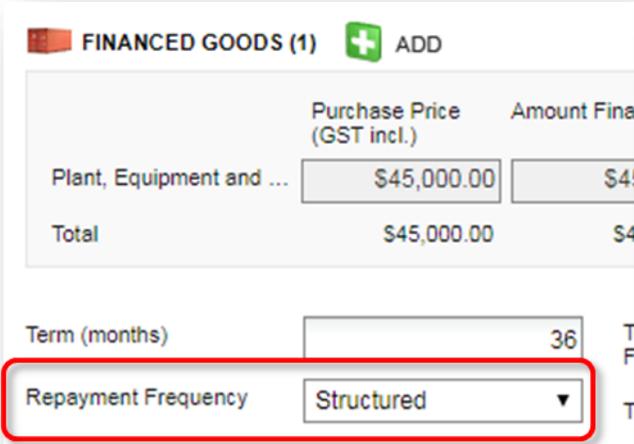
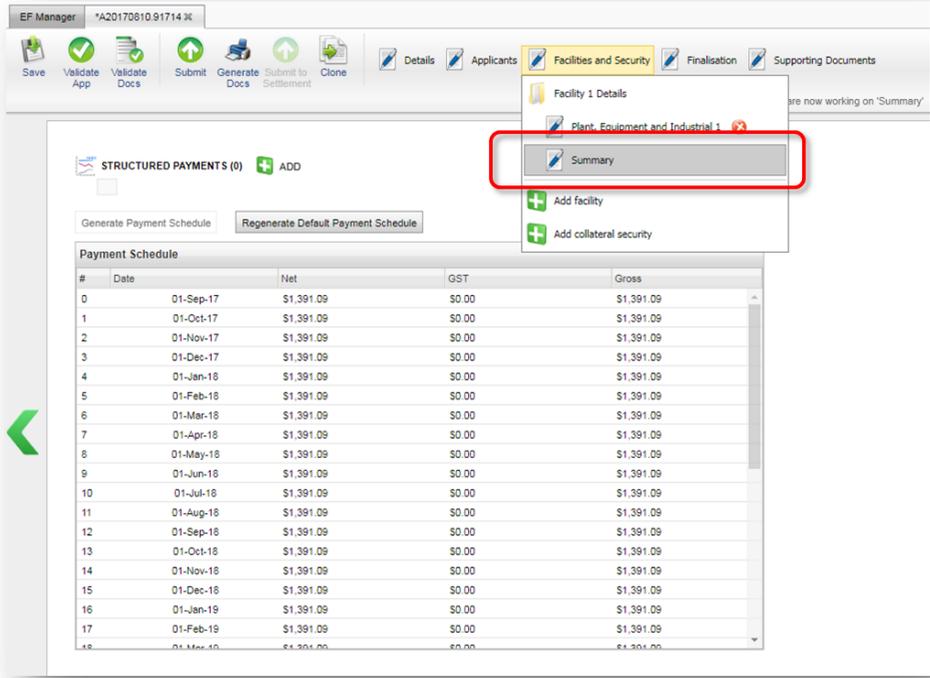


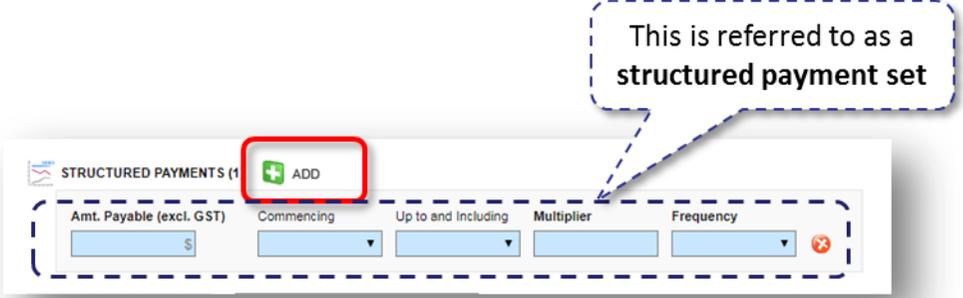
Structured payments

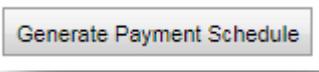
Quick reference guide

This step by step guide will demonstrate how Structured Payments can be done within DriveOnline.

