

How to Create Loan Application (with no term)

CREATE Loan Application

The screenshot displays a web application interface for loan management. On the left, a 'Navigation Area' sidebar lists various functions: Lending Application, Loan Products, Customers, **Loan Applications** (highlighted with a red circle), Loan Accounts, Loan Restructure, Additional Loan, Loan Disbursement Voucher, Disbursements, Billing, Receipts, Cheques, Cheque Editor, Payment, Settings, and Reports. A red arrow points from the 'Loan Applications' node to the main content area. The main area has a title bar with 'Home' and 'Loan Applications' tabs. Below the title bar is a toolbar with buttons: Delete, Open, **New** (highlighted with a red circle), Approve, Cancel, Reject, and Print Application Form. A search bar is located below the toolbar. A table with columns 'Loan Application Id', 'Applicant's Name', 'Loan Product', and 'Collateral' is shown, but it is empty. A red arrow points from the 'New' button to the table. The text 'No loan applications to display' is visible at the bottom right.

Click the LoanApplications Node in the Navigation Area

Click the New button to create a new loan application

No loan applications to display

CREATE Loan Application


Home Loan Applications **Create Loan Application Record**

Save Close

A new tab will open with the forms you need to fill up to create a loan application.

Borrower The Save button will be disabled until all required fields are filled and valid. [Borrowing Loans](#) [Fees and Co-Borrowers](#) [Guarantors, Collaterals and Submitted Documents](#) [Schedule and Cheques](#)

Basic Information

 *Name: [Browse...](#)

District:

Station Number:

Customer Status:

Gender:

Age:

Credit Limit:

Contact Information

Primary Home Address:

Cellphone Number: - -

Primary Telephone Number: - -

Primary Email Address:

Please completely fill out the forms. The status message will notify you with missed and invalid fields.


CREATE Loan Application (Borrower's Information)

Home | Loan Applications | Create Loan Application Record

Save | Close

Borrowers Information | Loan Application Details | Outstanding Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Sc

Basic Information



*Name: **Click the Browse button to open a list of allowed customers where you can pick the customer you want to add.**

District:

Station Number:

Customer Status:

Gender:

Age:

Credit Limit:

Contact Information

Primary Home Address:

Cellphone Number: - -

Primary Telephone Number: - -

Primary Email Address:

CREATE Loan Application (Borrower's Information)

Home Loan Applications Create Loan Application Record **Select Customer** Clicking the Name's Browse button will open this tab.

Select Close 2. Click the Select button to use the selected customer or Close return. Search By Status... Name: Search

CustomerID	Name	Address	Party Ty
4	1. Select the Customer dela Cruz, Juan	San Roque, Mandaue, Philippines, 6014	Person
6	Magale, Allan	Hipodromo, Cebu, Philippines, 6000	Person
7	Lee, Min Ho	San Juan, Lapu-Lapu, Philippines, 6013	Person


CREATE Loan Application (Borrower's Information)

[Home](#) | [Loan Applications](#) | [Create Loan Application Record](#)

[Save](#) | [Close](#)

Borrowers Information | [Loan Application Details](#) | [Outstanding Loans](#) | [Fees and Co-Borrowers](#) | [Guarantors, Collaterals and Submitted Documents](#) | [Schedule and Cheques](#)

Basic Information



***Name:** [Browse...](#)

District:

Station Number:

Customer Status:

Gender:

Age:

Credit Limit:

After selecting the customer, the form will be automatically filled with the customer's information.

Note: All borrower's information in this tab is not editable. If you want to update a customer's record, go to the Customer's node.

Contact Information

Primary Home Address:

Cellphone Number: - -

Primary Telephone Number: - -

Primary Email Address:

Please completely fill out the forms.

CREATE Loan Application (Loan Application Details)

Home | Loan Applications | Create Loan Application Record

Save | Close

After filling the Borrower's Information, proceed to next tab.

