Maintain Loan

Assume I've the following scenario:

Employee	TAN AH BENG
Loan Amount	2000
Loan Interest	1000
Number of Repayment (Months)	3
First Repayment Date	01/02/2009

1. Go to Human Resource > Loan > Maintain Loan



2. Click New

🎬 I	Loan						×
3	Doc No.	Date	Code	Name	Active	New	
						Edit	
						Delete	
						1	
						More	•
			<no data="" displa<="" td="" to=""><td>y></td><td></td><td>Preview</td><td></td></no>	y>		Preview	
						Refresh	1
						Detail	Ð
0							

3. Select the **employee 006** from the drop down list

Doc No.	LO-00001	•	🔽 Active	[<u>14</u> C44
Doc Date	04/01/2009	•		Edit
Code				Delete
Description	Code	Name	Active	Save
	001	LEE CHONG WAI		<u></u>
Balance	002	KOO KIAN KEAT	V	Cancel
	003	NICOLE	V	
Transaction	004	WONG CHUN HAN	V	More
mansacuon	005	YAP KIM HOCK		
+	006	TAN AH BENG	<u>v</u>	Preview
I Date				Refresh
				Browse

4. Go to **Transaction** tab > Add an entry > Key-in the **Loan Amount** as **2000**

Loan						_	
Doc No.	LO-00001	-			Active		New
Doc Date	04/01/2009						Edit
Code	006	•				[<u>D</u> elete
Description						(Save
Balance	2,00	00.00				n (Cancel
Transaction	Schedule					[<u>M</u> ore
E						•	Preview
Date	Туре	Description	DR	CR	Balance		Refresh
1 04/01/200	19 Loan Amount	Loan Amount	2,000.00		2,000.00		Browse

5. Add an entry > Key-in the Loan Interest as 1000

Doc No.						1	Mauri
	LO-00001			5	Active		<u>I</u> dew
Doc Date	04/01/2009	•					Edit
Code	006						<u>D</u> elete
Description							Save
3alance	3,00	0.00					Cancel
ransaction s	Schedule					1	More
•						, [Preview
🗄 Date	Туре	Description	DR	CR	Balance		Refresh
04/01/2009	Loan Amount	Loan Amount	2,000.00	-	2,000.00		
1 04/01/2009	Loan Interest	Loan Interest	1,000.00 0.	.00	3,000.00		Browse

6. Go to **Schedule** tab > Click **Generate** button

Louin				
Doc No.	LO-00001	-	Active	New
Doc Date	04/01/2009			Edit
Code	006	6.*		Delete
Description				Save
Balance	З,	000.00		Cancel
1	C de ad de			More
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			Generate	> Preview
💶 🔜	Repayme	nt Paid	Generate	> Preview Refresh
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Date	Repayment <no data="" di<="" p="" to=""></no>	nt Paid	Generate	Refresh
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http://docs.google.com/Doc?docid=d...

7. Input Months = 3, First Repayment Date = 01/02/2009

oan Wizard		C. State of Contract	×
Total Amou	int	3000.00	
Frequency	Ву	Month 👻	-
Months First Repayme	1 ent Date 01,	/02/2009 ▼	
≣ No	Date	Repayment	
	<no data="" td="" te<=""><td>o display></td><td></td></no>	o display>	
0]
Generate S	chedule		OK Cancel

