



AppOne®

Buy Here/Pay Here and Calculation Enhancements Overview

September 2014

This publication was written for AppOne.

Publication Information / Version

Full Product Name: AppOne
Document Title: BPH and Calculation Enhancements Overview
Software Version Information: 2014.3
Document Version Information: 1.0
Release Date: September 2014

Distributed Subject to Terms of a License or other Agreement

The contents of this publication, including its appendices, exhibits, and other attachments, as updated or revised, are highly confidential and proprietary to Wolters Kluwer Financial Services, Inc. or its subsidiaries or affiliates (“Wolters Kluwer Financial Services”). This publication is distributed pursuant to a Non-Disclosure Agreement, Evaluation Agreement, License Agreement and/or other similar agreement(s) with Wolters Kluwer Financial Services, Inc. or its subsidiary or affiliate. Unless otherwise specifically provided in such agreement(s), the reproduction of this publication is strictly prohibited. Use and distribution of this publication are also subject to the responsibilities and obligations of such agreement(s), which require confidential treatment of this publication and its contents.

Information in this guide is subject to change without notice and does not represent a commitment on the part of Wolters Kluwer Financial Services.

Do Not Reproduce or Transmit

Unless otherwise specifically authorized in the agreement or license under which this publication has been provided, no part of this publication may be posted, played, transmitted, distributed, copied or reproduced in any form or by any means, electronic or mechanical, including photocopying, recording, or retaining on any information storage and retrieval system, without prior written permission from Wolters Kluwer Financial Services.

Requests for permission to reproduce content should be directed to Wolters Kluwer Financial Services, Inc., Corporate Legal Department, by telephone at 1-800-397-2341.

Not a Substitute for Legal Advice

This publication is intended to provide accurate and authoritative information about the subject matter covered based upon information available at the time of publication. Examples given in this publication are for illustrative purposes only.

Development of this publication and the software (including forms, disclosures, reports, and other documents generated by the software) or other products that it describes was based on Wolters Kluwer Financial Services' understanding of various laws, regulations and commentaries. Wolters Kluwer Financial Services cannot and does not guarantee that its understanding is correct.

This publication is not intended, and should not be used, as a substitute for legal, accounting, or other professional advice. Wolters Kluwer Financial Services is not engaged in providing legal, accounting or other professional services. If legal or other professional assistance is required, you should seek the services of a competent professional. We encourage you to seek the advice of your own attorney concerning all legal issues involving the use of this publication and any products described in this publication. If your interpretations or your counsel's interpretations are contrary to those expressed in this publication, you should of course, follow your/your counsel's interpretations.

The following notice is required by law:

WOLTERS KLUWER FINANCIAL SERVICES' PRODUCTS AND SERVICES ARE NOT A SUBSTITUTE FOR THE ADVICE OF AN ATTORNEY.

Warranty Disclaimer

Except only for the warranties (if any) expressly set forth in the agreement(s) under which this publication is provided (i.e., your agreement or license for the described product), this publication is provided “as is”, and Wolters Kluwer Financial Services makes no warranty, express, implied, by description, by sample or otherwise, and in particular and without limitation, makes no implied warranties of merchantability or fitness for purpose. No modifications to this Warranty Disclaimer are authorized unless in writing and signed by the President or a Vice President of the Wolters Kluwer Financial Services entity licensing the product described in this publication.

Attributions and Acknowledgements

AppOne is a trademark of Wolters Kluwer Financial Services, Inc. All other trademarks are the property of their respective owners.

Copyright Information

© 2014 Wolters Kluwer Financial Services, St. Cloud, Minnesota

This publication is the confidential information of Wolters Kluwer Financial Services. Distribution of this publication is subject to restrictions in the license or agreement under which this publication is provided to authorized Wolters Kluwer Financial Institution customers.

All rights reserved.

Table of Contents

Overview	1
Admin Console Set-Up	1
Structure Tab Calculation Enhancements	2
Deferred down-payment	2
Term Frequency	3
Interest Accrual Method	3
Calculate Payments.....	4
Creating a BHPH Deal	4
AppOne Auto Dealer	4
AppOne Platform (Specialty) Dealer	6
Truth-In-Lending Examples.....	8
Frequently Asked Questions	9
What is an accrual method?	9
What is APR?	9
Can I set up a deferred down payment for any deal?	9
How do I print an adverse action notice?	9

Overview

The Buy Here/Pay Here (BHPH) financing allows you to act as the lienholder, providing financing directly to the customer, instead of submitting deals to third-party lienholders. This guide describes enhancements to the AppOne Auto and AppOne Platform portals to facilitate BHPH deals as well as **Structure** tab enhancements that can be applied to all deals.

