

HOW TO ADD A LOAN PAYMENT



HOW TO ADD A LOAN PAYMENT


The screenshot shows a software interface with a 'Navigation Area' on the left and a 'Payment' window on the right. In the 'Navigation Area', the 'Payment' node is highlighted with a red oval. In the 'Payment' window, the 'Add' button is circled in red, and a 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

HOW TO ADD A LOAN PAYMENT using cash

The screenshot shows a software window titled "Add Loan Payment" with a "Payment" icon. It has tabs for "Voucher", "Borrower", and "Co-Borrowers/Guarantors". The "Voucher" tab is active, showing fields for Name, District, Station Number, and Transaction Date. Below these is a "Cash Payment" section with two fields: "Balance of Cash Receipts" and "Amount (Php)". Red circles highlight these two fields. Arrows point from the "Amount (Php)" field to a text box explaining it, and from the "Balance of Cash Receipts" field to another text box explaining it.

Annotations:

- Fill up the fields. Refer to HowToFillUpAName in the Miscellaneous folder to fill up the name of the borrower.** (Points to the Name, District, and Station Number fields)
- Under the 'Cash Payment' Panel contains the Balance of Cash Receipts and the Amount fields.** (Points to the "Balance of Cash Receipts" and "Amount (Php)" fields)
- The Balance of Cash Receipts is the total amount of unused receipts and unclaimed change under the borrower's name.** (Points to the "Balance of Cash Receipts" field)
- The Amount (in pesos) is the total cash amount that the borrower will give.** (Points to the "Amount (Php)" field)

HOW TO ADD A LOAN PAYMENT using cash

Payment Add Loan Payment

Save Close

Voucher Borrower Co-Borrowers/Guarantors

*Name: dela Cruz, Juan Browse...

District: Balangasan

Station Number:

*Transaction Date: 11/24/2011

Cash Payment

Balance of Cash Receipts: 0.00

Amount (Php): 0.00

Click the Amount field to input the amount the borrower gave as payment.



Cash Denomination

1000 Bills:

500 Bills:

200 Bills:

100 Bills:

50 Bills:

20 Bills:

Coins:

*Amount (Php):

A Cash Denomination pop-up window will appear where you can input the denomination of the money the borrower gave as payment.

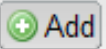
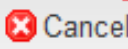
+ Add X Cancel

HOW TO ADD A LOAN PAYMENT using cash

Cash Denomination

1000 Bills:	1
500 Bills:	
200 Bills:	1
100 Bills:	
50 Bills:	
20 Bills:	
Coins:	
*Amount (Php):	1,200.00

The Amount field in the window will automatically calculate the amount based on the denomination you entered.

 Add  Cancel

Click the Add button to use the amount as the cash payment of the borrower.



Station Number:

*Transaction Date: 11/24/2011

Cash Payment

Balance of Cash Receipts:	0.00
Amount (Php):	1,200.00

The amount is then reflected in the Cash Payment panel and can then be used to pay for the borrower's loan.

HOW TO ADD A LOAN PAYMENT using cash

Payment

Add Loan Payment

Save

Close

Voucher

Borrower

Co-Borrower

Generate Interest

Withdraw

Pay

Withdraw Payment

Loan ID	Loan Product Name	Due	Total Amount Due	Payment Amount
1	Salary Loan	10,000.00	0.00	0.00

Total Amount:

₱ 0.00

Change:


₱ 1,200.00


Please fill out the form.


Click the Generate Interest button to generate interest for the loan.
(Refer to HowToGenerateInterest file on how to use this feature.)


HOW TO ADD A LOAN PAYMENT

using cash

 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
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	0.00

After generation of interest, the interest due will then reflect in the list along with the new total amount due (principal due + interest due)

Total Amount:

₱ 0.00


Change:


₱ 1,200.00


Please fill out the form.


HOW TO ADD A LOAN PAYMENT

using cash

 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
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	0.00

If you want the total amount tendered (cash + balance of cash receipts) to fully pay the loan, then you can click the Pay button.

Total Amount:

₱ 0.00

Change:

₱ 1,200.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT

using cash

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
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	700

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: ₱

1,200.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT

using cash

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
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	700.00

Let's say for example that the customer only wants to pay P700.00 from the P1,200 that he had given.

