

How to CREATE Loan Disbursement

(First Disbursal, Additional, Advance Change)

CREATE Loan Disbursement

The screenshot shows a web application interface for 'MN Pamaran Lending Investors, Inc.'. The browser address bar displays 'localhost:4989/Default.aspx#/Applications/DisbursementUseCases/ViewDisbursementList.aspx'. On the left, a 'Navigation Area' contains a tree view with the following items: Lending Application, Loan Products, Loan Accounts, Loan Process, Customers, Loan Applications, **Disbursements** (highlighted with a red circle), Additional Loan, Loan Restructure, Loan Collection, Settings, Employees, Contacts, Banks, User Accounts, Holidays, and Cash On Vault. The main content area is titled 'Disbursements' and features a '+ New' button (circled in red) and a dropdown menu. The dropdown menu options are: Encashment, Rediscounting, **Loan Disbursement** (circled in red), Other Disbursement, and Change. A table with columns 'Account ID', 'Date', and 'Disbursement To' is partially visible. Two red callout boxes provide instructions: '1. Click the 'Disbursements' Node' and '2. Click 'New' -> 'Loan Disbursement''.

localhost:4989/Default.aspx#/Applications/DisbursementUseCases/ViewDisbursementList.aspx

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
- Settings
 - Employees
 - Contacts
 - Banks
 - User Accounts
 - Holidays
 - Cash On Vault

Disbursements

+ New

- Encashment
- Rediscounting
- Loan Disbursement**
- Other Disbursement
- Change

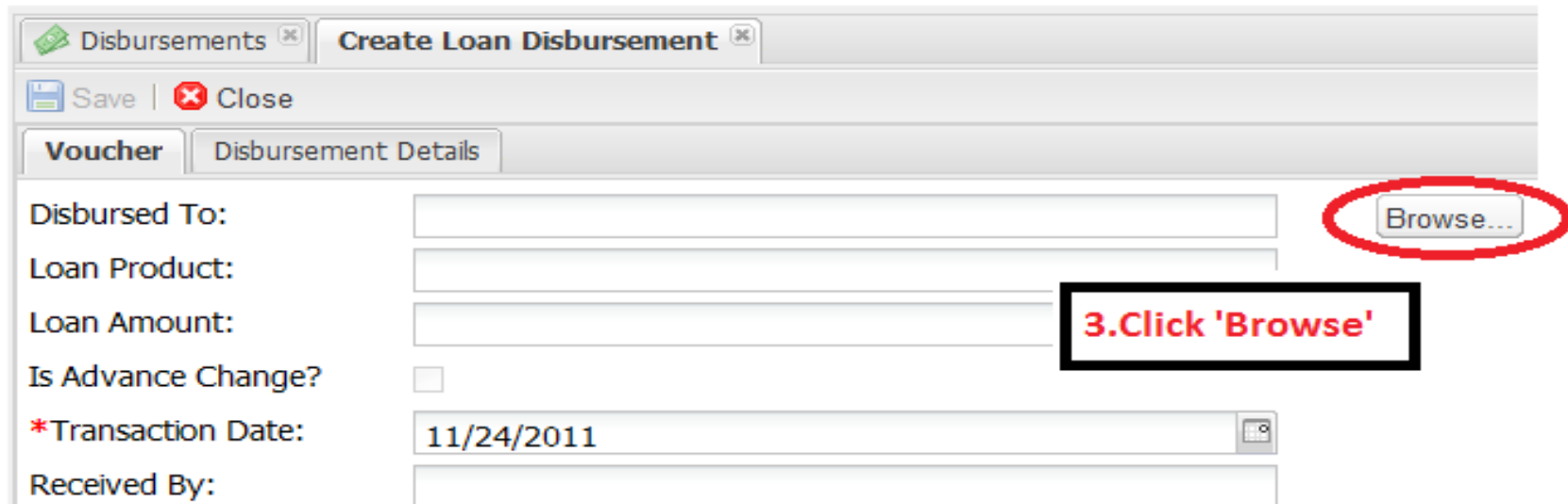
Filter by Date [] To []

Account ID Date Disbursement To

1. Click the 'Disbursements' Node

2. Click 'New' -> 'Loan Disbursement'

CREATE Loan Disbursement



Disbursements x Create Loan Disbursement x

Save | Close

Voucher Disbursement Details

Disbursed To: Browse...

