

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 'Payment' window on the right. In the 'Navigation Area', the 'Payment' node is highlighted with a red oval. In the 'Payment' window, the 'Add' button is circled in red, and a 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 ATM

HOW TO ADD A LOAN PAYMENT using ATM

Payment Add Loan Payment

Save Close

Voucher Borrower Co-Borrowers/Guarantors

*Name: dela Cruz, Juan Browse...
District: Balangasan
Station Number:
*Transaction Date: 11/28/2011

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

To add a new ATM payment record, click this button.

If you want to edit an ATM payment record, select the record you want to update then click this button.

ATM Payment

Add Edit Delete

Amount	Reference Number
No atm items to display	

If you want to remove an ATM payment from the list, select a record then click this button.




Page 1 of 1

Amount Tendered: ₱ 0.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using ATM

ATM Payment

 Add  Edit  Delete

Amount	Reference Number
<i>No atm items to display</i>	

Click the Add button to add a new ATM payment record.

Page 1 of 1

No atm payments to display

Amount Tendered: ₱ 0.00

Please fill out the form.





An ATM payment pop-up window will appear where you can input the details of the ATM payment.

ATM Payment

*Amount: 0

*Reference Number:

Please fill out the form.

 Save  Cancel

HOW TO ADD A LOAN PAYMENT using ATM

☐ ATM Payment


*Amount:

1,000.00

*Reference Number:

456789

Form is valid.


 Save


 Cancel


Fill up the fields then click Save to add the ATM payment to the grid.



ATM Payment

 Add

 Edit

 Delete

Amount	Reference Number
1,000.00	456789

After saving, the list of the ATM payments will then contain the recently added ATM payment.

Page 1 of 1




Displaying disbursement items 1 - 1 of 1

Amount Tendered: ₱ 1,000.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using ATM

ATM Payment

 Add  Edit  Delete

Amount	Reference Number
1,000.00	456789

To edit an ATM payment record, select the record from the list then click the Edit button.

Page 1 of 1 | Displaying disbursement items 1 - 1 of 1

Amount Tendered: ₱ 1,000.00

Please fill out the form.





A pop-up window will appear reflecting the details of the ATM payment selected.

☐ **ATM Payment**

*Amount: 13000

*Reference Number: 456789




Form is valid.

 Save  Cancel

Update the fields you want to edit then click Save.


HOW TO ADD A LOAN PAYMENT using ATM

ATM Payment

 Add  Edit  Delete

Amount	Reference Number
1,000.00	456789


To delete an ATM payment record, select the record from the list then click the Delete button.


Page 1 of 1 |  Displaying disbursement items 1 - 1 of 1

Amount Tendered: ₱ 1,000.00

Please fill out the form.






Confirmation 

 Are you sure you want to remove selected payment?


A confirmation box will appear. Click Yes to continue deleting the record.



ATM Payment

 Add  Edit  Delete

Amount	Reference Number
No atm items to display	

Page 1 of 1 |  No atm payments to display




Amount Tendered: ₱ 1,000.00



Please fill out the form.

The selected record will then be removed from the list.

HOW TO ADD A LOAN PAYMENT



using ATM

 Payment  Add Loan Payment 

 Save |  Close **Navigate to the Borrower tab to input the payments for the customer's loans.**

Voucher **Borrower** Co-Borrowers/Guarantors

If the customer wants to pay for the loans he/she is a guarantor/co-borrower, proceed to the Co-Borrowers/Guarantors tab.

Generate Interest | Waive | Rebate  Pay  Withdraw Payment

Loan ID	Loan Product Name	Principal Due	Interest Due	Past Due	Total Amount Due	Payment Amount
4	Salary Loan	7,880.00	0.00	0.00	7,880.00	0.00

If you want to use the full amount of the total amount tendered to pay for the existing loan/s, then you can click the Pay button.

Total Amount: ₱

Change: ₱

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using ATM

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
4	Salary Loan	7,880.00	0.00	0.00	7,880.00	800

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:

₱ 1,300.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using ATM

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Add Loan Payment

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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
4	Salary Loan	7,880.00	0.00	0.00	7,880.00	800.00

Let's say for example that the customer only wants to pay P800 from the P1,300 that he had given.

Total Amount:

₱ 800.00

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.

Form is valid.

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using ATM

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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
4	Salary Loan	7,880.00	0.00	0.00	7,880.00	800.00

Total Amount:

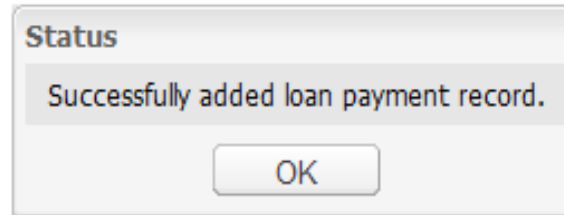
₱ 800.00

Change:

₱ 500.00

Form is valid.

HOW TO ADD A LOAN PAYMENT using ATM



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


HOW TO ADD A LOAN PAYMENT using ATM

Payment

Loan Payment Form

Print

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 28, 2011

Received from: dela Cruz, Juan

the sum of: One Thousand Three Hundred Pesos Only ₱ (**1,300.00**)

In Payment of the following:

Principal _____ ₱ 800.00

Interest _____ ₱ 0.00

Others _____ ₱ _____

Total _____ ₱ **800.00**

Details/Form of Payment

Payment Method	Bank Name	Check Number	Transaction Date	Amount Applied
ATM	NA	456789	11/28/2011	800.00

Change _____ ₱ 500.00

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

Endorsed By: Mr. Pamaran, Rev
Teller

Checked By: Type Officer name here...
Officer

Released By: Type Cashier name here...
Cashier

Loan Balance(Owner) : ₱ 7,080.00

Loan Balance(Co-Owner): ₱ 0.00

Total Loan Balance : ₱ 7,080.00

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



Cashier's Copy





Customer's Copy

File Copy

No: 00009


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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Displaying collections 1 - 6 of 6