For more information on AppOne, see the *AppOne Auto Quick Start Training Guide* and the *AppOne Platform Quick Start Training Guide*.

Notes:

BHPH deals in California are not supported by AppOne.

You must be a subscription dealer to set up BHPH deals.

Admin Console Set-Up

Before creating BHPH deals in AppOne, you have to set up your dealership as a lender in the **Admin Console** tab.

Note:

You have to be subscribed to AppOne to set yourself up as a lender.

1. From the Admin Console tab, select My Lenders.
2. Click **Add FAX Lender** (from the AppOne Auto Dealer portal) or **Add Other Lender** (from the AppOne Platform portal).
3. Complete your lender and lienholder information in the **Add New Lender** dialog. If you have a Related Finance Company, you can enter its information here, else enter your dealership information. The name & address you enter here will print on the Retail Installment Contract and other related documents.

The screenshot shows a web browser window with the title 'portal.appone.net - Add New Lender -- Webpage Dialog'. The main content area is a form with three sections:

- Lender Information:** Includes a dropdown for 'Lender', a text field for 'Name', and a text field for 'Acronym'.
- LienHolder Information:** Includes a text field for 'Name', a text field for 'State Lien Holder Code', text fields for 'Fax' and 'Phone', text fields for 'Address1' and 'Address2', and a dropdown for 'Zip / City / State'.
- Insurance (Loss Payee) Information:** Includes a checkbox labeled 'Same as above', a text field for 'Name', text fields for 'Address1' and 'Address2', and a dropdown for 'Zip / City / State'.

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

4. When you are done, press **Save**.

You may also want to set up a batch in the **My Form Batches** page for use with BHPH deals. You can also select forms from our generic batches (such as Bankers Systems Motor Vehicles Form) when you are ready to print a deal.

For more information on Admin Console setup, see the *AppOne Auto Quick Start Training Guide* and the *AppOne Platform Quick Start Training Guide*.

Structure Tab Calculation Enhancements

Deferred down-payment

The **Front-End Itemization** section includes a **Deferred Down Payment** link.

The screenshot shows a form element with a label 'Total Cash Down:' on the left. To its right is a text input field containing the value '\$2,500.00'. To the right of the input field is a blue, underlined link that reads 'Deferred Down Payment?'.

Click the link to defer some or all of the down payment. A **Deferred Down Payment** dialog opens.

Deferred Down Payment ✕

How much of the down payment is deferred?

Payable in payments of beginning

All deferred down payments must be due no later than the second regularly scheduled payment of 10/13/2014

Note:
 Down payments cannot be deferred on all deals. Check with your state and with your lender to see if a deferred down payment is allowed.

Term Frequency

In the **Rate & Terms** section, new selections were added to the term frequency drop-down list (to the right of the **# of Payments** field). The list now includes these values:

- Monthly
- SemiMonthly
- Weekly
- BiWeekly.

of Payments:

Rate:

Contract Date:

Weekly

BiWeekly

Interest Accrual Method

The **Rate & Terms** section includes an interest accrual method dropdown list to the right of the **Rate** field. Interest Accrual Method is an accounting term that determines how accrued interest is calculated.

For deals submitted to integrated lenders, the accrual method is set by the lender. For deals submitted to non-integrated lenders, check with the lender to see which accrual method to use.

The APR may change when the accrual method changes:

Rate: **APR: 8.981%**

Rate:	9.00 %	30/360	APR: 8.970%
-------	--------	--------	-------------

Calculate Payments

The **Rate & Terms** section includes a list to the right of the **Last Payment Date** field. Possible values are **calculate even payments** and **calculate final payment**.

Rate & Terms

# of Payments:	160	Monthly	
Rate:	8.50 %	Actual/365	APR: 8.598%
Contract Date:	8/21/2014		
Days to First Payment:	30		
First Payment Date:	09/20/2014		
Last Payment Date:	12/20/2027	calculate even payments calculate even payments calculate final payment	

Total Balance Due: \$13,565.00 1

When **calculate final payment** is selected, a **Final Payment** field is displayed at the top and bottom of the screen.

