



# Loans and Advances

## User Guide

Version 5.5

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## USINESS PROCESS: LOANS AND ADVANCES

### ■ Scenario 1 Details: Organization sanctions an Application for a Loan

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Definition of Loans	Loans Administrator  Loans Administrator	Loans and Advances Setup  Loans and Advances Setup	Record Loans and Advances Setup  Document required	Record Loans and Advances Setup  Documents Master for Loans/Advances	<ul style="list-style-type: none"> <li>▶ The Loans Administrator defines the loans and advances, which employees can avail. The parameters of the loan like eligibility amount, the interest rate, the no of installment etc are defined.</li> <li>▶ The Loans Administrator specifies the documents, which are required to be submitted by an employee on applying for the loan.</li> </ul>
2.	Application of Loan	Training Administrator	Loans and Advances Availment  Loans and Advances Availment	Create Loans and Advances Application  Document Details	Create Loan/Advance Application  Document Details for Loans/Advances Application	<ul style="list-style-type: none"> <li>▶ On request of an employee HR submits the loan application specifying the loan, the desired loan amount and the desired no of installations.</li> <li>▶ The Administrator specifies the documents which have been submitted by the employee</li> </ul>
3.	Authorization of loan	Supervisor/Department Head/ Finance	Loans and Advances	Authorize Loans and Advances	Authorize Loa/Advance	<ul style="list-style-type: none"> <li>▶ The Authorizer views and authorizes the loan</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
		Manager	Availment		Application	application.
4.	Sanction Loan	Loan Administrator	Loans and Advances Availment	Record Loans and Advances	Record Loans and Advances	<ul style="list-style-type: none"> <li>▶ The Loans Administrator sanctions the loan amount and specifies the disbursement details.</li> </ul>

■ **Scenario 2 Details: Employee applies for Loan through Self Service**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	View of Loan Balances	Employee	Loans and Advances – Employee Self Service	View Employee Loan and Advance Details	View Employee Loan and Advance Details	<ul style="list-style-type: none"> <li>▶ Employee view his/ her loans outstanding which is maintained in an External Loan Processing and Deductions system</li> </ul>
2.	Application of Loan	Employee	Loans and Advances – Employee Self Service	Apply for Loan/Advance  Document Details	Apply for Loan/Advance  Document Details for Loans/Advances Application	<ul style="list-style-type: none"> <li>▶ Employee submits the loan application specifying the loan, the desired loan amount and the desired no of installations</li> <li>▶ Employee specified the documents which are being submitted</li> </ul>
3.	Authorization of loan	Supervisor/Department Head/ Finance Manager	Loans and Advances Availment	Authorize Loans and Advances	Authorize Loan/Advance Application	<ul style="list-style-type: none"> <li>▶ The Authorizer views and authorizes the loan application</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
4.	Sanction Loan	Loan Administrator	Loans and Advances Availment	Record Loans and Advances	Record Loans and Advances	▶ The Loans Administrator sanctions the loan amount and specifies the disbursement details



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