

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. 2.0.0



OF BUSINESS EXCELLENCE



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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

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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 uses to provide loan facilities to the DMMC employees and manage the loan recoveries. This module tightly integrated with the Expenditure module, revenue modules, Human Resource Management modules and the Payroll module











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



Log In to your account

Username

Password

Advanced Options

[Sign Up](#)

1. Then user will see the above login page
2. Type the user name 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.

Emet HRM

administrator

Male Vs Female

Male
1,258

Divisional Count

Mechanical Engineer Department
145

HR Activity in Last 7 Days

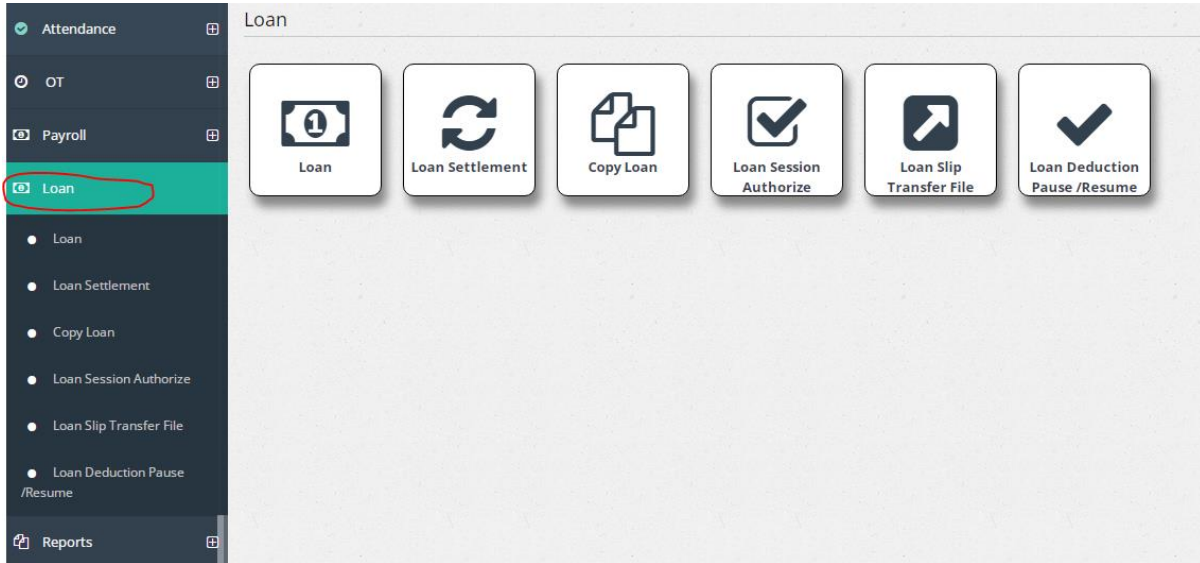
Payroll Activity in Last 7 Days

Loan



3.3. FEATURES OF THE LOANS MODULE

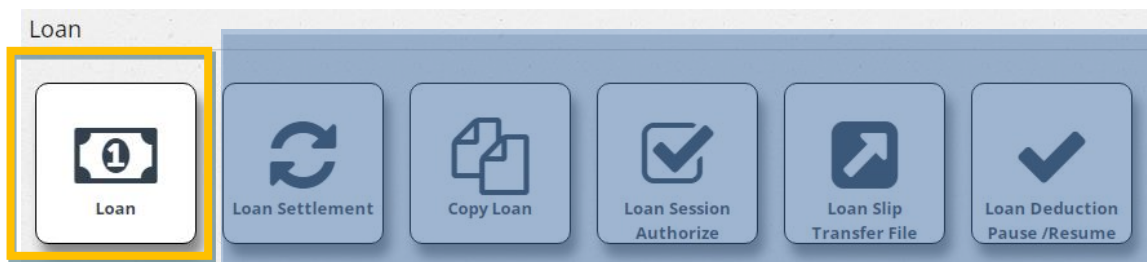
User can navigate the features through the main menu in the left hand side or using the Icons



- Loan add and changes / updates
- Loan settlements
- Copy loan
- Session authorization for posting to Finance
- Loan SLIP transfer file generation
- Temporary pause / resume loan deductions

3.4. ADD / CHANGE A LOAN

This is used to manage the Employee's Loans



Loan Types currently having

Bank Loan

- Vehical
- Festival
- Distress
- House
- SURTR
- TSUNA



To add or change a loan, select Loan icon then user will get the following interface. Click on employee ID which you want to start a loan.

The screenshot shows the 'Employee Details' page. The left sidebar has a 'Loan' menu item highlighted. The main area shows a search form with 'Full Name' (nilantha), 'Organization' (DMMC), and 'Status' (Working). Below the search form is a table of employees. The first row is circled in red.

Select	ID	Employee Code	Employee Number	Name With Initials	Full Name	Designation	Status	Nature of the Job Status
<input type="checkbox"/>	54							
<input type="checkbox"/>	55							
<input type="checkbox"/>	55							
<input type="checkbox"/>	64							
<input type="checkbox"/>	66							
<input type="checkbox"/>	67							

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

The screenshot shows the 'Employee Loan/Bank Remitanace/Recovery Details' page. The '+' button is circled in red. The page displays a search form and a table of existing loans.

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 Remittance/Recovery

ID:	60	1	Category *	Distress	2
Number *	34	3	Description *	DIRSR	4
Start Date *	6/23/2021	5	End Date *	6/22/2026	6
No of Instalment *	60	7	Cal End Date		8
Eligible Amount *	250000.00	9	Given Amount *	196308.4500	10
Capital Instalment Amount *	4166.67	11	Cal Instalment		12
Interest Percentage *	4.20	14	Initial Instalment	4166.47	13
Paid Amount *	0.00	16	Interest Instalment Amount	0.00	15
			BF Date		
Remittance					
Branch	<-Select->	17	Acc No		18
Acc Holder				19	
Paymet Mode	Cash				20

Loan Offering Bank Details					
Branch	Dehiwala-17:Sampath Bank PLC-7278	21	Acc No	20545345345	22
Acc Holder	MR ABC			23	
Paymet Mode	Slip Transfer				24
Renew Date		25	Renew		26
<input type="checkbox"/> Straight Line		27	Loan Status	Not Completed	28
<input type="checkbox"/> PMT Method					
<input type="checkbox"/> Is Consider Current Payment For Interest					
<input checked="" type="checkbox"/> Start form next month					
Guarantor 1	54	29	Guarantor 2	<-Select->	30
Save		31	Exit		
Fields marked with an asterisk * are required					

1. ID is generated automatically by the system
2. **Loan Category** should be select 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.



The screenshot shows a dropdown menu titled 'Category *'. The menu is open, displaying a list of options. The first option is 'Bank Loan', which is highlighted in blue. Below it is '<-Select->'. Other options listed are 'Vehical', 'Festival', 'Distress', 'House', 'SURTR', and 'TSUNA'. A green plus icon is visible in the top right corner of the dropdown box.

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 always, otherwise deduction will not correct in your payroll module.
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. **Initial 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. **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. **Remittance (To be used only for special cases and this will be discontinue in future versions) : please do not use this part instead use Loan Offering Bank section**
 - a. Branch : select the branch from the list
 - b. Remittance Account number : remittance Account number
 - c. Remittance Account holder details
 - d. Remittance Payment mode should select from the list. Based on the method, payments will be done based on the method
18. **Loan offering bank details** : Branch code
19. **Loan offering bank details** : Account number of the holder
20. **Loan offering bank details** : account holder name
21. **Payment mode** : select - cash / Cheque / Slip transfer



Payment Mode

- Cash
- Cash
- Cheque
- Slip Transfer

22. **Renew date** : If the loan is renewed, renewed date should be here.
23. Then click on **Renew** button 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
24. Under the loans, there are some configuration options to be provided for the loan

Straight Line 27
 PMT Method
 Is Consider Current Payment For Interest
 Start form next month

- a. **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.
 - b. **PMT method** : used in Reducing balance method : if ticked, always fixed amount : calculation would be capital + interest = fixed total always. Employee need to pay always a fixed amount
 - c. **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
 - d. Start from next month (this is useful if the loan deduction needed to be start from following month) *If this is not ticked the loan will start deducting from salary from the current month.*
25. 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->

26. Guarantor 1 : if the loan required guarantor, user can select a guarantor form the list, Your employees will be listed here
27. Guarantor 2 : similar way if the 2nd guarantor is required user can select from the list



28. Final step would be saving the loan

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

3.4.1. DISTRESS LOAN CREATION

Following is a 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	
Interest Percentage *	4.20	Initial Instalment	4166.67
Paid Amount *	0.00	Interest Instalment Amount	0.00
		BF Date	

3.4.2. FESTIVAL ADVANCE CREATION

Following is a 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	Initial Instalment	1250.00
Paid Amount *	0.00	Interest Instalment Amount	0.00
		BF Date	

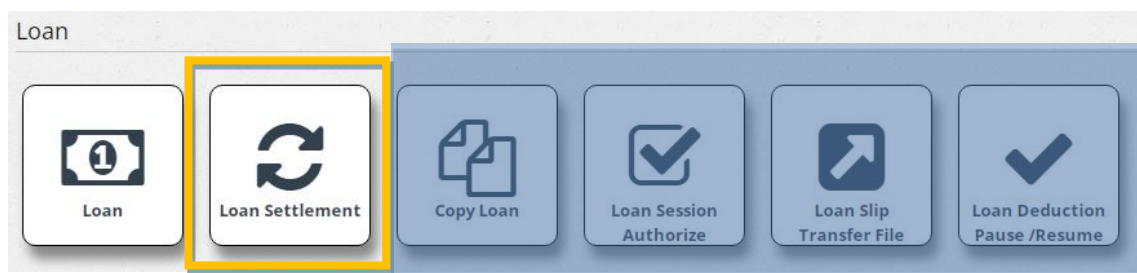


3.5. LOAN RENEWAL (RENEW)

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 Renew button to re-new the loan. Renew date must be provided. Then you will be taken to a new loan interface to fill other details.
3. Once renew a loan it will become a new loan and previous loan will be settled and completed automatically

3.6. LOAN SETTLEMENT



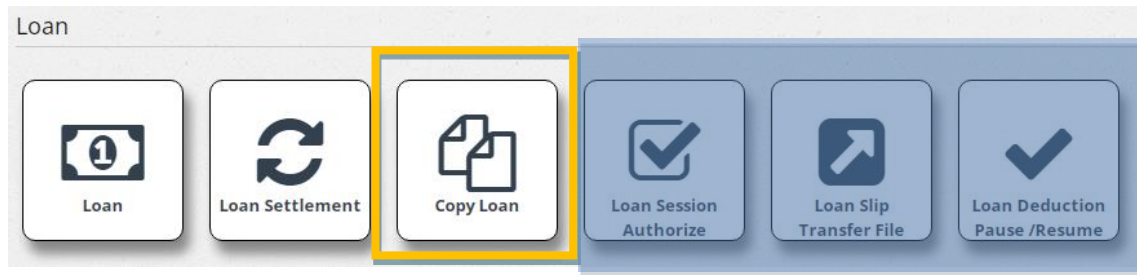
This allows to settle loans manually. Settlement amount can be any amount.

Select	Date	Addition & Deduction Type	Amount	Loan
Select	1/5/2022	Loan	25000	DIRSR

1. Select the employee
2. Then add a record of settlement
3. Settlement date must be provided
4. Select Addition or deduction type
5. Provide amount to be settled
6. Select the loan from loan list
7. Then click on the save button to settle the loan

3.7. COPY LOAN

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

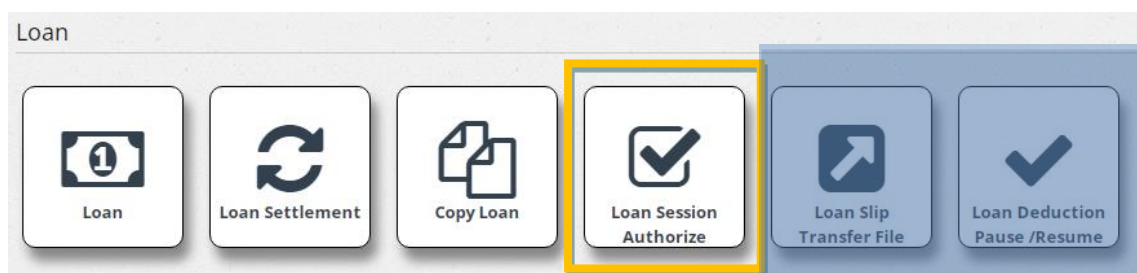


This allows to copy entire loan to another employee or for the same employee.



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 click on the Copy button. The loan details related to the Loan ID provided will be copied to the selected new employee.

3.8. LOAN SESSION AUTHORIZE



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



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 Authorize button to authorize them.

3.9. LOAN SLIP TRANSFER FILE

Loan

Loan **Loan Settlement** **Copy Loan** **Loan Session Authorize** **Loan Slip Transfer File** **Loan Deduction Pause /Resume**

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

Loan Slip Transfer

Search By: ID Search For: Q

Section: <<Select>>

From: 12/9/2021 To: 1/9/2022

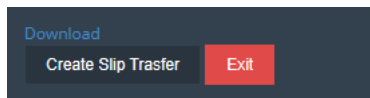
All Loan Records
 Slip Transfer Created Loan Records
 New Loan Records

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			Xmas 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

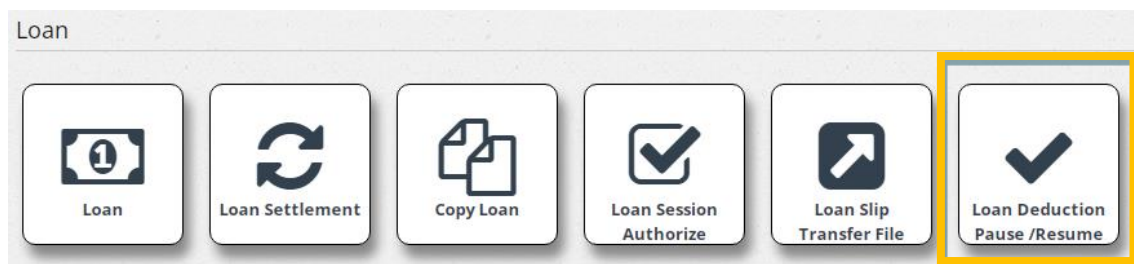


3. Then you have 3 more options to filter
 - a. All Loan Records – will show all loan records including previously slip file created
 - b. Slip transfer created Loan Records – shows only the slip transfer is created ones
 - c. New Loan records – shows only the new loan records which are not created yet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

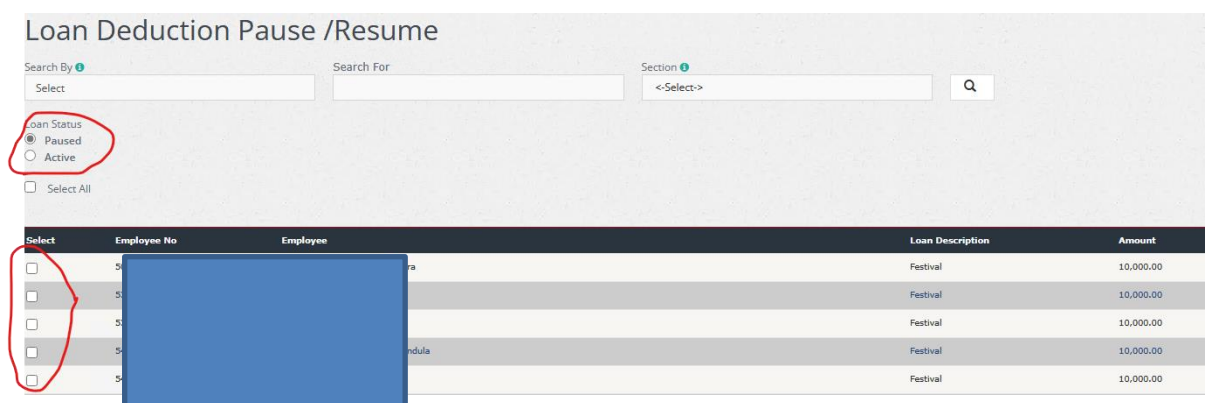


6. Click on Create Slip Transfer button and then click on Download link to download created slip transfer file.
7. That file then can be sent to the bank for the process

3.10. LOAN DEDUCTION PAUSE / RESUME



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



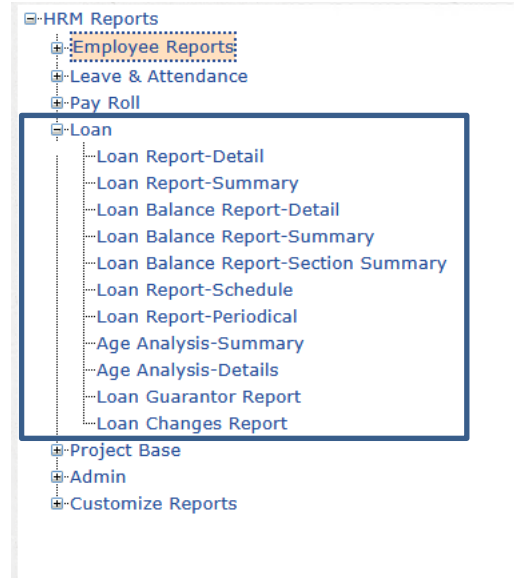
1. Go to the above interface by clicking on Loan Deduction Pause / Resume icon
2. User filter option to narrow down your results
3. If you select loan status Paused option, then all paused records will be displayed. Then you can select relevant record by ticking the row and click on the Set To Active button in the end of the interface. Then all selected paused records will be active for 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 record by ticking the row and click on the Set To Pause button in 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)

3.11. RELATED REPORTS



These reports will be covering all the loan section requirements.