

# **How to Edit Loan Application**

# Edit LOAN APPLICATION

Home Loan Applications

Delete Open **Click the Open button to view the selected record.**

Search By: Search... From: To: 10/8/2011

Loan Application Id	Borrower's Name	Loan Product	Collate
1	dela Cruz, Juan	Salary Loan	Secure
3	dela Cruz, Juan	Salary Loan	Secure
4	dela Cruz, Juan	Salary Loan	Secure

**Select the loan application you want to edit.**

# Edit LOAN APPLICATION

Home | Loan Applications | **Modify Loan Application Record**

**Edit** | Click the Edit button to be able to update the selected record.

Clicking the Open button will open the Modify tab in View mode.

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


### Basic Information

	*Name:	delacruz, Juan
	District:	Rizal District
	Station Number:	1
	Customer Status:	Active
	Gender:	Male
	Age:	21
	Credit Limit:	

### Contact Information

# Edit LOAN APPLICATION


[Home](#) [Loan Applications](#) [Modify Loan Application Record](#)

 Open

The visibility of the Open button in the Modify tab tells you that you are currently in Edit mode.

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

**Basic Information**



\*Name:

delacruz, Juan

District:

Rizal District

Station Number:

1

Customer Status:

Active

Gender:

Male

Age:

21

Credit Limit:

Note: Not all fields are editable once a loan application is created. (e.g. Basic Information Tab)

**Contact Information**

Primary Home Address:

San Roque, Mandaue, Philippines, 6014

# Edit LOAN APPLICATION

Home | Loan Applications | **Modify Loan Application Record**

Open | Approve | Cancel | Reject | Print

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

Application Date:	10/7/2011
Loan Application Status:	Pending: Approval
Status Comment:	
Loan Product Name:	Salary Loan
*Loan Release Date:	11/1/2011
*Loan Amount:	35,000.00
*Is the loan with term?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Loan Term (Month/s):	0
Loan Purpose:	
*Collateral Requirement:	Secured
*Interest Computation Mode:	Diminishing Balance Method
*Payment Mode:	Monthly

**You can then start updating the loan application. Note that once a loan application is approved, you can no longer update it.**

**NOTE: Edit Loan Application uses the same ways as Create Loan Application. Refer to the file How To Create Loan Application for how to's**

# Edit LOAN APPLICATION (with term to No term)

Home | Loan Applications | **Modify Loan Application Record**

Open | Approve | Cancel | Reject | Print

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

Application Date: 10/7/2011

Loan Application Status: Pending: Approval

Status Comment:

Loan Product Name: Salary Loan

\*Loan Release Date: 11/1/2011

\*Loan Amount: 35,000.00

\*Is the loan with term? ☒ Yes ☐ No

\*Loan Term (Month/s): 10

Loan Purpose:

\*Collateral Requirement: Secured

To change a loan with term to No term, select No.

# Edit LOAN APPLICATION (with term to No term)

Salary Loan

Date: 11/1/2011

: 35,000.00

th term?: ☐ Yes ☒ No

Month/s): 10

Warning

? Schedule contains items. Are you sure you want to switch to a loan with no term?

Yes No

Requirement: Secured

putation Mode: Diminishing Balance Method

e: Monthly

arging Interest: Add-on Interest

Monthly Interest Rate Browse...

1 %

**After selecting No, a confirmation message will ask you to confirm your action. Click Yes to switch and No otherwise.**

**NOTE: Switching to a loan with NO term from with term will remove all records of the schedule and checks (if available).**

# Edit LOAN APPLICATION (with term to No term)

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[Loan Application Details](#)
[Outstanding Loans](#)
[Fees and Co-Borrowers](#)
[Guarantors, Collaterals and Submitted Documents](#)
[Schedule and Cheques](#)

### Amortization Schedule

Add Post Dated Checks: ☐ **BEFORE SWITCHING TO NO TERM** \*Payment Start Date: 11/30/2011 [Generate Schedule](#)

