

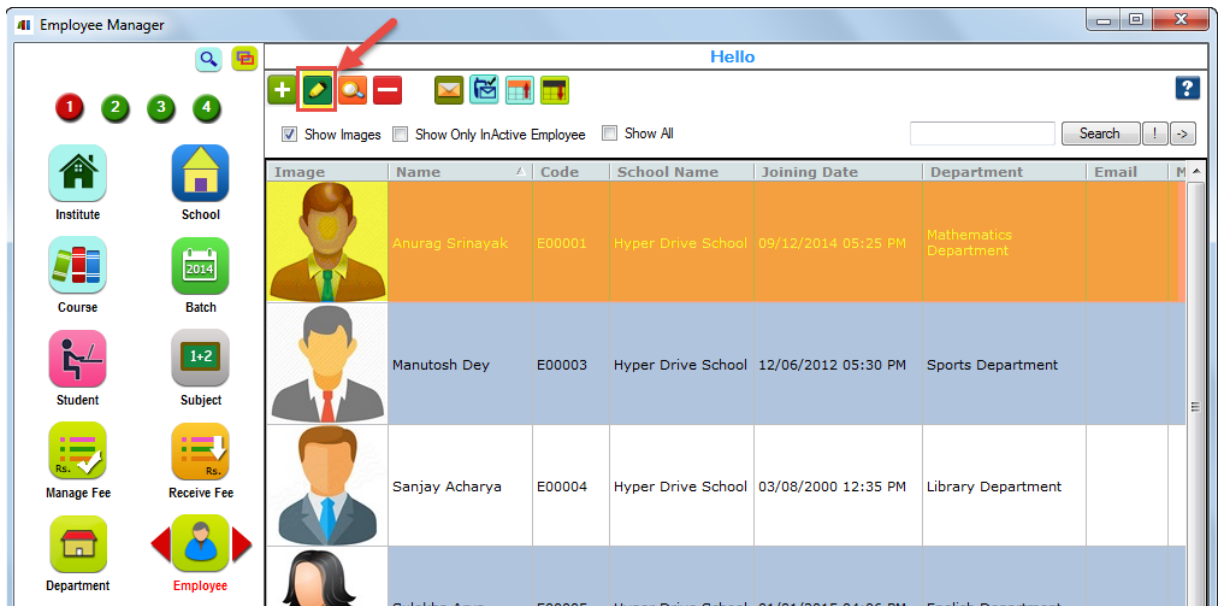
How do you manage loan to staff?

In HDSchool you can manage the loan amount issued to your staff members. You can issue loan amounts or add existing loan amount. To issue new loan or add existing loan amounts in HDSchool follow the steps below:

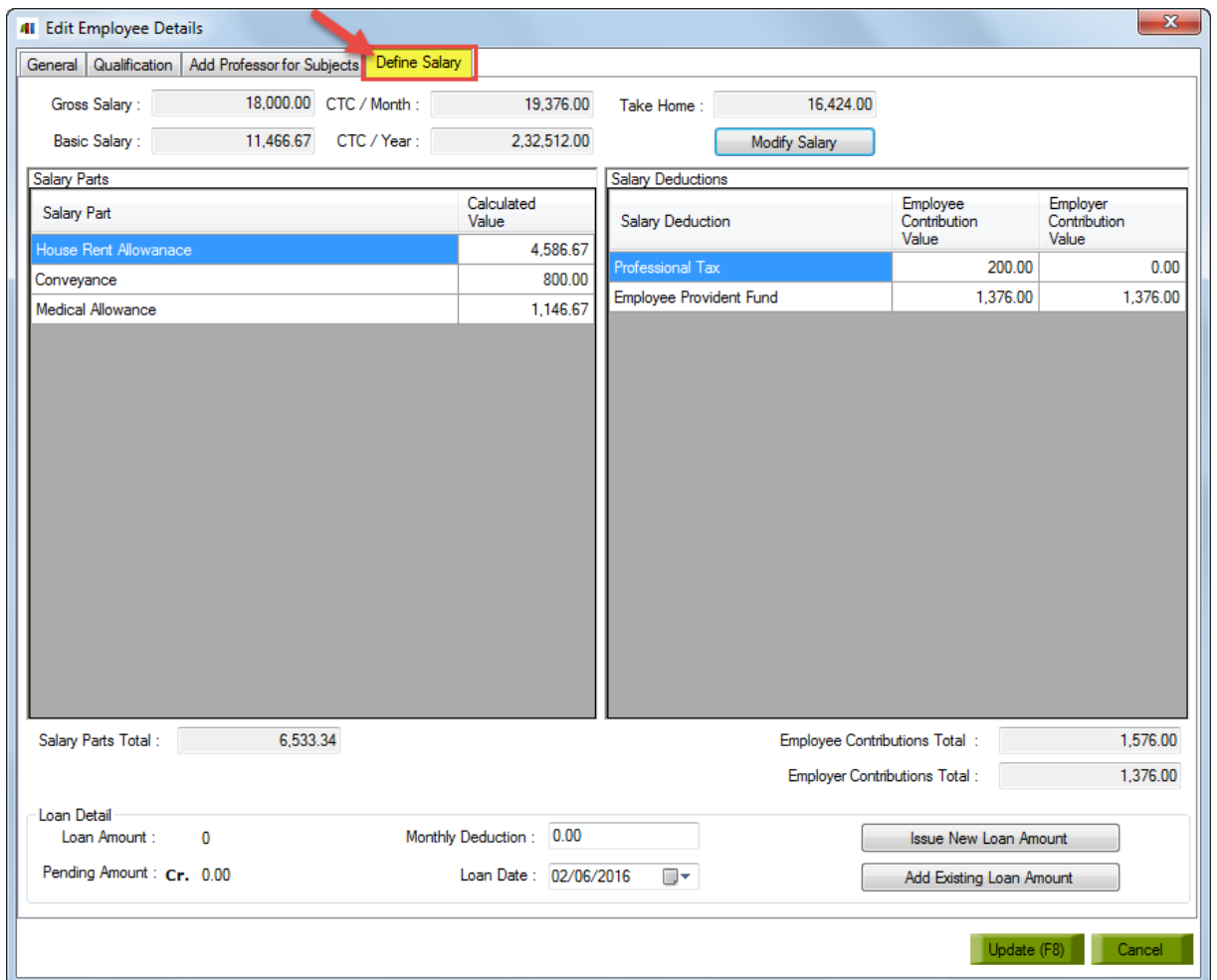
1. Run HDSchool.
2. From 1st page of HDSchool, click on **Employee**.



3. From Employee Manager, select the employee and click on **Edit Employee**.



4. Click on **Define Salary** tab in 'Edit Employee Details' window.





5. Click on **Issue New Loan Amount button** in 'Loan Detail' section and enter the required details.

The screenshot shows the 'Edit Employee Details' window with the 'Define Salary' tab selected. It contains two tables: 'Salary Parts' and 'Salary Deductions'. A pop-up window titled 'IssueNewLoanAmount' is overlaid on the main window, with a red arrow pointing to the 'Issue New Loan Amount' button in the background. The pop-up window has 'Cash' and 'Bank' tabs, and fields for 'Date For Loan FA Transaction', 'Bank Account', and 'Loan Amount'. The 'Loan Amount' field contains the value '15000'. The background window also shows 'Salary Parts Total' as 6,533.34 and 'Salary Deductions Total' as 1,576.00. The 'Loan Detail' section at the bottom shows 'Loan Amount' as 0, 'Monthly Deduction' as 0.00, and 'Loan Date' as 02/06/2016.

- **Cash:** Use payment mode as cash if you are issuing loan by cash.
- **Bank:** Use payment mode as bank if loan is issued through bank transfer.
- **Date for Loan FA transaction:** Selected loan issuing date.
- **Loan Amount:** Enter the loan amount.
- **Bank account:** Select the bank account.

Note 1: If you select payment mode as **Cash** to issue a new loan amount, your petty cash account gets credited and employee account gets debited.

Note 2: If you select **Bank** as payment mode, then selected bank account gets credited and employee account gets debited



- To add existing loan details, click on **Add Existing Loan Amount** and enter the required details.

Edit Employee Details

General | Qualification | Add Professor for Subjects | Define Salary

Gross Salary : 18,000.00 CTC / Month : 19,376.00 Take Home : 16,424.00
Basic Salary : 11,466.67 CTC / Year : 2,32,512.00

Salary Part	Calculated Value
House Rent Allowance	4,586.67
Conveyance	800.00
Medical Allowance	1,146.67

Salary Deduction	Employee Contribution Value	Employer Contribution Value
Professional Tax	200.00	0.00
Employee Provident Fund	1,376.00	1,376.00

Salary Parts Total : 6,533.34 Contributions Total : 1,576.00
Employer Contributions Total : 1,376.00

Loan Detail
Loan Amount : 0 Monthly Deduction : 0.00
Pending Amount : Cr. 0.00 Loan Date : 02/06/2016

- Existing Loan Date:** Select the date on which loan is issued.
- Loan Amount:** Enter the amount.

- Enter the **Monthly Deduction** amount and select the **Loan Date** for deduction applicability.

Loan Detail
Loan Amount : 15,000 Monthly Deduction : 500.00
Pending Amount : Cr. 0.00 Loan Date : 01/09/2016

- Click on **Update** to save the changes.