Rate & Terms	Trade-In #2 Information
# of Payments: 160 Monthly	Misc Info
Rate: 8.50 % Actual/365 APR: 8.598%	Sales Person Name: <input type="text"/>
Contract Date: 8/21/2014	F&I Person Name: <input type="text"/>
Days to First Payment: 30	
First Payment Date: 09/20/2014	
Last Payment Date: 12/20/2027 calculate final payment	
Total Balance Due: \$13,565.00 Total Sales Tax Amount: \$1,545.00 Payment: \$142.00 Final Payment: \$141.76	

Creating a BHPH Deal

AppOne Auto Dealer

1. On the Home page, click the **Submit New Application** button.
2. Enter applicant information. Click **Proceed to Next Step**.
3. Enter vehicle, trade-in, and structure information. Click **Proceed to Next Step**.
4. Locate lender name you set up for your own business and press the corresponding **Create Manual Callback** button.

Jerry Bank Co	
000-000-0000	<input type="checkbox"/> Save
-	
<input type="checkbox"/>	
Create Manual Callback	

5. When prompted, click **YES, I want to create a manual callback**.
6. Click the drop-down arrow next to the decision status and select **Approved**. Then click the **Save Callback** button.
7. Fill in the lender callback information. When all information is complete, click the **Save Callback** button.
8. Click the **Select/Print** button.
9. Click the Yes button to verify or change the structure.
10. Verify and complete the structure information as necessary.
 - In the **Front-End Itemization** section, enter a [Deferred down-payment](#).

Front-End Itemization	
Selling Price:	\$15,000.00
Trade-In Allowance:	\$0.00
Trade-In Payoff:	\$0.00
Sales/Other Tax: net ▼ 6.97674 %	\$1,050.00 <input checked="" type="checkbox"/> manual override
Rebate:	\$0.00
Total Cash Down:	\$1,000.00 Deferred Down Payment?
Net Purchase:	\$15,050.00

- In the **Rate & Terms** section, select a [Term Frequency](#).
- In the **Rate & Terms** section, select a [Calculate Payments](#) method (calculate even payments or calculate final payment)

Rate & Terms	
# of Payments:	0 Monthly
Rate:	0.00 % Actual/365 APR: 0.000%
Contract Date:	8/29/2014
Days to First Payment:	45
First Payment Date:	10/13/2014
Last Payment Date:	10/13/2014 calculate even payments

11. In the **Forms** area, select a form and make any necessary changes.

Forms		
Form Batch: Bankers Systems Goods & Services Forms		
<input type="button" value="Edit Batch"/>		<input type="button" value="Add New Batch"/>
<input checked="" type="checkbox"/> Retail Motor Vehicle Credit Application	<input checked="" type="checkbox"/> Reference Sheet	<input checked="" type="checkbox"/> Agreement to Provide Insurance (General)
<input checked="" type="checkbox"/> Notice to Cosigner (General)	<input checked="" type="checkbox"/> Buyers Order (Louisiana) Rev. 10/31/2010	<input checked="" type="checkbox"/> Motor Vehicle Title Application (Louisiana) Rev. 05/31/2012
<input checked="" type="checkbox"/> UCC Financing Statement (Form UCC1) UCC1-IACA 02/28/2008	<input checked="" type="checkbox"/> UCC Financing Statement Additional Party (Form UCC1AP) UCC-1AP-LAZ 07/03/2007	<input checked="" type="checkbox"/> UCC Financing Statement Additional Party (Form UCC1AP) UCCAP-IACA 03/03/2008
<input checked="" type="checkbox"/> National UCC Financing Statement (Form UCC1) UCC-1-LAZ 10/27/2010	<input checked="" type="checkbox"/> Louisiana UCC Financing Statement (Form UCC1) UCC-1-LAZ-LA 02/15/2011	<input checked="" type="checkbox"/> National UCC Financing Statement (Form UCC1) UCC-1-LAZ 05/30/2001 MOTOR ONLY (Single Copy)
<input checked="" type="checkbox"/> National UCC Financing Statement (Form UCC1) UCC-1-LAZ 05/30/2001 BOAT ONLY (Single Copy)	<input checked="" type="checkbox"/> National UCC Financing Statement (Form UCC1) UCC-1-LAZ 10/27/2010 (2 copies only)	<input checked="" type="checkbox"/> WARNING - OUTDATED CONTRACT - Goods and Services Retail Installment Contract with Late Fee (Louisiana) RSSIGSLFLZ-LA Revision 12/15/2005
<input checked="" type="checkbox"/> Goods and Services Retail Installment Contract with Arbitration (Louisiana) RSSIGSLFAZ-LA Revision 03/15/2006	<input checked="" type="checkbox"/> Goods and Services Retail Installment Contract w/o Late Fee (Louisiana) RSSIGSLAZ-LA Revision 09/25/2003	<input checked="" type="checkbox"/> Bank of the West ACH Form
<input checked="" type="checkbox"/> Bank of the West Agreement to Provide Insurance (General - Rev. 7/8/2013)	<input checked="" type="checkbox"/> Bank of the West Credit Application	<input checked="" type="checkbox"/> Bank of the West Customer Identification Verification Form
<input checked="" type="checkbox"/> Bank of the West Funding Checklist - Marine	<input checked="" type="checkbox"/> Bank of the West Funding Checklist - RV	<input checked="" type="checkbox"/> Bank of the West Guarantee of Lien (OH, LA) Rev 6/12
<input checked="" type="checkbox"/> Bank of the West Marine	<input checked="" type="checkbox"/> Bank of the West PO Box	<input checked="" type="checkbox"/> Bank of the West RV Bookout Sheet

12. Click **Save** and **Print Forms**.

AppOne Platform (Specialty) Dealer

1. On the Home page, click the Create New Deal button.
2. Enter applicant information on the **Customer** tab. Click **Proceed to Next Step**.

3. Enter collateral information on the **Collateral** tab. Click **Proceed to Next Step**.
4. On the **Structure** tab, verify and complete information as necessary.
 - In the **Front-End Itemization** section, enter a [Deferred down-payment](#).
 - In the **Rate & Terms** section, select a [Term Frequency](#).
 - In the **Rate & Terms** section, select a [Calculate Payments](#) method (calculate even payments or calculate final payment)
5. When you are done on the **Structure** tab, click **Proceed to Next Step**.
6. Locate lender name you set up for your own business. Press **Create Manual Print**.

7. When prompted, click **YES, I want to create a manual print**.
8. Click the drop-down arrow next to the decision status and select **Approved**. Then click the **Save** button.
9. Fill in the lender callback information. When all information is complete, click **Save**.
10. Click **Select/Print**.
11. Click **Yes** to verify or change the structure. Otherwise, click **No**.

12. In the **Dealer Forms** section, select a forms batch.

13. Edit the forms batch as necessary

14. Click the Print Selected Forms button.

Truth-In-Lending Examples

The following examples show contracts with different settings of Deferred Down Payment and calculate even payments/ calculate final payment. Note that the payment schedule changes depending on the settings.

No Deferred Down payment, calculate even payments:

Truth-In-Lending Disclosure				
Annual Percentage Rate The cost of your credit as a yearly rate.	Finance Charge The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid when you have made all scheduled payments.	Total Sale Price The total cost of your purchase on credit, including your down payment of
8.97%	\$ 1,556.36	\$ 19,371.64	\$ 20,928.00	\$ 2,000.00 \$ 22,928.00
Payment Schedule. Your payment schedule is:				
No. of Payments	Amount of Payments	When Payments are Due		
20	\$ 1,046.40	Monthly, beginning on 9/24/2014 .		
N/A	\$ N/A	NOT APPLICABLE		
N/A	\$ N/A	NOT APPLICABLE		

No Deferred Down payment, calculate final payment:

Truth-In-Lending Disclosure				
Annual Percentage Rate The cost of your credit as a yearly rate.	Finance Charge The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid when you have made all scheduled payments.	Total Sale Price The total cost of your purchase on credit, including your down payment of
8.971%	\$ 1,556.39	\$ 19,371.64	\$ 20,928.03	\$ 2,000.00 \$ 22,928.03
Payment Schedule. Your payment schedule is:				
No. of Payments	Amount of Payments	When Payments are Due		
19	\$ 1,046.40	Monthly, beginning on 9/24/2014 .		
1	\$ 1,046.43	Final payment due on 4/24/2016.		
N/A	\$ N/A	NOT APPLICABLE		

