

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL OF SRI LANKA

**Supply, delivery, installation,  
Commissioning, Training and Maintenance of  
Enterprise Resource Planning System  
(DMMC-ERP)**

**User Manual - Loan module**

**Ver. 3.0.0**



**EMETSOFT**  
Starts Happening

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# **User Manual – Loan Management**

**For**

**Supply, delivery, installation, Commissioning, Training and  
Maintenance of Enterprise Resource Planning System  
(DMMC-ERP)**

**For**

**DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL**

**By**

**EMETSOFT (PVT) LTD**



## 1. REVISION HISTORY

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Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager
14-02-2024	3.0.0	Enhancements for the manual	EMETSOFT IMP Team
19-02-2024	3.0.0	Enhancements for the manual	Project Manager



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### 3. EMPLOYEE'S LOANS MANAGEMENT

#### 3.1. OVERVIEW

Employee's Loans management module is one of the main modules of the DMMC – ERP system which is used to provide loan facilities to the DMMC employees and manage the loan recoveries. This module is tightly integrated with the expenditure module, revenue modules, human resource management modules and the payroll module.

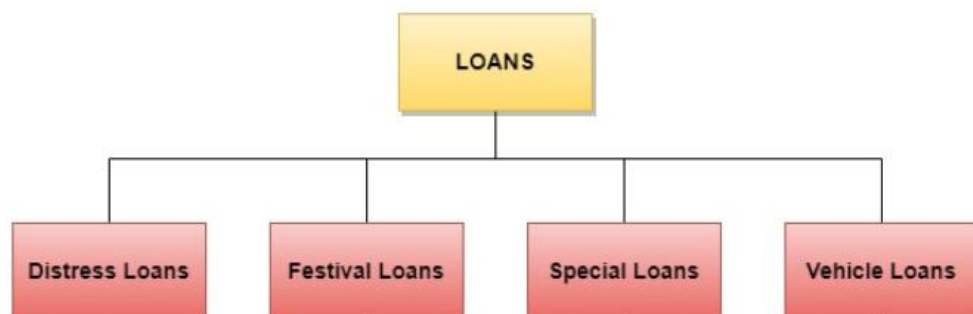
#### 3.2. EMPLOYEE LOAN RELATED FLOW DIAGRAMS:

##### 3.2.1. CREATING OF A LOAN

###### Loan Issuing Process Flow

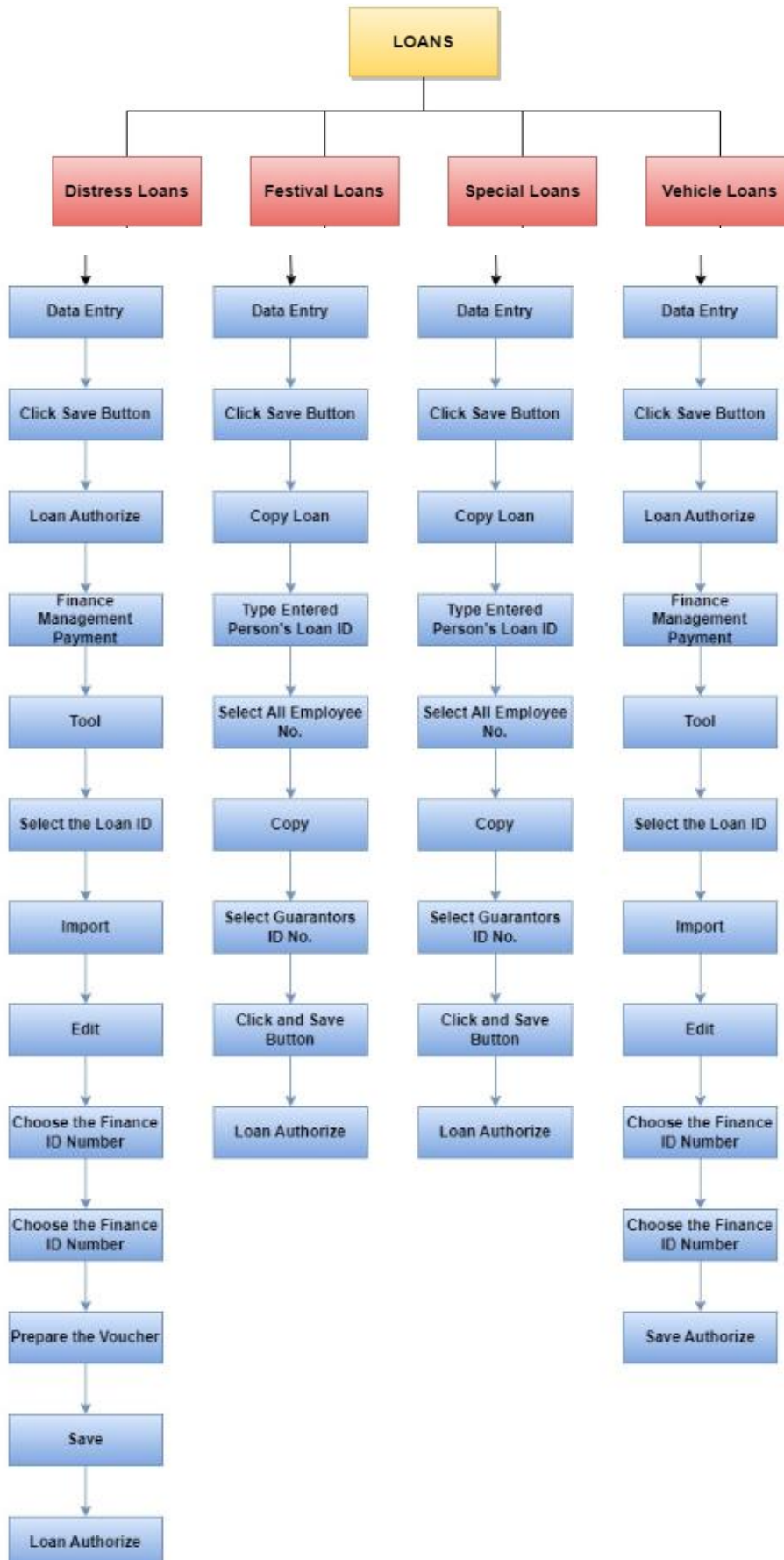
###### Preprocessing Procedure

- Accept the dully completed loan application.
- Select the correct loan according to the employee number.
- Complete the application and prepare the payment voucher attached to the loan application file.
- Checking the loan file
- Recommending, certifying and approving expenditure by the Administrative Officer, Municipal Accountant and Chief Municipal Accountant.
- Entering loan information into the ERP system



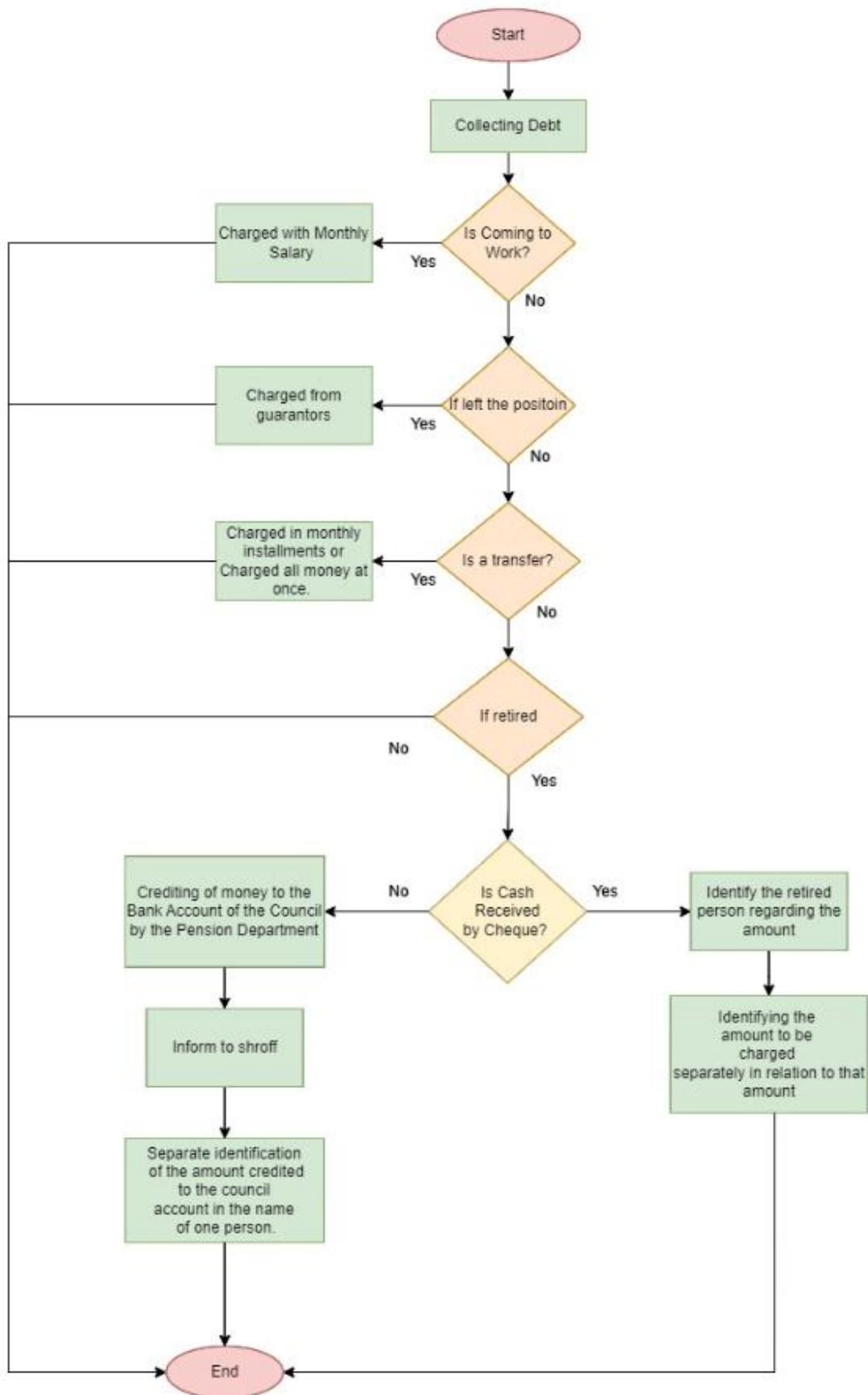


### 3.2.2. LOAN TYPES & STEPS





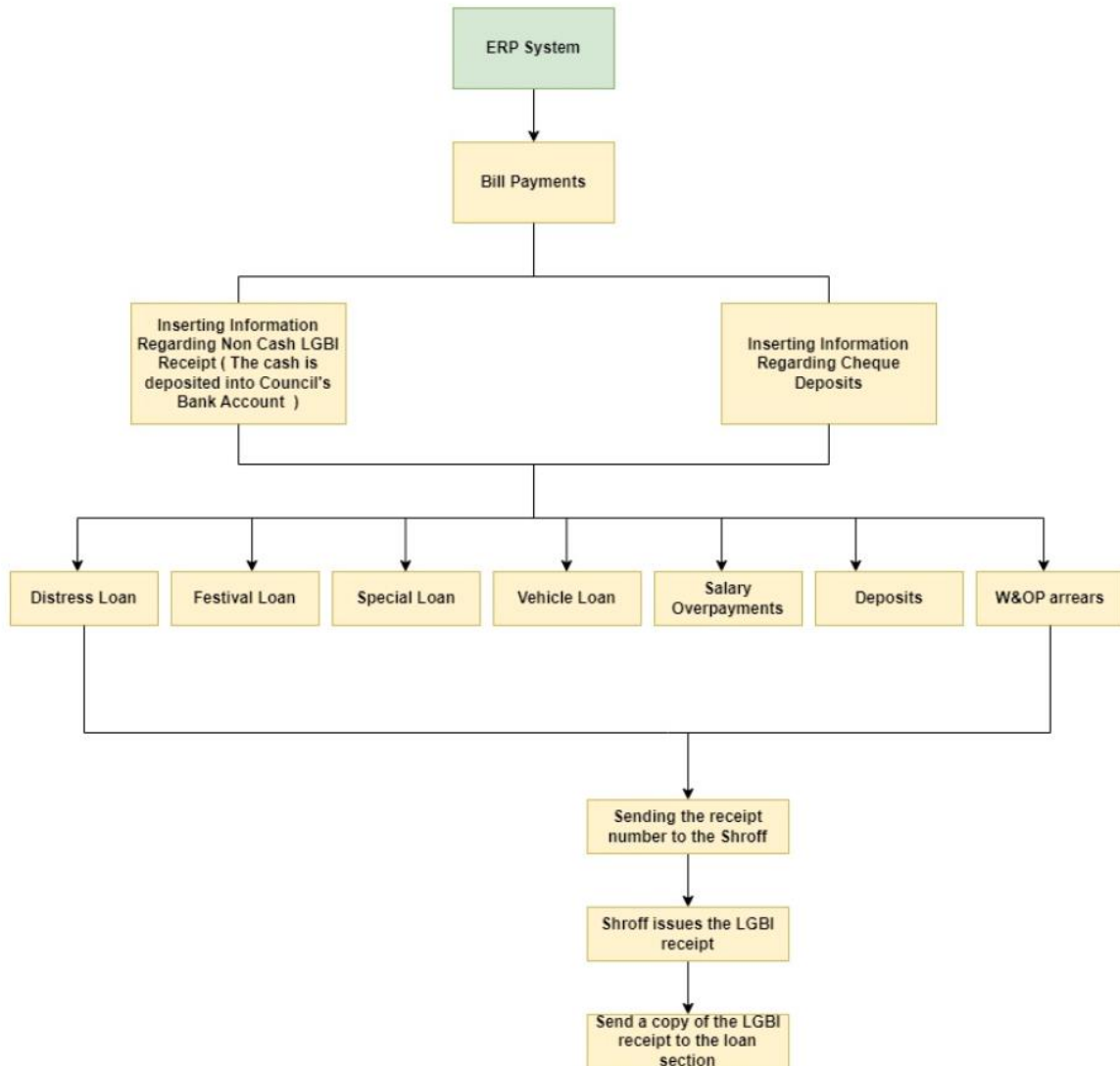
### 3.2.3. LOAN RECOVERY PROCESS FLOW







### 3.2.4. LOAN RECOVERY FLOW FOR PENSIONED EMPLOYEES





### 3.2.5. DETAILED RULES & CONDITIONS OF EACH LOAN TYPES

Loan Type	Feature	Basics Rules	Other Conditions
<b>Disaster Loan</b>	Required Qualifications	Borrower must maintain the limit of 40% of basic salary. To avail the disaster loan early, 6 months must be completed after availing the loan. They should be people who are paid by this council. 6 months must be completed to get the loan amount.	The cases of exemption from the 40% limit.
	Amount	Rs. 250,000.00, 4.2% interest	If the basic salary is Rs 25,000 or more, Rs 250,000.00 is given. If the basic salary is less than Rs 25,000.00, 10 times of the basic salary will be given.
	Guarantors	The appointment should be permanent. Should be within 40% of basic salary. Borrowers should not have signed more than 2 guaranties. Cannot retire during the recovery period (years). Should be entitled to pension,	No guarantee is required for officers who have completed 10 years of service and employees who have completed 20 years of service. Otherwise, guarantors are required. If the guarantor has completed 10 years, only that guarantor can be used, otherwise 2 guarantors who have completed 5 years of service must be used. If a guarantor who retires during the loan recovery period (within 5 years) is used, the loan recovery period (number of installments) will be determined according to the fixed period of the guarantor's service.
	Documents to be provided along with the loan application	Copies of the copies of National ID card of the borrower / guarantor obtained in the next month. Documents related to the matter of obtaining the loan. A copy of the bank book of the borrower.	The salary of the borrower/guarantor should be guaranteed by payroll section. Evidence related to the matter of borrowing must be presented in the name of the borrower. If not,



			documents must be submitted to prove it.
	Loan Recovery	60 installments	The number of loan installments can be changed as per the request of the applicant. The loan can be paid in part or in full while the loan is being recovered.
<b>Festival Advance</b>	Qualifications	The festival advance received earlier must be paid	
	Amount	Rs. 10,000	
	Months	April (Sinhala New Year) October/November (Tamil and Muslim Year) December (Christmas)	
	Documents to be provided along with the loan application	A copy of the guarantor's National Identity Card	Guarantors are not required for officers. Guarantors are required for all other employees.
	Loan Recovery	8 installments	While the loan amount is being recovered, part or all of the loan amount can be paid.
<b>Special Advance</b>	Qualifications	The special advance received earlier must be paid	
	Amount	Rs. 4,000.00 , Interest – 4.2%	
	Months	January / February every year	
	Documents to be provided along with the loan application	A copy of the guarantor's National Identity Card	Guarantors are not required for officers. Guarantors are required for all other employees.



	Loan Recovery	10 installments	While the loan amount is being recovered, part or all of the loan amount can be paid.
<b>Vehicle Loan</b>	Required Qualifications	Borrower should keep the limit of 40% of basic salary. The vehicle loan taken earlier should be paid off. Must be someone who receives salary from this council.	The cases of exemption from the 40% limit.
	Amount	Rs. 6,000, Interest – 4.2%	
	Guarantors	The appointment should be permanent. Should be within 40% of basic salary. Borrowers should not have signed more than 2 guaranties. Cannot retire during the recovery period (years). Should be entitled to pension,	No guarantee is required for officers who have completed 10 years of service and employees who have completed 20 years of service. Otherwise, guarantors are required. If the guarantor has completed 10 years, only that guarantor can be used, otherwise 2 guarantors who have completed 5 years of service must be used. If a guarantor who retires during the loan recovery period (within 5 years) is used, the loan recovery period (number of installments) will be determined according to the fixed period of the guarantor's service.
	Documents to be provided along with the loan application	Copies of the copies of National ID card of the borrower / guarantor obtained in the next month. Documents related to the matter of obtaining the loan. A copy of the bank book of the borrower.	The salary of the borrower/guarantor should be guaranteed by payroll section. Evidence related to the matter of borrowing must be presented in the name of the borrower. If not, documents must be submitted to prove it.
	Loan Recovery	10 installments	



			<p>The number of loan installments can be changed as per the request of the applicant. The loan can be paid in part or in full while the loan is being recovered.</p>
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### 3.3. LOGIN TO THE SYSTEM

Type the ERP URL in the address bar of any browser. Then you will get ERP Landing Page.



Scroll down to the module list and select Employee Loans module.

#### Main ERP Modules

 <p><b>Finance Management</b></p> <p>Voucher payments, Cheque payments, Cross Entry Vouchers, Book keeping, Budget, Final Accounts</p> <p><a href="#">READ MORE</a></p>	 <p><b>Human Resource Management</b></p> <p>HR, administration, recruitments, Personal Files</p> <p><a href="#">READ MORE</a></p>	 <p><b>Payroll</b></p> <p>Employee salaries</p> <p><a href="#">READ MORE</a></p>	 <p><b>Employee Loans</b></p> <p>Employee Loans issuance, remittance</p> <p><a href="#">READ MORE</a></p>	 <p><b>Store Inventories</b></p> <p>Inventories, Issuances, Transfers, Recommendation for Purchasing, Fuel</p> <p><a href="#">READ MORE</a></p>
 <p><b>Valuation Management</b></p>	 <p><b>Waripanam Collection</b></p>	 <p><b>Shop Rental Collection</b></p>	 <p><b>Trade License Collection</b></p>	 <p><b>Trade Tax</b></p>



**Log In** to your account

Username

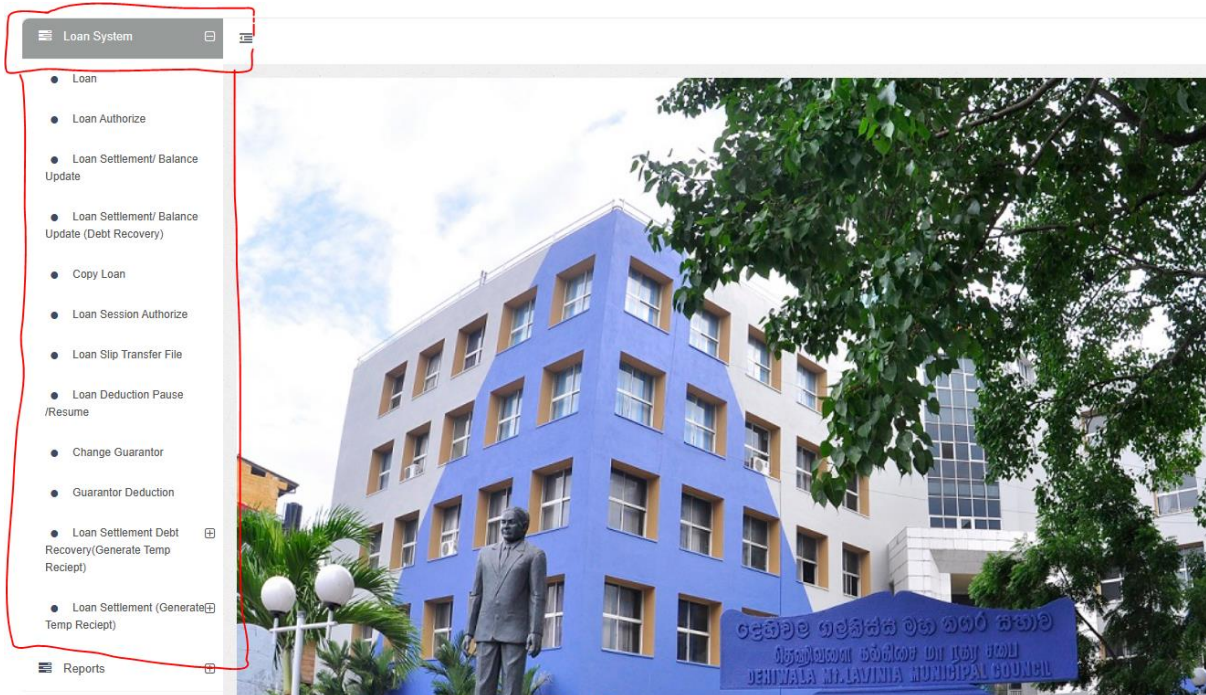
Password

Advanced Options

[Sign Up](#)

1. Then user will see the above login page
2. Type the username provided in the User Name box
3. Type the password given in the password box
4. Then click on the Login button

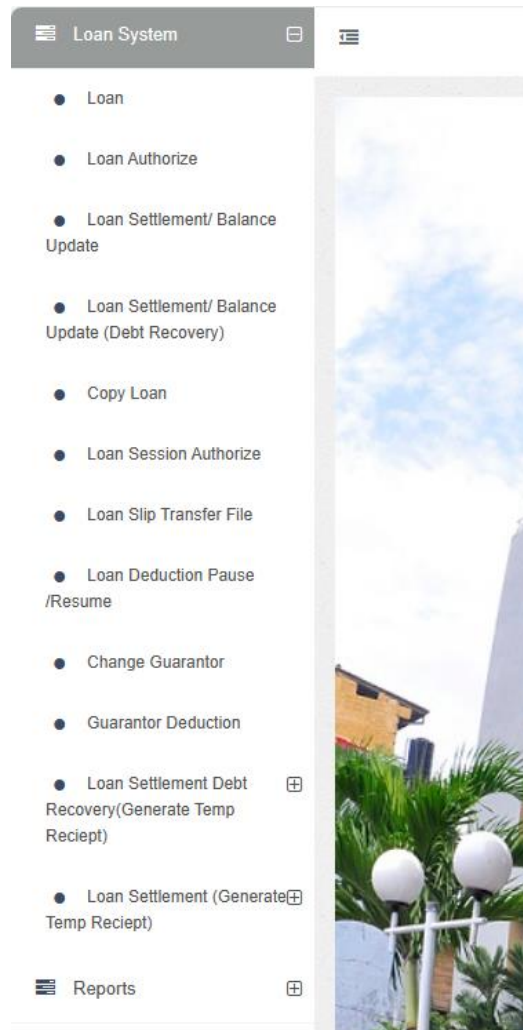
Then the user will land on the main menu of the system. Select Loans menu.





### 3.4. FEATURES OF THE LOANS MODULE

User can navigate the features through the main menu in the left-hand side



- Loan adds and changes / updates (for all types of loans)
- Loan Authorize (Final authorization)
- Loan settlements / balance update.
- Loan settlement / Balance update ( Debt recovery).
- Copy loan (copy one loan to many employees at once)
- Loan Session authorization for posting to Finance
- Loan SLIP transfer file generation
- Loan deduction pause / resume
- Change Guarantor
- Guarantor Deduction (Deduct from a guarantor if the owner is not available)
- Loan Settlement Debt recovery – Generate Temporary Receipt
- Loan Settlement – Generate Temporary Receipt
- Reports





### 3.5. ADD / CHANGE A LOAN

Loan System > Loan >

This is used to manage the Employee's Loans

Loan Types which are currently having

Category \*

- Distress Loan
- <-Select->
- Special Advance
- Vehicle Loan
- Festival Advance
- Distress Loan
- Housing Loan
- Surety
- Tsunami
- Distress Loan 2
- Distress Loan 03
- Festival Advance 2
- Special Advance 2
- Vehicle Loan 2

To add or change a loan, select Loan icon then user will get the following interface.

Select the Search by list either Full name or Employee No. Type the employee number or name in Search For box related to the selection in previous list. then click on the search icon. The User will get filtered list. Click on the employee ID which you want to start a loan.

Employee Details

Search By: Full Name | Search For: nilantha | Section: <-Select->

Organization: DMMC | Status: Working

Select	ID	Employee Code	Employee Number	Name With Initials	Full Name	Designation	Status	Nature of the Job Status
<input type="checkbox"/>	5437	5437						
<input type="checkbox"/>	5524	5524						
<input type="checkbox"/>	5580	5580						

Then the user can see the existing loans the selected employee is having.



### Employee Loan/Bank Remitanance/Recovery Details

Employee Code:

Search By:  Search For:

Category:  Status:

Select	ID	Description	Start Date	End Date	Amount	Status
<input type="checkbox"/>	200439	Festival Advance	5/1/2021	12/31/2021	10,000.00	Not Completed
<input type="checkbox"/>	2001017	Bank Loan	3/1/2021	12/31/2021	4,000.00	Not Completed
<input type="checkbox"/>	2002060	DIRSR	6/23/2021	6/22/2026	250,000.00	Not Completed

To add a new loan, click on the “+” button

### Employee Loan/Bank Remitanance/Recovery

ID:  ①

Category\*  ②

Number\*  ③

Description\*  ④

Start Date\*  ⑤

No of Instalment\*  ⑦

Cal End Date  ⑧

End Date  ⑥

Loan Amount\*  ⑨

Given Amount\*  ⑩

Current Loan Balance 216,666.64

Capital Instalment Amount\*  ⑪

Cal Instalment  ⑫

First Instalment  ⑬

Basic Salary : 25,500.00  
Net Salary : 31,055.73  
Calculation : 31,055.73 - (25,500.00 \* 60%)  
Maximum Allowed Instalment(Current) : 15,755.73 ⑬  
Maximum Allowed Instalment(When start loan) : 0.00 ⑭

Interest Percentage\*  ⑮

Interest Instalment Amount  ⑯

Settled Amount(Begginig)\*  ⑰

BF Date

Total Settled  ⑰

Current Balance  ⑳



Loan Offering Bank Details

Branch Dehiwela (Galle Rd.)-337.Peoples Bank-71	Acc No 200360002863	Acc Holder MR WADENA KONDAEACHCHIGE NILA	Payment Mode Slip Transfer
--	------------------------	---	-------------------------------

Renew Date  
[ ] Renew

Straight Line  
 Is Consider Current Payment For Interest

Loan Status  
Not Completed

Guarantor 1  
[ ]

Guarantor 2  
<-Select->

Deduct From Guarantor

Save Exit

Fields marked with an asterisk \* are required

Then a interface to create a new loan will be displayed:

1. **ID** is generated automatically by the system
2. **Loan Category** should be selected from the category list. If the loan category is not in the list, first go to **Master > Payroll > Loan Category/Bank Remittance**. Then create a category and come back here to continue.

Category \*

- Distress Loan
- <-Select->
- Special Advance
- Vehicle Loan
- Festival Advance
- Distress Loan
- Housing Loan
- Surety
- Tsunami
- Distress Loan 2
- Distress Loan 03
- Festival Advance 2
- Special Advance 2
- Vehicle Loan 2

3. **Number** is the unique loan number generated by the system. This can be changed by the user with unique number
4. **Description** of the Loan
5. **Start Date** is the date which the loan is started
6. **End date** is the loan's end date (by using Cal End Date [8] button, system will generate the date for you)



7. **Number of installments** : It is important to follow the approved number of installments for a loan type always, otherwise deduction will not correct in your payroll module. Initially system will fill it for you.
8. **Cal End Date button**: After providing number of installments user can click on this “**Cal End Date**” system will calculate and provide the end date in the **End Date** text box. *We encourage user to do the automatic calculation for accuracy and the consistency of the system*
9. **Eligible amount** for the loan (this can be obtained from the approved documents)
10. **Given amount**: actual amount the employee received
11. **Capital installment amount** : to obtain installment click on the **Cal Installment** button after providing number of installments (this is the amount deducted from the employee’s salary every month). *We encourage user to do the automatic calculation for accuracy and the consistency of the system*
12. **Cal installment**: this will calculate the installment amount with related to the number of installments for the given loan
13. **First installment amount** also calculated with the above step or else user must enter the amount
14. **Interest percentage** (can obtain from the approved documents)
15. **Interest installment amount**: interest for the installment
16. **Settled Amount (Paid amount)**: this is important for the old loans, if the system is starting in the middle of the process. Paid amount up to now
17. **Loan Offering Bank Details**
  21. **Loan offering bank details** : Branch code
  22. **Loan offering bank details** : Account number of the holder
  23. **Loan offering bank details** : account holder name
  24. **Payment mode** : select - cash / Cheque / Slip transfer

Payment Mode

- Slip Transfer
- 
- Cheque
- Slip Transfer

25. **Renew date** (Appears only for old loans): If the loan is renewed, renewed date should be here.
26. Then click on **Renew** button (Appears only for old loans) to re-new the loan. **Renew date** must be provided. Then you will be taken to a new loan interface to fill other details. Once renew a loan it will become a new loan and previous loan will be settled and completed automatically
27. **Straight line** (if this option is not selected (not ticked), loan will be deducted using reducing balance method which is the default method in the ERP system. If this is selected (ticked), loan will be deducted straight line method). Capital is fix amount and the Interest will be reducing amount.



**Straight Line**

36. **Is consider current payment for interest:** if this is ticked interest will be calculated for the carried forward value of current month(with current months amount). If not ticked, interest will be calculated for the brought forward value of current month

**Is Consider Current Payment For Interest**

28. Loan status : user can change the status accordingly. System will change some status on the process.

Loan Status

- Not Completed
- Not Completed**
- Paused
- Completed
- Work Flow
- Cancel
- <-Select->

29. Guarantor 1 : if the loan required guarantor, user can select a guarantor form the list, Your employees will be listed here
30. Guarantor 2 : similar way if the 2<sup>nd</sup> guarantor is required user can select from the list
31. Final step would be saving the loan
38. Exit : exit without saving

Other features added later:

32. Current Loan Balance : this shows the current loan balance
33. Loan calculation process : this shows the step by step calculations for the eligible amounts for installments
34. Total Settled amount up to now
35. Current balance
37. Deduct from Guarantor : This feature helps to recover unsettled loans from guarantors. If the user ticked this, he will get more options to be followed

*All the fields marked in \* sign must be filled in order to save the record. They are required fields*



### 3.5.1. DISTRESS LOAN CREATION

Loan System > Loan>

Following is an example for Distress Loan creating using ERP

ID:	20	Category *	Distress
Number *	51	Description *	DIRSR
Start Date*	2/25/2021	End Date *	2/24/2026
No of Instalment *	60	Cal End Date	
Eligible Amount*	250000.00	Given Amount*	32442.0700
Capital Instalment Amount *	4166.67	Cal Instalment	4166.67
Interest Percentage *	4.20	Interest Instalment Amount	0.00
Paid Amount *	0.00	BF Date	

#### Rules and conditions related to a disaster Loan.

Loan Type	Feature	Basics Rules	Other Conditions
Disaster Loan	Required Qualifications	Borrower must maintain the limit of 40% of basic salary. To avail the disaster loan early, 6 months must be completed after availing the loan. They should be people who are paid by this council. 6 months must be completed to get the loan amount.	The cases of exemption from the 40% limit.
	Amount	Rs. 250,000.00, 4.2% interest	If the basic salary is Rs 25,000 or more, Rs 250,000.00 is given. If the basic salary is less than Rs 25,000.00, 10 times of the basic salary will be given.
	Guarantors	The appointment should be permanent. Should be within 40% of basic salary. Borrowers should not have signed more than 2 guaranties. Cannot retire during the recovery period (years). Should be entitled to pension,	No guarantee is required for officers who have completed 10 years of service and employees who have completed 20 years of service. Otherwise, guarantors



		are required. If the guarantor has completed 10 years, only that guarantor can be used, otherwise 2 guarantors who have completed 5 years of service must be used. If a guarantor who retires during the loan recovery period (within 5 years) is used, the loan recovery period (number of installments) will be determined according to the fixed period of the guarantor's service.
Documents to be provided along with the loan application	Copies of the copies of National ID card of the borrower / guarantor obtained in the next month. Documents related to the matter of obtaining the loan. A copy of the bank book of the borrower.	The salary of the borrower/guarantor should be guaranteed by payroll section. Evidence related to the matter of borrowing must be presented in the name of the borrower. If not, documents must be submitted to prove it.
Loan Recovery	60 installments	The number of loan installments can be changed as per the request of the applicant. The loan can be paid in part or in full while the loan is being recovered.



### 3.5.2. FESTIVAL ADVANCE CREATION

Loan System > Loan>

Following is an example for Festival loan creating using ERP

ID:	200832	Category *	Festival
Number *	5127	Description *	Festival Advance
Start Date*	5/1/2021	End Date *	12/31/2021
No of Instalment *	8	Cal End Date	
Eligible Amount*	10000.00	Given Amount*	10000.0000
Capital Instalment Amount *	1250.00	Cal Instalment	
Interest Percentage *	0.00	Interest Instalment Amount	0.00
Paid Amount *	0.00	BF Date	

Loan Type	Feature	Basics Rules	Other Conditions
Festival Advance	Qualifications	The festival advance received earlier must be paid	
	Amount	Rs. 10,000	
	Months	April (Sinhala New Year) October/November (Tamil and Muslim Year) December (Christmas)	
	Documents to be provided along with the loan application	A copy of the guarantor's National Identity Card	Guarantors are not required for officers. Guarantors are required for all other employees.
	Loan Recovery	8 installments	While the loan amount is being recovered, part or all of the loan amount can be paid.





### 3.5.3. SPECIAL ADVANCE

Loan System > Loan>

Loan Type	Feature	Basics Rules	Other Conditions
Special Advance	Qualifications	The special advance received earlier must be paid	
	Amount	Rs. 4,000.00 , Interest – 4.2%	
	Months	January / February every year	
	Documents to be provided along with the loan application	A copy of the guarantor's National Identity Card	Guarantors are not required for officers. Guarantors are required for all other employees.
	Loan Recovery	10 installments	While the loan amount is being recovered, part or all of the loan amount can be paid.

### 3.5.4. VEHICLE LOAN

Loan System > Loan>

Loan Type	Feature	Basics Rules	Other Conditions
Vehicle Loan	Required Qualifications	Borrower should keep the limit of 40% of basic salary. The vehicle loan taken earlier should be paid off. Must be someone who receives salary from this council.	The cases of exemption from the 40% limit.
	Amount	Rs. 6,000, Interest – 4.2%	
	Guarantors	The appointment should be permanent. Should be within 40% of basic salary. Borrowers should not have signed	No guarantee is required for officers who have completed 10



		<p>more than 2 guaranties. Cannot retire during the recovery period (years). Should be entitled to pension,</p>	<p>years of service and employees who have completed 20 years of service. Otherwise, guarantors are required. If the guarantor has completed 10 years, only that guarantor can be used, otherwise 2 guarantors who have completed 5 years of service must be used. If a guarantor who retires during the loan recovery period (within 5 years) is used, the loan recovery period (number of installments) will be determined according to the fixed period of the guarantor's service.</p>
	<p>Documents to be provided along with the loan application</p>	<p>Copies of the copies of National ID card of the borrower / guarantor obtained in the next month. Documents related to the matter of obtaining the loan. A copy of the bank book of the borrower.</p>	<p>The salary of the borrower/guarantor should be guaranteed by payroll section. Evidence related to the matter of borrowing must be presented in the name of the borrower. If not, documents must be submitted to prove it.</p>
	<p>Loan Recovery</p>	<p>10 installments</p>	<p>The number of loan installments can be changed as per the request of the applicant. The loan can be paid in part or in full while the loan is being recovered.</p>



### 3.6. LOAN AUTHORIZATION

Loan System> Loan Authorize

Select	Employee No	Employee	Loan Description	Amount
<input type="checkbox"/>	5		Distress	250,000.00
<input type="checkbox"/>	5		Festival Advance	10,000.00
<input type="checkbox"/>	5		Festival 025314 a c p perera	3,750.00
<input type="checkbox"/>	5		FESTIVAL ADVANCE	10,000.00
<input type="checkbox"/>	5		Festival Advance	10,000.00
<input type="checkbox"/>	5		Festival Advance	10,000.00

1. This Authorization interface is used to authorize or unauthorized employee loans.
2. By changing Loan Status user can get both lists
3. By using search options provided in the top of the interface, it easier to filter down specific results
4. User needs to tick the record in front of the employee number to select (multiple selections are allowed)
5. Then click on the Authorizes button in the below.

### 3.7. LOAN RENEWAL (RENEW)

Renew loans are useful for distress loan, vehicle, property, not for loans like festival loan. To renew a loan, you need to go to the selected loan and edit the loan. (Please refer add loan interface item number 25 and 26.

1. Renew date: renewed date should be here and the date should be renewing date
2. Then click on the Renew button to re-new the loan. A new date must be provided. Then you will be taken to a new loan interface to fill in other details.
3. Once renew a loan it will become a new loan and previous loan will be settled and completed automatically.



### 3.8. LOAN SETTLEMENT / BALANCE UPDATE

Loan System> Loan Settlement / Balance Update >

This allows the user to settle loans manually for the paid receipts for the active Employees. There want to be any receipt generation from this settlement. If the user required to settle with receipt generation, then need to use “Loan System> Loan Settlement (Generate Temp Receipt) > Add” menu. Settlement amount can be any amount.

First need to select an employee and a loan to settle using search interface. Once selected user will get the following interface to add the settlement.

Select	Date	Addition & Deduction Type	Amount	Loan	Receipt No	Is Loan Settlement
Select	3/1/2024	Loan	2500	DISTRESS	3456	Balance Chang

1. Provide all the details required.
2. If there are loan and interest payments, then add two rows for each.
3. State that it is a loan settlement or balance update in last column.
4. If it is a balance update, there is no need to provide receipt number.
5. Then click on the Save button to save the record.
6. There is no authorization for this as the payments are already authorized.

### 3.9. LOAN SETTLEMENT / BALANCE UPDATE (DEBT RECOVERY)

Loan System> Loan Settlement / Balance Update ( debt recovery) >

This allows the user to settle loans manually for the paid receipts for the inactive employees (VOP...) . There want to be any receipt generation from this settlement. If the user required to settle with receipt generation, then need to use “Loan System> Loan Settlement Debt recovery – Generate Temporary Receipt > Add” menu. Settlement amount can be any amount.

First need to select an employee and a loan to settle using search interface. This interface populates only the inactive employees. Once selected user will get the following interface to add the settlement.



## Employee Loan Settlement - Debt Recovery(Inactive Employees)

**ID** 20014 **Loan** DIRSR **Total Settled : 117833.40**  
**Loan Balance : 132166.60**

**Capital Settlement Amount (Rs.)** **Interest Settlement Amount (Rs.)**

**Settlement Type** Debt Recovery

**Save** **Exit**

1. Select the inactive employee.
2. Then add a record of settlement.
3. The settlement date will be automatic.
4. Select loan from the list. (This shows only the loans that employee is having.)
5. Once the user selects the loan type, Total settled, and current balance will be displayed.
6. Provide Capital settlement amount.
7. Provide Interest settlement amount.
8. Settlement type is automatically set to Debt recovery.
9. Then click on the save button to settle the loan.

### 3.10. LOAN SETTLEMENT DEBT RECOVERY (GENERATE TEMP RECEIPT) - SETTLEMENT FOR PENSIONED EMPLOYEES

Loan System> Loan Settlement Debt recovery (Generate Temp Receipt) > Add

This allows the user to settle loans manually for inactive/ pensioned employees with an auto generated Temporary receipt. Settlement amount can be any amount.

**Employee Loan Settlement - Debt Recovery(Inactive Employees)**

**ID** **Date** 3/3/2024

**Cheque Number/Reference** 3437537 **Method Of Pay** Cheque **Amount to be Settled** 2500

**Remarks** balance settlement

**Loan Settlement**

Loan	Capital Settlement Amount	Interest Settlement Amount
Select Distress	2500	200

**Other Settlement**

Account	Description	Amount
Select 100101-Salaries and Wages		0.00



1. Select the inactive employee.
2. Then add a record of settlement.
3. The Settlement date will be automatic.
4. Enter the cheque number if received from pension department.
5. Select method of payment
6. Enter the amount to be settled.
7. Put remarks if any.
8. Select loan from the list. (This shows only the loans that employee is having.)
9. Provide Capital settlement amount.
10. Provide Interest settlement amount.
11. The User can add more loans if any.
12. Then click on the save button to settle the loan.
13. Once the settlement is authorized in Authorized (Loan > Loan Settlement Debt recovery (Generate Temp Receipt) > Authorized) menu, Temporary Receipt will be generated, and it displays the Temp receipt ID.

### **3.11. LOAN SETTLEMENT DEBT RECOVERY (GENERATE TEMP RECEIPT) - SETTLEMENT FOR PENSIONED EMPLOYEES – AUTHORIZE**

Loan System> Loan Settlement Debt recovery (Generate Temp Receipt) > Authorize.

1. Go to menu --- > Loan System> Loan Settlement Debt recovery (Generate Temp Receipt) > Authorize.
2. Authorization officer will see the loans settlements to be authorized.
3. Select the required loan by ticking the loan.
4. If the authorization officer needs to view the loan settlement, click on the employee number in the View column.
5. Once confirmed, click on the Save button.
6. The system will automatically show the Temp receipt Number.
7. This number should send to the shroff to receive the payment.

### **3.12. LOAN SETTLEMENT – GENERATE TEMP RECEIPT-**

Loan System> Loan Settlement (Generate Temp Receipt) > Add.

This allows the user to settle loans manually for active employees with an auto generated Temporary receipt. Settlement amount can be any amount.



## Employee Loan Settlement - Manually

**ID**  
20013

**Loan**  
DIRSRESS

**Total Settled : 48076.90**  
**Loan Balance : 201923.10**

**Capital Settlement Amount (Rs.)**  
[Text Input Field]

**Interest Settlement Amount (Rs.)**  
[Text Input Field]

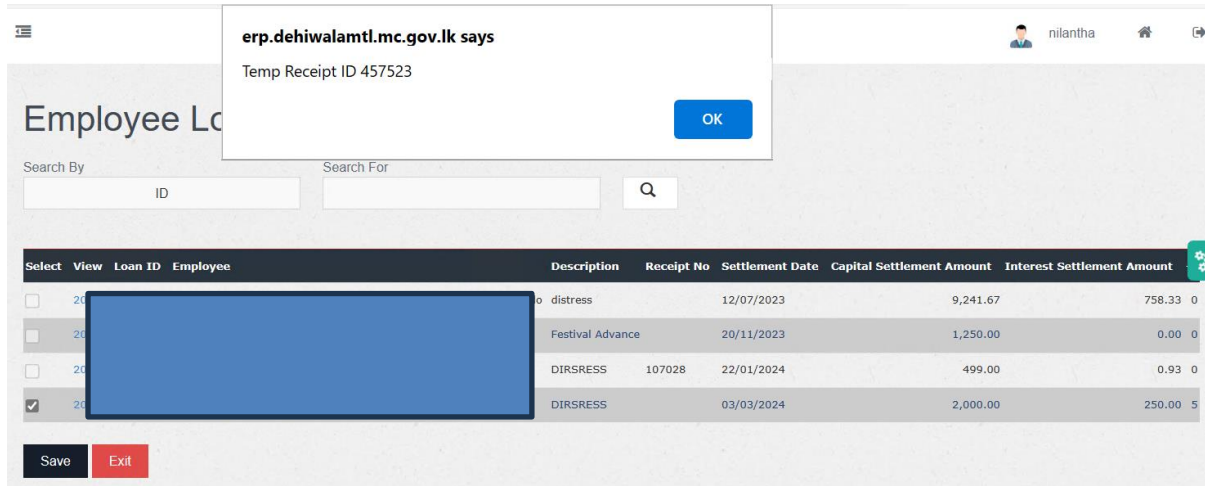
**Settlement Type**  
Settlement From Manually

**Save** **Exit**

14. Select the employee.
15. Then add a record of settlement.
16. The settlement date will be automatic.
17. Select loan from the list. (This shows only the loans that employee is having.)
18. Once the user selects the loan type, Total settled, and current balance will be displayed.
19. Provide Capital settlement amount.
20. Provide Interest settlement amount.
21. Settlement type is automatically set to manual settlement.
22. Then click on the save button to settle the loan.
23. Once the settlement is authorized in Authorized (Loan > Loan Settlement (Generate Temp Receipt) > Authorized) menu, Temporary Receipt will be generated, and it displays the Temp receipt ID.

### **3.13. LOAN SETTLEMENT (GENERATE TEMP RECEIPT) - AUTHORIZE.**

8. Go to menu --- > Loan System> Loan Settlement (Generate Temp Receipt) > Authorize.
9. Authorization officer will see the loans settlements to be authorized.
10. Select the required loan by ticking the loan.
11. If the authorization officer needs to view the loan settlement, click on the employee number in the View column.
12. Once confirmed, click on the Save button.
13. The system will automatically show the Temp receipt Number.
14. This number should send to the shroff to receive the payment.
15. Once the receipt is generated from the Shroff, original receipt number will be shown in the receipt number column.

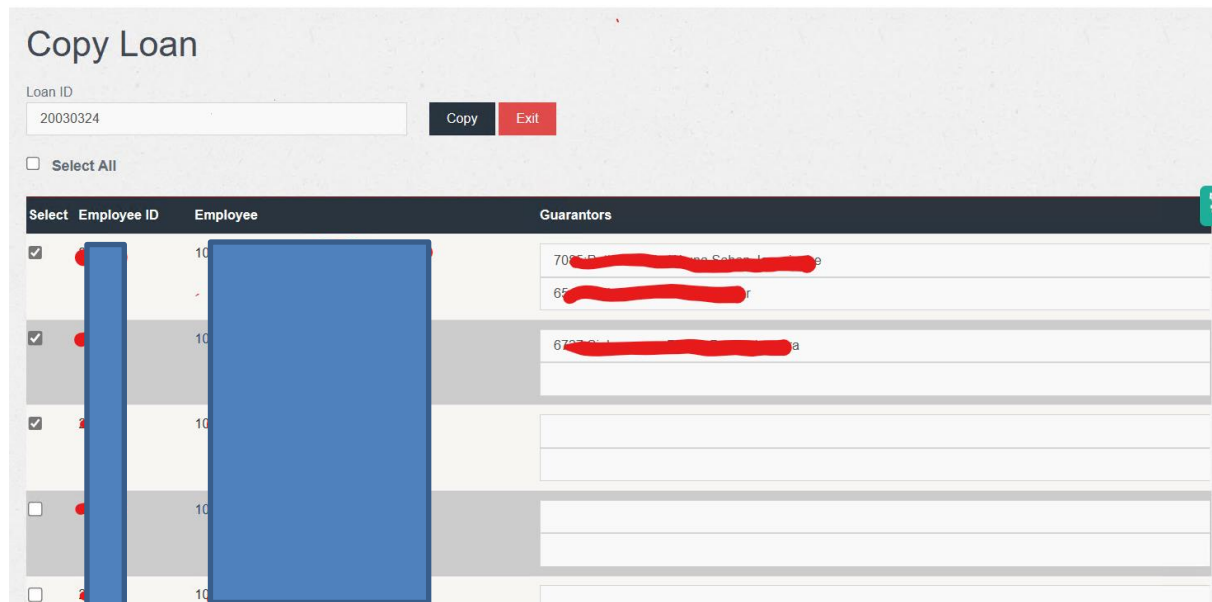


### 3.14. COPY LOAN – WITH GUARNTORS

Loan System> Copy Loan>.

This is useful for similar loans like festival advance. If the loan is like most of the employees, you can first create a loan for one employee and then can copy that loan ID to other employees. They will get a similar loan once copied.

This allows you to copy the entire loan to another employee or for the same employee.



Get the loan ID you need to copy and go to Copy Loan. Then select the employee and past the loan ID in the “Loan ID” text box. Then select guarantors for each loan and then click on the Copy button. The loan details related to the Loan ID provided will be copied to the selected new employee.





### 3.15. LOAN SESSION AUTHORIZE

Loan System > Loan Session Authorize.

This allows us to authorize the loan sessions where the loan details will be available for the payroll process and slip transfers can be made.

Loan Session Authorization

Unauthorized  
 Authorized  
 Select All

Status	Start Date	End Date	Salary Type	Description
<input checked="" type="checkbox"/>	01/09/2021	31/12/2021	RE-EMPLOYMENT	RE-EMPLOYMENT-1-/09/2021-31/12/2021-

Authorize Exit

Go to Loan session Authorize function, then click on the sessions to be authorized. Then click on the Authorize button to authorize them.



### 3.16. LOAN SLIP TRANSFER FILE

Loan System> Loan Slip Transfer File.

After loan session authorized, slip transfer files can be generated to send to banks. Click on the loan slip transfer file icon.

Select	Loan ID	Employee No	Employee Name	Description	From Date	To Date	Amount
<input checked="" type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000
<input checked="" type="checkbox"/>	20			X'mas festival	16/12/2021	15/08/2022	10000.0000
<input type="checkbox"/>	20			festival x'mas	16/12/2021	15/08/2022	10000.0000
<input checked="" type="checkbox"/>	20			festival x'mas	16/12/2021	15/08/2022	10000.0000
<input checked="" type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000
<input checked="" type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000
<input type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000
<input checked="" type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000
<input checked="" type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000
<input type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000
<input type="checkbox"/>	20			Festival	16/12/2021	15/08/2022	10000.0000

1. Click on the Loan Slip Transfer file icon.
2. Then use search options to filter relevant records only.
3. Then you have 3 more options to filter
  - a. All Loan Records – will show all loan records including previously slip file created.
  - b. Slip transfer created Loan Records – shows only the slip transfer is created ones.
  - c. New Loan records – shows only the new loan records which are not created yet (slip Transfer records)
4. Then select (tick) which loan records you need to create.
5. Go down.

Download  
Create Slip Trasfer Exit

6. Click on the Create Slip Transfer button and then click on Download link to download created slip transfer file.
7. That file then can be sent to the bank for the process.



### 3.17. LOAN DEDUCTION PAUSE / RESUME

Loan System> Loan Deduction Pause / Resume.

This feature can be used to stop or resume loan deduction in the salary for the current month.

Select	Employee No	Employee	Loan Description	Amount
<input type="checkbox"/>	5		Festival	10,000.00
<input type="checkbox"/>	5		Festival	10,000.00
<input type="checkbox"/>	5		Festival	10,000.00
<input type="checkbox"/>	5		Festival	10,000.00
<input type="checkbox"/>	5		Festival	10,000.00

1. Go to the above interface by clicking on Loan Deduction Pause / Resume icon.
2. User filter option to narrow down your results.
3. If you select loan status Paused option, then all paused records will be displayed. Then you can select relevant records by ticking the row and clicking on the Set to Active button at the end of the interface. Then all selected paused records will be active for the current salary session. (Please note that you need to re-process the Salary session after activating this)
4. If you select loan status Active option, then all active records will be displayed. Then you can select relevant records by ticking the row and click on the Set to Pause button at the end of the interface. Then all selected active records will be Paused for current salary session. (Please note that you need to re-process the Salary session after activating this)

### 3.18. CHANGE GUARANTOR

Loan System> Change guarantor.

This interface is used to change the existing guarantors assigned to a loan. There are many reasons why users need to change the guarantors. Example: Pension, VOP, Transfer, etc.

1. First need to search the employee record by giving search criteria in the search interface.
2. Second interface user needs to find the relevant loan which needs to be changed.
3. Then you will direct to the Loan modify interface. Guarantor section user can change the guarantors as wish and need to save the change by clicking on Save button which is in the same section.

Loan Status: Not Completed

Guarantor 1: 6623.Suwarisge Jeewan Chathuranga Suwaris

Guarantor 2: 6665 Korala Hewage Darshana Chandralal

Straight Line

Is Consider Current Payment For Interest

Deduct From Guarantor



### 3.19. GUARANTOR DEDUCTION

Loan System> Guarantor deduction.

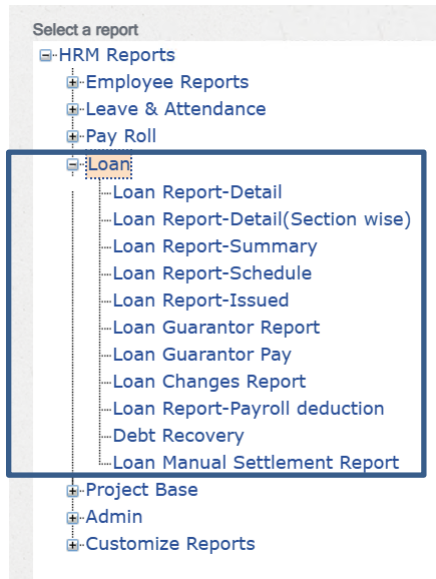
This interface is used to recover loans from existing guarantors assigned to a loan. This is useful when a loan owner is in VOP state.

1. First need to search the employee record by giving search criteria in the search interface.
2. Second interface user needs to find the relevant loan which needs to be changed.
3. Then you will be taken to the loan interface and find the guarantor section in the interface.

4. Tick the Deduct from Guarantor checkbox.
5. Then the user will get deduction information to be filled for both guarantors
6. If there is an authentication to deduct Areas interest also from the guarantors, then user need to tick on that checkbox and provide details as required. (this needs CMA's authorization)
7. Once completed, click on the Save Guarantor deduction button.



### 3.20. RELATED REPORTS



These reports will be covering all the loan section requirements.