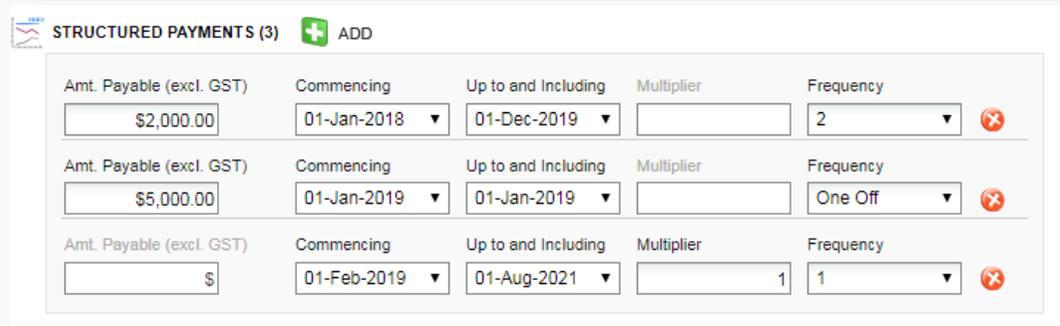
Step	Description	Screenshot
1	Once you've added your financed good, proceed to the facility details screen. Under repayment frequency, choose Structured . Ensure all other information is entered about the repayments including rates and fees.	 The screenshot shows a section titled "FINANCED GOODS (1)" with an "ADD" button. Below this is a table with columns for "Purchase Price (GST incl.)" and "Amount Financed". The table contains one row for "Plant, Equipment and ..." with a purchase price of \$45,000.00 and a financed amount of \$45,000.00, and a "Total" row with the same values. Below the table, there is a "Term (months)" field set to 36. The "Repayment Frequency" dropdown menu is highlighted with a red box and is currently set to "Structured".

