

CGI Advantage[®] 4

Debt Management User Guide



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Debt Management Overview

Debt Management is a large functional area within CGI Advantage Financial consisting of transactions for the definition and maintenance of debt, inquiry pages to view that debt, and automatic processes to perform accounting for that debt. This functional area is tied into almost every other functional area within Advantage Financial through the use of a Debt ID, which is very similar to a chart of account (COA) in many respects.

Debt Management is structured into two hierarchical levels: Authorizations and Debt Instruments. Use of the Authorization level is not optional, but the amount of information required at that level is minimal with many of those fields having default values. For example, when taking out a short term loan, the Authorization may not be actively used. When there has been a referendum to authorize the issuing of bonds, however, the Authorization will certainly be used.

The three Major Types of Debt are: Loans, Leases, and Bonds. All have separate transactions and inquiry pages (also referred to in this user guide as registry pages).

Each of the Major Types of Debt is discussed in the following topics:

- [Loan Functionality](#)
- [Lease Functionality](#)
- [Bond Functionality](#)

Although just Loans, Leases, and Bonds are listed, do not think that Debt Management is limited to just items that are 100% one of those three. Taken one level higher, those three types of debt are a set of structured payments or billings defined by a set schedule. There will be cases where you may have an item that will loosely fit into one of those three types of debt. Please refer to the "[Loan Functionality](#)" topic for more details as this type of debt is the most basic of the three and would be the likely choice in most situations.

› **More Info**

The three Major Types of Debt are broken down into several sub types that control data entry requirements and edits. These sub types are set and delivered, but can be further defined into smaller groupings to meet any site-specific needs for reporting, control, accounting, and workflow. The sub types are listed below with much more information in later topics of this user guide.

Major Type of Debt	Sub Type	Description
	Major Type of Bond	
Bond	Capital Appreciation	A bond issued at a substantial discount, which accretes in value through the compounding of interest over the life of the bond, so that discount is not amortized. Interest is paid out at maturity with the full amount of principal. The bond authorization is only reduced by par value minus the amount of discount as a Capital Appreciation bond is entered with the un-accreted amount as principal.
	Convertible Capital Appreciation	A bond issued that starts off as Capital Appreciation but then later converts to a form that pays interest out instead of compounding.
	Coupon	A bond issued where only interest is paid on a rate or fixed amount basis with all principal being paid at maturity.
	Zero Coupon	A bond issued that is much like the Capital Appreciation bond in that it has a discounted amount that is not amortized, but is made up through the compounding of interest. The difference is that the full amount of Principal is entered for a Zero Coupon bond to reduce the Authorized Amount rather than an amount of principal that is less by the true amount of Discount.
	Variable Rate	A bond issued where the interest rate will vary over the life of the issue.
	Amortized	A bond issued where coupon payments pay interest in a decreasing schedule and principal in an increasing schedule.
	Unspecified	A bond issue that is not completely one of the previous sub types.
Major Type of Debt	Major Type of Lease & Lessor/Lessee	Description

Major Type of Debt	Sub Type	Description
	Major Type of Bond	
Lease	Operating (short term lease) as Lessor	A lease not meeting capital criteria with one or more external lessees (customers) with you as the lessor.
	Operating (short term lease) as Lessee	A lease not meeting capital criteria from an external lessor (vendor) with you as the lessee.
	Capital as Lessor	A lease meeting one or more capital criteria with one or more external lessees (customers) with you as the lessor.
	Capital as Lessee	A lease meeting one or more capital criteria from an external lessor (vendor) with you as the lessee.
Major Type of Debt	Major Type of Loan	Description
Loan	External Given	A loan where you are the lender and the borrower is an external borrower (customer).
	External Taken	A loan where you are the borrower and the lender is an external lender (vendor).
	Internal	A loan where the lender and the borrower are entities on the same Advantage application.

A common set of status values are delivered for each Major Type of Debt. These status values control whether or not records are selected for automatic processing and whether or not accounting and budgeting transactions can reference a debt instrument. That reference is done via the usage of a Debt ID, which is a code from one to twenty characters in length and that is assigned either manually or by automatic numbering to each debt instrument. Each of the following six status values can be found with either the words "Bond", "Loan", or "Lease" incorporated before or after the status given below, giving a total of eighteen status values:

Status	Description	Batch Processing	Transaction Referencing
Started	The initial status that defaults. When in this status, a user is gathering information to create a debt instrument.	Not selected	Not allowed w/pre-active error
In Review	The status to indicate information has been collected but the instrument is not yet active.	Not selected	Not allowed w/pre-active error
Active	The status that indicates a debt instrument is now binding and in progress.	Yes	No restrictions
Completed	The status that indicates the debt instrument proceeded through the complete payment and amortization schedule.	No	Alerted* with a finished status message.
Manually Closed	The status to indicate that the debt instrument ended before the stated maturity date.	No	Alerted* with a finished status message.
Cancelled	The status will remove all the inquiry records for a debt instrument. This status should not be used if the instrument has had a payment or amortization occur; otherwise, there will be a Debt ID in the Accounting Journal for which information cannot be found.	n/a	n/a

**Alerted is the term used because the message can be configured as informational, warning, or override as you deem necessary, keeping in mind there is only one message used for all types of debt.*

The status choices of *Completed* and *Manually Closed* also trigger an edit that prevents certain updates to a Debt Instrument. Updates to descriptive information will not be impacted, as those are often necessary even after completion. The edit is in place to ensure that those settings previously used for accounting remain as they were defined when the Debt Instrument or Authorization was finished.

The transition between different status values is limited by system edits to certain paths. It is not a requirement that a Debt Instrument start with the *Started* status. *Started* does not

have to be the initial choice in 1, 2, and 3 as *In Review* can be the initial status value. Also, one can skip the *In Review* status shown in 1, 2, and 3 below.



Paths 2 and 3 (as well as 5 and 6) differ in that the user has chosen to retain information about the Debt Instrument with the *Manually Closed* choice instead of purging it from the system with the *Cancelled* choice.

Debt Accounting

A series of system processes are provided to perform most accounting necessary for debt instruments from the setup of initial accounts, payments & billings, accruals, amortizations, certain lease-end accounting events, and a yearly maintenance of current and long term accounts. It is recommended that this accounting be automated, but all of it can be performed manually in the same manner or in a custom configuration if desired.

Control of this automated accounting comes from several locations:

1. Individual debt instrument settings
2. The Debt Type rollup that has to be associated with each debt instrument
3. Batch Parameters
4. Posting Codes used by Event Types established for a Debt Type
- > More Info

Item #1 is addressed later in this guide when individual fields on the various transactions are described.

The "[Advanced Setup](#)" and Advanced Batch Processing – "[Chain Jobs](#)" topics include detail configurations for #2 and #3. The *Financial Administration User Guide* includes details of the delivered event types for Debt Management in the "Debt – Accounting Model" topic. The final location #4 includes a large number of delivered posting codes that are all in the A300 – 349 series for Loans, the A350 – 399 series for Leases, and the A400 – A449 series for Bonds. These are all called out in the various event types for debt. Some are unique to debt while others are close copies of existing codes for easy report selection. There is no clearing fund concept with Debt Management as the posting codes used are discrete enough to isolate debt accounting activity and present it, or hide it, for reporting purposes. More details on these topics are provided later in the "[Advanced Setup](#)" topic.

The four system processes are as follows:

1. Initial Debt Accounting
2. Debt Payment & Billing
3. Periodic Debt Accounting
4. Long Term Account Reclassification

When it comes to accounting for the two levels, Authorizations and Debt Instruments, there are options. The following options exist for Authorizations:

Authorizations
1. Automated accounting of initial balances and subsequent reductions with each debt instrument
2. Manual accounting of initial balances and subsequent reductions with each debt instrument
3. No accounting

The three following options exist for Debt Instruments:

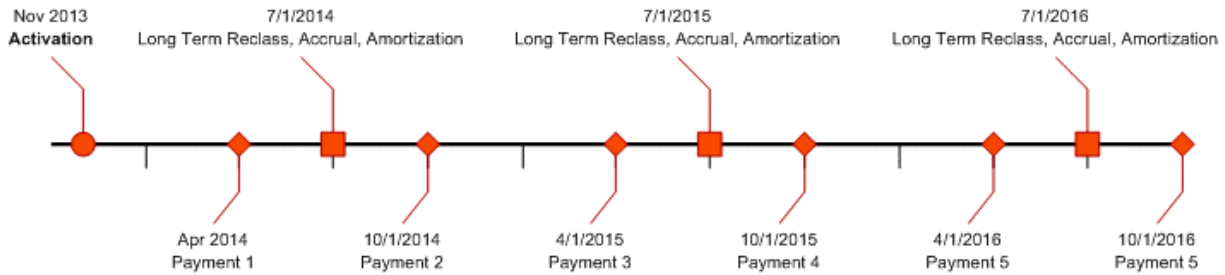
Debt Instruments				
Initial Account Setup	Payments / Billings*	Current / Long Term Account Maintenance	Accruals	Amortizations**
Automatic	Automatic or Manual	Automatic	Automatic or Manual	Automatic
Manual	Automatic	Manual	Automatic or Manual	Manual
Manual	Manual	Manual	Automatic or Manual	Manual

*Include special lease accounting such as down payments, purchase payments, and renewal penalty payments. Also includes a special bond payment known as a refunding payment.

** Includes special lease accounting such as guaranteed and unguaranteed residual balances.

There are events within the life of a debt instrument where there is no automated accounting provided. For these times, the accounting must be done manually. One very common event is the ending of a debt instrument early where either the debt is forgiven or paid all at once. A bond issue may have monies set aside in various accounts for later use. A leased asset may be returned at less than the agreed upon value, lost, or destroyed.

The following is a depiction of the basic accounting performed over the life of a debt instrument. The example is simplified with only a year-end accrual and yearly amortizations, both of which could be done more frequently.



> More Info

The postings at activation by the Initial Debt Accounting Chain are primarily ones that will be decreased over the life of the debt, instrument; however, some postings will not be reduced. The entries are slightly different for each type of debt as shown below using the accounting models delivered for Debt Management. Entries have been consolidated, and all possibilities are included for clarity although some may not be possible (for example, discount and premium on a bond). Other ancillary postings such as fixed assets with leases and the distribution of bond proceeds are not depicted because those are optional and manual postings.

Standard Internal Loan	Simple Internal Loan
<p><u>Lender</u></p> <ul style="list-style-type: none"> Operating Transfer Out Cash* Receivable – Current* Receivable - Long Term**** Reserve* <p><u>Borrower</u></p> <ul style="list-style-type: none"> Cash* Operating Transfer In Deferred Payable* Payable – Current* Payable – Long Term**** 	<p><u>Lender</u></p> <ul style="list-style-type: none"> Due From Fund* Cash* <p><u>Borrower</u></p> <ul style="list-style-type: none"> Cash* Due to Fund*

<p>External Loan Taken</p> <p>Cash*</p> <p> Payable – Current*</p> <p> Payable – Long Term****</p> <p>Unamortized Loan Costs**</p> <p> Accrual Equity Offset**</p>	<p>External Loan Given</p> <p>Expenditure</p> <p> Cash</p> <p>Receivable – Current*</p> <p>Receivable – Long Term****</p> <p> Reserve for Receivable*</p> <p>Unamortized Loan Costs**</p> <p> Accrual Equity Offset**</p>
<p>Capital Lease as Lessor</p> <p>Receivable – Current*</p> <p>Receivable – Long Term****</p> <p> Deferred Lease Principal Revenue*</p> <p> Deferred Lease Interest Revenue*</p> <p>Unamortized Lease Costs**</p> <p> Accrual Equity Offset**</p>	<p>Capital Lease as Lessee</p> <p>Capital Lease Expense</p> <p> Other Financing Sources</p> <p>Capital Lease Debt*</p> <p> Payable – Current*</p> <p> Payable – Long Term****</p> <p>Unamortized Lease Costs**</p> <p> Accrual Equity Offset**</p>
<p>Operating Lease as Lessor or Lessee</p> <p>No initial accounting entries</p>	<p>Bonds</p> <p>Cash</p> <p>Unamortized Bond Issue Costs**</p> <p> Other Financing Sources</p> <p> Purchased Interest*</p> <p>Unamortized Discount**</p> <p>Bond Financing Debt***</p> <p> Bonds Payable – Current*</p> <p> Bonds Payable – Long Term****</p> <p>Unamortized Premium**</p>

* Accounts decreased with payments and billings by the Debt Payment & Billing Chain

** Accounts decreased with amortizations by the Periodic Debt Accounting Chain

*** Account decreased by the Periodic Debt Accounting and Debt Payment & Billing Chains

**** Account decreased by the Long Term Account Reclassification Chain

Reference Data

Unlike the debt transactions and inquiry pages that have a different page for each Major Type of Debt, all reference data pages combine data for all three types of debt into a single page. All reference data is tied to one of the three Major Type of Debt values. However, that Major Type of Debt is not a key field on these pages. That means that there cannot be Debt Category=001 for Bonds and Leases, for example.

Please see the "[Debt Management Reference Data](#)" topic under "Advanced – Setup" for more information on these pages.

Rollups

The [Debt Class \(DEBTCLS\)](#), [Debt Category \(DEBTCAT\)](#), [Debt Group \(DEBTGRP\)](#), and [Source of Funds \(DEBTSOF\)](#) pages are all optional reference data. Their use can be for any purpose you choose. They can group like debt instruments together. They can also be used to define valid descriptive values when you desire consistent data and only certain choices, instead of allowing users to use a free-form descriptive field.

Debt Type is the most important rollup and the only rollup required for every Authorization and Debt Instrument. The selected Debt Type will define the sub type within that type of debt. Those definitions are set up on the [Debt Type \(DEBTTYPE\)](#) page.

Debt Costs

The [Debt Cost \(DEBTCST\)](#) page allows you to establish Debt Costs for defining amounts associated with a debt instrument for reporting purposes.

Debt Terms

The [Debt Terms \(DEBTRM\)](#) page exists to predefine payment and amortization terms for later use, assisting with data entry and ensuring consistency of terms on similar debt instruments by inferring the predefined terms.

Interactions

Each Debt Instrument has a unique Debt ID defined for identification purposes. Debt ID has been added in many areas of the application.

The following functional areas are integrated with Debt Management by the inclusion of a Debt ID. Separate documentation on each details the interaction with Debt Management.

- › General Accounting and Chart of Accounts
 - Journal Voucher
 - Internal Exchange Transaction
 - Internal Transaction Initiator
 - Internal Transaction Agreement
 - Accounting Based Spending
 - Accounting-Journal (JACTG) and similar journals
 - Fund and Sub Fund reference pages
 - Accounting Template (ACTPL)
 - Event Type Requirements (ERQ)
 - Fund Department Requirements (FDREQ)
 - Transaction Control (DCTRL) - The Rollup Exceptions listing
 - Event Category (ECAT)
- › Budgeting
 - Expense Budget, Appropriation Budget and Non-Reimbursement Program Budget transactions.
 - Budget Journal
- › Procurement and Accounts Payable
 - Requisition
 - Purchase Order
 - Payment Request
- › Disbursements
 - Automatic Disbursement
 - Manual Disbursement
 - Disbursement Cancellation
 - Warrant Reconciliation
- › Accounts Receivable
 - Accrued Receivable
 - Receivable

- Cash Receipt
- Collection Agreement
- Write-Off
- > Fixed Assets
 - Fixed Asset transactions
 - Fixed Asset Accounting Journal (JFAAJ)
 - Fixed Asset Component Journal (JFACJ)
 - Fixed Asset Component Registry (FARCOMP)
 - Fixed Asset Accounting Registry (FARACTG)
- > Cost Accounting
 - Charge
 - Funding Line - Front End Split and Internal Buyer Funding Line
 - Task Order (TASKORD)
 - Task Order Buyer Line
 - Cost Accounting Setup
 - Cost Accounting Modification

Common Terminology

This topic contains an alphabetical list of terms that are common in the Debt Management area, and a definition for each one.

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

› **Amortization vs. Accretion**

Using proper terms, the Original Issue Discount is “Accreted” and the Original Issue Premium and Bond Issuance Costs are “Amortized”. However, when referring to both actions, “Amortize” will be used as the verb.

› **Bond**

To an investor, the term bond would be a single unit of investment where that investor likely purchased more than one bond.

Within Advantage Financial, the term bond refers to a debt instrument record defined on the Bond (BOND) page.

It is a fundraising mechanism. Municipal governments raise money for current needs by selling bonds, which are a promise to pay a certain amount on a pre-determined maturity date. In most cases, the current price a bond is sold for is less than its eventual maturity amount. (You buy a bond for \$4,000 now, and in 20 years it will be redeemable for \$5,000.) Some bonds pay interest “coupons” during the life of the bond, and some do not. A pre-set amount of Bonds is offered for sale with identical terms in a **Bond Issue**. Multiple Bond Issues may be grouped into a single **Bond Series**.

› **Bond Issue**

Within a bond series, issues are made unique by data values such as the maturity date and interest rate. For example, a bond series may include multiple bond issues, each maturing in a subsequent year. A bond issue is associated with a single CUSIP.

› **Bond Series**

The Bond Series is the overall group of bonds created for a single purpose. Within a Bond Series, individual bond issues are tracked by their CUSIP number.

› **Capitalized Interest**

The amount of the bond proceeds that is set aside to pay future interest. Procedurally, there are limits to the amount of interest that can be capitalized in this manner (for example, 12 months' worth). Sites generally post Capitalized Interest to a Debt Service Fund or other account, from which interest payments occur. The difference between this ‘set aside’ and a Sinking Fund is the source of the funds set aside – bond proceeds in the case of Capitalized Interest. The transfer of these resources is generally outside of any Debt Management batch process. However, through reporting of interest payments required in each year and using a Debt Type of *Internal Loan*, setup can be done where there is a yearly transfer from operating funds to the Debt Service Fund with an Internal Debt Accounting transaction.

> CUSIP

A Committee on Uniform Securities Identification Procedures (CUSIP) number uniquely identifies most securities, including stocks of all registered U.S. and Canadian companies, and U.S. government and municipal bonds.

> Estimated Economic Life

The estimated remaining period during which the property is expected to be economically usable by one or more users, with normal repairs and maintenance, for the purpose for which it was intended at the inception of the lease without limitation of the lease term. Estimated Useful Life is a similar term used within the Fixed Assets functional area.

> Executory Costs

Cost incurred by the lessee over the life of a lease for such things as insurance, maintenance, and tax expenses. These costs are often the responsibility of the lessor to pay with money paid by the lessee.

> Face Value

Face Value is the stated value of a security. Usually in \$1,000 or \$10,000 increments but can be other values (a.k.a. Par Value or Denomination).

> Incremental Borrowing Rate

The estimated interest rate that the lessee would have to pay if the leased property was purchased and financed over the period covered by the lease. This rate is typically the interest rate for a capital lease except when the lessor's required annual rate of return is known (or can be approximated) to the lessee and the lessor's rate is less. The rate for the lessor is also known as the Implicit Interest Rate. It is this implicit rate that when applied to the minimum lease payments to arrive at the fair value of the property being leased.

> Initial Direct Costs

Lessor costs related to the negotiation and execution of a lease. These costs come in two different varieties:

- Those costs paid to vendors such as an independent appraisal are called Incremental Direct Costs.
- Those costs absorbed by the lessor through direct employee time on a specific lease are called Internal Direct Costs.

For operating leases, the lessor should defer initial direct costs and allocate them over the lease term in proportion to the rental income.

For a sales-type capital lease, the lessor should expense initial direct costs at the beginning of the lease.

For a direct financing lease, the lessor should add these costs to the net investment in the lease and amortize them over the life of the lease.

> Internal Indirect Costs

Lessor costs for indirect time or time spent on overall lease management (not on a specific lease). These costs should not be amortized as they do not apply to a particular lease.

› Issue Price

The price at which a security is issued based on market conditions, terms of the security, and the credit rating of the issuer.

› Lease

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the leases guidance, unless specifically excluded in GASB Statement 87.

› Lease Term

The fixed, non-cancelable term of the lease plus:

- All periods covered by the bargain renewal options
- All periods for which failure to renew the lease imposes a penalty on the lease when at the inception of the lease the renewal option seemed reasonably assured
- All periods covered by ordinary renewal options during which a guarantee by the lessee of the lessor's debt related to the lease property is expected to be in effect
- All periods covered by ordinary renewal options preceding the date as of which a bargain purchase option is exercisable
- All periods representing renewals or extensions of the lease at the lessor's option

However, in no circumstances should the lease term be assumed to extend beyond the date a bargain purchase option is exercisable.

› Minimum Lease Payments (MLP)

Those payments a lessee is obligated to make or can be required to make in connection with the leased property. Contingent rentals should not be considered part of the minimum lease payments. FASB Statement 13 defined contingent rentals as "the increases or decreases in lease payments that result from changes occurring subsequent to the inception of the lease in the factors on which lease payments are based."

For a lessee, the following criteria are applied:

- Executory costs (e.g. insurance, maintenance, and taxes paid by the lessee) are not part of MLP.
- If a bargain purchase option exists, the bargain purchase amount must be included in the MLP.
- MLP should never include any guarantee by the lessee of debt of the lessor.
- A guarantee by the lessee of the residual value of the property at the expiration of the lease term should be included in the minimum lease payments, whether or not the payment of the guarantee constitutes a purchase of the leased property.

- MLP includes any payment that the lessee must make upon failure to renew or extend the lease. However, if it can be reasonably assured that lease will be extended this payment is not included in the MLP.

For a lessor, the same principals above apply with the addition of any residual value or rental payments beyond the lease term by a third party.

> **Municipal Notes**

As opposed to a Municipal Bond, a Municipal Note is a short-term debt issue typically referred to as a “note.” They generally contain a maturity schedule of one year or less. Municipal Bond Issues typically contain a maturity period of more than one year. Both types are handled the same way in Advantage, and the term “bond” is generically used for both.

> **Original Issue Discount (OID)**

This is the amount by which the Face Value of a security exceeds its Issue Price at the time of its original issuance. The original issue discount is amortized over the life of the security.

When the market rate of interest for a similar security is less than the stated interest rate of the security, that security will sell at a discount (Issue Price < Face Value).

> **Original Issue Premium (OIP)**

The amount by which the Issue Price of a security exceeds the Face Value at the time of its original issuance. The original issue premium is often amortized over the life of the security and results in an adjustment to the basis of the security. The amount of original issue premium received by the issuer in a primary offering, also known as the “bond premium,” is generally treated as proceeds of the issue.

When the market rate of interest for a similar security is greater than the stated interest rate of the security, that security will fetch a premium (Issue Price > Face Value).

> **Par**

When the Issue Price of a security is equal to the Face Value of the security, it is said to be issued at ‘Par’.

> **Paying Agent**

An agent (often a bank) who receives payments from the bond issuer (the Advantage site), and then distributes the payments to the bond holders (a.k.a. disbursing agent or underwriter).

> **Present Value (PV)**

The value on a given date of a future payment or series of future payments, discounted to reflect the time value of money and other factors such as investment risk.

> **Purchased Interest**

During a bond sale, it is possible that the issue date (the date the bonds are for sale) is later than the dated date (the date on which interest begins to be accrue). In this case, bond proceeds would include money from the buyer to “purchase” the interest that was

already accrued. The additional cash from the sale of the accrued interest is booked with the bond and offset to a "Purchased Interest" account.

> **Refunded Bond**

A scenario where new bonds are issued in order to pay off older bonds. In this scenario, the bonds have a relationship. The new bonds are considered current, but the old bonds are known as "Refunded" (as opposed to "Completed").

> **Residual Value**

This is the estimated fair value of the leased asset at the end of the lease term. If the lessee agrees to make up any deficiency below the stated amount that the lessor realizes in residual value at the end of the lease term that stated amount is the guaranteed residual value.

> **Sales Type Lease**

This lease is the same as a Direct Financing Lease but there is a profit (or unlikely loss) for the lessor because the fair value of the asset is greater than the net book value.

> **Short Term Lease**

A short term lease is defined as a least that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Lessees and lessors should recognize short term lease payments as outflows or resources or inflows of resources, respectively, based on the payment provisions of the lease contract. -- From GASB Statement 87.

> **Sinking Fund**

This is an account into which governments periodically set aside money for the repayment of a debt. This could be tracked as a fund code, a sub fund, or it could be tracked with a different Chart of Account element (for example, a Balance Sheet Account). In many cases, this is a Debt Service Fund to which resources are manually transferred outside of any Debt Management batch process. That transfer may begin just after the initial issue and continue until maturity. However, through reporting of principal payments (and even interest) required and using a Debt Type of *Internal Loan*, setup can be done where there is a transfer from operating funds to the Debt Service Fund with an Internal Debt Accounting transaction just before each principal payment.

> **Yield to Maturity (YTM)**

The interest rate an investor will receive if a long-term, interest-bearing investment, such as a bond, is held to its maturity date. Also called the "Internal Rate of Return", it takes into account purchase price, redemption value, time to maturity, coupon yield, and the time between interest payments. Recognizing the "time value" of money, it is the discount rate at which the present value of all future payments would equal the present price of the bond.

Loan Functionality

Loan functionality starts with the three sub types of loans available in the Major Type of Loan field, which are shown in the table below. A Debt Type code is delivered with setup for each (parenthetical codes below). These three can be cloned to create variants of each to satisfy reporting, workflow, or accounting control needs.

Sub Type (<i>Debt Type</i>)	Description
External Given (<i>EXT-LDR</i>)	A loan where you are the lender and the borrower is an external borrower (customer).
External Taken (<i>EXT-BWR</i>)	A loan where you are the borrower and the lender is an external lender (vendor).
Internal (<i>INT</i>)	A loan where the lender and the borrower are entities on the same Advantage application.

When creating a Loan Setup (LOANS) or Loan Modification (LOANM) transaction, the loan sub type determines which tabs of the transactions are required and which are prohibited for an active loan. The table below details those rules. When required, the system will automatically insert a line on the setup transaction and (if creating a new loan) on a modification transaction.

The following table shows what transaction tabs are required when defining a loan debt instrument based on the three sub types of loans.

Transaction Tab	External Given	External Taken	Internal
Debt Instrument	Required	Required	Required
Lender Information	Required but information is optional	Required	Required but information is optional
Lender COA	Required	Prohibited	Required
Borrower Information	Required	Required but information is optional	Required but information is optional
Borrower COA	Prohibited	Required	Required
Schedule	Required	Required	Required

Transaction Tab	External Given	External Taken	Internal
Schedule Details	Required	Required	Required
Debt Costs	Optional	Optional	Optional
Debt Instrument Alerts	Optional	Optional	Optional

Loans have several features and restrictions that are not applicable to Leases or Bonds:

For a full explanation of the delivered accounting events for loans, please see the "Loans" topic under Accounting Model Delivered Configuration > Debt - Accounting Model in the *Financial Administration User Guide*.

Lease Functionality

Lease functionality starts with two determinates: the Major Type of Lease and the Lessor/Lessee Indicator. These two fields result in four different sub type combinations for leases, which are delivered as Debt Type codes (parenthetical codes below). These four can be cloned to create variants for each to satisfy reporting, workflow and accounting control needs. Not displayed below is an internal choice for leasing an asset between parties on the same CGI Advantage Financial application. That functionality is part of the Internal Costing feature in Cost Accounting. Refer to the *Internal Costing User Guide* for more information.

Sub Type (<i>Debt Type</i>)	Description
Operating Lease as Lessor (<i>OPR-LSR</i>)	An operating lease where you are the lessor and the lessee is a customer account.
Operating Lease as Lessee (<i>OPR-LSE</i>)	An operating lease where you are the lessee and the lessor is a vendor.
Capital Lease as Lessor (<i>CAP-LSR</i>)	A capital lease where you are the lessor and the lessee is a customer account.
Capital Lease as Lessee (<i>CAP-LSE</i>)	A capital lease where you are the lessee and the lessor is a vendor.

When creating a Lease Setup (LEASES) or Lease Modification (LEASEM) transaction, the lease sub type determines which tabs of the transactions are required and which are prohibited for an active lease. The table below details those rules. When required, the system will automatically insert a line on the setup transaction and (if creating a new lease) on a modification transaction.

Transaction Tab	Lessor	Lessee
Debt Instrument	Required	Required
Lender/Lessor Information	Required but information is optional	Required
Lender/Lessor COA	Required	Prohibited
Borrower/Lessee Information	Required	Required but information is optional
Borrower/Lessee COA	Prohibited	Required

Transaction Tab	Lessor	Lessee
Schedule	Required	Required
Schedule Details	Required	Required
Debt Costs	Optional	Optional
Debt Instrument Alerts	Optional	Optional

Leases have several features and restrictions that are not applicable to Loans or Bonds:

For a full explanation of the delivered accounting events for leases, please see the "Leases" topic under Accounting Model Delivered Configuration > Debt - Accounting Model in the *Financial Administration User Guide*.

Bond Functionality

The Debt Management module allows sites to manage bond issues, including allocating, tracking, and accounting for the use of bond funds. The system enables accounting and budget control agencies to meet their obligations with respect to the use of bond funds by handling the management and accounting for all different types of bonds such as revenue and general obligation along with other types of similar debt such as commercial paper.

Bond functionality starts with the seven sub types of bonds available in the Major Type of Bond field, which are shown in the table below. A Debt Type code is delivered with setup for each (parenthetical codes below). These seven can be cloned to create variants of each to satisfy reporting, workflow, or accounting control needs.

