

Revolutionizing Commercial Lending

MANAGING LENDING PARAMETERS AND NEW BUSINESSES

August 2013



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TABLE OF CONTENTS

I	introduct	tion		;
[Default P	Paramet	ers	}
	1.	Open	the 'My Account' Page	;
	2.	Open	your Lending Institution Details Page	;
	3.	Open	the PArameters Page4	ļ
	4.	Set De	efault Parameters	ŀ
,	Adding N	Vew Bu	sinesses	;
	1.	Select	ADD Business	5
	2.	Save r	new Business	
	3.	Edit B	usiness Parameters	;
	4.	Add B	usiness Users	,
4	Submittiı	ng New	Manual Borrowing Base Certificates	3





INTRODUCTION

At the heart of BBC monitoring is the individual lending parameters used to calculate a business's Borrowing Base. BBC Easy features the flexibility of setting standard default parameters for the entire lending institution or customizing them for each individual borrower. This document reviews the steps for setting the global defaults and then assigning parameters when adding a new business to BBC Easy. Additionally, lenders have the option to submit a manual Borrowing Base Certificate for a business, as part of managing their borrowers.

DEFAULT PARAMETERS

Once set, the default parameters will be available to new businesses. As shown later in this document, when a new business is created, it will automatically display the inherited default parameters. In order to edit the default parameters, lenders are required to have Admin access rights. To set the default parameters, follow the steps below.

Note: changes to the default parameters will NOT impact any existing businesses and only applies to newly created businesses.

1. OPEN THE 'MY ACCOUNT' PAGE

Using the button in the menu bar, access your account page:

2. OPEN YOUR LENDING INSTITUTION DETAILS PAGE

Lending institutions you have access to will be listed on your account page. If you have Admin permissions, click the **Edit** button to open the detail page.

- BANKS	Banks					
	Name	Your Permissions				
Edit	Constant Bank	Admin				



3. OPEN THE PARAMETERS PAGE

On your lending institution page you can add or remove existing users or change their assigned permissions. With the **Parameters** button on the right, you can access your default parameters page.

	Full Name	Email Address	Their Permissions	
Remove	Build Verification Testing Banker Account	bvt@constantbank.com	Admin 💌	Parameters
Remove	Corey	corey@constantbank.com	Admin 💌	
Remove	Demo Banker	banker@constantbank.com	Admin 💌	
Remove	Devin ConstantBank	devin@constantbank.com	Admin 💌	
Add				

4. SET DEFAULT PARAMETERS

On the Parameters Page, configure your default settings using the checkboxes to select the entries which will be relevant to your lending portfolio. You will have the opportunity to customize them for each individual business later. As you mouse over options, descriptions of the parameters will appear to describe how a specific setting is used in the calculations. When you're finished, select the **Save** button.

- Parameters							
General							
Baseline months 3							
Require borrower attestation							
Set a Due Date							
BBCs are due every month on day 15 of the month for the prior month							
Reminder Emails							
✓ Notify 3 days before the due date							
Notify on the due date							
Credit Availability							
Max loan amount	\$0						
Other credits rate	100%						
Allow Advances							



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PARAMETERS, CONTINUED.

Accounts Receivable	
 Max eligible accounts receivable Accounts receivable advance rate Max invoice age 	\$0 80% 90
 Max credit memo age Max concentration percentage Max cross-aging percentage 	90 20% 20%
 Exclude contra accounts Only exclude net contra amount Exclude government accounts Exclude foreign accounts 	Percent of a customer's invoices (e.g. 20%) that are over Max Invoice Age (e.g. 90 days) triggering exclusion of all of that customer's invoices from Eligible AR
 Exclude related accounts Allow manual deferred revenue Allow manual retention 	
 Inventory Max inventory Inventory advance rate Automatically use gross inventory 	\$0 40%
 Manually enter detailed inventory Accept raw materials inventory Raw materials advance rate Max raw materials Accept works-in-progress inventory 	<u> 100%</u> \$0
 Accept works in progress inventory Work-in-progress advance rate Max works-in-progress Accept finished goods inventory 	<u> 100%</u> \$0
 Finished goods advance rate Max finished goods 	<u> 100%</u> \$0
Fixed Assets Eligible fixed assets	50



