

HRM-002_02-Payroll User guide

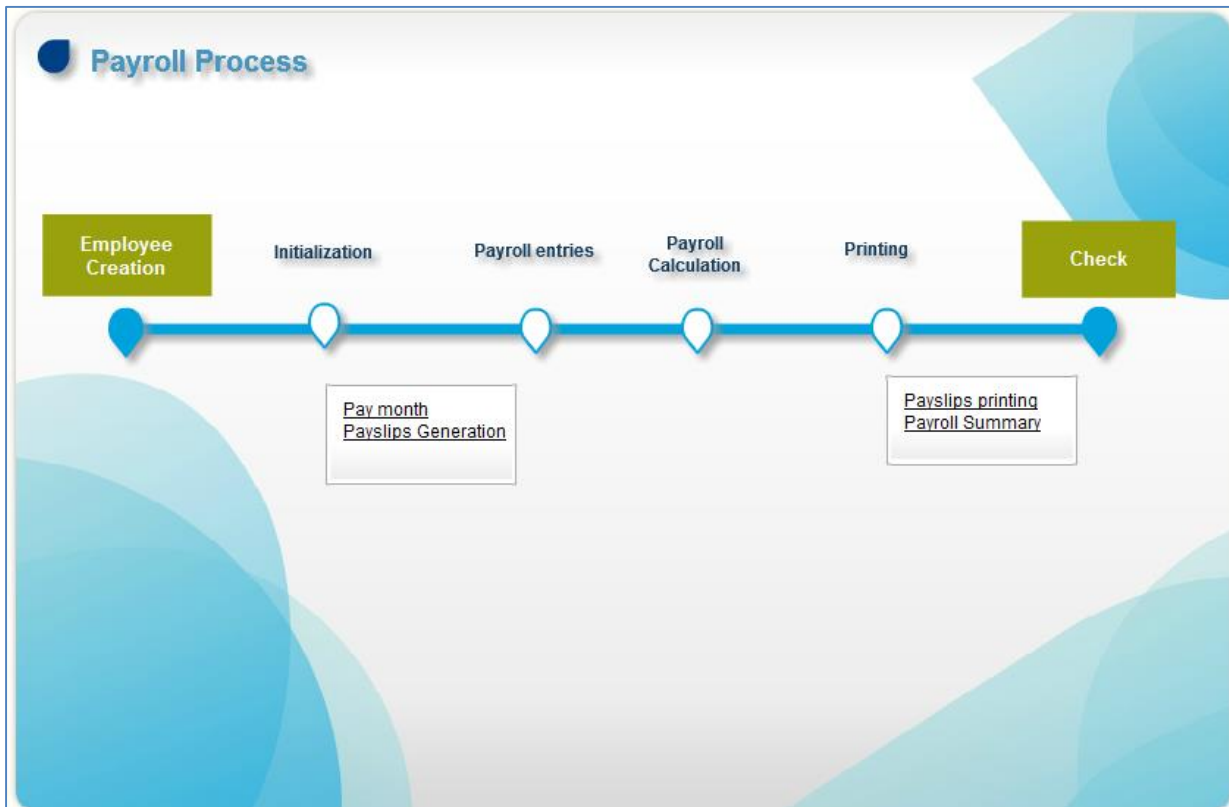
Version	Date	Origin	Comments
V1.0	16/01/2017	Zied FIOUEL	

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I. HRM Introduction:

This guide helps you develop a whole payroll process from the initialization of the payroll until the finalization of the payroll:



II. Payroll Process:

HRM Payroll process includes the followings:

- Payroll Initialization
- Pay slip Preparation
- Posting payroll entries
- Payroll Automatic Calculation
- Pay slip and Payroll Summary Edition

1. Payroll initialization:

a. Pay month:

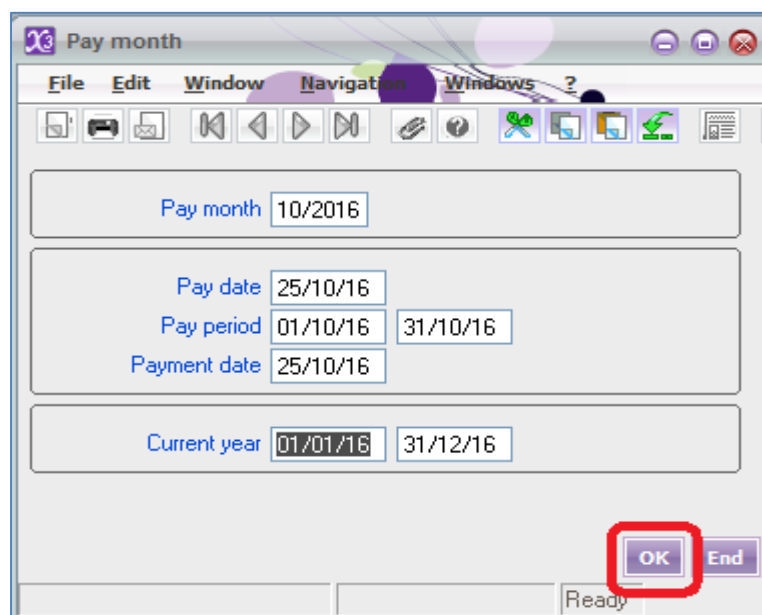
This step means the initialization of the monthly payroll.

First you go to the screen Pay month under the link: **"Payroll → Pay slips → Payroll initialization → Pay month"**



Then you should precise on which period (month) you will work on by selecting the pay month as shown below.

The system will propose automatically the pay dates from the beginning to the end of the month.



! If we have 2 payrolls during the same month (with two separate payslips), the pay month must be spited on 2 coherent pay periods.

b. Automatic generation:

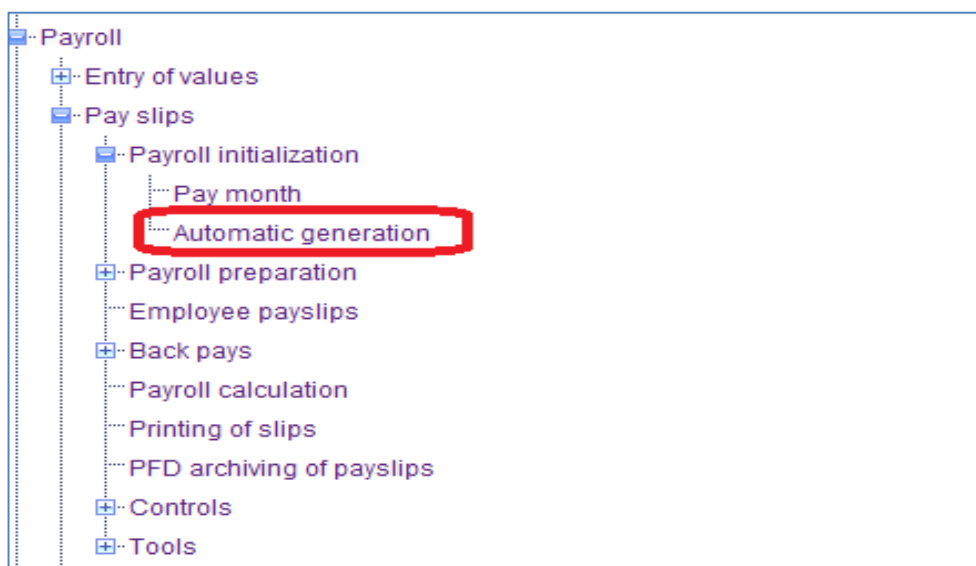
Once the pay month initialized, you move to the automatic generation step. This function generates the headers of the payslips in order to process the payroll for the selected period.

! Please note that this step must be done prior you start posting or injecting payroll entries.

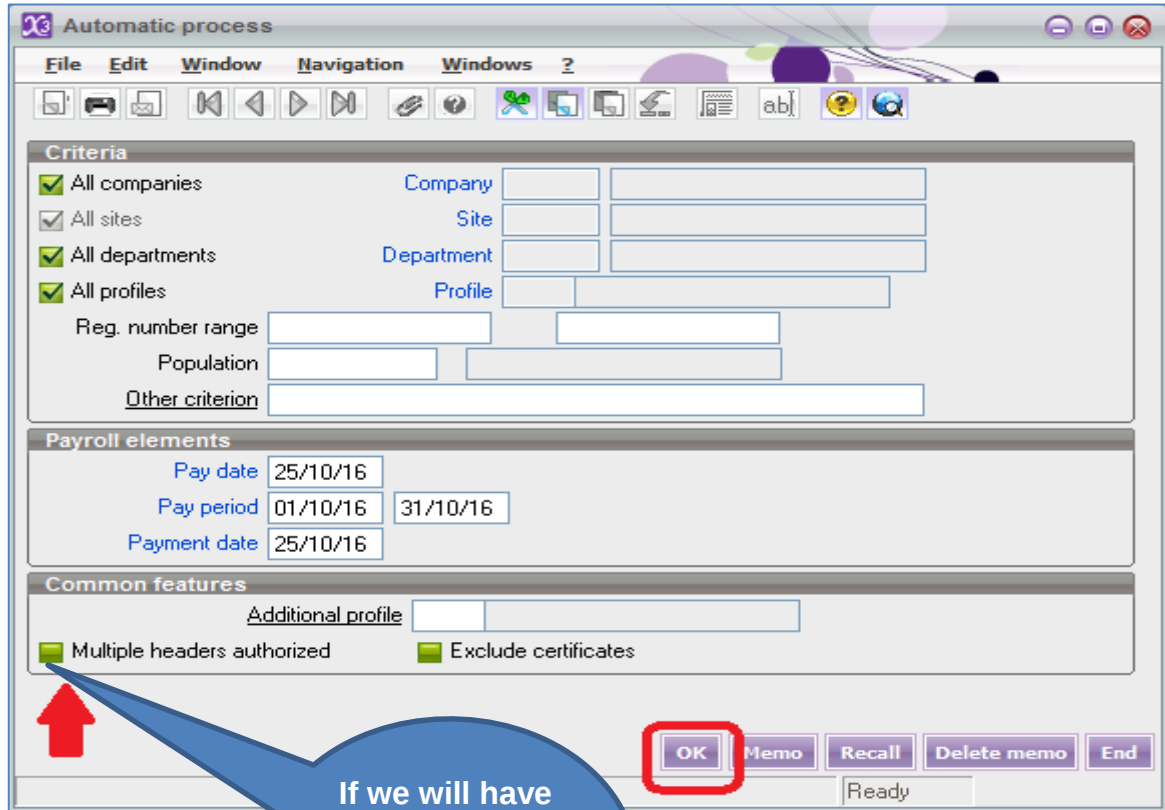
Automatic generation can be performed through two functions:

