:

In this field:	Do this:
Organization Type	Select the affiliate's organization type (required)
Legal Name	Enter the affiliate's legal name (required)
Business Name	Enter the affiliate's business name (required)
Tax ID	Enter the affiliate's tax identification (required)
Ownership (%)	Enter the affiliate's percentage of ownership (required)
Number of Employees	Enter the affiliate's number of employees (required)
NAICS CODE	Enter the affiliate's North American Industry Classification System code (required).
<u>Address block</u>	
Address (#)	Enter the affiliate's address number (required).
Address (unlabeled)	Enter the affiliate's address (required).
Address 2 (unlabeled)	Enter the affiliate's address line 2 (optional).
Zip	Select the affiliate's zip code (required).
City	Enter the affiliate's city (required).
St	Select the affiliate's state (required).
Zip Extension (unlabeled)	Enter the affiliate's zip extension (optional).
Country	Select the affiliate's country code (required).
Ph	Enter the affiliate's phone number (required).
Email	Enter the affiliate's partner's email (optional).

- 3 Save your entry.
- 4 If there are more partners associated with the business, press **F6** to clear the **Affiliates** sub page and repeat steps 2 and 3.

To complete the Business tab's Other Details sub page

The Other Details sub page records information regarding monetary amounts associated with the business such as profits, sales, and expenses.

- 1 Choose the Business tab's **Other Details** sub tab.

- 2 Use the application to enter the following information on the Business tab's **Affiliates** sub tab:

In this field:

Analysis Frequency
Gross Margin
Income Amt
Business Expenses Amt
Personal Expenses Amt
Sales Revenue (Annual)
Projected Sales Amt
Collection Average
Proj Coll Avg Annual
Book List
Open Delq
Turnover
Equity

Do this:

Select the analysis frequency (required).
Enter the company gross margin factor (required).
Enter the business income amount (required).
Enter the business expenses amount (required).
Enter the personal expenses amount (required).
Enter the annual sales revenue (required).
Enter the sales amount projected (required).
Enter the collection average (required).
Enter the projected collection average annual (required).
Enter the business booklist (required).
Enter the open delinquency (required).
Enter the turnover amount (required).
Enter the equity amount (required).

Signatures block

Title
Signature

Enter the title (optional).
Enter the signature (optional).

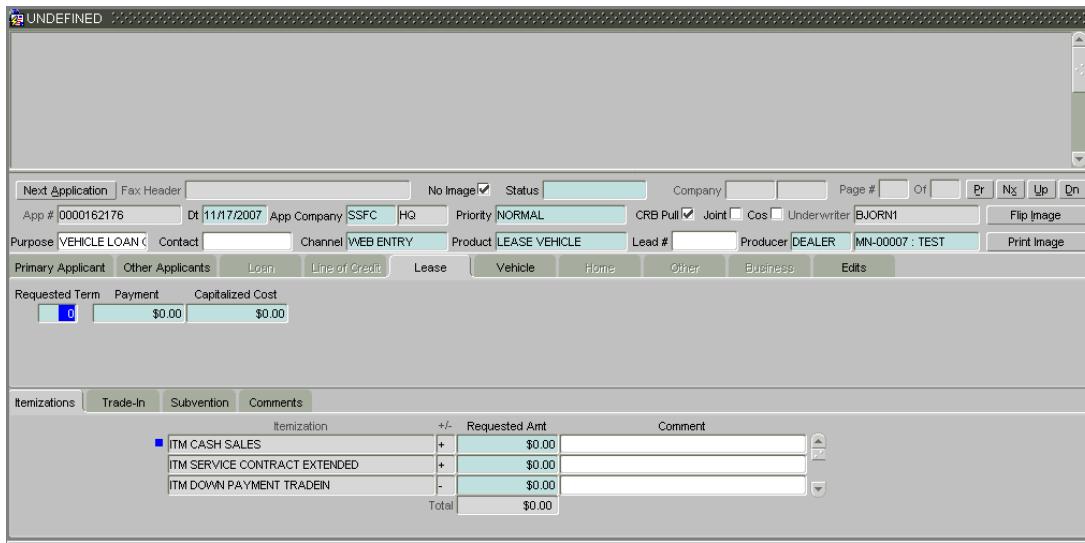
- 3 Save your entry.

Entering credit request details

Depending on the type of product you selected, one of three following lending tabs will be available: **Lease**. Complete the available page. The **Lease** pages all share the following sub pages: **Itemization**, **Trade-In**, **Subvention**, and **Comments**. Complete these sub pages, if information exists.

To complete the **Lease** page

- 1 Choose the **Lease** tab.



The screenshot shows a software application window for a lease application. The top menu bar includes 'UNDEFINED', 'File', 'Edit', 'View', 'Insert', 'Format', 'Table', 'List', 'Text', 'Image', 'Form', 'Report', 'Database', 'Help', and 'Exit'. Below the menu is a toolbar with icons for 'Next Application', 'Fax Header', 'Image', 'Status', 'Company', 'Page #', 'Of', 'Print', 'Next', 'Up', and 'Down'. The main header contains fields for 'App # 0000162176', 'Dt 11/17/2007', 'App Company SSFC HQ', 'Priority NORMAL', 'CRB Pull checked', 'Joint checked', 'Cos checked', 'Underwriter BJORN1', 'Flip Image', 'Purpose VEHICLE LOAN', 'Contact', 'Channel WEB ENTRY', 'Product LEASE VEHICLE', 'Lead #', 'Producer DEALER MN-00007 : TEST', 'Print Image', and tabs for 'Primary Applicant', 'Other Applicants', 'Login', 'Line of Credit', 'Lease', 'Vehicle', 'Home', 'Other', 'Business', and 'Edits'. The 'Lease' tab is selected. Below this is a table for 'Requested Term', 'Payment', and 'Capitalized Cost' with values 0, \$0.00, and \$0.00 respectively. The bottom section is titled 'Itemizations' and contains tabs for 'Itemization', 'Trade-In', 'Subvention', and 'Comments'. The 'Itemization' tab is selected, showing a table with three rows: 'ITM CASH SALES' (Requested Amt \$0.00), 'ITM SERVICE CONTRACT EXTENDED' (Requested Amt \$0.00), and 'ITM DOWN PAYMENT TRADEIN' (Requested Amt \$0.00). The total is \$0.00.

- 2 Use the application to supply the following information on the **Lease** page:

In this field:

Requested Term

Do this:

Enter the requested term; that is, number of payments in months (months is the default) (required).

Payment

Capitalized Cost

Enter the requested payment amount, per term (required).
Enter the requested cap cost amount; that is, the cost of the asset (required).

- 3 Save your entry.

To complete the Itemization sub page

The Itemization sub page lists the particulars regarding the payment of the lease. This pre-defined list is configured during setup and linked to the type of product you selected in this form's master block.

- 1 If there are itemizations in the application, choose the **Itemization** sub tab.

Itemization	+/	Requested Amt	Comment
ITM CASH SALES	+	\$0.00	
ITM SERVICE CONTRACT EXTENDED	+	\$0.00	
ITM DOWN PAYMENT TRADEIN	-	\$0.00	
Total		\$0.00	

- 2 Use the application to supply the following information on the **Itemization** sub page:

In this field:

Itemization

Do this:

Select the itemization code you want to use (display only).

+-

View the sign. **Note:** A positive itemization increases the amount of the loan, a negative itemization decreases the amount of the loan (display only).

Requested Amt

Enter amount (required).

Comment

Enter a comment relating to the itemization entry; for example, if a fee is abnormally high or low, this field might be used to record the reason (optional).

Total

View the total (display only).

- 3 Save your entry.

- 4 If there is more than one itemization associated with the loan, repeat steps 2 and 3.

To complete the Trade-In sub page

- 1 If there is a trade-in associated with the application, choose the **Trade-In** sub tab.

- 2 Use the application to supply the following information on the **Trade-In** sub page:

In this field:

Asset Type

Sub Type

Year

Make

Model

Body

Identification Number

Wholesale

Desc

Valuation Dt*

Source*

Supplement*

Edition*

Retail

Addons +

Payoff Amt -

Total Value =

Do this:

Select the asset class (required).

Select the asset sub type (optional).

Enter the year of the asset (required).

Enter the make of the asset (required).

Enter the model of the asset (required).

Enter the body of the asset (optional).

Enter the asset identification number (optional).

Enter the wholesale value (required).

View the asset description (display only).

Enter the valuation date for the asset (optional).

Select the valuation source (optional).

Enter the valuation supplement (optional).

Enter the valuation edition (optional).

* These fields are related to the source of the valuation of the asset and are dependent on the type of asset; for example, an auto loan might use Kelly or NADA, while a home loan might use an appraisal or a tax assessment.

Enter the retail value (required).

Enter the addons value (required).

Enter the payoff amount (required).

View the total value (display only).

- 3 Save your entry.

To complete the Subvention sub page

- 1 If there is a subvention associated with the application, choose the **Subvention** sub tab.

Subvention	Code	Description	Include
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>

- 2 Use the application to supply the following information on the **Subvention** sub page:

In this field:

Code

Description

Include

Do this:

Select the subvention plan (required).

View the subvention plan description (display only).

Select to include the subvention entry in the application.

- 3 Save your entry.

To complete the Comments sub page

- 1 If you want to add a comment to the application, choose the **Comments** sub tab.

Alert	Type	Sub Type	Comment
<input checked="" type="checkbox"/>	REGULAR		
	02/04/2010 01:33:26 AM	SSC	

2 Use the application to supply the following information on the **Comments** sub page:

In this field:	Do this:
Alert	Select box if the comment is an alert (optional).
Type	Select the comment type (required).
Sub Type	Select the comment sub type (required).
Comment	Enter a comment (required).
User (unlabeled)	View the user who entered or created the comment (display only).
Date (unlabeled)	View the comment date time (display only).

3 Save your entry.
4 If you want to add additional comments, repeat steps 2 and 3.

Entering the collateral information

Depending on the type of product or producer you selected, one of the three following collateral tabs will be available: **Vehicle**, **Home**, or **Other**. Complete the page that is available on your Application Entry form. After that, complete the **Valuations** sub page, which the Vehicle, Home, and Other pages all share.

(Note: If you are entering an unsecured line of credit, none of these three tabs is available; in which case, skip this step.)

To complete the Vehicle page

- 1 Choose the **Vehicle** tab.

The screenshot shows the 'Vehicle' tab selected in the Application Entry form. The vehicle details section includes fields for Year (2005), Make (NISSAN), Model (350), Body (SL), and Registration # (897887). The Valuations section shows a current value of \$1,100.00, a usage value of \$100.00, and a total value of \$1,400.00. Addons/Attributes listed include '5 SPEED'.

- 2 Select **Primary** if this is the main asset on the application.
- 3 Use the application to supply the following information on the **Vehicle** page:

In this field:	Do this:
Class	Select the asset class (required).
Type	Select the asset type (required).
Sub Type	Select the asset sub type (required).
Status	Select the asset status (required).
Year	Enter the year of the vehicle (required).
Make	Enter the make of the vehicle (optional).
Model	Enter the model of the vehicle (optional).
Body	Enter the body of the vehicle (optional).
Id #	Enter the vehicle identification number (optional).
Registration #	Enter the vehicle registration number (required).
Desc	View the vehicle description (display only).
Address	Enter the building number (optional).
Address 1 (unlabeled)	Enter the address line 1 (optional).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (optional).
City	Enter the city (optional).
St	Select the state (optional).
Zip Extension (unlabeled)	Enter the zip extension (optional).

Country

County

Select the country (required).

Select the county (optional).

- 4 Save your entry.
- 5 If there are additional vehicles associated with the application, press **F6** to refresh the **Vehicle** page and complete steps 3 and 4.

To complete the Home page

- 1 Choose the **Home** tab.

- 2 Select **Primary** if this is the main asset on the application.
- 3 Use the application to supply the following required information on the **Home** page:

In this field:**Do this:****Class**

Select the asset class (required).

Type

Select the asset type (required).

Sub Type

Select the asset sub type (required).

Occupancy

Select owner occupancy type (optional).

Year

Enter the year when the property was built (required).

Make

Enter the make of the home (optional).

Model

Enter the model of the home (optional).

PO#

Enter the asset purchase order number (optional).

W

Enter the asset width (optional).

L

Enter the asset length (optional).

Id #

Enter the home identification number (optional).

Geo

Enter the geographical code for the property (optional).

BNA

Enter census tract/BNA (block numbering area) code (optional).

MSA

Enter the metropolitan statistical area (MSA) code (optional).

Desc

Enter a description of the home (optional).

Address

Enter the building number (required).

Address 1 (unlabeled)

Enter the address line 1 (required).

Address 2 (unlabeled)

Enter the address line 2 (optional).

Zip

Select the zip code (required).

City	Enter the city (required).
St	Select the state (required).
Zip Extension (unlabeled)	Enter the zip extension (optional).
Country	Select the country (required).
County	Select the county (optional).

- 4 Save your entry.
- 5 If there are additional homes associated with the application, press **F6** to refresh the **Home** page and complete steps 3 and 4.

To complete the **Other** page

- 1 Choose the **Other** tab.

The screenshot shows a software application window with the following details:

- Header:** Next Application, Fax Header, No Image, Status, Company, Page #, Of, Pr, Nz, Up, Dn.
- Applicant Information:** App #, Dt (02/04/2010), App Company (SSFC HQ), Priority (NORMAL), CRB Pull (checked), Joint (checkbox), Cos (checkbox), Underwriter (checkbox), Flip Image, Print Image.
- Purpose:** Purpose (VEHICLE LOAN), Contact, Channel (WEB ENTRY), Product (LEASE VEHICLE), Lead #, Producer (DEALER).
- Primary Applicant:** Primary (checkbox checked), Class (dropdown), Type (dropdown), Sub Type (dropdown), Status (NOT DEFINED), Desc (text input), Year (dropdown), Make (dropdown), Model (dropdown), Body (dropdown), Address (text input), City (text input), St (text input), Zip (text input), Country (US), County (text input).
- Valuations:** Current (checkbox checked), Wholesale (\$1,100.00), Retail (\$1,100.00), Usage (10000), Usage Value + (\$100.00), Addons/Attributes (5 SPEED), Value (\$200.00), Amt (\$200.00). Source (NADA INTERFACE), Supplement (dropdown), Edition (dropdown), Total Value = (\$1,400.00).

- 2 Select **Primary** if this is the main asset on the application.
- 3 Use the application to supply the following required information on the **Other** page:

In this field:	Do this:
Class	Select the asset class (required).
Type	Select the asset type (required).
Sub Type	Select the asset sub-type (required).
Status	Select the asset status (required).
Year	Enter the year of the asset (required).
Make	Enter the make of the asset (optional).
Model	Enter the model of the asset (optional).
Body	Enter the body of the asset (optional).
Id #	Enter the asset identification number (optional).
Registration #	Enter the asset registration number (required).
Desc	View the asset description (display only).
Address	Enter the building number (optional).
Address 1 (unlabeled)	Enter the address line 1 (optional).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (optional).
City	Enter the city (optional).
St	Select the state (optional).

Zip Extension (unlabeled)

Enter the zip extension (optional).

Country

Select the country (required).

County

Select the county (optional).

4 Save your entry.

5 If there are additional other assets associated with the application, press **F6** to refresh the **Other** page and complete steps 3 and 4.

To complete the Valuations sub page

1 Choose the **Valuations** sub tab.

2 Use the application to supply the following information on the **Valuations** sub page:

In this field:

Do this:

Current

Select if this is the current valuation (optional).

Valuation Dt

Enter the valuation date (required).

Source

Select the valuation source (required).

Supplement

Enter the valuation supplement (optional).

Edition

Enter the valuation edition (optional).

Wholesale

Enter the wholesale value (required).

Usage

Enter the usage.

Retail

Enter the retail value (required).

Usage Value +

Enter the usage value; that is, the monetary effect that the current mileage has on the value of the vehicle (required).

Addons +

View the add-ons value (display only).

Total Value =

View the total value (display only).

Addons/Attributes

Select the add-on/attribute (required).

Value

Enter the value of the attribute (optional).

Amt

Enter the add-on amount (required).

Note: Complete the Addons/Attributes, Value, and Amt fields for each of the asset's add-ons and attributes on the application.

3 Save your entry.

Validating a credit application

When you first save the information on the Application Entry form, Oracle Daybreak assigns the application an application number in the App # field. When you have finished entering data on the Application Entry form, choose Next Application in the master block. Oracle Daybreak then performs the Application Entry Edits check of the application, looking for errors and warnings.

If Oracle Daybreak finds an error, a dialog box appears instructing you to review the Edits page and **Edit Details** sub page. You must correct all the listed errors before Oracle Daybreak changes the status of the application.

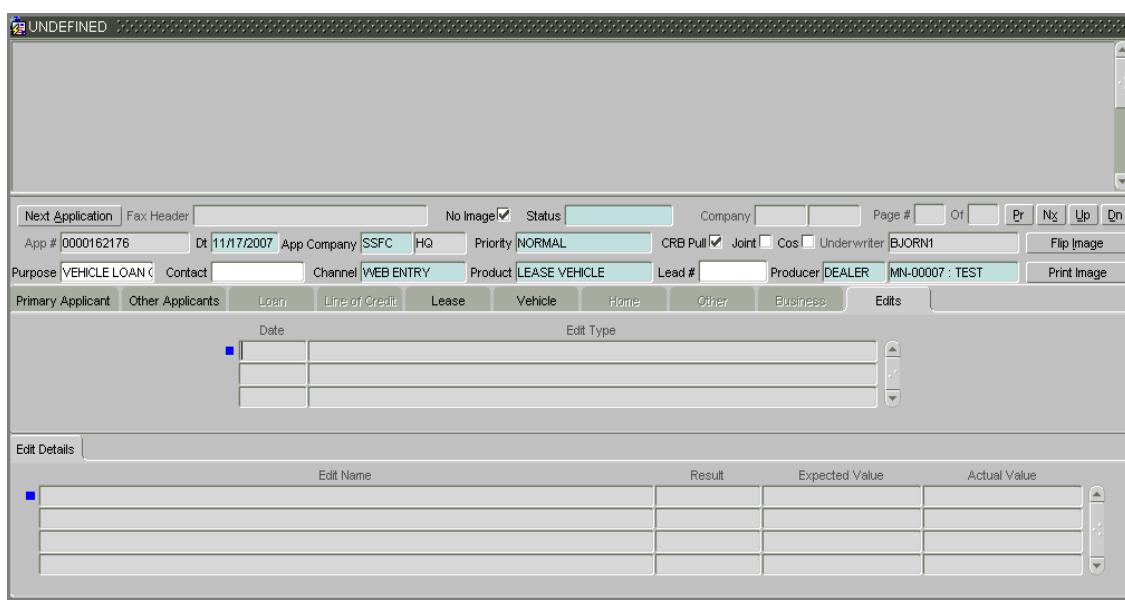
If Oracle Daybreak finds a warning, it should be addressed, but Oracle Daybreak allows you to complete the application and change its status without doing so.

IMPORTANT:

The Edit Details sub page's errors and warnings are created during the setup process.

To validate a credit application

- 1 Enter all the information associated with the application on the Application Entry form (see the **Entering Credit Applications** section for more details.)
- 2 When you are finished entering data, choose **Next Application**.
Oracle Daybreak checks information on the form using guidelines (edits) established during implementation.
- 3 On the Application Entry form, select the **Edits** tab.



- 4 On the **Edits Detail** sub page is a list of errors. Complete the tasks or missing information listed in the **Edit Name** column labeled **ERROR** in the **Results** column.
- 5 When you are finished correcting errors, use the master block, choose **Next Application**.
- 6 On the **Edits Detail** sub tab is a list of warnings. Complete the tasks or missing information listed in the **Edit Name** column labeled **WARNING** in the **Results** column.

7 When you are finished correcting warnings, use the master block choose **Next Application**.

Oracle Daybreak begins processing the credit application.

If there are other applications waiting to be entered, the next application in your queue appears on the Application Entry form. You can close the form without making or saving any entries.

Processing a credit application

If Oracle Daybreak succeeds in validating the data on the Application Entry form, it begins the background processes of completing the Application Prescreening Edits check, sending a credit report request to the credit bureau, and auto decisioning the application with the Oracle Daybreak credit score.

Returning to an unfinished application

You can return to any unfinished application, both those that are entered with images and those without, provided the unfinished application has been saved and received an application number.

An unfinished application - one that has been saved and has received an application number, yet has not completed the edits check - will appear on the Underwriting form with a status of NEW - BLANK.

Click on the application to load it and continue with application entry.

The screenshot shows the Oracle Daybreak Application Entry interface. At the top, there is a search bar and several filter options: 'App #', 'Dt', 'Join', 'Cos', 'Purpose', 'Priority', 'Status', 'Company', 'Product', 'Existing Customer', 'Dup', 'Contact', 'Channel', 'Producer', 'Sales Agent'. Below the search bar is a navigation bar with tabs: 'Search (1)', 'Applicants (2)', 'Decision (3)', 'Bureau (4)', 'Collateral (6)', 'Comments (7)', 'Image (8)', 'Verification (9)', 'Tools (10)'. The 'Tools (10)' tab is currently selected. Underneath the tabs is a 'Sort' section with 'Primary Sort Order' (set to 'NONE') and 'Secondary Sort Order' (set to 'NONE'). To the right of the sort section is a 'View All' checkbox. The main area displays a table of applications. The columns are: Company, Branch, Priority, App #, Date, Title, Product, Status, and Producer. The fourth row in the table has the 'Status' column highlighted with a red box, showing 'NEW-BLANK'. The other rows show various application details like 'LEASE VEHICLE' for Product and 'GA-00001 : AUTO SOURCE OF M...' for Producer. At the bottom of the screen, there are buttons for 'Queue Name', 'Secured Application', 'Copy Application', and 'Next Application'.

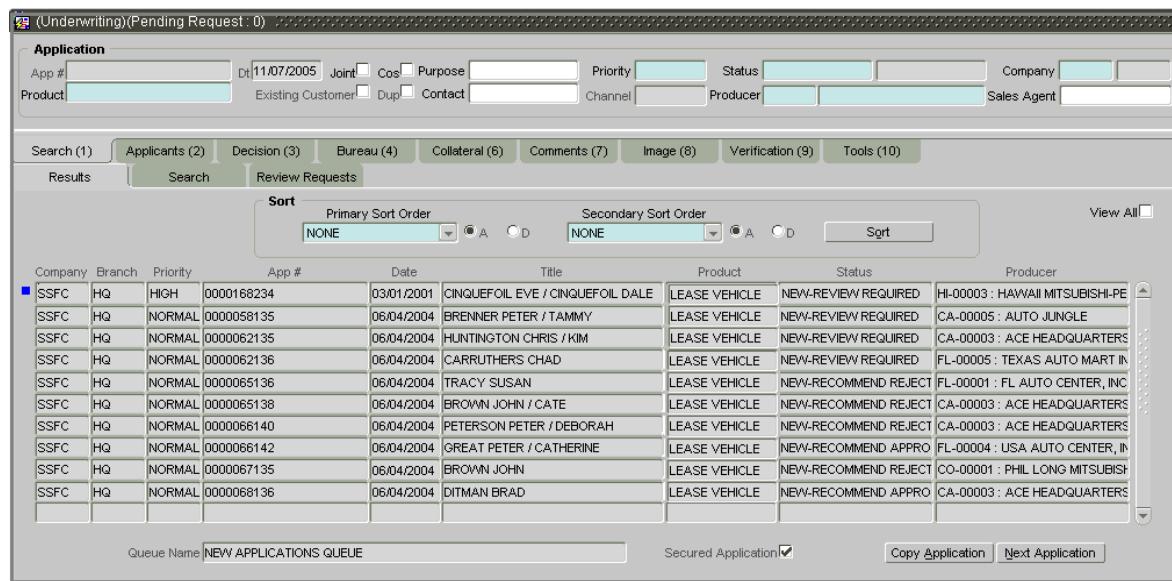
Company	Branch	Priority	App #	Date	Title	Product	Status	Producer
SSFC	HQ	NORMAL	0000069141	06/08/2004	UNDEFINED	LEASE VEHICLE	NEW-BLANK	GA-00001 : AUTO SOURCE OF M...
SSFC	HQ	NORMAL	0000078135	06/16/2004	UNDEFINED	LEASE VEHICLE	NEW-BLANK	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000083135	06/23/2004	MEHDI JERRY	LEASE VEHICLE	NEW-BLANK	HI-00001 : KAUAI MITSUBISHI
SSFC	HQ	NORMAL	0000097135	06/29/2004	CICERO JERRY	LEASE VEHICLE	NEW-BLANK	CA-00003 : ACE HEADQUARTERS

CHAPTER 3 : SEARCHING FOR APPLICATIONS

This chapter explains how to use the Search page found on the Underwriting, Funding, and Customer Service forms to search for and retrieve applications.

Loading applications using queues

Oracle Daybreak can be configured so that when you open the Underwriting or Funding form, the applications in your work queue automatically appear on the Results page. You can be assigned to work more than one queue. The queue to which each application is assigned appears in the Queue Name field.



Company	Branch	Priority	App #	Date	Title	Product	Status	Producer
SSFC	HQ	HIGH	0000168234	03/01/2001	CINQUEFOIL EVE / CINQUEFOIL DALE	LEASE VEHICLE	NEW-REVIEW REQUIRED	HI-00003 : HAWAII MITSUBISHI-PE
SSFC	HQ	NORMAL	0000058135	06/04/2004	BRENNER PETER / TAMMY	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00005 : AUTO JUNGLE
SSFC	HQ	NORMAL	0000062135	06/04/2004	HUNTINGTON CHRIS / KIM	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000062136	06/04/2004	CARRUTHERS CHAD	LEASE VEHICLE	NEW-REVIEW REQUIRED	FL-00005 : TEXAS AUTO MART
SSFC	HQ	NORMAL	0000065136	06/04/2004	TRACY SUSAN	LEASE VEHICLE	NEW-RECOMMEND REJECT	FL-00001 : FL AUTO CENTER, INC
SSFC	HQ	NORMAL	0000065138	06/04/2004	BROWN JOHN / CATE	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066140	06/04/2004	PETERSON PETER / DEBORAH	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066142	06/04/2004	GREAT PETER / CATHERINE	LEASE VEHICLE	NEW-RECOMMEND APPRO	FL-00004 : USA AUTO CENTER, INC
SSFC	HQ	NORMAL	0000067135	06/04/2004	BROWN JOHN	LEASE VEHICLE	NEW-RECOMMEND REJECT	CO-00001 : PHIL LONG MITSUBISHI
SSFC	HQ	NORMAL	0000068136	06/04/2004	DITMAN BRAD	LEASE VEHICLE	NEW-RECOMMEND APPRO	CA-00003 : ACE HEADQUARTERS

You can begin processing the applications in the order of which they are listed, double-clicking on the application at the top of the list to load it.

Using the Search page

When using the Underwriting, Funding, or Customer Service forms, you may need to search for and retrieve a particular application. These three forms all contain the Search page that allows you to locate an application using a broad range of search criteria.

To view the Search page on the Underwriting form

- 1 On the **Lending** menu, choose **Underwriting**.

The Underwriting form appears, opened at the Results page.

The screenshot shows the Underwriting application search results. The search criteria at the top are: App# (empty), Dt (11/07/2005), Joint (unchecked), Cos (unchecked), Purpose (empty), Priority (empty), Status (empty), Company (empty), Product (empty), Existing Customer (unchecked), Dup (unchecked), Contact (empty), Channel (empty), Producer (empty), Sales Agent (empty). The tabs at the top are: Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), Tools (10). The 'Search' tab is selected. Below the tabs is a 'Sort' section with 'Primary Sort Order' set to 'NONE' and 'Secondary Sort Order' set to 'NONE'. The main area is a grid of application records:

Company	Branch	Priority	App #	Date	Title	Product	Status	Producer
SSFC	HQ	HIGH	0000168234	03/01/2001	CINQUEFOIL EVE / CINQUEFOIL DALE	LEASE VEHICLE	NEW-REVIEW REQUIRED	HI-00003 : HAWAII MITSUBISHI PE
SSFC	HQ	NORMAL	0000058135	06/04/2004	BRENNER PETER / TAMMY	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00005 : AUTO JUNGLE
SSFC	HQ	NORMAL	0000062135	06/04/2004	HUNTINGTON CHRIS / KIM	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000062136	06/04/2004	CARRUTHERS CHAD	LEASE VEHICLE	NEW-REVIEW REQUIRED	FL-00005 : TEXAS AUTO MART INC
SSFC	HQ	NORMAL	0000065136	06/04/2004	TRACY SUSAN	LEASE VEHICLE	NEW-RECOMMEND REJECT	FL-00001 : FL AUTO CENTER, INC
SSFC	HQ	NORMAL	0000065138	06/04/2004	BROWN JOHN / CATE	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066140	06/04/2004	PETERSON PETER / DEBORAH	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066142	06/04/2004	GREAT PETER / CATHERINE	LEASE VEHICLE	NEW-RECOMMEND APPRO	FL-00004 : USA AUTO CENTER, INC
SSFC	HQ	NORMAL	0000067135	06/04/2004	BROWN JOHN	LEASE VEHICLE	NEW-RECOMMEND REJECT	CO-00001 : PHIL LONG MITSUBISHI
SSFC	HQ	NORMAL	0000068136	06/04/2004	DITMAN BRAD	LEASE VEHICLE	NEW-RECOMMEND APPRO	CA-00003 : ACE HEADQUARTERS

At the bottom are buttons for Queue Name (NEW APPLICATIONS QUEUE), Secured Application (checkbox), Copy Application, and Next Application.

- 2 Choose the **Search** tab.

The screenshot shows the Underwriting application search criteria page. The search criteria grid is as follows:

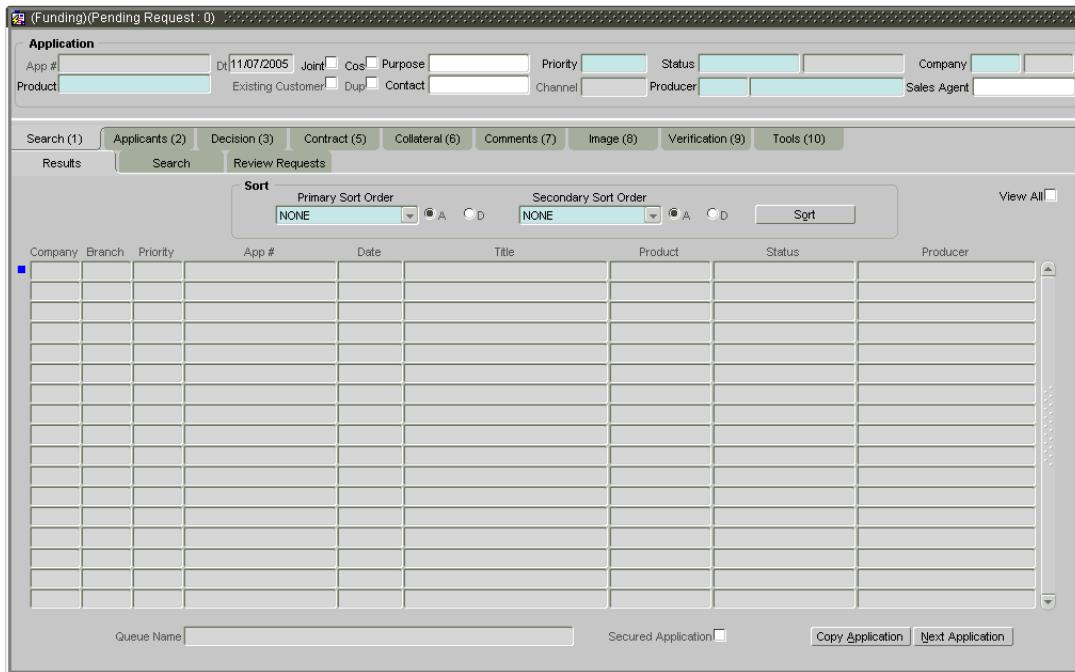
Criteria	Comparison Operator	Value
APPLICATION #	LIKE	
APPLICATION DT	>=	
APPLICATION STATUS	LIKE	
APPLICATION SUB STATUS	LIKE	
UNDERWRITER	LIKE	
PRODUCT	LIKE	
APPLICANT LAST NAME	LIKE	
APPLICANT SSN	=	
VIN	LIKE	
YEAR	=	
MAKE	LIKE	
MODEL	LIKE	
ASSET TYPE	LIKE	
PRODUCER #	LIKE	
PRODUCER NAME	LIKE	

Below the grid are buttons for Search, Reset Criteria, and Search.

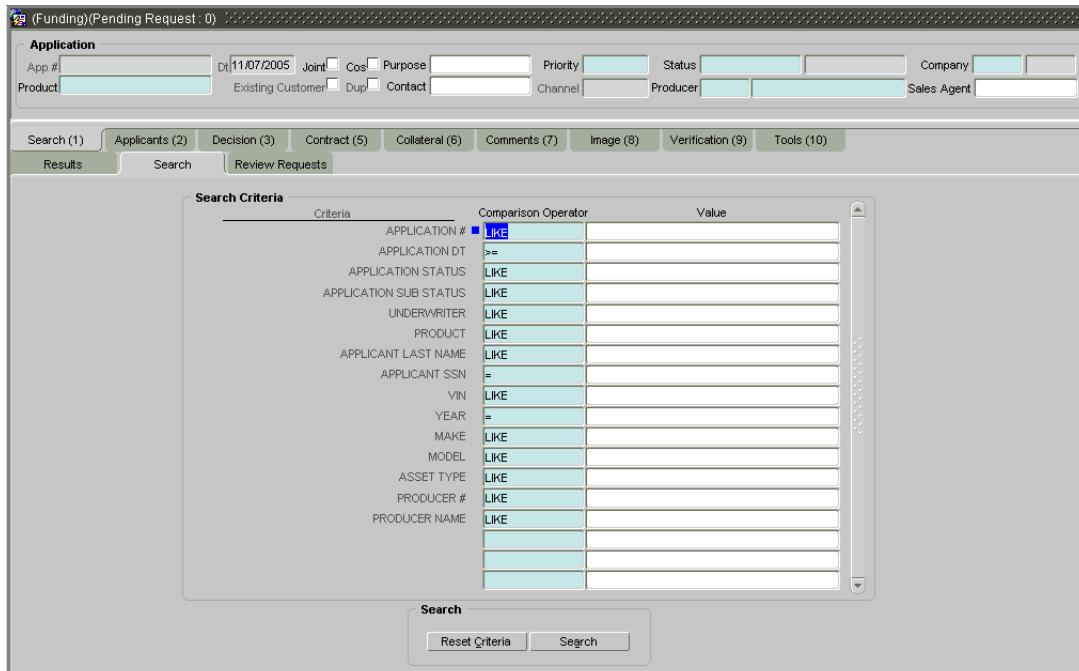
To view the Search page on the Funding form

- 1 On the **Lending** menu, choose **Funding**.

The Funding form appears, opened at the Results page.



- 2 Choose the **Search** tab.



Search criteria

In querying the Oracle Daybreak database, search criteria allows you to locate applications. Search criteria is a filter consisting of *criteria* (such as an account number, account status, customer social security number, and so on), comparison *operators*, or “codes” (see below), and *values* (the data to search for). Oracle Daybreak uses the following comparison operators in creating search criteria:

Code	Description	Example Expression
<	less than	APPLICATION DATE < 01/22/2002 Result: Oracle Daybreak searches for all applications created before Jan. 22, 2002.
< =	less than or equal to	APPLICATION DATE <= 01/22/2002 Result: Oracle Daybreak searches for all applications created on or before Jan. 22, 2002.
=	equal	APPLICANT SSN = 111-22-3333 Result: Oracle Daybreak searches for all applications with an applicant whose social security number is 111-22-3333.
< >	not equal	APPLICANT SSN <> 111-22-3333 Result: Oracle Daybreak searches for all applications except those with an applicant whose social security number is 111-22-3333.
>	greater than	APPLICATION DATE > 01/22/2002 Result: Oracle Daybreak searches for all applications created after Jan. 22, 2002.
> =	greater than or equal to	APPLICATION DATE >= 01/22/2002 Result: Oracle Daybreak searches for all applications created on or after Jan. 22, 2002.
IN	in	ACCOUNT NUMBER IN (20001000012512, 20010100012645, 20010300012817) Note: IN is used with values that are within parenthesis. Result: Oracle Daybreak searches for the applications with the account numbers of 20001000012512, 20010100012645, and 20010300012817.)
NOT IN	not in	ACCOUNT NUMBER NOT IN (20001000012512, 20010100012645, 20010300012817) Note: NOT IN is used with values that are within parenthesis. Result: Oracle Daybreak searches for all applications except those with the account numbers of 20001000012512, 20010100012645, and 20010300012817.)

IS	is	VIN IS NULL
IS NOT	is not	VIN IS NOT NULL
LIKE	like	ASSET TYPE LIKE VEH%
NOT LIKE	not like	ASSET TYPE NOT LIKE VEH%

Note: Choose **Reset Criteria** at any time to clear the **Comparison Operator** and **Values** columns on the **Search** page.

A note about wildcard characters

- Wildcard characters can only be used with the operator LIKE and NOT LIKE.
- % (percent) represents any number of characters, including no characters.
- _ (underline) represents any single character.

Criteria value examples

Search criteria values of **1234%** will locate character strings of any length that *begin* with “**1234**”

- **1234ACB**
- **12345678**
- **1234**
- **12348**
- **12340980988234ABIL230498098**

Search criteria values of **1234_** will locate character strings of five characters that *begin* with “**1234**”

- **12345**
- **1234A**
- **12340**

Search criteria values of **%1234** will locate character strings of any length that *end* with “**1234**”

- **1234**
- **01234**
- **098908LKJKLJLKJ000988071234**

Search criteria values of **_1234** will locate five character strings that *end* in “**1234**”

- **A1234**
- **11234**

Search criteria values of **%1234%** will locate character strings of any length that *contain* “**1234**”

- **1234**
- **01234**
- **12340**
- **AKJLKJ1234128424**

Search criteria values of **_1234_** will locate character strings of 6 characters that *contain* “**1234**”

- **A1234B**
- **012341**
- **A12341**

Search criteria examples

Criteria	Comparison Operator	Value
APPLICATION DATE	=	05/01/2001

Result: Oracle Daybreak searches for all applications with an application date of May 1, 2001.

Criteria	Comparison Operator	Value
APPLICATION DATE	=	05/01/2001
APPLICATION NUMBER	>=	0000000278

Result: Oracle Daybreak searches for all applications with an application date of May 1, 2001 and an application number greater than or equal to 0000000278.

Criteria	Comparison Operator	Value
FIRST NAME	=	JAN

Result: Oracle Daybreak searches for all applications with an applicant with a first name of "JAN"

JAN ARBOR
JAN FISHER

Criteria	Comparison Operator	Value
FIRST NAME	LIKE	JAN%

Result: Oracle Daybreak searches for all applications with an applicant with a first name of starting with "JAN"

JAN ARBOR
JAN FISHER
JANE MEYERS
JANETTE NORDSTROM

To use the Search page

- 1 In the **Search Criteria** block on the **Search** page, use the **Comparison Operator** and **Values** columns to create the search criteria you want to use to find an application.
- 2 Choose the **Search** button.

Oracle Daybreak locates and displays on the Results page all the applications that meet your search criteria in the Search Criteria block.

- On the **Underwriting** and **Funding** forms, the results are sorted according to 1) priority of application and 2) application identification number.

The Underwriting form's Results page.

Company	Branch	Priority	App #	Date	Title	Product	Status	Producer
SSFC	HQ	HIGH	0000168234	03/01/2001	CINQUEFOIL EVE / CINQUEFOIL DALE	LEASE VEHICLE	NEW-REVIEW REQUIRED	HI-00003 : HAWAII MITSUBISHI-PE
SSFC	HQ	NORMAL	0000058135	06/04/2004	BRENNER PETER / TAMMY	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00005 : AUTO JUNGLE
SSFC	HQ	NORMAL	0000062135	06/04/2004	HUNTINGTON CHRIS / KIM	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000062136	06/04/2004	CARRUTHERS CHAD	LEASE VEHICLE	NEW-REVIEW REQUIRED	FL-00005 : TEXAS AUTO MART IN
SSFC	HQ	NORMAL	0000065136	06/04/2004	TRACY SUSAN	LEASE VEHICLE	NEW-RECOMMEND REJECT	FL-00001 : FL AUTO CENTER, INC
SSFC	HQ	NORMAL	0000065138	06/04/2004	BROWN JOHN / CATE	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066140	06/04/2004	PETERSON PETER / DEBORAH	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066142	06/04/2004	GREAT PETER / CATHERINE	LEASE VEHICLE	NEW-RECOMMEND APPRO	FL-00004 : USA AUTO CENTER, IN
SSFC	HQ	NORMAL	0000067135	06/04/2004	BROWN JOHN	LEASE VEHICLE	NEW-RECOMMEND REJECT	CO-00001 : PHIL LONG MITSUBISHI
SSFC	HQ	NORMAL	0000068136	06/04/2004	DITMAN BRAD	LEASE VEHICLE	NEW-RECOMMEND APPRO	CA-00003 : ACE HEADQUARTERS

The Funding form's Results page.

Company	Branch	Priority	App #	Date	Title	Product	Status	Producer
---------	--------	----------	-------	------	-------	---------	--------	----------

- 3 Use the **Sort** block to further arrange your results, if you choose. For more information, see the **Using the Sort block** section in this chapter.

4 On the **Results** page, double-click the application you want to retrieve.

- If you are using the **Underwriting** form, Oracle Daybreak loads the application on the Applicants (2) master tab's Primary page.

This screenshot shows the Oracle Daybreak Underwriting application interface. The top header displays the application number (000021075), date (11/01/2006), and various status fields. The main application form is filled with data for an applicant named LOUISE. The 'Address' tab is selected, showing a mailing address of 8844 DANBURY LN, AGANA, GA, 96928, with a phone number of 978-333-3211. To the right of the address is a 'Stated / Actual' table for monthly payments of \$1,200.00.

- If you are using the **Funding** form, Oracle Daybreak loads the application on the Applicants (2) master tab's Primary page.

This screenshot shows the Oracle Daybreak Funding application interface. The top header displays the application number (0000000490), date (02/01/2001), and various status fields. The main application form is filled with data for an applicant named MARIE. The 'Address' tab is selected, showing a mailing address of 134 MORGE WAY, WINSTON-SALEM, NC, 27025, with a phone number of 612-333-2828. To the right of the address is a 'Stated / Actual' table for monthly payments of \$1,200.00.

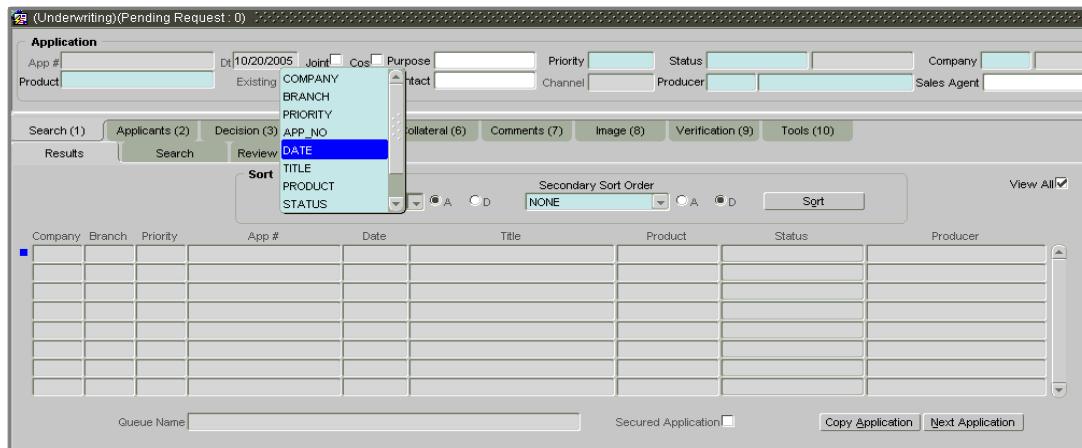
You are now ready to begin work on the application.

Using the Sort block

The Sort block allows you to sort the search results using one or two different fields. The **Primary Sort Order** and **Secondary Sort Order** fields have the following sort order entries:

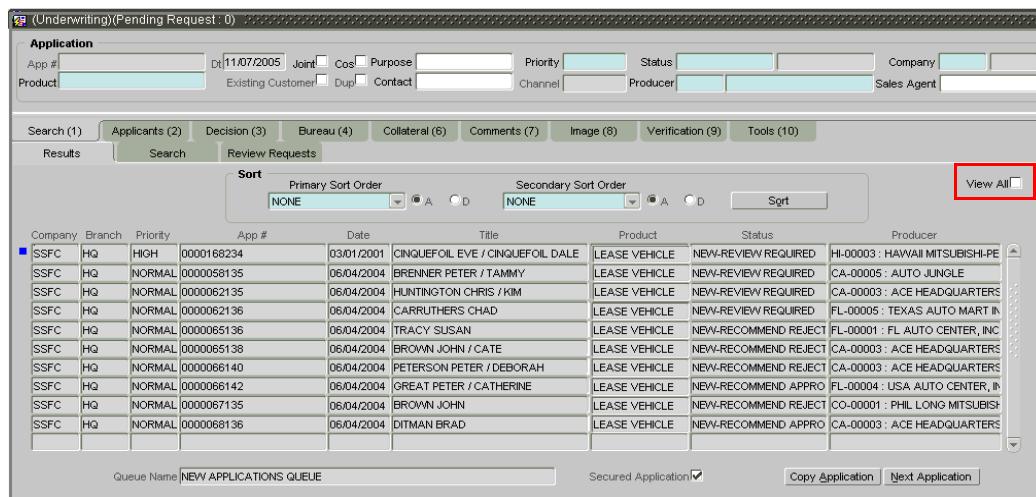
- COMPANY
- BRANCH
- PRIORITY
- APP #
- DATE
- TITLE
- PRODUCT
- STATUS
- PRODUCER
- NONE

This list can be viewed as a drop down list for each field.



You can sort the search criteria using either the **Primary Sort Order** field or a combination of the **Primary Sort Order** field and the **Secondary Sort Order** field. You can also choose to view the results in an ascending or descending order by selecting the corresponding option button (**A** for ascending, **D** for descending) next to either field.

The following screen shot displays the unsorted results of a “View All” search.



