Lighthouse	Document Name	Object Help Document	
Info Systems Pvt. Ltd.	Menu Code	01.709.01	
SINCE 1987	Process Name	Loan Management	
Release Date	1-May-2018	Pages	Page - 1 - of 3

01.709.01 - Loan Master

PROCESS OVERVIEW

In this process, we manage kinds of loans company provides to the employee.

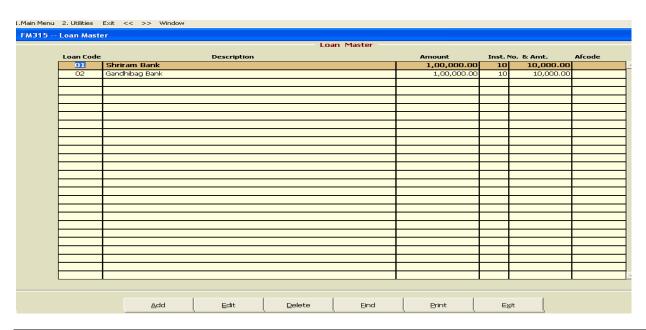
Here, we can add information about Loan Type, Tentative loan amount to be paid to employee, which we can change later.

We can also set whether loan would be fixed amount or would in multiple of employee's Salary. Also whether loan would be given with interest or without interest.

PROCESS PRE-REQUISITES

To perform this process <u>User Rights</u> are required for the Form specifically for *New*, *Edit*, *Delete* and *Print* function.

PROCESS DETAILS



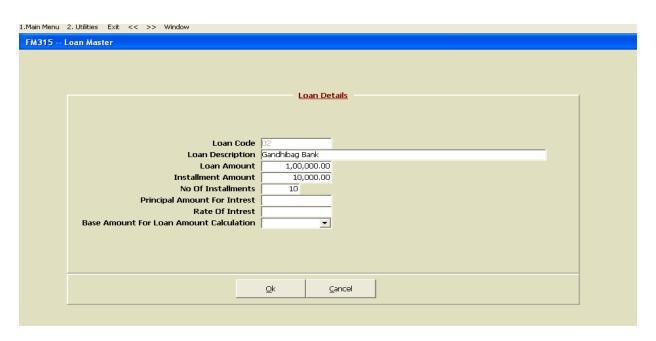
BUTTONS	DESCRIPTION
Add	To Add new record.

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Edit	To Edit the existing record.
Delete	To Delete existing record which are not approved.
Print	To print the record
Exit	To Exit from the open form
Find	To find records from LOV
Ok	To Save record.
View	To view records in read only mode
Cancel	To Cancel Entry

Work Step -

Step 1 Press Add Button.



Step 2 Enter loan code

Step 3 Enter Loan Description

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Step 4 Enter Loan Amount & Installment Amount

Step 5 Enter Step 6 Enter No of Installment

Step 6 Enter Principle amount for interest

Step 7 Enter Rate of Interest

Step 8 Enter base amount for loan amount calculation/Eligibility

Tips and Tricks

Keep Codes for each Loan of unique length so that it will be helpful in reporting purpose. Define the standard loan amount provided by bank or company to the employee.

Input Field Level Information – General Details

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Loan Code	Need to create loan code	R	Create separate loan code while making new entry
Loan Description	Need to define Loan description	R	Add description of loan - Personal, Company or Bank loan
Loan Amount	Need to define loan amount	0	Define loan amount as per different loan code or Description
Installment Amount	Need to mention installment amount	0	Define installment amount for loan which needs to be deducted
No of Installment	Need to define number of installment	0	Define number of installment per loan.
Principle amount for Interest	Need to define principle amount for interest	0	Define the principle amount against the interest which required to be paid to bank
Rate of Interest	Need to define the rate of interest on loan amount	0	Define rate of interest to be charged on different type of loan
Base amount for loan amount calculation	Need to define salary component	0	The loan amount criteria for every individual employee based on the salary component selected : Basic, Gross salary & Net salary

R = Required, O = Optional, C = Conditional