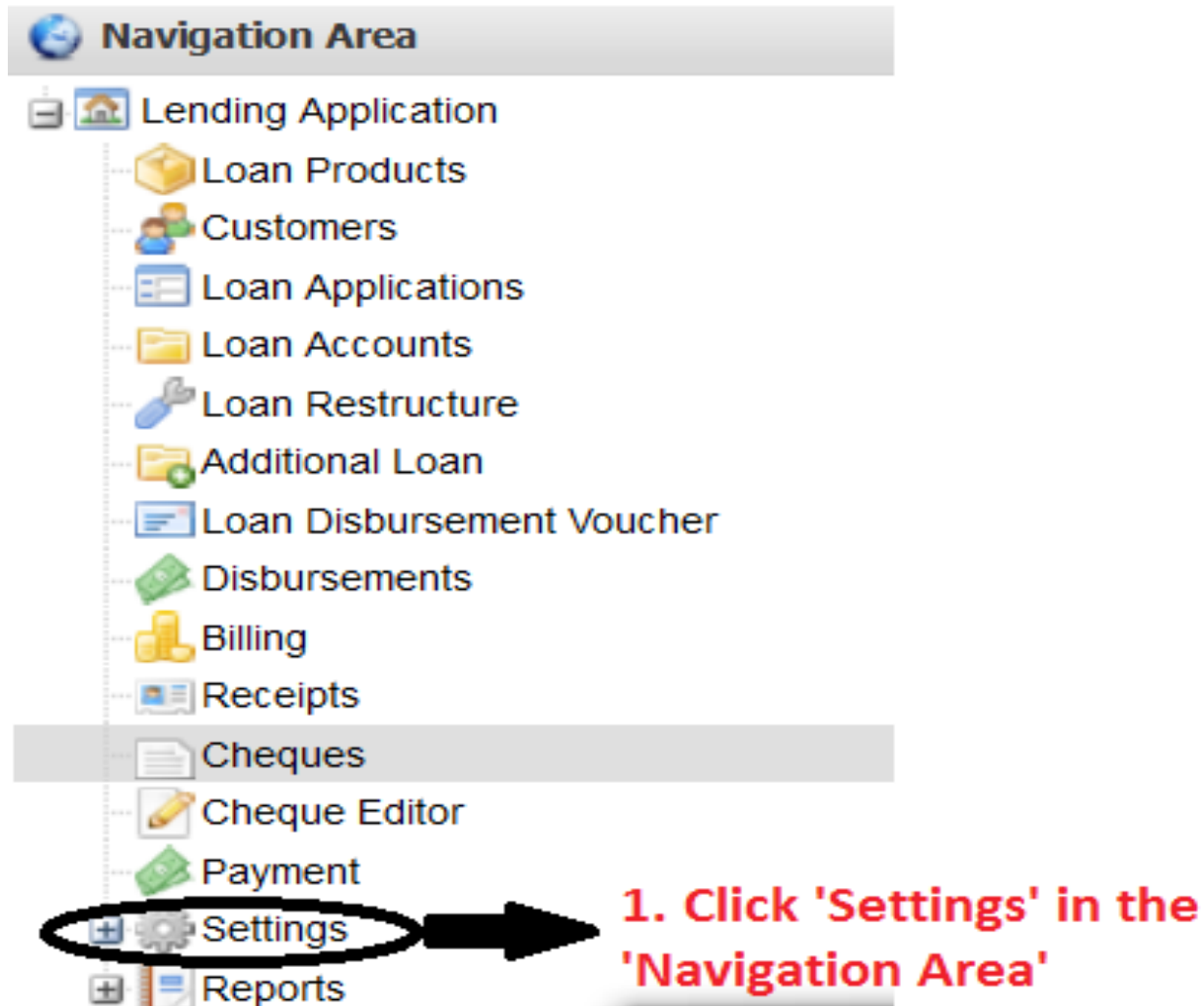


# How to System Settings Node

- System Settings
- Lender Information

# Edit System Settings



The screenshot displays a software interface with a 'Navigation Area' on the left and a main content area on the right. The 'Navigation Area' contains a list of menu items: Loan Accounts, Loan Restructure, Additional Loan, Loan Disbursement Voucher, Disbursements, Billing, Receipts, Cheques, Cheque Editor, Payment, Settings, Employees, Contacts, Banks, User Accounts, Holidays, Cash On Vault, Types, Customer Classification, Required Document Type, and System Settings. The 'Types' and 'System Settings' items are circled in red, with black arrows pointing to them from the instruction '2. Click 'Types' node'. The main content area has a tabbed interface with 'Home' and 'System Settings' tabs. The 'System Settings' tab is active, showing a 'System Settings' section with 'Lender Information:' and 'System Settings:' labels, each followed by an 'Edit' button. The 'Edit' button for 'System Settings' is circled in red, with a black arrow pointing to it from the instruction '4. Click 'Edit' System Settings'. Another instruction, '3. Click 'System Settings' node', has a black arrow pointing to the 'System Settings' tab in the navigation area.

