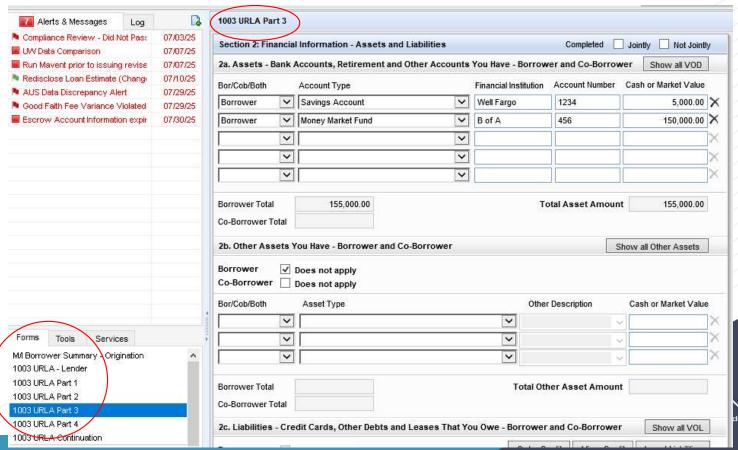


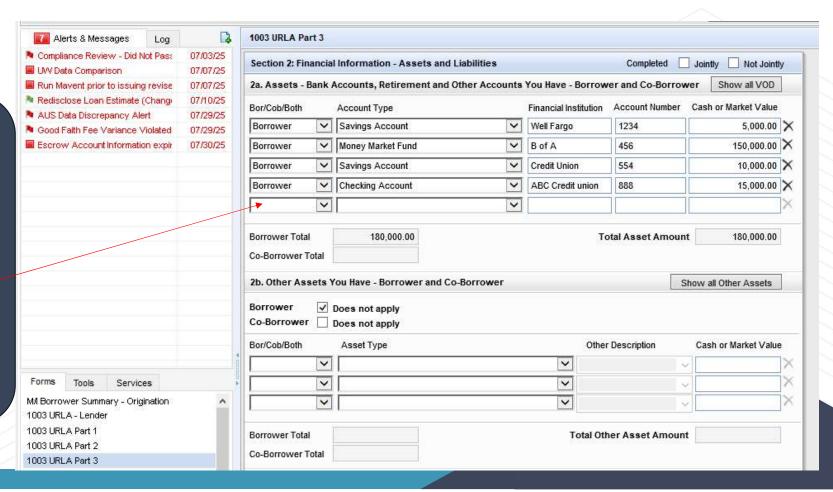
To add assets to a loan, start in Forms, 1003 URLA Part 3, Section 2.





If the borrower has less than 5 bank accounts, the best practice would be to manually enter the accounts within the 1003 URLA Part 3.

Utilizing the dropdowns and entering banking information.

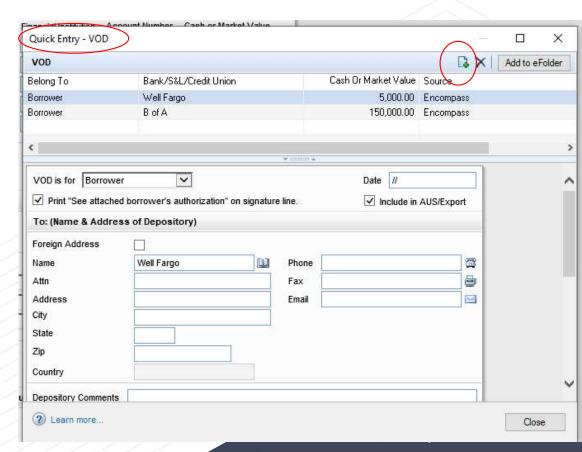




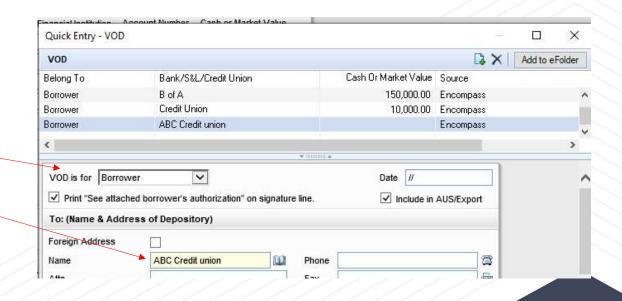
If the borrower has more than 5 accounts, best practice would be to go into the 1003 URLA Part 3 and press the Show All VOD button.

This will open the Quick Entry – VOD box to complete the banking information.