Sub Type (<i>Debt Type</i>)	Description
Capital Appreciation (CAB)	<p>A bond issued at a substantial discount, which accretes in value through the compounding of interest over the life of the bond, so that discount is not amortized. Interest is paid out at maturity with the full amount of principal. The bond authorization is only reduced by par value minus the amount of discount as a Capital Appreciation bond is entered with the un-accreted amount as Principal.</p> <p>The discount is not entered. Instead, the amount entered as Principal results from the following calculation: (Number of Bonds Issued * Denomination) – Discount.</p>
Convertible Capital Appreciation (CCAB)	A bond that starts off as Capital Appreciation but then later converts to a form that pays interest out instead of compounding.
Coupon (CPN)	A bond issued where only interest is paid on a rate or fixed amount basis with all principal being paid at maturity.
Zero Coupon (ZCPN)	<p>A bond issued that is much like the Capital Appreciation bond in that it has a discounted amount that is not amortized, but is made up through the compounding of interest. The difference is that the full amount of Principal is entered for a Zero Coupon bond to reduce the Authorized Amount rather than an amount of Principal that is less by the true amount of Discount.</p> <p>Any additional discount that was not accounted for by compounding interest can be entered and amortized.</p>
Variable Rate (VRB)	A bond issued where the interest rate will vary over the life of the issue.
Self Amortizing (SAB)	A bond issued where coupon payments pay interest in a decreasing schedule and principal in an increasing schedule.

Sub Type (<i>Debt Type</i>)	Description
Unspecified (UNSP)	A bond issued that is not completely one of the previous sub types.

When creating a Bond Setup (BONDS) or Bond Modification (BONDM) transaction, the bond sub types do not determine which tabs of the transactions are required and which are prohibited. Unlike loans and leases, the transaction tab rules do not vary based on the sub type. When required, the system will automatically insert a line on the setup transaction and (if creating a new bond) on a modification transaction.

The following table shows what transaction tabs are required when defining a bond debt instrument.

Transaction Tab	Required/Optional
Debt Instrument	Required
Paying Agent/Lender Information	Required
Bond Proceeds/Lender COA	Required
Borrower Information	Required but information is optional
Bond Payments/Borrower COA	Required
Schedule	Required
Schedule Details	Required
Call/Put Schedule	Optional
Debt Costs	Optional
Debt Instrument Alerts	Optional

Although bonds do not involve two parties on CGI Advantage Financial, they do require records on both the Lender and Borrower transaction tabs.

- The Paying Agent for the bond issue is a vendor recorded on the Paying Agent/Lender Information tab.
- One or more Bond Proceeds/Lender COA records are required to record where the bond proceeds are initially recorded and how amortizations are recorded.

- One or more Bond Payments/Borrower COA records are required to record how all bond payments are made: Principal, Interest, Other Amount Payments, and Prepaid Interest.

Bonds have several features and restrictions that are not applicable to Leases or Loans.

For a full explanation of the delivered accounting events for bonds, please see the "Bonds" topic under Accounting Model Delivered Configuration > Debt - Accounting Model in the *Financial Administration User Guide*.

Transaction Information

This topic includes detailed information regarding the transactions in the Debt Management area. The transactions are organized first by Transaction Type and then by Transaction Code within each type. Transaction descriptions include references to the four Debt batch processes. For more information on each process, please see the "[Advanced – Batch Processing](#)" topic for more details on each.

- [Charge \(CH\) Transaction Type](#)
- [Internal Exchange Transaction \(IET\) Transaction Type](#)
- [Debt \(DEBT\) Transaction Type](#)

Transaction Code Glossary

All Transactions Codes that can be utilized by the Debt Management area are listed below alphabetically by Transaction Name. Those used by other functional areas such as Accounts Receivable and Accounts Payable have been excluded.

Transaction Name	Transaction Code	Transaction Type
Bond Modification	BONDM	DEBT
Bond Setup	BONDS	DEBT
Debt Accounting	DA	CH
Debt Status Change	DEBTSC	DEBT
Internal Debt Accounting	IDA	IET
Lease Modification	LEASEM	DEBT
Lease Setup	LEASES	DEBT
Loan Modification	LOANM	DEBT
Loan Setup	LOANS	DEBT

Charge (CH) Transaction Type

The Charge (CH) Transaction Type is one that is thought of as only in the Cost Accounting area, but there are several uses outside of that area because of the simplicity of the Charge transaction.

Debt Management has a specialized transaction code in this transaction type:

- › Debt Accounting (DA) transaction

The Debt Accounting (DA) transaction performs all one-party debt accounting that is not part of a specific functional area such as Accounts Payable or Accounts Receivable. The DA is created by the Initial Debt Accounting, Long Term Account Reclassification, and Periodic Debt Accounting Chain jobs as well as being manually entered when necessary.

For more information on this transaction, please refer the "CH Transaction Type" topic in the *General Accounting User Guide*.

CH Delivered Transaction Codes

The Charge (CH) Transaction Type has the following Transaction Code intended only for Debt Management.

Transaction Name	Transaction Code	Intended Use
Debt Accounting	DA	The Debt Accounting (DA) transaction performs all one-party debt accounting that is not part of a specific functional area such as Accounts Payable or Accounts Receivable.

Tasks

For instructions on how to create transactions associated with the Debt Accounting transaction, refer to the following topics under "Common Business Tasks".

Internal Exchange Transaction (IET) Transaction Type

The Internal Exchange Transaction (IET) Transaction Type is one that is in the General Accounting area, but there are several uses outside of that area because of the two-party accounting nature of that transaction.

Debt Management has a specialized transaction code in this transaction type:

- › Internal Debt Accounting (IDA) transaction

The Internal Debt Accounting (IDA) transaction performs all two-party debt accounting. The IDA is created by the Initial Debt Accounting, Long Term Account Reclassification, Debt Payment & Billing, and Periodic Debt Accounting Chain jobs as well as being manually entered when necessary.

For more information on this transaction, please refer the "Internal Exchange Transaction (IET) Transaction Type" topic in the *General Accounting User Guide*.

IET Delivered Transaction Codes

The Internal Exchange Transaction (IET) Transaction Type has the following Transaction Code intended only for Debt Management.

Transaction Name	Transaction Code	Intended Use
Internal Debt Accounting	IDA	The Internal Debt Accounting (IDA) transaction performs all two-party debt accounting.

Tasks

For instructions on how to create transactions associated with the Internal Debt Accounting transaction, refer to the following topic under "Common Business Tasks".

Debt (DEBT) Transaction Type

The Debt (DEBT) Transaction Type contains transaction codes that are used for the *Loan*, *Lease*, and *Bond* (Major Types of Debt). Each Major Type of Debt has a separate Setup transaction and a Modification transaction that are used to add and maintain information to the respective Debt Registry pages.

The Debt transactions do not perform any accounting, but rather are used to create and maintain information within Debt Management. The Debt transactions cannot be modified or cancelled, thus only version 1 of each is permitted. If a mistake is made, then a modification transaction is required.

Only a very limited number of fields on the Debt Management inquiry pages are updated by batch processing or the processing of accounting transactions. All other fields are updated only by the Debt transactions.

The creation of Debt transactions occur from the Transaction Catalog as with most other transaction types. However, the Debt Registry pages have actions that create transactions with different amounts of information pre-populated based on the action taken. As with other transactions, the Debt transactions can be copied to create similar Authorizations and Debt Instruments.

DEBT Setup & Modification Transaction Layouts and Fields

The creation and maintenance of Authorization and Debt Instrument data is the sole purpose of the Debt Transaction Type. The type of Authorization and Debt Instrument is up to the Transaction Sub Type of the selected Transaction Code.

All of the primary Debt transactions contain the following tabs with a few exceptions noted below:

- [Header](#)

- [Authorization](#)
- [Authorization COA](#)
- [Authorization Alerts](#)
- [Debt Instrument](#)
- [Lender Information**](#)
- [Lender COA**](#)
- [Borrower Information**](#)
- [Borrower COA**](#)
- [Schedule](#)
- [Schedule Details](#)
- [Call/Put Schedule*](#)
- [Debt Costs](#)
- [Debt Instrument Alerts](#)

*Tab found only on bond transactions.

**Tab names have slight variations for Leases and Bonds.

> **More Info**

Different transaction sub types have data entry rules that require certain tabs and prohibit others. Please see the earlier tabs on [Loan Functionality](#), [Lease Functionality](#) and [Bond Functionality](#) for those rules. When covering each of the transaction tabs above, if a field exists only for a certain Major Type of Debt that will be called out in the field definition. In such a case, the field will not appear on transactions for the other two types.

For Modification transactions, the presentation of most tabs is in a two-column format. When modifying an existing record, the values from the Debt Registry are shown in the left column in protected fields and are repeated in the right column in editable fields. For those fields that can be changed (certain fields cannot be changed once recorded), if you change the value, clear out the field, or populate a field that was previously blank for an existing debt registry record, the updated field will show an indication as such. That indication is a green bar on the left edge of the field, except if the field is check box.

There is a secondary Debt transaction - Debt Status Change (DEBTSC) - that contains only a subset of tabs found on the primary transactions. The use of this transaction is limited to changing the Authorization Status and the Debt Instrument Status, thus the fields presentation is very limited and contain only fields described later in this guide.

- Header
- Authorization
- Authorization Alerts

- Debt Instrument

Debt Delivered Transaction Codes

The Debt (DEBT) Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name).

This Transaction Type contains several delivered transaction codes. All of these codes relate 1:1 with a transaction sub type as delivered. With any implementation, you may have cloned versions of any of the delivered transactions to create ones for certain uses.

Transaction Name	Transaction Code	Intended Use	Sub Type
Bond Modification	BONDM	<ul style="list-style-type: none"> • Modify an existing Bond Authorization • Modify an existing Bond Issue • Create a new Bond Issue under an existing Authorization 	BONDM
Bond Setup	BONDS	<ul style="list-style-type: none"> • Create a new Bond Authorization • Create a new Bond Authorization and Bond Issue 	BONDS
Debt Status Change	DEBTSC	<ul style="list-style-type: none"> • Change the status of any existing Authorization • Change the status of any existing Debt Instrument 	DEBTSC
Lease Modification	LEASEM	<ul style="list-style-type: none"> • Modify an existing Lease Authorization • Modify an existing Lease • Create a new Lease under an existing Authorization 	LEASEM
Lease Setup	LEASES	<ul style="list-style-type: none"> • Create a new Lease Authorization • Create a new Lease Authorization and Lease 	LEASES
Loan Modification	LOANM	<ul style="list-style-type: none"> • Modify an existing Loan Authorization 	LOANM

Transaction Name	Transaction Code	Intended Use	Sub Type
		<ul style="list-style-type: none"> • Modify an existing Loan Application • Modify an existing Loan • Convert a Loan Application into a Loan 	
Loan Setup	LOANS	<ul style="list-style-type: none"> • Create a new Loan Authorization • Create a new Loan Authorization and Loan Application • Create a new Loan Authorization and Loan • Create a new Loan Authorization, Application, and Loan 	LOANS

Tasks

For instructions on how to create transactions associated with the DEBT Transaction Type, refer to the following topics under "Common Business Tasks".

- [Create a Loan Authorization](#)
- [Modify an Authorization](#)
- [Change Status of an Authorization](#)
- [Create a Loan Application](#)
- [Convert a Loan Application into a Loan](#)
- [Create an Internal Loan](#)
- [Create a Loan as the Borrower](#)
- [Create a Lease as Lessor](#)
- [Create a Lease as Lessee](#)
- [Create a Coupon Bond Authorization & Issue](#)
- [Create a Capital Appreciation Bond Issue Under Existing Authorization](#)
- [Schedule Change for Variable Rate Bond](#)
- [Early Redemption of a Zero Coupon Bond](#)

Header

The Header tab of the Debt transactions records general information about the transaction. All header fields can be found in the Header topic in the *Transactions User Guide*.

Authorization

The Authorization tab of the Debt transaction records identification, control, and reporting information for a single debt authorization, defining the authority for establishing current and any future debt instruments along with other reporting and control settings at the Authorization level. This is a required tab for all Debt transactions, yet this tab may be created with very little detail. Only 1 record is allowed on this tab.

The use of any of the generic reporting fields and even some of the specific fields (e.g. Name) for an authorization may be standardized for your application, so please consult any available procedures manual.

When a debt transaction has an attachment at the Authorization transaction tab, when that transaction is processed to Final, the attachment is copied to the Authorization Registry page. There the attachment can later be viewed or deleted.

Modification transactions have an Auto Apply action available on this tab of the transaction. This action will take the specified Authorization Debt ID and infer all the Authorization and Authorization COA information from the Debt Registry pages to the transaction.

> Field Level Information

Field Name	Required?	Field Description
Authorization Debt ID	Required	This identification field is always required. When creating a new authorization, a value can be manually entered or generated by the application by selecting the Auto Generate ID option and performing a save. When modifying an existing authorization, a value should be entered or chosen followed by the Auto Apply action.
Auto Generate ID	N/A	A flag, that when checked, indicates to the system that the next number from the applicable Unique Numbering (UNUM) entry should be used. Those entries are: <ul style="list-style-type: none"> • LNAUTH – for Loans • LSAUTH – for Leases • BDAUTH – for Bonds
Authorization Name	Required	Each authorization requires a name to be used for identification and reporting purposes that can be up to 60 in length.

Field Name	Required?	Field Description
		For Loans and Leases, if this name field is left blank, then upon the first validate or submit action the system will populate the field with the value in the Authorization Debt ID field.
Authorization Short Name	Required	<p>Each authorization requires a short name to be used for identification and reporting purposes that can be up to 15 in length.</p> <p>For Loans and Leases, if this short name field is left blank, then upon the first validate or submit action the system will populate the field with the last 15 characters of the Authorization Debt ID field.</p>
Authorization Status	Required	<p>A status to control system processing, edits, and possibly workflow routing. The choices are:</p> <ul style="list-style-type: none"> • <i>Inactive</i> – The default status indicating the authorization can have debt instruments defined, but none of those instruments can have an ‘active’ status. Also, accounting transactions cannot reference the Authorization Debt ID and no debt batch processing will select the authorization with this status. • <i>Ready to Exercise</i> – The status that indicates the authorization is ready for debt instrument definition and activation. The limited number of accounting transactions that support referencing an authorization can now reference the Authorization Debt ID. Debt batch processing will select the authorization if the Generate Authorization Accounting flag is checked. This status and Inactive are the only ones allowed on a setup transaction. • <i>Active</i> – The status that indicates the authorization has at least one debt instrument defined for it with a Debt Instrument Status of ‘Active’. Only the system should set this status so authorizations without active debt instruments can be determined by the Ready to Exercise status. Accounting transactions that support referencing an authorization can reference the Authorization Debt ID. Debt batch processing will select the authorization if the Generate Authorization Accounting flag is checked.

Field Name	Required?	Field Description
		<ul style="list-style-type: none"> • <i>Locked</i> – The status that freezes any further debt instrument activity (creation or status changes) against the authorization, presumably until some action external to Advantage occurs to allow further use. The authorization will not be selected for initial accounting by the system even if the Generate Authorization Accounting flag is checked for the authorization. Accounting transactions that support referencing an authorization can reference the Authorization Debt ID. Existing debt instruments will still be selected for automatic processing. • <i>Closed</i> – The status that indicates that the full amount of the authorization has been exercised and all debt instruments have either completed or been manually closed. This status is normally set by the application but can be set manually. When set manually, the Authorized Amount has to be reduced to equal the Exercised Amount. If authorization accounting had been done, a manual Debt Accounting transaction will be recorded along with the reduction in the Authorized Amount. Accounting transactions that support referencing an authorization can reference with an override error. Once the Authorization Status reaches Closed, the Authorization COA records cannot be modified or added. Alerts that had already been defined will still occur. The reporting fields for the authorization record can still be modified as reporting information may continue to be changed or added after the instrument is completed. • <i>Cancelled</i> – This status is used to remove all Authorization Registry records for an authorization. When the debt transaction with this status submits to Final, the Authorization and any Authorization COA Debt Registry records, but not the history or alerts, will be deleted.
Responsible Department	Required	This Department code is not a key to the Authorization Debt ID but rather used to define what Department is responsible for the Authorization. The field can be used with the row-filtering security feature to limit with authorizations a user can view or update. When left blank, the field defaults to the value entered as the

Field Name	Required?	Field Description
		Transaction Department Code. The value chosen does not have to match that of any of the three COA tabs of the Debt Transaction. However, if using row-filtering security, then the values should match or at least be accessible Departments.
Authorization Date	Required	<p>This date records the date that an authorization was created, made, activated, approved, and so forth. That date is for reporting use only and can be used for a variety of dates such as the date a bond authorization was approved by voters.</p> <p>For Loans and Leases, if this date field is blank, then upon the first validate or submit action the system will populate the field with the earlier of the Record Date on the Header or the Authorization Start on the authorization record. If the Record Date is blank, the system will use the Current System Date.</p>
Authorization Start	Required	<p>This date defines the date for which all debt instruments under the authorization must have an Issue Date equal to or greater than (after). The Authorization Start cannot be before the Authorization Date.</p> <p>For Loans and Leases, if this date field is blank, then upon the first validate or submit action the system will populate a blank Authorization Start field with the Record Date on the Header. If the Record Date is blank, the system will use the Current Application Date.</p>
Authorization End	Optional	This date is an optional date to define a stopping point for the authorization whereby new debt instruments cannot have an Issue Date beyond. When left blank, there is no time limit on future debt instruments.
Authorized Amount	Required	<p>The amount that defines the maximum amount of Principal for all debt instruments defined to the authorization. Negative amounts are not allowed. The value in this field initially defaults to \$0.00.</p> <p>For Loans and Leases, if this amount field is blank, then upon the first validate or submit action the system will set it to equal the Exercised Amount (after the Exercised Amount has been calculated from debt instrument records on the transaction).</p> <p>A warning is issued if the Authorized Amount value is changed when the Authorization Status on the registry</p>

Field Name	Required?	Field Description
		<p>is Active or Locked and the Generated On date is populated. In that case, you must submit a manual accounting transaction to adjust remaining Authorized But Unissued balances on a Journal Voucher or the Debt Accounting transaction.</p> <p>You cannot change the Authorized Amount when the Authorization Status on the registry is Closed unless the Modification transaction is also changing the Application Status to Active or Locked.</p>
Exercised Amount	System Set	<p>The amount is a system-calculated sum of the Principal amount on all children debt instruments defined to an authorization. This amount is compared to the Authorized Amount to ensure debt instruments do not exceed the authorization. The amount is also subtracted from the Authorized Amount to arrive at the Remaining Amount.</p> <p>Special Loan Logic - Only those debt instrument records with the Application/Loan Indicator set to of <i>Loan</i> are summarized to this Exercised Amount; Applications do not count against the authorization.</p>
Remaining Amount	System Set	<p>The amount is a system-calculated remainder of the Authorized Amount minus the Exercised Amount.</p>
Authorization Description	Optional	<p>An optional field to record a short description for an Authorization for reporting and identification purposes.</p>
Authorization Extended Description	Optional	<p>An optional field to record a long description for an Authorization for reporting and identification purposes.</p>
Minimum Denomination	Optional	<p>This field is only displayed on the bond transactions where it can be used to ensure that all Bond Issues defined under the Bond Authorization do not have a Denomination value too low. (Please note that the field is not displayed in earlier screen captures.)</p>
Generate Authorization Accounting	N/A	<p>Indicates that the Initial Debt Accounting Chain should select the Authorization and create initial Authorized But Unissued balances. It also signals that same chain job to reduce the Authorized But Unissued balances</p>

Field Name	Required?	Field Description
		<p>when initial accounting is being recorded for a Debt Instrument.</p> <p>This indication will be false, if the Debt Type assigned to the Authorization does not have a value for the Authorization Event Type. If the Debt Type does have the Event Type but you uncheck this flag, the system will issue an error (warning) stating that you are suppressing Authorization Accounting when it has been set up to occur for the selected Debt Type.</p>
Contact Code Contact Email Address Phone	Conditionally Required	An optional field to record a Contact Code for an Authorization. The field can be required per Transaction Control (DCTRL) setup. From the value entered in this field, the next three fields will be inferred.
Debt Type Name	Required	<p>The Debt Type associated with an authorization will be used not only to determine if authorization accounting will be performed but will also be used to ensure all debt instruments within the authorization have the same Debt Type.</p> <p>Once established for an Authorization, the Debt Type cannot be changed unless the Authorization Status is not yet <i>Active</i>.</p>
Debt Class Name	Optional	An optional rollup to record information about an Authorization for reporting purposes.
Debt Category Name	Optional	An optional rollup to record information about an Authorization for reporting purposes.
Debt Group Name	Optional	An optional rollup to record information about an Authorization for reporting purposes.
Source of Funds Name	Optional	An optional rollup to record information about an Authorization for reporting purposes.
Reporting Field 1- 5	Optional	An optional field to record a short reporting description for an Authorization. A pick is supplied to choose from values already recorded for Authorizations of the same Major Type of Debt.

Field Name	Required?	Field Description
Related Authorization 1-5	Optional	An optional field to record the Authorization Debt ID for another Authorization that is related to the current one in some fashion. The information is only for reporting purposes.
Related Authorization 1-5		
Authorization 1 to 5 Relationship	Optional	An optional field for describing how the two Authorizations are related to one another.

Authorization COA

The Authorization COA tab of the Debt transactions records COA for authorization accounting or informational purposes. If the Debt Type selected for the authorization does not have an Authorization Accounting Event Type setup or the Generate Authorization Accounting indication is not selected, then no record is required.

> More Info

A limited amount of COA editing occurs so knowledge of what is needed for authorization accounting is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. As there is no Fiscal Year found on the debt transactions, COA validation is done with any Record Date entered on the Header. If that field is blank, then the transaction uses the current Application Date for determining a Fiscal Year and editing against Effective To and From Dates. Please note that Event Type Requirements are not read for Authorization COA records because inferences will not take place on the Debt transaction.

All inferences and other edits will not take place until an accounting line is created on a system-generated transaction for the authorization. This delayed inference allows the setup of an Accounting Template or other inference page outside of Debt Management to be used for debt records. Then if COA values need to change, only the inference page needs to be updated and not every debt record. If COA values change such that outstanding balances are now under incorrect COA, then a manually entered accounting transaction will be required.

The Authorization COA tab contains many common Accounting fields as described in the Accounting topic in the Transactions User Guide. The following fields are not common to Accounting tabs:

> Field Level Information

Field Name	Required?	Field Description
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Line Number	System Set	Each Authorization COA record is identified by a system-assigned number starting with 1.
Percentage	Required	Each Authorization COA record has a required Percentage to define the percentage used by the application when creating transactions to record or reduce the authorization. The value in this field cannot be negative and it cannot be greater than 100. Also, the sum of percentages on all Authorization COA records for a given authorization must sum to 100%.
Line Description	Optional	Line Description allows the specification of information that is placed on every accounting line created for the authorization by a Debt Management batch process. As the Authorization Debt ID is placed on all such accounting lines, the Line Description can contain textual information such as the Authorization Name so that descriptive information exists in a journal like the Accounting Journal.
Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on Activity (ACTV) or let the value default from the Accounting Template or COA inference page on a system-generated transaction.
Sub Activity	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on Sub Activity (SACTV) or let the value default from the Accounting Template or COA inference page on a system-generated transaction.
Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on Function (FUNC) or let the value default from the Accounting Template or COA inference page on a system-generated transaction.
Sub Function	Conditionally Required	This chart of account is optional unless made required by online configuration. Enter a value that is defined on Sub Function (SFUNC) or let the value default from the Accounting Template or COA inference page on a system-generated transaction.

Authorization Alerts

The Authorization Alerts tab of the Debt transactions records email alerts scheduled for an authorization. This tab is optional. Records update the Record-Specific Alerts (RSALRT) page.

As alerts are stored on the RSALRT page and not the Debt Authorization Registry, this transaction tab is never pre-populated on a Modification transaction. The tab exists to add new alerts. The maintenance of existing alerts must be done directly on the RSALRT page. For this reason, the tab appears the same on the Setup and the Modification transactions.

> Field Level Information

There must be either a User ID, Contact Code, or Email Address supplied.

Field Name	Required?	Field Description
Line Number	System Set	Each alert record is identified by a system-assigned number starting with 1.
Authorization Debt ID	System Set	The value in this protected field is inferred from the Authorization tab when a record is inserted on the Authorization Alerts tab. This field ties the alert record to a specific authorization.
User ID User Name	Optional	This field allows you to specify a user that should receive the alert. This field provides a pick to the System User listing. Please note that the User ID and Contact fields cannot both be populated at the same time.
Contact Code Contact	Optional	This field allows you to specify a contact that should receive the alert. Please note that the User ID and Contact fields cannot both be populated at the same time.
Email Address	Required	This field captures the email address that should receive the Record-Specific Alert. The address is inferred for the User ID or Contact Code entered. If neither of those is entered, the address must be manually entered. Any inferred address cannot be changed. If the alert needs to go to another address, please clear the User ID or Contact Code fields and manually enter an e-mail address.
Email Title	Required	The text that will appear in the Headline/Subject of the generated email.

Field Name	Required?	Field Description
Email Text	Required	The text that will appear in the body of the generated email.
Alert Date	Required	This field indicates the date that the email should be sent. The date must be at least 1 day into the future.

Note: If it is necessary to have someone copied (CC) on the email, then multiple alert records should be created with a copy/paste action. If the CC email address should not take action but just be aware of the alert, then the individual should be told that in the Email Text field. For example: "John Smith was sent this email and you are just receiving a copy to make you aware he was notified on this date."

Debt Instrument

The Debt Instrument tab of the Debt transaction records identification, control, and reporting information for one or more debt instruments. The transaction tab is optional as a Debt transaction can create or modify just an Authorization, but once a record is inserted on the Debt Instrument tab, rules for required fields on that tab and the tabs below it are invoked.

The use of any of the generic reporting fields and even some of the specific fields (e.g. Name) for a debt instrument may be standardized for your application, so please consult any available procedures manual.

When a debt transaction has an attachment at the Debt Instrument transaction tab, when that transaction is processed to final, the attachment will be copied to the Debt Instrument Registry page. The attachment can later be viewed or deleted from there.

The Modification transactions have an Auto Apply action available on this tab of the transaction. This action will take the supplied Debt ID and infer all the existing information from the Debt Registry pages to the transaction.

> Field Level Information

Field Name	Required?	Field Description
Line Number	System Set	Each Debt Instrument record is identified by a system-assigned number starting with 1.
Debt ID	Required	This identification field is always required. When creating a new debt instrument, a value can be manually entered or generated by the application by selecting the Auto Generate ID indication and performing a save.

Field Name	Required?	Field Description
Auto Generate ID	N/A	<p>A flag that, when checked, indicates to the system that the next number from the applicable Unique Numbering (UNUM) entry should be used. Those entries are:</p> <ul style="list-style-type: none"> • LOAN – for Loans • LEAS – for Leases • BOND – for Bonds
Debt Instrument Name	Required	Each debt instrument requires a name to be used for identification and reporting purposes that can be up to 60 in length.
Debt Instrument Short Name	Required	Each debt instrument requires a short name to be used for identification and reporting purposes that can be up to 15 in length.
Debt Instrument Status	Required	<p>A status to control system processing, edits, and possibly workflow routing. The Major Type of Debt determines the list of values for this field, and within loans, there are different status values for loans and loan applications. The system treats each respective status in a similar fashion so each is generically described below with the specific values listed. Please refer to the Loan, Lease, and Bond Functionality topics for more details.</p> <p>The choices are:</p> <ul style="list-style-type: none"> • <i>Pre-Active / Started</i> - Default status values indicating the debt instrument has started being defined but has not yet been completed and approved for activation. Loans, Bonds, and Leases have two status choices at this state. Budget and accounting transactions cannot reference the Debt ID and no Debt batch processing will select the debt instrument. Values: Application Started, Loan Started, Loan in Review, Lease Started, Lease in Review, Bond Started, and Bond in Review. • <i>Active</i> – The status values that indicate the debt instrument is ready for batch processing as well as budget and accounting references. Values: Application Ready to Loan, Application Loaned, Active Loan, Active Lease, and Active Bond.

Field Name	Required?	Field Description
		<ul style="list-style-type: none"> • <i>Completed/Closed</i> – The status values that indicate the debt instrument has either been closed out manually or fully paid. A ‘completed’ status value is set automatically when the last schedule detail record has been processed. A ‘closed’ status value is set manually with a Debt Modification or Debt Status Change transaction. With either of those transactions, there will have to be a manual adjustment to get open account balances closed out too. The exception is the loan application that does no accounting by definition. Values: Declined Application, Loan Completed, Loan Manually Closed, Lease Completed, Lease Manually Closed, Bond Completed, and Bond Manually Closed. • <i>Cancelled</i> – This status is used to remove all Debt Instrument Registry records for a debt instrument. When the debt transaction with this status submits to Final, the registry records (but not the history or alerts) will be deleted. Values: Cancelled Application, Loan Cancelled, Lease Cancelled, and Bond Cancelled.
Responsible Department	Required	This Department code is not a key to the Debt ID but rather used to define what Department is responsible for the Debt Instrument. The field can also be used with the row-filtering feature of security to limit with Debt Instruments a user can view or update. When left blank the field defaults to the value entered as the Transaction Department Code. The value chosen does not have to match that of any of the three COA tabs of the Debt Transaction, however, if using row-filtering security then the values should match or at least be accessible Departments.
Application/Loan Indicator	Required	This important setting is visible only on the loan transactions. The default value is <i>Loan</i> . The choice of <i>Application</i> makes the debt instrument never eligible for selection by a Debt batch process. Those are the only two valid values.
Major Type of Loan	Required	This important setting is visible only on the loan transactions and is inferred from the chosen Debt Type. Valid values are: <i>External Given</i> , <i>External Taken</i> , and <i>Internal</i> . Please see the " Loan Functionality " topic for more details on these choices and what they mean.