8. Click Generate Schedule button

oan Wizard 3000.00 Frequency By Month< Months 3 First Repayment Date 01/02/2009 3 No Date Repayment	oan Wizard					
Total Amount 3000.00 Frequency By Month Months 3 First Repayment Date 01/02/2009 Image: Schedule OK Cancel Coan Wizard Total Amount 3000.00 Frequency By Month Image: Schedule OK Cancel Coan Wizard Image: Schedule Image: Total Amount 3000.00 Frequency By Month Image: Total Amount 3000.00 Image: Total Amount 3000.00 Image: Total Amount 1mage: Total Amount 1mage: Total Amount 1mage: Total Amount 1mage: Tota			1.000.0			<u> </u>
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Months 3 First Repayment Date 01/02/2009 Image:	Frequency	Ву	Month 👻			
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O OK Cancel Generate Schedule OK Cancel Dan Wizard X X Total Amount 3000.00 X Frequency By Month Y Months 3 X First Repayment Date 01/02/2009 Y X No Date Repayment 0 01/02/2009 1,000.00 1 1 01/03/2009 1,000.00 1 2 01/04/2009 1,000.00 1		<no data="" td="" to<=""><td>display></td><td></td><td></td><td></td></no>	display>			
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Months 3 First Repayment Date 01/02/2009 Image: State St	oan Wizard Total Amoun	t	3000.00			
First Repayment Date 01/02/2009 1 01/02/2009 1,000.00 0 01/02/2009 1,000.00 0 01/02/2009 1,000.00 0 01/04/2009 1,000.00	oan Wizard Total Amoun Frequency	t By I	3000.00 Month			
Ist Repayment Date Date Repayment 0 01/02/2009 1,000.00 1 01/03/2009 1,000.00 2 01/04/2009 1,000.00	oan Wizard Total Amoun Frequency Months	t By 1 3	3000.00 Month 🗸			
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0 01/02/2009 1,000.00 1 01/03/2009 1,000.00 2 01/04/2009 1,000.00	oan Wizard Total Amoun Frequency Months First Repaymen	t By f 3 it Date 01/0	3000.00 Month ← 22/2009 ←			
1 01/03/2009 1,000.00 2 01/04/2009 1,000.00	Dan Wizard Total Amoun Frequency Months First Repaymen	t By f 3 it Date 01/0 Date	3000.00 Month • 02/2009 • Repayment	1		
2 01/04/2009 1,000.00	oan Wizard Total Amoun Frequency Months First Repaymen	t By 1 3 it Date 01/0 Date /02/2009	3000.00 Month • 22/2009 • Repayment 1,000.00	1		
	oan Wizard Total Amoun Frequency Months First Repaymen I No 0 01, 1 01,	t By 1 3 t Date 01/0 Date /02/2009 /03/2009	3000.00 Month ▼ 22/2009 ▼ Repayment 1,000.00 1,000.00	1		
	oan Wizard Total Amoun Frequency Months First Repaymen I No 0 01 1 01 2 01	t By 1 3 tt Date 01/0 Date /02/2009 /03/2009 /04/2009	3000.00 Month			
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	oan Wizard Total Amoun Frequency Months First Repaymen I 0 01 0 01 0 01	t By 1 3 it Date 01/0 Date /02/2009 /03/2009 /04/2009	3000.00 Month			
	oan Wizard Total Amoun Frequency Months First Repaymen I 0 01, 0 01, 1 01, 2 01, 1 01, 2 01, 1 0	t By 1 3 it Date 01/0 Date /02/2009 /03/2009 /04/2009	3000.00			
	oan Wizard Total Amoun Frequency Months First Repaymen I 0 01 0 01 0 01 0 1 0 1 0 1 0 1 0	t By 1 3 it Date 01/0 Date /02/2009 /03/2009 /04/2009	3000.00 Month			
	oan Wizard Total Amoun Frequency Months First Repaymen 1 01, 2 01, 1 01, 2 01, 1 0, 1 01, 1 01,	t By 1 3 t Date 01/0 02/2009 /03/2009 /03/2009	3000.00			
	oan Wizard Total Amoun Frequency Months First Repaymen I 0 01 0 0 0 0	t By 1 3 t Date 01/0 Date /02/2009 /03/2009 /04/2009	3000.00 Month			

Generate Schedule

Cancel

OK

9. You can customize the repayment schedule if necessary. Click **OK** button once done.

	nount	4	3000.00	
Frequency		By Month	•	
Months		3		
First Repa	yment Date	01/02/2009		
		The Vac Vac of		
∃ No	Date	Repa	yment	
0	01/02/200	9	1,200.00	
1	02/03/200	9	1,000.00	
I 2	03/04/2009	9	800.00	

10. **Save** it.

