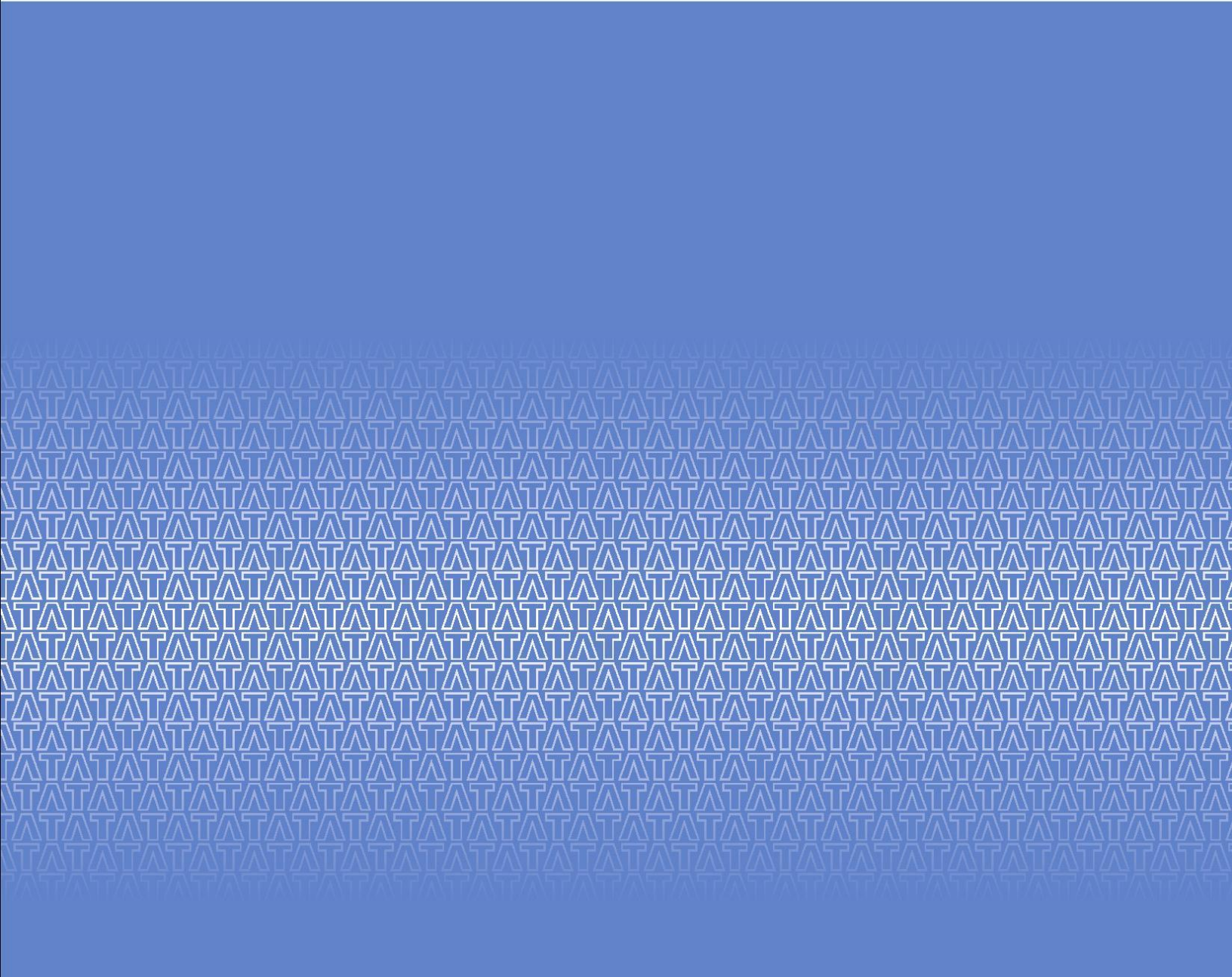




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Changing Loan Balance



Changing Loan Balance

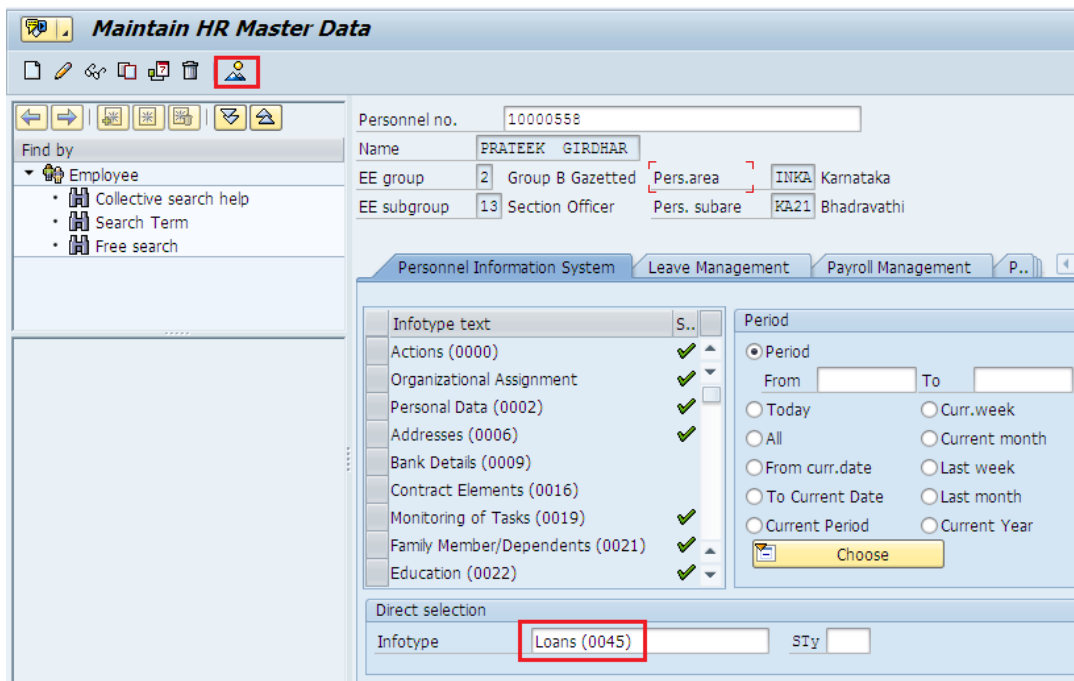
As per SAP system, once repayment has started for a particular loan, the **loan balance cannot be changed by changing the 'loan amount granted' field**. The following steps are to be followed to change the balance

Case 1:

When the actual loan balance is less than the loan balance shown in the system

Step 1:

Go to Pa30. Enter the employee ID and enter 0045(loan) in the Info type box. Click on Overview



The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Personnel no.' field contains '10000558'. The 'Name' field contains 'PRATEEK GIRDHAR'. The 'EE group' is '2 Group B Gazetted' and the 'EE subgroup' is '13 Section Officer'. The 'Pers.area' is 'INKA Karnataka' and the 'Pers. subare' is 'KA21 Bhadravathi'. The 'Infotype text' list includes 'Actions (0000)', 'Organizational Assignment', 'Personal Data (0002)', 'Addresses (0006)', 'Bank Details (0009)', 'Contract Elements (0016)', 'Monitoring of Tasks (0019)', 'Family