Step	Description	Screenshot																																																																																																				
2	<p>Hover your mouse over the Facilities and Security button. Then, click on Summary.</p> <p><i>A note on quotes: if you're completing a quote rather than an application, click Structured Payment Schedule instead of Summary. Also, an Amortisation schedule is not available for Structured Payments.</i></p>	 <p>The screenshot shows the EF Manager application window. The 'Facilities and Security' menu is open, and the 'Summary' option is highlighted with a red box. Below the menu, there is a 'STRUCTURED PAYMENTS (0)' section with an 'ADD' button and two buttons: 'Generate Payment Schedule' and 'Regenerate Default Payment Schedule'. A 'Payment Schedule' table is visible below these buttons, showing a list of payments from 01-Sep-17 to 01-Mar-19. A green arrow on the left side of the screenshot points towards the 'Summary' option in the menu.</p> <table border="1" data-bbox="1108 518 1803 933"> <thead> <tr> <th>#</th> <th>Date</th> <th>Net</th> <th>GST</th> <th>Gross</th> </tr> </thead> <tbody> <tr><td>0</td><td>01-Sep-17</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>1</td><td>01-Oct-17</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>2</td><td>01-Nov-17</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>3</td><td>01-Dec-17</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>4</td><td>01-Jan-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>5</td><td>01-Feb-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>6</td><td>01-Mar-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>7</td><td>01-Apr-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>8</td><td>01-May-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>9</td><td>01-Jun-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>10</td><td>01-Jul-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>11</td><td>01-Aug-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>12</td><td>01-Sep-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>13</td><td>01-Oct-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>14</td><td>01-Nov-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>15</td><td>01-Dec-18</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>16</td><td>01-Jan-19</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>17</td><td>01-Feb-19</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> <tr><td>18</td><td>01-Mar-19</td><td>\$1,391.09</td><td>\$0.00</td><td>\$1,391.09</td></tr> </tbody> </table>	#	Date	Net	GST	Gross	0	01-Sep-17	\$1,391.09	\$0.00	\$1,391.09	1	01-Oct-17	\$1,391.09	\$0.00	\$1,391.09	2	01-Nov-17	\$1,391.09	\$0.00	\$1,391.09	3	01-Dec-17	\$1,391.09	\$0.00	\$1,391.09	4	01-Jan-18	\$1,391.09	\$0.00	\$1,391.09	5	01-Feb-18	\$1,391.09	\$0.00	\$1,391.09	6	01-Mar-18	\$1,391.09	\$0.00	\$1,391.09	7	01-Apr-18	\$1,391.09	\$0.00	\$1,391.09	8	01-May-18	\$1,391.09	\$0.00	\$1,391.09	9	01-Jun-18	\$1,391.09	\$0.00	\$1,391.09	10	01-Jul-18	\$1,391.09	\$0.00	\$1,391.09	11	01-Aug-18	\$1,391.09	\$0.00	\$1,391.09	12	01-Sep-18	\$1,391.09	\$0.00	\$1,391.09	13	01-Oct-18	\$1,391.09	\$0.00	\$1,391.09	14	01-Nov-18	\$1,391.09	\$0.00	\$1,391.09	15	01-Dec-18	\$1,391.09	\$0.00	\$1,391.09	16	01-Jan-19	\$1,391.09	\$0.00	\$1,391.09	17	01-Feb-19	\$1,391.09	\$0.00	\$1,391.09	18	01-Mar-19	\$1,391.09	\$0.00	\$1,391.09
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Step	Description	Screenshot
3	<p>Click the Add button.</p> <p>You'll see a structured payment set appear. This is where you enter information about your structured payments. Click the add button again for addition structured payment sets.</p> <p>*Amt Payable (excl. GST): you can enter a fixed amount for payment(s).</p> <p>Commencing: enter the date that this structured payment set will commence. Note: the dates that populate the drop down are dynamic and are based on the start date of the contract and whether you've chosen payments in advance or arrears.</p> <p>Up to and including: choose the date that the last payment in this structured payment set should apply</p> <p>*Multiplier: the multiplier can proportion the calculated repayments and is relative to multipliers in other structured payment sets. For example, payments in the first set with a multiplier of 2 will be twice the value of the payments in the second set with a multiplier of 1. See scenario 3 for a detailed example.</p> <p>You MUST have at least one structured payment set with a value in the multiplier field for structured payment functionality to work correctly.</p> <p>Frequency: this field represents the frequency of the structured payment set. For example, if you choose 6, this represents a payment every 6 months.</p> <p>*NOTE: you can either complete the Amt. Payable (excl. GST) field OR the multiplier field in each structured payment set. You can't use both.</p> <p>If you have multiple structured payment sets with overlapping dates, the system will add the payments together. See scenario 5 for an example.</p>	

Step	Description	Screenshot
4	Add information in to your structured payment sets. The scenarios below will guide you through building structured payments relevant to your customer's needs.	*See scenarios below*
5	Click Generate Payment Schedule	

Scenarios

Scenario	Description	Structured payment setup																																																																																																																																																																																						
1	<p>Your customer is requesting \$45,000 over 48 months commencing 1 September 2017. Payments are in advance. The customer wants the structured payments to be set up with the following characteristics:</p> <ul style="list-style-type: none"> No payments for the first four months \$2,000 every two months for the next 12 months A one-off payment of \$5000 Remaining monthly payments 	 <p>Repayment Schedule</p> <table border="1"> <thead> <tr> <th># of Payments</th> <th>Frequency</th> <th>Net Rental</th> <th>GST</th> <th>Total Rental</th> <th>Commencing</th> <th>Up to and including</th> </tr> </thead> <tbody> <tr><td>4</td><td>Monthly</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>01/09/2017</td><td>01/12/2017</td></tr> <tr><td>1</td><td>Monthly</td><td>\$2,000.00</td><td>\$0.00</td><td>\$2,000.00</td><td>01/01/2018</td><td>01/01/2018</td></tr> <tr><td>1</td><td>Monthly</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>01/02/2018</td><td>01/02/2018</td></tr> <tr><td>1</td><td>Monthly</td><td>\$2,000.00</td><td>\$0.00</td><td>\$2,000.00</td><td>01/03/2018</td><td>01/03/2018</td></tr> 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Scenario Description Structured payment setup

2 Your customer is requesting \$45,000 over 48 months commencing 1 September 2017. Payments are in arrears. There is a balloon of \$7500 which should be paid separately to the final repayment. The customer wants the structured payments to be set up with the following characteristics:

- First four months with standard repayments
- Pay the GST component in a lump sum after the first four months
- Remaining standard monthly payments

Tip: end your periodic payments in the second last available month to ensure the balloon payment is a standalone payment.