Unit	Payment Due Date	Principal Due	Interest Due	Total	Principal Balance	Total Loan Balance
Month 1	11/30/2011	3,500.00	350.00	3,850.00	31,500.00	33,075.00
Month 2	01/02/2012	3,500.00	315.00	3,815.00	28,000.00	29,260.00
Month 3	02/29/2012	3,500.00	280.00	3,780.00	24,500.00	25,480.00
Month 4	04/02/2012	3,500.00	245.00	3,745.00	21,000.00	21,735.00
Month 5	05/31/2012	3,500.00	210.00	3,710.00	17,500.00	18,025.00
Month 6	07/31/2012	3,500.00	175.00	3,675.00	14,000.00	14,350.00
Month 7	08/31/2012	3,500.00	140.00	3,640.00	10,500.00	10,710.00
Month 8	10/31/2012	3,500.00	105.00	3,605.00	7,000.00	7,105.00

### Associated Checks

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[Fees and Co-Borrowers](#)
[Guarantors, Collaterals and Submitted Documents](#)
[Schedule and Cheques](#)

### Amortization Schedule

Add Post Dated Checks: ☐ **AFTER SWITCHING TO NO TERM** \*Payment Start Date: 11/30/2011 [Generate Schedule](#)

Unit	Payment Due Date	Principal Due	Interest Due	Total	Principal Balance	Total Loan Balance
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No amortization schedule to display



# Edit LOAN APPLICATION

Home

Loan Applications

Modify Loan Application Record

Click the Save button to save all changes made.  
Clicking the Close tab will discard all changes.

Open | Approve | Cancel | Reject | Print

Save | Close Tab

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

Amortization Schedule

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						

Associated Checks

# Edit LOAN APPLICATION

Status

Successfully updated loan application record.

OK

Check Date

Bank Name

**An alert message will inform you that the changes you made were saved successfully.**

**Click OK to return.**

# Edit LOAN APPLICATION

Home Loan Applications **Modify Loan Application Record**

**Edit** After saving, you are then switched to View mode. The visibility of the Edit button will tell you that you can only view the record.

Borrowers Information Co-Borrowers Guarantors, Collaterals and Submitted Documents

Amortization Schedule Click Edit button to update the record again, or close the tab to return to the list.

Add Post Date \*Payment Start Date: 11/30/2011

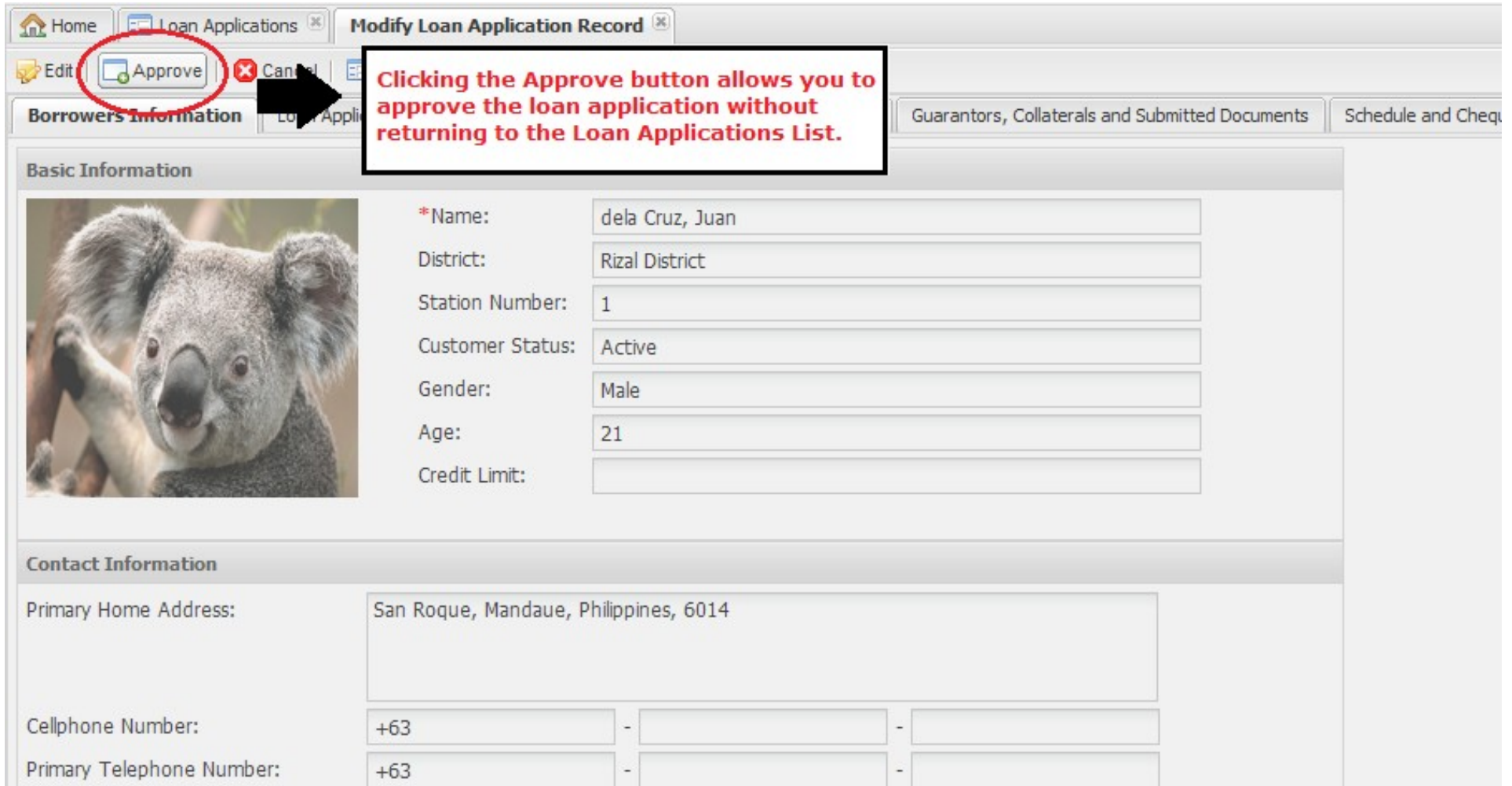
Unit	Payment Due Date	Principal Due	Interest Due	Total	Principal Balance
No amortization schedule to display					

