How to Create Loan Application (with no term)

CREATE Loan Application

CREATE Loan Application

Home | Loan Applications | **Create Loan Application Record**

A new tab will open with the forms you need to fill up to create a loan application.

Save | Close

The Save button will be disabled until all required fields are filled and valid.

Borrow... | ...ing Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Schedule and Cheques

Basic Information

*Name: [   ] Browse...
District: [   ]
Station Number: [   ]
Customer Status: [   ]
Gender: [   ]
Age: [   ]
Credit Limit: [   ]

Contact Information

Primary Home Address: [   ]

Cellphone Number: [   ] - [   ] - [   ]
Primary Telephone Number: [   ] - [   ] - [   ]
Primary Email Address: [   ]

Please completely fill out the forms... | **The status message will notify you with missed and invalid fields.**

CREATE Loan Application (Borrower's Information)

🏠 Home | 📋 Loan Applications ✖ | **Create Loan Application Record** ✖

💾 Save | ❌ Close

Borrowers Information | Loan Application Details | Outstanding Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Sch

Basic Information

*Name: **Click the Browse button to open a list**   ⬅   Browse...
             of allowed customers where you can
District: **pick the customer you want to add.**

Station Number:

Customer Status:

Gender:

Age:

Credit Limit:

Contact Information

Primary Home Address:

Cellphone Number: -   -

Primary Telephone Number: -   -

Primary Email Address:

CREATE Loan Application (Borrower's Information)

CREATE Loan Application (Borrower's Information)

CREATE Loan Application
(Loan Application Details)

Home | Loan Applications | **Create Loan Application Record**

Save | Close   **After filling the Borrower's Information, proceed to next tab.**

Borrowers Information | **Loan Application Details** | Outstanding Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Subm

Application Date:	10/7/2011
Loan Application Status:	Pending: Approval
Status Comment:	
*Loan Product Name:	**Click the Browse button to open a list of allowed loan products that the borrower can use for the loan application.** Browse...
*Loan Release Date:	
*Loan Amount:	
*Is the loan with term?:	○ Yes ◉ No
Loan Term:	0
Loan Purpose:	
*Collateral Requirement:	▼
*Interest Computation Mode:	▼

CREATE Loan Application
(Loan Application Details)

⌂ Home	▦ Loan Applications ✖	Create Loan Application Record ✖	**Select Financial Product** ✖	This tab will open after clicking the loan product name's Browse button.		Name:	Search

▸ Select | ✖ Cancel **2. Click the Select button to use the selected loan product.**

ID	Name	Introduction Date	Sales Discontinuation Date	Status
1	Salary Loan	10/06/2011		Active

1. Select the loan product.

⬇

⌂ Home	▦ Loan Applications ✖	**Create Loan Application Record** ✖

▤ Save | ✖ Close

Borrowers Information	**Loan Application Details**	Outstanding Loans	Fees and Co-Borrowers	Guarantors, Collaterals and Submitted Documents	Schedule and Cheques

Application Date: 10/7/2011

Loan Application Status: Pending: Approval

Status Comment:

*Loan Product Name: Salary Loan   Browse...

After clicking the Select button, you are then returned to the Loan Application Details tab where the selected loan product is already available.

*Loan Release Date:

*Loan Amount:

*Is the loan with term?: ○ Yes   ⦿ No

Loan Term (Month/s): 0

CREATE Loan Application (Loan Application Details)

Home | **Loan Applications** | **Create Loan Application Record**

Save | Close

| Borrowers Information | **Loan Application Details** | Outstanding Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Schedule and Cheques |

Application Date: 10/7/2011

Loan Application Status: Pending: Approval

Status Comment:

*Loan Product Name: Salary Loan   Browse...

*Loan Release Date: 10/7/2011

*Loan Amount: 30,000.00

*Is the loan with term?:   ○ Yes   ● No   **Select No to make your application a loan with NO TERM.**

Loan Term (Month/s): 0

Loan Purpose:

*Collateral Requirement: Secured

*Interest Computation Mode: Diminishing Balance Method

Payment Mode: Monthly

*Method of Charging Interest: Add-on Interest

Interest Rate

*Description: Browse...

*Interest Rate: %

Please completely fill out the forms.