Press the Button to start a new banking entry.



In the Quick Entry -VOD, you will add who the Asset is for and the name of the company for the asset account,

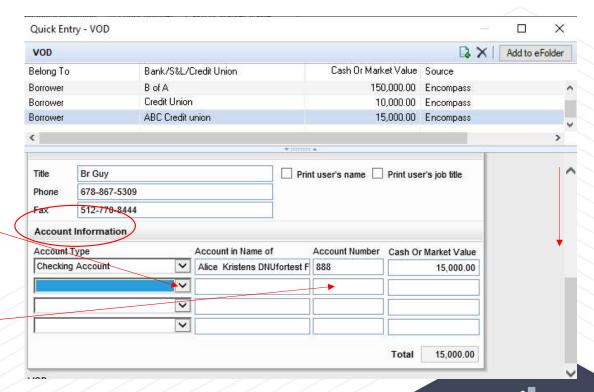




In the Quick Entry -VOD, you will then scroll down to the Account Information area.

You will use the drop downs to select the account type.

You will then manually add the account number and balance.

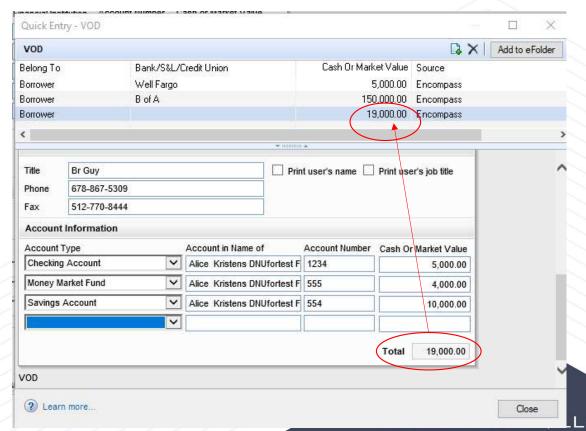




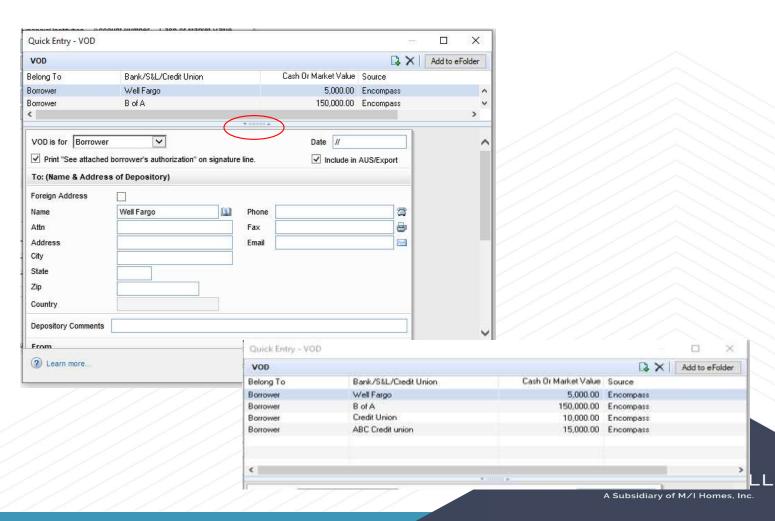
Make sure and add each account separately, utilizing the



Otherwise, all the accounts listed lump into one entry and the cash value adds as one.

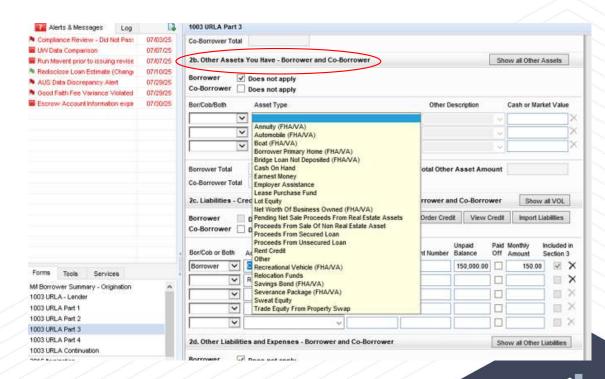


In order to make sure that you are viewing all of the asset accounts.
Lower the scroll bar to show all accounts.



Encompass – Adding Other Assets

When you have other assets such as Earnest Money or Proceeds from a Sale, you will want to enter that into the 1003 URLA Part 3, 2b.





Encompass - Adding Other Assets