❖ "Automatic generation" function:

"Payroll → Pay slips → Payroll initialization → Automatic generation"



You select the pay dates and you confirm by clicking on button OK as shown below:



Criteria

☒ All companies Company

☒ All sites Site

☒ All departments Department

☒ All profiles Profile

Reg. number range

Population

Other criterion

Payroll elements

Pay date

Pay period

Payment date

Common features

Additional profile

☒ Multiple headers authorized ☐ Exclude certificates

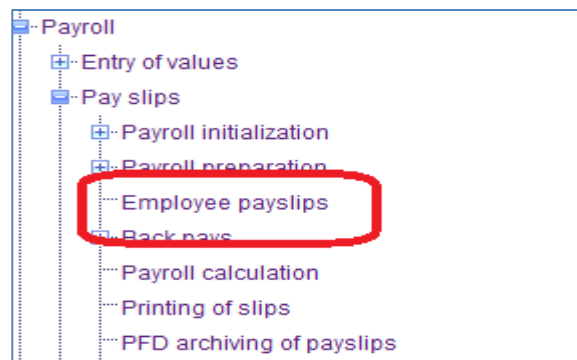
Buttons: OK, Memo, Recall, Delete memo, End

Ready

Annotation: If we will have more than one pay slip, we must click on Multiple

❖ "Employee payslips"

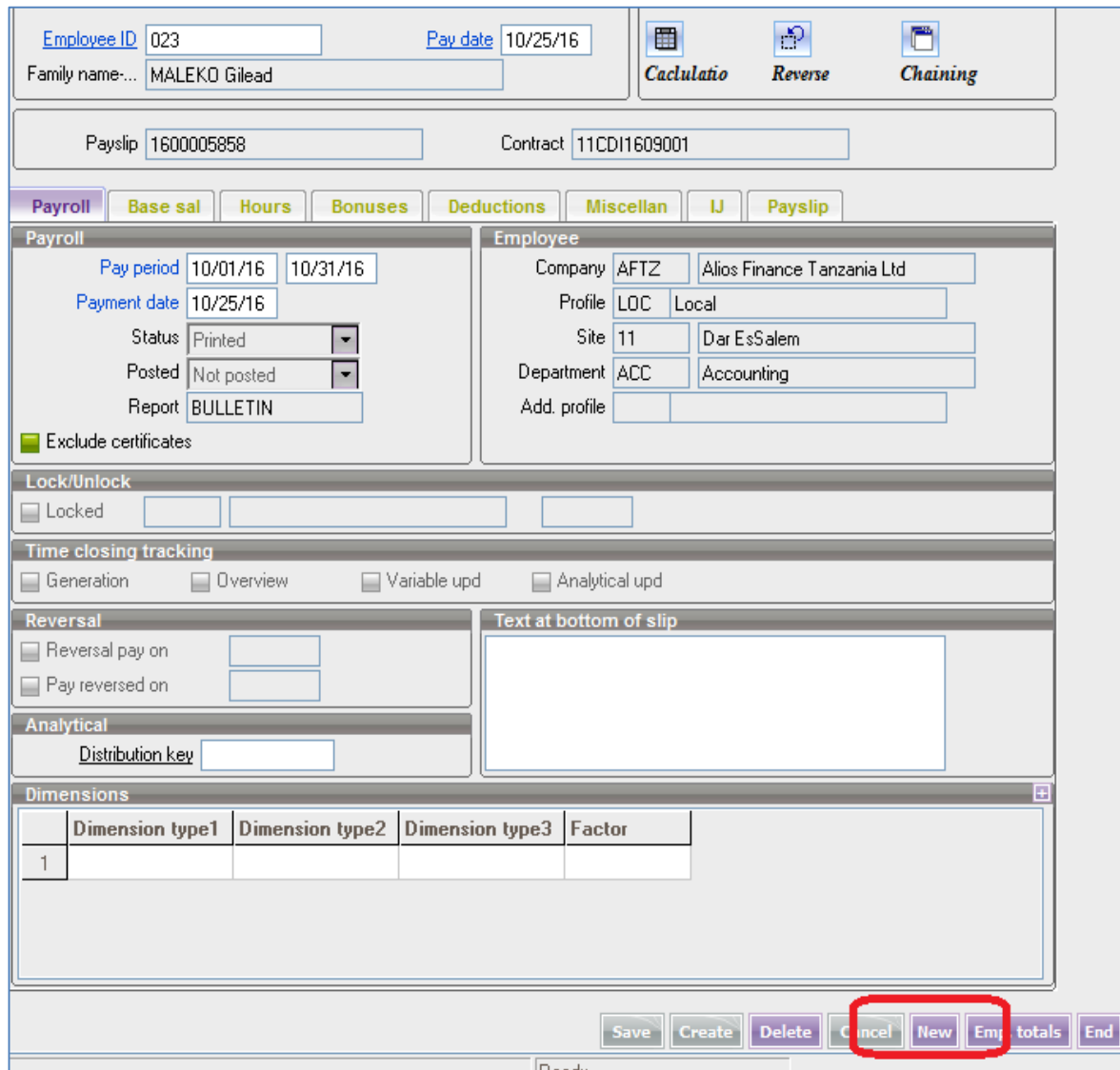
"Payroll → Payslips → Employee Payslip»



Payroll

- Entry of values
- Pay slips
 - Payroll initialization
 - Payroll preparation
 - Employee payslips**
 - Back pays
- Payroll calculation
- Printing of slips
- PFD archiving of payslips

(1): Click on the « New » button.



Employee ID: 023 Pay date: 10/25/16
Family name: MALEKO Gilead

Buttons: *Caclulatio* *Reverse* *Chaining*

Payslip: 1600005858 Contract: 11CDI1609001

Tabs: Payroll Base sal Hours Bonuses Deductions Miscellan IJ Payslip

Payroll
 Pay period: 10/01/16 10/31/16
 Payment date: 10/25/16
 Status: Printed
 Posted: Not posted
 Report: BULLETIN
☐ Exclude certificates

Employee
 Company: AFTZ Alios Finance Tanzania Ltd
 Profile: LOC Local
 Site: 11 Dar EsSalem
 Department: ACC Accounting
 Add. profile:

Lock/Unlock
☐ Locked

Time closing tracking
☐ Generation ☐ Overview ☐ Variable upd ☐ Analytical upd

Reversal
☐ Reversal pay on
☐ Pay reversed on

Analytical
 Distribution key:

Text at bottom of slip

Dimensions

	Dimension type1	Dimension type2	Dimension type3	Factor
1				

Buttons: Save Create Delete **Cancel** **New** Em totals End

A new screen is displayed:

- (1): Input the Employee ID
- (2): Check the pay range date
- (3): Click on the « OK » button

Note that this method just allows us to generate one payslip for the selected employee.

Pay entry

File Edit Window Navigation Windows

Pay type

☒ Additional payments

Reversed pay date

Employee

(1) → **Employee ID** 023 MALEKO Gilead

Contract 11CDI1609001

Arrival 09/01/2016

Payroll

(2) → **Pay date** 10/25/16

Pay period 10/01/16 10/31/16

Payment on 10/25/16

Identification

Site 11 Dar EsSalem

Company AFTZ Alios Finance Tanzania Ltd

Profile LOC Local

Department ACC Accounting

Common features

Add profile

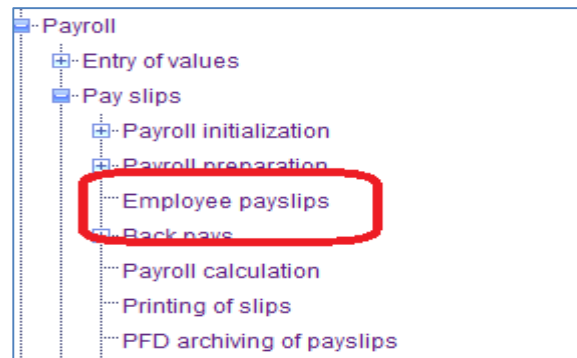
OK End

(3) → **Ready**

2. Input of payroll items – Payroll preparation:

This step allows you to input the values of the employees' variables on the system by using the screen below

"Payroll → Pay slips → Employee payslips"



In the left list of this screen (Employee payslips), you can select the employee and his/her payslip (with a quick Select):

Last Read									
Pay slips									
Employee ID	Name	First name	Pay date	Site	Department	Profile	Status	Posted	Payslip
001	DE VILLARD	Jerome	10/25/2016	11	MAN	EXP	Printed	Not posted	1600005842
004	MGAZA	Amiri	10/25/2016	11	ADMIN	LOC	Printed	Not posted	1600005856
010	PAMBA	Frank	10/25/2016	11	COM	LOC	Printed	Not posted	1600005859
014	MALLE	Mercy	10/25/2016	11	ADMIN	LOC	Printed	Not posted	1600005845
015	NDAKIDEMI	Edward	10/25/2016	11	ACC	LOC	Printed	Not posted	1600005846
016	SUNGUYA	Yohane	10/25/2016	11	RECO	LOC	Printed	Not posted	1600005847
018	SEIF	Kinanasy	10/25/2016	11	MID	LOC	Printed	Not posted	1600005848
019	ULOMI	Oscar	10/25/2016	11	MID	LOC	Printed	Not posted	1600005849
020	MDEMU	Grace	10/25/2016	11	MID	LOC	Printed	Not posted	1600005850
021	MUNISI	Eida	10/25/2016	11	RISK	LOC	Printed	Not posted	1600005860
022	SHIKONYI	Masanju	10/25/2016	11	COM	LOC	Printed	Not posted	1600005852
023	MALEKO	Gilead	10/25/2016	11	ACC	LOC	Printed	Not posted	1600005858
024	TUMAINI	LILIAN	10/25/2016	11	MID	LOC	Printed	Not posted	1600005857

Thereafter, you update the payroll variables for each employee.
We start with the first tab **"Basic salary"**:

Employee ID: 023
Pay date: 10/25/16

Family name: MALEKO Gilead

Payslip: 1600005858
Contract: 11CDI1609001

Payroll
Base sal
Hours
Bonuses
Deductions
Miscellan
IJ
Payslip

001 Base salary

Variable	Title	Value	Entered text
TZ_B_PAY	Basic Pay Tanzania		No

Enter the value of the basic salary

This variable is conserved and will be changed only when the employee's base salary varies.