Field Name	Required?	Field Description
Lessor/Lessee Indicator	Required	This important setting is visible only on the lease transactions and is inferred from the chosen Debt Type. Valid values are: <i>Lessor</i> and <i>Lessee</i> . Please see the " Lease Functionality " topic for more details on these choices and what they mean.
Major Type of Lease	Required	This important setting is visible only on the lease transactions and is inferred from the chosen Debt Type. Valid values are: <i>Operating</i> and <i>Capital</i> . Please see the " Lease Functionality " topic for more details on these choices and what they mean.
Major Type of Bond	Required	This important setting is visible only on the bond transactions and is inferred from the chosen Debt Type. Valid values are: <i>Capital Appreciation</i> , <i>Convertible Capital Appreciation</i> , <i>Coupon</i> , <i>Zero Coupon</i> , <i>Variable Rate</i> , <i>Self- Amortizing</i> , and <i>Unspecified</i> . Please see the " Bond Functionality " topic for more details on these choices and what they mean.
Issue Date	Conditionally Required	<p>This date defines the date a debt instrument was issued, signed, official, undertaken, and so forth. It may or may not be the same date the instrument was activated in Advantage. The Issue Date must be equal to or within the Authorization Start and Authorization End range of the parent authorization. The date is required for all types of Debt Instruments except loan applications.</p> <p>If the Application/Loan Indicator is <i>Loan</i>, then the Issue Date for the Loan must fall on or within any Application Good From/To range of the Related Loan Application ID. If the Application/Loan Indicator is <i>Application</i>, then the Issue Date is not allowed. In all other cases, the date is required.</p> <p>Issue Date is used as the beginning date by the Generate Schedule action unless the Schedule Start Date is populated on the Schedule with a later date.</p>
Record Initial Accounting	N/A	When this flag is checked, the Debt Instrument will be selected by all Debt batch processes. If unchecked, the only process that will select the record is the Debt Payment & Billing Chain if the Manual Payments/Billing flag is not also checked.

Field Name	Required?	Field Description
Principal	Required	<p>Each debt instrument requires a Principal that is greater than \$0.00 that will default to the Schedule part of the transaction. The amount of Principal is special for the Capital Appreciation and Convertible Capital Appreciation types of bonds. Please see the "Bond Functionality" topic for more information on this.</p> <p>If the amount of Principal is adjusted on a modification transaction after the initial accounting has been done (automatically or manually) for a debt instrument, then a manual accounting adjustment is required to adjust outstanding balances.</p> <p>The amount of Principal on a debt instrument together with the amount of Principal on all other debt instruments under an authorization cannot exceed the Authorized Amount for that authorization.</p> <p>While principal for loans and bonds is straight forward, the amount for leases can become complex. When the lessor, the amount of principal is the present value of all future payments of principal and interest with any down payment added as present value. When the lessee, the amount of principal is the present value of all minimum lease payments including any certain purchase payment or residual value guarantee.</p>
Principal Scheduled & Paid	System Set	<p>This calculated amount is the sum of Principal Paid on all Schedules flagged as <i>Historical</i> plus the Total Principal of the Schedule flagged as the <i>Selected Schedule</i>. This calculated amount exists to assist with modifications so that you know if changes to the Schedule or Debt Instrument parts of the transaction has removed or added to the original amount of Principal.</p>
Taxable Status	Optional	<p>This is an optional setting only on the bond transactions to indicate the taxable status of a bond.</p>
Insurer	Optional	<p>This is an optional setting only on the bond transactions to indicate the insurer of the bond issue. Valid values come from the NAIC Insurance Code (NAIC) page.</p>
Insurer Name	System Set	<p>The inferred name from the Insurer is displayed only on bond transactions.</p>

Field Name	Required?	Field Description
Application Good From	Conditionally Required	<p>The date from which a loan application is good from, meaning that a loan created from the application can have an Issue Date on or after this Application Good From date.</p> <p>This date is only shown on the loan transactions, required when the Application/Loan Indicator is <i>Application</i>, and prohibited when that Indicator is <i>Loan</i>.</p>
Application Good To	Optional	<p>The date to which a loan application is good until, meaning that a loan created from the application can have an Issue date on or before this Application Good To Date. If left blank, there is no upper date limit to when the application can be turned into a loan.</p> <p>This date is only shown on the loan transactions, optional when the Application/Loan Indicator is <i>Application</i>, and prohibited when that Indicator is <i>Loan</i>.</p>
Fixed Asset Number	Conditionally Required	<p>Each leased asset can optionally be tied to a Fixed Asset record. That association is made in two parts, starting with Fixed Asset Number.</p> <p>This field is only shown on the lease transactions.</p>
Fixed Asset Component Number	Conditionally Required	<p>Each leased asset can optionally be tied to a Fixed Asset record. That association is made in two parts, ending with Fixed Asset Component Number.</p> <p>This field is only shown on the lease transactions.</p>
Debt Instrument Description	Optional	<p>An optional field to record a short description for a Debt Instrument for reporting and identification purposes.</p>
Debt Instrument Extended Description	Optional	<p>An optional field to record a long description for a Debt Instrument for reporting and identification purposes.</p>
Denomination	Required	<p>This is a required definition of the denomination of the bonds in a bond issue. The field is only visible on the bond transactions and will be used by the transactions in calculations.</p>

Field Name	Required?	Field Description
Number of Bonds Issued	Required	This is a required number of individual bonds in a bond issue. The field is only visible on the bond transactions and will be used by the transactions in calculations.
Rating	Optional	<p>This is optional information for a bond issue where you enter the given rating for the bond issue from one of the rating agencies. The field is only displayed on the bond transactions.</p> <p>The Standard and Poor's values are delivered but may be replaced with other values for your site.</p>
Bond Status	Required	<p>The Bond Status field allows you to define a status level below that of the Debt Instrument Status for Bonds for informational purposes. The field is only displayed on the bond transactions.</p> <ul style="list-style-type: none"> • <i>In Progress</i> – This is the default value that is associated with a bond from the time it is started until a user or the system changes the value. This value is used in all Debt Instrument Status values up to <i>Active Bond</i>. • <i>Paid at Maturity</i> – This is the value that the registry sets the field to upon the closing of the final Schedule Detail record in the Selected Schedule that does not contain a Refunding Payment record. The Debt Instrument Status is most likely to be <i>Bond Completed</i>. • <i>Called</i> – This value should be used when a call option is exercised and the Debt Instrument Status is <i>Bond Manually Completed</i>. • <i>Special Redemption</i> – This value should be used when a bond is redeemed other than with a call and the Debt Instrument Status is <i>Bond Manually Completed</i>. • <i>Refunded</i> – This value should be used in all refunding scenarios and with the Debt Instrument Status of <i>Active Bond</i> or <i>Bond Manually Completed</i>. • <i>Defaulted</i> – This value should be used when a bond is defaulted and the Debt Instrument Status is <i>Bond Manually Completed</i>.

Field Name	Required?	Field Description
Contact Code Contact Email Address Phone	Conditionally Required	An optional field to record a Contact Code for a Debt Instrument. The field can be required per Transaction Control (DCTRL) setup.
Debt Type Debt Type Name	Required	<p>Most times the same Debt Type is used on the parent Authorization and all Debt Instrument children. In cases where a debt instrument varies from the authorization, a warning is issued.</p> <p>Debt Types are set up on the Debt Type page with all the major characteristics necessary for the proper accounting treatment and system editing. Debt Type can also be used to group Debt Instruments for reporting purposes or workflow.</p> <p>Once established for a Debt Instrument, the Debt Type cannot be changed unless the Debt Instrument Status is not yet Active. Changing the Debt Type may result in previously entered data being prohibited so that it has to be deleted.</p>
Debt Class Debt Class Name	Optional	An optional rollup to record information about a Debt Instrument for reporting purposes.
Debt Category Debt Category Name	Optional	An optional rollup to record information about a Debt Instrument for reporting purposes.
Debt Group Debt Group Name	Optional	An optional rollup to record information about a Debt Instrument for reporting purposes.
Source of Funds Source of Funds Name	Optional	An optional rollup to record information about a Debt Instrument for reporting purposes.

Field Name	Required?	Field Description
Reporting Field 1--5	Optional	An optional field to record a short reporting description for a Debt Instrument. A pick is supplied to choose from values already recorded for Debt Instruments of the same Major Type of Debt.
External Tracking Field 1-3 Name	System Set	When the selected Debt Type for a Debt Instrument has a value defined in the External Tracking Field 1-3 Name, that name is inferred to this field to do two things: <ul style="list-style-type: none"> Alert the user that the External Tracking Field 1-3 is required Tell the user what data is expected in that field.
External Tracking Field 1-3	Conditionally Required	A field that is required by Debt Type setup. Please see the information given in the External Tracking Field 1-3 Name for what data is expected of you.
Related Debt Instrument 1-5 Related Debt Instrument 1-5 Name	Optional	An optional field to record the Debt ID for another Debt Instrument that is related to the current one in some fashion. The information is only for reporting purposes.
Debt Instrument 1-5 Relationship	Optional	An optional field for describing how the two Debt Instruments are related to one another.

Lender Information

The Lender Information tab of the Debt transaction records information for the internal or external lender. Only 1 record is allowed on this tab and that record is automatically created by the application when required. Please see the sections of [Loan Functionality](#), [Lease Functionality](#), and [Bond Functionality](#) for when the Lender Information tab is required or prohibited.

The Lender Information tab of the Debt transaction contains only common Vendor fields as described in the Vendor topic in the *Transactions User Guide*.

Lender COA

The Lender COA tab on Debt transactions, records one or more COA strings for the lender that will be used by Debt batch programs. Even if manual or interfaced accounting is done for payments and initial accounting, a record is still required. Please see the sections of [Loan Functionality](#), [Lease Functionality](#), and [Bond Functionality](#) for when the Lender COA tab is required or prohibited.

› More Info

The Debt tab of the Special Accounts (SPEC) page contains default objects and revenues COA for principal and interest so these codes are not necessary on a Lender COA record unless the SPEC values need to be overridden. However, if paying/billing additional amounts, there must be the necessary Revenue information specified because there are no defaults on SPEC for those. If amortizing costs, then there must be the necessary Object information specified because there are no defaults on SPEC for those.

A limited amount of COA editing occurs so knowledge of what is needed for various accounting events is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. As there is no Fiscal Year found on the debt transactions, COA validation is done with any Record Date entered on the Header. If that field is blank, then the transaction uses the current Application Date for determining a Fiscal Year and editing against Effective To and From Dates.

All inferences and other edits will not take place until an accounting line is created on a system-generated transaction for the debt instrument. This delayed inference allows the setup of an Accounting Template or other inference page outside of Debt Management to be used for debt records. If COA strings need to change later, then you only have to update the Accounting Template or inference page and not every debt record. If COA values change so that outstanding balances are now under incorrect COA, then a manually entered accounting transaction will be required.

Please note that Event Type Requirements are not read for Lender COA records because inferences will not take place on the Debt transaction and there are multiple event types that will use this COA.

If amortizing costs or making billings beyond principal and interest with the Other Amounts, then there must be the necessary Object or Revenue Source information specified because there are no defaults on SPEC for those. For this reason, the Payment Type of ALL cannot be used as the Revenue Source for the payment would override the default from Special Accounts for Principal and Interest.

› Field Level Information

The Lender COA tab contains many common Accounting fields as described in the Accounting topic in the *Transactions User Guide*. The following fields are not common to Accounting tabs:

Field Name	Required?	Field Description
Line Number	System Set	Each Lender COA record is identified by a system-assigned number starting with 1.
Type of Payment	Required	Type of Payment in Debt Management allows the specification of COA strings just for one type of activity or all types. The setting controls what COA strings are used for different types of lines on system-generated transactions. If the All setting is not used, the transaction will require one or more of the other seven

Field Name	Required?	Field Description
		<p>values based on which Other Amount field is used as well as one for Principal and another when there is Interest.</p> <p>The field can have one of the following values:</p> <ul style="list-style-type: none"> • <i>All</i> – Used when all system-generated accounting events should use the same COA string. • <i>Principal</i> – Used when at least one accounting event needs different COA. Records with this setting are only used when generating vendor/accounting lines for principal. • <i>Interest</i> – Used when at least one accounting event needs different COA. Records with this setting are only used when generating vendor/accounting lines for interest. • <i>Other Amount 1 to 5</i> – Used when at least one accounting event needs different COA. Records with this setting are only used when generating vendor/accounting lines for an Other Amount 1 - 5 set up for the selected Debt Type accordingly. <p>COA records within a transaction tab cannot have a mixture of All and other values unless the All record has a Percentage of 0% or vice versa.</p> <p>If the value of this field is changed on a modification transaction, then all future batch processing will use the new value. Prior processing is not changed. A manual adjustment transaction may also be necessary to reclassify any open balances.</p>
Percentage	Required	<p>Each Lender COA record has a required Percentage to define the percentage used by batch processes when creating transactions to record accounting events for the lender. The value in this field cannot be negative and it cannot be greater than 100. Also, the sum of percentages on all Lender COA records for a given debt instrument and Type of Payment must sum to 100%.</p> <p>If you modify the percentage of a record for a debt instrument with the Initial Accounting Recorded Date populated or for one you manually entered initial accounting for, then you must create a transaction to adjust outstanding balances.</p>

Field Name	Required?	Field Description
Bank	Conditionally Required	<p>Defines a Bank account that will be populated on certain transactions created from that COA record instead of using the default bank account for the Fund of the Lender COA tab.</p> <p>There are several situations where the Bank is a required field and must be the same bank on all COA records, specifically for all bonds and Internal Loans.</p>
Line Description	Optional	<p>Line Description allows the specification of information that will be placed on every accounting line created for the lender by a Debt Management batch process. As the Debt ID will be placed on all such accounting lines, the Line Description can contain textual information such as the Debt Instrument Name so that descriptive information exists in a journal like the Accounting Journal. When a short description is entered, those batch jobs will append the description with a brief statement of what is being recorded: initial accounting, principal, and so forth.</p>

Borrower Information

The Borrower Information tab of the Debt transaction records information for the lessee and the internal or external borrower. Only 1 record is allowed on this tab in most cases and that record is automatically created by the application in most situations. Only leases will allow for multiple lessee records. Please see the sections of [Loan Functionality](#), [Lease Functionality](#), and [Bond Functionality](#) for when the Borrower Information tab is required or prohibited.

> Field Level Information

The Borrower Information and Lessee/Borrower Information tab of the Debt transaction contain the following fields:

Field Name	Required?	Field Description
Line Number	System Set	Each Borrower Information record is identified by a system-assigned number starting with 1. This field is only visible on the lease transactions because only leases support multiple borrowers.
Customer Code	Conditionally Required	When specified, it is from whom payments will come.

Field Name	Required?	Field Description
		<p>The entity or individual entered must always be certified with a Customer Active Status of <i>Active</i> and a Customer Approval Status of <i>Complete</i>.</p> <p>After that there is a series of internal or external requirements:</p> <ul style="list-style-type: none"> • <i>External</i>: All Bonds, External Loans Given, and Leases as Lessor • <i>Internal</i>: External Loans Taken, Internal Loans, and Leases as the Lessee
Legal Name	System Set	The inferred Legal Name for the customer.
Address ID	Conditionally Required	<p>When a Customer Code is entered, an Address ID is required to complete the customer information necessary to generate accounting transactions for billing/payment. The field can be manually completed with an Address ID that has the Address Type of <i>Billing</i> or will infer from one of two places:</p> <ul style="list-style-type: none"> • If Major Type of Loan is <i>External Given</i> or Lessor/Lessee Indicator is <i>Lessor</i>, then the default comes from the Customer Account Options for the AR Dept, AR Unit, Customer Code, and Billing Profile. If there is not an Address ID on the Customer Account Options record, then use second place below. • In all other cases where a Customer Code is specified then the default will be the address on the Vendor/Customer information that is marked as the Default with an Address Type of <i>Receivable</i>.
Billing Profile	Conditionally Required	<p>When a Customer Code is entered, a Billing Profile is required to complete the customer information necessary when that Customer is an external customer. The field is not used when there is an internal customer. If the Vendor/Customer record is setup with a default Billing Profile, that value will default if you do not manually enter a value that is valid with the Customer Code, AR Department, and AR Unit on the Customer Account Options page.</p>
AR Dept	Required	A field that is most often system set, but can be manually entered when the default value from the AR

Field Name	Required?	Field Description
		Department Inference setting on the Revenue tab of the System Options page. The value is one of the four fields used when validating an external customer on the Customer Account Options page.
AR Unit	Required	A field that is most often system set, but can be manually entered when the default value from the AR Department Inference setting on the Revenue tab of the System Options page. The value is one of the four fields used when validating an external customer on the Customer Account Options page.
Percentage	Required	This is a required field shown only on the lease transactions. When there is only one customer, the default value of 100% should remain the value. However, if there are multiple customer accounts being billed, then you must enter a percentage for each. The value in this field cannot be negative and it cannot be greater than 100. Also, the sum of percentages on all Lessee/Borrower Information records for a given debt instrument must sum to 100%.

Borrower COA

The Borrower COA tab of the Debt transaction records one or more COA strings for the borrower that will be used by Debt batch programs. Even if manual or interfaced accounting is done for payments and initial accounting, a record is still required. Please see the sections of [Loan Functionality](#), [Lease Functionality](#), and [Bond Functionality](#) for when the Borrower COA tab is required or prohibited.

> More Info

The Debt tab of the Special Accounts (SPEC) page contains default object and revenue COA for principal and interest so these codes are not necessary on a Borrower COA record unless the SPEC values need to be overridden. However, if paying additional amounts, there must be the necessary Object information specified because there are no defaults on SPEC for those. If amortizing costs or making payments beyond principal and interest with one of the Other Amounts, then there must be the necessary Object information specified because there are no defaults on SPEC for those. For this reason, the Type of Payment of ALL cannot be used as the Object for the amortization or payment would override the default from Special Accounts for Principal and Interest.

A limited amount of COA editing occurs so knowledge of what is needed for various accounting events is necessary. Codes are edited for being valid, active, and effective while those COA Required Element and Combination Validation pages that can be edited are also read. As there is no Fiscal Year found on the debt transactions, COA validation is done with any Record Date entered on the Header. If that field is blank, then the transaction uses the current Application Date for determining a Fiscal Year and editing against Effective To and From dates.

All inferences and other edits will not take place until an accounting line is created on a system-generated transaction for the debt instrument. This delayed inference allows the setup of an Accounting Template, referenced accounting line, or other inference page outside of Debt Management to be used for debt records. If COA strings need to change later, then you only have to update the Accounting Template or inference page and not every debt record. If COA values change so that outstanding balances are now under incorrect COA, then a manually entered accounting transaction will be required.

Please note that Event Type Requirements are not read for Lender COA records because inferences will not take place on the Debt transaction and there are multiple event types that will use this COA.

› Field Level Information

The Borrower COA tab contains many common Accounting fields as described in the Accounting topic in the *Transactions User Guide*. The following fields are not common to Accounting tabs:

Field Name	Required?	Field Description
Line Number	System Set	Each Borrower COA record is identified by a system-assigned number starting with 1.
Type of Payment	Required	<p>Type of Payment in Debt Management allows the specification of COA strings just for one type of activity or all types. The setting controls what COA strings are used for different types of lines on system-generated transactions. If the <i>All</i> setting is not used, the transaction will require one or more of the other seven values based on any Other Amount used as well as one for Principal and another for any Interest due.</p> <p>The field can have one of the following values:</p> <ul style="list-style-type: none"> • <i>All</i> – Used when all system-generated accounting events should use the same COA string. • <i>Principal</i> – Used when at least one accounting event needs different COA. Records with this setting are only used when generating vendor/accounting lines for principal. • <i>Interest</i> – Used when at least one accounting event needs different COA. Records with this setting are only used when generating vendor/accounting lines for interest. • <i>Other Amount 1 to 5</i> – Used when at least one accounting event needs different COA. Records with this setting are only used when generating

Field Name	Required?	Field Description
		<p>vendor/accounting lines for an Other Amount 1 - 5 set up for the selected Debt Type accordingly.</p> <p>COA records within a transaction tab cannot have a mixture of All and other values unless the All record has a Percentage of 0% or vice versa.</p> <p>If the value of this field is changed on a modification transaction, then all future batch processing will use the new value. Prior processing is not changed. A manual adjustment transaction may also be necessary to reclassify any open balances.</p>
Percentage	Required	<p>Each Borrower COA record has a required Percentage to define the percentage used by batch processes when creating transactions to record accounting events for the borrower. The value in this field cannot be negative and it cannot be greater than 100. Also, the sum of percentages on all Borrower COA records for a given debt instrument and Type of Payment must sum to 100%.</p> <p>If you modify the percentage of a record for a debt instrument with the Initial Accounting Recorded Date populated or for one you manually entered initial accounting for, then you must create a transaction to adjust outstanding balances.</p>
Bank	Optional	<p>Defines a Bank account that will be populated on certain transactions created from that COA record instead of using the default bank account for the Fund entered on the Fund of the Borrower COA tab.</p> <p>There are several situations where the Bank is a required field and must be the same bank on all COA records:</p> <ul style="list-style-type: none"> • If the Percentage of the COA record is >0% and <ul style="list-style-type: none"> • The Type of Payment is All, Principal, or Interest or • The Type of Payment is one of the 5 Other Amount choices and the respective Schedule Generation Action # is Repeat on Every Payment, Record on First Payment Only, Record on Last Payment Only, or Split Evenly Across All Payments.

Field Name	Required?	Field Description
Line Description	Optional	Line Description allows the specification of information that will be placed on every accounting line created for the borrower by a Debt Management batch process. As the Debt ID will be placed on all such accounting lines, the Line Description can contain textual information such as the Debt Instrument Name so that descriptive information exists in a journal like the Accounting Journal. When a short description is entered, those batch jobs will append the description with a brief statement of what is being recorded: initial accounting, principal, and so forth.

Note:

The Referenced Transaction Code entered here must be valid in the Accounting Based Spending transaction type for all cases except a lease as the lessee where it can also be from the Purchase Order Transaction Type.

Schedule

A Schedule record contains identification, control, and reporting information about one or more sets of Schedule Detail records. A schedule is always required and multiple schedules are allowed for evaluation purposes, but only one can be marked as the Selected Schedule.

The following actions can be taken:

Refer the "[Special Debt Transaction Actions](#)" topic of this user guide for more information on these actions.

› Field Level Information

Field Name	Required?	Field Description
Line Number	System Set	Each Schedule record is identified by a system-assigned number starting with 1.
Schedule Type	Required	A field that will not only control edits but is a primary input into the Generate Schedule action. Valid values include the following choices, but please see the Loan , Lease , and Bond Functionality topics for limitations for those types of debt. When not using the action to generate the schedule, please try to enter a value that matches or very closely matches the Schedule Details to provide helpful information for online inquiry and reporting.

Field Name	Required?	Field Description
		<ul style="list-style-type: none"> • <i>Amortized Payment</i> – Interest is calculated for each payment based on the declining balance in Principal that decreases with each payment. • <i>Principal in Last Payment w/Rate Interest</i> – A constant amount of interest calculated as the Interest Rate * Principal is paid over the schedule with the full amount of Principal paid in the last payment. • <i>Principal in Last Payment w/Fixed Interest</i> – A constant and fixed amount of interest is paid over the schedule with the full amount of Principal paid in the last payment. • <i>Principal in Last Payment w/Compound Interest</i> – Interest is paid at a compounding rate where the amount of interest in the prior payment is included in the current payment. The full amount of Principal is paid in the last payment along with all compounded interest • <i>Other</i> – This choice is used when one of the specialized values does not come close to representing the payment schedule. The Schedule Generation action will not work with this choice so please upload or manually enter Schedule Details. Of special note about the <i>Other</i> schedule type is that it should <u>not</u> be used with a schedule that resembles a <i>Principal in Last Payment</i>. The reason is that the value will not trigger the Periodic Debt Accounting chain to look for principal in that final payment. It will only look to the next payment Schedule Detail after the Accrual Period End Date as with an Amortized Payment. <p>Changes to the Schedule Type field are not allowed if the schedule is already recorded on the registry as a result of an earlier transaction processed. If the schedule is incorrect for a schedule created in the current version of a debt transaction, it can be changed. If the schedule is found to be incorrect after being recorded on the registry, then the Selected Schedule flag for the schedule should be cleared and another schedule created.</p>

Field Name	Required?	Field Description
Schedule Name	Optional	A name that can be given to a schedule for identification purposes. This is often helpful when entering different schedules for evaluation. If a Debt Terms code is entered in the Terms tab, the name for that code will infer from the Debt Terms page to the Schedule Name field if that field is blank.
Schedule Short Name	Optional	A short name that can be given to a schedule for identification purposes. This is often helpful when entering different schedules for evaluation. If a Debt Terms code is entered in the Terms tab, the short name for that code will infer from the Debt Terms page to the Schedule Short Name field if that field is blank.
Schedule Description	Optional	A description that can be given to a schedule for identification purposes. This is often helpful when entering different schedules for evaluation. If a Debt Terms code is entered in the Terms tab, the description for that code will infer from the Debt Terms page to the Schedule Description field if that field is blank.
Import File	Optional	A field where you enter the file name of the attachment made to the Schedule with the Schedule Details for importing. The pick can be used to select the file so you do not have to enter the file name.
Selected Schedule	N/A	One Schedule has to have this flag checked. The Schedule with this flag checked is the one used by all the Debt Management batch jobs as the 'active' schedule. The flag differentiates a schedule from those schedules considered but not chosen as well as historical schedules.
Historical Schedule	System Set	This flag only appears on the modification transactions as there will never be a historical schedule on a setup transaction. When a schedule has been used, at least one record has a Processed On date, but a new schedule has been entered and flagged as the Selected Schedule, the system sets the prior schedule as the Historical Schedule.

Field Name	Required?	Field Description
Bill Principal	N/A	This flag is only found on the loan transactions where it is an option to record principal but not bill/pay that principal with the Debt Payment & Billing Chain. This scenario is present in certain loans where the agreement is that the borrower doesn't have to pay any principal but only interest as long as one or more conditions are met. Should the borrower fail to meet these, then a modification transaction is processed to check the flag and begin automatic billing/payment. Checking the flag after it has been unchecked will result in past payments or billings of principal previously skipped being created if there was interest paid or billed so that the Schedule Detail was updated.
Bill Interest	N/A	This flag is only found on the loan transactions where it is an option to record interest but not bill/pay that interest with the Debt Payment & Billing Chain. This scenario is present in certain loans where the agreement is that the borrower doesn't have to pay any interest but only principal as long as one or more conditions are met. Should the borrower fail to meet these, then a modification transaction is processed to check the flag and begin automatic billing/payment. Checking the flag after it has been unchecked will result in past payments or billings of interest previously skipped being created if there was interest paid or billed so that the Schedule Detail was updated.
Manual Payments/Billing	N/A	This flag is used to signal the Debt Payment & Billing Chain should skip the debt instrument because transactions will either be created manually or interfaced. All other automatic processing will continue to select the debt instrument. Checking the flag after it has been unchecked will result in past payments or billings previously skipped being created if the manual transactions did not reference the Debt ID, Schedule, and Schedule Line so that the Schedule Detail was updated.
Generated Schedule	System Set	This flag is set by the system when the Generate Schedule action is taken to signal the Schedule Details were created from the Term fields. If a change, deletion, or insertion is made to the

Field Name	Required?	Field Description
		Schedule Details after the action, the flag is unchecked by the system.
Reporting Field 1-5	Optional	A descriptive field that has no pre-assigned system use but can be used as you see fit. Some uses would include: the date the schedule became the Selected Schedule, a code for cash forecasting selection of proposed bond payments, or information about the schedule that does not equate to a payment or amortization term.
Debt Terms Debt Terms Name	Optional	<p>An optional code to infer a set of payment and/or amortization terms established for the type of debt. Valid values are set up on the Debt Terms page.</p> <p>When inferred, the terms will replace any previously entered value except where the Debt Terms record had no value for the term. This 'powerful' inference ensures data accuracy, which would be important for a type of debt like a specific type of loan that should not vary.</p> <p>Please note that this inference only happens on a new schedule record. If an existing schedule is brought into a modification transaction with a Debt Terms code which has been changed on the Debt Terms page since the schedule was created, those changes will not be inferred to the modification transaction.</p>
Principal	Required	<p>If left blank, this field will default to the amount of Principal entered on the Debt Instrument record. That should be the amount on the schedule in all cases unless there is an existing schedule that is going to become the Historical Schedule and a new schedule will be the Selected Schedule. In that case, the amount of Principal on the schedule should be the remaining amount that has not been paid yet.</p> <p>The transaction will ensure that the amount of Principal on the Selected Schedule and the amounts of Total Principal Paid for each Historical Schedule equals that of the Debt Instrument.</p>

Field Name	Required?	Field Description
Fixed Interest Payment Amount	Conditionally Required/Prohibited	<p>A value is required in this amount field when the Schedule Type is <i>Principal in Last Payment w/Fixed Interest</i>. A value is not allowed for any other Schedule Type except <i>Other</i> where the amount is optional.</p> <p>The amount can be \$0 for a loan but must be greater than that on a bond. It is not allowed for leases as the <i>Principal in Last Payment w/Fixed Interest Schedule</i> Type is not allowed for leases.</p> <p>This is the PER PERIOD amount of fixed interest and not an annual amount of interest. Please keep this in mind when entering a value.</p>
First Payment Interest Rate	Conditionally Required/Prohibited	<p>When the first payment has a different interest rate than all subsequent payments, this First Payment Interest Rate will accommodate that with the Generate Schedule action. If not entered, the value from the Interest Rate defaults to this field.</p> <p>This is the ANNUAL interest rate and not a 'per period' interest rate. Please keep this in mind when entering a value.</p>
Interest Rate	Conditionally Required/Prohibited	<p>A value is required in this field for all Schedule Types other than <i>Principal in Last Payment w/Fixed Interest</i> and <i>Other</i>. When <i>Other</i>, the field is optional.</p> <p>The rate can be 0.0000% for a loan but must be greater than that for a capital lease or bond. For an operating lease the rate must be 0.0000%.</p> <p>This is the ANNUAL interest rate and not a 'per period' interest rate. Please keep this in mind when entering a value.</p>
Frequency	Required	<p>A field that will not only control certain edits but is a primary input into the Generate Schedule action when creating payment Schedule Details. Valid values include the following choices:</p> <ul style="list-style-type: none"> <i>Weekly</i> – Up to 52 payments a year and will require a Day of Week choice.