**Associated Checks**

Check Number	Amount	Check Date	Bank Name
No cheques to display			

**EDIT LOAN APPLICATION  
(APPROVE)**

# Edit LOAN APPLICATION (Approve Loan Application)




The screenshot shows a web application interface for managing loan applications. The top navigation bar includes links for Home, Loan Applications, and Modify Loan Application Record. The 'Loan Applications' link is highlighted, and the 'Approve' button is circled in red. A callout box with a red border and text explains that clicking the 'Approve' button allows the user to approve the loan application without returning to the Loan Applications List. The main content area is divided into two sections: 'Basic Information' and 'Contact Information'. The 'Basic Information' section includes a profile picture of a koala and a form with fields for Name, District, Station Number, Customer Status, Gender, Age, and Credit Limit. The 'Contact Information' section includes a form with fields for Primary Home Address, Cellphone Number, and Primary Telephone Number.

**Clicking the Approve button allows you to approve the loan application without returning to the Loan Applications List.**

**Borrowers Information**

**Basic Information**



\*Name: dela Cruz, Juan

District: Rizal District

Station Number: 1

Customer Status: Active

Gender: Male

Age: 21

Credit Limit:

**Contact Information**

Primary Home Address: San Roque, Mandaue, Philippines, 6014

Cellphone Number: +63 - -

Primary Telephone Number: +63 - -

# Edit LOAN APPLICATION

## (Approve Loan Application)

Home

Loan Applications

Modify Loan Application Record

Approve Loan Application Record

Approve

Cancel

Click the Approve button to approve the loan application

A new tab will open that will allow you to approve the loan application. Close this tab or click the Cancel button make some more changes or postpone the approval.

Generate Application Schedule

Loan Amount:

35,000.00

Loan Term (Month/s):

10

Loan Release Date:

11/1/2011

Payment Start Date:

11/30/2011

Amortization Schedule

Unit	Payment Due Date	Principal Due	Interest Due	Total	Principal Balance	Total Loan Balance
Month 1	11/30/2011	3,500.00	350.00	3,850.00	31,500.00	33,075.00
Month 2	01/02/2012	3,500.00	315.00	3,815.00	28,000.00	29,260.00
Month 3	02/29/2012	3,500.00	280.00	3,780.00	24,500.00	25,480.00
Month 4	04/02/2012	3,500.00	245.00	3,745.00	21,000.00	21,735.00
Month 5	05/31/2012	3,500.00	210.00	3,710.00	17,500.00	18,025.00
Month 6	07/31/2012	3,500.00	175.00	3,675.00	14,000.00	14,350.00
Month 7	08/31/2012	3,500.00	140.00	3,640.00	10,500.00	10,710.00
Month 8	10/31/2012	3,500.00	105.00	3,605.00	7,000.00	7,105.00
Month 9	12/31/2012	3,500.00	70.00	3,570.00	3,500.00	3,535.00
Month 10	01/31/2013	3,500.00	35.00	3,535.00	0.00	0.00


Form is valid.

