

Loan Service User Guide

Oracle Banking Branch

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Loan Service User Guide

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1 Preface

1.1 Introduction

This user guide provides you detailed information about the Loan Service module of Oracle Banking Branch.

1.2 Audience

This guide is intended for the Loan Servicing Officers, Branch Tellers, and Branch Supervisors to provide quick and efficient services to the customers of the bank.

1.3 Document Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

1.4 List of Topics

This manual is organized into the following topics:

Table 1: List of Topics

Topics	Description
Overview of Loan Service	This topic provides an overview of Loan Service module in Oracle Banking Branch.
Accounts	This topic describes the screens provided under the Accounts menu using which you can perform various vital transactions on a loan account.
Balances	This topic describes the screen provided under the Balances menu using which you can view outstanding balance of a loan account.
Instructions Preferences	This topic describes the screen provided under the Instruction Preferences menu using which you can view or modify the account preferences.
Repayment	This topic described the screen provided under the Repayment menu using which you can initiate a transaction related to loan repayment.
Schedule	This topic describes the screen provided under the Schedule menu using which you can view the details of the loan schedule.















1.5 Related Documents



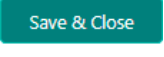
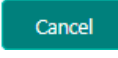
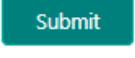

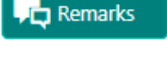
1. Getting Started User Guide
2. Teller User Guide

1.6 User Interface Elements

The following is a list of icons, buttons and shortcut key that are used in the application to perform various tasks.

Table 2: Icons and Buttons

Field	Description
	Click to refresh details in a screen.
	Click to minimize a screen.
	Click to maximize a screen.
	Click to close a screen.
	Click to navigate to first page.
	Click to navigate to next page.
	Click to navigate to previous page.
	Click to navigate to last page.
	Click to perform a search.
	Click to edit a record.
	Click to delete a record.
	Click to confirm the details specified in a row.
	Click to select a date, month and year from a calendar.
	Click to confirm the details specified.

Field	Description
	Click to navigate to the previous tab.
	Click to navigate to the next tab.
	Click to save the details specified and exist from the screen. The task appears in my pending task, from where you can take the task ahead on your next login.
	Click to cancel the action performed and exist the screen.
	Click to submit the transaction for approval.
	Click to view the audit details of a particular screen.
	Click to add or view remarks related to a screen.
→	Represents Results <i>(Used in user manual only)</i>

1.7 Shortcut Keys

The following shortcut keys can be used only for the screens, which has the icons specified in the function:

Table 3: Shortcut Keys

Shortcut Key	Function
Tab	Used to shift focus from one input field to other.

2 Overview of Loan Service

2.1 Introduction

The Loan Service module of Oracle Banking Branch facilitates various operations of a loan account.

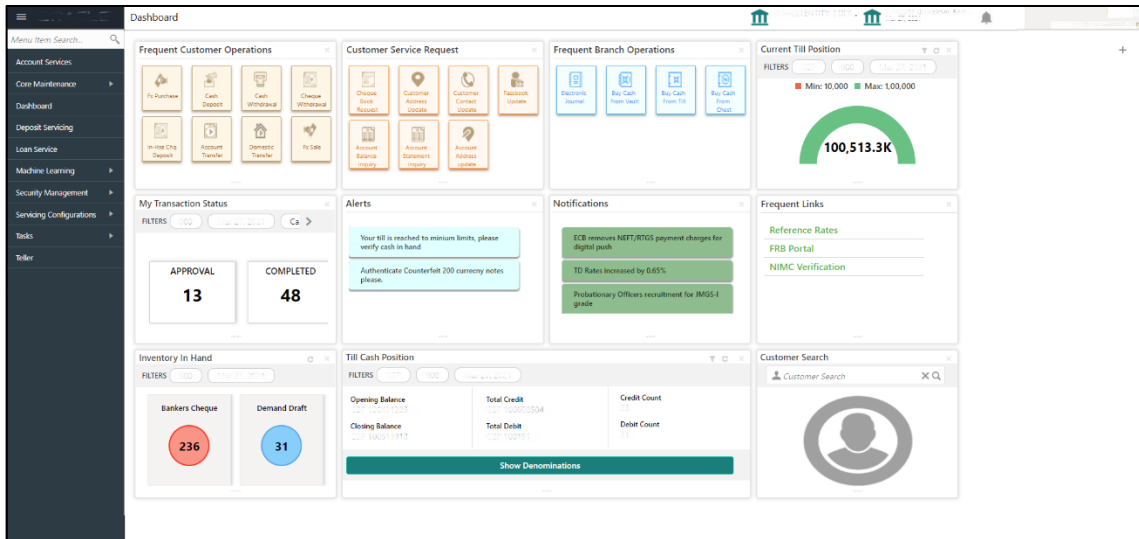
2.2 Pre-Requisites

Follow the steps, to navigate to the **Home screen** (Branch Dashboard):

1. Specify **User Id** and **Password**, and log in to **Oracle Banking Branch Home** screen.

→ The **Oracle Banking Branch Home** screen is displayed.

Figure 1: Home Screen



2.3 Main Menus

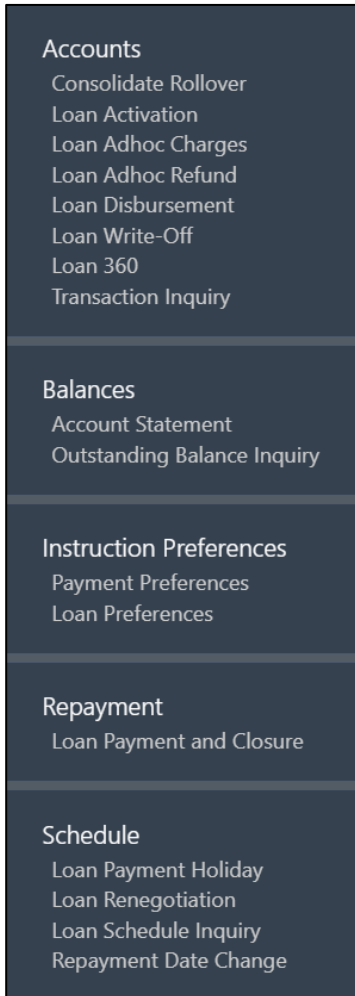
The main menu of the **Loan Service** module is a mega menu that displays all the menu items visible at once. It is a large panel divided into groups of menu items, which simplifies the navigation. The menu items are grouped based on the type of operation to be performed. In addition, the **Menu Item Search** helps to search and select a specific screen to navigate to any screen from the main menu items. The main menus are listed below:

- Accounts
- Balances
- Instruction Preferences

- Repayment
- Schedule

The main menus are further categorized into specific functions that are represented by menu items in the Mega Menu.

Figure 2: Mega Menu – Loan Service



For more information on menu, refer to field description table below:

Table 4: Menu Item – Field Description

Field	Description
Accounts	Provides the screen using which you can perform various vital transactions on a loan account.

Field	Description
Balances	Provides the screen using which you can view the outstanding balances or arrears of a loan account.
Instruction Preferences	Provides the screen using which you can view and modify the account preferences.
Repayment	Provides the screen using which you can make payment and close your loan account.
Schedule	Provides the screen using which you can view the schedule of a loan account.

2.4 Common Actions

The common actions for **Loan Service** screens are covered in the following topic:

- [Fetch Account Number](#)
- [Fetch Ledger Code](#)
- [Fetch Customer ID](#)
- [Audit Details](#)
- [Remarks](#)
- [Save & Close](#)

2.4.1 Fetch Account Number

You can fetch an account number by performing the following steps:


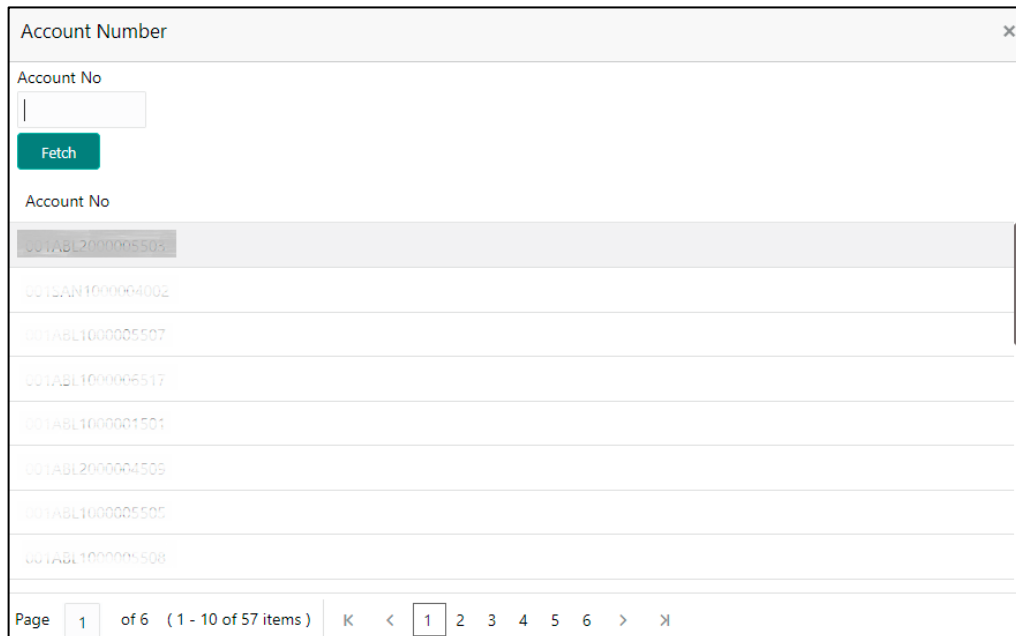
1. From the screen, click the  icon from the **Account Number** field.
→ The **Account Number** section is displayed.

Figure 3: Fetch Account Number



The screenshot shows a dialog box titled "Account Number" with a close button (X) in the top right corner. Inside the dialog, there is an input field labeled "Account No" with a vertical cursor. Below the input field is a green "Fetch" button. Underneath the button is a section titled "Account No" containing a list of account numbers. The first item, "001ABL2000005505", is highlighted in grey. Other visible items include "001SAN1000004002", "001ABL1000005507", "001ABL1000005517", "001ABL1000001501", "001ABL2000004505", "001ABL1000005505", and "001ABL1000005508". At the bottom of the dialog, there is a pagination bar that reads "Page 1 of 6 (1 - 10 of 57 items)" and includes navigation icons for "K", "<", "1", "2", "3", "4", "5", "6", ">", and "X".


2. In the **Account Number** section, specify the account number in the **Account No** field.
3. Click **Fetch**.

→ The account number is fetched and displayed in the table.

4. Select the required number from the **Account No** list displayed in the table.

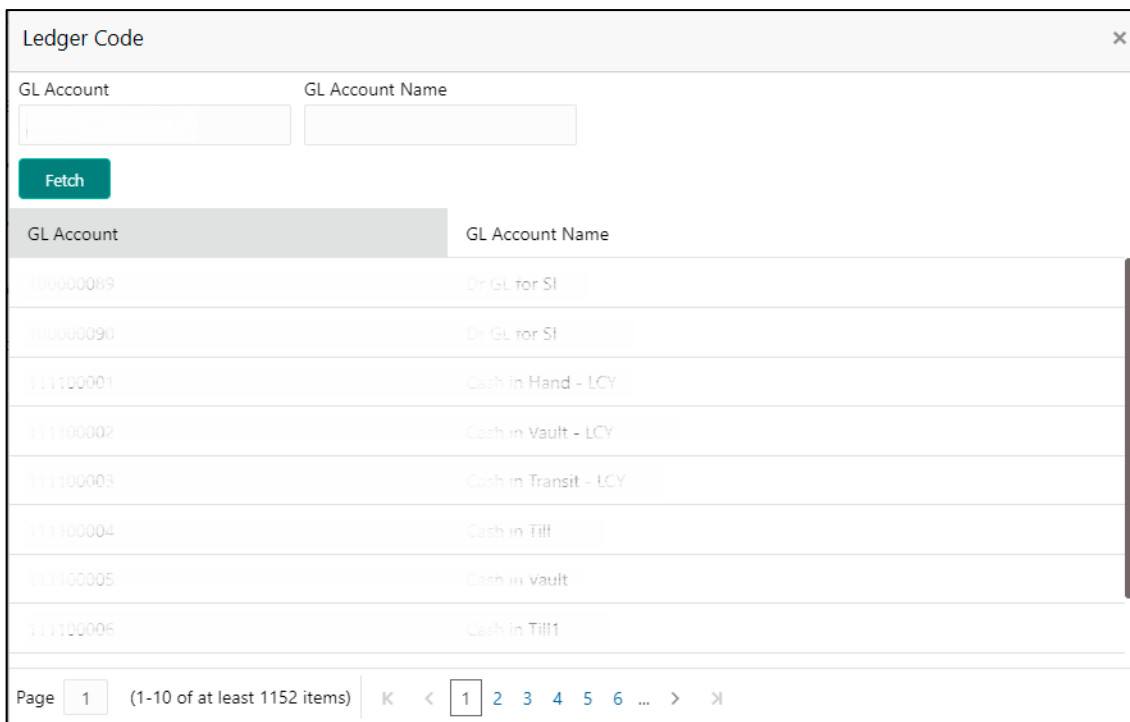
2.4.2 Fetch Ledger Code

You can fetch an account number by performing the following steps:

1. From the screen, click the  icon from the **Ledger Code** field.

→ The **Ledger Code** section is displayed.

Figure 4: Fetch Ledger Code



GL Account	GL Account Name
100000089	Dr:GL for SI
100000090	Dr:GL for SI
111100001	Cash in Hand - LCY
111100002	Cash in Vault - LCY
111100003	Cash in Transit - LCY
111100004	Cash in Till
111100005	Cash in vault
111100006	Cash in Till1

2. In the **Ledger Code** section, specify the GL account or name in the **GL Account** or **GL Account Name** field.

3. Click **Fetch**.

→ The ledger account or name is fetched and displayed in the table.

4. Select the required GL number or name from the **GL Account** or **GL Account Name** list displayed in the table.

2.4.3 Fetch Customer ID

You can fetch the customer ID by performing the following steps:


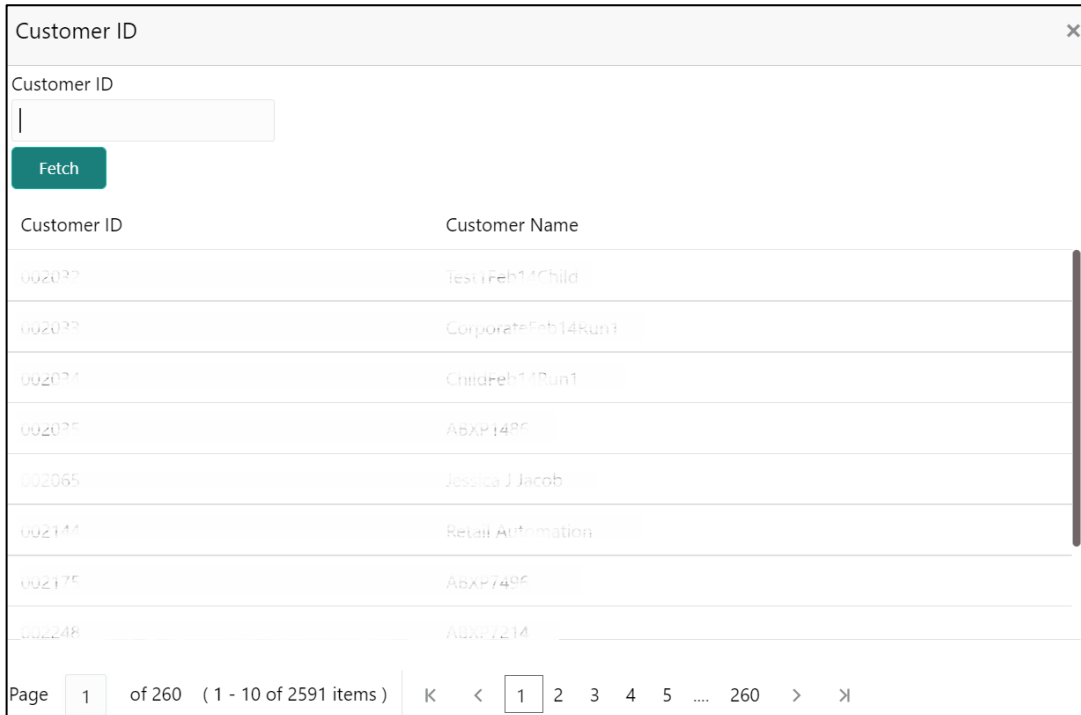
1. From the screen, click the  icon from the **Customer ID** field.
→ The **Customer ID** section is displayed.

Figure 5: Customer ID



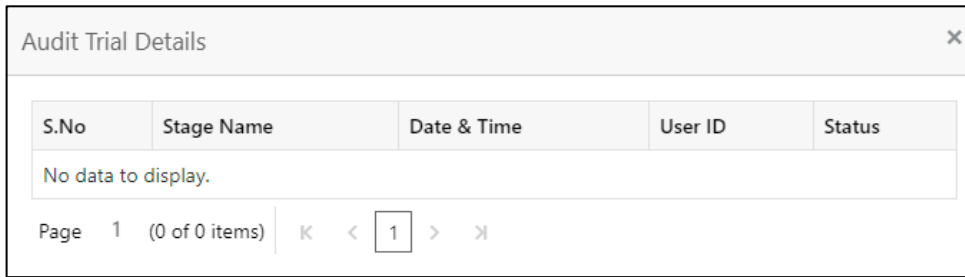
2. In the **Customer ID** section, specify the ID in the **Customer ID** field.
3. Click **Fetch**.
→ The customer ID is fetched and displayed in the table.
4. Select the required customer ID from the **Customer ID** or **Customer Name** list displayed in the table.

2.4.4 Audit Details

You can view complete audit details of a screen. The steps and details are as following:

1. From the screen, click **Audit**.
→ The **Audit Trial Details** section is displayed.

Figure 6: Audit Trail Details



For more information on fields, refer to field description table below:

Table 5: Audit Trail Details – Field Description

Field	Description
S.No	Displays the serial number.
Stage Name	Displays the stage name.
Date & Time	Displays the stamped date and time.
User ID	Displays the user ID.
Status	Displays the status of the stage.

2. Click **Close**.

2.4.5 Remarks

You can maintain comments or remarks related to the screen and post the same if required. The system saves the post and displays them along with date, time, and name of user who has posted. The steps and details are as following:

1. From the screen, click **Remarks**, on the top right.
 - A section to specify remarks is displayed.

Figure 7: Remarks

2. Specify the remarks as required.
3. Click **Post**.

→ The remarks you posted are displayed in the section below.

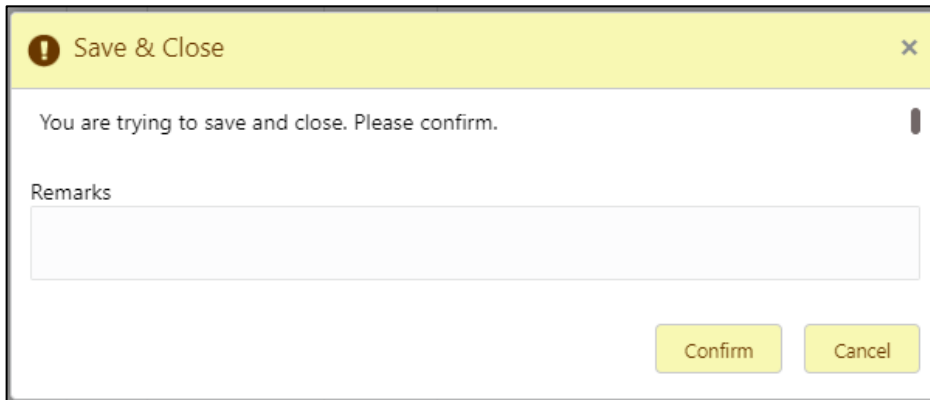
2.4.6 Save & Close

You can save the details selected or specified in the fields of any screen. As you click **Save & Close**, the details are saved and the screen is closed. The next time you launch the screen with same user ID, the saved details are displayed.

To save and close:

1. Launch any screen, select or specify the details.
2. Click **Save & Close**.

→ A **Save & Close** confirmation message is displayed.

Figure 8: Save & Close Confirmation Message


3. Click **Confirm**.

→ The details are saved successfully and screen is closed.

2.5 Oracle Digital Assistance

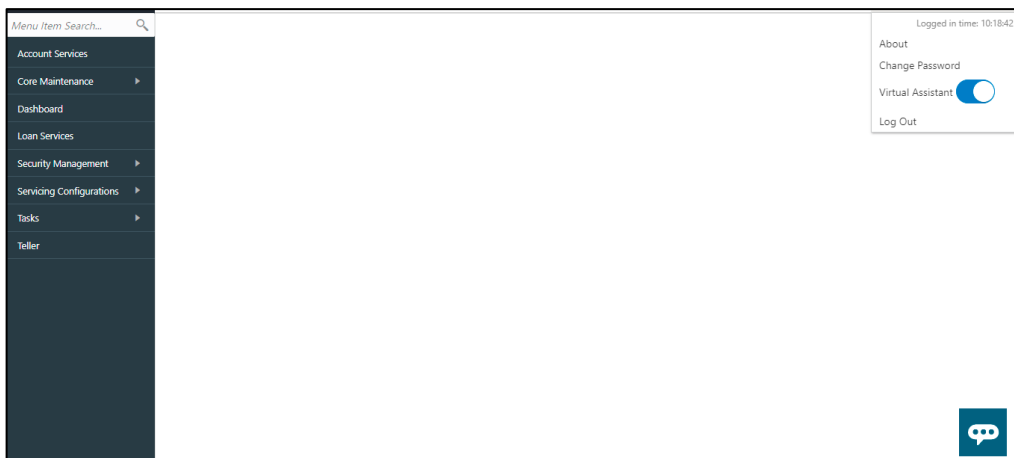
The Oracle Digital Assistant (ODA) helps you to reduce the time taken to access the transaction screens through automatic text or voice processing.

To enable and access the virtual assistant:

1. From the user menu list, to enable the virtual assistant, switch to  from the **Virtual Assistant** field.

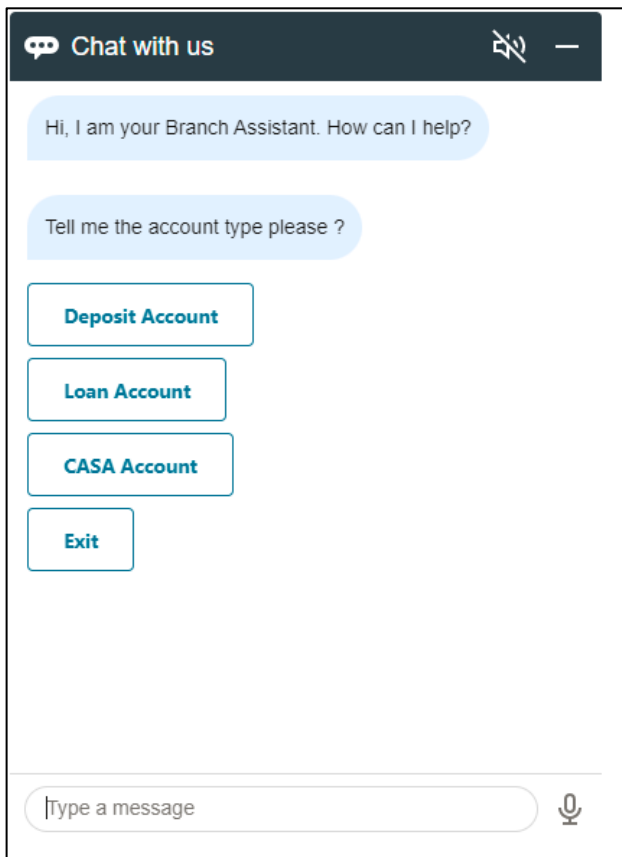
→ A **Virtual Assistant** icon is displayed on the screen.

Figure 9: Virtual Assistant



2. Click .

→ The chat window is displayed.

Figure 10: Virtual Assistant Chat Window


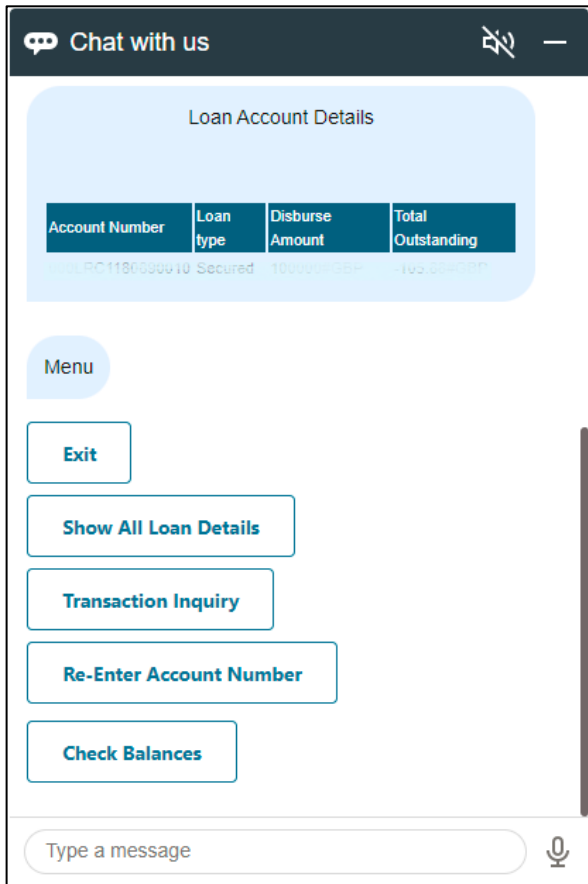
3. Select the type of account, for which you need assistant.
4. Specify the account number for the account type selected and click  .
→ A summary of the account is displayed, along with the screens that can be launched.

Figure 11: Summary and Actions



5. You can view the summary of the account and select the required screen name to launch.

→ The screen is launched for the specified account number.

- Click **Re-Enter Account Number**, to enter a new account number.
- Click **Exit**, to exit the **Virtual Assistant**.

3 Accounts

This menu helps you to perform various vital transactions on a loan account.

The sub-topics of this topic are:

- [*3.1 Consolidated Rollover*](#)
- [*3.2 Loan Activation*](#)
- [*3.3 Loan Adhoc Charges*](#)
- [*3.4 Loan Adhoc Refund*](#)
- [*3.5 Loan Disbursement*](#)
- [*3.6 Loan Write-Off*](#)
- [*3.7 Loan 360*](#)
- [*3.8 Transaction Inquiry*](#)

3.1 Consolidated Rollover

This screen helps you to consolidate the loan accounts having same currency. Once the accounts are selected for consolidation, you can define the driving factors for various aspects for the new consolidated loan account.

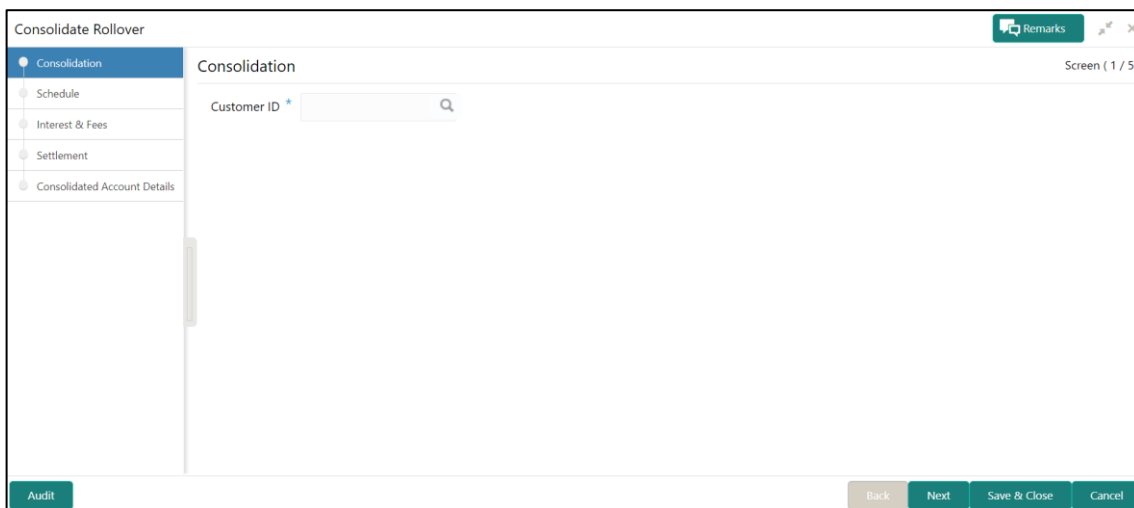
To process this screen, type **Consolidated Rollover** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:


NOTE: The fields that are marked with blue asterisk are mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Accounts**, click **Consolidated Rollover**.

→ The **Consolidated Rollover** screen is displayed.

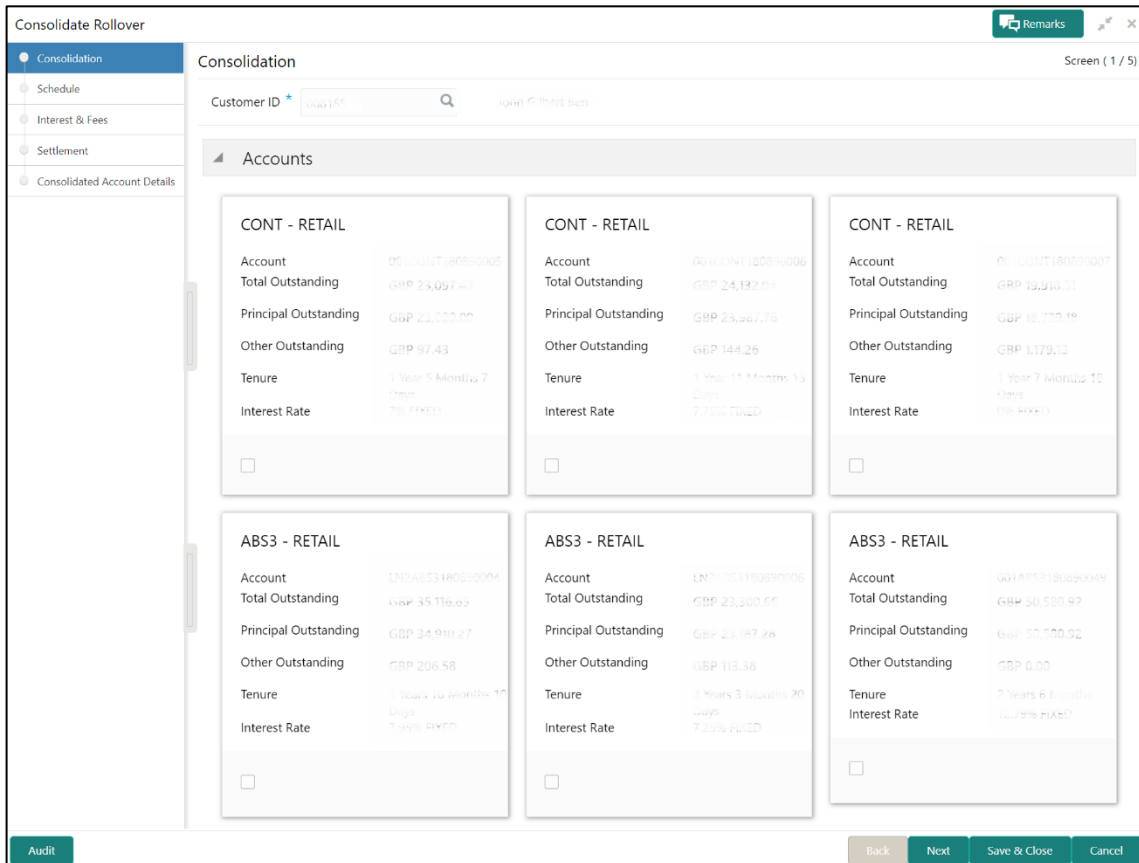
Figure 12: Consolidated Rollover



2. On the **Consolidated Rollover** screen, click the  icon or specify the customer number in the **Customer** field, and press **Tab** or **Enter**.

→ In the **Consolidation** tab, the **Accounts** section with basic account details are displayed.

Figure 13: Consolidated Rollover – Account Details



3. In the **Consolidation** tab, maintain the required details. For more information, refer [Consolidation tab](#).
4. Click **Next**.
 - The **Schedule** tab is displayed. For more information, refer [Schedule tab](#).
5. Click **Next**.
 - The **Interest & Fees** tab is displayed. For more information, refer [Interest & Fees tab](#).
6. Click **Next**.
 - The **Settlement** tab is displayed. For more information, refer [Settlement tab](#).
7. Click **Next**.
 - The **Consolidated Account Details** tab is displayed. For more information, refer [Consolidated Account Details tab](#).

8. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.1.1 Consolidation tab

Using this tab, you can select the accounts to be consolidated. An appropriate error message is displayed for the specified loan account, if:

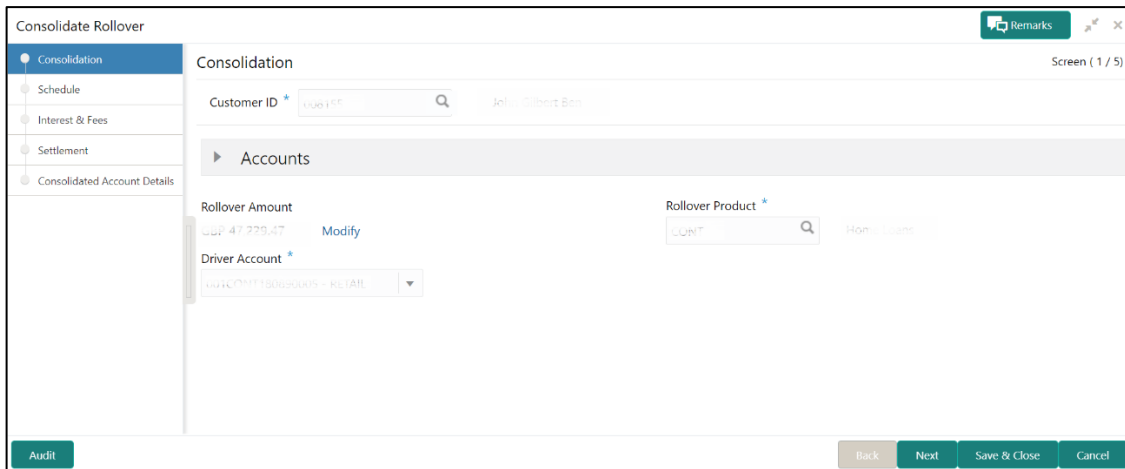
- There are no active accounts.
- Only one active account is available.
- Currency of more than one active account is not same.

To consolidate accounts:

1. In the **Consolidation** tab, select the accounts to be consolidated, in the **Accounts** section.
2. Click **Consolidate**.

→ The **Accounts** section is minimized, and other related fields are displayed.


Figure 14: Consolidated Rollover – Consolidation tab




NOTE: Click the ► icon in the **Accounts** section, to view the account details.

For more information on fields, refer to field description table below:

Table 6: Consolidation tab – Field Description

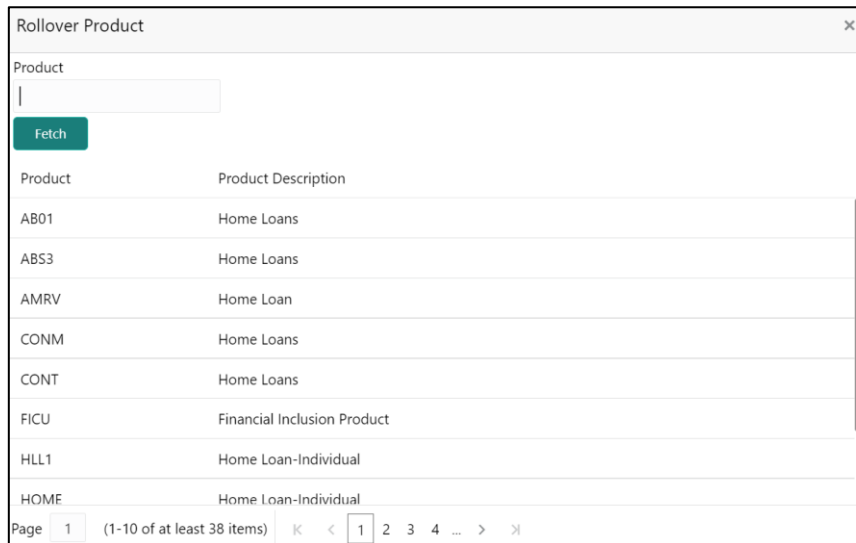
Field	Description
Customer ID	<p>Click the  icon and select or specify the customer number for initiating the activation of the customer's loan account.</p> <p>NOTE: For more information on fetching the customer ID, refer Fetch Customer ID.</p>
Accounts	This section displays the basic account details of the customer.
<Loan Type>	Displays the type of loan applied by the customer.
Account	Displays the account number of the loan product.
Total Outstanding	Displays the total outstanding amount of the loan account.
Principal Outstanding	Displays the principal outstanding amount of the loan account.
Other Outstanding	Displays the other outstanding amount (including Unbilled) of the loan account.
Tenure	Displays the tenure for the loan.
Interest Rate	Displays the interest rate applicable for the loan.
Rollover Amount	<p>Displays the sum of Total Outstanding of all the loan accounts that are selected for consolidation.</p> <p>NOTE: This field is displayed if you click Consolidate.</p>
Rollover Product	<p>Select the rollover product.</p> <p>NOTE: This field is displayed if you click Consolidate. The list displays product code and description. For more information, refer Fetch Rollover Product.</p>
Driver Account	<p>Select the driver's account.</p> <p>NOTE: This field is displayed if you click Consolidate and the loan accounts you have selected for consolidation are of same product.</p>

- To fetch rollover product:

a. Click  icon from the **Rollover Product** field.

→ The **Rollover Product** section is displayed.

Figure 15: Rollover Product



b. In the **Rollover Product** section, specify the product name in the **Product** field.

c. Click **Fetch**.

→ The product is fetched and displayed in the table.

d. Select the product from the **Product** or **Product Description** list displayed in the table.

- To modify the rollover amount, perform the following actions:

a. From the **Rollover Amount** field, click **Modify**.

→ The **Rollover Amount Breakup** section is displayed. The amount breakup is displayed for the loan accounts selected for consolidation.

Figure 16: Rollover Amount Breakup

Rollover Amount Breakup
✕

All amounts in USD

CORPORATE (000A120V180890008)

Principal Outstanding 10,902.78

Other Outstanding [Remove](#) 23.18

RETAIL (000A120V180890017)

Principal Outstanding 39,782.00

Other Outstanding [Remove](#) 166.45

Additional Principal Amount

Total Rollover Amount 58,895.41

Total Other Outstanding Settled 0.00

Ok
Close

For more information on fields, refer to field description table below:

Table 7: Rollover Amount Breakup – Field Description

Field	Description
<Loan Product and Loan Account Number>	Displays the loan product selected for consolidation along with loan account number.
Principal Outstanding	Displays the total principal outstanding amount for the specific loan account.
Other Outstanding	Displays the other outstanding amount including unbilled, for the specific loan account.

Field	Description
	<p>NOTE: You can click the Remove link from the specific loan account, to settle outstanding amount from the respective account's settlement account.</p> <p>As you remove the other outstanding amount, an indicator that the other outstanding amount will be debited from the loan's settlement account along with account balance is displayed below this field.</p> <p>On click of Remove, if the balance is insufficient, then a message with an indicator is displayed below this field.</p> <p>To add the amount back, click the Add Back link.</p>
<p>Additional Principal Amount</p>	<p>Specify the additional principal amount.</p>
<p>Total Rollover Amount</p>	<p>Displays the total rollover amount of all loan accounts, including Additional Principal Amount (if captured).</p>
<p>Total Other Outstanding Settled</p>	<p>Displays the total outstanding settled amount.</p>

b. Click **OK**.

NOTE: If you have combined two loan accounts having same settlement account and click **OK**, then system validates if the settlement account have sufficient balance to pay off the two loan account's total amount. In case of insufficient balance, an error message is displayed that settlement account of the two accounts do have sufficient balance to pay off the **Other Outstanding**. Here, you need to click the **Add Back** link displayed next to **Other Outstanding** to proceed.

3. Click **Next**.

→ The **Schedule** tab is displayed.

3.1.2 Schedule tab

Using this tab, you can view or define the schedule based on the product or account, for the newly consolidated loan account.

To define schedule:

1. Perform the required action in the *Consolidation* tab and click **Next**.
2. In the **Schedule** tab, maintain the schedule for the consolidated account.

Figure 17: Schedule tab

For more information on fields, refer to field description table below:

Table 8: Schedule tab – Field Description

Field	Description
Customer ID	Displays the customer ID specified in the Consolidation tab.
Driver Basis	Select the account or product for the driver basis.

Field	Description
	<p>NOTE: This field is enabled if the Driver Account field is displayed in the Consolidation tab.</p> <p>If the Driver Account field is not displayed in the Consolidation tab, then the value defined in the Rollover Product field in the Consolidation tab is displayed in this field. In this case, the field is not enabled.</p> <p>If the product of the selected Driver Account and Rollover Product fields are different in the Consolidation tab, then the field displays the product selected in the Rollover Product field. Also, the Driver Basis field is not enabled for editing.</p> <p>Only after you select an option from this field, other fields are displayed in this tab.</p>
Customize	Select the option to enable the fields and edit the required details.
Start Date	Specify the start date for the newly consolidated loan account.
Tenure	<p>Specify the tenure to be maintained.</p> <p>NOTE: By default, this field is not enabled. To enable the field, select the Customize option, displayed next to the Driver Basis field.</p> <p>If you specify a new value in this field, then the Show Revised Schedule button is displayed. As you click this button, the revised schedule is displayed based on the new number of schedules mentioned.</p>
Frequency	<p>Select the frequency for the new consolidated loan account.</p> <p>NOTE: By default, this field is not enabled. To enable the field, select the Customize option, displayed next to the Driver Basis field.</p>
Installment Amount	Specify the total installment amount.

Field	Description
	NOTE: By default, this field is not enabled. To enable the field, select the Customize option, displayed next to the Driver Basis field.
Maturity Date	Displays the maturity date for the new consolidated loan account.
First Due Date	Displays the first due date for the new consolidated loan account.
Stage	Displays the schedule stage for the new consolidated loan account.
Component	Displays the component for the new consolidated loan account.
No. of Schedules	Displays the number of schedules for the new consolidated loan account.
Frequency	Displays the frequency for the new consolidated loan account.

3. Click **Next**.

→ The **Interest & Fees** section is displayed.

3.1.3 Interest & Fees tab

Using this tab, you can view or define the interest or fees based on the product or account, for the newly consolidated loan account.

To define interest or fees:

1. Perform required actions in [Consolidation](#) tab and click **Next**.
2. Perform required actions in [Schedule](#) tab and click **Next**.
3. In the **Interest & Fees** tab, maintain the required details for the consolidated account.



NOTE: If the **Driver Basis** field displays the product selected in the **Rollover Product** field in the **Consolidation** tab, then the **Customize** field will not be displayed. The fields will be available for modification, that is, you can **Add**, **Edit**, and **Delete** the required details. If the **Driver Basis** field is account based, then **Customize** field is displayed. Only on selection of the **Customize** field, you will be able to **Add**, **Edit**, and **Delete** the details.

Figure 18: Interest & Fees tab

For more information on fields, refer to field description table below:

Table 9: Interest & Fees tab – Field Description

Field	Description
Customer ID	Displays the customer ID specified in the Consolidation tab.
Driver Basis	Select the account or product for the driver basis. NOTE: This field is enabled if the product of the Driver Account and Rollover Product are same in the Consolidation tab. If the product of the selected Driver Account and Rollover Product fields are different in the Consolidation tab, then the field displays the product selected in the Rollover Product field. Also, the Driver Basis field is not enabled for editing.
Customize	Select the option to enable the fields and edit the required details. NOTE: This field is displayed if you select the Driver Account (selected in Consolidation tab) as Driver Basis .
Effective Date	Displays the date from which the interest and fees are applicable.
Component	Displays the interest and fees component.
Rate Type	Displays the type of rate.

Field	Description
Rate Code	Displays the rate code.
Code Usage	Displays the code usage.
Final Value	Displays the final value.
Action	<p>Displays the actions you can perform on the interest and fees details. The following icons are displayed:</p> <ul style="list-style-type: none"> •  : You can click this icon, to edit the details in a row. For more information, refer Edit Details. •  : You can click this icon, to delete the row. <p>NOTE: This field is displayed if you select the Customize option, displayed next to the Driver Basis field.</p>

- You can add a new component for the product or account, by performing the following actions:
 - a. From the **Driver Basis** field, select an option.
 - b. Select the **Customize** option, displayed next to the **Driver Basis** field.
 - c. Click **Add**.

→ The **Modify Interest/Fees** section is displayed.

Figure 19: Modify Interest and Fees

The screenshot shows a dialog box titled "Modify Interest/Fees" with a close button (X) in the top right corner. The dialog contains three main input sections:

- Effective Date:** A text input field followed by a calendar icon.
- Component:** A dropdown menu with a downward-pointing arrow.
- Value:** A currency selector dropdown currently showing "GBP", followed by a text input field containing the value "0.00".

 At the bottom right of the dialog, there are two buttons: a green "Ok" button and a white "Cancel" button with a grey border.


For more information on fields, refer to field description table below:

Table 10: Modify Interest and Fees – Field Description

Field	Description
Effective Date	Select or specify the date from which the interest and fees are applicable.
Component	Select the interest and fees component.
Rate Type	Select the type of rate. The options are: <ul style="list-style-type: none"> • Fixed • Variable
Rate Code	Select the rate code. NOTE: This field is displayed if you select the Variable option from the Rate Type field.

Field	Description
Code Usage	Select the code usage. The options are: <ul style="list-style-type: none"> • Automatic • Periodic NOTE: This field is displayed if you select the Variable option from the Rate Type field.
Value	Displays the value based on the option selected from the Rate Code field.
Variance	Specify the variance. NOTE: This field is displayed if you select the Variable option from the Rate Type field.
Final Value	Displays the final value. NOTE: This field is displayed if you select the Variable option from the Rate Type field.

d. Click **OK**.

- You can edit the component for the product or account, by performing the following actions:
 - a. Select the product from the **Driver Basis** field.
 - b. Select the **Customize** option, displayed next to the **Driver Basis** field.
 - c. From the **Action** field, click the  icon.

 → The **Modify Interest/Fees** section is displayed with values defined earlier.

Figure 20: Modify Interest and Fees

For more information on fields, refer [Table 30: Modify Interest and Fees – Field Description](#).

- d. You can edit the required details and click **OK**.
4. Click **Next**.
 - The **Settlement** tab is displayed.

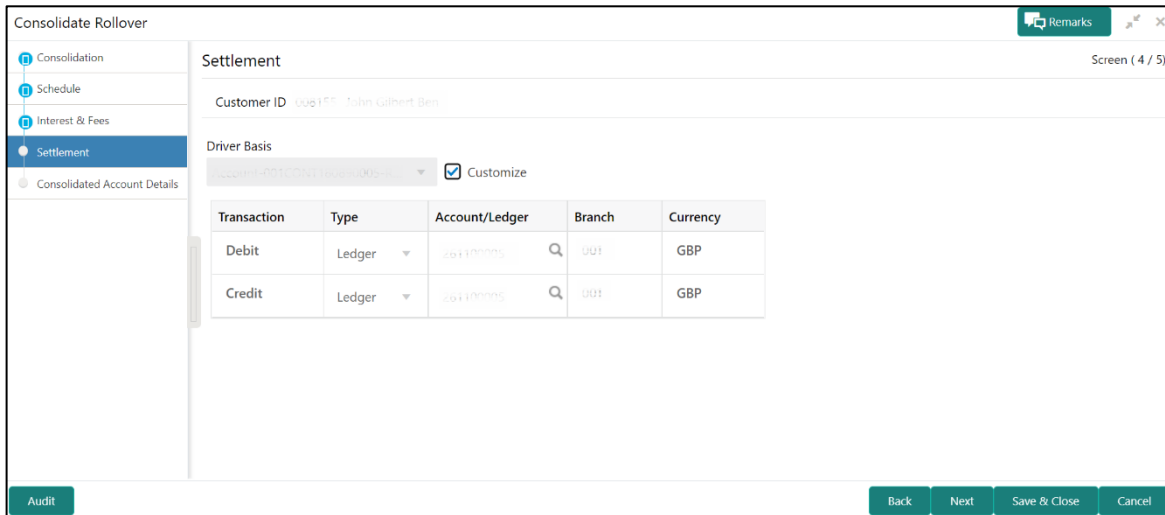
3.1.4 Settlement tab

Using this tab, you can define the settlement accounts for the newly consolidated loan account.

To define settlement accounts:

1. Perform required actions in [Consolidation](#) tab and click **Next**.
2. Perform required actions in [Schedule](#) tab and click **Next**.
3. Perform required action in [Interest & Fees](#) tab and click **Next**.
4. In the **Settlement** tab, maintain the required details for the consolidated account.

Figure 21: Settlement tab




For more information on fields, refer to field description table below:

Table 11: Settlement tab – Field Description

Field	Description
Customer ID	Displays the customer ID specified in the Consolidation tab.
Driver Basis	Displays the account for the driver basis. NOTE: This field is displayed if the Driver Account field is displayed in the Consolidation tab. By default, the field displays the account selected in the Driver Account field in the Consolidation tab.
Customize	Select the option to enable the fields and edit the required details.
Transaction	Displays the type of transaction.
Type	Displays the account type.
Account/Ledger	Specify the account or ledger for settlement.

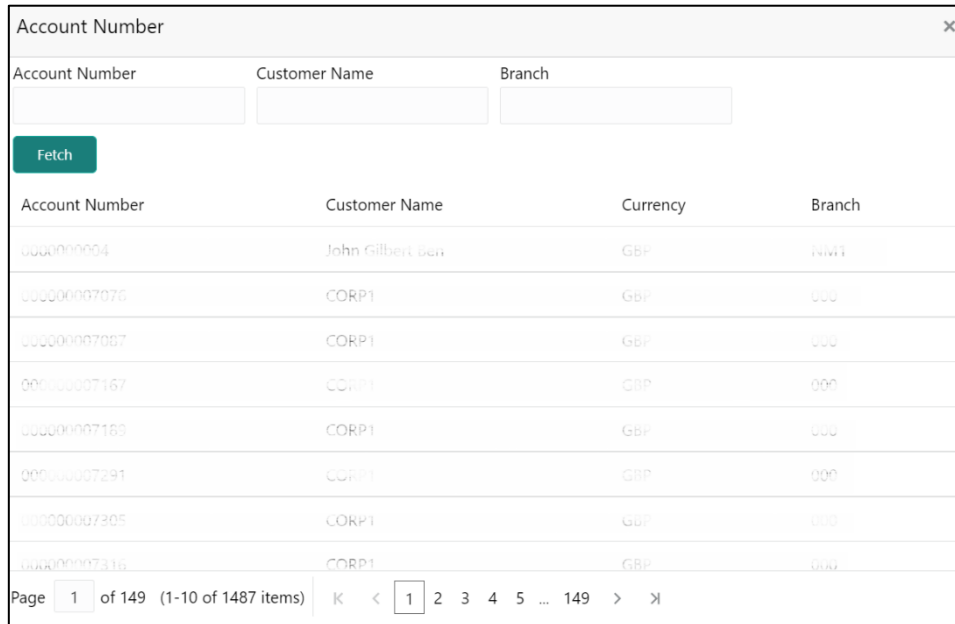
Field	Description
	<p>NOTE: By default, a value is displayed in this field. To edit, select the Customize option, displayed next to the Driver Basis field.</p> <p>For more information on fetching the account or ledger number, refer Fetch Account or Ledger.</p>
Branch	Displays the branch of the account or ledger account.
Currency	Displays the currency of the amount.

- To fetch account or ledger account:

a. Click  icon from the **Account/Ledger** field.

→ The **Account Number** section is displayed.

Figure 22: Account Number



The screenshot shows a window titled "Account Number" with a search form and a table of results. The search form includes input fields for "Account Number", "Customer Name", and "Branch", and a "Fetch" button. The table below has columns for "Account Number", "Customer Name", "Currency", and "Branch". The results table contains the following data:

Account Number	Customer Name	Currency	Branch
0000000004	John Gilbert Ben	GBP	NW1
000000007076	CORP1	GBP	000
000000007087	CORP1	GBP	000
000000007167	CORP1	GBP	000
000000007169	CORP1	GBP	000
000000007291	CORP1	GBP	000
000000007305	CORP1	GBP	000
000000007316	CORP1	GBP	000

At the bottom of the window, there is a pagination bar showing "Page 1 of 149 (1-10 of 1487 items)" and navigation icons.

b. In the **Account Number** section, specify the details in the **Account Number**, **Customer Name**, or **Branch** field.

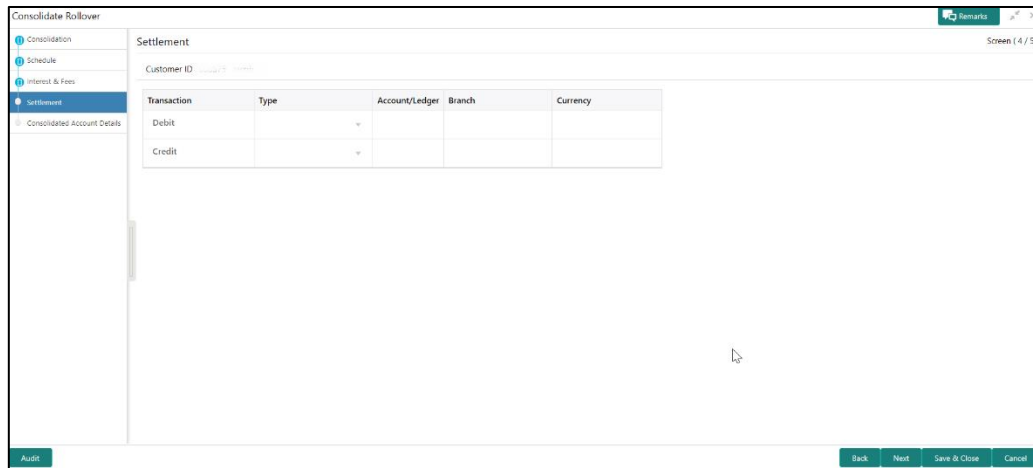
c. Click **Fetch**.

→ The required information is fetched and displayed in the table.

- d. Select the required entry from the **Account Number**, **Customer Name**, **Currency**, or **Branch** list displayed in the table.

NOTE: If the **Driver Account** field is not displayed in the **Consolidation** tab, then the following screen is displayed and the **Type**, **Account/Ledger**, **Branch**, and **Currency** fields are enabled.

Figure 23: Settlement Tab – Driver Account Not Available



5. Click **Next**.

→ The **Consolidated Account Details** tab is displayed.

3.1.5 Consolidated Account Details tab

Using this tab, you can view the basic details for the newly consolidated loan account.

To view consolidated account details:

1. Perform required actions in *Consolidation* tab and click **Next**.
2. Perform required actions in *Schedule* tab and click **Next**.
3. Perform required action in *Interest & Fees* tab and click **Next**.
4. Perform required actions in *Settlement* tab and click **Next**.
5. In the **Consolidated Account Details** tab, view the details or summary of consolidation.

Figure 24: Consolidated Account Details tab

For more information on fields, refer to field description table below:

Table 12: Consolidated Account Details tab – Field Description

Field	Description
Customer ID	Displays the customer ID specified in the Consolidation tab.
Value Date	Displays the current system date as value date.
Total Rollover Amount	Displays the total amount of rollover.
Interest Rate	Displays the rate of interest applicable for the new consolidated account.
Installment Amount	Displays the installment amount for the new consolidated account.
Number of Installments	Displays the number of installments for the new consolidated account.
Maturity Date	Displays the maturity date for the new consolidated account.
Tenure	Displays the tenure in terms of years, months, and days for the new consolidated account.

6. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.2 Loan Activation

This screen helps you to initiate activation of the loan account, which are not yet initiated.


To process this screen, type **Loan Activation** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The fields that are marked with blue asterisk are mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Accounts**, click **Loan Activation**.

→ The **Loan Activation** screen is displayed.

Figure 25: Loan Activation

2. On the **Loan Activation** screen, click the  icon or specify the customer number in the **Customer** field, and press **Tab** or **Enter**.


→ The **Accounts** section with basic account details are displayed.

NOTE: If customer have multiple loan account to be activated, then each loan account appears in a tile in the **Accounts** section.

Figure 26: Loan Activation – Accounts Detail

For more information on fields, refer to field description table below:

Table 13: Loan Activation – Field Description

Field	Description
Customer	Click the  icon and select or specify the customer number for initiating the activation of the customer’s loan account. NOTE: For more information on fetching the customer ID, refer Fetch Customer ID .
Accounts	This section displays the basic account details of the customer.
<Loan Type>	Displays the type of loan applied by the customer.
Account Number	Displays the loan account number to be initiated for activation.

Field	Description
Booking Date	Displays the account booking date.
Value Date	Displays the value date on which the loan account was booked.
Sanctioned	Displays the sanctioned loan amount with currency.
Term	Displays the term for the loan.
Rate of Interest	Displays the rate of interest to be applied on the loan account.
Number of Installments	Displays the total number of loan installments.

- In the **Accounts** section, select the check box in the tile, to initiate the activation of the loan account.

NOTE: You can select only a single account from the **Accounts** section, for initiating the activation.

- Click **Submit**.

→ The screen is successfully submitted for authorization.

3.3 Loan Adhoc Charges

This screen helps you to initiate a transaction to collect adhoc charges for a loan account.

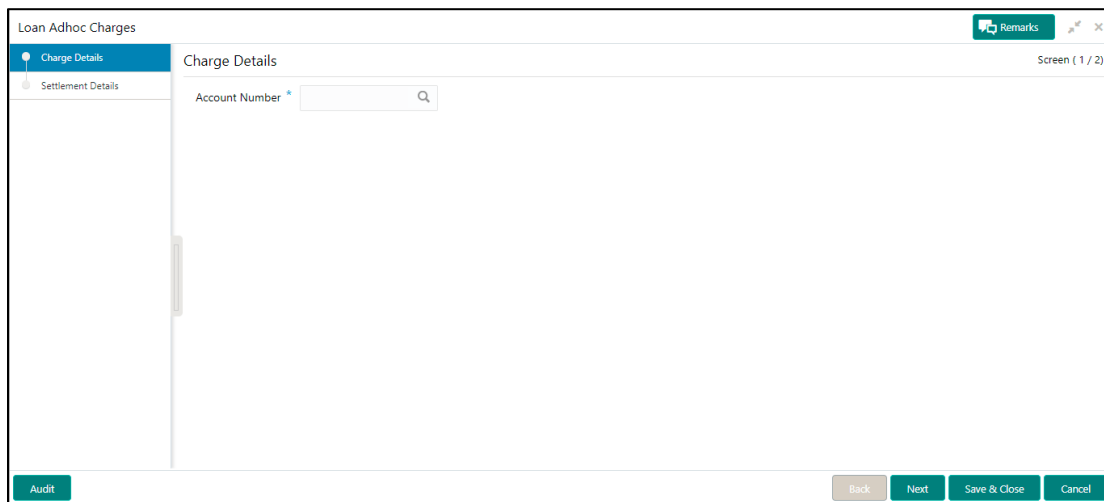
To process this screen, type **Loan Adhoc Charges** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:


NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Accounts**, click **Loan Adhoc Charges**.

→ The **Loan Adhoc Charges** screen is displayed.

Figure 27: Loan Adhoc Charges



2. On the **Loan Adhoc Charges** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).


→ The details are displayed in the **Charge Details** tab.

NOTE: If the product of the active loan account number does not have a component defined with Component Type as Adhoc Charge, then system will display a message that adhoc charge component is not maintained for the loan product.

Figure 28: Charge Details tab

For more information on fields, refer to field description table below:

Table 14: Charge Details tab – Field Description

Field	Description
Account Number	Click the  icon and select the account number or specify the account number for performing loan adhoc charges. NOTE: As you specify the account number, the name of the account holder appears next to the account number.
Value Date	Select or specify the value for performing the transaction. NOTE: You can specify a future date that is within the maturity date.
Component	Select the charge component type.
Charge Type	Select the charge type for the loan account that is maintained at host.
Amount	Specify the amount to pay for adhoc charges. NOTE: The charge component's currency is displayed in this field and it is not enabled.

3. Click **Next**.

→ The **Settlement Details** tab is displayed. For more information on this tab, refer [Settlement through CASA](#) and [Settlement through Ledger](#).

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.3.1 Settlement through CASA

You can perform settlement towards the adhoc charges through your CASA accounts.

To settle charges by CASA:

1. In the **Charge Details** tab, maintain the required details, and click **Next**.

→ The **Settlement Details** tab is displayed.

Figure 29: Settlement Details tab

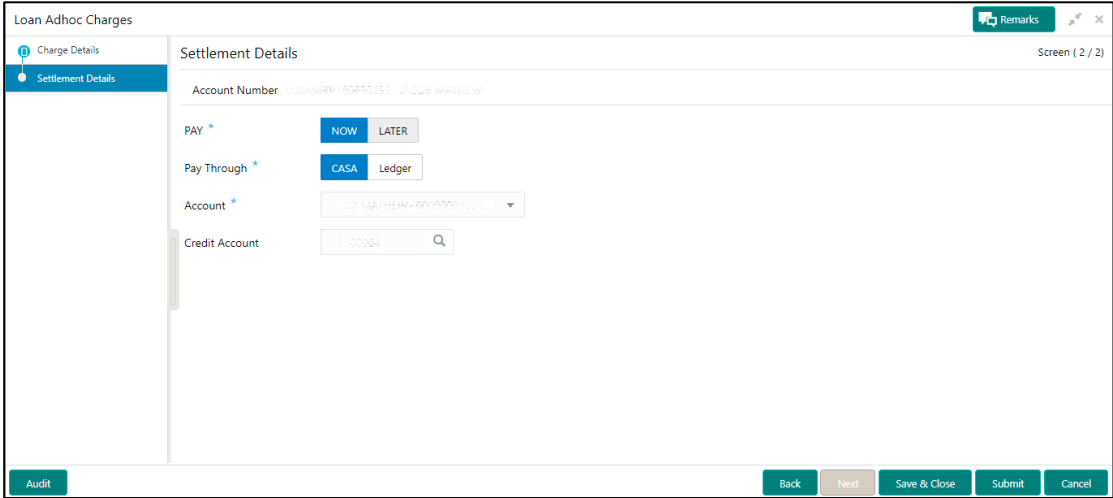
2. From the **Pay Through** field, select the **CASA** option.

3. You can perform settlement through CASA using any of the following actions:

- From the **Account** field, select the CASA account with local currency.

→ The fields related to local currency are displayed.


Figure 30: Settlement through CASA Account in Local Currency



For more information on fields, refer to field description table below:

Table 15: Settlement Details – CASA in Local Currency – Field Description

Field	Description
Pay	<p>Select the Now option to pay the adhoc charges.</p> <p>NOTE: If you select Later option, then a message is displayed that the settlement will be done in the next payment transaction.</p>
Pay Through	<p>Select the CASA option to perform the settlement.</p> <p>NOTE: For information on Ledger, refer Settlement through Ledger.</p>
Account	<p>Select the CASA account in local currency.</p> <p>NOTE: For information if you select CASA in foreign currency from the list, refer CASA in Foreign Currency.</p> <p>For information if you select the Other CASA option from the list, refer CASA within the Bank.</p>
Credit Account	<p>Displays the credit account where, by default all the adhoc charges income are credited.</p>

Field	Description
	<p>NOTE: If required, you can select other credit number by clicking the  icon. For more information, refer Fetch Credit Account.</p>

- From the **Account** field, select the CASA account with foreign currency.
- The fields related to foreign currency are displayed.


Figure 31: Settlement through CASA Account in Foreign Currency

The screenshot displays the 'Settlement Details' form within the 'Loan Adhoc Charges' application. The 'Pay Through' field is set to 'CASA'. The 'Account' field is a dropdown menu showing 'MATHIEU - 2000000000'. The 'Account Amount' is 'USD 101.20' and the 'Exchange Rate' is '1.5'. The 'Credit Account' field has a search icon. The bottom navigation bar includes 'Audit', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel' buttons.

For more information on fields, refer to field description table below:

Table 16: Settlement Details - CASA in Foreign Currency – Field Description

Field	Description
Pay	<p>Select the Now option to pay the adhoc charges.</p> <p>NOTE: If you select Later option, then a message is displayed that the settlement will be done in the next payment transaction.</p>
Pay Through	<p>Select the CASA option to perform the settlement.</p> <p>NOTE: For information on Ledger, refer Settlement through Ledger.</p>

Field	Description
Account	<p>Select the account from which the adhoc charges is to be settled.</p> <p>NOTE: For information if you select the CASA in local currency from the list, refer CASA in Local Currency. For information if you select Other CASA option from the list, refer CASA within the Bank.</p>
Account Amount	<p>Displays the charge amount in the selected CASA account's currency.</p> <p>NOTE: This field will be displayed if the selected CASA account's currency and charge component's currency are different.</p>
Exchange Rate is <Currency Amount>	<p>Displays the exchange rate amount with currency.</p> <p>NOTE: You can click the Edit link, to edit the currency.</p>
Credit Account	<p>Displays the credit account where by default all the adhoc charges income are credited.</p> <p>NOTE: If required, you can select other credit number by clicking the  icon. For more information, refer Fetch Credit Account.</p>

- From the **Account** field, select the **Other CASA** option.

→ The fields related to **Other CASA** option are displayed.

Figure 32: Settlement Details - CASA within the Bank

The screenshot shows a web-based form titled 'Settlement Details' under the 'Loan Adhoc Charges' section. The form is divided into several sections:


- Account Number:** A text field containing 'XXXXXXXXXXXXX XXXX XXXX XXXX'.
- PAY:** Two radio buttons, 'NOW' (selected) and 'LATER'.
- Pay Through:** Two radio buttons, 'CASA' (selected) and 'Ledger'.
- Account:** A dropdown menu with 'Other CASA' selected.
- Type:** A dropdown menu with 'CASA Within the Bank' selected.
- Account Number:** An empty text field.
- Credit Account:** A text field with a search icon.

 At the bottom of the form, there are several buttons: 'Audit', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'. A 'Remarks' tab is visible in the top right corner.

For more information on fields, refer to field description table below:

Table 17: Settlement Details - CASA within the Bank – Field Description

Field	Description
Pay	Select the Now option to pay the adhoc charges. NOTE: If you select Later option, then a message is displayed that the settlement will be done in the next payment transaction.
Pay Through	Select the CASA option to perform the settlement. For information on Ledger , refer Settlement through Ledger .
Account	Select the Other CASA option. NOTE: For information if you select the CASA in local currency from the list, refer CASA in Local Currency . For information if you select CASA in foreign currency, refer CASA in Foreign Currency .
Type	Displays the type as CASA Within the Bank .
Account Amount	Displays the available CASA amount.
Credit Account	Displays the credit account where by default all the adhoc charges income are credited.

Field	Description
	<p>NOTE: If required, you can select other credit number by clicking the  icon. For more information, refer Fetch Credit Account.</p>


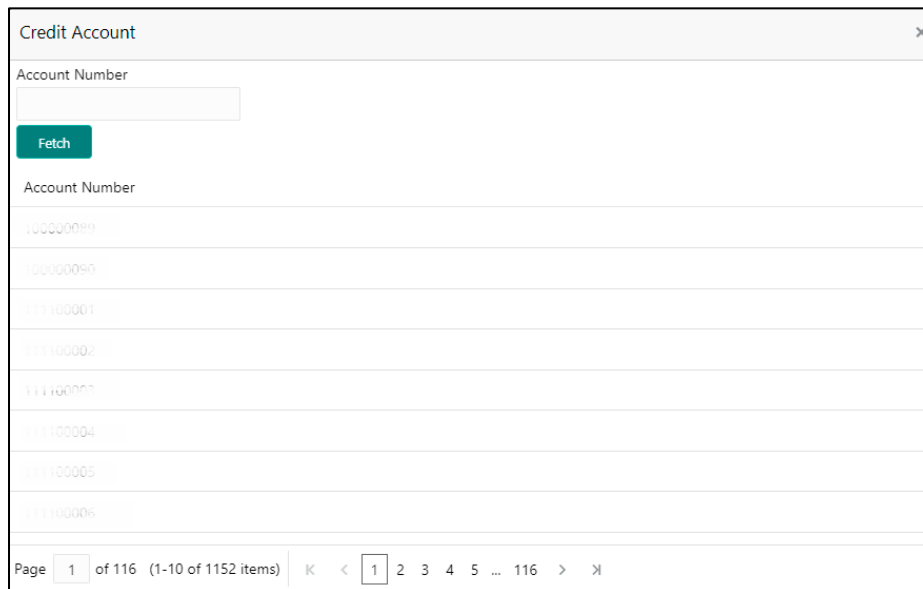
- To fetch the credit account:
 - i. From the **Credit Account** field, click the  icon.
 - The **Credit Account** section is displayed.

Figure 33: Credit Account



- ii. In the **Credit Account** section, specify the credit account number in the **Account Number** field and click **Fetch**.
 - iii. Select the required number from the **Account Number** list displayed in the table.
4. Click **Submit**.
- The screen is successfully submitted for authorization.

3.3.2 Settlement through Ledger

You can perform settlement towards the adhoc charges through your Ledger accounts.

To pay adhoc charges by Ledger:

1. In the **Charge Details** tab, maintain the required details, and click **Next**.

→ The **Settlement Details** tab is displayed.

Figure 34: Settlement Details

The screenshot shows the 'Settlement Details' form in the 'Loan Adhoc Charges' application. The form is titled 'Settlement Details' and is part of a two-screen process ('Screen (2 / 2)'). The 'Account Number' field is populated with '00001RV10000199' and 'JACOB MATHEW'. The 'PAY *' field has two radio button options: 'NOW' (selected) and 'LATER'. The 'Pay Through *' field has two radio button options: 'CASA' and 'Ledger'. The 'Credit Account' field contains the value '00000004' and has a search icon to its right. At the bottom of the form, there are several buttons: 'Audit', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'. A 'Remarks' icon is visible in the top right corner of the application window.

2. From the **Pay Through** field, select the **Ledger** option.



→ The fields related to ledger are displayed.

Figure 35: Settlement through Ledger Account

The screenshot shows the 'Settlement Details' form with the 'Ledger' option selected in the 'Pay Through *' field. This selection has triggered the display of additional fields: 'Ledger Code *' (with value '00000004'), 'Currency' (with value 'GBP'), and 'Credit Account' (with value '00000004'). All these fields have search icons to their right. The 'Account Number' field remains the same as in Figure 34. The 'PAY *' field still shows 'NOW' selected. The bottom buttons ('Audit', 'Back', 'Next', 'Save & Close', 'Submit', 'Cancel') and the 'Remarks' icon in the top right corner are also present.

For more information on fields, refer to field description table below:

Table 18: Settlement Details – Ledger – Field Description

Field	Description
Pay	Select the Now option to pay the adhoc charges. NOTE: If you select Later option, then a message is displayed that the settlement will be done in the next payment transaction.
Pay Through	Select the Ledger option to perform the settlement. NOTE: For information on CASA , refer Settlement through CASA .
Ledger Code	Click the  icon and select the ledger code for performing the adhoc charges settlement. NOTE: For more information in fetching the ledger code, refer Fetch Ledger Code .
Currency	Displays the currency of the ledger account.
Credit Account	Displays the credit account where by default all the adhoc charges income are credited. NOTE: If required, you can select other credit number by clicking the  icon. For more information, refer Fetch Credit Account .

3. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.4 Loan Adhoc Refund

This screen helps you to initiate an adhoc refund for a loan account.

An adhoc refund is performed when there is an erroneous transaction done by the system or some error done by you. You can do adhoc refund only for the accounts for which disbursement is performed.

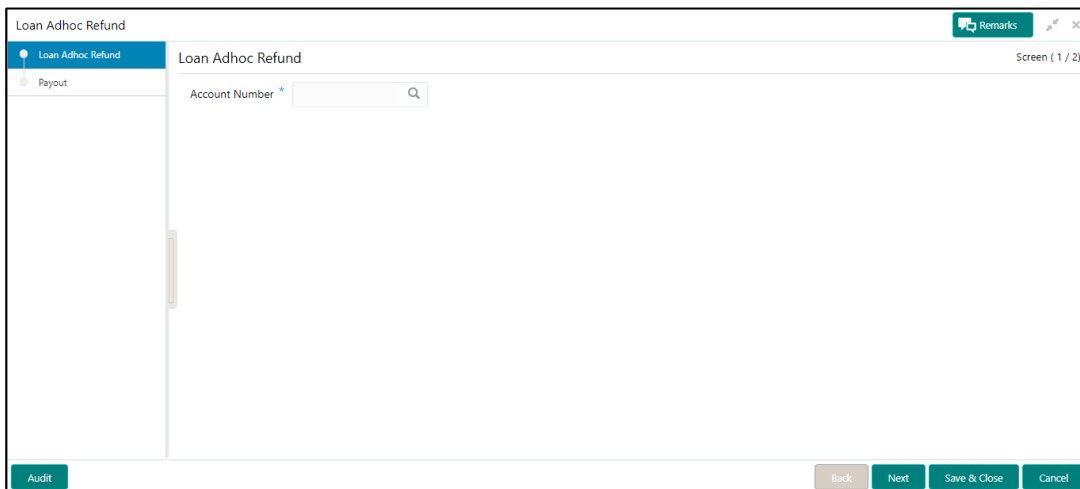
To process this screen, type **Loan Adhoc Refund** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:


NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Accounts**, click **Loan Adhoc Refund**.

→ The **Loan Adhoc Refund** screen is displayed.

Figure 36: Loan Adhoc Refund




2. On the **Loan Adhoc Refund** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).

→ The details are displayed in the **Loan Adhoc Refund** tab.

Figure 37: Loan Adhoc Refund tab

For more information on fields, refer to field description table below:

Table 19: Loan Adhoc Refund tab – Field Description

Field	Description
Account Number	Click the  icon and select the account number or specify the account number for initiating the adhoc refund. NOTE: As you specify the account number, the name of the account holder appears next to the account number.
Value Date	Specify the value date for performing the transaction. NOTE: By default, the current posting date is displayed in this field. If required, you can specify a back or future date.
Refund Type	Select the type of adhoc refund to be performed.
Refund Nature	Displays the nature of refund present for the loan account.
Refund Amount	Specify the refund amount corresponding to the refund nature.
Total	Displays the total of the Refund Amount field.

3. Click **Next**.

→ The **Payout** tab is displayed. For more information on this tab, refer [Payout through CASA](#) and [Payout through Ledger](#).

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.4.1 Payout through CASA

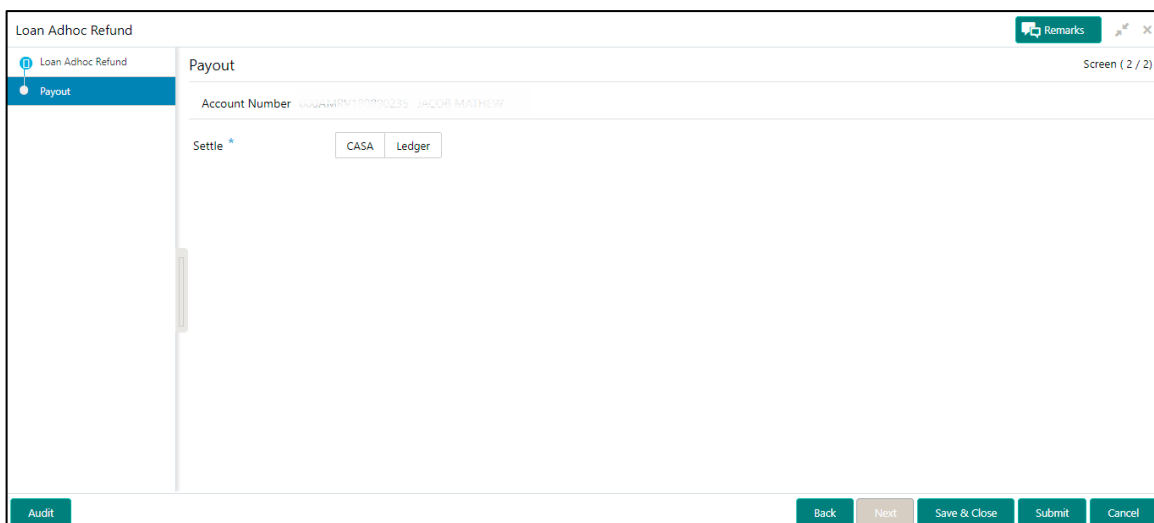
You can perform settlement towards the refund payout through your CASA accounts.

To pay refund by CASA:

1. In the **Loan Adhoc Refund** tab, maintain the required details, and click **Next**.

→ The **Payout** tab is displayed.

Figure 38: Payout tab



2. From the **Settle** field, select the **CASA** option.

→ The fields related to CASA are displayed.

3. You can perform settlement through CASA using any of the following actions:

- From the **Account** field, select the CASA account with local currency.

→ The fields related to local currency are displayed.

Figure 39: Payout through CASA Account in Local Currency

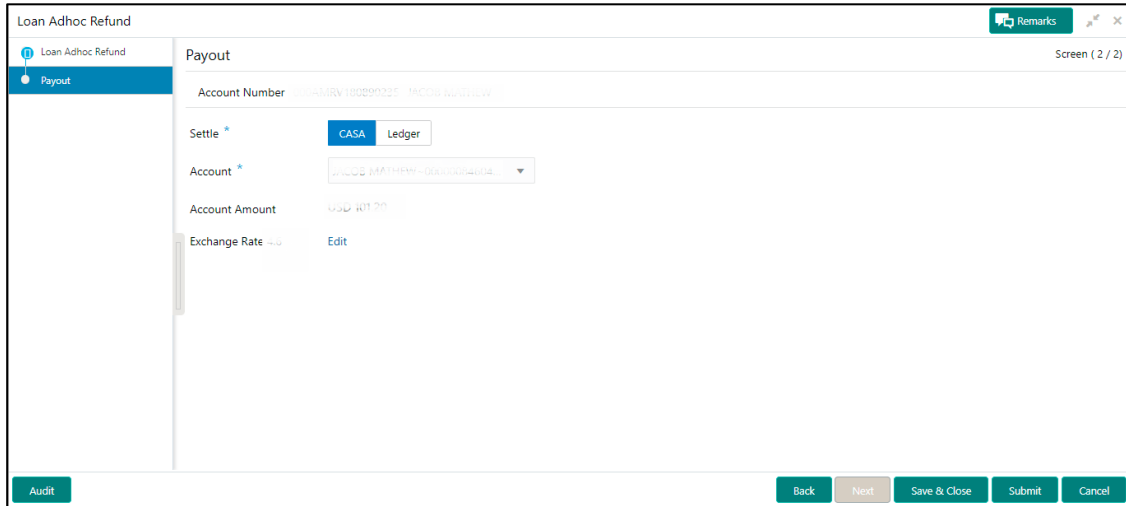
For more information on fields, refer to field description table below:

Table 20: Payout – CASA in Local Currency – Field Description

Field	Description
Settle	Select the CASA option to perform the settlement. NOTE: For information on Ledger , refer Payout through Ledger .
Account	Select the CASA account in local currency. NOTE: For information if you select CASA in foreign currency, refer CASA in Foreign Currency . For information if you select the Other CASA option from the list, refer CASA within the Bank .

- From the **Account** field, select the CASA account with foreign currency.
→ The fields related to foreign currency are displayed.

Figure 40: Payout through CASA Account in Foreign Currency



For more information on fields, refer to field description table below:

Table 21: Payout - CASA - Foreign Currency – Field Description

Field	Description
Settle	Select the CASA option to perform the settlement. NOTE: For information on Ledger , refer Payout through Ledger .
Account	Select the account from which the adhoc charges is to be settled. NOTE: For information if you select the CASA in local currency from the list, refer CASA in Local Currency . For information if you select Other CASA option from the list, refer CASA within the Bank .
Account Amount	Displays the foreign currency specified in the Refund Amount field in the Payout tab.
Exchange Rate is <Currency Amount>	Displays the exchange rate amount with currency. NOTE: You can click the Edit link, to edit the currency.

- From the **Account** field, select the **Other CASA** option.
- The fields related to **Other CASA** option are displayed.

Figure 41: Payout - CASA within the Bank

For more information on fields, refer to field description table below:

Table 22: Payout - CASA within the Bank – Field Description

Field	Description
Settle	Select the CASA option to perform the settlement. For information on Ledger , refer Payout through Ledger .
Account	Select the Other CASA option. NOTE: For information if you select the CASA in local currency from the list, refer CASA in Local Currency . For information if you select CASA in foreign currency, refer CASA in Foreign Currency .
Type	Displays the type as CASA Within the Bank .
Account Number	Specify the CASA account number for performing the refund payout.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.4.2 Payout through Ledger

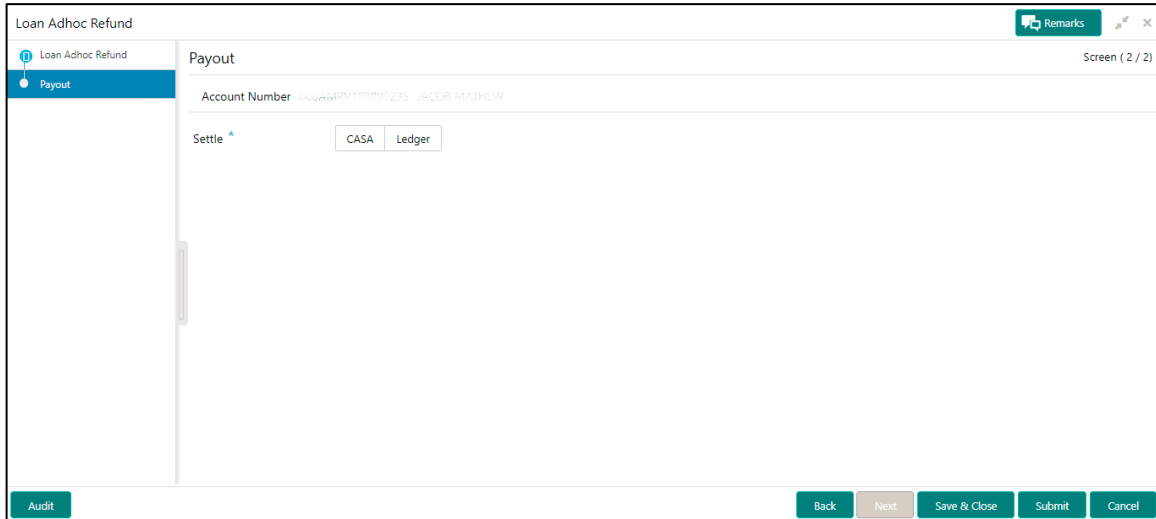
You can perform settlement towards the refund payout through your Ledger accounts.

To pay by Ledger:

1. In the **Loan Adhoc Refund** tab, maintain the required details, and click **Next**.

→ The **Payout** tab is displayed.

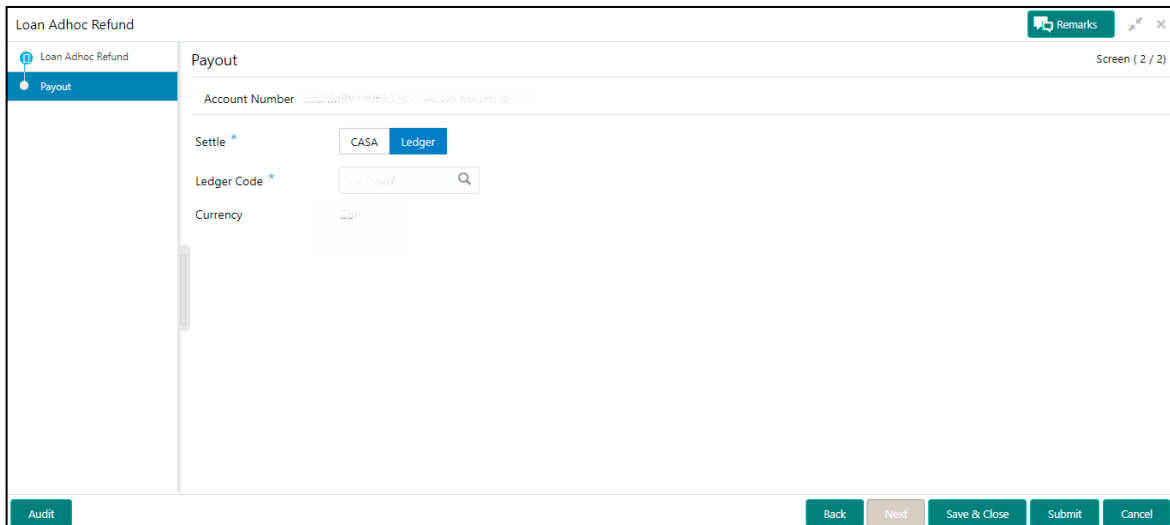
Figure 42: Payout tab



2. From the **Settle** field, select the **Ledger** option.


→ The fields related to ledger are displayed.

Figure 43: Payout through Ledger Account



For more information on fields, refer to field description table below:

Table 23: Payout – Ledger – Field Description

Field	Description
Settle	Select the Ledger option to perform the settlement. NOTE: For information on CASA , refer Payout through CASA .
Ledger Code	Click the  icon and select the ledger code for performing the refund payout. NOTE: For more information in fetching the ledger code, refer Fetch Ledger Code .
Currency	Displays the currency for the ledger amount.

3. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.5 Loan Disbursement

This screen helps you to initiate a disbursement for the loan account. The disbursement can be a partial or full disbursement.

Using this screen, you can perform the following actions:

- [Navigating and Fetching Account](#)
- [Settling Disbursement Amount](#)
- [Viewing Disbursement History](#)
- [Viewing Simulation Details](#)
- [Viewing the Schedule](#)
- [Settling Disbursement by CASA](#)
- [Settling Disbursement by Instrument](#)
- [Settling Disbursement by Ledger](#)
- [Paying by Multi Mode Settlement](#)

3.5.1 Navigating and Fetching Account

You need to perform the common steps mentioned in this topic, before performing any actions on the screen.


To process this screen, type **Loan Disbursement** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On the **Loan Service Mega Menu**, under **Accounts**, click **Loan Disbursement**.

→ The **Loan Disbursement** screen is displayed.

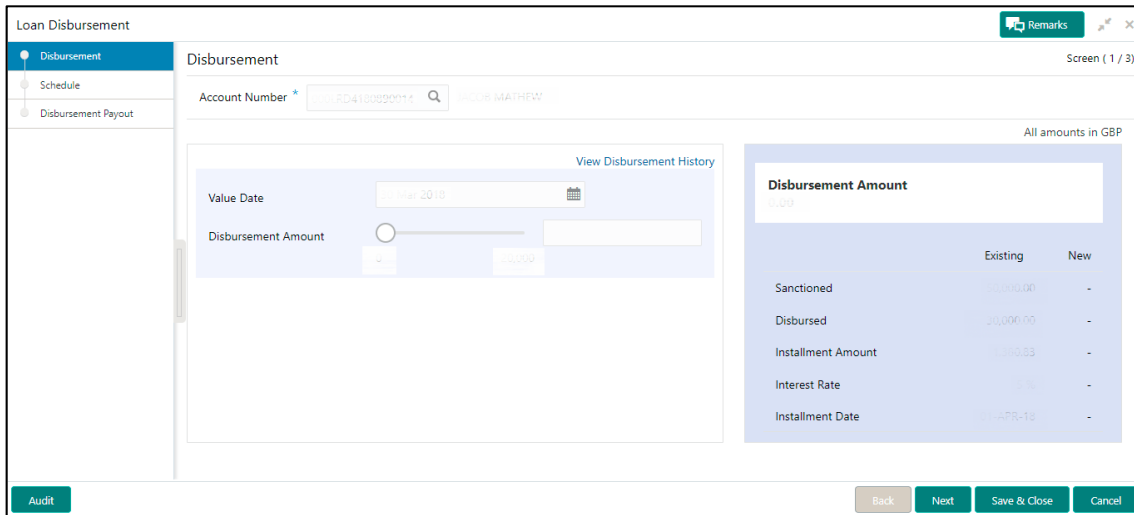
Figure 44: Loan Disbursement

2. On the **Loan Disbursement** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).

NOTE: After specifying or fetching the loan account number, the screen will display details only if there are remaining disbursements amount for the loan account.

→ The details in the **Disbursement** tab and the simulation details on the right widget are displayed.

Figure 45: Loan Disbursement Details



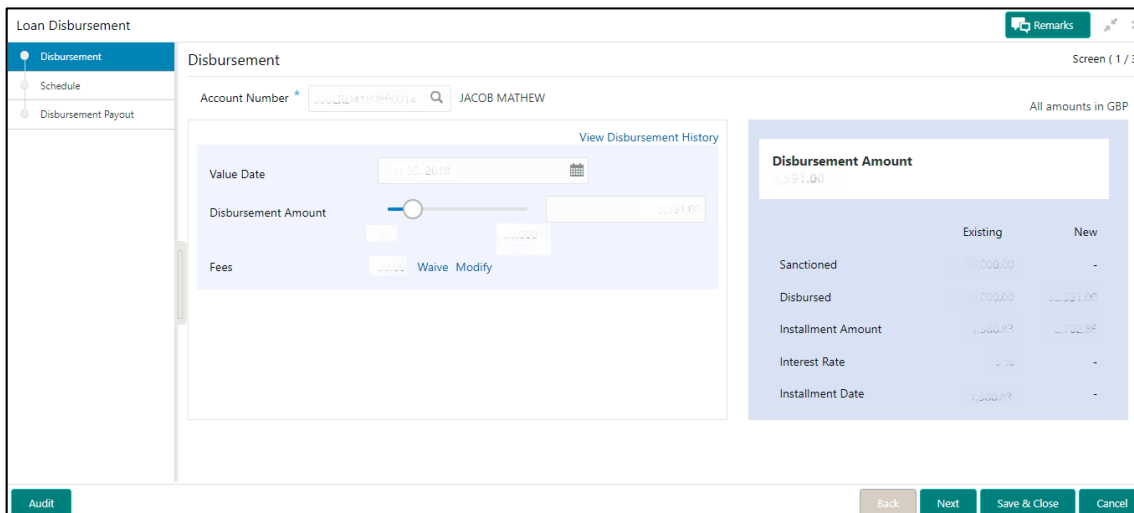
3.5.2 Settling Disbursement Amount

You can pay the remaining disbursement amount if any for the loan account.

To pay disbursement amount:


1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. Maintain required details in the **Disbursement** tab.

Figure 46: Disbursement tab



For more information on fields, refer to field description table below:

Table 24: Disbursement tab – Field Description

Field	Description
Account Number	<p>Click the  icon and select the account number or specify the account number for settling the disbursement.</p> <p>NOTE: As you specify the account number, the name of the account holder appears next to the account number.</p>
Value Date	<p>Select or specify the value date for making the payment.</p>
Disbursement Amount	<p>Specify the disbursement amount for making the payment.</p> <p>NOTE: You can increase or decrease the amount by dragging the slider to right or left. If you have specified the amount, then accordingly the slider is adjusted automatically. The account currency is also displayed adjacent to this field.</p>
Fees	<p>Displays the fees amount for the account.</p> <p>NOTE: This field is displayed if you specify the amount or drag the slider of the Disbursement Amount field.</p> <p><i>Waiving and modification of fees are not applicable for this release.</i></p>

3. Based on the disbursement amount specified, the updated amounts are displayed in the **New** field in the right widget. You can compare the **Existing** and **New** values and decide accordingly about proceeding ahead.

- You can also view the disbursement history of the account by clicking the **View Disbursement History** link. For more information, refer [Viewing Disbursement History](#).

5. Click **Next**.

→ The **Schedule** tab is displayed. For more information on this tab, refer [Viewing the Schedule](#).

6. Click **Next**.

→ The **Disbursement Payout** tab is displayed. For more information on this tab, refer [Settling Disbursement by CASA](#), [Settling Disbursement by Instrument](#), [Settling Disbursement by Ledger](#), and [Paying by Multi Mode Settlement](#).

7. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.5.3 Viewing Disbursement History

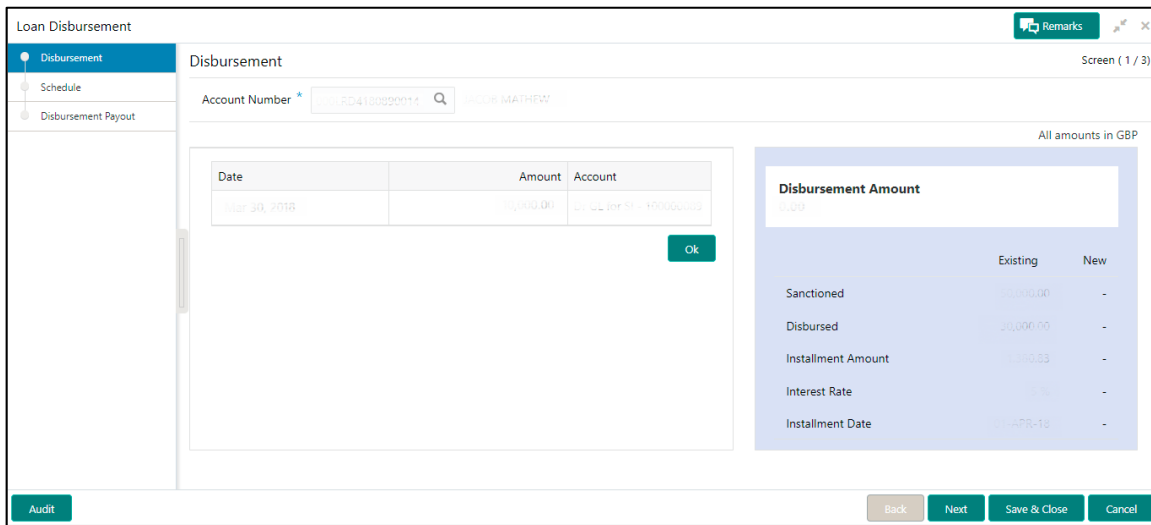
You can view the disbursement previously performed on the account.

To view disbursement history:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Disbursement** tab, click the **View Disbursement History** link.

→ The fields are displayed in a section.

Figure 47: View Disbursement



For more information on fields, refer to field description table below:

Table 25: Disbursement History – Field Description

Field	Description
Date	Displays the date on which the disbursement was performed.
Amount	Displays the disbursement amount paid.
Account	Displays the account details to which disbursement has been made.

3. Click **OK**.

→ The **Disbursement** tab is displayed again.

3.5.4 Viewing Simulation Details

Based on your actions performed on **Disbursement Amount** field from the **Disbursement** tab, on the right widget, the system updates and displays the updated value in the **New** field.

To view the simulation details:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Disbursement** tab, update the disbursement value as required.

→ The system displays the updated value in the **New** field in the right widget.

Figure 48: Simulation Details (Right widget)

All amounts in GBP		
Disbursement Amount		
	Existing	New
Sanctioned	50,000.00	-
Disbursed	50,000.00	2,028.00
Installment Amount	1,280.83	2,377.09
Interest Rate	5%	-
Installment Date	01-APR-18	-

For more information on fields, refer to field description table below:

Table 26: Simulation Details (Right widget) – Field Description

Field	Description
Disbursement Amount	Displays the total disbursement amount of the loan account.
Sanctioned	Displays the existing and new loan sanctioned amount.

Field	Description
Disbursed	<p>Displays the existing (total of previously disbursed amount) and new (total disbursed amount including current disbursement) disbursed amount.</p> <p>NOTE: The new disbursed amount is displayed if you update the value in the Disbursement Amount field.</p>
Installment Amount	<p>Displays the existing and new current installment amount.</p> <p>NOTE: The new installment amount is displayed if you update the value in the Disbursement Amount field.</p>
Interest Rate	<p>Displays the existing and new current interest rate.</p> <p>NOTE: The new interest rate is displayed if you update the value in the Disbursement Amount field.</p>
Installment Date	<p>Displays the existing and new current installment date.</p> <p>NOTE: The new installment date is displayed if you update the value in the Disbursement Amount field.</p>

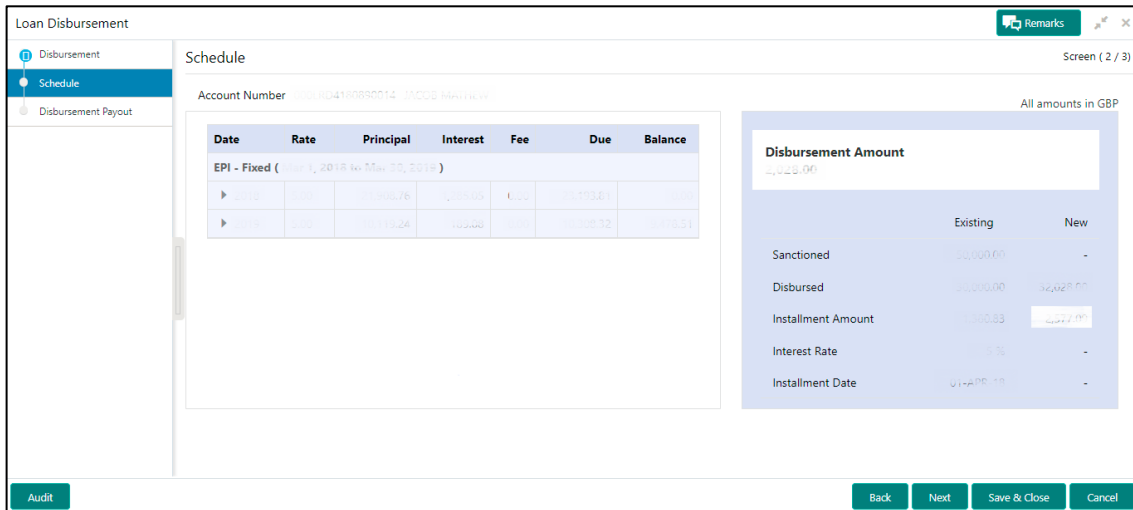
3.5.5 Viewing the Schedule

You can view the revised schedule details based on the actions performed on the Disbursement tab. The revised schedule details are displayed year wise. To view schedule details for a particular year, you need to click the ▶ icon.

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. In the **Disbursement** tab, perform the required action. For more information, refer [Settling Disbursement Amount](#).
3. Click **Next**.

→ The **Schedule** tab is displayed.

Figure 49: Schedule tab



For more information on fields, refer to field description table below:

Table 27: Schedule tab – Field Description

Field	Description
Date	Displays the year and the dates in a year when the arrear is raised. NOTE: This column lists the years for which the schedule is generated. If you click the ► icon corresponding to a particular year, the monthly date schedule list for a year displays.
Rate	Displays the rate of interest.
Principal	Displays the amount of principal arrears.
Interest	Displays the amount of interest.
Fees	Displays the fee amount.
Due	Displays the amount due.
Balance	Displays the balance amount after every installment.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

Table 28: CASA - Local Currency – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Settling Disbursement by Instrument , Settling Disbursement by Ledger .
Account	Select the CASA account in local currency. NOTE: For information if you select CASA in foreign currency, refer CASA in Foreign Currency . For information if you select the Other CASA option from the list, refer CASA Within the Bank and CASA Outside the Bank .

- If CASA account is in foreign currency:

Figure 51: CASA Account in Foreign Currency

The screenshot shows the 'Disbursement Payout' screen in the Loan Disbursement application. The 'Pay Through' field is set to 'CASA'. The account number is '000003100950000' and the account name is 'JACOB MATHEW'. The account amount is 'USD 528,729.00'. The exchange rate is '1'. The summary table shows the following values:

	Existing	New
Sanctioned	10,000.00	-
Disbursed	10,000.00	16,454.07
Installment Amount	608.47	1,255.54
Interest Rate	5 %	-
Installment Date	22-APR-19	-

For more information on fields, refer to field description table below:

Table 29: CASA - Foreign Currency – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Settling Disbursement by Instrument , Settling Disbursement by Ledger .
Account	Select the CASA account in foreign currency. NOTE: For information if you select CASA in local currency, refer CASA in Local Currency . For information if you select the Other CASA option from the list, refer CASA Within the Bank and CASA Outside the Bank .
Account Amount	Displays the selected CASA account's currency and amount equivalent of the value specified in the Disbursement Amount field in the Disbursement tab.
Exchange Rate is <Currency and Rate>	Displays the current exchange rate of the amount. NOTE: To modify the rate, you can click the Edit link.

- If CASA account is within the bank:

Figure 52: CASA Within the Bank

The screenshot shows the 'Disbursement Payout' screen in the Loan Disbursement application. The 'Pay Through' field is set to 'CASA'. Under 'Multi Mode Settlement Options', the 'Type' is set to 'CASA Within the Bank'. The 'Account' is set to 'Other CASA'. The 'Disbursement Amount' summary table on the right shows the following data:

	Existing	New
Sanctioned	00,000.00	-
Disbursed	10,000.00	16,464.67
Installment Amount	609.47	1,484.55
Interest Rate	5 %	-
Installment Date	15-APR-16	-

For more information on fields, refer to field description table below:

Table 30: CASA Within the Bank – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Settling Disbursement by Instrument , Settling Disbursement by Ledger .
Account	Select the Other CASA option. NOTE: For information if you select CASA in local currency, refer CASA in Local Currency . For information if you select CASA in foreign currency, refer CASA in Foreign Currency .
Type	Select the CASA Within the Bank type. NOTE: For information on CASA Outside the Bank, refer CASA Outside the Bank .
Account Number	Specify the CASA account within the bank for settling the disbursement.
Cheque Number	Specify the cheque number of the CASA account for settlement.
Cheque Date	Specify the cheque date for settlement.

- If CASA account is outside the bank:

Figure 53: CASA Outside the Bank

The screenshot displays the 'Disbursement Payout' screen. On the left, there is a navigation menu with 'Disbursement Payout' selected. The main area contains a form with the following fields: 'Pay Through' (radio buttons for CASA, Instrument, Ledger; CASA is selected), 'Account' (dropdown menu showing 'Other CASA'), 'Type' (radio buttons for 'CASA Within the Bank' and 'CASA Outside the Bank'; 'CASA Outside the Bank' is selected), 'Bank Code' (text input with a search icon), 'Account Number' (text input), and 'Account Name' (text input). A 'Multi Mode Settlement Options' section is also visible. On the right, a summary box titled 'Disbursement Amount' shows a total of 15,454.67. Below this is a table with columns 'Existing' and 'New'. The table rows are: Sanctioned (Existing: 10,000.00, New: -), Disbursed (Existing: 10,000.00, New: 15,454.67), Installment Amount (Existing: 498.67, New: 1,454.65), Interest Rate (Existing: 5%, New: -), and Installment Date (Existing: 05-APR-16, New: -). At the bottom, there are buttons for 'Audit', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'.

For more information on fields, refer to field description table below:

Table 31: CASA Outside the Bank – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Settling Disbursement by Instrument , Settling Disbursement by Ledger .
Account	Select the Other CASA option. NOTE: For information if you select CASA in local currency, refer CASA in Local Currency . For information if you select CASA in foreign currency, refer CASA in Foreign Currency .
Type	Select the CASA Outside the Bank type. NOTE: For information on CASA Within the Bank, refer CASA Within the Bank .
Bank	Select the bank in which you have the CASA account.
Account Number	Specify the CASA account number, which is present in the outside bank.
Account Name	Specify the name of the CASA account holder.

6. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.5.7 Settling Disbursement by Instrument

You can pay the disbursement amount using an instrument.

To pay disbursement by instrument:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).

2. From the **Disbursement** tab, click **Next**.

→ The **Schedule** tab is displayed.

3. From the **Schedule** tab, click **Next**.

→ The **Disbursement Payout** tab is displayed.

4. From the **Pay Through** field, select the **Instrument** option.

→ The fields related to **Instrument** are displayed.

Figure 54: Instrument

Loan Disbursement

Disbursement Payout

Account Number: 0000ND31P0880005 JACOB MATHEW

Multi Mode Settlement Options

Pay Through * CASA Instrument Ledger

Type * Banker Cheque Demand Draft

Payable Bank & Branch *

Issuing Branch *

Instrument *

Payee Name *

Payee Address

All amounts in GBP


Disbursement Amount
10,740.77

	Existing	New
Sanctioned	10,000.00	-
Disbursed	10,000.00	20,740.77
Installment Amount	409.57	1,833.58
Interest Rate	5.5%	-
Installment Date	30-APR-19	

Audit Back Next Save & Close Submit Cancel

For more information on fields, refer to field description table below:

Table 32: Instrument – Field Description

Field	Description
Pay Through	Select the Instrument option to perform the settlement. For information on CASA and Ledger , refer Settling Disbursement by CASA and Settling Disbursement by Ledger .
Type	Select the instrument type. The options are: <ul style="list-style-type: none"> • Banker's Cheque • Demand Draft
Payable Bank & Branch	Click the  icon and select the bank and branch name paying the disbursement. NOTE: For more information on fetching the bank and branch name, refer Fetch Payable Bank and Fetch Payable Branch .
Issuing Branch	Specify the issuing branch name.
Instrument	Specify the instrument details like code, number, and date.
Payee Name	Specify the payee name on the instrument.
Payee Address	Specify the payee address details.


- To fetch the payable bank:
 - From the **Payable Bank & Branch** field, click the  icon from the first field.
→ The **Bank Code** section is displayed.

Figure 55: Bank Code



- Specify the code in the **Bank Code** field and click **Fetch**.


- iii. Select the code displayed in the table.
- To fetch the payable branch:
 - i. From the **Payable Bank & Branch** field, click the  icon from the first field.
 - The **Branch Code** section is displayed.

Figure 56: Branch Code



- ii. Specify the code in the **Branch Code** field and click **Fetch**.
 - iii. Select the code displayed in the table.
5. Click **Submit**.
- The screen is successfully submitted for authorization.

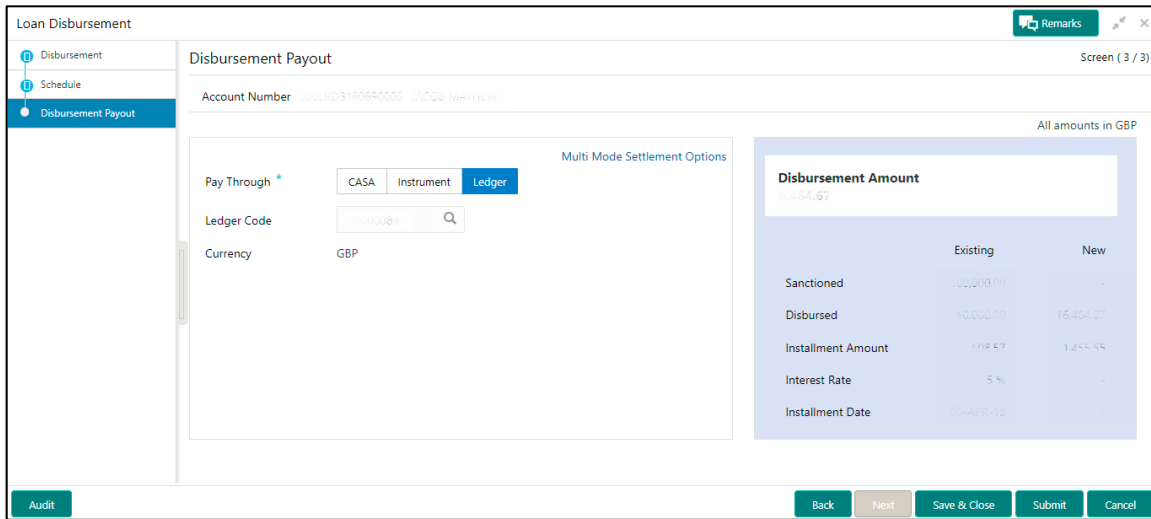
3.5.8 Settling Disbursement by Ledger

You can perform the settlement using ledger.

To perform settlement through ledger:


1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Disbursement** tab, click **Next**.
 - The **Schedule** tab is displayed.
3. From the **Schedule** tab, click **Next**.
 - The **Disbursement Payout** tab is displayed.
4. From the **Pay Through** field, select the **Ledger** option.
 - The fields related to ledger option are displayed.

Figure 57: Ledger



For more information on fields, refer to field description table below:

Table 33: Ledger – Field Description

Field	Description
Ledger Code	Click the  icon and select the ledger code for performing the adhoc charges settlement. NOTE: For more information in fetching the ledger code, refer Fetch Ledger Code .
Currency	Select the currency for the ledger amount.

5. Click **Submit**.

→ The screen is successfully submitted for authorization.

3.5.9 Paying by Multi Mode Settlement

You can disbursement through multi mode option, that is, disbursement can done through CASA, Instrument, and Ledger at once.

To perform multi mode settlement:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Disbursement** tab, click **Next**.


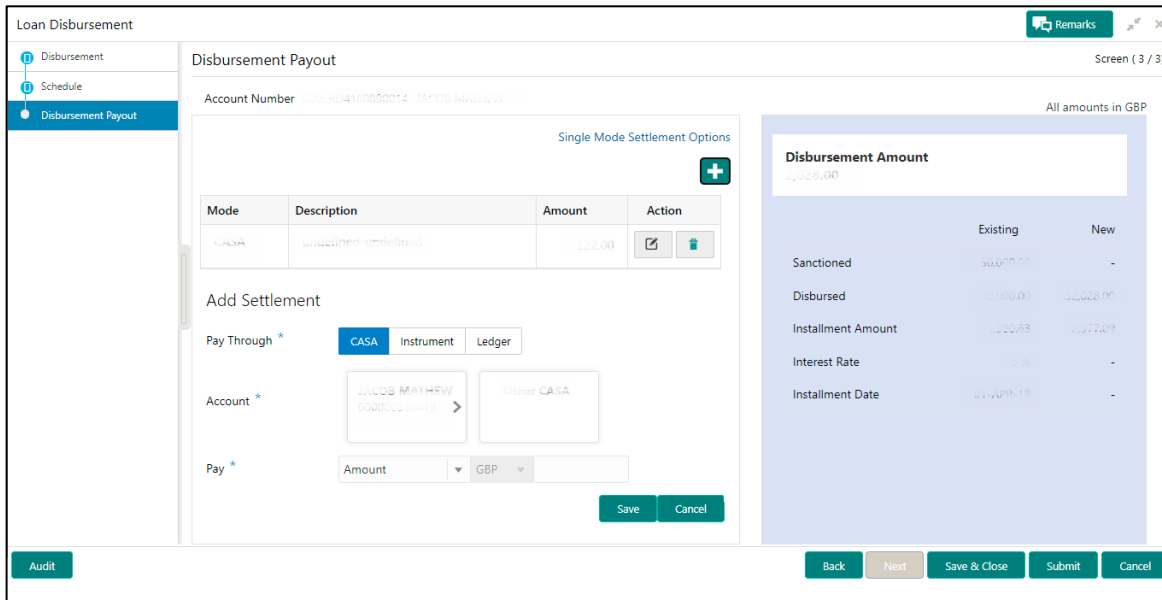
- The **Schedule** tab is displayed.
- 3. From the **Schedule** tab, click **Next**.
 - The **Disbursement Payout** tab is displayed.
- 4. Click the **Multi Mode Settlement Options** link.
- 5. Click the  icon, to add settlement modes.
 - The **Add Settlement** section is displayed. For more information on the **Add Settlement** section, refer [Settling Disbursement by CASA](#), [Settling Disbursement by Instrument](#), and [Settling Disbursement by Ledger](#).

Figure 58: Multi Mode Settlement Options





- 6. Click **Save**.
 - The settlement is added in the table above.

For more information on fields, refer to field description table below:

Table 34: Multi Mode Settlement Options – Field Description

Field	Description
Mode	Displays the settlement mode.
Description	Displays the details available for the settlement modes.

Field	Description
Amount	Displays the amount available in the specific settlement mode.
Action	Click the  icon to edit the amount. Click the  icon to delete the settlement mode.
Total	Displays the total of the settlement amount.

- To go back to the single mode option, click the **Single Mode Settlement Options** link.

3.6 Loan Write-Off

This screen helps you to write-off the loan amount of the customer that is not coverable from the customer. Here, you can write off the assets, including fees, interest and other components, which the customer was liable to pay. Also, you can perform partial write-off using this screen. This will always be a bank initiated transaction and customer can never request a bank to write off their account.

NOTE: If you write-off full 100% of the loan amount, then post write-off, the account is marked as closed.


To process this screen, type **Loan Details** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The fields that are marked with blue asterisk are mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Accounts**, click **Loan Write-Off**.

→ The **Loan Write-Off** screen is displayed.

Figure 59: Loan Write-Off

2. On the **Loan Write-Off** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).


→ The loan write-off details of the account is displayed.

Figure 60: Loan Write-Off Details

The screenshot shows a web application interface for 'Loan Write-Off'. At the top, there's a search bar for 'Account Number' with a magnifying glass icon. Below it, the 'Value Date' is set to 01/01/2019. The 'Write-Off' section has two tabs: 'Amount' (selected) and 'Percentage'. A 'Write-Off Allocation' table is present with columns for Component, Outstanding, and Write-Off. The table shows 'Principal' with an outstanding of 10,000.00 and a write-off of 0.00, and a 'Total' row with an outstanding of 10,000.00 and a write-off of 0.00. To the right, a summary panel shows 'Write-Off Amount' as 0.00, 'Loan Classification' as 'NON-PAID STATUS', 'Write-Off Till Date' as 0.00, and 'Total Outstanding' as 10,000.00. At the bottom, there are 'Audit', 'Submit', and 'Cancel' buttons.

For more information on fields, refer to field description table below:

Table 35: Loan Write-Off – Field Description

Field	Description
Account Number	Click the  icon and select the account number or specify the account number for modifying the loan details. NOTE: As you specify the account number, the name of the account holder appears next to the account number.
Value Date	Specify the value date for performing the write-off. NOTE: By default, the fields displays the current posting date. You can specify only a current or a back date.
Write-Off	Select the write-off option. The options are: <ul style="list-style-type: none"> • Amount • Percentage

Field	Description
	<p>NOTE: If you select the Amount option, then you need to specify the amount in the field and the percentage is calculated by the system based on the total outstanding amount and displayed adjacent to the field. Also, you can specify amount equal to or less than the total outstanding amount.</p> <p>If you select the Percentage option, specify the write-off percentage from the loan amount.</p>
Write-Off Allocation	<p>This section displays the component wise write-off allocation details.</p> <p>NOTE: If the total allocation amount do not match with the total write-off amount, then the system displays an error message that allocation is not matching.</p>
Component	Displays the write-off components.
Outstanding	Displays the outstanding amount component wise.
Write-Off	<p>Specify the write-off amount from each component.</p> <p>NOTE: By default, the write-off amount is displayed as of date.</p>
Total	Displays the total of outstanding and write-off amount.
Reduce Outstanding	<p>Switch to <input checked="" type="checkbox"/> for reducing the amount from the total outstanding amount.</p> <p>NOTE: If Reduce Outstanding option is selected, then the outstanding balance will change.</p> <p>Switch to <input type="checkbox"/> for not reducing the amount from the total outstanding amount.</p>
Right Widget	For information on this widget, refer Simulation Details .

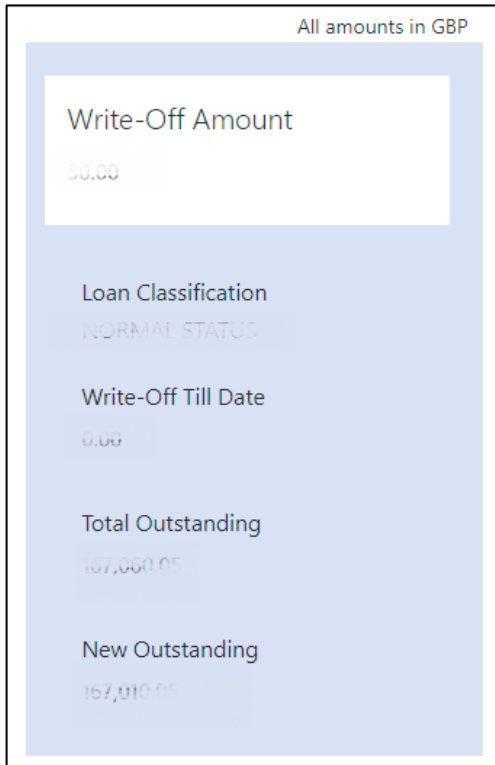
3. Click **Submit**.

→ The transaction is submitted for authorization.

3.6.1 Simulation Details

You can get a complete overview of the amount details displayed in this widget on the right side of the screen. As you specify the write-off amount or percentage, the values in this widget are recomputed and displayed. Also, the amount currency is displayed above the widget. Accordingly, you can decide whether the new amounts your requirements and take appropriate actions.

Figure 61: Simulation Details (Right widget)



For more information on fields, refer to field description table below:

Table 36: Simulation Details (Right widget) – Field Description

Field	Description
Write-Off Amount	Displays the total write-off amount of the account.
Loan Classification	Displays the loan classification type.
Write-Off Till Date	Displays the write-off amount as of date.
Total Outstanding	Displays the total outstanding amount of the account.

Field	Description
New Outstanding	Displays the new outstanding amount of the account. NOTE: This field is displayed, if you have selected the Reduce Outstanding option.

3.7 Loan 360

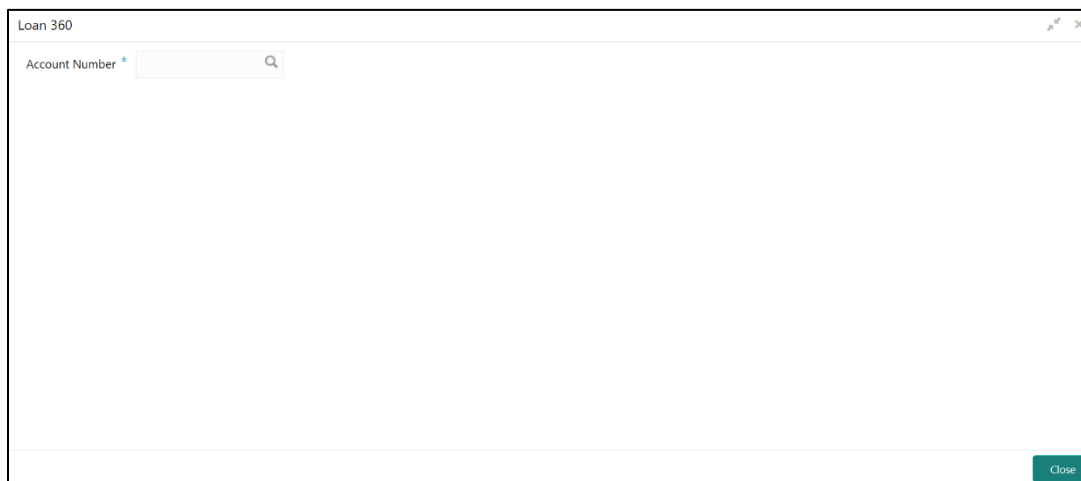
The Loan 360 screen is the dashboard for loans service, which gives a consolidated view of all the details related to a loan account and helps you to perform various transactions on the account. This dashboard facilitates the Loan Servicing Officer or any user with the required role access in a branch office to perform the identified branch office transactions when a loan borrower approaches the bank with a service request.

To process this screen, type **Loan 360** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Accounts**, click **Loan 360**.

→ The **Loan 360** screen is displayed.

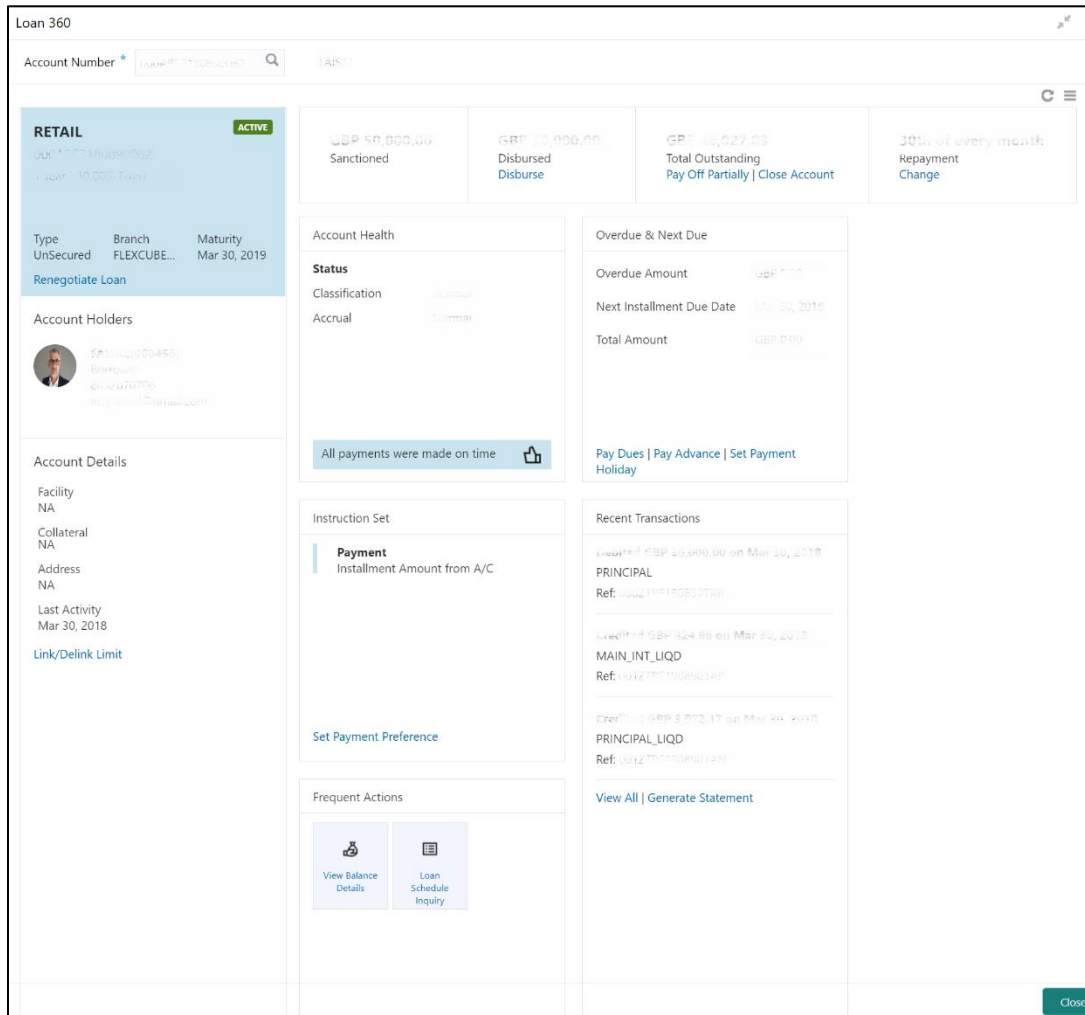
Figure 62: Loan 360



2. On the **Loan 360** screen, specify the account number in the **Account Number** field, and press **Tab** or **Enter**.

→ The loan details of the account are displayed.

Figure 63: Loan Details for Active Account









For more information on fields, refer to field description table below:

Table 37: Loan 360 - Field Description

Field	Description
Account Number	Specify the account number to view the loan details. NOTE: All the fields are displayed after you specify the account number.
<Personal Details widget>	This widget displays the basic details of the loan account holder on the left side of the screen.
<Loan Offer>	Displays loan offer description under which the loan account is opened. For example, Personal Loan or Home Loan.


Field	Description
<Account Status>	<p>Displays the system defined status of the account.</p> <p>NOTE: The account statuses can be any of the following:</p> <ul style="list-style-type: none"> • Active • Liquidated • Reversed • Hold • Inactive • Uninitiated
<Account Number>	Displays the loan account number.
<Loan Term – Interest Rate and Rate Type>	Displays the term of the account in year and months. It also displays the current interest rate.
Type	<p>Displays the type of loan. The options are:</p> <ul style="list-style-type: none"> • Secured • Unsecured
Branch	Displays the name of the branch where the loan account is currently serviced.
Maturity	Displays the maturity date of the loan.
Account Holders	<p>This section displays the following details of the account holders:</p> <ul style="list-style-type: none"> • <Image> • <Name (Party ID)> • <Ownership Type> • <Contact Number> • <Email ID>
Account Details	This section displays more details of the loan account.
Facility	Displays the facility description under which the account is opened.

Field	Description
Collateral	Displays the collateral details linked to the facility.
Address	Displays the default mailing address captured for the SOW/JAF account holder.
Last Activity	Displays the date of last activity.
Sanctioned	Displays the loan amount sanctioned. NOTE: To view the latest sanctioned amount, click the  icon.
Disbursed	Displays the loan amount disbursed. NOTE: To view the latest disbursed amount, click the  icon.
Total Outstanding	Displays the current total outstanding balance. NOTE: To view the updated current total outstanding amount, click the  icon.
Repayment	Displays the repayment date as per the schedule. NOTE: To view the updated repayment amount, click the  icon.
Account Health	This widget displays the information that indicate the overall performance of an account. NOTE: If the account health is not good, then  icon is displayed. If the account health is good, then  icon is displayed.
Status	This section displays the statuses of the account.
Classification	Displays the asset classification of the account.
Accrual	Displays the accrual status of the account.

Field	Description
Overdue & Next Due	This widget displays the overdue as of date and next due details. NOTE: The Pay Now link displays in this section. This link is not applicable for the current release.
Overdue Amount	Displays the overdue amount.
Next Installment	Displays the next installment amount due.
Next Installment Due Date	Displays the next installment due date.
Total Amount	Displays the total amount due.
Instructions Set	This widget displays the instructions set up on the account. NOTE: To set instruction, click the Set Instructions link. This link is not applicable for the current release.
Payment	Displays the payment (drawdown) instruction set up for the account.
Accelerated Payment	Displays the accelerated payment instruction set up for the account. NOTE: This field is not applicable for the current release.
Recent Transactions	Displays the last five transactions performed on the account. NOTE: To view all the transactions, click the View All Transactions link. This link is not applicable for the current release.
Frequent Actions	This section displays the frequently performed actions on the account.

3. You can view the required details of the loan account.

NOTE: You can also launch the screens for performing various transactions on the account by

clicking the  icon. A list of links displays under various menus. Click the required link from the list that displays. For more information on how to perform the transactions using the links, see the respective chapters. For image reference, see [Mega Menu](#) screenshot.

3.8 Transaction Inquiry

This screen helps you to access the details of a particular transaction and provide clarifications to customers with the help of available features.


To process this screen, type **Transaction Inquiry** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On the **Loan Service Mega Menu**, under **Accounts**, click **Transaction Inquiry**.

→ The **Transaction Inquiry** screen is displayed.

Figure 64: Transaction Inquiry - Details

2. On the **Transaction Inquiry** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).

→ The **Search** and **Transaction** sections are displayed.


Figure 65: Transaction Inquiry - Details

3. The **Transaction** section displays the recent 10 transaction performed on the account. If the section does not display the transactions you searching for, perform the following steps:
 - a. From the **Search** section, select the appropriate option from the **Search Type** field.
 - b. Click **Search**.

→ The required transactions are displayed in the **Transaction** section.

For more information on fields, refer to field description table below:

Table 38: Transaction Inquiry – Field Description

Field	Description
Account Number	Click the  icon and select the account number or specify the account number for performing the transaction inquiry. NOTE: As you specify the account number, the name of the account holder appears next to the account number.
Search	This section displays the search options, which can be used to search the required transactions of the account.

Field	Description
Search Type	<p>Select the search type based on which the search is to be performed. The options are:</p> <ul style="list-style-type: none"> • Last 10 Transactions • Last Month • Last 2 Months • Last 3 Months • Date Range
Date Range	<p>Specify or select the date range for viewing the transaction.</p> <p>NOTE: This field is displayed and enabled, if you select the Date Range from the Search Type field.</p> <p>The from date should be greater than the loan account creation date.</p> <p>The To date should be lesser than the current system date.</p> <p>This field is displayed and not enabled, if you select the Last Month, Last 2 Months, or Last 3 Months options from the Search Type field.</p>
Amount Range	<p>Specify the amount range to search and view the transactions within the specified amount range.</p>
Transactions	<p>This section displays the fetched transaction details of the account.</p> <p>NOTE: By default, the Transaction section displays the last 10 transactions of the account.</p> <p>You can search a specific transaction by entering the details in the field provided in this section. As you specify a value in the field, the details in the table are filtered, and displayed.</p>
Transaction Date & Time	<p>Displays the date and time when the transaction was performed.</p>
Value Date	<p>Displays the value date of the transaction.</p>
Description	<p>Displays the description for the transaction.</p>

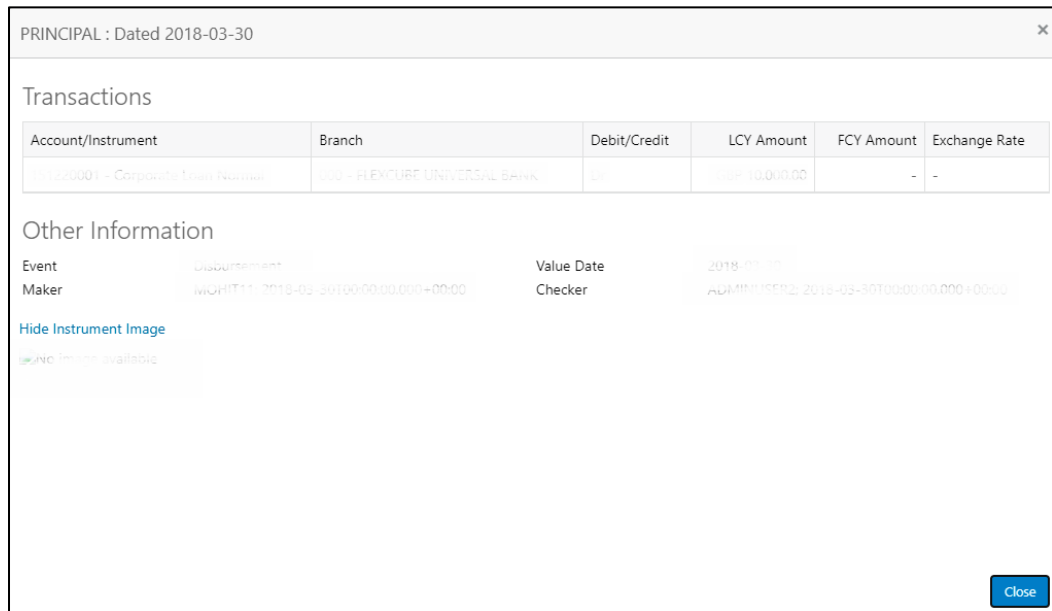
Field	Description
Debit	Displays the transaction's debit amount.
Credit	Displays the transactions' credit amount.
Outstanding Balance	Displays the outstanding balance of the transaction.
Action	Click the ↗ icon to view more details of the transaction. For more information, refer the Actions .

4. To view more details of the transaction, perform the following steps:

a. From the **Action** field, click the ↗ icon.

→ The **<Transaction Description: Date and Time>** section is displayed.

Figure 66: Transaction Inquiry - Detailed View



For more information on the fields, refer to field description table below:

Table 39: Transaction Inquiry - Detailed View – Field Description

Field	Description
Transaction	This section displays the further details of a specific transaction.

Field	Description
Account/Instrument	Displays the account number or the instrument details of the transaction.
Branch	Displays the branch of the account.
Debit/Credit	Displays whether the transaction was of debit or credit type.
LCY Amount	Displays the local currency of the loan account.
FCY Amount	Displays the foreign currency of the loan account.
Exchange Rate	Displays the exchange rate for the transaction.
Other Information	This section displays the other information related to the transaction
Event	Displays the event of the transaction.
Value Date	Displays the value date of the transaction.
Maker	Displays the maker details of the transaction.
Checker	Displays the checker details of the transaction.

- You can also view the image of the instrument that is for the selected transaction, by clicking the **View Instrument Image** link. To close the instrument image, you need click the **Hide Instrument Image** link.

b. Click **Close**, to close the **<Transaction Description: Date and Time>** section.

4 Balances

This menu helps you to view outstanding balance of a loan account.

The sub-topics of this topic are:

- [4.1 Account Statement](#)
- [4.2 Outstanding Balance Inquiry](#)

4.1 Account Statement

This screen helps you to generate loan statement as per the customer's request with the help of available features like date range or preset range definitions.


To process this screen, type **Account Statement** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On the **Loan Service Mega Menu**, under **Balances**, click **Account Statement**.

→ The **Account Statement** screen is displayed.

Figure 67: Account Statement

2. On the **Account Statement** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).
3. Click **Generate**.

The **Account Statement** section is displayed.


→ The statements are displayed if they are generated for the account number on the given system date.

Figure 68: Account Statement for Required Period

The screenshot shows a web interface titled "Account Statement". At the top, there is a search bar for "Account Number" containing "1012345678901234" and a magnifying glass icon. Below it, there is a "Period" section with a "Date Range" dropdown menu and a "Date Range" input field with a calendar icon, followed by a "To" field and another calendar icon. A green "Generate" button is located on the right side. Below the input fields, there is a section titled "Account Statement" containing two rows of generated statements. Each row has a radio button, a "Statement from" date range (e.g., "Apr 01, 2017 to Mar 31, 2018"), a "Document Reference" (e.g., "1012345678901234"), and "View" and "Print" links.

For more information on fields, refer to field description table below:

Table 40: Account Statement – Field Description

Field	Description
Account Number	<p>Click the  icon and select the account number or specify the account number for which the statement is to be generated.</p> <p>NOTE: As you specify the account number, the name of the account holder appears next to the account number.</p>
Period	<p>Select the period for generating the statement. The options are:</p> <ul style="list-style-type: none"> • Date Range • Last Month • Last 2 Months • Last 3 Months

<p>Date Range</p>	<p>Specify or select the date range for generating the statement.</p> <p>NOTE: If you have selected the Date Range option from the Period field, the start date will default to the loan account creation date if it is later than the financial year start date. Otherwise, it is the financial year start date. You can edit the date provided it is within the loan account creation date and the current system date.</p> <p>If you have selected the Last Month, Last 2 Months, or Last 3 Months options from the Period field, then the from and to dates are displayed and the field is not enabled for further edits.</p>
<p>Account Statement</p>	<p>This section displays the statements generated based on the period or date range. For information on the links displayed, refer to Step 4.</p> <p>NOTE: If you generate the statement more than once on the same system date, then the latest statement generated is displayed first and followed by the earlier generated statements.</p>
<p>Statement From <Date> to <Date></p>	<p>Displays the from and to date for which the statement is generated.</p>
<p>Generated By</p>	<p>Displays the name of the person who generated the statement.</p>
<p>Document Reference</p>	<p>Displays a document reference number for the generated statement.</p>

4. From the **Account Statement** section, you can perform any of the following actions:
 - a. **View:** Click this link to view the statement generated.
 - b. **Print:** Click this link to print the statement generated.

4.2 Outstanding Balance Inquiry

This screen helps you to inquire about the outstanding balance of an account. You can view the details of different balances in the loan account, such as Total Outstanding Balance, Principal Outstanding, Outstanding Arrears, and Unbilled Balances. You can also perform outstanding balance inquiry for the missed payments component wise.

To process this screen, type **Outstanding Balance Inquiry** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

1. From the **Home** screen, click **Loan Service**. On the **Loan Service Mega Menu**, under **Balances**, click **Outstanding Balance Inquiry**.

→ The **Outstanding Balance Inquiry** screen is displayed.

Figure 69: Outstanding Balance Inquiry



The screenshot shows a web application window titled "Outstanding Balance Inquiry". At the top left of the window, there is a label "Account Number" followed by a text input field. The rest of the window is currently blank.

- On the **Outstanding Balance Inquiry** screen, specify the account number in the **Account Number** field, and press **Tab** or **Enter**.

→ The balance details of the account are displayed.

Figure 70: Outstanding Balance Inquiry – Outstanding Balance Details of Account

The screenshot shows the 'Outstanding Balance Inquiry' window. At the top, the 'Account Number' field contains '198L1000001002'. Below this, a summary bar shows: 'Total Outstanding' (with a 'Show Calculation' link), 'Principal Outstanding' (220,000.00), 'Outstanding Arrears' (20,229.51), and 'Unbilled' (20,330.51). A note indicates 'All amounts in EUR'. Below the summary bar are two tables. The 'Outstanding Arrears' table has columns for 'Description', 'Normal', and 'Suspended', listing 'Fees Arrears', 'Interest Arrears', and 'Principal Arrears'. The 'Unbilled' table lists 'Interest' and 'Penalty Interest'.

For more information on fields, refer to field description table below:

Table 41: Outstanding Balance Inquiry – Field Description

Field	Description
Account Number	Specify the account number. NOTE: The upper right corner mentions the currency of the amounts displayed on the screen.
Total Outstanding	Displays the different parameters used to calculate the total outstanding balance. NOTE: If you click the Show Calculation link, the formula used to calculate the total outstanding amount is displayed. To hide the formula, click the Hide Calculation link.
Principal Outstanding	Displays the principal outstanding arrears as of today's date.
Outstanding Arrears	Displays the other arrears outstanding as of today's date. Here, both normal arrears and suspended arrears are displayed

Field	Description
Unbilled	Displays the regular interest, penalty interest, and uncollected interest that are yet to be charged.
Outstanding Arrears	<p>This section displays the break-up of the outstanding arrears.</p> <p>NOTE: The Description column lists the arrear types. In case, any arrears are unpaid, then ► icon displays corresponding to the arrear type. If you click the ► icon, it displays the amount of unpaid arrears along with the due date for the arrear type.</p> <p>If the Loan account moves to Suspended status, then the amount of all the arrears appear under the Suspended column.</p>
Fees Arrears	Displays the fees arrears amount.
Interest Arrears	Displays the interest arrears amount.
Principal Arrears	Displays the principal arrears amount.
Penalty Arrears	<p>Displays the penalty arrears amount.</p> <p>NOTE: This value for this field is displayed only if penalty is applicable on the account.</p>
View History	Click this link to view the arrear history details. For more information, see Arrear History .
Unbilled	This section displays details of unbilled amount.
Interest	Displays the amount of accrued interest.
Penalty Interest	<p>Displays the amount of penalty for accrued interest.</p> <p>NOTE: This value for this field is displayed only if penalty is applicable on the account.</p>

Field	Description
Arrear History	<p>Displays the arrear history details.</p> <p>NOTE: This section is displayed, if you click the View Details link from the Outstanding Arrears section.</p> <p>The upper right corner mentions the currency of the arrear amount displayed.</p>
Filter	Specify any keywords in this free text search field to filter the details in the grid.
Date Range	Select or specify the start date of the period for which you want to search the records.
To	Select or specify the end date of the period for which you want to search the records.
Show Only Paid	<p>Switch to <input type="checkbox"/> to view amount of both paid and unpaid arrears.</p> <p>Switch to <input checked="" type="checkbox"/> to view amount for only the paid amount arrears.</p>
Arrear	Displays all the arrears raised on the account.
Date Assessed	Displays the date on which the arrear was raised on the account.
Arrear Amount	Displays the arrear amount.
Outstanding Arrear Amount	Displays the outstanding arrear amount on the account.
Last Payment Date	<p>Displays the last payment date on the account.</p> <p>NOTE: The date displays only if a payment is made to the account.</p>

3. View the balance details.
4. To view the outstanding arrear history:
 - a. Click the **View History** link in the **Outstanding Arrears** section.
 - The **Arrear History** section is displayed. The system defaults all the arrears in descending order for the arrears raised, paid, or unpaid.

Figure 71: Outstanding Balance Inquiry – Arrear History

Arrear	Date Assessed	Arrear Amount	Outstanding Arrear Amount	Last Payment Date
Interest	10-Mar-2019	1,134.1	10,120.51	
Principal	10-Mar-2019	1,026.71	10,000.00	
Interest	10-Mar-2019	1,134.08	10,120.51	
Principal	10-Mar-2019	1,022.108	10,000.00	
Interest	10-Mar-2019	1,134.04	10,120.51	
Principal	10-Mar-2019	1,020.90	10,000.00	
Interest	10-Mar-2019	1,134.04	10,120.51	
Principal	10-Mar-2019	1,019.99	10,000.00	
Interest	10-Mar-2019	1,134.02	10,120.51	
Principal	10-Mar-2019	1,021.92	10,000.00	

- b. On the **Arrear History** section, specify the required details in the **Filter** field to filter the records.
- c. Specify the start and end date of the period in the **Date Range** and **To** fields, respectively, to view records for a specific period.
- d. Switch to to view amount of both paid and unpaid arrears. Switch to to view amount for only the paid amount arrears.
- e. Click **Back** to navigate to **Outstanding Balance Inquiry** screen.

5 Instruction Preferences

This menu helps you to view or set instructions or preferences for a loan account.

The sub-topics of this topic are:

- [5.1 Payment Preferences](#)
- [5.2 Loan Preferences](#)

5.1 Payment Preferences

This screen helps to view and modify payment preferences of a loan account.


To process this screen, type **Payment Preferences** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Instruction Preferences**, click **Payment Preferences**.

→ The **Payment Preferences** screen is displayed.

Figure 72: Payment Preferences

2. On the **Payment Preferences** screen, specify the account number in the **Account Number** field, and press **Tab** or **Enter**. You can also click the  icon to search the account number.

→ A section is displayed.

Figure 73: Account Search

The screenshot shows a web interface for account search. At the top, there are two input fields: 'Account No' and 'Customer Name'. Below these fields is a green 'Fetch' button. The results are displayed in a table with three columns: 'Account No', 'Customer Name', and 'Account Status'. The table contains eight rows of data. At the bottom of the table, there is a pagination control showing 'Page 1 of 7 (1 - 10 of 61 items)' and navigation arrows.

Account No	Customer Name	Account Status
004LRE3180890124	CIF521421602256	A
000LR12180890001	ASIT	A
000LEF2180890001	004001_J	A
000LEF2180890501	004001_J	A
000LEF2180893006	004001_J	A
000LRC1180890003	JACOB MATHEW	A
000LR12180892501	ASIT	A
MH3LRE2180890001	FAISAL_TRACK_MH3	A


3. From the section, in the **Account No** or **Customer Name** field, specify the account number or customer name that is to be fetched.
4. Click **Fetch**.
 - The account number or customer name is fetched and displayed in the table. Select the displayed option. The account number and name of the account holder are displayed on the screen.


Figure 74: View or Modify Payment Preferences

For more information on fields, refer to field description table below:


Table 42: Payment Preferences – Field Description

Field	Description
Account Number	Specify the account number to can view or modify the payment preferences. NOTE: As you specify the account number, the name of the account holder appears next to the account number.
Default Debit Account	This section displays the preferences set for the debit account.
Components	Displays the components for the debit account. The possible options are: <ul style="list-style-type: none"> • Principal • Interest
Type	Select the type of account. The options are: <ul style="list-style-type: none"> • Account • Ledger

Field	Description
Account/Ledger	Select or specify the account or ledger number. NOTE: Click the  icon to search the account or ledger number. For more information, refer Fetch Account/Ledger .
Branch	Displays the branch code.
Currency	Displays the account currency.
Verify Funds	Select whether to verify the funds. The options are: <ul style="list-style-type: none"> • Yes • No
Default Credit Account	This section displays the preferences for the credit account.
Components	Displays the components for the credit account. The possible options are: <ul style="list-style-type: none"> • Principal • Interest
Account	Select or specify the account number.
Branch	Displays the branch code.
Currency	Displays the account currency.
Equated Monthly Installment Change Instruction	This section displays the preferences set for the equated monthly installment change. You can add new equated monthly installment change instruction or modify the existing instructions. NOTE: This section will not be displayed for non-amortized loan accounts.

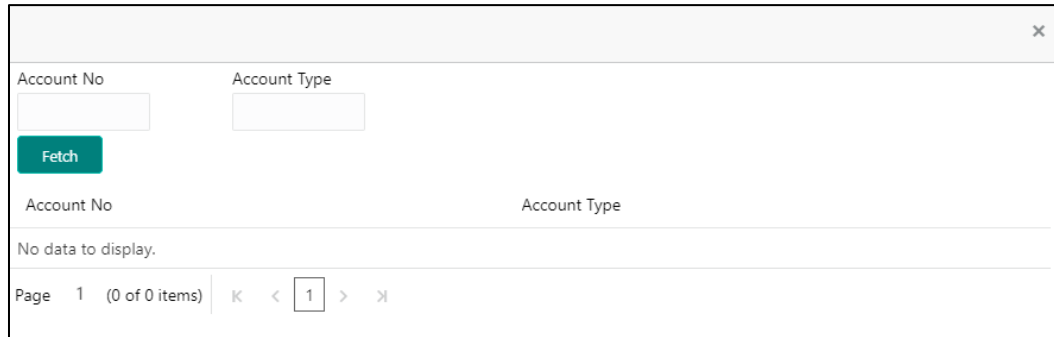
Field	Description
Instruction Frequency	Select the frequency for the instruction. The options are: <ul style="list-style-type: none"> • Yearly • Once in 2 Years • Once in 3 Years • Once in 5 Years • Half Yearly • Quarterly
Minimum Equated Monthly Installment	Specify the minimum amount for the equated monthly installment.
Instruction End Date	Specify or select the date post which the instruction should not be executed. <p>NOTE: You cannot specify a backdated instruction end date.</p>
Maximum Equated Monthly Installment	Specify the maximum amount for the equated monthly installment.
Effective Date	Specify or select the date from which the set instruction should start. <p>NOTE: You cannot specify a backdated effective date.</p>
Change By	Select the Amount or Percentage option. Also select whether it should be increased or decreased by specifying the amount or percentage in the adjacent field. <p>NOTE: If you select Amount option, then specify the amount as required.</p> <p>If you select Percentage option, then specify the percentage as required.</p>
Action	Click the  icon, to delete the set instruction. <p>NOTE: You cannot edit or delete the instructions with a past date.</p>

- Fetch the account or ledger number by performing the following actions:

- i. From the **Default Debit Account** section, click the  icon from the **Account/Ledger** field.

→ A section is displayed.

Figure 75: Fetch Account/Ledger Number




Account No	Account Type
No data to display.	

Page 1 (0 of 0 items) | < > 1 < >

- ii. In the **Account No** or **Account Type** field, specify the account number or type to be fetched.
- iii. Click **Fetch**.

→ The account number or type is fetched and displayed in the table. Select the displayed option.

5. Click the  icon, to add a new instruction.
6. Set the monthly change instructions in the row added.
7. Click **Submit**.

→ The screen is successfully submitted for authorization.

5.2 Loan Preferences

This screen helps you to view or modify the loan account preferences that were set during the account opening process.


To process this screen, type **Loan Preferences** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Instruction Preferences**, click **Loan Preferences**.

→ The **Loan Preferences** screen is displayed.

Figure 76: Loan Preferences

2. On the **Loan Preferences** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).

→ The loan preferences are displayed.

Figure 77: View or Modify Preferences

The screenshot shows a 'Loan Preferences' window with the following sections:


- Account:** Includes a search field for 'Account Number' (value: 1012AN1010004002), 'Statement Facility' (dropdown), 'Status Change Mode' (radio buttons for Auto/Manual), 'Stop Future Disbursements' (Yes/No buttons), 'Rate Change Impact' (Change Term/Change Installment buttons), 'Bulk Payment' (checkbox), 'Maximum Renegotiations' (spinner), 'Partial TD Block Release' (Yes/No buttons), and 'Provisioning Preference' (checkbox).
- Liquidation:** Includes 'Partial Liquidation' (Yes/No buttons), 'Track Receivable' (Yes/No buttons), 'Salary Block' (checkbox), and 'Liquidation of Back Value Schedules' (checkbox).
- Rollover:** Includes 'Allow Rollover' (toggle switch), 'User Defined Element Basis' (checkbox), 'Rollover Mode' (radio buttons), and 'Schedule Basis' (checkbox).
- Loan Components:** A table with columns 'Components', 'Waive', and 'Internal Rate of Return'.



Components	Waive	Internal Rate of Return
Main Int	<input type="checkbox"/>	<input type="checkbox"/>
Principal	<input type="checkbox"/>	<input type="checkbox"/>




Buttons at the bottom include 'Audit', 'Submit', and 'Cancel'.



For more information on fields, refer to field description table below:

Table 43: Loan Preferences – Field Description

Field	Description
Account Number	Click the  icon and select the account number or specify the account number to view or modify the preferences. NOTE: As you specify the account number, the name of the account holder appears next to the account number.
Account	In this section, you can view and modify the account related preferences.

Field	Description
<p>Statement Facility</p>	<p>Select the statement facility for an account. The options are:</p> <ul style="list-style-type: none"> • Not to be sent • Monthly • Yearly • Fortnightly • Weekly • Bi- Monthly • Half Yearly • Quarterly
<p>Status Change Mode</p>	<p>Select the mode for status change. The options are:</p> <ul style="list-style-type: none"> • Auto • Manual
<p>Stop Future Disbursement</p>	<p>Select whether future disbursement is to be stopped. The options are:</p> <ul style="list-style-type: none"> • Yes • No
<p>Maximum Renegotiations</p>	<p>Specify the maximum number of renegotiations allowed on the account.</p> <p>NOTE: You can also increase the number by clicking the  icon and decrease the number by clicking the  icon.</p>
<p>Rate Change Impact</p>	<p>Select the appropriate option for rate change impact. The options are:</p> <ul style="list-style-type: none"> • Change Term • Change Installment
<p>Partial TD Block Release</p>	<p>Select whether partial TD block release is to be applied. The option are:</p> <ul style="list-style-type: none"> • Yes • No

Field	Description
Bulk Payment	Displays whether bulk payment is allowed on the account.
Provisioning Preference	Displays the preference set for provisioning. The possible options are: <ul style="list-style-type: none"> • Auto • Manual • Not Applicable
Liquidation	In this section, you can view or modify the liquidation related preferences.
Partial Liquidation	Select whether the partial liquidation is applicable for the account. The options are: <ul style="list-style-type: none"> • Yes • No
Track Receivable	Select whether the track receivable is applicable for the account.
Salary Block	Displays whether the salary block is allowed on the account.
Liquidation of Back Value Schedules	Displays whether liquidation of back value schedules are allowed on the account.
Rollover	In this section, you can view and modify the rollover related preferences.
Allow Rollover	Switch to  for not allowing rollover on the account. Switch to  for allowing rollover on the account.
Rollover Mode	Displays the rollover mode for the account. The possible options are: <ul style="list-style-type: none"> • Auto • Manual <p>NOTE: This field is displayed, if you switch to  in the Allow Rollover field.</p>

Field	Description
<p>User Defined Element Basis</p>	<p>Displays the basis for user defined element. The possible options are:</p> <ul style="list-style-type: none"> • Contract • Product <p>NOTE: This field is displayed, if you switch to  in the Allow Rollover field.</p>
<p>Schedule Basis</p>	<p>Displays the basis for schedule. The possible options are:</p> <ul style="list-style-type: none"> • Contract • Product <p>NOTE: This field is displayed, if you switch to  in the Allow Rollover field.</p>
<p>Loan Components</p>	<p>In this section, you can view and modify the loan components related preferences.</p>
<p>Component</p>	<p>Displays the name of the component.</p>
<p>Waive</p>	<p>Select whether to waive the component. The options are:</p> <ul style="list-style-type: none"> • Yes • No
<p>Internal Rate of Return</p>	<p>Select whether the internal rate of return is applicable. The options are:</p> <ul style="list-style-type: none"> • Yes • No

3. Click **Submit**.

→ The screen is successfully submitted for authorization.

6 Repayment

This menu helps you to make the payment and perform closure of your loan account.

The sub-topic of this topic is:

- [6.1 Loan Payment and Closure](#)

6.1 Loan Payment and Closure

This screen helps you to make the payment towards a loan account.

Using this screen, you can perform the following actions:

- *Navigating and Fetching Account*
- *Paying by Pay Due Option*
- *Viewing Breakup of Amount Due*
- *Viewing Simulation Details*
- *Paying by Pay Advance Option*
- *Paying by Partially Pay Off Option*
- *Paying by Close Account Option*
- *Viewing, Modifying, or Waiving Fees*
- *Performing Settlement through CASA*
- *Performing Settlement through Instrument*
- *Performing Settlement through Ledger*
- *Performing Multi Mode Settlement*

6.1.1 Navigating and Fetching Account

You need to perform the common steps mentioned in this topic, before performing any actions on the screen.

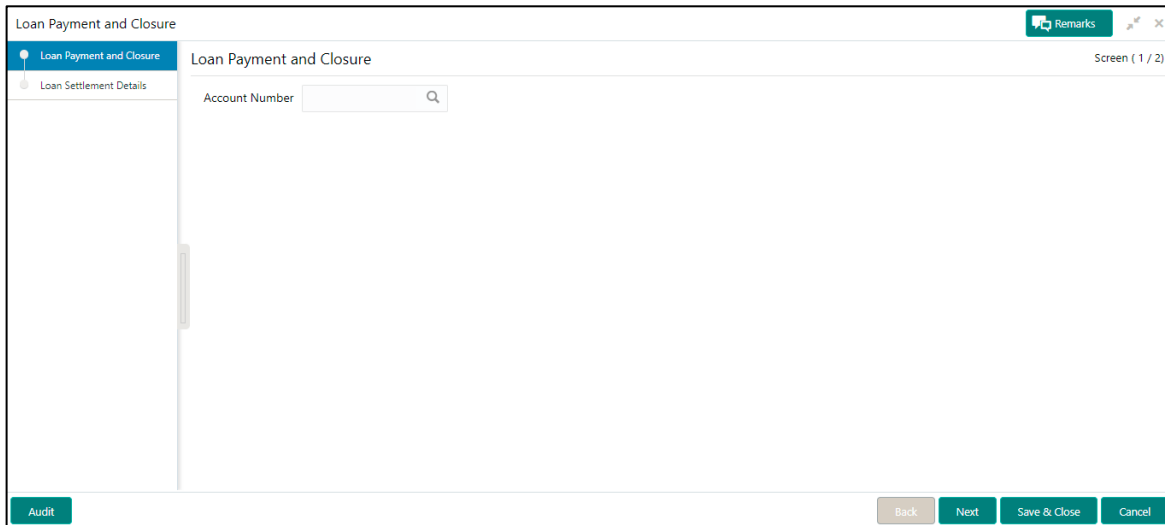
To process this screen, type **Loan Payment and Closure** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:


NOTE: The field, which is marked with blue asterisk, is mandatory

1. From the **Home** screen, click **Loan Service**. On the **Loan Service Mega Menu**, under **Repayment**, click **Loan Payment and Closure**.

→ The **Loan Payment and Closure** screen is displayed.

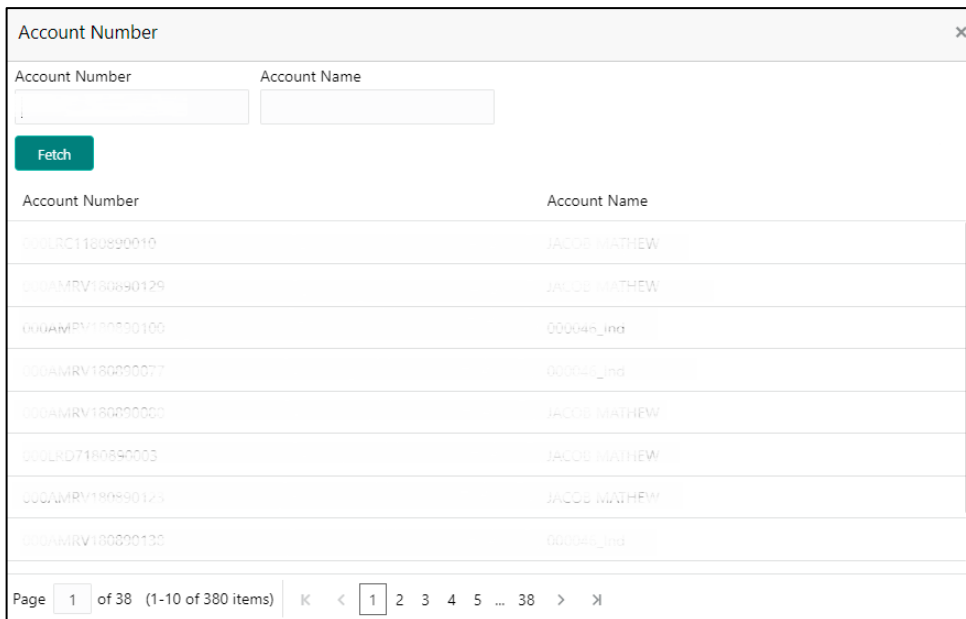
Figure 78: Loan Payment and Closure



2. On the **Loan Payment and Closure** screen, specify the account number in the **Account Number** field, and press **Tab** or **Enter**. You can also click the  icon to search the account number.

→ The **Account Number** section is displayed.

Figure 79: Fetch Account Number

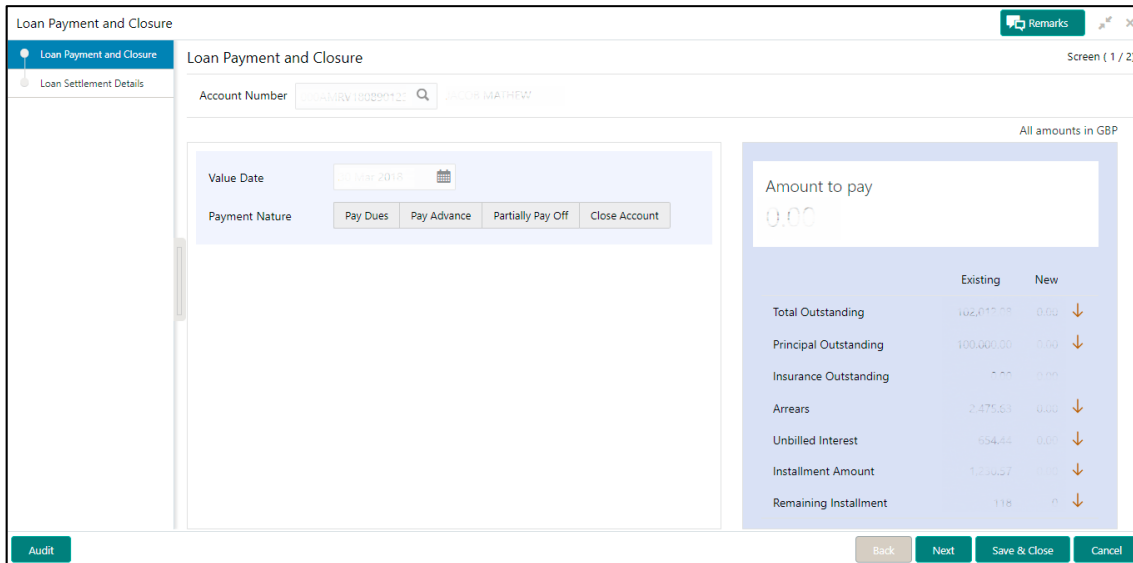


3. From the section, in the **Account Number** or **Account Name** field, specify the account number or name that is to be fetched.

4. Click **Fetch**.

→ The account number or customer name is fetched and displayed in the table. Select the displayed option. The account number and name of the account holder are displayed on the screen.

Figure 80: Loan Payment and Closure tab



6.1.2 Paying by Pay Due Option

You can pay the due loan amount by installment or existing arrears of a loan account. This option will be available only if there are existing arrears due as on the value date. This topic describes the systematic instructions for paying the due amount.

To pay towards dues:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Payment and Closure** tab, select the **Pay Due** option from the **Payment Nature** field.
 - To make payment by installment, select the **Installment Payment** option from the **Payment Type** field.

Field	Description
Payment Type	<p>Select the appropriate type for paying the loan payment. The options are:</p> <ul style="list-style-type: none"> • Installment Payment: The following fields are displayed, if you select this option. • Allocate Arrears: For more information on the related fields, refer Allocate Arrears.
Collect Interest Till Date	<p>Switch to <input checked="" type="checkbox"/> to collect all the unbilled interest till date.</p> <p>Switch to <input type="checkbox"/> to not to collect all the unbilled interest till date.</p>
Amount Due	<p>Displays the total loan amount to be paid.</p> <p>NOTE: You can view the details of amount due. For more information, refer Viewing Breakup of Amount Due.</p>
Fees	<p>Displays the fees amount to be paid.</p>
Amount to Pay	<p>Specify the total payment amount, the customer wishes to pay.</p> <p>NOTE: You can specify amount less than or equal to the total dues to proceed ahead successfully.</p>

- To make payment by allocating arrears, select the **Allocate Arrears** option from the **Payment Type** field.

Figure 82: Pay Dues - Allocate Arrears

For more information on fields, refer to field description table below:

Table 45: Pay Due – Allocate Arrears – Field Description

Field	Description
<Other Fields>	For information on the fields above this section, refer Installment Payment .
Allocation	This section is displayed if you select the Allocate Arrears option from the Payment Type field. NOTE: You can specify either pay, capitalize, waive the existing arrears, or perform combination of three. You need to total allocation amount should be less or equal to the arrears amount. To view the amounts after updating the allocations, click Stimulate Allocation .
Component	Displays the components for the allocation.
Arrears	Displays the arrears amount.

Field	Description
Pay	Specify the amount to be paid towards the specific component.
Capitalize	Specify the amount to be capitalized towards the specific component. NOTE: For Principal Arrears, this field is not enabled for editing.
Waive	Specify the amount to be waived towards the specific component.
Total	Displays the total of arrears and pay amount.

3. Click **Next**.

→ The **Loan Settlement Details** tab is displayed. For more information, refer [Performing Settlement through CASA](#), [Performing Settlement through Instrument](#), and [Performing Settlement through Ledger](#).

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

6.1.3 Viewing Breakup of Amount Due

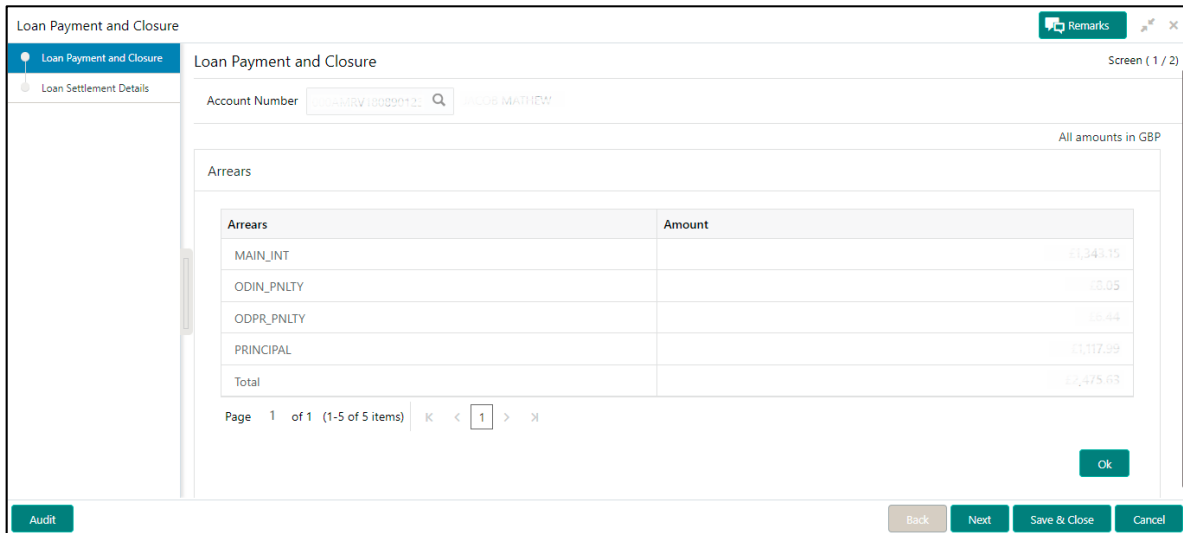
You can view the breakup details of the due amount, only if you have selected the **Installment Payment** option from the **Payment Type** field in the **Loan Payment and Closure** tab.

To view due amount breakup:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Payment and Closure** tab, select the **Pay Due** option from the **Payment Nature** field.
3. From the **Payment Type** field, select the **Installment Payment** option. From the **Amount Due** field, click the **View Breakup** link.

→ The **Arrears** section is displayed.

Figure 83: View Amount Breakup





For more information on fields, refer to field description table below:

Table 46: View Amount Breakup – Field Description

Field	Description
Arrears	Displays the components of the arrears.
Amount	Displays the amount for each arrear component.
Total	Displays the total amount of arrears.

4. Click **OK**.

6.1.4 Viewing Simulation Details

You can get a complete overview of the amount details displayed in this widget on the right side of the screen. As you modify the amounts in the **Payment Details** or **Settlement Details** tabs, the impact on the new calculated amount is displayed with  or  indicator. The indicators are displayed to show if there is a increase or decrease in the payment amount as compared to the existing amount, after you make the modifications. Also, the amount currency is displayed at top of the widget.

To view the simulation details:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. In the **Payment Details** or **Settlement Details** tab, update the required values as required.

→ In the right widget, the **New** amounts are displayed.

Figure 84: Right Widget

	Existing	New	
Amount to pay	2,490.63		
Total Outstanding	102,012.09	99,536.45	↓
Principal Outstanding	100,000.00	98,682.01	↓
Insurance Outstanding	0.00	0.00	
Arrears	2,475.63	0.00	↓
Unbilled Interest	654.00	651.44	
Installment Amount	1,200.57	1,200.57	
Remaining Installment	116	118	

For more information on fields, refer to field description table below:

Table 47: Right Widget – Field Description

Field	Description
Amount to pay	Displays the total amount payable for the loan account.
Total Outstanding	Displays the existing and new total outstanding amount.
Principal Outstanding	Displays the existing and new available principal outstanding.
Insurance Outstanding	Displays the existing and new available insurance outstanding.
Arrears	Displays the existing and new arrears on the loan account.
Unbilled Interest	Displays the existing and new total unbilled interest.
Installment Amount	Displays the existing and new installment amount of the loan account.

Field	Description
Remaining Installment	Displays the existing and new remaining installment of the loan account.

6.1.5 Paying by Pay Advance Option

You can make payment by paying the advance amount. The **Pay Advance** option will not available, if the loan account is in post maturity date.

To pay advance amount:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Payment Nature** field, select **Pay Advance** option.

→ The fields related to **Pay Advance** option are displayed.

Figure 85: Pay Advance

The screenshot shows the 'Loan Payment and Closure' interface. The 'Payment Nature' field is set to 'Pay Advance'. The 'Amount to pay' field is set to 2,490.63. A summary table on the right shows the following data:

	Existing	New
Total Outstanding	10,2012.08	22,550.45 ↓
Principal Outstanding	100,000.00	88,887.01 ↓
Insurance Outstanding	0.00	0.00
Arrears	2,475.63	0.00 ↓
Unbilled Interest	0.00	0.00
Installment Amount	1,230.57	1,330.57
Remaining Installment	118	118

For more information on fields, refer to field description table below:

Table 48: Pay Advance – Field Description

Field	Description
Payment Nature	Select the Pay Advance for paying the payment. NOTE: For information on other options, refer the following: <i>Paying by Pay Due Option, Paying by Partially Pay Off Option, and Paying by Close Account Option.</i>
Payment	Select the payment option. The options are: <ul style="list-style-type: none"> • No. of Installment • Holiday for a period
No. of Installment	Specify the number of installments for paying the advance. NOTE: This field appears if you select the No. of Installment option from the Payment field. The next installment date is displayed adjacent to this field. You cannot specify the value as zero, more or equal to pending number of installments.
Holiday	Specify or select the end date for the holiday. NOTE: This field appears if you select the Holiday for a period option from the Payment field. The next installment date is displayed adjacent to this field.
Amount Due	Displays the total loan amount for the specific period selected.
Fees	Displays the fees amount to be paid.
Amount to Pay	Specify the total payment amount, the customer wishes to pay.

3. Click **Next**.

→ The **Loan Settlement Details** tab is displayed. For more information, refer [Performing Settlement through CASA](#), [Performing Settlement through Instrument](#), and [Performing Settlement through Ledger](#).

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

6.1.6 Paying by Partially Pay Off Option

You can make payment by paying partial loan amount. Once the payment is done, the principal amount is reduced from the loan amount. The **Partially Pay Off** option will not available, if the loan account is in post maturity date.

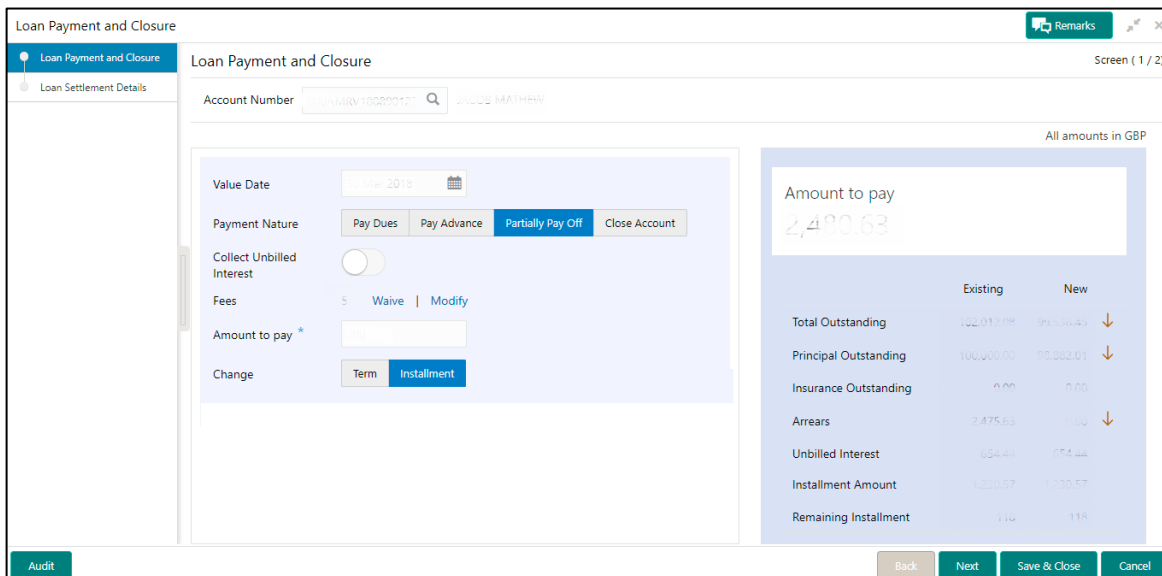
To pay partial amount:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).

2. From the **Payment Nature** field, select **Partially Pay Off** option.

→ The fields related to **Partially Pay Off** option are displayed.

Figure 86: Partial Pay Off



For more information on fields, refer to field description table below:

Table 49: Partially Pay Off – Field Description

Field	Description
Payment Nature	Select the Partially Pay Off for paying the payment. NOTE: For information on other options, refer the following: Paying by Pay Due Option , Paying by Pay Advance Option , and Paying by Close Account Option .
Collect Interest Till Date	Switch to <input checked="" type="checkbox"/> to collect all the unbilled interest till date. Switch to <input type="checkbox"/> to not to collect all the unbilled interest till date.
Fees	Displays the fees amount to be paid.
Amount to Pay	Specify the total payment amount, the customer wishes to pay. NOTE: If the specified amount is not enough to pay the principal balance, then you will not be able to proceed ahead with the transaction.
Change	Select whether to change to Term or Installment option.

3. Click **Next**.

→ The **Loan Settlement Details** tab is displayed. For more information, refer [Performing Settlement through CASA](#), [Performing Settlement through Instrument](#), and [Performing Settlement through Ledger](#).

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

6.1.7 Paying by Close Account Option

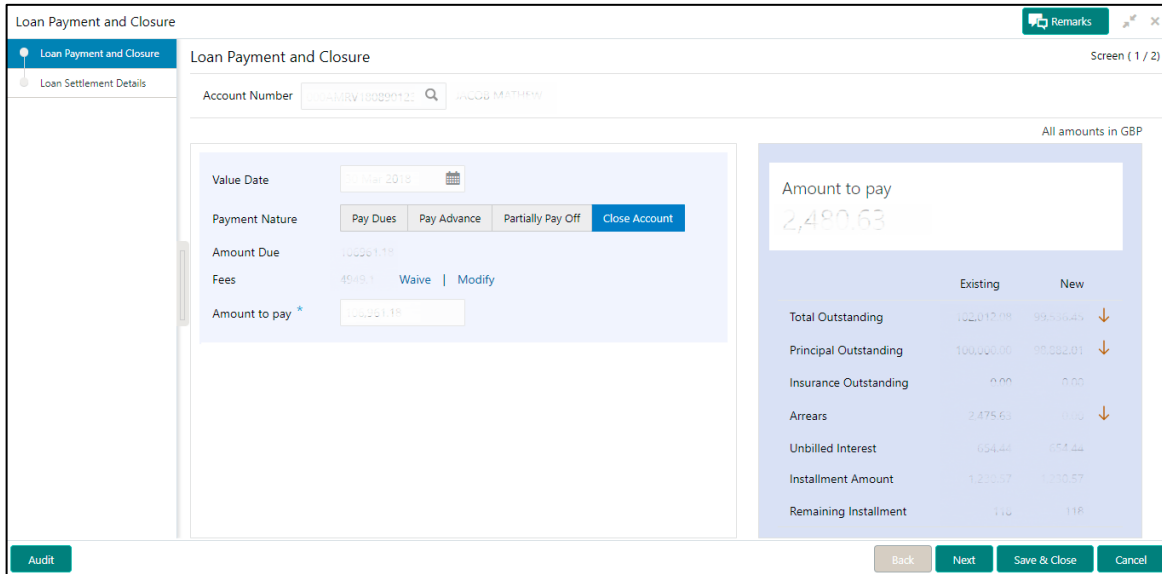
You can make payment by repaying the entire outstanding loan amount and close the loan account.

To pay by closing account:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Payment Nature** field, select **Close Account** option.

→ The fields related to **Close Account** option are displayed.

Figure 87: Close Account



For more information on fields, refer to field description table below:

Table 50: Close Account – Field Description

Field	Description
Payment Nature	Select the Close Account for paying the payment. NOTE: For information on other options, refer the following: Paying by Pay Due Option , Paying by Pay Advance Option , and Paying by Partially Pay Off Option .
Amount Due	Displays the total due amount to be paid.
Fees	Displays the fees amount to be paid.
Amount to Pay	Specify the total payment loan amount. NOTE: You can only enter the amount equal or more than the amount specified in the Amount Due field.

3. Click **Next**.

→ The **Loan Settlement Details** tab is displayed. For more information, refer [Performing Settlement through CASA](#), [Performing Settlement through Instrument](#), and [Performing Settlement through Ledger](#).

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

6.1.8 Viewing, Modifying, or Waving Fees

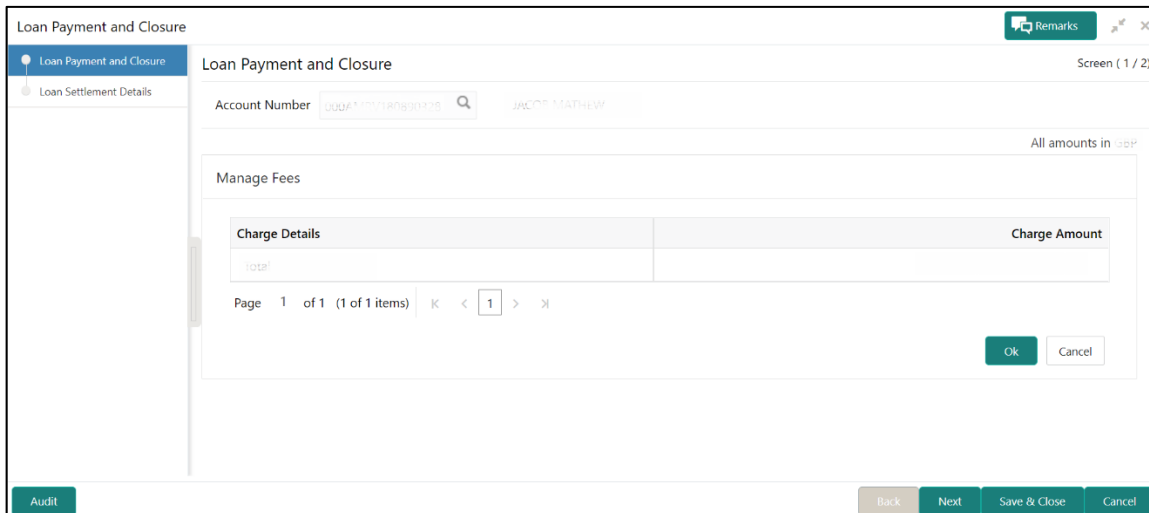
You can view, modify, or waive the fees applied on the loan account. Only for the loan account for which fees are configured the **Fee** field and the **View/Modify** and **Waive** links.

To view or modify the fees applied:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Payment and Closure** tab, select the nature of payment from the **Payment Nature** field.
3. From the **Fees** field, click the **View/Modify** link.

→ The **Manage Fees** section is displayed.

Figure 88: Manage Fees



For more information on fields, refer to field description table below:

Table 51: Manage Fees – Field Description

Field	Description
Charge Details	Displays types of charges applied on the account.
Charge Amount	Specify the amount to be collected as fees.

4. Click **OK**.

To waive the fees applied:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Payment and Closure** tab, select the nature of payment from the **Payment Nature** field.
3. From the **Fees** field, click the **Waive** link.
 - A confirmation message appears.
4. Click **Confirm**.

6.1.9 Performing Settlement through CASA

You can pay your disbursement using your CASA account.

To perform settlement through CASA:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Payment and Closure** tab, click **Next**.
 - The **Loan Settlement Details** tab is displayed.
3. From the **Pay Through** field, select the **CASA** option.
 - The fields related to **CASA** are displayed.
4. You can perform settlement through CASA using any of the following actions:
 - If CASA account is in local currency:

Figure 89: CASA Account in Local Currency

Loan Payment and Closure Remarks

Loan Settlement Details Screen (2 / 2)

Loan Account Number: 10000000110000123

All amounts in GBP

Pay Through ⁺ CASA Instrument Ledger Multi Mode Settlement Options

Account ⁺ MATHIEW - 00000000001

Cheque Number 22002/587

Cheque Date ⁺ 24 Mar 2019

Amount to pay

106,051.18

	Existing	New
Total Outstanding	106,012.05	0.00 ↓
Principal Outstanding	100,000.00	0.00 ↓
Insurance Outstanding	0.00	0.00
Arrears	2,475.63	0.00 ↓
Unbilled Interest	354.44	0.00 ↓
Installment Amount	1,205.97	0.00 ↓
Remaining Installment	115	

Back Next Save & Close Submit Cancel

Audit

For more information on fields, refer to field description table below:

Table 52: CASA - Local Currency – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Performing Settlement through Instrument , and Performing Settlement through Ledger .
Account	Select the CASA account in local currency. NOTE: For information if you select CASA in foreign currency, refer CASA in Foreign Currency . For information if you select the Other CASA option from the list, refer CASA Within the Bank and CASA Outside the Bank .
Cheque Number	Specify the cheque number of the CASA account for settlement.
Cheque Date	Specify the cheque date for settlement.

- If CASA account is in foreign currency:

Figure 90: CASA Account in Foreign Currency

The screenshot displays the 'Loan Settlement Details' form. The 'Pay Through' field is set to 'CASA'. The 'Account' field shows 'CASA MATHREY-000000000000'. The 'Account Amount' is £28,729.00. The 'Cheque Number' is 114235 and the 'Cheque Date' is 11 Mar 2015. The 'Exchange Rate 1' is set to 'Edit'. On the right, a summary table shows 'Amount to pay' as £28,729.00. Below this, a table compares 'Existing' and 'New' values for various outstanding amounts.

	Existing	New
Total Outstanding	122,127.98	0.00 ↓
Principal Outstanding	100,000.00	0.00 ↓
Insurance Outstanding	0.00	0.00
Arrears	2,475.63	0.00 ↓
Unbilled Interest	63,444.00	0.00 ↓
Installment Amount	1,216.37	0.00 ↓
Remaining Installment	0.00	

For more information on fields, refer to field description table below:

Table 53: CASA - Foreign Currency – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Performing Settlement through Instrument , and Performing Settlement through Ledger .
Account	Select the CASA account in foreign currency. NOTE: For information if you select CASA in local currency, refer CASA in Local Currency . For information if you select the Other CASA option from the list, refer CASA Within the Bank and CASA Outside the Bank .
Account Amount	Displays the selected CASA account's currency and amount equivalent of the value specified in the Amount to pay field in the Loan Payment and Closure tab.
Cheque Number	Specify the cheque number of the CASA account for settlement.
Cheque Date	Specify the cheque date for settlement.
Exchange Rate is <Currency and Rate>	Displays the current exchange rate of the amount. NOTE: To modify the rate, you can click the Edit link.

- If CASA account is within the bank:

Figure 91: CASA Within the Bank

The screenshot displays the 'Loan Settlement Details' form. The 'Pay Through' field is set to 'CASA'. The 'Account' field is set to 'Other CASA'. The 'Type' field is set to 'CASA Within the Bank'. The 'Amount to pay' is 106,561.18. The summary table on the right shows the following values:

	Existing	New
Total Outstanding	106,561.18	0.00
Principal Outstanding	100,000.00	0.00
Insurance Outstanding	0.00	0.00
Arrears	2,415.63	0.00
Unbilled Interest	354.41	0.00
Installment Amount	1,200.07	0.00
Remaining Installment	118	

For more information on fields, refer to field description table below:

Table 54: CASA Within the Bank – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Performing Settlement through Instrument , and Performing Settlement through Ledger .
Account	Select the Other CASA option.
Type	Select the CASA Within the Bank type. NOTE: For information on CASA Outside the Bank, refer CASA Outside the Bank .
Account Number	Specify the CASA account number for performing the settlement.
Cheque Number	Specify the cheque number of the CASA account for settlement.
Cheque Date	Specify the cheque date for settlement.

- If CASA account is outside the bank:

Figure 92: CASA Outside the Bank

The screenshot displays the 'Loan Settlement Details' interface. On the left, there are input fields for 'Pay Through' (set to 'CASA'), 'Account' (set to 'Other CASA'), 'Type' (set to 'CASA Outside the Bank'), 'Bank Code', 'Account Number', and 'Account Name'. On the right, a summary table shows the following data:

	Existing	New
Total Outstanding	107,012.00	0.00
Principal Outstanding	100,000.00	0.00
Insurance Outstanding	0.00	0.00
Arrears	2,473.03	0.00
Unbilled Interest	654.44	0.00
Installment Amount	1,232.57	0.00
Remaining Installment	118	

For more information on fields, refer to field description table below:

Table 55: CASA Outside the Bank – Field Description

Field	Description
Pay Through	Select the CASA option to perform the settlement. NOTE: For information on Instrument and Ledger , refer Performing Settlement through Instrument , and Performing Settlement through Ledger .
Account	Select the Other CASA option.
Type	Select the CASA Outside the Bank type. NOTE: For information on CASA Within the Bank, refer CASA Within the Bank .
Bank	Select the bank in which you have the CASA account.
Account Number	Specify the CASA account number, which is present in the outside bank.
Account Name	Specify the name of the CASA account holder.

5. Click **Submit**.

→ The screen is successfully submitted for authorization.

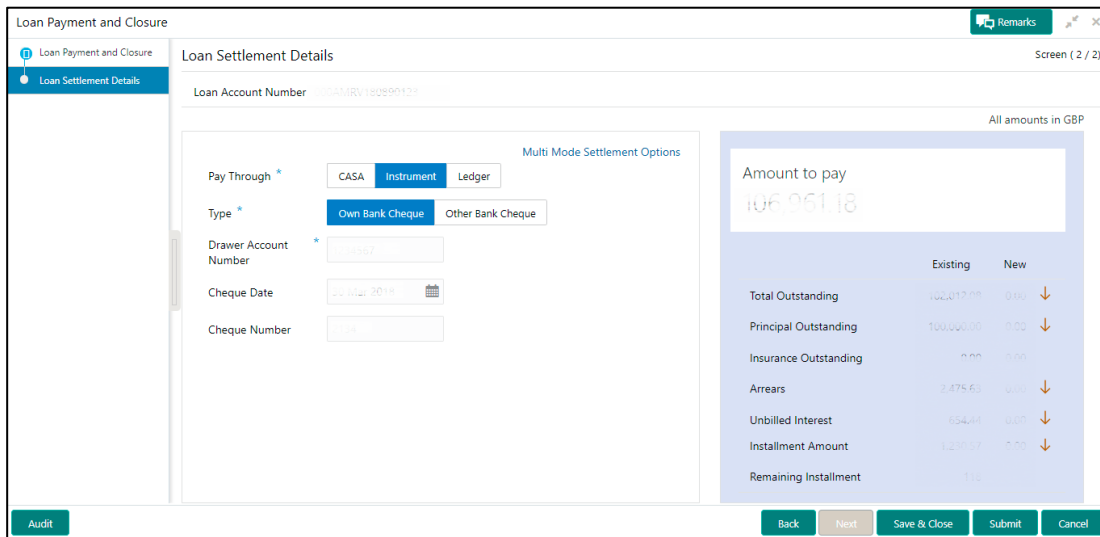
6.1.10 Performing Settlement through Instrument

You can perform settlement using an instrument.

To perform settlement through instrument:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Payment and Closure** tab, click **Next**.
→ The **Loan Settlement Details** tab is displayed.
3. From the **Pay Through** field, select the **Instrument** option.
4. You can perform settlement through Instrument, using any of the following actions:
 - If the instrument type is own bank cheque:

Figure 93: Own Bank Cheque



For more information on fields, refer to field description table below:

Table 56: Own Bank Cheque – Field Description

Field	Description
Pay Through	Select the Instrument option to perform the settlement. For information on CASA and Ledger , refer Performing Settlement through CASA , and Performing Settlement through Ledger .

Field	Description
Type	Select the Own Bank Cheque type. NOTE: For information on Other Bank Cheque, refer Other Bank Cheque .
Drawer Account Number	Specify the account number of the drawer on cheque.
Cheque Date	Specify the cheque date for settlement.
Cheque Number	Specify the cheque number of the CASA account for settlement.

- If the instrument type is other bank cheque:



Figure 94: Other Bank Cheque

All amounts in GBP		
	Existing	New
Total Outstanding	106,001.18	0.00
Principal Outstanding	100,000.00	0.00
Insurance Outstanding	0.00	0.00
Arrears	3,475.63	0.00
Unbilled Interest	154.44	0.00
Installment Amount	1,230.97	0.00
Remaining Installment	0.00	0.00

For more information on fields, refer to field description table below:

Table 57: Other Bank Cheque – Field Description

Field	Description
Pay Through	Select the Instrument option to perform the settlement. For information on CASA and Ledger , refer Performing Settlement through CASA , and Performing Settlement through Ledger .

Field	Description
Type	Select the Other Bank Cheque type. For information on Own Bank Cheque, refer Own Bank Cheque .
Clearing Type	Specify the clearing type of the cheque. NOTE: You can also fetch by clicking the  icon. For more information, refer Clearing Type .
Cheque Date	Specify the cheque date for settlement.
Cheque Number	Specify the cheque number for settlement.
Drawer Account Number	Specify the account number of the drawer on cheque.
Drawer Name	Specify the name of the drawer on cheque.
Routing Number	Specify the routing number of the cheque. NOTE: You can also fetch by clicking the  icon. For more information, refer Routing Number .

- To fetch the clearing type code:


- i. From the **Clearing Type** field, click the  icon.

→ The **Clearing Type/Network Code** section is displayed.

Figure 95: Clearing Type/Network Code



- ii. Specify the clearing type or network code in the **Clearing Type/Network Code** field and click **Fetch**.
- iii. Select the type or code displayed in the **Clearing Type/Network Code** field in the table.

- To fetch the routing number:
 - i. From the **Routing Number** field, click the  icon.

→ The **Routing Number** section is displayed.

Figure 96: Routing Number



- ii. Specify the number in the **Routing Number** field and click **Fetch**.
 - iii. Select the routing number displayed in the **Routing Number** field in the table.
5. Click **Submit**.

→ The screen is successfully submitted for authorization.

6.1.11 Performing Settlement through Ledger

You can perform the settlement using ledger.

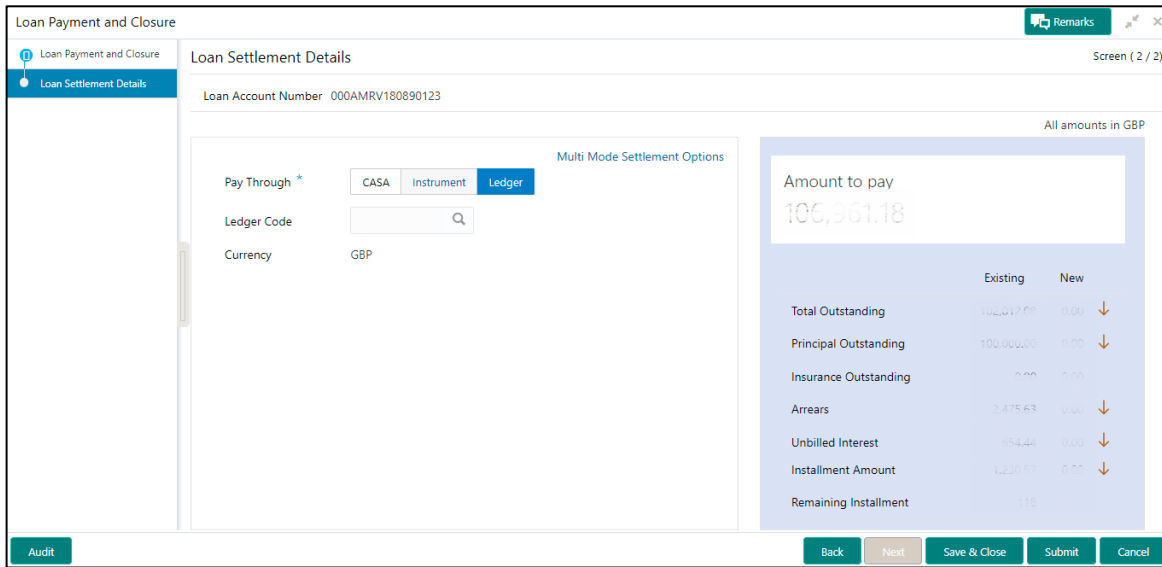
To perform settlement through ledger:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Loan Payment and Closure** tab, click **Next**.

→ The **Loan Settlement Details** tab is displayed.
3. From the **Pay Through** field, select the **Ledger** option.


→ The fields related to ledger option are displayed.

Figure 97: Ledger



For more information on fields, refer to field description table below:

Table 58: Ledger – Field Description

Field	Description
Pay Through	Select the Ledger option to perform the settlement. NOTE: For information on CASA and Instrument , refer Performing Settlement through CASA , and Performing Settlement through Instrument .
Ledger Code	Click the  icon and select the ledger code for performing the adhoc charges settlement. For more information in fetching the ledger code, refer Fetch Ledger Code .
Currency	Displays the currency for the ledger amount.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

6.1.12 Performing Multi Mode Settlement

You can perform settlement through multi mode option, that is, settlement can done through CASA, Instrument, and Ledger at once.


To perform multi mode settlement:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).

2. From the **Loan Payment and Closure** tab, click **Next**.

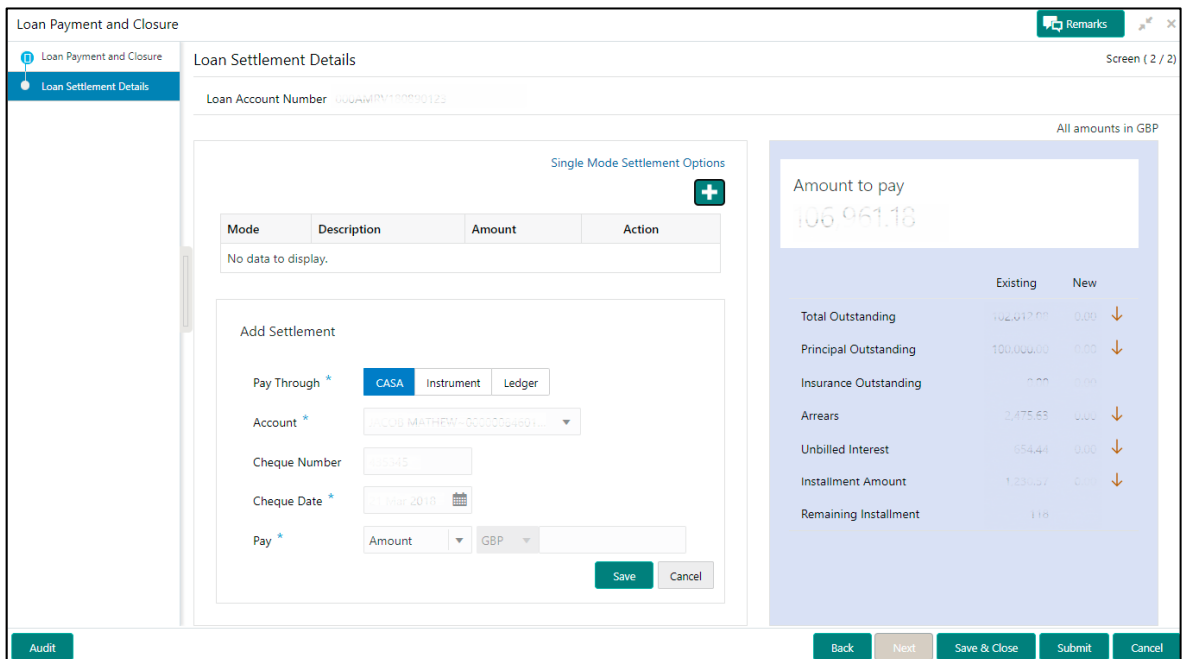
→ The **Loan Settlement Details** tab is displayed.

3. Click the **Multi Mode Settlement Options** link.

4. Click the  icon, to add settlement modes.

→ The **Add Settlement** section is displayed. For more information on the **Add Settlement** section, refer [Performing Settlement through CASA](#), [Performing Settlement through Instrument](#), and [Performing Settlement through Ledger](#).

Figure 98: Multimode Settlement Option





5. Click **Save**.

→ The settlement is added in the table above.

For more information on fields, refer to field description table below:

Table 59: Multi Mode Settlement Options – Field Description

Field	Description
Mode	Displays the settlement mode.
Description	Displays the details available for the settlement modes.
Amount	Displays the amount available in the specific settlement mode.
Action	<p>Click  to edit the amount.</p> <p>Click  to delete the settlement mode.</p>

- To go back to the single mode option, click the **Single Mode Settlement Options** link.

7 Schedule

This menu helps you to view or even update the schedule of a loan account.

The sub-topics of this topic are:

- [7.1 Loan Payment Holiday](#)
- [7.2 Loan Renegotiation](#)
- [7.3 Loan Schedule Inquiry](#)
- [7.4 Repayment Date Change](#)

7.1 Loan Payment Holiday

This screen helps you to initiate a loan payment holiday for the loan account.

A repayment holiday is when you allow the customer to take a break or holiday from the monthly principal repayments or EMI, thereby helping the customer to sort out any financial difficulties that the customer may be having.

Using this screen, you can perform the following actions:

- [Navigating and Fetching Account](#)
- [Applying Repayment Holiday for Upcoming Payments](#)
- [Applying Repayment Holiday for a Date Range](#)
- [Applying Repayment Holiday for Other Period](#)
- [Viewing Revised Schedule](#)

7.1.1 Navigating and Fetching Account

You need to perform the common steps mentioned in this topic, before performing any actions on the screen.

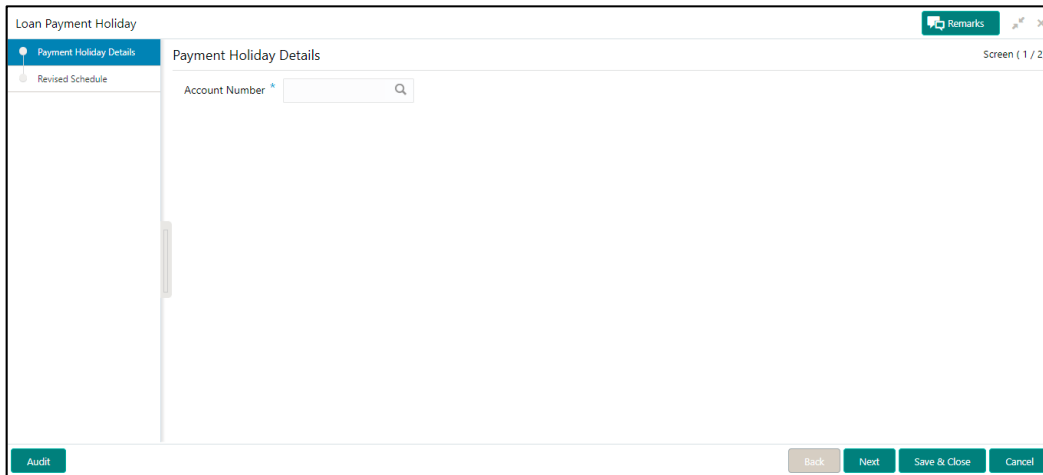
To process this screen, type **Loan Payment Holiday** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:


NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On the **Loan Service Mega Menu**, under **Schedule**, click **Loan Payment Holiday**.

→ The **Loan Payment Holiday** screen is displayed.

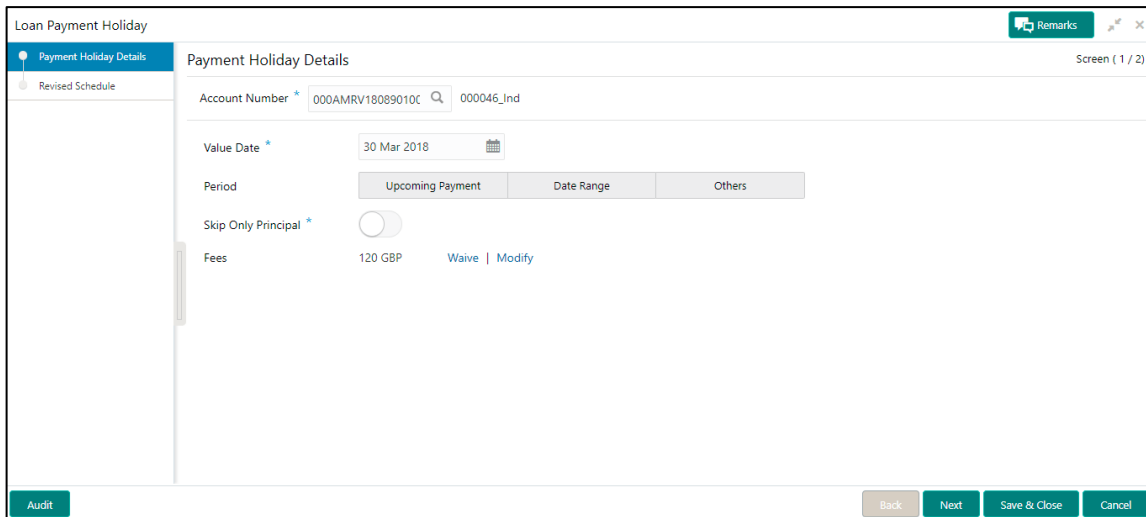
Figure 99: Loan Payment Holiday



- On the **Loan Payment Holiday** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).

→ The related fields are displayed in the **Payment Holiday Details** tab.

Figure 100: Payment Holiday Details tab



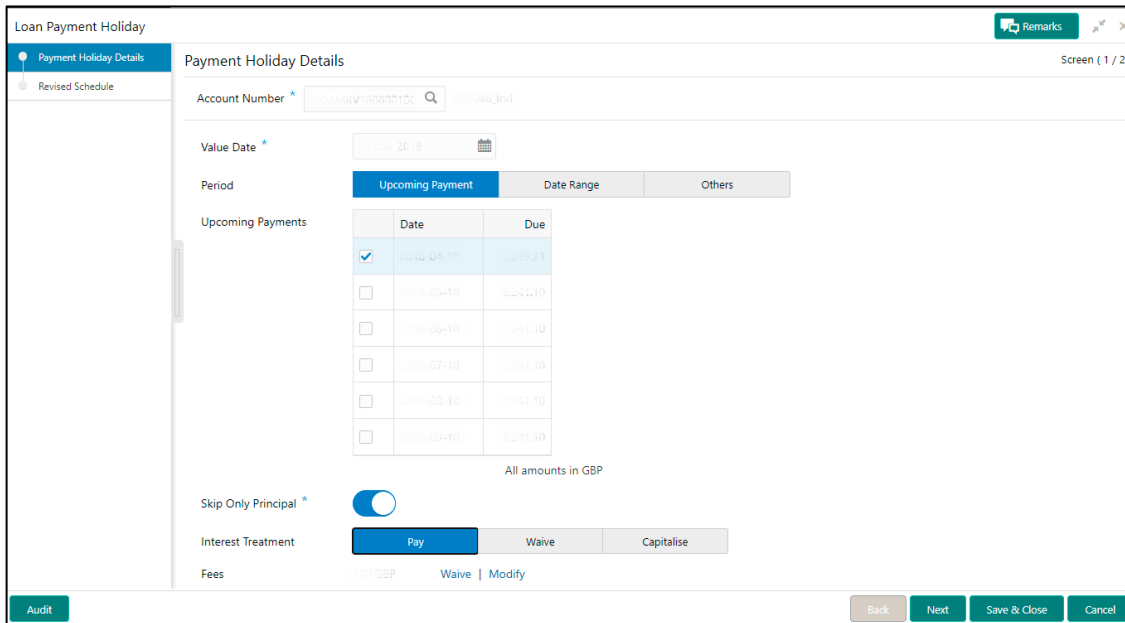
7.1.2 Applying Repayment Holiday for Upcoming Payments

You can select the installments from your next six installments displayed, for which repayment holiday is to be applied.

To apply repayment holiday for upcoming payments:


1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Period** field, select the **Upcoming Payment** option.
 - The fields related to upcoming payment are displayed.

Figure 101: Upcoming Payment



For more information on fields, refer to field description table below:

Table 60: Upcoming Payments – Field Description

Field	Description
Account Number	<p>Click the  icon and select the account number or specify the account number for defining payment holiday.</p> <p>NOTE: As you specify the account number, the name of the account holder appears next to the account number.</p>
Value Date	<p>Select or specify the value date for performing the transaction.</p> <p>NOTE: By default, the system displays the current date. If required, you can specify a future date. A back date is allowed only if no financial event has happened on the holiday period.</p>

Field	Description
Period	<p>Select the Upcoming Payments option.</p> <p>NOTE: For more information on Date Range option, refer Applying Repayment Holiday for a Date Range. For more information on Other option, refer Applying Repayment Holiday for Other Period.</p>
Upcoming Payments	<p>Displays the repayment amount due amount date wise. The details are displayed in the Date and Due fields accordingly.</p> <p>NOTE: You need to select payments to applying the repayment holiday.</p>
Skip Only Principal	<p>Switch to <input checked="" type="checkbox"/> for repaying the interest part only that is, the principal schedule will be excluded during the repayment holiday period.</p> <p>NOTE: Principal schedule is amortized for the remaining period or for the tenor of the loan. For simple loans (Bearing Loans), the principal is recalculated for the remaining schedules.</p> <p>Switch to <input type="checkbox"/> for including the principal and interest during the repayment holiday period.</p> <p>NOTE: Outstanding Principal is amortized for the remaining period or for the tenor of the loan. For Simple Loans (Bearing Loans), the interest schedules for the period is also skipped.</p>
Interest Treatment	<p>Select the appropriate option for treating the interest. The options are:</p> <ul style="list-style-type: none"> • Pay • Waive • Capitalise <p>NOTE: This field is displayed, if you switch to <input checked="" type="checkbox"/> from the Skip Only Principal field.</p>

Field	Description
Fees	Displays the fee amount along with currency charged on the loan account. NOTE: <i>Waiving and modification of fees are not applicable for this release.</i>

3. Click **Next**.

NOTE: On click of **Next** button, the system displays an error message if:

Holiday interest formula is not maintained.

Number of payments selected is not within the maximum **Interest Only Period** maintained at the product level. This validation is applicable only if **Skip Only Principal** is switched to



Selected schedules is not of continuous period.

Final schedule is on the holiday period.

Any selected schedule is partially or fully paid.

No schedules exists of the loan account.

→ The **Revised Schedule** tab is displayed.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

7.1.3 Applying Repayment Holiday for a Date Range

You can select the from and to date, based on which the repayment holiday will be applied to the schedules in these date range.

To apply repayment holiday for a date range:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).

2. From the **Period** field, select the **Date Range** option.

→ The fields related to date range are displayed.

Figure 102: Date Range


The screenshot shows the 'Loan Payment Holiday' application interface. The main title is 'Loan Payment Holiday' with a 'Remarks' button and a close icon. Below the title is a navigation bar with 'Payment Holiday Details' (selected) and 'Revised Schedule'. The main content area is titled 'Payment Holiday Details' and includes a 'Screen (1 / 2)' indicator. The form contains the following fields and options:

- Account Number ***: A text input field with a search icon and a dropdown arrow.
- Value Date ***: A date picker showing 'Jul 2018'.
- Period**: Three radio button options: 'Upcoming Payment', 'Date Range' (selected), and 'Others'.
- Date Range**: Two date pickers labeled 'From' and 'To', showing '1 Sep 2022' and '30 Sep 2022' respectively.
- Skip Only Principal ***: A toggle switch currently turned on.
- Interest Treatment**: Three radio button options: 'Pay' (selected), 'Waive', and 'Capitalise'.
- Fees**: A text input field with '120 GBP' and two buttons: 'Waive' and 'Modify'.

At the bottom of the form, there are four buttons: 'Audit', 'Back', 'Next', 'Save & Close', and 'Cancel'.

For more information on fields, refer to field description table below:

Table 61: Date Range – Field Description

Field	Description
Account Number	<p>Click the  icon and select the account number or specify the account number for defining payment holiday.</p> <p>NOTE: As you specify the account number, the name of the account holder appears next to the account number.</p>
Value Date	<p>Select or specify the value date for performing the transaction.</p> <p>NOTE: By default, the system displays the current date. If required, you can specify a future date. A back date is allowed only if no financial event has happened on the holiday period.</p>
Period	<p>Select the Date Range option.</p> <p>NOTE: For more information on Upcoming Payments option, refer Applying Repayment Holiday for Upcoming Payments.</p> <p>For more information on Other option, refer Applying Repayment Holiday for Other Period.</p>

Field	Description
Date Range	<p>Select or specify the from and To date for which holiday period is to be applied.</p> <p>NOTE: You need to specify a date equal or lesser than the loan maturity date.</p>
Skip Only Principal	<p>Switch to <input checked="" type="checkbox"/> to repay the interest part only that is, the principal schedule will be excluded during the repayment holiday period.</p> <p>NOTE: Principal schedule is amortized for the remaining period or tenor of the loan. For simple loans (Bearing Loans), the principal is recalculated for the remaining schedules.</p> <p>Switch to <input type="checkbox"/> to include the principal and interest during the repayment holiday period.</p> <p>NOTE: Outstanding Principal is amortized for the remaining period or tenor of the loan. For Simple Loans (Bearing Loans), the interest schedules for the period is also skipped.</p>
Interest Treatment	<p>Select the appropriate option for treating the interest. The options are:</p> <ul style="list-style-type: none"> • Pay • Waive • Capitalise <p>NOTE: This field is displayed, if you switch to <input checked="" type="checkbox"/> in the Skip Only Principal field.</p>
Fees	<p>Displays the fee amount along with currency charged on the loan account.</p> <p>NOTE: <i>Waiving and modification of fees are not applicable for this release.</i></p>

3. Click **Next**.

NOTE: On click **Next**, the system displays an error message if:

Holiday interest formula is not maintained.

Specified date range is not within the maximum **Interest Only Period** maintained at the

product level. This validation is applicable only if **Skip Only Principal** is switched to .

Final schedule is on the holiday period.

Any selected schedule is partially or fully paid.

Holiday period is already set for the schedules.

No schedules exists of the loan account.

→ The **Revised Schedule** tab is displayed.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

7.1.4 Applying Repayment Holiday for Other Period

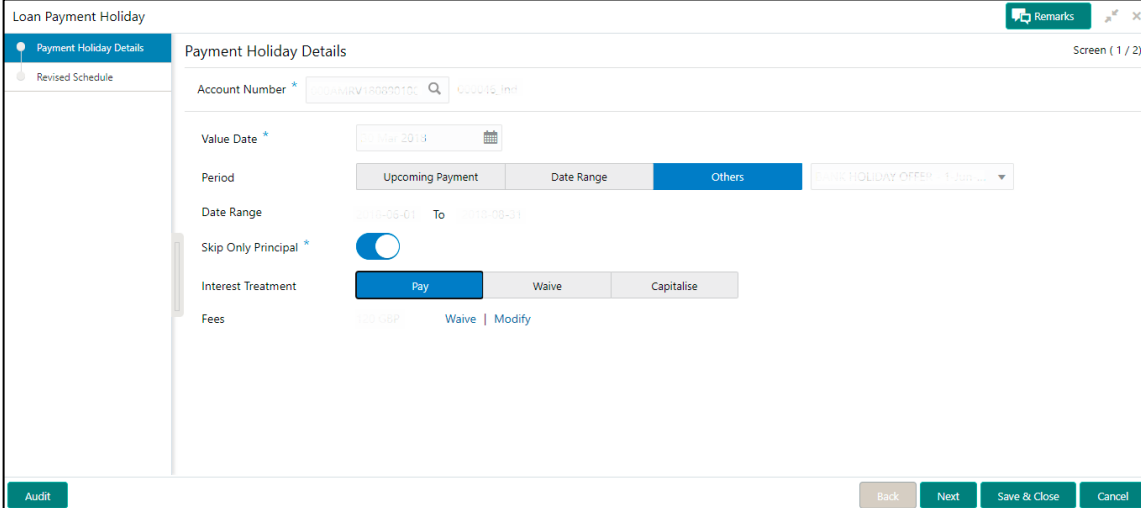
You can select a reason to apply repayment holiday to the schedules.

To apply repayment holiday for other period:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. From the **Period** field, select the **Others** option.

→ A field is displayed adjacent to Period field.


Figure 103: Others



The screenshot displays the 'Loan Payment Holiday' interface. The main title is 'Payment Holiday Details'. The 'Account Number' field contains '32024019V160820100'. The 'Value Date' is set to '03/01/2019'. The 'Period' field has three options: 'Upcoming Payment', 'Date Range', and 'Others', with 'Others' selected. A dropdown menu next to 'Others' shows 'HOLIDAY OFFER - 100%'. The 'Date Range' is set to '2019-08-01 To 2019-08-31'. The 'Skip Only Principal' toggle is turned on. The 'Interest Treatment' field has three options: 'Pay', 'Waive', and 'Capitalise', with 'Pay' selected. The 'Fees' field has three options: 'Waive', 'Waive', and 'Modify', with 'Waive' selected. The bottom navigation bar includes buttons for 'Audit', 'Back', 'Next', 'Save & Close', and 'Cancel'. The top right corner has a 'Remarks' icon and 'Screen (1 / 2)'.

For more information on fields, refer to field description table below:

Table 62: Others – Field Description

Field	Description
Account Number	<p>Click the  icon and select the account number or specify the account number for defining payment holiday.</p> <p>NOTE: As you specify the account number, the name of the account holder appears next to the account number.</p>
Value Date	<p>Select or specify the value date for performing the transaction.</p> <p>NOTE: By default, the system displays the current date. If required, you can specify a future date. A back date is allowed only if no financial event has happened on the holiday period.</p>
Period	<p>Select the Others option.</p> <p>NOTE: As you select the Other option, you need to select an appropriate option from the list displayed adjacent to the field. Here, if an option is already selected and applied for the account, then that option will not be available in the list again.</p> <p>For more information on Upcoming Payments option, refer Applying Repayment Holiday for Upcoming Payments.</p> <p>For more information on Date Range option, refer Applying Repayment Holiday for a Date Range.</p>

Field	Description
Skip Only Principal	<p>Switch to <input checked="" type="checkbox"/> to repay the interest part only that is, the principal schedule will be excluded during the repayment holiday period.</p> <p>NOTE: Principal schedule is amortized for the remaining period or tenor of the loan. For simple loans (Bearing Loans), the principal is recalculated for the remaining schedules.</p> <p>Switch to <input type="checkbox"/> to include the principal and interest during the repayment holiday period.</p> <p>Outstanding Principal is amortized for the remaining period or tenor of the loan. For Simple Loans (Bearing Loans), the interest schedules for the period is also skipped.</p>
Interest Treatment	<p>Select the appropriate option for treating the interest. The options are:</p> <ul style="list-style-type: none"> • Pay • Waive • Capitalise <p>NOTE: This field is displayed, if you switch to <input checked="" type="checkbox"/> in the Skip Only Principal field.</p>
Fees	<p>Displays the fee amount along with currency charged on the loan account.</p> <p>NOTE: <i>Waiving and modification of fees are not applicable for this release.</i></p>

3. Click **Next**.

NOTE: On click **Next**, the system displays an error message if:

Holiday interest formula is not maintained.

Holiday period is not within the maximum **Interest Only Period** maintained at the product level. This validation is applicable only if **Skip Only Principal** is switched to .

Final schedule is on the holiday period.

Any selected schedule is partially or fully paid.

Holiday period is already set for the schedules.

No schedules exists of the loan account.

→ The **Revised Schedule** tab is displayed.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

7.1.5 Viewing Revised Schedule

You can view the revised schedule details based on the actions performed on the **Payment Holiday Details** tab. The revised schedule details are displayed year wise. To view schedule details for a particular year, you need to click the ▶ icon.

To view revised schedule details:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. In the **Payment Holiday Details** tab, perform the required action for applying the repayment holiday. For more information, refer [Applying Repayment Holiday for Upcoming Payments](#), [Applying Repayment Holiday for a Date Range](#), and [Applying Repayment Holiday for Other Period](#).
3. Click **Next**.

→ The **Revised Schedule** tab is displayed.

Figure 104: Revised Schedule

Date	Rate	Principal	Interest	Fee	Due	Balance
EPI - Fixed (01 Feb 2018 to 10 Jan 2019)						
▶ 01 Feb 2018	10%	100000.00	1000.00	1000	101000.00	101000.00
▶ 01 Mar 2018	10%	100000.00	1000.00	1000	101000.00	101000.00
▶ 01 Apr 2018	10%	100000.00	1000.00	1000	101000.00	101000.00
EPI - Fixed (01 Sep 2018 to 10 Jan 2019)						
▶ 01 Sep 2018	10%	100000.00	1000.00	1000	101000.00	101000.00
IPI - Fixed (01 Jan 2018 to 10 Aug 2018)						
▶ 01 Jan 2018	10%	100000.00	1000.00	1000	101000.00	101000.00
▶ 01 Feb 2018	10%	100000.00	1000.00	1000	101000.00	101000.00

For more information on fields, refer to field description table below:

Table 63: Revised Schedule – Field Description

Field	Description
Date	<p>Displays the year and the dates in a year when the arrear is raised.</p> <p>NOTE: This column lists the years for which the schedule is generated. If you click the ▶ icon corresponding to a particular year, the monthly date schedule list for a year displays.</p>
Rate	Displays the rate of interest.
Principal	Displays the amount of principal arrears.
Interest	Displays the amount of interest.
Fees	Displays the fee amount.
Due	Displays the amount due.
Balance	Displays the balance amount after every installment.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

7.2 Loan Renegotiation

This screen helps you to simulate the transaction and check if the result of the simulation fulfills the borrower's requirement. It also provides flexibility to simulate various options and perform single variation event or combination of variation events.

Using this screen, you can perform the following actions:

- [Navigating and Fetching Account](#)
- [Modifying Loan Details](#)
- [Treating Outstanding](#)
- [Modifying Schedule Details](#)
- [Modifying Rollover Details](#)
- [Modifying Interest or Fees](#)
- [Viewing Simulation Details](#)
- [Viewing Revised Schedule](#)
- [Viewing Fees Charged](#)

7.2.1 Navigating and Fetching Account

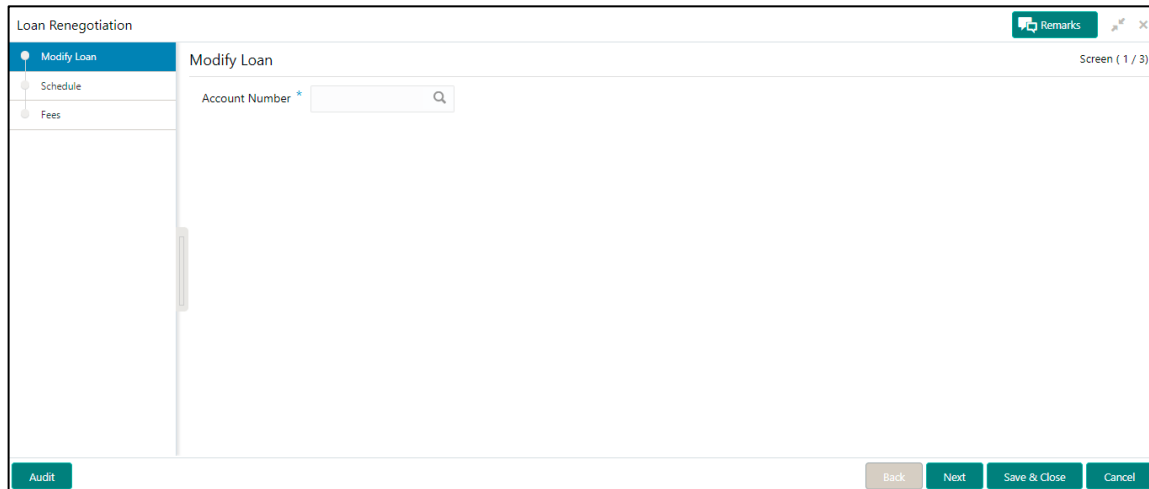
You need to perform the common steps mentioned in this topic, before performing any actions on the screen.


To process this screen, type **Loan Renegotiation** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

NOTE: The field, which is marked with blue asterisk, is mandatory.

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Schedule**, click **Loan Renegotiation**.

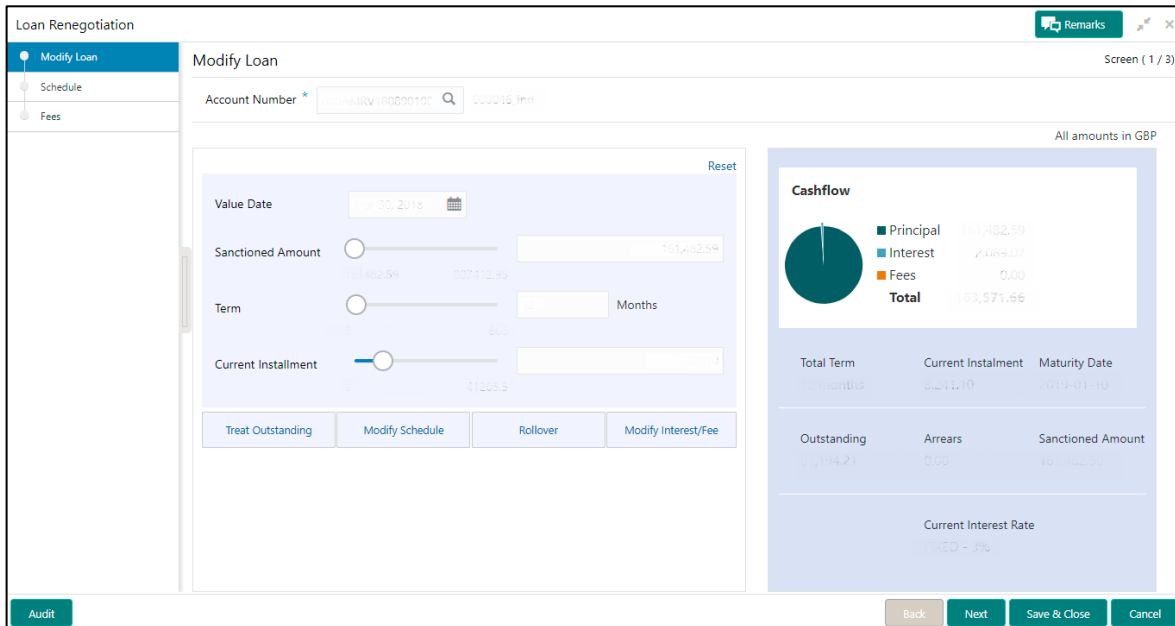
→ The **Loan Renegotiation** screen is displayed.

Figure 105: Loan Renegotiation

2. On the **Loan Renegotiation** screen, click the  icon or specify the account number in the **Account Number** field, and press **Tab** or **Enter**. For more information on search, refer [Fetch Account Number](#).

→ The details in the **Modify Loan** tab and the simulation details on the right widget are displayed.

Figure 106: Existing Loan Details



7.2.2 Modifying Loan Details

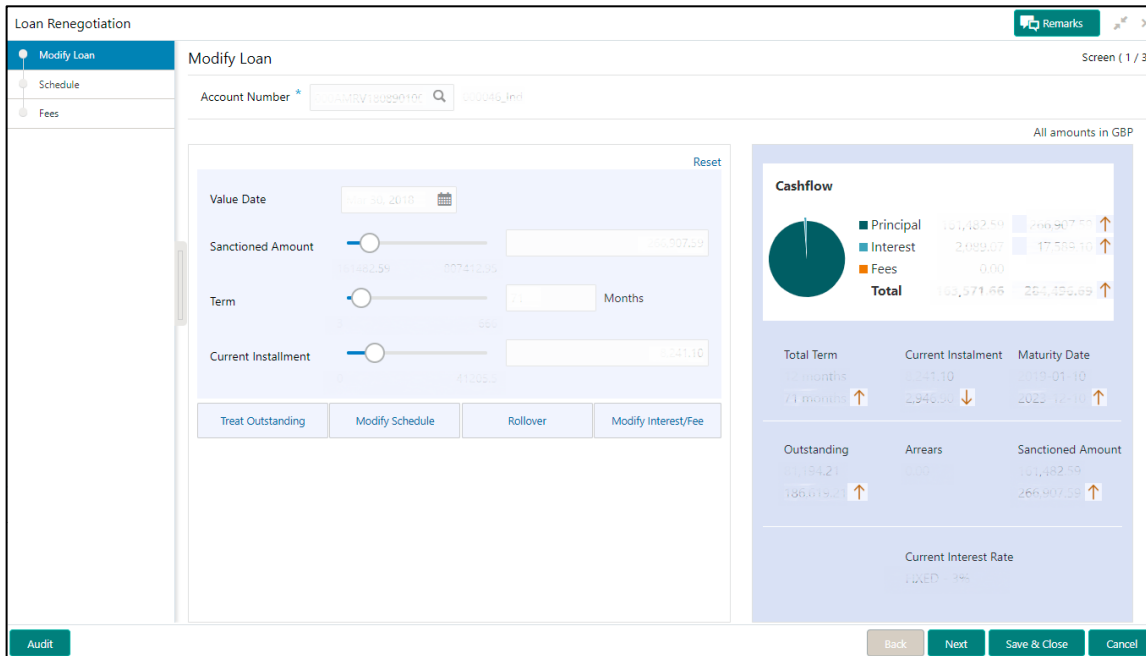
The **Modify Loan** tab displays the values as maintained in the host. Here, you can update the values based on the minimum and maximum range based on the parameter maintained in the host. You can update the values by moving the slider or specifying the value. If you update by moving the slider, then the system updates the **Loan Amount**, **Term**, and **Current Installment** values. If you specify the value, then the system adjusts the slider of the **Loan Amount**, **Term**, and **Current Installment** fields accordingly.

Based on your actions, the values are updated and displayed in the right widget. For more information, refer [Viewing Simulation Details](#).

To modify the loan details:


1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. Maintain required details in the **Modify Loan** tab.

Figure 107: Modify Loan tab



For more information on fields, refer to field description table below:

Table 64: Modify Loan tab – Field Description

Field	Description
Account Number	Click the  icon and select the account number or specify the account number for modifying the loan details. NOTE: As you specify the account number, the name of the account holder appears next to the account number.
Value Date	Select or specify the value date of the transaction.

Field	Description
Sanctioned Amount	<p>Specify the loan amount for performing the renegotiation.</p> <p>You can increase or decrease the amount by dragging the slider to right or left. If you have specified the amount, then accordingly the slider is adjusted automatically.</p> <p>NOTE: Only if there is available balance in the facility sanctioned, you can increase the loan amount.</p> <p>You can decrease the loan amount only to the extent of disbursed loan amount.</p> <p>In case the loan is fully disbursed, then no loan decrease will be allowed.</p> <p>The loan amount cannot be 0 and also exceed 5 times more than the current loan amount.</p> <p>If the loan account, which has reached the maturity date and still the loan account status is active due to arrears, then this field is not enabled.</p>
Term	<p>Specify the loan term.</p> <p>You can increase or decrease the term by dragging the slider to right or left. If you have specified the term, then accordingly the slider is adjusted automatically.</p> <p>NOTE: You can specify the term only within the specified term range in the product.</p> <p>You can decrease the term not less than the elapsed loan period or minimum term, whichever is higher.</p> <p>If the loan account, which has reached the maturity date and still the loan account status is active due to arrears, then this field is not enabled.</p>
Current Installment	<p>Specify the loan installment amount as per current schedule.</p> <p>NOTE: You can specify the minimum and maximum installment within the specified amount range.</p> <p>If the loan account which has reached the maturity date and still the loan account status is active due to arrears, then this field is not enabled.</p>

- In the **Modify Loan** tab, you can also modify the following loan details:
 - **Treat Outstanding:** For more information, refer [Treating Outstanding](#).
 - **Modify Schedule:** For more information, refer [Modifying Schedule Details](#).
 - **Rollover:** For more information, refer [Modifying Rollover Details](#).
 - **Modify Interest/Fee:** For more information, refer [Modifying Interest or Fees](#).
3. Click **Next**.
 - The **Schedule** tab is displayed.
- NOTE:** If you click **Next**, without doing any changes in the **Modify Loan** tab, the system displays an error message that you need to do at least one mandatory change.
4. Click **Next**.
 - The **Fees** tab is displayed.
 5. Click **Submit**.
 - The screen is successfully submitted for authorization.

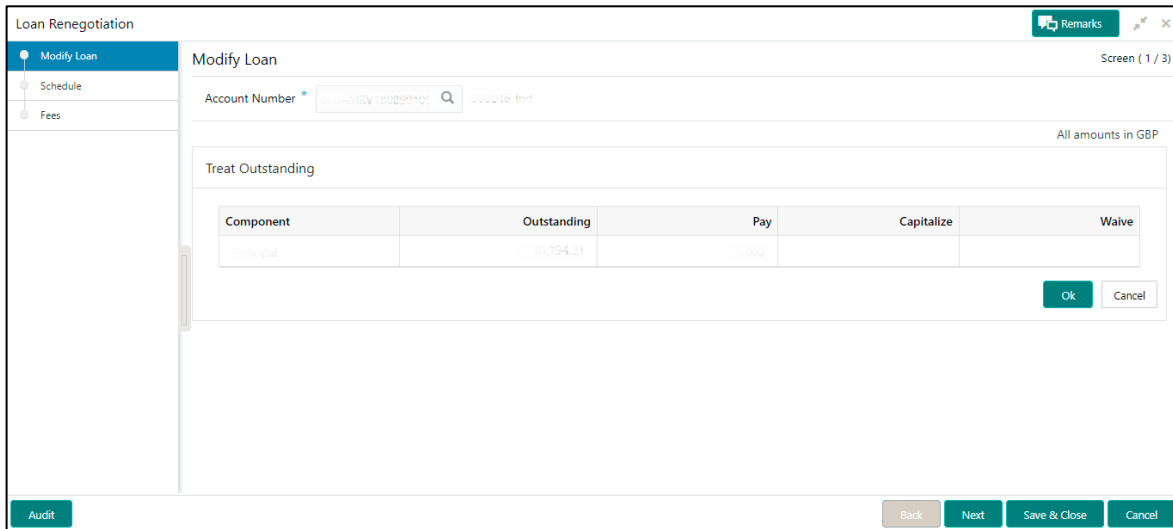
7.2.3 Treating Outstanding

You can allocate the arrears on the loan account. The **Treat Outstanding** section displays the outstanding component wise. Here, you can pay, capitalize, or waive the arrears.

To treat outstanding components:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. Click the **Treat Outstanding** link.
 - The **Treat Outstanding** section is displayed.

Figure 108: Treat Outstanding



For more information on fields, refer to field description table below:

Table 65: Treat Outstanding – Field Description

Field	Description
Components	Displays the components of the outstanding.
Outstanding	Displays the outstanding amount component wise.
Pay	Specify the amount to be payed.
Capitalize	Specify the amount to be capitalized.
Waive	Specify the amount to be waived.

3. Click OK.

7.2.4 Modifying Schedule Details

You can view the upcoming schedules. If there is any change in the term, the system will fetch and display the schedule structure until maturity considering the term change. You can also add new or edit existing structure or interest rate revision details.







NOTE: The system will not display the schedules that are already elapsed.

If the loan account which has reached the maturity date and still the loan account status is active due to arrears, then this field is not enabled.

To modify the schedule details:


Table 66: Modify Schedule – Field Description

Field	Description
Structure	This section displays the schedule structure.
First Due Date	Specify the due date on which the schedule installment is due.
Stage	<p>Select the applicable loan stage. For amortized loan account, the following are the options:</p> <ul style="list-style-type: none"> • Equated Principal Installment • Interest Only Installment • Moratorium <p>For non amortized loan account, the following are the options:</p> <ul style="list-style-type: none"> • Interest and Principal Installment • Interest Only Installment • Moratorium
Component	<p>Select the loan component.</p> <p>NOTE: This field is not editable if you select the Equated Principal Installment option from the Stage field.</p>
No. of Schedules	Specify the number of schedules for the repayment stage.
Frequency	<p>Select the frequency of installment payment. The options are:</p> <ul style="list-style-type: none"> • Monthly • Quarterly • Half Yearly • Yearly
Amount	Specify the installment amount to be paid.
Treatment	<p>Select the schedule treatment. The options are:</p> <ul style="list-style-type: none"> • Capitalize • Waive

Field	Description
<Action>	<p>Displays the actions you can perform on the structure details. The following icons are displayed:</p> <ul style="list-style-type: none"> •  : You can click this icon, to edit the details in a row. •  : You can click this icon, to delete the row. •  : You can click this icon, to confirm the details added in the row.
Interest Rate Revision	This section the revision schedule for interest rates.
Revision Date	Select or specify the date on which the revised interest rate is applied for the account.
Component	Select the loan component on which revised interest rate is applicable.
No. of Schedules	Specify the number of schedules for which revised interest rate is applicable.
Frequency	<p>Select the frequency of rate revision. The options are:</p> <ul style="list-style-type: none"> • Monthly • Quarterly • Half Yearly • Yearly
<Action>	<p>Displays the actions you can perform on the structure details. The following icons are displayed:</p> <ul style="list-style-type: none"> •  : You can click this icon, to edit the details in a row. •  : You can click this icon, to delete the row. •  : You can click this icon, to confirm the details added in the row.