**2. Click 'Types' node**

**3. Click 'System Settings' node**

**4. Click 'Edit' System Settings**

## Update System Settings

 Save  Cancel

\*Grace Period:

5

Days

\*Age Limit of Borrower:

18

Years

Allow Delete on Row Records?:

☐ Yes

☒ No

Allow Delete on Loans with Age:

Years

Clerk's Maximum Honorable Amount:

Allowable Number of Loans per Customer

Straght Line Loan:

2

Diminishing Balance Loan:

2

4. Edit Grace Period -  
period from last payment  
date wherein loan is  
interest free

5. Edit Age Limit of  
Borrower - the customer  
must be atleast specified  
age limit to be able to  
apply loan

6. Edit Delete on Row Records - If you select 'Yes', you will allow automatic deletion of loans that is equal to the specified value in the 'Allow Delete on Loans with Age' field. If you don't allow allow deletion, just select 'No'.

7. Edit Clerk's Maximum  
Honorable Amount - this is the  
maximum amount the clerks can  
approve.

8. Edit Allowable Number of Loans per  
Customer

9. Click Save to save the specified new system settings



### Update System Settings



Save



Cancel

\*Grace Period:

5

Day/s

\*Age Limit of Borrower:

18

Years

Allow Delete on Row Records?:

☐ Yes

☒ No

Allow Delete on Loans with Age:

Years

Clerk's Maximum Honorable Amount:

100,000.00

#### Allowable Number of Loans per Customer

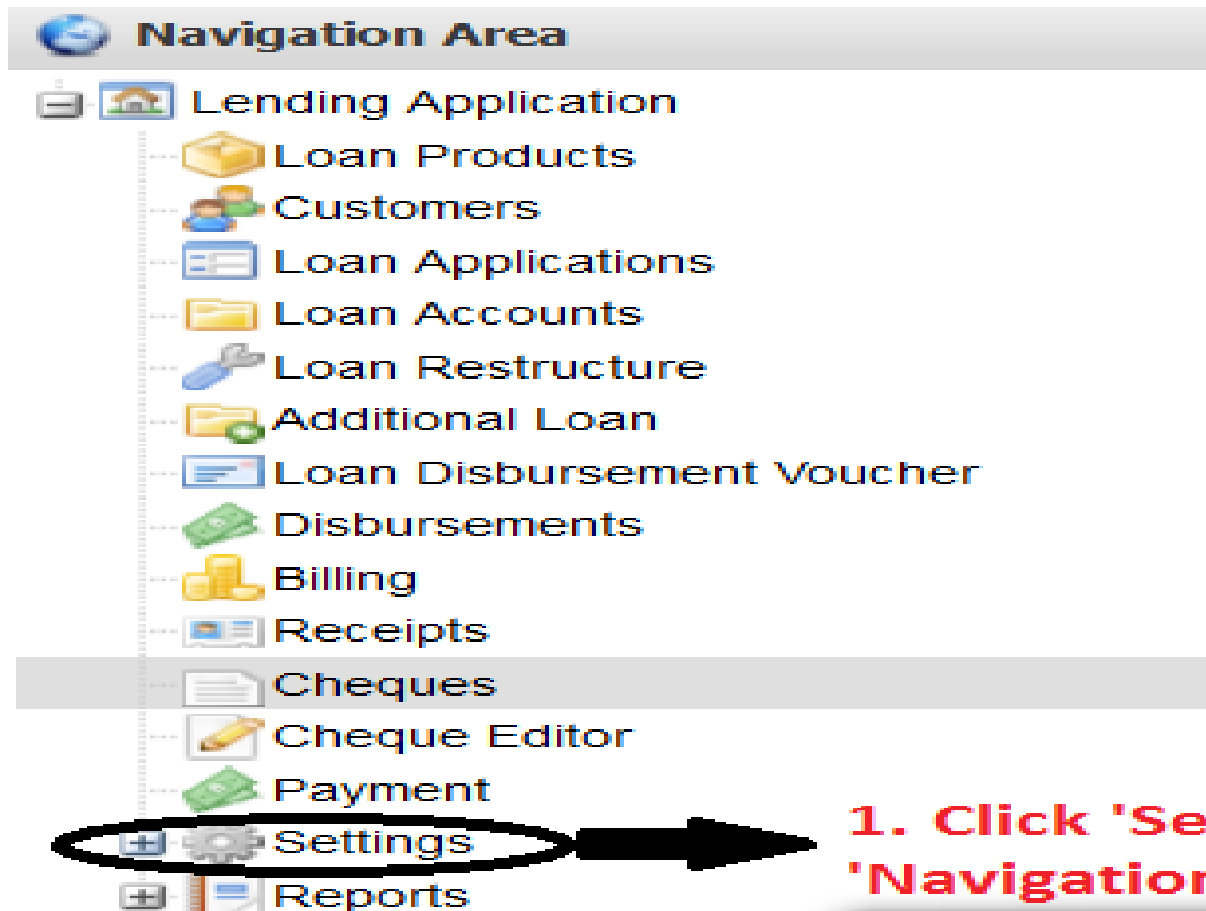
Straght Line Loan:

2

Diminishing Balance Loan:

2

# Edit Lender Information



**1. Click 'Settings' in the 'Navigation Area'**

**Navigation Area**

- Lending Application
  - Loan Products
  - Customers
  - Loan Applications
  - Loan Accounts
  - Loan Restructure
  - Additional Loan
  - Loan Disbursement Voucher
  - Disbursements
  - Billing
  - Receipts
  - Cheques
  - Cheque Editor
  - Payment
- Settings
  - Employees
  - Contacts
  - Banks
  - User Accounts
  - Holidays
  - Cash On Vault
  - Types**
  - Customer Classification
  - Required Document Type
  - System Settings**
- Reports

**System Settings**

Home System Settings

**System Settings**

Lender Information: Edit

System Settings: Edit

4. Click the 'Edit' button beside the label 'Lender Information' to update Lender Information

Note: Details provided in the Lender Information will be used as 'Header' for the Reports. See below for sample header

**M. N. Pamaran Lending Investors, Inc.**

085 B. Sabellano St., San Pedro District, Pagadian  
Zamboanga del Sur, Philippines, 7016  
Tel. No. +63 (62) 215-1391 Fax +63 (62) 214-3196

Home System Settings **Edit Lender Information**

Save Cancel

**Lender Information** Contact Information

\*Name: M. N. Pamaran Lending Investors, Inc.

\*Organization Type: Internal

\*Date Established: 1/1/1980

Form is valid.

**5. Edit Lender Information. Specify the Name, Organization Type and Date Established.**

\*Organization Type:

Internal

Internal

External

**To edit the organization type, select either Internal or External using the Dropdown.**



Home System Settings **Edit Lender Information**

Save Cancel

Lender Information **Contact Information**

\*Business Address: 085 B. Sabellano St., San Pedro District, Pagadian, Zamboanga del Sur, Philippines, 7016

Primary Telephone Number: +63 - 62 - 215-1391

Secondary Telephone Number: +63 - -

Fax Number: +63 - 62 - 214-3196

Email Address:

Form is valid.

6. Click the 'Contact Information' tab

7. Edit the Contact Information. See 'HowToFillAddress tutorial to fill the Business Address' field.

8. Click the 'Save' button to save the revised lender information

Save Cancel

Lender Information **Contact Information**

\*Business Address: 085 B. Sabellano St., San Pedro District, Pagadian, Zamboanga del Sur, Philippines, 7016

Primary Telephone Number: +63 - 62 - 215-1391

Secondary Telephone Number: +63 - -

Fax Number: +63 - 62 - 214-3196

Email Address: