



# First Horizon BusinessConnect<sup>SM</sup>

Loans





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# LOANS

First Horizon’s online banking system allows clients to review their loan information such as (principal and available amounts, credits/debits, maturity date, etc.), make a payment toward an existing loan (Loan Payment) or draw funds from a line of credit (Loan Drawdown). Payments and draws can be viewed, modified, approved, and deleted.

The following account types are supported:

- Facility Account
- Commercial Loan
- Commercial Line of Credit
- Commercial Letter of Credit
- Installment Loan
- Line of Credit

## VIEW LOAN INFORMATION

1. On the application’s Home page, go to the **Account Summary** widget.
2. In the list of accounts, find the **Loan Account** you wish to view.
3. Click the **Account Number** to open the Balance & Transaction Summary for the particular loan.

The screenshot shows the 'Home' page of an online banking application. At the top right, there is a 'Home' header and an 'Add Widget' button. Below the header, the 'Accounts' widget is displayed. In the top right corner of the widget, it shows 'Cash on Hand' with a balance of '19,692.97' and a timestamp of '04/22/2024 08:38 AM'. The main content of the widget is a table of accounts:

Account Name	Account Type	Balance	Action
FREEBCK 0003 - 200	Current Available	7,635.88	Transfer
Grants Account - 200	Current Available	0.00	Transfer
Loans Account - 200	Current Available	0.00	Transfer
Savings - 3000	Current Available	12,057.09	Transfer
Facility - 39500	Principal Balance	65,121.57	
CLOC - 9202	Principal Balance	65,121.57	Transfer
BB L C 0001 - 6	Principal Balance	0.00	Transfer

A red arrow points to the 'CLOC - 9202' account in the table.



4. View **Principal Amount, Available Amount, Total Credits, Total Debits, Transactions,** and more.

← CLOC - 9202 - USD

Balances as of 04/02/2024 15:16:08  
 Transactions As Of 04/02/2024 15:03:32

View Another Account  
 9202 - CLOC - USD

04/22/2024 08:39 AM

**Balance & Transaction Summary**

Principal Balance	Total Credits (2)	Total Debits (2)
0.00 USD	298.89 USD	13,950.00 USD

Show details

Filter Select fields All Transactions Filters

<input type="checkbox"/> All	Post Date	Transaction Description	Debit/Credit	Customer Reference	Amount
<input type="checkbox"/>	03/28/2024	LOAN DISBURSEMENT	Debit	23	4,650.00
<input type="checkbox"/>	03/28/2024	LOAN DISBURSEMENT	Debit	23	9,300.00
<input type="checkbox"/>	03/05/2024	AUTODEBIT INTEREST PAYMENT	Credit	23	144.46

### MAKE A LOAN PAYMENT

1. To initiate a loan payment, click **Accounts** from the menu.
2. Scroll down to **Transfers**.
3. Click **Add a Transfer**.

Home  
 Payment Center  
**Accounts**

Transfers

**+ Add a Transfer** + Add a Loan Draw + Add a Loan Payment Export Print

Filter Select fields

4. Click the **Transfer From** drop down and select the deposit account to transferred funds from or debited.
5. Click the calendar and select a payment date in **Value Date**.
6. From the **Loan Account** drop down, select the loan to pay.
7. Enter the amount of the payment in **Amount**.
8. [Optional] Enter **Comments**.




9. Click **Schedule Transfer**.

**Loan Payment** ✕

**Transfer From**

FREEBCK 0003 - 2001 - 170 - First Horizon Bank - (\$17,988.22) Principal Bal... ✕ ▾

**Value Date**

04/22/2024 

Payment must be approved by 04/22/2024 20:00 EDT

**Loan Account**

CLOC - 92 - 170 - First Horizon Bank - \$44,256.26 Principal Balance ✕ ▾

**Amount**

126.31

**Comments**

Information in the Comments Field is stored with the transaction, but not forwarded with the payment

**Schedule Transfer** **Cancel**



10. After the payment is submitted or saved, a message will appear at the top of the screen. It will indicate whether the payment was submitted, saved successfully, if the payment has any errors, or if it requires secondary approval.