The screenshot shows a software interface for setting up structured payments. It has a title bar 'STRUCTURED PAYMENTS (3)' with an 'ADD' button. Below are three rows of payment details:

Amt. Payable (excl. GST)	Commencing	Up to and Including	Multiplier	Frequency
\$	01-Oct-2017	01-Jan-2018	1	1
\$4,090.90	01-Feb-2018	01-Feb-2018		One Off
\$	01-Mar-2018	01-Aug-2021	1	1

Repayment Schedule

# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including
1	Monthly	\$0.00	\$0.00	\$0.00	01/09/2017	01/09/2017
4	Monthly	\$894.72	\$0.00	\$894.72	01/10/2017	01/01/2018
1	Monthly	\$4,090.90	\$0.00	\$4,090.90	01/02/2018	01/02/2018
42	Monthly	\$894.72	\$0.00	\$894.72	01/03/2018	01/08/2021
1	Monthly	\$7,500.00	\$0.00	\$7,500.00	01/09/2021	01/09/2021

Scenario Description Structured payment setup

3 Your customer is requesting \$45,000 over 48 months commencing 1 September 2017. Payments are in advance. The customer wants the structured payments to be set up to decrease the payment amount over the life of the loan:

- Value of payments in the first 12 months weighted by a factor of 6
- Value of payments in the next 12 months weighted by a factor of 3
- No monthly repayments for the next 12 months
- Value of payments in the final 12 months weighted by a factor of 1

Tip: use the multiplier to change the value of the monthly repayments. The multiplier is relative to multipliers in other lines.

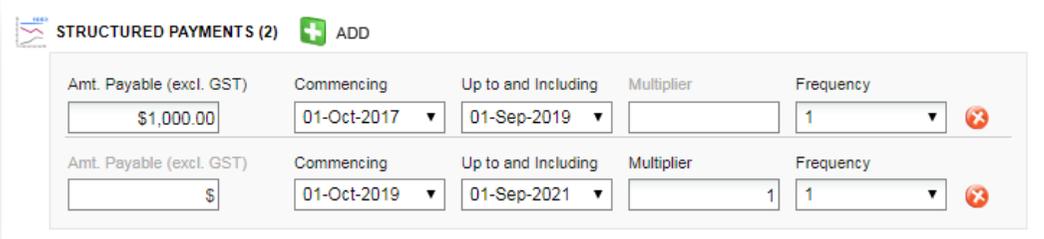
Tip: the multiplier must be a whole number. Percentages or decimals are not allowed.

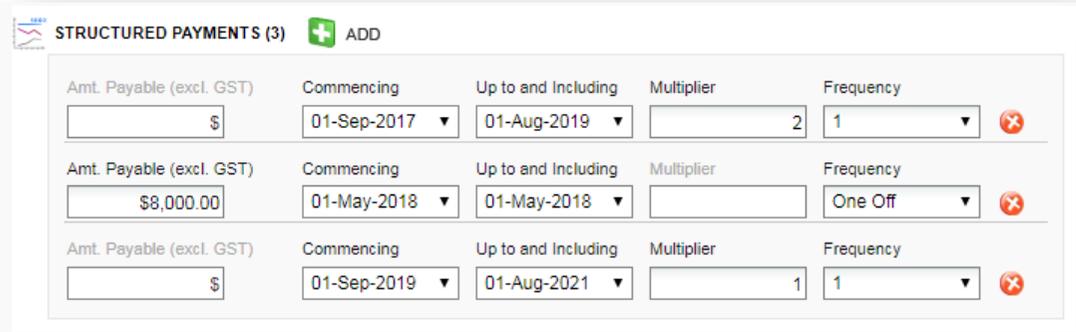
The screenshot shows a software interface for setting up structured payments. It has a title bar 'STRUCTURED PAYMENTS (3)' with an 'ADD' button. Below are three rows of input fields:

Amt. Payable (excl. GST)	Commencing	Up to and Including	Multiplier	Frequency
\$	01-Sep-2017	01-Aug-2018	6	1
\$	01-Sep-2018	01-Aug-2019	3	1
\$	01-Sep-2020	01-Aug-2021	1	1