Field Name	Required?	Field Description
		<ul style="list-style-type: none"> • <i>Semi-Monthly</i> – Up to 24 payments a year and will require a Date of Month choice of <i>1st & 15th</i> or <i>15th & Last Day</i>. • <i>Monthly</i> – Up to 12 payments a year and will require a Date of Month choice of <i>1 to 31</i> or <i>Last Day of Month</i>. • <i>Quarterly</i> – Up to 4 payments a year and will require a Date of Month choice of <i>1 to 31</i> or <i>Last Day of Month</i> and one of the four-month listings for Payment Month. • <i>Semi-Annually</i> – Up to 2 payments a year and will require a Date of Month choice of <i>1 to 31</i> or <i>Last Day of Month</i> and one of the two-month listings for Payment Month. • <i>Yearly</i> – A single payment each year until maturity and will require a Date of Month choice of <i>1 to 31</i> or <i>Last Day of Month</i> and one of the single-month listings for Payment Month. • <i>One Time</i> – This choice is one that will not work with the Generate Schedule action. You must manually create a Schedule Detail for this Frequency.
Number of Payments	Conditionally Required	<p>The starting point of a payment schedule is always the Schedule Start Date but the ending point is defined either by the Number of Payments or the Maturity Date. One of the two is always required and not just when using the Generate Schedule action. If both are entered that is acceptable, but the action will only use the Maturity Date in that case and warn you of that.</p> <p>A value entered must be a whole number greater than zero.</p>
Day of Week	Conditionally Required	<p>When the Frequency is <i>Weekly</i>, one of the five choices in this field is required: <i>Monday, Tuesday, Wednesday, Thursday, or Friday</i>. For all other Frequency choices, this field will not show any choices because it does not apply.</p>

Field Name	Required?	Field Description
Date of Month	Conditionally Required	<p>When the Frequency is something other than <i>Weekly</i> or <i>One Time</i>, a value is required in this field. For those two Frequency choices, this field will not show any choices because it does not apply. Please see below for valid choices based on Frequency.</p> <ul style="list-style-type: none"> • Semi-Monthly: <i>1st & 15th</i> or <i>1st & Last Day</i> • Monthly, Quarterly, Semi-Annually, and Yearly: <i>1, 2, 3 ... 30, 31, or Last Day of Month</i>
Payment Month	Conditionally Required	<p>When the Frequency is <i>Quarterly</i>, <i>Semi-Annually</i>, or <i>Yearly</i> a value is required in this field. For all other Frequency choices, this field will not show any choices because it does not apply. Please see below for valid choices based on Frequency.</p> <ul style="list-style-type: none"> • Quarterly: <i>January/April/July/October, February/ May/August/November, or March/June/September/December</i> • Semi-Annually: <i>January/July, February/August, March/September, April/October, May/November, or June/December</i> • Yearly: <i>January, February, March, April, May, June, July, August, September, October, November, or December</i>
Schedule Start Date (Dated Date)	Required	<p>A Schedule Start Date is needed to signal the start of a payment and an amortization schedule. The field will initially default to the Issue Date of the debt instrument. However, if a later date is needed, one can be manually added. An earlier date is not allowed.</p>
First Payment Date	Optional	<p>When the first payment should occur before the first naturally occurring instance according to the frequency fields (Frequency, Day of Week, Date of Month, and Payment Month) you would enter that date here. Otherwise, this field will remain blank.</p>

Field Name	Required?	Field Description
Maturity Date	Conditionally Required	<p>The starting point of a payment schedule is always the Schedule Start Date but the ending point is defined either by the Number of Payments or the Maturity Date. One of the two is always required and not just when using the Generate Schedule action. If both are entered that is acceptable, but the action will only use the Maturity Date in that case and warn you of that.</p> <p>Use of the Maturity Date allows you to make a final payment before or after the last naturally occurring instance according to the frequency fields (Frequency, Day of Week, Date of Month, and Payment Month).</p>
Amortization Frequency	Conditionally Required	<p>A field that will not only control certain edits but is a primary input into the Generate Schedule action when creating amortization Schedule Details. A value is only required when performing the Generate Schedule action. However, if there are amortizations that you uploaded or manually inserted, you should choose the matching frequency, if possible.</p> <p>Valid values include the following choices:</p> <ul style="list-style-type: none"> • <i>Weekly</i> – Up to 52 amortizations a year and will require an Amortization Day of Week choice. This is not a very likely choice for amortizations. • <i>Semi-Monthly</i> – Up to 24 amortizations a year and will require an Amortization Date of Month choice of <i>1st & 15th</i> or <i>15th & Last Day</i>. This is not a very likely choice for amortizations. • <i>Monthly</i> – Up to 12 amortizations a year and will require an Amortization Date of Month choice of <i>1 to 31</i> or <i>Last Day of Month</i>. • <i>Quarterly</i> – Up to 4 amortizations a year and will require an Amortization Date of Month choice of <i>1 to 31</i> or <i>Last Day of Month</i> and one of the four-month listings for Amortization Month. • <i>Semi-Annually</i> – Up to 2 payments a year and will require an Amortization Date of

Field Name	Required?	Field Description
		<p>Month choice of <i>1 to 31</i> or <i>Last Day of Month</i> and one of the two-month listings for Amortization Month.</p> <ul style="list-style-type: none"> • <i>Yearly</i> – A single payment each year until maturity and will require an Amortization Date of Month choice of <i>1 to 31</i> or <i>Last Day of Month</i> and one of the single-month listings for Amortization Month. • <i>One Time</i> – This choice is one that will not work with the Generate Schedule action. You must manually create a Schedule Detail for this Frequency. <p>Be aware that when using the Generate Schedule action that the Amortization Frequency cannot be more frequent than the payment Frequency when using the Constant Yield method of amortizing.</p>
Number of Amortizations	Conditionally Required	<p>A field that will not only control certain edits but is a primary input into the Generate Schedule action when creating amortization Schedule Details. A value is only required when performing the Generate Schedule action. However, if there are amortizations that you uploaded or manually inserted, you should complete the field with the number of amortizing Schedule Details.</p> <p>A value entered must be a whole number greater than zero.</p>
Amortization Day of Week	Conditionally Required	<p>When the Amortization Frequency is <i>Weekly</i>, one of the five choices in this field is required: <i>Monday, Tuesday, Wednesday, Thursday, or Friday</i>. For all other Amortization Frequency choices, this field will not show any choices because it does not apply.</p>
Amortization Date of Month	Conditionally Required	<p>When the Amortization Frequency is something other than <i>Weekly</i> or <i>One Time</i>, a value is required in this field. For those two Amortization Frequency choices, this field will not show any choices because it does not apply. Please see below for valid choices based on Amortization Frequency.</p> <ul style="list-style-type: none"> • Semi-Monthly: <i>1st & 15th</i> or <i>1st & Last Day</i>

Field Name	Required?	Field Description
		<ul style="list-style-type: none"> Monthly, Quarterly, Semi-Annually, and Yearly: 1, 2, 3 ... 30, 31, or <i>Last Day of Month</i>
Amortization Month	Conditionally Required	<p>When the Amortization Frequency is Quarterly, Semi-Annually, or Yearly a value is required in this field. For all other Amortization Frequency choices, this field will not show any choices because it does not apply. Please see below for valid choices based on Amortization Frequency.</p> <ul style="list-style-type: none"> Quarterly: <i>January/April/July/October, February/ May/August/November, or March/June/September/December</i> Semi-Annually: <i>January/July, February/August, March/September, April/October, May/November, or June/December</i> Yearly: <i>January, February, March, April, May, June, July, August, September, October, November, or December</i>
Down Payment Amount	Optional	<p>This amount, found only on the lease transactions, represents any amount of payment by the lessee up front. It is not any fee but is a lease payment made up front so no interest is recorded. The Generate Schedule action will treat all lease payments as being made at the beginning of a payment period instead of at the end.</p>
Lease-End Option	Optional	<p>This field is only found on lease transactions to indicate what happens at the end of the lease. Valid values include:</p> <ul style="list-style-type: none"> Normal Purchase – When the leased asset can be purchased but the price is not classified as a bargain the amount should be classified as part of the total lease value with a Schedule Detail using the Purchase Payment value for Schedule Detail Type, but that is an optional decision to purchase or not. With a Schedule Detail, the Debt Payment & Billing Chain will automatically create a payment or billing for the purchase. Alternatively, the purchase price could be added as a Debt Cost record and an alert

Field Name	Required?	Field Description
		<p>defined for the lease to trigger a user to make the decision or not to sale or purchase the asset at the end of the lease.</p> <ul style="list-style-type: none"> • <i>Bargain Purchase</i> - When the leased asset can be purchased at a bargain price below what would be fair market value at the end of the lease. Handling this option is the same as a normal purchase. • <i>No Cost Transfer</i> – When ownership of the leased asset passes to the lessee without cost. • <i>Guaranteed Residual Value</i> – When the leased asset has a guaranteed residual value by the lessee, the amount should be classified as part of the total lease value with a Schedule Detail with the Residual Value Adjustment value for Schedule Detail Type. The Periodic Debt Accounting Chain will create an adjustment for the residual value at the end of the lease. • <i>Unguaranteed Residual Value</i> – When the leased asset has an unguaranteed residual value, the amount is not classified as part of the total lease value with a Schedule Detail. The amount is only informational unless that value is not met, in which case terms of the lease may require a manual payment. • <i>Renewal Penalty</i> – When a lease carries a penalty if not renewed into another lease, the amount is usually entered for informational purposes much like unguaranteed residual value, but may have a manual accounting impact if the lease is not renewed and a penalty has to be paid. Only if it is a known fact the lease will not be renewed, the amount should be classified as part of the total lease value with a Schedule Detail with the Renewal Penalty Payment value for Schedule Detail Type. • <i>No Option</i> – This value is the same as leaving the field blank but provides assurance that the option field was reviewed and set properly instead of being skipped over.

Field Name	Required?	Field Description
		<p>Different values are valid based on the Major Type of Lease:</p> <ul style="list-style-type: none"> • <u>Operating</u> - Normal Purchase, Unguaranteed Residual Value, Renewal Penalty, and No Option. • <u>Capital</u> - Normal Purchase, Bargain Purchase, No Cost Transfer, Guaranteed Residual Value, Unguaranteed Residual Value, and No Option.
Lease-End Amount	Conditionally Required	<p>When the Lease-End Option is any option other than <i>No Option</i> or <i>No Cost Transfer</i>, then the Lease-End Amount must be greater than \$0.00. When either of those two options, the amount must be \$0.00.</p>
Lease End Option Informational	N/A	<p>If there is a Lease-End Option but it is not reasonably certain so that accounting should not account for it, then the option information can still be entered but with this flag checked so that the Schedule Generation action will not create any special Schedule Details that will cause the Initial Debt Accounting chain to account for the option.</p>
Yield to Maturity	Conditionally Required	<p>When a bond is issued at a discount or premium, there is a Yield to Maturity (YTM) rate that is different than the stated interest rate. When there is a discount, the YTM is greater than the stated interest rate and vice versa when there is a premium.</p> <p>This rate is required if you are going to use the Generate Schedule action and have one or more Other Amounts to amortize with the Constant Yield amortization method. You can manually enter a rate you have calculated or use the Calculate YTM action. If manually entering, please enter with a great deal of precision or there may be significant rounding towards the end of the amortization schedule. Be aware that the transaction will store up to 20 decimal places for the rate although you see only 4 online.</p> <p>This is the PER PERIOD rate and not an annual rate. Please keep this in mind when entering a value or reviewing a system-generated value.</p>

Field Name	Required?	Field Description
		Refer to the " Calculate YTM " topic for more information.
Effective Yield from Compound Interest	System Set	A system-calculated field to convert the Interest Rate to an annual yield when the Schedule Type is <i>Principal in Last Payment w/Compound Interest</i> . The value in this field is automatically calculated when the Validate or Submit actions are selected using the Schedule information, not the Schedule Details. When the Frequency is <i>One Time</i> , this field will be blank.
Arbitrage Yield	Optional	An optional yield to manually capture the Arbitrage Yield rate. This field is not system-calculated because it requires information about the performance of proceeds from a bond that is invested. That investment information can be recorded in the Accounting Journal, but evaluation of that information to determine the rate is beyond the ability of the bond transactions.
Purchased Interest	Optional	When a bond issue is sold after the Dated Date of the bond has passed, there is an amount of interest 'purchased' by bondholders in the price of the bond. The additional cash from the sale of the purchased interest is booked with the bond and offset to a "Purchased Interest" account, which is later reduced at the first coupon.
Other Amount 1-5	Optional	<p>If the chosen Debt Type for your debt instrument has the proper setup for Other Amount 1-5 for the selected Debt Type.</p> <p>If entering a bond, the Other Amount 1 is always an amortization of the Original Issue Discount.</p> <p>Other Amount 2 is always an amortization of the Original Issue Premium and Other Amount 3 is always an amortization of the Issue Costs.</p>
Other Amount 1-5 Name	System Set	The inferred name given to Other Amount 1-5 based on the selected Debt Type. For bonds, this will always be <i>Original Issue Discount</i> .

Field Name	Required?	Field Description
Schedule Generation Action 1-5	Optional	<p>The Schedule Generation Action 1-5 field instructs the Generation Schedule action on how to treat the respective Other Amount field when creating schedule details. On loan and lease transactions, the action inferred from Debt Type into a protected field. The bond transactions have the inference into an editable field to allow selection of a different amortization method. The Debt Type page prevents the 'payment' choices seen below for bonds.</p> <p>Valid values include:</p> <ul style="list-style-type: none"> • <i>Not Used</i> - The Schedule Generation action will not place the Other Amount on any record. • <i>Repeat on Every Payment</i> – The Generate Schedule action will place the Other Amount on all Schedule Detail records with a Schedule Detail Type of <i>Regular Payment</i> (and <i>Down Payment</i> if a lease). With this choice, the Other Amount is considered an additional payment amount besides principal and interest. • <i>Record on First Payment Only</i> – The Generate Schedule action will place the Other Amount on the first Schedule Detail record with a Schedule Detail Type of <i>Regular Payment</i> (or <i>Down Payment</i> if a lease). With this choice, the Other Amount is considered a one-time payment. • <i>Record on Last Payment Only</i> – The Generate Schedule action will place the Other Amount on the last payment Schedule Detail record with a Schedule Detail Type of <i>Regular Payment</i>. With this choice, the Other Amount is considered a one-time payment. • <i>Split Evenly Across All Payments</i> – The Generate Schedule action will divide the Other Amount by the total number of payment Schedule Detail records (<i>Down Payment</i> or <i>Regular Payment</i>). The resulting amount will be placed on every Schedule Detail record that is a payment with the last record receiving any rounding amount. With this choice, the Other Amount is considered a

Field Name	Required?	Field Description
		<p>payment made with each principal and interest payment.</p> <ul style="list-style-type: none"> • <i>Amortize - Straight Line</i> – The Generate Schedule action will create amortization Schedule Detail records by dividing the Other Amount by the total number of amortizations. The resulting amount will be placed on every amortization Schedule Detail record with the last record receiving any rounding amount. As the name implies, this choice makes the Other Amount an amortization and not a payment. • <i>Amortize - Constant Yield</i> – A choice that should only be used with Bonds that have a discount or premium so that the Yield to Maturity rate (YTM) is different than the stated rate of interest. The Generate Schedule action will create amortization Schedule Detail records amortizing the discount at a rate that is the difference between interest calculated with the YTM rate and the stated interest rate. • <i>Do Not Include In Generated Schedule</i> – The Schedule Generation action will not place the Other Amount on any Schedule Detail record.
Total Principal	System Set	<p>A system-calculated amount that is the sum of the Principal amount on all Schedule Detail records of a Schedule. Thus the calculated amount is the amount of principal paid and unpaid for a given Schedule. The Principal amount on the Schedule (entered or defaulted from the Debt Instrument) must equal this calculated total if the Schedule is marked as the Selected Schedule.</p> <p>For a Schedule marked as the Historical Schedule, the system sets the Total Principal equal to the Total Principal Paid, which is the same sum except only for records where the Processed On date is completed.</p>
Total Interest	System Set	<p>A system-calculated amount that is the sum of the Interest amount from all Schedule Detail records of a Schedule where the Schedule Detail Type is <i>Regular Payment, Purchase Payment, Renewal</i></p>

Field Name	Required?	Field Description
		<p><i>Penalty, Refunding Payment, Residual Value Adjustment, or Purchased Interest.</i> Thus the calculated amount is the amount of interest paid and unpaid for a given Schedule.</p> <p>On the bond transactions the field has the following label to differentiate it from compounding interest: Total Interest for Payment.</p>
Total Compounding Interest	System Set	<p>A system-calculated amount that is the sum of the Interest amount from all Schedule Detail records of a Schedule where the Schedule Detail Type is <i>Compounding Interest</i>. Thus the calculated amount is the amount of interest compounded or yet to be compounded for a given Schedule.</p> <p>This field is only found on the bond transactions because only that Major Type of Debt supports the <i>Principal in Last Payment w/Compounding Interest</i> Schedule Type.</p>
Total Number of Payments	System Set	<p>A system-calculated field that is the number of Schedule Detail records for a Schedule where the Schedule Detail Type is <i>Down Payment, Regular Payment, Purchase Payment, or Renewal Penalty Payment</i>.</p>
Total Other Amount 1-5 Other Amount 1-5 Name	System Set	<p>A system-calculated amount that is the sum of the Other Amount from all Schedule Detail records.</p>

Note:

Certain information has to be present in order to create Schedule Detail records using the Generate Schedule action. Please be aware that only the total Other Amount 1 – 5 values are compared to the Schedule Detail records. The transaction does not perform validations for such items as the Interest Rate you entered is the calculated rate from the Schedule Detail records. In order to facilitate quick and accurate reporting, you should attempt to keep the values in this tab in line with the Schedule Details (where possible).

Schedule Details

The Schedule Details tab of the Debt transaction records the details of one or more planned payment schedules and any amortizations necessary. This data drives automatic processing for payments/billings, accruals, and year end processing. In the event there is a negative amount of principal or interest entered

or uploaded for a Schedule Detail line, if the total payment amount is negative the system will not issue a disbursement unless there is one or more other payments to offset the negative debt payment (adjustment).

When Schedule Details are brought in from the registry to a modification transaction, those that have been processed by the system are brought forward but the fields in the modification column are protected for those records. Only those Schedule Details that are unprocessed can be modified. Deletion from the transaction is possible of the processed lines, but that will not result in the deletion of the record from the registry.

You can add records to the Schedule Details tab in multiple ways.

- Use the **Insert New Line** action to manually insert records. You will need to populate all required fields.
- Use the **Import Details** action on the [Schedule](#) topic to upload from a spreadsheet specified in the Import File field on the Schedule tab.
- Use the **Generate Schedule** action on the [Schedule](#) topic to generate Schedule Detail records automatically based on values entered on the Schedule tab.
- Use any of the above actions and then modify, delete, or add records as necessary.
- › Field Level Information

Field Name	Required?	Field Description
Schedule Number	System Set	When a Schedule Detail is created for a Schedule, the unique number (Schedule Number) for that Schedule is populated automatically.
Schedule Line	System Set	Each Schedule Detail record is identified by a system-assigned number starting with 1.
Scheduled Date	Required	Every Schedule Detail record has to have a Scheduled Date to detail when the record should be processed by one of the Debt chain jobs or have a transaction manually created. There is no restriction of having more than one record for the same Scheduled Date. Weekend and holidays are allowed and will be selected by the Generate Schedule action. The chain jobs that select based on this date all have 'less than' in addition to 'equal to' in the selection criteria so such records will be processed on the next business day the chain is run if a run was not done on a weekend or holiday.
Processed On	System Set	When a Schedule Detail is referenced by an accounting transaction created by one of the Debt chain jobs or created manually, the Processed On date of that record is updated with the Application Date at the time the

Field Name	Required?	Field Description
		<p>transaction went to final. Please note this is not the Record Date of the transaction, which could be different.</p> <p>The transaction listed in the Transaction 1 field is the one that updates this date. The Transaction 2 does not change the Processed Date. If Transaction 1 is cancelled, then this date will be cleared if the Transaction 2 field is also blank.</p> <p>When this date is populated, the Schedule Detail record is considered 'processed' and will then be completely protected if brought into a modification transaction.</p>
Schedule Detail Type	Required	<p>As a Schedule will contain amortization records, payment records, and possibly other types as well, there is the Schedule Detail Type to classify each Schedule Detail. This setting is integral to the processing of each Debt chain job.</p> <p>Once a Schedule Detail has been stored on the registry, the setting cannot be changed. If it is invalid, then set the amounts to \$0.00 and insert a new record that is correct.</p> <p>The list of valid values is as follows:</p> <ul style="list-style-type: none"> • <i>Regular Payment</i> – This value indicates a payment to a vendor or billing to a customer should be made. This is the default and most common value. • <i>Down Payment</i> – This value is allowed only for leases to mark a schedule detail as the initial lease payment or billing that is not included in the capitalized amount of a lease because it is paid up front. • <i>Purchase Payment</i> – This value is allowed only for leases to mark a schedule detail as the 'final' payment for a lease in which the lessee purchases the leased asset from the lessor. • <i>Renewal Penalty Payment</i> – This value is allowed only for leases and signifies a schedule detail as the 'final' payment for a lease in which the lessee pays a penalty to the lessor for not renewing the lease. • <i>Refunding Payment</i> – This value is allowed only for bonds to identify the schedule detail that

Field Name	Required?	Field Description
		<p>makes the final 'refunding' payment for a bond issue.</p> <ul style="list-style-type: none"> • <i>Residual Value Adjustment</i> – This value is allowed only for leases and signifies a schedule detail as the 'final' accounting adjustment for a lease in which there was an agreed upon residual value for the leased asset. Any payment, billing, or receipt for a difference above or below that value is handled manually. • <i>Amortization</i> – This value can be used for loans and leases, but is most commonly used with bonds for costs incurred initially that should be spread out over the life of the debt instrument. • <i>Compounding Interest</i> – This value is allowed only for bonds to record the accrual of interest instead of paying it out. • <i>Purchased Interest</i> – This value is allowed only for bonds to signify the paying agent needs to be paid for the amount in the Purchased Interest field on the Schedule tab so the bond holders can be reimbursed for the interest they bought at the time of sale.
Principal	Required	Principal is a required amount for a schedule detail even if that amount should be \$0.00 for a record. In cases where there is an interest-only payment or an amortization, the Principal amount should be \$0.00. A value of \$0.00 will only default if the Schedule Detail Type is <i>Amortization</i> .
Interest	Required	Interest is a required amount for a schedule detail even if that amount should be \$0.00 for a record. In cases where there is a principal-only payment or an amortization, the Interest amount should be \$0.00. A value of \$0.00 will only default if the Schedule Detail Type is <i>Amortization</i> . For all operating leases, the Interest amount must be \$0.00.
Other Amount 1-5	Required	The Other Amount is not allowed if the Schedule Generation Action field is <i>Not Used</i> . If the action is any other value, then the amount is optional within limitations based on the Schedule Detail Type:

Field Name	Required?	Field Description
		<ul style="list-style-type: none"> If the action is one of the 'payment' choices, the Other Amount can be \$0.00 or greater on a Schedule Detail that has a Schedule Detail Type other than the <i>Amortization</i> choice. If the action is one of the 'amortization' choices, the Other Amount can be \$0.00 or greater on a Schedule Detail that has a Schedule Detail Type of <i>Amortization</i>.
Gross Payment	System Set	<p>Gross Payment is a system-calculated amount that represents the total amount to be paid (or billed) for a Schedule Detail when the Schedule Detail Type is a payment (that is, not <i>Amortization</i>). It is the sum of the amounts of Principal, Interest, and each Other Amount.</p> <p>This amount is not visible on bond transactions.</p>
Net Payment	System Set	<p>Net Payment is the same as Gross Payment for bonds and leases because those two types of debt do not have the Bill Principal and Bill Interest flags found on the Schedule of the loan transactions. If either of those flags is unchecked, that corresponding amount is not included and then Net Payment will differ from Gross Payment.</p>
Unpaid Principal	System Set	<p>Unpaid Principal is a system-calculated amount to display the total amount of principal that has not been paid (billed) after a Schedule Detail record. If the Bill Principal flag is unchecked for a loan, this amount will still reflect reductions in principal although it is not actually being paid.</p>

Call/Put Schedule

The Call/Put Schedule tab found only on the bond transactions, allows you to record any call or put options available for a bond issue.

- You can enter a call schedule that includes the dates that a bond can be called by the issuer of the bond and the corresponding price for each call date.
- You can enter a put schedule that includes the dates that a bondholder can cash in their bond early, with a price for each.
- > Field Level Information

Field Name	Required?	Field Description
Line Number	System Set	Each Call/Put Option record is identified by a system-assigned number starting with 1.
Call/Put Indicator	Required	<p>Each option defined must be classified as either a <i>Call</i> option or a <i>Put</i> option.</p> <ul style="list-style-type: none"> • <i>Call</i> – This value should be used when the issuer wants the option to redeem or “call” specific bonds prior to the stated maturity date. A call schedule is created with a list of the dates that a bond can be called, together with the corresponding price for each call date. • <i>Put</i> – This value should be used when the bondholder wants to cash in their bond early. A put schedule is created with a list of the dates that a bond can be cashed in and the corresponding price for each put date.
Call/Put Date	Required	<p>Each option has date for which the option can occur.</p> <ul style="list-style-type: none"> • If the Call/Put Indicator is <i>Call</i>, then this field indicates the date that the issuer can redeem or “call” the selected bond. • If the Call/Put Indicator is <i>Put</i>, then this field indicates the date that the bondholder can cash in the selected bond.
Notice Start Date	Optional	The date to record when notice has to be given about the option.
Call/Put Price	Required	The price for each bond in a call or put option that has to be an amount greater than \$0.00. The price is used in the calculation of both the Premium/Discount field and the Yield to Call/Put.
Premium/Discount	System Set	The transaction calculates the difference between the Denomination defined for the Debt Instrument and the Call/Put Price defined for the call or put option. When the Call/Put Price is greater than the Denomination, there is a premium and the Discount/Premium amount will be a positive dollar amount. In the very rare event that Call/Put Price is less than the Denomination, the

Field Name	Required?	Field Description
		calculated amount will be negative, indicating what is really a Discount.
Yield to Call/Put	System Set	<p>This yield is a percentage rate that will make the present value of the bond's cash flows up to the Call/Put Date equal to today's selling price. The method for calculating this yield is the same as the Yield to Maturity rate (YTM) with the following slight changes (please see the "Calculate YTM" topic for more details on the calculations):</p> <ul style="list-style-type: none"> • The Call/Put Date is used instead of the Maturity Date. The calculation will select all compounding and payment Schedule Details up through that Call/Put Date. • The principal due at maturity is not the stated Principal but is the Call/Put Price multiplied by the Number of Bonds Issued. <p>A warning message is issued if there is not enough information to calculate the Yield to Call/Put. The following fields cannot be blank or zero: Call/Put Price, Start Date, Call/Put Date, Frequency, and either the Interest Rate or Fixed Interest Payment Amount, or the action finds there are no schedule lines from which to calculate.</p> <p>The yield is calculated by validate and submit transaction actions when there is enough information and the yield is blank. Keep this in mind if you calculate and then change one or more parameters.</p>
Call/Put Description	Optional	A short description field to log any information needed for the option.
Call/Put Extended Description	Optional	A long description field to log any information needed for the option.

Debt Costs

The Debt Costs tab of the Debt transaction records the costs of entering into a loan, lease or bond issue or any amount for tracking purposes. This tab is optional. This tab provides an alternative to reporting costs only from the Accounting Journal as all costs may not have been entered with the Debt ID of the debt instrument (possibly netted from the proceeds). Costs can even be recorded in both places with the Debt Costs allowing for easy reporting from the Debt Registry and allowing for a more granular definition

than results from accounting entries at a very high Chart of Account level. For Modification transactions, the previous values of the fields come from the registry.

If desired, amounts recorded on the Schedule and Schedule Detail tabs can even be repeated here for a central reporting location, but please note that nothing on this tab generates any accounting event.

Furthermore, there is no reason that all things tracked at this tab have to be a cost. The selected Debt Cost code will identify what is being tracked on an entry for online review and reporting.

Records can be entered in detail or summary fashion, but they must be associated with a Debt Cost code already established on the Debt Costs (DEBTCST) page.

> Field Level Information

Field Name	Required?	Field Description
Line Number	System Set	Each Debt Cost record is identified by a system-assigned number starting with 1.
Debt Cost Debt Cost Name	Required	A required code that defines the type of cost. Valid values are set up for each Major Type of Debt on the Debt Costs page.
Date Incurred	Required	The date that the amount was incurred, known, is expected, was determined, and so forth.
Amount	Required	The amount of the debt cost. The amount can be \$0.00 or any positive amount.
Debt Cost Description	Optional	A short description to record about the cost.
Debt Cost Type	System Set	The inferred Debt Cost Type from the Debt Cost page for the selected Debt Costs code. The field is there for informational purposes to separate actual costs incurred, potential costs, and other amounts being tracked like a rollup would.

Debt Instrument Alerts

The Debt Instrument Alerts tab of the Debt transactions records email alerts scheduled for a debt instrument. This tab is optional. Records update the Record-Specific Alerts (RSALRT) page.

As alerts are stored on the RSALRT page and not the Debt Registry, this transaction tab is never pre-populated on a Modification transaction. The tab exists to add new alerts. The maintenance of existing alerts must be done directly on the RSALRT page. For this reason, the tab appears the same on the Setup and Modification transactions.

> Field Level Information

There must be either a User ID, Contact Code, or Email Address supplied.