Company	Branch	Priority	App #	Date	Title	Product	Status	Producer
SSFC	HQ	HIGH	0000168234	03/01/2001	CINQUEFOIL EVE / CINQUEFOIL DALE	LEASE VEHICLE	NEW-REVIEW REQUIRED	HI-00003 : HAWAII MITSUBISHI-PE
SSFC	HQ	NORMAL	0000058135	06/04/2004	BRENNER PETER / TAMMY	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00005 : AUTO JUNGLE
SSFC	HQ	NORMAL	0000062135	06/04/2004	HUNTINGTON CHRIS / KIM	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000062136	06/04/2004	CARRUTHERS CHAD	LEASE VEHICLE	NEW-REVIEW REQUIRED	FL-00005 : TEXAS AUTO MART IN
SSFC	HQ	NORMAL	0000065136	06/04/2004	TRACY SUSAN	LEASE VEHICLE	NEW-RECOMMEND REJECT	FL-00001 : FL AUTO CENTER, INC
SSFC	HQ	NORMAL	0000065138	06/04/2004	BROWN JOHN / CATE	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066140	06/04/2004	PETERSON PETER / DEBORAH	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066142	06/04/2004	GREAT PETER / CATHERINE	LEASE VEHICLE	NEW-RECOMMEND APPRO	FL-00004 : USA AUTO CENTER, IN
SSFC	HQ	NORMAL	0000067135	06/04/2004	BROWN JOHN	LEASE VEHICLE	NEW-RECOMMEND REJECT	CO-00001 : PHIL LONG MITSUBISHI
SSFC	HQ	NORMAL	0000068136	06/04/2004	DITMAN BRAD	LEASE VEHICLE	NEW-RECOMMEND APPRO	CA-00003 : ACE HEADQUARTERS

To use the Search block

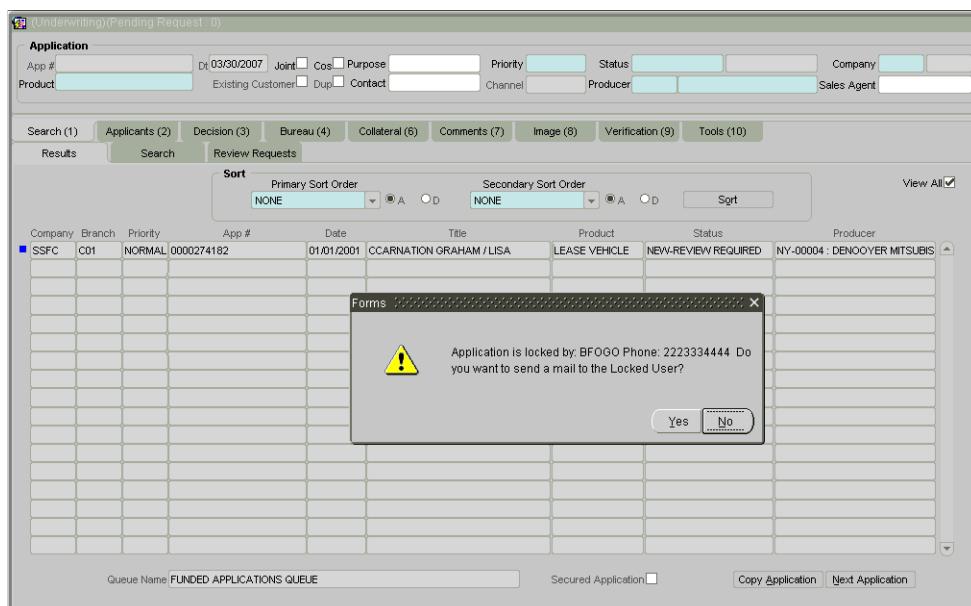
- 1 Follow steps 1 and 2 in **To use the Search page** section above.
- 2 In the **Sort** block, use the **Primary Sort Order** field to choose how you want to sort the search results. (Press the arrow keys or click the down arrow to view the fields contents).
- 3 Choose **A** to sort the results in ascending order
or
Choose **D** to sort the results in descending order.
- 4 To further sort your results, repeat steps 2 and 3 using the **Secondary Sort Order** field.
- 5 Choose **Sort**.
Oracle Daybreak sorts the results on display.

Other features on the Results page (Underwriting and Funding forms)

The Results page on the Underwriting form and Funding form share these common features (these features are not present on the Result page on the Customer Service form):

What is it?	What does it do?
View All box	If you choose View All, all applications in the Oracle Daybreak system accessible with your user id defined responsibility appear in the Results page list box.
Queue Name field	This display only field indicates which queue the selected application is currently in. (This is normally related to one or more of the following, based on setup: producer, state, or status.)
Secured Application box	Indicates that the selected application is secured (that is, that the applicant is an employee of the organization) and may only be loaded by authorized users.
Copy Application button	Creates a copy of the selected application. This feature is usually used when an applicant has submitted a previous application or when an applicant submits a second application and you don't want to retype the information.
Next Application button	Loads the next available unlocked application from the search results currently displayed. (Note: An unlocked application is one that is not currently opened by another Oracle Daybreak LS user).

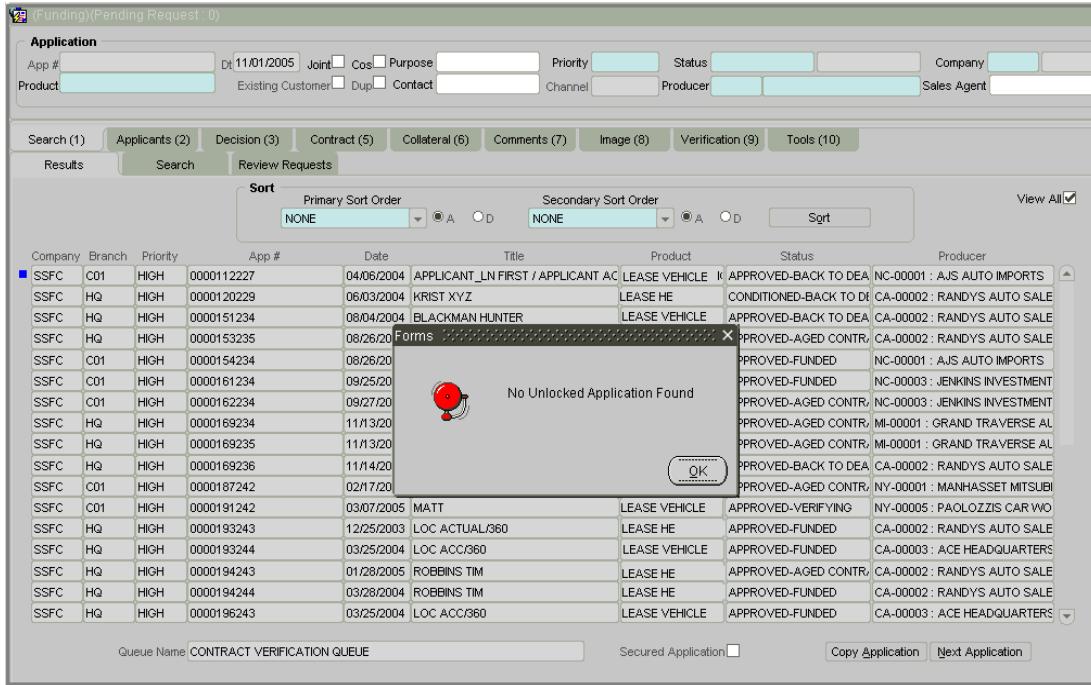
If the Oracle Daybreak LS user that initially opened the Funding form and selected View All had attempted at that time to open either application 0000112227 and 0000120229, Oracle Daybreak LS would have identified the user who has opened (or “locked”) on the Underwriting and Funding forms. In such cases, Oracle Daybreak displays a dialog box with the name and phone number of the user who has opened the application and offers the option of sending an email to request that person closes the application.



The email is sent to the user's email address recorded on the Administration form's User page.

Note: Valid email address should be set up for each user in order to use this and other email functions efficiently.

If there are no applications available, Oracle Daybreak LS displays a Forms dialog box with the message "No Unlocked Application Found."



The screenshot shows a software application window titled "Y2 (Funding)(Pending Request: 0)". The main area is labeled "Application" and contains a table of data. The columns in the table are: Company, Branch, Priority, App #, Date, Title, Product, Status, and Producer. The data in the table includes various entries such as "APPLICANT_LN FIRST / APPLICANT AC", "LEASE VEHICLE", "APPROVED-BACK TO DEA", and "NC-00001 : AJS AUTO IMPORTS". A red circular icon with a question mark is positioned over the "Title" column. A message box in the center of the table area says "No Unlocked Application Found". At the bottom of the table, there is an "OK" button. Below the table, there is a "Queue Name" field containing "CONTRACT VERIFICATION QUEUE", a "Secured Application" checkbox, and buttons for "Copy Application" and "Next Application".

Copying an application

Using the Results page on the Underwriting or Funding forms, you can copy the information of an existing application into a new application. The new application will contain duplicated data of the application information, the requested loan information, credit bureau data, and collateral information. The new application will have a status/sub status of NEW - REVIEW REQUIRED.

To copy an application

- 1 Open the **Underwriting** or **Funding** form and use the **Search** page to locate the application you want to copy.
- 2 Select the application you want to copy on the **Results** page.
- 3 Choose **Copy Application**.

The screenshot shows the Oracle Daybreak Application Results page. The application details at the top are: App # 0000237243, Dt 03/01/2001, Joint checked, Cos checked, Purpose blank, Priority NORMAL, Status NEW, REVIEW REQUIRED, Company DCC, HQ. The product is LEASE VEHICLE. The comments section shows a single entry: Alert SYSTEM GENERATED, Type SYSTEM GENERATED, Sub Type THIS APPLICATION IS COPIED FROM APPLICATION# 0000108227, Comment BFOGO 11/08/2005 10:47:23 AM. The 'Status NEW' and 'REVIEW REQUIRED' fields are highlighted with a red box.

A Forms dialog box appears with the message “Do you want to copy application (number of application you selected)?”

- 4 Choose **Yes**.

A Forms dialog box appears with the message: “Application copy successful. New application # (new application number).”

- 5 Choose **Ok**.

Oracle Daybreak creates a new application with the new application number and the information from the duplicated application. The new application has a status of NEW - REVIEW REQUIRED and can be opened on the Underwriting form. Oracle Daybreak also notes that this is a copied application with a system generated comment.

The screenshot shows the Oracle Daybreak Application Results page. The application details at the top are: App # 0000237243, Dt 03/01/2001, Joint checked, Cos checked, Purpose blank, Priority NORMAL, Status NEW, REVIEW REQUIRED, Company DCC, HQ. The product is LEASE VEHICLE. The comments section shows a single entry: Alert SYSTEM GENERATED, Type SYSTEM GENERATED, Sub Type THIS APPLICATION IS COPIED FROM APPLICATION# 0000108227, Comment BFOGO 11/08/2005 10:47:23 AM. The 'Status NEW' and 'REVIEW REQUIRED' fields are highlighted with a red box.

Archive / Purge feature

Oracle Daybreak includes a purge / archive feature that provides you with the capability to archive old data and store it in a different table. A Oracle Daybreak batch process runs the purge / archive feature based on the system parameter setup. Oracle Daybreak archives the following items:

- Applications and related data
- General ledger data
- Securitization related data
- Producers
- Producer transactions
- Vendor assignments
- Vendor invoices.

Oracle Daybreak purges the following items:

- Job request data
- User logins
- Output data dump related data.

In Oracle Daybreak, archiving is a two-way process:

- 1 All the archived data is moved and stored in O tables.
- 2 The archived data in the O tables is then moved and stored into OO tables.

You may set the “default days” for the archive feature by setting the following system parameters on the Administration form. The parameters marked with _O are the items moved from O to OO tables. The other parameters are the items moved to O tables.

Parameter	Default Days	Description
PAP_ARCHIVE_DAYS	999	PURGE DAYS FOR APPLICATIONS LEVEL 1: PUR_APP_STATUS_CD IS USED TO DECIDE APPLICATIONS WITH WHAT STATUS ARE PURGED
PAP_OARCHIVE_DAYS	999	PURGE DAYS FOR APPLICATIONS LEVEL 2
PGL_ARCHIVE_DAYS	999	PURGE DAYS FOR GL LEVEL 1: NO OF DAYS AFTER THE GL TXN WAS CREATED
PGL_OARCHIVE_DAYS	999	PURGE DAYS FOR GL LEVEL 2
PJR_PURGE_DAYS	999	PURGE DAYS FOR JOB REQUEST LEVEL 1: NO OF DAYS AFTER JOB REQUEST COMPLETION DATE
POD_PURGE_DAYS	999	PURGE DAYS FOR OUTPUT DATA DUMP LEVEL 1: NO OF DAYS AFTER PROCESS RUN DATE
PPR_OARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCERS LEVEL 2:

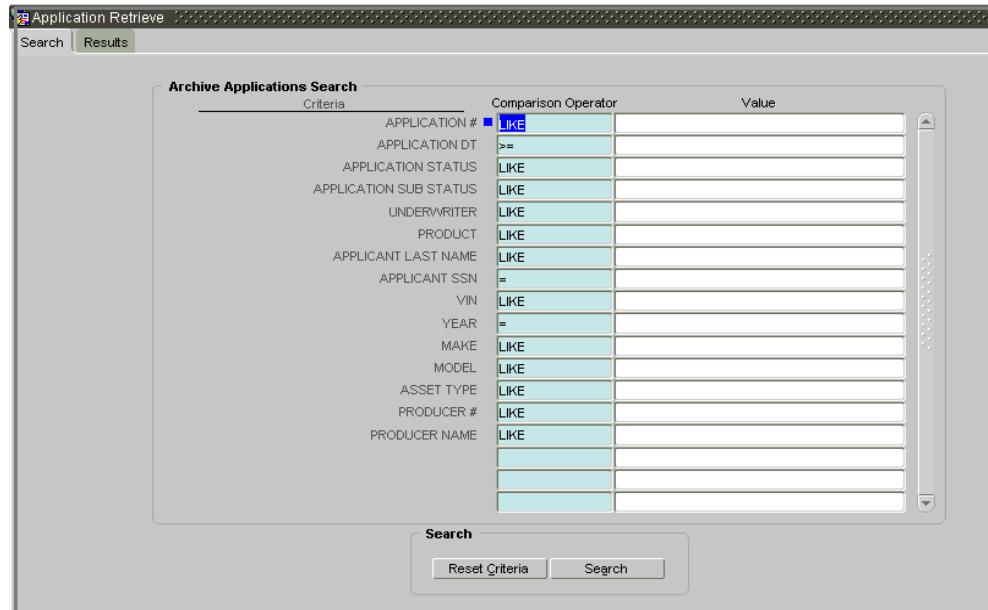
PPX_ARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCER TXNS LEVEL 1: NO OF DAYS AFTER THE PRODUCER TXN WAS CREATED
PPX_OARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCER TXNS LEVEL 2:
PST_ARCHIVE_DAYS	999	PURGE DAYS FOR STATEMENTS LEVEL 1: NO OF DAYS AFTER THE STATEMENT WAS GENERATED
PST_OARCHIVE_DAYS	999	PURGE DAYS FOR STATEMENTS LEVEL 2
PUL_PURGE_DAYS	999	PURGE DAYS FOR USER LOGINS LEVEL 1: NO OF DAYS AFTER THE LOGIN END DATE
PVA_ARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR ASSIGN- MENTS LEVEL 1: NO OF DAYS AFTER THE ASSIGNMENT DATE AND ASSIGNMENT CODE IN COM- PLETED, VOID, CLOSE
PVA_OARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR ASSIGN- MENTS LEVEL 2:
PVI_ARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR INVOICE LEVEL 1: NO OF DAYS AFTER THE ASSIGNMENT DATE AND ASSIGN- MENT CODE IN VOID, CLOSE
PVI_OARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR INVOICE LEVEL 2:

You can retrieve archived applications with the Application Retrieve form (**Lending** menu > **Application Retrieval** command). As of this release, you can only retrieve archived applications.

To retrieve an archived application

- 1 On the **Lending** menu, choose **Application Retrieval**.

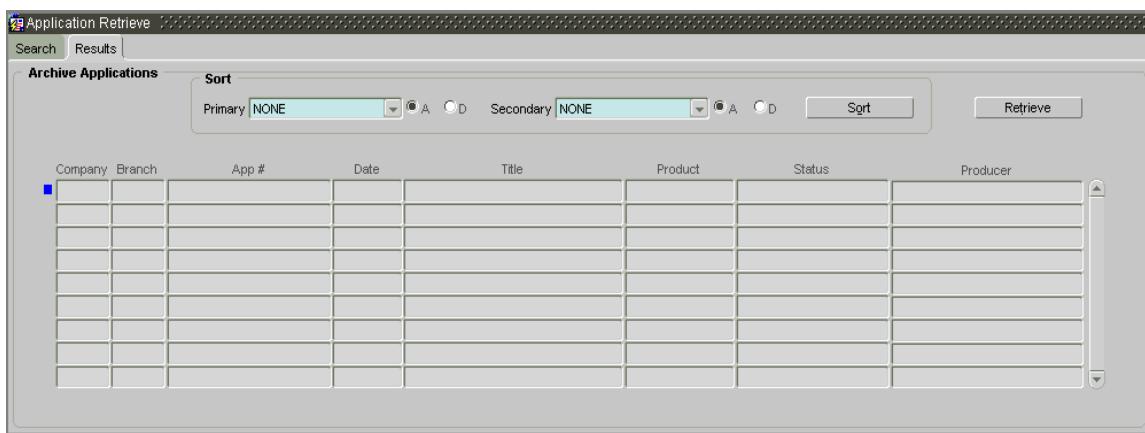
The Application Retrieve form appears.



The screenshot shows the 'Archive Applications Search' block. It consists of a table with columns for 'Criteria', 'Comparison Operator', and 'Value'. The 'Criteria' column lists various application fields: APPLICATION #, APPLICATION DT, APPLICATION STATUS, APPLICATION SUB STATUS, UNDERWRITER, PRODUCT, APPLICANT LAST NAME, APPLICANT SSN, VIN, YEAR, MAKE, MODEL, ASSET TYPE, PRODUCER #, and PRODUCER NAME. The 'Comparison Operator' column contains mostly 'LIKE' operators, with some being '>=' or '='. The 'Value' column contains empty text boxes for input. Below the table are 'Search', 'Reset Criteria', and 'Search' buttons.

- 2 In the **Archive Applications Search** block on the **Search** page, use the **Comparison Operator** and **Values** columns to create the search criteria you want to use to find an application.
- 3 Choose the **Search** button.

Oracle Daybreak locates and displays on the Results page all the applications that meet your search criteria in the Search Criteria block.



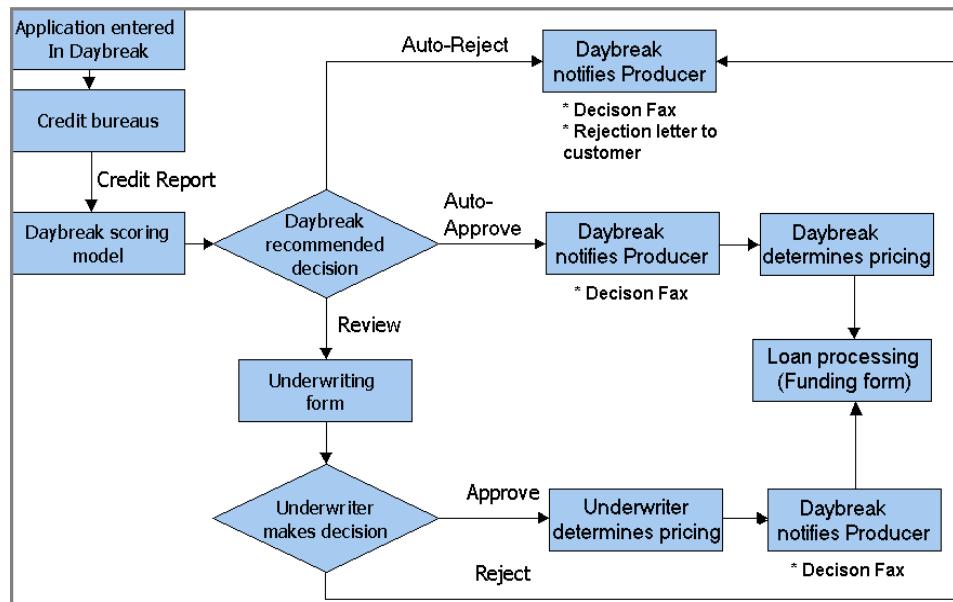
The screenshot shows the 'Archive Applications' block. It includes a 'Sort' section with 'Primary' and 'Secondary' dropdown menus and 'Sort' and 'Retrieve' buttons. Below is a grid table with columns: Company, Branch, App #, Date, Title, Product, Status, and Producer. The grid has 10 rows for data entry.

CHAPTER 4 : UNDERWRITING

Underwriting is the next step after application entry in the lease origination cycle. At the beginning of the underwriting process, the application has been entered into Oracle Daybreak, received an application number, and passed through the initial prescreening checks and received a credit bureau report. (Credit bureau pulls are based upon zip code setup.) Oracle Daybreak has assigned it a custom credit score and based on this, automatically updated its status, and sent the application to the appropriate queue. In doing so, one of three things has happened to the application:

- 1) The application passed all the prescreening requirements and was automatically approved based on the auto-decisioning process. Oracle Daybreak then automatically notifies the producer with a decision fax.
-or-
- 2) The application failed the prescreening requirements and was automatically rejected based on the auto-decisioning process. Again, Oracle Daybreak then automatically notifies the producer with a decision fax.
-or-
- 3) The application received a status requiring a manual review and was sent to the underwriting queue. It's now up to the underwriter to verify the data and manually change the status of the application.

The following flowchart depicts this process:



This chapter explains how to use Oracle Daybreak's Underwriting form to complete the following tasks:

- Load an application on the Underwriting form
- Verify the applicant information
- Verify the credit bureau data
- Calculate and validate the debt-to-income ratios
- Manually request a credit bureau report
- Add comments and tracking attributes
- Make a decision about an application
- Verify the edits
- Rehash an application
- Copy an application.

Underwriting with Oracle Daybreak (an overview)

In Oracle Daybreak, the underwriting process follows these basic steps:

- 1 Open the Underwriting form and load the application you want to work with.
- 2 View and verify information about the applicant (and business, if present) supplied from the Application Entry form.
- 3 View information from the credit bureau report. This is display only information and cannot be edited.
- 4 View and verify information regarding the collateral.
- 5 Calculate and validate the debt-to-income ratios.
- 6 On the Lease page of the Decision (3) master tab, select the pricing for the application.
- 7 Complete the Stipulations, Itemizations, Checklist, Trade-In, Subvention sub pages, if necessary. (The Checklist sub page can be configured to display a list of tasks to follow when using the Underwriting form.)
- 8 If you are approving the lease, complete the Approved block on the Lease page of the Decision (3) master tab.

If you are rejecting the lease, complete the Stipulations sub page of the Decision (3) master tab with the Adverse Action Reasons.

- 9 Change the status of the application on the master block of the Underwriting form.
- 10 On the Verification (9) master tab, view any errors and warnings that prevent the status change.
- 11 Make changes to the application data that correct the errors until you can change the status of the application.

Loading an application on the Underwriting form

The first step in the Underwriting process is to load the application you want to work with. This can be done either manually or automatically. You can manually select an application using the Search (1) master tab. If your system is configured to automatically load applications based on work queues, applications appear on the Results page when you open the Underwriting form.

The screenshot shows the Oracle Daybreak Underwriting application. At the top, there are search filters for 'App #', 'Date', 'Joint', 'Cos', 'Purpose', 'Priority', 'Status', 'Company', 'Product', 'Existing Customer', 'Dup', 'Contact', 'Channel', 'Producer', and 'Sales Agent'. Below the filters is a navigation bar with tabs: 'Search (1)', 'Applicants (2)', 'Decision (3)', 'Bureau (4)', 'Collateral (6)', 'Comments (7)', 'Image (8)', 'Verification (9)', and 'Tools (10)'. The 'Search (1)' tab is selected. Underneath the navigation bar is a 'Results' table with columns: Company, Branch, Priority, App #, Date, Title, Product, Status, and Producer. The table contains 10 rows of application data. At the bottom of the interface is a red box highlighting the 'Queue Name' input field, which contains the text 'NEW APPLICATIONS QUEUE'. To the right of the input field are buttons for 'Secured Application' (with a checked checkbox), 'Copy Application', and 'Next Application'.

Note: Work queues can be set up to allocate applications to different underwriters or teams based on product type, funding type, underwriter, application status, application sub status, state, channel, dealer type, and dealer.

To manually load an application

- 1 On the **Lending** menu, choose **Underwriting**.

The Underwriting form appears.

- 2 Use the **Search** and **Results** pages under the **Search (1)** tab to find and load the application you want to work with. (See the **Searching for Applications** chapter for more information on this process.)

Oracle Daybreak opens the Applicant (2) master tab, loaded with information about the application you selected.

To automatically load an application

- 1 On the **Lending** menu, choose **Underwriting**.

The Underwriting form appears at the Results page. Applications automatically appear in the list box.

Company	Branch	Priority	App #	Date	Title	Product	Status	Producer
SSFC	HQ	HIGH	0000168234	03/01/2001	CINQUEFOIL EVE / CINQUEFOIL DALE	LEASE VEHICLE	NEW-REVIEW REQUIRED	HI-00003 : HAWAII MITSUBISHI-PE
SSFC	HQ	NORMAL	0000058135	06/04/2004	BRENNER PETER / TAMMY	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00005 : AUTO JUNGLE
SSFC	HQ	NORMAL	0000062135	06/04/2004	HUNTINGTON CHRIS / KIM	LEASE VEHICLE	NEW-REVIEW REQUIRED	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000062136	06/04/2004	CARRUTHERS CHAD	LEASE VEHICLE	NEW-REVIEW REQUIRED	FL-00005 : TEXAS AUTO MART IN
SSFC	HQ	NORMAL	0000065136	06/04/2004	TRACY SUSAN	LEASE VEHICLE	NEW-RECOMMEND REJECT	FL-00001 : FL AUTO CENTER, INC
SSFC	HQ	NORMAL	0000065138	06/04/2004	BROWN JOHN / CATE	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066140	06/04/2004	PETERSON PETER / DEBORAH	LEASE VEHICLE	NEW-RECOMMEND REJECT	CA-00003 : ACE HEADQUARTERS
SSFC	HQ	NORMAL	0000066142	06/04/2004	GREAT PETER / CATHERINE	LEASE VEHICLE	NEW-RECOMMEND APPRO	FL-00004 : USA AUTO CENTER, IN
SSFC	HQ	NORMAL	0000067135	06/04/2004	BROWN JOHN	LEASE VEHICLE	NEW-RECOMMEND REJECT	CO-00001 : PHIL LONG MITSUBISHI
SSFC	HQ	NORMAL	0000068136	06/04/2004	DITMAN BRAD	LEASE VEHICLE	NEW-RECOMMEND APPRO	CA-00003 : ACE HEADQUARTERS

- 2 Begin the underwriting process by selecting the first application on the list.

Oracle Daybreak opens the Applicant (2) master tab, loaded with information about the application you selected.

Underwriting form's master block

The Underwriting form's master block displays information from the Application Entry form's master block, such as the application number, product, and producer.

In this field:	Do this:
App #	View the application number (display only).
Dt	View the application number (display only)
Joint	Joint application indicator. If selected, indicates this is a joint application.
Cos	Co-signed application indicator. If selected, indicates this is a co-signed application.
Purpose	Select or view the purpose of the application (optional).
Priority	Select or view the priority of the application (required).
Status	Select or view the status of the application (required).
Sub Status (unlabeled)	View the sub status of the application (display only).
Company	Select or view the company of the application (required).
Branch (unlabeled)	View the branch of the application (display only).
Product	Select or view the product of the application (required).
Existing Customer	Existing customer indicator. If selected, indicates this applicant has a previous account.
Dup	Duplicate application indicator. If selected, indicates this is a duplicate application.
Contact	Select or view the contact of the application (optional).
Channel	Select or view how the application was received (optional).
Producer	Select or view the producer type of the application (required).
Producer (unlabeled)	Select or view the producer of the application (required).
Sales Agent	Select or view the sales agent of the application (required).

Verifying applicant information

Having selected and loaded an application, you can view the information about the applicant(s). This is information that was recorded on the Application Entry form or gathered during the credit pull. You can edit the data from the Application Entry form at anytime in the following steps. Remember to save your work with each change. Information from the credit bureau pull is available to view only.

(For more information about the individual fields on the pages and sub pages in this section, see the **Entering an Application** chapter.)

Note: If the actual application was attached as an image, you can view it by choosing the Image (8) master tab. This can be used to double-check data.

To verify applicant information from the Applicants (2) master tab

- 1 Open the Underwriting form and load the application you want to verify.
- 2 Choose the **Applicants (2)** master tab, then choose the **Primary** tab.

The screenshot shows the Underwriting application interface. The top header displays the application number (0000210175), date (11/01/2006), joint checkbox (checked), purpose (empty), priority (NORMAL), status (NEW), review required (unchecked), company (SSFC), and HQ (unchecked). The product is listed as LEASE VEHICLE. The application is marked as Existing Customer (unchecked) and Dup (checked). The channel is FAX IN, and the producer is DEALER, with a note: GA-00004 : ADVANCE LEAS Sales Agent.

The tabs at the top are: Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Applicants (2) tab is selected. Below it, the Primary tab is selected under the Business category.

The primary applicant information is as follows:

First Name: LOUISE	MI: A	Last Name: YYELLOWWOOD	Suffix:	SSN: xxx-xx-6771	Birth Dt: 02/13/1955	Disability:	Existing Customer: <input type="checkbox"/>	Prior Applicant: <input checked="" type="checkbox"/>
Gender: UNKNOWN	Language: ENGLISH	Prior Bankruptcy: <input type="checkbox"/>	Bankruptcy Discharge Dt:	Existing Customer: 0				
Marital St: MARRIED	License #: C-12090-1237	State: GA	Email: LOUISEY@GROUP.COM	Class: NORMAL				
Dependents: 9	Mother's Maiden Name: SMITHSON	ECOA, JOINT CONTRACT		Ethnicity: NOT APPLICABL		Privacy Opt-Out: <input checked="" type="checkbox"/>	Race:	

The tabs below the primary information are: Address, Employment, Telecoms, Financials, Summary, Credit Scores, and Existing Accounts. The Address tab is selected.

Address Information:

Mailing Address: <input checked="" type="checkbox"/>	Confirmed Address: <input type="checkbox"/>	Type:	Postal Type: #	Pre:	Street Name: DANBURY LN	Street Type:	Post:	Apt #:
Current: <input checked="" type="checkbox"/>	HOME	(NORMAL ADC	8844					
Address: 8844 DANBURY LN								
City: AGANA	St: GA	Zip: 96928	Country: US	Ph: 978-333-3211	Stated / Actual			
Own/Rent: OWNS HOME	Landlord:				Yrs: 5	Mths: 0	Pmt Amt: \$1,200.00	Freq: MONTHLY
Contact:	Title:	Ph:	Ext:		Actual: 5	0	\$1,200.00	MONTHLY
Census Tract:	MSA Code:	Verify Dt: 11/01/2006 Verify By: SETUP						
Comment:								

- 3 Use the **Primary** page to verify personal information about the primary applicant, including name, license, and e-mail address. Two check boxes indicate if this is an existing customer or a prior applicant. The Existing Customer field allows you to select the existing customer.

4 Open the **Address** sub page to verify data about the applicant's place of residence. The **Stated/Actual** block allows you to record the actual monthly housing payment against the amount stated on the application. (This information will appear on the Summary sub page.)

Address Information

Address	Type	Postal	#	Pre	Street Name	Street Type	Post	Apt #
Current <input checked="" type="checkbox"/> HOME	NORMAL ADC	8844			DANBURY LN			
Address: 8844 DANBURY LN								
City: AGANA	St: GA	Zip: 96928	Country: US	Ph: 978-333-3211				
Own/Rent: OWNS HOME	Landlord:							
Contact:	Title:	Ph:	Ext:					
Census Tract:	MSA Code:							
Comment:								

Stated / Actual

Yrs	Mths	Prnt Amt	Freq
Stated: 5	0	\$1,200.00	MONTHLY
Actual: 5	0	\$1,200.00	MONTHLY

Verify Dt: 11/01/2006 Verify By: SETUP

5 Open the **Employment Information** sub page to verify data about the applicant's place of employment. The **Stated/Actual** block allows you to record the actual monthly income against the amount stated on the application. (This information will appear on the Summary sub page.)

Employment Information

Type	Employer	Title	Occupation
Current <input checked="" type="checkbox"/> FULL TIME	AGNA TOOLS INC.	VP OPERATIONS	MANAGEMENT
Address: 12309 DANBURY LN			
SUITE 100			
City: AGANA	St: GA	Zip: 96928	Country: US
Contact:	Title:	Ph:	Ext:
Comment:			

Stated / Actual

Yrs	Mths	Income	Freq
Stated: 5	0	\$5,000.00	MONTHLY
Actual: 5	0	\$5,000.00	MONTHLY

Verify Dt: 11/01/2006 Verify By: SETUP

6 Open the **Telecoms** sub page to verify all of the applicant's phone numbers. You can add new numbers or edit existing numbers.

7 Open the **Financials** sub page to verify the types and sources of additional income. Oracle Daybreak uses this information when calculating an applicant's net worth.

8 Open the **Summary** sub page and verify the information regarding income and liability. (Using the **Summary** sub page is discussed later in this chapter in the **Validating Ratios** section.)

9 Open the **Credit Scores** sub page and view the credit score based on Oracle Daybreak's internal scoring models. (Using the **Credit Scores** sub page is discussed later in this chapter in the **Manually rescore a credit bureau report** section.)

10 Open the **Existing Accounts** sub page and view any other accounts that the applicant has in the Oracle Daybreak system.

YYELLOWWOOD LOUISE / MARTY (Underwriting)(Pending Request: 0)

Application																																																																																																	
App # 0000210175	Dt 11/01/2006	Joint <input checked="" type="checkbox"/>	Cos <input type="checkbox"/>	Purpose <input type="text"/>	Priority NORMAL	Status NEW	REVIEW REQUIRED	Company SSFC HQ																																																																																									
Product LEASE VEHICLE	Existing Customer <input type="checkbox"/>	Dup <input checked="" type="checkbox"/>	Contact <input type="checkbox"/>	Channel FAX IN	Producer DEALER	GA-00004 : ADVANCE LEAS	Sales Agent <input type="text"/>																																																																																										
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20060401039674	YYELLOWWOOD LOUISE / M	PRIMARY	CLOSED-PAID OFF	LEASE VEHICLE	\$0.00	\$0.00	02/10/2009	DCC	HQ																																																																																								
20060401039715	YYELLOWWOOD LOUISE / M	PRIMARY	CLOSED-PAID OFF	LEASE VEHICLE	\$0.00	\$0.00	05/1/2007	SSFC	HQ																																																																																								
20060701069644	YYELLOWWOOD LOUISE / M	PRIMARY	PAID OFF	LEASE VEHICLE	\$0.00	\$0.00	07/10/2009	DCC	HQ																																																																																								
20061101109642	YYELLOWWOOD LOUISE / M	PRIMARY	ACTIVE	LEASE VEHICLE	\$0.00	\$0.00	11/10/2009	SSFC	HQ																																																																																								
Total \$0.00 \$0.00																																																																																																	

In this field:

Acc #
Title
Relation
Status
Product
Payoff Amt
Amt Due
Oldest Due Dt
Company
Branch
Total
Total (unlabeled)

View this:

The account number.
The account title.
The customer relationship.
The account status.
The product.
The payoff amount.
The delinquent amount due.
The due date.
The company.
The branch.
The payoff amount.
The total due amount.

11 Choose the **Applicants (2)** master tab, then choose the **Others** tab.

Stated / Actual			
Yrs	Mths	Pmt Amt	Freq
5	0	\$1,200.00	MONTHLY
Actual	5	\$1,200.00	MONTHLY

12 Use the **Others** page to verify personal information about other applicants, including name, license, e-mail address, and the relationship (Type) to the primary applicant

Note: The **Others** page and sub pages only need to be verified if a secondary or joint applicant exists.

The **Others** sub pages are the same as the **Primary** sub pages, but contain information regarding the other applicant(s).

You can also complete the Other page and sub pages if you are adding an additional applicant to application before completing the Underwriting process.

13 Save any changes you made to the application.

Verifying business information

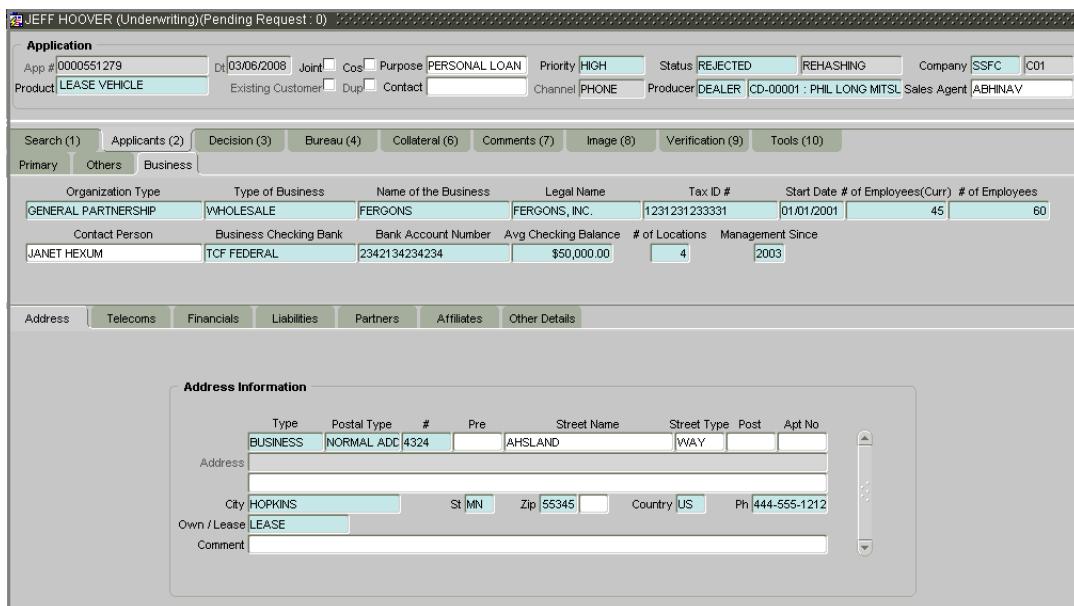
If this application is an SME loan (defined in the Applicant (2) master tab Primary page's Class field as SMALL BUSINESS), the Applicants (2) master tab's Business tab is available. The Business pages displays the small business information recorded on the Application Entry form. You can edit the data from the Application Entry form at anytime in the following steps. Remember to save your work with each change.

Note: If there is no business information associated with the application, the Business tab is unavailable.

(For more information about the individual fields on the pages and sub pages in this section, see the **Entering an Application** chapter.)

To verify business information from the Applicants (2) master tab

- 1 Open the Underwriting form and load the application you want to verify.
- 2 Choose the **Applicants (2)** master tab, then choose the **Business** tab.



The screenshot shows the Underwriting application interface for a loan application. The top header displays the application number (0000551279), date (03/06/2008), purpose (PERSONAL LOAN), priority (HIGH), status (REJECTED), and channel (PHONE). The producer is listed as DEALER CD-00001 : PHIL LONG MITSL, Sales Agent ABHINAV. The Business tab is selected in the navigation bar. The main content area displays business information for a company named FERGONS, INC. with an address at 4324 AHSLAND, HOPKINS, MN 55345. The company is a GENERAL PARTNERSHIP involved in WHOLESALE business. The application was submitted on 01/01/2001 with 45 employees and 60 locations. The contact person is JANET HEXUM, and the business checking bank is TCF FEDERAL. The address information section shows the address as 4324 AHSLAND, HOPKINS, MN 55345, with a phone number of 444-555-1212.

- 3 Use the **Business** page to verify information about the business applicant.

4 Open the **Address** sub page to verify data about the business's address.

This screenshot shows the 'Address' sub-page of a software application. At the top, there is a header with various application details: App # 0000551279, Date 03/06/2008, Joint, Cos, Purpose PERSONAL LOAN, Priority HIGH, Status REJECTED, REHASHING, Company SSFC, C01, Product LEASE VEHICLE, Existing Customer, Dup, Contact, Channel PHONE, Producer DEALER, CD-00001 : PHIL LONG MITSL Sales Agent ABHINAV. Below the header, there are tabs for Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The 'Business' tab is selected. The main content area displays organization and business information, including Organization Type (GENERAL PARTNERSHIP), Type of Business (WHOLESALE), Name of the Business (FERGONS), Legal Name (FERGONS, INC.), Tax ID # (123123123331), Start Date (01/01/2001), and # of Employees (45, 60). It also shows Contact Person (JANET HEXUM), Business Checking Bank (TCF FEDERAL), Bank Account Number (2342134234234), Avg Checking Balance (\$50,000.00), # of Locations (4), and Management Since (2003). Below this, there are tabs for Address, Telecoms, Financials, Liabilities, Partners, Affiliates, and Other Details. The 'Address' tab is selected, showing address details: Type (BUSINESS), Postal Type (NORMAL ADD), # (4324), Pre (AHSLAND), Street Name (WY), Street Type (WAY), Post (), Apt No (), City (HOPKINS), St (MN), Zip (55345), Country (US), and Ph (444-555-1212). There is also a 'Comment' field.

5 Open the **Telecoms** sub page to verify all of the business's phone numbers. You can add new numbers or edit existing numbers.

This screenshot shows the 'Telecoms' sub-page of the software application. The header and tabs are identical to the 'Address' page. The main content area displays organization and business information, including Organization Type (GENERAL PARTNERSHIP), Type of Business (WHOLESALE), Name of the Business (FERGONS), Legal Name (FERGONS, INC.), Tax ID # (123123123331), Start Date (01/01/2001), and # of Employees (45, 60). It also shows Contact Person (JANET HEXUM), Business Checking Bank (TCF FEDERAL), Bank Account Number (2342134234234), Avg Checking Balance (\$50,000.00), # of Locations (4), and Management Since (2003). Below this, there are tabs for Address, Telecoms, Financials, Liabilities, Partners, Affiliates, and Other Details. The 'Telecoms' tab is selected, showing telecom information. A table titled 'Telecom Information' lists one entry: Telecom Type (FAX), Phone (555-987-7811), and Extn Current (checked). There are also checkboxes for other lines.

6 Open the **Financials** sub page to verify the types and sources of additional income of the business.

JEFF HOOVER (Underwriting)(Pending Request: 0)

Application																																									
App #0000551279	Dt 03/06/2008	Joint <input type="checkbox"/>	Cos <input type="checkbox"/>	Purpose PERSONAL LOAN	Priority HIGH	Status REJECTED	REHASHING	Company SSFC	C01																																
Product LEASE VEHICLE	Existing Customer <input type="checkbox"/>	Dup <input type="checkbox"/>	Contact <input type="checkbox"/>		Channel PHONE	Producer DEALER	CD-00001 : PHIL LONG MITSL	Sales Agent ABHINAV																																	
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Primary Others Business																																									
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7 Open the **Liabilities** sub page to verify any liability information for the business.

JEFF HOOVER (Underwriting)(Pending Request: 0)

Application																																																			
App #0000551279	Dt 03/06/2008	Joint <input type="checkbox"/>	Cos <input type="checkbox"/>	Purpose PERSONAL LOAN	Priority HIGH	Status REJECTED	REHASHING	Company SSFC	C01																																										
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8 Open the **Partners** sub page to verify partners linked to the business.

The screenshot shows the 'Partners' sub-page of a software application. At the top, there is a header with application details: App # 0000551279, Date 03/06/2008, Joint Cos, Purpose PERSONAL LOAN, Priority HIGH, Status REJECTED, REHASHING, Company SSFC C01, Product LEASE VEHICLE, Existing Customer, Dup, Contact, Channel PHONE, Producer DEALER, CD-00001 : PHIL LONG MITS, Sales Agent ABHINAV.

Below the header, there is a navigation bar with tabs: Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), Tools (10). The 'Partners' tab is selected.

Under the navigation bar, there are three tabs: Primary, Others, and Business. The Business tab is selected.

The main content area displays partner information for Janet Hexum. It includes fields for Organization Type (GENERAL PARTNERSHIP), Type of Business (WHOLESALE), Name of the Business (FERGONS), Legal Name (FERGONS, INC.), Tax ID # (1231231233331), Start Date (01/01/2001), # of Employees (45), and # of Employees (60). It also shows Business Checking Bank (TCF FEDERAL), Bank Account Number (2342134234234), Avg Checking Balance (\$50,000.00), # of Locations (4), and Management Since (2003).

Below this, there is a table for Partner Information. It shows Janet Hexum's details: First Name (KEVIN), MI (THOM), Last Name (FERGONS), Suffix (XXX-XX-334), SSN (123-45-6789), Birth Dt (01/21/1980), Birth Place (MINNEAPOLIS, MN). It also shows Title (CEO), Ownership (%) (75.0000), Networth (\$1,000,000.00), Gross Income (\$200,000.00), Language (ENGLISH), and Nationality (WHITE).

At the bottom, there is an 'Address' section with fields for Address (12312 HASTINGS WAY), City (HOPKINS), St (MN), Zip (55345), Country (US), Phone (555-123-1122), and Email.

9 Open the **Affiliates** sub page to verify the financial details, assets, and liabilities of the business.

The screenshot shows the 'Affiliates' sub-page of a software application. At the top, there is a header with application details: App # 0000551279, Date 03/06/2008, Joint Cos, Purpose PERSONAL LOAN, Priority HIGH, Status REJECTED, REHASHING, Company SSFC C01, Product LEASE VEHICLE, Existing Customer, Dup, Contact, Channel PHONE, Producer DEALER, CD-00001 : PHIL LONG MITS, Sales Agent ABHINAV.

Below the header, there is a navigation bar with tabs: Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), Tools (10). The 'Affiliates' tab is selected.

Under the navigation bar, there are three tabs: Primary, Others, and Business. The Business tab is selected.

The main content area displays affiliate information for Westway Inc. It includes fields for Organization Type (GENERAL PARTNERSHIP), Legal Name (WESTWAY INC), Business Name (WESTERN WAY), Tax ID # (80988909080809809), Ownership (%) (25.0000), No of Employees (122), and NAICS Code (098908908902).

Below this, there is an 'Address' section with fields for Address (3123 HASKINS AVE), Building A, City (MINNETONKA), St (MN), Zip (55345), Country (US).

10 Open the **Other Details** sub page to verify financial details as well as assets and liabilities linked to the business.

Application

App # 000051279 Date 03/06/2008 Joint Cos Purpose PERSONAL LOAN Priority HIGH Status REJECTED REHASHING Company SSFC C01

Product LEASE VEHICLE Existing Customer Dup Contact Channel PHONE Producer DEALER CD-00001 : PHIL LONG MITS Sales Agent ABHINAV

Search (1) Applicants (2) Decision (3) Bureau (4) Collateral (6) Comments (7) Image (8) Verification (9) Tools (10)

Primary Others Business

Organization Type	Type of Business	Name of the Business	Legal Name	Tax ID #	Start Date	# of Employees(Curr)	# of Employees
GENERAL PARTNERSHIP	WHOLESALE	FERGONS	FERGONS, INC.	1231231233331	01/01/2001	45	60
Contact Person	Business Checking Bank	Bank Account Number	Avg Checking Balance	# of Locations	Management Since		
JANET HEXUM	TCF FEDERAL	2342134234234	\$50,000.00	4	2003		

Address Telecoms Financials Liabilities Partners Affiliates Other Details

Financials Other Details

Analysis Frequency	Gross Margin	Income
MONTHLY	\$5,5500	\$10,000.00

Financial Details

Collection Average	\$50,000.00	Annual Sales	\$1,000,000.00	Ann Proj Sales Amt	\$0.00
Proj Coll Avg Annual	\$50,000.00	Projected Sales	\$200,000.00		
Book List	\$0.00	Equity	\$0.00		
Turnover	\$0.00	Open Delq	0.0000		
Capital Amt	\$0.00	Business Expenses	\$8,000.00		
Earned Surplus	\$0.00	Personal Expenses	\$2,500.00	Ann Proj Exp Amt	\$0.00
Gross Profit	\$0.00	Total Expenses	\$0.00		
Net Profit	\$0.00				
Working Capital	\$0.00				

Assets

Current Assets	\$0.00	Current Liabilities	\$0.00
Fixed Assets	\$0.00	Long Term Liabilities	\$0.00
Intangible Assets	\$0.00		

Liabilities

Total Assets	\$0.00	Total Liability	\$0.00
Total NetWorth	\$0.00	Debt NetWorth Ratio	0.0000
		Current Asset / Liability Ratio	0.0000

Signatures

Update Financials

In this field:

Other Details block

Analysis Frequency
Gross Margin
Income

Financial Details block

Collection Average
Annual Sales
Proj. Coll.Avg.Annual
Projected Sales
Ann Proj Sales Amt

Book List

Equity

Turnover

Open Delq

Capital Amt

Business Expenses

Earned Surplus

Personal Expenses

Gross Profit

Total Expenses

Ann Proj Exp Amt

Net Profit

Working Capital

Assets block

Current Assets
Fixed Assets

Do this:

Select the analysis frequency (required).
Enter the business's gross margin (required).
Enter the business's income amount (required).

