

## CODI Recording Payments in DHL

1. Input customer name/ Loan ID in magic search bar.
  - a) Click on loan ID #
2. Click New Transaction
3. For participation loans
  - a. Click Add
  - b. Fill date (actual date payment received)
  - c. Fill Amount
  - d. Fill Check Ref (#)
  - e. File will automatically fill in payment code as PM (regular payment). Right click on pm to change to LP (late payment) or any other code.
  - f. Click Apply
4. For regular loans
  - a. Click Add
  - b. Fill date (actual date payment received)
  - c. Fill payment code
  - d. Fill payment amount
  - e. Fill Check Ref (#)
5. Under Transactions, review principle and interest amounts for each loan (including splits)
  - a. Write P & I amounts on hard copy receipts
6. Send payment breakdown (loan ID #, check#, check amount, interest, principle) to finance; CC Economic Development Coordinator