Note that for the basic salary, the code of the variable contains the abbreviation for the country, as shown below:

Variable code	Country
TZ_B_PAY	AFTZ
KE_B_PAY	AFKE
ZM_B_PAY	AFZM

For the second tab "**Hours**", it will be used for the AFZM to calculate the Leave Commutation.

You must select the variable "LV_DAYS" and indicate the number of the leave days:

Employee ID: 282931/64/1 Pay date: 10/25/16
Family name: KASANDA Kapolwa

Payslip: 1600005883 Contract: 12CDI1602002

Payroll Base sal **Hours** Bonuses Deductions Miscellan IJ Payslip

002 Hours

Variable	Title	Value	Entered text
LV_DAYS	Leave Days	4.00	No

Enter the number of Leave Days

The system will automatically calculate the value of paid leave (Below you find the line relating to paid leave in a payslip):

499	ZM_LV_PAY	4.000	2,000.00	LEAVE COMMUTATION
-----	-----------	-------	----------	-------------------

For the "**Bonuses**" tab, you will find the different bonuses and benefits for each company. All variables start with the country code (TZ, ZM and KE).

To calculate a bonus or benefit, you just need to select the appropriate variable and insert the value.

Below is an example:

Employee ID: 004 Pay date: 11/25/16
Family name: MGAZA Amiri

Calculation Reverse Chaining

Payslip: 1600005926 Contract: 11CDI1103001

Payroll Base sal Hours **Bonuses** Deductions Miscellan IJ Payslip

003 Bonuses & Allowances

Variable	Title	Value	Entered text
TZ_BONUS	Bonus		No
2			

Insert the value/amount of the bonus or the allowance

The “**Deductions**” tab allows us to input variables related to advances given to employees or loans that vary from one month to another:

Employee ID: 028 Pay date: 11/25/16
Family name: MALEKO Gilead

Calculation Reverse Chaining

Payslip: 1600005936 Contract: 11CDI1609001

Payroll Base sal Hours Bonuses **Deductions** Miscellan IJ Payslip

004 Deductions

Variable	Title	Value	Entered text
TZ_ST_ADV	Staff Advance		No
2			

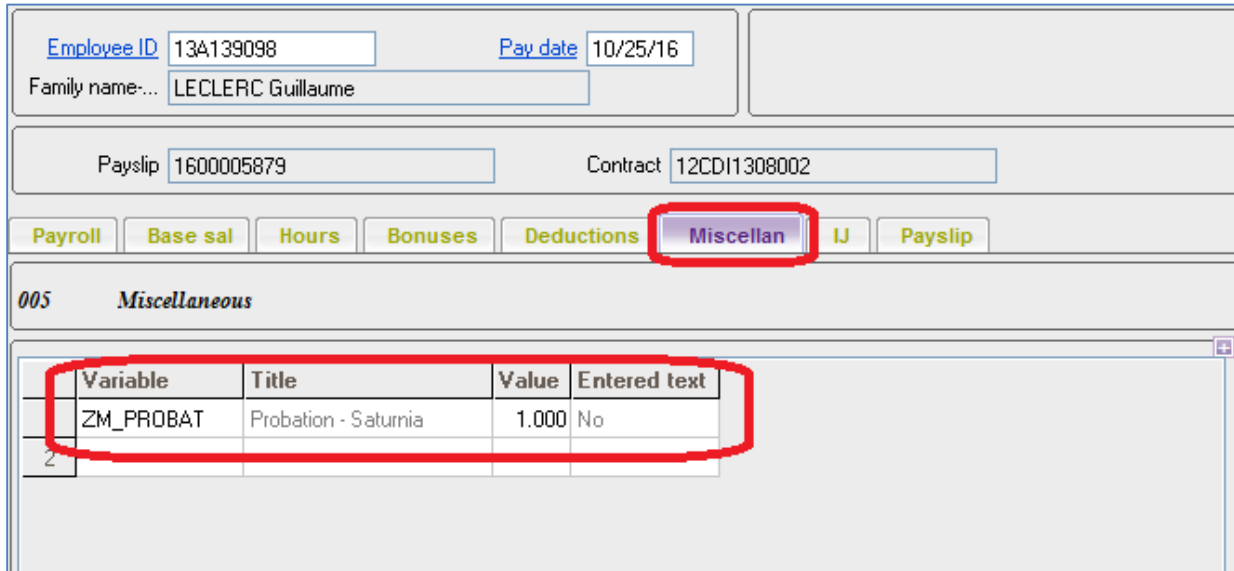
Insert the value of the staff advance or the loan

The deduction will be taken into account after the calculation of the payslip (see example below):

2990	TZ_ST_ADV			-2,000.00		Staff Advances
------	-----------	--	--	-----------	--	----------------

We will use the tab "**Miscellaneous**" for cases of probation for the AFZM.

For these cases, we insert the value "1" at the level of the variable "ZM_PROBAT":



The screenshot shows the HRM-002_02-Payroll User guide interface. The 'Miscellaneous' tab is selected and highlighted with a red box. Below the tabs, the '005 Miscellaneous' section is visible. A table with the following data is shown:

Variable	Title	Value	Entered text
ZM_PROBAT	Probation - Saturnia	1.000	No

The system will not calculate the SATURNIA CONTRIBUTION in this case.



Once all payroll variables entered and controlled, you move to the next step and proceed to the payroll calculation.

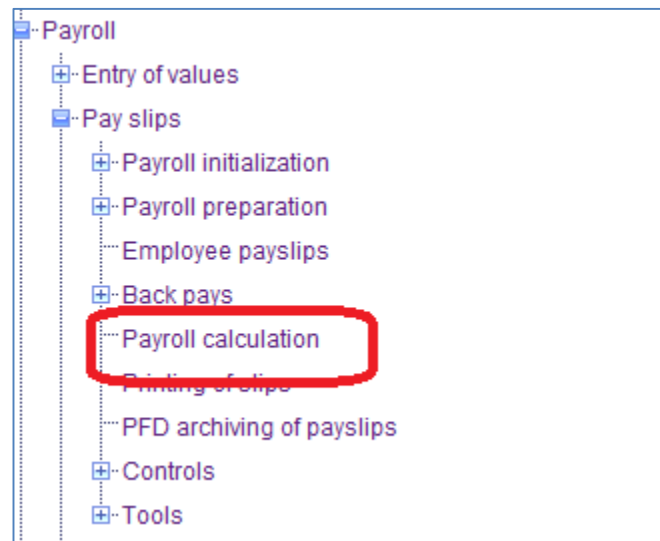
3. Payroll Calculation:

Once the different variables input, you proceed to the payroll calculation which can be done with two methods:

❖ The function « Payroll calculation »:

This function allows you to start a collective calculation by using the screen below:

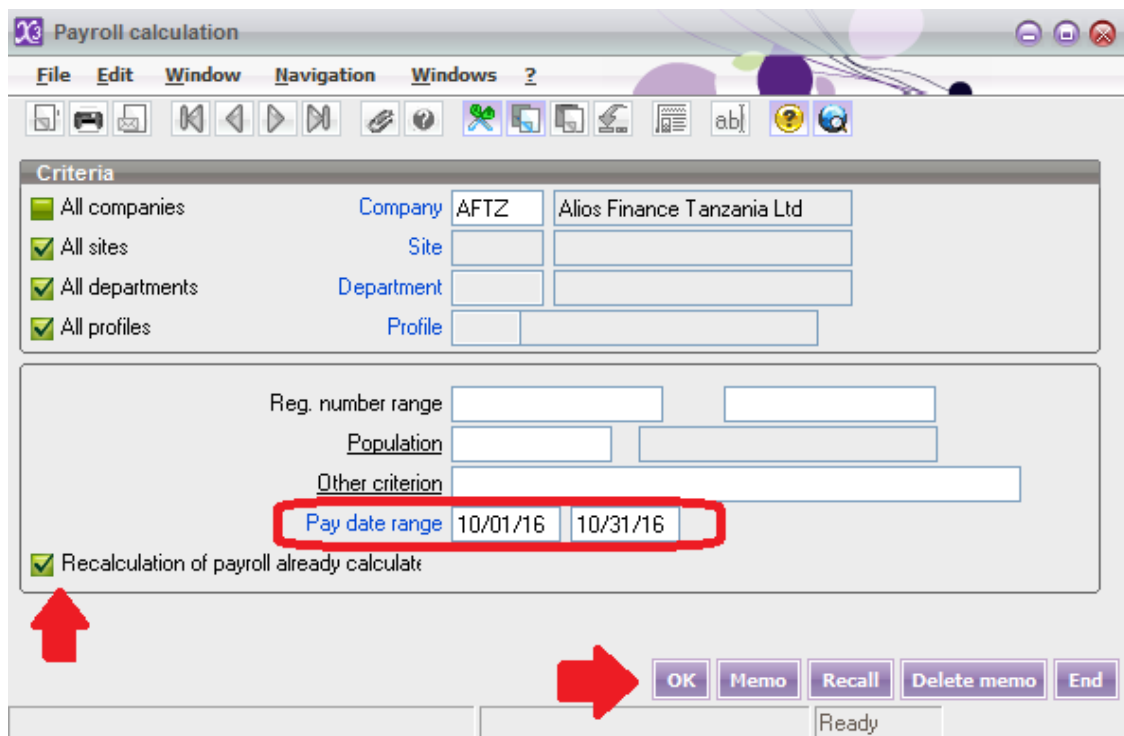
"Payroll → Pay slips → Payroll calculation"



Three steps must be followed:

- (1): Enter the company code
- (2): Check the pay date range
- (3): Click the OK button

 **Note:** The option recalculation of payroll already calculated: It is used to recalculate the calculated payslips to take into account the latest changes.



