| Project | SFWorkplaze HR | Date | 18-Jun-2025 |
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| Revision No. | 0 | Revision Date | - |
| Reference No. | HDTASK-2506-00001401,  HDTASK-2506-00001516 | Assignee | Shofan Amirudin |
| Budget Mandays | 5 | Target Release | 31-Aug-2025 |

| **Brief Description** |
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| Enhance the ‘new’ loan upload condition by allowing users to optionally trigger automatic loan verification and schedule generation via a checkbox option.  **Background**  **Current Functionality**:  The system currently provides a New condition in the loan upload feature. This condition is used for uploading loans that are not yet active and still require manual processing in the Loan Verification menu to generate their respective loan payment schedules.  **Requirements**:  This two-step process becomes inefficient when handling high volumes of loan data uploads, especially for clients who upload more than 1,000 records monthly. |

| **Process Flow** |
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| **User Initiation**   1. User accesses: Loan > Loan Upload. 2. Selects Loan Condition: New. 3. A new checkbox appears: “Followed by Loan Verification” 4. If the checkbox is checked:    1. The template will be changed.    2. The system will perform verification and schedule generation automatically after upload.   **Process**  The enhancement will introduce a new checkbox field:  [ ] Followed by Loan Verification  When the user selects New as the loan condition, this checkbox will appear. If checked, the system will automatically verify the uploaded loans and generate the loan payment schedule upon upload completion, eliminating the need to manually go to the Loan Verification screen. If left unchecked, the behavior will remain as-is: loans must be manually verified.  **Validation**   1. Please Check Employee No. 2. Please Check Loan Amount. 3. Please Check Period. 4. Please Check Interest. 5. Loan Amount must be Numeric. 6. Period must be Numeric. 7. The period must not include decimal values. 8. The period must be greater than 0. 9. Interest must be Numeric. 10. Interest Can't be Minus. 11. Please Check GrantDate. GrantDate must be date format. 12. Loan Code is Not Exist. 13. Invalid employee number or you are not authorized for this employee. 14. Employee Can Loan Request Start on #dd mmm yyyy#. 15. Loan Amount Exceed Maximum Amount, Which is #currency code# #loan amount#. 16. Loan Period Exceed Maximum Period Which is #maximum period#. 17. Total amount of installments exceed maximum installment limit. 18. Please Check DisbursementDate. DisbursementDate must be date format. 19. Please Check FirstPayDate. FirstPayDate must be date format. 20. Please Check PayrollPeriod. 21. First pay date must be greater than or equal disbursement date. 22. Disbursement date must be greater than or equal request date. 23. First pay date must be greater than or equal request date. 24. Employee is not registered in Payroll Period #period code#. 25. This Period Code #period code# has not been set to use loan. 26. Please select another payroll period. 27. Disbursement date must be greater than the salary end date in the previous payroll period. 28. Disbursement date must be greater than or equal to the month of pay date in the current payroll period. 29. Disbursement date must be greater than or equal to the year of pay date in the current payroll period. 30. Invalid Template Excel, No Allowance Column. 31. Allowance must be Numeric. 32. Allowance Can't be Minus. 33. Loan Amount Exceed Maximum Installment Amount, Which is #Currency Code# #Maximum Installment#. 34. Minimal Installment Must Be Greater Than or Equal to #Currency Code# #Minimum Installment#. 35. Already have loans with the same loan amount, installment period and request data. |

| **Detail Description** |
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| Template Update:  When the checkbox is selected, the template for New uploads will include additional columns to support automatic verification and loan schedule generation:   | **Field Name** | **Required** | **Description** | **Example** | | --- | --- | --- | --- | | Disbursement Date | Yes | The date when the loan is considered disbursed. | 06/25/2025 | | Disburse Period | No | Optional payroll period for loan disbursement (only needed if disbursed via payroll). | MTHLOAN | | First Pay Date | Yes | To determine when the employee will start paying the loan. | 08/25/2025 | | Payroll Period | Yes | To choose the payroll period for the repayment. | MTH01,BONUS | |

| **User Interface Design** |
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| 1. Loan Upload followed by Loan Verification for non-Philippine countries.      1. Loan Upload followed by Loan Verification for the Philippines.      1. Loan Upload Menu |

| **Database Design** |
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| Prepared by: Shofan Amirudin | Approved by: Abdi Wirawan | Approved by: |
| --- | --- | --- |
| Date: 18-Jun-2025 | Date: | Date: |
| Software Developer | Development Manager | President / Director |