

KEY FIELD DEFINITIONS

Customer Information

Key Terms	Definitions
Customer Name	Full customer name as shown on statements.
Customer Number	Customer number as shown on statements. These are eight digits and start with 1.
Relationship Manager	Primary officer/relationship manager servicing a customer.

Facility Information

Key Terms	Definitions
Facility Number	Credit arrangement/facility number as shown on statements. These are 10 digits and start with 3.
Effective Date	Date the facility was opened and made active.
Maturity Date	Date a facility expires – when the facility of a paid loan must be closed or extended to prolong/renew the credit arrangement.
Commitment Amount	Approved amount on a credit arrangement.
Available Amount	Unused amount of a commitment available to withdraw.
Used Amount	Amount of a commitment already withdrawn. The sum of all loans and letters of credit below a facility.
Next Payment Date	Due date of earliest upcoming fee.
Fees Past Due	Unpaid fees across all distributed invoices.
Total Due	Sum of current fees due plus any fees past due.
Days Past Due	Number of days a fee payment is past due per the earliest past due invoice.

Loan Information

Key Terms	Definitions
Loan Number	Loan/letter of credit number as shown on statements. These are nine digits and start with 5.
Loan Start Date	Date the loan was opened and made active.
Maturity Date	Date a loan/letter of credit legally matures – when principal balance is due and the loan expires.
Current Balance	Unpaid principal balance for a loan or balance on a letter of credit.
Base Rate	Base interest rate component of the all-in interest rate.



Margin	Spread interest rate component of the all-in interest rate.
Interest Rate	All-in interest rate.
Interest Type	FIXED for loans with fixed rates; FLOATING for loans with indexed/floating rates.
Interest Rate Index	FIXED for loans with fixed rates. The index for loans with indexed/floating rates.
Billing Frequency	Frequency a loan statement generates.
Next Payment Date	Due date of earliest upcoming principal, interest, fees or late charges.
Principal Due	Amount of principal due per the earliest upcoming statement.
Interest Due	Amount of interest due per the earliest upcoming statement.
Fees Due	Amount of fees due per the earliest upcoming statement.
Past Due Principal	Unpaid principal across all distributed invoices.
Past Due Interest	Unpaid interest across all distributed invoices.
Past Due Fees	Unpaid fees across all distributed invoices.
Past Due Balance	The combination of past due principal, interest, fees and any associated late charges.
Total Due	Sum of current balances due plus any past due.
Invoice Date	Date the current invoice was generated and delivered.
Past Due Date	Date of principal, interest, fees or late charges past due per the earliest past due invoice.
Due Date	Date that payments are due per the current invoice.
Principal Paid YTD	Amount of principal paid in the current calendar year to date.
Interest Paid YTD	Amount of interest paid in the current calendar year to date.
Fees Paid YTD	Amount of fees paid in the current calendar year to date.
Late Charges Paid YTD	Amount of late charges paid in the current calendar year to date.
Interest Paid previous	The total interest paid in the previous year.

Activity Center

Key Terms	Definitions
Created Date	The date the payment is initiated on the facility/loan.
Customer Name	The name of the customer to which the payment is tied.
Requestor Name	The name of the user that submitted the payment request.
Transaction Type	The category of the transaction.
Loan/Facility Number	The unique number that identifies the facility/loan.
Account	The unique number of the facility/loan account associated with this transaction.



Amount	The amount submitted to be paid on a facility/loan.
Notes	Comments left if the transaction is rejected.
Status	The current condition of the facility/loan payment.
STATUS - Approved	The secondary approver on a facility/loan payment gave authorization for the facility/loan payment to proceed.
STATUS - Rejected	The secondary approver on a facility/loan payment declined the facility/loan payment.
STATUS - Drafted	A facility/loan payment that has been submitted and is awaiting secondary approval.
STATUS - Failed	The payment submission was unsuccessful.
STATUS - Dual Approval Not Required	The payment has been submitted as no secondary approver was required to submit this transaction.

Company Level Policy

Key Terms	Definitions
Dual Approval for Payments	There is an ability to turn on and off dual approval which provides two separate authorizations before a payment can be made.
Payment Limit Without Approval	Any facility/loan payment less than or equal to this amount will not require secondary approval.

Facility Payment Details page

Key Terms	Definitions
Total Due	Sum of current fees due plus any fees past due.
Available Amount	Unused amount of a commitment available to withdraw.
Fees Past Due	Unpaid fees for this facility.
Select Account	The DDA checking account that should be selected to pay the loan.
Pay My Bill Now (As Billed)	The amount to settle the outstanding amount due on the loan as indicated by the statement.
Total Bill Amount	The sum of all the charges for the facility.
Invoice Date	Date the current invoice was generated and delivered.
Interest Due	Amount of interest due per the earliest upcoming statement.



Loan Payment Details page

Key Terms	Definitions
Fees Due	Amount of fees due per the earliest upcoming statement.
Principal	Amount of principal due per the earliest upcoming statement.
Past Due Fees	Unpaid fees across all distributed invoices.
Past Due Principal	Unpaid principal across all distributed invoices.
Past Due Date	Date of principal, interest, fees or late charges past due per the earliest past due invoice.
Past Due Interest	Unpaid interest across all distributed invoices
Total Past Due Balance	The combination of past due principal, interest, fees, and any associated late charges.
Invoice Date	Date the current invoice was generated and delivered.
Principal Curtailment Due	The amount principal the borrower must pay if amount is paid off early.
Interest Due	The amount of interest the borrower must pay by the assigned date.
Total	The sum of all the charges.
Amount Due	The amount that is due on the invoice by category.
Enter Other Amount	The amount that the borrower chooses to pay.

Make a Payment Quick Link

Key Terms	Definitions
Quick Links:	The Make a Payment quick link allows users to navigate directly to make a facility/
<i>Make a Payment</i>	loan payment.

Transactions

Key Terms	Definitions
Facility Number Loan Number	Credit arrangement/facility number or loan number as shown on statements.
Description	Description of each transaction. <i>NOTE:</i> Payments may be broken across several transactions if there are multiple components such as principal, interest, fees or late charges. Statements reflect similar detail.
Maturity Date	Date a facility expires – when the facility of a paid loan must be closed or extended to prolong/renew the credit arrangement.
Transaction Amount	Amount tied to each transaction.



Principal Balance <i>(Loan)</i>	Loan principal balance on the day transaction occurred – considered the running principal balance.
Transaction Date	Date the transaction is processed by Texas Capital Bank.
Status	All transactions are noted as RECEIVED.

Events

Key Terms	Definitions
Customer Name	Full customer name tied to event.
Account Number (Facility or Loan)	Credit arrangement/facility number or loan number tied to event.
ALERT – Upcoming Repricing Date <i>(Loan)</i>	Date the interest rate is set to change. For loans with fixed rates, this is the maturity date. For loans with indexed/floating rates, this is the date the index will reprice.
ALERT – Upcoming Due Date (Facility and Loan)	Date that payments are due per the current invoice.
ALERT – Upcoming Final Availability Date <i>(Facility)</i>	Final date credit arrangement/facility is available to draw against.
ALERT – Upcoming Maturity Date (Facility and Loan)	Date a facility expires – when the facility of a paid loan must be closed or extended to prolong/renew the credit arrangement. Date a loan/letter of credit legally matures – when principal balance is due and the loan expires.
ALERT – Statement Available Soon (Facility and Loan)	Date the earliest upcoming statement will be generated and delivered.
ALERT – Upcoming Auto Debit <i>(Facility and Loan)</i>	Date of earliest upcoming scheduled payment.
Due Date	Date the event will occur.

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