

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 check

HOW TO ADD A LOAN PAYMENT using check

The screenshot shows the 'Add Loan Payment' window with the following details:

- Windows:** Customers, Loan Applications, Payment, Add Loan Payment.
- Buttons:** Save, Close.
- Tabs:** Voucher, Borrower, Co-Borrowers/Guarantors.
- Form Fields:**
 - *Name: dela Cruz, Juan (with a 'Browse...' button)
 - District: Balangasan
 - Station Number: (empty)
 - *Transaction Date: 11/28/2011
- Cash Payment Section:**
 - Balance of Cash Receipts: 0.00
 - Amount (Php): 0.00
- Check Payment Section:**
 - Buttons: Add (circled in red), Browse... (circled in red), Delete.
 - Table with columns: Bank, Branch, Check Type, Check No., Check Date, Amount.

Annotations:

- Red text: "Fill up the fields. Refer to HowToFillUpAName in the Miscellaneous folder to fill up the name of the borrower." (pointing to District and Station Number).
- Red text: "Adding a loan payment using checks can be done in two ways:
by adding a new check
by using an existing check given by the borrower, co-borrower or guarantor" (with lines pointing to the 'Add' and 'Browse...' buttons).

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HOW TO ADD A LOAN PAYMENT using check

Customers Loan Applications Payment Add Loan Payment

Save Close

Voucher Borrower Co-Borrowers/Guarantors

*Name: dela Cruz, Juan

District: Balangasan

Station Number:

*Transaction Date: 11/28/2011

Cash Payment

Balance of Cash Receipts: 0.00

Amount (Php): 0.00

Check Payment

+ Add Browse... - Delete

Bank	Branch	Check Type	Check No.
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If the customer wants to pay using a new check, click the Add button to create a new check.

Page 1 of 1

Add Cheque

+ Add - Close

*Bank: Browse...

Branch:

*Check No.:

*Check Type: ▼



*Check Date: 📅


*Amount: 0.00

A new Add Cheque tab will appear where you can input the details of the new check.

HOW TO ADD A LOAN PAYMENT using check


Add Cheque


 Add  Close **After filling up the fields, click the Add button to use the check.**

*Bank:  Browse...

Branch:

*Check No.: **Fill up the fields. Refer to HowToFillUpAName in the Miscellaneous folder to fill up the name of the bank.**




*Check Type: 

*Check Date: 

*Amount:



Check Payment

 Add |  Browse... |  Delete

Bank	Branch	Check Type	Check No.	Check Date	Amount
Bank of the Philippine Islands		Personal Check	123456	11/30/2011	1,500.00

The newly created check will then be shown in the Check Payment grid.

Page 1 of 1

Displaying cheque 1 - 1 of 1

HOW TO ADD A LOAN PAYMENT using check

Customers Loan Applications Payment Add Loan Payment

Save Close

Voucher Borrower Co-Borrowers/Guarantors

*Name: dela Cruz, Juan

District: Balangasan

Station Number:

*Transaction Date: 11/28/2011

Cash Payment

Balance of Cash Receipts: 0.00

Amount (Php): 0.00

Check Payment

+ Add Browse... - Delete

Bank	Branch	Check Type	Check N
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If the customer wants to pay using an existing check, click the Browse button to use an existing check for payment.

Page 1 of 1

Payment Add Loan Payment Customer Checks Pick List

Select Close

Bank	Branch	Check Type	Check No.	Check Date	Total Amount
Rizal Commercial Banking Corporation		Personal Check	14501211	11/30/2011	5,000.00

A customer checks picklist will appear containing the existing checks of the customer.

Note: Only checks with a status of 'Cleared' can be used as payment. Thus, only cleared checks will be shown in the list.

HOW TO ADD A LOAN PAYMENT using check

Payment [X] Add Loan Payment [X] Customer Checks Pick List [X]

Select [X] Close

Bank	Branch	Check Type	Check No.	Check Date	Total Amount
Rizal Commercial Banking Corporation		Personal Check	14501211	11/30/2011	5,000.00

Choose the check you want to use from the list then click the Select button.



Check Payment

+ Add | 🔍 Browse... | - Delete




Bank	Branch	Check Type	Check No.	Check Date	Amount
Rizal Commercial Banking Corporation		Personal Check	14501211	11/30/2011	5,000.00

The selected check will then be added to the Check Payment list.

Page 1 of 1 | Displaying cheque 1 - 1 of 1

HOW TO ADD A LOAN PAYMENT using check

Check Payment

 Add |  Browse... |  Delete




Bank	Branch	Check Type	Check No.	Check Date	Amount
Bank of the Philippine Islands		Personal Check	123456	11/30/2011	1,500.00
Rizal Commercial Banking Corporation		Personal Check	14501211	11/30/2011	5,000.00

To remove a check from the list, select the check you want to remove then click the Delete button.

Page 1 of 1 | Displaying cheque 1 - 2 of 2



Check Payment


 Add |  Browse... |  Delete

Bank	Branch	Check Type	Check No.	Check Date	Amount
Bank of the Philippine Islands		Personal Check	123456	11/30/2011	1,500.00


The selected check will then be removed from the list.


Page 1 of 1 | Displaying cheque 1 - 1 of 1

HOW TO ADD A LOAN PAYMENT using check

 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	8,880.00	0.00	0.00	8,880.00	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: ₱ 0.00

Change: ₱ 1,500.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT

using check

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	8,880.00	0.00	0.00	8,880.00	1000

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: ₱

1,500.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT

using check

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	8,880.00	0.00	0.00	8,880.00	1,000.00

Let's say for example that the customer only wants to pay P1,000 from the P1,500 that he had given.



Total Amount: ₱ 1,000.00


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.

HOW TO ADD A LOAN PAYMENT using check

 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
4	Salary Loan	8,880.00	0.00	0.00	8,880.00	1,000.00

Total Amount:

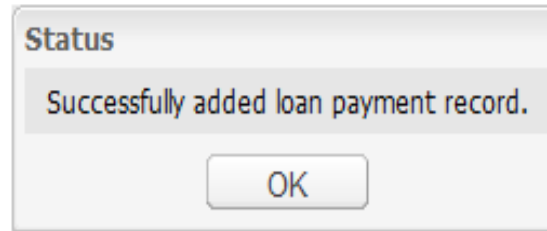
₱ 1,000.00

Change:

₱ 500.00

Form is valid.

HOW TO ADD A LOAN PAYMENT using check



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

HOW TO ADD A LOAN PAYMENT using check

Payment

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 Five Hundred Pesos Only ₱ (1,500.00)
 In Payment of the following:
 Principal _____ ₱ 1,000.00
 Interest _____ ₱ 0.00
 Others _____ ₱ _____
Total _____ ₱ 1,000.00

Details/Form of Payment

Payment Method	Bank Name	Check Number	Transaction Date	Amount Applied
Cheque	Bank of the Philippine Islands	123456	11/30/2011	1,000.00

Change _____ ₱ 500.00

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

Endorsed By:

Checked By:

Released By:

Mr. Pamaran, Rey
 Teller

Type Officer name here...
 Officer

Type Cashier name here...
 Cashier



Loan Balance(Owner) : ₱ 7,880.00
 Loan Balance(Co-Owner): ₱ 0.00
Total Loan Balance : ₱ 7,880.00





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

Cashier's Copy
 Customer's Copy
 File Copy

No: 00008


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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