

Debt Manager: Adding a Debt Schedule Manually

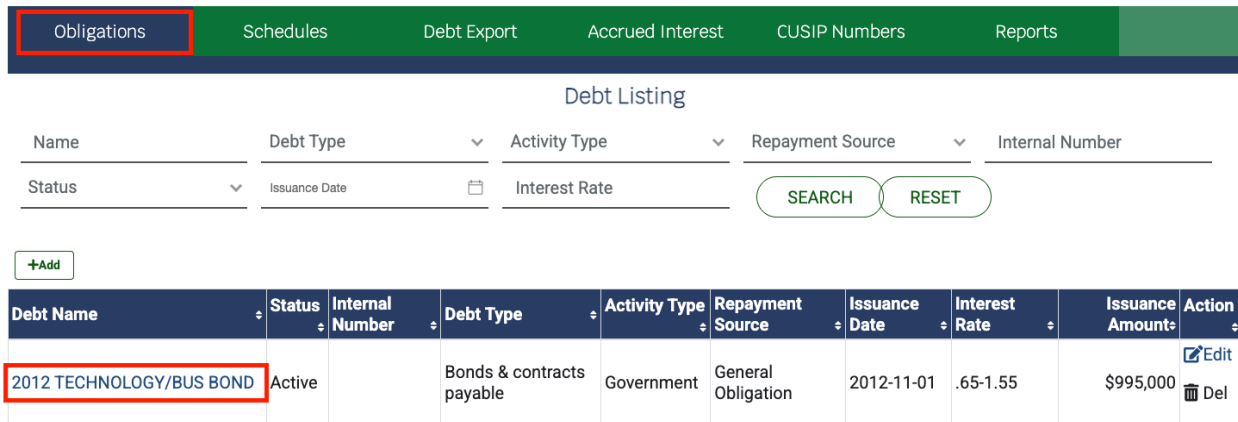
Adding a debt schedule manually, one item at a time, is recommended for very short debt schedules.

1. In the **My Apps** drawer to the left or at the bottom of the **Munetrix Homepage**, click the **Debt Manager** icon.



Debt
Manager

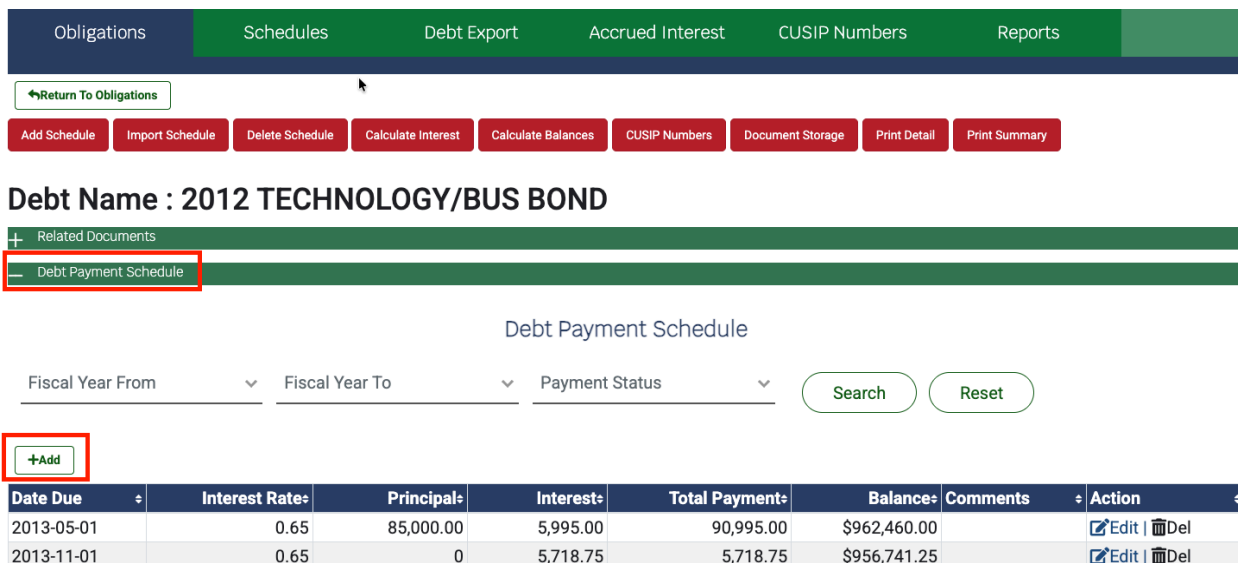
2. You will see several tabs across the top of the page. Click the **Obligations** tab.
3. Click the **Name of the Debt Obligation Header** you wish to add the Debt Schedule to manually.