Borrowers Information | **Loan Application Details** | Outstanding Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Subm

Application Date: 10/7/2011

Loan Application Status: Pending: Approval

Status Comment:

*Loan Product Name: **Click the Browse button to open a list of allowed loan products that the borrower can use for the loan application.** Browse...

*Loan Release Date:

*Loan Amount:

*Is the loan with term?: ☐ Yes ☒ No

Loan Term: 0

Loan Purpose:

*Collateral Requirement:

*Interest Computation Mode:

CREATE Loan Application (Loan Application Details)

Home | Loan Applications | Create Loan Application Record | **Select Financial Product**

Select | **Cancel** | 2. Click the Select button to use the selected loan product. | This tab will open after clicking the loan product name's Browse button. | Name: Search

ID	Name	Introduction Date	Sales Discontinuation Date	Status
1	Salary Loan	10/06/2011		Active

1. Select the loan product.



Home | Loan Applications | Create Loan Application Record

Save | Close

Borrowers Information | **Loan Application Details** | Outstanding Loans | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Schedule and Cheques

Application Date: 10/7/2011

Loan Application Status: Pending: Approval

Status Comment:

*Loan Product Name: **Salary Loan** | Browse...

*Loan Release Date:

*Loan Amount:

*Is the loan with term?: ☐ Yes ☒ No

Loan Term (Month/s): 0

After clicking the Select button, you are then returned to the Loan Application Details tab where the selected loan product is already available.

CREATE Loan Application (Loan Application Details)

[Home](#) | [Loan Applications](#) | [Create Loan Application Record](#)

[Save](#) | [Close](#)

[Borrowers Information](#) | **[Loan Application Details](#)** | [Outstanding Loans](#) | [Fees and Co-Borrowers](#) | [Guarantors, Collaterals and Submitted Documents](#) | [Schedule and Cheques](#)

Application Date: 10/7/2011

Loan Application Status: Pending: Approval

Status Comment:

*Loan Product Name: Salary Loan [Browse...](#)

*Loan Release Date: 10/7/2011

*Loan Amount: 30,000.00

*Is the loan with term?: ☐ Yes ☒ No **Select No to make your application a loan with NO TERM.**

Loan Term (Month/s): 0

Loan Purpose:

*Collateral Requirement: Secured

*Interest Computation Mode: Diminishing Balance Method

Payment Mode: Monthly

*Method of Charging Interest: Add-on Interest

Interest Rate

*Description: [Browse...](#)

*Interest Rate: %

Please completely fill out the forms.

CREATE Loan Application

(Loan Application Details)

* Collateral Requirement:	Secured
* Interest Computation Mode:	Secured
Payment Mode:	Unsecured

Click the field to see a drop down list of choices for Collateral Requirement.

* Collateral Requirement:	Secured
* Interest Computation Mode:	Diminishing Balance Method
Payment Mode:	Diminishing Balance Method
* Method of Charging Interest:	Straight Line Method

Click the field to see a drop down list of choices for Interest Computation Mode.

CREATE Loan Application

(Loan Application Details – Interest Rate)

Manual

Interest Rate	
*Description:	<input type="text"/> <input type="button" value="Browse..."/>
*Interest Rate:	<div>Monthly Interest Rate Annual Interest Rate</div> <div>Click the field to see a drop down list of choices for the Interest Rate Description.</div>

Interest Rate	
*Description:	Monthly Interest Rate <input type="button" value="Browse..."/>
*Interest Rate:	10 <div>Fill in the Interest Rate</div> %

CREATE Loan Application

(Loan Application Details – Interest Rate)

From a List

Interest Rate

*Description: **Click the Browse button to select an interest rate from a list of rates available for the selected loan product.**

*Interest Rate: %

Home Loan Applications Create Loan Application Record **Select Interest Rate**

2. Click the Select button. **A new tab will open for you to select an interest rate.**

Description	Interest Rate
Monthly Interest Rate	1 1. Select the interest rate.
Monthly Interest Rate	2.5
Monthly Interest Rate	3

Interest Rate

*Description:

*Interest Rate: %

The selected interest rate will then automatically fill the fields.

