

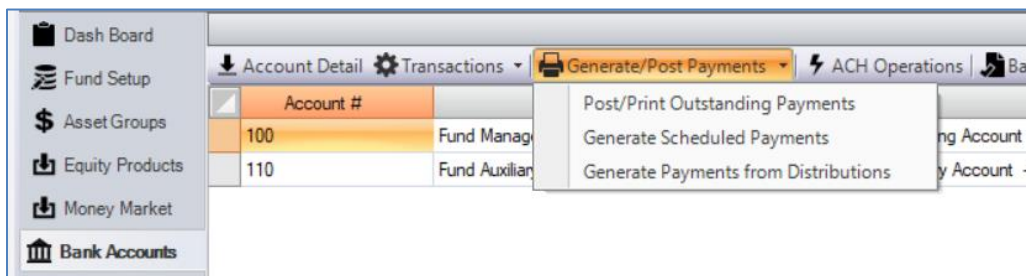
Equity Member Distribution – Payments in LLC Fund Manager

This document explains the process of generating member payments during the equity distribution cycle in your **LLC Fund Manager** software:

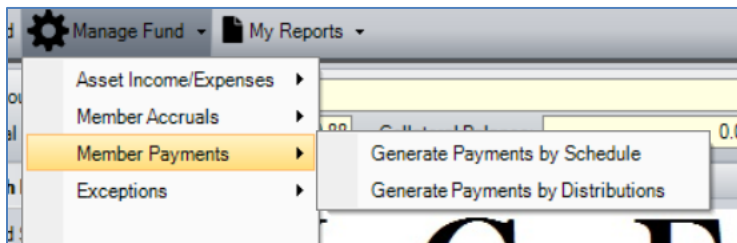
After the **Equity Accrual Wizard** assigns member income, it's time to send out member payments.

Member payments are created in the **entered** status by one of two payment batch wizards. After the wizard completes, those payments are sent to the payment posting batch form to assign payment #s and print checks and mark the payments as **posted**.

Create member payments from the **Bank Accounts** tab of the fund using the **Generate/Post Payments** drop down menu:



Or, use the **Member Payments** option in the **Manage Fund** shortcut menu.



The **Generate Member Payments by Schedule** options uses the settings on the member's equity tab to determine when and how much to pay out for each member in the fund.

The **Generate Member Payments by Distributions** option allows any available equity accrual that has not been paid out to be selected for distribution.

Generate Member Payments by Schedule

When paying by schedule, filter by the product type and expected payment date.

Create payments for schedules in period:

Selected Fund:

Product Type:

Scheduled Date: To

Create payments using:

Payment Category:

NOTE: The scheduled date for the member payment should align with the fund periodic settings, i.e. if the fund is set for end of the month disbursements, the member scheduled payments will be due at the end of the month. Verify fund periodic settings on the **Fund Info** tab.

The **Payment Category** drop down list is a user defined category applied to any of the created payments. Use this to categorize payments as you see fit or leave it blank.

Member schedules matching the filtering criteria are available for payment. Use the check box on the **Sel** column to select or deselect individual entries from the batch. The **Select All**, **Check Selected**, and **Select None** buttons on the toolbar can also help manage the entry list.

Sel	Member #	Member Details	Date Due	Pmt. Frequency	Pmt. Type	Amount
<input checked="" type="checkbox"/>	M10000001	First Company Co	12/31/2023	Monthly Payment	Periodic Income	202.50
<input checked="" type="checkbox"/>	M10000002	Company Two LLC	12/31/2023	Monthly Payment	Periodic Income	137.91

Equity Member Distribution - Payments

Any members paying out of already reinvested income will require a capital withdrawal be made from the account to accommodate the payment.

Members payments from capital will have withdrawals made using the following settings:

Effective Date Use Scheduled Date Use Specified Date 1/31/2024 ▼

The minimum effective date below will be applied:

1/1/2024

The effective date of the withdrawal is the day that the withdrawal affects the capital account and income calculations. You can choose to match the scheduled date of the payment or specify another date.

NOTE: To prevent entries from being placed in already processed periods, a minimum effective date is enforced. The date is the day after the last processed accrual period within the product type.

Verify the withdrawals to be created on the following screen:

Member #	Member Detail	Date	Amount	\$ Per Share	Shares Released
M10000002	Company Two LLC	1/1/2024	137.91	1.00	137.91

Then proceed to complete the batch. The batch **Posting Date** is a descriptive date for the batch set to today's date which can be overridden:

To complete the wizard press the finish button.

Print Summary Report

Summary

Product Equity

Posting Date 1/19/2024 ▼

Period 12/1/2023 ▼ to 1/31/2024 ▼


Entry Totals 2 @ 340.41

**LLC FUND
MANAGER**

Generate Member Payments by Distributions

When paying by distributions, filter by the product type and accrual date.


Create payments for distributions in period:

Selected Fund 

Distribution Type


Distribution Date To

Create payments using:

Payment Category 

Either date filter can be left blank to show all available distributions.

Distributions matching the filtering criteria are available for payment. Use the check box on the **Sel** column to select or deselect individual entries from the batch. The **Select All**, **Check Selected**, and **Select None** buttons on the toolbar can also help manage the entry list.

1 of 1					
Select All Check Selected Select None 					
Sel.	Member #	Member Details	Type	Date	Amount
<input type="checkbox"/>	M10000001	First Company Co	Equity	12/31/2023	202.50

Then proceed to complete the batch. The batch **Posting Date** is a descriptive date for the batch set to today's date which can be overridden:

To complete the wizard press the finish button.

Print Summary Report

Summary

Product

Posting Date

Period to

Entry Totals @

Posting & Printing Pending Payments in Batch

After completing one of the payment batch wizards, you will be given the opportunity to immediately post/print the newly created payments.

Select the **Check Date** for new payments. The **Check #** and **Misc #** are referenced from the bank account settings and previously posted payments.

All payments processed on the following form will assign the chosen **Check Date** and will have a **Reference #** generated from the **Check** or **Misc** series #s.

Newly created member payments are pre-selected from the list of any outstanding payments.

<input type="checkbox"/>	-	1/21/2024	Check	56988547	YOUR SERVICING COMPANY NAME	75.64
<input checked="" type="checkbox"/>	-	1/21/2024	Check	M10000001	First Company Co	202.50
<input type="checkbox"/>	-	1/21/2024	ACH	M10000001	First Company Co	1,000.00
<input type="checkbox"/>	-	1/21/2024	Check	V10000002	State Taxes	421.16

As before, use the check box on the **Sel** column to select or deselect individual entries from the batch. The **Select All**, **Check Selected**, and **Select None** buttons on the toolbar can also help manage the entry list.

Use one of the following options to process payments and click the **Deploy** button to finish.