Repayment Schedule

# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including
12	Monthly	\$2,429.21	\$0.00	\$2,429.21	01/09/2017	01/08/2018
12	Monthly	\$1,214.60	\$0.00	\$1,214.60	01/09/2018	01/08/2019
12	Monthly	\$0.00	\$0.00	\$0.00	01/09/2019	01/08/2020
12	Monthly	\$404.87	\$0.00	\$404.87	01/09/2020	01/08/2021

Scenario	Description	Structured payment setup																																			
4	<p>Your customer is requesting \$45,000 over 48 months commencing 1 September 2017. Payments are in arrears. There is a balloon of \$7,500 which should be paid with the final repayment. The customer wants the structured payments to be set up with the following characteristics:</p> <ul style="list-style-type: none"> \$1,000 per month for the first 2 years Remaining monthly payments <p><i>Tip: include the last available period in the remaining monthly payments line to ensure the balloon payment is included with the final repayment.</i></p>	 <p>Repayment Schedule</p> <table border="1"> <thead> <tr> <th># of Payments</th> <th>Frequency</th> <th>Net Rental</th> <th>GST</th> <th>Total Rental</th> <th>Commencing</th> <th>Up to and including</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Monthly</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>01/09/2017</td> <td>01/09/2017</td> </tr> <tr> <td>24</td> <td>Monthly</td> <td>\$1,000.00</td> <td>\$0.00</td> <td>\$1,000.00</td> <td>01/10/2017</td> <td>01/09/2019</td> </tr> <tr> <td>23</td> <td>Monthly</td> <td>\$899.68</td> <td>\$0.00</td> <td>\$899.68</td> <td>01/10/2019</td> <td>01/08/2021</td> </tr> <tr> <td>1</td> <td>Monthly</td> <td>\$8,399.68</td> <td>\$0.00</td> <td>\$8,399.68</td> <td>01/09/2021</td> <td>01/09/2021</td> </tr> </tbody> </table>	# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including	1	Monthly	\$0.00	\$0.00	\$0.00	01/09/2017	01/09/2017	24	Monthly	\$1,000.00	\$0.00	\$1,000.00	01/10/2017	01/09/2019	23	Monthly	\$899.68	\$0.00	\$899.68	01/10/2019	01/08/2021	1	Monthly	\$8,399.68	\$0.00	\$8,399.68	01/09/2021	01/09/2021
# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including																															
1	Monthly	\$0.00	\$0.00	\$0.00	01/09/2017	01/09/2017																															
24	Monthly	\$1,000.00	\$0.00	\$1,000.00	01/10/2017	01/09/2019																															
23	Monthly	\$899.68	\$0.00	\$899.68	01/10/2019	01/08/2021																															
1	Monthly	\$8,399.68	\$0.00	\$8,399.68	01/09/2021	01/09/2021																															

Scenario	Description	Structured payment setup																																			
5	<p>Your customer is requesting \$45,000 over 48 months commencing 1 September 2017. Payments are in arrears. The customer wants the structured payments to be set up with the following characteristics:</p> <ul style="list-style-type: none"> Value of payments in the first 24 months weighted by a factor of 2 One off payment in month 9 of \$8,000 (overlapping with weighted payments) Remaining monthly payments 	 <p>Repayment Schedule</p> <table border="1"> <thead> <tr> <th># of Payments</th> <th>Frequency</th> <th>Net Rental</th> <th>GST</th> <th>Total Rental</th> <th>Commencing</th> <th>Up to and including</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Monthly</td> <td>\$1,168.80</td> <td>\$0.00</td> <td>\$1,168.80</td> <td>01/09/2017</td> <td>01/04/2018</td> </tr> <tr> <td>1</td> <td>Monthly</td> <td>\$9,168.80</td> <td>\$0.00</td> <td>\$9,168.80</td> <td>01/05/2018</td> <td>01/05/2018</td> </tr> <tr> <td>15</td> <td>Monthly</td> <td>\$1,168.80</td> <td>\$0.00</td> <td>\$1,168.80</td> <td>01/06/2018</td> <td>01/08/2019</td> </tr> <tr> <td>24</td> <td>Monthly</td> <td>\$584.40</td> <td>\$0.00</td> <td>\$584.40</td> <td>01/09/2019</td> <td>01/08/2021</td> </tr> </tbody> </table>	# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including	8	Monthly	\$1,168.80	\$0.00	\$1,168.80	01/09/2017	01/04/2018	1	Monthly	\$9,168.80	\$0.00	\$9,168.80	01/05/2018	01/05/2018	15	Monthly	\$1,168.80	\$0.00	\$1,168.80	01/06/2018	01/08/2019	24	Monthly	\$584.40	\$0.00	\$584.40	01/09/2019	01/08/2021
# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including																															
8	Monthly	\$1,168.80	\$0.00	\$1,168.80	01/09/2017	01/04/2018																															
1	Monthly	\$9,168.80	\$0.00	\$9,168.80	01/05/2018	01/05/2018																															
15	Monthly	\$1,168.80	\$0.00	\$1,168.80	01/06/2018	01/08/2019																															
24	Monthly	\$584.40	\$0.00	\$584.40	01/09/2019	01/08/2021																															

