**Hands On Exercise on Retail Loans**

**Name of the participant:**

1. Open Retail Lending Account
   1. Invoke the menu ORLA
   2. CIF ID: Enter your CIF ID
   3. Scheme Code: LA702
   4. Click on Go
   5. A/c Opening Date: 08-03-2019
   6. Click on Continue
   7. Loan Amt: 100000
   8. Loan Period (Months/Days): 12/0
   9. Related Party Details
      1. Click On Continue
   10. Interest Details
       1. Click on Continue
   11. Fee Details
       1. Click on Continue
   12. Repayment Parameters
       1. No. Of Installments: 12
       2. Installment Start date: 08-04-2019
       3. Click on Continue
   13. Repayment Schedule
       1. Observe Installments details
       2. Click on Amortization Schedule
       3. Scroll down and observe the installments
       4. Close the amortization schedule pop up window
       5. Click on Continue
   14. Repayment Instructions
       1. Operative A/c ID: Enter your SB account number
   15. Click on SUBMIT
   16. Note down the account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Verification of loan account opening
   1. Auto verification is enabled. So, verification is not required. If auto verification is not enabled, the account opening can be verified using VRLA menu
3. Loan Disbursement
   1. Invoke the menu PLD
   2. A/c ID: Enter the Loan Account number opened in the previous step
   3. Click on Go
   4. Value Date: 08-03-2019
   5. Transaction Type: Transfer
   6. Click on Continue
   7. Observe the charges displayed
   8. Click on Continue
   9. Click on ADD+ to capture the disbursement details
   10. Mode of Disbursement: A/c Transfer
   11. A/c ID: enter your Savings account number
   12. Click on Save and Preview
   13. Click on Continue
   14. Observe the Transaction details
   15. Click on Submit
   16. Click on ACCEPT if some exceptions are triggered
   17. Note down the transaction id
4. Raise Demands up to date
   1. Invoke the menu BGLD
   2. Report to: MANAGER
   3. A/c ID: enter the loan account number in both from and to account numbers
   4. Scroll down and Submit
5. Check the reports
   1. Invoke PQR
   2. View Demand Creation Success Report
   3. View Interest Details Report
6. Check loans overdue position
   1. Invoke the menu ILOP
   2. A/c ID: From and To : Your Loan account number
   3. Click on Search
   4. Observe the Noninterest and interest demand details
7. Make a scheduled payment
   1. Invoke PLSP menu
   2. Click on Go
   3. Click on ADD+
   4. Loan A/c ID : Enter your loan account number
   5. Payment amount: 10,000
   6. Scroll down and click on Payment split up details section
   7. Observe how the system adjusted the outstanding demands
   8. Click on Save And Preview
   9. Click on Submit
   10. Note down the Transaction ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Get this verified using a different user in VLSP menu
   1. Invoke VLSP
   2. Transaction ID: The transaction id noted in the previous step
   3. Click on Go
   4. Submit
9. Pay Off Loan
   1. Invoke the menu POLA
   2. A/c ID: Enter your loan account number
   3. Transaction Type: Cash
   4. Click on Go
   5. Observe the pending fees, click on Continue
   6. Observe the details, scroll down and click on Continue
   7. Observe the transaction details
   8. Click on SUBMIT
10. Get this verified using a different user id using VLP menu