



How to Set Up Different Loan Categories

Overview:

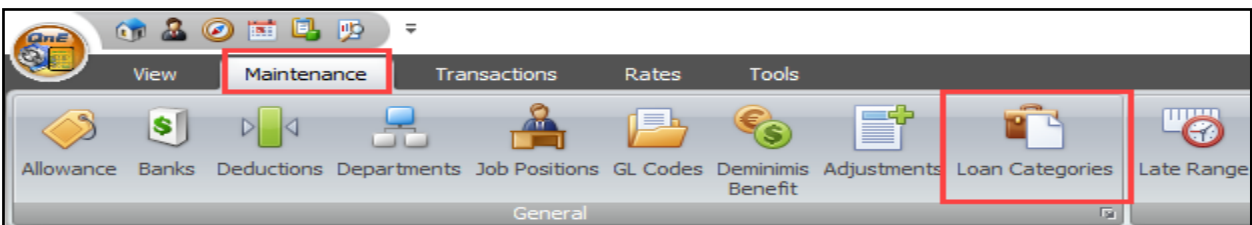
In **Loan Categories Maintenance** you can set up Other types of loans apart from the SSS and HDMF loans.

Scenario:

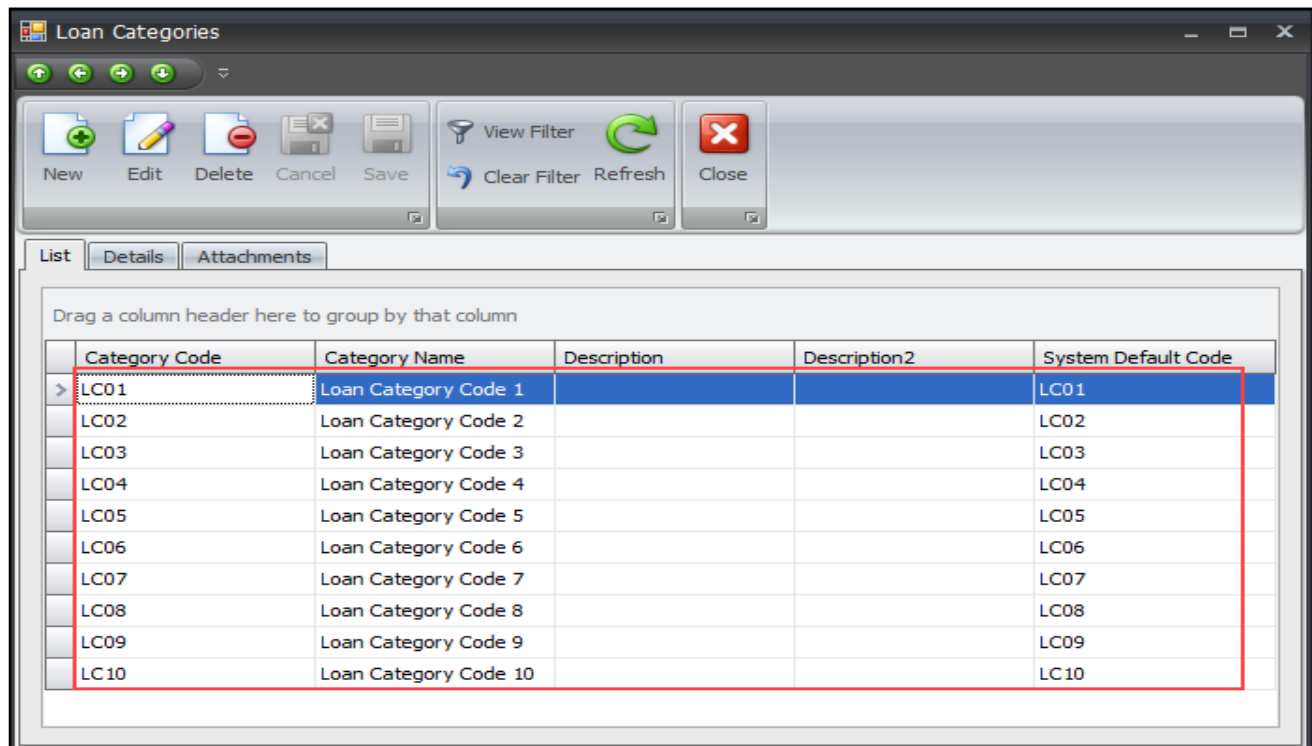
One or some employees have been granted a loan(s) being offered by the company (e.g. Car Loan, Emergency Loan, etc.) and this shall be included in processing of payroll.

Procedure:

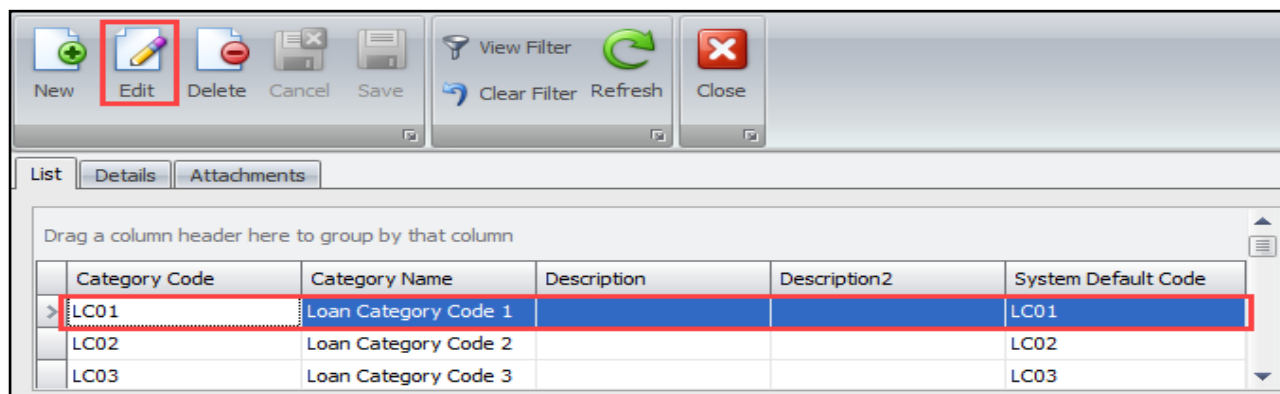
1. In the Ribbon Menu, go to *Maintenance > Loan Categories*.



The system, by default, allows 10 other loan categories, **LC01 - LC10**, that can be maintained and can be shown on the Payslip or Payroll Summary Report through report customization.



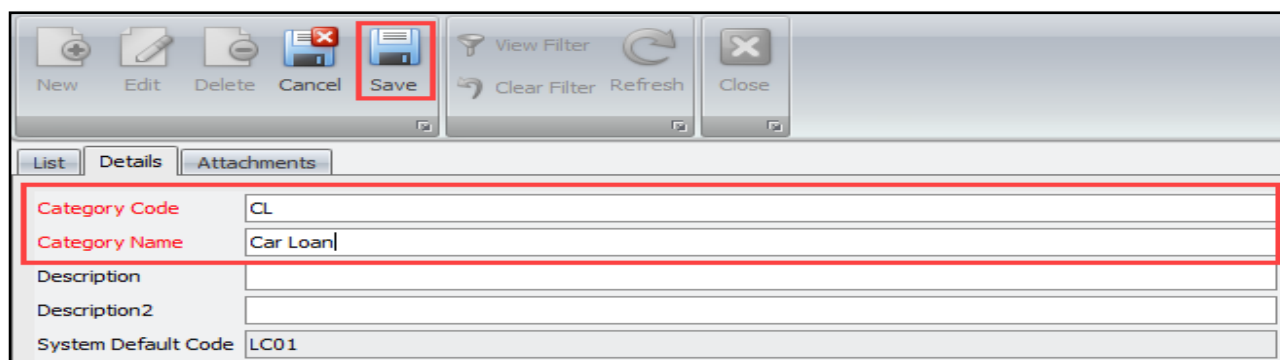
2. For the first 10 loans being offered by your company, use the existing 10 loan categories and just simply edit their Category Codes and Category Names. For instance, to add a Car Loan, select **LC01** and click **Edit**.



The screenshot shows the 'Loan Categories' window with the 'Edit' button highlighted in red. The window has a toolbar with 'New', 'Edit', 'Delete', 'Cancel', 'Save', 'View Filter', 'Clear Filter', 'Refresh', and 'Close'. Below the toolbar are tabs for 'List', 'Details', and 'Attachments'. The 'List' tab is active, showing a table with columns: Category Code, Category Name, Description, Description2, and System Default Code. The first row, LC01, is selected and highlighted in blue.

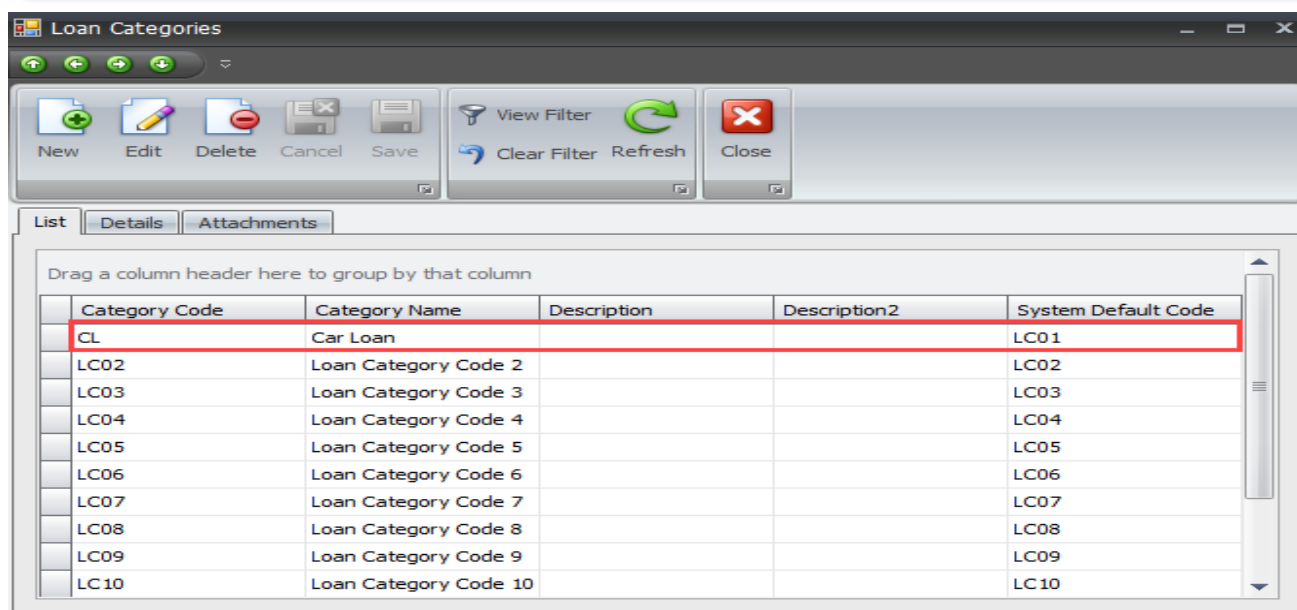
Category Code	Category Name	Description	Description2	System Default Code
LC01	Loan Category Code 1			LC01
LC02	Loan Category Code 2			LC02
LC03	Loan Category Code 3			LC03

Edit the Category Code (e.g. *CL*) and Category Name (e.g. *Car Loan*) and click **Save**.



The screenshot shows the 'Loan Categories' window with the 'Save' button highlighted in red. The window has a toolbar with 'New', 'Edit', 'Delete', 'Cancel', 'Save', 'View Filter', 'Clear Filter', 'Refresh', and 'Close'. Below the toolbar are tabs for 'List', 'Details', and 'Attachments'. The 'Details' tab is active, showing a form with fields for 'Category Code', 'Category Name', 'Description', 'Description2', and 'System Default Code'. The 'Category Code' field contains 'CL' and the 'Category Name' field contains 'Car Loan'.

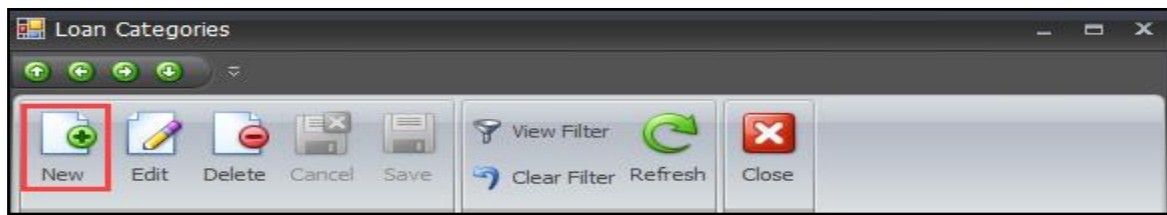
Category Code	CL
Category Name	Car Loan
Description	
Description2	
System Default Code	LC01



The screenshot shows the 'Loan Categories' window with the 'List' tab active. The table now includes the new 'CL' category at the top, which is highlighted in red. The other categories remain the same.

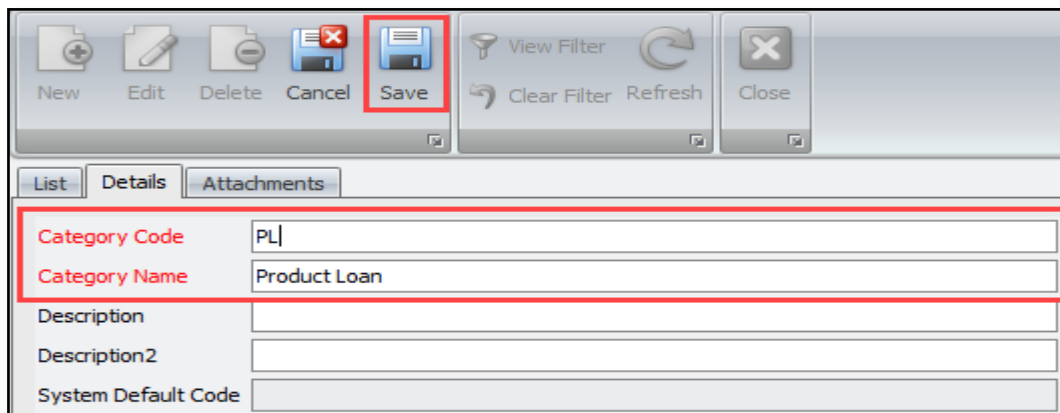
Category Code	Category Name	Description	Description2	System Default Code
CL	Car Loan			LC01
LC02	Loan Category Code 2			LC02
LC03	Loan Category Code 3			LC03
LC04	Loan Category Code 4			LC04
LC05	Loan Category Code 5			LC05
LC06	Loan Category Code 6			LC06
LC07	Loan Category Code 7			LC07
LC08	Loan Category Code 8			LC08
LC09	Loan Category Code 9			LC09
LC10	Loan Category Code 10			LC10

3. If the 10 existing loan categories are already all in use and you wish to add more, click the **New** button.

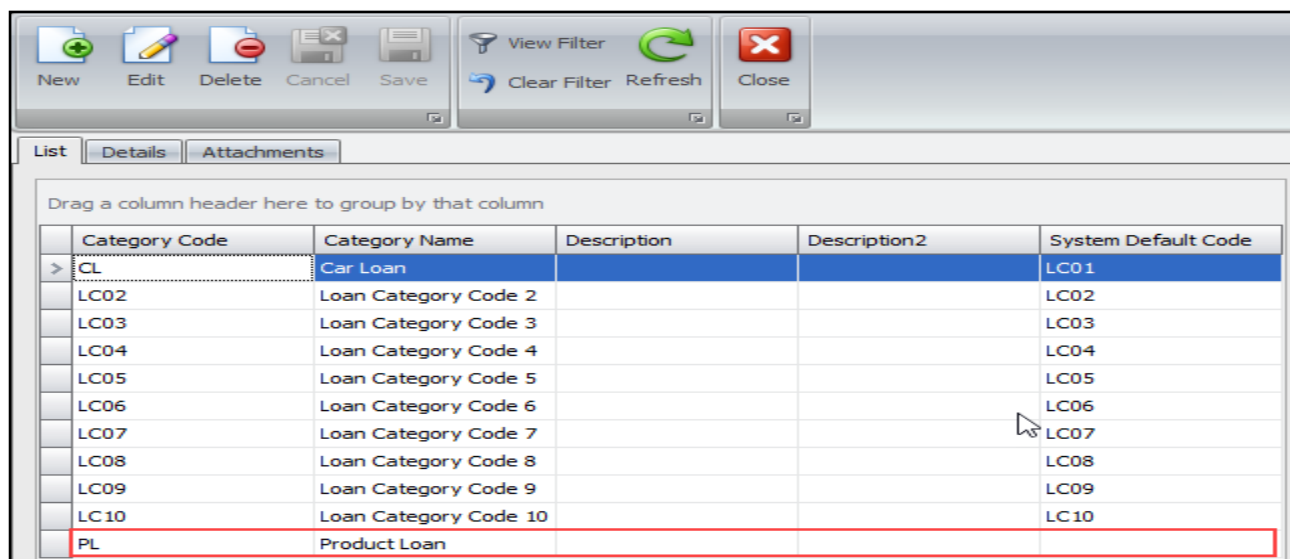


Note: Excess of the 10 existing loan categories are not readily available to be shown on the Payslip or Payroll Summary Report through report customization.

4. Type the Category Code (e.g. *PL*) and Category Name (e.g. *Product Loan*) and click **Save**.



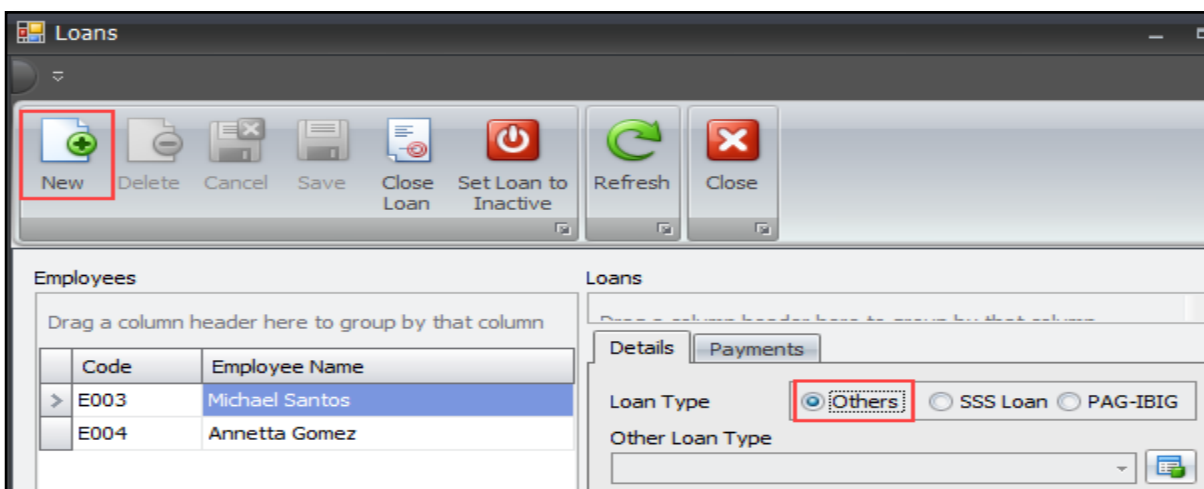
The Product Loan is the 11th loan category on the list.



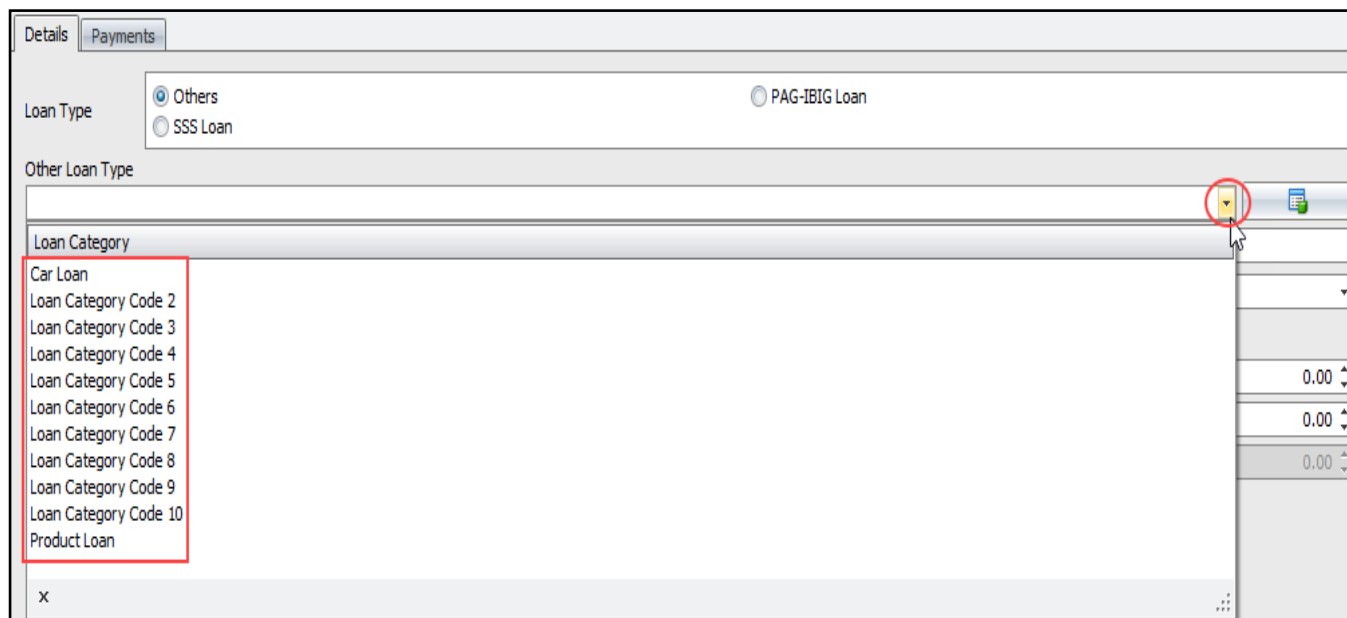
Category Code	Category Name	Description	Description2	System Default Code
CL	Car Loan			LC01
LC02	Loan Category Code 2			LC02
LC03	Loan Category Code 3			LC03
LC04	Loan Category Code 4			LC04
LC05	Loan Category Code 5			LC05
LC06	Loan Category Code 6			LC06
LC07	Loan Category Code 7			LC07
LC08	Loan Category Code 8			LC08
LC09	Loan Category Code 9			LC09
LC10	Loan Category Code 10			LC10
PL	Product Loan			

Application:


1. In the Ribbon Menu, go to *View > Employee Files > Employee Loans*.
2. Select the Employee, select 'Others' for the Loan Type, and click **New**.



3. Click the Other Loan Type *drop-down button* to see the list of all loans set up in Loan Categories Maintenance. Select the loan that has been granted to the employee.



4. Fill in all the fields and click Save.

Loan Type	<input checked="" type="radio"/> Others <input type="radio"/> SSS Loan <input type="radio"/> PAG-IBIG Loan		
Other Loan Type	Car Loan 		
Description	Car Loan		
Date Granted	12/15/2021	Date Started	01/15/2022
Installment Count	36		
Amount	500,000.00		
Interest	60,000.00		
Total Amount	560,000.00		

- **Date Granted** - the date the loan was granted
- **Date Started** - the date the loan will start to be deducted in the payroll
- **Installment Count** - the number of times the loan will be deducted per payroll cut-off
- **Amount** - the total amount of loan
- **Interest** - the total interest amount on the loan (leave blank if none)

Employees		Loans				
Code	Employee Name	Date	Description	Amount	Total Paym...	Status
E003	Michael Santos	12/15/2021	Car Loan	560,000.00	0.00	ACTIVE
E004	Annetta Gomez					



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>