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| IFMR RURAL FINANCE |
| Write off Process |
|  |
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# Process Diagram

# Pending Write-off queue

## UI specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name | Section | Data Type | Attribute | Validations/ Restrictions | Population logic |
| Pending write off queue | Pending write off queue | Queue | Read-Write | Loan should be overdue beyond 540 days | Auto Populate(Based on validation) |
| Loan Account Number | Pending write off queue | String | Read-Write | - | Auto |
| Customer Name | Pending write off queue | String | Read-Write | - | Auto |
| Amount to be written off | Pending write off queue | String | Read-Write | - | Auto |
| Write off date | Pending write off queue | Date | Read-Write | - | Auto |

## Screenshot

To be prepared

## Functional Requirements

**Actor: MIS team**

1. Pending write off queue data fields are as

Loan Account Number:

Customer Name:

Amount to be written off:

Write-off Date:

1. List of all loans which are overdue beyond 540 days are shown.
2. User can decide to action write off the individual account.

**Note:-**

* Loan account is written off. Account will be closed only accounting point of view. But in Field officer Queue, it will be still an active account with OD amount**.**
* Written off account should not come in PAR report

## Uploads

NA

## Downloads

NA

## Reports

NA

# Account entry generation

## UI specification

1. System Process-Automatic.

## Screenshot

1. System Process-Automatic.

## Functional requirements

**Actor: System Process-Automatic.**

1. Generate accounting entries for write-off procedure

**Entry for Loan Write off (Principal outstanding)-**

Dr. Provision for Loans - Loan ID No. (under Liability -Balance Sheet Item)

Cr. Loan Account – Loan ID No. (under current assets – Asset Item)

1. Accounting entries should be posted in the system

## Uploads

NA

## Downloads

NA

## Reports

NA

# Loan Write Off

## UI specification

1. System Process-Automatic

## Screenshot

1. System Process-Automatic. No screenshot Required.

## Functional requirements

**Actor: System Process-Automatic**

1. During EOD, Update the Accounting entries in TALLY for the written off accounts

**Note:-**

* Though loan account is written off, its effect will be limited to TALLY. Field officer can still collect the payment if customer is willing to pay.
* The loan account will be visible in bounce Queue.

## Uploads

NA

## Downloads

NA

## Reports

NA

# Write Off Collection Queue

## UI specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name | Section | Data Type | Attribute | Validations/ Restrictions | Population logic |
| Bounce Queue | Bounce Queue |  | Read-write | Option to search loans |  |
| Loan Account | Bounce Queue | String | Read-write | - | Auto |
| Customer Name | Bounce Queue | String | Read-write | - | Auto |
| Loan Type | Bounce Queue | String | Read-write | - | Auto |
| Overdue Days | Bounce Queue | Numeric | Read-write | - | Auto |
| Last EMI date | Bounce Queue | Date | Read-write | - | Auto |
| Overdue Amount | Bounce Queue | Numeric | Read-write | - | Auto |

## Screenshot

To be prepared

## Functional requirement

**Actor: Loan Officer**

1. Bounce Queue data fields:

Loan Account:

Customer Name:

Loan Type:

Overdue days:

Last EMI date:

Overdue Amount:

1. A payment is provided for a bounce loan account by customer but as per finance the loan account is written off.
2. Redirect this process page to Bounce Queue Collection.

## Uploads

NA

## Downloads

NA

## Reports

NA

# Write off collection queue-finance team

## UI specification

1. No UI specification

## Screenshot

To be prepared

## Data fields and validations

**Actor: Finance team**

1. Down load the accounting entries
2. Finance team to upload it into tally

## Uploads

1. Finance team to upload into tally.

## Downloads

1. Download of accounting entries

## Reports

NA