Total Amount: ₱ 700.00

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.

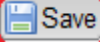
Please fill out the form.

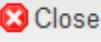
HOW TO ADD A LOAN PAYMENT

using cash

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
1	Salary Loan	10,000.00	80.00	0.00	10,080.00	700.00

Total Amount:

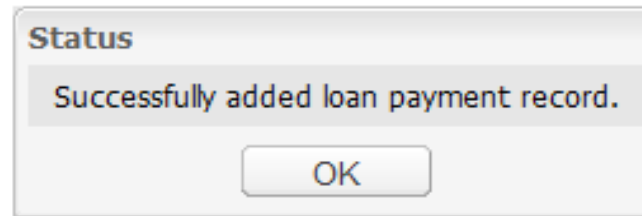
₱ 700.00

Change:

₱ 500.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using cash



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

HOW TO ADD A LOAN PAYMENT using cash

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 24, 2011
Received from: dela Cruz, Juan
the sum of: One Thousand Two Hundred Pesos Only ₱ (1,200.00)
In Payment of the following:

Principal	₱	<u>620.00</u>
Interest	₱	<u>80.00</u>
Others	₱	_____
Total	₱	<u>700.00</u>

Details/Form of Payment

Payment Method	Bank Name	Check Number	Transaction Date	Amount Applied
Cash	NA	NA	11/24/2011	700.00

Change _____ ₱ 500.00

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

Endorsed By: _____ Checked By: _____ Released By: _____
Mr. Pamaran, Rev Type Officer name here... Type Cashier name here...
Teller Officer Cashier

Loan Balance(Owner) : ₱ 9,380.00
Loan Balance(Co-Owner): ₱ 0.00
Total Loan Balance : ₱ 9,380.00

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

Cashier's Copy
Customer's Copy
File Copy

No: 00000

HOW TO ADD A LOAN PAYMENT

using check

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 Browse...

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

Bark	Branch	Check Type	Check No.	Check Date	Amount

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

Page 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 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:

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
------	--------	------------	---------

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: ₱

Change: ₱

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:

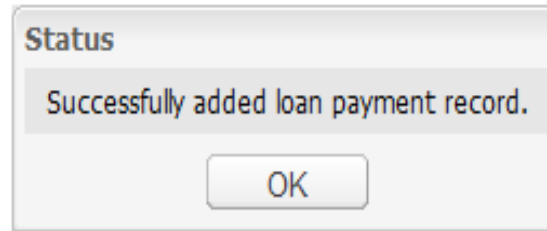
₱ 1,000.00

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

using ATM

HOW TO ADD A LOAN PAYMENT using ATM

Payment Add Loan Payment

Voucher Borrower Co-Borrowers/Guarantors

*Name: **Fill up the fields. Refer to**

District: **HowToFillUpAName in the Miscellaneous**

Station Number:

*Transaction Date:

To add a new ATM payment record, click this button.

If you want to edit an ATM payment record, select the record you want to update then click this button.

ATM Payment

Amount	Reference Number
No atm items to display	

If you want to remove an ATM payment from the list, select a record then click this button.




Page 1 of 1

Amount Tendered: ₱

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using ATM

ATM Payment

 Add  Edit  Delete

Amount	Reference Number
<i>No atm items to display</i>	

Click the Add button to add a new ATM payment record.

Page 1 of 1

No atm payments to display

Amount Tendered: ₱ 0.00

Please fill out the form.





An ATM payment pop-up window will appear where you can input the details of the ATM payment.

ATM Payment

*Amount: 0

*Reference Number:

Please fill out the form.

 Save  Cancel

HOW TO ADD A LOAN PAYMENT using ATM

☐ ATM Payment


*Amount:


1,000.00

*Reference Number:

456789

Form is valid.


 Save


 Cancel


Fill up the fields then click Save to add the ATM payment to the grid.



ATM Payment

 Add

 Edit

 Delete

Amount	Reference Number
1,000.00	456789

After saving, the list of the ATM payments will then contain the recently added ATM payment.

Page 1 of 1




Displaying disbursement items 1 - 1 of 1

Amount Tendered: ₱ 1,000.00

Please fill out the form.