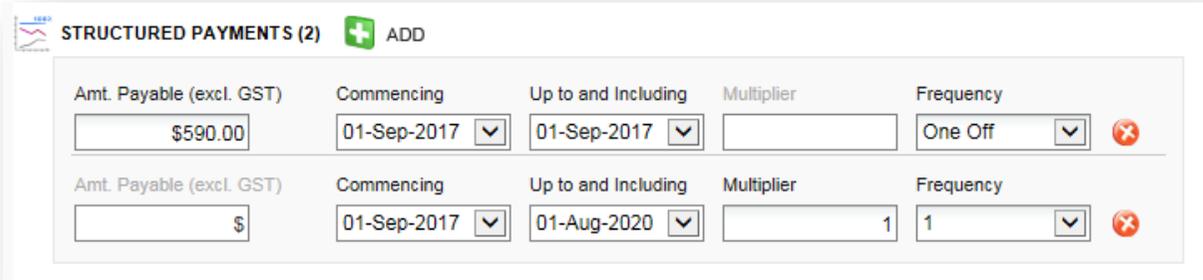
Scenario	Description	Structured payment setup
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6 Your customer is requesting \$45,000 over 24 months commencing 1 September 2017. Payments are in advance. The customer wants the structured payments to be set up with the following characteristics:

- First three payments in December, February and April of the first year, and these are to be twice the value of the remaining payments
- Final three payments in December, February and April of the second year

Repayment Schedule

# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including
3	Monthly	\$0.00	\$0.00	\$0.00	01/09/2017	01/11/2017
1	Monthly	\$10,886.80	\$0.00	\$10,886.80	01/12/2017	01/12/2017
1	Monthly	\$0.00	\$0.00	\$0.00	01/01/2018	01/01/2018
1	Monthly	\$10,886.80	\$0.00	\$10,886.80	01/02/2018	01/02/2018
1	Monthly	\$0.00	\$0.00	\$0.00	01/03/2018	01/03/2018
1	Monthly	\$10,886.80	\$0.00	\$10,886.80	01/04/2018	01/04/2018
7	Monthly	\$0.00	\$0.00	\$0.00	01/05/2018	01/11/2018
1	Monthly	\$5,443.40	\$0.00	\$5,443.40	01/12/2018	01/12/2018
1	Monthly	\$0.00	\$0.00	\$0.00	01/01/2019	01/01/2019
1	Monthly	\$5,443.40	\$0.00	\$5,443.40	01/02/2019	01/02/2019
1	Monthly	\$0.00	\$0.00	\$0.00	01/03/2019	01/03/2019
1	Monthly	\$5,443.40	\$0.00	\$5,443.40	01/04/2019	01/04/2019
5	Monthly	\$0.00	\$0.00	\$0.00	01/05/2019	01/09/2019

Scenario	Description	Structured payment setup																					
7	Your customer is requesting \$45,000 over 36 months commencing 1 September 2017. Payments are in advance. Fees need to be financed and part of the first instalment. The remainder of the repayments are equal over the term of the loan.	 <p>Repayment Schedule</p> <table border="1"> <thead> <tr> <th># of Payments</th> <th>Frequency</th> <th>Net Rental</th> <th>GST</th> <th>Total Rental</th> <th>Commencing</th> <th>Up to and including</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Monthly</td> <td>\$2,023.37</td> <td>\$0.00</td> <td>\$2,023.37</td> <td>01/09/2017</td> <td>01/09/2017</td> </tr> <tr> <td>35</td> <td>Monthly</td> <td>\$1,433.37</td> <td>\$0.00</td> <td>\$1,433.37</td> <td>01/10/2017</td> <td>01/08/2020</td> </tr> </tbody> </table>	# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including	1	Monthly	\$2,023.37	\$0.00	\$2,023.37	01/09/2017	01/09/2017	35	Monthly	\$1,433.37	\$0.00	\$1,433.37	01/10/2017	01/08/2020
# of Payments	Frequency	Net Rental	GST	Total Rental	Commencing	Up to and including																	
1	Monthly	\$2,023.37	\$0.00	\$2,023.37	01/09/2017	01/09/2017																	
35	Monthly	\$1,433.37	\$0.00	\$1,433.37	01/10/2017	01/08/2020																	

Important notes

Viewing periodic payments

If you choose structured payments, you won't see a value for the periodic repayment on the facility details screen. You must view the payment schedule in the summary screen to see the periodic payments.

Working with loans with balloon payments with payments in arrears

On an application with payments in arrears and using a non-structured repayment frequency (e.g. monthly), adding a balloon payment to the facility will cause it to appear as the final payment in the payment schedule as a standalone payment and the standard repayments will be calculated over the term minus one repayment period. If you don't want this payment as a standalone payment, you can use structured payments to calculate repayments over the full term with the final payment plus the balloon/residual due on the maturity date (see scenario 4).

**Example 12 month loan with balloon payments with payments in arrears
(standard payments: 11 payments plus balloon)**

Payment Schedule				
#	Date	Net	GST	Gross
0	01-Sep-17	\$0.00	\$0.00	\$0.00
1	01-Oct-17	\$3,589.24	\$0.00	\$3,589.24
2	01-Nov-17	\$3,589.24	\$0.00	\$3,589.24
3	01-Dec-17	\$3,589.24	\$0.00	\$3,589.24
4	01-Jan-18	\$3,589.24	\$0.00	\$3,589.24
5	01-Feb-18	\$3,589.24	\$0.00	\$3,589.24
6	01-Mar-18	\$3,589.24	\$0.00	\$3,589.24
7	01-Apr-18	\$3,589.24	\$0.00	\$3,589.24
8	01-May-18	\$3,589.24	\$0.00	\$3,589.24
9	01-Jun-18	\$3,589.24	\$0.00	\$3,589.24
10	01-Jul-18	\$3,589.24	\$0.00	\$3,589.24
11	01-Aug-18	\$3,589.24	\$0.00	\$3,589.24
12	01-Sep-18	\$7,500.00	\$0.00	\$7,500.00

**Example 12 month loan with balloon payments with payments in arrears
(structured payments: 12 payments, final payment with balloon)**

Payment Schedule				
#	Date	Net	GST	Gross
0	01-Sep-17	\$0.00	\$0.00	\$0.00
1	01-Oct-17	\$3,300.28	\$0.00	\$3,300.28
2	01-Nov-17	\$3,300.28	\$0.00	\$3,300.28
3	01-Dec-17	\$3,300.28	\$0.00	\$3,300.28
4	01-Jan-18	\$3,300.28	\$0.00	\$3,300.28
5	01-Feb-18	\$3,300.28	\$0.00	\$3,300.28
6	01-Mar-18	\$3,300.28	\$0.00	\$3,300.28
7	01-Apr-18	\$3,300.28	\$0.00	\$3,300.28
8	01-May-18	\$3,300.28	\$0.00	\$3,300.28
9	01-Jun-18	\$3,300.28	\$0.00	\$3,300.28
10	01-Jul-18	\$3,300.28	\$0.00	\$3,300.28
11	01-Aug-18	\$3,300.28	\$0.00	\$3,300.28
12	01-Sep-18	\$10,800.28	\$0.00	\$10,800.28

Payment in arrears

If you've chosen payment in arrears, you'll see there is no payment due on the start date and the contract start date will not appear as a choice in the **Commencing** drop down menu.