Loan Product:

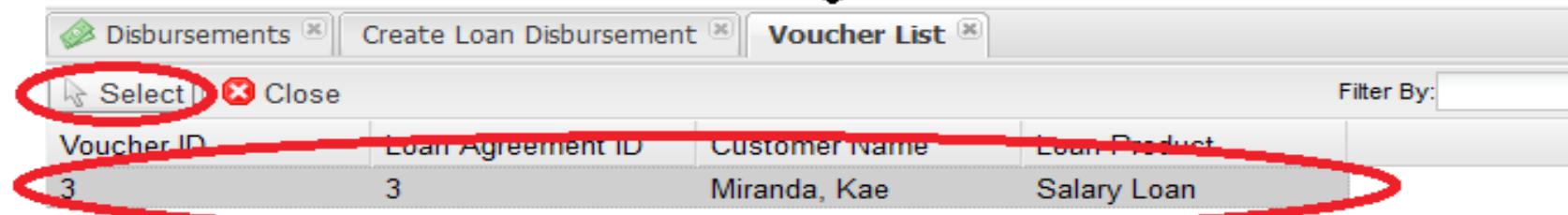
Loan Amount:

Is Advance Change? ☐

*Transaction Date: 11/24/2011

Received By:

3. Click 'Browse'



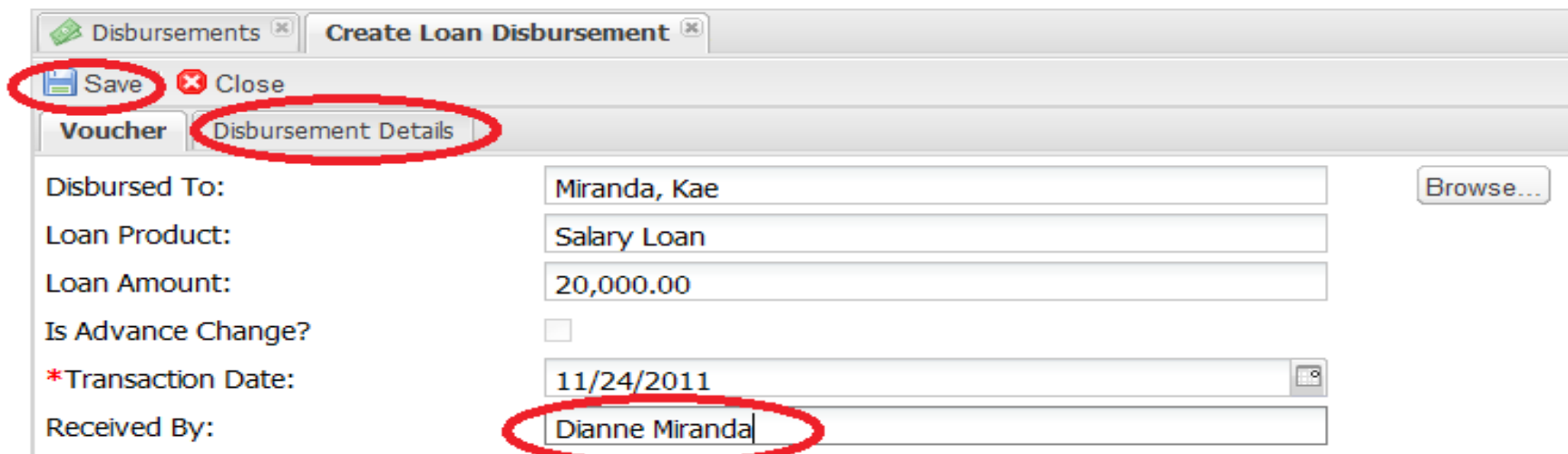
Disbursements x Create Loan Disbursement x Voucher List x

Select | Close Filter By:

Voucher ID	Loan Agreement ID	Customer Name	Loan Product
3	3	Miranda, Kae	Salary Loan

4. Select a record to be disbursed and then click 'Select'.

CREATE Loan Disbursement (Using Cash)



The screenshot shows a software interface for creating a loan disbursement. At the top, there are two tabs: 'Disbursements' and 'Create Loan Disbursement'. Below the tabs, there are two buttons: 'Save' and 'Close'. The 'Save' button is circled in red. Below the buttons, there are two tabs: 'Voucher' and 'Disbursement Details'. The 'Disbursement Details' tab is selected and circled in red. The form contains several fields: 'Disbursed To:' with the value 'Miranda, Kae' and a 'Browse...' button; 'Loan Product:' with the value 'Salary Loan'; 'Loan Amount:' with the value '20,000.00'; 'Is Advance Change?' with an unchecked checkbox; '*Transaction Date:' with the value '11/24/2011' and a calendar icon; and 'Received By:' with the value 'Dianne Miranda', which is circled in red.

