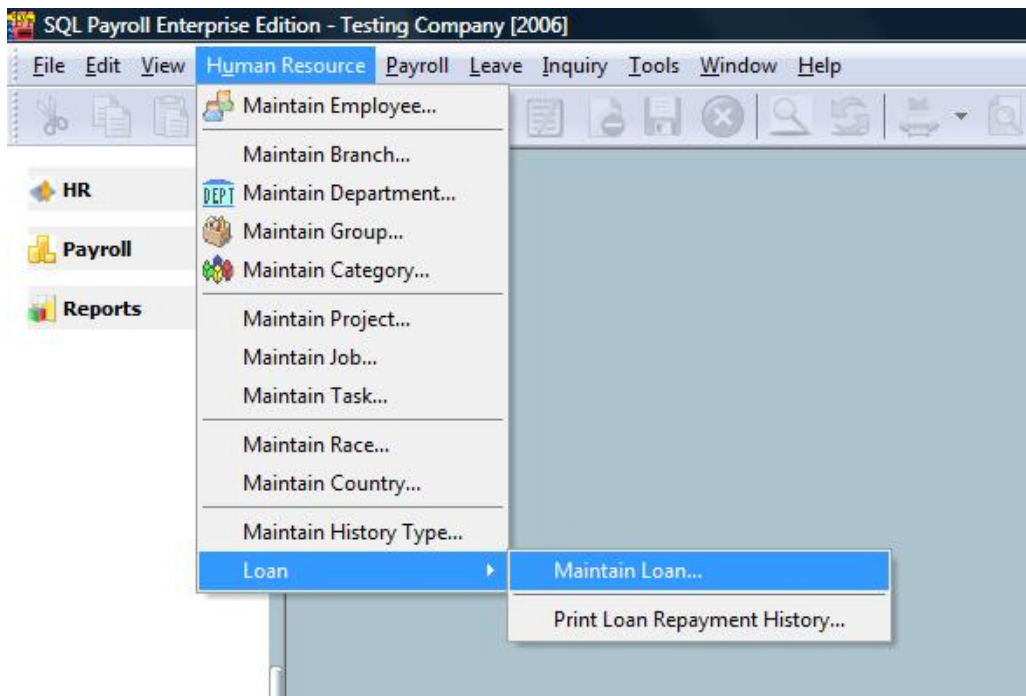


## Maintain Loan

Assume I've the following scenario:

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

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



2. Click **New**

Loan

| Doc No.              | Date | Code | Name | Active |
|----------------------|------|------|------|--------|
| <No data to display> |      |      |      |        |

0

New Edit Delete More Preview Refresh Detail

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

Loan

Doc No. LO-00001 Active ☒

Doc Date 04/01/2009

Code

| Code | Name          | Active                              |
|------|---------------|-------------------------------------|
| 001  | LEE CHONG WAI | <input checked="" type="checkbox"/> |
| 002  | KOO KIAN KEAT | <input checked="" type="checkbox"/> |
| 003  | NICOLE        | <input checked="" type="checkbox"/> |
| 004  | WONG CHUN HAN | <input checked="" type="checkbox"/> |
| 005  | YAP KIM HOCK  | <input checked="" type="checkbox"/> |
| 006  | TAN AH BENG   | <input checked="" type="checkbox"/> |

Transaction S

Count = 6

A-- A=a New

New Edit Delete Save Cancel More Preview Refresh Browse

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

The screenshot shows a software window titled "Loan". It contains several input fields and a table. The "Doc No." field is set to "LO-00001", "Doc Date" is "04/01/2009", and "Code" is "006". The "Balance" field displays "2,000.00" in red. The "Active" checkbox is checked. On the right side, there are buttons for "New", "Edit", "Delete", "Save", "Cancel", "More", "Preview", "Refresh", and "Browse". Below the input fields, there are two tabs: "Transaction" (selected) and "Schedule". The "Transaction" tab contains a table with the following data:

|   | Date       | Type        | Description | DR       | CR   | Balance  |
|---|------------|-------------|-------------|----------|------|----------|
| I | 04/01/2009 | Loan Amount | Loan Amount | 2,000.00 | 0.00 | 2,000.00 |

Below the table, there is a summary row showing "Count = 1", "2,000.00", and a minus sign.