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ADDING NEW BUSINESSES
1. SELECT ADD BUSINESS
Start with the Add Business Button from the menu bar: Add Business
2. SAVE NEW BUSINESS
On the Creating New Business page start by entering a Company Name and NAICS Code. Press the Save
outton on the right to move to the next step.
Croating New Business
Creating New Business
- Company Information
Company Name

3. EDIT BUSINESS PARAMETERS

NAICS Code

After saving, you are presented with the Edit Business page. From here you can edit the list of Authorized Bank Users and Authorized Business Users as well as customize the lending parameters. The new business will automatically inherit the default parameters assigned to your bank. If you want to modify any of the parameters specifically for this new business, press the Parameters button.

0

	Full Name	Email Address	Their Permission
Remove	Trainer ConstantBank	trainer@constantbank.com	Admin
Add			

Business Name	Alpha Asphalt
Accounting Package	AR Invoice Spreadsheet 1

- AUTHORIZED BUSINESS USERS

	Full Name	Email Address	Their Permissions
Remove	Andrew Alpha	alpha.asphalt@testborrower.com	Admin 💌
Add			



4. ADD BUSINESS USERS

If Borrowers will submit their own BBCs then they will require a user account to access their BBC Easy Business dashboard. Use the Add button in the Business Users section.

Enter the email a button.	iddress of the user to add	d to Samp	le Busine	ss, then clic	k the Check
E-mail:	business.user@biz.com	× Che	ck		
Full Name:	Business User				
Phone Number:	123-456-7890				
Rights:	Admin 🗸				

In the Add a User window, enter an e-mail address for the new user. Press the Check button to verify that the user does not already exist in the BBC Easy database. If the user is recognized, the Name and Phone Number is automatically populated, otherwise complete the form manually. BBC Easy recommends that the business's first user be provided with Admin level Rights. This will provides them with the ability to add additional users to their business. The descriptions of the user rights options are listed below.

Read Can view BBCs, reports, and customers, but cannot change anything.	
Write Can submit or edit BBCs and change company information (e.g. company name).	
Admin Can add or remove users and assign rights.	

When the new user is added, they will receive a welcome email from BBC Easy. Using the link in the email they will be directed to set a password for their account and then link their accounting package. Through their dashboard they have the ability to upload new BBCs and review their customer list. Training videos and step-by-step guides are available to walk them through the process.



SUBMITTING NEW MANUAL BORROWING BASE CERTIFICATES

Lenders can enter new BBC values for the business by using the button New Borrowing Base button on the business overview page for a particular business. New Borrowing Base

BORROWING BASE CERTIFICATE FOR FULL DEAL TESTING CO		
	Information as of date:	3/29/2013
Sales & Collections		
Sales		\$0.00
Collections		\$0.00
Accounts Receivable		\$0.00
AR accounts (up to 30 days)		\$0.00
AR Accounts (31 - 60 days)		\$0.00
AR Accounts (61 - 90 days)		\$0.00
Aged Accounts over 90 days		\$0.00
Gross accounts receivable		\$0.00
Invoices over 90 days		\$0.00
Credit memos older than 90 days		\$0.00
Cross-aged invoices		\$0.00
Amount over 25% concentration		\$0.00
Foreign invoices		\$0.00
Government invoices		\$0.00
Contra amount		\$0.00
Related invoices		\$0.00
Deferred revenue		\$0.00
Retention		\$0.00
Net accounts receivable		\$0.00
Accounts receivable advance rate		80%
Max eligible accounts receivable		\$1,000,000.00
Eligible accounts receivable		\$0.00
S Inventory		\$0.00
Gross inventory		\$0.00
Inventory advance rate		50%
Max inventory		\$250,000.00
Eligible inventory		\$0.00