| Name | Debt Type | Activity Type | Repayment Source | Internal Number |
|--------|---------------|---------------|------------------|-----------------|
| Status | Issuance Date | Interest Rate | SEARCH | RESET |

| Debt Name | Status | Internal Number | Debt Type | Activity Type | Repayment Source | Issuance Date | Interest Rate | Issuance Amount | Action |
|--------------------------|--------|-----------------|---------------------------|---------------|--------------------|---------------|---------------|-----------------|------------|
| 2012 TECHNOLOGY/BUS BOND | Active | | Bonds & contracts payable | Government | General Obligation | 2012-11-01 | .65-1.55 | \$995,000 | Edit Del |

4. Click the **+ Debt Payment Schedule** container to expand it.
5. Click the **+ Add** button to enter the first debt schedule record.



| Date Due | Interest Rate | Principal | Interest | Total Payment | Balance | Comments | Action |
|------------|---------------|-----------|----------|---------------|--------------|----------|------------|
| 2013-05-01 | 0.65 | 85,000.00 | 5,995.00 | 90,995.00 | \$962,460.00 | | Edit Del |
| 2013-11-01 | 0.65 | 0 | 5,718.75 | 5,718.75 | \$956,741.25 | | Edit Del |

- a. Fill in the **Date Due (mm/dd/yyyy)**, **Interest Rate**, and **Principal**.

- b. Optionally fill in the **Interest, Interest Subsidy, Adjustment, Balance, and Comments.**
- c. Select **Paid, Projected, and Actual** from the Status dropdown menu.
- d. Click **Save.**

ADD

| | |
|---|----------------------|
| Date Due * | Interest Rate * |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text"/> |
| Principal * | Interest |
| <input type="text"/> | <input type="text"/> |
| Interest Subsidy | Adjustment |
| <input type="text"/> | <input type="text"/> |
| Balance | Status |
| <input type="text"/> | <input type="text"/> |
| Comments | |
| <input type="text"/> | |

6. Repeat the process for each line of the debt payment schedule.
7. After entering the last line of the debt payment schedule, the system's totals should match those in the original schedule.
8. In the **Action** column, click **Edit** or **Del (Delete)**.

| Date Due | Interest Rate | Principal | Interest | Total Payment | Balance | Comments | Action |
|--------------------|---------------|---------------------|--------------------|-----------------------|--------------|----------|--|
| 2013-05-01 | 0.65 | 85,000.00 | 5,995.00 | 90,995.00 | \$962,460.00 | | Edit Del |
| 2013-11-01 | 0.65 | 0 | 5,718.75 | 5,718.75 | \$956,741.25 | | Edit Del |
| 2014-05-01 | 0.80 | 95,000.00 | 5,718.75 | 100,718.75 | \$856,022.50 | | Edit Del |
| 2014-11-01 | 0.80 | 0 | 5,338.75 | 5,338.75 | \$850,683.75 | | Edit Del |
| 2015-05-01 | 0.95 | 95,000.00 | 5,338.75 | 100,338.75 | \$750,345.00 | | Edit Del |
| 2015-11-01 | 0.95 | 0 | 4,887.50 | 4,887.50 | \$745,457.50 | | Edit Del |
| 2016-05-01 | 1.05 | 95,000.00 | 4,887.50 | 99,887.50 | \$645,570.00 | | Edit Del |
| 2016-11-01 | 1.05 | 0 | 4,388.75 | 4,388.75 | \$641,181.25 | | Edit Del |
| 2017-05-01 | 1.15 | 95,000.00 | 4,388.75 | 99,388.75 | \$541,792.50 | | Edit Del |
| 2017-11-01 | 1.15 | 0 | 3,842.50 | 3,842.50 | \$537,950.00 | | Edit Del |
| 2018-05-01 | 1.35 | 265,000.00 | 3,842.50 | 268,842.50 | \$269,107.50 | | Edit Del |
| 2018-11-01 | 1.35 | 0 | 2,053.75 | 2,053.75 | \$267,053.75 | | Edit Del |
| 2019-05-01 | 1.55 | 265,000.00 | 2,053.75 | 267,053.75 | \$0 | | Edit Del |
| Total | | \$995,000.00 | \$58,455.00 | \$1,053,455.00 | | | |
| Grand Total | | \$995,000.00 | \$58,455.00 | \$1,053,455.00 | | | |