CREATE Loan Application (Outstanding Loans)

[Home](#) [Loan Applications](#) [Create Loan Application Record](#)

[Save](#) [Close](#)

[Borrowers Information](#) [Loan Application Details](#) [Outstanding Loans](#) [Fees and Co-Borrowers](#) [Guarantors, Collaterals and Submitted Documents](#) [Schedule and Cheques](#)

Pay the following outstanding loan/s using the proceeds of the new loan:

☐ Check this box if you want to use this loan to fully pay the remaining balance of your previous loans.

<input type="checkbox"/>	Loan ID	Loan Product Name	Interest Computation Mode	Maturity Date	No. Of Installments	Payment Mode	Scheduled Amortization	Loan Balance
<input type="checkbox"/>	1	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00
<input type="checkbox"/>	2	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00

Note: If the borrower doesn't want to pay his outstanding loan or if he doesn't have any outstanding loan, you may skip this tab.

CREATE Loan Application (Outstanding Loans)

Home | Loan Applications | **Create Loan Application Record**

Save | Close

Borrowers Information | Loan Application Details | **Outstanding Loans** | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Schedule and Cheques

Pay the following outstanding loan/s using the proceeds of the new loan: ☒ **If you check this box, you have to select an outstanding loan below.**

Outstanding Loan/s to Pay Off

<input type="checkbox"/>	Loan ID	Loan Product Name	Interest Computation Mode	Maturity Date	No. Of Installments	Payment Mode	Scheduled Amortization	Loan Balance
<input type="checkbox"/>	1	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00
<input type="checkbox"/>	2	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00

No selected outstanding loan. **This status message will inform you that you have not yet selected an outstanding loan to pay off.**

CREATE Loan Application (Outstanding Loans)

Home | Loan Applications | **Create Loan Application Record**

Save | Close

Borrowers Information | Loan Application Details | **Outstanding Loans** | Fees and Co-Borrowers | Guarantors, Collaterals and Submitted Documents | Schedule and Cheques

Pay the following outstanding loan/s using the proceeds of the new loan: ☒

Outstanding Loan/s to Pay Off

<input type="checkbox"/>	Loan ID	Loan Product Name	Interest Computation Mode	Maturity Date	No. Of Installments	Payment Mode	Scheduled Amortization	Loan Balance
<input checked="" type="checkbox"/>	1	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00
<input type="checkbox"/>	2	Salary Loan	Diminishing Balance Method		0	Monthly	0.00	25,000.00

Form is valid. Once you select, the status message will inform you that the form is valid and can be saved.

CREATE Loan Application (Fees)

[Home](#) | [Loan Applications](#) | [Create Loan Application Record](#)