Field Name	Required?	Field Description
Line Number	System Set	Each alert record is identified by a system-assigned number starting with 1.
Debt ID	System Set	The value in this field is inferred from the Debt Instrument tab when a record is inserted on the Debt Instrument Alerts tab. This field ties the alert record to a specific debt instrument.
User ID User Name	Optional	This field allows you to specify a user that should receive the alert. This field provides a pick to the System User listing. Please note that the User ID and Contact fields cannot both be populated at the same time.
Contact Code Contact	Optional	This field allows you to specify a contact that should receive the alert. Please note that the User ID and Contact fields cannot both be populated at the same time.
Email Address	Required	This field captures the email address that should receive the alert. The address is inferred for the User ID or Contact Code entered. If neither is entered, the address must be manually entered. Any inferred address cannot be changed. If the alert needs to go to another address, please clear the User ID or Contact Code fields and manually enter an email address.
Email Title	Required	The text that should appear in the Headline/Subject of the generated email.
Email Text	Required	The text that should appear in the body of the generated email.

Field Name	Required?	Field Description
Alert Date	Required	This field indicates the date that the email should be sent. The date must be at least 1 day into the future.

Note: If it is necessary to have someone copied (CC) on the email, then multiple alert records should be created with a copy/paste action. If the CC email address should not take action but just be aware of the alert, then the individual(s) that should act should be called out in the Email Text field. For example: "John Smith was sent this email and you are just receiving a copy to make you aware he was notified on this date.

Special Debt Transaction Actions

The debt transactions all have special actions found on various transaction tabs. Details on those actions are included in this tab. Each is a securable action in that a user must have access through security setup in the Administration application.

- [Auto Apply](#)
- [Generate Lines](#)
- [Make Loan from Application](#)
- [Get Template and Import Details](#)
- [Generate Schedule](#)
- [Calculate YTM](#)
- [Calculate Effective Yield from Compound Interest](#)
- [Calculate Yield to Call/Put](#)

Auto Apply

The Modification transactions all have an **Auto Apply** action at the Authorization and Debt Instrument tabs to bring in existing data if a transaction was not created by one of the Modify actions or the Create New Debt Instrument action found on the registry pages.

To use the action:

1. Enter an Authorization Debt ID.
2. Take the Auto Apply action on that tab to bring in Authorization and Authorization COA information.

An alternative is to:

1. Enter the Debt ID.
2. Take the Auto Apply action on the Debt Instrument tab to bring in all transaction tabs other than the two alert tabs, which are not on the registry.

Generate Lines

All Setup and Modification transactions have a Generate Lines action on the Lender COA and Borrower COA tabs to bring in the same COA strings entered on the Authorization COA tab. Once brought in, the data must be augmented and can be changed as desired. Any pre-existing Lender or Borrower COA records will be deleted before creating new ones.

To use the action:

1. Enter one or more Authorization COA records as necessary.
2. Navigate to one of or both of the other COA tabs.
3. Take the Generate Lines action on that tab.
4. Make any necessary adjustments because the data for lender and borrower records is more detailed or slightly different than that of the authorization.

Make Loan from Application

As the name of this action applies, it is available only on the LOANM transaction. The action is found on the Debt Instrument transaction tab where loan applications and loans are created.

To use the action:

1. Go to the Related Loan Application ID field
2. Enter/choose the Debt ID for the loan application that needs to be converted into a loan.
3. Take the Make Loan from Application action on the Debt Instrument transaction tab. This brings the loan application into the right-hand side columns.
4. At this point, a Debt ID has to be given or generated for the loan and an Issue Date entered.
5. One or more fields may need to be changed for the loan – dates and reporting information are likely candidates.
6. Additional reporting information may have to be entered for the loan.
7. The Authorization and Authorization COA records have also been brought into the transaction so those can be modified, if necessary.

Get Template and Import Details

These two actions found on the Schedule transaction tab are used in conjunction. The Get Template provides you with an Excel worksheet formatted for the entering of payment and amortization schedule details. There is also a worksheet with instructions on how to complete those details. Once you have a copy of the template, you would not have to get a new one each time you want to create a schedule, but you certainly could. The second action then imports the details from the Excel worksheet to the Schedule Details transaction tab.

To use the actions together:

1. Select the Get Template action from the Related Actions menu on the bottom right of your transaction.

2. Save a copy of the template to your computer.
3. Enter all the details for the payment and possibly amortization schedule. This information can even be pasted in from other sources as long as the formatting rules in the template are followed.
4. Open the Attachments window from your Debt transaction.
5. Drop in your attachment or browse for it.
6. Choose the Upload action.
7. Choose the attachment by name using the pick for the Import File field on the Schedule transaction tab.
8. Choose the Import Details action from the Related Actions menu.

Generate Schedule

Of all the debt transaction actions, this is the one most used to have the transaction create the payment schedule and any amortization schedule necessary. The action takes the information entered on the Schedule transaction tab, where the action is found, to create Schedule Detail records. When taken, the action sets a protected flag, called Generated Schedule, on the Schedule record so you know that the Schedule Details were initially created from the Schedule and not manually entered or uploaded.

Schedule generation has multiple steps as follows:

1. **Can the action be taken?** First, the action only works on a new schedule record and never on one brought into a modification transaction from a registry page. Second, the action is not allowed if the Schedule Type is *Other* or if the payment Frequency is *One Time*. If any of these are violated, the action stops any further action and issues an error.
2. **Infer all necessary information.** The action performs a save on the Schedule record in order to infer any information not yet inferred from the Debt Instrument, Debt Type code, and Debt Terms code.
3. **Check that all necessary information is present.** There is a minimum amount of information needed for the different Schedule Type choices and to create amortization records. If any such information is missing, the action will stop any further action and issue an error. Examples include the need for a Number of Payments or Maturity Date to determine the number of payment records. Others include subsequent terms necessary for the payment Frequency and Amortization Frequency, a Yield to Maturity for a Constant Yield amortization, and amortization terms if an Other Amount is > \$0 with an amortization Schedule Generation Action. Also, there are several limits to generation that will stop further processing when the amortization method is *Constant Yield*. If any of these are encountered, there are two options: enter them manually or go with the straight line amortization.
4. Clear any existing Schedule Details for the Schedule. Please be careful if you received an error up to this point, you will still have any Schedule Details from a prior generation that was successful. Do not assume that the records are new in such a case. If you navigate from the Schedule transaction tab, any generation error will be dropped from view. Also, if you receive a generation error, it will be presented with any pre-existing errors you may have had.
5. Create and save Schedule Detail records. The transaction will only proceed with this step if no errors have been issued in previous steps. Please keep in mind this step may take some time if

you have a debt instrument that will have a high number of Schedule Details created. The last payment and amortization records will receive the necessary rounding necessary.

> More Info

The following tables show how the Generate Schedule action determines the amount of principal and interest for all Schedule Types other than compounding interest. The formula is used for all loans, bonds, and capital leases where there is no down payment.

Payment Formula
$A = P * r(1+R)^N / ((1+r)^N - 1)$
Where:
A = Payment amount per period
P = Principal:
N = Number of Payments
R = Interest rate per period
OPBP = Outstanding Principal Before Payment
FPI = First Payment Interest Rate
FPD = First Payment Date
SSPD = Second Scheduled Payment Date
SD = Start Date
FIPA = Fixed Interest Payment Amount
MD = Maturity Date
NPY = Number of Payments in a year (derived from the Frequency, so <i>Semi-Annually</i> results in 2 payments, <i>Semi-Monthly</i> has 24 payments, etc.)
NDBP = Number of Days Between Scheduled Payments (derived from Frequency so 7 for Weekly, 15 for Semi-Monthly, 30 for Monthly, 120 for Quarterly, 180 for Semi-Annually, and 360 for Yearly).
PILPO = Principal in Last Payment

	Schedule Type		
	Calculation		
	Amortized Payment	PILPO w/Rate Interest	PILPO w/Fixed Interest
1st Payment			
Interest	$OPBP * FPI * (FPD - SD) / 360$	$OPBP * FPI * (FPD - SD) / 360$	$FIPA * (FPD - SD / NDBP)$
Principal	Principal = (Scheduled Payment – Interest) Scheduled Payment = Payment Amount Formula	\$0.00	\$0.00
2nd Payment			
Interest	$OPBP * Interest Rate * (SSPD - FPD) / 360$	$OPBP * Interest Rate * (SSPD - FPD) / 360$	$FIPA * (SSPD - FPD / NDBP)$
Principal	Principal = (Scheduled Payment – Interest) Scheduled Payment = Payment Amount Formula*	\$0.00	\$0.00
Remaining Payments			
Interest	$OPBP * Interest Rate / NPY$	$OPBP * Interest Rate * (Second Schedule Payment Date - FPD) / 360$	FIPA
Principal	Principal = (Scheduled Payment – Interest) Scheduled Payment = Payment Amount Formula	\$0.00	\$0.00

	Schedule Type		
	Calculation		
	Amortized Payment	PILPO w/Rate Interest	PILPO w/Fixed Interest
Monthly Payment			
Interest	OPBP * Interest Rate * (number of days from the previous scheduled payment to the MD / 360)	OPBP * Interest Rate * (no. of days from the previous scheduled payment to the MD / 360)	FIPA * (no. of days from the previous scheduled payment to the MD / NDBP)
Principal	Principal = OPBP of prior schedule detail record	All of the Principal paid at maturity (last payment schedule detail record)	All of the Principal paid at maturity (last payment schedule detail record)

The following table shows how the Generate Schedule action determines the amount of interest for a Capital Lease where there is a down payment. The calculation is different because the down payment changes the payment time from the end of the payment period to the beginning of the payment period. The following is the formula for the calculation of the Present Value of an Annuity Due of 1.

Payment Formula
<p>$A = P / PVAD$</p> <p>Where:</p> <p>A = Payment amount per period</p> <p>P = Principal = Present Value of an Annuity Due of 1</p> <p>PVAD = Present Value of an Annuity Due of 1 or $((1 - (1/1+R)^N)/R) * (1 + R)$</p> <p>Where:</p> <p>N = Number of Payments</p> <p>R = Interest rate per period</p>

The following table shows how the Generate Schedule action determines the amount of interest a Principal in Last Payment w/Compound Interest schedule.

Interest Formula

$$I = P * (1 + R/NPY)^{(NPY*T)}$$

Where:

I = Compounded Interest Amount

P = Principal:

N = Number of Payments

R = Annual Interest rate

NPY = Number of Payments in a year (derived from the Frequency, so *Semi-Annually* results in 2 payments, *Semi-Monthly* has 24 payments, etc.)

T (Number of Years) = (Maturity Date – Start Date) / 360. This formula gives compounding interest over the life of the bond. For each Schedule Detail = (Scheduled Date – Start Date) / 360.

To use this action:

1. Complete all necessary Schedule fields that will not default.
2. Take the Generate Schedule action.

Calculate YTM

This action is found only on the budget transactions, produces a Yield to Maturity rate based on what has been entered on the Schedule. The rate is calculated to a large amount of precision (up to 20 decimal places) so that rounding is minimized, however the system only displays up to four decimal places. The action first validates all necessary information is present, issuing an error and stopping if something is missing.

➤ **More Info**

If all information is present, then it goes on to do one of the following calculations based on the Schedule Type:

Principal in Last Payment w/Compound Interest

Unlike later formulas, this one is solved in one pass whereas the others are recursive so that the action keeps trying different rates.

$$Y = ((FV / P)^{1/N}) - 1$$

Where:

Y = Yield to Maturity

Principal in Last Payment w/Compound Interest

N (Number of Payments) = Number of compounding periods plus final payment

FV (Face Value) = Denomination * Number of Bonds Issued

P = Purchase Price based on Major Type of Bond:

Zero Coupon then $FV = Principal^* - Total\ Interest - Discount\ (Other\ Amount\ 1)$

Capital Appreciation or Convertible Capital Appreciation then $FV = Principal^* - Total\ Interest$

**Principal is from the Schedule and not the Debt Instrument*

Principal in Last Payment w/Rate Interest or w/Fixed Interest

Solving the following is a recursive effort so that a Y is obtained so that the right side equals P.

$$P = (CPN * (1 / Y) * (1 - (1 / (1+Y)^N))) + FV / (1+Y)^N$$

Where:

Y = Yield to Maturity

N (Number of Payments) = Count of Regular Payment Schedule Details

FV (Face Value) = Principal

P (Purchase Price) = FV -- Discount (Other Amount 1) + Premium (Other Amount 2)

R = Interest Rate Per Period

CPN = Coupon Payment based on Schedule Type:

Principal In Last Payment w/Rate Interest then $CPN = FV * R$

Principal In Last Payment w/Fixed Interest then $CPN = Fixed\ Interest\ Payment\ Amount$

Amortized Payment

Solving the following is a recursive effort so that a Y is obtained so that the right side equals P.

Amortized Payment

$$P = (\text{Coupon } 1 / (1 + Y^1)) + (\text{Coupon } 2 / (1 + Y^2)) + (\text{Coupon } N / (1 + Y^N))$$

Where:

Y = Yield to Maturity

N (Number of Payments) = Count of Regular Payment Schedule Details

Coupon # = Principal + Interest of Each Individual Schedule Detail

P (Purchase Price) = FV -- Discount (Other Amount 1) + Premium (Other Amount 2)

To use the action:

1. Complete all necessary Schedule fields that will not default.
2. Take the Calculate YTM action.

Calculate Effective Yield from Compound Interest

The bond transactions automatically calculate the Effective Yield from the Compound Interest field for you with the validate and submit actions when the Schedule Type is Principal in Last Payment w/Compound Interest as follows:

Effective Yield from Compound Interest

$$Y = ((1 + (R / N))^N - 1)$$

Where:

Y = Effective Yield from Compound Interest

R = Per Period Interest Rate

N = Number of Payments in a year (derived from the Frequency, so Semi-Annually results in 2 payments, Semi-Monthly has 24 payments, etc.)

Calculate Yield to Call/Put

The bond transactions automatically calculate the Yield to Call/Put field for you with the Validate and Submit actions when there is a record on the Call/Put Schedule transaction tab.

> **More Info**

The calculation is one of the following based on Schedule Type:

Yield to Call/Put where Principal in Last Payment w/Compound Interest

Unlike later formulas, this one is solved in one pass whereas the others are recursive so that the action keeps trying different rates.

$$Y = ((FV / P)^{1/N}) - 1$$

Where:

Y = Yield to Call/Put

N (Number of Years between Start Date and Call/Put Date) = (Call/Put Date – Start Date)

FV (Face Value) = Call/Put Price * Number of Bonds Issued

P = Purchase Price based on Major Type of Bond:

Zero Coupon then $FV = \text{Principal}^* - \text{Total Interest} - \text{Discount (Other Amount 1)}$

Capital Appreciation or Convertible Capital Appreciation then $FV = \text{Principal}^* - \text{Total Interest}$

*Principal is from the Schedule and not the Debt Instrument

Principal in Last Payment w/Rate Interest or w/Fixed Interest

Solving the following is a recursive effort so that a Y is obtained so that the right side equals P.

$$P = (CPN * (1 / Y) * (1 - (1 / (1+Y)^N))) + FV / (1+Y)^N$$

Where:

Y = Yield to Call/Put

N (Number of Coupon Payments) = Count of Regular Payment Schedule Details where Scheduled Date <= Call/Put Date

FV (Face Value) = Call/Put Price * Number of Bonds Issued

P (Purchase Price) = FV -- Discount (Other Amount 1) + Premium (Other Amount 2)

R = Interest Rate Per Period

CPN = Coupon Payment based on Schedule Type:

Principal In Last Payment w/Rate Interest then $CPN = FV * R$

Principal In Last Payment w/Fixed Interest then $CPN = \text{Fixed Interest Payment Amount}$

Amortized Payment

Solving the following is a recursive effort so that a Y is obtained so that the right side equals P.

$$P = (\text{Coupon } 1 / (1 + Y^1)) + (\text{Coupon } 2 / (1 + Y^2)) + (\text{Coupon } N / (1 + Y^N))$$

Where:

Y = Yield to Call/Put

N (Number of Payments) = Count of Regular Payment Schedule Details where Scheduled Date <= Call/Put Date

Coupon # = Principal + Interest of Each Individual Schedule Detail

P (Purchase Price) = FV -- Discount (Other Amount 1) + Premium (Other Amount 2)

Common Business Tasks

This topic includes step-by-step instructions to complete tasks commonly needed in Debt Management.

- [Create a Loan Authorization](#)
- [Modify an Authorization](#)
- [Change Status of an Authorization](#)
- [Create a Loan Application](#)
- [Convert a Loan Application into a Loan](#)
- [Create an Internal Loan](#)
- [Create a Loan as the Borrower](#)
- [Create a Short Term Lease as Lessor](#)
- [Create a Short Term Lease as Lessee](#)
- [Enter a Bond Issue Where Debt ID Is the Issue](#)
- [Enter a Bond Issue Where Debt IDs Are CUSIPs](#)
- [Schedule Change for Variable Rate Bond](#)
- [Early Redemption of a Zero Coupon Bond](#)

Create a Loan Authorization

To create a Loan Setup (LOANS) transaction in order to create a new loan authorization, perform these steps:

1. Create a LOANS transaction
2. Navigate to the Authorization tab where a row will already be inserted for you and complete.
 - **Authorization Debt ID, Authorization Name, and Authorization Short Name:** (Enter values of your choosing)
 - **Authorization Status** field: *Inactive* (setup for later business task – [Change Status of an Authorization](#)).
 - **Responsible Department:** leave to default from the transaction header.
 - **Authorization Date:** 1st day of this month
 - **Authorization Start:** 1st day of next month.
 - **Authorization End:** leave blank
 - **Authorized Amount:** \$500,000.00

- **Debt Type:** External Loan Given (setup a later task – [Create a Loan Application for a Borrower](#))
3. Navigate to the Authorization COA tab where a row will already be inserted for you and complete the following:
 - **Fund:** Enter fund defined for the loan program
 4. **Validate** the transaction
 5. If errors exist, fix the errors and repeat Step 4. If no errors exist, continue with Step 6.
 6. **Submit** the transaction.

Modify an Authorization

The authorization that will be modified in this task is the one created in the previous "[Create a Loan Authorization](#)" task. If this was not a Loan Authorization, you would use the corresponding bond or lease transactions or registry pages to accomplish the task in a very similar fashion. This task uses the registry page to create the transaction. It is possible to create the transaction from the Transaction Catalog as described in the "[Create a Loan Application](#)" task

1. Locate the loan authorization on the Loan Authorization Registry (LNAUTH) page and choose the **Modify** action for that record.
2. Complete the required fields and create an instance of the LOANM.
3. Navigate to the **Authorization** tab where a row will already be inserted with information on the selected loan authorization.
4. At this point what you modify could be just about any field, but this task will focus on just entering a missing **Authorization Description** and changing the **Authorization Start** forward one month.
5. **Validate** the transaction.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, continue with Step 7.
7. **Submit** the transaction.

Change Status of an Authorization

The authorization that will be modified in this task is the one created in the previous "[Create a Loan Authorization](#)" task. If this was not a Loan Authorization, you would use the corresponding bond or lease transactions or registry pages to accomplish the task in a very similar fashion. Also, the status of the authorization could be changed in the same fashion as the "[Modify an Authorization](#)" task changed the Authorization Description.

1. Locate the loan authorization on the Loan Authorization Registry (LNAUTH) page and choose the **Modify** action for that record.
2. Complete the required fields and create an instance of the LOANM
3. Navigate to the Authorization tab where a row will already be inserted with information on the selected loan authorization.

- **Authorization Status:** *Ready to Exercise*.
4. **Validate** the transaction
 5. If errors exist, fix the errors and repeat Step 4. If no errors exist, continue with Step 6.
 6. **Submit** the transaction.

Create a Loan Application

The debt instrument, a loan application, will be created under an existing authorization from an earlier task. If the loan application was not associated with an existing authorization, then this task would be combined with the "[Create a Loan Authorization](#)" task to complete both the Authorization and Debt Instrument tabs of the LOANS transaction.

Please note this task creates the LOANM from the Transaction Catalog and then uses the **Auto Apply** action to pull in data. The transaction could also have been created from the Loan Authorization (LNAUTH) page with **Create new Debt Instrument** action.

1. Create an instance of the LOANM transaction.
2. Navigate to the Authorization tab where a row will already be inserted.
 - Authorization Debt ID: (enter or choose the authorization).
 - Use the **Auto Apply** action
3. Navigate to the Debt Instrument tab and use the **Insert New Line** action.
4. Navigate to the Debt Instrument tab where a row will already be inserted with your information and complete the following.
 - **Debt ID, Debt Instrument Name and Debt Instrument Short Name** (Enter values of your choosing)
 - **Issue Date:** 15th of next month
 - **Application Good From:** 1st of next month
 - **Application Good To:** 1st of 2 months from now
 - **Application/Loan Indicator:** *Application*
 - **Principal:** \$25,000.00
 - **Debt Instrument Status:** *Application Ready to Loan*
 - **Save** action to save the Debt Instrument data
5. Skip to the Lender Information tab and navigate to the Lender COA tab where you will create just one record for principal and interest with the following:
 - **Type of Payment:** *ALL*
 - **Percentage:** *100%*

- **Bank:** Enter the default bank for the Fund used
 - **COA:** Enter all necessary to record revenues from loan repayments
6. Navigate to the Borrower Information tab and enter the following:
 - **Customer Code:** Enter or select the potential borrower
 - **Billing Profile:** Enter or select the one for borrowers
 7. Skip the Borrower COA tab as it does not apply to the type of loan.
 8. Navigate to the Schedule tab to enter information about the payment schedule
 - **Selected Schedule:** *True*
 - **Principal** and **Schedule Start Date** will default from the Debt Instrument tab
 - **Debt Terms:** Enter or select the pre-defined terms for the type of loan. (If not using Debt Terms, then please complete the necessary fields to generate the Schedule.
 - Use the **Generate Schedule** action
 9. **Validate** the transaction
 10. If errors exist, fix the errors and repeat step 9. If no errors exist, continue with Step 11.
 11. **Submit** the transaction.

Convert a Loan Application into a Loan

This task builds on the previous task, [Create a Loan Application](#), where that loan application has been approved for conversion to an actual loan. However, it is not a system requirement that there be a loan application first, but that may be a procedure you have to follow.

1. Locate the loan application on the Loan and Application Registry (LOAN) page and choose the **Make Loan from Application** action for that record.
2. Complete the required fields and create an instance of the LOANM
3. Navigate to the Debt Instrument tab where a row will already be inserted with your information.
 - **Debt Instrument Status:** *Loan Started* or *Loan in Review* if the loan will not be immediately made; *Active Loan* if you will be completing all necessary information and want to start the loan.
 - Change any other pieces of information that are required for loans above that of applications.
4. **Validate** the transaction.
5. If errors exist, fix the errors and repeat Step 5. If no errors exist, continue with Step 8.
6. **Submit** the transaction.

Create an Internal Loan

An internal loan will be created with a new authorization where the authorization information will be left to default as that level of detail is not needed for the internal loan. If the loan was to an existing authorization then this task would be very similar to the "[Create a Loan Application](#)" task.

To create a Loan Setup (LOANS) transaction in order to create a new loan authorization, perform these steps:

1. Create an instance of the LOANS transaction
2. Navigate to the Authorization tab and complete as follows:
 - **Auto Generate ID:** *selected*
 - **Debt Type:** *Internal Loan*
5. Skip the Authorization COA tab. (This task assumes 1 loan for the authorization and **no Loan Authorization Event Type** is entered for your Internal Loan code selected from the Debt Type page.)
6. Navigate to the Debt Instrument tab, take the **Insert Line** action and complete as follows:
 - **Debt ID, Debt Instrument Name, Debt Instrument Short Name, Issue Date, and Principal:** (enter values as desired).
 - **Debt Instrument Status:** *Active Loan*
 - Use the **Save** action to save the Debt Instrument data, which will infer the Debt Type from the Authorization. This action will trigger the transaction to create you a record on all the remaining transaction tabs that apply to that type of loan.
7. Skip the Lender Information tab as it is not common for internal loans. Navigate to the Lender COA tab and enter the following:
 - **Type of Payment:** *ALL*
 - **Percentage:** 100%
 - **Bank:** Enter the default bank for the Fund used.
 - **COA:** Enter all necessary to record revenues from loan repayments.
8. Skip the Borrower Information tab as it is not common for internal loans, navigate to the Borrower COA tab and enter the following:
 - **Type of Payment:** *ALL*
 - **Percentage:** 100%
 - **Bank:** Enter the default bank for the Fund used.
 - **COA:** Enter all necessary to record revenue from loan repayments.
9. Navigate to the Schedule tab and enter the following:

- **Schedule Type:** *Other*
 - **Selected Schedule:** *True*
10. Navigate to the Schedule Details and use the **Insert Line** action and enter the following:
 - **Scheduled Date:** Last day of month six months from now.
 - **Schedule Detail Type:** *Regular Payment*
 - **Principal:** It will default to that of the Debt Instrument
 - **Interest:** \$0.00
 11. **Validate** the transaction.
 12. If errors exist, fix the errors and repeat Step 9. If no errors exist, continue with Step 11.
 13. **Submit** the transaction.

Create a Loan as the Borrower

A loan taken from a financial institution will be created, where the authorization information will be left to default as that level of detail is not needed for the internal loan. If the loan was to an existing authorization, then this task would be very similar "[Create a Loan Application](#)".

To create a Loan Setup (LOANS) transaction in order to create a new loan authorization, perform these steps:

1. Create an instance of the LOANS transaction.
2. Navigate to the Authorization tab and complete as follows:
 - **Auto Generate ID:** *selected*.
 - **Debt Type:** *External Taken*.
5. Skip the Authorization COA tab. (This task assumes 1 loan for the authorization and no *Loan Authorization* Event Type is entered for your *External Taken* code selected from the Debt Type page.)
6. Navigate to the Debt Instrument tab, take the **Insert Line** action and complete as follows:
 - **Debt ID, Debt Instrument Name, Debt Instrument Short Name, Issue Date, and Principal:** (enter values as desired).
 - **Debt Instrument Status:** *Active Loan*
 - Use the **Save** action to save the Debt Instrument Data, which will infer the Debt Type from the Authorization. This will trigger the transaction to create you a record on all the remaining transaction tabs that apply to that type of loan.
7. Navigate to the Lender Information tab and enter the following:
 - **Vendor Code:** (the financial institution that is the lender)

- **Address ID:** If there is no default payment address, choose a value else the field will default.
8. Skip the Lender COA tab and Borrower Information tabs as they do not apply to this type of loan.
 9. Navigate to the Borrower COA tab and enter the following:
 - **Type of Payment:** *ALL*
 - **Percentage:** 100%
 - **Bank:** Enter the default bank for the Fund
 - **COA:** Enter all necessary to record expenditures of loan repayment
 10. Navigate to the Schedule tab to enter information about the payment schedule. The financial institution has sent you the payment schedule, which you want to upload as Schedule Details.
 - **Schedule Type:** *Amortized Payment*
 - **Selected Schedule:** true
 - Use the **Get Template** action.
 - Open the Excel file and paste in your payment schedule, completing the Schedule Detail Type column with a *1 (for Regular Payment)* for all rows.
 - Save the Excel file.
 - Attach the Excel file to the Schedule line.
 - Use the pick for the **Import File** field to choose your Schedule Details file.
 - Take the **Import Detail** action.
 11. **Validate** the transaction.
 12. If errors exist, fix the errors and repeat Step 9. If no errors exist, continue with Step 11.
 13. **Submit** the transaction.

Create a Short Term Lease as Lessor

To create a Lease Setup (LEASES) transaction in order to create a new lease authorization, perform these steps:

1. Create an instance of the LEASES transaction.
2. Complete the Authorization tab where a row will already be inserted for you and complete it with information for your lease authorization (leaving most information to default because the authorization level of detail is not needed.)
 - **Auto Generate ID:** *true*
 - **Debt Type:** Operating Lease as Lessor

3. Skip the Authorization COA tab where a blank row will already be inserted for you. (This task assumes 1 lease for the authorization and no *Lease Authorization Event Type* is entered for your *Operating Lease as Lessor* code selected from the Debt Type page.)
4. Navigate to the Debt Instrument tab, use the **Insert Line** action and enter the following:
 - **Debt ID, Debt Instrument Name, Debt Instrument Short Name, Issue Date, and Principal:** (enter values as desired).
 - **Debt Instrument Status:** *Active Lease*
 - Use the **Save** action to save the Debt Instrument data, which will infer the Debt Type from the Authorization. This will trigger the transaction to create you a record on all the remaining transaction tabs that apply to that type of lease.
5. Skip the Lender/Lessor Information tab, as it is not typically used for leases as the lessor.
6. Navigate to the Lender/Lessor COA tab and enter the following:
 - **Type of Payment:** *ALL*
 - **Percentage:** 100%
 - **COA:** Enter codes required for revenues from lease collections.
7. Navigate to the Borrower/Lessee Information tab and enter information about the borrower:
 - **Customer Code:** (the vendor code of the lessee)
 - **Billing Profile:** (the one for lessees.)
 - **Address Code:** If there is no default billing address, choose a value else the field will default.
8. Skip the Borrower/Lessee COA tab as it does not apply to this type of lease.
9. Navigate to the Schedule tab to enter information about the payment schedule.
 - **Schedule Type:** *Amortized Payment*
 - **Selected Schedule:** true
 - **Frequency:** Monthly
 - **Number of Payments:** (12 or fewer)
 - **Date of Month:** 1st
 - Use the **Generate Schedule** action to create Schedule Detail tab records.
10. **Validate** the transaction.
11. If errors exist, fix the errors and repeat Step 10. If no errors exist, continue with Step 12.
12. **Submit** the transaction.