Doc No. LO-0000 Doc Date 04/01/2 Code 006 Description 5 Balance	01 -			V Active		New Edit Delete
Doc Date 04/01/2 Code 006 Description Balance	009 • • 3,000.00)				Edit Delete
Code 006 Description Balance	3,000.00	D				Delete
Description Balance Transaction Schedule	3,000.00)				-
Balance Transaction Schedule	3,000.00)				Save
Transaction Schedule	-				Π	Cancel
						More
+			Ger	nerate	\square ,	Preview
Date R	epayment	Paid				Refresh
01/02/2009	1,000.00					
01/03/2009	1,000.00					Browse
01/04/2009	1,000.00				9	201

Auto Repayment

1. Payroll > New Payroll



09/04/2009 LPU.00017: Maintain Loan 2. Input Month = 2, Process Date = 28/02/2009 > Click Process button

- Transaction Pe Year: Process Date:	2009 - 28/02/2009 -	Month:	2		
Description Description 1 : Description 2 :	Month End (02.200	9)			
Ref 1: Ref 2:					

3. Double click on employee 006

001 LE	E CHONG WAI				
102 KC					
100	OO KIAN KEAT	Mon	th End (02	2009) - Eeh	2009
003 NI	ICOLE				2005
004 W	ONG CHUN HAN				
005 YA	AP KIM HOCK				
)06 T /	AN AH BENG		Print Pay Slip	Print EPF Borang A	
			Print Payroll Summary	Print SOCSO Borang 8A	
			Print Payment Summary	Print Income Tax CP39	

4. The **highlighted area** shows the auto repayment

LPU.00017: Maintain Loan

🎬 Month End (02.2009) [Peri	d: 02 / 2009]							• 💌
E Code Name	Welcome 006							×
001 LEE CHONG WA	a second	-						
002 KOO KIAN KEAT		×	3 - Q					
003 NICOLE		2010						
004 WONG CHUN HA	N Wages:	5,000.00	L <u>o</u> an:	1,000.00	TAN AH BE	NG		
005 YAP KIM HOCK	Allewances	-	Deductions		0010010100	5.671		
> 006 TAN AH BENG	Allowarice;		Deduction:					
	Overtime:		EPF:	550.00	Employer EPF:	600.00		
	Commission:		SOCSO:	14.75	Employer SOCSO	51.65		
	Claims:	-			PCB Monthly :	192.00		
	Paid Leave:	-	CP38:		Bonus :	101.00		
	Director Fees:	-	Unpaid Leave:	-	Director Fees :			
	Bonus:	-	Advance:	-	Total :	192.00		
	Gross Pay:	5,000,00	Gross Deduct:	1,756,75	Gross Net Pay:	3,243,25	(Adjustment)	
	<	-,		2,	Net Pav:	3.243.25		
					<u></u>		2	
	Loan							×
	😥 📀							
	🗄 Trans Date	Post Date	Descrip	ition	REF1	REF2	Amount	
	01/02/2009	01/02/2009	Auto Repayment				1,000.00	
6			Count	= 1	1		1,000.00	
Process Missing Employ	e							

5. The following print screen illustrates how to change the amount of auto repayment

LPU.00017: Maintain Loan

Code	Name	Welcome 006							
001	LEE CHONG WAI	i and		-					
002	KOO KIAN KEAT		× Sal	- Q					
003	NICOLE	1							_
004	WONG CHUN HAN	Wages:	5,000.00	Loan:	1,000.00	TAN AH BEI	NG		
005	YAP KIM HOCK	Allowance		Deduction					
06	TAN AH BENG	Allowance,		Deduction.	-				
		Overtime:	-	EPF:	550.00	Employer EPF:	600.00		
		Commission:	-	SOCSO:	14.75	Employer SOCSO:	51.65		
					1.175	DCR	51.05		
		Claims:	-			Monthly :	192.00		
		Paid Leave:	-	CP38:	-	Ropus :			
				11	_	Donus .	-		
		Director Fees:		Unpaid Leave:		Director Fees :			
		Bonus:	-	Advance:	-	Total :	192.00		
		Gross Pay:	5,000.00	Gross Deduct:	1,756.75	Gross Net Pay:	3,243.25	(Adjustment)	
		<				Net Pay: 3	,243.25		
		Loan							
		Trans Date	Post Date	Descrip	tion	REF1	REF2	Amount	
		I 01/02/2009	01/02/2009	Auto Repayment			80	0)

