Phase 9 :Reports and Dashboards and security

Custom Report Types

Go to Setup → Report Types → New Custom Report Type

- Loan Applications with EMIs
    - Primary Object: Loan_Application__c
    - Related Object: EMI__c (each application can have multiple EMIs).
    - Usage: For tracking installment schedules, collections, and overdue EMIs.
- Loans with Payments
    - Primary Object: Loan_Application__c
    - Related Object: Payment__c (if you created a payment object separately).
    - Usage: For comparing scheduled EMIs vs actual payments.

Reports

- Scheduled vs Actual Payments
- Overdue EMIs
- Total Loans
- Count of Approved Loan Applications

1.Scheduled vs Actual Payments Report

Purpose: Compare scheduled EMI vs actual paid amount per loan.

Steps:

1. Go to Reports → New Report → Select Loan Applications with EMIs → Continue.
2. Add Columns:
    - Loan Application → Application Number, Loan Type
    - EMI Schedule → EMI Number, Amount (Scheduled)
    - EMI Payment → Paid Amount, Payment Date
3. Filters:
    - Show Me → All Loan Applications
    - Status → Approved
    - Last Activity Date → All Time
4. Group Rows: Loan Application → Application Number

5. Summarize:
    - SUM of Scheduled EMI Amount
    - SUM of Paid Amount
    - (Optional) Row-Level Formula: Difference = Scheduled – Paid
6. Add Chart: Stacked Bar → X-axis: Loan Application, Y-axis: Amount → Stack: Scheduled vs Paid
7. Save Report: Name it Scheduled vs Actual Payments.

2. Overdue EMIs Report

Purpose: Show EMIs that are overdue.

Steps:

1. Go to Reports → New Report → Select Loan Applications with EMIs → Continue.
2. Add Columns: Loan Application → Application Number, EMI Schedule → EMI Number, Amount, Due Date, Status
3. Filters:
    - Show Me → All Loan Applications
    - Last Activity Date → All Time
    - Due Date → less than TODAY
    - Paid Status → Pending, Overdue
4. Summarize: SUM of Amount → total overdue per loan
5. Add Chart (Optional): Bar chart → X-axis: Loan Application, Y-axis: Overdue Amount
6. Save Report: Name it Overdue EMIs.

3.Total Loans Report

Purpose: Count total loans.

Steps:

1. Go to Reports → New Report → Select Loan Applications → Continue.
2. Add Columns: Application Number, Loan Type, Loan Amount (optional)
3. Filters:

- Show Me → All Loan Applications
- Last Activity Date → All Time

4. Summarize:
    - Click Application Number → COUNT → total loans
5. Save Report: Name it Total Loans.

4. Approved Loan Applications Report

Purpose: Count how many loans are Approved.

Steps:

1. Go to Reports → New Report → Select Loan Applications → Continue.
2. Add Columns: Application Number, Loan Type, Loan Amount, Status
3. Filters:
    - Show Me → All Loan Applications
    - Status → equals Approved
    - Last Activity Date → All Time
4. Summarize:
    - Click Application Number → COUNT → total approved loans
5. Add Chart (Optional): Bar/Donut → X-axis: Status, Y-axis: Record Count
6. Save Report: Name it Approved Loan Applications

5. EMI Count per Loan Report

Purpose: Show how many EMIs are associated with each loan.

Steps:

1. Go to Reports → New Report → Select Loan Applications with EMIs → Click Continue.
2. Add Columns:
    - Loan Application → Application Number
    - EMI Schedule → EMI Number (or EMI_Record__c)
3. Filters:
    - Show Me → All Loan Applications

- Last Activity Date → All Time
- Status → Active or Approved (optional)

4.Group by Loan Application → Application Number

5. Click EMI Number column → Summarize → COUNT
    - This gives EMI count per loan

6. Add Chart :
    - Chart Type: Bar Chart
    - X-axis: Loan Application
    - Y-axis: Count of EMI Number
    - Title: EMI Count per Loan

Dashboards

Step 1: Go to Dashboards

1. Navigate to App Launcher → Dashboards → Click New Dashboard.
2. Dashboard Name: Loan Management Dashboard
3. Folder: Choose a shared folder that managers and loan officers can access (e.g., Other Reports).
4. Click Create.

Step 2: Add Components

Component 1: Total Loans

- Click + Component → Select Total Loans Report
- Chart Type: Gauge or Number
- Value: COUNT of Application Number
- Title: Total Loans
- Click Add

Component 2: Loan Status

- Click + Component → Select Approved Loan Applications Report (or Loan Status % report)
- Chart Type: Metric
- Value: COUNT of loans per Status → Salesforce shows % automatically if grouped
- Title: Loan Status

- Click Add

Component 3: Overdue EMIs

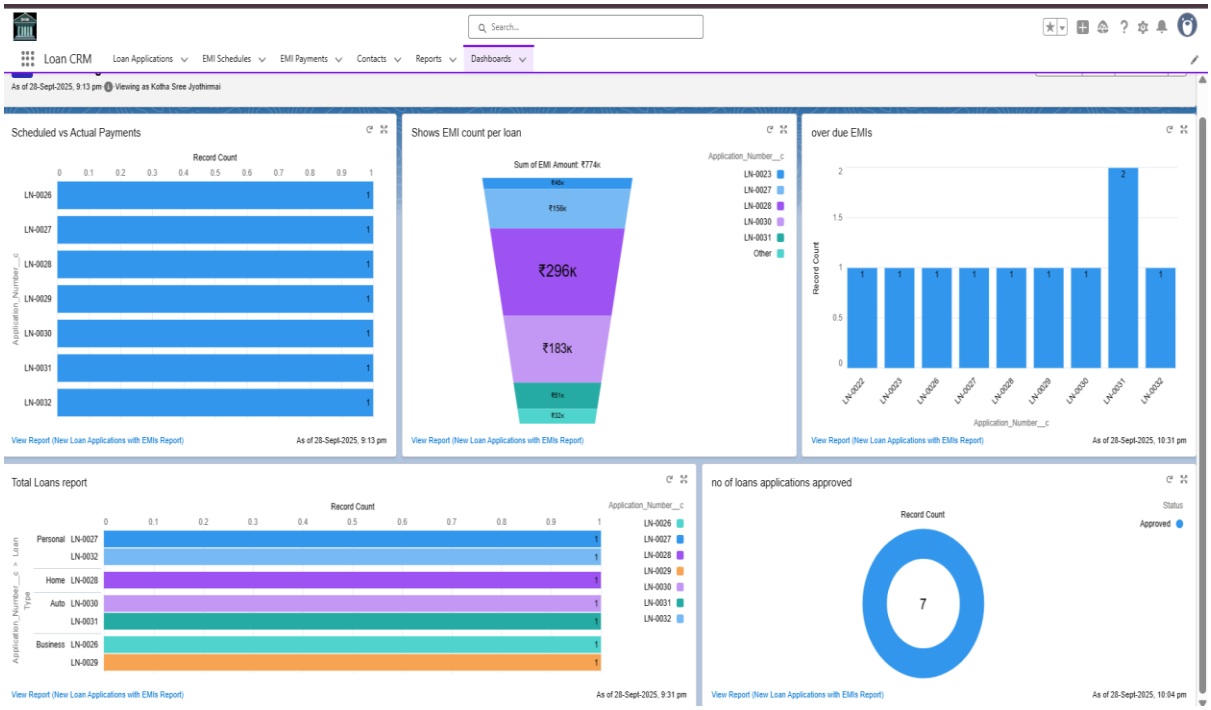
- Click + Component → Select Overdue EMIs Report
- Chart Type: Table or Bar Chart
- Columns: Loan Application, Customer, Overdue Amount
- Sort: Overdue Amount descending
- Title: Top Delinquent Accounts
- Click Add

Component 4: Scheduled vs Actual Payments

- Click + Component → Select Scheduled vs Actual Payments Report
- Chart Type: Stacked Bar Chart
- X-axis: Loan Application
- Y-axis: Amount
- Stack: Scheduled vs Paid
- Title: Scheduled vs Actual Payments
- Click Add

Component 5: Add EMI Count per Loan to Dashboard

1. Click + Component → Select EMI Count per Loan Report.
2. Configure Component:
    - Chart Type: Bar Chart
    - X-axis: Loan Application
    - Y-axis: Count of EMI Number
    - Title: EMI Count per Loan
3. Arrange Components:
    - Place it below or next to Scheduled vs Actual Payments for clarity.
4. Dashboard Settings:
    - Running User: Logged-In User (for dynamic dashboards)
    - Theme: Light or Dark
5. Click Save → Refresh to display the live data.


Loan CRM
Loan Applications
EMI Schedules
EMI Payments
Contacts
Reports
Dashboards
As of 28-Sept-2025, 9:13 pm
Viewing as Kotha Sree Jyothirmai
Scheduled vs Actual Payments
Record Count
LN-0026
LN-0027
LN-0028
LN-0029
LN-0030
LN-0031
LN-0032
Application_Number__c
View Report (New Loan Applications with EMIs Report)
As of 28-Sept-2025, 9:13 pm
Shows EMI count per loan
Sum of EMI Amount: ₹774K
₹45K
₹156K
₹296K
₹183K
₹81K
₹32K
Application_Number__c
LN-0023
LN-0027
LN-0028
LN-0030
LN-0031
Other
View Report (New Loan Applications with EMIs Report)
over due EMIs
Record Count
LN-0022
LN-0023
LN-0026
LN-0027
LN-0028
LN-0029
LN-0030
LN-0031
LN-0032
Application_Number__c
View Report (New Loan Applications with EMIs Report)
As of 28-Sept-2025, 10:31 pm
Total Loans report
Record Count
Loan Type
Personal
Home
Auto
Business
Application_Number__c
View Report (New Loan Applications with EMIs Report)
As of 28-Sept-2025, 9:31 pm
no of loans applications approved
Record Count
Status
Approved
7
View Report (New Loan Applications with EMIs Report)
As of 28-Sept-2025, 10:04 pm