CREATE Loan Application (Loan Application Details)

*Collateral Requirement: Secured

Secured	**Click the field to see a drop down list of choices for Collateral Requirement.**
Unsecured	

*Interest Computation Mode:

Payment Mode:

---

*Collateral Requirement: Secured

*Interest Computation Mode: Diminishing Balance Method

Diminishing Balance Method	**Click the field to see a drop down list of choices for Interest Computation Mode.**
Straight Line Method	
Add-on Interest	

Payment Mode:

*Method of Charging Interest:

CREATE Loan Application
(Loan Application Details – Interest Rate) Manual

Interest Rate

*Description:

Monthly Interest Rate
Annual Interest Rate

*Interest Rate: %

Click the field to see a drop down list of choices for the Interest Rate Description.

Interest Rate

*Description: Monthly Interest Rate Browse...

*Interest Rate: 10 %

Fill in the Interest Rate

CREATE Loan Application
(Loan Application Details – Interest Rate)
From a List

Interest Rate

*Description: Click the Browse button to select an ▼ Browse...
interest rate from a list of rates available %
*Interest Rate: for the selected loan product.

🏠 Home | ▤ Loan Applications ✕ | Create Loan Application Record ✕ | **Select Interest Rate** ✕ A new tab will open
for you to select an
interest rate.

🔲 Select | ❌ Cancel   **2. Click the Select button.**

Description	Interest Rate	
Monthly Interest Rate	1	**1. Select the interest rate.**
Monthly Interest Rate	2.5	
Monthly Interest Rate	3	

Interest Rate

*Description: Monthly Interest Rate ▼ Browse...
%
*Interest Rate: 1

**The selected interest rate will then
automatically fill the fields.**

CREATE Loan Application
(Outstanding Loans)

🏠 Home | ▣ Loan Applications ✕ | **Create Loan Application Record** ✕

💾 Save | ❌ Close

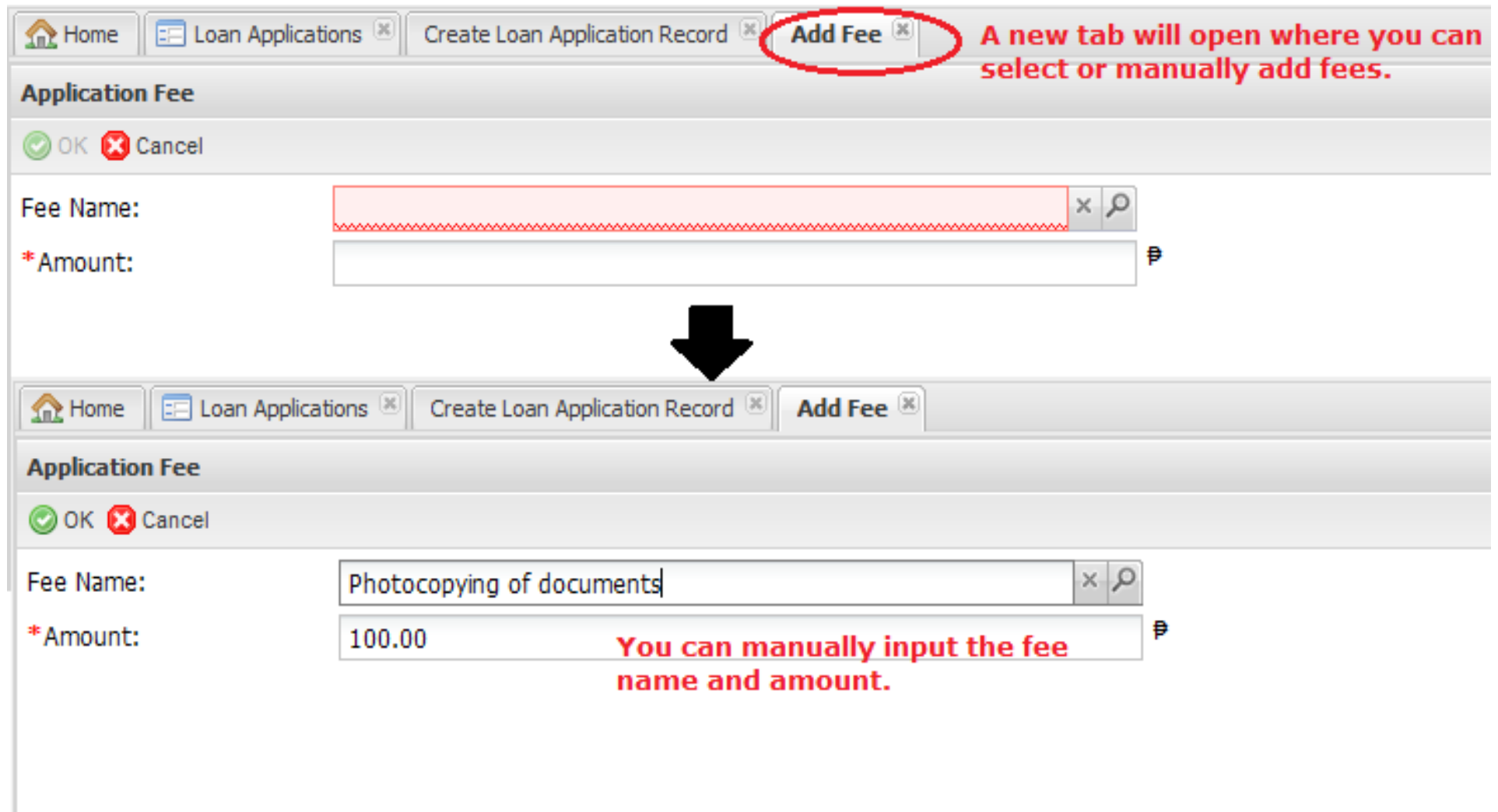| Borrowers Information | Loan Application Details | **Outstanding Loans** | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Schedule and Cheques |

