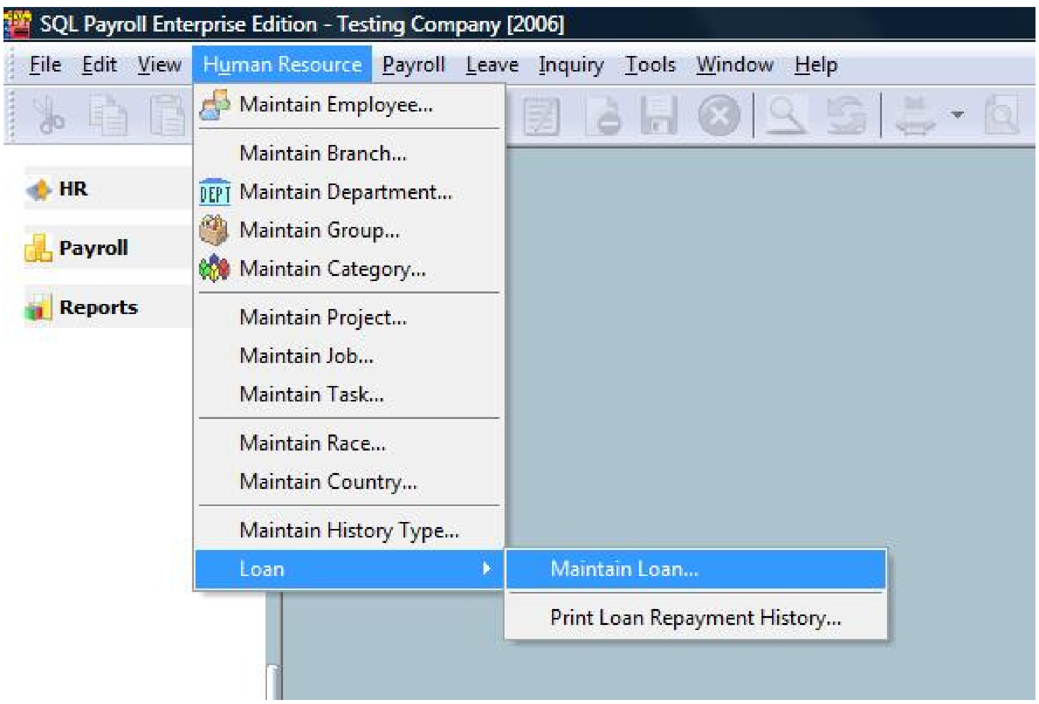
Maintain Loan

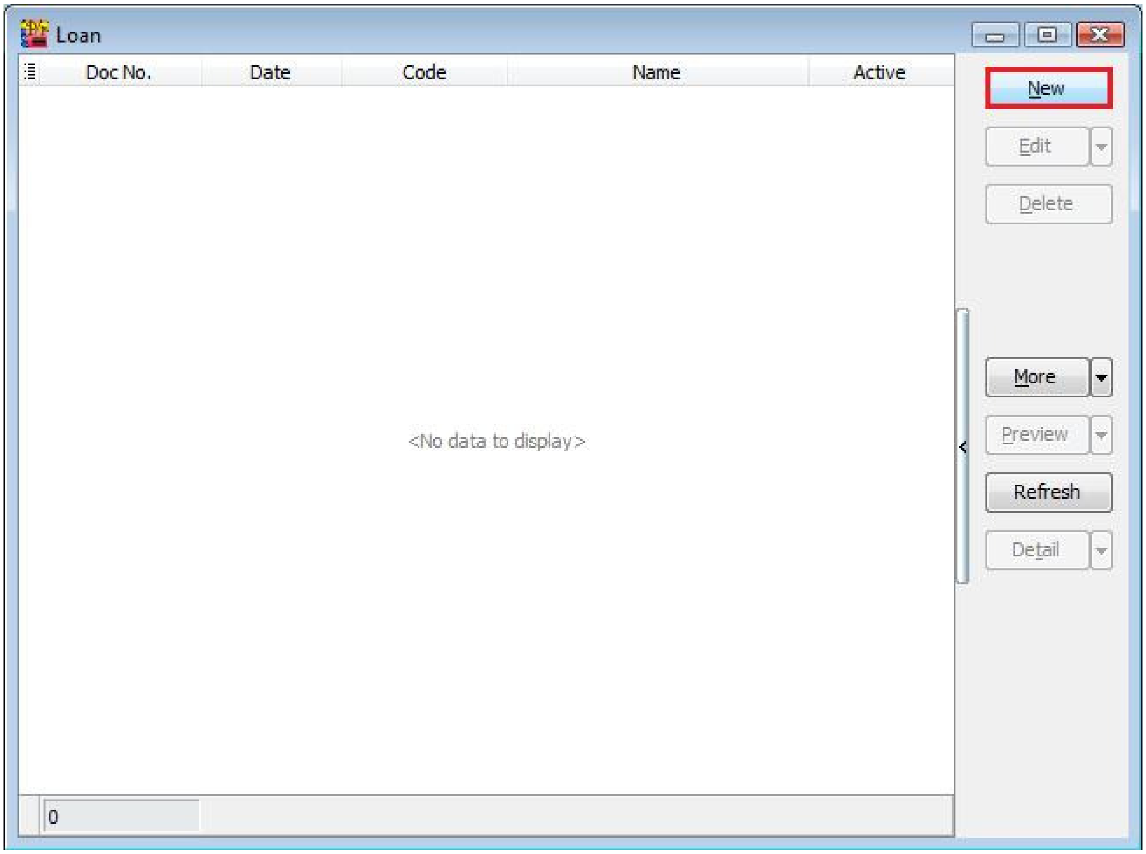
Assume I've the following scenario:

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

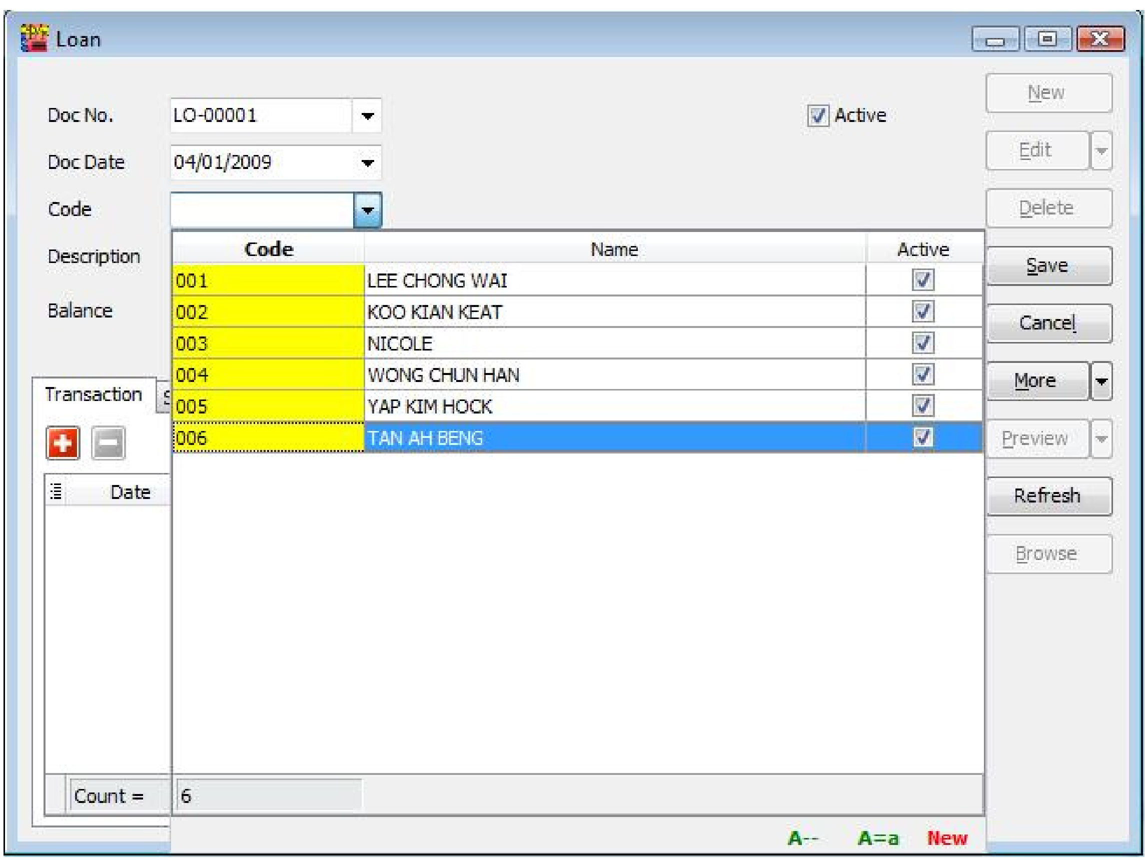
1. Go to Human Resource > Loan > **Maintain Loan**