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

**Loan**

Doc No. LO-00001 ☒ Active

Doc Date 04/01/2009

Code 006

Description

Balance 3,000.00

Transaction **Schedule**

+ -

| Date       | Type          | Description   | DR       | CR   | Balance  |
|------------|---------------|---------------|----------|------|----------|
| 04/01/2009 | Loan Amount   | Loan Amount   | 2,000.00 | -    | 2,000.00 |
| 04/01/2009 | Loan Interest | Loan Interest | 1,000.00 | 0.00 | 3,000.00 |

Count = 2      3,000.00      -

New Edit Delete Save Cancel More Preview Refresh Browse

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

**Loan**

Doc No. LO-00001 ☒ Active

Doc Date 04/01/2009

Code 006

Description

Balance 3,000.00

Transaction **Schedule**

+ -

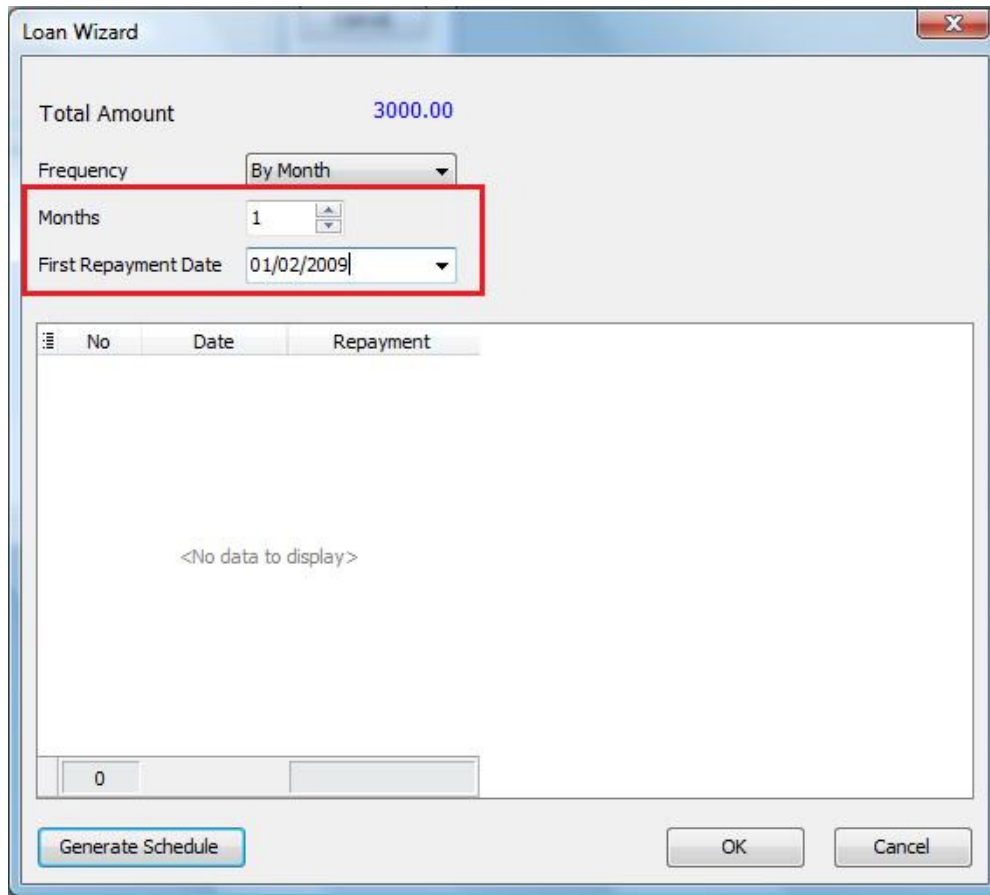
**Generate...**

| Date                 | Repayment | Paid |
|----------------------|-----------|------|
| <No data to display> |           |      |

Count =

New Edit Delete Save Cancel More Preview Refresh Browse

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



The image shows a 'Loan Wizard' dialog box with the following fields and values:

- Total Amount: 3000.00
- Frequency: By Month
- Months: 1 (highlighted with a red box)
- First Repayment Date: 01/02/2009 (highlighted with a red box)

Below the input fields is a table with columns: No, Date, Repayment. The table is currently empty, displaying '<No data to display>'. At the bottom of the dialog, there is a 'Generate Schedule' button, and 'OK' and 'Cancel' buttons.

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.

The Loan Wizard dialog box displays the following configuration:

- Total Amount: 3000.00
- Frequency: By Month
- Months: 3
- First Repayment Date: 01/02/2009

| No | Date       | Repayment |
|----|------------|-----------|
| 0  | 01/02/2009 | 1,200.00  |
| 1  | 02/03/2009 | 1,000.00  |
| 2  | 03/04/2009 | 800.00    |

At the bottom, a summary shows 3 months and a total of 3,000.00. The OK button is highlighted with a red border.

10. **Save** it.

**Loan**

Doc No. LO-00001 ☐ Active

Doc Date 04/01/2009

Code 006

Description

Balance 3,000.00

Transaction Schedule

Generate...

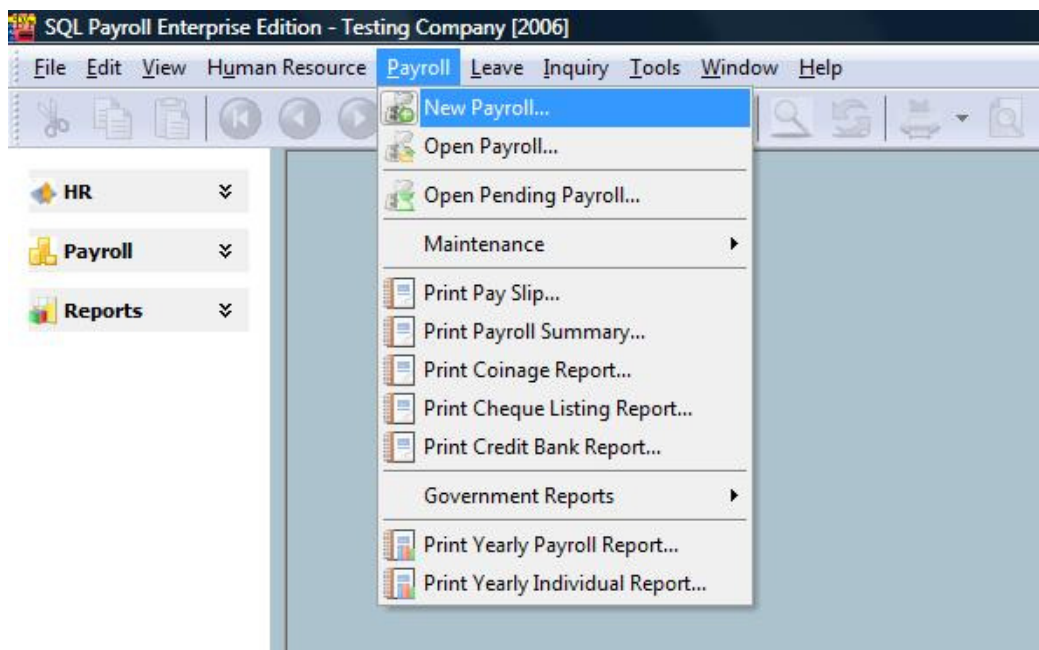
| Date       | Repayment | Paid                     |
|------------|-----------|--------------------------|
| 01/02/2009 | 1,000.00  | <input type="checkbox"/> |
| 01/03/2009 | 1,000.00  | <input type="checkbox"/> |
| 01/04/2009 | 1,000.00  | <input type="checkbox"/> |

Count = 3 3,000.00

New Edit Delete Save Cancel More Preview Refresh Browse

## 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

Final Payroll Process

- To process the month FINAL payroll -

Transaction Posting

Year: 2009 Month: 2

Process Date: 28/02/2009

Description

Description 1: Month End (02.2009)

Description 2:

Ref 1:

Ref 2:

☐ Generate Default Wages/Allowance/Deduction If Has Pending Transactions

Process

3. Double click on employee 006

Month End (02.2009) [Period: 02 / 2009]

| Code | Name          |
|------|---------------|
| 001  | LEE CHONG WAI |
| 002  | KOO KIAN KEAT |
| 003  | NICOLE        |
| 004  | WONG CHUN HAN |
| 005  | YAP KIM HOCK  |
| 006  | TAN AH BENG   |

Welcome

Month End (02.2009) - Feb 2009

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

Month End (02.2009) [Period: 02 / 2009]

| Code | Name          |
|------|---------------|
| 001  | LEE CHONG WAI |
| 002  | KOO KIAN KEAT |
| 003  | NICOLE        |
| 004  | WONG CHUN HAN |
| 005  | YAP KIM HOCK  |
| 006  | TAN AH BENG   |

Welcome 006

**TAN AH BENG**

|                |          |                  |          |
|----------------|----------|------------------|----------|
| Wages:         | 5,000.00 | Loan:            | 1,000.00 |
| Allowance:     | -        | Deduction:       | -        |
| Overtime:      | -        | EPF:             | 550.00   |
| Commission:    | -        | SOC SO:          | 14.75    |
| Claims:        | -        | Employer EPF:    | 600.00   |
| Paid Leave:    | -        | Employer SOC SO: | 51.65    |
| Director Fees: | -        | CP38:            | -        |
| Bonus:         | -        | Unpaid Leave:    | -        |
|                |          | Advance:         | -        |
|                |          | PCB Monthly :    | 192.00   |
|                |          | Bonus :          | -        |
|                |          | Director Fees :  | -        |
|                |          | Total :          | 192.00   |

|            |          |               |          |                |                 |              |   |
|------------|----------|---------------|----------|----------------|-----------------|--------------|---|
| Gross Pay: | 5,000.00 | Gross Deduct: | 1,756.75 | Gross Net Pay: | 3,243.25        | (Adjustment) | - |
|            |          |               |          | Net Pay:       | <b>3,243.25</b> |              |   |

Loan

| Trans Date | Post Date  | Description    | REF1 | REF2 | Amount   |
|------------|------------|----------------|------|------|----------|
| 01/02/2009 | 01/02/2009 | Auto Repayment |      |      | 1,000.00 |

Count = 1      1,000.00

6

Process Missing Employee

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

Month End (02.2009) [Period: 02 / 2009]

| Code | Name          |
|------|---------------|
| 001  | LEE CHONG WAI |
| 002  | KOO KIAN KEAT |
| 003  | NICOLE        |
| 004  | WONG CHUN HAN |
| 005  | YAP KIM HOCK  |
| 006  | TAN AH BENG   |

Welcome 006

**TAN AH BENG**

|                |          |                  |          |
|----------------|----------|------------------|----------|
| Wages:         | 5,000.00 | Loan:            | 1,000.00 |
| Allowance:     | -        | Deduction:       | -        |
| Overtime:      | -        | EPF:             | 550.00   |
| Commission:    | -        | SOCISO:          | 14.75    |
| Claims:        | -        | Employer EPF:    | 600.00   |
| Paid Leave:    | -        | Employer SOCISO: | 51.65    |
| Director Fees: | -        | CP38:            | -        |
| Bonus:         | -        | Unpaid Leave:    | -        |
| Advance:       | -        | PCB Monthly :    | 192.00   |
|                |          | Bonus :          | -        |
|                |          | Director Fees :  | -        |
|                |          | 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  | Description    | REF1 | REF2 | Amount |
|------------|------------|----------------|------|------|--------|
| 01/02/2009 | 01/02/2009 | Auto Repayment |      |      | 800    |

## Advance Repayment

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

The screenshot shows a web application window titled "Loan". It contains a table with the following data:

| Doc No.  | Date       | Code | Name        | Active                              |
|----------|------------|------|-------------|-------------------------------------|
| LO-00001 | 04/01/2009 | 006  | TAN AH BENG | <input checked="" type="checkbox"/> |

Below the table is a status bar showing "1". To the right of the table is a sidebar with the following buttons: "New", "Edit" (with a dropdown arrow), "Delete", "More" (with a dropdown arrow), "Preview" (with a dropdown arrow), "Refresh", and "Detail" (with a dropdown arrow).

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

This screenshot is identical to the one above, but the "Edit" button in the sidebar is highlighted with a red rectangular box, indicating the next step in the process.

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

**Loan**

Doc No. LO-00001 ☐ Active

Doc Date 04/01/2009

Code 006

Description

Balance 2,000.00

Transaction **Schedule**

| Date         | Type              | Description    | DR       | CR       | Balance  |
|--------------|-------------------|----------------|----------|----------|----------|
| 04/01/2009   | Loan Amount       | Loan Amount    | 2,000.00 | -        | 2,000.00 |
| 04/01/2009   | Loan Interest     | Loan Interest  | 1,000.00 | -        | 3,000.00 |
| 01/02/2009   | Auto Repayment    | Auto Repayment | -        | 1,000.00 | 2,000.00 |
| I 23/02/2009 | Loan Amount       | Loan Amount    | -        | -        | 2,000.00 |
|              | Loan Amount       |                |          |          |          |
|              | Loan Interest     |                |          |          |          |
|              | Auto Repayment    |                |          |          |          |
|              | Advance Repayment |                |          |          |          |

Count = 4      3,000.00      1,000.00

Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse

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

**Loan**

Doc No. LO-00001 ☒ Active

Doc Date 04/01/2009

Code 006

Description

Balance 200.00

Transaction **Schedule**

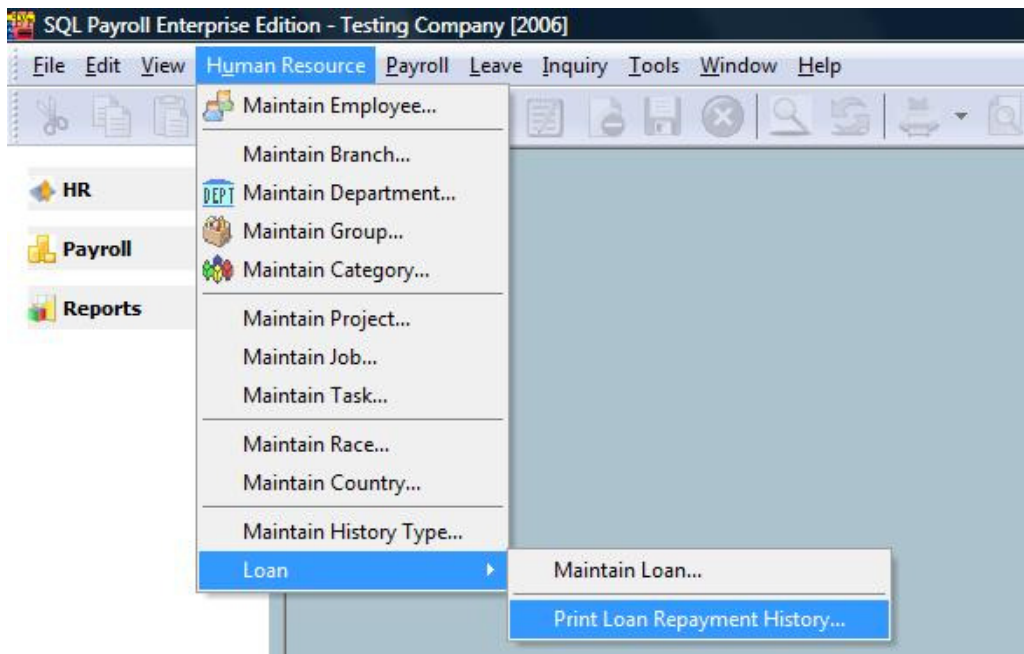
| Date       | Type            | Description       | DR       | CR       | Balance  |
|------------|-----------------|-------------------|----------|----------|----------|
| 04/01/2009 | Loan Amount     | Loan Amount       | 2,000.00 | -        | 2,000.00 |
| 04/01/2009 | Loan Interest   | Loan Interest     | 1,000.00 | -        | 3,000.00 |
| 01/02/2009 | Auto Repayment  | Auto Repayment    | -        | 1,000.00 | 2,000.00 |
| 23/02/2009 | Advance Repa... | Advance Repayment | -        | 1,800.00 | 200.00   |

Count = 4      3,000.00      2,800.00

Buttons: New, Edit, Delete, Save, Cancel, More, 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 Repayment History**

Date 01/01/2009 ▼ to 31/12/2009 ▼

Branch: ☐  ... Employee: ☐  ...

Department: ☐  ...

Group: ☐  ...

**Loan Repayment History**

Date: 01/01/2009 to 31/12/2009

Branch: ☐  Employee: ☐

Department: ☐

Group: ☐

**Repayment History**

**01/01/2009 till 31/12/2009** Preview

Drag a column header here to group by that column

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

Count = 1      -      200.00

| Date       | Repayment |          | Balance  |          | Discrepancy |
|------------|-----------|----------|----------|----------|-------------|
|            | Schedule  | Actual   | Schedule | Actual   |             |
| 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