Pay the following outstanding loan/s using the proceeds of the new loan: ☐ **Check this box if you want to use this loan to fully pay the remaining balance of your previous loans.**

Outstanding Loan/s to Pay Off

☐	Loan ID	Loan Product Name	Interest Computation Mode	Maturity Date	No. Of Installments	Payment Mode	Scheduled Amortization	Loan Balance
☐	1	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00
☐	2	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00

Note: If the borrower doesn't want to pay his outstanding loan or if he doesn't have any outstanding loan, you may skip this tab.

CREATE Loan Application
(Outstanding Loans)

CREATE Loan Application
(Outstanding Loans)

CREATE Loan Application (Fees)

CREATE Loan Application
(Fees – Manual)

Home | **Loan Applications** ☒ | **Create Loan Application Record** ☒ | **(Add Fee** ☒**)** **A new tab will open where you can select or manually add fees.**

Application Fee

✅ OK ❌ Cancel

Fee Name: [ ] × 🔍

*Amount: [ ] ₱

⬇

Home | **Loan Applications** ☒ | **Create Loan Application Record** ☒ | **Add Fee** ☒

Application Fee

✅ OK ❌ Cancel

Fee Name: [Photocopying of documents] × 🔍

*Amount: [100.00] ₱   **You can manually input the fee name and amount.**

CREATE Loan Application (Fees - Browse)

CREATE Loan Application (Fees)

The fees are then added to the list of fees associated in the loan application.

CREATE Loan Application (Co-Borrowers)

🏠 Home	🔲 Loan Applications ⊠	**Create Loan Application Record** ⊠

💾 Save | ❌ Close

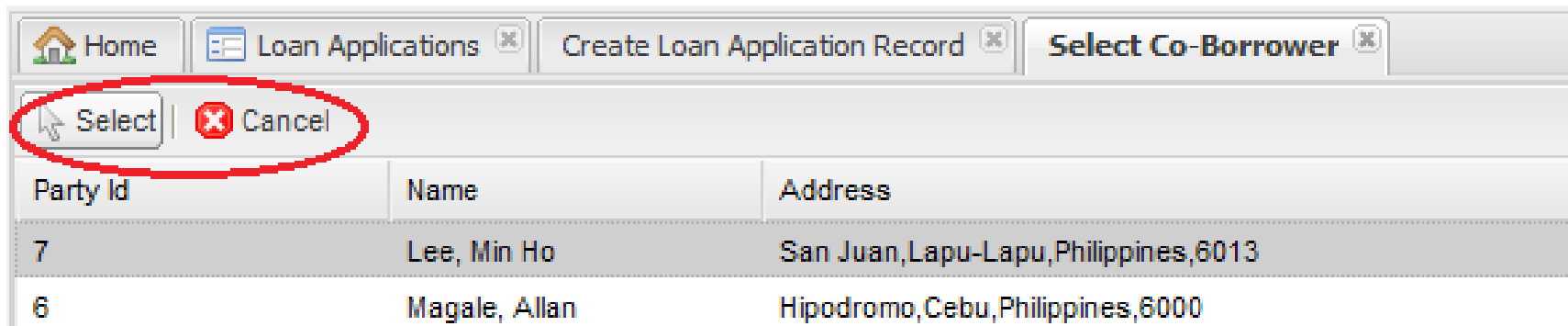| Borrowers Information	Loan Application Details	Outstanding Loans	**Fees and Co-Borrowers**	Guarantors, Collaterals and Subm

Fees

⊖ Delete | ⊕ Add | ↻ Re-Calculate

Name	Fee Amount	Charge Amount	Base Amount
Documentary Stamp Tax	0.00	10.00	5,000.00
Photocopying of documents	100.00	0.00	0.00

Co-borrowers

⊖ Delete | ⊕ Add   **Click the Add button to add Co-borrowers for the loan application.**

Party ID	Name	Primary Home Address

No co-borrowers to display

CREATE Loan Application (Co-Borrowers)

Home	Loan Applications ✕	Create Loan Application Record ✕	**Select Co-Borrower** ✕

⟨ Select	✕ Cancel

Party Id	Name	Address
7	Lee, Min Ho	San Juan,Lapu-Lapu,Philippines,6013
6	Magale, Allan	Hipodromo,Cebu,Philippines,6000

Select the name of the co-borrower you want to add.

Note: If the co-borrower's name is not included in this list, create a customer record through the Customer Node and then return here to add them.

CREATE Loan Application (Co-Borrowers)

Home | Loan Applications | **Create Loan Application Record**

Save | Close

| Borrowers Information | Loan Application Details | Outstanding Loans | **Fees and Co-Borrowers** | Guarantors, Collaterals and Submitted Doc... |

Fees

Delete | Add | Re-Calculate

Name	Fee Amount	Charge Amount	Base Amount
Documentary Stamp Tax	0.00	10.00	5,000.00
Photocopying of documents	100.00	0.00	0.00

Co-borrowers

Delete | Add
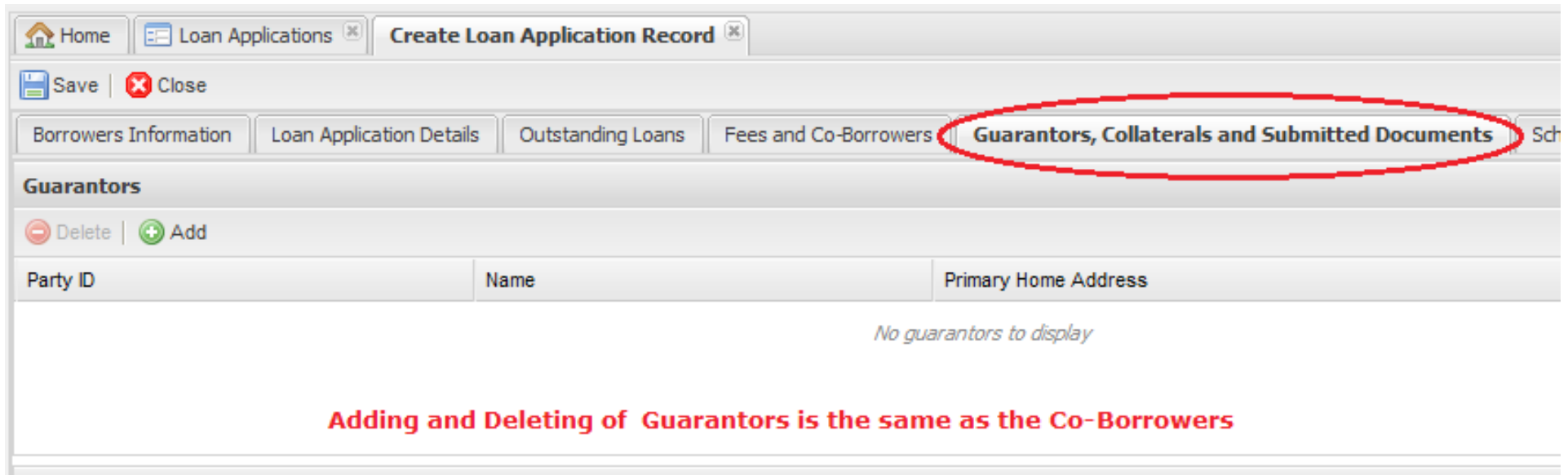
Party ID	Name	Primary Home Address
7	Lee, Min Ho	San Juan,Lapu-Lapu,Philippines,6013

After selecting, the borrower is then added to the Co-borrower's list.

Note: You can add as many co-borrowers as you want.

Form is valid.

