# Mortgage+Care

HOW TO DOC

Entering Payment History

You must start your data entry with a month and year. Most companies start with the current
year (or with the last month of the previous year) so that they can produce the IRS tax forms
1098 and 1099 thru Morgage+Care. If you decide to start with the current year, you will need
to use your current payment tracking information or an amortization schedule to get the
breakdown of the payment you will be entering into Mortgage+Care.

One of the features of Mortgage+Care is the ability to print an Amortization Schedule.

1. On the **Menu** Bar, Click **Utilities**/**Amortization Schedule**. Enter the original loan information
(leave the payment field zero).
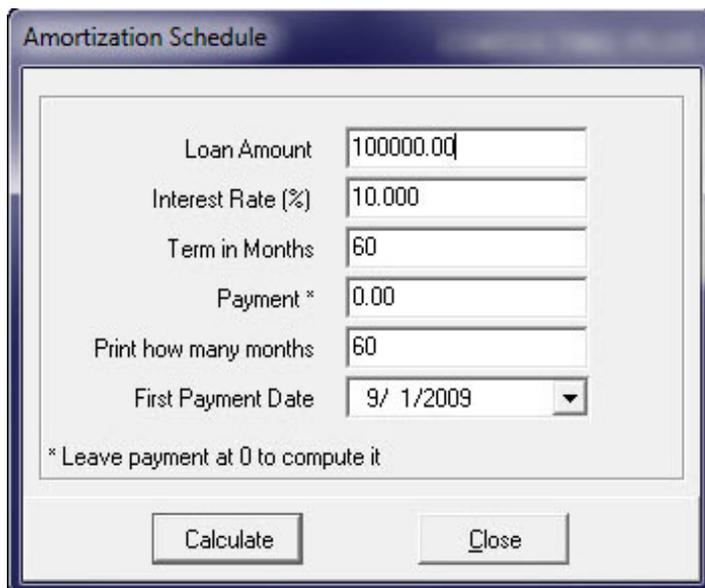
Print the **Amortization Schedule**. Locate the payment number and breakdown (principle,
interest and loan balance) of the payment you will be entering into Mortgage+Care.

Note: We suggest that you use the last payment of the year prior to the current year. In our

example, we are using 12/01/2010.

2. Enter all of the **Original** loan information.

Note: The **Date Funded** is the date the Lender/Investor/Owner(s) will begin accruing
interest.
This date is also used for the Lender/Investor/Owner(s) **Date In** on the **Distribution** tab
(see
dialog screen below).

3. Enter the Lender/Investor/Owner(s) information. The **Funding Date** and the **Date In** for the Lender/Investor/Owner(s) **must** be the same.

Note: *The information for the first payment will need to be changed to reflect the actual payment application (interest, principle, etc.) and Loan Balance.*

4. Click on the **Add Payment** button.

5. Tab to the **Payment #** field and enter the payment number you are currently entering (get
this information from your payment log or the **Amortization Schedule**).

6. You will need to change the **Int. Paid To Date** and the **Payment Due Date** manually (according to the schedule).

7. Enter the actual date the payment was received and change the **Next Payment** date.

8. Enter the **Amount Received** (if different from the **Amount Due**).

9. Change the amounts the program entered in the **Interest**, **Principle** and **New Loan Balance** fields to reflect the actual distribution (get this information from your payment log).

Note: *If late fees and/or other fees were received, enter them in the fields for* *Late Fees* *and/or* *Broker*.