EFFECTIVE DATING

Credit Manager User Guide

Contents

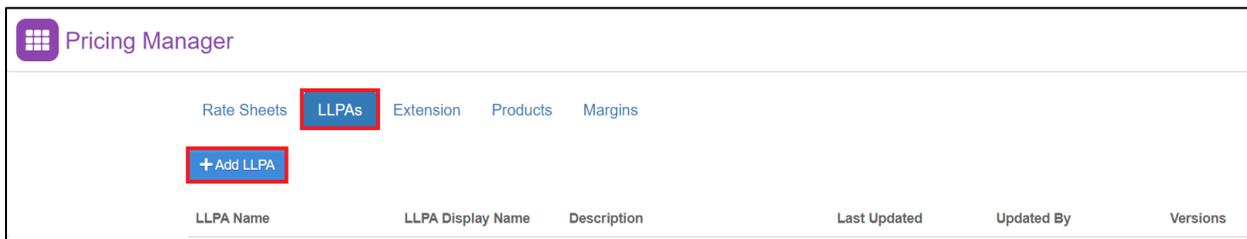# Create a New Rule with Future Effective Date

Important Note: Effective Dating Rules can be applied to LLPAs, Overlays, and Softstops. The below shows you how to Create a new Rule with a Future Effective Date for each section.

LLPAs
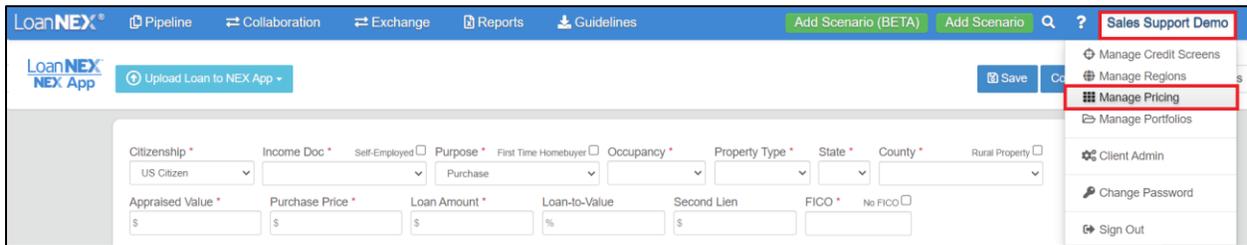
1. Login to LoanNEX at https://web.loannex.com/
2. Click your **Name** in the upper right of the screen
3. Select **Manage Pricing**

4. Select **LLPAs** tab
5. Select **Add LLPA** button

6. Select **Create Future Version** button
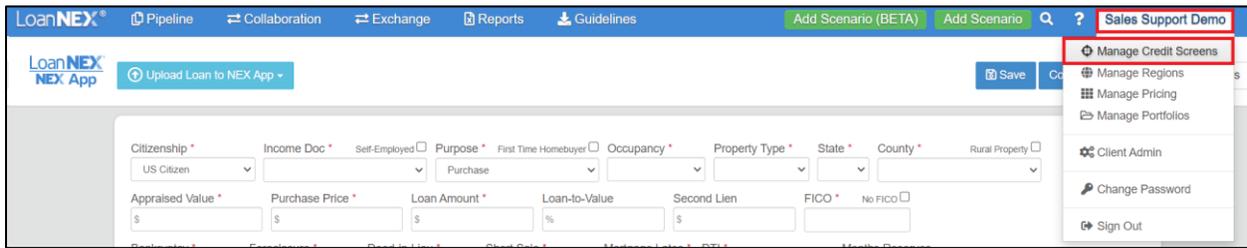7. Enter the Effective **Start Date/Time**

a. The Rule will be in effect beginning at defined **Start Date/Time** until it is replaced by new version

b. **End Date/Time** is only needed if you want to discontinue this Rule altogether at specified Date; see [Set a Rule to Expire in the Future](#)
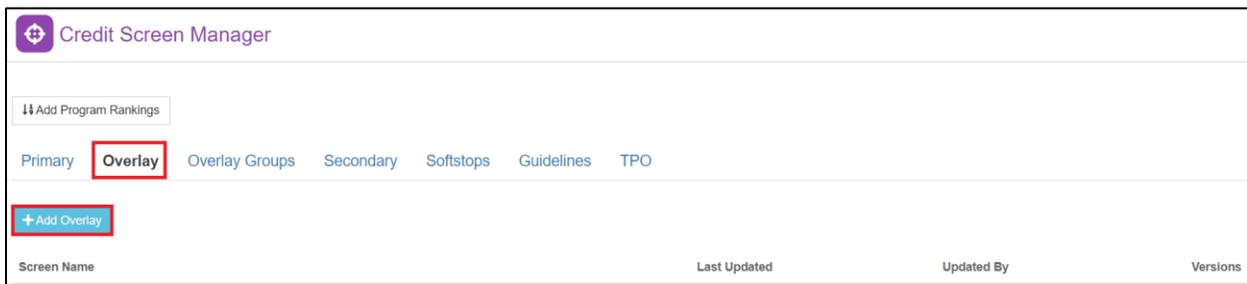