Save | Close

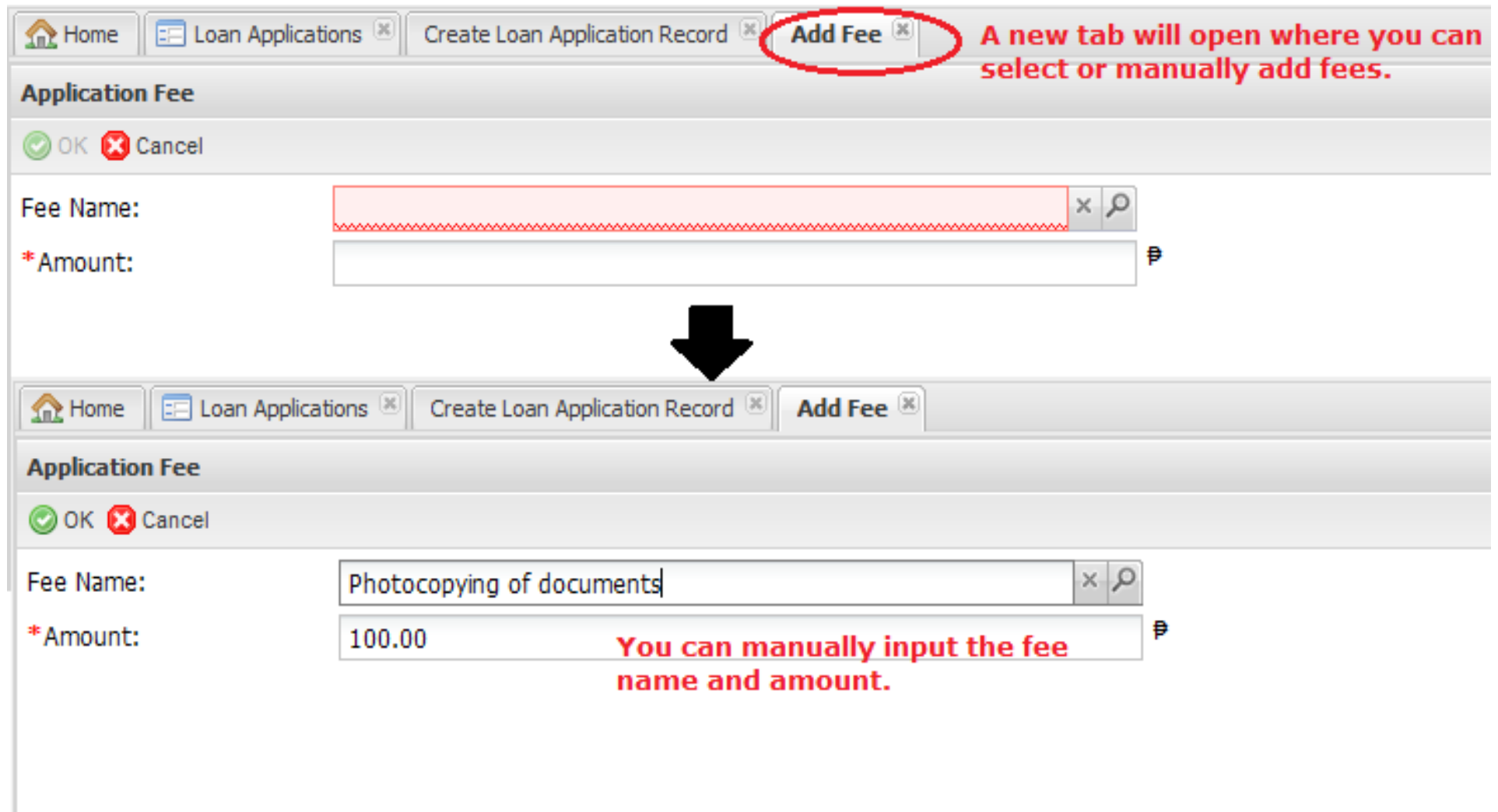
[Borrowers Information](#) | [Loan Application Details](#) | [Outstanding Loans](#) | [Fees and Co-Borrowers](#) | [Guarantors, Collaterals and Submitted Documents](#) | [Schedule and Cheques](#)

Fees

[Delete](#) | [Add](#) | [Re-Calculate](#) **Click the Add button to add fees associated to this loan application.**

Name	Fee Amount	Charge Amount	Base Amount	Rate	Total Charge Per Fee
No fees to display					

CREATE Loan Application (Fees - Manual)



Home Loan Applications Create Loan Application Record **Add Fee** A new tab will open where you can select or manually add fees.

Application Fee

OK Cancel

Fee Name:

* Amount:

↓

Home Loan Applications Create Loan Application Record **Add Fee**

Application Fee

OK Cancel

Fee Name:

* Amount:

You can manually input the fee name and amount.

CREATE Loan Application (Fees - Browse)

Application Fee

OK Cancel

Fee Name:

*Amount:

You can also select from a list of available fees associated to the loan product used in the loan application.

Home Loan Applications Create Loan Application Record Add Fee Select Fee A new tab will open.