Max display of info: 93 days ⓘ

⊕ Add a New Payment ⊖ Quick Entry ⊖ File Import 02/15/2024 10:53 AM

Filter: Select fields Upcoming Payments Filters

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff
<input checked="" type="checkbox"/>	View	1001000001 ⓘ	LOAN 0001	62.74	02/15/2024	Released	Loan Payment	

Viewing 1-1 of 1 records Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete Get Rate Trade

## MAKE A LOAN DRAW

1. To initiate a loan draw, click **Accounts** from the menu.
2. Scroll down to **Transfers**.
3. Click **Add a Loan Draw**.

Home

Payment Center

Accounts

Transfers

⊕ Add a Transfer ⊕ Add a Loan Draw ⊕ Add a Loan Payment Export Print

Filter: Select fields

4. In the **Loan Account** drop down, select the loan account.  
NOTE: Only the accounts that have the loan draw entitlement will populate in the drop down menu.
5. Select the **Value Date** (or date of the loan draw) from the calendar.
6. In the **Transfer To** drop down list, select the transfer account.
7. Enter the amount of the loan draw in **Amount**.
8. [Optional] Enter **Comments**.



9. Click **Schedule Transfer**.

### Loan Draw

**Loan Account**  
CLOC - 92 - 170 - First Horizon Bank - No Balance Available

**Value Date**  
04/22/2024  
Payment must be approved by 04/22/2024 19:00 EDT

**Transfer To**  
FREEBCK 0003 - 20C 170 - First Horizon Bank - (\$17,988.22) Principal Bal...

**Amount**  
52.00

**Comments**  
April Loan Advance  
Information in the Comments Field is stored with the transaction, but not forwarded with the payment

**Schedule Transfer** Cancel

10. After the loan draw is submitted, a message will appear at the top of the screen. It will indicate whether the loan draw was submitted, saved successfully, if the draw has any errors, or if it requires secondary approval.

Success: Payment Auto Approved  
ID: 30  
To: Main Account 000110010000001  
From: LOAN 0001 009001000000001  
Note Number:  
Amount: 100 USD  
Value Date: 02/16/2024  
Payment Type: Loan Draw

Max display of info: 93 days

Filter: Select fields

All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff
<input type="checkbox"/>	<a href="#">View</a>	009001000000001	Main Account 0001	1.00	02/16/2024	Released	Loan Draw	

Viewing 1-1 of 1 records

Display 50 per page Page 1 of 1

Approve Unapprove Reject Delete Get Rate Trade



## NOTIFICATIONS

Many items require approval when they are entered or modified. Items that need approval will usually have a status of Entered or Modified (shown in the Status column of the list). The Unapproved function would be used if a transaction needs to be stopped that was previously approved and is still in the Entered or Modified status.

1. To review a payment/draw for approval, scroll to **Notifications** from the home page.
  - a. Approval: Click **View** on Transfers await your approval.
  - b. Reject: Click **View** on Rejected Transfers need your review.

Notifications ⚙️

- 0 **Cancel Stop Requests** await your approval. [View](#)
- 0 **New users** need your review and approval. [View](#)
- 0 **Rejected transfers** need your review. [View](#)
- 0 **Stop / Cancel Stop Requests** await your approval. [View](#)
- 0 **Stop Payments** await your approval. [View](#)
- 0 **Transfers** await your approval. [View](#)

## REJECT LOAN

A loan payment or draw still in the Entered or Modified status may be rejected / not submitted.

1. Click **Reject** in the Actions column to reject an item.
2. Enter the Reject Reason.
3. Click **OK**.
4. Click **Yes** to proceed.

## DELETE LOAN

The Delete function removes an item from the system. You will need to confirm that you would like to delete the item before it is removed. You can also delete multiple items at one time by checking the appropriate check boxes and selecting Delete.

1. Click **Delete** in the Actions column to delete an item.
2. Click **Yes** to proceed.