Enter the collection average (required).
Enter the annual sales amount (required).
Enter the annual projected collection average (required).
Enter the projected sales amount (required).
View the annual projected collection amount (display only).

Enter the business booklist (required).
Enter the equity amount (required).
Enter the turnover amount (required).
Enter the open delinquency amount (required).
Enter the capital amount (required).
Enter the business expenses amount (required).
Enter the earned surplus amount (required).
Enter the personal expenses amount (required).
Enter the gross profit amount (required).
View the total expenses amount (display only).
View the annual projected expenses amount (display only).

Enter the net profit amount (required).
Enter the working capital amount (required).

View the current asset amount (display only).
View the fixed assets amount (display only).

Intangible Assets	View the intangible asset amount (display only).
Total Assets	View the total asset amount (display only).
Total Net/Worth	View the total net worth amount (display only).
<u>Liabilities block</u>	
Current Liabilities	View the current liability amount (display only).
Long term liabilities	View the long term liabilities amount (display only).
Total Liability	View the total liability amount (display only).
Debt Net Worth Ratio	View the debt to net worth ratio (display only).
Current Assets/Liability ratio	View the current asset to liability ratio (display only).
<u>Signatures block</u>	
Title	Enter the Title
Signature	Enter the Signature

- If you choose **Update Financials**, Oracle Daybreak updates:

In the Assets block

The Current Asset field with the sum of all current assets from the Financials sub page
 The Fixed Asset field with the sum of all fixed assets from the Financials sub page
 The Intangible Asset field with the sum of all intangible assets from the Financials sub page

In the Liabilities block

The Current Liabilities field with the sum of all current liabilities from the Liabilities sub page
 The Long Term Liabilities field with the sum of all long term liabilities from the Liabilities sub page

The Total Assets field with the sum of all assets in the Assets block (Current Assets + Fixed Assets + Intangible Assets)
 The Total Liability field with the sum of all liabilities in the Liabilities block (Current Liabilities + Long Term Liabilities)
 The Total Net Worth field with the difference in amount between the Total Assets field and the Total Liability field
 The Debt NetWorth Ratio field with the amount of the (Total Net Worth field)/ (Total Liability field) * 100
 The Current Asset/ Liability Ratio field with the amount of the (Current Assets field/ Current Liabilities field) * 100

Financial Details block

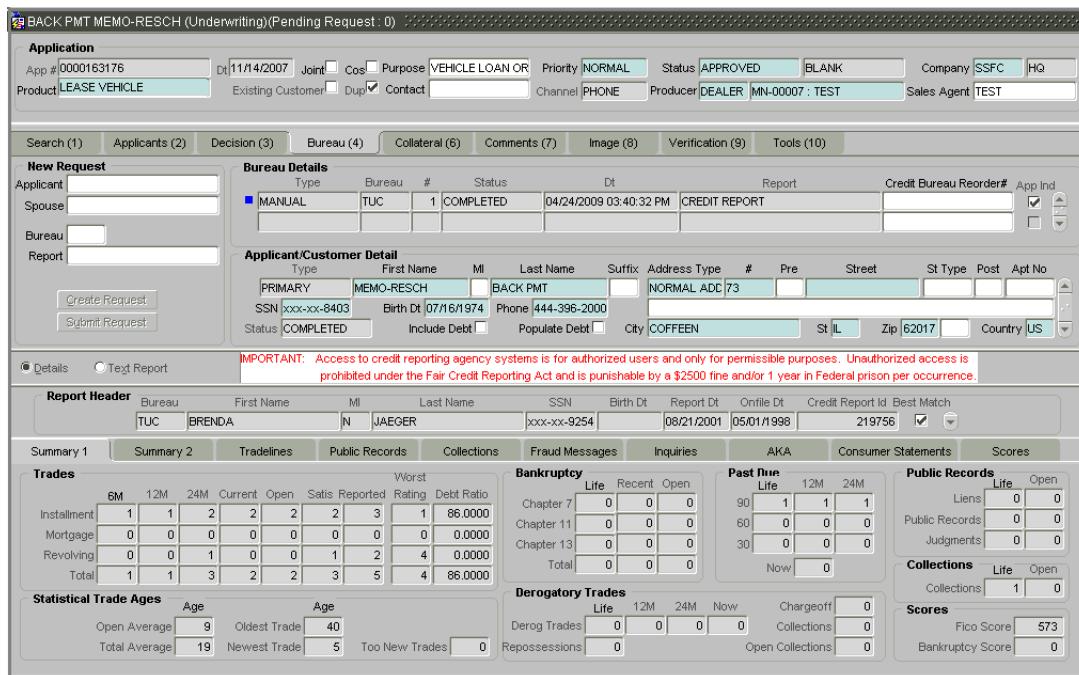
The Total Expense field with the sum of the Personal Expenses field and the Business Expenses field
 The Ann Proj Exp Amt field with the amount of the Total Expense field * the analysis frequency (for example, 12 for monthly and 52 for weekly)
 The Ann Proj Sales Amt field with the amount of the Annual Sales field * the analysis frequency (for example, 12 for monthly and 52 for weekly)

Verifying credit bureau data

The Bureau (4) page on the Underwriting form displays the complete details of the credit report (if pulled) for an applicant. The data can be viewed as a text report or parsed into categorized sub pages. If there is a need for another pull for any applicant, it can be done here manually using the New Request block.

To verify the credit bureau data using the Bureau (4) master tab sub pages

- 1 Open the **Underwriting** form and load the application with the credit bureau data you want to verify.
- 2 Choose the **Bureau (4)** master tab.



The screenshot shows the 'Bureau (4)' tab selected in the application header. The 'Bureau Details' section is expanded, showing a table with columns for Type (MANUAL), Bureau (#TUC), Status (COMPLETED), and Date (04/24/2009 03:40:32 PM). The 'Applicant/Customer Detail' section shows a primary applicant with first name BRENDA, middle name JAEGER, and last name BACK PMT. Below this are sections for Trades, Bankruptcy, Derogatory Trades, and Collections, each with detailed sub-sections and data tables.

- 3 In the **Bureau Details** block, view the following information:

In this block:

Type
Bureau

Status
Dt
Report
Credit Bureau Reorder#
App Ind

View:

The credit bureau request type (display only).
The credit bureau (display only).
The credit bureau request number (display only).
The status of credit bureau request (display only).
The credit bureau request date (display only).
The credit bureau report type (display only).
The credit bureau reorder number, if the credit bureau that was pulled was Credco (optional).
If selected, indicates that a bureau was pulled for an application (display only).

4 In the **Applicant/Customer Detail** block, view the following information:

In this block:	Do this:
Type	View the relation type (display only).
First Name	Enter the first name (required).
MI	Enter the middle name (optional).
Last Name	Enter the last name (required).
Suffix	Select the generation (optional).
SSN	Enter the social security number. Note: If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXX-XX-1234 (required).
Birth Dt	Enter the date of birth (required).
Phone	Enter the phone number (required).
Status	View the credit bureau request status (display only).
Include Debt	Select to include credit bureau information in the Liability block of the Summary sub page on the Applicants (2) master tab (optional).
Populate Debt	Select to load debt information from the credit bureau in the Liability block of the Summary sub page on the Applicants (2) master tab (optional).
Address Type	Select the address type (required).
#	Enter the building number (required).
Pre	Select the street pre type (optional).
Street	Enter the street name (required).
St Type	Select the street type (optional).
Post	Select the street post type (optional).
Apt No	Enter the apartment number (optional).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (required).
City	Enter the city (required).
St	Select the state code (required).
Zip Extension	Enter the zip extension (optional).
Country	Select the country (required).

5 In the **Report Header** block, view the following information:

In this block:	View:
Bureau	The bureau (display only).
First Name	The first name (display only).
MI	The middle initial (display only).
Last Name	The last name (display only).
SSN	The social security number. Note: If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXX-XX-1234 (display only).
Birth Dt	The birth date (display only).
Report Dt	The report date (display only).
Onfile Dt	The onfile date (display only).
Credit Report Id	The credit report id (display only).
Best Match	The best match (display only)

6 Choose **Details**.

Oracle Daybreak parcels out the details from the credit bureau report in the Bureau pages sub pages (**Summary 1**, **Summary 2**, **Tradelines**, **Public Records**, **Collections**, **Fraud Messages**, **Inquiries**, **AKA**, **Consumer Statements**, and **Scores**).

7 Open the **Summary 1** sub page to view the following information:

Summary 1	Summary 2	Tradelines	Public Records	Collections	Fraud Messages	Inquiries	AKA	Consumer Statements	Scores
Trades									
Worst									
6M 12M 24M Current Open Satis Reported Rating Debt Ratio									
Installment 0 0 0 0 0 1 0 0.0000									
Mortgage 0 0 1 1 1 2 4 3 99.0000									
Revolving 1 1 2 8 8 5 18 9 44.0000									
Total 1 1 3 9 9 7 24 9 97.0000									
Bankruptcy									
Life Recent Open									
Chapter 7 0 0 0									
Chapter 11 0 0 0									
Chapter 13 0 0 0									
Total 0 0 0									
Past Due									
Life 12M 24M Now									
Deroq Trades 6 2 4 5									
Repossessions 0 0 0									
Derogatory Trades									
Life 12M 24M Now Chargeoff Collections									
Deroq Trades 6 2 4 5 0									
Public Records									
Life Open									
Liens 0 0									
Public Records 1 1									
Judgments 1 1									
Collections									
Life Open									
Collections 0 0									
Scores									
Fico Score 858									
Bankruptcy Score 0									

In this block:

Trades

View:

Records of extended installment payments, mortgage, and revolving credit, as detailed in the credit bureau report.

Statistical Trade Ages

Ages of the oldest and newest trades, as well as the average age of the open and total trades.

Bankruptcy

The total number of times the applicant has applied for Chapter 7, Chapter 11, and Chapter 13 bankruptcies, recently and throughout life.

Past Due

The total number of times the applicant has been past due on payments by 30, 60, or 90 days in the last year, two years, and throughout life.

Derogatory Trades

Tradelines that an action other than being late was reported; this includes collections, repossessions, charge offs, and bankruptcies.

Public Records

Number of legal actions, including liens, public records, and judgments over the course of the applicant's life, as well as any that are currently open.

Collection Scores

Trades referred to an outside vendor for collection.

View the FICO and bankruptcy scores.

8 Open the **Summary 2** sub page to view the following information:

Summary 1	Summary 2	Tradelines	Public Records	Collections	Fraud Messages	Inquiries	AKA	Consumer Statements	Scores
Trades									
Worst									
6M 12M 24M Current Open Satis Reported Rating Debt Ratio									
Auto 0 0 0 0 0 1 0 0.0000									
Bank 1 1 2 2 2 2 9 9 85.0000									
Card 0 0 0 0 0 0 0 0 0.0000									
Retail 0 0 0 5 5 2 9 9 43.0000									
Loan Finance 0 0 0 1 1 1 1 1 0.0000									
Sales Finance 0 0 0 0 0 0 0 0 0.0000									
Inquiries									
Balance									
Retail 1 6 4 \$2,244.00 \$5,185.00									
Bank 3 12M 6 \$394.00 \$462.00									
Card 0 24M 16 Total 2,638.00 \$5,947.00									
Retail 0 17									
Loan Finance 0 Newest 6									
Sales Finance 4 Oldest 24									
Balances									
High Balance									
Retail 1 6 \$2,244.00 \$5,185.00									
Bank 3 12M 6 \$394.00 \$462.00									
Card 0 24M 16 Total 2,638.00 \$5,947.00									
Open Derogatory									
Shortest Longest									
Since Minor 3 4									
Since Major 22 22									
Since Derog 0 0									
Derogatory									
Shortest Longest									
Since Minor 1 32									
Since Major 1 28									
Since Derog 1 28									

In this block:

Trades

Records of extended credit for auto, bank, credit card, retail, loan finance, and sales finance loans, as detailed in the credit bureau report.

Inquiries

Requests for a credit report regarding loans in the trade block over the last six months, as well as total requests

Balances	over 6, 12, and 24-month periods, as well as the newest and oldest request.
Open Derogatory	The total balance of retail and bank trades, as well as the high balance of each.
Derogatory	The following information for all of the customer's open tradelines: the shortest and longest period of time (in months) since the customer's most recent minor derogatory (30-60 days late), major derogatory (90-180 days late), and derogatory (bankruptcy, repossession, or charge off).

9 Open the **Tradelines** sub page to view information about tradelines, such as the creditor's name, trade's status, type and code, and balance information.

Summary 1	Summary 2	Tradelines	Public Records	Collections	Fraud Messages	Inquiries	AKA	Consumer Statements	Scores																																																																														
Tradelines																																																																																							
<table border="1"> <thead> <tr> <th>Creditors Name</th><th>Status</th><th>Type</th><th>Type Code</th><th>Past Due Amt</th><th>Balance</th><th>Balance Dt</th><th>Open Dt</th><th>History Dt</th><th>History Data</th><th>30</th><th>60</th><th>90</th></tr> </thead> <tbody> <tr> <td>VERIZON</td><td>CLOSED/DEROGA</td><td>SERVICE & PROFES</td><td>O</td><td>\$0.00</td><td>\$0.00</td><td>07/01/2001</td><td>09/01/1994</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>JCP-MCCBG</td><td>CLOSED/COLLECT</td><td>RETAIL</td><td>R</td><td>\$0.00</td><td>\$0.00</td><td>09/01/1999</td><td>07/01/1989</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>CITIBK VISA</td><td>CLOSED/COLLECT</td><td>BANK</td><td>R</td><td>\$0.00</td><td>\$0.00</td><td>07/01/2001</td><td>12/01/1989</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>PROVIDIAN</td><td>CLOSED/COLLECT</td><td>BANK</td><td>R</td><td>\$0.00</td><td>\$0.00</td><td>06/01/2000</td><td>09/01/1990</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>NBGL CARSONS</td><td>CLOSED/COLLECT</td><td>RETAIL</td><td>R</td><td>\$0.00</td><td>\$0.00</td><td>04/01/1993</td><td>02/01/1990</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>										Creditors Name	Status	Type	Type Code	Past Due Amt	Balance	Balance Dt	Open Dt	History Dt	History Data	30	60	90	VERIZON	CLOSED/DEROGA	SERVICE & PROFES	O	\$0.00	\$0.00	07/01/2001	09/01/1994						JCP-MCCBG	CLOSED/COLLECT	RETAIL	R	\$0.00	\$0.00	09/01/1999	07/01/1989						CITIBK VISA	CLOSED/COLLECT	BANK	R	\$0.00	\$0.00	07/01/2001	12/01/1989						PROVIDIAN	CLOSED/COLLECT	BANK	R	\$0.00	\$0.00	06/01/2000	09/01/1990						NBGL CARSONS	CLOSED/COLLECT	RETAIL	R	\$0.00	\$0.00	04/01/1993	02/01/1990					
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Creditors Subscriber #	Mop	Account #	Credit Limit	Term Pmt Amt	High Balance	Reported Dt	Duplicate	Special Exclusion																																																																															
01R2M003	COLLECTION OR C	3129099547002			\$253.00	07/01/2001	<input type="checkbox"/>	<input type="checkbox"/>																																																																															

In this field:	View:
Creditors Name	The creditors name.
Status	The status of the tradeline.
Type	The type of tradeline, such as bank, first mortgage, travel card, and so on.
Type Code	The code for the type of tradeline.
Past Due Amt	The past due amount
Balance	The balance of the tradeline.
Balance Dt	The balance date.
Open Dt	The date the tradeline was opened.
History Dt	The tradeline's history date.
History Data	The tradeline's history data.
30	The number of times the tradeline was 30 days past due.
60	The number of times the tradeline was 60 days past due.
90	The number of times the tradeline was 90 days past due.
Creditors Subscriber #	The creditor's subscriber number.
Mop	The method of payment.
Account #	The account number.
Credit Limit	The credit limit.
Term Pmt Amt	The term payment amount.
High Balance	The high balance of the tradeline.
Reported Dt	The reported date.
Duplicate	If selected, the tradeline is a duplicate.
Special Exclusion	If selected, the tradeline is a special exclusion.

10 Open the **Public Records** sub page to view information about public records, including each one's type, status, and amount, as well as the date the record was filed and resolved.

Summary 1	Summary 2	Tradelines	Public Records	Collections	Fraud Messages	Inquiries	AKA	Consumer Statements	Scores																																																												
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In this field:	View:
Record Type	The record type.
Status	The status.
Amount	The amount.
Filed Dt	The filed date.
Satisfied Dt	The satisfied date.

11 Open the **Collections** sub page to view information about accounts the creditor has in collection, including the creditor's name, account number, account balances, and the history of the account.

Summary 1	Summary 2	Tradelines	Public Records	Collections	Fraud Messages	Inquiries	AKA	Consumer Statements	Scores																																																																						
Collections																																																																															
<table border="1"> <thead> <tr> <th>Creditors Name</th><th>Account #</th><th>Acct Balance</th><th>High Balance</th><th>Term Type</th><th>Balance Dt</th><th>Open Dt</th><th>Last Activity Dt</th><th>History Dt</th><th>ECOA Special Exclusion Duplicate</th></tr> </thead> <tbody> <tr> <td>LENOIR MEMORIAL</td><td>862424</td><td>\$171.00</td><td>\$171.00</td><td>CLOSED</td><td>05/01/2001</td><td>03/01/2001</td><td>09/01/2000</td><td>05/01/2001</td><td>INDIVIDUAL <input type="checkbox"/></td></tr> <tr> <td>EMP OF LENOIR C</td><td>CDS1LENO 56149</td><td>\$226.00</td><td>\$226.00</td><td>CLOSED</td><td>06/01/2001</td><td>01/01/2001</td><td>09/01/2000</td><td>06/01/2001</td><td>INDIVIDUAL <input type="checkbox"/></td></tr> <tr> <td>KINSTON RADIOL</td><td>1315487</td><td>\$43.00</td><td>\$43.00</td><td>CLOSED</td><td>02/01/2001</td><td>01/01/2001</td><td>09/01/2000</td><td>02/01/2001</td><td>INDIVIDUAL <input type="checkbox"/></td></tr> <tr> <td>APRIA MORRISVIL</td><td>4574416</td><td>\$500.00</td><td>\$500.00</td><td>CLOSED</td><td>03/01/2000</td><td>03/01/1999</td><td>06/01/1998</td><td>03/01/2000</td><td>INDIVIDUAL <input type="checkbox"/></td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="10">Creditor Subscriber # <input type="text" value="867YC00026"/></td></tr> </tbody> </table>										Creditors Name	Account #	Acct Balance	High Balance	Term Type	Balance Dt	Open Dt	Last Activity Dt	History Dt	ECOA Special Exclusion Duplicate	LENOIR MEMORIAL	862424	\$171.00	\$171.00	CLOSED	05/01/2001	03/01/2001	09/01/2000	05/01/2001	INDIVIDUAL <input type="checkbox"/>	EMP OF LENOIR C	CDS1LENO 56149	\$226.00	\$226.00	CLOSED	06/01/2001	01/01/2001	09/01/2000	06/01/2001	INDIVIDUAL <input type="checkbox"/>	KINSTON RADIOL	1315487	\$43.00	\$43.00	CLOSED	02/01/2001	01/01/2001	09/01/2000	02/01/2001	INDIVIDUAL <input type="checkbox"/>	APRIA MORRISVIL	4574416	\$500.00	\$500.00	CLOSED	03/01/2000	03/01/1999	06/01/1998	03/01/2000	INDIVIDUAL <input type="checkbox"/>											Creditor Subscriber # <input type="text" value="867YC00026"/>									
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In this field:	View:
Creditors Name	The creditor's name.
Account #	The account number.
Acct Balance	The account balance.
High Balance	The high balance.
Term Type	The term type.
Balance Dt	The balance date.
Open Dt	The open date.
Last Activity Dt	The last activity date.
History Dt	The history date.
ECOA	The Equal Credit Opportunity Act label.
Special Exclusion	If selected, the collection is a special exclusion.
Duplicate	If selected, the collection is a duplicate.
Creditor Subscriber #	The creditor subscriber number.

12 Open the **Fraud Messages** sub page to view information about fraudulent attempts to use the applicant's credit.

13 Open the **Inquiries** sub page to view all the credit reports for the applicant in reverse chronological order.

Inquirer Name	Inquirer Subscriber #	Inquirer Industry Code	Inquiry Dt	Rate Shopping	Duplicate
MMCA	06900012	SALES FINANCE	06/17/2001	<input type="checkbox"/>	<input type="checkbox"/>
MMCA	06900012	SALES FINANCE	06/17/2001	<input type="checkbox"/>	<input type="checkbox"/>
CRYSTAL LAKE	00204833	AUTO	06/17/2001	<input type="checkbox"/>	<input type="checkbox"/>
ADVANTAGE CR	00103982	SALES FINANCE	06/06/2001	<input type="checkbox"/>	<input type="checkbox"/>
ASSOC NTL BK	01215327	REVOLVING	02/02/2001	<input type="checkbox"/>	<input type="checkbox"/>

In this field:

Inquirer Name

View:

The inquirer's name.

Inquirer Subscriber #

The inquirer's subscriber number.

Inquirer Industry Code

The inquirer's industry code.

Inquiry Dt

The inquiry date.

Rate Shopping

If selected, the inquiry concerned rate shopping.

Duplicate

If selected, if the inquiry was a duplicate.

14 Open the **AKA** ("Also Known As") sub page to view other names used by the applicant.

First Name	MI	Last Name	Suffix	Spouse First Name
NANCY	J	KIRSHNER		

15 Open the **Consumer Statements** sub page to view statements that the applicant has issued to the credit bureau.

Reported Dt	Text
	CONSUMER DISPUTES IC COLLECTIONS.

- 16 Open the **Scores** sub page to view the score model, the score factor, and the score returned from the credit bureau report.

To view the credit bureau data on the Bureau (4) master tab as a text report

- 1 Open the **Underwriting** form and load the application with the credit bureau data you want to view.
- 2 Choose the **Bureau (4)** master tab.
- 3 Choose **Text Report**.
Oracle Daybreak displays an ASCII text file of the information regarding the applicant from the credit bureau pull.
- 4 Use the scroll bar to view more information.

To print the credit bureau data as a text report

- 1 Open the **Underwriting** form and load the application with the credit bureau data you want to print.
- 2 Choose the **Bureau (4)** master tab.
- 3 Choose **Text Report**.
Oracle Daybreak displays an ASCII text file of the information regarding the applicant from the credit bureau pull.
- 4 Choose **Print Report** to send the information to the default printer.

Verifying collateral information

Having selected and loaded an application, you can view the information about the collateral of the lease.

To verify information about the collateral

- 1 Open the **Underwriting** form and load the application with the collateral you want to verify.
- 2 Choose the **Collateral (6)** master tab.

Depending on the type of collateral, the Vehicle, Home, or Other page appears.

The screenshot shows the Oracle Daybreak Underwriting application interface. The top navigation bar includes fields for Application ID (0000163176), Date (11/14/2007), Joint/Cos/Purpose (VEHICLE), Priority (NORMAL), Status (APPROVED), and Company (SSFC/HQ). The Product is set to LEASE. The Collateral (6) tab is selected. The Vehicle page is active, showing details for a new vehicle asset. The vehicle's year is 2009, make is ASDF, model is ASDF, and body is DUMMY. The registration status is ACTIVE. The Valuation section shows a base value of \$12,000.00 and a total value of \$15,000.00. The Addons section is empty. The Usage Details section shows charges of \$0.00.

- 3 Verify the information on the collateral page and its sub pages. (This is information that was recorded on the Application Entry form or gathered during the credit pull.)
 - The **Vehicle** page and verify information about vehicles as collateral.

Oracle Daybreak validates the VIN if you add or modify the Identification Number field on the Customer Service form's Vehicle page.

Interface with VINTEK (If interface is installed)

Using the Vintek interface, Oracle Daybreak retrieves the year, make, model, and body of the vehicle on the Vehicle page of the Underwriting, Funding, Customer Service, and Conversion App/Acc forms' Collateral master tab when you choose Vehicle Details. This time saving feature reduces data entry errors. Using the VIN entered in the Identification Number field, Oracle Daybreak populates the following fields in the Vehicle block:

- Year
- Make
- Model
- Body

If the Vintek interface is unable to retrieve information based on the VIN entered in the Identification Number field, Oracle Daybreak displays an error message.

If available, complete the **Usage Details** block with the following additional and required information. **Note:** Information in this block pertains only to leases. The Usage Details block records details about the allowed and extra mileage covered as part of the lease agreement:

In this field:	Do this:
Start	Enter the initial usage (required).
Base	Enter the base usage (required).
Extra	Enter the extra usage purchased (required).
Total	Enter the total usage (required).
Charge	Enter the usage charge (required).

The **Home** page and verify information about homes as collateral.

BACK PMT MEMO-RESCH (Underwriting) (Pending Request: 0)

Application		Joint <input type="checkbox"/>	Cos <input type="checkbox"/>	Purpose <input type="checkbox"/>	HOME LEASE	Priority <input type="checkbox"/>	NORMAL	Status <input type="checkbox"/>	APPROVED	BLANK	Company <input type="checkbox"/>	SSFC	HQ																																																																			
App # <input type="text" value="0000163176"/>	DL <input type="text" value="11/14/2007"/>	Existing Customer <input type="checkbox"/>	Dup <input checked="" type="checkbox"/>	Contact <input type="checkbox"/>	Channel <input type="checkbox"/>	PHONE	Producer <input type="checkbox"/>	DEALER	MN-00007 : TEST	Sales Agent <input type="checkbox"/>	TEST																																																																					
Product <input type="text" value="LEASE HOME"/>																																																																																
Search (1)		Applicants (2)		Decision (3)		Bureau (4)		Collateral (6)		Comments (7)		Image (8)		Verification (9)		Tools (10)																																																																
Vehicle		Home		Other																																																																												
Home																																																																																
Primary <input checked="" type="checkbox"/>		Asset Class <input type="text" value="USED HOME"/>		Year <input type="text" value="2008"/>	Make <input type="text" value="NISSAN"/>	Model <input type="text" value="MURANO"/>	W <input type="checkbox"/>	L <input type="checkbox"/>	Legal Description																																																																							
Asset Type <input type="text" value="HOME"/>		Sub Type <input type="text" value="CAR"/>		Description <input type="text" value="2008 NISSAN MURANO SE"/>		PO# <input type="text"/>		Condition <input type="text"/>																																																																								
Occupancy <input type="text"/>		Id # <input type="text"/>		Address <input type="text"/>		City <input type="text"/>		St <input type="text"/>	Zip <input type="text"/>	Country <input type="text" value="US"/>	Metes-Bounds <input type="checkbox"/>		Lot <input type="text"/> Sub Division <input type="text"/> Parcel ID <input type="text"/>																																																																			
Census Tract/BNA Code <input type="text"/>		MSA Code <input type="text"/>		County <input type="text"/>											Flood Zone <input type="checkbox"/>																																																																	
Valuation																																																																																
Tracking																																																																																
<table border="1"> <tr> <td colspan="2">Value</td> <td colspan="2">Add-ons</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Current <input checked="" type="checkbox"/></td> <td colspan="2">Addon/Attribute <input type="text"/></td> <td colspan="2">Value <input type="text"/></td> </tr> <tr> <td colspan="2">Valuation Dt <input type="text" value="12/12/2009"/></td> <td colspan="2">Addn/Attribute <input type="text"/></td> <td colspan="2">Amt <input type="text"/></td> </tr> <tr> <td colspan="2">Source <input type="text" value="NADA INTERFACE"/></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Supplement <input type="text"/></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Edition <input type="text"/></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Wholesale <input type="text"/></td> <td colspan="2">Retail <input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Base <input type="text" value="\$24,000.00"/></td> <td colspan="2">Base <input type="text" value="\$23,000.00"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Addons + <input type="text" value="\$0.00"/></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Usage <input type="text" value="2500"/></td> <td colspan="2">Usage Value + <input type="text" value="\$1,200.00"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Total Value = <input type="text" value="\$24,200.00"/></td> <td colspan="2"></td> <td colspan="2"></td> </tr> </table>															Value		Add-ons				Current <input checked="" type="checkbox"/>		Addon/Attribute <input type="text"/>		Value <input type="text"/>		Valuation Dt <input type="text" value="12/12/2009"/>		Addn/Attribute <input type="text"/>		Amt <input type="text"/>		Source <input type="text" value="NADA INTERFACE"/>						Supplement <input type="text"/>						Edition <input type="text"/>						Wholesale <input type="text"/>		Retail <input type="text"/>				Base <input type="text" value="\$24,000.00"/>		Base <input type="text" value="\$23,000.00"/>				Addons + <input type="text" value="\$0.00"/>						Usage <input type="text" value="2500"/>		Usage Value + <input type="text" value="\$1,200.00"/>				Total Value = <input type="text" value="\$24,200.00"/>					
Value		Add-ons																																																																														
Current <input checked="" type="checkbox"/>		Addon/Attribute <input type="text"/>		Value <input type="text"/>																																																																												
Valuation Dt <input type="text" value="12/12/2009"/>		Addn/Attribute <input type="text"/>		Amt <input type="text"/>																																																																												
Source <input type="text" value="NADA INTERFACE"/>																																																																																
Supplement <input type="text"/>																																																																																
Edition <input type="text"/>																																																																																
Wholesale <input type="text"/>		Retail <input type="text"/>																																																																														
Base <input type="text" value="\$24,000.00"/>		Base <input type="text" value="\$23,000.00"/>																																																																														
Addons + <input type="text" value="\$0.00"/>																																																																																
Usage <input type="text" value="2500"/>		Usage Value + <input type="text" value="\$1,200.00"/>																																																																														
Total Value = <input type="text" value="\$24,200.00"/>																																																																																

If available, enter the following additional and optional information:

In this field:	Do this:
Legal Description	Enter the legal description (optional).
Lot	Enter the asset lot (optional).
Sub Division	Enter the asset sub division (optional).
Parcel ID	Enter the parcel id of the home (optional).
Metes-Bounds	Select to indicate the home is considered Metes-Bounds.
Flood Zone	Select to indicate the home is in a flood zone.

- The **Other** page contains information about any thing other than a vehicle or home used as collateral.

The screenshot shows the 'Application' tab of the BACK PMT MEMO-RESCH application. The 'Other' sub-page is active, displaying details for a household asset. The 'Valuation' sub-page is also visible, showing asset values and addons.

Other Sub-Page Data:

- Primary Asset Class: NEW ASSET
- Asset Type: HOUSEHOLD GOODS
- Sub Type: GENERAL HOUSEHOLD GOC
- Identification Number:
- Registration #: UNDEFINED
- Status: NOT DEFINED
- Year: 2006
- Make: PANASONIC
- Model: PLASMA SCREEN TE 36 INCH
- Condition:
- Address: RED WOOD S/FINE HOOD
- City: HOLTSTVILLE
- State: NY
- Zip: 00501
- Country: US
- County: SUFFOLK

Usage Details:

- Start: 0
- Base: 0
- Extra: 0
- Total: 0
- Charge: \$0.00

Valuation Sub-Page Data:

- Current: checked
- Valuation Dt: 12/12/2009
- Source: NADA INTERFACE
- Supplement:
- Edition:
- Wholesale: \$24,000.00
- Retail: \$23,000.00
- Addons +: \$0.00
- Usage: 2500
- Usage Value +: \$1,200.00
- Total Value =: \$24,200.00

Addons:

Addon/Attribute	Value	Amt

If available, complete the **Usage Details** block with the following additional and required information. **Note:** Information in this block pertains only to leases. The Usage Details block records details about the allowed and extra mileage covered as part of the lease agreement:

In this field:	Do this:
Start	Enter the initial usage (required).
Base	Enter the base usage (required).
Extra	Enter the extra usage purchased (required).
Total	Enter the total usage (required).
Charge	Enter the usage charge (required).

The **Valuation** sub page contains information about the value of the asset. The **Values** block allows you enter the value of the asset. The **Addons** block records information about any addons associated with the collateral

- The **Tracking** sub page allows you to record further information associated with the collateral. What items you choose to track are setup during implementation.

To track attributes on the Collateral (6) master tab

- 1 Open the **Underwriting** form and load the application you want to work with.
- 2 Choose the **Collateral (6)** master tab.

Depending on the type of collateral for this application, the Vehicle, Home, or Other page appears.

- 3 Choose the **Tracking** sub tab.
- 4 On the Tracking sub page, choose **Load Details**.
- 5 In the **Tracking Items** block, select the item you want to track.
- 6 In the **Tracking Items** block, view or edit the following information:

In this field:	Do this:
Tracking Item	View the tracking type (display only)
Disposition	Select the disposition (required).
Start Dt	Enter the tracking start date (required).
End Dt	Enter the tracking end date (optional).
Follow Dt	Enter the next follow-up date (required).
Enabled	Select to track the information from the start date in the Start Dt field.

- 7 Complete the **Tracking Item Details** block by entering information about a parameter in the corresponding the **Value** field.
- 8 Save any changes you made to the application.

Calculating debt ratios

Oracle Daybreak offers powerful tools to the underwriter for analyzing an applicant's debt-to-income ratios (total of an applicant's debt obligation divided by that person's regular income). Oracle Daybreak calculates debt ratios in the Ratios block on the Summary sub page using the data in the Income and Liability blocks. Information in the Income block comes from the Application Entry form. The information in the Liability block comes from either the Application Entry form or the credit bureau pull.

An underwriter may also add information to the Income and Liability blocks during the underwriting process.

The debt-to-income ratios in the Ratios block can be recalculated by including or excluding information from the of the Income block, Liability block, and Financials sub page.

The Dedup Liabilities button removes duplicate ("de-dupes") liabilities that may be present from subsequent (manual) credit bureau pulls for nonspousal joint applications

To calculate debt ratios

- 1 Open the **Underwriting** form and load the application with the ratios you want to validate.
- 2 Choose the **Applicants (2)** master tab.
- 3 Choose the **Primary** or **Others** tab, then choose the **Summary** sub tab.

The screenshot shows the Oracle Daybreak Underwriting application. The top header displays the application number (0000210175), date (11/01/2006), and various status fields. The main window is divided into several tabs: Application, Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Applicants (2) tab is selected, showing details for a primary applicant named LOUISE YYELLOWWOOD. Below this, the Summary sub-page is active, displaying financial data. The Income section shows an employment entry with an amount of \$5,000.00 and a monthly frequency. The Liability section shows four entries: Housing (\$1,200.00 monthly), Revolving (\$0.00 monthly), Revolving (\$12.00 monthly), and Revolving (\$0.00 monthly). The Ratios section contains a 'Totals' block with data for monthly income, monthly debt, assets, and net worth. The 'De-dupe Liabilities' button is visible at the bottom right of the Summary sub-page.

- 4 On the **Summary** sub page, view the display only data in the **Totals** block.

In this field:

Monthly Income (Stated)
Monthly Income (Actual)
Monthly Debt (Stated)
Monthly Debt (Actual)
Assets

View this:

The stated monthly income.
The actual monthly income.
The stated monthly liability.
The actual monthly liability.
The assets.

Liabilities	The liabilities.
Net-Worth	The net-worth.

5 In the **What if Pmt Amt** field, enter the payment amount you want to use in the ratios.

6 In the **Income** block on the **Summary** sub page, use the **Include** check box to select or clear the entries that you want to use in the calculation of ratios. You can also enter new income information at this time:

In this field:	Do this:
Type	Select the income type (required).
Amt	Enter the income amount (required).
Freq	Select the frequency (required).
Comment	Enter a comment (optional).

7 In the **Liability** block in the **Summary** sub page, use the **Include** check box to select or clear the records that you want to use in the ratios. You can also enter new liability information at this time:

In this field:	Do this:
Type	Select the liability type (required).
Amt	Enter the liability amount (required).
Freq	Select the frequency (required).
Status	View the account status (display only).
Account Type	Enter the account type (required).
Open Dt	View the date when the account was opened (display only).
Past Due Amt	View the past due amount (display only).
30	View the number of payments 30 days past due (display only).
60	View the number of payments 60 days past due (display only).
90	View the number of payments 90 days past due (display only).
Balance	View or enter the account balance (required).
High Balance	View the high balance for the account (display only).
Credit Limit	View the credit limit for the account (display only).
Bureau	View the credit bureau that reported this liability (display only).
Comment	Enter a comment (optional).
Term	View the term for the account (display only).
Creditor's Name	View the creditor's name (display only).
Account #	View the account number (display only).
Pmt Manner	View the manner of payment for the account (display only).
Subscriber #	View the creditor's subscription number (display only).
ECOA	View the ECOA code for the account (display only).

8 Choose **Dedup Liabilities** in the **Liability** block if:

- If this is a joint application.
- The contents of the **Type** field on the **Applicants (2)** master tab's **Others** page is **SPOUSE** or **SECONDARY**. (Co-signers are not included in the removal of duplicate liabilities.)

9 Choose **Update Ratios**.

Oracle Daybreak updates the Ratios block using the new information.

10 In the **Ratios** block, view the following information:

In this field:	View this:
Debt (Stated Before)	The debt ratio based on stated income and liability (without what if payment).
Debt (Stated After)	The debt ratio based on stated income and liability (with what if payment).
Debt (Actual Before)	The debt ratio based on actual income and liability (without what if payment).
Debt (Actual After)	The debt ratio based on actual income and liability (with what if payment).
Disposable Inc (Stated Before)	The disposable income ratio based on stated income and liability (without what if payment).
Disposable Inc (Stated After)	The disposable income ratio based on stated income and liability (with what if payment).
Disposable Inc (Actual Before)	The disposable income ratio based on actual income and liability (without what if payment).
Disposable Inc (Actual After)	The disposable income ratio based on stated income and liability (with what if payment).
Revolving Debt (Stated Before)	The revolving debt ratio based on actual income and liability.
Revolving Debt (Stated After)	The revolving debt ratio to income ratio based on actual income and liability.
Pmt to Income (Stated Before)	The payment to income ratio based on stated income and liability.
Pmt to Income (Stated After)	The payment to income ratio based on actual income and liability.

Manually requesting a credit bureau report

The Bureau (4) page allows you to manually request a credit pull. Information from a manual credit pull can be used to validate an application.

To manually request a credit bureau report

- 1 Open the **Underwriting** form and load the application for which you want to request a credit bureau report.
- 2 Choose the **Bureau (4)** master tab.

The screenshot shows the Oracle Daybreak application interface for a credit request. The top navigation bar includes tabs for Application, Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Application tab is active, displaying the following details:

- App # 0000163176
- Dt 11/14/2007
- Joint
- Cos
- Purpose VEHICLE LOAN OR
- Priority NORMAL
- Status APPROVED
- BLANK
- Company SSFC HQ
- Product LEASE VEHICLE
- Existing Customer
- Dup
- Contact
- Channel PHONE
- Producer DEALER MN-00007 : TEST
- Sales Agent TEST

The 'New Request' block contains fields for Applicant, Spouse, Bureau, and Report, along with buttons for Create Request and Submit Request. The 'Bureau Details' block shows the following information:

- Type: MANUAL
- Bureau: TUC
- # 1
- Status: COMPLETED
- Dt: 04/24/2009 03:40:32 PM
- Report: CREDIT REPORT
- Credit Bureau Reorder #: 219756
- App Ind:
- Applicant/Customer Detail: PRIMARY, MEMO-RESCH, BACK PMT, SSN xxx-xx-8403, Birth Dt 07/16/1974, Phone 444-396-2000, Status: COMPLETED
- Address: 1234 COFFEEN, Street: 1234 COFFEEN, St Type: IL, Post: 62017, Apt No: 1000
- Include Debt:
- Populate Debt:
- City: COFFEEN
- State: IL
- Zip: 62017
- Country: US

Below the application details, a note states: "IMPORTANT: Access to credit reporting agency systems is for authorized users and only for permissible purposes. Unauthorized access is prohibited under the Fair Credit Reporting Act and is punishable by a \$2500 fine and/or 1 year in Federal prison per occurrence."

The 'Report Header' section displays the following information:

- Bureau: TUC
- First Name: BRENDA
- Mi: N
- Last Name: JAEGER
- SSN: xxx-xx-9254
- Birth Dt: 08/21/2001
- Report Dt: 05/01/1998
- Credit Report Id: 219756
- Best Match:

The main data area is divided into several tabs: Summary 1, Summary 2, Tradelines, Public Records, Collections, Fraud Messages, Inquiries, AKA, Consumer Statements, and Scores. The 'Summary 1' tab is active, showing data for Trades, Bankruptcy, Past Due, Public Records, Collections, and Scores. The 'Trades' section includes a table for Installment, Mortgage, Revolving, and Total debts. The 'Bankruptcy' section shows data for Chapter 7, Chapter 11, Chapter 13, and Total. The 'Past Due' section shows data for Life, 12M, and 24M. The 'Public Records' section shows data for Lien, Public Records, and Judgments. The 'Collections' section shows data for Derog Trades, Repossessions, Collections, and Open Collections. The 'Scores' section shows Fico Score (573) and Bankruptcy Score (0).

3 In the **New Request** block, use the LOV to complete the following fields:

In this field:	Do this:
Applicant	Select the applicant (optional).
Spouse	Select the applicant's spouse (if applicable) (optional).
Bureau	Select the credit bureau (optional).
Report	Select the credit bureau report type (optional).

4 Choose **Create Request**.

Oracle Daybreak displays this information in the Bureau Details block to the right of the New Request block.

5 On the **Bureau (4)** page, select **Include Debt** and **Populate Debt** in the **Applicant/Customer Detail** block to populate the **Liability** block on the Applicants (2) page's Summary sub page with data from the credit bureau pull.

6 If you want to receive a copy of a previously pulled credit bureau report, enter the credit bureau reorder number in the **Credit Bureau Reorder #** field on the **Bureau Details** block. This allows you to receive a previously pulled credit report from Credco (currently other bureaus do not provide a copy) (optional).

7 Choose **Submit Request**.

8 Press **F8** to refresh the status of the credit request until the credit pull is completed.

Oracle Daybreak displays the latest status of the currently requested bureau report in the Bureau Details block. When the report pull process is complete, the Status field in the Applicant/Customer Detail block changes from PENDING to COMPLETED.

Manually rescore a credit bureau report

The Credit Score sub page on the Applicant (2) master tab displays the credit scores as configured within the Oracle Daybreak system. It also allows you to manually rescore a credit report.

To manually rescore a credit bureau report

- 1 Open the **Underwriting** form and load the application for which you want to view Oracle Daybreak's credit scores.
- 2 Choose the **Applicant (2)** master tab, then choose the **Primary** tab.
- 3 Choose the **Credit Scores** sub tab.
- 4 In the **Rescore Applicant** block, select in the **Credit Report Id** field the bureau report you want to use to rescore the applicant.
- 5 Choose **Rescore**.

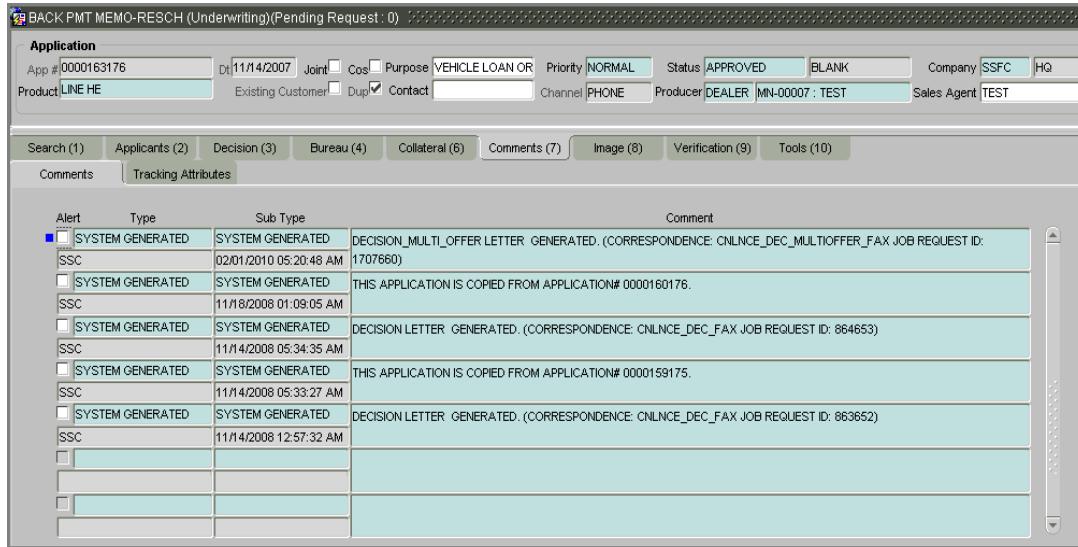
Oracle Daybreak displays the new information in the Credit Scores and Parameters blocks. This new score automatically appears in the System Recommendation block on the Decision (3) master tab.

Entering comments

When using the Underwriting form, you can add comments to an application at any time in the underwriting process by using the Comments page.

To add comments to an application

- 1 Open the **Underwriting** form and load the application to which you want to add comments.
- 2 Choose the **Comments (7)** master tab, then choose the **Comments** tab.



Alert	Type	Sub Type	Comment
<input checked="" type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	DECISION_MULTI_OFFER LETTER GENERATED. (CORRESPONDENCE: CNLNE_DEC_MULTIOFFER_FAX JOB REQUEST ID: 1707660)
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	THIS APPLICATION IS COPIED FROM APPLICATION# 0000160176.
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	DECISION LETTER GENERATED. (CORRESPONDENCE: CNLNE_DEC_FAX JOB REQUEST ID: 864653)
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	THIS APPLICATION IS COPIED FROM APPLICATION# 0000159175.
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	DECISION LETTER GENERATED. (CORRESPONDENCE: CNLNE_DEC_FAX JOB REQUEST ID: 863652)
<input type="checkbox"/>			
<input type="checkbox"/>			

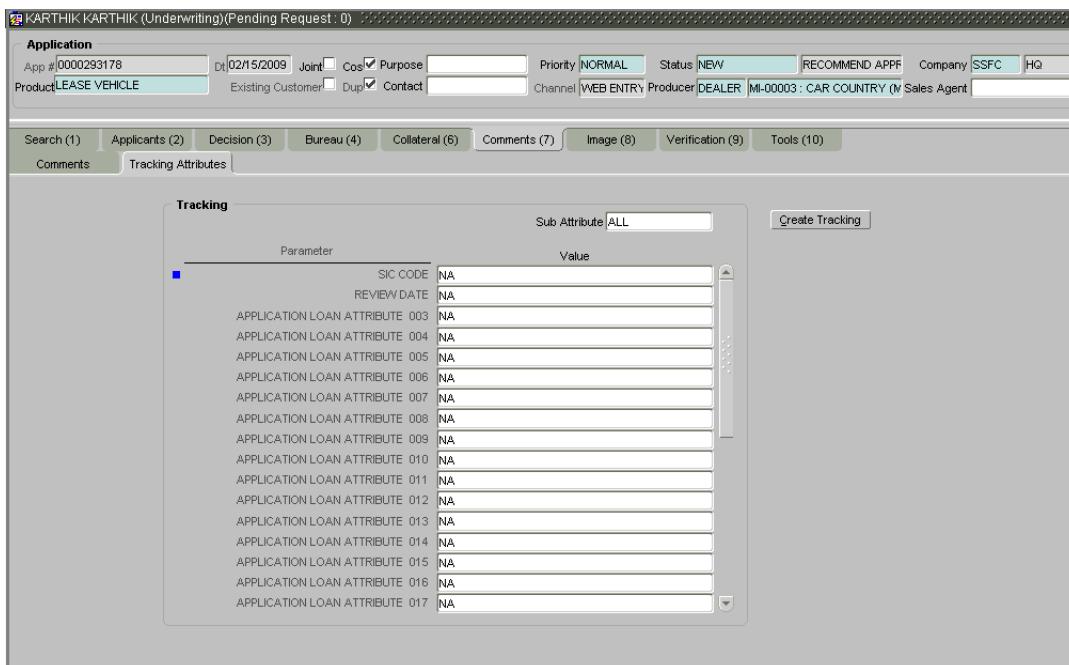
- 3 In the **Comments** page, enter the comments you want to attach to the application in the next available empty Command field. If the Comments page is filled, press **F6** to insert a new record.
- 4 Save the comments you added to the application.