# Edit LOAN APPLICATION

## (Approve Loan Application)

Due	Interest Due	Total	Principal Balance	Total Loan Balance
	350.00	3,850.00	31,500.00	33,075.00
				29,260.00
				25,480.00
				21,735.00
				18,025.00
				14,350.00
				10,710.00
				7,105.00
				3,535.00
				0.00

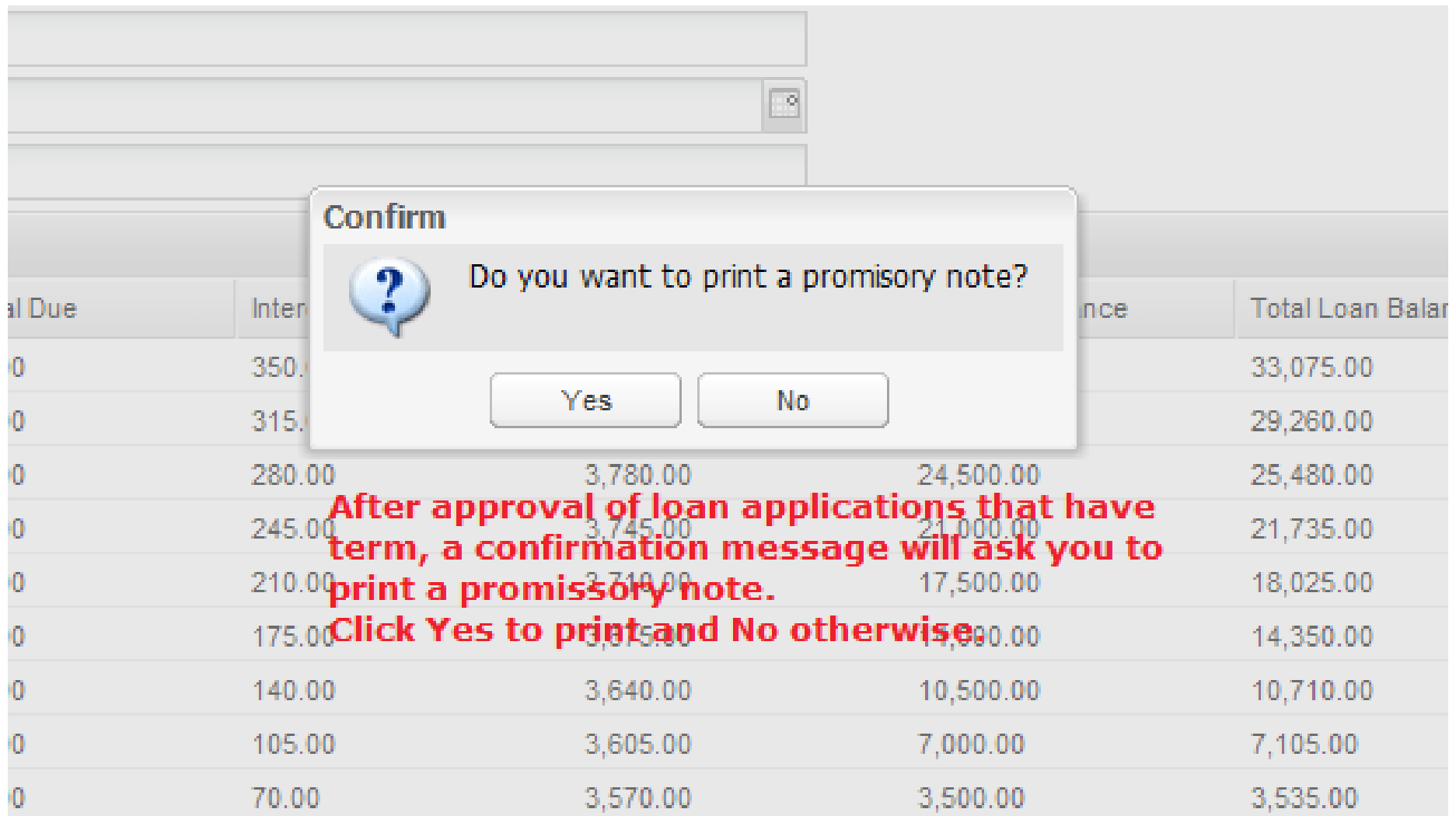
**Confirm**

 Are you sure you want to approve this loan application?

**A confirmation message will ask you to confirm the approval of the loan application. Click Yes to proceed with the approval and No otherwise.**

# Edit LOAN APPLICATION

## (Approve Loan Application)







# Edit LOAN APPLICATION

## (Approve Loan Application)

Home Loan Applications **Print Promissory Note**

 Print  Close

Confirming for printing of promissory note opens a Print Promissory Note tab.

Click the Print button to proceed with printing or Close to cancel printing.

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

PROMISSORY NOTE  
(For New Loans / Balance Forward)

For value received amounting to **Thirty Five Thousand Pesos Only** (**P 35,000.00**), I promise to pay to MNPLI, Inc. upon the receipt of my monthly checks starting from the month of **November** with an interest rate of **1.00 %** per month until my obligation is fully paid. I am authorizing MNPLI, Inc. to collect/sign and encash the said checks.

<p style="text-align: center;"><b>Lee, Min Ho,</b></p> <hr style="width: 100%;"/> <p style="text-align: center;">Guarantor/Co-debtor</p>	<p>Print Name/Signature: <b><u>DELA CRUZ, JUAN</u></b></p> <p>District: <b><u>Rizal District</u></b></p> <p>Address: <b><u>San Roque, Mandaue, Philippines,</u></b> <b><u>6014</u></b></p> <p>Contact#:</p>
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Date: **October 07 2011**

Copy: Cashier's Copy

No: 00001

# Edit LOAN APPLICATION


## (Approve Loan Application)

Home | Loan Applications | **Modify Loan Application Record**

**Cancel** | **Reject** | **Print** | **An approved loan application can no longer be updated. You can see this in the absence of the Edit/Open button.**

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

### Basic Information



*Name:	dela Cruz, Juan		
District:	Rizal District		
Station Number:	1		
