

HOW TO ADD A LOAN PAYMENT



HOW TO ADD A LOAN PAYMENT


The screenshot displays a software interface with a 'Navigation Area' on the left and a main window on the right. In the 'Navigation Area', the 'Payment' node is highlighted with a red oval. In the main window, the 'Add' button is also highlighted with a red oval, and its dropdown menu is open, showing 'Loan Payment' and 'Fee Payment' options. Red text instructions are overlaid on the image.


1. Click the Payment node in the Navigation Area.


2. Click the Add button and a small menu will appear. Select from the menu 'Loan Payment' to add a loan payment.

HOW TO ADD A LOAN PAYMENT

 Payment 

Add Loan Payment 

 Save


 Close

Voucher

Borrower

Co-Borrowers/Guarantors


*Name:

 Browse...

District:

Station Number:

*Transaction Date:



**A new tab will open where
you can fill up the fields
regarding the customer's
payment.**

Cash Payment

Balance of Cash Receipts:

Amount (Php):

Check Payment

HOW TO ADD A LOAN PAYMENT

- Adding a loan payment varies according to the payment method type of the borrower/co-borrower/guarantor.
- A borrower, co-borrower, or guarantor may:
 - Pay using cash
 - Pay using check
 - Pay using ATM
 - Pay using any combination of the three payment method types above

HOW TO ADD A LOAN PAYMENT

using cash

HOW TO ADD A LOAN PAYMENT

using cash

The screenshot shows a software window titled "Add Loan Payment" with a "Payment" icon. It has "Save" and "Close" buttons. Below are tabs for "Voucher", "Borrower", and "Co-Borrowers/Guarantors". The "Voucher" tab is active, showing fields for Name, District, Station Number, and Transaction Date. The "Cash Payment" section contains two fields: "Balance of Cash Receipts" and "Amount (Php)". Red circles highlight these fields, with arrows pointing to explanatory text. A red text block also explains the fields and refers to a "HowToFillUpAName" document.

***Name:** dela Cruz, Juan Browse...

District: Balangasan

Station Number:

***Transaction Date:** 11/24/2011

Cash Payment

Balance of Cash Receipts:	0.00
Amount (Php):	0.00

Under the 'Cash Payment' Panel contains the Balance of Cash Receipts and the Amount fields.

The Balance of Cash Receipts is the total amount of unused receipts and unclaimed change under the borrower's name.

The Amount (in pesos) is the total cash amount that the borrower will give.

Fill up the fields. Refer to HowToFillUpAName in the Miscellaneous folder to fill up the name of the borrower.

HOW TO ADD A LOAN PAYMENT using cash

Payment Add Loan Payment

Voucher Borrower Co-Borrowers/Guarantors

*Name:

District:

Station Number:

*Transaction Date:

Cash Payment

Balance of Cash Receipts:

Amount (Php):

Click the Amount field to input the amount the borrower gave as payment.



☐ Cash Denomination

1000 Bills:

500 Bills:

200 Bills:

100 Bills:

50 Bills:

20 Bills:

Coins:

*Amount (Php):

A Cash Denomination pop-up window will appear where you can input the denomination of the money the borrower gave as payment.

HOW TO ADD A LOAN PAYMENT using cash

Cash Denomination

1000 Bills:	1
500 Bills:	
200 Bills:	1
100 Bills:	
50 Bills:	
20 Bills:	
Coins:	
*Amount (Php):	1,200.00

The Amount field in the window will automatically calculate the amount based on the denomination you entered.

Add **Cancel**

Click the Add button to use the amount as the cash payment of the borrower.



Station Number:

*Transaction Date: 11/24/2011

Cash Payment

Balance of Cash Receipts:	0.00
Amount (Php):	1,200.00

The amount is then reflected in the Cash Payment panel and can then be used to pay for the borrower's loan.

HOW TO ADD A LOAN PAYMENT using cash

Payment

Add Loan Payment

Save

Close

Voucher

Borrower

Co-Borrower

Generate Interest

Withdraw

Pay

Withdraw Payment

Loan ID	Loan Product Name	Due	Total Amount Due	Payment Amount
1	Salary Loan	10,000.00	0.00	0.00

Total Amount:

₱ 0.00

Change:

₱ 1,200.00

Please fill out the form.

Click the Generate Interest button to generate interest for the loan.
(Refer to HowToGenerateInterest file on how to use this feature.)

HOW TO ADD A LOAN PAYMENT

using cash

Payment

Add Loan Payment

Save

Close

Voucher

Borrower

Co-Borrowers/Guarantors

Generate Interest

Waive

Rebate

Pay

Withdraw Payment

Loan ID	Loan Product Name	Principal Due	Interest Due	Past Due	Total Amount Due	Payment Amount
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	0.00

After generation of interest, the interest due will then reflect in the list along with the new total amount due (principal due + interest due)

Total Amount:

₱ 0.00


Change:


₱ 1,200.00


Please fill out the form.


HOW TO ADD A LOAN PAYMENT

using cash

 Payment

 Add Loan Payment

 Save

 Close

Voucher


Borrower


Co-Borrowers/Guarantors

Generate Interest

Waive

Rebate

 Pay

 Withdraw Payment

Loan ID	Loan Product Name	Principal Due	Interest Due	Past Due	Total Amount Due	Payment Amount
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	0.00

If you want the total amount tendered (cash + balance of cash receipts) to fully pay the loan, then you can click the Pay button.

Total Amount:

₱ 0.00

Change:

₱ 1,200.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using cash

Payment Add Loan Payment

Save Close

Voucher **Borrower** Co-Borrowers/Guarantors

Generate Interest Waive Rebate Pay Withdraw Payment

Loan ID	Loan Product Name	Principal Due	Interest Due	Past Due	Total Amount Due	Payment Amount
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	700

However, if the borrower wants to pay only a portion from the total amount tendered, then double click the Payment Amount field and enter the amount the borrower wants to pay.

Total Amount: ₱ 0.00

Change: ₱ 1,200.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT

using cash

Payment Add Loan Payment

Save Close

Voucher **Borrower** Co-Borrowers/Guarantors

Generate Interest Waive Rebate Pay Withdraw Payment

Loan ID	Loan Product Name	Principal Due	Interest Due	Past Due	Total Amount Due	Payment Amount
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	700.00

Let's say for example that the customer only wants to pay P700.00 from the P1,200 that he had given.

Total Amount: ₱ 700.00

Change: ₱ 500.00

At the bottom part of the screen, the system will automatically calculate change from the total amount tendered - the total payment amount.

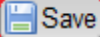
Please fill out the form.

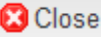
HOW TO ADD A LOAN PAYMENT

using cash

Payment

Add Loan Payment

 Save

 Close

After all payments are made, click the Save button to Save the Borrower's payment.

Voucher


Borrower


Co-Borrowers/Guarantors

Generate Interest

Waive

Rebate

 Pay

 Withdraw Payment

Loan ID	Loan Product Name	Principal Due	Interest Due	Past Due	Total Amount Due	Payment Amount
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	700.00

Total Amount:

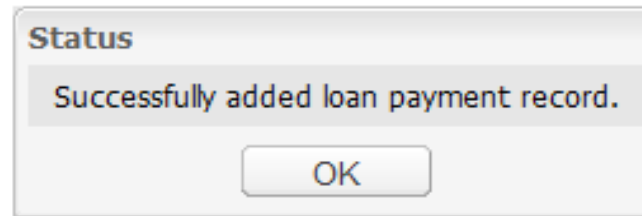
₱ 700.00

Change:

₱ 500.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using cash



After saving, an alert message will inform you that the action was successful.

HOW TO ADD A LOAN PAYMENT using cash

Payment [X] Loan Payment Form [X]

Print [X] Close

Click the Print button to print the form

After saving, a new tab will open containing the Loan Payment Form

M. N. Pamaran Lending Investors, Inc.
LOAN PAYMENT FORM

Station Number: _____ Date: Nov 24, 2011
Received from: dela Cruz, Juan
the sum of: One Thousand Two Hundred Pesos Only ₱ (1,200.00)
In Payment of the following:

Principal	₱	<u>620.00</u>
Interest	₱	<u>80.00</u>
Others	₱	_____
Total	₱	<u>700.00</u>

Details/Form of Payment

Payment Method	Bank Name	Check Number	Transaction Date	Amount Applied
Cash	NA	NA	11/24/2011	700.00

Change _____ ₱ 500.00

Received From: DELA CRUZ, JUAN
(Printed Name and Signature of Borrower)

Endorsed By: _____ Checked By: _____ Released By: _____

Mr. Pamaran, Rev Type Officer name here... Type Cashier name here...
Teller Officer Cashier



Loan Balance(Owner) : ₱ 9,380.00
Loan Balance(Co-Owner): ₱ 0.00
Total Loan Balance : ₱ 9,380.00





Input the Officer's name and the Cashier's name in the respective fields provided

Cashier's Copy
Customer's Copy
File Copy

No: 00000


HOW TO ADD A LOAN PAYMENT

 **Payment** 

 Add ▾ |  Open |  Print | Date From: To: 11/29/2011 | Search By... type here.. |  Search | Filter by Currency

Date	Customer	Amount	Currency	Collector	CollectionType
11-28-2011	dela Cruz, Juan	700.00	PHP	Mr. Pamaran, Rey	Loan Payment
11-28-2011	dela Cruz, Juan	500.00	PHP	Mr. Pamaran, Rey	Loan Payment
11-28-2011	dela Cruz, Juan	1,000.00	PHP	Mr. Pamaran, Rey	Loan Payment
11-28-2011	dela Cruz, Juan	800.00	PHP	Mr. Pamaran, Rey	Loan Payment
11-28-2011	dela Cruz, Juan	1,600.00	PHP	Mr. Pamaran, Rey	Loan Payment
11-22-2011	Kim, Jonghyun	3,000.00	PHP	Mr. Pamaran, Rey	Loan Payment

Once done, all the payments made will be added on the payments list.

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