Entering tracking attributes

When using the Underwriting form, you can add tracking attribute information to an application at any time in the underwriting process by using the Tracking Attributes page.

To add tracking attributes to an application

- 1 Open the **Underwriting** form and load the application to which you want to add tracking attributes.
- 2 Choose the **Comments (7)** master tab, then choose the **Tracking Attributes** page.



The screenshot shows the Oracle Daybreak Underwriting application interface. At the top, there is a header bar with various application details and status indicators. Below the header, a navigation bar contains tabs for 'Comments (7)', 'Tracking Attributes', and other application management functions. The main content area is titled 'Tracking' and displays a table of tracking parameters. The table has two columns: 'Parameter' and 'Value'. The 'Parameter' column lists various tracking attributes, and the 'Value' column shows their current values, which are all 'NA' in this view. A 'Sub Attribute' dropdown is present at the top of the table, and a 'Create Tracking' button is located in the top right corner of the tracking block.

- 3 Choose **Create Tracking**.

Oracle Daybreak loads the tracking parameters.

- 4 If you want to reduce the list of parameters, select a sub-attribute in the **Sub Attribute** box.

If your system has been configured to use the Sub Attribute field, only attributes in a particular group appear in the Parameter display.

- 5 Complete the **Tracking** block by entering the requested parameter in the **Value** field.
- 6 Save any changes you made to the application.

Viewing an image

When using the Underwriting form, you can view any images attached to the application at any time by using the Image (8) master page.

To view an image associated with an application

- 1 Open the **Underwriting** form and load the application with the image you want to view.
- 2 Choose the **Image (8)** master tab.

The **Fax Image** block contains the following display only fields:

In this field:	View:
Fax Header	The fax header.
Image Id	The image id.
Image Status	The image status.
Page #	The page number.
Of	The total number of pages.

The **Fax Image** block contains the following command buttons:

If you choose:	Oracle Daybreak will:
Flip Image	Rotate the selected image.
Print Image	Send the selected image to a predefined printer.
Pr	Display the previous page of the image (if one exists).
Nx	Display the next page of the image (if one exists).
Up	Scroll up through the selected image.
Dn	Scroll down through the selected image.

Depending on the position of the application when it was faxed to Oracle Daybreak, the image may be inverted on the Underwriting form.

- 3 To rotate an upside-down image, choose **Flip Image** on the Underwriting form master block.
- 4 To navigate through the application:
 - Use the scroll bar
 - or-
 - Choose **Dn** and **Up** on the Underwriting form.

The **Page #** and **Of** fields display what page is currently displayed in the Underwriting form and the total page length of the image.

- 5 To view other pages of the application, if they exist, choose **Nx** and **Pr** on the Underwriting form master block.

Making a decision about an application

If the application was initially automatically approved, Oracle Daybreak displays its recommendations on the Decision (3) master tab.

If the application was initially automatically rejected, Oracle Daybreak displays its reasons on the Stipulation sub page.

If you choose to approve or reject the loan manually, you must manually select the pricing (rule) set by the portfolio company for a specific product. Oracle Daybreak validates this pricing against the information in the Requested and System Recommendation blocks. The information in the Requested block comes from the Application Entry form and can be edited.

- If the data meets your approval, change the status of the application to either APPROVED or REJECTED and enter any stipulations.
- If you choose to reject the application, change the status to REJECTED and enter the reasons for the adverse action on the Stipulations sub page.

Note: The Tools (10) master tab can be helpful when completing this section. For more information on its use, see the **Oracle Daybreak Tools** chapter.

To verify the application decision data

- 1 Open the **Underwriting** form and load the application you want to verify.
- 2 Choose the **Decision (3)** master tab.
- If you are underwriting a lease, use the **Lease** page appears to record the following information:

The screenshot shows the Oracle Daybreak application decision screen. At the top, there are tabs for Application, Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Decision (3) tab is selected. The main area is divided into three sections: Requested, System Recommendation, and Approved. The Requested section shows Term: 36, Pmt Amt: \$500.00, and Capitalized Cost: \$30,000.00. The System Recommendation section shows Decision: AUTO APPROVED, Grade: A GRADE, and Score: 858. The Approved section shows Approved Term: 36, Rate: 2.0000, Rent Factor: 0.000833, Pmt Amt: \$500.00, Capitalized Cost: \$30,000.00, Residual %: 20.000000, Buy Rate: 0.0000, Grade: A GRADE, Bureau 1: EFX, and Score: 858. At the bottom, the Stipulations sub-page is open, showing a table with a single row: Type: STIPULATION REASONS, Code: APP-00111, and Comment: ID PROOF DOCUMENT. To the right of the table are columns for Stip Satisfied (Yes, No, N/A), Verify By, and Verify Dt.

In this field:	Do this:
<u>Requested block</u>	
(Note: The Requested block displays information from the Application Entry form, though you may change these entries.)	
Term	Enter the requested term (required).
Pmt Amt	Enter the requested payment amount (required).
Capitalized Cost	Enter the approximate cap cost (required).
Subvention Plan	View the requested subvention plan (display only).
<u>System Recommendation block</u>	
(Note: This information is based on Oracle Daybreak's scoring model.)	
Decision	View the system recommended decision (display only).
Grade	View the system recommended grade (display only).
Score	View the system recommended score (display only).

- 3 On the Underwriting form's **Lease** page, choose **Select Pricing**.
Oracle Daybreak determines the best pricing match of all enabled loan pricing strings in the Setup menu and displays the results in the Pricing and Approved blocks.

- If you are underwriting a **lease**, record the following information on the **Lease** page:

In this field:	Do this:
<u>Pricing block</u>	
Current	If selected, indicates that this is the current decision (display only).
Pricing	View the pricing (display only).
Decision Dt	View the decision date (display only).
Status	View the application status (display only).
Sub Status	View the application sub-status (display only).
Underwriter	View the underwriter id (display only).
<u>Approved block</u>	
Approved Term	Enter the approved term (required).
Rate	Enter the approved rate (required).
Rent Factor	Enter the approved rent factor (display only).
Pmt Amt	Enter the approved payment amount (required).
Capitalized Cost	Enter the approved cap cost amount (required).
Residual %	Enter the approved residual percentage (required).
Buy Rate	View the buy rate (display only).
Buy Rent Factor	View the buy rent factor (display only).
Grade	Select the credit grade (required).
Score	Enter the credit score (required).
Bureau 1	Select the bureau 1 (optional).
Bureau 2	Select the bureau 2 (optional).
Bureau 3	Select the bureau 3 (optional).

- 4 If you are approving the application, complete the **Approved** block with the values you want to approve as an underwriter. You can update the default values that appeared when you selected the pricing string in step 3. (The Oracle Daybreak calculator may be of use when completing this block. For more information, see the **Oracle Daybreak Tools** chapter.)

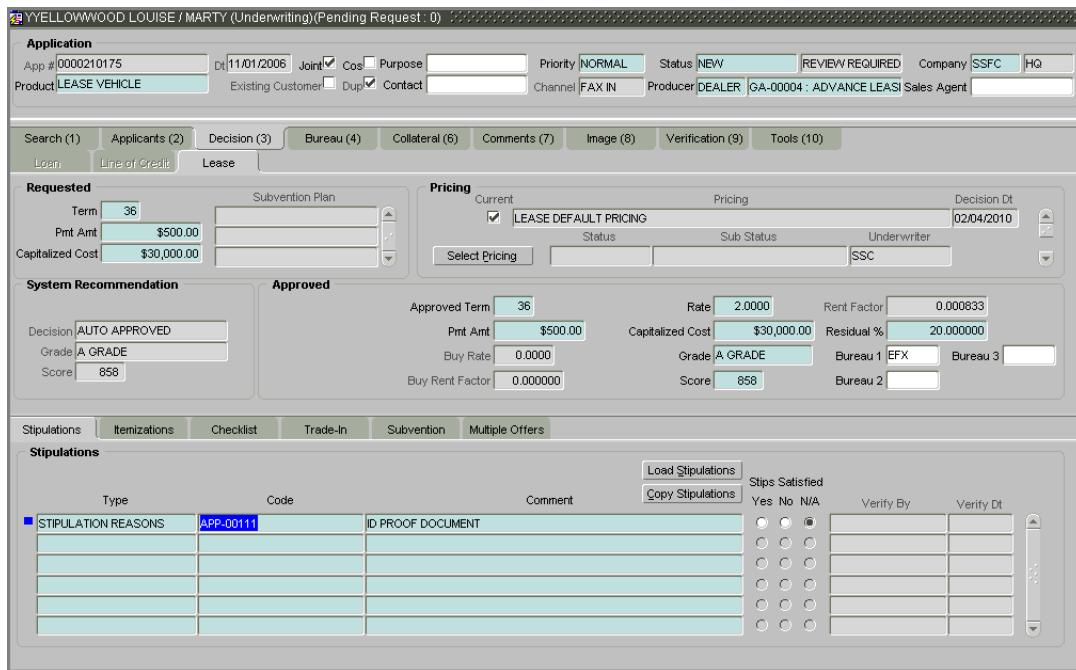
The Underwriting form's **Lease** pages all share the **Stipulations**, **Itemizations**, **Checklist**, **Trade-In**, and **Multiple Offers** sub pages.

Completing the Stipulations sub page

The Stipulations sub page allows to add any stipulations or reasons for adverse action you want to attach to the application. Stipulations are items that need to be addressed before the lease can be funded. If the application was automatically rejected during the application entry edits, Oracle Daybreak displays the automatically generated adverse action codes in this sub page.

To add or view stipulations or reasons for adverse action

- 1 Open the **Underwriting** form and load the application you want to verify.
- 2 Choose the **Decision (3)** master tab, then choose the **Stipulations** sub tab.



The screenshot shows the Oracle Daybreak Underwriting application interface. The top navigation bar includes tabs for Application, Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Decision (3) tab is selected. Below the tabs, there are sections for Requested (Term: 36, Pmt Amt: \$500.00, Capitalized Cost: \$30,000.00) and Approved (Approved Term: 36, Rate: 2.0000, Capitalized Cost: \$30,000.00, Buy Rate: 0.0000, Grade: A GRADE, Buy Rent Factor: 0.000000, Score: 858). The Stipulations sub tab is selected in the bottom navigation bar. The Stipulations section contains a table with columns for Type, Code, and Comment. A 'Load Stipulations' button is available, and a 'Copy Stipulations' button is located in the top right of the table area. The 'Stips Satisfied' column contains radio buttons for Yes, No, and N/A, with Verify By and Verify Dt fields to the right.

- 3 Complete the **Stipulations** block with information about the stipulations you want to add to the application or reasons for adverse action.

In this field:

Do this:

Type	Select the reason type (required).
Code	Select the reason (required).
Comment	Enter the comment (required).

- If your Oracle Daybreak system is set up to manually load predefined stipulations, choose the **Load Stipulations** button (For more information, see the following section, **Loading Stipulations**.)

- 4 Use the **Yes/No/NA** buttons in the Stips Satisfied column to indicate if you verified the stipulation(s) in the Type field.
- 5 Save the record.

After you save your entry, Oracle Daybreak updates the Verified By field with the user id of the person who selected Yes or No in the Stips Satisfied column and enters the date the change was made in the Verify Dt field.

Copying stipulations

Oracle Daybreak allows you to automatically transfer stipulations from previous decisions on the Stipulations sub page with the Copy Stipulations button. This is particularly useful when you are rehashing an application and want to use the same stipulations as those in place for the previous decision.

Loading stipulations

Oracle Daybreak supports the automatic generation of default stipulations on the Underwriting form's Stipulations sub page. The default stipulations can be maintained by company, branch, product, state, application status and application sub-status. When the application status changes (either manually and automatically), Oracle Daybreak populates the maintained stipulations with a Stips Satisfied indicator of "No." You can review and update the stipulations accordingly.

You have the option to manually load predefined stipulations by choosing the Load Stipulations button on the Stipulation page.

To load predefined stipulations

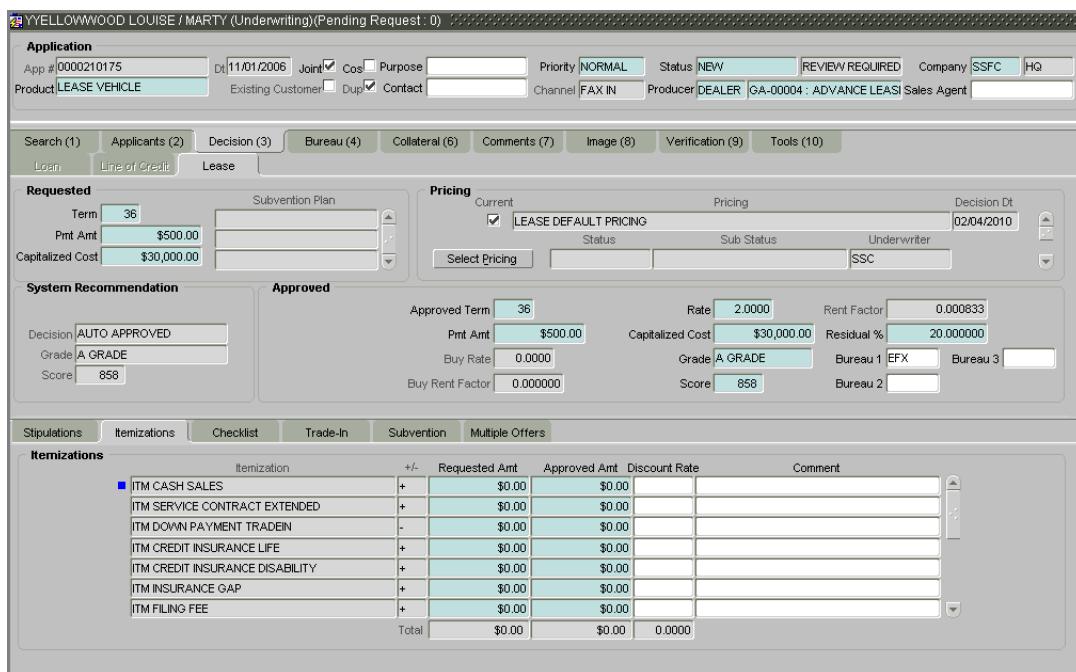
- 1 Open the **Underwriting** form and load the application you want to verify.
- 2 Choose the **Decision (3)** master tab, then choose the **Stipulations** sub tab.
- 3 Choose **Load Stipulations**.
Oracle Daybreak loads the default stipulations in the Stipulations block.
- 4 Use the **Yes/No/NA** buttons in the Stips Satisfied column to indicate if you verified the stipulation(s) in the Type field.
- 5 Save the record.

Completing the Itemization sub page

The Itemizations sub page allows you to add or verify any itemized amounts associated with the application. The list of itemizations is determined by the product you selected in the master block on the Application Entry form. The Itemizations sub page displays an itemization record of the amount financed, such as the cash price, cash down payment, trade-in, unpaid cash price balance and so on. Information that was entered on the Itemization sub page on the Application Entry form will appear in the Requested Amt column. Information that you enter as an underwriter in the Approved Amt column will appear in the Itemizations sub page on the Funding form.

To add or view itemizations

- 1 Open the **Underwriting** form and load the application you want to verify.
- 2 Choose the **Decision (3)** master tab, then choose the **Itemizations** sub tab.



The screenshot shows the Underwriting application interface. The top navigation bar includes tabs for Application, Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Decision (3) tab is selected. Below the tabs, there are sections for Requested (Term: 36, Pmt Amt: \$500.00, Capitalized Cost: \$30,000.00) and Approved (Term: 36, Rate: 2.0000, Pmt Amt: \$500.00, Capitalized Cost: \$30,000.00, Buy Rate: 0.0000, Grade: A GRADE, Buy Rent Factor: 0.000000, Residual %: 20.000000, Score: 858). The System Recommendation section shows AUTO APPROVED, Grade: A GRADE, and Score: 858. The bottom section is the Itemizations table, which is currently empty.

Itemization	Requested Amt	Approved Amt	Discount Rate	Comment
ITM CASH SALES	\$0.00	\$0.00		
ITM SERVICE CONTRACT EXTENDED	\$0.00	\$0.00		
ITM DOWN PAYMENT TRADEIN	\$0.00	\$0.00		
ITM CREDIT INSURANCE LIFE	\$0.00	\$0.00		
ITM CREDIT INSURANCE DISABILITY	\$0.00	\$0.00		
ITM INSURANCE GAP	\$0.00	\$0.00		
ITM FILING FEE	\$0.00	\$0.00		
Total	\$0.00	\$0.00	0.0000	

- 3 Complete the **Itemizations** block with information:

In this field:

Itemization
+/-

Requested Amt
Approved Amt
Discount Rate
Comment

Do this:

View the itemization (display only).
View whether the itemized amount is added or subtracted from the loan amount (display only).
Enter the requested amount (required).
Enter the approved amount (required).
Enter the discount rate (optional).
Enter a comment (optional).

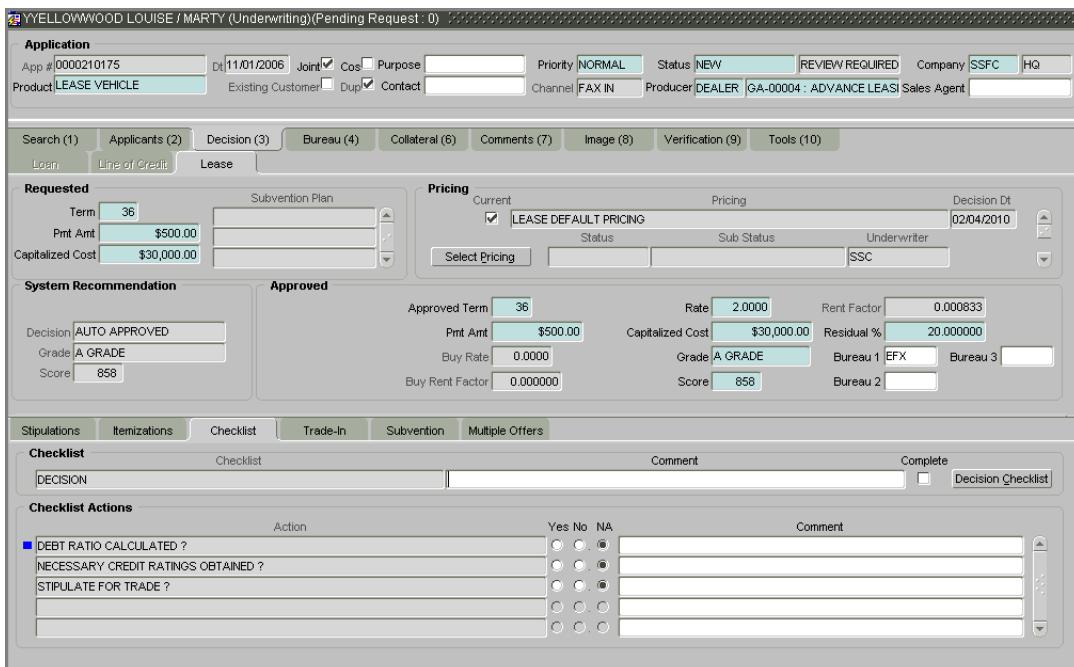
- 4 Save your entry.

Completing the Checklist sub page

Use the Checklist sub page to complete any remaining tasks in the decisioning process. The Checklist helps ensure the proper procedures are followed when approving the application by providing a list of required steps.

To complete the Underwriting checklist

- 1 Open the **Underwriting** form and load the application you want to verify.
- 2 Choose the **Decision (3)** master tab, then choose the **Checklist** sub tab.



The screenshot shows the Oracle Daybreak application interface for a consumer lease application. The main window title is 'YYELLOWWOOD LOUISE / MARTY (Underwriting)(Pending Request: 0)'. The 'Application' tab is selected, showing details like App # 0000210175, Date 11/01/2006, and Product LEASE VEHICLE. The 'Decision (3)' tab is also visible. The 'Checklist' sub tab is active, showing a table of tasks:

Action	Yes	No	NA	Comment	Complete
DEBT RATIO CALCULATED ?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/> Decision Checklist
NECESSARY CREDIT RATINGS OBTAINED ?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
STIPULATE FOR TRADE ?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

- 3 If the Checklist sub page is empty, choose **Decision Checklist**.
- 4 Complete the tasks listed in the **Action** column of the **Checklist Actions** block.
- 5 Use the **Yes/No/NA** buttons to indicate whether or not you completed the task. You can use the **Comment** field to add remarks regarding any of the tasks.
- 6 When you are finished completing the tasks, choose **Complete** in the **Checklist** box.
- 7 Save the record.

Completing the Trade-In sub page

The Trade-In sub page allows you to add or verify any trade-ins associated with the application. If there is any information regarding an itemized trade-in, use the Trade-In sub page to enter the details in Oracle Daybreak. (This sub page might already contain information supplied during the application entry process.)

To complete the Trade-In sub page

- 1 Open the **Underwriting** form and load the application you want to work with.
- 2 Choose the **Decision (3)** master tab, then choose the **Trade-In** sub tab.

3 On the **Trade-In** sub page, view or complete the following fields:

In this field:	Do this:
Asset block	
Asset Type	Select the asset type (required).
Asset Sub Type	Select the asset sub-type (optional).
Year	Enter the year of the asset (required).
Make	Enter the make of the asset (required).
Model	Enter the model of the asset (required).
Body	Enter the body of the asset (optional).
Identification Number	Enter the identification number (optional).
Desc	View the asset description (display only).
Value block	
Wholesale	Enter the wholesale value (required).
Retail	Enter the retail value (required).
Addons (+)	Enter the addons value (required).
Payoff Amt (-)	Enter the payoff amount (required).
Total Value =	View the total value (display only).
Valuation Dt	Enter the valuation date (optional).
Source	Select the valuation source (optional).
Supplement	Enter the valuation supplement (optional).
Edition	Enter the valuation edition (optional).

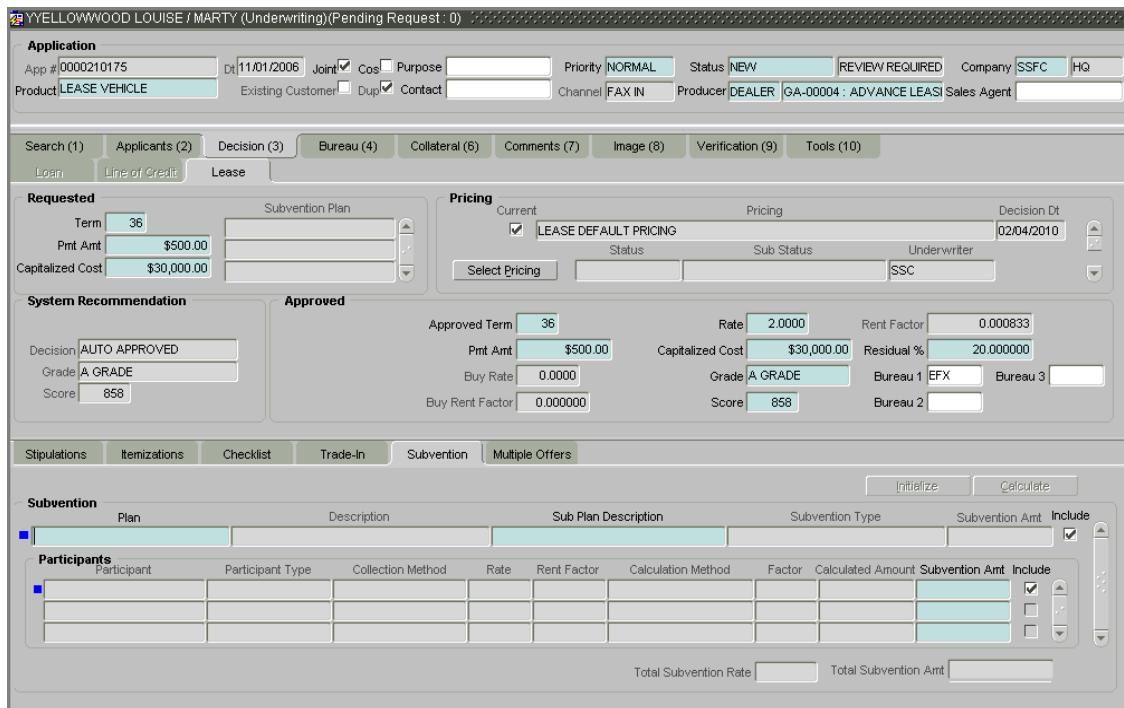
4 Save any changes you made on the application.

Completing the Subvention sub page

With the Subvention page, you can review the subvention information from the Application Entry form and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

To complete the Subvention sub page

- 1 Open the **Underwriting** form and load the application you want to work with.
- 2 Choose the **Decision (3)** master tab, then choose the **Subvention** sub tab.



The screenshot shows the Underwriting application interface. The top navigation bar includes tabs for Application, Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Decision (3) tab is selected. The main content area is divided into Requested and Approved sections. In the Requested section, the term is set to 36, the principal amount (Pmt Amt) is \$500.00, and the capitalized cost is \$30,000.00. In the Approved section, the term is 36, the rate is 2.0000, and the rent factor is 0.000833. The subvention section shows a subvention plan of 'LEASE DEFULT PRICING' with a term of 36, a principal amount of \$500.00, and a capitalized cost of \$30,000.00. The subvention type is 'Subvention' and the amount is \$30,000.00. The subvention plan is selected in the subvention table. The subvention table also includes columns for Participants, Participant Type, Collection Method, Rate, Rent Factor, Calculation Method, Factor, Calculated Amount, Subvention Amt, and Include. The 'Include' column for the selected subvention plan has a checked checkbox.

- 3 On the **Subvention** sub page, view or complete the following fields:

In this field:

Subvention block:

Plan

Description

Sub Plan Description

Subvention Type

Subvention Amount

Include

Participants block:

Participant

Participant Type

Collection Method

Rate

Calculation Method

Factor

Calculated Amount

Do this:

Select the subvention plan (required).

View the subvention plan description (display only).

Select the subvention sub plan. (required).

View the subvention type (display only).

View the subvention amount for the plan (required).

Select to indicate as an active record.

View the participant (display only).

View the participant type (display only).

View the collection method (display only).

View the subvention rate (display only).

View the subvention calculation method (display only).

View the factor (display only).

View the calculated subvention amount (display only).

Subvention Amount
 Total Subvention Rate
 Total Subvention Amount

Enter the subvention amount (required).
 View the total subvention rate (display only).
 View the total subvention amount (display only).

- 4 Select the **Initialize** button to reset the subvention amount to zero.
- 5 Select the **Calculate** button to calculate the subvention amount.
- 6 Save your entry.

Completing the Multiple Offers sub page

When you choose Select Pricing on the Underwriting form's Decision (3) master tab pages, multiple offers appear on the new Multiple Offers sub page. Use the Multiple Offer sub page to select the offer you want to use.

To view multiple pricing offers

- 1 Open the **Underwriting** form and load the application you want to verify.
- 2 Choose the **Decision (3)** master tab, then choose the **Multiple Offers** sub tab.

The screenshot shows the Underwriting application interface with the Multiple Offers sub page selected. The sub page displays the following fields:

- Requested:** Term: 36, Pmt Amt: \$500.00, Capitalized Cost: \$30,000.00.
- Pricing:** Current: LEASE DEFAULT PRICING, Decision Dt: 02/04/2010.
- Approved:** Approved Term: 36, Rate: 2.0000, Rent Factor: 0.000833, Pmt Amt: \$500.00, Capitalized Cost: \$30,000.00, Residual %: 20.000000, Buy Rate: 0.0000, Grade: A GRADE, Buy Rent Factor: 0.000000, Score: 858.
- System Recommendation:** Decision: AUTO APPROVED, Grade: A GRADE, Score: 858.
- Stipulations:** Itemizations, Checklist, Trade-In, Subvention, Multiple Offers.
- Multiple Offers:** A table showing a list of offers. The first offer is selected and labeled "DEFAULT PRICING". The columns in the table are: Pricing, Term, Rate, Pmt, Maturity Rate, Current, Accepted, and a series of checkboxes.

- 3 On the **Multiple Offers** sub page, view the following fields:

In this field:

Seq
 Pricing
 Rate
 Term
 Pmt
 Index Rate
 Maturity Rate

Do this:

View the sequence number (display only).
 View the pricing (display only).
 Enter the approved rate (required).
 Enter the approved term (required).
 Enter the approved payment amount (required).
 View the approved index rate (display only).
 Enter the approved maturity rate (required).

Rent Factor	View the approved rent factor (display only).
Residual %	View the approved residual percentage (display only).
Current	If selected, indicates that the pricing is current.
Accepted	Note: All the available pricings are selected as current. If selected, indicates that the pricing is accepted. Only one of the current pricings can be accepted.

Changing the status of the application

- 1 On the Underwriting form's **Application** block, change the status of the application to either APPROVED, CONDITIONED, or REJECTED in the **Status** box.
Oracle Daybreak checks the information on the Underwriting form using guidelines established during implementation.
If Oracle Daybreak finds an error based on these guidelines, the following dialog box appears.
- 2 Choose **OK** to close the dialog box and begin verifying edits. (For more information, see the **Verifying edits** section in this chapter.)

Verifying edits

Oracle Daybreak can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification (9)** tab's Edit page as an *Error*, a *Warning*, or an *Override*.

If it is an **Error**, Oracle Daybreak will not allow you change the application's status and approve the loan until you fix all the errors.

If it is a **Warning**, Oracle Daybreak allows you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, Oracle Daybreak displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

Oracle Daybreak can be configured to verify different sets of information; for example, Oracle Daybreak could check one set of data when checking application entries for completeness and another when approving auto loans. Each one of these "edit types" has its own set of "edit details."

To verify the data required for decisioning the application

- 1 Open the **Underwriting** form and load the application you want to validate.
- 2 Choose the **Verification (9)** master tab, then choose the **Edits** tab.

The screenshot shows the Oracle Daybreak Underwriting application interface. At the top, there are various application settings and status indicators. Below the header, a navigation bar includes tabs for Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (5), Comments (7), Image (8), Verification (9), and Tools (10). The Verification (9) tab is active. Under the Verification tab, the Edits tab is selected. The main content area is divided into two main blocks: 'Edit Type' and 'Edit Details'. The 'Edit Type' block contains a table with columns for Date and Edit Type. The 'Edit Details' block contains a table with columns for Edit Name, Result, Expected Value, Actual Value, and Override Responsibility. The 'Edit Type' table shows two rows: '06/12/2009 APPLICATION PRESCREENING EDITS' and '06/12/2009 APPLICATION ENTRY EDITS'. The 'Edit Details' table has multiple rows, each representing an edit result.

- 3 In the **Edit Type** block, select the type of edit you want to verify.
Note: If the verification process you want to perform doesn't appear in the **Edit Type** block, use the **Edit Type** field's LOV to select it
- 4 Choose **Check Edits**.

Oracle Daybreak checks the data for the verification process selected in the Edit Type block and displays the results in the Edit Details block.

The Edit Details block contains the following display only information:

In this field:	View this:
Edit Name	The edit.
Result	The result.
Expected Value	The expected value.
Actual Value	The actual value.
Override Responsibility	The override responsibility, if an override is required.

- 5 In the **Edit Details** block, view the verification results and begin making corrections on the Underwriting form.
- 6 When you are finished correcting errors, change the status of the application in the Underwriting form's master block **Status** field.

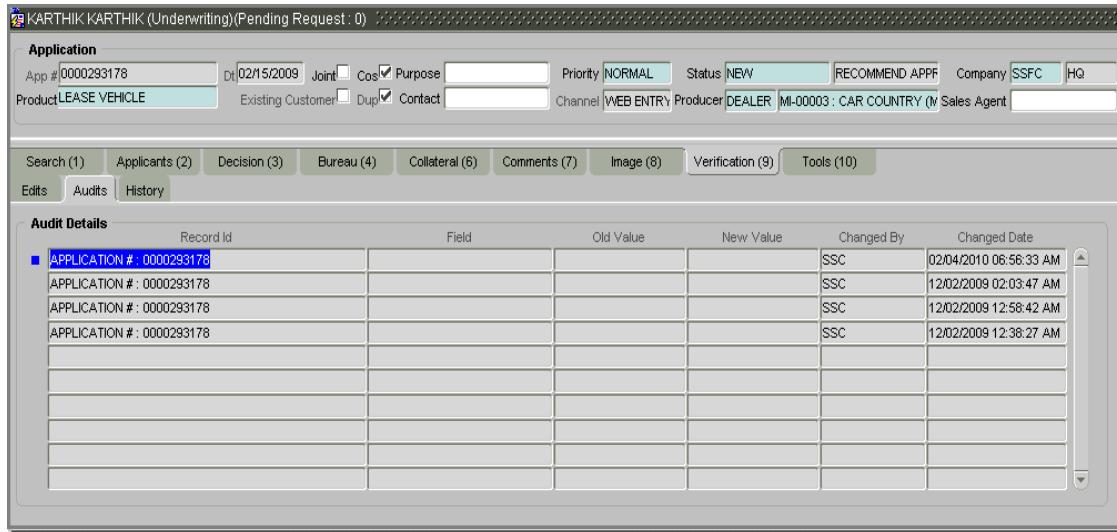
After making a decision and successfully changing the status of the application, the Underwriting process is over.

Viewing audits

The Audits page is a display only page that allows you track changes to the contents of predetermined fields (which fields are determined during set up). For example, the Audits page can be configured to monitor when the contents of the Status and Sub Status is changed. The Audits page lists the field that was changed, who made the change, when the change was made, and the old and new values in the field.

To view the Audits page

- 1 Open the **Underwriting** form and load the application you want to validate.
- 2 Choose the **Verification (9)** master tab, then choose the **Audits** tab.



The screenshot shows the Underwriting application interface. At the top, there are various input fields for an application, including 'App #', 'Dt', 'Join', 'Cos', 'Purpose', 'Priority', 'Status', 'RECOMMEND APPF', 'Company', and 'HQ'. Below these are buttons for 'Product' (set to 'LEASE VEHICLE'), 'Existing Customer' (checkboxes for 'Dup' and 'Contact'), and 'Channel' (set to 'WEB ENTRY Producer DEALER MI-00003 : CAR COUNTRY (N Sales Agent)'). A navigation bar at the top has tabs for 'Search (1)', 'Applicants (2)', 'Decision (3)', 'Bureau (4)', 'Collateral (6)', 'Comments (7)', 'Image (8)', 'Verification (9)', and 'Tools (10)'. The 'Verification (9)' tab is highlighted. Below the navigation bar is a sub-navigation bar with tabs for 'Edits', 'Audits' (which is selected and highlighted in blue), and 'History'. The main content area is titled 'Audit Details' and contains a table with columns: 'Record Id', 'Field', 'Old Value', 'New Value', 'Changed By', and 'Changed Date'. The table lists several audit entries for the record 'APPLICATION #: 0000293178', showing changes made on different dates by different users (e.g., SSC).

Record Id	Field	Old Value	New Value	Changed By	Changed Date
APPLICATION #: 0000293178			SSC	SSC	02/04/2010 06:56:33 AM
APPLICATION #: 0000293178			SSC	SSC	12/02/2009 02:03:47 AM
APPLICATION #: 0000293178			SSC	SSC	12/02/2009 12:58:42 AM
APPLICATION #: 0000293178			SSC	SSC	12/02/2009 12:38:27 AM

- 3 In the **Audit Details** block, view the following display only information:

In this field:

Record Id
Field
Old Value
New Value
Changed By
Changed Date

View:

The record identifier for the record changed.
The field which was changed.
The old value of the column which was changed.
The new value of the column which was changed.
The user code who made the change.
The date and time when the change was made.

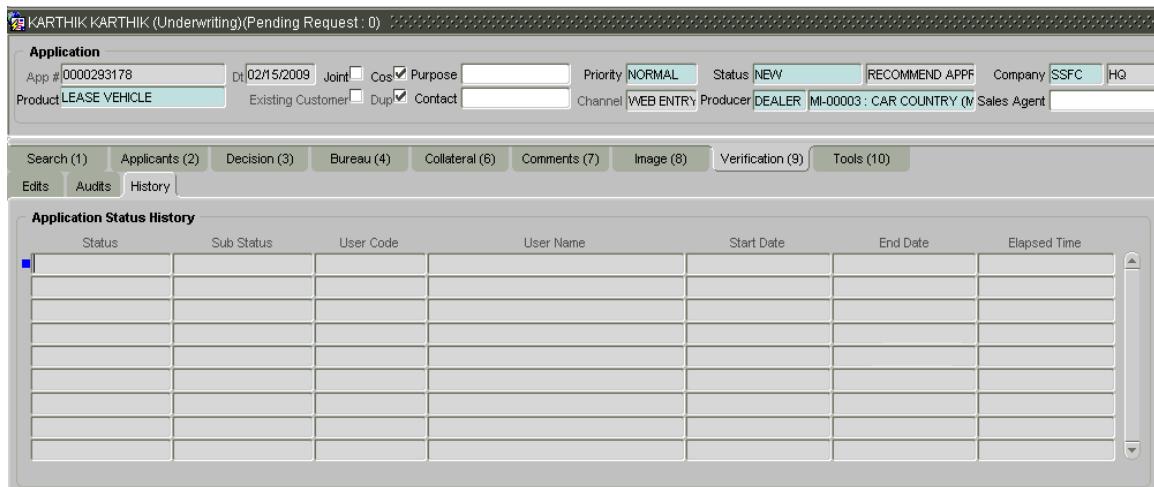
Viewing Status History

You can track the time it took a user to complete each stage of the application process with the History page. It displays:

- The date and time when an application changed status / sub status
- The user who changed the status / sub status
- The elapsed time of how long an application was in a particular status / sub status.

To view the History page

- 1 Open the **Underwriting** form and load the application you want to validate.
- 2 Choose the **Verification (9)** master tab, then choose the **History** tab.



The screenshot shows the Underwriting application form. At the top, there are various input fields for application details like App #, Date, Joint, Cos, Purpose, Priority, Status, RECOMMEND APPF, Company, and HQ. Below these are buttons for Search, Applicants, Decision, Bureau, Collateral, Comments, Image, Verification, and Tools. The 'Verification (9)' tab is selected. At the bottom, there are buttons for Edits, Audits, and History. The 'History' button is highlighted. The main area is titled 'Application Status History' and contains a table with columns: Status, Sub Status, User Code, User Name, Start Date, End Date, and Elapsed Time. The table is currently empty.

- 3 In the **Application Status History** block, view the following display only information:

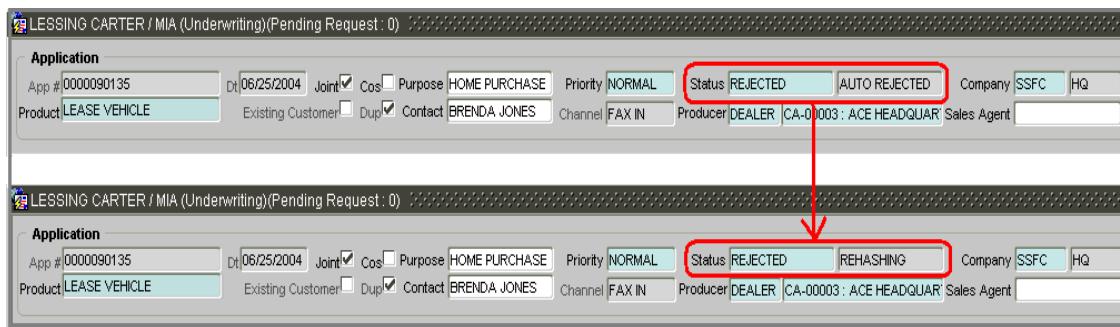
In this field:	View this:
Status	The application status.
Sub Status	The application sub status.
User Code	The user code of the person who changed the status / sub status of the application.
User Name	The user name of the person who changed the status / sub status of the application.
Start Date	The date and time when the application moved <i>to</i> that status.
End Date	The date and time when the application moved <i>from</i> that status.
Elapsed	The elapsed time between the status change.

Rehashing an application

Once the application receives a status of APPROVED, REJECTED, or CONDITIONED you cannot change the information on the Underwriting form's Decision (3) pages. If you need to update or change the information, you must change the sub status of the application to REHASHING. This allows you to edit the Decision (3) pages and rework the application when new information is available.

To rehash the application

- 1 Open the Underwriting form and load the application with the status of APPROVED, REJECTED, or CONDITIONED you want to change.
- 2 In the **Application** master block, select REHASHING in the **Sub Status** field.



The screenshot shows two identical application forms side-by-side. Both forms have the following fields filled out:

- App # 0000090135
- Product LEASE VEHICLE
- Date 06/25/2004
- Join
- Cos
- Purpose HOME PURCHASE
- Priority NORMAL
- Status REJECTED
- Auto Rejected
- Company SSFC HQ
- Existing Customer
- Dup
- Contact BRENDA JONES
- Channel FAX IN
- Producer DEALER CA-01003 : ACE HEADQUAR
- Sales Agent

The only difference between the two forms is the 'Sub Status' field. In the top form, 'Sub Status' is 'REJECTED' (highlighted with a red box). In the bottom form, 'Sub Status' is 'REHASHING' (highlighted with a red box). A red arrow points from the 'REJECTED' label in the top form to the 'REHASHING' label in the bottom form, indicating the transition.

- 3 Save the application.
- 4 After you enter the information required to decision the application, you can change the status to APPROVED, REJECTED, CONDITIONED, or WITHDRAWN. (For more information, see the section **Making a decision about an application** in this chapter.)

Note: Once the status is changed to APPROVED, REJECTED, CONDITIONED, or WITHDRAWN no further changes to the information on the Decision (3) page are possible.

Aging an application

The Underwriting form can be configured so that applications will be moved to a separate queue after a certain amount of time. (This time frame is determined in setup). This applications receive a sub status of AGED APPLICATION. This housekeeping function allows you to keep your Oracle Daybreak system free of stagnant application by moving them into an archive.

The screenshot shows the Oracle Daybreak Underwriting application form. The 'Status' field is set to 'APPROVED' and 'AGED APPLICATION' is checked. The 'Address' section shows a residence in Honolulu, Hawaii. A 'Stated / Actual' table is visible on the right side of the form.

Yrs	Mths	Pmt Amt	Freq
4	6	\$595.00	MONTHLY
0	0	\$0.00	MONTHLY

CHAPTER 5 : ORACLE DAYBREAK TOOLS

The Underwriting and the Funding forms both contain a Tools (10) master tab with a Lease calculator tab. When processing a lease, you can calculate either a payment or an interest rate. You can also view the amortization schedule. When you are processing a lease, you can calculate a payment, a rate/rent factor, a residual percent, or a gross capitalized cost. This information can then be used to complete blocks on the Decision (3) and Contract (5) master tabs.

On the Lending menu, the Tools command leads to the Lease Calculator sub commands. Both open the Calculator Tools form. This is similar to the calculator on the Underwriting and Funding form. However, the Calculator Tools form is a stand-alone page; it does not link calculations or loan information to any specific application at this time.

If you are processing a vehicle loan, the Vehicle Evaluator tab is available. This allows you to calculate the value of a vehicle with the NADA interface.

Using the Lease Calculator page (Tools master tab)

The lease calculator works in one of four modes, depending on which of the following options you select in the Action block:

- Calculate Payment
- Calculate Rate/Rent Factor
- Calculate Residual Percent
- Calculate Gross Capitalized Cost.

The **Calculate Payment** mode calculates the base monthly payment using the information provided: the gross capitalized cost, capitalized cost reduction, residual percentage, rate, and lease term.

The **Calculate Rate/Rent Factor** mode calculates the rate and the rent factor using the gross capitalized cost, capitalized cost reduction, residual percent, lease term, and base monthly payment.

The **Residual Percent** mode calculates the residual percent using the gross capitalized cost, capitalized cost reduction, rate, lease term, and base monthly payment.

The **Gross Capitalized Cost** mode calculates the gross capitalized cost using the capitalized cost reduction, residual percent, rate, lease term, and base monthly payment.

Note: If you want to clear (or “refresh”) the lease calculator at any time, choose **Initialize** in the **Action** block.

To calculate a lease payment (Tools master tab)

- 1 On the **Lending** menu, choose **Underwriting** or **Funding** and load the lease application you want to work with. (See the chapter **Searching for Applications** for more information.)
- 2 Choose the **Tools (10)** master tab, then choose the **Lease Calculator** tab.

The screenshot shows the Oracle Daybreak software interface. At the top, there's a header with application details: App # 0000210175, Dt 11/01/2006, Joint checked, Cos checked, Purpose, Priority NORMAL, Status NEW, REVIEW REQUIRED, Company SSFC HQ, Product LEASE VEHICLE, Existing Customer, Dup checked, Contact, Channel FAX IN, Producer DEALER, GA-00004 : ADVANCE LEAS Sales Agent. Below the header is a navigation bar with tabs: Search (1), Applicants (2), Decision (3), Bureau (4), Collateral (6), Comments (7), Image (8), Verification (9), Tools (10). The Tools (10) tab is selected. Underneath the navigation bar, there are three tabs: Loan Calculator, Lease Calculator (which is selected), and Vehicle Evaluator. The main content area is titled 'Action' and contains four radio buttons: Calculate Payment (selected), Calculate Rate/Rent Factor, Calculate Residual Percent, and Calculate Gross Capitalized Cost. Below the 'Action' block is a 'Lease Details' block. The 'Lease Details' block contains the following fields and their values:

Contract Dt	02/04/2010	First Pmt Dt		Maturity Dt	
Gross Capitalized Cost	\$0.00	Capitalized Cost Reduction	\$0.00	Adjusted Capitalized Cost	\$0.00
Residual Value (-)	\$0.00	Depreciation Value (=)	\$0.00	Rate	0.000000
Rent Charge (+)		Total of Base Monthly Pmts (=)		Rent Factor	
Lease Term (/)	0	Base Monthly Payment (=)	\$0.00		

- 3 In the **Action** block, choose **Calculate Payment**.
- 4 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Gross Capitalized Cost	Enter the gross capitalized cost (required).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Residual %	Enter the residual percentage (required).
Depreciation Value (=)	View the depreciation (display only).
Rent Charge (+)	View the rent (display only).
Rate	Enter the rate (required).
Rent Factor	View the rent factor (display only).
Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).

- 5 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Base Monthly Payment (=) field on the Lease Details block.

To calculate a rate/rent factor (Tools master tab)

- 1 On the **Lending** menu, choose **Underwriting** or **Funding** and load the lease application you want to work with.
- 2 Choose the **Tools (10)** master tab, then choose the **Lease Calculator** tab.
- 3 In the **Action** block on the **Lease** page, choose **Calculate Rate/Rent Factor**.
- 4 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Gross Capitalized Cost	Enter the gross capitalized cost (required).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Residual %	Enter the residual percentage (required).
Depreciation Value (=)	View the depreciation (display only).
Rent Charge (+)	View the rent (display only).
Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).
Base Monthly Payment (=)	Enter the payment amount (required).