Customer Status:	Active		
Gender:	Male		
Age:	21		
Credit Limit:			

### Contact Information

Primary Home Address:	San Roque, Mandaue, Philippines, 6014		
Cellphone Number:	+63	-	
Primary Telephone Number:	+63	-	

**EDIT LOAN APPLICATION  
(CANCEL)**

# Edit LOAN APPLICATION


## (Cancel Loan Application)

Home Loan Applications **Modify Loan Application Record**

**Cancel** Print **Click the Cancel button to cancel the loan application.**

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

**Basic Information**

	*Name:	dela Cruz, Juan		
	District:	Rizal District		
	Station Number:	1		
	Customer Status:	Active		
	Gender:	Male		
	Age:	21		
Credit Limit:				

**Contact Information**

Primary Home Address:	San Roque, Mandaue, Philippines, 6014		
Cellphone Number:	+63	-	
Primary Telephone Number:	+63	-	

# Edit LOAN APPLICATION

## (Cancel Loan Application)

Station Number: 1


Customer Status: Active

Gender: Male

Age: 21

Credit Limit:

**Confirmation** ✕

 Are you sure you want to cancel the selected loan applications?

San Roque, Manda

**A confirmation message will ask you to confirm the cancellation of the loan application. Click Yes to proceed or No, otherwise.**

+63 - -

+63 - -

# Edit LOAN APPLICATION

## (Cancel Loan Application)

Station Number:	1
Customer Status:	Active
Gender:	Male
Age:	21
Credit Limit:	

**Status**  
Successfully updated the status of the loan application record.  
OK

loque, Mandaue, Pnippines, 6014

**An alert message will inform you that the cancellation action was successful. Click OK to return.**

	-		-	
	-		-	

# Edit LOAN APPLICATION

## (Cancel Loan Application)

Home Loan Applications					
Delete   Open   New   Approve   Cancel   Reject   Print Application Form					
Search By: Search... From: To: 10/8/2011 Search Filter By:					
Loan Application Id	Borrower's Name	Loan Product	Collateral Requirement	Application Date	Status
1	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Closed
3	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Closed
4	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Cancelled
5	Magale, Allan	Salary Loan	Secured	10/07/2011	Pending: Approval

The status of the loan application is then updated in the list.

