User Guide 06.17 Loan Module - Ver 3.0.0

For

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

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

Ву

EMETSOFT (PVT) LTD

1. **REVISION HISTORY**

| Date | Version Description | Author |
|------------|---|--------------------------------------|
| | 0.0.1 Initial version | EMETSOFT IMP Team |
| | 0.1.1 Modifications to the report 1.0.0 Final Release | EMETSOFT IMP Team Project Manager |
| 19-05-2024 | 2.0.0 Enhancements for the manual | Project Manager |
| 31-08-2025 | 3.0.0 Enhancements for the manual | Project Manager |

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Loan Module

(Quick user Guide)

Navigation

URL: https://erp.dehiwalamtl.mc.gov.lk/erp





General:

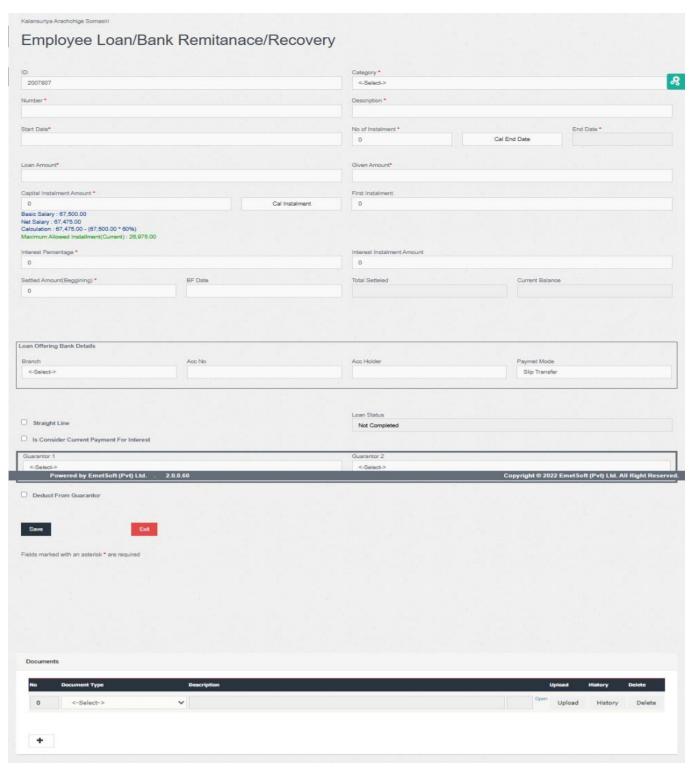
- 1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
- 2. Make sure to click "Next or Save" and "Exit" Buttons after adding data.

Purpose & Overview

| Item | Details |
|--------------------|---|
| Page Title | Employee Loan |
| Purpose | To manage loan issuance, repayment schedules, guarantor setup, and recovery tracking for individual employees |
| Access Path | Administration & HRM → Loan System → Loan Request / Settlement / Recovery |
| Target Employee | Kalansuriya Arachchige Somasiri (ID: 200391) |

Interface Description

This interface allows administrators to configure and monitor employee loans, including installment plans, interest calculations, bank details, and guarantor assignments. It supports both manual entry and automated deduction logic.



| Section | Description |
|------------------------------|---|
| Loan Details Panel | Fields for loan category, amount, start/end dates, installment count |
| Salary Reference Panel | Displays basic and net salary, and calculates max allowable installment |
| Interest & Recovery Panel | Fields for interest rate, settled amount, balance, and recovery method |
| Bank Info Panel | Fields for loan disbursement bank, account number, payment mode |
| Guarantor Panel | Dropdowns to assign up to two guarantors and enable deduction from them |
| Document Upload Panel | Allows attaching supporting documents for loan approval |
| Footer | Displays system version and developer credits |

Key Fields & Configuration

| Field Name | Description |
|------------------------------|---|
| Category * | Select loan type (e.g., Vehicle Loan, Housing Loan) |
| Number * | Unique loan reference number |
| Description * | Purpose or notes for the loan |
| Start Date / End Date | Loan duration period |
| No. of Installments * | Total number of repayment periods |
| Loan Amount * | Total approved loan amount |
| Given Amount * | Amount disbursed to employee |
| Capital Installment Amount * | Monthly principal repayment |
| Interest Percentage * | Annual interest rate |

| Field Name | Description |
|------------------------------|--|
| Interest Installment Amount | Monthly interest repayment |
| Settled Amount (Beginning) * | Amount already paid before current session |
| Current Balance | Remaining loan balance |
| Payment Mode | Slip Transfer or Straight-Line deduction |
| Loan Status | Indicates if loan is completed or ongoing |
| Guarantor 1 / 2 | Select employees acting as guarantors |
| Deduct From Guarantor | Checkbox to enable recovery from guarantor |

Fields marked with an asterisk () are mandatory. *

Action Options

| Action | Functionality |
|-----------------|---|
| Save | Commits loan data to the system |
| Upload Document | Attaches supporting files (e.g., approval letters, ID copies) |
| Delete History | Removes previous loan records or attachments |
| Exit | Returns to dashboard or closes the form |