- 5 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Rate and Rent Factor fields on the Lease Details block.

To calculate a residual percent (Tools master tab)

- 1 On the **Lending** menu, choose **Underwriting** or **Funding** and load the lease application you want to work with.
- 2 Choose the **Tools (10)** master tab, then choose the **Lease Calculator** tab.
- 3 In the **Action** block, choose **Calculate Residual Percent**.
- 4 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Gross Capitalized Cost	Enter the gross capitalized cost (required).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Depreciation Value (=)	View the depreciation (display only).
Rent Charge (+)	View the rent (display only).
Rate	Enter the rate (required).
Rent Factor	View the rent factor (display only).
Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).
Base Monthly Payment (=)	Enter the payment amount (required).

- 5 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Residual % field on the Lease Details block.

To calculate a gross capitalized cost (Tools master tab)

- 1 On the **Lending** menu, choose **Underwriting** or **Funding** and load the lease application you want to work with.
- 2 Choose the **Tools (10)** master tab, then choose the **Lease Calculator** tab.
- 3 In the **Action** block, choose **Calculate Gross Capitalized Cost**.
- 4 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Residual %	Enter the residual percentage (required).
Depreciation Value (=)	View the depreciation (display only).
Rent Charge (+)	View the rent (display only).
Rate	Enter the rate (required).
Rent Factor	View the rent factor (display only).
Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).
Base Monthly Payment (=)	Enter the payment amount (required).

- 5 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Gross Capitalized Cost field on the Lease Details block.

Using the Calculator Tools form's Lease Calculator page

The lease calculator works in one of four modes, depending on which of the following options you select in the Action block:

- Calculate Payment
- Calculate Rate/Rent Factor
- Calculate Residual Percent
- Calculate Gross Capitalized Cost.

The **Calculate Payment** mode calculates the base monthly payment using the information provided: the gross capitalized cost, capitalized cost reduction, residual percentage, rate, and lease term.

The **Calculate Rate/Rent Factor** mode calculates the rate and the rent factor using the gross capitalized cost, capitalized cost reduction, residual percent, lease term, and base monthly payment.

The **Residual Percent** mode calculates the residual percent using the gross capitalized cost, capitalized cost reduction, rate, lease term, and base monthly payment.

The **Gross Capitalized Cost** mode calculates the gross capitalized cost using the capitalized cost reduction, residual percent, rate, lease term, and base monthly payment.

Note: If you want to clear (or “refresh”) the lease calculator at any time, choose **Initialize** in the **Action** block.

To calculate a lease payment (Calculator Tools form)

- 1 On the **Lending** menu, choose **Tools** then choose **Lease Calculator**.
- 2 In the **Action** block, choose **Calculate Payment**.
- 3 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Gross Capitalized Cost	Enter the gross capitalized cost (required).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Residual %	Enter the residual percentage (required).
Depreciation Value (=)	View the depreciation (display only).
Rent Charge (+)	View the rent (display only).
Rate	Enter the rate (required).
Rent Factor	View the rent factor (display only).
Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).

- 4 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Base Monthly Payment (=) field on the Lease Details block.

To calculate a rate/rent factor (Calculator Tools form)

- 1 On the **Lending** menu, choose **Tools** then choose **Lease Calculator**.
- 2 In the **Action** block on the **Lease** page, choose **Calculate Rate/Rent Factor**.
- 3 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Gross Capitalized Cost	Enter the gross capitalized cost (required).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Residual %	Enter the residual percentage (required).
Depreciation Value (=)	View the depreciation (display only).
Rent Charge (+)	View the rent (display only).
Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).
Base Monthly Payment (=)	Enter the payment amount (required).

- 4 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Rate and Rent Factor fields on the Lease Details block.

To calculate a residual percent (Calculator Tools form)

- 1 On the **Lending** menu, choose **Tools** then choose **Lease Calculator**.
- 2 In the **Action** block, choose **Calculate Residual Percent**.
- 3 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Gross Capitalized Cost	Enter the gross capitalized cost (required).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Depreciation Value (=)	View the depreciation (display only).
Rent Charge (+)	View the rent (display only).
Rate	Enter the rate (required).
Rent Factor	View the rent factor (display only).
Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).
Base Monthly Payment (=)	Enter the payment amount (required).

- 4 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Residual % field on the Lease Details block.

To calculate a gross capitalized cost (Calculator Tools form)

- 1 On the **Lending** menu, choose **Tools** then choose **Lease Calculator**.
- 2 In the **Action** block, choose **Calculate Gross Capitalized Cost**.
- 3 In the **Lease Details** block, complete the following fields:

In this field:	Do this:
Contract Dt	Enter the contract date (required).
First Pmt Dt	Enter the first payment date (required).
Maturity Dt	View the maturity date (display only).
Capitalized Cost Reduction	Enter the capitalized cost reduction (required).
Adjusted Capitalized Cost	View the adjusted cap cost (display only).
Residual Value (-)	View the residual value (display only).
Residual %	Enter the residual percentage (required).
Depreciation Value (=)	View the depreciation (display only).
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Total of Base Monthly Pmts (=)	View the total of payments (display only).
Lease Term (/)	Enter the term (required).
Base Monthly Payment (=)	Enter the payment amount (required).

- 4 In the **Action** block, choose **Calculate**.

Oracle Daybreak completes the Gross Capitalized Cost field on the Lease Details block.

CHAPTER 6 : FUNDING

At this stage of the lease origination process, the application has been entered into Oracle Daybreak and approved manually by an underwriter or automatically by Oracle Daybreak. The next step is to view and complete the contract information and make a funding decision to finance or reject the application. This is accomplished by using the Funding form.

This chapter explains how to:

- Load an application on the Funding form
- Change the status of the application to begin the funding process
- Verify the applicant information
- View the credit pull and underwriting information
- Verify the collateral
- Add comments and tracking attributes
- Complete the Contract (5) (truth-in-lending details) pages and sub pages
- View an application's contract edits
- Audit changed fields and status history.
- Change the status at the end of the funding process.

Funding with Oracle Daybreak (an overview)

In Oracle Daybreak, the funding process follows these basic steps:

- 1 Open the Funding form and load the application you want to work with.
- 2 Change the status of the application to APPROVED - VERIFYING.
- 3 Using the Applicants (2) master tab, view and verify information about the applicant (data recorded from the Application Entry form). This includes verifying the applicant's actual address and employment information.
- 4 Using the Decision (3) master tab, view and verify information supplied during the credit bureau pull and underwriting process. This is display only information and cannot be edited.
- 5 Using the Collateral (6) master tab, view and verify information regarding the collateral for the application.
- 6 Using the Contract (5) master tab, complete the truth-in-lending information.
- 7 In the Funding form's master block, change the status to FINAL DOCUMENT CHECK.
- 8 On the Verification (9) master tab, view any errors and warnings that prevent the status change.
- 9 Make changes to the application data that correct the errors until you can change the status.

When Oracle Daybreak changes the status of the application to FINAL DOCUMENT CHECK, it sends the application to a supervisor or loan officer queue where it is viewed and verified. After this, the application's status is changed to APPROVED - VERIFIED. If the supervisor/loan officer decides to fund the loan, he or she will change the status of the application to APPROVED - FUNDED. The application then becomes an account, and accounts are funded either manually or automatically.

Loading an application on the Funding form

The first step in the funding process is to open the Funding form and manually or automatically load the application you want to work with. You can manually select an application using the Search (1) master tab. If your Oracle Daybreak system is configured to load applications based on work queues, applications automatically appear on the Results page when you open the Funding form.

To manually load an application

- 1 On the **Lending** menu, choose **Funding**.

The Funding form appears.

- 2 Use the **Search** and **Results** pages under the **Search (1)** master tab to find and load the application you want to work with. (See the **Searching for Applications** chapter for more information on this process.)

Oracle Daybreak opens the Applicant (2) master tab and loads the information about the selected application.

To automatically load an application

- 1 On the **Lending** menu, choose **Funding**.

The Funding form appears and opens at the Results page. Applications automatically appear in the list box.

- 2 Begin the funding process by selecting the first application on the list.

Oracle Daybreak opens the Applicant (2) master tab and loads the information about the selected application.

Funding form's master block

The Funding form's master block displays information from the Application Entry and Underwriting forms' master blocks, such as the application number, product, and producer.

In this field:	Do this:
App #	View the application number (display only).
Dt	View the application number (display only)
Joint	Joint application indicator. If selected, indicates this is a joint application.
Cos	Co-signed application indicator. If selected, indicates this is a co-signed application.
Purpose	Select or view the purpose of the application (optional).
Priority	Select or view the priority of the application (required).
Status	Select or view the status of the application (required).
Sub Status (unlabeled)	View the sub status of the application (display only).
Company	Select or view the company of the application (required).
Branch (unlabeled)	View the branch of the application (display only).
Product	Select or view the product of the application (required).
Existing Customer	Existing customer indicator. If selected, indicates this applicant has a previous account.
Dup	Duplicate application indicator. If selected, indicates this is a duplicate application.
Contact	Select or view the contact of the application (optional).
Channel	Select or view how the application was received (optional).
Producer	Select or view the producer type of the application (required).
Producer (unlabeled)	Select or view the producer of the application (required).
Sales Agent	Select or view the sales agent of the application (required).

Changing the status to begin the funding process

After opening the Funding form and loading the application you want to work with, you must change its status to APPROVED - VERIFYING before you can begin the funding process. This allows you to begin working with the application.

To change the status and begin work on the application

- 1 Open the **Funding** form and load application you want to verify.
- 2 In the Funding form's master block, use the Status field's LOV to select APPROVED - VERIFYING.
- 3 Save your entry.

You can now begin making changes to the application.

Verifying applicant information

Having selected and loaded an application, you can use the Applicant (2) master tab to view information about the applicant (s). This is information that was recorded on the Application Entry form or gathered during the credit pull. You can edit the data from the Application Entry form at anytime in the following steps. Remember to save your work with each change. Information from the credit bureau pull is available to view only.

For more information about the fields on the pages and sub pages in this section, see the **Entering an Application** chapter.

Note: If the actual application was attached as an image, you can view it by choosing the Image (8) master tab. This can be used to double-check data.

To verify information on the Applicants (2) master tab

- 1 Open the **Funding** form and load the application you want to verify.
- 2 Choose the **Applicants (2)** master tab.

Stated	Yrs	Mths	Pmt Amt	Freq
Actual	5	0	\$1,200.00	MONTHLY

- 3 Open the **Primary** page to verify personal information about the primary applicant, including name, license, and e-mail address.

4 Open the **Address** sub page to verify data about the applicant's place of residence. The **Stated/Actual** block allows you to record the actual monthly housing payment against the amount stated on the application.

Address Information

Address		Stated / Actual	
Type	Postal Type	Yrs	Mths
HOME	NORMAL ADC	5	0
MORGE WAY		\$1,200.00 MONTHLY	
134. MORGE WAY		Actual 5 0 \$1,200.00 MONTHLY	
WINSTON-SALEM NC 60225 US		Verify Dt 02/01/2001 Verify By UNDEFINED	
OWNER/RENT OWN'S HOME Landlord			
Contact Title Ph Ext			
Census Tract MSA Code			
Comment			

5 Open the **Employment Information** sub page to verify data about the applicant's place of employment. The **Stated/Actual** block allows you to record the actual monthly incomes against the amount stated on the application.

Employment Information

Type	Employer	Title	Occupation	Stated / Actual	
Address				Yrs	Mths
3599	MORGE WAY	MANAGER	PROFESSIONAL	5	0
SUITE 100 WINSTON-SALEM NC 60225 US		Income \$5,000.00 MONTHLY		Actual 5 0 \$5,000.00 MONTHLY	
City Title Ph Ext		Verify Dt 02/01/2001 Verify By UNDEFINED			
Comment					

6 Open the **Telecoms** sub page to verify all of the applicant's phone numbers.

The screenshot shows the Oracle Daybreak application interface for an application with App # 0000000490. The applicant is Marie COTONEASTER, born 01/01/1970, with SSN 403-20-3940. The 'Telecoms' tab is selected, showing a table of telecom types and their phone numbers:

Telecom Type	Phone	Extn	Current
MODEM ADDRESS	732-987-9923		<input checked="" type="checkbox"/>
CAR/MOBILE PHONE	732-922-3187		<input checked="" type="checkbox"/>
ANSWERING SERVICE	953-982-1231		<input type="checkbox"/>
			<input type="checkbox"/>

7 Open the **Financials** sub page to verify the types and sources of additional income. Oracle Daybreak uses this information when calculating an applicant's net worth.

The screenshot shows the Oracle Daybreak application interface for an application with App # 0000000490. The applicant is Marie COTONEASTER, born 01/01/1970, with SSN 403-20-3940. The 'Financials' tab is selected, showing a table of financial assets:

Type	Source	Amt	Include	Comment
LIQUID ASSETS	COINS	\$4,000.00	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

8 Open the **Existing Accounts** sub page to view information regarding existing accounts for the applicant, if any exist.

9 Open the **Others** page to verify personal information about other applicants, including name, license, e-mail address, and the relationship (Type) to the primary applicant.

COTONEASTER MARIE / COTONEASTER HANK (Funding)(Pending Request : 0)

Application		App # 00000000490	Dt 02/01/2001	Joint <input checked="" type="checkbox"/>	Cos <input type="checkbox"/>	Purpose <input type="text"/>	Priority NORMAL	Status APPROVED	VERIFYING	Company SSFC	HQ																																																																					
Product LEASE VEHICLE		Existing Customer <input type="checkbox"/>		Dup <input type="checkbox"/>	Contact <input type="checkbox"/>	Channel FAX IN	Producer DEALER	INC-00001 : AJS AUTO IMPOR	Underwriter TEDD																																																																							
Search (1) Applicants (2) Decision (3) Contract (5) Collateral (6) Comments (7) Image (8) Verification (9) Calculator (10)																																																																																
Primary Others		<table border="1"> <tr> <td>Type SPOUSE</td> <td>First Name HANK</td> <td>MI B</td> <td>Last Name CCOTONEASTER</td> <td>Suffix </td> <td>SSN 403-20-3999</td> <td>Birth Dt 01/11/1970</td> <td>Disability <input type="checkbox"/></td> <td>Existing Customer <input type="checkbox"/></td> <td>Prior Applicant <input type="checkbox"/></td> </tr> <tr> <td>Gender FEMALE</td> <td>Language ENGLISH</td> <td colspan="2">Prior Bankruptcy <input type="checkbox"/></td> <td colspan="2">Bankruptcy Discharge Dt <input type="text"/></td> <td colspan="4">Existing Customer 0</td> </tr> <tr> <td>Marital St MARRIED</td> <td>License # B-38732-96327</td> <td>State NC</td> <td colspan="2">Email HANKC@ssc.com</td> <td colspan="4">Class NORMAL</td> </tr> <tr> <td>Dependents 12</td> <td>Mother's Maiden Name HONKS</td> <td colspan="2">EOCA JOINT CONTRACTUAL LIABILITY (BOTH CUS)</td> <td colspan="4">Race National Origin </td> </tr> </table>										Type SPOUSE	First Name HANK	MI B	Last Name CCOTONEASTER	Suffix 	SSN 403-20-3999	Birth Dt 01/11/1970	Disability <input type="checkbox"/>	Existing Customer <input type="checkbox"/>	Prior Applicant <input type="checkbox"/>	Gender FEMALE	Language ENGLISH	Prior Bankruptcy <input type="checkbox"/>		Bankruptcy Discharge Dt <input type="text"/>		Existing Customer 0				Marital St MARRIED	License # B-38732-96327	State NC	Email HANKC@ssc.com		Class NORMAL				Dependents 12	Mother's Maiden Name HONKS	EOCA JOINT CONTRACTUAL LIABILITY (BOTH CUS)		Race National Origin 																																			
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Note: The **Others** page and sub pages only need to be verified if a secondary or joint applicant exists. The **Others** sub pages are the same as the **Primary** sub pages.

10 If this is an SME loan, open the **Business** page to verify information about business, including organization type, name of the business, and tax and banking details.

The screenshot shows the 'Business' sub-page of the Funding application. The 'Application' section at the top includes fields for App # (0000234145), Date (03/24/2008), Purpose (PERSONAL LOAN), Status (APPROVED), Company (SSFC), and HQ. The 'Business' section below shows the organization type as 'SOLE PROPRIETORSHIP' with 'SERVICE' as the type of business, 'DYNASYS' as the name, and 'DYNAMIC SYSTEMS, INC.' as the legal name. It also lists a bank account number (409230948908234098098) and an average checking balance of '\$25,000.00'. The 'Address Information' section includes fields for Street (1231 ANDERS LANE), City (MISSOULA), State (MT), Zip (59802), Country (US), and Phone (555-982-9911). The 'Address' field contains '1231 ANDERS LANE'.

Note: The **Business** sub pages on the Funding form are the same as the **Business** sub pages on the Underwriting form.

11 Save any changes you made to the application.

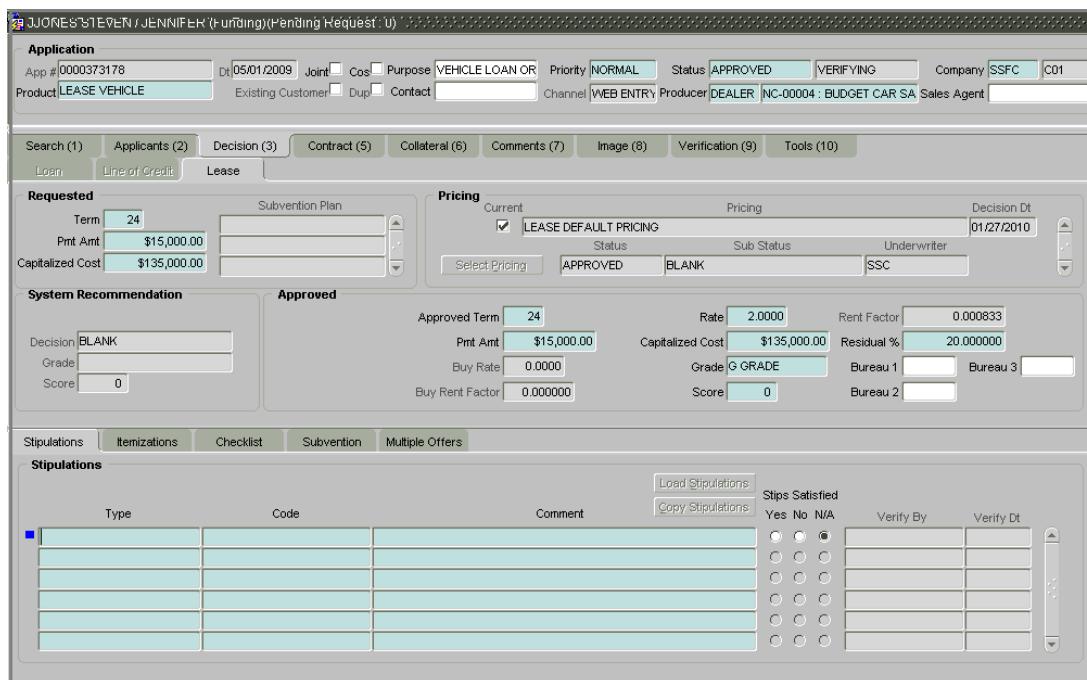
Viewing underwriting information

On the Decision (3) master tab, Oracle Daybreak displays information gathered during the underwriting process. Depending on the type application you are working with, Oracle Daybreak will display either the Lease page. Each of these pages all share the following sub pages: Stipulations, Itemization, and Checklist. They are all view only pages; you cannot edit the contents.

Note: The fields on the Decision (3) master tab's pages and sub pages are described in detail in the **Underwriting** chapter.

To verify the underwriting decision data

- 1 Open the **Funding** form and load the application you want to verify.
- 2 Choose the **Decision (3)** master tab.
- If you are funding a lease, the **Lease** page appears.



The screenshot shows the Oracle Daybreak Funding form with the Decision (3) master tab selected. The Lease sub-page is displayed. Key fields visible include:

- Application:** App # 0000373178, Date 05/01/2009, Purpose VEHICLE LOAN OR, Priority NORMAL, Status APPROVED, VERIFYING, Company SSFC, C01.
- Lease:** Term 24, Pmt Amt \$15,000.00, Capitalized Cost \$135,000.00.
- Pricing:** Current LEASE DEFAULT PRICING, Status APPROVED, Sub Status BLANK, Underwriter SSC.
- System Recommendation:** Decision BLANK, Grade G GRADE, Score 0.
- Approved:** Approved Term 24, Rate 2.0000, Rent Factor 0.000833, Pmt Amt \$15,000.00, Capitalized Cost \$135,000.00, Residual % 20.000000, Buy Rate 0.0000, Buy Rent Factor 0.000000, Grade G GRADE, Bureau 1, Bureau 2, Score 0.
- Stipulations:** A table with columns: Type, Code, Comment, Satisfied (Yes, No, N/A), Verify By, Verify Dt.

The Funding form's Lease pages all share the **Stipulations**, **Itemizations**, **Checklist**, and **Subvention** sub pages.

3 Open the **Stipulations** sub page to view any stipulations or reasons for adverse action attached to the application. If a stipulation entry was verified on the Underwriting form, the Verified By field notes who verified the entry and the Verify Dt notes when the entry was verified.

The screenshot shows the 'Stipulations' sub-page of a consumer lease origination application. The application details at the top include: App # 0000373178, Dt 05/01/2009, Joint No, Cos No, Purpose VEHICLE LOAN OR, Priority NORMAL, Status APPROVED, VERIFYING, Company SSFC, C01, Product LEASE VEHICLE, Existing Customer No, Dup No, Contact, Channel WEB ENTRY, Producer DEALER, NC-00004 : BUDGET CAR SA, Sales Agent. The sub-page has tabs for Stipulations, Itemizations, Checklist, Subvention, and Multiple Offers. The Stipulations table has columns for Type, Code, Comment, and a verification section with 'Stips Satisfied' (Yes, No, N/A) and 'Verify By' and 'Verify Dt' fields. The table is currently empty.

4 Open the **Itemizations** sub page to view any itemized amounts associated with the application, such as the cash price, cash down payment, trade-in, unpaid cash price balance, and so on.

The screenshot shows the 'Itemizations' sub-page of the same consumer lease origination application. The application details are identical to the previous screenshot. The sub-page has tabs for Stipulations, Itemizations, Checklist, Subvention, and Multiple Offers. The Itemizations table has columns for Itemization, Requested Amt, Approved Amt, Discount Rate, and Comment. The table lists various itemizations with their respective amounts and discount rates. The total for the table is \$135,000.00.

Itemization	Requested Amt	Approved Amt	Discount Rate	Comment
ITM CASH SALES	\$135,000.00	\$135,000.00	0.0000	
ITM DOWN PAYMENT PAYOFF	\$0.00	\$0.00		
ITM DOWN PAYMENT REBATE	\$0.00	\$0.00		
ITM DOWN PAYMENT TRADEIN	\$0.00	\$0.00		
ITM CREDIT INSURANCE LIFE	\$0.00	\$0.00		
ITM CREDIT INSURANCE DISABILITY	\$0.00	\$0.00		
ITM OTHER TAX	\$0.00	\$0.00		
Total	\$135,000.00	\$135,000.00	0.0000	

5 Open the **Checklist** sub page to view tasks performed during the underwriting process.

The screenshot shows the Underwriting application interface with the Checklist sub-page selected. The top header displays application details: App # 0000373178, Date 05/01/2009, Joint, Cos, Purpose VEHICLE LOAN OR, Priority NORMAL, Status APPROVED, VERIFYING, Company SSFC, C01, Product LEASE VEHICLE, Existing Customer, Dup, Contact, Channel WEB ENTRY, Producer DEALER, NC-00004 : BUDGET CAR SA, Sales Agent. The main area has tabs for Application, Pricing, System Recommendation, and Approved. The Checklist tab is active, showing a table with columns for Action, Yes, No, NA, and Comment. The Subvention tab is also visible at the bottom.

6 Open the **Subvention** and view any subvention information recorded on the Underwriting form.

The screenshot shows the Underwriting application interface with the Subvention sub-page selected. The top header displays application details: App # 0000373178, Date 05/01/2009, Joint, Cos, Purpose VEHICLE LOAN OR, Priority NORMAL, Status APPROVED, VERIFYING, Company SSFC, C01, Product LEASE VEHICLE, Existing Customer, Dup, Contact, Channel WEB ENTRY, Producer DEALER, NC-00004 : BUDGET CAR SA, Sales Agent. The main area has tabs for Application, Pricing, System Recommendation, and Approved. The Subvention tab is active, showing a table with columns for Plan, Description, Sub Plan Description, Subvention Type, Subvention Amt, and Include. The Participants tab is also visible at the bottom.

7 Open the **Multiple Offers** and view the multiple pricing offers available to the customer.

Pricing	Term	Rate	Pmt	Rent Factor	Residual %	Current	Accepted
LEASE DEFAULT PRICING	32	2.0000	\$46.88	0.000833	20.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEASE DEFAULT PRICING	28	2.0000	\$53.57	0.000833	20.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEASE DEFAULT PRICING	20	2.0000	\$75.00	0.000833	20.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEASE DEFAULT PRICING	16	2.0000	\$93.75	0.000833	20.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LEASE DEFAULT PRICING	24	0.0000	\$15,000.00	0.000833	20.000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Verifying the collateral

The Collateral (6) master tab contains pages with information regarding any collateral associated with an application. Depending on the type of lease, collateral can be a vehicle, home, or something else, such as major household appliances.

Note: A detailed explanation of the fields found on the **Collateral (6)** master tab's pages and sub pages can be found in the **Entering an Application** and **Underwriting** chapters.

To verify information about the collateral

- 1 Open the **Funding** form and load the application with the collateral you want to verify.
- 2 Choose the **Collateral (6)** master tab, if it is available.

The screenshot shows the Oracle Daybreak application interface. The top navigation bar includes tabs for Application, Search (1), Applicants (2), Decision (3), Contract (5), Collateral (6), Comments (7), Image (8), Verification (9), and Calculator (10). The main content area is divided into several sections: 'Vehicle' (containing fields for Asset Class, Asset Type, Sub Type, Identification Number, Registration #, and Status), 'Usage Details' (containing fields for Start, Base, Extra, Total, and Charge), and 'Valuation' (containing fields for Current, Valuation Dt, Source, Supplement, Edition, Wholesale, Retail, Base, Addons, Usage, and Total Value). The 'Collateral (6)' tab is selected, indicating the current view.

- 3 Verify the information regarding the collateral and its sub pages. (This is information that was recorded on the Application Entry form or gathered during the credit pull.)

Interface with VINTEK (If interface is installed)

Using the Vintek interface, Oracle Daybreak retrieves the year, make, model, and body of the vehicle on the Vehicle page of the Underwriting, Funding, Customer Service, and Conversion App/Acc forms' Collateral master tab when you choose Vehicle Details. This time saving feature reduces data entry errors. Using the VIN entered in the Identification Number field, Oracle Daybreak populates the following fields in the Vehicle block:

- Year
- Make
- Model
- Body

If the Vintek interface is unable to retrieve information based on the VIN entered in the Identification Number field, Oracle Daybreak displays an error message.

- The **Home** page contains information about homes used as collateral.

- The **Other** page contains information about anything other than a vehicle or home used as collateral.

- The **Valuation** sub page contains information about the value of the asset.
- The **Tracking** sub page allows you to track additional data related to an asset, such as the

title or insurance information.

Application

App #0000000490 Date 02/01/2001 Joint Cos Purpose Priority NORMAL Status APPROVED REHASHING Company SSFC HQ

Product LEASE VEHICLE Existing Customer Dup Contact Channel FAX IN Producer DEALER Underwriter NC-00001 : AJS AUTO IMPORTER TEDD

Search (1) Applicants (2) Decision (3) Contract (5) Collateral (6) Comments (7) Image (8) Verification (9) Calculator (10)

Vehicle Home Other

Other

Primary Asset Class Asset Type Sub Type Identification Number Registration # Status

Year Make Model Body

Desc Condition Address

City St Zip Country County

Usage Details

Start Base Extra Total Charge

Valuation Tracking

Tracking Items

Tracking Item	Disposition	Start Dt	End Dt	Followup Dt	Enabled
ASSET INSURANCES (VEHICLE)	NOT DEFINED	12/09/2002		12/09/2002	<input checked="" type="checkbox"/>
ASSET LIEN/TITLE (VEHICLE)	NOT DEFINED	12/09/2002		12/09/2002	<input checked="" type="checkbox"/>

Comment

Tracking Item Details

Parameter	Value
ATTRIBUTE 65	Y
ATTRIBUTE 62	UNDEFINED
ATTRIBUTE 56	UNDEFINED
ATTRIBUTE 41	12/31/9999
ATTRIBUTE 55	12/31/9999
ATTRIBUTE 62	UNDEFINED

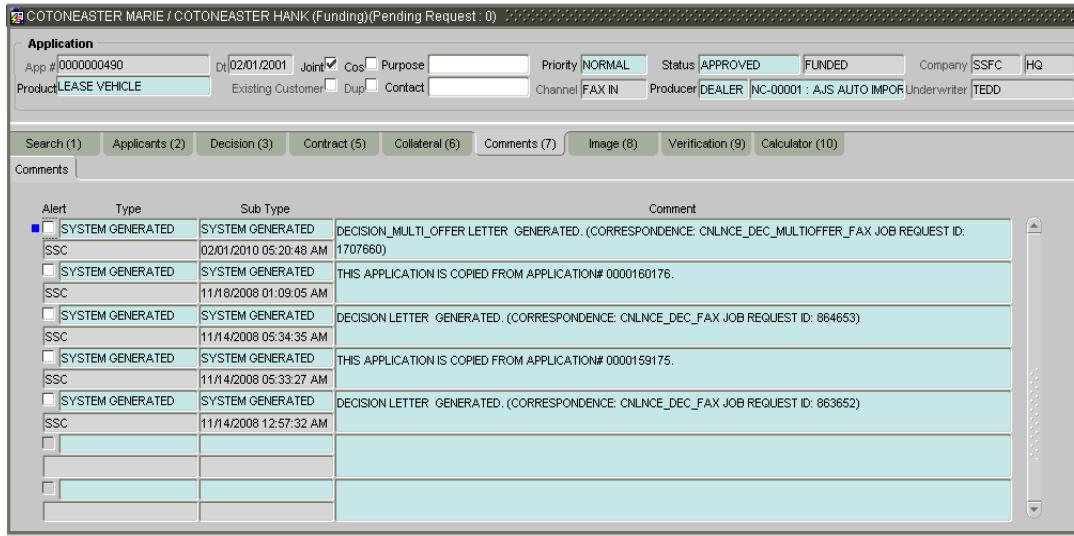
- 4 Save any changes you have made to the pages on the **Collateral (6)** master tab.

Adding comments

Using the Funding form, you can add any number of comments pertaining to an application. Comments can be added at any time during the funding process.

To add comments to an application

- 1 On the **Funding** form, choose the **Comments (7)** master tab.



Alert	Type	Sub Type	Comment
<input checked="" type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	DECISION_MULTI_OFFER LETTER GENERATED. (CORRESPONDENCE: CNLNCE_DEC_MULTIOFFER_FAX JOB REQUEST ID: 1707660) SSC 02/01/2010 05:20:48 AM
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	THIS APPLICATION IS COPIED FROM APPLICATION# 0000160176. SSC 11/18/2008 01:09:05 AM
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	DECISION LETTER GENERATED. (CORRESPONDENCE: CNLNCE_DEC_FAX JOB REQUEST ID: 864653) SSC 11/14/2008 05:34:35 AM
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	THIS APPLICATION IS COPIED FROM APPLICATION# 0000159175. SSC 11/14/2008 05:33:27 AM
<input type="checkbox"/>	SYSTEM GENERATED	SYSTEM GENERATED	DECISION LETTER GENERATED. (CORRESPONDENCE: CNLNCE_DEC_FAX JOB REQUEST ID: 863652) SSC 11/14/2008 12:57:32 AM
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

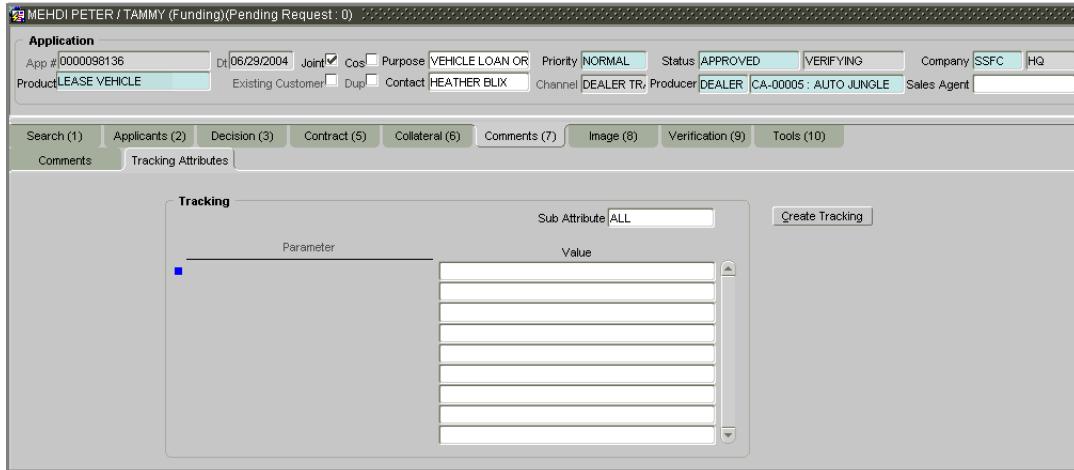
- 2 In the **Type** block, use the LOV to select the type of comment you are adding.
- 3 In the **Sub Type** block, use the LOV to select the sub type of comment you are adding.
- 4 In the **Comments** block, type your comment.
- 5 If you want Oracle Daybreak to recognize this comment as an alert, selected **Alert**.
- 6 Save your entry.

Entering tracking attributes

When using the Funding form, you can add tracking attribute information to an application at any time in the underwriting process by using the Comments page.

To enter the comments for an application

- 1 Open the **Funding** form and load the application to which you want to add tracking attributes.
- 2 Choose the **Comments (7)** master tab, then choose the **Tracking Attributes** page.



The screenshot shows the Oracle Daybreak application interface for a consumer lease origination. The top navigation bar includes tabs for Application, Search (1), Applicants (2), Decision (3), Contract (5), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Comments tab is selected. The main content area is titled 'Tracking' and contains a table with two columns: 'Parameter' and 'Value'. The 'Sub Attribute' dropdown is set to 'ALL'. A 'Create Tracking' button is located in the top right corner of the tracking table area.

- 3 Choose **Create Tracking**.

Oracle Daybreak loads the tracking parameters.

- 4 If you want to reduce the list of parameters, select a sub-attribute in the **Sub Attribute** box.

If your system has been configured to use the Sub Attribute field, only attributes in a particular group appear in the Parameter display.

- 5 Complete the **Tracking** block by entering the requested parameter in the **Value** field.
- 6 Save any changes you made to the application.

Viewing an image

When using the Funding form, you can view any images attached to the application at any time by using the Image (8) master page.

To view an image associated with an application

- 1 Open the **Funding** form and load the application with the image you want to view.
- 2 Choose the **Image (8)** master tab.

The **Fax Image** block contains the following display only fields:

In this field:	View:
Fax Header	The fax header.
Image Id	The image id.
Image Status	The image status.
Page #	The page number.
Of	The total number of pages.

The **Fax Image** block contains the following command buttons:

If you choose:	Oracle Daybreak will:
Flip Image	Rotate the selected image.
Print Image	Send the selected image to a predefined printer.
Pr	Display the previous page of the image (if one exists).
Nx	Display the next page of the image (if one exists).
Up	Scroll up through the selected image.
Dn	Scroll down through the selected image.

Depending on the position of the application when it was faxed to the Oracle Daybreak, the image may be inverted on the Funding form.

- 3 To rotate an upside-down image, choose **Flip Image** on the **Fax Image** block.
- 4 To navigate through the application:
 - Use the scroll bar
 - or-
 - Choose **Dn** and **Up** on the Funding form.

The **Page #** and **Of** fields display what page is currently displayed in the Funding form and the total page length of the image.

- 5 To view other pages of the application, if they exist, choose **Nx** and **Pr** on the Funding form master block.

Completing the Contract (5) (truth-in-lending details) pages

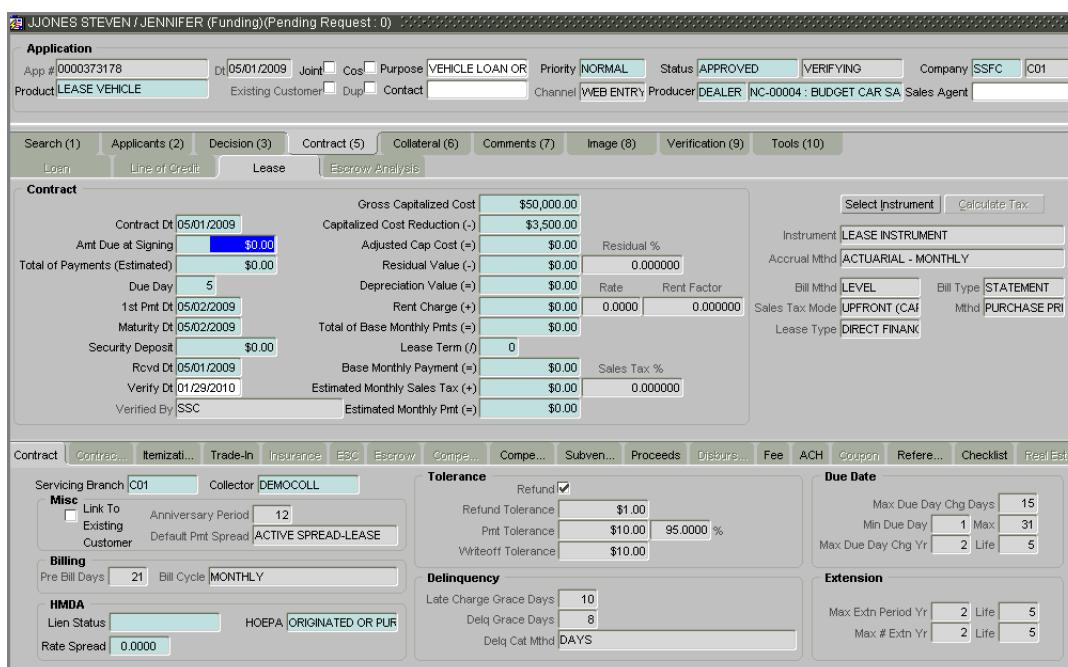
The pages associated with the Contract (5) master tab are the core of the funding process. They allow you to perform the important task of completing the truth-in-lending details. These pages include information mandated by Regulation Z; information about the financed amount, the payment schedule, the total of these payments, the finance charge, and the resulting annual percentage rate (calculated according to Federal guidelines; that is, within .125% of the Treasury OCC calculated APR). Use the lease packet to supply the required information.

In completing the truth-in-lending details on the Contract (5) master tab, you will complete the Lease page. The truth-in-lending details must be completed before a loan can be funded.

Note: The Tools (10) master tab can be helpful when completing this section. For more information on its use, see the **Oracle Daybreak Tools** chapter.

To complete the contract truth-in-lending details

- 1 Open the **Funding** form and load the application with the contract truth-in-lending details you must complete.
- 2 Choose the **Contract (5)** master tab.



- 3 Using the information in the contract packet, complete the **Contract** block. (The Oracle Daybreak calculator may be used when completing this block. For more information, see the **Oracle Daybreak Tools** chapter.)

In this field:

Contract Dt

Do this:

Enter the contract date (required).

Amt Due at Signing

Enter the prepaid amount (required).

Total of Payments (Estimated)

Enter the estimated total of payments (required).

Due Day

Enter the due day (required).

1st Pmt Dt	Enter the first payment date (required).
Maturity Dt	Enter the contract maturity date (required).
Security Deposit	Enter the security deposit amount (required).
Rcvd Dt	Enter the contract received date (required).
Verify Dt	Enter the contract verification date (optional).
Verified By	View the user id who verified the contract (display only).
Gross Capitalized Cost	Enter the gross capitalized cost (required).
Capitalized Cost Reduction (-)	Enter the cap cost reduction (required).
Adjusted Cap Cost (=)	Enter the adjusted cap cost (required).
Residual Value (-)	Enter the residual value (required).
Residual %	View the residual percentage (display only).
Depreciation Value (=)	Enter the depreciation (required).
Rent Charge (+)	Enter the rent (required).
Rate	View the rate (display only).
Rent Factor	View the rent factor (display only).
Total of Base Monthly	
Pmts (=)	Enter the total of payments (required).
Lease Term (/)	Enter the term (required).
Base Monthly Payment (=)	Enter the payment amount (required).
Estimated Monthly	
Sales Tax (+)	Enter the sales tax amount (Estimated) (required).
Sales Tax %	View the sales tax percentage (Estimated) (display only).
Estimated Monthly Pmt (=)	Enter the payment amount percentage (Estimated) (required).

4 Choose **Select Instrument** and use the LOV to select the predefined pricing instrument you want use to fund this application.

In this field:	Do this:
Instrument	View the instrument (display only).
Accrual Mthd	View the lease type (display only).
Bill Mthd	View the billing method (display only).
Bill Type	View the billing type (display only).
Sales Tax Mode	View the sales tax mode (display only).
Mthd	View the sales tax method (display only).
Lease Type	View the sales tax method (display only).

You are now ready to complete the Contract (5) master tab's sub pages.

Oracle Daybreak loads all the rules established by the company that are required at the time of funding; for example, the accrual method, billing method, type of billing, tolerance, due dates, extensions, and so on.

Completing the Contract (5) (truth-in-lending details) sub pages

The Lease page share the following sub pages:

- Contract
- Itemizati... (Itemization)
- Trade-In
- Insurance
- ESC
- Compe... (Compensation - lease)
- Subven... (Subvention)
- Proceeds
- Fee
- ACH
- Refere... (References)
- Checklist

This section describes how to complete each one.

Contract sub page

The Contract sub page records the application's servicing branch and collector. It also displays additional information regarding the contract not covered on the Lease page, such as the tolerance, delinquencies, due dates, billings, and extensions.

To complete the Contract sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Contract** sub tab.

The screenshot shows the 'Contract' sub-page of the 'Funding' application. The top header includes fields for Application (App #, Date, Join, Cos, Purpose, VEHICLE LOAN OR, Priority, Status, APPROVED, VERIFYING, Company, SSFC, C01), Product (LEASE VEHICLE), and various status indicators (Existing Customer, Dup, Contact, Channel, WEB ENTRY, Producer, DEALER, NC-00004 : BUDGET CAR SA, Sales Agent). The main content area has tabs for Search (1), Applicants (2), Decision (3), Contract (5), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The 'Contract' tab is selected, showing detailed financial information: Contract Dt (05/01/2009), Amt Due at Signing (\$0.00), Total of Payments (Estimated) (\$0.00), Due Day (5), 1st Pmt Dt (05/02/2009), Maturity Dt (05/02/2009), Security Deposit (\$0.00), Rcvd Dt (05/01/2009), Verify Dt (01/29/2010), and Verified By (SSC). To the right, there are buttons for 'Select Instrument' and 'Calculate Tax', and dropdowns for Instrument (LEASE INSTRUMENT), Accrual Mthd (ACTUARIAL - MONTHLY), Bill Mthd (LEVEL), Sales Tax Mode (UPFRONT (CAF)), and Lease Type (DIRECT FINAN). Below these are fields for Gross Capitalized Cost (\$50,000.00), Capitalized Cost Reduction (\$3,500.00), Adjusted Cap Cost (\$0.00), Residual Value (\$0.00), Residual % (0.000000), Depreciation Value (\$0.00), Rate (0.0000), Rent Factor (0.000000), Rent Charge (\$0.00), Total of Base Monthly Pmts (\$0.00), Lease Term (0), Base Monthly Payment (\$0.00), Sales Tax % (0.000000), Estimated Monthly Sales Tax (\$0.00), and Estimated Monthly Pmt (\$0.00). The bottom section contains tabs for Contract, Contract..., Itemizati..., Trade-In, Insurance, ESC, Escrow, Compe..., Compe..., Subven..., Proceeds, Disburse..., Fee, ACH, coupon, Refere..., Checklist, and Real Est.. It also includes sections for Misc (Link To Existing Customer, Anniversary Period, Default Pmt Spread, ACTIVE SPREAD-LEASE), Billing (Pre Bill Days, Bill Cycle), HMDA (Lien Status, HOEPA, ORIGINATED OR PUR), and Rate Spread (0.0000). The 'Tolerance' section includes fields for Refund Tolerance (\$1.00), Pmt Tolerance (\$10.00, 95.0000 %), and Writeoff Tolerance (\$10.00). The 'Delinquency' section includes fields for Late Charge Grace Days (10), Delq Grace Days (8), and Delq Cat Mthd (DAYS). The 'Due Date' section includes fields for Max Due Day Chg Days (15), Min Due Day (1), Max (31), Max Due Day Chg Yr (2), and Life (5). The 'Extension' section includes fields for Max Extr Period Yr (2), Life (5), and Max # Extr Yr (2), Life (5).

3 On the **Contract** sub page, view or complete the following fields:

In this field:	Do this:
Servicing Branch	Select the servicing branch (required).
Collector	Select the default collector (required).
Misc block	
Link To Existing Customer	Select to link the application to the existing customer.
Anniversary Period	View the anniversary term (display only).
Default Pmt Spread	View the spread (display only).
Billing block	
Pre Bill Days	View the pre billing days (display only).
Bill Cycle	View the billing cycle (display only).
HMDA block	
Lien Status	Select the lien status (required).
HOEPA	Select the home owner equity protection act (HOEPA) code (required).
Rate Spread	Enter the rate spread. You can calculate this spread from a tool on the Home Mortgage Disclosure Act (HMDA) website (required).
Tolerance block	
Refund	View the refund allowed indicator. If selected, the refund policies in this block are in use (display only).
Refund Tolerance	View the refund tolerance amount (display only).
Pmt Tolerance	View the payment tolerance percentage (display only).
Pmt Tolerance (%)	View the payment tolerance percentage (display only).
Writeoff Tolerance	View the write-off tolerance amount (display only).
Delinquency block	
Late Charge Grace Days	View the late charge grace days (display only).
Delq Grace Days	View the delinquency grace days (display only).
Delq Cat Mthd	View the delinquency category method (display only).
Due Date block	
Max Due Day Chg Days	View the maximum due days (display only).
Min Due Day	View the minimum due day (display only).
(Due Day) Max	View the maximum due day (display only).
Max Due Day Chg Yr	View the maximum due day changes allowed (year) (display only).
(Max Due Day Chg) Life	View the maximum due day changes allowed (life) (display only).
Extension block	
Max Extn Period Yr	View the maximum extension allowed (year) (display only).
(Max Extn Period) Life	View the maximum extension allowed (life) (display only).
Max # Extn Yr	View the maximum number of extensions allowed (year) (display only).
(Max # Extn) Life	View the maximum number of extensions allowed (life) (display only).

4 Save any changes you made to the application.

Itemization sub page

Oracle Daybreak lists the distribution of the loan proceeds on the Itemization sub page when you choose Select Instrument on the Lease page. It lists amounts paid to the borrower directly, amount paid to the borrower's account, and amount's given on the borrower' behalf to third parties. Itemizations are categorized according to advances, finance fees, prepaid fees, producers, or escrows. If you entered itemization amounts during on the Application Entry or Underwriting forms, you will see these values in the Amount or Approved Amt columns.

The Itemization sub page on the Funding form offers the option of computing the values for itemization according to a itemization formula associated with the selected instrument based on system setup.