**EDIT LOAN APPLICATION  
(REJECT)**



# Edit LOAN APPLICATION


## (Reject Loan Application)

[Home](#) | [Loan Applications](#) | [Modify Loan Application Record](#)

[Edit](#) | [Approve](#) | [Cancel](#) | [Reject](#)

**Borrowers Information** | [Loan Application Details](#) | [Outstanding Loans](#) | [Fees and Co-Borrowers](#) | [Guarantors, Collaterals and Submitted Documents](#)

**Basic Information**



\*Name: dela Cruz, Juan

District: Rizal District

Station Number: 1

Customer Status: Active

Gender: Male

Age: 21

Credit Limit:

**NOTE: Only loan applications with a status of Pending:Approval can be rejected.**

**Contact Information**

Primary Home Address: San Roque, Mandaue, Philippines, 6014

Cellphone Number: +63 - -

# Edit LOAN APPLICATION

## (Reject Loan Application)

Customer Status: Active

Gender: Male

Age: 21

Credit Limit:

Confirmation

Are you sure you want to reject the selected loan applications?

Yes No

San Roque, Manda

**A confirmation message will ask you to confirm the rejection of the loan application.  
Click Yes to proceed or No, otherwise.**

+63 - -

+63 - -

# Edit LOAN APPLICATION

## (Reject Loan Application)

Loan Number:	1
Customer Status:	Active
Gender:	Male
Age:	21
Credit Limit:	

**Status**  
Successfully updated the status of the loan application record.  
OK

in Roque, Mandaue, Philippines, 6014

**An alert message will inform you that rejection action for the loan application was successful. Click OK to return.**

53	-		-	
53	-		-	

# Edit LOAN APPLICATION

## (Reject Loan Application)

Home Loan Applications					
Delete   Open   New   Approve   Cancel   Reject   Print Application Form					
Search By: Search... From: To: 10/8/2011 Search Filter By:					
Loan Application Id	Borrower's Name	Loan Product	Collateral Requirement	Application Date	Status
1	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Closed
3	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Closed
4	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Cancelled
5	Magale, Allan	Salary Loan	Secured	10/07/2011	Pending: In Funding
6	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Rejected

**You will be then returned to the Loan Application list with the status of the loan application changed to Rejected.**

**EDIT LOAN APPLICATION  
(PRINT)**

# Edit LOAN APPLICATION


## (Print Loan Application)

Home | Loan Applications | **Modify Loan Application Record**

Cancel | Reject | **Print** → Click the Print button to print the information of the currently opened record.

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

### Basic Information

	*Name:	dela Cruz, Juan
	District:	Rizal District
	Station Number:	1
	Customer Status:	Inactive
	Gender:	Male
	Age:	21
	Credit Limit:	



### Contact Information

Primary Home Address:	San Roque, Mandaue, Philippines, 6014
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# Edit LOAN APPLICATION

## (Print Loan Application)

[Home](#) [Loan Applications](#) [Modify Loan Application Record](#) [Print Loan Application Record](#)

 Print  Close

A new tab will open that contains the form to print.

To print the record, click the Print record.  
Click Close to return.

**M. N. Pamaran Lending Investors, Inc.**  
085 B. Sabellano St. San Pedro District  
Pagadian, Zamboanga del Sur, Philippines, 7016  
tel#: +63 (62) 215-1391,  
fax#:+63 (62) 214-3196

**Loan Application Form**

**Borrower's Basic Information**

Name: dela Cruz, Juan


District: Rizal District

Gender: Male

Credit Limit:

Station Number: 1

Age: 21



**Borrower's Contact Information**

Primary Home Address: San Roque, Mandaue, Philippines, 6014

Cellphone Number: +63

Telephone Number:

Primary E-mail Address: