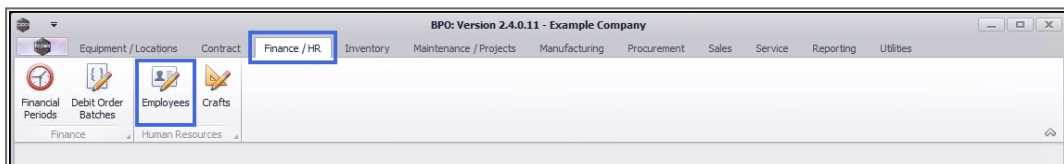


# HUMAN RESOURCES

## EMPLOYEES – LOANS

In the employee **Loans** screen, you can view any outstanding loan or advance amounts, as well as view the loan repayment schedule with the instalment dates and number of instalments remaining. This feature will enable the Human Resources department to effectively manage the loans of the employee.

**Ribbon Access:** *Finance and HR > Employees*

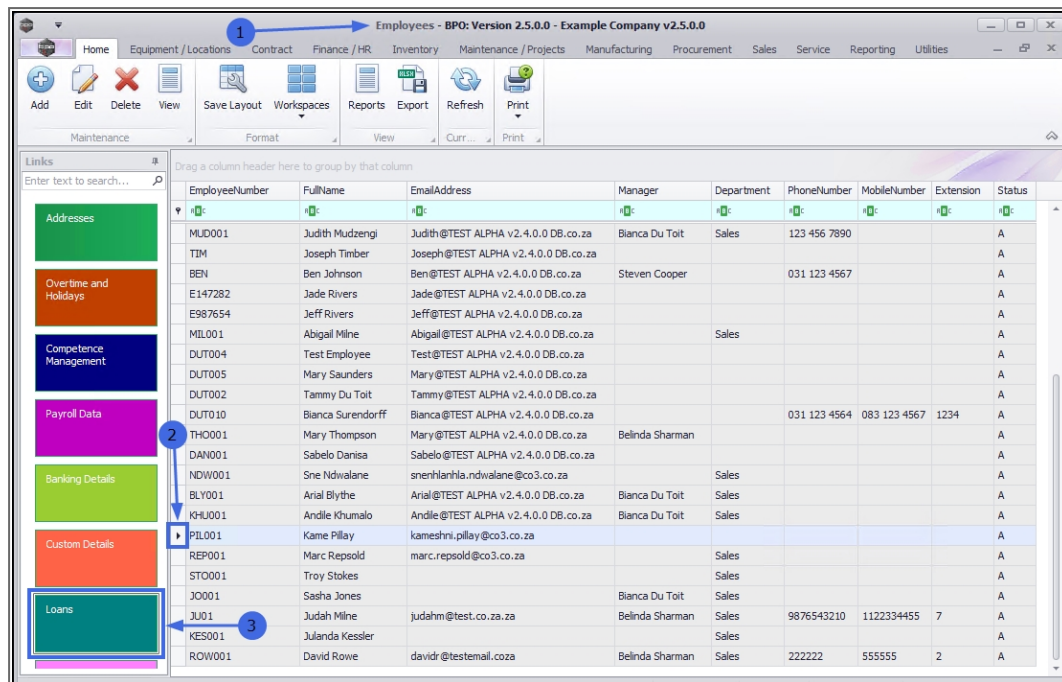


1. The **Employees** listing screen will open.

## VIEW EMPLOYEE LOANS

### SELECT EMPLOYEE

2. Select the **row** of the employee whose loan details you wish to **view**.
3. Click on the **Loans** tile.

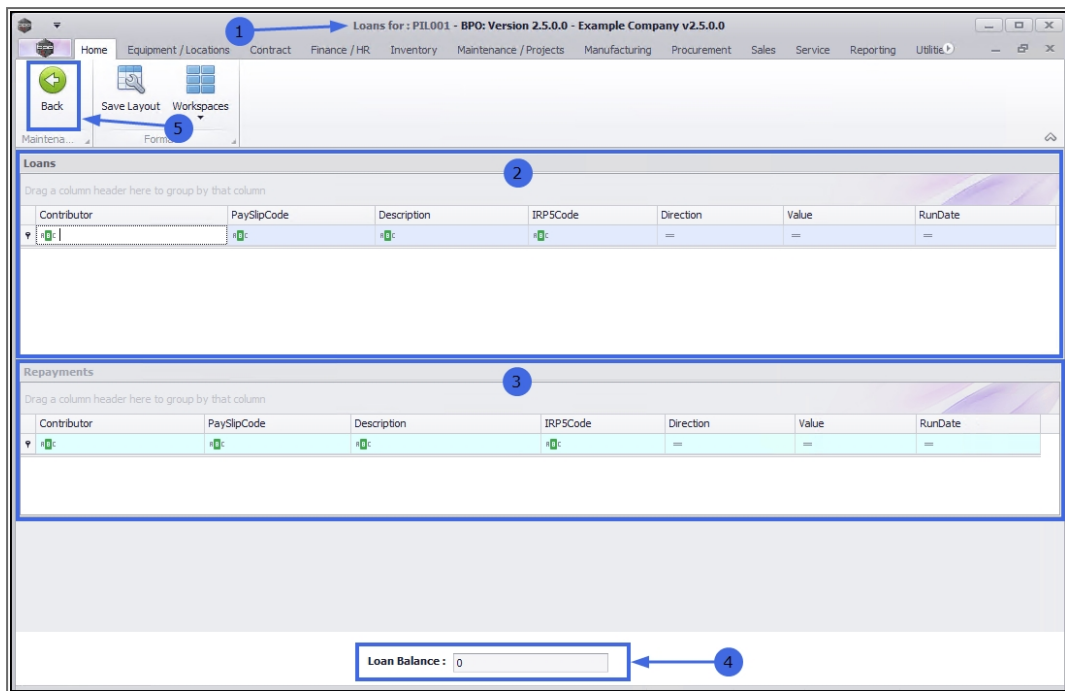


## LOANS SCREEN OVERVIEW

1. The **Loans for: []** screen will open.

This screen is divided into **2** frames.

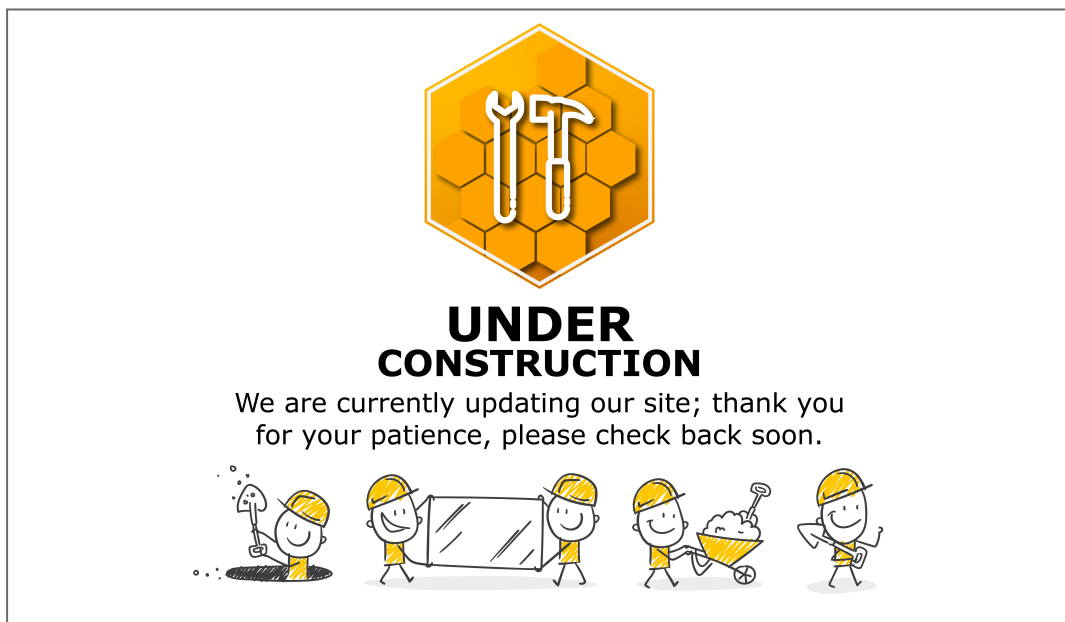
2. The top frame displays the **Loan(s)** details.
3. The lower frame displays the **Repayment(s)** schedule.
4. The **Loan Balance** amount can be viewed at the foot of the screen.
5. You will note that there is only a **Back** button in this screen, no changes can be made or saved here.



The screenshot shows the 'Loans for: PIL001 - BPO: Version 2.5.0.0 - Example Company v2.5.0.0' window. It features a top menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with buttons for Back, Save Layout, and Workspaces. The main area is divided into two sections: 'Loans' and 'Repayments'. Both sections have a table with columns: Contributor, PaySlipCode, Description, IRP5Code, Direction, Value, and RunDate. At the bottom, there is a 'Loan Balance' field showing '0'. Numbered callouts indicate: 1 points to the 'Loans for' title bar; 2 points to the 'Loans' table; 3 points to the 'Repayments' table; 4 points to the 'Loan Balance' field; and 5 points to the 'Back' button.

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This topic is currently being updated. Thank you for your patience, please check back soon.



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