- You can add new row by following the steps below:

- i. From the **Structure or Interest Rate Revision** section, click the  icon.

- ii. Select or specify the details as required.
- iii. From the **Action** field, click the  icon.
→ The details are added successfully.
- iv. Click **OK**.

7.2.5 Modifying Rollover Details

You can view the re-draw of schedules considering the rolling over of the loan to new loan schedule starting from current value date until to maturity. If there is any change in the term, the system will fetch and display the schedule structure until maturity considering the term change. You can also add new or edit existing structure or interest rate revision details.

NOTE: You will not be allowed to perform the rollover on the loan account, if:
Rollover is not set at the account level.
You have breached the maximum number of allowed rollovers.

To modify the rollover details:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. Click the **Rollover** link.

NOTE: The **Rollover** link will not be enabled, if you have performed any action on the **Modify Schedule** section and committed the changes.

→ The **Rollover** section is displayed.

Figure 110: Rollover

The screenshot shows the 'Modify Loan' interface. At the top, there's a 'Loan Renegotiation' header and a 'Remarks' button. Below that, the 'Modify Loan' title is displayed along with 'Screen (1 / 3)'. An 'Account Number' field is present with a search icon. A note states 'All amounts in GBP'. The main section is titled 'Rollover' and contains two tables. The first table, 'Structure', has columns for 'First Due Date', 'Stage', 'Component', 'No. of Schedules', 'Frequency', 'Amount', and 'Treatment'. It shows two rows with dates '1 May 2018' and '1 Sep 2018', both with 'Equated Principal Installment' as the stage and 'INTEREST' as the component. The second table, 'Interest Rate Revision', has columns for 'Revision Date', 'Component', 'No. of Schedules', and 'Frequency'. At the bottom, there are 'Ok' and 'Cancel' buttons, and a footer with 'Audit', 'Back', 'Next', 'Save & Close', and 'Cancel' buttons.

NOTE: By default, the existing schedule details are displayed in the **Structure** and **Interest Rate Revision** section.










- From the **Structure** or **Interest Rate Revision** section, click the  icon from the **Action** field. For more information on fields, refer to field description table below:

Table 67: Rollover – Field Description

Field	Description
Structure	This section displays the schedule structure.
First Due Date	Specify the due date on which the schedule installment is due.
Stage	<p>Select the applicable loan stage. For amortized loan account, the following are the options:</p> <ul style="list-style-type: none"> • Equated Principal Installment • Interest Only Installment • Moratorium <p>For non amortized loan account, the following are the options:</p> <ul style="list-style-type: none"> • Interest and Principal Installment • Interest Only Installment • Moratorium

Field	Description
Component	Select the loan component. NOTE: This field is not editable if you select the Equated Principal Installment option from the Stage field.
No. of Schedules	Specify the number of schedules for the repayment stage.
Frequency	Select the frequency of installment payment. The options are: <ul style="list-style-type: none"> • Monthly • Quarterly • Half Yearly • Yearly
Amount	Specify the installment amount to be paid.
Treatment	Select the schedule treatment. The options are: <ul style="list-style-type: none"> • Capitalize • Waive
<Action>	Displays the actions you can perform on the structure details. The following icons are displayed: <ul style="list-style-type: none"> •  : You can click this icon, to edit the details in a row. •  : You can click this icon, to delete the row. •  : You can click this icon, to confirm the details added in the row.
Interest Rate Revision	This section the revision schedule for interest rates.
Revision Date	Select or specify the date on which the revised interest rate is applied for the account.
Component	Select the loan component on which revised interest rate is applicable.
No. of Schedules	Specify the number of schedules for which revised interest rate is applicable.

Field	Description
Frequency	Select the frequency of rate revision. The options are: <ul style="list-style-type: none"> • Monthly • Quarterly • Half Yearly • Yearly
<Action>	Displays the actions you can perform on the structure details. The following icons are displayed: <ul style="list-style-type: none"> •  : You can click this icon, to edit the details in a row. •  : You can click this icon, to delete the row. •  : You can click this icon, to confirm the details added in the row.

- You can add new row by following the steps below:
 - i. From the **Structure or Interest Rate Revision** section, click the  icon.
 - ii. Select or specify the details as required.
 - iii. From the **Action** field, click the  icon.
 - The details are added successfully.
 - iv. Click **OK**.

7.2.6 Modifying Interest or Fees

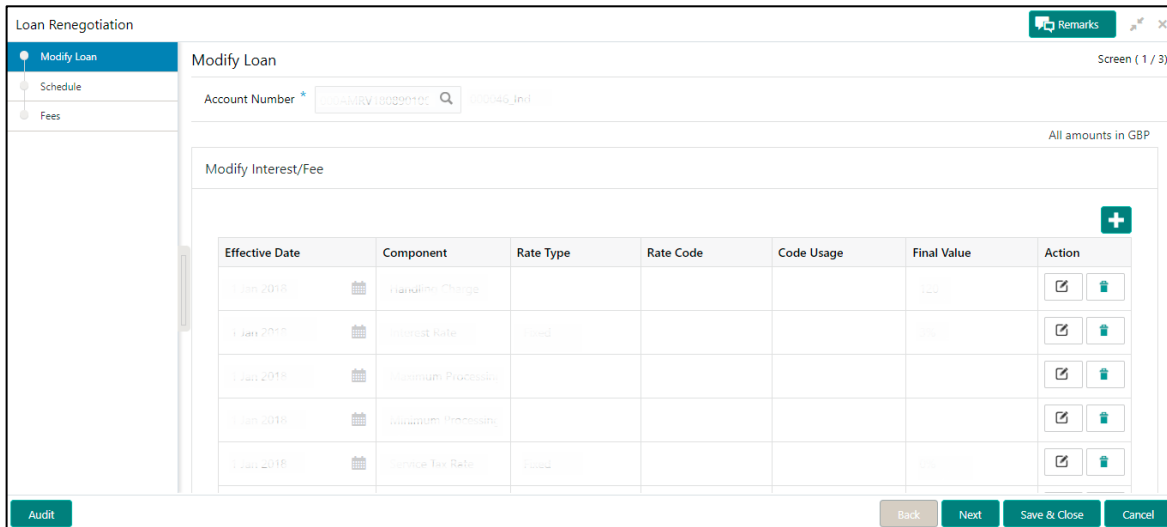
You can view the interest and fees components configured for the loan account. You can also add new or edit existing interest or fees detail.

To modify the interest or fees detail:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. Click the **Modify Interest/Fees** link.

→ The **Modify Interest/Fees** section is displayed.

Figure 111: Modify Interest/Fee



NOTE: By default, the existing interest or fees detail of the account is displayed.


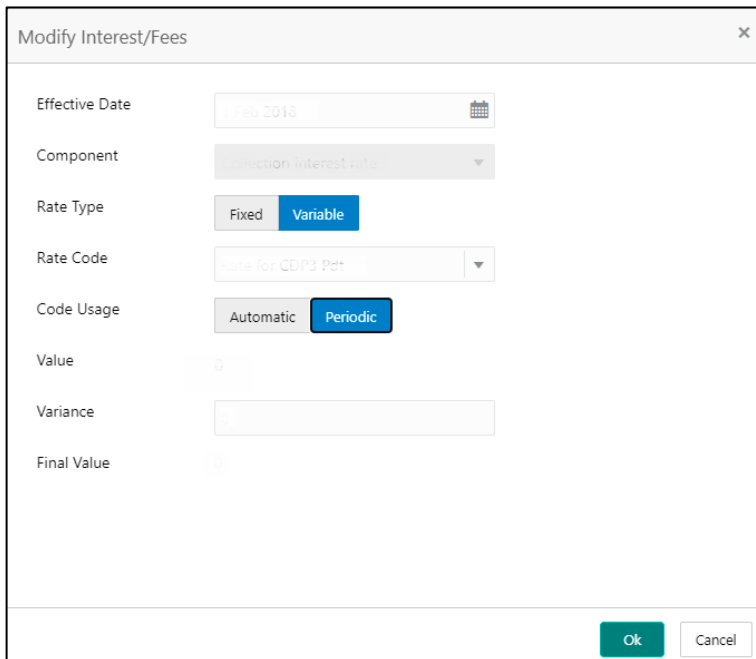
- From the **Modify Interest/Fees** section, click the  icon from the **Action** field.
- The **Modify Interest/Fees** section is displayed.



Figure 112: Modify Interest/Fees - Edit






For more information on fields, refer to field description table below:


Table 68: Modify Interest/Fees - Edit – Field Description

Field	Description
Effective Date	<p>Select or specify the effective date of the component value.</p> <p>NOTE: You cannot specify the date less than the date specified in the Value Date field in the Modify Loan tab.</p>
Component	<p>Displays the loan component.</p> <p>NOTE: The component user defined element is of following type: Rate Rate Code Number</p>
Rate Type	<p>Select the rate type associated for the component. The options are:</p> <ul style="list-style-type: none"> • Fixed • Variable <p>NOTE: This field is displayed if: The Component User Defined Element type is Rate or Rate Code, and you have select the Fixed option from the Rate Type field. The Component User Defined Element type is Rate or Rate Code, and you have selected the Variable option from the Rate Type field.</p>
Rate Code	<p>Select the rate code associated for the component.</p> <p>NOTE: This field is displayed if, the Component User Defined Element type is Rate or Rate Code, and you have selected the Variable option from the Rate Type field.</p>

Field	Description
Code Usage	<p>Select the code usage for the component. The options are:</p> <ul style="list-style-type: none"> • Automatic • Periodic <p>NOTE: This field is displayed if, the Component User Defined Element type is Rate or Rate Code, and you have selected the Variable option from the Rate Type field.</p>
Value	<p>Specify the value for the loan account.</p> <p>NOTE: This field is displayed after click the  icon from the Action field, only if the Component User Defined Element type is Rate or Rate Code, and you have select the Fixed option from the Rate Type field.</p> <p>By default, this field displays a value and it is not editable if Component User Defined Element type is Rate or Rate Code, and you have select the Variable option from the Rate Type field.</p> <p>By default, this field displays a value and currency, and it is not editable if Component User Defined Element type is Number.</p>
Variance	<p>Specify the variance for the loan account.</p> <p>NOTE: This field is displayed after click the  icon from the Action field, only if the Component User Defined Element type is Rate or Rate Code, and you have selected the Variable option from the Rate Type field.</p>
Final Value	<p>Displays the final amount.</p> <p>NOTE: The sum of the amount you entered in the Value and Variance field is displayed in this field.</p> <p>This field is displayed if, the Component User Defined Element type is Rate or Rate Code, and you have selected the Variable option from the Rate Type field.</p>



Field	Description
Action	Displays the actions you can perform on the structure details. The following icons are displayed: <ul style="list-style-type: none"> <li data-bbox="678 394 1380 443">•  : You can click this icon, to edit the details in a row. <li data-bbox="678 470 1263 518">•  : You can click this icon, to delete the row.

- You can add a new row by following the steps below:
 - i. From the Modify Interest/Fess section, click the  icon.
 - ii. Select or specify the details as required.
 - iii. Click **OK**.

→ The details are added successfully
- You can also delete an entry from the **Modify Interest/Fees** section, by clicking the  icon.

4. Click **OK**.

7.2.7 Viewing Simulation Details

Based on your actions performed on **Value Date, Sanctioned, Term, and Current Installment** fields from the **Modify Loan** tab, the system updates and displays the value on the right widget. If there is an increase in the value compared to earlier value, then the  icon is displayed next to the field. If there is a decrease in the value compared to earlier value, then the  icon is displayed. Also for quick reference, the fields having a new or updated value is highlighted with a different color compared to the values that are not changed. A Pie Chart representing the Principal, Interest, and Fees values also appears for a graphical representation. Each time you move the slider or specify the value, the amount and terms are recomputed and displayed. Here, accordingly you can decide whether the new amounts and term can meet your requirements and take appropriate actions. In addition, to understand the widget better, a legend is displayed at the bottom of the widget.

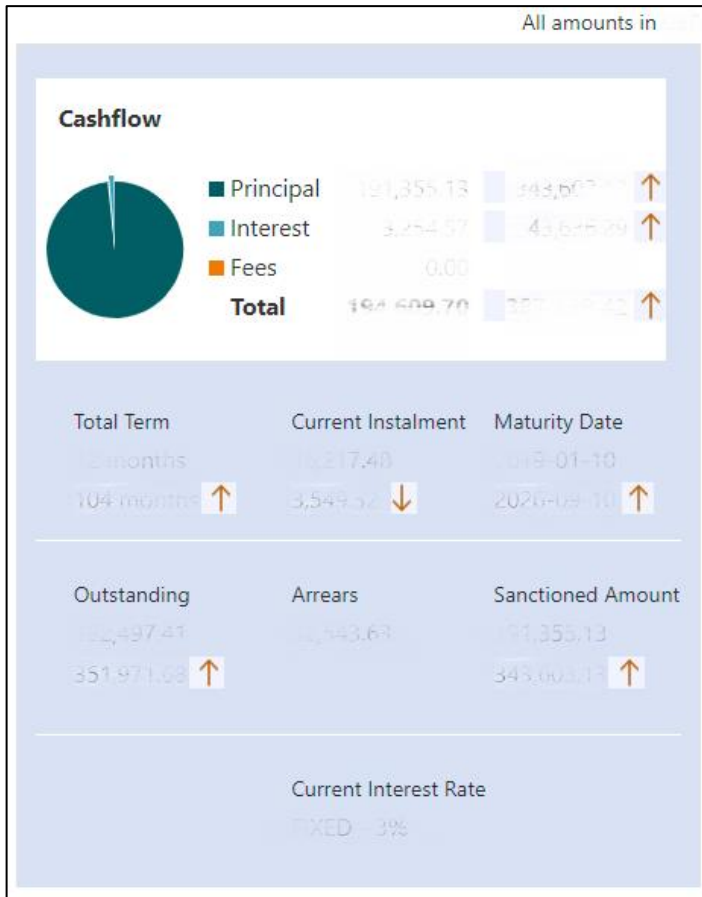
To view the simulation details:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).

- In the **Modify Loan** tab, update the values as required. For more information, refer [Modifying Loan Details](#).

→ The values are updated and displayed with an upward or downward indicator in the right widget.

Figure 113: Right widget with Indicator



For more information on fields, refer to field description table below:

Table 69: Right Widget – Field Description

Field	Description
Principal	<p>Displays the current and new principal amount with an increase or decrease indicator.</p> <p>NOTE: The new principal amount appears adjacent to the field, only if the following actions are performed in the Modify Loan tab:</p> <ul style="list-style-type: none"> Increase or decrease the loan amount. Increase or decrease the loan term. Increase or decrease the loan installment amount. Perform a combined transaction by changing the loan amount and term. Perform rollover on the account. Perform a combined transaction by changing the loan amount and installment amount. Increase the amount and change the repayment or rate type.
Interest	<p>Displays the current and new interest amount with an increase or decrease indicator.</p> <p>NOTE: The new principal amount appears adjacent to the field, only if the following actions are performed in the Modify Loan tab:</p> <ul style="list-style-type: none"> Increase or decrease the loan amount. Increase or decrease the loan term. Increase or decrease the loan installment amount. Perform a combined transaction by changing the loan amount and term. Perform rollover on the account.
Fees	<p>Displays the current and new fees amount with an increase or decrease indicator.</p>

Field	Description
Total	<p>Displays the current and new total of all the components, that is, Principal, Interest, and Fees with an increase or decrease indicator.</p> <p>NOTE: The new total amount is displayed, if the Principal, Interest, or Fees amount is updated.</p>
Total Term	<p>Displays the current and new total term with an increase or decrease indicator.</p> <p>The new total term appears below the field, only if there is increase or decrease of the Term or Current Installment from the Modify Loan tab.</p>
Current Instalment	<p>Displays the current and new instalment amount with an increase or decrease indicator.</p> <p>NOTE: The new principal amount appears adjacent to the field, only if the following actions are performed in the Modify Loan tab:</p> <ul style="list-style-type: none"> Increase or decrease of loan amount. Increase or decrease the loan term. Increase or decrease the loan installment amount. Perform a combined transaction by changing the loan amount and term. Perform rollover on the account.
Maturity Date	<p>Displays the current or new maturity date.</p>
Current Interest Rate	<p>Displays the current or new interest type and rate.</p>
Outstanding	<p>Displays the current and new outstanding amount with an increase or decrease indicator.</p> <p>NOTE: The new outstanding amount is displayed only after there is increase or decrease in the Sanctioned field from the Modify Loan tab.</p>
Arrears	<p>Displays the arrears on the account after there is an increase or decrease of loan amount.</p>
Sanctioned Amount	<p>Displays the current or new sanctioned amount.</p>

7.2.8 Viewing Revised Schedule

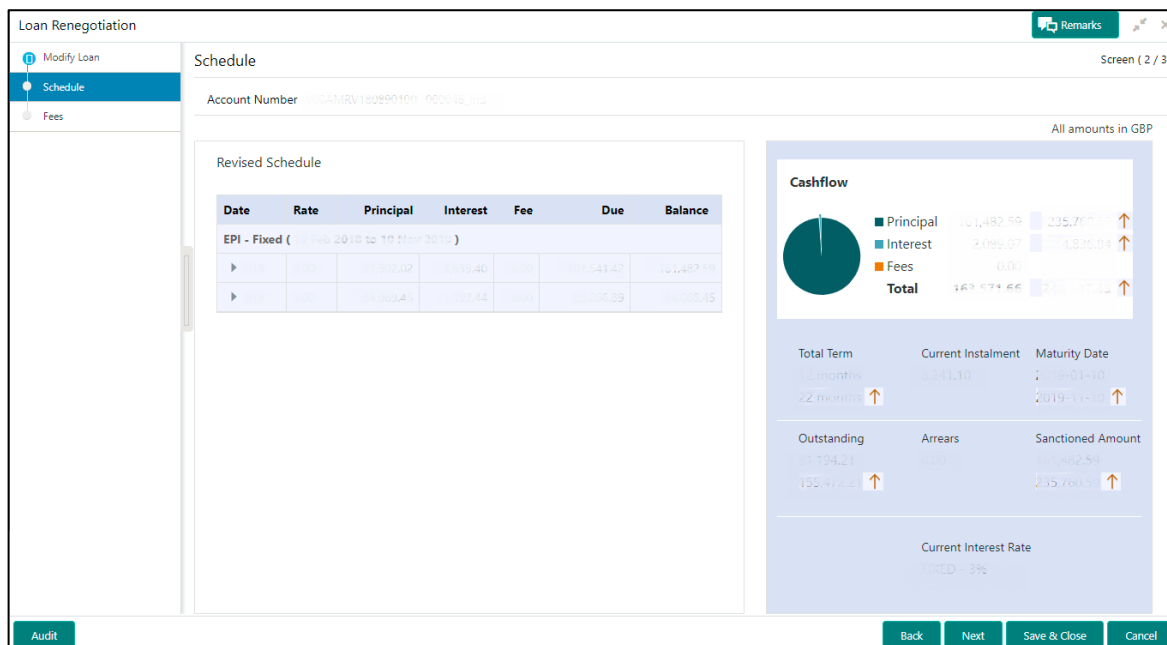
You can view the revised schedule details based on the actions performed on the **Modify Loan** tab. The revised schedule details are displayed year wise. To view schedule details for a particular year, you need to click the ▶ icon.

To view revised schedule details:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).
2. In the **Modify Loan** tab, perform the required action. For more information, refer [Modifying Loan Details](#).
3. Click **Next**.

→ The **Revised Schedule** section is displayed in the **Schedule** tab.

Figure 114: Schedule tab



For more information on fields, refer to field description table below:

Table 70: Revised Schedule – Field Description

Field	Description
Date	Displays the year and the dates in a year when the arrear is raised. NOTE: This column lists the years for which the schedule is generated. If you click the ▶ icon corresponding to a particular year, the monthly date schedule list for a year displays.
Rate	Displays the rate of interest.
Principal	Displays the amount of principal arrears.
Interest	Displays the amount of interest.
Fees	Displays the amount of fees.
Due	Displays the amount due.
Balance	Displays the balance amount after every installment.

4. Click **Submit**.

→ The screen is successfully submitted for authorization.

7.2.9 Viewing Fees Charged

You can view the fees charged on the account.

To view the fees:

1. Navigate to the screen and fetch the account. For more information, refer [Navigating and Fetching Account](#).

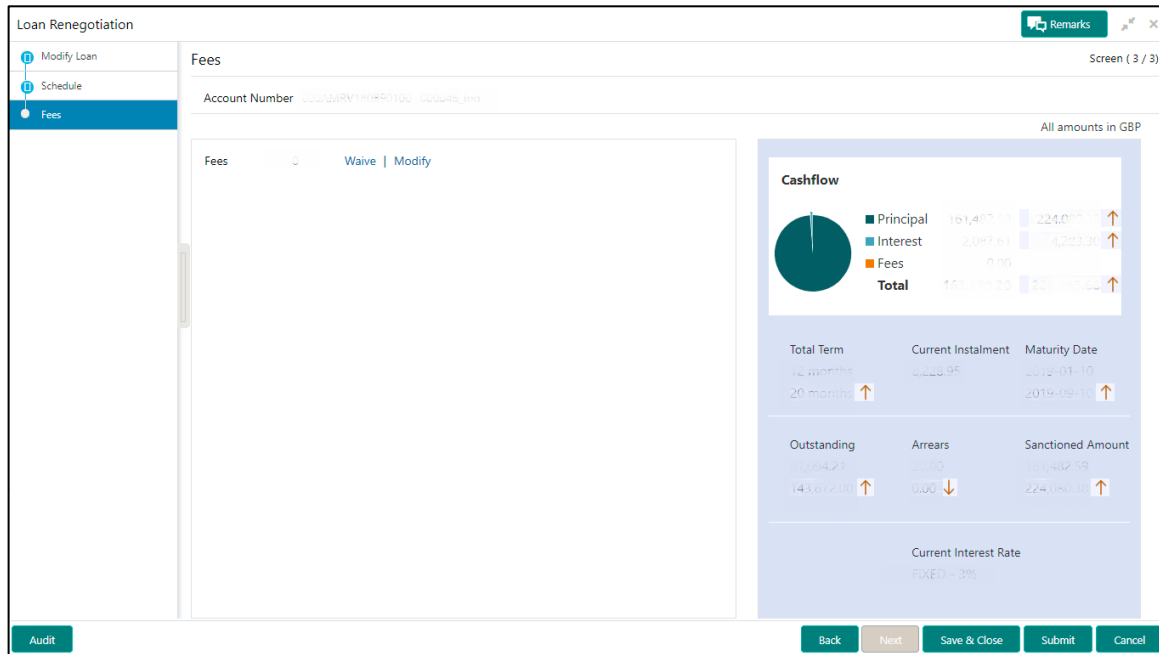
2. Click **Next**.

→ The **Revised Schedule** section is displayed in the **Schedule** tab.

3. Click **Next**.

→ The **Fees** tab is displayed.

Figure 115: Fees tab



4. You can view the fees charged on the account.

NOTE: *Waiving and modification of fees are not applicable for this release.*

5. Click **Save & Close**.

7.3 Loan Schedule Inquiry

This screen helps you to view the loan schedule of an account. The application generates the loan schedule for the account based on the loan amount and displays the same only after the disbursement of loan.

To process this screen, type **Loan Schedule Inquiry** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

1. From the **Home** screen, click **Loan Service**. On **Loan Service Mega Menu**, under **Schedule**, click **Loan Schedule Inquiry**.

→ The **Loan Schedule Inquiry** screen is displayed.

Figure 116: Loan Schedule Inquiry



The screenshot shows a web application window titled "Loan Schedule Inquiry". At the top left of the window, there is a label "Account Number" followed by a text input field. The rest of the window is currently blank.

- On the **Loan Schedule Inquiry** screen, specify the account number in the **Account Number** field, and press **Tab** or **Enter**.

→ The schedule details of the account is displayed.

By default, application displays the current period of the schedule highlighting the current month for the particular year.

Figure 117: Loan Schedule Inquiry – Schedule Details of Account

Date	Rate	Principal	Interest	Fee	Due	Balance
EPI - F (01-Jan-2017 to 31-Mar-2019)						
▶ 2017	10.00	24,013.00	1,007.95	0.00	25,020.95	0.0013.00
▶ 2018	10.00	43,674.05	1,000.00	0.00	44,674.05	43,674.05
▶ 2019	10.00	122,357.01	5,000.00	0.00	127,357.01	122,357.01
Total			7,007.95	0.00	177,045.00	

For more information on fields, refer to field description table below:

Table 71: Loan Schedule Inquiry – Field Description

Field	Description
Account Number	Specify the account number. NOTE: The upper right corner mentions the currency of the amounts displayed on the screen.
Date	Displays the year and the dates in a year when the arrear is raised. NOTE: This column lists the years for which the schedule is generated. For each calendar year, the sum total of Principal, Interest, Fees, and Due amount is displayed in the respective columns. If you click the ▶ icon corresponding to a particular year, the monthly date schedule list for a year displays

Field	Description
Rate	Displays the rate of interest.
Principal	Displays the amount of principal arrears.
Interest	Displays the amount of interest.
Fees	Displays the fee amount.
Due	Displays the amount due.
Balance	Displays the balance amount after every installment.
Total	Displays the total amount for the Interest, Fees, and Due columns.
Loan modified <number of times modified> times. Last Modified on <Date-Month-Year>	Displays the number of modifications done to the loan account and the last modification date, if any.
Loan extended <number of times extended> times in lifecycle. Last Modified on <Date-Month-Year>	Displays the number of extensions done on the loan account and the last modification date, if any.

3. View the details of the schedule.
4. Click ► corresponding to the required year to view monthly dates of scheduled installments in a particular year.

Figure 118: Loan Schedule Inquiry – Monthly Schedule

Loan Schedule Inquiry ⌵ ×

Account Number

All amounts in

Date	Rate	Principal	Interest	Fee	Due	Balance
EPI - F (09/01/2017 to 12/31/2017)						
▶ 09/01	0.00%	10,513.20	10,067.45	0.00	1,2557.45	1,1113.00
▲ 09/01	0.00%	41,649.75	0.00	0.00	0.00	13,528.25
1 Jan 2018	0.00%	10,490.60	0.00	0.00	179.54	13,158.00
1 Feb 2018	0.00%	10,640.90	0.00	0.00	179.24	12,241.00
1 Mar 2018	0.00%	10,551.08	0.00	0.00	179.08	11,395.10
12 Mar 2018	0.00%	11,006.71	0.00	0.00	39.41	11,086.71
▶ 09/01	0.00%	122,357.91	10,072.05	0.00	10,000.00	103,337.91
Total			10,072.05	0.00	10,000.00	103,337.91

7.4 Repayment Date Change

This screen helps you to view repayment date details and if required change the repayment date of a loan account for which repayment frequency is monthly. The account can be either an amortized or non-amortized loan account. You cannot perform repayment change date for accounts in Closed, Matured, Written-off, or Charged off status.

To process this screen, type **Repayment Date Change** in the **Menu Item Search** located at the left corner of the application toolbar, and select the appropriate screen or perform the following steps:

1. From the **Home** screen, click **Loan Service**. On the **Loan Service Mega Menu**, under **Schedule**, click **Repayment Date Change**.

→ The **Repayment Date Change** screen is displayed.

Figure 119: Repayment Date Change

The screenshot shows a web application window titled "Repayment Date Change". At the top right, there is a "Remarks" tab. Below the title bar, there is a text input field labeled "Account Number". At the bottom of the window, there are three buttons: "Audit" on the left, "Submit" in the middle, and "Cancel" on the right.

2. On the **Repayment Date Change** screen, specify the account number in the **Account Number** field, and press **Tab** or **Enter**.

NOTE: If you specify a non-amortized loan account number, then the following screen is displayed.

Figure 120: Repayment Date Change - Non Amortized Account

The screenshot shows a web form titled "Repayment Date Change". At the top right, there is a "Remarks" button. Below the title is an "Account Number" input field. The form is divided into sections for "Principal" and "Interest". Each section has "Current" and "New" options. Under "Principal", the "Current" option is set to "End of every month" and the "New" option is set to "Specific Date". Under "Interest", the "Current" option is set to "End of every month" and the "New" option is set to "Specific Date". A "Show Revised Schedule" button is located at the bottom right of the form. Below this is a "Revised Schedule" section with the note "All amounts in EUR". It contains a table with the following data:

Date	Rate	Principal	Interest	Fee	Due	Balance
IPI - Fixed (From 2018 to 5 Jan 2023)						
1/5/2018	5.00%	10000.00	10000.00	0.00	10000.00	10000.00
1/5/2019	5.00%	10000.00	10000.00	0.00	10000.00	10000.00
1/5/2020	5.00%	10000.00	10000.00	0.00	10000.00	10000.00
1/5/2021	5.00%	10000.00	10000.00	0.00	10000.00	10000.00
Total			40000.00	0.00	40000.00	

Below the table is a "Narrative" text area, an "Audit" button, and "Submit" and "Cancel" buttons at the bottom right.

For more information on fields, refer to field description table below:

Table 72: Repayment Date Change: Non-Amortized Account - Field Description

Field	Description
Account Number	Specify the account number.
Principal	This section displays the current and new date for repaying the principal amount.
Current	Displays the current repayment date of principal amount.
New	Select the new repayment option for repaying the principal amount.
Interest	This section displays the current and new date for repaying the interest amount.
Current	Displays the current repayment date of interest amount.
New	Select the new repayment date of interest amount.
Revised Schedule	This section is displayed as you click Show Revised Schedule .

Field	Description
	NOTE: To the right of this section, the currency of the amounts displayed.
Date	<p>Displays the year and the dates in a year when the arrear is raised.</p> <p>NOTE: This column lists the years for which the schedule is generated. If you click the ► icon corresponding to a particular year, the monthly date schedule list for a year displays.</p>
Rate	Displays the rate of interest.
Principal	Displays the amount of principal arrears.
Interest	Displays the amount of interest.
Fees	Displays the fee amount.
Due	Displays the amount due.
Balance	Displays the balance amount after every installment.
Total	Displays the total amount for the Interest, Fees, and Due columns.
Narrative	Specify comments if required for performing the repayment.

NOTE: If you specify an amortized loan account number, then the following screen is displayed.

Figure 121: Repayment Date Change - Amortized Account

The screenshot shows a web form titled "Repayment Date Change". At the top right, there is a "Remarks" button. Below the title is an "Account Number" input field. The "Repayment Date" section has two tabs: "Current" and "New". Under "Current", it shows "End of every month". Under "New", there are two radio buttons: "End of every month" and "Specific Date". The "Specific Date" option is selected, and a date dropdown menu is visible. A "Show Revised Schedule" button is located to the right. Below this is the "Revised Schedule" section, which includes a table with columns: Date, Rate, Principal, Interest, Fee, Due, and Balance. The table shows a series of payments over time, with a "Total" row at the bottom. Below the table is a "Narrative" text area. At the bottom of the form are "Audit", "Submit", and "Cancel" buttons.

For more information on fields, refer to field description table below:

Table 73: Repayment Date Change: Amortized Account – Field Description

Field	Description
Account Number	Specify the account number.
Repayment Date	This section displays the current date and gives you an option to select the new date.
Current	Displays the current repayment date.
New	Select the repayment option for repaying the principal amount. The options are: <ul style="list-style-type: none"> • End of every month • Specific Day If you select Specific Day option, then you need to select date from the list displayed adjacent to this field.
Revised Schedule	This section is displayed as you click Show Revised Schedule . NOTE: To the right of this section, the currency of the amounts displayed.

Field	Description
Date	<p>Displays the year and the dates in a year when the arrear is raised.</p> <p>This column lists the years for which the schedule is generated. If you click the ► icon corresponding to a particular year, the monthly date schedule list for a year displays.</p>
Rate	Displays the rate of interest.
Principal	Displays the amount of principal arrears.
Interest	Displays the amount of interest.
Fees	Displays the fee amount.
Due	Displays the amount due.
Balance	Displays the balance amount after every installment.
Total	Displays the total amount for the Interest, Fees, and Due columns.
Narrative	Specify narration if any.

- To maintain remarks or comments, click **Remarks** displayed on the top right of the screen. Specify the remarks in the field provided and click **Post**. You can also view the remarks saved earlier.
3. Click **Submit**.
- A confirmation message is displayed, click **Confirm** to proceed.

8 List of Menus

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4. Loan Adhoc Refund – [Loan Adhoc Refund](#) (pg: 49)
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