How To Create Additional Loans
(For Loans Without Term)

Open Additional Loan Tab

MN Pamaran Lending Investors, Inc.

Navigation Area

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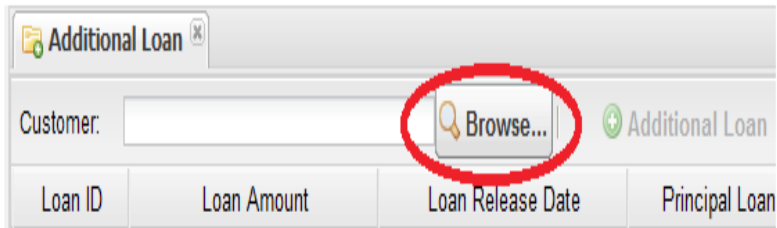Additional Loan

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'.
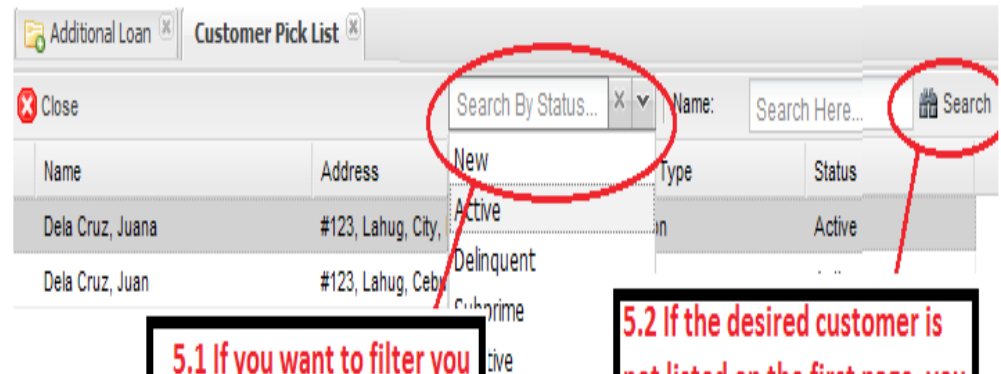
Select Customer

Additional Loan

Customer: [ ] 🔍 Browse... ⊕ Additional Loan

Loan ID	Loan Amount	Loan Release Date	Principal Loan

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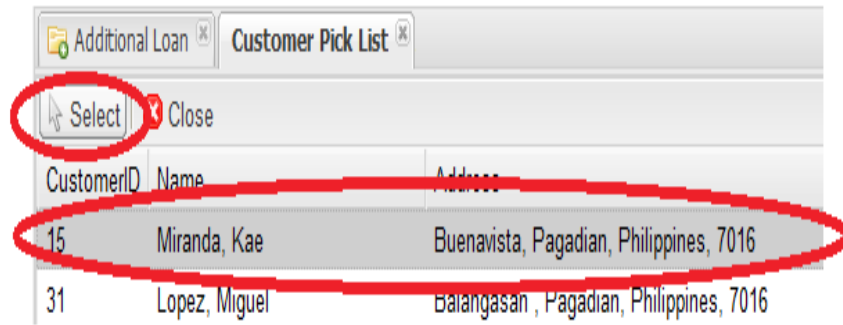
Additional Loan | Customer Pick List

▸ 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... [x][▼] 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.
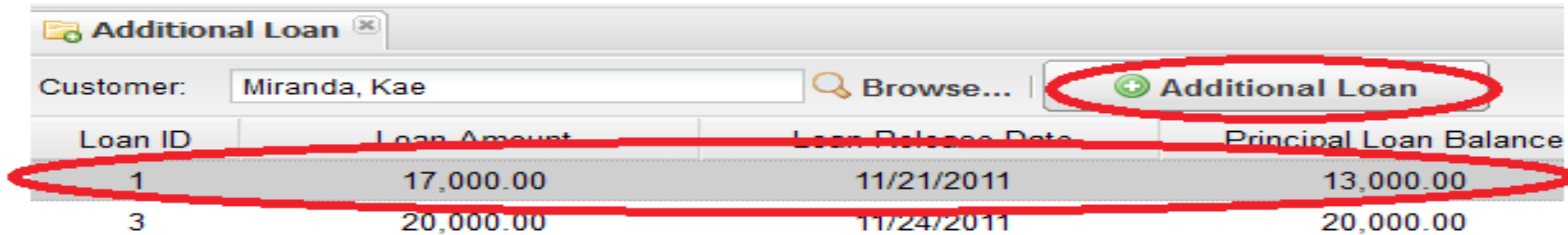
Select Loan and Save Additional Loan Amount

Additional Loan ⊠

Customer: Miranda, Kae   🔍 Browse... | ⊕ Additional Loan

Loan ID	Loan Amount	Loan Release Date	Principal Loan Balance
1	17,000.00	11/21/2011	13,000.00
3	20,000.00	11/24/2011	20,000.00

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

Additional Loan ⊠   Additional Loan ⊠

💾 Save ❌ Close

Current Loan Balance: 13,000.00

*Additional Amount: 5000

8. Enter the ADDITIONAL LOAN AMOUNT.
9. Click the SAVE button.

Status

Additional loan amount successfully added.

OK

10. A pop-up window will notify you that that additional loan amount was successfully added.

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