Select Cancel 2. Click the Select button to select the fee.

Name	Charge Amount	Base Amount
Documentary Stamp Tax	10.00	5,000.00

1. Select a fee you want to add.

Home Loan Applications Create Loan Application Record Add Fee

Application Fee

OK Cancel Click the OK button to Add the fee.

Fee Name:

*Amount:

The selected fee will automatically fill the fields.

CREATE Loan Application (Fees)

Home

Loan Applications

Create Loan Application Record

Save

Close

Borrowers Information

Loan Application Details

Outstanding Loans

Fees and Co-Borrowers

Guarantors, Collaterals and Submitted Documents

Schedule and Cheques

Fees

Delete

Add

Re-Calculate

Name	Fee Amount	Charge Amount	Base Amount	Rate	Total Charge Per Fee
Documentary Stamp Tax	0.00	10.00	5,000.00	0	70.00
Photocopying of documents	100.00	0.00	0.00	0	100.00

The fees are then added to the list of fees associated in the loan application.

CREATE Loan Application (Co-Borrowers)

Home Loan Applications Create Loan Application Record

Save Close

Borrowers Information Loan Application Details Outstanding Loans **Fees and Co-Borrowers** Guarantors, Collaterals and Subm

Fees

Delete Add Re-Calculate

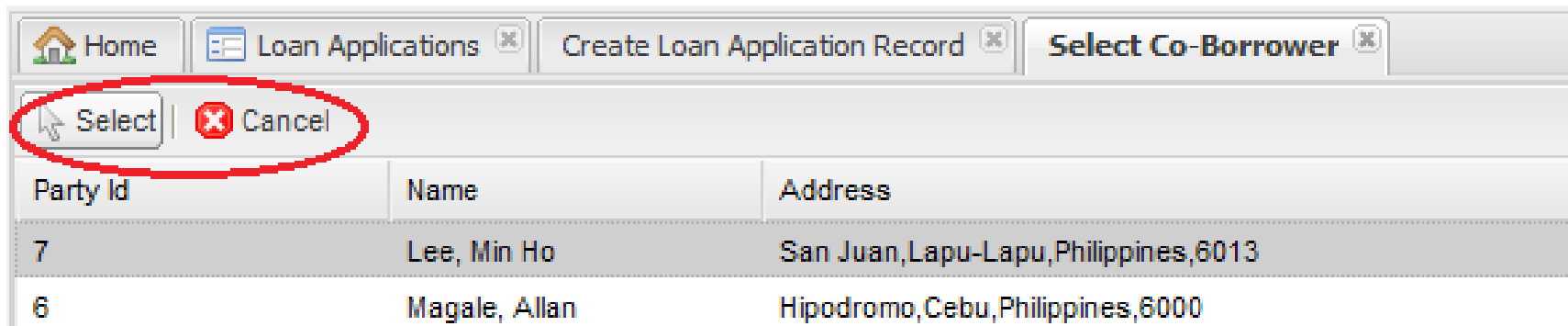
Name	Fee Amount	Charge Amount	Base Amount
Documentary Stamp Tax	0.00	10.00	5,000.00
Photocopying of documents	100.00	0.00	0.00

Co-borrowers

Delete **Add** Click the Add button to add Co-borrowers for the loan application.

Party ID	Name	Primary Home Address
No co-borrowers to display		

CREATE Loan Application (Co-Borrowers)



Party Id	Name	Address
7	Lee, Min Ho	San Juan, Lapu-Lapu, Philippines, 6013
6	Magale, Allan	Hipodromo, Cebu, Philippines, 6000

Select the name of the co-borrower you want to add.

Note: If the co-borrower's name is not included in this list, create a customer record through the Customer Node and then return here to add them.