Payroll calculation

File Edit Window Navigation Windows ?

Criteria

☒ All companies Company AFTZ Alios Finance Tanzania Ltd

☒ All sites Site

☒ All departments Department

☒ All profiles Profile

Reg. number range

Population

Other criterion

Pay date range 10/01/16 10/31/16

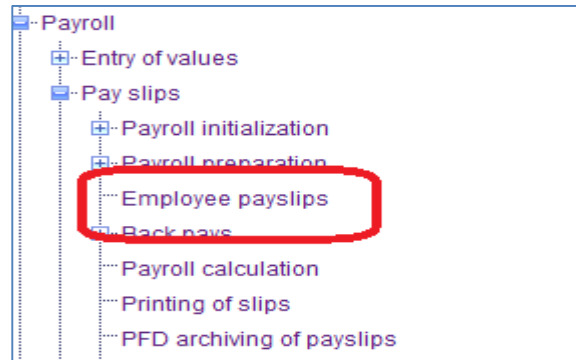
☒ Recalculation of payroll already calculate

OK Memo Recall Delete memo End

Ready

❖ "Employee payslips" function:

"Payroll → Pay slips → Employee payslips"



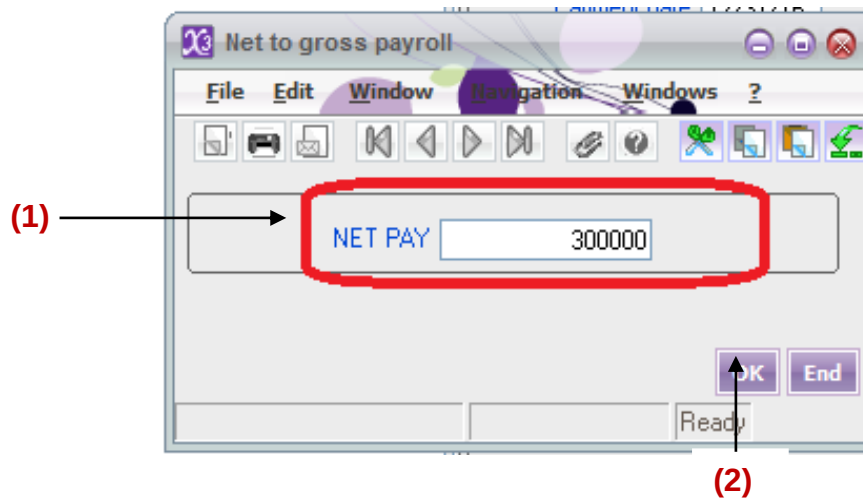
Employee ID	023	Pay date	12/31/16			
Family name...	MALEKO Gilead			Caclulatio	Reverse	Chaining
Payslip	1600005940	Contract	11CDI1609001			

The "Calculation" button calculates the employee's payslip (Individual calculation)

The "Reverse" function allows you to calculate payroll upside down:

Employee ID	023	Pay date	12/31/16			
Family name...	MALEKO Gilead			Caclulatio	Reverse	Chaining
Payslip	1600005940	Contract	11CDI1609001			

An entry screen is displayed:



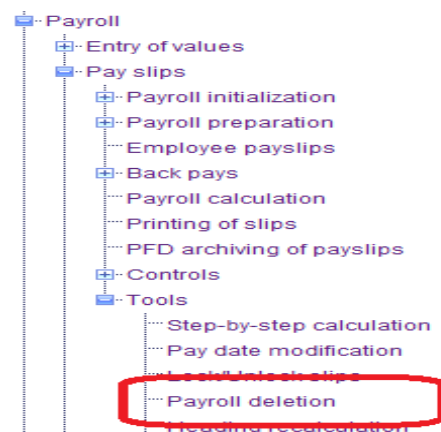
(1): Enter the net amount to be paid

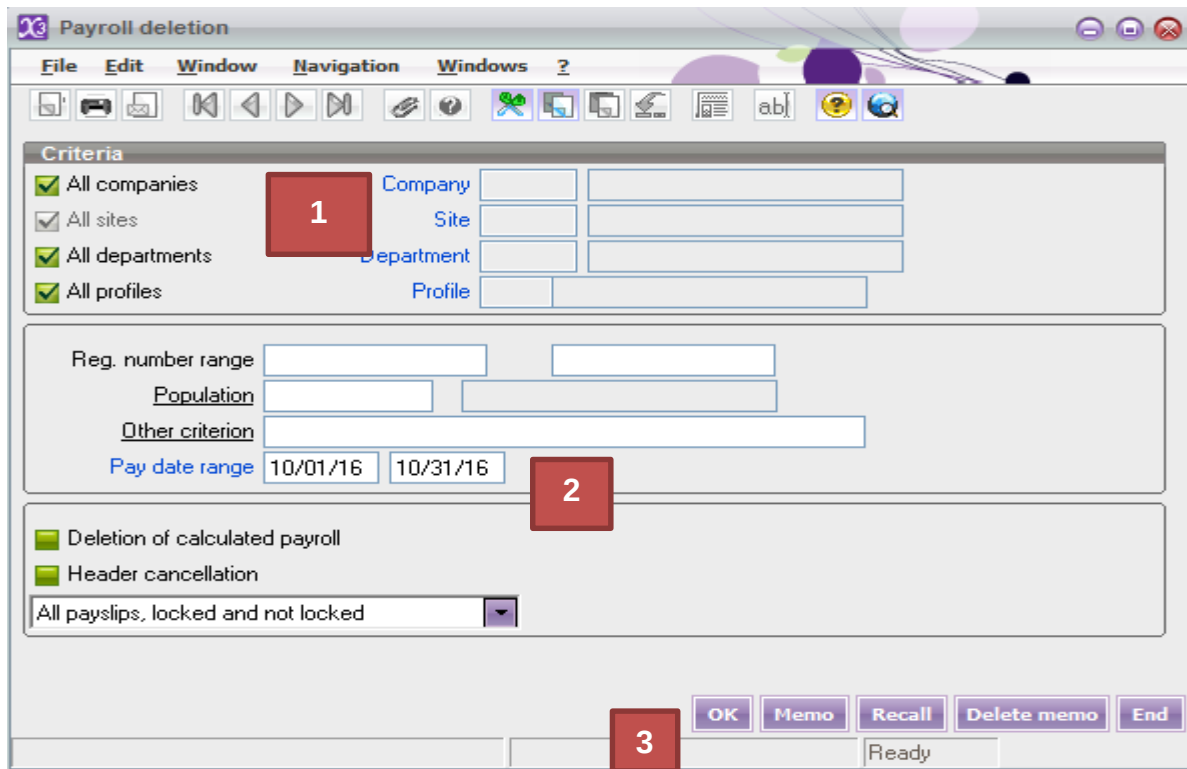
(2): Click the OK button

4. Payroll deletion:

This function allows you to delete the payroll by selection criteria.

"Payroll → Pay slips → Tools → Payroll deletion"





The screenshot shows the 'Payroll deletion' window. It has a menu bar (File, Edit, Window, Navigation, Windows, ?) and a toolbar. The main area is divided into sections:

- Criteria:**
 - ☒ All companies
 - ☒ All sites
 - ☒ All departments
 - ☒ All profiles
- Search fields:**
 - Company: []
 - Site: []
 - Department: []
 - Profile: []
 - Reg. number range: [] []
 - Population: [] []
 - Other criterion: []
 - Pay date range: 10/01/16 10/31/16
- Deletion options:**
 - ☐ Deletion of calculated payroll
 - ☐ Header cancellation
 - All payslips, locked and not locked [v]
- Buttons:** OK, Memo, Recall, Delete memo, End
- Status bar:** Ready

Red numbered boxes indicate the following steps:

- Box 1 points to the 'Company' field.
- Box 2 points to the 'Pay date range' date fields.
- Box 3 points to the 'OK' button.

(1): Enter company code

(2): Select the start date and end date

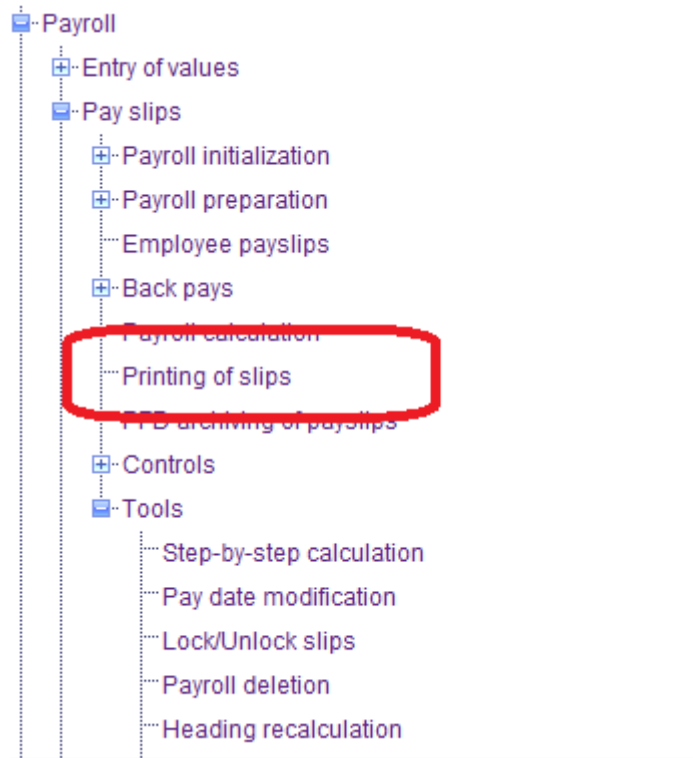
(3): click the OK button

- ⇒ Deletion calculated payroll: Deletes the calculated pay slips
- ⇒ Header cancellation: Deletes the headers of the created pay slips

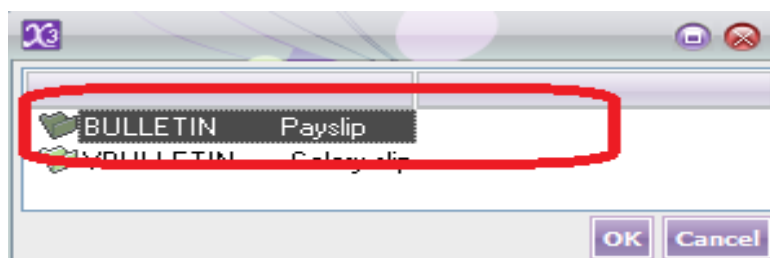
5. Printing of slips:

You can print individually payslip for each employee or collectively

"Payroll → Pay slips → Printing of slips"



To print the payslip, you must choose your own the payslip model (as shown below):



Report code Payslip

Parameter definition

	Parameter title	Parameter type	First Value	Final Value
1	Employee range	Range		
2	Payslip range	Range		
(1)	Company	Single	AFTZ	
4	Site range	Range		
5	Department	Single		
6	Profile	Single		
(2)	Pay date range	Range	10/01/2016	10/31/2016
8	Population	Single		
9	Sort order	Single	ID number	
10	Those not printed only	Single	No	
11	Slip texts	Single		
12	Simplified slip	Single	No	
13	Print selections	Single	Yes	
14	Printer two sides	Single	No	
15				

Report destination

Destination ☐ Deferred

Characteristics of departure

Output type Server

Printer File

Orientation Copies ☐ Assembly copies

Format Pages

Paper size Language

(3)

(1): Enter the company code

(2): Select the start date and end date of the payroll

(3): Click on the Print button

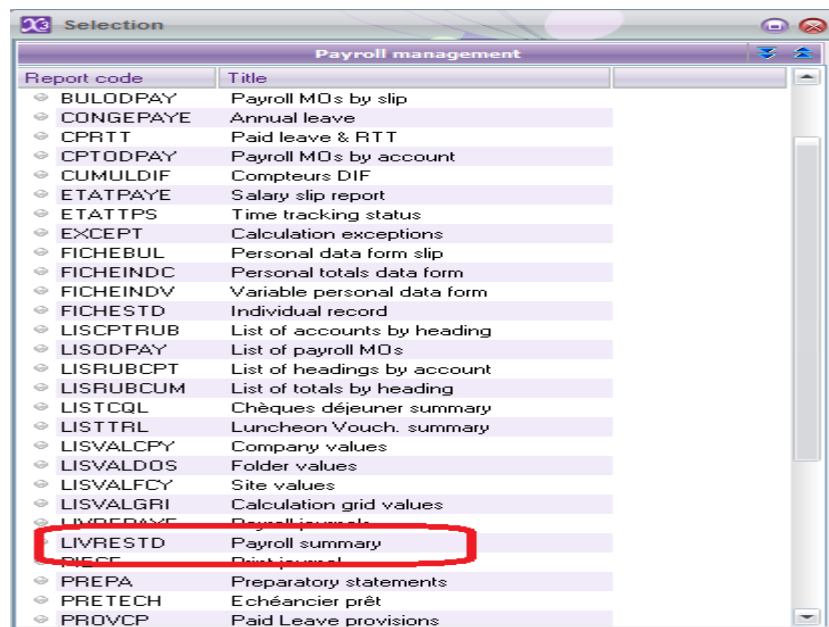
To print individually payslips, you can do it through the screen "Employee Payslips" by clicking on the button "Print the current record" at the top of the screen as shown below:



6. Payroll Summary printing:



The report is named "LIVRESTD":



Once the print screen displayed, you must select the subsidiary and pay dates to print the payroll summary:

Report code

Parameter definition

	Parameter title	Parameter type	First value	Final Value
(1)	1 Company	Single	AFTZ	
(2)	2 Site range	Range		
	3 Pay date range	Range	11/01/2016	11/30/2016
	4 Population	Single		
	5 Staff registration no. rar	Range		
	6 Profile	Single		
	7 Department	Single		
	8 Heading range	Range	0	0
	9 Employee detail	Single	Yes	
(**)	10 Rubriques imprimables	Single	Yes	
	11 Print selections	Single	No	
	12			

Report destination
Destination

☐ Deferred

Characteristics of departure

Output type
Server

Printer
File

Orientation
Copies ☐ Assembly copies

Format
Pages

Paper size
Language

(3)

(1): Enter the company code.

(2): Select the start date and end date of the payroll.

(3): Click the print button.

Please Note:

- (**): The option "printable heading" allows you to print only the headings that figure on the pay slip.

 Creating headers, posting values and calculating the payslip through the Employee Payslips function can just be done individually

 The delete of a pay slip causes the loss of the posted values

 It is possible to delete calculated or printed pay slips when not yet booked.

 It is impossible to delete a payroll on a month if there are payrolls calculated on the following month(s).

 Pay slips not printed are not included in the Payroll journal entry

 Inactive employees are not included in the payroll calculation and consequently not considered on the payroll journal entry.

The table below shows the allowed actions and rights on a pay slip regarding its status:

Action Payslip Status	Entry and modification	Calculation	Printing	Delete
Entry	Yes	Yes	Yes	Yes
Calculated	Yes	Yes	Yes	Yes
Printed	Yes	Yes	Yes	Yes
Under progress	No	No	Yes	No
Posted (Booked)	No	No	Yes	No

The information about the status of the pay slip and its posting are displayed on the Payroll tab of the Employee Payslips function:

"Payroll → Employee Payslips"

<u>Employee ID</u> 941356/11/1 <u>Pay date</u> Family name... ZULU George																
Payslip 1600005891 Contract 12CDI1509001																
Payroll Base sal Hours Bonuses Deductions Miscellan IJ Payslip																
Payroll <u>Pay period</u> 10/01/16 10/31/16 <u>Payment date</u> 10/25/16 Status Printed ▼ Posted Under progress ▼ Report BULLETIN ☐ Exclude certificates	Employee Company AFZM Alios Finance Zambia Ltd. Profile LOC Local Site 12 Lusaka Department RECO Recovery Add. profile															
Lock/Unlock ☐ Locked																
Time closing tracking ☐ Generation ☐ Overview ☐ Variable upd ☐ Analytical upd																
Reversal ☐ Reversal pay on ☐ Pay reversed on	Text at bottom of slip															
Analytical Distribution key																
Dimensions <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Dimension type1</th> <th>Dimension type2</th> <th>Dimension type3</th> <th>Factor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LBVS0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Dimension type1	Dimension type2	Dimension type3	Factor	1	LBVS0				2				
	Dimension type1	Dimension type2	Dimension type3	Factor												
1	LBVS0															
2																

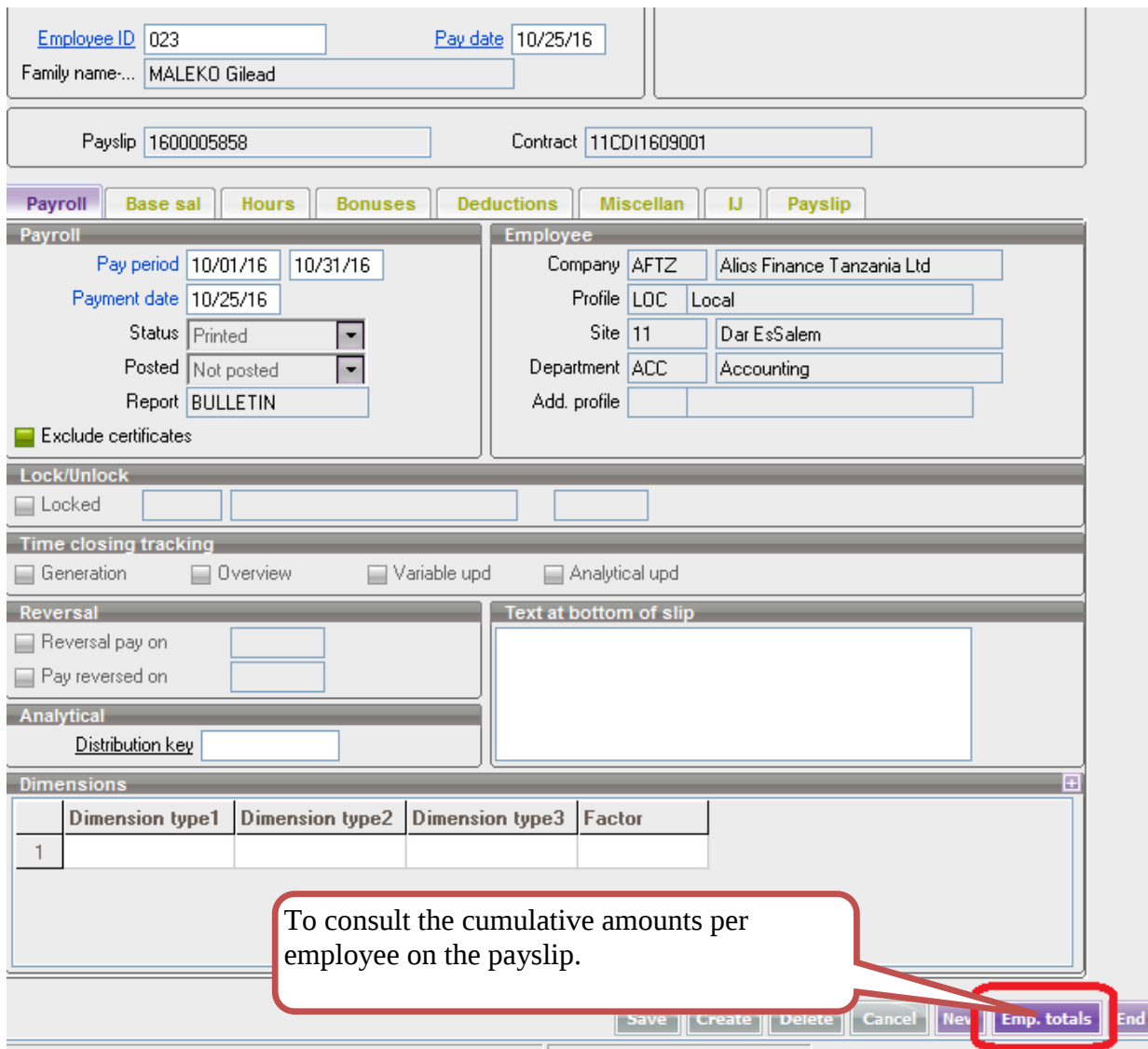
7. Controls Functions:

This function provides several controls for the calculated pay slips:

❖ Employee Totals:

"Payroll → Pay slips → Employees payslips"