Create a Short Term Lease as Lessee

To create a Lease Setup (LEASES) transaction in order to create a new lease authorization, perform these steps:

1. Create an instance of the LEASES transaction.
2. Complete the Authorization tab where a row will already be inserted for you and complete it with information for your lease authorization (leaving most information to default because the authorization level of detail is not needed).
 - **Auto Generate ID:** *true*
 - **Debt Type:** Operating Lease as Lessee.
3. Skip the Authorization COA tab where a blank row will already be inserted for you. (This task assumes 1 lease for the authorization and no *Lease Authorization Event Type* is entered for your *Operating Lease as Lessee* code selected from the Debt Type page.)
4. Navigate to the Debt Instrument tab, use the **Insert Line** action and enter the following:
 - **Debt ID, Debt Instrument Name, Debt Instrument Short Name, Issue Date, and Principal:** (enter values as desired).
 - **Debt Instrument Status:** *Active Lease*.
 - Use the **Save** action to save the Debt Instrument data, which will infer the Debt Type from the Authorization. This will trigger the transaction to create you a record on all the remaining transaction tabs that apply to that type of lease.
5. Navigate to the Lender/Lessor Information tab and enter information about the borrower.
 - **Vendor Code:** (the vendor code of the lessor)
 - **Address Code:** If there is no default payment address, choose a value else the field will default.
6. Skip the Lender/Lessor COA tab as it does not apply to this type of lease.
7. Skip the Borrower/Lessee Information tab, as it is not typically used for leases as the lessee.
8. Navigate to the Borrower/Lessee COA tab and enter the following:
 - **Type of Payment:** *ALL*
 - **Percentage:** 100%
 - **COA:** Enter codes required for expenditures for lease payments.
9. Navigate to the Schedule tab to enter information about the payment schedule. The payment schedule is such that it can be automatically generated.
 - **Schedule Type:** *Amortized Payment*
 - **Selected Schedule:** *true*

- **Frequency:** *Monthly*
- **Number of Payments:** *12 or fewer*
- **Date of Month:** *1st*
- Enter the amount of 1 payment in the **Down Payment** field.
- Use the **Generate Schedule** action to create Schedule Detail tab records.

10. **Validate** the transaction.

11. If errors exist, fix the errors and repeat Step 10. If no errors exist, continue with Step 12.

12. **Submit** the transaction.

Create a Lease as Lessor

To create a Lease Setup (LEASES) transaction in order to create a new lease authorization, perform these steps, the steps would be the same as [Create a Short Term Lease as Lessor](#) except for the following:

1. Complete the Authorization tab where a row will already be inserted for you and complete it with information for your lease authorization (leaving most information to default because the authorization level of detail is not needed).
 - **Debt Type:** *Capital Lease as Lessor.*
2. Navigate to the Schedule tab to enter information about the payment schedule. The financial institution has sent you the payment schedule, which you want to upload as Schedule Details.
 - **Interest Rate:** (Application present value rate).
 - **Number of Payments:** (value >12).
3. **Validate** the transaction.
4. If errors exist, fix the errors and repeat Step 3. If no errors exist, continue with Step 5.
5. **Submit** the transaction.

Create a Capital Lease as Lessee

To create a Lease Setup (LEASES) transaction in order to create a new lease authorization, the steps would be the same as [Create a Short Term Lease as Lessee](#) except for the following:

1. Complete the Authorization tab where a row will already be inserted for you and complete it with information for your lease authorization (leaving most information to default because the authorization level of detail is not needed).

There are defaults for leases, which will be mentioned below, but this example will manually enter data.

- **Debt Type:** *Capital Lease as Lessee.*

2. Navigate to the Schedule tab to enter information about the payment schedule. The financial institution has sent you the payment schedule, which you want to upload as Schedule Details.
 - **Interest Rate:** (Interest rate from lessor)
 - **Number of Payments:** (value from lessor)
 - Use the **Get Template** action to get a copy of the Excel template for uploading
 - Complete that template with information from the lessor.
 - Attach that template to the schedule record
 - **Import File:** Use the pick to select your attachment
 - Use the **Import Schedule** action
3. **Validate** the transaction.
4. If errors exist, fix the errors and repeat Step 3. If no errors exist, continue with Step 5.
5. **Submit** the transaction.

Enter a Bond Issue Where Debt ID Is the Issue

To create a Bond Setup (BONDS) transaction in order to create a new bond authorization where each Debt ID within the authorization is a bond issue, perform these steps:

1. Create an instance of the BONDS transaction.
2. Complete the Authorization tab where a row will already be inserted for you and complete it with information for your bond authorization.
 - **Authorization Debt ID, Authorization Name, Authorization Short Name, Authorization Date, Authorization Start, Authorized Amount, and Minimum Denomination:** (enter information as needed to match the bond authorization)
 - **Authorization Status:** *Ready to Exercise.*
 - **Debt Type:** *Coupon Bond*
3. Navigate to the Authorization COA tab where a blank row will already be inserted for you. (This task assumes a *Bond Authorization* Event Type is entered for your *Coupon Bond* code selected from the Debt Type page.)
 - **Percentage:** *100%*
 - **COA:** Fund and possibly Sub Fund code setup to track the authorization.
4. Navigate to the Debt Instrument tab, use the **Insert Line** action and enter the following:
 - **Debt ID, Debt Instrument Name, Debt Instrument Short Name, Issue Date, Principal, Number of Bonds Issued, and Denomination:** (enter information as needed to match the bond issue).
 - **Debt Instrument Status:** *Active Bond*

- Use the **Save** action to save the Debt Instrument data, which will infer the Debt Type from the Authorization and create a record on all the remaining transaction tabs that are required for a bond.
5. Navigate to the Paying Agent/Lender Information tab.
- **Vendor Code:** (enter or choose that of the paying agent).
6. Navigate to the Bond Proceeds/Lender COA tab and create the following 3 records (copy and paste, if preferred):
- Record 1
- **Type of Payment:** *Principal*
 - **Percentage:** 100%
 - **COA:** Enter the Fund responsible for the debt
- Record 2
- **Type of Payment:** *Interest*
 - **Percentage:** 100%
 - **COA:** Enter the Fund responsible for the debt
- Record 3
- **Type of Payment:** *Other Amount 1 (discount)*
 - **Percentage:** 100%
 - **COA:** Enter the Fund responsible for the debt
7. Skip the Borrower Information tab, navigate to the Bond Payment/borrower COA tab and enter the following:
- **Type of Payment:** *Principal*
 - **Percentage:** 100%
 - **COA:** Enter the Debt Service Fund and other COA necessary for payments of interest and principal.
8. Navigate to the Schedule tab and enter the following:
- **Schedule Type:** *Principal in Last Payment w/Rate Interest*
 - **Selected Schedule:** true.
 - **Interest Rate:** (the annual rate for the issue)
 - **Frequency:** *Semi Annual*
 - **Maturity Date:** *(date of last CUSIP to mature)*

- **Payment Month** and **Date of Month**: (values stated in the issue)
 - **Amortization Frequency**: *Yearly*
 - **Number of Amortizations**: (number of years from issue to maturity)
 - **Amortization Month**: *June*
 - **Amortization Date of Month**: *30th*
 - **Other Amount 1**: total discount on the issue.
 - **Schedule Generation Action 1**: *Amortize -Constant Yield*
 - Take the **Calculate YTM** action.
 - Take the **Get Template** action.
 - Complete the template with each payment for all CUSIPs in the issue along with an amortization of discount at the end of each year using the calculated YTM.
 - Attach the template to the schedule record.
 - **Import File**: (use the pick to select your attachment)
 - Take the **Generate Schedule** action.
9. **Validate** the transaction.
10. If errors exist, fix the errors and repeat Step 9. If no errors exist, continue with Step 11.
11. **Submit** the transaction.

Enter a Bond Issue Where Debt ID's Are CUSIPs

To create a Bond Setup (BONDS) and several BONDM transactions in order to create a structure where the authorization is the bond issue and each Debt ID is a CUSIP:

1. Create an instance of a BONDS Transaction.
2. Navigate to the Authorization tab where a row will already be inserted and enter the following:
 - **Authorization Debt ID, Authorization Name, Authorization Short Name, Authorization Date, Authorization Start, Authorized Amount, and Minimum Denomination**: (enter information as needed to match the bond issue).
 - **Authorization Status**: *Ready to Exercise*
 - **Debt Type**: *Coupon Bond*
3. Navigate to the Authorization COA tab where a row will already be inserted and enter the following. (This task assumes a *Bond Authorization* Event Type is entered for your *Coupon Bond* code selected from the Debt Type page.)
 - **Percentage**: *100%*

- **COA:** Fund and possibly Sub Fund code setup to track the issue
4. **Validate** the transaction.
 5. If errors exist, fix the errors and repeat Step 4. If no errors exist, continue with step 6.
 6. **Submit** the transaction.
 7. Create an instance of the BONDM transaction, navigate to the Authorization tab, enter the Authorization ID from the previous BONDS, and use the **Auto Apply** action.
 8. Navigate to the Debt Instrument tab, insert a line and enter the following:
 - **Debt ID, Debt Instrument Name, Debt Instrument Short Name Principal, Number of Bonds Issued, and Denomination:** (enter information as needed to match the CUSIP)
 - **Issue Date:** (enter date of the bond issue)
 - **Principal:** (Amount of principal for the CUSIP)
 - **Debt Instrument Status:** *Active Bond*
 - Use the **Save** action to save the Debt Instrument data, which will infer the Debt Type from the Authorization and create a record on all the remaining transaction tabs that are required for a bond.
 9. Navigate to the Paying Agent/Lender Information tab.
 - **Vendor Code:** (enter or choose that of the paying agent)
 10. Navigate to the Bond Proceeds/Lender COA tab and create the following 3 records (copy and paste if you like):

Record 1

- **Type of Payment:** *Principal*
- **Percentage:** 100%
- **COA:** Enter the Fund responsible for the debt

Record 2

- **Type of Payment:** *Interest*
- **Percentage:** 100%
- **COA:** Enter the Fund responsible for the debt

Record 3

- **Type of Payment:** *Other Amount 1 (discount)*
- **Percentage:** 100%
- **COA:** Enter the Fund responsible for the debt

11. Skip the Browser Information tab, navigate to the Bond Payment/Borrower COA tab and enter the following:
 - **Type of Payment:** *Principal*
 - **Percentage:** 100%
 - **COA:** Enter the Debt Service Fund and other COA necessary for payments of interest and principal.
12. Navigate to the Schedule tab and enter the following:
 - **Schedule Type:** *Principal in Last Payment w/Rate Interest*
 - **Selected Schedule:** *true*
 - **Interest Rate:** (the annual rate for the issue)
 - **Frequency:** *Semi Annual*
 - **Maturity Date:** *(date of CUSIP principal payment)*
 - **Payment Month** and **Date of Month:** (values stated in the issue)
 - **Amortization Frequency:** *Yearly*
 - **Number of Amortizations:** (number of years from issue to maturity)
 - **Amortization Month:** June
 - **Amortization Date of Month:** 30th
 - **Other Amount 1:** (total discount on the issue * (CUSIP Principal / Total Issue Principal))
 - **Schedule Generation Action 1:** *Amortize – Constant Yield*
 - Take the **Calculate YTM** action
 - Take the **Generate Schedule** action
13. **Validate** the transaction
14. If errors exist, fix the errors and repeat Step 13. If no errors exist, continue with Step 15.
15. **Submit** the transaction
16. Copy that BONDM to create a separate transaction instance for each CUSIP changing only the following fields to match that of each CUSIP.
 - Debt Instrument: **Debt ID, Debt Instrument Name, Debt Instrument Short Name, Principal** and **Number of Bonds.**
 - Schedule: **Principal, Maturity Date, Other Amount 1**
17. Take the **Generate Schedule** action.
18. **Validate** the transaction.

19. If errors exist, fix the errors and repeat Step 18. If no errors exist, continue with Step 20.

20. **Submit** the transaction.

Schedule Change for Variable Rate Bond

The nature of a Variable Rate Bond is that over the life of the bond issue there are conditions that cause the percentage rate to change. When this happens, the BONDM transaction is used to 'end' the current Schedule and Schedule Details while also creating a new Schedule and Schedule Details with the new rate.

To create a Bond Modification (BONDM) transaction in order to make the variable rate change, perform these steps:

1. Navigate to the Bond Registry (BOND) and search for the Variable Rate Bond Issue. When found, take the *Modify* action.
2. Complete the Create Transaction screen.
3. Navigate to the Schedule tab where a row will already be inserted with your information and do the following on the existing record:
 - **Selected Schedule:** *false*
4. Copy that record to create a new record and make the following updates:
 - **Interest Rate:** (the new annual rate paid on the issue)
 - Take the **Generate Schedule** action
5. **Validate** the transaction.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, continue with Step 7.
7. **Submit** the transaction.

Early Redemption of a Zero Coupon Bond

Frequently, bond issues are redeemed early to take advantage of economic conditions. That redemption can come from a Call Option or for a variety of other reasons.

To create a Bond Modification (BONDM) transaction in order to mark the bond issue as redeemed, perform these steps:

1. Navigate to the Bond Registry (BOND) and search for the Zero Coupon Bond. When found, take the Modify action on the page and complete the Create Transaction screen.
2. Navigate to the Schedule tab and update the existing record as follows:
 - Selected Schedule: *false*.
3. Copy that record to create a new one as follows:
 - **Selected Schedule:** *False*

- Schedule Type: *Other*
4. Navigate to the Schedule Details tab, insert 1 row as follows:
 - **Schedule Date:** (date of redemption)
 - **Schedule Detail Type:** *Refunding Payment*
 - **Principal:** (amount of unpaid principal)
 - **Interest:** (amount of interest due at time of refunding)
 5. Insert another Schedule Detail record as follows:
 - **Schedule Date:** (next June 30th)
 - **Schedule Details Type:** *Amortization*
 - **Other Amount 1:** (amount of unamortized discount)
 6. **Validate** the transaction.
 7. If errors exist, fix the errors and repeat Step 6. If no errors exist, continue with Step 8.
 8. **Submit** the transaction.

Inquiries

This topic includes all of the inquiries used in the Debt Management area, listed alphabetically. All pages are true inquiry pages in that data entry is not allowed. Only the **Attachments** link that is visible on some allows for any sort of data maintenance for users. The various Debt Transactions make the majority of updates to the 'Registry' pages below with a few direct updates by Debt Management chain jobs. The remaining updates come from the processing of accounting transactions with Debt ID entered and possibly Schedule and Schedule Line.

Inquiry Name	Page Code	Description
Bond Authorization Registry	BDAUTH	This page lists all bond authorizations.
Bond History	BONDHIST	This page provides a means to query on, review, and download the debt, accounting, and budgeting transactions that have processed against a bond authorization or bond issue.
Bond Registry	BOND	This page lists all bond issues.
Lease Authorization Registry	LSAUTH	This page lists all lease authorizations.
Lease History	LSEHIST	This inquiry page provides a means to query on, review, and download the debt, accounting, and budgeting transactions that have processed against a lease authorization or lease.
Lease Registry	LEASE	This page lists all leases.
Loan and Application Registry	LOAN	This inquiry page lists all loans and loan applications.
Loan Authorization Registry	LNAUTH	This inquiry page lists all loan authorizations.
Loan History	LOANHIST	This inquiry page provides a means to query on, review, and download the debt, accounting, and budgeting transactions that have processed against a loan authorization, loan application, or loan.
Record Specific Alerts	RSALRT	This inquiry page, which will allow manual updates, is populated from both of the Alert tabs found on the various Debt Transaction Codes. This information is then read by the

Inquiry Name	Page Code	Description
		Record Specific Alerts system process to generate emails as instructed.

For more information on each inquiry, please refer one of the following topics:

- [Authorization Registries: BDAUTH, LNAUTH, and LSAUTH](#)
- [Debt Instrument Registries: BOND, LOAN, and LEASE](#)
- [Histories: BONDHIST, LOANHIST, and LSEHIST](#)

Authorization Registries: BDAUTH, LNAUTH, and LSAUTH

The Authorization Registry pages display the Authorization and Authorization COA records that are specific to one Major Type of Debt. The majority of fields are the same ones shown earlier in the Debt Transaction topic. Please see the "[Transaction Information](#)" topic of this user guide for each transaction. This topic will focus on those registry fields not found on transactions and the actions available on the page.

The Authorization Registry pages contain the following actions:

- **Modify** - Creates a modification transaction matching the Major Type of Debt with information for the authorization pre-populated in the 'current' fields. This action is used when there is a need to update one or more pieces of information on the authorization. Alternatively, the transaction could be created, the authorization selected, and the Auto Apply action taken.
- **Change Status** - Creates a Debt Status Change transaction with the limited information for the authorization pre-populated for a change in Debt Instrument Status. This action is commonly used when transitioning from a Debt Instrument Status. Most combinations are allowed to change, but those that are not will error. To change to 'manually closed' typically requires an update to more than Debt Instrument Status. Alternatively, the transaction could be created, the authorization selected, and the Auto Apply action taken.
- **Create New Debt Instrument** - Creates a modification transaction matching the Major Type of Debt with information for the authorization pre-populated in the 'current' fields for the addition of a new debt instrument (loan, lease, or bond). Alternatively, the transaction could be created, the authorization selected, and the Auto Apply action taken before adding a new debt instrument.
- **Mass Modify Debt Instrument** - Creates a modification transaction matching the Major Type of Debt with information for the authorization pre-populated in the 'current' fields as well as a line for each existing debt instrument (loan, lease, or bond) that has a Debt Instrument Status of 'started', 'in-review' or 'active'. This action is used when updates to two or more debt instruments is required. If debt instruments are initially created that are not needed, that line can be deleted from the transaction, as that will not make any updates. For those lines that remain that need to be updated at a level beyond debt instrument, the row-level action or grid action of Auto Apply can be used to bring in more details.

The Authorization Registry pages contain the following fields not found on transactions. For the amount fields it is important to understand that all debt instruments are not included in these totals. Loan

Applications are not considered. Other types of debt instruments short of the 'active' status are not included.

Field Name	Field Description
Initial Accounting Generated Date	<p>The population of this date signifies the authorization has been processed successfully by the Initial Debt Accounting Chain. When populated, it prevents selection by the next run of the chain.</p> <p>If the Generate Authorization Accounting flag was selected when creating a debt authorization, then the authorization will be selected by the chain. The first transaction generated for the authorization by that chain will update the Initial Accounting Generated Date on the Authorization Registry with the Application Date when the transaction processed to Final. If the transaction is cancelled, the Initial Accounting Generated Date is cleared. A modification does not change the Initial Accounting Generated Date.</p> <p>This date is not updated by transactions generated by the Initial Debt Accounting Chain that reduce the outstanding authorization amounts as new debt instruments are activated for the authorization.</p>
Total Principal Paid Principal Unpaid Principal	<p>These three amounts track the principal for all debt instruments in the 'active' status and beyond for an authorization.</p> <p>If looking at a loan authorization, the loan application debt instrument records do not count toward these amounts.</p>
Total Interest Interest Paid Unpaid Interest	<p>These three amounts track the interest for all debt instruments in the 'active' status and beyond for an authorization.</p> <p>If looking at a loan authorization, the loan application debt instrument records do not count toward these amounts.</p>
Total Compound Interest Compounded Interest Uncompounded Interest	<p>These three amounts track the compounded interest for all debt instruments in the 'active' status and beyond for an authorization.</p> <p>These three amounts are only found on the Bond Authorization Registry page because only bonds support compounding interest. The interest in the final payment is not included in these compounding amounts but in the 'regular' interest amounts.</p>
Total Other Amount 1-5 Other Amount 1-5 Paid/Amortized Remaining Other Amount 1-5	<p>These three amounts track the other amount for all debt instruments in the 'active' status and beyond for an authorization. As other amounts can be an additional payment or an amortization, these amounts change after the Debt Payment & Billing Chain or the Periodic Debt Accounting is run, respectively.</p>

Debt Instrument Registries: BOND, LOAN, and LEASE

The Debt Instrument Registry pages display the Debt Instrument records and supporting details that are specific to one Major Type of Debt. The majority of fields are the same ones shown earlier in the Debt Transaction topic. Please see the "[Transaction Information](#)" topic of this user guide for each transaction. This topic will focus on those registry fields not found on transactions and the actions available on the page.

The Debt Instrument Registry pages contain the following actions: (The actions that create transactions with information pre-populated for you are the easiest way to start many Debt Management tasks.)

- **Modify** - Creates a modification transaction matching the Major Type of Debt with information for the authorization and debt instrument pre-populated in the 'current' fields. This action is used when there is a need to update or add to one or more pieces of information on the debt instrument. Alternatively, the transaction could be created, the authorization selected, and the Auto Apply action taken.
- **Change Status** - Creates a Debt Status Change transaction with the limited information for the authorization and debt instrument pre-populated for a change in Debt Instrument Status. This action is commonly used when transitioning from a Debt Instrument Status of 'started', 'in review', or 'active'. To change to 'manually closed' typically requires an update to more than Debt Instrument Status. Alternatively, the transaction could be created, the debt instrument selected, and the Auto Apply action taken.
- The **Make Loan from Application** action, found only on the LOAN page, transitions you to the Create Transaction page, which allows you to create a Loan Modification (LOANM) transaction for the selected loan application record.

The Debt Instrument tabs of the Debt Instrument Registry pages contain the following fields not found on transactions. For the amount fields, it is important to understand that all schedules are not included in these totals. Schedules that are not flagged as the Historical Schedule or Selected Schedule are not considered.

Field Name	Field Description
Total Debt Costs	A system-calculated amount that is the sum of all Debt Cost records with a Debt Cost Type of <i>Actual Cost</i> .
Initial Accounting Recorded Date	<p>The population of this date signifies the debt instrument has been processed successfully by the Initial Debt Accounting Chain. When populated, it prevents selection by the next run of the chain.</p> <p>If the Record Initial Accounting flag was selected when creating a debt instrument, then the instrument will be selected by the Initial Debt Accounting Chain. The first transaction generated for the instrument by that chain will update the Initial Accounting Recorded Date on the Debt Instrument Registry with the Application Date when the transaction processed to Final. If the transaction is cancelled, the Initial Accounting Recorded Date is cleared. A modification does not change the Initial Accounting Recorded Date.</p>

Field Name	Field Description
	<p>Operating leases will never have this date populated because there is no initial accounting for that type of debt. Any other debt instruments with the Record Initial Accounting flag unchecked will never have an update to this date either.</p>
<p>Last Long Term Account Reclass</p>	<p>The population of this date signifies the debt instrument has been processed successfully by the Long Term Account Reclass Chain. If the chain is run again for the same selection criteria, the earlier update will prevent selection a second time.</p> <p>If the Record Initial Accounting flag was selected when creating a debt instrument, then the instrument will be selected by the chain when run at the start of a new year if there is any portion of principal for the debt instrument that is due in that year. The first transaction generated for the instrument by that chain will update the Last Long Term Account Reclass field on the Debt Registry with the Application Date when the transaction processed to Final. If the transaction is cancelled, the Last Long Term Account Reclass field is cleared. A modification does not change the Last Long Term Account Reclass field.</p>
<p>Last Accrual FY</p>	<p>The population of this year signifies the debt instrument has been processed successfully by the Periodic Debt Accounting Chain. If the chain is run again for the same selection criteria, the earlier update will prevent selection a second time.</p> <p>If the associated Debt Type for the instrument has the Interest Accrual Event Type populated and that instrument has a payment record that spanned an accrual period, that instrument will be selected for accrual. The first transaction generated for the instrument by the chain will update the Last Accrual FY field on the Debt Instrument Registry with the Accrual FY parameter value when the transaction processed to Final. If the transaction is cancelled, the Last Accrual FY field is cleared. A modification does not change the Last Accrual FY field.</p>
<p>Last Accrual APD</p>	<p>The population of this accounting period signifies the debt instrument has been processed successfully by the Periodic Debt Accounting Chain. If the chain is run again for the same selection criteria, the earlier update will prevent selection a second time</p> <p>If the associated Debt Type for the instrument has the Interest Accrual Event Type populated and that instrument has a payment record that spanned an accrual period, that instrument will be selected for accrual. The first transaction generated for the instrument by the chain will update the Last Accrual APD field on the Debt Instrument Registry with the Accrual APD parameter value when the transaction processed to Final. If the transaction is cancelled, the Last Accrual APD field is cleared. A modification does not change the Last Accrual APD field.</p>

Field Name	Field Description
Total Principal Paid Principal Unpaid Principal	These three amounts track the principal for the debt instrument in the selected schedule as well as any historical schedules.
Total Interest Interest Paid Unpaid Interest	These three amounts track the interest for the debt instrument in the selected schedule as well as any historical schedules.
Total Compound Interest Compounded Interest Uncompounded Interest	These three amounts track the compounding interest for the debt instrument in the selected schedule as well as any historical schedules. These three amounts are only found on the Bond Registry page because only bonds support compounding interest. The interest in the final payment is not included in these compounding amounts but in the 'regular' interest amounts.
Total Other Amount 1-5 Other Amount 1-5 Paid/Amortized Remaining Other Amount 1-5	These three amounts track the other amount 1 for the debt instrument in the selected schedule as well as any historical schedules. As other amounts can be an additional payment or an amortization, these amounts change after the Debt Payment & Billing Chain or the Periodic Debt Accounting is run, respectively.

The Schedule tabs of the Debt Instrument Registry pages contain the following fields not found on transactions:

Field Name	Field Description
Total Principal Paid Principal Unpaid Principal	These three amounts track the principal for an individual schedule. When a schedule is made the historical schedule, the Total Principal amount is set to equal the Paid Principal amount.
Total Interest Interest Paid Unpaid Interest	These three amounts track the interest for an individual schedule.
Total Compound Interest	These three amounts track the compounded interest for an individual schedule.

Compounded Interest	These three amounts are only found on the Bond Registry page because only bonds support compounding interest. The interest in the final payment is not included in these compounding amounts but in the 'regular' interest amounts.
Uncompounded Interest	

The Schedule Details tabs of the Debt Instrument Registry pages contain the following fields not found on transactions:

Field Name	Field Description
Processed On	<p>The population of this date signifies the schedule detail has been processed successfully by either the Debt Payment & Billing Chain or the Periodic Debt Accounting Chain in non-accrual mode. When populated, it prevents selection by the chains should there be a subsequent time to process records added since the last run.</p> <p>The first transaction generated for the instrument by either chain will update the Processed On date on the Debt Instrument Registry with the Application Date when the transaction processed to Final. If the transaction is cancelled, the Processed On date is cleared. A modification does not change the Processed On date.</p>
Transaction 1	<p>The population of this column signifies the schedule detail has been processed successfully by either the Debt Payment & Billing Chain or the Periodic Debt Accounting Chain in non-accrual mode.</p> <p>Clicking on the link will open the transaction for review. To return to the schedule detail, simply close the transaction.</p> <p>The first transaction generated for the instrument by either chain will update the Transaction 1 link when the transaction processed to Final. If the transaction is cancelled, the Transaction 1 cell is cleared. A modification does not change the Transaction 1 field.</p> <p>Transactions found in this column will be:</p> <ul style="list-style-type: none"> • Debt Accounting (DA) transactions recording <ul style="list-style-type: none"> • Compounding Interest • Residual Value Adjustments • Amortizations • Accruals • Internal Debt Accounting (IDA) transactions recording: <ul style="list-style-type: none"> • Payments • Accruals

Field Name	Field Description
	<ul style="list-style-type: none"> • Payment Requests (GAX or PRC) transactions recording: <ul style="list-style-type: none"> • Regular Payments • Purchase Payments • Refunding Payments • Down Payments • Renewal Penalty Payments • Purchased Interest • Receivables (RE) transactions recording: <ul style="list-style-type: none"> • Regular Payments • Purchase Payments • Down Payments • Renewal Penalty Payments
Transaction 2	<p>The population of this column signifies any second transaction required to complete the payment or billing of the debt instrument has processed.</p> <p>Clicking on the link will open the transaction for review. To return to the schedule detail, simply close the transaction.</p> <p>The first transaction will update the Transaction 2 link when the transaction processed to Final. If the transaction is cancelled, the Transaction 2 cell is cleared. A modification does not change the Transaction 2 field.</p> <p>Transactions found in this column will be:</p> <ul style="list-style-type: none"> • Manual and Automatic Disbursement (MD & AD) transactions • Cash Receipt (CR) transactions

Histories: BONDHIST, LOANHIST, and LSEHIST

The history page provides a means to query on, review, and download a listing of the debt, accounting, and budgeting transactions that have processed against a Debt ID with Major Type of Debt.

This page requires a minimum of information be entered before selecting to apply a filter:

- An ID must be entered or selected in one of the multiple ID browse fields. Only one ID can be entered in these fields and wildcard values are not allowed.

- The other browse fields (Created/Updated, Transaction Code, Transaction Dept Code, and Transaction ID) are optional. Wildcard values and multiple values separated by commas are allowed in these fields.

After entering values in the search fields, select the Browse link to perform a search. If matching records are found, the records are listed in the results grid. The results can be sorted by one of the following columns: Created/Updated, Transaction, or Transaction Location.

- **Created/Updated** provides the Application Date that the record was created on the Debt History page for new records or last updated for existing records.
- **Transaction** provides a hyperlink to the actual transaction that contains the specified Debt ID.
- **Transaction Location** indicates the tab of the transaction that contains that Debt ID and the line number for that tab.

Special Note: As posting line numbers are randomly assigned during transaction processing, what was on one posting line in one version may be on another posting line in another version. When posting lines change numbers between versions, there will be 2 debt history records. When numbers are consistent, then there is only 1 record reflecting the new total.

- **Amount** provides the amount for the given record (line). Special Note: Credits are negatives so increases to revenues and to liability accounts will appear negative.

This page contains a **Download** link that allows for the downloading of selected records from a search for research purposes. There is a limit to the number of fields (5000). When this limit is reached, the system will stop downloading any more records.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Loan History														
2	Debt Information			Document			Document Location								
3	Authorization Debt ID	Loan Application Debt ID	Loan Debt ID	Doc CD	Doc Dept	Doc ID	VL	CL	AL	PL	BL	DL	Amount	Created/Updated	
4	TINT001		11L00100001	LOANS	006	000155	0	0	0	0	0	1	\$40,000.00	10/11/2012	
5			11L00100001	IDA	010	110912000000000000751	1	0	1	1	0	0	(\$23,880.20)	11/9/2012	
6			11L00100001	IDA	010	110912000000000000751	2	0	1	1	0	0	(\$16,119.80)	11/9/2012	

The following abbreviations have been used in the download:

- VL – Vendor Line
- CL – Commodity Line
- AL – Accounting Line
- PL – Posting Line
- BL – Budget (Transaction) Line
- DL – Debt (Instrument) Line

Record Specific Alerts

The Record Specific Alerts (RSALRT) page is updated primarily through the processing of Debt transactions with records entered on the tabs for Authorization Alerts or Debt Instrument Alerts. While records can be added manually, it is only those added through the Debt transaction that will contain a link that will take a user, with appropriate security, to a specific authorization or debt instrument record.

Based on security rights, you can manually update records previously added to this page, if the Alerted Date field is blank, but not after that date has been populated.

The Record Specific Alerts page contains only the following field that was not described in the Debt Transaction section on alerts earlier in this user guide:

Field Name	Field Description
Alerted Date	A date that is automatically populated by the Record-Specific Alert batch job with the date and time that the email was generated for the selected record.

Advanced - Setup

Debt Management Setup can be divided into the following logical areas:

- [Debt Management Reference Data](#)
- [Accounting Controls](#)

Debt Management Reference Data

The following pages are considered reference data pages for Debt Management. Only Debt Type has delivered values and must be used.

- [Debt Class](#)
- [Debt Category](#)
- [Debt Type](#)
- [Debt Group](#)
- [Source of Funds](#)
- [Debt Terms](#)
- [Debt Cost](#)

Debt Class

The Debt Class (DEBTCLS) page allows you to establish Debt Classes that can be assigned to debt authorizations and debt instruments when classification is needed for reporting or workflow. Use of the Debt Class rollup is optional and can be used to represent any grouping or additional information necessary when valid values have to be chosen instead of free-form information.

Each Debt Class record must be assigned to one of the three values in the **Major Type of Debt** field. This assignment allows transactions in Debt Management to present (and edit) only Debt Class values that match the Major Type of Debt of the transaction.

> Field Level Information

Field Name	Field Description
Major Type of Debt	A required choice to associate a debt class with one of the three choices: <i>Loan, Lease, or Bond</i> .
Debt Class	A required unique identification of a debt class.

Field Name	Field Description
Name	A required text field for assigning a name to a debt class code for identification and reporting purposes.
Short Name	A required short text field for assigning short name to a debt class code for identification and reporting purposes.
Description	An optional long text field for defining additional information about a debt class for identification and reporting purposes.

Debt Category

The Debt Category (DEBTCAT) page allows you to establish Debt Categories that can be assigned to debt authorizations and debt instruments when classification is needed for reporting or workflow. Use of the Debt Category rollup is optional and can be used to represent any grouping or additional information necessary when valid values have to be chosen instead of free-form information.

Each Debt Category record must be assigned to one of the three values in the **Major Type of Debt** field. This assignment allows transactions in Debt Management to present (and edit) only Debt Category values that match the Major Type of Debt of the transaction.

› Field Level Information

Field Name	Field Description
Major Type of Debt	A required choice to associate a debt category with one of the three choices: <i>Loan</i> , <i>Lease</i> , or <i>Bonds</i> .
Debt Category	A required unique identification of a debt category.
Name	A required text field for assigning a name to a debt category code for identification and reporting purposes.
Short Name	A required short text field for assigning short name to a debt category code for identification and reporting purposes.
Description	An optional long text field for defining additional information about a debt category for identification and reporting purposes.

Debt Type

The Debt Type (DEBTTYPE) page allows you to establish Debt Types that must be assigned to debt authorizations and debt instruments. A Debt Type not only provides classification for reporting and workflow purposes but it provides all major characteristics necessary for proper accounting treatment and Debt Transaction editing.

Each Debt Type record must be assigned to one of the three values in the **Major Type of Debt** field. This assignment allows transactions in Debt Management to present (and edit) only Debt Type values that match the Major Type of Debt of the transaction.

Data has been delivered for only this reference page. That data has a minimum number of records to allow each Major Type of Debt and the various sub types under each. Implementation can choose to use that set and have another rollup represent things such as General Obligation Bonds, Low Income Housing Loans, and Real Property Leases. Alternatively, the delivered Debt Types can be copied to create additional records to meet reporting and accounting needs.

Delivered debt types do not have any of the Other Amounts set up for additional payments or billings. Such setup is site-specific. The AP01 (Authorize Normal Payment) and AR01 (Bill Earned Revenue) will work for such an Other Amount.

Notes:

- A subsequent change to an event type Debt Type record will impact existing debt instruments and possibly authorizations already defined with that Debt Type code. Postings in the Debt Payment & Billing, Periodic Debt Accounting, and Long Term Account Reclass Chain jobs all build on what was done in the Initial Debt Accounting Chain.
- It is strongly recommended that a number or other symbol is worked into any custom debt types to prevent a future baseline one being delivered that matches a custom code.

The Debt Type page contains several groups of distinctly different data:

- **General Information** – Define the **Major Type of Debt** (*Bond, Lease or Loan*) and establishes the unique identification for the Debt Type record.
- **Loan Controls** – Define the various event types and control fields necessary for automatic loan accounting. This tab can only be populated if the **Major Type of Debt** field is *Loan*. You can specify if there will be other amounts billed or paid along with what that amount is called and what frequency the schedule generation feature will use.
- **Bond Controls** – Define the various event types and control fields necessary for automatic bond accounting. This tab can only be populated if the **Major Type of Debt** field is *Bond*. You can specify if there will be other amounts billed or paid along with what that amount is called and what frequency the schedule generation feature will use.
- **Lease Controls** – Define the various event types and control fields necessary for automatic lease accounting. This tab can only be populated if the **Major Type of Debt** field is *Lease*. You can specify if there will be other amounts billed or paid along with what that amount is called and what frequency the schedule generation feature will use.
- › Field Level Information

Field Name	Field Description
Major Type of Debt	A required choice to associate a debt type with one of the three choices: <i>Loan</i> , <i>Lease</i> , or <i>Bond</i> .
Debt Type	A required unique identification of a debt type.
Name	A required text field for assigning a name to a debt type code for identification and reporting purposes.
Short Name	A required short text field for assigning short name to a debt type code for identification and reporting purposes.
Description	An optional long text field for defining additional information about a debt type for identification and reporting purposes.
External Tracking Field 1-3 Name	<p>Three optional fields that allows you to indicate a name/description for a type of data that should be captured in the External Tracking Field 1- 3 (transaction data entry field) on the Debt transaction. The information tracked does not have to be external as the name implies. It can be used to collect just about any type of information that will fit in the transaction field. It should be used when pre-defined values are not a requirement.</p> <p>If the name is populated for the selected Debt Type of a debt instrument, then the name entered on the Debt Type page is displayed above the External Tracking Field 1- 3 on the Debt transaction so the user knows what type of information should be captured in the data entry field.</p> <p>When the External Tracking Field 1-3 Name is populated for a Debt Type, it makes the External Tracking Field 1-3 on the Debt transaction required for debt instruments with that Debt Type. If the name field is left blank on Debt Type, the External Tracking Field 1-3 is optional for the debt instrument and will not have an inferred value for External Tracking Field 1 Name.</p> <p>What type of information is captured in this field is up to you. Keep in mind there is no format editing for dates, percentages, or currency. The field has a length of 60. Where possible, work valid values into the field such as Y/N, (1 to 5), and so forth.</p> <p>Be aware that if you populate this field after the Debt Type has been used to create a debt instrument, a subsequent modification of that debt instrument will require a value for the field.</p>
Major Type of Loan	A required choice to associate a debt type with one of the three choices: <i>Internal</i> , <i>External Given</i> or <i>External Taken</i> . This value will

Field Name	Field Description
	infer to the loan transactions to control what transaction tabs are required and prohibited.
Loan Authorization Event Type	An optional event type to record an 'authorized but unissued loan authorization amount' with the Initial Debt Accounting Chain. When populated on Debt Type, the Loan Setup (LOANS) transaction will infer the event type and automatically check the Generate Authorization Accounting flag.
Principal Payout Event Type	An optional event type to record the payable for principal to an external borrower or the internal loan exchange with the Initial Debt Accounting Chain. If left blank, the chain will not make the initial principal transfer. A value is not allowed when the Major Type of Loan is <i>External Taken</i> .
Repayment of Principal Event Type	<p>An optional event type to record the payable for repayment of principal to an external lender or internal lender. It is also used to record the receivable to an external borrower with the Debt Payment & Billing Chain.</p> <p>A value has to be supplied if using that chain and payments and billings are not suppressed with the Manual Payments/Billing flag being checked or the Bill Principal flag being unchecked for the selected schedule.</p>
Repayment of Interest Event Type	<p>An optional event type to record the payable for repayment of interest to an external lender or internal lender. It is also used to record the receivable to an external borrower with the Debt Payment & Billing Chain.</p> <p>A value has to be supplied if using that chain and payments and billings are not suppressed with the Manual Payments/Billing flag being checked or the Bill Interest flag being unchecked for the selected schedule.</p> <p>If the debt type never has interest (a feature available for loans), the field can be left blank.</p>
Principal Accrual Event Type	<p>A conditionally required and prohibited event type to record the principal being accrued and then reversed by the Periodic Debt Accounting Chain.</p> <p>When the Interest Accrual Event Type is populated and the Major Type of Loan is <i>External Given</i> or <i>Internal</i>, then the Principal Accrual Event Type must also be populated.</p> <p>When the Major Type of Loan is <i>External Taken</i>, the Principal Accrual Event Type must be blank because it is not used and should</p>

Field Name	Field Description
	not give the user the impression it will be. The Principal Accrual Event Type is not allowed because principal payments are balance sheet only transactions for that type of loan.
Interest Accrual Event Type	An optional event type to record interest being accrued and then reversed by the Periodic Debt Accounting Chain. Leaving the field blank will result in all loans for the debt type to be skipped by the chain. Even if debt instruments of a debt type will never have interest, this field has to be completed in order to accrue principal amounts.
Initial Loan Accounting – Current Year Event Type	A required event type to record the current portion of payable or receivable for a loan with the Initial Debt Accounting Chain and with the Long Term Account Reclass Chain.
Initial Loan Accounting – Long Term Event Type	A required event type to record the long term portion of payable or receivable for a loan with the Initial Debt Accounting Chain and with the Long Term Account Reclass Chain.
Initial Other Amount 1-5 Event Type	<p>An event type that is only required when amortizing costs and it is necessary to set up accounts initially for the loan for amortizing over the life of the loan. If not using the Other Amount (Schedule Generation Action is set to <i>Not Used, Do Not Include in Generated Schedule</i>, or left blank), then the event type can be left blank.</p> <p>This event type is not allowed if the Schedule Generation Action is one of the 'payment' choices.</p>
Other Amount 1-5 Event Type	<p>An optional event type field that is left blank unless the Other Amount can be used to record one of the following:</p> <ul style="list-style-type: none"> • When there is an additional cost, such as an escrow or fee that has to be paid or billed. • When there is a cost being amortized. <p>By specifying a value, you are indicating that loans with this Debt Type can record the Other Amount. A Schedule Generation Action of any value other than <i>Not Used</i> makes the Other Amount Event Type required.</p> <p>The Other Amount Name field is required if this event type field is populated to give meaning to the Other Amount on the Loan Setup and Loan Modification transactions.</p>

Field Name	Field Description
Other Amount 1-5 Name	<p>A conditionally required descriptive field that is inferred to loan transactions to inform the user what the Other Amount can be used for. A value is required in this name field if the Other Amount Event Type is populated. A value should not be entered if the Other Amount 1 is not being used as that would cause confusion during transaction data entry.</p>
Schedule Generation Action 1-5	<p>The optional Schedule Generation Action field serves two different functions. First, when set to one of the 'payment' or 'amortization' values the Other Amount Name and Other Amount Event Type are required. Secondly, the selection instructs the Generation Schedule action on how to treat the Other Amount field when creating schedule details. Valid values include:</p> <ul style="list-style-type: none"> • <i>Not Used</i> – The Schedule Generation action will not place the Other Amount on any record. This choice will not allow event type fields for the other amount to be populated, thus preventing transactions from having an amount entered for the other amount. • <i>Repeat on Every Payment</i> – The Generate Schedule action will place the Other Amount on all Schedule Detail records with a Schedule Detail Type of <i>Regular Payment</i> (and <i>Down Payment</i> if a lease). With this choice, the Other Amount is considered an additional payment amount besides principal and interest. • <i>Record on First Payment Only</i> – The Generate Schedule action will place the Other Amount on the first Schedule Detail record with a Schedule Detail Type of <i>Regular Payment</i> (or <i>Down Payment</i> if a lease). With this choice, the Other Amount is considered a one-time payment. • <i>Record on Last Payment Only</i> – The Generate Schedule action will place the Other Amount on the last payment Schedule Detail record with a Schedule Detail Type of <i>Regular Payment</i>. With this choice, the Other Amount is considered a one-time payment. • <i>Split Evenly Across All Payments</i> – The Generate Schedule action will divide the Other Amount by the total number of payment Schedule Detail records (<i>Down Payment</i> or <i>Regular Payment</i>). The resulting amount will be placed on every Schedule Detail record that is a payment with the last record receiving any rounding amount. With this choice, the Other Amount is considered a payment made with each principal and interest payment.

Field Name	Field Description
	<ul style="list-style-type: none"> • <i>Amortize - Straight Line</i> – The Generate Schedule action will create amortization Schedule Detail records by dividing the Other Amount by the total number of amortizations. The resulting amount will be placed on every amortization Schedule Detail record with the last record receiving any rounding amount. As the name implies, this choice makes the Other Amount an amortization and not a payment. • <i>Amortize - Constant Yield</i> – A choice that should only be used with Bonds that have a discount or premium so that the Yield to Maturity rate (YTM) is different than the stated rate of interest. The Generate Schedule action will create amortization Schedule Detail records amortizing the discount at a rate that is the difference between interest calculated with the YTM rate and the stated interest rate. • <i>Do Not Include in Generated Schedule</i> – The Schedule Generation action will not place the Other Amount on any records.
Major Type of Bond	A required choice to associate a debt type with one of the seven choices: <i>Coupon, Zero Coupon, Capital Appreciation, Convertible Capital Appreciation, Variable Rate, Self Amortizing, or Unspecified</i> . This value will infer to the bond transactions to control what transaction tabs are required and prohibited.
Bond Authorization Event Type	An optional event type to record an ‘authorized but unissued bond authorization amount’ with the Initial Debt Accounting Chain. When populated on Debt Type, the Bond Setup transaction will infer the event type and automatically check the Generate Authorization Accounting flag.
Repayment of Principal Event Type	<p>An optional event type to record the payable for principal to the bond agent with the Debt Payment & Billing Chain.</p> <p>A value has to be supplied if using that chain and payments and billings are not suppressed with the Manual Payments/Billing flag being checked or the Bill Principal flag being unchecked for the selected schedule.</p>
Repayment of Interest Event Type	<p>An optional event type to record the payable for interest to the bond agent with the Debt Payment & Billing Chain.</p> <p>A value has to be supplied if using that chain and payments and billings are not suppressed with the Manual Payments/Billing flag</p>

Field Name	Field Description
	being checked or the Bill Interest flag being unchecked for the selected schedule.
Repayment of Purchased Interest Event Type	<p>An optional event type to record the payable for purchased interest to the bond agent with the Debt Payment & Billing Chain.</p> <p>A value has to be supplied if using that chain and payments and billings are not suppressed with the Manual Payments/Billing flag being checked or the Bill Interest flag being unchecked for the selected schedule.</p>
Compounding Interest Event Type	<p>An optional event type to record the accrual for compounding interest with the Periodic Debt Accounting Chain. Leaving this event type field blank prohibits the creation of a Schedule Detail with the <i>Compounding Interest</i> value for Schedule Detail Type on bond transactions for a Debt Type.</p> <p>A value has to be supplied if using the <i>Principal in Last Payment w/Compound Interest</i> value for Schedule Type. This choice is a common one for <i>Zero Coupon</i>, <i>Capital Appreciation</i>, and <i>Convertible Capital Appreciation</i> bonds.</p>
Principal Accrual Event Type	An optional event type to record the principal being accrued and then reversed by the Periodic Debt Accounting Chain.
Interest Accrual Event Type	An optional event type to record interest being accrued and then reversed by the Periodic Debt Accounting Chain. Leaving the field blank will result in all Bonds for the debt type to be skipped by the chain. Even if debt instruments of a debt type will never have interest, this field has to be completed in order to accrue principal amounts.
Initial Accounting – Current Year Event Type	A required event type to record the current portion of payable for a bond with the Initial Debt Accounting Chain and with the Long Term Account Reclass Chain.
Initial Accounting – Long Term Event Type	A required event type to record the long term portion of payable for a bond with the Initial Debt Accounting Chain and with the Long Term Account Reclass Chain.
Purchased Interest Event Type	An optional event type to record the amount of purchased interest by bondholders by the Initial Debt Accounting Chain. Leaving this event type field blank prohibits the creation of a Schedule Detail with the Purchased Interest value for Schedule Detail Type on lease transactions for a Debt Type.

Field Name	Field Description
Bond Proceeds Event Type	A required event type to record the proceeds from the sale of a bond issue by the Initial Debt Accounting Chain.
Initial Other Amount 1-5 Event Type	An event type that is only required when amortizing costs and it is necessary to set up accounts initially for the Bond for amortizing over the life of the Bond. If not using the Other Amount (Schedule Generation Action is set to <i>Not Used, Do Not Include in Generated Schedule</i> , or left blank), then the event type can be left blank.
Other Amount 1-5 Event Type	An optional field to indicate that Bonds with this Debt Type can record the Other Amount. A Schedule Generation Action of any value other than <i>Not Used</i> makes Other Amount Event Type required.
Other Amount 1-5 Name	<p>Unlike Loans and Leases, three other amounts have pre-defined uses:</p> <p>Other Amount 1 - <i>Original Issue Discount</i>.</p> <p>Other Amount 2 - <i>Original Issue Premium</i></p> <p>Other Amount 3 - <i>Bond Issue Costs</i></p> <p>Other Amounts 4 and 5 are open to any amortization needs.</p>
Schedule Generation Action 1	<p>The optional Schedule Generation Action field serves two different functions. First, when set to one of the 'payment' or 'amortization' values the Other Amount Name and Other Amount Event Type are required. Secondly, the selection instructs the Generation Schedule action on how to treat the Other Amount field when creating schedule details. Valid values are limited to just the following choices for bonds:</p> <ul style="list-style-type: none"> • <i>Not Used</i> – The Schedule Generation action will not place the Other Amount on any record. This choice will not allow event type fields for the other amount to be populated, thus preventing transactions from having an amount entered for the other amount. • <i>Amortize - Straight Line</i> – The Generate Schedule action will create amortization Schedule Detail records by dividing the Other Amount by the total number of amortizations. The resulting amount will be placed on every amortization Schedule Detail record with the last record receiving any rounding amount. As the name implies, this choice makes the Other Amount an amortization and not a payment.

Field Name	Field Description
	<ul style="list-style-type: none"> • <i>Amortize - Constant Yield</i> – A choice that should only be used with Bonds that have a discount or premium so that the Yield to Maturity rate (YTM) is different than the stated rate of interest. The Generate Schedule action will create amortization Schedule Detail records amortizing the discount at a rate that is the difference between interest calculated with the YTM rate and the stated interest rate. • <i>Do Not Include in Generated Schedule</i> – The Schedule Generation action will not place the Other Amount on any records.
Major Type of Lease	A required choice to associate a debt type with one of the two choices: Capital or Operating. This value will infer to the lease transactions to control what transaction information is required and prohibited.
Lessor/Lessee Indicator	A required choice to associate a debt type with one of the two choices: Lessor or Lessee. This value will infer to the lease transactions to control what transaction tabs are required and prohibited.
Include Interest in Initial Accounting	When the interest of a lease as the lessor should not be recorded as deferred revenue or a receivable (current GASB 87 rules), this indication needs to be <i>false</i> . The Initial Debt Accounting process will not include interest in either of those postings. Principal will continue to be considered for both postings. Also, when this setting is <i>false</i> , the event type in the Repayment of Interest Event Type should be one that only does receivable and revenue like the delivered AR01 event type and not the LS16 event type.
Lease Authorization Event Type	<p>An optional event type to record an ‘authorized but unissued lease authorization amount’ with the Initial Debt Accounting Chain. When populated on Debt Type, the Lease Setup Transaction will infer the event type and automatically check the Generate Authorization Accounting flag.</p> <p>While it is possible to perform the accounting, a Lease Authorization Event Type for use as lessor is not delivered because the practice would be rare.</p>
Repayment of Principal Event Type	A required event type to record the payable for principal to an external lessor or the receivable for principal from an external lessee with the Initial Debt Accounting Chain. A value has to be supplied if using that chain and payments and billings are not suppressed with

Field Name	Field Description
	the Manual Payments/Billing flag being checked or the Bill Principal flag being unchecked for the selected schedule.
Repayment of Interest Event Type	<p>A conditionally required event type to record payable for interest to an external lessor or the receivable for principal from an external lessee with the Initial Debt Accounting Chain.</p> <p>The event type is required for Capital leases but is prohibited for Operating leases.</p>
Principal Accrual Event Type	A required event type to record the principal being accrued and then reversed by the Periodic Debt Accounting Chain.
Interest Accrual Event Type	<p>A conditionally required event type to record interest being accrued and then reversed by the Periodic Debt Accounting Chain.</p> <p>The event type is required for Capital leases but is prohibited for Operating leases.</p>
Initial Lease Accounting – Current Year Event Type	<p>A conditionally required event type to record the current portion of payable or receivable for a lease with the Initial Debt Accounting Chain and with the Long Term Account Reclass Chain.</p> <p>The event type is required for Capital leases but is prohibited for Operating leases. Please see the Include Interest in Initial Accounting field description as it impacts the use of this event type.</p>
Initial Lease Accounting – Long Term Event Type	<p>A conditionally required event type to record the long term portion of payable or receivable for a lease with the Initial Debt Accounting Chain and with the Long Term Account Reclass Chain.</p> <p>The event type is required for Capital leases but is prohibited for Operating leases. Please see the Include Interest in Initial Accounting field description as it impacts the use of this event type.</p>
Capital Lease Expense	<p>A conditionally required event type to record the lease expense and other funding sources entries for a lease with the Initial Debt Accounting chain.</p> <p>The event type is required for Capital leases as Lessee but prohibited when the Lessor and for all Operating leases.</p>
Deferred Principal Revenue	A conditionally required event type to record the deferred principal revenue for a lease with the Initial Debt Accounting chain. The

Field Name	Field Description
	<p>deferred revenue is then reversed with each billing for the lease created by the Debt Payment & Billing Chain.</p> <p>The event type is required for Capital leases as Lessor but prohibited when the Lessee and for all Operating leases.</p>
Deferred Interest Revenue	<p>A conditionally required event type to record the deferred interest revenue for a lease with the Initial Debt Accounting chain. The deferred revenue is then reversed with each billing for the lease created by the Debt Payment & Billing Chain.</p> <p>The event type is required for Capital leases as Lessor but prohibited when the Lessee and for all Operating leases. Please see the Include Interest in Initial Accounting field description as it impacts the use of this event type.</p>
Down Payment Event Type	<p>An optional event type to record the payable or receivable for a lease down payment by the Debt Payment & Billing Chain. Leaving this event type field blank prohibits the creation of a Schedule Detail with the Down Payment value for Schedule Detail Type on lease transactions for a Debt Type.</p>
Initial Other Amount 1-5 Event Type	<p>An event type that is only required when amortizing costs and it is necessary to set up accounts initially for the lease for amortizing over the life of the lease. If not using the Other Amount (Schedule Generation Action is set to <i>Not Used, Do Not Include in Generated Schedule</i>, or left blank), then the event type can be left blank.</p> <p>This event type is not allowed if the Schedule Generation Action 1 is one of the 'payment' choices.</p>
Other Amount 1-5 Event Type	<p>An optional event type field that is left blank unless Other Amount 1 can be used to record one of the following:</p> <ul style="list-style-type: none"> • When there is an additional cost, such as an escrow or fee that has to be paid or billed. • When there is a cost being amortized. <p>By specifying a value, you are indicating that leases with this Debt Type can record the Other Amount. A Schedule Generation Action of any value other than <i>Not Used</i> makes the Other Amount Event Type field required.</p> <p>The Other Amount Name field is required if this event type field is populated to give meaning to the Other Amount on the Lease Setup and Lease Modification transactions.</p>

Field Name	Field Description
Other Amount 1-5 Name	<p>A conditionally required descriptive field that is inferred to lease transactions to inform the user what the Other Amount 1 can be used for. A value is required in this name field if the Other Amount Event Type is populated. A value should not be entered if the Other Amount 1 is not being used as that would cause confusion during transaction data entry.</p>
Schedule Generation Action 1	<p>The optional Schedule Generation Action field serves two different functions. First, when set to one of the 'payment' or 'amortization' values the Other Amount Name and Other Amount Event Type are required. Secondly, the selection instructs the Generation Schedule action on how to treat the Other Amount field when creating schedule details. Valid values include:</p> <ul style="list-style-type: none"> • <i>Not Used</i> – The Schedule Generation action will not place the Other Amount on any record. This choice will not allow event type fields for the other amount to be populated, thus preventing transactions from having an amount entered for the other amount. • <i>Repeat on Every Payment</i> – The Generate Schedule action will place the Other Amount on all Schedule Detail records with a Schedule Detail Type of <i>Regular Payment</i> (and <i>Down Payment</i>). With this choice, the Other Amount is considered an additional payment amount besides principal and interest. • <i>Record on First Payment Only</i> – The Generate Schedule action will place the Other Amount on the first Schedule Detail record with a Schedule Detail Type of <i>Regular Payment</i> (or <i>Down Payment</i> if a lease). With this choice, the Other Amount is considered a one-time payment. • <i>Record on Last Payment Only</i> – The Generate Schedule action will place the Other Amount on the last payment Schedule Detail record with a Schedule Detail Type of <i>Regular Payment</i>. With this choice, the Other Amount is considered a one-time payment. • <i>Split Evenly Across All Payments</i> – The Generate Schedule action will divide the Other Amount by the total number of payment Schedule Detail records (<i>Down Payment</i> or <i>Regular Payment</i>). The resulting amount will be placed on every Schedule Detail record that is a payment with the last record receiving any rounding amount. With this choice, the Other Amount is considered a payment made with each principal and interest payment. • <i>Amortize - Straight Line</i> – The Generate Schedule action will create amortization Schedule Detail records by dividing the

Field Name	Field Description
	<p>Other Amount by the total number of amortizations. The resulting amount will be placed on every amortization Schedule Detail record with the last record receiving any rounding amount. As the name implies, this choice makes the Other Amount an amortization and not a payment.</p> <ul style="list-style-type: none"> • <i>Do Not Include in Generated Schedule</i> – The Schedule Generation action will not place the Other Amount on any records.

Debt Group

The Debt Group (DEBTGRP) page allows you to establish Debt Groups that can be assigned to debt authorizations and debt instruments when classification is needed for reporting or workflow. Use of the Debt Group rollup is optional and can be used to represent any grouping or additional information necessary when valid values have to be chosen instead of free-form information.

Each Debt Group record must be assigned to one of the three values in the **Major Type of Debt** field. This assignment allows transactions in Debt Management to present (and edit) only Debt Group values that match the Major Type of Debt of the transaction.

> Field Level Information

Field Name	Field Description
Major Type of Debt	A required choice to associate a debt group with one of the three choices: Loan, Lease, or Bond.
Debt Group	A required unique identification of a debt group.
Name	A required text field for assigning a name to a debt group code for identification and reporting purposes.
Short Name	A required short text field for assigning short name to a debt group code for identification and reporting purposes.
Description	An optional long text field for defining additional information about a debt group for identification and reporting purposes.

Source of Funds

The Source of Funds (DEBTSOF) page allows you to establish Source of Funds values that can be assigned to debt authorizations and debt instruments when classification is needed for reporting or workflow. Use of the Source of Funds rollup is optional and can be used to represent any grouping or additional information necessary when valid values have to be chosen instead of free-form information.

Each Source of Funds record must be assigned to one of the three values in the **Major Type of Debt** field. This assignment allows transactions in Debt Management to present (and edit) only Source of Fund values that match the Major Type of Debt of the transaction.

> Field Level Information

Field Name	Field Description
Major Type of Debt	A required choice to associate a source of funds with one of the three choices: Loan, Lease, or Bond.
Source of Funds	A required unique identification of a source of funds.
Name	A required text field for assigning a name to a source of funds code for identification and reporting purposes.
Short Name	A required short text field for assigning short name to a source of funds code for identification and reporting purposes.
Grant Department	An optional field to tie a Source of Funds record in Debt Management to a Grant Program set up in Cost Accounting for a reporting link.
Grant Program	An optional field to tie a Source of Funds record in Debt Management to a Grant Program set up in Cost Accounting for a reporting link. If one of the two grant fields is entered, then both must be entered.
Description	An optional long text field for defining additional information about a source of funds for identification and reporting purposes.

Debt Terms

The Debt Terms (DEBTTRM) page allows you to set up Debt Terms that can be used in the definition of schedules for a lease, loan, or bond. Use of the Debt Terms page is optional.

Debt Terms are used to simplify data entry and ensure consistency of terms on similar debt instruments. Use of the Debt Terms feature is optional, but is strongly suggested for debt instruments that should be created in an identical fashion because the inference of terms is a 'powerful' one in that the inference will overlay any manually entered value.

Each Debt Term record must be assigned to one of the three values in the **Major Type of Debt** field. This assignment allows transactions in Debt Management to present (and edit) only Debt Term values that match the Major Type of Debt of the transaction.

When establishing a Debt Terms record, not all fields have to be completed. Only those that are 'standard' to the combination of Major Type of Debt and Debt Term have to be completed. Leave blank any fields on the Debt Terms record blank that need to vary with debt instrument definition. Edits are limited on this page so be careful not to set up a record that will cause a debt transaction to reject.

Notes:

- The inference of payment and amortization terms for a Debt Terms code is a 'powerful' one in that values from DEBTTRM will overlay any manually entered on a Debt transaction. However, a blank field on DEBTTRM will not blank out the corresponding transaction field.
- A subsequent change to a Debt Terms record will not impact any existing schedule defined with that Debt Terms code as the inference only happens on a new schedule.
- › Field Level Information

Field Name	Field Description
Major Type of Debt	A required choice to associate a debt terms with one of the three choices: <i>Loan</i> , <i>Lease</i> , or <i>Bond</i> .
Debt Terms	A required unique identification of a debt terms.
Name	A required text field for assigning a name to a debt terms code for identification and reporting purposes. This name will be inferred as the Schedule Name on the debt transactions if a user chooses not to enter a different name because the name inference is not 'powerful' like the terms.
Short Name	A required short text field for assigning short name to a debt terms code for identification and reporting purposes. This short name will be inferred as the Schedule Short Name on the debt transactions if a user chooses not to enter a different short name because the short name inference is not 'powerful' like the terms.
Description	An optional long text field for defining additional information about a debt terms for identification and reporting purposes. This description will be inferred as the Schedule Description on the debt transactions if a user chooses not to enter a different description because the description inference is not 'powerful' like the terms.
Schedule Type	A required field that will not only control edits but is a primary input into the Generate Schedule action. Valid values include the following choices, but please see the Loan , Lease , and Bond Functionality tabs for limitations for those types of debt. When not using the action

Field Name	Field Description
	<p>to generate the schedule, please try to enter a value that matches or very closely matches the Schedule Details to provide helpful information for online inquiry and reporting.</p> <ul style="list-style-type: none"> • <i>Amortized Payment</i> – Interest is calculated for each payment based on the declining balance in Principal that decreases with each payment. • <i>Principal in Last Payment w/Rate Interest</i> – A constant amount of interest calculated as the Interest Rate * Principal is paid over the schedule with the full amount of Principal paid in the last payment. • <i>Principal in Last Payment w/Fixed Interest</i> – A constant and fixed amount of interest is paid over the schedule with the full amount of Principal paid in the last payment. • <i>Principal in Last Payment w/Compound Interest</i> – Interest is paid at a compounding rate where the amount of interest in the prior payment is included in the current payment. The full amount of Principal is paid in the last payment along with all compounded interest • <i>Other</i> – This choice is used when none of the other choices come close to representing the payment schedule. The Schedule Generation action will not work with this choice so please upload or manually enter Schedule Details.
Frequency	<p>An optional field to establish a payment frequency. Valid values include the following choices:</p> <ul style="list-style-type: none"> • <i>Weekly</i> – Up to 52 payments a year • <i>Semi-Monthly</i> – Up to 24 payments a year • <i>Monthly</i> – Up to 12 payments a year • <i>Quarterly</i> – Up to 4 payments a year • <i>Semi-Annually</i> – Up to 2 payments a year • <i>Yearly</i> – A single payment each year • <i>One Time</i> – A single payment will be made
Date	<p>An optional field to establish a certain date or dates of payment. A value should be entered with a Frequency setting of <i>Monthly, Semi-Monthly, Quarterly, Semi-Annually, or Yearly</i>.</p>

Field Name	Field Description
Day	An optional field to establish a certain day of payment. A value should be entered with a Frequency setting of <i>Weekly</i> .
Month	An optional field to establish a certain month or months of payment. A value should be entered with a Frequency setting of <i>Quarterly</i> , <i>Semi-Annually</i> , or <i>Yearly</i> .
Interest Rate	<p>A field to specify an interest rate. A value of 0 or greater is allowed for this field for most Schedule Types. If <i>Principal in Last Payment w/Fixed Interest</i> the rate must be blank. The rate can be 0.0000% for a loan but must be greater than that for a capital lease or bond. For an operating lease, the rate must be 0.0000%, so be careful when setting up a Debt Terms for operating leases.</p> <p>This is the ANNUAL interest rate and not a 'per period' interest rate. Please keep this in mind when entering a value.</p>
First Payment Interest Rate	An optional field to specify an interest rate when the first payment should have a different interest rate than all subsequent payments. When the Schedule Types is <i>Principal in Last Payment w/Fixed Interest</i> a value is prohibited. This is the ANNUAL interest rate and not a 'per period' interest rate. Please keep this in mind when entering a value.
Fixed Interest Payment Amount	<p>An optional field to specify a set interest payment amount. A value is allowed in this amount field when the Schedule Type is <i>Principal in Last Payment w/Fixed Interest</i>. A value is not allowed for any other Schedule Type except <i>Other</i>, where the amount is also optional.</p> <p>If entered, the amount can be \$0 for a loan but must be greater than that on a bond. It is not allowed for leases as the <i>Principal in Last Payment w/Fixed Interest</i> Schedule Type is not allowed for leases.</p> <p>This is the PER PERIOD amount of fixed interest and not an annual amount of interest. Please keep this in mind when entering a value.</p>
Number of Payments	An optional field to establish a set number of payments for a Debt Term.
Amortization Frequency	<p>An optional field to establish an amortization frequency. Valid values include the following choices:</p> <ul style="list-style-type: none"> • <i>Weekly</i> – Up to 52 amortizations a year • <i>Semi-Monthly</i> – Up to 24 amortizations a year

Field Name	Field Description
	<ul style="list-style-type: none"> • <i>Monthly</i> – Up to 12 amortizations a year • <i>Quarterly</i> – Up to 4 amortizations a year • <i>Semi-Annually</i> – Up to 2 amortizations a year • <i>Yearly</i> – A single amortizations each year • <i>One Time</i> – A single amortization <p>Keep in mind that when generating the payment and amortization schedule with the transaction action, if there is an amortization using the constant yield method then the amortization frequency cannot be more frequent than the payment frequency.</p>
Number of Amortization	An optional field to establish a set number of amortizations for a Debt Term.
Amortization Date	An optional field to establish a certain date or dates of amortization. A value should be entered with an Amortization Frequency setting of <i>Monthly, Semi-Monthly, Quarterly, Semi-Annually, or Yearly</i> .
Amortization Day	An optional field to establish a certain day of amortization. A value should be entered with an Amortization Frequency setting of <i>Weekly</i> .
Amortization Month	An optional field to establish a certain month or months of amortization. A value should be entered with an Amortization Frequency setting of <i>Quarterly, Semi-Annually, or Yearly</i> .

Debt Cost

The Debt Cost (DEBTCST) page allows you to set up Debt Costs that can be used to capture information for reporting purposes. Use of the Debt Cost tab of the debt transaction and the Debt Cost page is optional.

Even if the costs were recorded by an accounting transaction (for example, they were on a payment request with the **Debt ID**), users can enter the costs again on the Debt Costs tab of a debt transaction for a single source of information. Another reason would be that some costs are recorded on accounting transactions in a 'lump sum' to a summarized chart of account level. The Debt Cost feature in Debt Management allows those to be broken down into discrete amounts without imposing a chart of account burden.

Each **Debt Cost** record must be assigned to one of the three values in the **Major Type of Debt** field. This assignment allows transactions in Debt Management to present (and edit) only Debt Cost values that match the Major Type of Debt of the transaction.

- › Field Level Information

Field Name	Field Description
Major Type of Debt	A required choice to associate a debt cost with one of the three choices: <i>Loan</i> , <i>Lease</i> , or <i>Bond</i> .
Debt Cost	A required unique identification of a debt cost.
Name	A required text field for assigning a name to a debt cost code for identification and reporting purposes. This name will be inferred as the Debt Cost Name on the debt transactions.
Short Name	A required short text field for assigning short name to a debt cost code for identification and reporting purposes.
Description	An optional long text field for defining additional information about a debt cost for identification and reporting purposes. This description will not be inferred as the Debt Cost Description on the debt transactions.
Debt Cost Type	<p>A required definition of the type of cost that provides an informational grouping of similar debt costs. This setting is inferred to debt transactions.</p> <p>Valid values for this field are:</p> <ul style="list-style-type: none"> • <i>Actual Cost</i> – This value indicates a debt cost that has occurred and should be included in the Total Debt Costs amount. This is the default value on the Debt Type page. Debt Costs for a debt instrument with this setting are summarized into the Total Debt Costs field found on the three debt instrument registry pages: BOND, LEASE, and LOAN. • <i>Potential Cost</i> – This value indicates a debt cost that may occur. The cost is entered for informational purposes and is not included in the Total Debt Costs amount. • <i>Tracking Amount</i> – This value indicates an amount that is being tracked only for informational purposes. Actual use of this value is up to each implementation.

Accounting Controls

Beyond the pages mentioned in the Debt Management Reference Data topic in this user guide, there are a couple of other pages that have to be set up before using any of the accounting transactions that record debt accounting.

- [Posting Code & Balance Sheet Accounts](#)

- [Special Accounts, Objects, & Revenue Sources](#)

Posting Code & Balance Sheet Accounts

Debt Management does have a Special Accounts page for defaulting Objects and Revenue Sources, but not for Balance Sheets. Those were not included in the Special Accounts page because the number of accounts that could be required in an implementation is only limited to the number they wish to set up for tracking and reporting purposes. Balance Sheets will infer directly from the Posting Code (PSCD) page for this reason and because these defaults should not vary by Fiscal Year. Using the PSCD page gives Debt Management virtually an unlimited number of defaulting Balance Sheets.

The posting codes for Debt Management are in three different numbering schemes:

- Loans: A300 to A349
- Leases: A350 to A399
- Bonds: A400 to A449

Not all instances in those numbering schemes are completed and not all require a Balance Sheet Account. There should be many existing Balance Sheets that will work with those posting codes that are now being manually entered with the generic posting codes (A014 to A016) or other delivered and custom posting codes. In instances where you have to create new Balance Sheets, be sure to set the Account Type on them to match the posting code you will be associating it with. None of the posting codes delivered for debt have any logic tied to Account Type, so you can adjust that on the posting code as you see fit.

To set up a posting code, you have to do two things:

1. Choose the *Use PSCD* value for **Default BSA**.
2. Enter your balance sheet account in the **Default BSA Code** field.

› **More Info**

There are occasions where you may want a unique Balance Sheet to be used with a particular Debt Type. When that is the need, one or more posting codes and event types need to be created and associated on the Debt Type page. For example, there are two Debt Types for External Loans Given where one is for low income housing assistance and the other is small business assistance. All others such loans can use the delivered loan posting codes and event types. To track the receivables for these two types of loans separately with different Balance Sheets, you would do the following steps:

1. On the Posting Code (PSCD) page, copy posting codes A312 (External Loans Receivable – Current) and A313 (External Loans Receivable – Long Term) to create two more of each with your custom numbering scheme. On each, change the Default BSA Code from the standard loans receivable to your specific ones.
2. On the Event Type (ETYP) page, copy event types LN12 (Record External Loan Given – Current Portion), LN13 (Record External Loan Given – Long Term Portion), and LN34 (Bill Loan Principal Payment) to create two more of each with your new custom posting codes.
3. Copy and create the same records on the Event Type Requirements (ERQ) page.

4. On the Allowable Event Types for Transaction Code (AETDC) page, add the four event types with the RE transaction type.
5. On the Allowable Event Types for Transaction Type (AETDT) page, add the copies of LN12 and LN12 event types with the CH transaction type and the copies of the LN34 with the RE transaction type.
6. On the Allowable Event Types for Transaction Code (AETDC) page, add the copies of LN12 and LN12 event types with the DA transaction code and the copies of the LN34 with the RE transaction code.
7. On the BFY Staging page for Transaction Events, copy and create new records for the same combinations added in AETDC for each state and profile used.
8. On the Event Type Defaults (ETDFLT) page, copy the record with LN34 in the Referenced Event Type field to create a new record for each of your copies of that event type.

Special Accounts, Objects, and Revenue Sources

Debt Management has a separate tab on the Special Accounts (SPEC) page with default fields for most Objects and Revenue Sources. Not shown are such codes used for Other Amounts that are additional payments or amortizations. For these types of accounting, Objects and Revenue Sources are specified directly on Lender COA and Borrower COA records with the Other Amount # as the Type of Payment.

On the Special Accounts – Debt tab there are four types of data: General Information, Loans, Bonds, and Leases. Of the latter three, you only have to complete the fields you will be using. Failure to complete a necessary field will cause transactions to reject from one or more of the Debt Management Chains. The accounts on the Debt tab do not default based on posting code but rather are retrieved directly by the chain jobs. This means that if you are manually entering accounting for a debt instrument, you must supply all necessary Objects and Revenue Sources as only Balance Sheet Accounts will default.

> Loans

Field Name	Field Description
Internal Loan Interest Received Revenue	The Internal Loan Interest Received Revenue default account is used when Internal Exchange transactions are system generated to record interest revenue received by an internal lender from an internal borrower. Any value entered must be valid for the Fiscal Year of the SPEC record on the Revenue Source (RSRC) page. This field is required if the Internal Loan Interest Received Sub Revenue field is populated.
Internal Loan Interest Received Sub Revenue	The Internal Loan Interest Received Sub Revenue default account can be used when Internal Exchange transactions are system generated to record interest revenue received by an internal lender from an internal borrower. Use of the Sub Revenue is optional unless other system setup requires use.

Field Name	Field Description
	<p>Any value entered must be valid for the Fiscal Year and Internal Loan Interest Received Revenue of the SPEC record on the SRSRC page. The Internal Loan Interest Received Revenue field is required if this field is populated.</p>
<p>Internal Loan Principal Received Revenue</p>	<p>The Internal Loan Principal Received Revenue default account is used when Internal Exchange transactions are system generated to record principal repayment revenue received by an internal lender from an internal borrower.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the RSRC page. This field is required if the Internal Loan Principal Received Sub Revenue field is populated.</p>
<p>Internal Loan Principal Received Sub Revenue</p>	<p>The Internal Loan Principal Received Sub Revenue default account can be used when Internal Exchange transactions are system generated to record interest revenue received by an internal lender from an internal borrower. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year and Internal Loan Principal Received Revenue of the SPEC record on the SRSRC page. The Internal Loan Principal Received Revenue field is required if this field is populated.</p>
<p>Internal Loan Interest Paid Object</p>	<p>The Internal Loan Interest Paid Object default account is used when Internal Exchange transactions are system generated to record interest paid to an internal lender by an internal borrower.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the Internal Loan Interest Paid Sub Object field is populated.</p>
<p>Internal Loan Interest Paid Sub Object</p>	<p>The Internal Loan Interest Paid Sub Object default account is used when Internal Exchange transactions are system generated to record interest paid to an internal lender by an internal borrower. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the SOBJ page. The Internal Loan Interest Paid Object field is required if this field is populated.</p>
<p>Internal Loan Principal Paid Object</p>	<p>The Internal Loan Principal Paid Object default account is used when Internal Exchange transactions are system generated to record principal repayment to an internal lender by an internal borrower.</p>

Field Name	Field Description
	Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the Internal Loan Principal Paid Sub Object field is populated.
Internal Loan Principal Paid Sub Object	<p>The Internal Loan Principal Paid Sub Object default account is used when Internal Exchange transactions are system generated to record principal repayment to an internal lender by an internal borrower. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the SOBJ page. The Internal Loan Principal Paid Object field is required if this field is populated.</p>
External Loan Interest Received Revenue	<p>The External Loan Interest Received Revenue default account is used when Receivable transactions are system generated to record a billing to an external borrower. That same revenue account is used in the subsequent collection too.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the RSRC page. This field is required if the External Loan Interest Received Sub Revenue field is populated.</p>
External Loan Interest Received Sub Revenue	<p>The External Loan Interest Received Revenue default account is used when Receivable transactions are system generated to record a billing to an external borrower. That same revenue account is used in the subsequent collection too. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year and External Loan Interest Received Revenue of the SPEC record on the SRSRC page. The External Loan Interest Received Revenue field is required if this field is populated.</p>
External Loan Principal Received Revenue	<p>The External Loan Principal Received Revenue default account is used when Receivable transactions are system generated to record a billing to an external borrower. That same revenue account is used in the subsequent collection too.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the RSRC page. This field is required if the External Loan Principal Received Sub Revenue field is populated.</p>
External Loan Principal Received Sub Revenue	The External Loan Principal Received Revenue default account is used when Receivable transactions are system generated to record a billing to an external borrower. That same revenue account is used in the subsequent collection too. Use of the Sub Revenue is optional unless other system setup requires use.

Field Name	Field Description
	<p>Any value entered must be valid for the Fiscal Year and External Loan Principal Received Revenue of the SPEC record on the SRSRC page. The External Loan Principal Received Revenue field is required if this field is populated.</p>
<p>External Loan Interest Paid Object</p>	<p>The External Loan Interest Paid Object default account is used when Payment Request transactions are system generated to pay an external lender.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the External Loan Interest Paid Sub Object field is populated.</p>
<p>External Loan Interest Paid Sub Object</p>	<p>The External Loan Interest Paid Sub Object default account is used when Payment Request transactions are system generated to pay an external lender. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year and External Loan Interest Paid Object of the SPEC record on the SOBJ page. The External Loan Interest Paid Object field is required if this field is populated.</p>
<p>External Loan Principal Paid Object</p>	<p>The External Loan Principal Paid Object default account is used when Payment Request transactions are system generated to repay an external lender.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the External Loan Principal Paid Sub Object field is populated.</p>
<p>External Loan Principal Paid Sub Object</p>	<p>The External Loan Principal Paid Sub Object default account is used when Payment Request transactions are system generated to repay an external lender. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year and External Loan Principal Paid Object of the SPEC record on the SOBJ page. The External Loan Principal Paid Object field is required if this field is populated.</p>

> Bonds

Field Name	Field Description
Bond Principal Payment Object	<p>The Bond Principal Payment Object default account is used on system generated payments to the paying agent if the bond was set up without an Object on the Bond Payments/Borrower COA record used for principal.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the Bond Principal Payment Sub Object field is populated.</p>
Bond Principal Payment Sub Object	<p>The Bond Principal Payment Sub Object default account is used on system generated payments to the paying agent if the bond was set up without an Object on the Bond Payments/Borrower COA record used for principal. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and the Bond Principal Payment Object on the SOBJ page. The Bond Principal Payment Object field is required if this field is populated.</p>
Bond Interest Payment Object	<p>The Bond Interest Payment Object default account is used on system generated payments to the paying agent if the bond was set up without an Object on the Bond Payments/Borrower COA record used for interest.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the Bond Interest Payment Sub Object field is populated.</p>
Bond Interest Payment Sub Object	<p>The Bond Interest Payment Sub Object default account is used on system generated payments to the paying agent if the bond was set up without an Object on the Bond Payments/Borrower COA record used for interest. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and the Bond Interest Payment Object on the SOBJ page. The Bond Interest Payment Object field is required if this field is populated.</p>
Other Financing Sources Revenue	<p>The Other Financing Sources Revenue is an optional field that allows you to indicate a default source of revenue to be used for system generated transactions recording a bond. The field should be completed if bonds are being recorded by the Initial Debt Accounting Chain job so that any Revenue Source entered on the Paying Agent / Lender COA record can be used for principal.</p>

Field Name	Field Description
	Any value entered must be valid for the Fiscal Year of the SPEC record on the Revenue Source (RSRC) page. This field is required if the Other Financing Sources Sub Revenue field is populated.
Other Financing Sources Sub Revenue	<p>The Other Financing Sources Sub Revenue default account is used on system generated payments to the paying agent if the bond was set up without a Revenue value on the Paying Agent / Lender COA record used for principal. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and the Other Financing Sources Revenue on the SOBJ page. The Other Financing Sources Revenue field is required if this field is populated.</p>

> Leases

Field Name	Field Description
Operating Lease Object	<p>The Operating Lease Object default account is used on system generated payments to the lessor if the Lease was set up without an Object on the Lessee/Borrower COA record used for principal.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the Operating Lease Sub Object field is populated.</p>
Operating Lease Sub Object	<p>The Operating Lease Sub Object default account is used on system generated payments to the lessor if the Lease was set up without an Object on the Lessee/Borrower COA record used for Principal. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and the Operating Lease Object on the SOBJ page. The Operating Lease Object field is required if this field is populated.</p>
Operating Lease Revenue	<p>The Operating Lease Revenue default account is used on system generated billings to the lessee if the lease transaction was set up without a Revenue value on the Lessor/Lender COA record used for principal.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the RSRC page. This field is required if the Operating Lease Sub Revenue field is populated.</p>

Field Name	Field Description
Operating Lease Sub Revenue	<p>The Operating Lease Sub Revenue default account is used on system generated billings to the lessee if the Lease was set up without a Revenue value on the Lessor/Lender COA record used for principal. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and the Operating Lease Revenue on the SRSRC page. The Operating Lease Revenue field is required if this field is populated.</p>
Capital Lease Principal Object	<p>The Capital Lease Principal Object default account is used on system generated payments to the lessor if the Lease was set up without an Object on the Lessee/Borrower COA record used for principal.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the Capital Lease Principal Sub Object field is populated.</p>
Capital Lease Principal Sub Object	<p>The Capital Lease Principal Sub Object default account is used on system generated payments to the lessor if the Lease was set up without an Object on the Lessee/Borrower COA record used for principal. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and Capital Lease Principal Object on the SOBJ page. The Capital Lease Principal Object field is required if this field is populated.</p>
Capital Lease Interest Object	<p>The Capital Lease Interest Object default account is used on system generated payments to the lessor if the Lease was set up without an Object on the Lessee/Borrower COA record used for interest.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the OBJ page. This field is required if the Capital Lease Interest Sub Object field is populated.</p>
Capital Lease Interest Sub Object	<p>The Capital Lease Interest Sub Object default account is used on system generated payments to the lessor if the Lease was set up without an Object on the Lessee/Borrower COA record used for interest. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and the Capital Lease Interest Object on the SOBJ page. The Capital Lease Interest Object field is required if this field is populated.</p>

Field Name	Field Description
Capital Lease Principal Revenue	<p>The Capital Lease Principal Revenue default account is used on system generated billings to the lessee if the Lease was set up without a Revenue value on the Lessor/Lender COA record used for principal.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the RSRC page. This field is required if the Capital Lease Principal Sub Revenue field is populated.</p>
Capital Lease Principal Sub Revenue	<p>The Capital Lease Principal Sub Revenue default account is used on system generated billings to the lessor if the Lease was set up without a Revenue value on the Lessor/Lender COA record used for principal. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and Capital Lease Principal Revenue on the SRSRC page. The Capital Lease Principal Revenue field is required if this field is populated.</p>
Capital Lease Interest Revenue	<p>The Capital Lease Interest Revenue default account is used on system generated billings to the lessee if the Lease was set up without a Revenue value on the Lessor/Lender COA record used for interest.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the RSRC page. This field is required if the Capital Lease Interest Sub Revenue field is populated.</p>
Capital Lease Interest Sub Revenue	<p>The Capital Lease Interest Sub Revenue default account is used on system generated billings to the lessee if the Lease was set up without a Revenue value on the Lessor/Lender COA record used for interest. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record and Capital Lease Interest Revenue on the SRSRC page. The Capital Lease Interest Revenue field is required if this field is populated.</p>
Lease Expense Object	<p>The Lease Expense Object is an optional field that allows you to indicate a default expense object for the recording of a capital lease as the lessee. The field <u>should</u> be completed if capital leases are being recorded by the Initial Debt Accounting Chain job so that any object specified for the Lessee COA record with Type of Payment of <i>Principal</i> or <i>All</i> is <u>not</u> used, as often a different object is desired for principal payments should be used with the Lease Expense posting.</p>

Field Name	Field Description
	<p>Any value entered must be valid for the Fiscal Year of the SPEC record on the Object (OBJ) page. This field is required if the Lease Expense Sub Object field is populated.</p>
<p>Lease Expense Sub Object</p>	<p>The Lease Expense Sub Object is an optional field that allows you to indicate a default expense sub object for the recording of a capital lease as the lessee. Use of the Sub Object is optional unless other system setup requires use.</p> <p>Any value entered must be valid for the Fiscal Year and Lease Expense Object of the SPEC record on the Sub Object (SOBJ) page. The Lease Expense Object field must be populated if this field is populated.</p>
<p>Other Financing Sources Revenue</p>	<p>The Other Financing Sources Revenue is an optional field that allows you to indicate a default source of revenue for the recording of a capital lease as the lessee. The field <u>should</u> be completed if capital leases are being recorded by the Initial Debt Accounting Chain job so that any revenue source specified for the Lessee COA record with Type of Payment of <i>Principal</i> or <i>All</i> is not used, as often a different revenue value than used for principal payments is desired for the Other Financing Sources posting</p> <p>Any value entered must be valid for the Fiscal Year of the SPEC record on the Revenue Source (RSRC) page. This field is required if the Other Financing Sources Sub Revenue field is populated.</p>
<p>Other Financing Sources Sub Revenue</p>	<p>The Other Financing Sources Sub Revenue is an optional field that allows you to indicate a default source of sub revenue for the recording of a capital lease as the lessee. Use of the Sub Revenue is optional unless other system setup requires use.</p> <p>Any value entered must be a valid for the Fiscal Year and Other Financing Sources Revenue of the SPEC record Sub Revenue Source (SRSRC) page. The Other Financing Sources Revenue field must be populated if this field is populated.</p>

Advanced - Batch Processing

The Debt Management area has several system processes. Please refer to the appropriate topic below for a list of all chain jobs. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage - Debt Management Run Sheets* guide or other guide as indicated by the Batch Catalog Section column in the following topic.

- [Batch Jobs](#)
- [Chain Jobs](#)

Batch Jobs

The batch jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet of the Batch Catalog Selection.

Job Name	Description	Batch Catalog Section
Record Specific Alerts	This batch job reads records on the Record Specific Alerts (RSALRT) page that do not have an Alerted Date that match selection criteria for the Alert Date and creates emails according to information on the RSALRT record.	Utilities

Chain Jobs

The chain jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage - Debt Management Run Sheets* guide. The selection logic for all chains is extensive, so do not take the brief mentioning of any items below as the full selection logic. The run sheets are the best source of that information.

Job Name	Description	Batch Catalog Section
Debt Payment & Billing	<p>This chain job consists of a group of jobs that work together to create payment and billing transactions that record the payment or billing for a debt instrument.</p> <p>When debt instruments are set up and activated, users have a choice to record the payment or billing for debt instruments either manually or by running this job. By leaving the Manual Payments/Billing flag unchecked (false) for the selected schedule, the system will automatically generate transactions for schedule details.</p>	Debt Management

Job Name	Description	Batch Catalog Section
Initial Debt Accounting	<p>This chain job consists of a group of jobs that work together to create accounting transactions that record the initial accounting for debt authorizations and debt instruments.</p> <p>When authorizations and instruments are set up and activated users have a choice to record the initial accounting manually or allow this chain job to record the accounting. By leaving the Record Initial Accounting flag checked (true) for the selected debt instrument, the system will automatically generate transactions for a debt instrument.</p>	Debt Management
Long Term Account Reclassification	<p>This chain job consists of a group of jobs that work together to create accounting transactions that record the Long Term Account Reclassification for debt instruments. This chain job is used when a new year starts to move amounts just for that year out of a long term and into a current account.</p> <p>When instruments are set up and activated users have a choice to record the current/long term account maintenance manually or allow this chain job to make the adjustment. By leaving the Record Initial Accounting flag checked (true) for the selected debt instrument, the system will automatically generate transactions for a debt instrument.</p>	Debt Management
Periodic Debt Accounting	<p>This chain job consists of a group of jobs that work together to create accounting transactions that record a variety of different types of accounting for a debt instrument:</p> <ul style="list-style-type: none"> • Compounding Bond Interest • Residual Value Adjustments for Leases • Amortizations for Bonds, Loans, and Leases • Accruals for Bonds, Loans, and Leases 	Debt Management

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information.

- [CGI Advantage Financial Reports](#)
- [CGI infoAdvantage](#)
- [CGI Advantage Insight](#)

CGI Advantage Financial Reports

The major reports generated from CGI Advantage are listed alphabetically in the below table. To learn more about the job that generates a specific report, refer to the *CGI Advantage - Debt Management Run Sheets* guide.

Report Name	Description
Debt Payment Billing Bypassed Records Report	This report is generated by the Debt Payment & Billing chain job. This report lists all selected debt instrument records that were either set up to bypass Debt Payment & Billing or had settings that caused the record to be skipped.
Initial Accounting Bypassed Records Report	This report is generated by the Initial Debt Accounting chain job. This report lists the authorization and debt instrument records that were selected and updated by the Initial Debt Accounting chain job, but an accounting transaction is not created. The records on this list were either set up to bypass initial accounting or had settings that caused the record to be skipped.
Long Term Account Reclassification Bypassed Records Report	This report is generated by the Long Term Account Reclassification chain job. This report lists the debt instrument records that were selected and updated by the Long Term Account Reclassification chain job, but an accounting transaction is not created. The records on this list were either set up to bypass initial accounting or had settings that caused the record to be skipped.
Periodic Debt Accounting Bypassed Records Report	This report lists the selected Debt Instrument and Schedule Detail combinations that were either set up to bypass Periodic Debt Accounting or had settings that caused the record to be skipped.

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.
- Reports - The sample reports and templates can be found under the CGI Resource Library link: <https://sdc.cgi.com/aal/>

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Frequently Asked Questions

This topic contains a list of frequently asked questions and answers for the Debt Management area.

- › How do I modify a payment schedule?

Please refer to the "[Schedule Change for Variable Rate Bond](#)" topic under Common Business Tasks for instructions. If the change does not warrant a new schedule, then changes can be made to the existing schedule and one or more schedule details.

- › What do I need to do when closing out a loan, lease, or bond early?

Please refer to the "[Early Redemption of a Zero Coupon Bond](#)" topic under Common Business Tasks for instructions. Also, consult any policies or procedures established at your site.