CREATE Loan Application (Co-Borrowers)

Home Loan Applications Create Loan Application Record

Save Close

Borrowers Information Loan Application Details Outstanding Loans Fees and Co-Borrowers Guarantors, Collaterals and Submitted Documents

Fees

Delete Add Re-Calculate

Name	Fee Amount	Charge Amount	Base Amount
Documentary Stamp Tax	0.00	10.00	5,000.00
Photocopying of documents	100.00	0.00	0.00

Co-borrowers

Delete Add

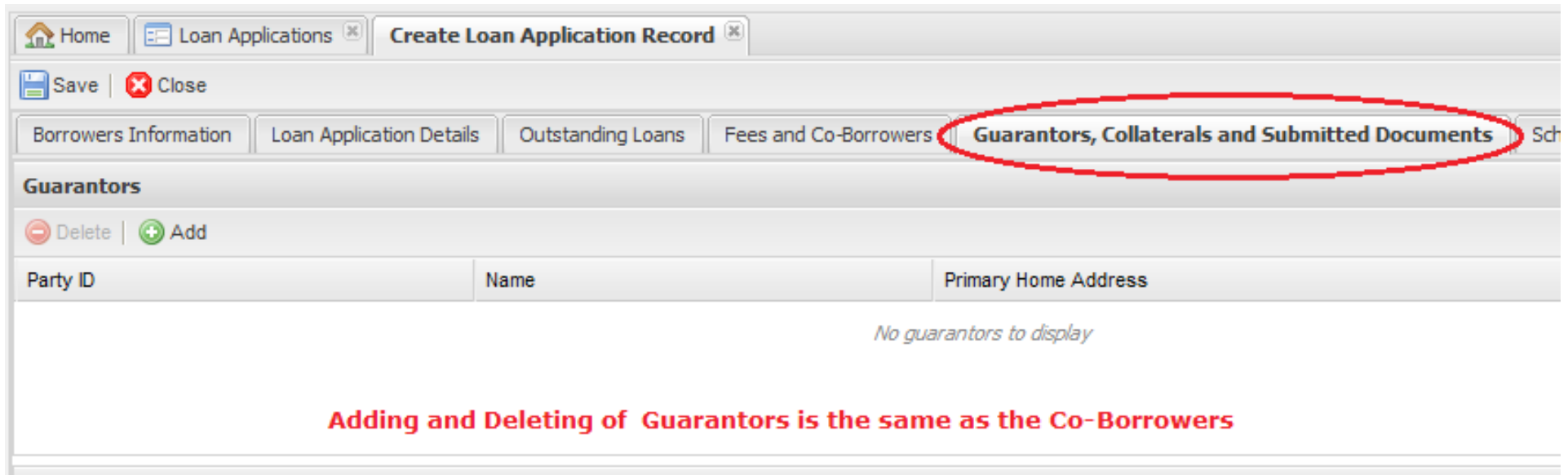
Party ID	Name	Primary Home Address
7	Lee, Min Ho	San Juan, Lapu-Lapu, Philippines, 6013

After selecting, the borrower is then added to the Co-borrower's list.

Note: You can add as many co-borrowers as you want.

Form is valid.

CREATE Loan Application (Guarantors)



The screenshot shows a web application interface for creating a loan application. The top navigation bar includes 'Home', 'Loan Applications', and 'Create Loan Application Record'. Below this is a toolbar with 'Save' and 'Close' buttons. A series of tabs are visible: 'Borrowers Information', 'Loan Application Details', 'Outstanding Loans', 'Fees and Co-Borrowers', 'Guarantors, Collaterals and Submitted Documents' (highlighted with a red oval), and 'Sch'. The 'Guarantors' section is active, showing a table with columns 'Party ID', 'Name', and 'Primary Home Address'. The table is currently empty, with the text 'No guarantors to display' centered below it. At the bottom, a red text message states: 'Adding and Deleting of Guarantors is the same as the Co-Borrowers'.