To complete the Itemization sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Itemization** sub tab (**Itemizati...**).

The screenshot shows the Oracle Daybreak Funding form for application #0000373178. The 'Contract' tab is selected. The 'Itemization' sub tab is active. The 'Itemization' table shows the following data:

Itemization	Amount	Approved Amt	Discount Rate	Tax Slr	Itemization Formula	Comment
ITM CASH SALES	\$135,000.00	\$135,000.00			UNDEFINED	
ITM CASH SALES TAX	\$0.00	\$0.00			UNDEFINED	
ITM OTHER TAX	\$0.00	\$0.00			UNDEFINED	
ITM DOWN PAYMENT	\$0.00	\$0.00			UNDEFINED	
ITM DOWN PAYMENT TRADEIN	\$0.00	\$0.00			UNDEFINED	
ITM DOWN PAYMENT REBATE	\$0.00	\$0.00			UNDEFINED	
Total	\$135,000.00		0.0000			

- 3 On the **Itemization** sub page, view the following information:

In this field:

Itemization

+-

Approved

Discount Rate

Tax

Do this:

View the itemization (display only).

View whether the itemization is added or subtracted (display only).

View the approved amount. This is information recorded on the Underwriting form (required).

Enter the discount rate (optional).

View whether the itemization is taxable (Sales) if box is selected.

- 4 Choose the option button for the type of itemization you want to use: **Advance**, **Financed Fees**, **Pre-Paid Fees**, **Producer**, or **Escrow**.
- 5 In the **Amount** column, enter the amount corresponding with what is listed in the **Itemization** column.
- 6 If the **Itemization Formula** field contains an entry other than UNDEFINED, you can choose **Compute** to auto-compute the value in the **Amount** field using a predefined itemization formula.

Itemization formulas are created on the Product Setup form's Origination Fees pages. (For more information, see the **Org. Fees tab** section of the **Products** chapter in the **i-flex solutions Oracle Daybreak Setup Guide**.)

To ensure you create the correct computed value, choose Compute after entering values for all base itemizations; that is, values of all such itemizations with an Itemization Formula of UNDEFINED.

You can also manually enter amounts for auto-computed itemizations.

Note: If you choose **Initialize**, Oracle Daybreak sets the values of auto-computed itemizations to 0 (zero).

- 7 If you choose, use the **Comment** field to add remarks.
- 8 Save any changes you made on the application.

Trade-In sub page

If there is any information regarding an itemized trade-in, use the Trade-In sub page to enter the details in Oracle Daybreak. (This sub page might already contain information supplied during the underwriting process.)

To complete the Trade-In sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Trade-In** sub tab.

- 3 On the **Trade-In** sub page, view or complete the following fields:

In this field:

Asset block

Asset Type

Asset Sub Type

Year

Make

Model

Body

Identification Number

Desc

Value block

Base (Wholesale)

Base (Retail)

Addons (+)

Payoff Amt (-)

Total Value =

Valuation Dt

Source

Supplement

Edition

Do this:

Select the asset type (required).

Select the asset sub-type (optional).

Enter the year of the asset (required).

Enter the make of the asset (required).

Enter the model of the asset (required).

Enter the body of the asset (optional).

Enter the identification number (optional).

View the asset description (display only).

Enter the wholesale value (required).

Enter the retail value (required).

Enter the addons value (required).

Enter the payoff amount (required).

View the total value (display only).

Enter the valuation date (optional).

Select the valuation source (optional).

Enter the valuation supplement (optional).

Enter the valuation edition (optional).

- 4 Save any changes you made on the application.

Insurance sub page

If there is any information regarding an itemized insurance amount, enter the details on the Insurance sub page. The Insurance sub page also allows you to calculate the commission if there is a commission rule defined during Contract setup.

To complete the Insurance sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Insurance** sub tab.

The screenshot shows the EVERGREEN SADIE / ROSS (Funding) Pending Request screen. The top navigation bar includes tabs for Application, Contract (5), Collateral (6), Comments (7), Image (8), Verification (9), and Tools (10). The Contract tab is selected, showing detailed financial information for a vehicle lease. The Insurance sub tab is also visible in the navigation bar below the main content area.

Contract Tab Data:

- Contract Dt: 03/10/2006
- Amt Due at Signing: \$1,900.00
- Total of Payments (Estimated): \$11,199.96
- Due Day: 10
- 1st Pmt Dt: 03/10/2006
- Maturity Dt: 02/10/2009
- Security Deposit: \$500.00
- Rcvd Dt: 03/01/2006
- Verify Dt: 03/01/2006
- Verified By: UNDEFINED

Insurance Sub Tab Data:

- Gross Capitalized Cost: \$21,000.00
- Capitalized Cost Reduction (-): \$1,500.00
- Adjusted Cap Cost (=): \$19,500.00
- Residual Value (-): \$10,300.00
- Depreciation Value (=): \$9,200.00
- Rate: 8.9900
- Rent Factor: 0.001864
- Total of Base Monthly Pmts (=): \$11,199.96
- Lease Term (/): 36
- Base Monthly Payment (=): \$311.11
- Sales Tax %: 0.000000
- Estimated Monthly Sales Tax (+): \$0.00
- Estimated Monthly Pmt (=): \$311.11

Policy Information Block:

Insurance Plan		Insurance Type		Sub Type		Insurance Company	
Policy Number		ITM CREDIT INSURANCE LIFE	SINGLE	Phone No	Ext	Phone No	Ext
Effective Dt		Expiration Dt		Primary		Secondary	
Premium Amt	\$0.00	Term	0	Beneficiary			
Commission Rule							
Commission Amt	\$0.00						
Comment							

Cancellation / Refund:

- Allowed:
- Grace Days:
- Calculation Method: NONE
- Grace Days Cancellation Fee Allowed:
- Cancellation Fee:

- 3 On the **Insurance** sub page, view or complete the following information in the **Policy Information** block:

In this field:	Do this:
Insurance Plan	Select the insurance plan associated with the financed insurance product (optional).
Insurance Type	View the insurance type associated with the insurance plan (display only).
Sub Type	Select the insurance sub type offered under the insurance plan (required).
Insurance Company	Enter the insurance company associated with the insurance plan. Oracle Daybreak populates the default insurance plan defined during product setup. (optional).
Policy Number	Enter the insurance policy number (required).
Phone No	Enter the insurance company's primary phone number (optional).
Ext	Enter the insurance company's primary phone extension (optional).
Effective Dt	Enter the insurance effective date (required).
Expiration Dt	Enter the insurance expiry date (optional).
Phone No	Enter the insurance company's alternate phone number (optional).

Ext	Enter the insurance company's alternate phone extension (optional).
Premium Amt	Enter the insurance premium amount (optional).
Term	Enter the insurance term (required).
Commission Rule	View the insurance premium amount (display only).
Commission Amt	View the insurance commission amount (display only).
Primary	Enter the primary beneficiary of the insurance (optional).
Secondary	Enter the secondary beneficiary of the insurance (optional).
Comment	Enter a comment (optional).

4 In the **Cancellation/Refund** block, view the following display only information:

In this field:	Do this:
Allowed	If selected, a refund is allowed. A selected box indicates that the insurance premium can be rebated to the customer in case of early payoff.
Grace Days	View the number of grace days allowed for cancellation without charging a cancellation fee.
Calculation Method	View the insurance premium refund/rebate calculation method to be used when insurance is cancelled.
Grace Day's Cancellation Fee Allowed	If selected, indicates that cancellation fees during grace period is allowed.
Cancellation Fee	View the amount of the cancellation fee to be charged when the insurance is cancelled.

5 If you choose the **Calculate** button, Oracle Daybreak computes the commission based on the commission method in the **Cancellation/Refund** block.

The commission appears in the **Commission Rule** and **Commission Amt** fields of the Policy Information block. It also appears on the **Itemization** sub page.

Note: You can overwrite the suggested value if you choose.

6 Save any changes you made to the application.

ESC sub page

If there is information regarding an itemized extended service contract or warranty amount, enter the details on the ESC sub page.

To complete the ESC (extended service contracts) sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **ESC** sub tab.

The screenshot shows the 'Contract' sub-tab selected in the top navigation bar. The 'Warranty Information' block is expanded, displaying the following data:

Warranty Information	
Service Contract	
Policy Number	TM SERVICE CONTRACT EXTENDED
Effective Dt	
Expiration Dt	
Premium Amt	\$0.00
Commission Rule	
Commission Amt	\$0.00
Comment	
Warranty Company	
Phone No	
Ext	
Phone No	
Ext	
Cancellation / Refund	
Allowed	<input type="checkbox"/>
Method	NONE

- 3 On the **ESC** sub page, view or complete the following information in the Warranty Information block:

In this field:	Do this:
Service Contract	View the extended service contract type (display only).
Warranty Company	Enter the ESC company's name (optional).
Policy Number	Enter the ESC number (required).
Phone No	Enter the ESC company's primary phone number (optional).
Ext	Enter the ESC company's primary phone extension (optional).
Effective Dt	Enter the ESC effective date (required).
Expiration Dt	Enter the ESC expiry date (optional).
Phone No	Enter the ESC company's alternate phone number (optional).
Ext	Enter the ESC company's alternate phone extension (optional).
Premium Amt	View the ESC premium amount (display only) (optional).
Term	Enter the ESC term (required).
Comment	Enter a comment (optional).

- 4 In the **Cancellation/Refund** block, view the following information.

- If the **Allowed** box is selected, a refund is allowed. A selected box indicates that the ESC premium can be rebated to the customer in case of early payoff. The **Method** field displays the refund method.

5 If you choose the **Calculate** button, Oracle Daybreak computes the commission based on the commission method in the **Cancellation/Refund** block.

The commission appears in the **Commission Rule** and **Commission Amt** fields of the Policy Information block. It also appears on the **Itemization** sub page

Note: You can overwrite the suggested value if you choose.

6 Save any changes you made to the application.

Compensation (lease) sub page

The Compensation (lease) sub page records and displays the terms of compensation for lease transactions between the finance company and the dealer.

To complete the Compensation (lease) sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Compensation (lease)** sub tab (**Compe...**).

- 3 Choose **Load**.

The Compensation Plan LOV dialog box appears.

- 4 Use the LOV to select the compensation plan you want to load and choose **OK**.

Oracle Daybreak loads the following information on the Compensation sub page:

In this field:

Compensation Plan

Do this:

View the compensation plan (display only).

Disbursement Method	View the compensation payment method (display only).
Calculation Method	View the compensation calculation method (display only).
Calculation block	
Spread Formula	View the compensation spread formula (display only).
Buy Rate	Enter the buy rate (required).
Buy Rent Factor	View the buy rent factor (display only).
Factor	View the compensation factor (display only).
Addl Factor	View the additional compensation factor (display only).
Max Spread	View the maximum spread allowed (display only).
Max Markup	View the maximum markup allowed (display only).
OR Flat Amt	View the flat amount (display only).
Compensation Amt	View the compensation amount (display only).

5 Make any necessary changes in the **Buy Rate** field.

6 Choose **Calculate**.

Oracle Daybreaks displays the details and amounts for this compensation plan.

7 Save the changes on the application.

Subvention sub page

With the Subvention sub page, you can enter the subvention information and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

To use the Subventions sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Subventions** sub tab (**Subven...**).

Participant	Participant Type	Collection Method	Rate	Rent Factor	Calculation Method	Factor	Calculated Amount	Subvention Amt	Include
									<input checked="" type="checkbox"/>

3 On the **Subvention** sub page, view or enter the following information:

In this field:	Do this:
<u>Subvention block:</u>	
Plan	Select the subvention plan code (required).
Description	View the subvention plan description (display only)
Sub Plan Description	Select the subvention sub plan (required).
Subvention Type	View the subvention type (display only)
Subvention Amount	View the subvention amount for the plan (required).
<u>Participants block:</u>	
Participant	View the participant (display only).
Participant Type	View the participant type (display only)
Collection Method	View the collection method (display only).
Rate	View the subvention rate (display only).
Rent factor	View the subvention rent factor (display only).
Calculation Method	View the subvention calculation method (display only).
Factor	View the factor (display only).
Calculated Amount	View the calculated subvention amount (display only).
Subvention Amount	Enter the subvention amount (required).
Total Subvention Rate	View the total subvention rate (display only).
Total Subvention Amount	View the total subvention amount (display only).

- 4 Select the **Initialize** button to reset the subvention amount to zero.
- 5 Select the **Calculate** button to calculate the subvention amount.
- 6 Save your entry.

Proceeds sub page

The Proceeds sub page displays the payment amount due to the dealer, based on the Compensation and Itemization sub pages. It is a view only sub page, though you can record comments.

To use the Proceeds sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Proceeds** sub tab.

The screenshot shows the Funding application form with the following details:

- Application** tab: App # 0000373178, Dt 05/01/2009, Joint, Cos, Purpose VEHICLE LOAN OR, Priority NORMAL, Status APPROVED, VERIFYING, Company SSFC, C01.
- Product** tab: LEASE VEHICLE, Existing Customer, Dup, Contact, Channel WEB ENTRY, Producer DEALER, NC-00004 : BUDGET CAR SA, Sales Agent.
- Contract (5)** tab: Contract Dt 05/01/2009, Amt Due at Signing \$0.00, Total of Payments (Estimated) \$0.00, Due Day 5, 1st Pmt Dt 05/02/2009, Maturity Dt 05/02/2009, Security Deposit \$0.00, Rcvd Dt 05/01/2009, Verify Dt 01/29/2010, Verified By SSC.
- Proceeds** sub tab: Shows a table of itemized proceeds:

Proceed	Amount	Comment
ITM CASH SALES	\$135,000.00	
ITM CASH SALES TAX	\$0.00	
ITM OTHER TAX	\$0.00	
ITM DOWN PAYMENT	\$0.00	
ITM DOWN PAYMENT TRADEIN	\$0.00	
ITM DOWN PAYMENT REBATE	\$0.00	
ITM DOWN PAYMENT PAYOFF	\$0.00	

 Total Proceeds \$135,000.00

- 3 On the **Proceeds** sub page, view or enter the following information:

In this field:

Proceed

+-

Amount

Comment

Do this:

View the proceed itemization (display only).

View whether the itemization is added to or subtracted from the total proceeds (display only).

Enter the amount (display only).

Enter a comment (optional).

- 4 Save any changes you made to the application.

Fee sub page

The Fee sub page is a view-only table displaying what fees on the lease instrument are in use, based on the contract.

To view the Fee sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Fee** sub tab.

The screenshot shows the 'Application' screen for a lease instrument. The 'Contract (5)' tab is active, displaying the following lease details:

- Contract Dt: 01/10/2006
- Capitalized Cost: \$22,000.00
- Capitalized Cost Reduction (-): \$2,000.00
- Adjusted Cap Cost (=): \$20,000.00
- Residual Value (-): \$12,000.00
- Residual %: 54.545455
- Depreciation Value (=): \$8,000.00
- Rent Charge (+): \$1,999.72
- Rate: 8.9900
- Rent Factor: 0.001736
- Due Day: 10
- 1st Pmt Dt: 01/10/2006
- Maturity Dt: 12/10/2008
- Total of Payments (Estimated): \$9,999.72
- Total of Base Monthly Pmt (=): \$9,999.72
- Lease Term (/): 36
- Security Deposit: \$500.00
- Rcvd Dt: 01/01/2006
- Base Monthly Payment (=): \$277.77
- Sales Tax %: 0.000000
- Verity Dt: 01/01/2006
- Estimated Monthly Sales Tax (+): \$0.00
- Estimated Monthly Pmt (=): \$277.77
- Verified By: UNDEFINED

On the right side of the screen, there are several configuration buttons and dropdowns:

- Select (Instrument) | Calculate Tax
- Instrument: LEASE INSTRUMENT
- Accrual Mthd: ACTUARIAL - MONTHLY
- Bill Mthd: LEVEL
- Bill Type: STATEMENT
- Sales Tax Mode: UPFRONT (CAF)
- Mthd: PURCHASE PRI
- Lease Type: DIRECT FINAN

The 'Fee' sub tab is also visible in the navigation bar at the bottom of the screen.

- 3 In the **Fee** sub page, view the following information:

In this field:

Fee
Fee Calc Method
Txn Amt From
Percent
Min Amt
Max Amt
Enabled

Do this:

View the fee type (display only).
View the fee calculation method (display only).
View the minimum transaction amount (display only).
View the maximum percentage (display only).
View the minimum fee amount (display only).
View the maximum fee amount (display only).
If selected, the fee rule is enabled (optional).

ACH sub page

The ACH sub page records details about automatic clearinghouse, if this is a direct deposit payment account; otherwise, it remains empty. This information is used to receive payments, primarily when working with the Consumer Lending (Advance and Payment) form.

To complete the ACH sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **ACH** sub tab.

App # 0000373178	Dt 05/01/2009	Joint <input type="checkbox"/>	Cos <input type="checkbox"/>	Purpose VEHICLE LOAN OR	Priority NORMAL	Status APPROVED	VERIFYING	Company SSFC	C01																																																																																																														
Product LEASE VEHICLE		Existing Customer <input type="checkbox"/>		Dup <input type="checkbox"/>	Contact	Channel WEB ENTR	Producer DEALER	NC-00004: BUDGET CAR SA	Sales Agent																																																																																																														
<table border="1"> <tr> <td>Search (1)</td> <td>Applicants (2)</td> <td>Decision (3)</td> <td>Contract (5)</td> <td>Collateral (6)</td> <td>Comments (7)</td> <td>Image (8)</td> <td>Verification (9)</td> <td>Tools (10)</td> <td></td> </tr> <tr> <td>Loan</td> <td>Line of Credit</td> <td>Lease</td> <td colspan="6">Escrow / Analysis</td> <td></td> </tr> </table>										Search (1)	Applicants (2)	Decision (3)	Contract (5)	Collateral (6)	Comments (7)	Image (8)	Verification (9)	Tools (10)		Loan	Line of Credit	Lease	Escrow / Analysis																																																																																																
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3 On the **ACH** sub page, enter the following information:

In this field:	Do this:
<u>Bank Information block</u>	
ACH	If selected, the ACH is enabled.
Bank	Enter the bank name (required).
Start Dt	Enter the ACH start date (required).
Routing #	Enter the routing number (required).
Account Type	Select the account type (required).
Account #	Enter the account number. Note: If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234 (required).
ACH Debit Amt	Enter the payment amount (required).
Debit Freq	Select the payment frequency (required).
Debit Day	Enter the payment day (required).

4 Save any changes you made to the application.

References sub page

The References sub page allows you to enter any number of people as a reference on the application.

To enter references for an application

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **References** sub tab (**Refere...**).

The screenshot shows the Funding application form with the Contract (5) master tab selected. The References sub tab is active. The interface includes various tabs like Application, Decision (3), Collateral (6), and Tools (10). The Contract section displays financial details such as Gross Capitalized Cost (\$50,000.00), Capitalized Cost Reduction (-) (\$3,500.00), and Residual % (0.000000). The References section shows a relationship entry for 'AUTHORIZED THIRD PARTY' with fields for Name (JOHNSON), Yrs (45), Mths (2), and other address and contact details.

- 3 On the **References** sub page, complete the following fields with information about the reference:

In this field:	Do this:
Relationship	Select the reference type (required).
Name	Enter the reference name (required).
Yrs	Enter the number of years (required).
Mths	Enter the number of months (required).
Address	Enter the address line 1 (optional).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (optional).
City	Enter the city (optional).
St	Select the state (optional).
Zip Extension (unlabeled)	Enter the zip extension (optional).
Country	Select the country (required).
Phone	Enter the reference's primary phone number (optional).
Ext	Enter the reference's primary phone extension (optional).
Phone	Enter the reference's secondary phone number (optional).
Ext	Enter the reference's secondary phone extension (optional).
Comment	Enter a comment (optional).

- 4 Save the reference information.

Note: If you want to add another reference, insert a new record (press **F6**) and repeat steps 3 and 4.

Checklist sub page

The Funding form checklist helps ensure you follow the necessary procedures when funding an application. Complete this sub page if your business work flow requires you to use a checklist in the funding process.

To complete the Checklist sub page

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Contract (5)** master tab, then choose the **Checklist** sub tab.
- 3 If nothing appears on the **Checklist** sub page, choose **Contract Checklist**.

The screenshot shows the Funding application interface. At the top, the application details are displayed: App # 0000373178, Date 05/01/2009, Purpose VEHICLE LOAN OR, Priority NORMAL, Status APPROVED, Company SSFC, and C01. Below this, the master tabs are shown: Application, Product (LEASE VEHICLE), and various status indicators. The main content area is the Contract tab, which is currently active. It displays financial details such as Gross Capitalized Cost (\$50,000.00), Capitalized Cost Reduction (\$3,500.00), and Adjusted Cap Cost (\$0.00). It also shows lease terms like Due Day (5), 1st Pmt Dt (05/02/2009), and Maturity Dt (05/02/2009). The Checklist sub-tab is selected, showing a table with columns for Checklist, Action, Yes, No, NA, and Comment. The table includes rows for VERIFIED RESIDENCE?, VERIFIED PHONE?, VERIFIED EMPLOYMENT?, VERIFIED INCOME?, and a checkbox for ALL STIPULATIONS MET. A 'Complete' checkbox is also present in the table.

- 4 Complete the **Checklist** sub page with the following information:

In this field:

Checklist block

Checklist

Comment

Complete

Do this:

View the contract checklist (display only).

Enter a comment (optional).

Select box to indicate that the checklist is complete (optional).

Contract Checklist block

Action

Action Type

Comment

View the checklist action (display only).

Select the response (Yes/No/NA).

Enter a comment (optional).

- 5 Read the tasks in the **Checklist Actions** block and use the **Yes**, **No**, or **NA** buttons to indicate if you completed the task.
- 6 If necessary, add comments in the **Comment** column.
- 7 When you finish, select **Complete** and save the application.

Verifying an application's contract edits

Oracle Daybreak can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification (9)** tab's Edit page as an *Error*, a *Warning*, or an *Override*.

If the edit is an **Error**, Oracle Daybreak will not allow you change the application's status until you fix all the errors.

If the edit is a **Warning**, Oracle Daybreak allows you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If the edit is an **Override**, Oracle Daybreak displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

Oracle Daybreak can be configured to verify different sets of information; for example, Oracle Daybreak could check one set of data when checking application entries for completeness and another when approving auto loans. Each one of these "edit types" has its own set of "edit details."

To verify the data required for decisioning the application

- 1 Open the **Funding** form and load the application you want to work with.
- 2 Choose the **Verification (9)** master tab, then choose the **Edits** tab.

Edit Name	Result	Expected Value	Actual Value	Override Responsibility
RANGE: PRIMARY APL DEBT RATIO (AA) > MAX ALLOWED	WARNING	33	54.9	NO RESPONSIBILITY
REQUIRED: REFERENCE ADDRESS DETAILS	WARNING	NA	NA	NO RESPONSIBILITY
REQUIRED: PRIMARY APL ADDRESS CONTACT NAME	WARNING	NA	NA	NO RESPONSIBILITY
REQUIRED: PRIMARY APL CONTACT PHONE	WARNING	NA	NA	NO RESPONSIBILITY
REQUIRED: PRIMARY APL ADDRESS CONTACT TITLE	WARNING	NA	NA	NO RESPONSIBILITY
REQUIRED: PRIMARY APL EMPLOYER CONTACT NAME	WARNING	NA	NA	NO RESPONSIBILITY
REQUIRED: PRIMARY APL PHONE NO OF EMPLOYER CONTACT	WARNING	NA	NA	NO RESPONSIBILITY
REQUIRED: PRIMARY APL TITLE OF EMPLOYER CONTACT	WARNING	NA	NA	NO RESPONSIBILITY
DUPLICATE: ASSET IDENTIFICATION NUMBER	WARNING	NA	NA	NO RESPONSIBILITY
RANGE: CONTRACT MINIMUM ACH PAYMENT AMT < THAN MIN ALLOWED	WARNING	100	0	NO RESPONSIBILITY
RANGE: CONTRACT DAYS BETWEEN CONTRACT DT AND 1ST PMT DT < MIN ALLOWED	WARNING	5	0	NO RESPONSIBILITY
XVL: CONTRACT ACH PMT AMT LESS THAN CONTRACT PMT AMT	WARNING	NA	NA	NO RESPONSIBILITY
XVL: CONTRACT ADJ CAP COST <> APPROVED CAP COST	WARNING	NA	NA	NO RESPONSIBILITY
XVL: CONTRACT PMT AMT <> APPROVED PMT AMT	WARNING	NA	NA	NO RESPONSIBILITY

- 3 In the **Edit Type** block, select the type of edit you want to verify. (For the funding process, choose APPLICATIONS CONTRACT EDITS.)

Note: If the verification process you want to perform doesn't appear in the **Edit Type** block, use the **Edit Type** field's LOV to select and load it.

4 Choose **Check Edits**.

Oracle Daybreak checks the data for the verification process selected in the Edit Type block and displays the results in the Edit Details block.

- 5 In the **Edit Details** block, view the verification results and begin making corrections on the Funding form.
- 6 When you are finished correcting errors, change the status of the application in the Funding form's master block **Status** field.

Viewing audits

The Audits page is a display only page that allows you track changes to the contents of predetermined fields (which fields are determined during set up). For example, the Audits page can be configured to monitor when the contents of the Status and Sub Status is changed. The Audits page lists the field that was changed, who made the change, when the change was made, and the old and new values in the field.

To view the Audits page

- 1 Open the **Funding** form and load the application you want to validate.
- 2 Choose the **Verification (9)** master tab, then choose the **Audits** tab.

Record Id	Field	Old Value	New Value	Changed By	Changed Date
APPLICATION # : 0000373178				DAVIS	02/04/2010 11:40:04 PM
APPLICATION # : 0000373178				DAVIS	02/03/2010 01:01:44 PM
APPLICATION # : 0000373178				DAVIS	02/03/2010 02:52:06 AM
APPLICATION # : 0000373178				DAVIS	02/01/2010 05:15:14 AM
APPLICATION # : 0000373178				DAVIS	02/01/2010 04:01:50 AM
APPLICATION # : 0000373178				DAVIS	01/29/2010 05:09:08 AM
APPLICATION # : 0000373178				DAVIS	01/29/2010 05:04:39 AM
APPLICATION # : 0000373178				DAVIS	01/29/2010 04:18:50 AM
APPLICATION # : 0000373178				DAVIS	01/29/2010 02:58:03 AM

- 3 In the **Audit Details** block, view the following display only information:

In this field:

View:

Record Id	The record identifier for the record changed.
Field	The field which was changed.
Old Value	The old value of the column which was changed.
New Value	The new value of the column which was changed.
Changed By	The user code who made the change.
Changed Date	The date and time when the change was made.

Viewing Status History

You can track the time it took a user to complete each stage of the application process with the History page. It displays:

- The date and time when an application changed status / sub status
- The user who changed the status / sub status
- The elapsed time of how long an application was in a particular status / sub status.

To view the History page

- 1 Open the **Funding** form and load the application you want to validate.
- 2 Choose the **Verification (9)** master tab, then choose the **History** tab.

Status	Sub Status	User Code	User Name	Start Date	End Date	Elapsed Time
APPROVED	VERIFYING	SSC	SUPERSOLUTION DEMO	01/27/2010 07:50:23 AM		
APPROVED	BLANK	SSC	SUPERSOLUTION DEMO	01/27/2010 07:49:07 AM	01/27/2010 07:50:23 AM	00:00:01:16
NEW	REVIEW REQUIRED	SSC	SUPERSOLUTION DEMO	01/27/2010 07:27:26 AM	01/27/2010 07:49:07 AM	00:00:21:41
NEW	BLANK	SSC	SUPERSOLUTION DEMO	01/27/2010 07:25:36 AM	01/27/2010 07:27:26 AM	00:00:01:50

- 3 In the **Application Status History** block, view the following display only information:

In this field:	View this:
Status	The application status.
Sub Status	The application sub status.
User Code	The user code of the person who changed the status / sub status of the application.
User Name	The user name of the person who changed the status / sub status of the application.
Start Date	The date and time when the application moved <i>to</i> that status.
End Date	The date and time when the application moved <i>from</i> that status.
Elapsed	The elapsed time between the status change.

Funding of an application

After you have verified the application, entered the contract information, and completed the contract edits, the application is ready to be funded. Applications can be approved automatically or manually. To manually fund an application, change the status to APPROVED - FUNDED.

After an application is funded, the lease origination cycle is over. Oracle Daybreak moves the application to the lease servicing module (Customer Service form) where it receives an account number. Oracle Daybreak also automatically creates a check requisition for the funded account.

To fund an application

- 1 Using the **Funding** form, verify the information on the application.
- 2 To complete the verification process, choose APPROVED - VERIFIED in the **Status** field on the **Application** block at the top of the Funding form

Note: After you approve the application, the information on the Decision (3) master tab is unavailable. The application remains in this status of APPROVED - VERIFIED until a user (usually a supervisor) changes the status to APPROVED - FUNDED. When the status is changed to APPROVED - FUNDED, the account is created.

CHAPTER 7 : SALES LEAD FORM

The Sales Lead form allows you to record information gathered during a sales query or a call from a potential borrower. A sales representative can then use the Sales Lead form to follow-up with the borrower.

Note: This is not a mandatory form. You can always begin the lease origination process directly using the Application Entry form.

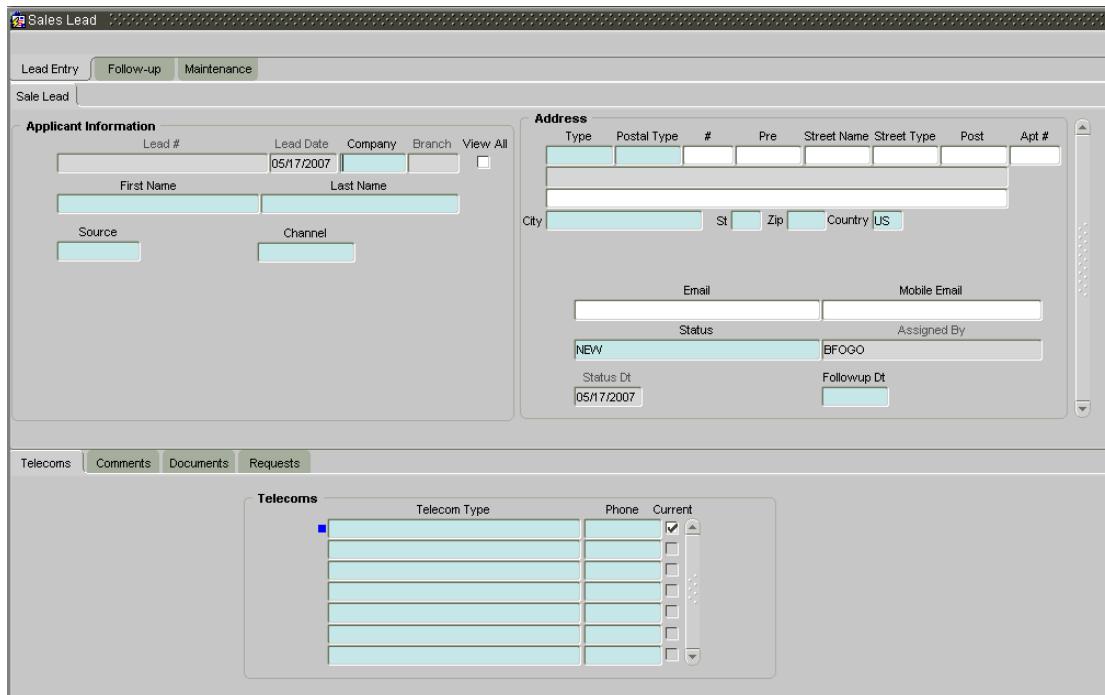
Information on the Sales Lead form can be attached to the Application Entry form as optional information. Attaching a lead to an application can help the sales department analyze the effectiveness of following-up with prospective borrowers. Once a lead is attached to an application from the Sales Lead form, Oracle Daybreak changes its status to COMPLETED.

Completing the Sales Lead page

The Sale Lead page enables you to record information regarding prospective borrowers from a sales query or a call to be used in a follow-up call. The initial status for the lead can be set as NEW or FOLLOW-UP.

To complete the Sales Lead page

- 1 On the **Lending** menu, choose **Sales Lead**, then choose **Entry Details**.



- 2 On the **Sales Lead** page, enter or view the following information:

In this field:

Customer Information block

Lead #

Do this:

View the sales lead number (display only).

Lead Date	View the sales lead date. The default value is the current date (display only).
Company	Select the company name (required).
Branch	View the branch name (display only).
First Name	Enter the applicant's first name (required).
Last Name	Enter the applicant's last name (required).
Source	Select the source of the sales lead (required).
Channel	Select the channel of the sales lead (required).
View All	Select to view all leads.
Address block	
Type	Select the address type (required).
Postal Type	Select the postal address type (required).
#	Enter the building number (required).
Pre	Select the street prefix (directional) (optional).
Street Name	Enter the street name (optional).
Street Type	Select the street type (optional).
Post	Select the street postfix (directional) (optional).
Apt #	Enter the apartment number (optional).
Address 2 (unlabeled)	Enter the address line 2 (optional).
Zip	Select the zip code (required).
City	Enter the city (required).
St	Select the state (required).
Country	Select the country code (required).
Email	Enter the email address (optional).
Mobile Email	Enter the mobile email address (optional).
Status	Select the status for the sale lead (required).
Assigned By	View the user code creating the sale lead (display only).
Status Dt	View the last sales lead status change date (display only).
Follow-up Dt	Enter the sales lead follow-up date (required).

- 3 Save your entry.

Completing the Telecoms sub page

The Telecoms sub page records additional phone numbers for the sales lead.

To complete the Telecoms sub page

- 1 On the **Lending** menu, choose **Sales Lead**, then choose **Entry Details**.
- 2 Choose the **Telecoms** sub tab.
- 3 On the **Telecoms** sub page, enter the following information:

In this field:	Do this:
Telecoms block	
Telecom Type	Select the type of telecommunications device (required)
Phone	Enter the phone number (required)
Current	Select the Current check box to indicate the phone number is in service.

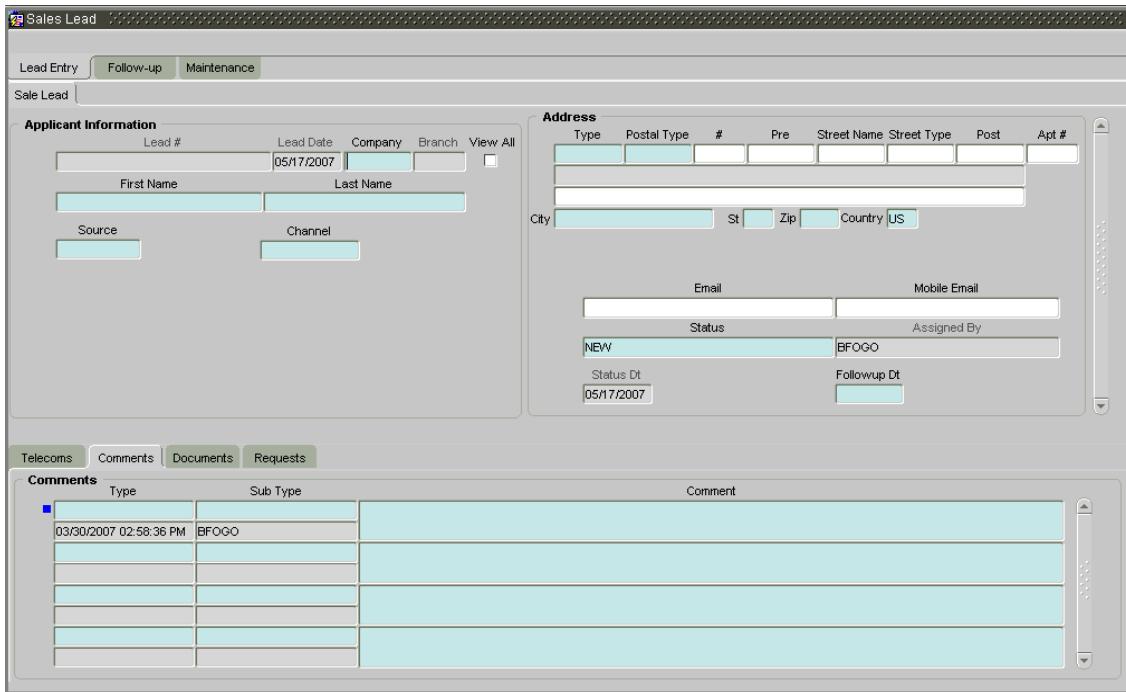
- 4 Save your entry.

Completing the Comments sub page

The Comments sub page records any comments regarding the sales lead.

To complete the Comments sub page

- 1 On the **Lending** menu, choose **Sales Lead**, then choose **Entry Details**.
- 2 Choose the **Comments** sub tab.



Type	Sub Type	Comment
03/30/2007 02:58:36 PM	BFOGO	

- 3 On the **Comments** sub page, enter the following information:

In this field:

Comments block

Type

Sub Type

Comment

Do this:

Select the comment type (required)

Select the comment sub type (required)

Enter the comment (required)

- 4 Save your entry.

Completing the Documents sub page

The Documents sub page needs to be completed if:

- The customer had requested any documents
- Any document has been sent to the customer during sales lead entry.

To complete the Documents sub page

- 1 On the **Lending** menu, choose **Sales Lead**, then choose **Entry Details**.
- 2 Choose the **Documents** sub tab.

The screenshot shows the 'Sales Lead' entry screen. At the top, there are tabs for 'Lead Entry', 'Follow-up', and 'Maintenance'. Below that, a sub-tab bar shows 'Sale Lead' and 'Documents' (which is highlighted in green). The main area is divided into sections: 'Applicant Information' (with fields for Lead #, Lead Date, Company, Branch, View All, First Name, Last Name, Source, and Channel), 'Address' (with fields for Type, Postal Type, #, Pre, Street Name, Street Type, Post, Apt #, City, St, Zip, Country, and US), and 'Status' (with fields for Email, Mobile Email, Status, Assigned By, Status Dt, and Followup Dt). At the bottom, there are tabs for 'Telecoms', 'Comments', 'Documents' (which is highlighted in green), and 'Requests'. The 'Documents' tab is expanded, showing a table with columns 'Type', 'Sub Type', and 'Documents'. One row is visible, showing '03/30/2007 02:59:42 PM' in the Type column and 'BFOGO' in the Sub Type column. The 'Documents' column is empty.

- 3 On the **Documents** sub page, enter the following information:

In this field:

Do this:

Documents block

Type

Select the document type (required).

Sub Type

Select the document sub type (required).

Documents

Enter the document (required).

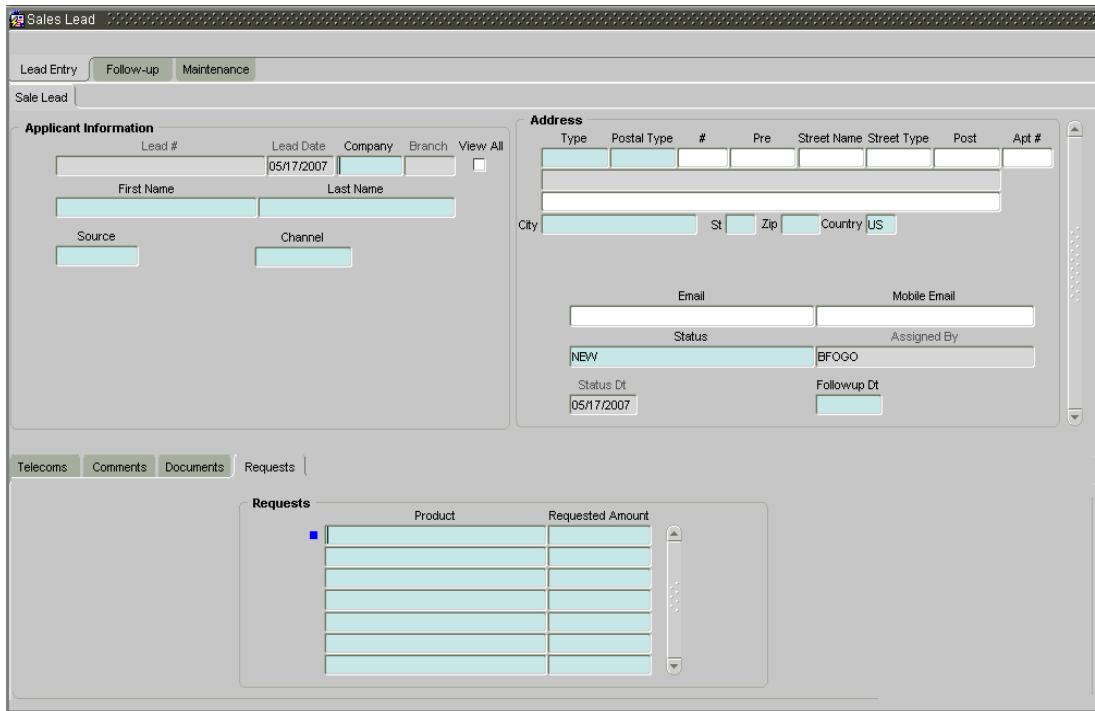
- 4 Save your entry.

Completing the Requests sub page

The Requests sub page records the product the customer is interested in and the requested amount for each product.

To complete the Requests sub page

- 1 On the **Lending** menu, choose **Sales Lead**, then choose **Entry Details**.
- 2 Choose the **Requests** sub tab.



The screenshot shows the 'Sales Lead' application interface. At the top, there are tabs for 'Lead Entry', 'Follow-up', and 'Maintenance'. Below that, a sub-tab 'Sale Lead' is selected. The main area is divided into sections: 'Applicant Information' (Lead #, Lead Date, Company, Branch, View All), 'Address' (Type, Postal Type, #, Pre, Street Name, Street Type, Post, Apt #), and 'Email' (Email, Mobile Email, Status, Assigned By, Status Dt, Followup Dt). At the bottom, there are tabs for 'Telecoms', 'Comments', 'Documents', and 'Requests'. The 'Requests' tab is selected, displaying a table with two columns: 'Product' and 'Requested Amount'. The table has several rows, each with a blue header cell and a white data cell.

- 3 On the **Requests** sub page, enter the following information:

In this field:	Do this:
<u>Requests block</u>	
Product	Enter the requested product (required).
Requested Amount	Enter the requested amount (required).

- 4 Save your entry.

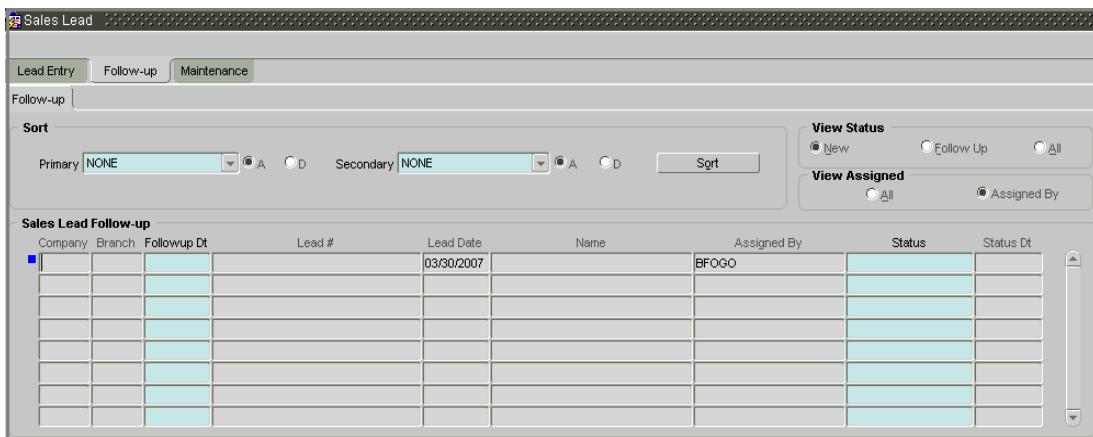
Completing the Follow-up page

The Sales Lead form's Follow-up page enables you to update customer information based on sales lead follow-ups with the customer. The Sort block allows you to sort the search results using one or two different fields. The Primary and Secondary fields have the following sort order entries:

COMPANY
BRANCH
FOLLOW-UP DATE
LEAD #
LEAD DATE
NAME
ASSIGNED BY
STATUS
STATUS DATE
NONE

To use the Follow-up page

- 1 On the **Lending** menu, choose **Sales Lead**, then choose **Follow Up**.



- 2 In the **Sort** block, use the **Primary Sort Order** field to choose how you want to sort the search results. (Press the arrow keys or click the down arrow to view the fields contents).
- 3 Choose **A** to sort the results in ascending order
or
Choose **D** to sort the results in descending order.
- 4 To further sort your results, repeat steps 2 and 3 using the **Secondary Sort Order** field.
- 5 In the **View Status** block, choose:
 - **New** to view all leads in the Sales Lead Follow-up block with the status of NEW.
-or-
 - **Follow Up** to view all leads in the Sales Lead Follow-up block with the status of FOLLOW UP.
-or-
 - **All** to view all leads in the Sales Lead Follow-up block with the status of NEW or FOLLOW UP.

- 6 In the **View Assigned** block, choose:
 - **All** to view all leads in the Sales Lead Follow-up block assigned to any user.
-or-
 - **Assigned By** to view all leads in the Sales Lead Follow-up block assigned to the current user.
- 7 In the **Sort** block, choose **Sort**.

Oracle Daybreak displays all leads with a status of FOLLOW UP or NEW in the Sales Lead Follow-up block.

In the **Sales Lead Follow-up** block, view the following information

In this field:	Do this:
Company	View the company name of the sales lead (display only).
Branch	View the branch name of the sales lead (display only).
Follow-up Dt	Enter the follow-up date of the sales lead (required).
Lead #	View the sales lead number (display only).
Lead Date	View the creation date of the sales lead (display only).
Name	View the applicant's name (display only).
Assigned by	View the user assigned to the sales lead (display only).
Status	Enter the status of the sales lead (required).
Status Dt	View the last sales lead status change date (display only).
All	Choose this to view all leads in the Sales Lead Follow-up block assigned to any user.
Assigned By	Choose this to view all leads in the Sales Lead Follow-up block assigned to the current user.

- 8 Double-click on the entry you want to view.

Oracle Daybreak displays the record on the Sale Lead page.

Completing the Maintenance page

The Maintenance page enables you to attach a sales lead to a different or missed application or change a lead's status to NEW.

To attach a sales lead to an application

- 1 On the **Lending** menu, choose **Sales Lead**, then choose **Maintenance**.

- 2 In the **Lead Details** block, view the following display only information:

In this field:	Do this:
Lead #	View the sales lead number.
Last Name	View the last name of the sales lead.
First Name	View the first name of the sales lead.
Status	View the status of the sales lead.
Company	View the company of the sales lead.
Branch	View the branch of the sales lead.
Days of Inactivity	View the number of days of inactivity regarding the sales lead.

- 3 In the **Lead Details** block, select the sales lead you want to attach to the application.
- 4 In the **Action** block, select **Attach to an Application**.
- 5 In the **Action** block, enter the application number to which you want to attach the sales lead in the **App #** field.
- 6 Save your entry.

- 7 In the **Application** block, view the following display only information:

In this field:	View this:
Priority	The priority of the sales lead.
Application #	The application number of the sales lead.
Date	The date of the application.
Title	The title of the application.
Product	The product of the application.

Status	The status of the application.
Producer	The producer of the application.

- 8 In the **Action** block, choose **Post**.

Note: If the wrong sales lead was attached to an application, detach it from the existing application by choosing Change to New Status in the Action block, then attach it to the correct application using Attach to an Application, App # field, and Post.