5. The Fields will be AUTOMATICALLY FILLED. You can now click the 'SAVE' button or you can edit the 'DISBURSEMENT DETAILS' if the disbursed amount was not made of 'CASH' alone.
6. You can also fill the 'RECEIVED BY' field if the customer is not the one who received the disbursement that was meant for him/her.

Note: If you are disbursing a subsequent avilment (meaning this is not the first disbursal for this loan account), you can check the 'IS ADVANCE CHANGE?' if it is an advance change. If it is an ADDITIONAL LOAN, uncheck it.

Is Advance Change?



CREATE Loan Disbursement (Using Cheque)

Disbursements [X] Create Loan Disbursement [X] Add Cheque [X]

Save [X] Close [X]

Voucher Disbursement Details

Cash Amount To Disburse: 0.00

Check Amount To Disburse: 15,000.00

Total Amount To Disburse: 15,000.00

Deductions: 0.00

Net Amount Received: 15,000.00

Check Disbursements

Add [X] Del [X]

Bank

Bank			Date	Amount
Banco de Oro	Personal Check	1112013434 13432	11/24/2011	15,000.00

7. To Disburse Using 'CHEQUE', click the ADD button.



Disbursements [X] Create Loan Disbursement [X] Add Cheque [X]

Add Cheque

Add [X] Close [X]

*Bank: Allied Bank [Browse...]

Branch:

*Check No.: 1111222

*Check Type: Pay Check

*Check Date: 11/24/2011

*Amount: 5,000.00

8. Fill in the (*) Required Fields and then Click ADD

CREATE Loan Disbursement (Using Cheque)

Disbursements [X] Create Loan Disbursement [X]

Save [X] Close

Voucher Disbursement Details

Cash Amount To Disburse: 0.00

Check Amount To Disburse: 5,000.00

Total Amount To Disburse: 5,000.00

Deductions: 0.00

Net Amount Received: 5,000.00

Check Disbursements

+ Add - Delete

Bank	Branch	Check Type	Check No.	Check Date	Amount
Allied Bank		Personal Check	1111222	11/24/2011	5,000.00

9. After adding Cheque, 'CHECK AMOUNT', 'TOTAL AMOUNT' and 'NET AMOUNT' will be automatically updated.

10. Take note, however, that the 'SAVE' button is still disabled. You have to make sure that 'LOAN AMOUNT' in Voucher is equal to the 'TOTAL AMOUNT TO BE DISBURSE'.

Amount to be Disbursed must be equal to Loan Amount.

CREATE Loan Disbursement (Using Cheque)

Disbursements Create Loan Disbursement

Save Close

Voucher Disbursement Details

Cash Amount To Disburse: 0.00

Check Amount To Disburse: 20,000.00

Total Amount To Disburse: 20,000.00

Deductions: 0.00

Net Amount Received: 20,000.00

11. After making sure that 'LOAN AMOUNT' is equal to 'TOTAL AMOUNT TO DISBURSE'. The bottom bar will display 'Form is Valid' and you can now click the 'SAVE' button.

Check Disbursements

Add | Delete

Bank	Branch	Check Type	Check No.	Check Date	Amount
Allied Bank		Personal Check	1111222	11/24/2011	5,000.00
Banco de Oro		Personal Check	124546	11/26/2011	15,000.00

Form is valid. Loan Amount: 20,000.00 = Total Amount To Disburse: 20,000.00

CREATE Loan Disbursement (Using Cash and Cheque)

Disbursements x Create Loan Disbursement x

Save x Close

Voucher Disbursement Details

Cash Amount To Disburse: 5,000.00

Check Amount To Disburse: 15,000.00

Total Amount To Disburse: 20,000.00

Deductions: 0.00

Net Amount Received: 20,000.00

Check Disbursements

+ Add - Delete

Bank	Branch	Check Type	Check No.	Check Date	Amount
Bank of the Philippine Islands		Personal Check	1111233	11/26/2011	15,000.00

12. To disburse using CASH and CHEQUE, fill the 'CASH AMOUNT TO DISBURSE' field with the amount to be disbursed using CASH.