Home | Loan Applications | Create Loan Application Record

Save | Close

Borrowers Information | Loan Application Details | Outstanding Loans | Fees and Co-Borrowers | **Guarantors, Collaterals and Submitted Documents** | Sch

Guarantors

[-] Delete | [+] Add

Party ID	Name	Primary Home Address
No guarantors to display		

Adding and Deleting of Guarantors is the same as the Co-Borrowers

CREATE Loan Application (Collateral – Bank Account)

Home Loan Applications Create Loan Application Record **Manage Bank Account** A new tab will open that will ask for details regarding the collateral.

Collateral - Bank Account

OK Cancel

Collateral Type: Bank Account

*Bank Account Type:

*Bank: **Click the Browse button to select a Bank.** **Browse...** **Note: If a bank is not in the list when you click the Browse button, go to the Bank node and add a Bank.**

*Bank Account Number:

*Bank Account Name:

Collateral Description:

Property Owner/s

Delete Edit **Add** **Click the Add button to add the property owner of the collateral.**

Party ID	Name	Address	Percent Owned
No property owners to display			

Please add property owner. **The status message will inform you of the missing and invalid input.**

CREATE Loan Application (Collateral – Bank Account)

[Home](#) | [Loan Applications](#) | [Create Loan Application Record](#) | [Manage Bank Account](#)

Collateral - Bank Account

☒ OK ☐ Cancel **Click OK to add this Bank Account Collateral.**

Collateral Type:

Bank Account

*Bank Account Type:

Savings

*Bank:

MetroBank

Browse...

*Bank Account Number:

1234-56789-8965

*Bank Account Name:

Juan dela Cruz

Collateral Description:

Personal Account

Property Owner/s

| |

Party ID	Name	Address	Percent Owned
4	dela Cruz, Juan	San Roque, Mandaue, Philippines, 6014	100

☒ Form is valid. **After all fields are filled and checked, the form is ready to be submitted.**

CREATE Loan Application (Collateral – Bank Account)

Home | Loan Applications | **Create Loan Application Record**

Save | Close

Borrowers Information | Loan Application Details | Outstanding Loans | Fees and Co-Borrowers | **Guarantors, Collaterals and Submitted Documents** | S

Guarantors

[-] Delete | [+] Add

Party ID	Name	Primary Home Address
No guarantors to display		

Collaterals

[-] Delete | [Edit] Edit | [+] Add

The collateral is then added to the Collaterals List

Collateral Type	Description
Bank Account	Personal Account

CREATE Loan Application (Collateral – Land)

Home Loan Applications Create Loan Application Record Manage Land

Collateral - Land

OK Cancel

Collateral Type:

Land

*Land Type:

Urban

*Land Area:

12

*Unit Of Measure:

Hectares

*OCT/TCT Number:

123456

*Property Location:

San Roque, Mandaue, Philippines, 6000

Browse...

Collateral Description:

Fill up all the fields and then Click OK to add the land to the Collaterals list.




Property Owner/s

Delete Edit Add

Party ID	Name	Address	Percent Owned
4	dela Cruz, Juan	San Roque, Mandaue, Philippines, 6014	75

Form is valid.

CREATE Loan Application (Collateral – Land)

Collaterals		Note: To Edit/Delet, select a record from the list and click the Edit/Delete button.
 Delete  Edit  Add ▾		
Collateral Type	Description	
Bank Account	Personal Account	
Land	Major Owner	It is then added to the Collaterals List.

CREATE Loan Application (Submitted Documents)

[Home](#) | [Loan Applications](#) | [Create Loan Application Record](#) | [Add Documents](#)

Submitted Document

|

Document Name:

3 Months Payslip

Date Submitted:

10/7/2011

Description:

Payslip Scanned Photocopies

Fill in the fields.

Document Page

New

Delete Last

Click the New button to upload the document or
Delete Last to delete the last uploaded document.


Page Number	File Name
No uploaded documents to display	

Please add document.

CREATE Loan Application (Submitted Documents)


Upload New Document

Name:

Photo: 

Upload New Document

Name:

Photo: 

Click the Save button to add the file.

