

## List Views in GMS-RLSS

GMS-RLSS contains three List Views which may be found under the Loan Master, Loan Activity and Loan Amortizations sections. These List Views allow you to quickly locate information.

Perhaps you received a personal check from a client but are unsure of the name of the business they are associated with. You may go to Loan List View, click on the Last name column to sort it in ascending order. (Clicking a second time will sort in descending order.) You should then be able to find the individual's name. Once located, you will see the following information: Loan ID, Status, Borrower type, Company name, Last name, First name, Address, City, State, Zip, Loan amount and Closing date. Should you wish to view the Loan Master for that loan, just doubleclick on the row containing the loan and the Loan Master will appear.

Loan Activity List View allows you to view the last disbursement or repayment for each loan entered through the Loan Activity screen. The columns within Loan Activity List View are Loan ID, Borrower name, Activity date, Activity type, Loan balance, Paid-thru date, Next payment due date, and Notes. You may sort these columns in ascending and descending order also. Double-clicking on the line in which the loan appears will take you to that transaction within the Loan Activity screen. This is an excellent way to find an activity should you need to reprint the Loan Acknowledgment (receipt).

Amortization List View displays saved amortization schedules. Columns appearing here are Loan ID (the name and/or loan number the amortization was saved under), Loan amount, Interest rate, Number of months amortized, Payment amount, Total payment including service fees, Note date, First payment due date, and Maturity date. These columns also may be sorted by clicking on the column heading. Double-clicking on the loan opens the saved amortization schedule.