Deferred Down payment, calculate final payment:

Truth-In-Lending Disclosure				
Annual Percentage Rate The cost of your credit as a yearly rate.	Finance Charge The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid when you have made all scheduled payments.	Total Sale Price The total cost of your purchase on credit, including your down payment of
8.971%	\$ 1,556.39	\$ 19,371.64	\$ 21,428.03	\$ 2,000.00 \$ 22,928.03
Payment Schedule. Your payment schedule is:				
No. of Payments	Amount of Payments	When Payments are Due		
2	\$ 250.00	Weekly, beginning on 8/25/2014 (Deferred Down Payment).		
19	\$ 1,046.40	Monthly, beginning on 9/24/2014 .		
1	\$ 1,046.43	Final payment due on 4/24/2016.		

Frequently Asked Questions

What is the accrual method?

The **accrual method** is an accounting term for the way that accrued interest is calculated. When you work with a lender, the lender determines the accrual method. AppOne sets the accrual method for integrated lenders. Contact your indirect lenders to find out the accrual method they prefer. You set your own accrual method for self-financed loans.

What is APR?

The Annual Percentage Rate (APR) is the annual cost of a loan to the customer, including compound interest and fees. Changes in other structure values, including the accrual method and the number of payments, will affect the APR.

Can I set up a deferred down payment for any deal?

No. State regulations and lender policies may not allow a deferred down payment. Check with your lender and your state for more information.

How do I print an adverse action notice?

From the AppOne Auto Dealer Portal

1. From the Home page, click the application ID.
2. Click **Print Adverse Action**.

Frequently Asked Questions: How do I print an adverse action notice?

<input type="button" value="Refresh Status"/>							
<input type="button" value="Send Message"/>	<input type="button" value="Review/Edit Application"/>	<input type="button" value="Print Dealer Forms"/>	<input type="button" value="Request Vehicle Change"/>	<input type="button" value="Print Adverse Action"/>	<input type="button" value="Print Risk Based Pricing Notice"/>	<input type="button" value="Submit to Lenders"/>	<input type="button" value="Save Callbacks"/>
48359 Declined	Buyer: Co-Buyer:	BARBARA BUYER -	Collateral: Collateral Value:	2014 CAR CAR 98776543212345678 Click here for values	Amt: Term:	\$15,100.00 0 mths	
		Lender: Jerry Bank Co ✓		Transmission Status: NOT SENT			
		Lender AppID: <input type="text"/>		Decision: Declined			
				PRINT CALLBACK			
		Expiration Date: 9/28/2014		Buy Rate: 0.00%			
				Max Rate: 0.00%			

From the AppOne Platform (Specialty Dealer) Portal

1. From the Home page, click the application ID.
2. Select the **Forms** tab.
3. Click **Print Adverse Action**.

Structure	Lenders	Forms	Notes
<input type="button" value="Print Adverse Action"/> <input type="button" value="Print Risk Based Pricing Notice"/>			
<input type="button" value="Print Selected Forms"/>			

About Wolters Kluwer Financial Services - Whether complying with regulatory requirements or managing financial transactions, addressing a single key risk, or working toward a holistic enterprise risk management strategy, Wolters Kluwer Financial Services works with more than 15,000 customers worldwide to help them successfully navigate regulatory complexity, optimize risk and financial performance, and manage data to support critical decisions. Wolters Kluwer Financial Services provides risk management, compliance, finance and audit solutions that help financial organizations improve efficiency and effectiveness across their enterprise. With more than 30 offices in 20 countries, the company's prominent brands include: AppOne®, ARC Logics®, AuthenticWeb™, Bankers Systems, Capital Changes, CASH Suite™, FRSGlobal, FinArch, GainsKeeper®, NILS®, TeamMate®, Uniform Forms™, and VMP® Mortgage Solutions. Wolters Kluwer Financial Services is part of Wolters Kluwer, a leading global information services and solutions provider with annual revenues of (2013) €3.6 billion (\$4.9 billion) and approximately 19,000 employees worldwide. Please visit our [website](#) for more information.

Wolters Kluwer Financial Services
6815 Saukview Drive
St. Cloud, MN 56303
Toll-free: 800.274.2711

To learn more visit **WoltersKluwerFS.com**.

© 2013 Wolters Kluwer Financial Services, Inc. All Rights Reserved.

