

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

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2024	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2024	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2024	1.0.0	Final Release	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>



Loan
System

Employee Loans
issuance, remittance

USER GUIDE

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.

Kalansuriya Arachchige Somasiri

Employee Loan/Bank Remitanace/Recovery

ID:
2007807

Category *
<-Select->

Number *

Description *

Start Date *

No of Instalment *
0

Cal End Date

End Date *

Loan Amount *

Given Amount *

Capital Instalment Amount *
0

Cal Instalment

First Instalment
0

Basic Salary : 67,500.00
Net Salary : 67,475.00
Calculation : 67,475.00 - (67,500.00 * 60%)
Maximum Allowed Instalment(Current) : 29,975.00

Interest Percentage *
0

Interest Instalment Amount
0

Settled Amount(Begginig) *
0

BF Date

Total Settled

Current Balance

Loan Offering Bank Details

Branch
<-Select->

Acc No

Acc Holder

Paymet Mode
Slip Transfer

☐ Straight Line

Loan Status
Not Completed

☐ Is Consider Current Payment For Interest

Guarantor 1
<-Select->

Guarantor 2
<-Select->

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☐ Deduct From Guarantor

Save

Exit

Fields marked with an asterisk * are required

Documents

No	Document Type	Description	Upload	History	Delete	
0	<-Select->		Open	Upload	History	Delete

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