CHAPTER 8 : IMAGE MAINTENANCE / DOCUMENT TRACKING

The Documents menu opens the Image Maintenance form. Both allow for the paperless storage of documents within Oracle Daybreak, the first with applications during the lease origination cycle.

Image Maintenance form

The Image Maintenance form contains two pages: the Application Image Maintenance page and the Application Document Maintenance page.

Credit applications are often sent or faxed to financial institutions from producers (or “dealers”) on behalf of the customer. These credit applications, if received as fax, can be stored in Oracle Daybreak as images. Frequently, more than one application is received in a single fax or a single application is received across multiple faxes. In such cases, the Application Image Maintenance form can help you organize and maintain your image collection.

The Application Document Maintenance page allows you to attach documents to an application in the form of GIF files, PDF files, DOC files, XLS files, and TXT files.

Application Image Maintenance page (Image Maintenance form)

You can view any image in the Oracle Daybreak system in the upper list box of the Image Maintenance form.

To view an image

- 1 On the **Documents** menu, choose **Application > Image Maintenance**.

RETAIL INSTALLMENT CREDIT APPLICATION - PLEASE PRINT

Applicant	Co-applicant	Relationship to Applicant
First, Middle, Last: Bill Atkinson Social Security Number: 429-20-2648 Date of birth: 12/12/43 Street Address: 1220 French Ave City: Kalamazoo State: MI Zip: 49024 Time at address: 3 months	First, Middle, Last: John Atkinson Social Security Number: 625-63-1375 Date of birth: 6/12/45 Street Address: Same	
Home phone: 320-772-2480 Business phone: 320-678-9603	No. of dependents: 1 Household size: 2 Home phone: 698-312-9000 Business phone: 698-312-9000	
Own	Own	Mortgage/Landlord

Image Header

Image Id	Fax Header	Status	Pages	Company	View All Images
1012	IMAGE5	RUSH	2	SSFC	HQ
1013	IMAGE5	RUSH	1	SSFC	HQ
1010	IMAGE6	NBW	1	SSFC	HQ
2013	IMAGE5	NEW	3	SSFC	HQ

Pages

Page #	Select Page(s)
1	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>

Application

App # Title

Action

None Split Image Change Status Attach to an Image Attach to an Application

Pages [2] View Image Id Post

The Image Header block displays the images currently not attached to applications.

- 2 Scroll through the list of images in the **Image Header** block to view each image.

The Image Header block displays the following information for each image:

In this field:

View this:

Image Id	The image identification number.
Fax Header	The fax header.
Status	The image status.
Pages	The total number of pages of the image.
Company	The company the image came from.
Branch (unlabeled)	The branch the image came from.

- 3 If an image is more than one page long, select the page you want to view in the **Pages** block.

Oracle Daybreak displays that page in the upper list box.

To view all images

- 1 On the **Documents** menu, choose **Application > Image Maintenance**.
- 2 In the **Image Header** block, select **View All Images**.

All images entered in Oracle Daybreak appear in the Image Header block, including those that are attached to applications. Images attached to applications have a status of PROCESSED.

- 3 In the **Image Header** block, select the image you want to view.

To search for an image

- 1 On the **Documents** menu, choose **Application > Image Maintenance**.

The Image Maintenance form appears.

- 2 On the **Oracle Daybreak** toolbar, choose **Enter Query**.

-or-

Press **F7** to move to Enter-Query mode.

The Image Maintenance form clears.

- 3 In the **Image Header** block, complete the field(s) you want to use as search criteria (**Image Id**, **Fax Header**, **Status**, or **Company**) to find and load an image.

- 4 On the **Oracle Daybreak** toolbar, choose **Execute Query**.

-or-

Press **F8** to perform the query.

Oracle Daybreak displays the images that match your search criteria in the Image Header block.

- 5 In the **Image Header** block, select the image you want to open.

The selected image appears in the upper list box of the Image Maintenance form.

Image Maintenance command buttons

The Image Maintenance command buttons are located to the right of the Image Header block. They allow you to change the appearance of the image in the list box, as well as send it to a printer.

If you choose:	Oracle Daybreak will:
Flip Image	Rotate the selected image.
Print Image	Send the selected image to a predefined printer.
Up	Scroll up through the selected image.
Dn	Scroll down through the selected image.

Splitting an image

If an image is more than one page long, you can split it into two separate images using the Split Image button. This option button is only available when an image contains more than one page. Also, you cannot split images with a status of “PROCESSED” or “SKIP.”

To split an image

- 1 On the **Image Maintenance** form, open the multiple page image you want to split.
- 2 In the **Action** block, select **Split Image**.

The Pages and New Image Id fields appear in the Action block.

- 3 In the **Pages** block, select the **Select Page(s)** boxes for the pages where you want to split the image.

The selected pages appear in the Pages field on the Actions block.

Note: You can select more than one page; however, you cannot select page # 1.

- 4 In the **Actions** block, choose **Post**.

Oracle Daybreak removes the selected pages and completes the New Image Id field with the image id of the new image.

Note: The new image does not appear in the Image Header block after you choose Post. However, if you refresh the Image Maintenance form by closing and opening the form or selecting View All Images, the new image id appears in the Image Header block and the change of page length in the original image is displayed.

Changing the status of an image

The Action block on the Image Maintenance form allows you to change the status of the image.

The Image Maintenance form uses the following statuses:

Status:	What is does:
RUSH	Moves the image to the front of the queue of images to be processed.
NEW	Places an image in a queue in the order of which it was received and allows you to process it as an application.
SKIP	Makes the image unavailable for processing until the status is changed.
BAD	Notes that the image is illegible and should be deleted.
PROCESSED	Notes that the information on the image has been entered and is attached to an application.

Note: Only images with a status of RUSH or NEW can be attached to an application

To change the status of an image

1 On the **Image Maintenance** form, open the image whose status you want to change.

2 In the **Action** block, select **Change Status**.

The Status field appears.

3 Select the **Status** field and use the LOV to select the new status for the image.

4 Choose **Post**.

Oracle Daybreak changes the status of the image.

Attaching an image to an existing image

You can combine two images to make one image. This is the reverse of splitting an image.

To combine images

1 On the **Image Maintenance** form, open the image to which you want to attach an existing image.

2 In the **Action** block, select **Attach to an Image**.

The Image Id field appears.

3 Use the **Image Id** field's LOV to select the image id of the image to which you want to attach the selected image.

4 Choose **Post**.

Oracle Daybreak joins the two images: the id of the image you selected in step 3 remains on the Image Header block. The image you selected in step 1 now appear as part of the remaining image.

Attaching an image to an existing credit application

You can attach one or more images to an existing credit application.

Note: Attaching specific pages from a multiple page image to an application requires that you split the image to isolate the pages you want to attach, attach those pages, and, if necessary, link pages of the original image back together.

To attach an image to an existing application image

- 1 On the **Image Maintenance** form, open the image you want to attach to an existing application.
- 2 In the **Action** block, select **Attach to an Application**.
The App# field appears.
- 3 In the **App #** field, use the LOV to select the application number of the application to which you want to attach the image. (This involves using the Oracle Daybreak LOV long-list feature.)
- 4 Choose **Post**.

Oracle Daybreak attaches the image to the application. You can view the image in the Image (8) master tab on the Underwriting and Funding forms.

Printing an image

The Print Image button sends the selected image to a predefined printer.

To print an image

- 1 On the **Image Maintenance** form, open the image you want to print.
- 2 Choose **Print Image**.

Application Document Maintenance page (Image Maintenance form)

Oracle Daybreak supports the online attachment of document images to an application with the Image Maintenance form's Application Document Maintenance page. You can attach the documents from either a client machine or server. A default image directory can be maintained in Oracle Daybreak using the system parameter:

UIX_DEFAULT_IMAGE_PATH.

When you choose List File in the New Document block on the Document Maintenance page, Oracle Daybreak displays all available files in the selected directory in the Document Details block. You can use the Document Maintenance and Action blocks to attach selected documents to a particular account.

To attach a document to an application from a server

- 1 On the **Documents** menu, choose **Application > Document Maintenance**.

The Image Maintenance form's Application Document Maintenance page appears.

- 2 In the **Action** block, choose **Attach Document (Server)**.
- 3 In the **Select Document** block, use the default image directory in the **Directory Path** field. (The default path is the value for the system parameter UIX_DEFAULT_IMAGE_PATH).
-or-
In the **Directory Path** field, enter the full path name to the document on the server that you want to attach to an account.

Note: You can choose **Reset Path** at any time to return to the default image directory.

- 4 In the **Select Document** block, choose **List File**.

Oracle Daybreak displays the files from the entry in the Select Document block's Directory Path in the Document Details block.

- 5 In the **Document Details** block, enter the following information:

In this field:

File Name

Document Type

Do this:

View the file name for the document (display only).

Select the type for the document (required).

Document Sub Type	Select the sub type for the document (required).
Comments	Enter any comments regarding the document (optional).
App #	Select the application number to attach/copy/move the document image (optional).

6 Select the **Attach** indicator to attach the file to the account.

7 Save your entry.

8 In the **Action** block, choose **Post**.

Oracle Daybreak attaches the document to the application.

You can view the document in a browser by choosing **View Document** in the Action block.

To attach a document to an application from a client machine

1 On the **Documents** menu, choose **Application > Document Maintenance**.

2 In the **Action** block, choose **Attach Document (Client)**.

3 In the **Select Document** block, choose **Upload From Client**.

An Open dialog box appears.

5 In the **Open** dialog box, use the **Look in:** list box to locate the document you want to attach to the account.

Note: You can select multiple files by holding the **CTRL** or **SHIFT** key on your keyboard.

6 When you have located the document you want to attach to the account in the **Open** dialog box's **File name:** field, choose **Open**.

7 Oracle Daybreak uploads the selected file to the Document Maintenance page and displays the progress in the **Upload Status** block.

In this field:	View this:
Total File(s)	The total files uploaded from client.
Last File	The last uploaded file name.
Bytes Uploaded	The file upload status in bytes.
File Upload Status (%)	The file upload status in percentage.
Overall Upload Status (%)	The overall upload status in percentage.

8 In the **Document Details** block, enter the following information:

In this field:	Do this:
File Name	View the file name for the document (display only).
Document Type	Select the type for the document (required).
Document Sub Type	Select the sub type for the document (required).
Comments	Enter any comments regarding the document (optional).
App #	Select the application number to attach/copy/move the document image (optional).

Note: If a document is attached to an application, and the application is loaded on the Underwriting or Funding form, when you open the Image Maintenance form's Application Document Maintenance page, the application number appears in the Document Maintenance block's App # field. You can then select the document you want to work with in the Document Details block.

You can also view the document in a browser by choosing **View Document** in the Action block.

- 9 Select the **Attach** indicator to attach the file to the application.
- 10 Save your entry.
- 11 In the **Action** block, choose **Post**.

Oracle Daybreak attaches the document to the application.

Copy Document

The Action block's Copy Document command copies the document image from one application to another application. This command has no impact on the source application or the source application's document image.

To copy a document to an application from another application

- 1 On the **Documents** menu, choose **Application > Document Maintenance**.
- 2 In the **Action** block, choose **Copy Document**.
- 3 In the **Document Maintenance** block, use the **App#** field to locate the account with the image you want to copy.
- 4 In the **Document Maintenance** block, choose **Search**.

Oracle Daybreak displays the files attached to that application in the Document Details block.

- 5 In the **Document Details** block, select the document you want to copy.
- 6 In the **Copy/Move App #** field, enter the application number of the application to which you want to copy the document.
- 7 Save your entry.
- 8 In the **Action** block, choose **Post**.

Move Document

The Action block's Move Document command moves an existing document image from one application to another application. This command detaches the document image from the source application and attach to second application.

To move a document to an application from another application

- 1 On the **Documents** menu, choose **Application > Document Maintenance**.
- 2 In the **Action** block, choose **Copy Document**.
- 3 In the **Document Details** block, use the **App #** field to locate the application with the image you want to move.
- 4 In the **Document Maintenance** block, choose **Search**.

Oracle Daybreak displays the files attached to that application in the Document Details block.

- 5 In the **Document Details** block, select the document you want to move.
- 6 In the **Copy/Move Acc #** field, enter the application number of the application to which you want to move the document.
- 7 Save your entry.
- 8 In the **Action** block, choose **Post**.

CHAPTER 9 : CORRESPONDENCE

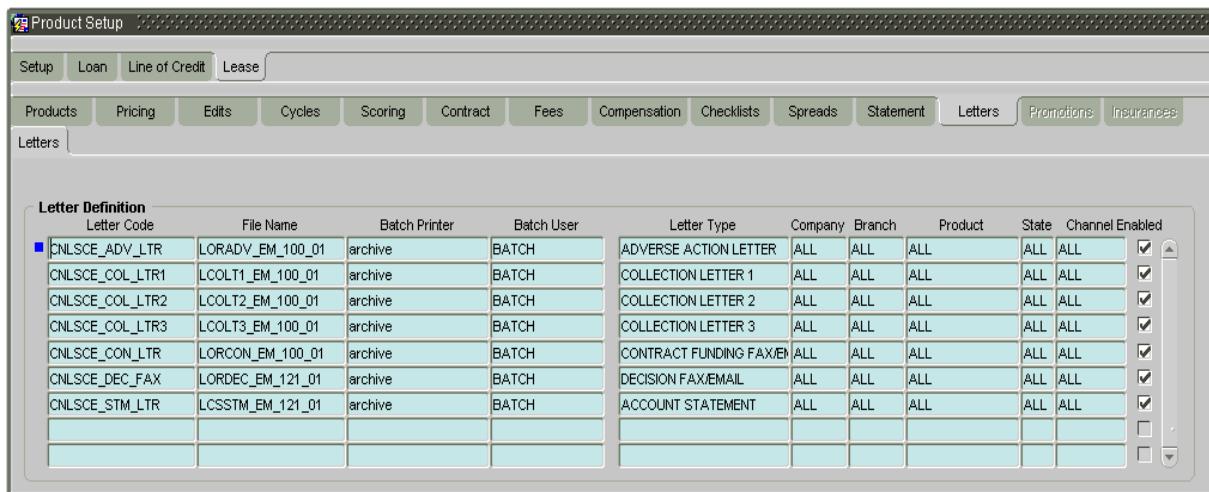
Oracle Daybreak features two types of correspondence: predefined correspondence templates for leases included in the baseline system and ad-hoc correspondence that you create yourself. The predefined correspondence address matters regarding lease origination for applications. They also enable financial organizations to manage bulk mailings.

Origination:

- DECISION FAX/EMAIL
- ADVERSE ACTION LETTER
- CONDITIONAL ADVERSE ACTION LETTER
- CONTRACT FUNDING FAX/EMAIL
- CUSTOM LETTER 1
- CUSTOM LETTER 2

Ad-hoc correspondence allows you to include information from applications in documents templates you create yourself without manually transferring the data. Ad-hoc documents can be generated as either Microsoft Word or PDF files.

Note: Predefined correspondence templates are stored on the Product Setup form's Letters tab's pages (**Setup > Products > Lease > Letters**).



Letter Definition										
Letter Code	File Name	Batch Printer	Batch User	Letter Type	Company	Branch	Product	State	Channel Enabled	
CNLSCE_ADV_LTR	LORADV_EM_100_01	archive	BATCH	ADVERSE ACTION LETTER	ALL	ALL	ALL	ALL	<input checked="" type="checkbox"/>	
CNLSCE_COL_LTR1	LCOLT1_EM_100_01	archive	BATCH	COLLECTION LETTER 1	ALL	ALL	ALL	ALL	<input checked="" type="checkbox"/>	
CNLSCE_COL_LTR2	LCOLT2_EM_100_01	archive	BATCH	COLLECTION LETTER 2	ALL	ALL	ALL	ALL	<input checked="" type="checkbox"/>	
CNLSCE_COL_LTR3	LCOLT3_EM_100_01	archive	BATCH	COLLECTION LETTER 3	ALL	ALL	ALL	ALL	<input checked="" type="checkbox"/>	
CNLSCE_CON_LTR	LORCON_EM_100_01	archive	BATCH	CONTRACT FUNDING FAX	ALL	ALL	ALL	ALL	<input checked="" type="checkbox"/>	
CNLSCE_DEC_FAX	LORDEC_EM_121_01	archive	BATCH	DECISION FAX/EMAIL	ALL	ALL	ALL	ALL	<input checked="" type="checkbox"/>	
CNLSCE_STM_LTR	LCSSTM_EM_121_01	archive	BATCH	ACCOUNT STATEMENT	ALL	ALL	ALL	ALL	<input checked="" type="checkbox"/>	
									<input type="checkbox"/>	
									<input type="checkbox"/>	
									<input type="checkbox"/>	

Request page

Ad-hoc correspondence can be viewed on the Request page when you have opened an application. The page allows you to generate a new letter or view a previously generated letter.

To generate an ad hoc correspondence

- 1 On the **Lending** menu, choose **Funding, Underwriting**, or **Customer Service** and load the application for which you want to generate the ad hoc correspondence.
- 2 On the **Letters** menu, choose **Ad-hoc**.

The screenshot shows the 'Correspondence Request' page in Oracle Daybreak. The interface is divided into several sections:

- Correspondence Request:** Displays application details: Level (APPLICATION), Number/Title (0000101135-CICERO KEN), Company (SSFC), and Branch (HQ).
- Correspondence:** A table showing a correspondence record with Id 30003 and Correspondence 'NOTE AND SECURITY AGREEMENT 1'. The Date is 04/27/2005. A 'Generate' button is present.
- Documents:** A table listing documents: 29004 LN_BSI_CONTRACTS_1_DOC (PRIMARY, DAYBREAK, WORD DOCUMENT) and 29005 NOTE AND SECURITY AGREEMENT 1 (PRIMARY, DAYBREAK, WORD DOCUMENT). A 'Select' column contains checkboxes.
- Elements:** A table listing application elements with their values: APPLICATION APP NBR (0000101135), APPLICATION STATE CD (NC), APPLICATION ASSET DESC, APPLICATION ASSET IDENTIFICATION NBR, APPLICATION ASSET YEAR (2004), APPLICATION ASSET MAKE (SANTOS), APPLICATION ASSET MODEL (PRAIRIE 2 BR), PRIMARY APPLICANT ADDRESS LINE 1 (3299 CASPER RD), PRIMARY APPLICANT ADDRESS LINE 3 (WINSTON SALEM NC 27103 US), and PRIMARY APPLICANT NAME (KEN LOUIS CICERO). A 'Select' column contains checkboxes.

- 3 In the **Correspondence Request** block, the following information appears regarding the application currently loaded:

In this field:	View this:
Level	The correspondence type.
Number/Title	The entity number and title.
Company	The entity company.
Branch	The entity branch.

- 4 In the **Correspondence** block, use the Correspondence field's LOV to select the type of correspondence you want to generate.

Oracle Daybreak displays the following information in the Correspondence block for the selected type of correspondence:

In this field:	View this:
Id	View the correspondence id (display only).
Correspondence	Select the correspondence you want to generate (required).
Date	View the correspondence generation date (display only).

- 5 Press **F10** to save your entry.

The **Documents** block displays all the types of documents available for the type of correspondence you selected.

- 6 In the **Documents** block, view the following information for each document:

In this field:	View this:
Document Id	The document Id.
Document	The document description.
Recipient	The recipient description.
E-Form Source	The e-form source.
Source Type	The source type.
Generated	If selected then Oracle Daybreak generated the document.

- 7 In the **Documents** block, select the correspondence you want to view.

The **Elements** block displays the elements Oracle Daybreak used to generate the correspondence.

- If you choose **All**, Oracle Daybreak displays all elements in the correspondence.
- If you choose **User Defined**, Oracle Daybreak displays user-defined elements in the correspondence.

- 8 In the **Elements** block, view the following information:

In this field:	Do this:
Element	View the element description.
Content	Enter/view the value of the element.

- 9 Choose **User Defined** and complete the **Content** fields for the **Element** fields you want to include in the correspondence.

- 10 Choose **Generate**.

Oracle Daybreak “locks” the information included in the correspondence and prevents it from being changed.

- 11 Choose **View**.

Oracle Daybreak displays a PDF of the ad hoc correspondence.

Samples of Oracle Daybreak LS predefined correspondence

Origination: Decision fax/email

The predefined Decision fax/email is automatically sent after an application receives a status of APPROVED, REJECTED, or CONDITIONED on the Underwriting form.

To generate the Decision fax/email

- 1 On the **Funding** or **Underwriting** form, load the application you want to receive the Decision fax/email.
- 2 On the **Letters** menu, choose **Pre-defined**.
- 3 On the **Run** submenu, choose how you want to view the correspondence (**Print** or **Pre-view**).
- 4 On the **Origination** sub menu choose **Decision Fax**.

Fax Date: 01/13/2004 11:54:45	
Lease Decision	
Decision Date: 01/12/2004 Dealer: AJS AUTO IMPORTS Applicant: PAULA CCERASTOSTIGMA Co-Applicant: JOHN CCERASTOSTIGMA Co-Signer: Application #: 0000000504 Underwriter: TEDD S SHEPARD Comments:	Application Date: 11/01/2000 SSN: 574-46-2864 SSN: 574-46-2865 SSN: Status: APPROVED
<hr/> Asset Description: 2001 DODGE 300M 4DR -13579078999990508	
Capitalized Cost:	\$15,000.00
Residual Percent:	10.000000
Rent Factor:	0.000833
Term:	36
Grade:	A GRADE
Maximum Payment:	\$386.00
<hr/> SUPER SOLUTIONS FINANCIAL CORPORATION 10100 VIKING DRIVE, #103 EDEN PRAIRIE MN 55344-7255 Phone: 952-456-7890 Fax: 952-456-7891	

Origination: Contract Funding fax/email

The predefined Contract Funding fax/email can be automatically sent to a producer after an application receives a status of APPROVED or CONDITIONED on the Funding form.

To generate the Contract Funding fax/email

- 1 On the **Funding** form, load the application you want to receive the Contract Funding fax/email.
- 2 On the **Letters** menu, choose **Pre-defined**.
- 3 On the **Run** submenu, choose how you want to view the correspondence (**Print** or **Pre-view**).
- 4 On the **Origination** sub menu, choose **Contract/Funding Fax**.

Contract Funding Update

Fax Date: 01/13/2004 11:52:49

Contract Date: 02/01/2001

Application Date: 02/01/2001

Producer: IN HOUSE (DIRECT DEAL)

Applicant: STEVEN JJONES

SSN: 400-10-1121

Co-Applicant: JENNIFER JJONES

SSN: 400-10-1456

Co-Signer:

SSN:

Application #: 0000000201

Contract Verified By: AJAY

Status: APPROVED FUNDED

Asset Description: 1999 SINGLE FAMILY HOME-123456789999999999

Check List Actions:

VERIFIED RESIDENCE ?	NA
VERIFIED PHONE ?	NA
VERIFIED EMPLOYMENT ?	NA
VERIFIED INCOME ?	NA
ALL STIPULATIONS MET ?	NA
VERIFIED INSURANCE ?	NA
DOCUMENT CHECKLIST COMPLETED ?	NA
CUSTOMER/COLLATERAL VERIFICATION CHECKLIST COMPLETE ?	NA
PRODUCER COMPENSATION CALCULATED?	NA

DAYBREAK CREDIT CORPORATION

10100 VIKING DRIVE, #105

EDEN PRAIRIE MN 55344-7255

Phone: 763-546-7784

Fax: 763-546-7784

CHAPTER 10 : USER PRODUCTIVITY

The User Productivity form is a supervisor feature that allows you to monitor the daily performances of Oracle Daybreak users completing lease origination and lease servicing tasks. These tasks are categorized as either underwriting/funding tasks (lease origination).

Note: Oracle Daybreak updates this display only form every day.

Using the User Productivity form, you can review the following daily tallies:

- Number of applications entered, by user
- Number of underwriting decisions (approved, rejected, conditioned, or withdrawn), by user
- Number of funding decisions (verified or funded), by user
- Number of applications entered, by queue

This chapter explains how to use the User Productivity form to view this information.

Viewing the Underwriting/Funding tasks

Daily tallies from the lease origination module appear on the following pages:

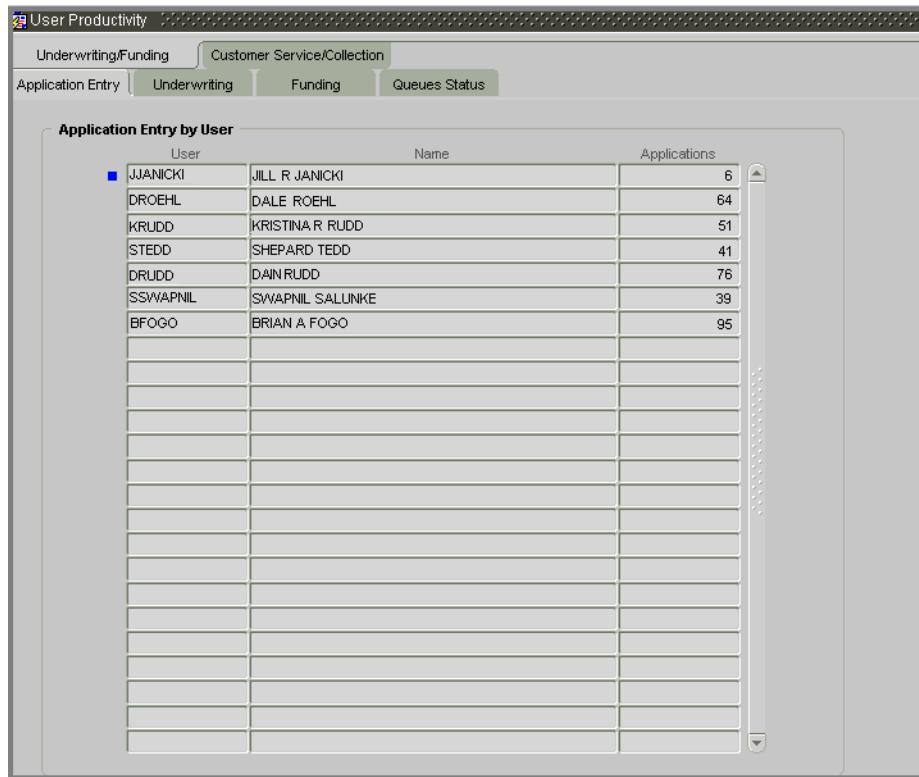
- Application Entry
- Underwriting
- Funding
- Queues Status

Application Entry page

The Application Entry page displays the number of applications each Oracle Daybreak user entered that day.

To view the Application Entry page

- 1 On the **Monitor** menu, choose **Users > Productivity > Underwriting/Funding**.
- 2 Choose the **Application Entry** tab.



3 In the **Application Entry by User** block, view the following information:

In this field:	View this:
User	User code.
Name	User name.
Applications	Number of applications entered.

Underwriting page

The Underwriting page displays the number of applications that were approved, rejected, conditioned, or withdrawn by each Oracle Daybreak user that day.

To view the Underwriting page

- 1 On the **Monitor** menu, choose **Users > Productivity > Underwriting/Funding**.
- 2 Choose the **Underwriting** tab.



The screenshot shows a software interface titled 'User Productivity'. At the top, there are tabs: 'Underwriting/Funding' (selected), 'Customer Service/Collection', 'Application Entry', 'Underwriting' (selected), 'Funding', and 'Queues Status'. Below the tabs is a section titled 'Underwriting By User' with a table. The table has columns: 'User', 'Name', 'Approved', 'Rejected', 'Conditioned', and 'Withdrawn'. The data is as follows:

User	Name	Approved	Rejected	Conditioned	Withdrawn
BFOGO	BRIAN A FOGO	1	0	0	0
DROEHL	DALE ROEHL	7	4	4	6
KRUDD	KRISTINA R RUDD	3	2	9	1
TEDD	TEDD S SHEPARD	5	6	6	5
DRUDD	DAN RUDD	9	11	9	1
JJANICKI	JILL R JANICKI	0	3	4	3
SSWAPNIL	SWAPNIL SALUNKE	4	10	7	6

- 3 In the **Underwriting Entry by User** block, view the following information:

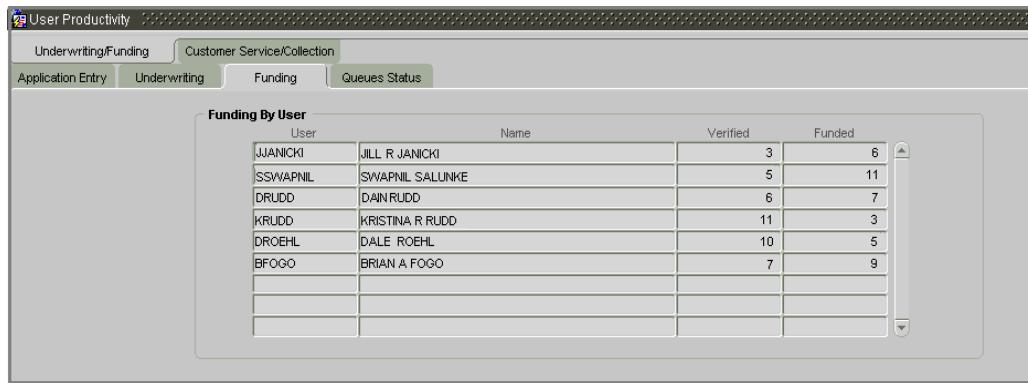
In this field:	View this:
User	User code.
Name	User name.
Approved	Number of applications approved.
Rejected	Number of applications rejected.
Conditioned	Number of applications conditioned.
Withdrawn	Number of applications withdrawn.

Funding page

The Funding page displays the number of applications that each Oracle Daybreak user either verified or funded that day.

To view the Funding page

- 1 On the **Monitor** menu, choose **Users > Productivity > Underwriting/Funding**.
- 2 Choose the **Funding** tab.



User	Name	Verified	Funded
JJANICKI	JILL R JANICKI	3	6
SSWAPNIL	SWAPNIL SALUNKE	5	11
DRUDD	DAIN RUDD	6	7
KRUDD	KRISTINA R RUDD	11	3
DROEHL	DALE ROEHL	10	5
BFOGO	BRIAN A FOGO	7	9

- 3 In the **Funding By User** block, view the following information:

In this field:

User

Name

Verified

Funded

View this:

User code.

User name.

Number of applications verified.

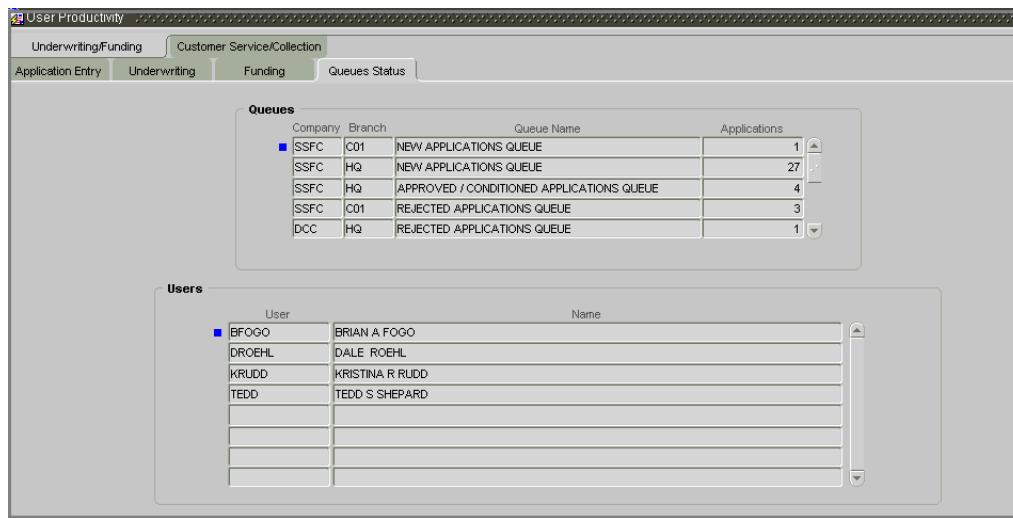
Number of applications funded.

Queues Status page

The Queues Status page displays the number of applications worked by queue that day, as well as the users who worked the queue.

To view the Queues Status page

- 1 On the **Monitor** menu, choose **Users > Productivity > Underwriting/Funding**.
- 2 Choose the **Queues Status** tab.



- 3 In the **Queues** block, view the following information:

In this field:	View this:
Company	Company.
Branch	Branch.
Queue Name	Queue name.
Applications	Number of applications in the queue.

- 4 In the **Users** block, view the following information for the selected queue:

In this field:	View this:
User	User code.
Name	User name.

APPENDIX A : ORACLE DAYBREAK INTERFACE

This appendix explains the Oracle Daybreak's graphical user interface (GUI). It defines the components commonly found on a GUI, provides an overview of their functions, and explains how to:

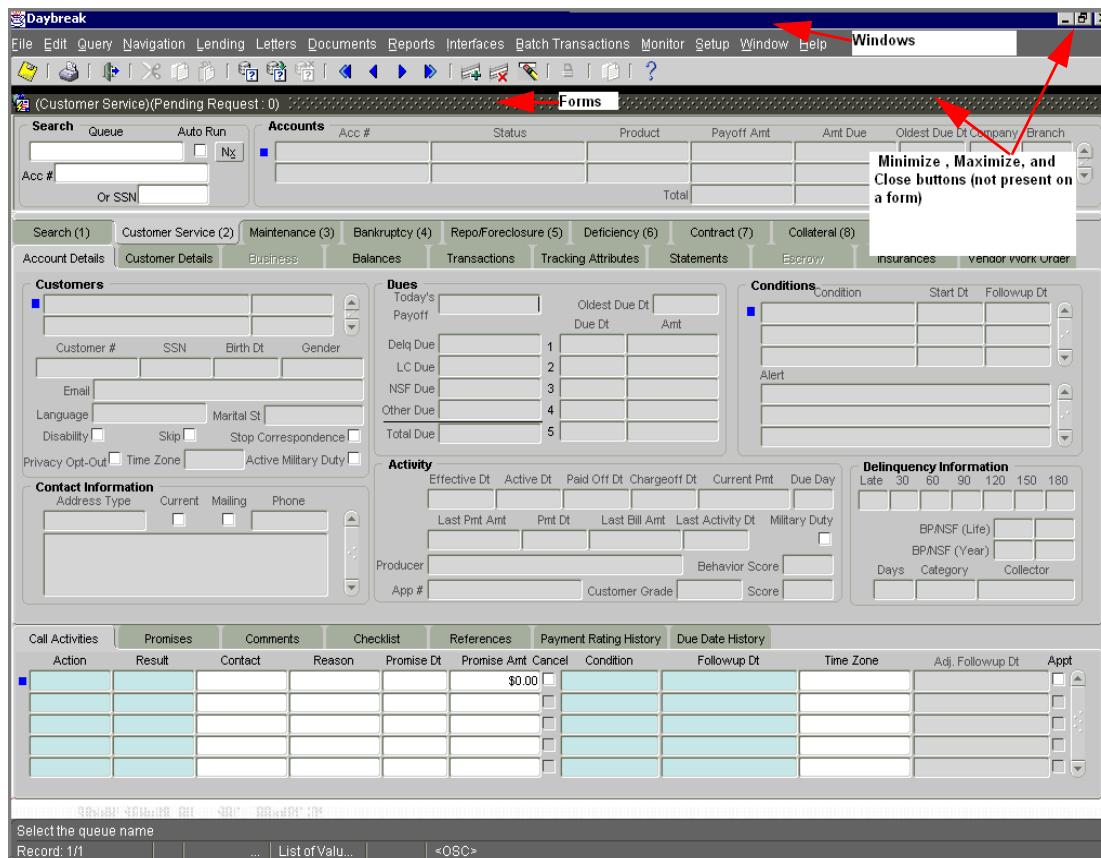
- Use Oracle Daybreak's windows and forms
- Work with the parent-child relationships between blocks
- Navigate within the Oracle Daybreak system.

Oracle Daybreak's graphical user interface

All the forms in Oracle Daybreak appear as graphical user interfaces (GUIs). To use Oracle Daybreak, you need to understand the components found on a GUI, as well as their functions.

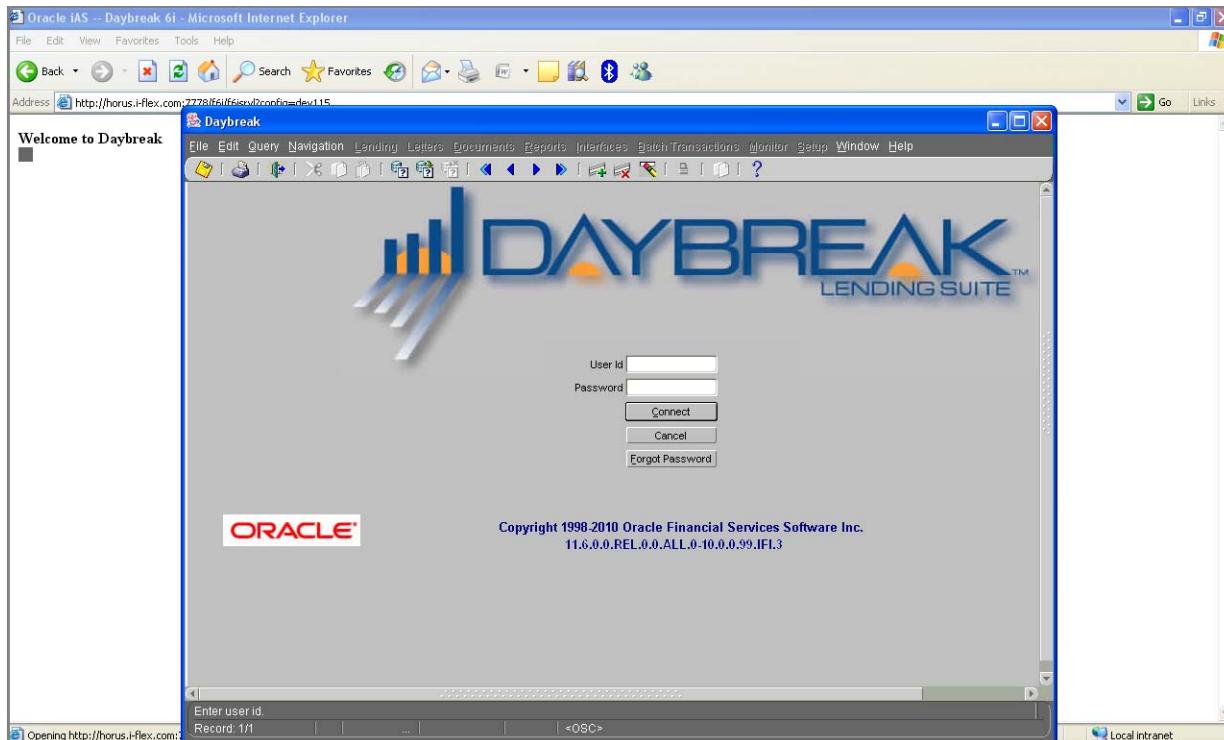
Windows and forms

Oracle Daybreak uses two basic GUIs in completing tasks: windows and forms.



Oracle Daybreak Lending Suite uses two windows, the iAS window and the Oracle Daybreak window. The Oracle Daybreak window is the java applet that is running Oracle Daybreak. The iAS window is the browser that launched the applet. In this sense, the iAS window is the parent of the Oracle Daybreak window.

Windows can be maximized, minimized, opened, closed, and repositioned. More than one window can be opened on your desktop; windows can overlap or appear adjacent to each other. The window that you are currently using, or is currently selected, is the “active” window. It appears on the top of the overlapping windows. Windows that are open but not selected are “inactive.” The title bar of an active window is a different color than the other inactive windows.



For more information on window components, see the **Window components** section of this chapter.

Oracle Daybreak uses forms to complete tasks. A form is an organized display of a module’s fields, contained within a window. Forms allow you to enter, view, and update information in the Oracle Daybreak system. Each module has its own form. Forms are opened from the Oracle Daybreak menu. For example, on the Lending menu, the Underwriting command opens the Underwriting form, the Funding command opens the Funding form, and the Customer Service command opens the Customer Service form. You can open multiple forms simultaneously. The forms that are available to you are based on your assigned responsibility.

Windows and forms have a very similar appearance, as forms always appear within windows. An easy way to distinguish a window from a form is that a window contains the Minimize, Maximize, and Close buttons in the upper right corner, while a form does not.

For more information on form components, see the **Form components** section of this chapter.

Window components

This section presents an overview of the components found on windows, as well as their use.

Window title bar

A horizontal bar containing the name of the window. The active window has a different colored title bar to distinguish it from other inactive windows.

The title bar also contains the Minimize, Maximize, and Close buttons.

The Minimize button reduces the Oracle Daybreak LS application to a taskbar button on your desktop's status bar.

The Maximize button allows you to resize Oracle Daybreak's window on your desktop. (**Note:** You may have to choose the Maximize button to ensure Oracle Daybreak's window is not covered by your desktop's status bar.)



The Close button will quit Oracle Daybreak without logging off. (**Note:** Do not use the Close button to end a Oracle Daybreak session.)

Menu bar

The horizontal bar containing the menu names. The menu bar is located beneath the title bar and contains commands that allow you to open, view, and maintain a form.

Note: You view the contents of a menu by clicking it or pressing **ALT + [THE UNDERLINED LETTER IN THE MENU NAME]**. For example, **ALT + R** opens the Reports menu. Commands can be selected using the mouse or by pressing the key of the underlined letter in the command name.



The following menus are available from the Oracle Daybreak menu bar.

File

Contains the following commands:

Save - Records the current data on a form in the database.

Re-Logon - Closes the current Oracle Daybreak session and refreshes the Login form, allowing you to re-log on to Oracle Daybreak without leaving the system.

Change Responsibility - Allows you to change your Oracle Daybreak responsibility. Respon-

bilities determine what Oracle Daybreak features are available.

Change Password - Allows you to change your Oracle Daybreak password.

Clear Form - Clears the active form of its unsaved data.

Print - Prints the contents of an active form.

Exit - Closes the Login form and ends your current Oracle Daybreak session.

Edit

Contains the following commands:

Cut - Removes selected text from a form and stores it in the clipboard buffer.

Copy - Copies selected text from a form and stores it in the clipboard buffer.

Paste - Moves data from the clipboard buffer to a selected field on a form.

Edit Field - Opens the Editor dialog box with the contents of a selected field.

List of Values - Opens a field's List of Values dialog box, if one exists.

Query

Contains the following commands:

Enter - Changes Oracle Daybreak to Enter-Query mode. This allows you to search the database.

Execute - Performs the query entered during Enter-Query mode.

Cancel - Changes Oracle Daybreak back to user mode.

Last Criteria - Repeats the most recently performed query entered in Enter-Query mode.

Count Hits - Displays the number of records the current query produced in the message line.

Get Next Set - Retrieves the next set of records using the most recent query entered while in Enter-Query mode.

Navigation

Contains the following commands:

Block - Allows you to navigate to the previous or next block, or clear the current block.

Record - Allows you to navigate between the previous and next record, scroll up and down between records, insert or remove a record, or duplicate or clear a record.

Field - Allows you to navigate between the previous and next field, as well as clear or duplicate a field.

Lending

Contains the following commands:

Sales Lead - Allows you to open the Sales Lead form at the Lead Entry, Follow-up, or Maintenance master tabs.

Application Entry - Opens the untitled Application Entry form.

Underwriting - Opens the Underwriting form.

Application Retrieval - Opens the Application Retrieval form.

Funding - Opens the Funding form.

Customer Service - Opens the Customer Service form.

Collection - Opens the Customer Service form designed for a Oracle Daybreak user focussing on collections, as the Bankruptcy (4), Repo/Foreclosure (5), and Deficiency (6) master tabs are unavailable.

Repossession/Foreclosure - Opens the Customer Service form designed for a Oracle Daybreak user focussing on reposessions or foreclosures, as the Bankruptcy (4), and Deficiency (6) master tabs are unavailable.

Bankruptcy - Opens the Customer Service form designed for a Oracle Daybreak user focussing on bankruptcies, as the Repo/Foreclosure (5) and Deficiency (6) master tabs are unavailable.

Deficiency - Opens the Customer Service form designed for a Oracle Daybreak user focussing on deficiencies, as the Bankruptcy (4) and Repo/Foreclosure (5) master tabs are unavailable.

Collateral - Opens the Collateral form (currently unavailable).

Producers - Opens the Producer Management form.

Vendors - Allows you to open the Vendor Management form at the Vendors, Work Orders, or Invoices tab.

Securitization - Opens the Securitization form at the Loan tab.

Tools - Opens the Calculator Tools form at the Loan Calculator or Lease Calculator tab.

Transaction Authorization - Opens the Transaction Authorization form at the Authorization tab.

Custom Forms - [This is a placeholder for any forms customized (or added) by the client.]

Letters

Contains the following commands:

Pre-defined - Allows you to generate a pre-defined letter, either as a file or a printed document, or preview it as a PDF file.

Ad-hoc - Opens the Correspondence form.

Documents

Contains the following commands:

Application - Allows you to open the Image Maintenance form at either the Application

		Image Maintenance or Application Document Maintenance master tab.
	Account	- Allows you to open the Account Document Tracking form at either the Document Tracking or Document Maintenance master tab.
Reports		Contains the following commands: Run - Allows you to generate a wide array of predefined reports. (Note: For a complete list of reports available in Oracle Daybreak, please refer to the Oracle Daybreak Lending Suite Reports Catalog .) Print - Modifies the Run command to generate a predefined report, either as a file or a printed document. Preview - Modifies the Run command to generate a predefined report and view it as a PDF file with a browser.
Interfaces		Contains the following commands: GL Transactions - Opens the General Ledger form. AP Transactions - Opens the AP Transactions form. Card Transactions - Opens the Card Transactions form. Conversions - Opens the Conversion App/Acc form.
Batch Transactions		Contains the following commands: Advances - Allows you to open the Consumer Lending (Advance and Payment) form at either the Advance Entry or Advance Maintenance tab. Payments - Allows you to open the Consumer Lending (Advance and Payment) form at either the Payment Entry or Payment Maintenance tab. Escrow - Allows you to open the Escrow Analysis and Disbursements form at the Escrow Analysis, Escrow Analysis Maintenance, Escrow Disbursement Entry, or Escrow Disbursement Maintenance master tabs.
Monitor		Contains the following commands: System - Allows you to open the Utilities form at the Setup, Monitor Batch Jobs, Monitor Jobs, Monitor Users, Services, Log Files, or Parked Transactions master tab. User - Allows you to open the Utilities form at the Monitor Users master tab or open the User Productivity form at the Underwriting/Funding or Customer Service/Collection master tab.

Setup	Contains the following commands: Administration - Allows you to open the Administration form at the System or User master tab. Products - Allows you to open the Product Setup form at the Setup and Lease master tab. Queues - Allows you to open the Queue Setup form at the Setup, Origination, or Customer Service master tab. Correspondence - Opens the Correspondence form. Events - Allows you to open the Events form at the Lease master tab. Credit Bureau - Allows you to open the Credit Bureau Setup form at the Request or Reporting master tab. Batch Jobs - Opens the Utilities form. Producers - Opens the Producer Management form. Vendors - Opens the Vendor Management form. Subvention - Opens the Subvention form at the Lease master tab. Escrow - Opens the Escrow Setup form at the Loan master tab. Securitization - Opens the Securitization form. General Ledger - Opens the General Ledger form.
Window	Contains the following commands: Cascade - Arranges the open forms on your screen so that they overlap, with the active form on top. Tile Horizontally - Arranges the open forms on your screen so that they appear one on top of another. Tile Vertically - Arranges the open forms on your screen so that they appear one next to another. Note: The lower portion of the menu displays the Oracle Daybreak forms you have opened. You can use this menu to move between forms by selecting a specific form.
Help	Contains the following commands: Keys - Opens the Keys dialog box, containing a listing of all the hot keys available for the current form in use. Hot keys are shortcuts that perform Oracle Daybreak tasks with a minimum of key-strokes. Display Error - Displays information about recently encountered Oracle errors. (i-flex solutions Corp. requests that you create a screen shot

of this information and send it to us when you have a system error.)