8. Write LLPA Rule
   a. Required fields:
      i. LLPA Name
      ii. Rate, Price, **or** Max Price column (data must be in one of the columns)
9. Select the **Save** button

Overlays

1. Login to LoanNEX at https://web.loannex.com/
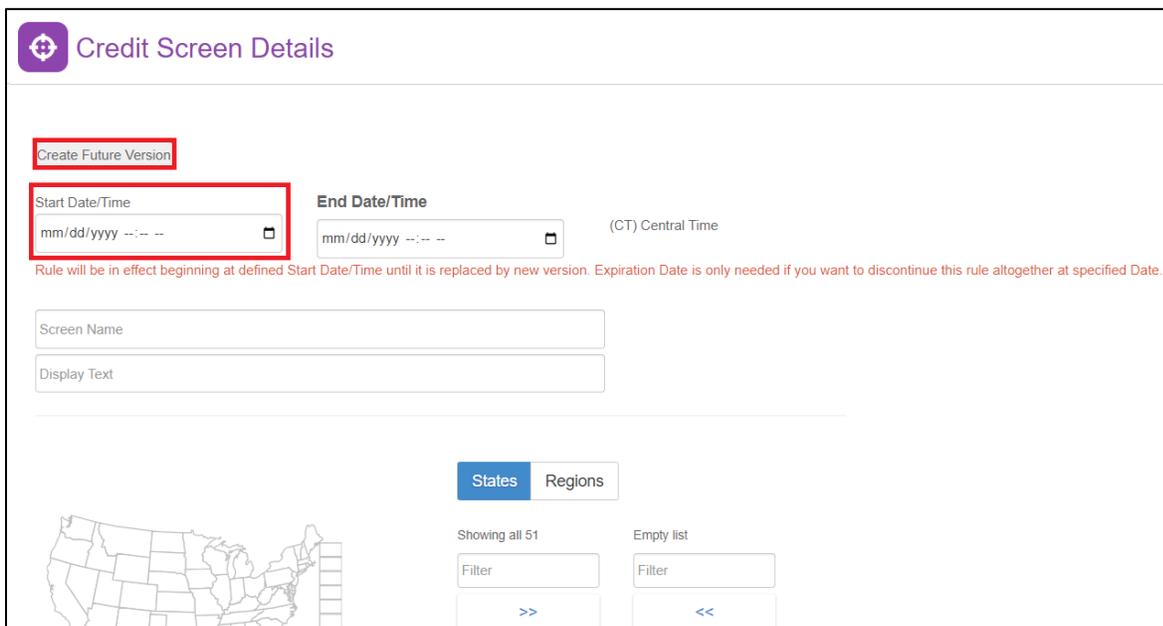2. Click your **Name** in the upper right of the screen
3. Select **Manage Credit Screens**

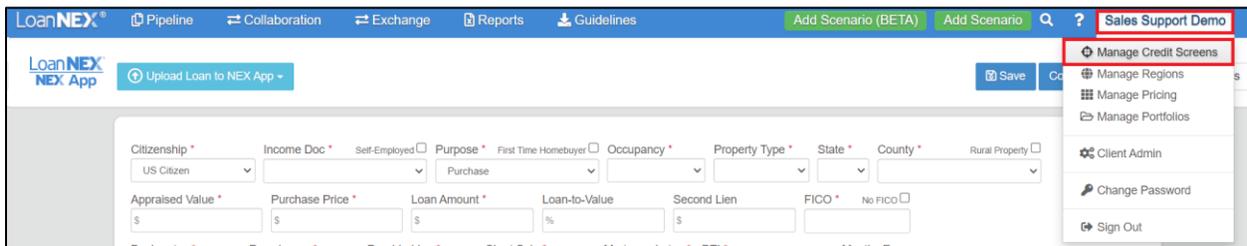4. Select **Overlays** tab
5. Select **Add Overlay** button

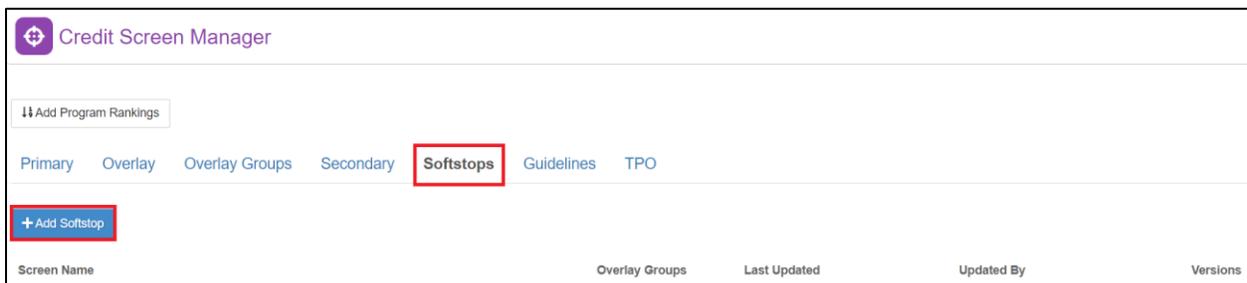6. Select **Create Future Version** button