HOW TO ADD A LOAN PAYMENT using ATM

ATM Payment

 Add  Edit  Delete

Amount	Reference Number
1,000.00	456789

To edit an ATM payment record, select the record from the list then click the Edit button.

Page 1 of 1 |  Displaying disbursement items 1 - 1 of 1

Amount Tendered: ₱ 1,000.00

Please fill out the form.





A pop-up window will appear reflecting the details of the ATM payment selected.

☐ **ATM Payment**

*Amount: 13000

*Reference Number: 456789




Form is valid.

 Save  Cancel

Update the fields you want to edit then click Save.


HOW TO ADD A LOAN PAYMENT using ATM

ATM Payment

 Add  Edit  Delete

Amount	Reference Number
1,000.00	456789


To delete an ATM payment record, select the record from the list then click the Delete button.


Page 1 of 1 |  Displaying disbursement items 1 - 1 of 1

Amount Tendered: ₱ 1,000.00

Please fill out the form.






Confirmation 

 Are you sure you want to remove selected payment?


A confirmation box will appear. Click Yes to continue deleting the record.



ATM Payment

 Add  Edit  Delete

Amount	Reference Number
No atm items to display	




Page 1 of 1 |  No atm payments to display



Amount Tendered: ₱ 1,000.00

Please fill out the form.

The selected record will then be removed from the list.



HOW TO ADD A LOAN PAYMENT using 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, 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	7,880.00	0.00	0.00	7,880.00	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: ₱

Change: ₱

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using 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	7,880.00	0.00	0.00	7,880.00	800

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:

₱ 1,300.00

Please fill out the form.

HOW TO ADD A LOAN PAYMENT using 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	7,880.00	0.00	0.00	7,880.00	800.00

Let's say for example that the customer only wants to pay P800 from the P1,300 that he had given.

Total Amount: ₱ 800.00

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 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	7,880.00	0.00	0.00	7,880.00	800.00

Total Amount:

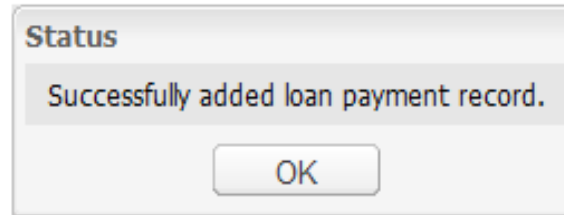
₱ 800.00

Change:

₱ 500.00

Form is valid.

HOW TO ADD A LOAN PAYMENT using ATM



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

HOW TO ADD A LOAN PAYMENT using ATM

Payment

Loan Payment Form

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 Three Hundred Pesos Only ₱ (1,300.00)

In Payment of the following:

Principal ₱ 800.00

Interest ₱ 0.00

Others ₱

Total ₱ 800.00

Details/Form of Payment

Payment Method	Bank Name	Check Number	Transaction Date	Amount Applied
ATM	NA	456789	11/28/2011	800.00

Change ₱ 500.00

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) : ₱ 7,080.00

Loan Balance(Co-Owner): ₱ 0.00

Total Loan Balance : ₱ 7,080.00

Cashier's Copy

Customer's Copy

File Copy

No: 00009

HOW TO ADD A LOAN PAYMENT

using cash, check and ATM

HOW TO ADD A LOAN PAYMENT

using cash, check and ATM

Payment

Add Loan Payment

Save

Close

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.

Page 1 of 1

Displaying cheque 1 - 1 of 1

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 

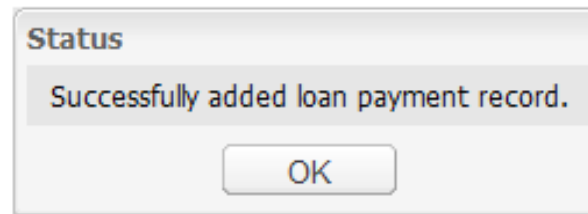
Loan ID	Loan Product Name	Principal Due	Interest Due	Past Due	Total Amount Due	Payment Amount
4	Salary Loan	7,080.00	0.00	0.00	7,080.00	1,600.00

Total Amount: ₱

Change: ₱

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

Loan Payment Form

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: 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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Displaying collections 1 - 6 of 6