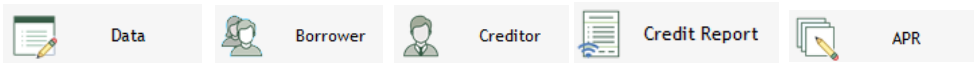
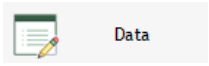
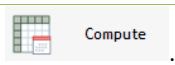
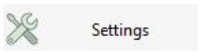
Margill Loan Manager 5.x – One Page Starter Guide

A few loans, borrowers and custom fields are already included in Margill to get you going. You may delete these at any time…

Creating the first Loan 	• The window that will open allows you to enter all loan, borrower and other information:  • Sub-tabs allow you to enter Co-Borrowers, Guarantors, multiple lenders, custom fields…. • Use "Advanced" for Simple or Compound interest, Day count, etc.
Data tab 	• Enter your basic loan data here and regular fees if needed. Press on "Compute"  . • If you have special payment scenarios (expected interest-only or lump sum payments, fees, insurance, tax, additional principal, etc.), edit the preliminary schedule in the Results Table tab (see below).
Results Table tab 	• This allows you to customize your payment schedule based on 1) what SHOULD be paid and then 2) what ACTUALLY happens. The payment amounts, dates and rates may be changed, a comment added, etc. • Extra lines may be added in between lines or at the end . • The right mouse click offers a host of powerful schedule customization options including a recalculation of the payments to meet irregular payment scenarios. • Use "Line Status" to: 1) update the payments as they are paid, paid special, unpaid, late, partial or special custom payments, etc., 2) add additional principal, 3) add fees, penalties, insurance, taxes, etc.
Fundamental principle: Adapt the Results Table to the true payment amounts on the dates they are actually paid and the software does the rest. No need to worry about interest recalculation.	
Post payments 	• Post paid, unpaid, partial and late payments under Tools > Post Payments. Enter the desired date(s) and all payments due on this date (or in the period) will be shown as well as the "Due payments" that should have been updated. For "Active" loans only. • Also useful to find paid payments and to change these to unpaid if payment bounced • Add fees as columns or use Automatic fees.
User management 	• Add users under Tools > Users. Privilege levels include Administrator, Power, Normal, Draft mode (only create Records in Draft mode) and Read-only. • Limit access to a user's own records if desired.
Customization 	• Customize Margill under Tools > Settings: 1) Main window fields and data that are shown, 2) Custom fields including custom scroll menus, 3) Line payment types, names and order, 4) create rules for Automatic fees. • Many other customization aspects
Reporting 	• Standard reports are available as well as 1) custom reports you create using over 1000 fields + Mathematical Equations you create, 2) document merge (contracts, letters, invoices and statements), 3) export over 300 transaction types to your accounting package's General Ledger (GL)(QuickBooks, Sage 50 and other formats), 4) Ageing report (30, 60, 90 days, etc., 5) Credit reporting (Metro 2), 6) Dashboard (Summary) • Create your own Mathematical Equations with the numerical fields (analyses, totals, etc.). • For most reports, sort your Records in the Main window and select the ones you wish to report.
Multiple other features:	• **Import** your client list in seconds directly from Excel (Tools > Settings) • We can help you import your actual loans too • Attach documents (files) and add Notes to the Loan or to the Borrower • Create Alerts (reminders) (5 types) in seconds • Compute the APR • Fixed or variable interest rate calculations. Change rates for multiple loans in seconds (see shortcuts). • Multi-currency • Electronic Funds transfer (ACH) • Add fees automatically for unpaid payments for example (Column fees). Also add Insurance and Taxes • Send invoices and statements (document merge to PDF) by email in batch • F2 to see all our helpful shortcuts • Make bulk changes (Global changes) to database data • **Top-rated customer support! Call or email: 1-877-683-1815 (or 1-450-621-8283) / support@margill.com We will take the time with you to go over Margill** • **One hour free remote training / setup help with purchase** • Very useful Quick Start User Guide well worth printing and reading – www.margill.com/get • Detailed User Guide (PDF)