

# **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 cash, check and ATM**

# HOW TO ADD A LOAN PAYMENT

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Payment

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Voucher

Borrower

Co-Borrowers/Guarantors

\*Name:

delacruz, Juan

Browse...

District:

Balangasan

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

Station Number:

\*Transaction Date:

11/28/2011

Cash Payment

Balance of Cash Receipts:

500.00

Refer to the 'How To Add Loan Payment using cash' tutorial on how to input the cash payment amounts.

Amount (Php):

400.00

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	500.00

Please refer to the 'How To Add Loan Payment using check' tutorial on how to add check payments.

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ATM Payment

Add

Edit

Delete

Amount	Reference Number
450.00	456123

Refer to the 'How To Add Loan Payment using ATM' tutorial on how to add ATM payments.

Please fill out the form.

# HOW TO ADD A LOAN PAYMENT

## using cash, check and 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 of, 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	7,080.00	0.00	0.00	7,080.00	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: ₱

1,850.00

Please fill out the form.

# HOW TO ADD A LOAN PAYMENT

## using cash, check and 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	7,080.00	0.00	0.00	7,080.00	1600

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:




₱ 1,850.00



Please fill out the form.



# HOW TO ADD A LOAN PAYMENT

## using cash, check and 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	7,080.00	0.00	0.00	7,080.00	1,600.00

Let's say for example that the customer only wants to pay P1,600 from the P1,850 that he had given.

Total Amount: ₱

1,600.00

Change: ₱

250.00

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 cash, check and ATM

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	7,080.00	0.00	0.00	7,080.00	1,600.00

Total Amount: ₱

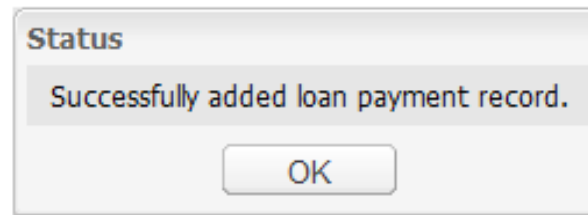
1,600.00

Change: ₱

250.00

Form is valid.

# HOW TO ADD A LOAN PAYMENT using cash, check and ATM



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

# HOW TO ADD A LOAN PAYMENT

## using cash, check and ATM

Payment [X] Loan Payment Form [X]

Print [X] 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: Three Thousand Six Hundred Fifty Pesos Only ₱ ( 3,650.00 )  
In Payment of the following:  
Principal \_\_\_\_\_ ₱ 1,600.00  
Interest \_\_\_\_\_ ₱ 0.00  
Others \_\_\_\_\_ ₱ \_\_\_\_\_  
**Total** \_\_\_\_\_ ₱ 1,600.00

**Details/Form of Payment**

Payment Method	Bank Name	Check Number	Transaction Date	Amount Applied
Cheque	Bank of the Philippine Islands	123456	11/30/2011	500.00
Cash	NA	NA	11/28/2011	150.00
ATM	NA	456789	11/28/2011	500.00
ATM	NA	456123	11/28/2011	450.00

Change \_\_\_\_\_ ₱ 2,050.00

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) : ₱ 5,480.00  
Loan Balance(Co-Owner): ₱ 0.00  
**Total Loan Balance : ₱ 5,480.00**





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

Cashier's Copy  
Customer's Copy  
File Copy

No: 00010


# 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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