And you click on "Emp. Totals"



The screenshot shows the 'Payroll' tab selected in the top navigation bar. The 'Payroll' section contains fields for 'Employee ID' (023), 'Pay date' (10/25/16), 'Family name...' (MALEKO Gilead), 'Payslip' (1600005858), and 'Contract' (11CDI1609001). Below these are tabs for 'Payroll', 'Base sal', 'Hours', 'Bonuses', 'Deductions', 'Miscellan', 'IJ', and 'Payslip'. The 'Payroll' tab is active, showing 'Pay period' (10/01/16 to 10/31/16), 'Payment date' (10/25/16), 'Status' (Printed), 'Posted' (Not posted), and 'Report' (BULLETIN). The 'Employee' section shows 'Company' (AFTZ Alios Finance Tanzania Ltd), 'Profile' (LOC Local), 'Site' (11 Dar EsSalem), 'Department' (ACC Accounting), and 'Add. profile'. The 'Lock/Unlock' section has a 'Locked' checkbox. The 'Time closing tracking' section has checkboxes for 'Generation', 'Overview', 'Variable upd', and 'Analytical upd'. The 'Reversal' section has checkboxes for 'Reversal pay on' and 'Pay reversed on'. The 'Analytical' section has a 'Distribution key' field. The 'Text at bottom of slip' section has a text area. The 'Dimensions' section has a table with columns 'Dimension type1', 'Dimension type2', 'Dimension type3', and 'Factor'. A red callout box points to the 'Emp. totals' button at the bottom right of the interface, with the text: 'To consult the cumulative amounts per employee on the payslip.'

The totals calculated for the employee will be displayed:

Employ... MALEKO Gilead Date PaySlip Contract

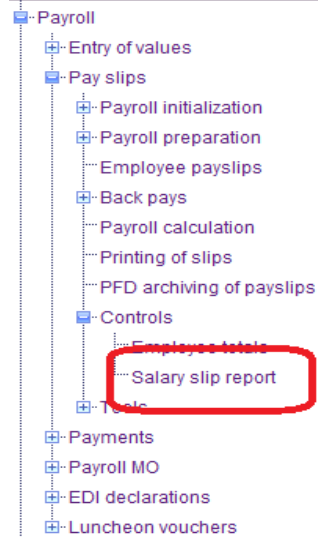
	Total	Title	Periodicity	Payroll amount	Total Amount
22	ELEM_EXD	Eléments Non Imposables	Month		
23	EMP_CON	Employer Contributions	Month		
24	EMP_CON_A	Annual Employer Contributions	Year		
25	GAINS	Total Gain	Month		
26	GROSS_A	Annual Gross Salary	Year		
27	GROSS_M	Gross Salary	Month		
28	IGR	IGR	Year		
29	IGR_A	IGR Annuel	Year		
30	IMPOT	IMPOT	Month		
31	IRPP	Cumul IRPP MOIS	Month		
32	IRPPM	IRPP	Year		
33	IRPP_A	IGR	Year		
34	IS	IS	Year		
35	ISR_1	ISR1	Year		
36	M_NAP	Monthly Net to Pay	Month		
37	NBP_A	Nbre de paies dans l'année	Year		
38	NBP_M	Nbre de paies dans le mois	Month		
39	NBP_P	Number of payroll	Year		
40	NET_A	Net annuel	Year		
41	NET_PAYER	NET A PAYER	Year		
42	NOTE	Note Mensuelle	Year		
43	PAL_DAYS	Paid Days	Month		
44	PLAF_INDEM	Plafond Indemnités	Year		
45	PRET	pret	Month		

❖ Salary Slip Report:

- This function allows you to edit a "payslip report" information for a selection of employees and periods.
- This information reflects the status of payslips: Entered, Calculated, Printed or Posted.
- This function also displays the total number of generated payslips, as well as the total payrolls per "Status".
- This is a control state to use especially before the calculation of the payroll journal entry.

To generate this report, you must follow this path:

"Payroll → Pay slips → Controls→Salary slip report"



Report code Salary slip report

Parameter definition

	Parameter title	Parameter type	First Value	Final Value
(1)	Company	Single	AFTZ	
2	Site range	Range		
(2)	Pay date range	Range	10/01/2016	10/31/2016
4	Population	Single		
5	Staff registration no. rar	Range		
6	Profile	Single		
7	Department	Single		
8	Detail by site	Single	No	
9	Detail by department	Single	No	
10	Dimension Details	Single	No	
11	Lock detail	Single	No	
12	Print selections	Single	No	
13				

Report destination

Destination ☐ Deferred

Characteristics of departure

Output type Server

Printer File

Orientation Copies ☐ Assembly copies

Format Pages

Paper size Language

(1): Enter the Company code

(2): Select the start and end payroll dates

(3): Click the Print button

(3)

Salary slip report

y, December 16, 2016

Company	AFTZ	Alios Finance Tanzania Ltd	From 10/1/2016 To 10/31/2016								
Employee ID	NameFirst name	Months	Pay date	Calculated	Printed	Archivé	Acct	Locked	Site	Profile	Department
001	DE VILLARD Jerome	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	EXP	MAN
004	MGAZA Amiri	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ADMIN
010	PAMBA Frank	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	COM
014	MALLE Mercy	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ADMIN
015	NDAKIDEMI Edward	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ACC
016	SUNGUYA Yohane	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	RECO
018	SEIF Kinanasy	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
019	ULOMI Oscar	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
020	MDEMU Grace	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
021	MUNISI Eida	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	RISK
022	SHIKONYI Masanju	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	COM
023	MALEKO Gilead	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	ACC
024	TUMAINI Lilian	Oct-16	10/25/2016	Yes	Yes	No	No	No	11	LOC	MID
Number of pays			13	13	13						

III. **Loan Module:**

“Loan management → Loan management”



1. Loan creation:

To create a loan, first click the new button. Then, you must select the employee and fill in the fields describing the credit: type, amount, duration, and first due date.

Code
 employee id
 Loan status

Title
 MALEKO
 Generation type

Description

Schedule

Calculation type
 (1) Calculation type
 Fiche number

Characteristics
 (2) Loan type Advance
 (3) Object Various
 (4) Lending institution AFTZ
 Loan decision number
 (5) Decision date
 Guarantees
 Montant G

☒ Rounding

Description
 (6) Montant avant VPM
 (7) Loan amount Finance amount
 (8) Interest rate Initial interest rate
 (9) Payment frequency Monthly
 Duration (month) Duration (month)
 Days number
 (10) Installement amount Installement amount
 1st installement date
 (11) Payment Heading

(1) Select the calculation type:

- Normal: An interest-free loan
- Setup file: A loan with interest

(2) Select the loan type (Advance or Staff Loan for example)

(3) Select the object of the loan

(4) Select the lending institution (AFTZ, AFZM or AFKE)

(5) Insert the Decision date

(6) Insert the loan amount (The total amount)

(7) Choose the payment frequency:

- Monthly
- Bimonthly
- Quarterly
- Annual
- Number of days

(8) Insert the duration

(9) Insert the date of the first installment

(10) Select the Payment Heading

(11) Create the loan



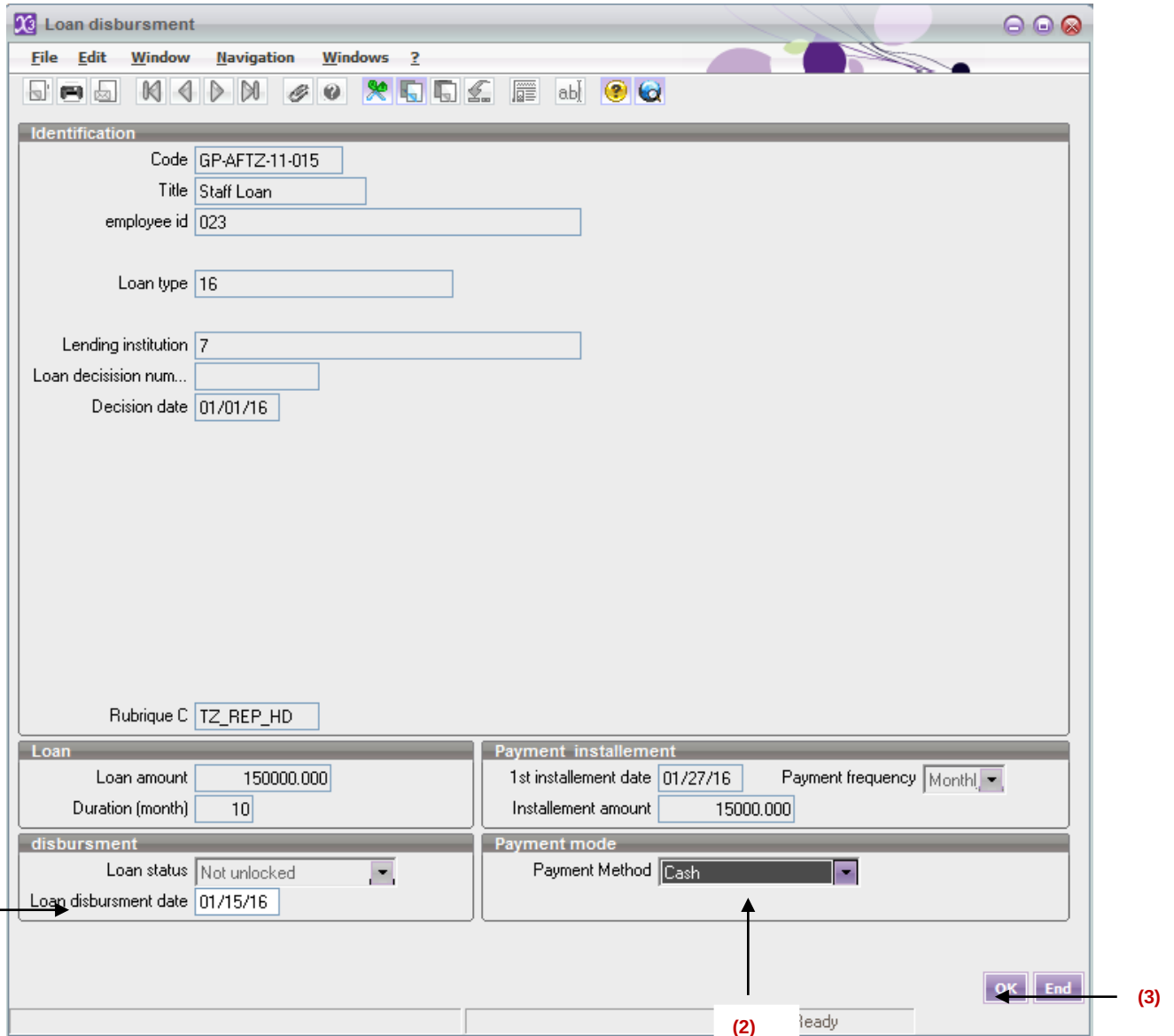
Once the loan created, an automatic loan code will be assigned as well as the payment schedule.

