How To Create Additional Loans
(For Loans With Term)

Open Additional Loan Tab

MN Pamaran Lending Investors, Inc.

Navigation Area

- Lending Application
  - Loan Products
  - Loan Accounts
  - Loan Process
    - Customers
    - Loan Applications
    - Disbursements
    - Additional Loan
    - Loan Restructure
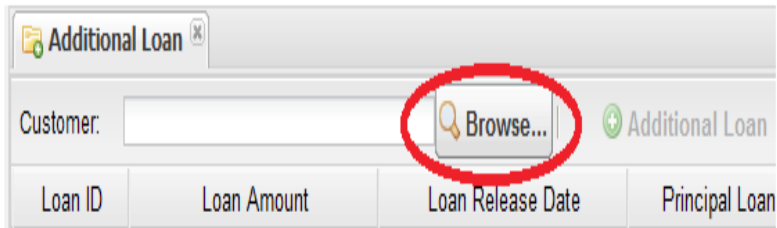 - Loan Collection

Additional Loan

Customer: _____ 🔍 Browse...

Loan ID	Loan Amount	Loan Release Da

1. Go to 'NAVIGATION AREA'
2. Click 'ADDITIONAL LOAN' button
3. After clicking 'Additional Loan', a new tab will appear entitled 'ADDITIONAL LOAN'.
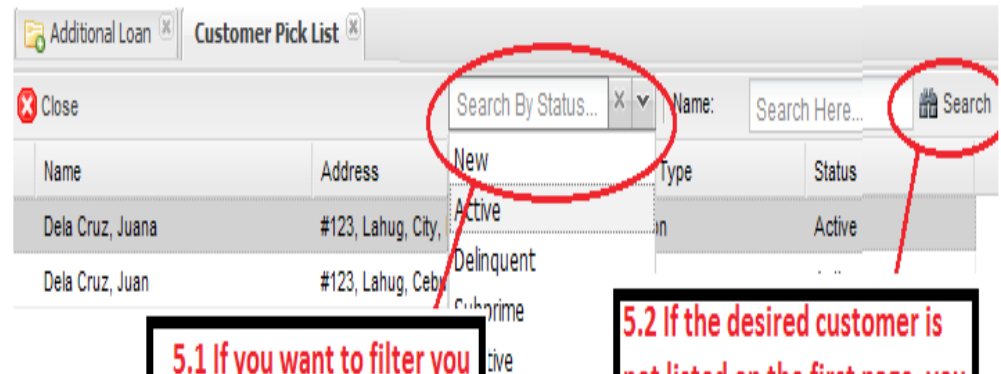
Select Customer

Additional Loan

Customer: [ ] **Q Browse...** | ⊕ Additional Loan

Loan ID	Loan Amount	Loan Release Date	Principal Loan

4. Click the 'BROWSE' button to select a customer.
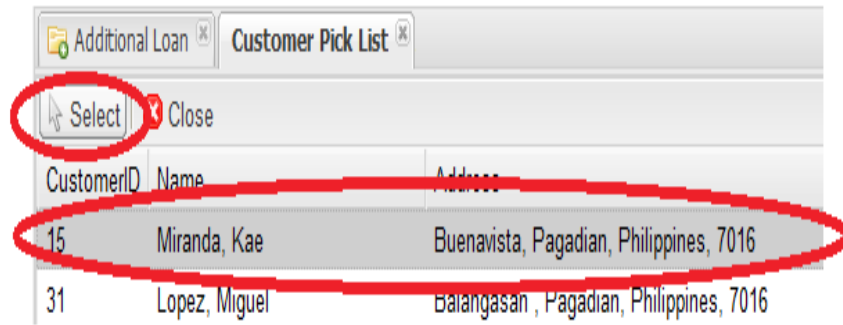
Additional Loan | **Customer Pick List**

▷ Select | ✗ Close

CustomerID	Name	Address
15	Miranda, Kae	Buenavista, Pagadian, Philippines, 7016
31	Lopez, Miguel	Balangasan , Pagadian, Philippines, 7016

5. Select the CUSTOMER that requested the Additional Loan.

Additional Loan | **Customer Pick List**

✗ Close | Search By Status... ✗ ▼ | Name: | Search Here... | ⌘ Search

Name	Address		Type	Status
		New		
Dela Cruz, Juana	#123, Lahug, City,	Active	on	Active
Dela Cruz, Juan	#123, Lahug, Cebu	Delinquent		
		Subprime		
		ctive		

5.1 If you want to filter you search result by customer status, you can select a status on the Status dropdown list.

5.2 If the desired customer is not listed on the first page, you can search for that customer by inputting the customer's name on the 'Search' text field and click the 'Search' button.
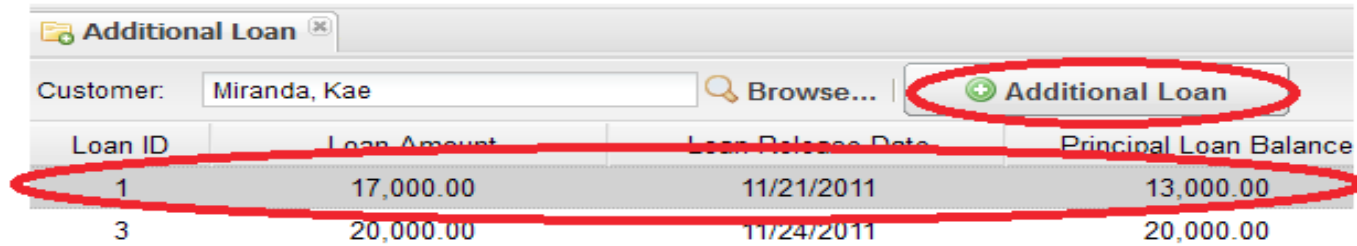
6. After selecting the CUSTOMER, click the SELECT button.

Fill in the additional loan amount

7. From the list, select the loan you want to create an ADDITIONAL LOAN and then click the 'ADDITIONAL LOAN' button.

8. After clicking ADDITIONAL LOAN, a new tab will appear. Fill in the ADDITIONAL LOAN AMOUNT and click the 'GENERATE SCHEDULE' button.

Note: Generate Schedule every time you change the additional loan amount.

Generate schedule and fill in Cheque details

Home | Additional Loan | **Additional Loan**

Generate Schedule   Save | Cancel

*Additional Amount: 10,000.00

*Loan Release Date: 10/8/2011

Amortization Schedule | **Cheques**

Check Number	Amount	Check Date	Bank Name	Status
	3,000.00	Oct 31 2011		Received
	2,875.00	Nov 30 2011		Received
	2,750.00	Jan 31 2012		Received
	2,625.00	Feb 29 2012		Received

9. Once the amortization schedule has been generated, open the 'Cheques' tab and fill in the 'Check number' and 'Bank Name' of each of the cheques by double-clicking the chosen cheque.

Note: Generating the schedule again would clear all of the cheque details that you've previously filled in.