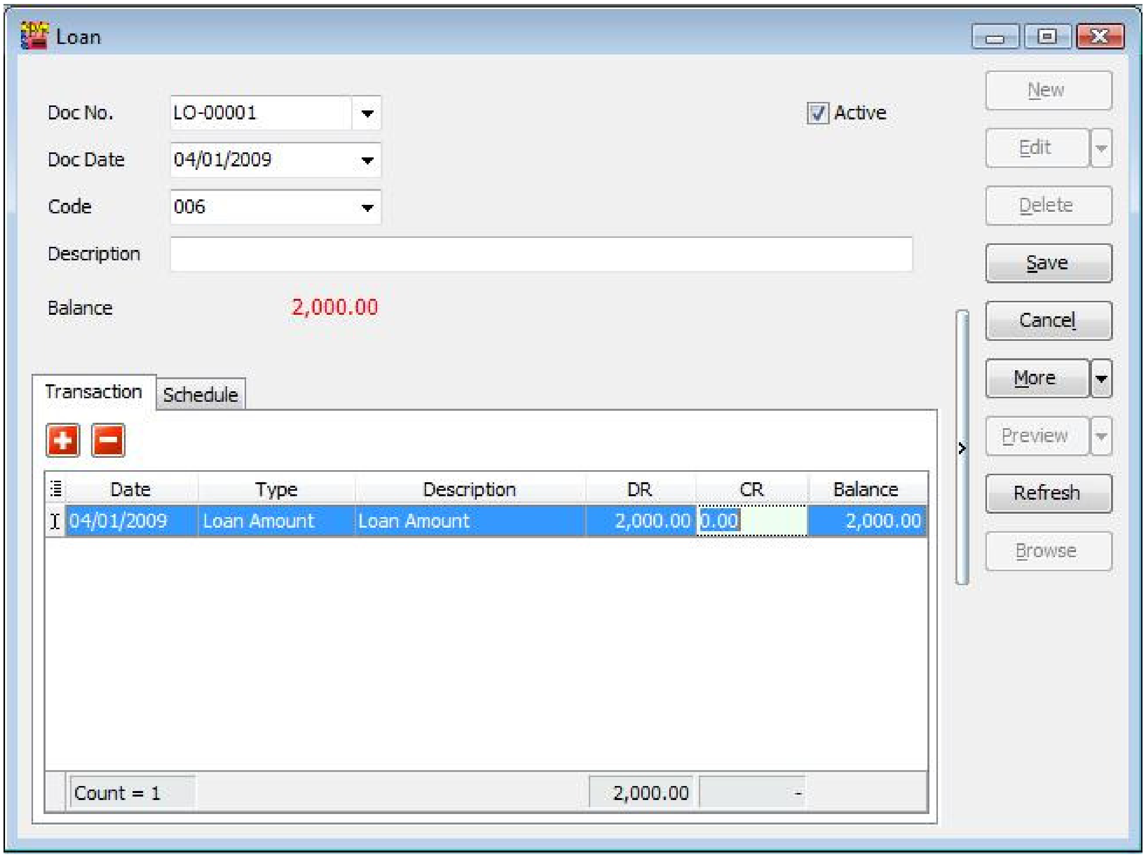
2. Click **New**



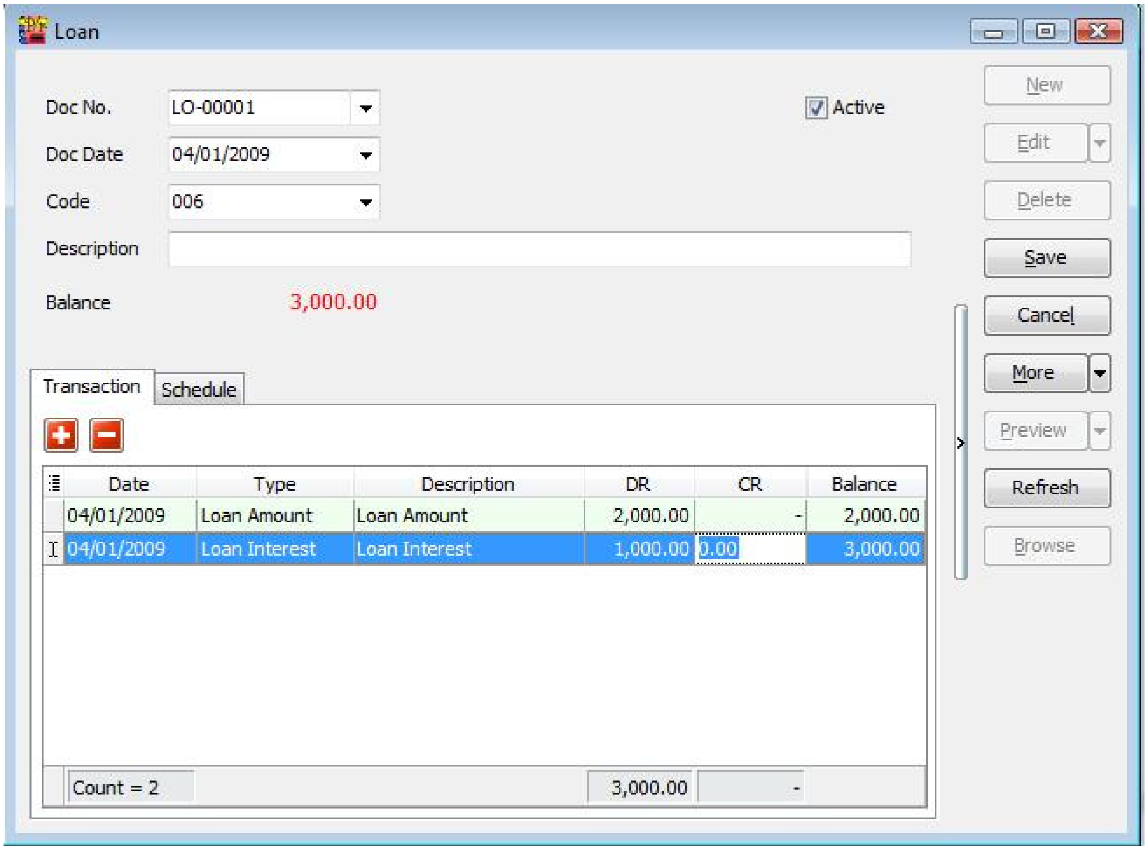
3. Select the **employee 006** from the drop down list



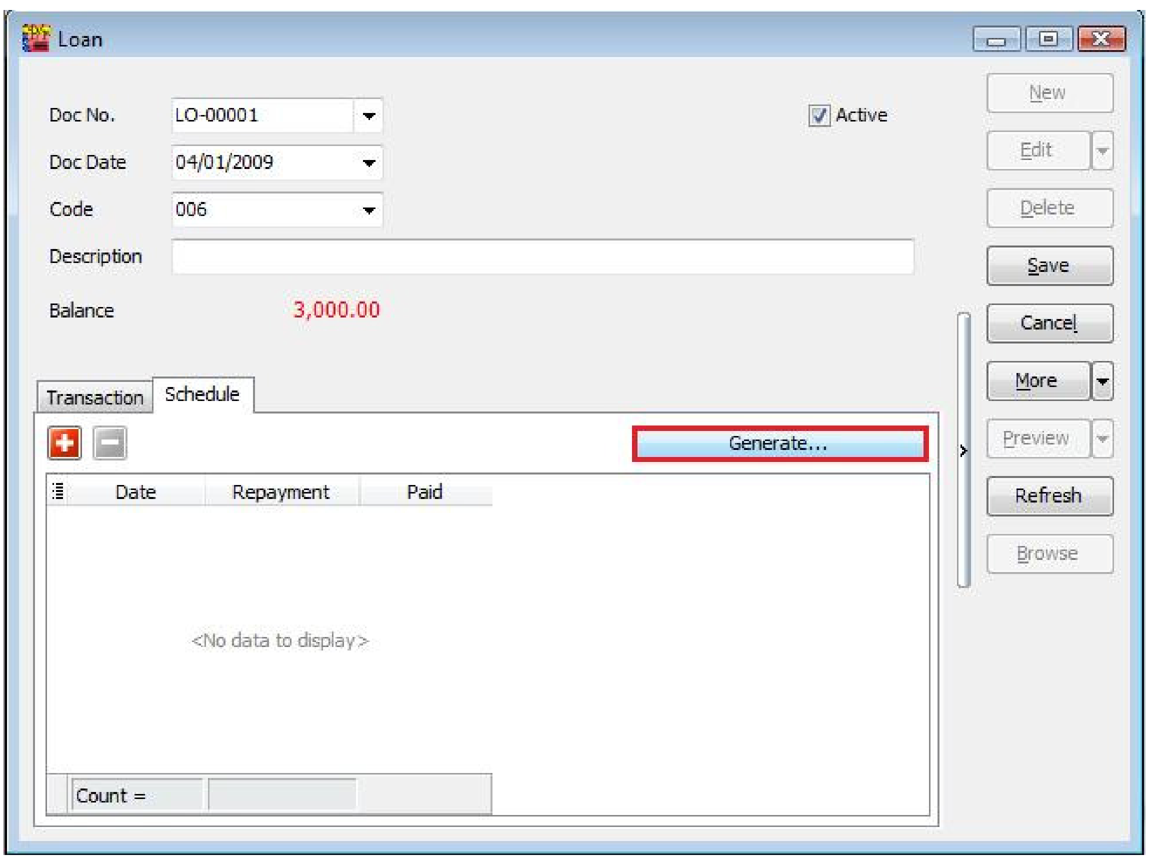
4. Go to **Transaction** tab > Add an entry > Key-in the **Loan Amount** as **2000**