Advance Repayment

1. Go to Human Resource > Loan > Maintain Loan

🎬 Loan					
Doc No.	Date	Code	Name	Active	New
▶LO-00001	04/01/2009	006	TAN AH BENG		<u>I</u> ew
					<u>E</u> dit ▼
					Delete
					More

2. Select the record > Click **Edit**

뺠	Loan					- • ×
3	Doc No.	Date	Code	Name	Active	New
₽ LI	0-00001	04/01/2009	006	TAN AH BENG		- Idem
						<u>E</u> dit ▼
						Delete
						Delete
						n
						<u>M</u> ore ▼
						Preview -
						Refresh
						De <u>t</u> ail 👻
						J ——~
In						
	S.					

3. Go to **Transaction** tab > Add an entry > Select **Advance Repayment** from the Type drop down list

Doc No.	LO-00001	•			Active	New
Doc Date	04/01/2009	•				Edit
Code	006	*				Delete
Description						Save
Balance	2,000	.00				Cancel
						More
Transaction	Schedule					Preview
Transaction	Schedule Type	Description	DR	CR	Balance	> Preview Refresh
Transaction Trans	Schedule Type 09 Loan Amount	Description Loan Amount	DR 2,000.00	CR -	Balance 2,000.00	 Preview Refresh
Transaction	Schedule Type 09 Loan Amount 09 Loan Interest	Description Loan Amount Loan Interest	DR 2,000.00 1,000.00	CR -	Balance 2,000.00 3,000.00	 Preview Refresh Browse
Transaction	Schedule Type 09 Loan Amount 09 Loan Interest 09 Auto Repayment	Description Loan Amount Loan Interest Auto Repayment	DR 2,000.00 1,000.00	CR - - 1,000.00	Balance 2,000.00 3,000.00 2,000.00	Preview Refresh Browse
Transaction	Schedule Type O9 Loan Amount O9 Loan Interest O9 Auto Repayment O9 Loan Amount	Description Loan Amount Loan Interest Auto Repayment Loan Amount	DR 2,000.00 1,000.00	CR - 1,000.00	Balance 2,000.00 3,000.00 2,000.00 2,000.00	Preview Refresh Browse
Transaction	Schedule Type O9 Loan Amount O9 Loan Interest O9 Auto Repayment Coan Amount Loan Amount Loan Amount Auto Repayment Advance Repayment	Description Loan Amount Loan Interest Auto Repayment Loan Amount	DR 2,000.00 1,000.00	CR - 1,000.00 -	Balance 2,000.00 3,000.00 2,000.00 2,000.00	Preview Refresh Browse

4. Key-in **Advance Repayment** as **1800** > **Save** it once done.

09/04/2009	
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Doc No	LO-00001	-		E	Active		New
Doc Not	04/01/2000				Active	Ē	Edit
JUC Date	04/01/2009	• 					
Code	006	•				-	Delete
Description							Save
Balance	200.	.00					Cancel
							cancej
ransaction	Schedule						More
	JUICULIC						
	Schedule					1.6	Preview
	Turce	Description	DD.	CD	Palanco	,	Preview
Date	Type 9 Loan Amount	Description	DR 2.000.00	CR	Balance],[Preview
Date 04/01/2009 04/01/2009	Type 9 Loan Amount 9 Loan Interest	Description Loan Amount Loan Interest	DR 2,000.00 1,000.00	CR -	Balance 2,000.00 3,000.00		Preview
Date 04/01/2009 04/01/2009 01/02/2009	Type 9 Loan Amount 9 Loan Interest 9 Auto Repayment	Description Loan Amount Loan Interest Auto Repayment	DR 2,000.00 1,000.00	CR - - 1,000.00	Balance 2,000.00 3,000.00 2,000.00		Preview Refresh Browse
Date 04/01/2009 04/01/2009 01/02/2009	Type 9 Loan Amount 9 Loan Interest 9 Auto Repayment 9 Advance Repa	Description Loan Amount Loan Interest Auto Repayment Advance Repayment	DR 2,000.00 1,000.00 -	CR - - 1,000.00 1,800.00	Balance 2,000.00 3,000.00 2,000.00 200.00		Preview Refresh Browse
 Date 04/01/2009 04/01/2009 01/02/2009 23/02/2009 	Type 9 Loan Amount 9 Loan Interest 9 Auto Repayment 9 Advance Repa	Description Loan Amount Loan Interest Auto Repayment Advance Repayment	DR 2,000.00 1,000.00 -	CR - 1,000.00 1,800.00	Balance 2,000.00 3,000.00 2,000.00 200.00		Preview Refresh Browse
 Date 04/01/2009 04/01/2009 01/02/2009 1/02/2009 	Type 9 Loan Amount 9 Loan Interest 9 Auto Repayment 9 Advance Repa	Description Loan Amount Loan Interest Auto Repayment Advance Repayment	DR 2,000.00 1,000.00 -	CR - 1,000.00 1,800.00	Balance 2,000.00 3,000.00 2,000.00 200.00		Preview Refresh Browse
Date 04/01/2009 04/01/2009 01/02/2009 (23/02/2009	Type 9 Loan Amount 9 Loan Interest 9 Auto Repayment 9 Advance Repa	Description Loan Amount Loan Interest Auto Repayment Advance Repayment	DR 2,000.00 1,000.00 -	CR - 1,000.00 1,800.00	Balance 2,000.00 3,000.00 2,000.00 200.00		Preview Refresh Browse

Print Loan Repayment History

1. Go to Human Resource > Loan > Print Loan Repayment History



2. Specify the **Date Range** > Click **Apply** button

🖥 Loan Repa	yment History			
Date 01/01	/2009 🔻 ta	o 31/12/2009		
Branch:		▼ Emp	loyee:	▾
Department:		~		
Group:		~		
		L	^	Apply

ł	Loan Repaymen	t History					
Da	ate 01/01/2009		/2009 👻				
Br	anch:		•	Employee:	m		
				Linpio feet			
De	epartment:		▼ []				
Gr	roup:		▼				
			G	^			
		ř					Appiy
Rep	payment History						
Dr I	Date 04/01/2009	Doc No.	y that column 006	Code	Schedule Balar	nce Actual	Balance 200.00
		Count = 1		Γ			200.00
		count	6	×	2		200100
		Repayn	nent	Bala	nce		
	Date	Schedule	Actual	Schedule	Actual	Discrepancy	
100			-	3,000.00	3,000.00	-	
	04/01/2009	-	- Commences	the second s			
•	04/01/2009 01/02/2009	1,000.00	1,000.00	2,000.00	2,000.00	-	
•	04/01/2009 01/02/2009 23/02/2009	1,000.00	1,000.00 1,800.00	2,000.00 2,000.00	2,000.00 200.00	- 1,800.00	
	04/01/2009 01/02/2009 23/02/2009 01/03/2009	1,000.00 - 1,000.00	1,000.00 1,800.00 -	2,000.00 2,000.00 1,000.00	2,000.00 200.00 200.00	- 1,800.00 800.00	
	04/01/2009 01/02/2009 23/02/2009 01/03/2009 01/04/2009	1,000.00 - 1,000.00 1,000.00	1,000.00 1,800.00 - -	2,000.00 2,000.00 1,000.00 -	2,000.00 200.00 200.00 200.00	- 1,800.00 800.00 -200.00	
	04/01/2009 01/02/2009 23/02/2009 01/03/2009 01/04/2009	1,000.00 - 1,000.00 1,000.00	1,000.00 1,800.00 - -	2,000.00 2,000.00 1,000.00 -	2,000.00 200.00 200.00 200.00	- 1,800.00 800.00 -200.00	