**Employee Loan Management**

**Odoo App**

**Document Version :**

1.1.1

**Prepared By :**

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**Configuration:**

* Configure the loan proof under the configuration menu.
* Configure the loan types.
* Configure the loan policies.
* Employee Configuration.

**Employee Login : Richardson**

**Flow :**

* Employees can Request for Loan.

**HR Officer/Manager Login : Mitchell Femile**

**Flow :**

* HR Manager can Approve or Reject the loan request from an employee.
* Loan to be disbursed by the accounting department.
* Once an employee pays the loan installment then HR Officer or Accounting Department can pay the loan installment using Pay button.