7. Enter the Effective **Start Date/Time**
   a. The Rule will be in effect beginning at defined **Start Date/Time** until it is replaced by new version
   b. **End Date/Time** is only needed if you want to discontinue this Rule altogether at specified Date; see [Set a Rule to Expire in the Future](#)
8. Write Overlay Rule
   a. Required fields:
      i. Overlay Name
      ii. Any rule data entry on Overlay screen (ex: State, Program Info, Borrower Info, or table data)
9. Select the **Save** button

Softstops

1. Login to LoanNEX at https://web.loannex.com/

2. Click your **Name** in the upper right of the screen
3. Select **Manage Credit Screens**

4. Select **Softstops** tab
5. Select **Add Softstop** button

Credit Screen Details

Create Future Version

Start Date/Time
mm/dd/yyyy --:-- --

End Date/Time
mm/dd/yyyy --:-- --

(CT) Central Time

Rule will be in effect beginning at defined Start Date/Time until it is replaced by new version. Expiration Date is only needed if you want to discontinue this rule altogether at specified Date.

Screen Name

Display Text

Softstop

Warning message displayed when screen outcome is

○ Match/Pass
● Fail

6. Select **Create Future Version** button
7. Enter the Effective **Start Date/Time**
    a. The Rule will be in effect beginning at defined **Start Date/Time** until it is replaced by new version
    b. **End Date/Time** is only needed if you want to discontinue this Rule altogether at specified Date; see [Set a Rule to Expire in the Future](#)
8. Write Softstop Rule
    a. Required fields:
        i. Screen Name
        ii. Soft Stop Warning Message (Message defaults to display when Rule fails)
        iii. Any rule data entry on Softstop screen (ex: State, Program Info, Borrower Info, or table data)
9. Select the **Save** button

Effective Dating Management

Important Note: The below uses LLPAs Rules as examples, but Effective Dating Rules can be applied to LLPAs, Overlays, and Softstops rules. Go to Create a New Rule with Future Effective Date to learn how to navigate to the appropriate section of LoanNEX.

Navigating the Rules Page

1. Rules display in alpha order by **Name**
2. Rules with a future Effective Date will display as **[Inactive]** and be highlighted in red
3. **Last Updated** column will display the last update made by a User or the LoanNEX system. Example: when the LoanNEX system applies a Rule at the Effective Start Date/Time, the Last Updated column will reflect that the Rule was updated.

Update an Active Rule when a Rule with a Future Effective Date is Pending

1. Navigate to appropriate Rule Page (LLPAs, Overlays, or Softstops)

2. Select the Rule Name hyperlink
   a. You can also hover next to the Rule Name and select **Edit** from the drop-down
3. Update Rule data
4. Select the **Save** button

Update a Pending Rule with a Future Effective Date

1. Navigate to appropriate Rule Page (LLPAs, Overlays, or Softstops)

2. Select the Pending button for the Rule that needs to be updated
   a. Do <u>not</u> click the Rule Name on the Rule page. You <u>must</u> select the Pending button first to update a Rule future with a future effective date.

3. In the Pending Versions pop-up, select the **Rule Name** hyperlink

4. User can now Edit the pending Rule and select the **Save** button when complete
   a. Edits to the Rule can include the Effective **Start Date/Time**, but you cannot remove the Effective Date information completely

Set a Rule to Expire in the Future

1. Navigate to appropriate Rule Page (LLPAs, Overlays, or Softstops)

2. Select the Rule Name hyperlink
   a. You can also hover next to the Rule Name and select **Edit** from the drop-down
3. Select the **Create Future Version** button
4. Enter **End Date/Time** for rule to expire
5. Select the **Save** button

6. On the Rule Page, select the **Pending** button to view the expiration

   a. If the Rule is currently active, the **Status** will show as pending expiration

LLPA - Quarter Point - Pending Versions

Name	Status	Effective Date/Time	Expiration Date/Time	Last Update	Updated By
Quarter Point	pending activation	12/11/2023 10:20 PM CST	12/14/2023 11:32 AM CST	12/11/2023 12:32 PM CST	SalesSupportDemo

    b.   If the rule has a future effective date, the **Status** will show as pending activation, but the Expiration Date/Time will also be displayed

Remove Inactive Rules

1.   Navigate to appropriate Rule Page (LLPAs, Overlays, or Softstops)

2.   Hover next to the Rule Name and select **Delete** from the drop-down
3.   Update Rule data

4.   Type DELETE in the text box to confirm
5.   Select the **Delete** button