Update Cheque

Home | Additional Loan | Additional Loan | **Manage Cheque**

Add | Cancel

* Transaction Date: 10/8/2011
* Amount (Php): 3,000.00
* Check Payment Method: Personal Check
* Bank: [_____] Browse
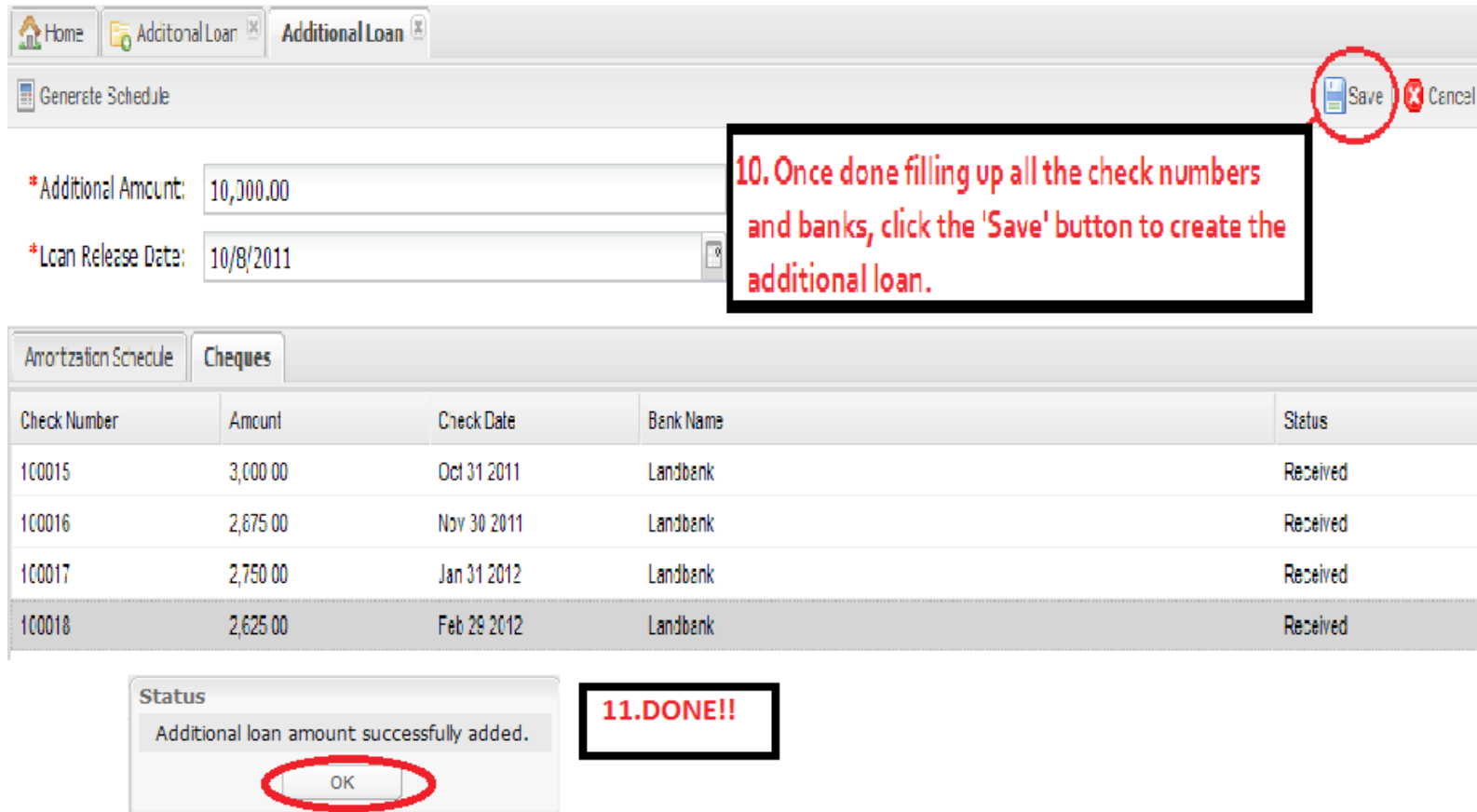* Check Number: [_____]
* Check Status: Received
Remarks: [_____]
* Check Date: 10/31/2011

9.1 Fill in the required fields marked with '*'. To fill in the bank, click the 'Browse' button and select the desired bank shown on the 'Bank Pick List'. Once all the required fields are filled in, click the 'Add' button.

Save

Check Number	Amount	Check Date	Bank Name	Status
100015	3,000.00	Oct 31 2011	Landbank	Received
100016	2,875.00	Nov 30 2011	Landbank	Received
100017	2,750.00	Jan 31 2012	Landbank	Received
100018	2,625.00	Feb 29 2012	Landbank	Received

10. Once done filling up all the check numbers and banks, click the 'Save' button to create the additional loan.

Status
Additional loan amount successfully added.

OK

11.DONE!!

Note: Once saved, the additional loan amount can then proceed to the disbursal process. For disbursal process, please refer to HowToAddLoanDisbursement tutorial.