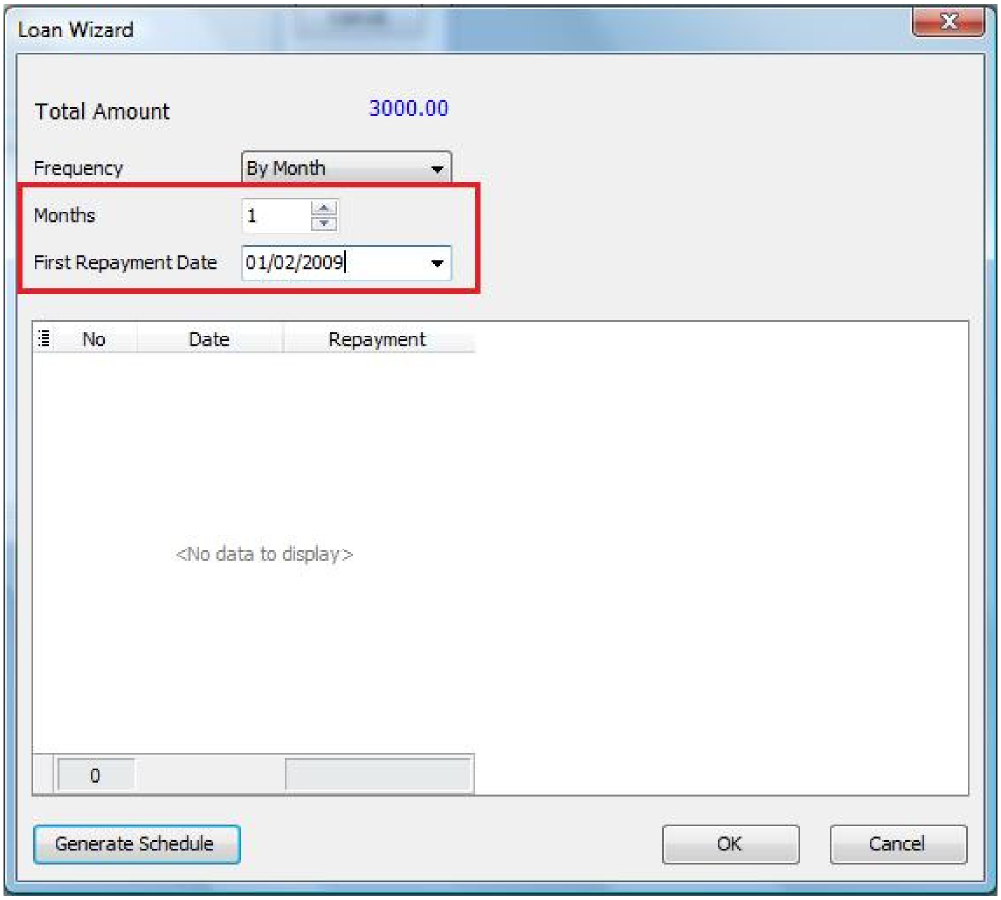
5. Add an entry > Key-in the **Loan Interest** as **1000**



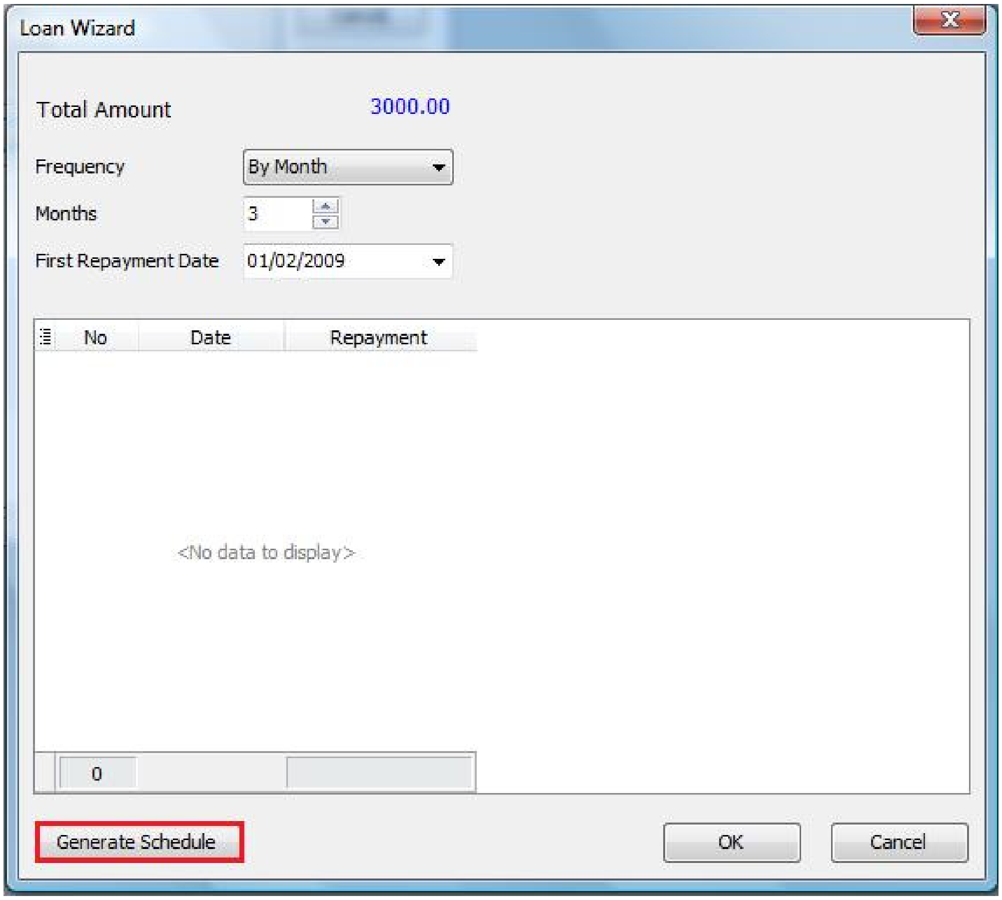
6. Go to **Schedule** tab > Click **Generate** button

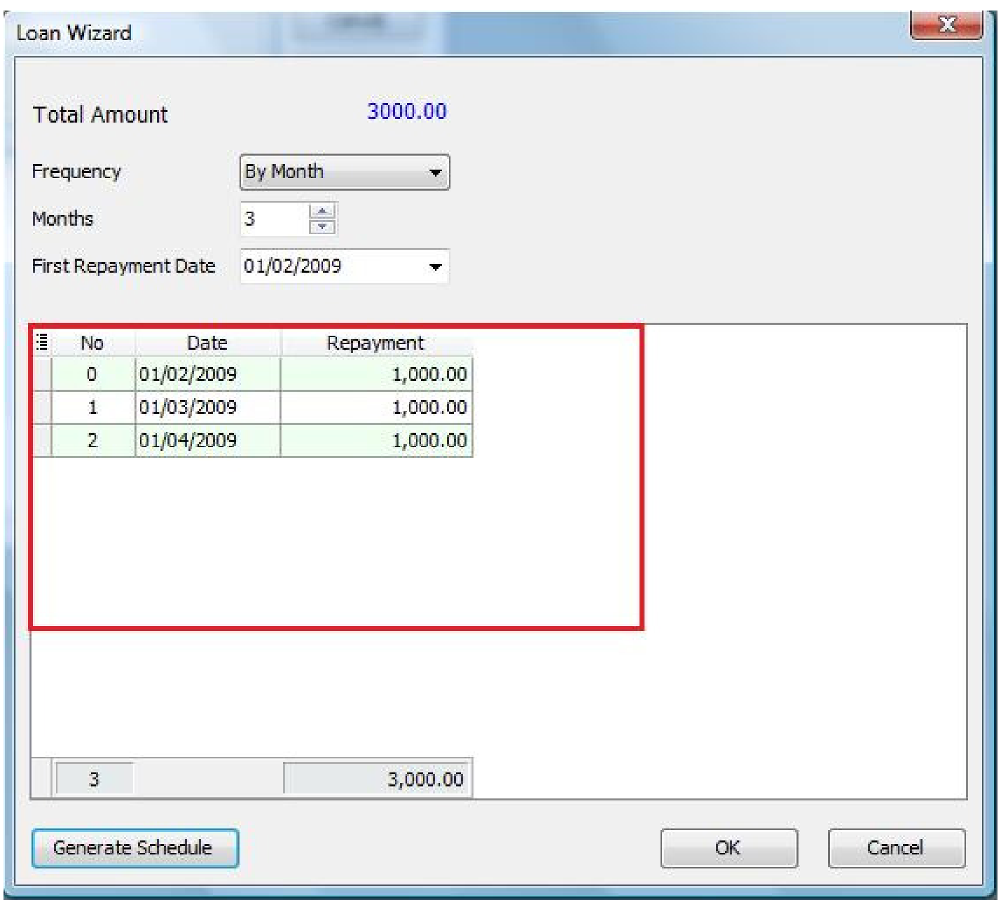


7. Input **Months = 3**, **First Repayment Date = 01/02/2009**

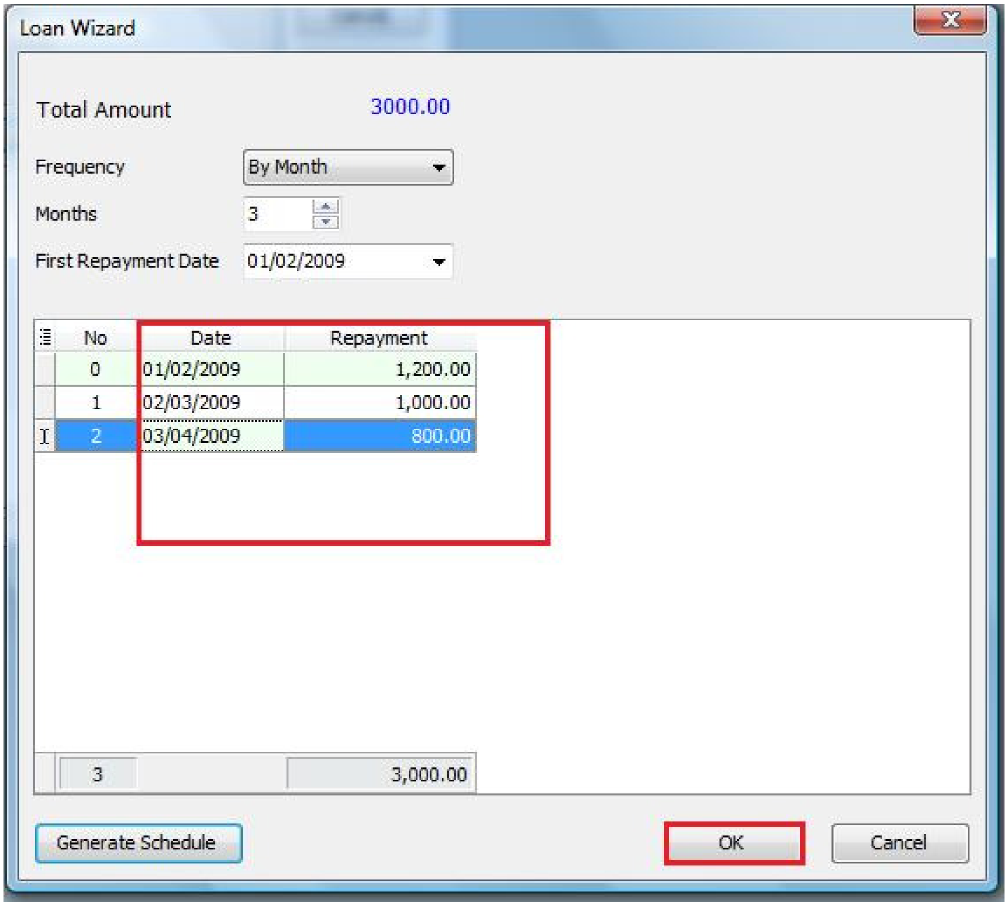


8. Click **Generate Schedule** button

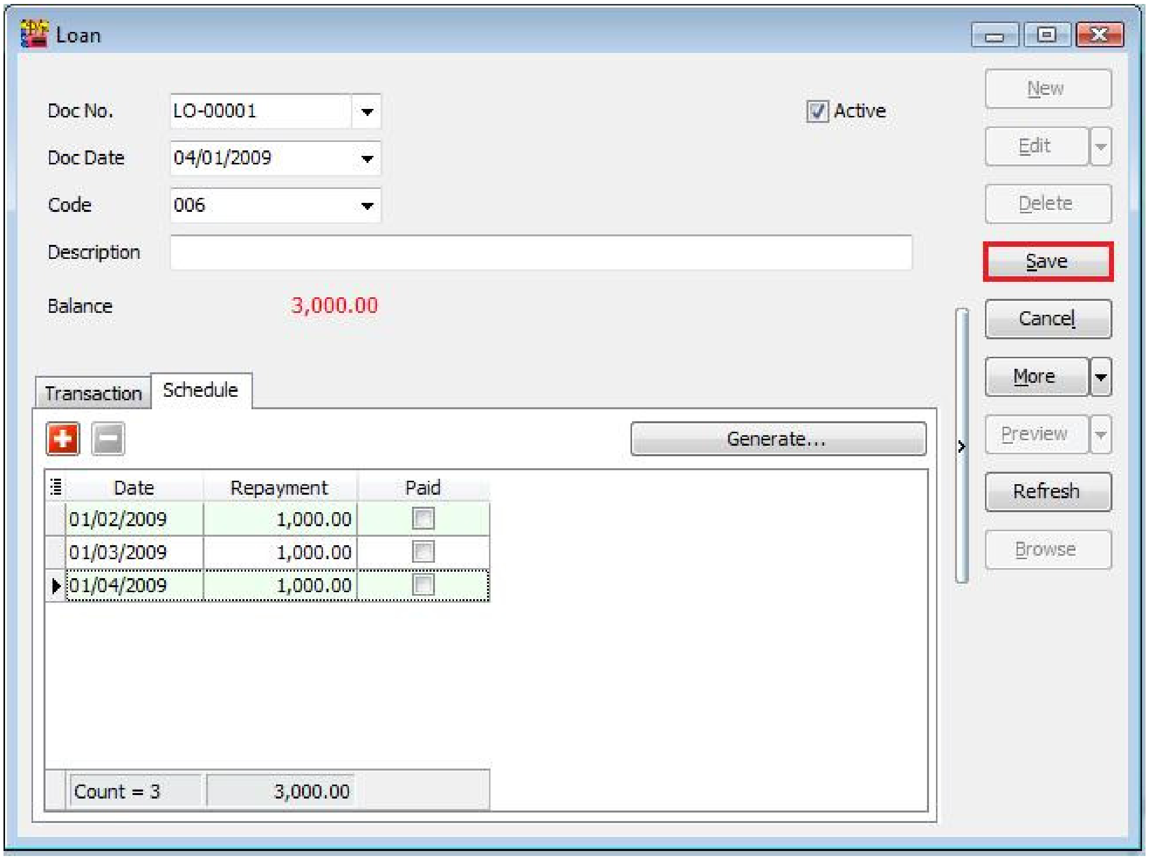

Loan Wizard
Total Amount 3000.00
Frequency By Month
Months 3
First Repayment Date 01/02/2009
No Date Repayment
<No data to display>
0
Generate Schedule
OK
Cancel


Loan Wizard
Total Amount 3000.00
Frequency By Month
Months 3
First Repayment Date 01/02/2009
No Date Repayment
0 01/02/2009 1,000.00
1 01/03/2009 1,000.00
2 01/04/2009 1,000.00
3 3,000.00
Generate Schedule
OK
Cancel

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

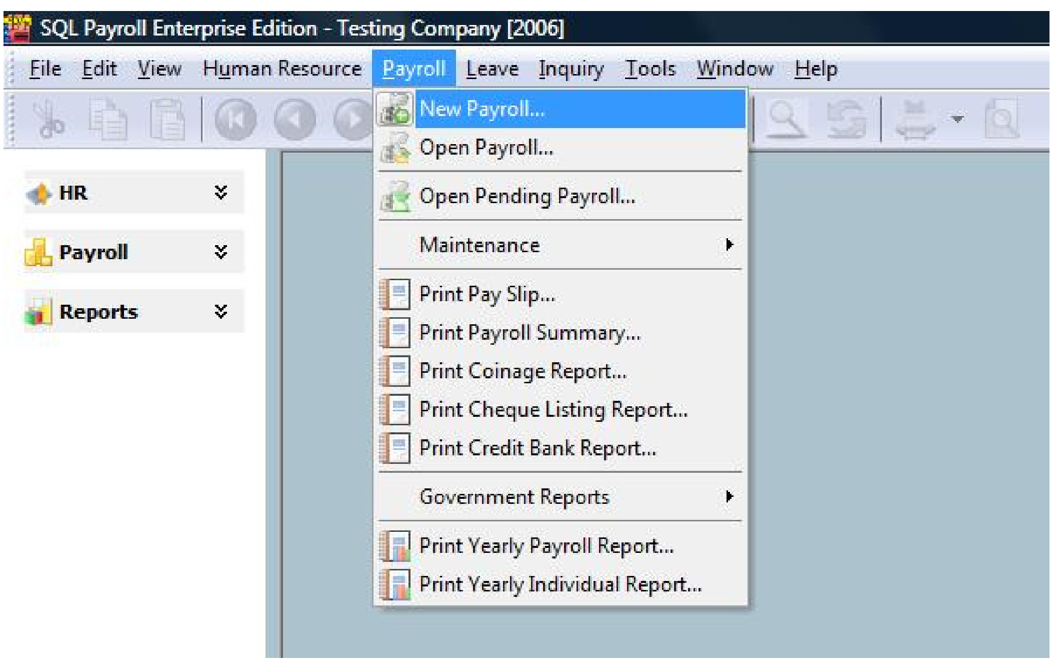


10. **Save** it.

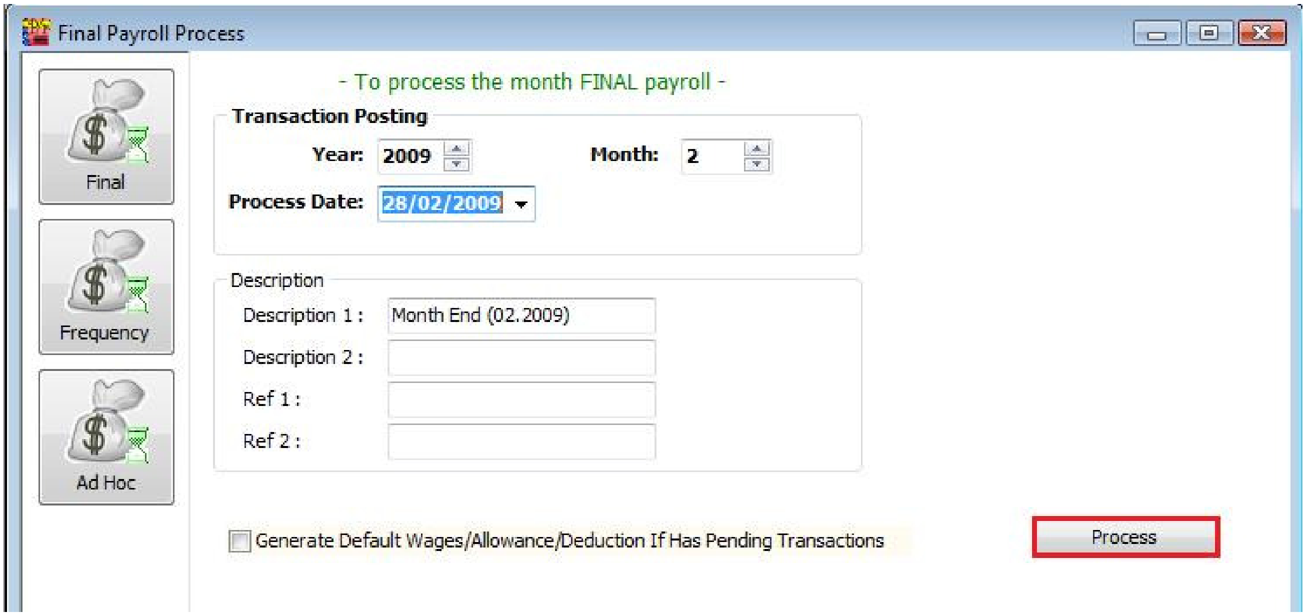


Auto Repayment

1. Payroll > New Payroll

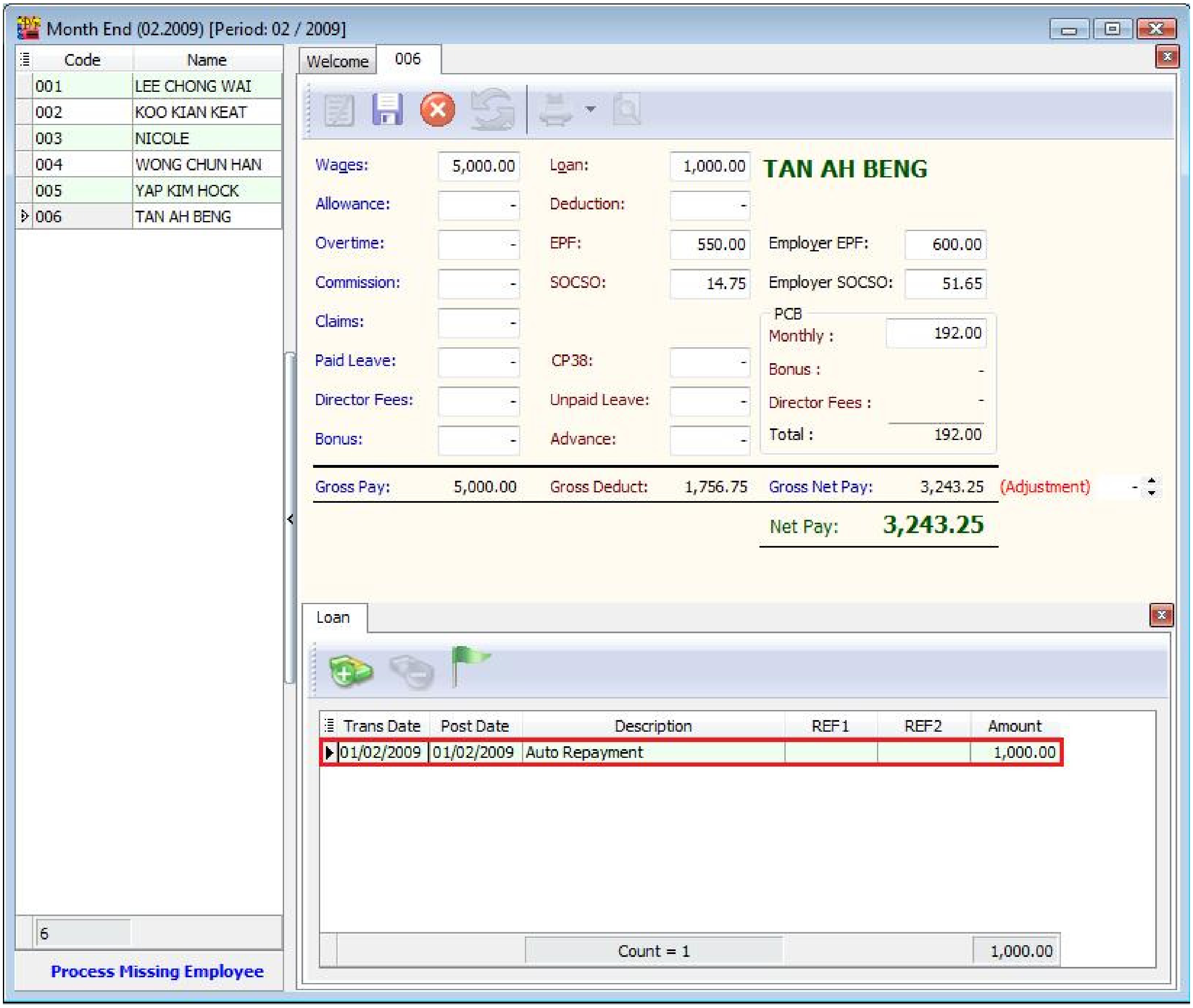


2. Input **Month = 2**, **Process Date = 28/02/2009** > Click **Process** button

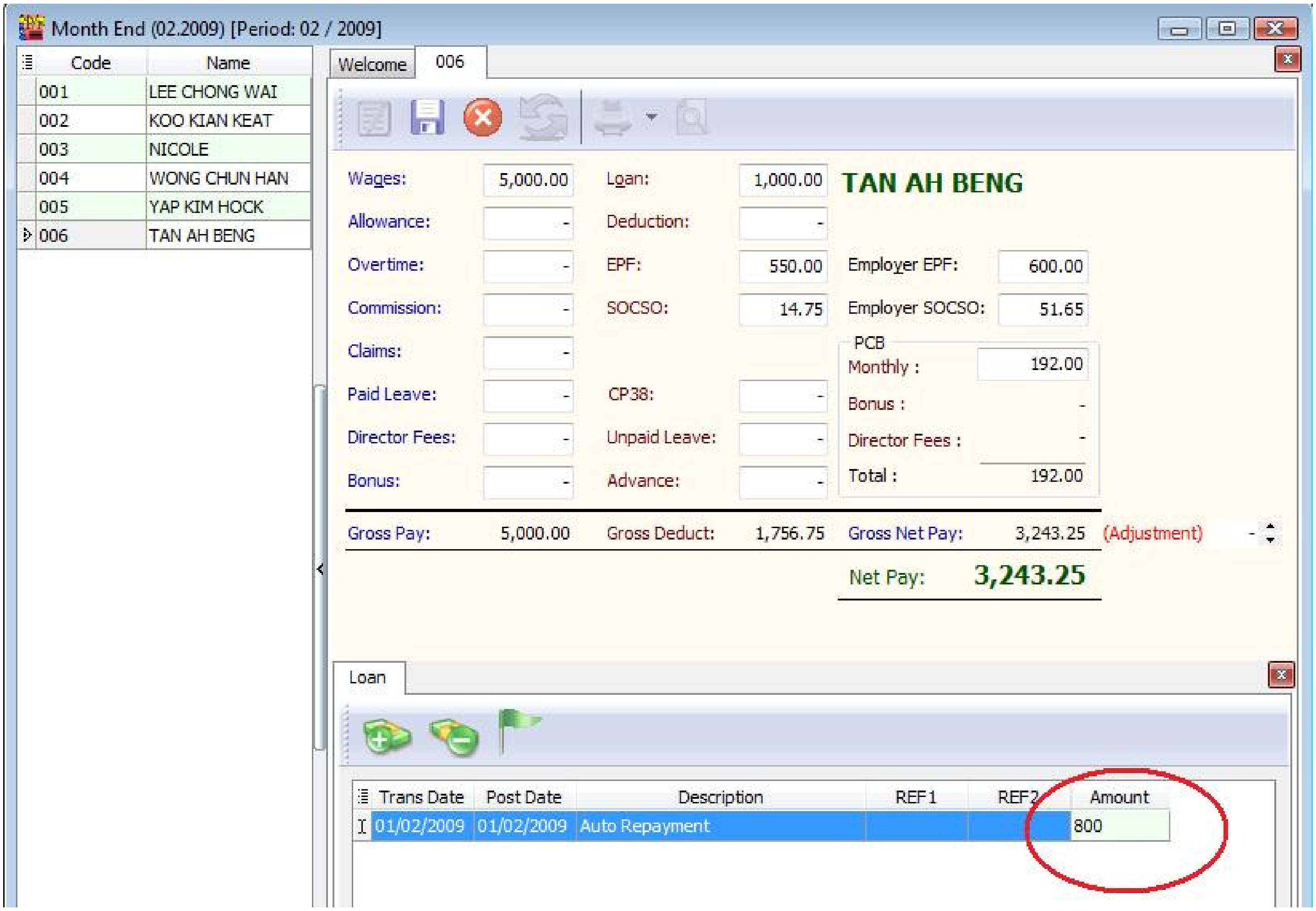


3. Double click on employee 006

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

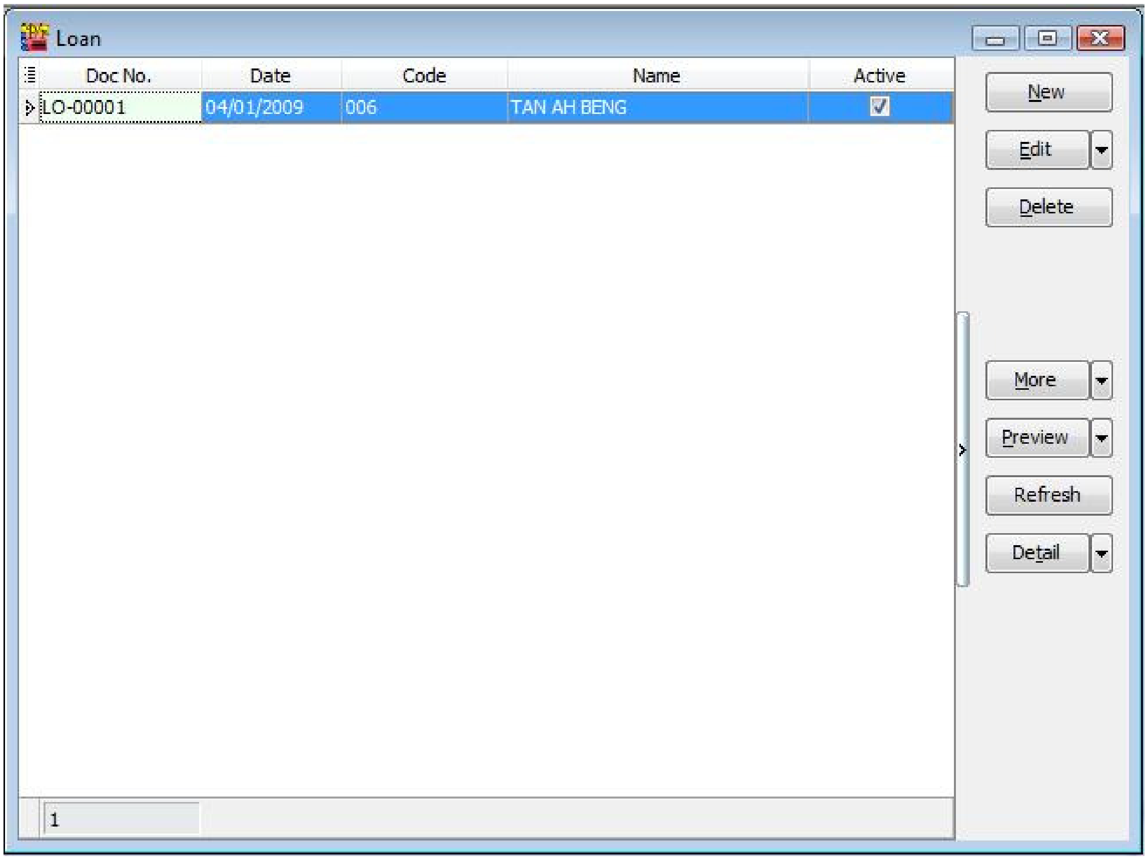


5. The following print screen illustrates how to change the amount of auto repayment

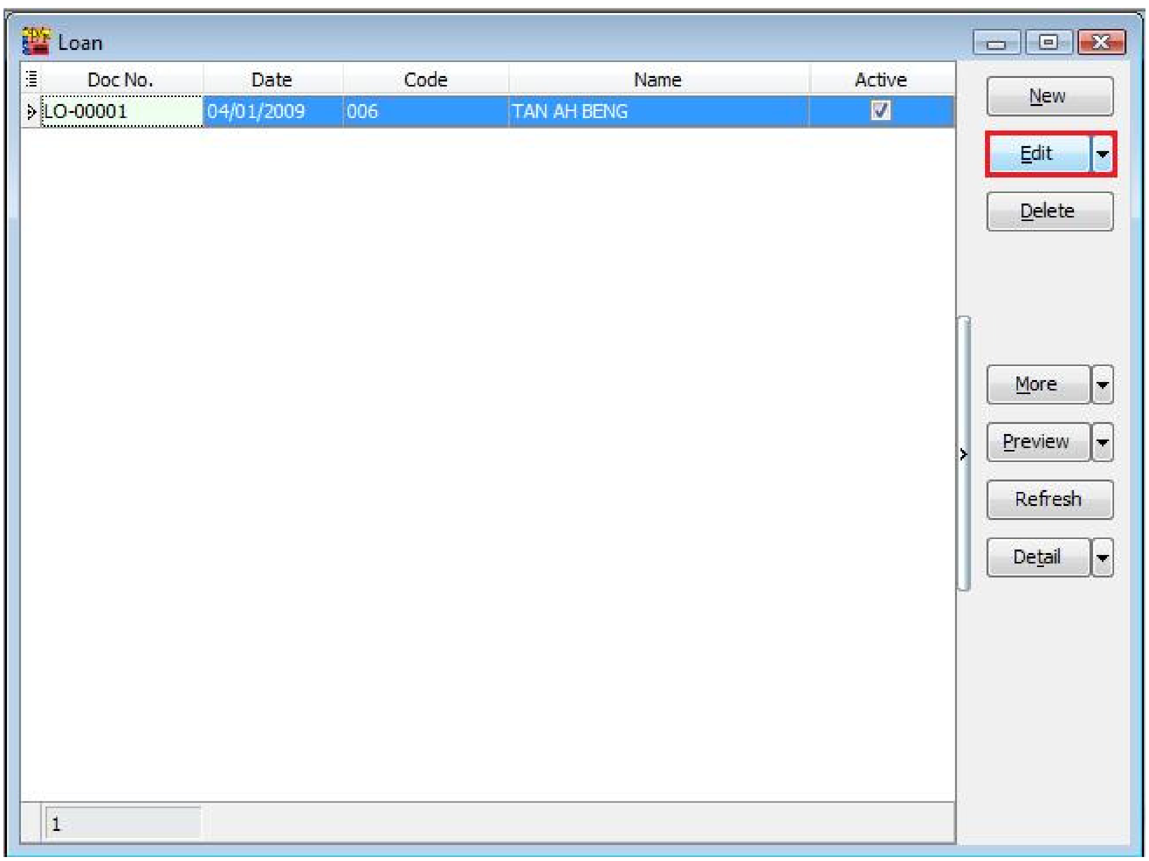


Advance Repayment

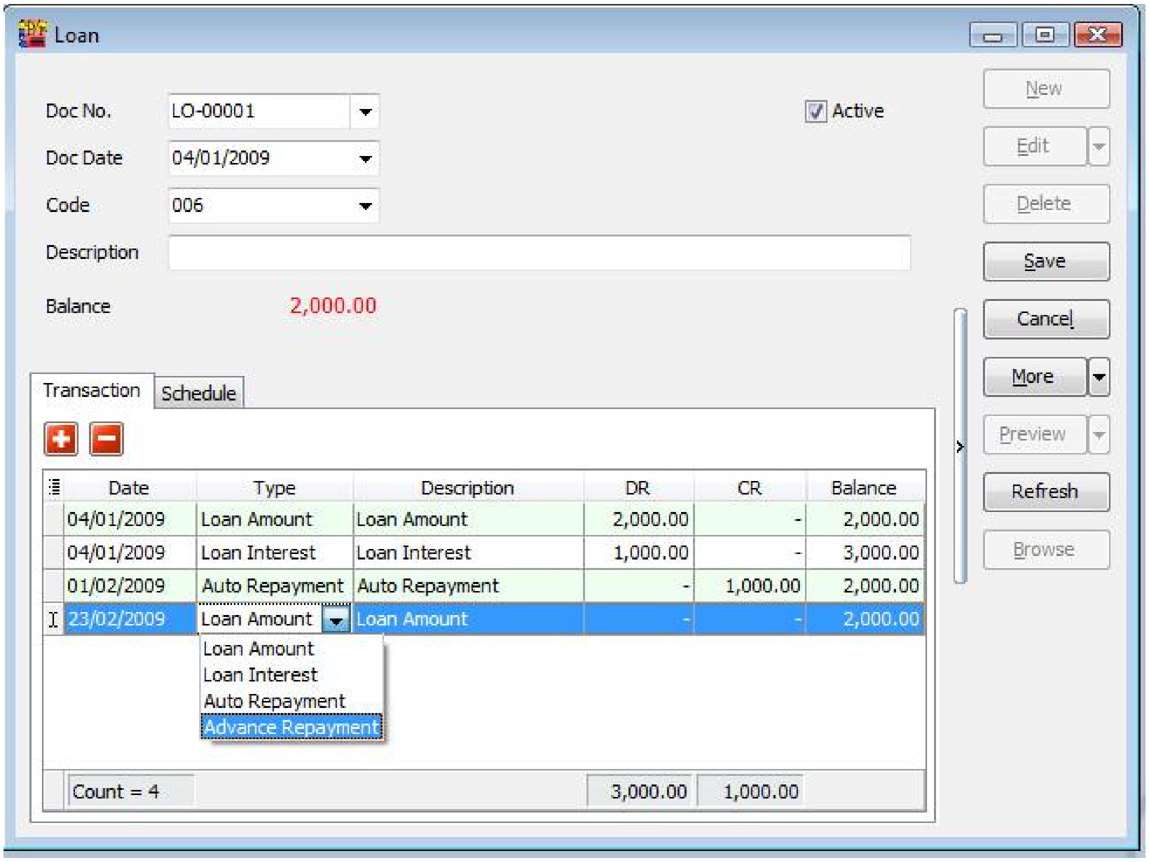
1. Go to Human Resource > Loan > **Maintain Loan**