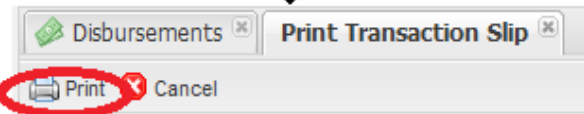
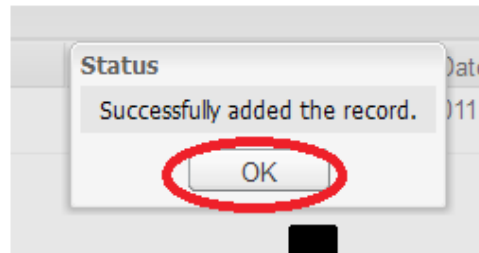
13. And then add CHECK with the corresponding CHEQUE Amount to be disbursed.

14. Click SAVE button

NOTE: Make sure that LOAN AMOUNT is equal to TOTAL AMOUNT TO DISBURSE.

Amount to be Disbursed must be equal to Loan Amount.

CREATE Loan Disbursement (Print Transaction Slip)



15. A pop-up window will appear after clicking SAVE. Click the OK button.
16. After clicking OK, A new tab will appear containing the TRANSACTION SLIP.
17. Click the 'PRINT' button to print the Transaction Slip.

NOTE: This record is an example of First availment for this loan. If this is an 'ADDITIONAL LOAN' or an 'ADVANCE CHANGE', it will check the 'Subsequent Availment' field. Also, if this is an additional or advance change transaction the Title will change to TRANSACTION SLIP - ADDITIONAL or TRANSACTION SLIP- ADVANCE CHANGE.

M. N. Pamaran Lending Investors, Inc.		
Transaction Slip - Collection		
Station No:	Date: 11/24/2011	
Received from: Pamaran, Rey		
the sum of Twenty Thousand Pesos Only	(P 20,000.00)	
<input checked="" type="checkbox"/> First Availment	<input type="checkbox"/> Subsequent Availment	
Amount 20,000.00	Balance 20,000.00	
Interest Rate: 4.00%	Term: 0	
Details of Loan Release:		
Amount:	P 20,000.00	
Deductions:		
Previous Balance:	P 0.00	
Interest:	P 0.00	
Others (specify):	P 0.00	
Total Deduction:	P 0.00	
Net Proceeds:	P 20,000.00	
Endorsed By:	Approved By:	Released By:
	Mr. Pamaran, Rey Officer	Pamaran, Rey Cashier
MIRANDA, KAE		

TRANSACTION SLIP

(Advance Change and Additional)

Transaction Slip - Advance Change



M. N. Pamaran Lending Investors, Inc.	
Transaction Slip - Advance Change	
Station No: _____	Date: 11/24/2011
Received from: Pamaran, Rey	
the sum of Five Thousand Pesos Only	
(P 5,000.00)	
<input type="checkbox"/> First Availment	<input checked="" type="checkbox"/> Subsequent Availment
Amount 22,000.00	Balance 18,000.00
Interest Rate: 4.00%	Term: 0
Details of Loan Release:	
Amount:	P 5,000.00
Deductions:	
Previous Balance:	P 0.00
Interest:	P 0.00
Others (specify):	P 0.00
Total Deduction:	P 0.00
Net Proceeds:	P 5,000.00

Transaction Slip - Additional Loan



M. N. Pamaran Lending Investors, Inc.	
Transaction Slip - Additional	
Station No: _____	Date: 11/24/2011
Received from: Pamaran, Rey	
the sum of Five Thousand Pesos Only	
(P 5,000.00)	
<input type="checkbox"/> First Availment	<input checked="" type="checkbox"/> Subsequent Availment
Amount 27,000.00	Balance 23,000.00
Interest Rate: 4.00%	Term: 0
Details of Loan Release:	
Amount:	P 5,000.00
Deductions:	
Previous Balance:	P 0.00