

KNIGHTS Lending

How to Manage Client Records

How to Enter a New Client Record

Reminder: You only need to encode a client's information ONCE. You do NOT need to encode it each time the client has a new loan.

1. Open the Client Information Window, it is the first item in the Main Menu.



2. Click the New Button. This will enable the entry fields (they will turn from grey to white) allowing you to enter the client information.

A screenshot of the 'Client Information' window. The window has a title bar with standard Windows controls. Below the title bar is a menu bar with the same items as the main menu. Below the menu bar is a toolbar with icons for Client Info, Edit Ledger, Loan, Payment, Aging, PAR, and Exit. The main area of the window is divided into several sections: 'GENERAL INFORMATION' (First name, Middle name, Family name, Nickname, Telephone, Civilstatus, Birthday), 'EMPLOYMENT' (Employer name, Employer phone, Employer address, Position, Status, Period employed, Monthly pay), 'COMMUNITY TAX CERTIFICATE' (ID number, ID type, Date of issue), 'ADDRESS' (Address, Province, Municipality, Barangay), and 'SPOUSE INFORMATION' (Sp first name, Sp middle name, Sp family name, Sp nickname, Sp employer name, Sp phone, Sp address, Sp CTC num, Sp CTC date, Sp issued at, Sp CTC amount, Sp position, Sp status, Sp period employed, Monthly pay). The 'New' button in the left sidebar is highlighted with a red rectangle. At the bottom of the window, there are tabs for 'Dependents', 'Other Loans', and 'Business'. The 'Dependents' tab is selected, showing a table with columns for Name, Age, and Relation. The status bar at the bottom of the window says 'Ready'.

3. Enter the client information

The 'Client Information' form contains the following sections and fields:

- GENERAL INFORMATION:** First name, Middle name, Family name (required), Nickname, Telephone, Civilstatus, Birthday.
- EMPLOYMENT:** Employer name, Employer phone, Employer address, Position, Status, Period employed, Monthly pay.
- COMMUNITY TAX CERTIFICATE:** ID number (required), ID type, Date of issue.
- ADDRESS:** Address (required), Province, Municipality, Barangay.
- SPOUSE INFORMATION:** Sp first name, Sp middle name, Sp family name, Sp nickname, Sp employer name, Sp phone, Sp address, Sp CTC num, Sp CTC date, Sp issued at, Sp CTC amount, Sp position, Sp status, Sp period employed, Monthly pay.
- Dependents Table:** A table with columns Name, Age, and Relation. It includes 'Add Row' and 'Delete Row' buttons.

Fields in RED are required and the record cannot be saved unless they are provided.

a. Entering Additional Client Information:


This close-up shows the 'Dependents' tab with the 'Add Row' and 'Delete Row' buttons on the left. A new blank row has been added to the table, which has columns for Name, Age, and Relation.

By default, a blank row has already been inserted for each tab (Dependents, Other Loans, and Businesses). If you need more rows, click the *Add Row* Button to insert a new blank row. To delete a row, click the *Delete Row* Button.

4. Once you are done, click the *Save* Button to commit your changes to the Database.

How to Edit or Delete a Client Record

1. Click the Search Button



The screenshot shows the 'Client Information' window. On the left, there is a vertical toolbar with buttons: Search, New, Edit, Cancel, Save, Delete, and Close. The 'Search' button is highlighted with a red rectangle. The main area of the window is divided into sections: 'GENERAL INFORMATION' with fields for First name, Middle name, Family name, Nickname, Civilstatus, Telephone, and Birthday; 'COMMUNITY TAX CERTIFICATE' with fields for ID number, ID type, and Date of issue; and 'EMPLOYMENT' with fields for Employer name, Employer phone, Employer address, Position, and Period employed. There are also fields for Address, Province, Municipality, and Barangay.


The *Client Search* Window will open. For more details on how to use this window go to *How to Use the Client Search Window*.

2. To edit, click the *Edit* Button. This will enable the fields as well as the *Save* Button.



The screenshot shows the 'Client Information' window with the 'Edit' button highlighted in the toolbar. The form fields are now populated with data: First name: EDWINA, Middle name: , Family name: ABORDO, Nickname: , Telephone: , Civilstatus: , Birthday: , Employer name: , Employer phone: , Employer address: , Position: , Stat: , Period employed: , Monthly p: , ID number: , ID type: , Date of issue: 00/00/00, Address: TINAGO,B.C, Province: 0, Municipality: 0, and Barangay: TINAGO. The 'Save' button is also visible in the toolbar.

3. Change or add client information.
4. Once you are done, click the *Save* Button to commit your changes to the Database.
5. To delete, click the *Delete* Button. When the confirmation window pops up, click *YES*.



The screenshot shows the 'Client Information' window with the 'Delete' button highlighted in the toolbar. A confirmation dialog box titled 'Knights' is open in the foreground, asking 'Confirm deletion.' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red rectangle. The background window shows the same form as the previous screenshot, but with the 'First name' field now containing 'ERLINDA' and the 'Family name' field containing 'ABARQUEZ'.

How to Use the Client Search Window

The screenshot shows the 'Client Search' window. On the left, there are four buttons: 'Search', 'Reset', 'Return', and 'Cancel'. On the right, there are search criteria fields: 'Client ID', 'Family Name', 'Middle Name', 'First Name', 'Street', 'Barangay', 'Municipality', and 'Province'. Below these fields is a table of search results. Red arrows point from callout boxes to specific buttons and fields.

Callouts and their functions:

- Search:** Executes a search based on the supplied arguments
- Reset:** Clears the argument fields
- Return:** Returns the selected client row to the calling window
- Cancel:** Closes the window without returning any client info

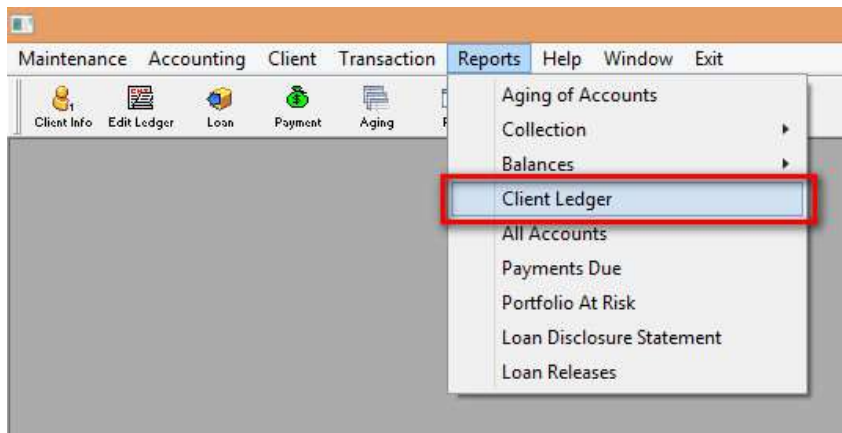
Client No	Family Name	Address	Barangay	Muni	
851	AND E CABLE	E	SUBA	0	
1272	NELSON	OGARIO	POB. STA	0	
1557	ABADIANO	ROBERTO	VILLAREAL	0	
442	ABARQUE		TINAGO B.C.	0	
1430	ABEJERO		CHE	CARANOCHE	0
443	ABENTAJADO	LILIA	VILLAREAL BAYAWAN	VILLAREAL	0
1168	ABERIA	AMMYLOU	TINAGO B.C.	TINAGO	0
937	ABORDO	EDWINA	TINAGO,B.C	TINAGO	0
814	ABORDO	JOSEPHINE	GK VILLAGE VILLAREAL	VILLAREAL	0
444	ABORDO	MERLYN	AMPAROS VILLAGE	0	0
813	ABORIDO	CATHRINE	URC COMPOUND	0	0
445	ABORIDO	CATHRINE	URC COMPOUND	0	0
1052	ABRASALDO	ROSENDA	NAGBALAYE STA. CAT	NAGBALAYE	0
447	ABRASALDO	JERRY	NAGBALAYE STA. CAT	NAGBALAYE	0

Functions of the Client Search Window buttons

You can use any combination of the Search Arguments. The system will try to look for the record/s matching all the specified arguments. For example if you selected SUBA for Barangay and entered B for Family Name then clicked Search. The system will return all clients from SUBA with family names beginning with B.

How to View and Print a Client's Ledger

1. Select the *Reports* item in the Main Menu then click the *Client Ledger* item.



2. Select a client by clicking on the *Search* Button. The *Client Search* Window will pop up. Search for the client and then click the *Return* Button.

The screenshot shows the 'Client Search' window. The 'Search' button is highlighted with a red rectangle. The window contains a search form with fields for Client ID, Family Name, Middle Name, First Name, Street, Barangay, Municipality, and Province. Below the search form is a table of clients.

Client No	Family Name	Middle Name	First Name	Street Address	Barangay	Muni
851		AND E CABLE	E	SUBA	SUBA	0
1272		NELSON	OGARIO	POB. STA	0	0
1557	ABADIANO		ROBERTO	VILLAREAL	VILLAREAL	0
442	ABARQUEZ		ERLINDA	VILLAREAL B.C.	VILLAREAL	0
1430	ABEJERO		TITA	CARANOCHE	CARANOCHE	0
443	ABENTAJADO		LILIA	VILLAREAL BAYAWAN	VILLAREAL	0
1168	ABERIA		AMMYLOU	TINAGO B.C.	TINAGO	0
937	ABORDO		EDWINA	TINAGO,B.C	TINAGO	0
814	ABORDO		JOSEPHINE	GK VILLAGE VILLAREAL	VILLAREAL	0
444	ABORDO		MERLYN	AMPAROS VILLAGE	0	0
813	ABORIDO		CATHRINE	URC COMPOUND	0	0
445	ABORIDO		CATHRINE	URC COMPOUND	0	0
1052	ABRASALDO		ROSENDA	NAGBALAYE STA. CAT	NAGBALAYE	0
447	ABRASALDO		JERRY	NAGBALAYE STA. CAT	NAGBALAYE	0

3. If you selected a row and clicked the *Return* Button, the system will proceed to generate that client's ledger.

☐ Open loans only

Client Ledger

Client Name : TOMONG, MARIO MARIO RAMIL
Client Address : CAMBULO, BANGA

Date	OR No.	Collector	Principal			Interest			Penalty		
			Debit	Credit	Balance	Debit	Credit	Balance	Debit	Credit	Balance
Loan No.: 770											
5/19/2015			8,000.00		8,000.00	4,000.00		4,000.00			
7/30/2015				778.00	7,222.00		400.00	3,600.00		22.00	(22.00)

Clicking the *Open Loans Only* checkbox will filter out the closed/settled loans

How to Enter New Loans

The screenshot shows the Loan Entry Window with various fields and buttons. Annotations provide details about specific fields and features:

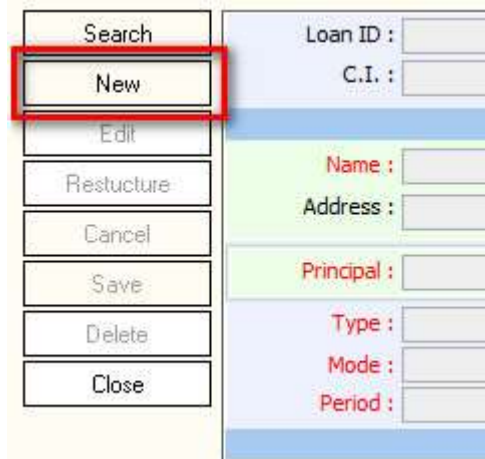
- Loan ID:** System-generated unique ID (indicated by a red box and arrow).
- C.I.:** Client Information dropdown menu.
- Client Info Section:**
 - Name:** Alphabetical Client dropdown list (indicated by a red box and arrow).
 - Address:** Opens the Client Search window (indicated by a red box and arrow).
- Loan Details:**
 - Type:** Dropdown menu.
 - Interest Rate:** Dropdown menu.
 - Mode:** Dropdown menu.
 - Penalty Rate:** Dropdown menu.
 - Period:** months (indicated by a red box and arrow).
- Auto-calculated Loan Details:** A section containing:
 - Interest: [Field]
 - Total Payable: [Field]
 - End Date: [Field]
 - Amortization:
 - Principal: [Field]
 - Interest: [Field]
 - Total: [Field]
- CO-MAKER INFO:**
 - Name:** [Field]
 - Address:** [Field]
 - Contact Num.:** [Field]
- Buttons:** Search, New, Edit, Restructure, Delete, Add Row, Delete Row.
- Fields in RED are required.** (Annotation pointing to the Name field).

Field descriptions and features of the Loan Entry Window and

1. Open the Loan Entry Window



2. Click the New Button



A screenshot of a software interface showing a vertical menu on the left with buttons: Search, New, Edit, Restructure, Cancel, Save, Delete, and Close. The 'New' button is highlighted with a red rectangular box. To the right of the menu is a form with several input fields. The first two fields are labeled 'Loan ID :' and 'C.I. :'. Below these are three fields labeled 'Name :', 'Address :', and 'Principal :'. At the bottom are three fields labeled 'Type :', 'Mode :', and 'Period :'. The labels 'Name', 'Address', 'Principal', 'Type', 'Mode', and 'Period' are in red text.

3. Enter the Loan Information. Make sure to fill up all the fields in color RED.
4. Click the Save Button. If there are any required fields missing the system will prompt you to fill them up.



A screenshot of the same software interface as before, but now a dialog box titled 'knights' is open in the center. The dialog box has a question mark icon and the text 'Save?'. It contains two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box. In the background, the 'Save' button in the left menu is also highlighted with a red rectangular box. Below the dialog box, the 'Mode :' and 'Period :' fields are visible, with 'Period :' followed by a text box and the word 'months'.