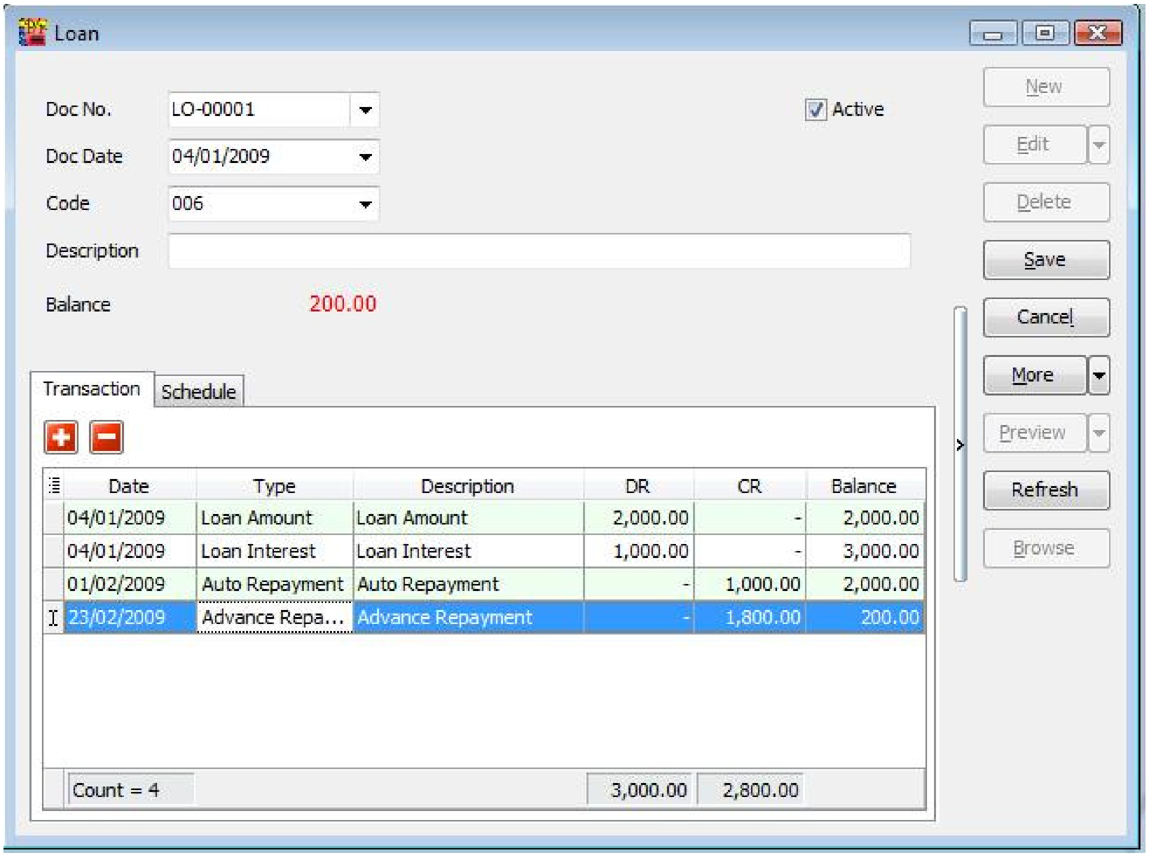
2. Select the record > Click **Edit**



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

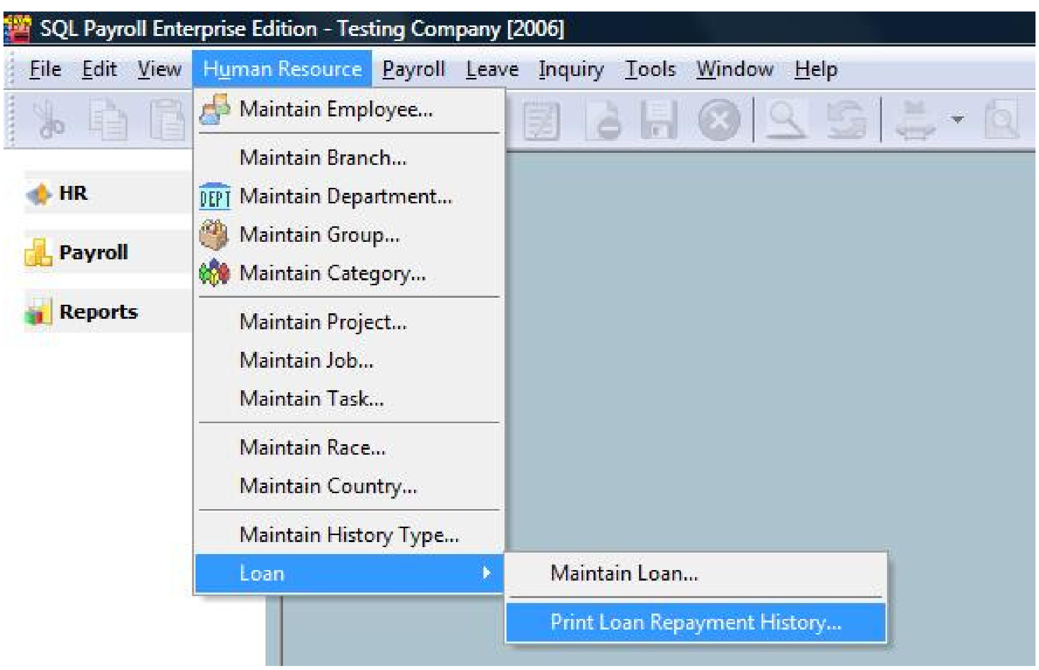


4. Key-in **Advance Repayment** as **1800** > **Save** it once done.

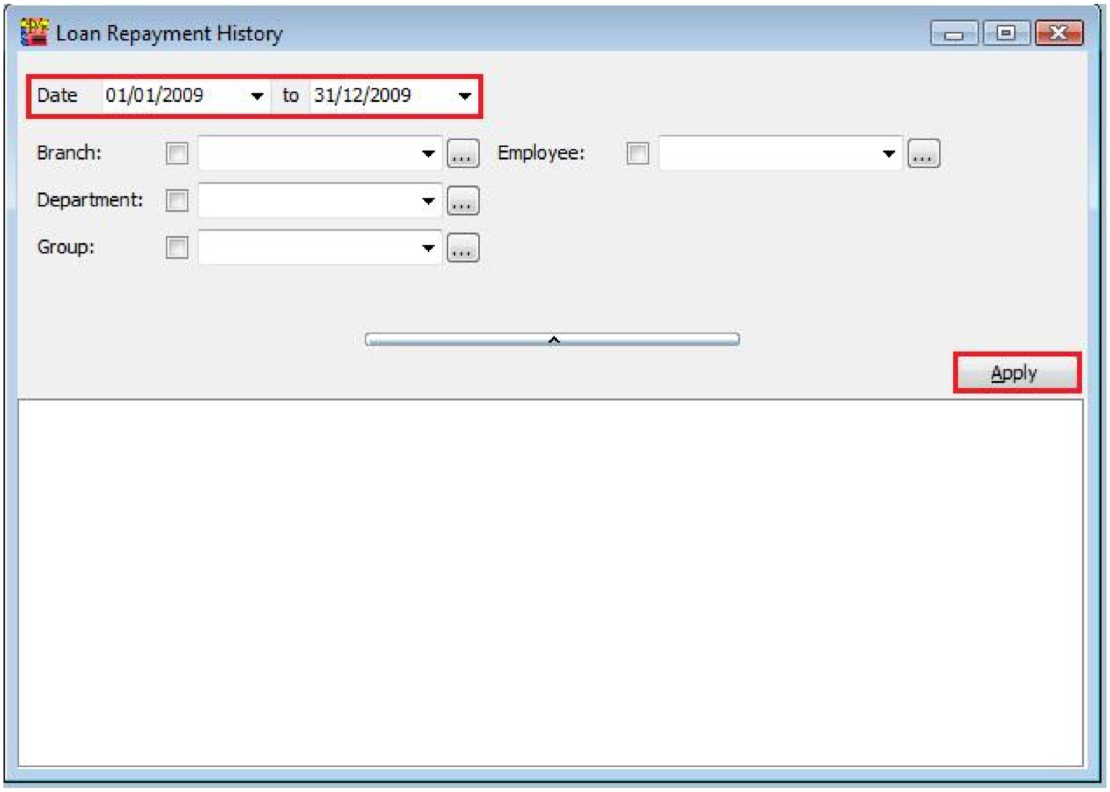


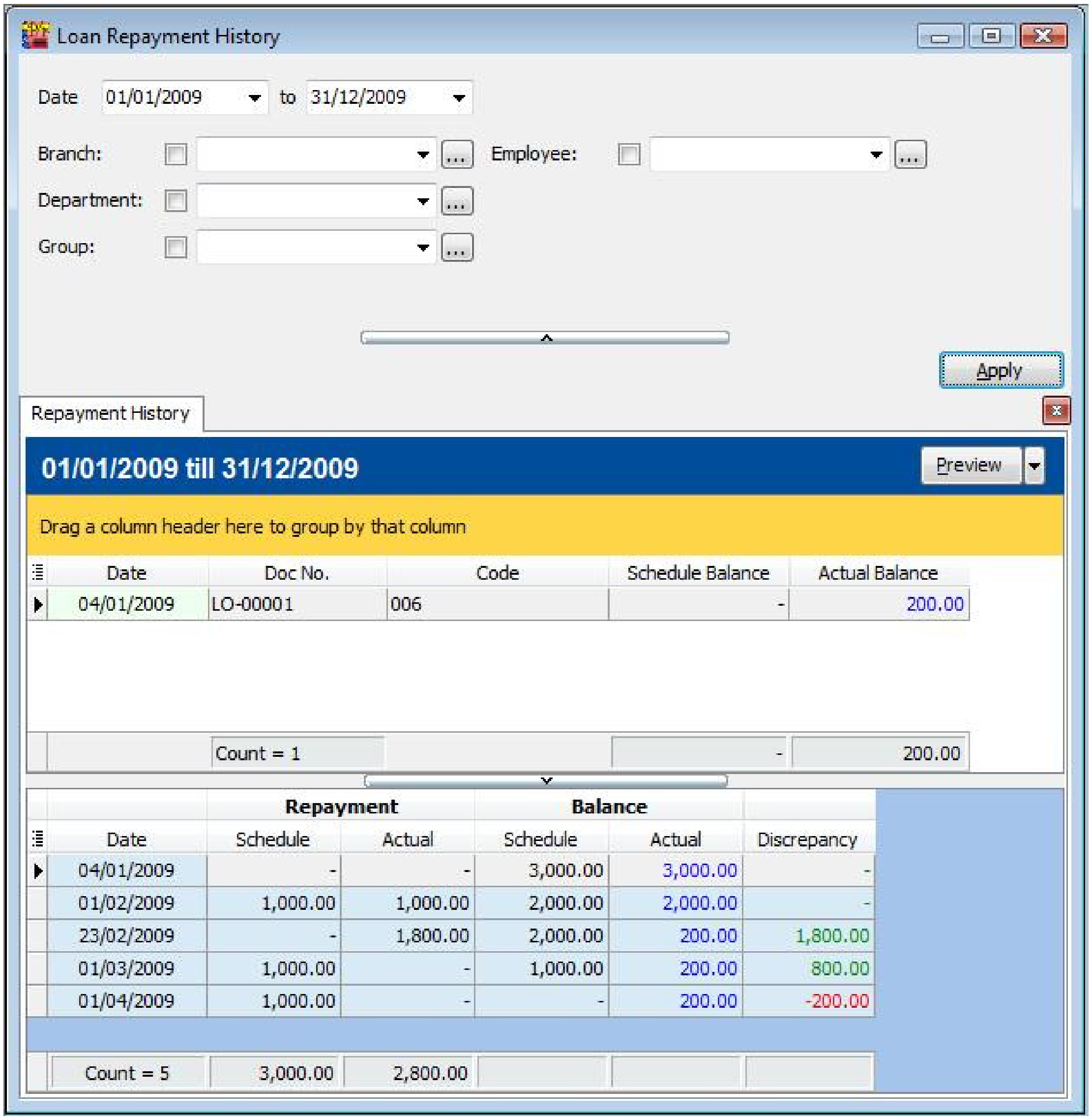
Print Loan Repayment History

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



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


Loan Repayment History
Date 01/01/2009 to 31/12/2009
Branch:
Employee:
Department:
Group:
Apply



Date	Doc No.	Code	Schedule Balance	Actual Balance
04/01/2009	LO-00001	006	-	200.00
	Count = 1		-	200.00

	Repayment		Balance		
Date	Schedule	Actual	Schedule	Actual	Discrepancy
04/01/2009	-	-	3,000.00	3,000.00	-
01/02/2009	1,000.00	1,000.00	2,000.00	2,000.00	-
23/02/2009	-	1,800.00	2,000.00	200.00	1,800.00
01/03/2009	1,000.00	-	1,000.00	200.00	800.00
01/04/2009	1,000.00	-	-	200.00	-200.00
Count = 5	3,000.00	2,800.00			