	Merging	Number	Loan code	Due date	Installement amount	Status	PaySlip	Due amount	Interest	Installement amount	Outstanding amount
1		GP-AFTZ-11-0150	GP-AFTZ-11-015	01/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	135000.000
2		GP-AFTZ-11-0151	GP-AFTZ-11-015	02/29/16	15000.000	Not calculated		150000.000	0.000	15000.000	120000.000
3		GP-AFTZ-11-0152	GP-AFTZ-11-015	03/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	105000.000
4		GP-AFTZ-11-0153	GP-AFTZ-11-015	04/30/16	15000.000	Not calculated		150000.000	0.000	15000.000	90000.000
5		GP-AFTZ-11-0154	GP-AFTZ-11-015	05/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	75000.000
6		GP-AFTZ-11-0155	GP-AFTZ-11-015	06/30/16	15000.000	Not calculated		150000.000	0.000	15000.000	60000.000
7		GP-AFTZ-11-0156	GP-AFTZ-11-015	07/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	45000.000
8		GP-AFTZ-11-0157	GP-AFTZ-11-015	08/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	30000.000
9		GP-AFTZ-11-0158	GP-AFTZ-11-015	09/30/16	15000.000	Not calculated		150000.000	0.000	15000.000	15000.000
10		GP-AFTZ-11-0159	GP-AFTZ-11-015	10/31/16	15000.000	Not calculated		150000.000	0.000	15000.000	0.000
11											

2. Loan Disbursement:

Prior to include the loan due amounts on the payroll process generation, you may unlock the loans as shown below ("unlocking" button in the screen below).

An entry screen appears:



- (1) Insert the disbursement date
- (2) Select the payment method
- (3) Click the OK button

Once the loan is Unlocked and the first installment date is included in our current pay month, the loan will automatically be integrated at the payslip.

 **An unlocked loan can't be deleted!!**

3. Miscellaneous Transactions:

Total repayment (Anticipated Loan end):

Total Repayment function allows the employee to anticipate the end of his loan.

Code	GP-AFTZ-11-015		Title	Staff Loan	
employee id	023			MALEKO	
Loan status	Not unlocked		Generation type	Automatic	

Description		Schedule	
Calculation type			
Calculation type	Normal		
Fiche number			
Characteristics			
Loan type	16	Advance	
Object	16	Various	
Lending institution	7	AFTZ	
Loan decision number			
Decision date	01/01/16		
Guarantees			
Montant G	0.000		
☐ Rounding			
Description			
Montant avant VPM	0.000		
Loan amount	150000.000	Finance amount	150000.000
Interest rate	0.000	Initial interest rate	0.000
Payment frequency	Monthly		
Duration (month)	10	Duration (month)	10
Days number	0		
Installement amount	15000.000	Installement amount	15000.000
1st installement date	01/27/16		
Payment Heading	TZ_REP_HD		

Save	Create	Delete	Cancel	Deblocage	Suspension	RMB tot	RMB Par	Report	Merging	End
------	--------	--------	--------	-----------	------------	----------------	---------	--------	---------	-----

(1) Click the "RMB TOT" Button

An entry screen appears:

Remboursement totale

Prêt

Code

Title

Loan amount

Montant restant dû

Remboursement total

Montant dû RMB

(1) → Date remboursement t

Decision rmb tot n°

(2) → Date rmb t d prise

OK End

(3) → OK

(1) Enter the total payment date
(2) Enter the effective payment date
(3) Click the OK button

Partial Payment:

Code	GP-AFTZ-11-015		Title	Staff Loan	
employee id	023			MALEKO	
Loan status	Not unlocked		Generation type	Automatic	

Description		Schedule	
Calculation type			
Calculation type	Normal		
Fiche number			
Characteristics			
Loan type	16	Advance	
Object	16	Various	
Lending institution	7	AFTZ	
Loan decision number			
Decision date	01/01/16		
Guarantees			
Montant G	0.000		
☐ Rounding			
Description			
Montant avant VPM	0.000		
Loan amount	150000.000	Finance amount	150000.000
Interest rate	0.000	Initial interest rate	0.000
Payment frequency	Monthly		
Duration (month)	10	Duration (month)	10
Days number	0		
Installement amount	15000.000	Installement amount	15000.000
1st installement date	01/27/16		
Payment Heading	TZ_REP_HD		

Save	Create	Delete	Cancel	Deblocage	Suspension	RMB to	RMB Par	Report	Merging	End
------	--------	--------	--------	-----------	------------	--------	----------------	--------	---------	-----

This function allows the employee to repay a part of his / her loan

(1) Click the PAR PAY button

An entry screen appears:

Remboursement partiel

Fichier Edition Affichage Navigation Fenêtres

Prêt

Code: XXXXXXXX

Intitulé:

Statu prêt: Débloqué

Montant de prêt: 12500,000

Montant restant dû: 12500,000

Remboursement Partiel

(1) Montant RMB: 5000,000

(2) Date RMB: 30/09/16

(3) Decision n°:

(4) Date prise decision:

Type calcul: Durée fixe

Montant dû:

Echéance:

Date 1 échéance A:

Durée (mois):

OK Fin

(5)

- (1) Enter the refund amount
- 2) Enter the date of the partial payment
- (3) Enter date of taking into account the partial payment
- (4) Select the calculation type:
 - Fixed term: the amount of the due date will be amortized
 - Fixed Maturity Amount: The installment amount remains fixed and the number of installments will be reduced.
- (5) Click the OK button.

Installment postponement:

This function postpones the repayment of one or many installments.

Code	GP-AFTZ-11-015		Title	Staff Loan	
employee id	023			MALEKO	
Loan status	Not unlocked		Generation type	Automatic	

Description

Schedule

Calculation type

Calculation type

Normal

Fiche number

Characteristics

Loan type

16

Advance

Object

16

Various

Lending institution

7

AFTZ

Loan decision number

Decision date

01/01/16

Guarantees

Montant G

0.000

Rounding

Description

Montant avant VPM

0.000

Loan amount

150000.000

Finance amount

150000.000

Interest rate

0.000

Initial interest rate

0.000

Payment frequency

Monthly

Duration (month)

10

Duration (month)

10

Days number

0

Installment amount

15000.000

Installment amount

15000.000

1st installment date

01/27/16

Payment Heading

TZ_REP_HD

Save

Create

Delete

Cancel

Deblocage

Susp

(1)

RMB tot

RMB Pa

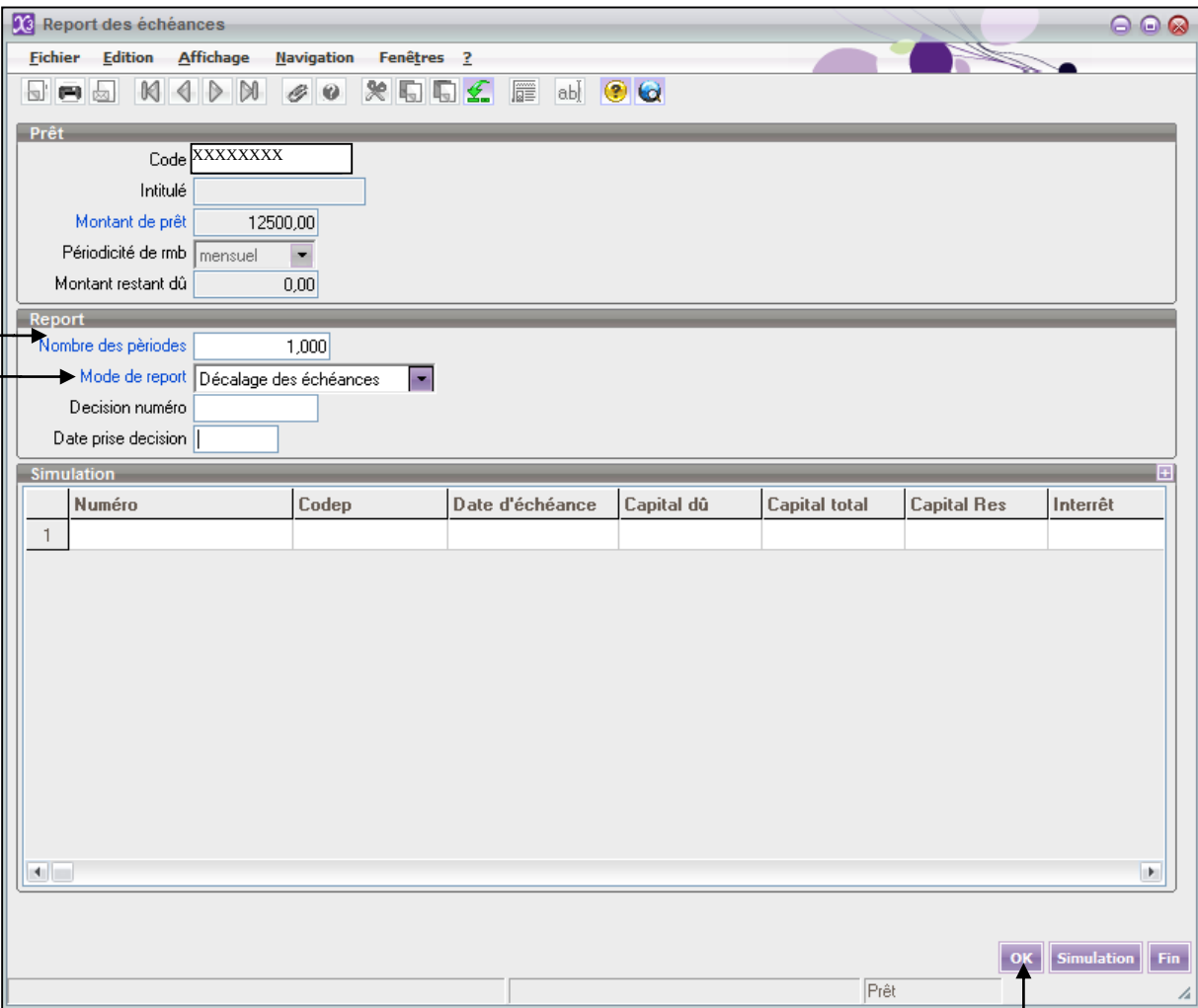
Report

Merging

End

(1) Click the Report button.

An entry screen appears:



(1) → Nombre des périodes

(2) → Mode de report

(3) → OK

(1) Enter the number of installments to postpone.

(2) Enter the postponement mode

- Offset of installments: delay the postponed installments forward at the end of the loan.
- Deferral on the next installment: Merger of deferred periods with the next due date.

(3) Click the Ok button.

Merging:

This function allows the merging of two or many installments over a single month. You have to select the installments to merge and click on **Merge** by choosing the merge date:

Code
Title

employee id

Loan status
Generation type

Description Schedule

	Merging	Number	Loan code	Due date	Installement amount	Status
1	✓	GP-AFTZ-11-0150	GP-AFTZ-11-015	01/31/16	15000.000	Not calculated
2	✓	GP-AFTZ-11-0151	GP-AFTZ-11-015	02/29/16	15000.000	Not calculated
3	✓	GP-AFTZ-11-0152	GP-AFTZ-11-015	03/31/16	15000.000	Not calculated
4		GP-AFTZ-11-0153	GP-AFTZ-11-015	04/30/16	15000.000	Not calculated
5		GP-AFTZ-11-0154	GP-AFTZ-11-015	05/31/16	15000.000	Not calculated
6		GP-AFTZ-11-0155	GP-AFTZ-11-015	06/30/16	15000.000	Not calculated
7		GP-AFTZ-11-0156	GP-AFTZ-11-015	07/31/16	15000.000	Not calculated
8		GP-AFTZ-11-0157	GP-AFTZ-11-015	08/31/16	15000.000	Not calculated
9		GP-AFTZ-11-0158	GP-AFTZ-11-015	09/30/16	15000.000	Not calculated
10		GP-AFTZ-11-0159	GP-AFTZ-11-015	10/31/16	15000.000	Not calculated
11						

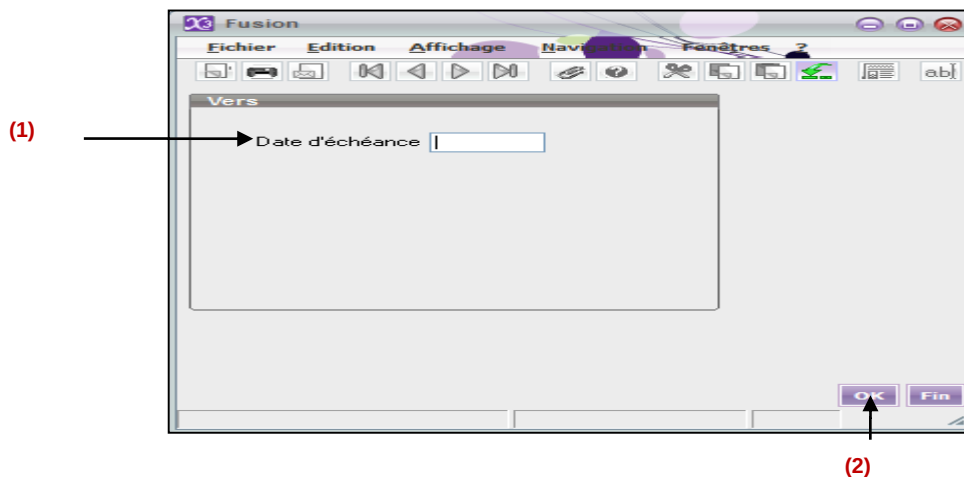
Save Create Delete Cancel Deblocage Suspension RMB tot RMB Par Report **Merging** End

Ready

(1) Double Click on the merging field to select the schedules to merge.

(2) Click on the button **Merging**

An entry screen appears:



- (1) Enter the date of the merger
- (2) Click the OK button.

Interruption:

This function is used to stop or interrupt the loan.

Code	GP-AFTZ-11-015	Title	Staff Loan
employee id	023		MALEKO
Loan status	Not unlocked	Generation type	Automatic

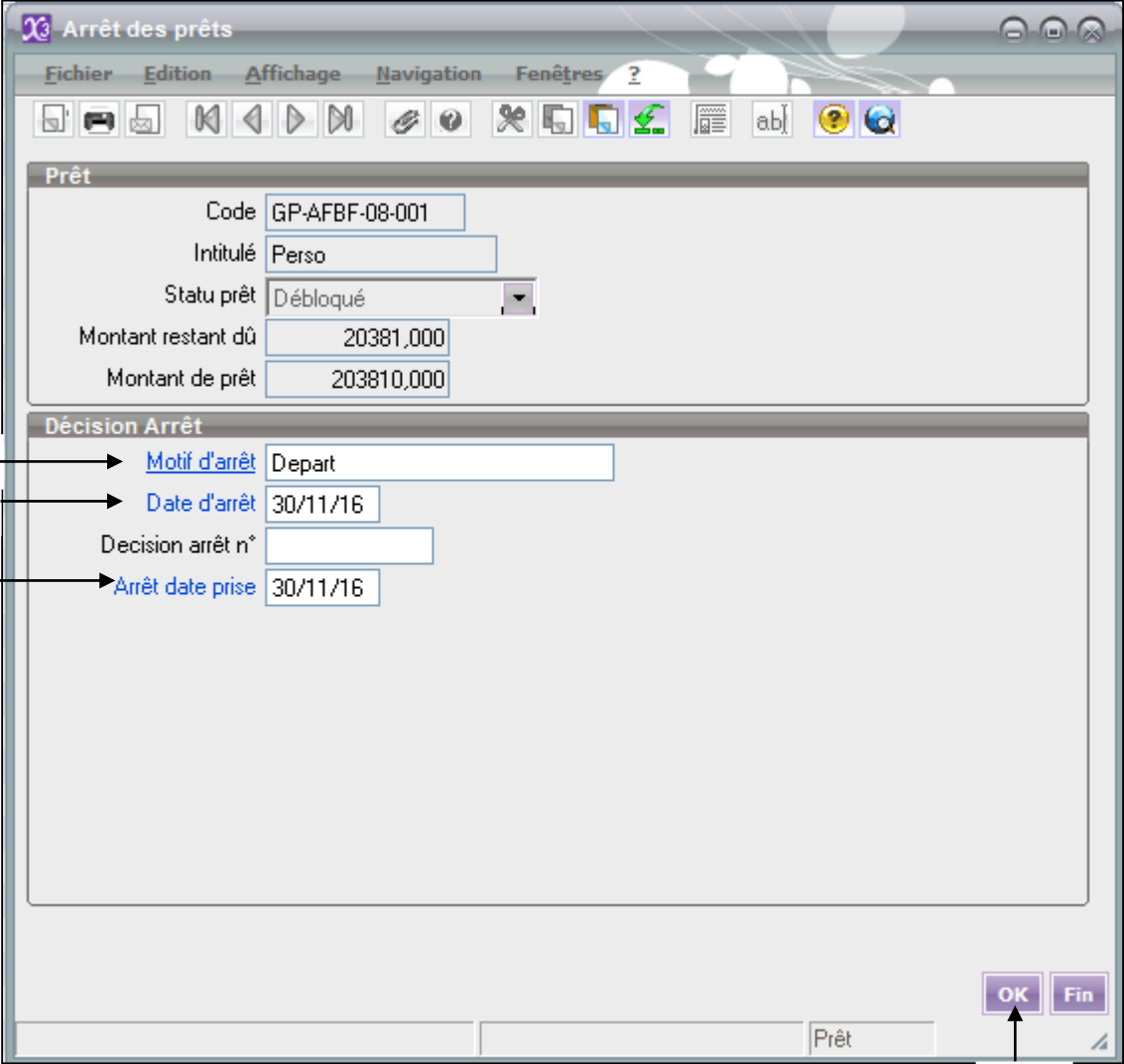
Description		Schedule	
Calculation type			
Calculation type	Normal		
Fiche number			
Characteristics			
Loan type	16	Advance	
Object	16	Various	
Lending institution	7	AFTZ	
Loan decision number			
Decision date	01/01/16		
Guarantees			
Montant G	0.000		
☐ Rounding			
Description			
Montant avant VPM	0.000	Finance amount	150000.000
Loan amount	150000.000	Initial interest rate	0.000
Interest rate	0.000	Duration (month)	10
Payment frequency	Monthly	Duration (month)	10
Days number	0	Installement amount	15000.000
1st installement date	01/27/16	Installement amount	15000.000
Payment Heading	TZ_REP_HD		

Save	Create	Delete	Cancel	Deblocage	Suspension	RMB tot	RMB Par	Report	Merging	End
------	--------	--------	--------	-----------	------------	---------	---------	--------	---------	-----

Ready

(1) Click on the "Interruption" button

An entry screen appears:



Arrêt des prêts

Fichier Edition Affichage Navigation Fenêtres ?

Prêt

Code GP-AFBF-08-001

Intitulé Perso

Statu prêt Débloqué

Montant restant dû 20381,000

Montant de prêt 203810,000

Décision Arrêt

(1) Motif d'arrêt Depart

(2) Date d'arrêt 30/11/16

Decision arrêt n°

(3) Arrêt date prise 30/11/16

OK Fin

(4)

(1) Select the reason for the loan interruption

(2) Enter the loan interruption date

(3) Enter the date of taking into consideration the interruption of the loan.

(4) Click the Ok button.

4. Loans Status:

The table below explains the different status of loans:

Status	Comments
Not unlocked	The loan is created and unblocked and will not impact the payroll
Unlocked	The loan is created and unblocked and will impact the payroll
Interrupted	The loan is interrupted
Balanced	The loan is fully refunded