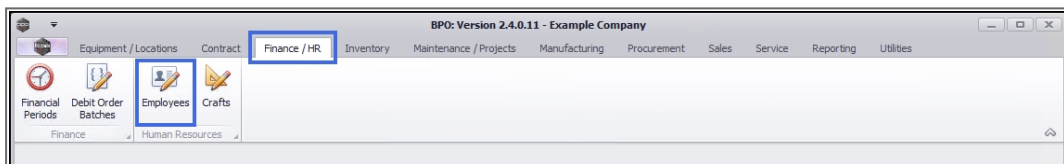


HUMAN RESOURCES

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*

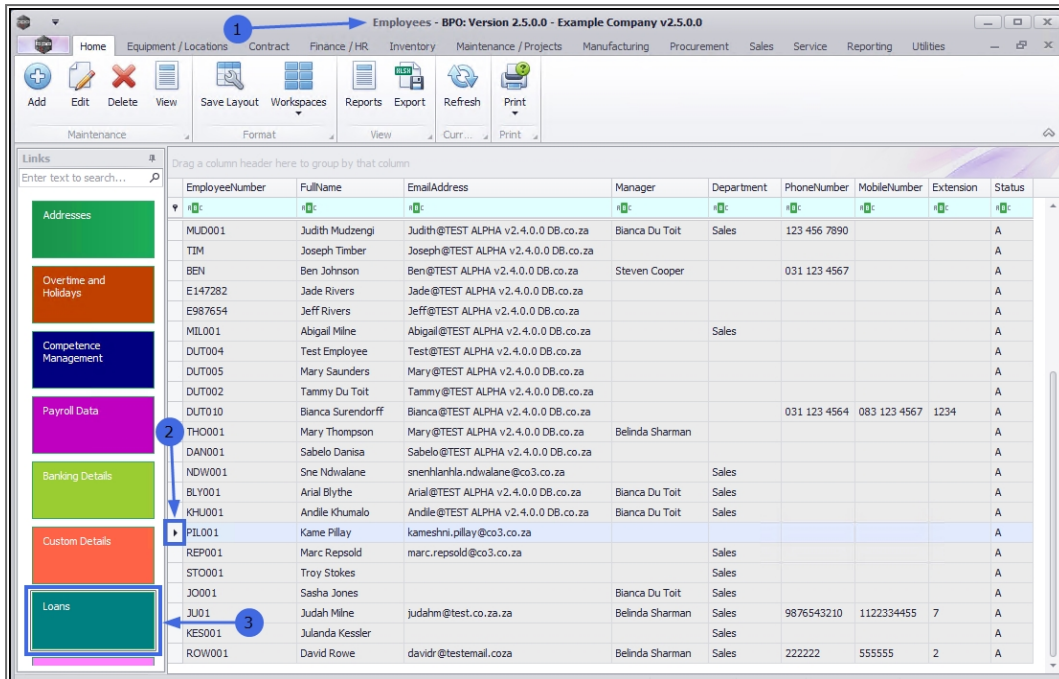


1. The **Employees** listing screen will open.

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.

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

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