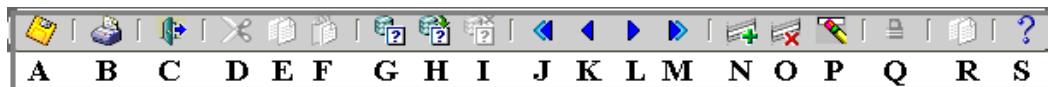
Debug - Contains two commands: Set On and Set Off.

Oracle Daybreak Help - Allows you to open a browser and view .pdfs of either the User Guide or Setup Guide.

Oracle Daybreak On the Web - Allows you to open the i-flex solutions home page and report to Technical Support department when you encounter an error.

About Oracle Daybreak and Audit - Opens the About Oracle Daybreak dialog box, displaying version and audit information such as object data and recent updates. It also allows you access the column audit.

Oracle Daybreak toolbar The row beneath the menu bar containing 19 icon buttons used to perform tasks and carry out commands. The toolbar buttons are labeled with the action they perform. To view the label, use the mouse to place the mouse pointer on the button without clicking and the label appears.



If you choose:	(hot key)	Oracle Daybreak will:
[A] Save Changes	(F10)	Save any pending changes on the form.
[B] Print	(SHIFT + F8)	Print the current screen.
[C] Exit	(CTRL + E)	Close the current form or exits the application.
[D] Cut	(CTRL+X)	Remove selected text and stores it on the clipboard.
[E] Copy	(CTRL+C)	Copy selected text and stores it on the clipboard.
[F] Paste	(CTRL+V)	Insert text stored on the clipboard in a selected field.
[G] Enter Query	(F7)	Change Oracle Daybreak to Enter-Query mode.
[H] Execute Query	(F8)	Perform the query entered while in Query mode.
[I] Cancel Query	(CTRL+Q)	Change Oracle Daybreak back to user mode.
[J] First Record		Display the first record.
[K] Previous Record	(SHIFT + UP)	Display the previous record.
[L] Next Record	(SHIFT + DOWN)	Display the next record.
[M] Last Record		Display the last record.
[N] Insert Record	(F6)	Create a new record.
[O] Remove Record		Delete the current record from the database.
[P] Clear Record	(SHIFT+F4)	Clear the current record from the form.

[Q] Lock/Unlock Record	Lock and unlocks a record.
[R] Copy with Details Record	Copy the selected record to the clipboard.
[S] Help	Display help for the selected item. (CTRL + H)

Note: Depending on the context of the selected field, some toolbar buttons may not be available. For example, if you select a field that does not allow a query, the Enter Query button is unavailable.

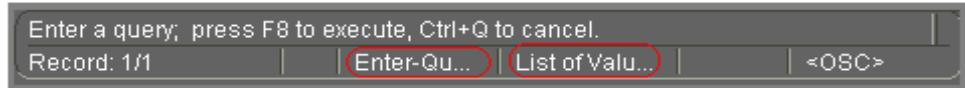
Message line The message line is located in the lower left corner of the Oracle Daybreak window and displays field prompts, error messages, or additional details about a field. In the illustration below, the message line contains the error message: “Query caused no records to be retrieved.”



Status line The status line appears below the message line and displays status information about the current form or field. A status line can contain the following indicators:

Enter-Query Indicates that Oracle Daybreak is in Enter-Query mode, allowing you to specify search criteria for a query.

List of Values Appears when a List of Values (LOV) is available for the selected field.



Form components

This section presents an overview of the components found on forms and how to use them.

Tab Oracle Daybreak uses tabs as a primary navigation tool.

Tabs are small flaps used for quick access to pages of information, not unlike the tabs on a folder in your file cabinet. There are three types of tabs in Oracle Daybreak system: master tab, tab, and sub tab.

Master tabs are the highest level of tab. If present on a form, they are usually numbered and appear near the top of the form. Master tabs are used primarily to navigate to other pages.

Tabs and sub tabs open pages that contain information.

Sub tabs, if present, appear at the bottom of the form.

Page (or tabbed page) The information items associated with a tab (blocks, records, check boxes, command buttons, and so on) are located on a page. The name of the page is the same as the name of the tab. The information associated with a sub tab is a sub page.

In the illustration below, the Primary page and Address sub pages are circled.

Block

A frame, or box, that encloses a set of related functions or data. A shadowed line marks a block's perimeter. The title of the block appears across the top of the block in bold, black text. In the illustration below, the Additional Lease Details page contains two blocks: "Extensions and Due Date" and "Additional Details." The "Extensions and Due Date" block is circled.

The screenshot shows a software interface with three tabs at the top: "Additional Loan Details", "Additional Line of Credit Details", and "Additional Lease Details". The "Additional Lease Details" tab is selected. Inside, there are two main sections. The left section, titled "Extensions and Due Date", contains fields for "Year" and "Life", and sub-fields for "# of Extensions", "# of Extension Term", and "# of Due Day Changes". The right section, titled "Additional Details", contains fields for "Total Term", "Paid Term", and "Maturity Dt". A red box highlights the "Extensions and Due Date" section.

Command button

A rectangle button that initiates a predefined action. Buttons do not contain values as fields do. A button is usually labeled with text noting the action that it performs. In the illustration below, the Loan page contains six command buttons: "Calculate," "Amortize," "Initialize," "Copy to Decision," "Copy to Contract," and "Print Report." All three are located in the Action block.

Note: The "Copy to Contract" button is unavailable.

The screenshot shows a software interface with tabs "Loan" and "Lease". The "Loan" tab is selected. Below it, there is a "Action" section with two radio buttons: "Calculate Payment" (selected) and "Calculate Interest Rate". Underneath are six command buttons: "Calculate", "Amortize", "Initialize", "Copy to Decision", "Copy to Contract" (highlighted with a red box), and "Print Report". Below the action section is a "Loan Details" block with fields for Contract Dt, First Pmt Dt, Amt Financed, Pre-Paid Fees, Loan Amt, Financed Fees, Balloon Pmt Amt, Term, and Maturity Dt. At the bottom is a "Rate" block with fields for Rate and APR.

Field

A box on a form used to enter, view, update, or delete information. Each page contains fields. Fields can display values in different formats; including text, numbers, and dates.

Text field

A field that stores characters and numbers.

Number field

Number fields store only numbers, often dollar figures, with or without decimals.

Date field

Date fields store dates and sometimes time values.

IMPORTANT:

When you select a field, messages appear in the message area in the lower left corner of the Oracle Daybreak window. The messages describe the field or what type of information can be entered in the field. (See Message line and Status line later in this section for more information.)

The screenshot shows the 'Loan' tab selected in the top navigation bar. The 'Action' section contains two radio buttons: 'Calculate Payment' (selected) and 'Calculate Interest Rate'. Below this are three buttons: 'Calculate', 'Amortize', and 'Initialize'. The 'Loan Details' section contains several input fields with red boxes around them: 'Contract Dt' (06/06/2003), 'Amt Financed' (\$1,500.00), 'First Pmt Dt' (highlighted), 'Pre-Paid Fees' (\$0.00), 'Loan Amt' (\$1,500.00), 'Financed Fees' (\$0.00), 'Balloon Pmt Amt' (\$200.00), 'Term' (0), and 'Maturity Dt'. The 'Calculator Options' section contains three input fields: 'Pmt Frequency' (MONTHLY), 'Balloon Method' (N PMTS), and 'Time Counting Method' (FED CALENDAR). Below these sections are three labels with arrows pointing to them: 'Date Field' (under Contract Dt), 'Number Field' (under Amt Financed), and 'Text Field' (under Pmt Frequency).

Option button

A round button used to select an action from a group of options. You can select only one option button in a group at a time. In the illustration below, option buttons are used to select whether Oracle Daybreak calculates payment or calculates interest rate.

The screenshot shows the 'Loan' tab selected. The 'Action' section contains two radio buttons: 'Calculate Payment' (selected) and 'Calculate Interest Rate'. Below these are four buttons: 'Calculate', 'Amortize', 'Initialize', and 'Print Report'. The 'Calculate Payment' radio button is highlighted with a red box.

Check box

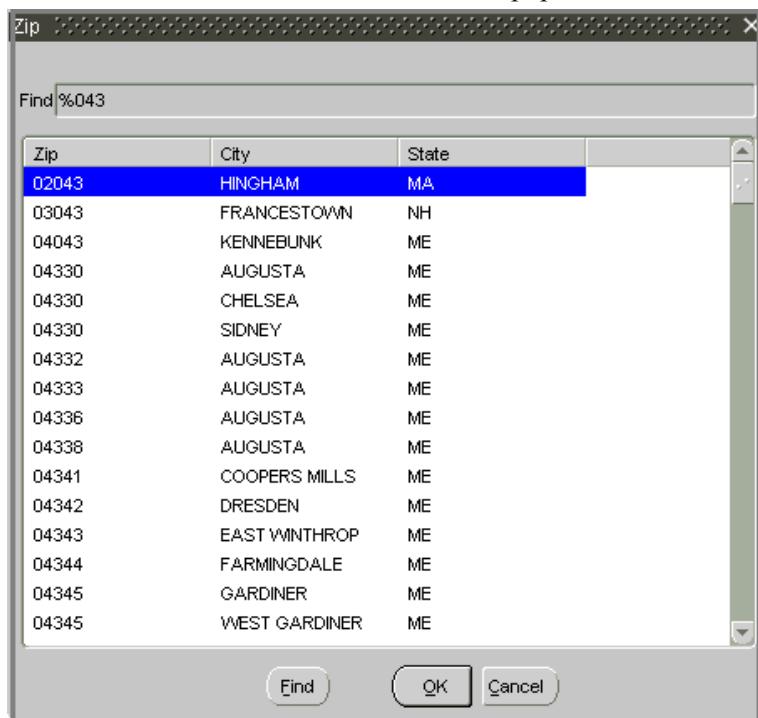
A check box indicates a state for a particular field, such as enabled/disabled, primary/secondary, and current/not current. For that reason, check boxes are sometimes called "indicators." The title of the check box indicates what it controls. A check denotes that the check box is selected. Click a selected check box to "clear" it.

Note: One or more check boxes can be selected, since each one acts independently.

The screenshot shows the 'Pricing' section. It includes a 'Current' checkbox with a red box around it, a 'Select Pricing' button, and fields for 'Pricing' and 'Decision Dt' (06/06/2003). Below these are 'Status', 'Sub Status', and 'Underwriter' fields, along with up and down arrows.

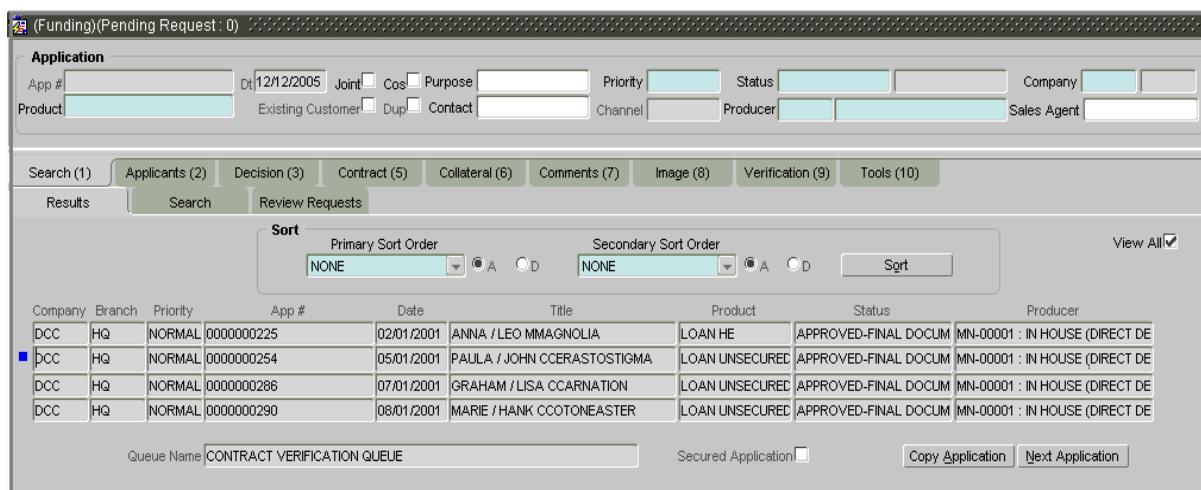
List of Values (LOV)

A dialog box linked to a field that enables you to select a single item from a predefined list. To view a field's List of Values, press **F9**. Move the blue highlighted bar using the **UP** or **DOWN ARROW** keys or the slide bar on the LOV dialog box to the value you want to select. In the example below, 55001 AFTON MN is selected. Some LOV contain lists long enough to require a scroll bar to view the entire contents. Choose **OK**, press **ENTER**, or double-click the LOV item to populate the field with the selected value.



Blue square (cursor)

Oracle Daybreak uses a blue square as a cursor. The blue square indicates the active item, usually a field or record. You can move the blue square using the arrow keys on your keyboard or by clicking an item with the mouse.



Record

A logically related collection of fields within a block about one person, place, or thing.

There are two types of records in Oracle Daybreak; *table records* and *block records*. A scroll bar allows you view records not currently displayed. The message bar informs you of the total number of records in the table block, as well as the record you are currently viewing.

Table records Appear as a grid, where each record is a single row of related data.

Block records Record appears as a single block.

Record line Located in the lower left corner of the Oracle Daybreak window, the record line displays how many records exist within the record on display.

**Next Record/
Previous
Record
scroll bar** The presence of a record scroll bar indicates that there are records above or below the one on which you are working. If the scroll bar does not stretch the entire length between the two arrows, this indicates there are additional records available. If the scroll bar stretches the entire length between the two arrows this indicates no other records are available. Click the arrows to view these records. Click the up (▲) or left (►) arrow for previous records. Click the down (▼) or right (►) arrow for following records.

Hint box A yellow box that appears when the mouse pointer is moved over a field. The hint box will display a description of the field's content. If the field is associated with a List of Value dialog box, the hint box displays the Lookup Type of the LOV.

Using colors as a guide

Fields appear in different colors to indicate what type of information the field contains.

Aqua Required - Information is required in an aqua field to complete a form.

White Optional - A white field is not required to contain information when completing a form.

IMPORTANT:

Some optional fields may be required by your organization. Such fields, though not mandatory on the form, must be completed during edit verification.

Gray Display only - Data cannot be entered in these fields.

Note: Aqua, white, and gray are the default colors in the Oracle Daybreak system. Your organization may have selected different colors during implementation.

Understanding parent-child relationships

A parent-child relationship is an association between a master block and one or more detail pages. The master-detail relationship is arranged in the shape of a pyramid, from the top of the form to the bottom. The top block contains the basic, or master, information. The detail pages then expand on the contents of the master block. Detail pages themselves can serve as master blocks for other sub detail pages that follow. When a block and pages are linked in a master-detail relationship, the following conditions exist:

- 1 The detail page displays only those records that are associated with the current record in the master block.
- 2 Querying between the master block and detail pages is always coordinated.

When a record is displayed in a master block, the detail pages contain information that corresponds to that record. If you perform query or change information in the master block, Oracle Daybreak updates the detail pages to match the new record in the master block. If you use the master block to perform a query and gain access to the records for a different application, the detail pages refresh to display information for the new record in the master block.

Note: You can perform a query from a detail page if the master block (or page) is completed. Otherwise, it is not possible to directly query from a detail page.

Example: Parent-child relationship

In the illustration below, note that the Underwriting form is divided into three sections. The top section (the Application block) is the master page. It contains such information as application number, product, and other items related to a specific application. The Applicants (2) master tab has been selected to display the Primary page and Address Information sub page. These detail pages contain further information about the application; in this case, the application's primary applicant and that person's address information.

APPENDIX B : NAVIGATING AND QUERYING IN ORACLE DAY-BREAK

This appendix explains how to use Oracle Daybreak to complete these frequently completed tasks:

- Navigate within and between forms
- Print a form
- Save an entry
- Edit data (including cutting, copying, and pasting data)
- Clear data
- Duplicate data
- Create and delete records
- Use the Editor dialog box
- Enter and query data using the List of Values (LOV) dialog box
- Use additional LOV tools (auto reduction, long-list, list search, and power list)
- Query data
- Use query operators and wildcard characters (including Query by example, Query/Where, and Query count)
- Use hot keys.

Navigating within a form

The following procedures can be used to navigate within a Oracle Daybreak form. Choose the one you are most comfortable using:

- Move the cursor with your mouse
- Select a command from the menu bar (Navigation menu)
- Select a command from the Oracle Daybreak toolbar
- Enter a keyboard shortcut (hot key)

The Navigation menu

The Navigation menu contains the following commands, all of which allow you to navigate within a form: Block, Record, and Field.

The **Block** command contains the following sub commands:

If you choose: (hot key)	Oracle Daybreak will:
Previous (CTRL + PAGE UP)	Move the cursor to the previous block (if one exists).
Next (CTRL + PAGE DOWN)	Move the cursor to the next block (if one exists).
Clear (SHIFT + F5)	Clear the block currently containing the cursor.

The **Record** command contains the following sub commands:

If you choose: (hot key)	Oracle Daybreak will:
Previous (SHIFT + F8)	Display the previous record (if one exists).
Next (SHIFT + DOWN)	Display the next record (if one exists).
Scroll Up (PAGE UP)	Perform that same action as pressing PAGE UP .
Scroll Down (PAGE DOWN)	Perform that same action as pressing PAGE DOWN .
Insert (F6)	Create a new record.
Remove (SHIFT + F6)	Remove the current record.
Duplicate (F4)	Duplicate the current record.
Clear (SHIFT + F4)	Clear the current record.

The **Field** command contains the following sub commands:

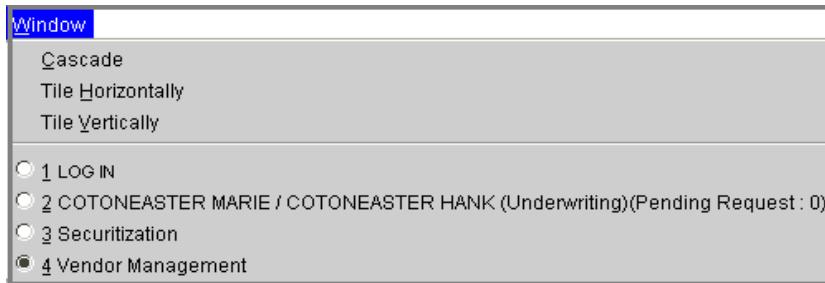
If you choose: (hot key)	Oracle Daybreak will:
Previous (SHIFT + TAB)	Move the cursor to the previous field (if one exists).
Next (TAB)	Move the cursor to the next field (if one exists).
Clear (CTRL + U)	Clear the current field.
Duplicate (F4)	Duplicate the current field.

IMPORTANT:

The **TAB** and **ENTER** keys move the cursor between fields. **F8** refreshes the record.

Navigating between forms

You can open multiple forms in each window and navigate between them with the Window menu. The lower part of the Window menu lists the forms that are currently open. Selecting the form's option button moves you to that form.



To navigate between forms

- 1 On the **Oracle Daybreak** menu bar, choose **Window**.
- 2 Select the form you want to move to by selecting it with one of the following methods:
 - Click the option button for the corresponding form.
-or-
 - Move the cursor on the open Windows menu with the **UP** and **DOWN ARROW** keys and press **ENTER** to open a highlighted form.
-or-
 - Type the number on the Windows menu next to the form you want to open.

Oracle Daybreak displays the form you selected.

Common Oracle Daybreak tasks

This section explains tasks common to many Oracle Daybreak modules and forms. Here you will learn how to:

- Print a form
- Save your work
- Editing data
- Using the Editor dialog box
- Close a form/leave Oracle Daybreak

Printing a form

You can print a form at any time. Make sure a printer driver is installed and at least one printer is defined before printing. (Contact your system administrator for information on how to install printer drivers and define printers.)

To print a window

- On the **File** menu, choose **Print**
-or-
- Click **Print** on the Oracle Daybreak tool bar.

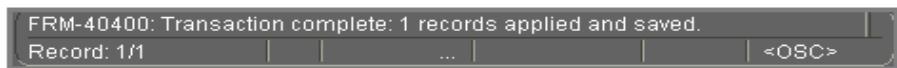
Saving your entry

When you save your work, the database is updated with all changes made since the last time the data was saved.

To save your work in Oracle Daybreak

- On the **File** menu, choose **Save**
-or-
- On the Oracle Daybreak tool bar, choose **Save** (the yellow disk icon)
-or-
- Press **F10**.

When you save an entry, the message line at the bottom of your screen displays a “Transaction complete” message to inform you of the changes.



Editing data

In this section, you will learn how to use Oracle Daybreak to edit data. You will learn how to:

- Cut, copy, and paste data
- Clear data
- Duplicate data
- Create and delete records
- Use the Editor dialog box

Cutting, copying, and pasting data

The cut, copy, and paste commands on the Oracle Daybreak menu bar allow you to move and edit data.

To cut, copy, and paste with the Oracle Daybreak menu bar

- 1 Open the form and select the data in the field you want to edit. (You can either drag your mouse over the data or double-click the data to select it.)
- 2 On the **Edit** menu, select **Cut** or **Copy**. (**Copy** leaves the data in the field while copying it; **Cut** clears the field when it copies the data.)
- 3 Move the cursor to the field where you want to place the copied data.
- 4 On the **Edit** menu, choose **Paste**.

Oracle Daybreak pastes the cut or copied data in the new field.

Keyboard guide for the previous steps

These three tasks can also be completed with the keyboard by doing the following:

Press this:	To do this:
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste

Clearing data

You can clear data from a form at any time. The data you clear is simply erased from the form, not deleted from the database. You can clear fields, records, blocks, or entire forms. This is particularly useful when you want to add a new entry to a record, block, or form that appears “full.”

If the data is new and has never been saved in the database, it will be permanently lost when you clear it from the form. Some items cannot be cleared of information. If you attempt to clear an item that cannot be cleared, the error message “Field is protected against update” appears in the message line.

To clear a field

- Select the field you want to clear and use **one** of the following methods to clear data:

On the **Navigation** menu, choose **Field > Clear**.

-or-

Select and type over the existing data, or use the **BACKSPACE** or **DELETE** key to remove the data.

-or-

Press **CTRL+U**.

IMPORTANT:

The data you clear from the field is not available for pasting into another field. If you want to paste the data elsewhere, use the **Copy** or **Cut** commands on the **Edit** menu.

To clear a record

- Select the record you want to clear and use **one** of the following methods to clear data:

On the **Navigation** menu, choose **Record > Clear**.

-or-

On the Oracle Daybreak tool bar, choose the **Clear Record** icon.

-or-

Press **SHIFT+F4**.

Oracle Daybreak clears the values in all the fields of your current record and returns the cursor to the first field of the next record.

To clear the current block

- Select a field in the block you want to clear and use **one** of the following methods to clear data:

On the **Navigation** menu, choose **Block > Clear**.

-or-

Press **SHIFT+F5**.

Oracle Daybreak clears the block and returns your cursor to the first field in the current block.

IMPORTANT:

If the current block is a multi-record block, this action erases all records displayed in the block.

To clear a form

- Open the application of the form you want to clear and press **SHIFT+F7**.

Oracle Daybreak clears the data from all the fields of the current form and returns your cursor to the first field of the form.

Duplicating data

If data needs to be repeated in a new record, you can duplicate data from a previous record.

To copy a field from a previous record

- 1 Depending on the form you are using, enter a new record or query an existing record.
- 2 On the **Navigation** menu, choose **Record > Insert**
-or-
On the Oracle Daybreak tool bar, choose the **Insert Record** icon
-or-
Press **F6**.

Oracle Daybreak inserts a new record after the existing record.

- 3 Move the cursor to the field you want to duplicate in the new record.
- 4 On the **Navigation** menu, choose **Field > Duplicate**.
-or-
Press **F3**.

Oracle Daybreak copies the field value from the previous record to the current record.

To copy all fields from a previous record

- 1 Enter a new record, or query an existing record in your form.
- 2 On the **Navigation** menu, choose **Record > Insert**
-or-
On the Oracle Daybreak tool bar, choose the **Insert Record** icon
-or-
Press **F6**.

Oracle Daybreak inserts a new record after the existing record.

- 3 On the **Navigation** menu, select **Record > Duplicate**.
-or-
Press **F4**.

IMPORTANT:

If your current block requires all records to be unique, the Duplicate command does not duplicate those fields that must be unique.

To copy all information on a page and its sub pages

- 1 Move the cursor to the first field on the page you want to duplicate.
- 2 On the **Oracle Daybreak** tool bar, choose the **Copy with Details Record** icon.
Note: For this process to work, the entry has to be locked (lock parameter set to **y**)
- 3 Make the changes you desire to the details in the duplicate entry to make it unique.
- 4 Choose the **Copy with Details Record** icon to complete sub tabs.
- 5 Make the changes you desire to the sub page details in the duplicate entry to make it unique.
- 6 Save your new entry.

Creating and deleting records

You can enter new records in the database or delete existing records from the database. Only users who have the appropriate permissions set up in their user responsibility can create or delete records.

To create a new record

- 1 On the **Navigation** menu, choose **Record > Insert**.
-or-
On the Oracle Daybreak tool bar, click **Insert Record**.
-or-
Press **F6**.

Note: When you create a record in a multi-record block, Oracle Daybreak inserts a new blank row below the selected row. In a single-record block, Oracle Daybreak clears the fields in the block.

- 2 Once the selected field is cleared, enter the data for the new record.
- 3 On the **File** menu, choose **Save**.
-or-
On the Oracle Daybreak tool bar, click **Save**.
-or-
Press **F10**.

Oracle Daybreak saves the record in the database.

IMPORTANT:

If you exit the form without saving your work, the record is not added to the database.

To delete a record

- 1 Select the record you want to delete.
- 2 Use one of the following methods to delete data from a field:

On the **Navigation** menu, choose **Record > Remove**.

-or-

On the Oracle Daybreak tool bar, choose the Remove Record icon.

Oracle Daybreak erases the current record from your form and returns your cursor to the first field of the next record; however, the record is not yet deleted.

- 3 On the **File** menu, choose **Save**.

-or-

On the Oracle Daybreak tool bar, click **Save**.

-or-

Press **F10**.

IMPORTANT:

If you exit the form without saving your work, the record is not deleted from the database.

Using the Editor dialog box

You can use the Editor dialog box to view, enter, or update the entire contents of an entry field. The Editor dialog box is especially useful for editing scrollable text fields. A scrollable text field is a field whose actual width is longer than its display width and whose content you can view by scrolling through the field. Searches performed in the Editor dialog box are case-sensitive.

IMPORTANT:

If a text field is set up to use a default system editor, then the following procedures open the editor determined by the profile option “Editor (Character).”

To use the Editor dialog box

- 1 Open the form and select the field you want to edit.
- 2 On the **Edit** menu, choose **Edit Field**.

The Editor dialog box appears with the text from the field you selected.



Note: You can also open the Editor dialog box by pressing **CTRL+E**.

- 3 Enter a new text or edit the existing text in the Editor dialog box and choose **Ok**.

IMPORTANT:

If the current field is a display-only field, then the Editor dialog box appears in display-only mode.

To search for a phrase and replace it with another phrase

- 1 On the **Edit** menu, choose **Edit Field**.

The Editor dialog box appears.

- 2 Choose **Search**.

The Search/Replace dialog box appears.



- 3 In the **Search for** field, type the text or characters you want to find on the form.
If you want to replace that data with other data, type the new data in the **Replace with** field.
- 4 Choose the **Search** button to search for the value.
-or-
Choose **Replace** to search for the value and replace the first occurrence.
-or-
Choose **Replace All** to search for the value and replace all occurrences.
- 5 To close the **Search/Replace** dialog box, choose **Cancel**.
- 6 When you are finished editing the value in the **Editor** window, choose **Ok**.
The Editor dialog box closes the window and the edited value appears in the field.

Exiting a form/leaving Oracle Daybreak

You can close a Oracle Daybreak form, or end a Oracle Daybreak session, using the mouse or keyboard.

To save exit a form/leave Oracle Daybreak

- On the **File** menu, choose **Exit**
-or-
- On the Oracle Daybreak tool bar, choose **Exit** (the blue door icon)
-or-
- Press **CTRL + Q**.

Oracle Daybreak will end a Oracle Daybreak session when you perform one of these actions from the Login form.

Entering and querying data

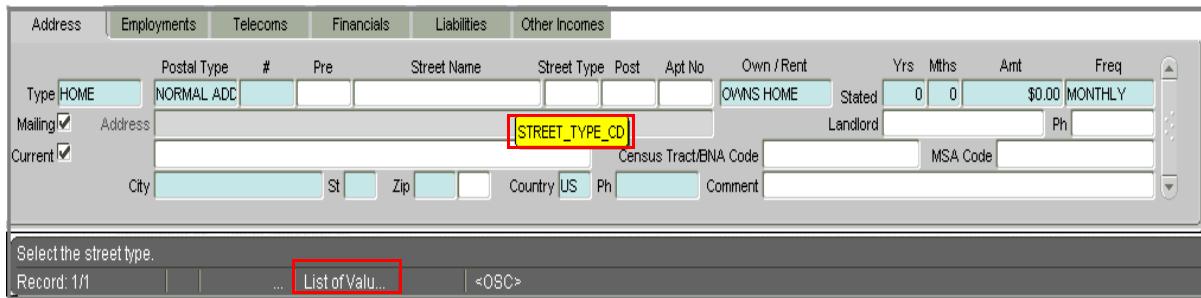
This chapter explains how to use the List of Values dialog boxes and search for data while using a form.

List of Values (LOV) dialog box

Many fields on Oracle Daybreak forms are linked to a List of Values (LOV) dialog box. An LOV displays all possible entries that Oracle Daybreak will accept for a particular field. You can select data from the LOV to complete the field instead of having to search for acceptable entries. Likewise, a field that is associated with an LOV only accepts entries found on the list of values. Using the LOV increases accuracy and productivity, as it ensures uniformity and efficiency during data entry.

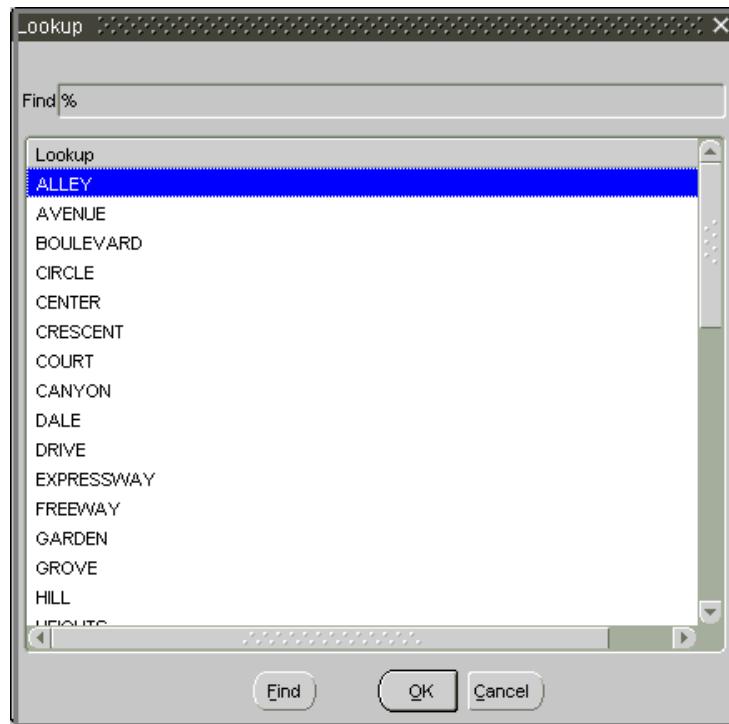
Note: If you are in Enter-Query mode, the LOV cannot be used.

When an LOV is available for a field, “List of Values” appears on the status line. Also, when you move the cursor to the field with an LOV from a Lookup field in the Setup menu, a yellow hint box appears, citing the lookup type for the LOV.



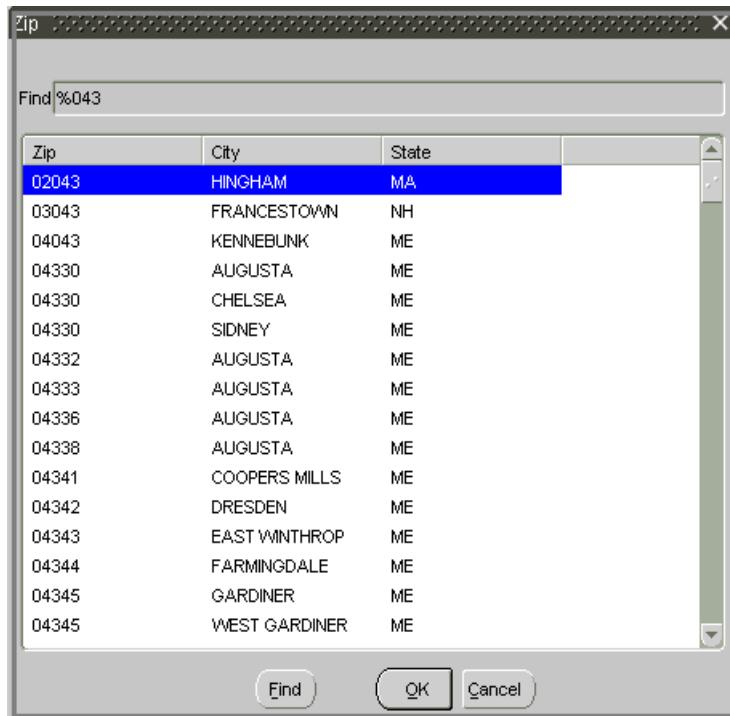
The screenshot shows a software application window with a toolbar at the top and several input fields. A yellow box highlights the 'STREET_TYPE_CD' field. Below the application window, a status bar displays the message 'Select the street type.' and a 'List of Value...' button, which is also highlighted with a yellow box. The application window has a title bar and a scroll bar on the right side.

When you open an LOV from an entry field, the field's LOV dialog box appears.



An example of a List of Values box. This one appears from the Street Type field on an Address block.

An LOV might contain more than one column of information. Most LOVs provide a descriptive heading at the top of each column.



To select data from an LOV

- 1 Move the cursor to an entry field with an LOV.

“List of Valu...” appears on the status line.

- 2 On the **Edit** menu, choose **List of Values**.

-or-

Press **F9**.

When the LOV appears, you can either use the mouse to scroll through the list box and double-click on a value to select it, or press the **UP ARROW** or **DOWN ARROW** keys to highlight a value with the blue bar.

If you choose **Cancel**, the LOV closes and no entry appears in the field.

- 3 Press **ENTER** or choose **OK** to select the value.

Once you select a value, the LOV dialog box closes and the selected value appears in the field.

Additional LOV tools

In addition to allowing you to select a field value, LOVs provide tools to simplify entering data and working with long lists. Auto Reduction lets you view a condensed portion of the entire list of values. Power List allows you to quickly enter data without opening the LOV.

In some cases, an LOV is too large to fit entirely in the list box and the Long-List LOV appears.

Auto reduction

Using Auto Reduction, you can shorten an LOV. With a shortened list, you only need to scan a subset of the original values.

To use the Auto reduction feature

- In the **Find** field on the LOV dialog box, type the first character(s) of a value you want to locate. (A percent sign appears by default in the Find field.)

Oracle Daybreak automatically reduces the list to just those values in the first column that match the characters you enter.

Note: To return to the entire contents of the LOV, type the wildcard character **%** in the Find field and press **ENTER**.

List search

If you do not know the initial characters of your value, but do know that your value contains a certain word or set of characters, you can perform a list search to find the values that contain those words or characters.

To perform a list search

- 1 In the **Find** field on the LOV dialog box, enter any group of characters as search criteria. Use wildcard characters, such as the percent sign (**%**), which represents any number of characters, or underline (**_**), which represents a single character in your search criteria.

IMPORTANT:

The criteria you enter for a list search is not case-sensitive. For example, to reduce a search list to just those values containing the word “schedule,” enter **%schedule%** in the **Find** field.

- 2 Choose **Find**.

A reduced list appears, containing just those values that match the search criteria.

Long-list

Long-List is the other tool you can use to shorten an LOV. Long-List works similarly to Auto Reduction. The Long-List dialog box appears when a field has a list too large for Auto Reduction.

To perform a list search

- 1 In the **Find** field on the long list LOV dialog box, type the first few characters that occur in your value in the Find field
- 2 Choose **Find**.
Oracle Daybreak reduces the long list to a smaller sub set of values meeting the search criteria in the Find field in a regular LOV.
- 3 Select the value you want to use and choose **Find**.

Other LOV features

You do not have to use a field's LOV to complete a field. If your entry appears in the field's' LOV, Oracle Daybreak will accept it when you type it in the field.

The Auto Reduction logic that applies to the LOV also applies to your entry in a field with an LOV. If you type the first letter of your entry and press **TAB**, Oracle Daybreak will automatically complete the field if there is a single match in the LOV.

If more than one entry in the LOV share the characters you typed, Oracle Daybreak will open the LOV displaying only the entries beginning with those characters.

If no entry in the LOV matches the characters you typed, Oracle Daybreak opens the LOV displaying all of its entries when you press **TAB**.

Querying data

Oracle Daybreak provides you with search options to locate information when working with a form. You can retrieve and review all available information in your database without having to remember the information from a previously displayed form or printing lengthy reports to view an item. Instead, you can perform a search to obtain and review the information you want.

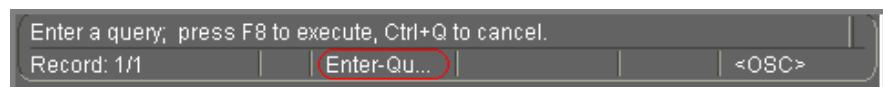
This section describes the methods you can use to locate and retrieve records in Oracle Daybreak. These include:

- Using query operators
- Query-by-example
- Query/Where
- Using query count

Note: If you are in Enter-Query mode, the LOV cannot be used.

IMPORTANT:

Searches cannot be performed in forms that require using the Search page to retrieve information. These forms (for example, the Underwriting form, the Funding form, and Customer Service form) only display run-time output, or only run specific processes. The following message appears in the message line if you attempt to search such a form: “Function key not allowed. Press Ctrl+F1 for list of valid keys.”



Using query operators

Query operators are used to create search criteria to limit searches to specific information. The query operators available in most fields include:

Operator	Meaning	Example Expression
=	equal to	= 'Janet' or = 107
!=	not equal to	!= 'Bob' or != 107
>	greater than	> 99 or > '01-JAN-93'
>=	greater than or equal to	>= 55
<	less than	< 1000.00
<=	less than or equal to	<= 100
#BETWEEN	between two values	#BETWEEN 1 AND 1000

The query operator expressions retrieve results according to character-ordering rules for character fields and numeric-ordering rules for numeric fields. For example, look at the following field values:

002, 003, 004, 005, 078, 123, 253, 441, 576, 775, 1274, 3298, 4451, 5600, 9578, 10500, 58437, 708445

These values are shown in the order you expect for numeric values, where 005 is between 004 and 078. If the field is defined as a numeric field, then the phrase “#BETWEEN 004 AND 078” would retrieve 004, 005, and 078.

However, if the field is defined as a character field, then the phrase “#BETWEEN 4 AND 7” would retrieve the values 441, 576, 4451, 5600, and 58437, which all start with characters between 4 and 7. The values 775 and 005 would not appear because 775 is lexically greater than 7, and 0 is lexically less than 4.

Some fields contain date values that are actually “Date-format” character values. These fields act like character fields in that the value 01-FEB-92 would be lexically less than 01-JAN-92, because F precedes J in a character set.

IMPORTANT:

Sometimes you cannot instantly determine if a field containing numeric values is defined as a character or numeric field. To identify what the field type is, you may have to enter and experiment with different search criteria expressions and see what results are returned.

Tips for using Query Operators

- Use single quotation marks (' ') to enclose the character or date value in your expression. For example:
`'Texas'`
`'01-MAY-93'`
- Query operators cannot be used in time fields.

When you use the #BETWEEN query operator, the search criteria “#BETWEEN value1 AND value2” retrieves all records containing values between and including value1 and value2. The same applies to dates. For example, using the search criteria “#BETWEEN '01-JAN-93' AND '01-MAR-93'” in a date field retrieves all records with dates between and including January 1, 1993 and March 1, 1993.

Finding patterns with wildcard characters

In addition to query operators, you can include wildcard characters in your search criteria. Wildcard characters search for particular patterns in your data. Use the percent (%) wildcard character within a field to represent any number of characters (including no characters), or use the underline (_) wildcard character to represent any single character.

For example, if you want to retrieve all records that contain the word “XXX” in a specific field, you would enter the search criteria `%XXX%` in that field.

Enter-Query mode

If you want to retrieve a group of records in a Oracle Daybreak from using search criteria, you can use Enter-Query mode. The Enter-Query mode may be used to specify complex search criteria in any of the fields on your current block.

The search criteria can include:

- Specific values
- Phrases containing wildcard characters
- Phrases containing query operators
- Any combination of the three to help you pinpoint the data of interest.

IMPORTANT:

When your application is in Enter-Query mode, you will not be able to navigate out of the current form. To navigate from the form, you must exit Enter-Query mode by choosing **Cancel Query** or **Exit** on the task bar or pressing **CTRL+Q**.

To user Query-by-example

- 1 On the **Query** menu, choose **Enter**

-or-

Press **F7**

-or-

On the Oracle Daybreak toolbar, click the **Enter Query** icon.

Oracle Daybreak switches from data entry mode to Enter-Query mode and clears the form. The Enter-Query message appears in the status line.

- 2 Enter search criteria in any of the fields, using wildcard characters and query operators as necessary. You can also choose **Last Criteria** on the **Query** menu to display the search criteria used in your last search, if there was one.

Note: Pressing **F7** twice will also display the search criteria from your last search.

IMPORTANT:

While in Enter-Query mode, all check boxes are in a neutral state; that is, they are neither selected nor cleared as a default. If you want your search criteria to include a selected check box, you have to select it, regardless of whether it already appears to be checked. Similarly, if you want your search criteria to include a cleared check box, you have to clear it, regardless of how it currently appears. (To clear it, first select the check box to activate it, then select it again to clear it.)

- 3 On the **Query** menu, choose **Execute**

-or-

Press **F8**

-or-

On the Oracle Daybreak toolbar, click the **Execute Query** icon.

IMPORTANT:

To retrieve all the database records for a block, you can bypass steps 1 and 2 and select **Execute** on the Query menu. This is known as a blind query. To retrieve all records for a block, press **F7**, then press **F8** to perform the query.

- 4 To leave the Enter-Query mode, choose **Cancel** from the **Query** menu
-or-
Press **CTRL+Q**
-or-
On the Oracle Daybreak toolbar, click the **Cancel Query** icon.

Query/where

An even more sophisticated search method is to use Query/where. Query/where allows you to modify a query by using a SQL Plus statement as your search criteria.

To use Query/where

- 1 On the **Query** menu, choose **Enter**
-or-
Press **F7**
-or-
On the Oracle Daybreak toolbar, click the **Enter Query** icon.
Oracle Daybreak switches to Enter-Query mode.
- 2 Enter the character & (or a blind variable) in the field from which you want to run the query.
- 3 On the **Query** menu, choose **Execute**
-or-
Press **F8**
-or-
On the Oracle Daybreak toolbar, click the **Execute Query** icon.
The Query/Where dialog box appears.
- 4 Type the search criteria in the format of a SQL Plus statement in the window.
For example, the following Query/Where search criteria:
`:P like '%VEH%' and :A in ('0000000374', '0000000532')`

- 5 Choose **OK** to execute the query.
-or-
Choose **Cancel** to close the Query/Where dialog box without running a query.

Note: If you have a long statement as your search criteria, you can use a field editor to make changes to your statement by choosing **Search**.

Query count

If you do not need to retrieve the records from a query-by-example search, but only want to know how many records match your search criteria, you can perform a query count.

To obtain a count of the number of records

- 1 On the **Query** menu, choose **Enter**
-or-
Press **F7**
-or-
On the Oracle Daybreak toolbar, click the **Enter Query** icon.
- 2 Enter the search criteria in the field you want to perform the query.
- 3 On the **Query** menu, choose **Count Hits**.
-or-
Press **SHIFT+F2**.

Oracle Daybreak counts your query. A message appears on the message line displaying the number of records query-by-example would retrieve if you ran the search.

IMPORTANT:

If you select **Count Hits** on the **Query** menu without specifying any search criteria in a block, query count displays the total number of records in the database for that block.

Hot keys

“Hot keys” are keystroke shortcuts that perform navigation and data entry tasks. A dialog box containing a form’s available hot keys can be viewed by selecting **Help > Keys** on the Oracle Daybreak menu bar. Below is a list of these keys:

Function	Key(s)
Block Menu	F5
Cancel Query	CTRL + Q
Clear Block	SHIFT + F5
Clear Field	CTRL + U
Clear Form	SHIFT + F7
Clear Record	SHIFT + F4
Copy	CTRL + C
Count Query	SHIFT + F2
Cut	CTRL + X
Delete Record	SHIFT + F6
Display Error	SHIFT + F1
Down	DOWN ARROW
Down	CTRL + L
Duplicate Item	F3
Duplicate Previous Record	F4
Exit	CTRL + E
Enter Query	F7
Execute Query	F8
Help	CTRL + H
Insert Record	F6
List Tab Pages	F2
Move between master tabs	
Master tab 1	SHIFT + CTRL + F1
Master tab 2	SHIFT + CTRL + F2
Master tab 3	SHIFT + CTRL + F3
Master tab 4	SHIFT + CTRL + F4
Master tab 5	SHIFT + CTRL + F5
Master tab 6	SHIFT + CTRL + F6
Master tab 7	SHIFT + CTRL + F7
Master tab 8	SHIFT + CTRL + F8
Master tab 9	SHIFT + CTRL + F9
Master tab 10	SHIFT + CTRL + F10
Move to next page/sub page	CTRL+TAB
Move to previous page/sub page	CTRL+SHIFT+TAB
Next Block/Page to sub page	CTRL + PAGE DOWN
Next Field	TAB
Next Primary Key	SHIFT + F3
Next Record	SHIFT + DOWN ARROW
Next Set of Records	SHIFT + CTRL + PAGE DOWN
Paste	CTRL + V
Previous Block/Sub page to page	CTRL + PAGE UP
Previous Field	SHIFT + TAB
Previous Record	SHIFT + UP ARROW
Print	SHIFT + F8
Return	ENTER
Save changes	F10
Scroll Down	PAGE DOWN
Scroll Up	PAGE UP
Scroll Keys	CTRL + F1
Up	CTRL + P
Up	UP ARROW
Update Record	CTRL + U

APPENDIX C : PAYMENT AMOUNT CONVERSIONS

The following table contains the calculations Oracle Daybreak uses to convert the different payment frequencies (weekly, biweekly, semimonthly, and so on) to standard monthly values for installment accounts.

Payment Frequency:	Scheduled Monthly Income Amount:
D = Deferred	Zero fill
P = Single payment loan	Zero fill
W = Weekly (due every week)	Multiple by 4.33
B = Biweekly (due every two weeks)	Multiple by 2.16
E = Semimonthly (due twice a month)	Multiple by 2
M = Monthly (due every month)	As given
L = Bimonthly (due every two months)	Divide by 2
Q = Quarterly (due every three months)	Divide by 3
T = Triannually (due every four months)	Divide by 4
S = Semiannually (due twice a year)	Divide by 6
Y = Annually (due every year)	Divide by 12



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