CREATE Loan Application (Submitted Documents)

Home Loan Applications Create Loan Application Record Add Documents

Submitted Document

☒ Submit ☐ Cancel

2. Click the Submit button to proceed.

Document Name: 3 Months Payslip

Date Submitted: 10/7/2011

Description: Payslip Scanned Photocopies

Document Page

+ New - Delete Last

Page Number	File Name
1	Page 1

1. The uploaded file record is then added in the Document page of the loan application

CREATE Loan Application (Submitted Documents)

Home | Loan Applications | **Create Loan Application Record**

Save | Close

Borrowers Information | Loan Application Details | Outstanding Loans | Fees and Co-Borrowers | **Guarantors, Collaterals and Submitted Documents** | Search

Guarantors

Delete | Add

Party ID	Name	Primary Home Address
No guarantors to display		

Collaterals

Delete | Edit | Add

Collateral Type	Description
Bank Account	Personal Account
Land	Major Owner

Submitted Documents

Delete | Open | Add

The document record is then added in the Submitted documents list of the loan application.

Document Name	Date Submitted	Status	Description
3 Months Payslip	10/07/2011	Approved	Payslip Scanned Photocopies

CREATE Loan Application (Schedule and Checks)

[Home](#) [Loan Applications](#) [Create Loan Application Record](#)

Save Close

[Borrowers Information](#) [Loan Application Details](#) [Outstanding Loans](#) [Fees and Co-Borrowers](#) [Guarantors, Collaterals and Submitted Documents](#) [Schedule and Cheques](#) The last tab

Amortization Schedule

Add Post Dated Checks: ☐ The payment start date at default is set at the end of the month after the loan release date. *Payment Start Date: 11/30/2011 [Generate Schedule](#) [Print Temporary Schedule](#)

Unit	Payment Due Date	Principal Due	Interest Due	Total	Principal Balance	Total Loan Balance
No amortization schedule to display						

Note: The Payment start date is editable.

Associated Checks

Check Number	Amount	Check Date	Bank Name	Status
No cheques to display				



Since we are creating a loan application with no term, this tab is essentially not needed except for the payment start date.

Form is valid.

The status message will inform you that the loan application is ready to be saved.


CREATE Loan Application (Saving)

[Home](#) [Loan Applications](#) [Create Loan Application Record](#)

 Save  Close **Click the Save button to create the loan application.**

Borrowers Information Loan Application Details Outstanding Loans Fees and Co-Borrowers Guarantors, Collaterals and Subm

Basic Information



***Name:** dela Cruz, Juan

District: Rizal District

Station Number: 1

Customer Status: Active

Gender: Male

Age: 21

Credit Limit: Unlimited

Contact Information

Primary Home Address: San Roque, Mandaue, Philippines, 6014

CREATE Loan Application (Saving)

The image shows a web form for creating a loan application. The form includes several input fields: a gender dropdown menu with 'Male' selected, an age input field with '21', and a loan type dropdown menu with 'Unlimited' selected. A modal alert box is displayed in the center, titled 'Status', with the message 'Successfully added loan application record.' and an 'OK' button. Below the form, a red text message states: 'An alert message will inform you that the loan application was created.' The bottom of the form features a table with two rows of input fields separated by hyphens, and a final empty input field at the bottom.

Male	21	Unlimited
------	----	-----------

Status

Successfully added loan application record.

OK

An alert message will inform you that the loan application was created.

	-		-	
	-		-	

CREATE Loan Application (Saving)

Home Loan Applications

Delete Open New Approve Cancel Reject Print Application Form

Search By: Search... From: To: 10/8/2011 Search Filter By:

Loan Application Id	Borrower's Name	Loan Product	Collateral Requirement	Application Date	Status
1	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Closed
3	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Closed
4	dela Cruz, Juan	Salary Loan	Secured	10/07/2011	Pending: Approval

The loan application is then added in the Loan Applications List with the status of Pending for Approval