CREATE Loan Application (Guarantors)

CREATE Loan Application
(Collateral – Bank Account)

| Home | Loan Applications ✕ | Create Loan Application Record ✕ | **Manage Bank Account** ✕ | A new tab will open that will ask for details regarding the collateral. |

Collateral - Bank Account

✓ OK ✗ Cancel

Collateral Type:	Bank Account
*Bank Account Type:	▾
*Bank:	Click the Browse button to select a Bank. Browse...
*Bank Account Number:	
*Bank Account Name:	
Collateral Description:	

Note: If a bank is not in the list when you click the Browse button, go to the Bank node and add a Bank.

Property Owner/s

⊖ Delete | Edit | ⊕ Add   Click the Add button to add the propery owner of the collateral.

Party ID	Name	Address	Percent Owned
		No property owners to display	

Please add property owner.   The status message will inform you of the missing and invalid input.

CREATE Loan Application (Collateral – Bank Account)

| 🏠 Home | 📇 Loan Applications ⊠ | Create Loan Application Record ⊠ | **Manage Bank Account** ⊠ |

Collateral - Bank Account

✅ OK ❌ Cancel   **Click OK to add this Bank Account Collateral.**

Collateral Type: | Bank Account
*Bank Account Type: | Savings ▼
*Bank: | MetroBank | Browse...
*Bank Account Number: | 1234-56789-8965
*Bank Account Name: | Juan dela Cruz
Collateral Description: | Personal Account

Property Owner/s

⊖ Delete | 📝 Edit | ⊕ Add

Party ID	Name	Address	Percent Owned
4	dela Cruz, Juan	San Roque, Mandaue, Philippines, 6014	100

✅ Form is valid.   **After all fields are filled and checked, the form is ready to be submitted.**

CREATE Loan Application (Collateral – Bank Account)

CREATE Loan Application (Collateral – Land)

| Home | Loan Applications ⊠ | Create Loan Application Record ⊠ | **Manage Land** ⊠ |

Collateral - Land

✓ OK ✗ Cancel

Collateral Type:	Land
*Land Type:	Urban ▾
*Land Area:	12
*Unit Of Measure:	Hectares ▾
*OCT/TCT Number:	123456
*Property Location:	San Roque, Mandaue, Philippines, 6000
Collateral Description:	

Fill up all the fields and then Click OK to add the land to the Collaterals list.

Browse...

Property Owner/s

⊖ Delete | ✎ Edit | ⊕ Add

Party ID	Name	Address	Percent Owned
4	dela Cruz, Juan	San Roque, Mandaue, Philippines, 6014	75

✓ Form is valid.

CREATE Loan Application
(Collateral – Land)

Collaterals

⊖ Delete | 🖊️ Edit | ⊕ Add ▾

Note: To Edit/Delet, select a record from the list and click the Edit/Delete button.

Collateral Type	Description
Bank Account	Personal Account
Land	**It is then added to the Collaterals List.** Major Owner

CREATE Loan Application
(Submitted Documents)

CREATE Loan Application (Submitted Documents)

CREATE Loan Application (Submitted Documents)

🏠 Home	▦ Loan Applications ⊠	Create Loan Application Record ⊠	**Add Documents** ⊠

Submitted Document

✓ Submit | ❌ Cancel   **2. Click the Submit button to proceed.**

Document Name: 3 Months Payslip

Date Submitted: 10/7/2011

Description: Payslip Scanned Photocopies

Document Page

⊕ New | ⊖ Delete Last

Page Number	File Name
1	Page 1

1. The uploaded file record is then added in the Document page of the loan application

CREATE Loan Application (Submitted Documents)

CREATE Loan Application (Schedule and Checks)

| Home | Loan Applications | Create Loan Application Record |

Save | Close

| Borrowers Information | Loan Application Details | Outstanding Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | **Schedule and Cheques** | The last tab

Amortization Schedule

The payment start date at default is set at the end of the month after the loan release date.

Add Post Dated Checks: ☐

*Payment Start Date: 11/30/2011

Generate Schedule | Print Temporary Schedule

Unit	Payment Due Date	Principal Due	Interest Due	Total	Principal Balance	Total Loan Balance

No amortization schedule to display

Note: The Payment start date is editable.

Associated Checks

Check Number	Amount	Check Date	Bank Name	Status

No cheques to display

Since we are creating a loan application with no term, this tab is essentially not needed except for the payment start date.

Form is valid.

The status message will inform you that the loan application is ready to be saved.

CREATE Loan Application (Saving)

CREATE Loan Application (Saving)

Male

21

Unlimited

Status

Successfully added loan application record.

OK

aue, Philippines, 6014

An alert message will inform you that the loan application was created.

CREATE Loan Application (Saving)

The loan application is then added in the Loan Applications List with the status of Pending for Approval