Member/Dependents (0021)', and 'Education (0022)'. The 'Period' section has radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. The 'Direct selection' section has a text box containing 'Loans (0045)' and a 'SIy' field.

Step 2:

In the overview page, select the loan and click on change

List Loans (0045)

Find by

- Employee
 - Collective search help
 - Search Term
 - Free search

Pers.No. 10000558 Name PRATEEK GIRDHAR
 Pers.area INKA Karnataka
 EE subgrp 13 Section Officer WS rule WSRUAFTN WS Rule Afte..
 Choose 01.01.1800 to 31.12.9999 STy.

Lo...	O.	Start Date	End Date	C..	Loan amount	Curr...	Lo...
IN10		01.03.2018	31.12.9999	01	15,000.00	INR	

Step 3:

Check the present 'loan balance'. This is the balance remaining and is yet to be repaid by the employee

Change Loans (0045)

Find by

- Employee
 - Collective search help
 - Search Term
 - Free search

Pers.No. 10000558 Name PRATEEK GIRDHAR
 Pers.area INKA Karnataka
 EE subgrp 13 Section Officer WS rule WSRUAFTN WS Rule Afte..
 Start 01.03.2018 to 31.12.9999 Chge 10.05.2018 TCS496796

Loan type IN10 GPF Advance
 Sequence number 01 External reference no.

Basic data Conditions Payments

Approval date 01.03.2018
 Loan amount granted 15,000.00 INR
 Loan Amount Paid 15,000.00 INR
 Loan Balance 12,000.00 INR on 31.03.2018
 End of loan 31.07.2018


If this balance is found more than the amount that has to be recovered from the employee, please go to the 'Payment' tab and fill in the excess amount under 'Special Repayment (external)' with the date of the first of present month.

For example:

If the balance shown = Rs.12000,

Actual balance = Rs.9000

Value to be entered under 'Special repayment (external)'= Rs. 3000(Rs.12000-Rs.9000)

Click on Save  after doing the necessary changes. The balance will be reduced after payroll run.

Change Loans (0045)

Pers.No. 10000558 Name PRATEEK GIRDHAR
 Pers.area INKA Karnataka
 EE subgrp 13 Section Officer WS rule WSRUAFTN WS Rule Afte...
 Start 01.03.2018 to 31.12.9999 Chge 10.05.2018 TCS496796

Loan type IN10 GPF Advance
 Sequence number 01 External reference no.

Basic data Conditions **Payments**

Date	PmntTyp	Amount	Curr...
01.03.2018	Loan payment (external)	15,000.00	INR
01.04.2018	Special repayment (external)	3,000.00	INR

Case 2

When the actual loan balance is less than the loan balance shown in the system

Loan balance cannot be changed. Please close the loan by using 'Special repayment(external)' and entering the balance shown in SAP.

Create a new loan with the correct balance as the opening balance in 'loan amount granted' for the present month

Change Loans (0045)

Pers.No. 10000558 Name PRATEEK GIRDHAR
 Pers.area INKA Karnataka
 EE subgrp 13 Section Officer WS rule WSRUAFTN WS Rule Afte...
 Start 01.03.2018 to 31.12.9999 Chge 10.05.2018 TCS496796

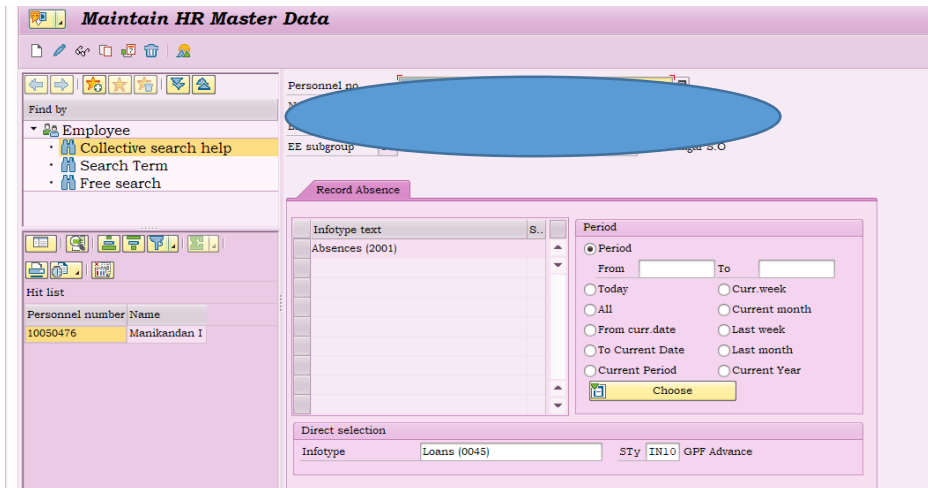
Loan type IN10 GPF Advance
 Sequence number 01 External reference no.

Basic data Conditions **Payments**

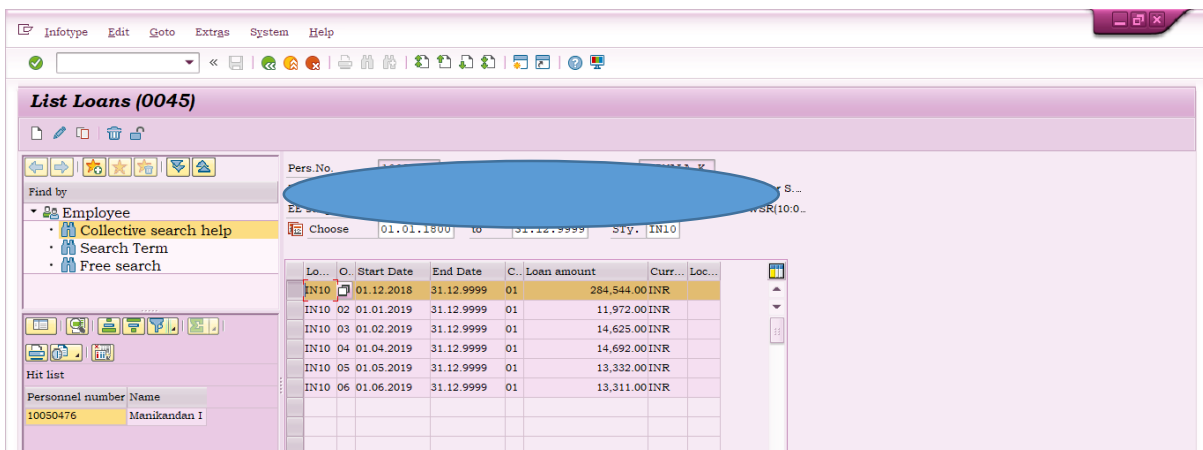
Date	PmntTyp	Amount	Curr...
01.03.2018	Loan payment (external)	15,000.00	INR
01.04.2018	Special repayment (external)	12,000.00	INR

How to close a loan in CSI Payroll

Goto PA30 and Info type 0045



Click on overview and select the loan which is to be closed



Click on Change

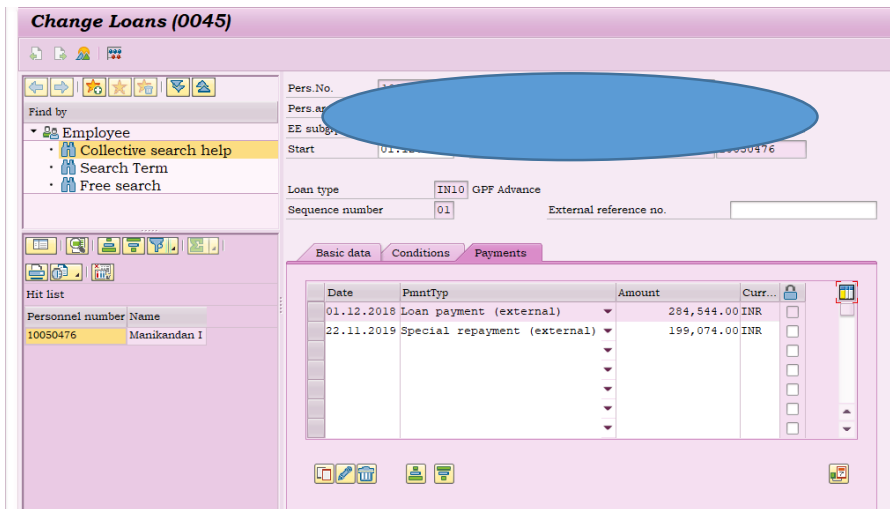
Go to payments tab

Enter date – loan closure date i.e. current date

Payment type – Special repayment (External)

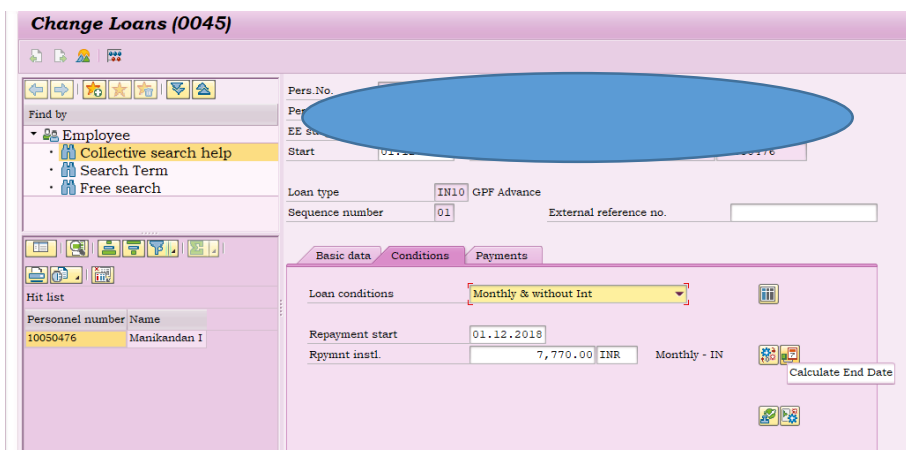
Press enter (Please don't enter any amount)

Current outstanding of the loan will be calculated. (Please verify the same with the loan amount displayed in Basic data tab)

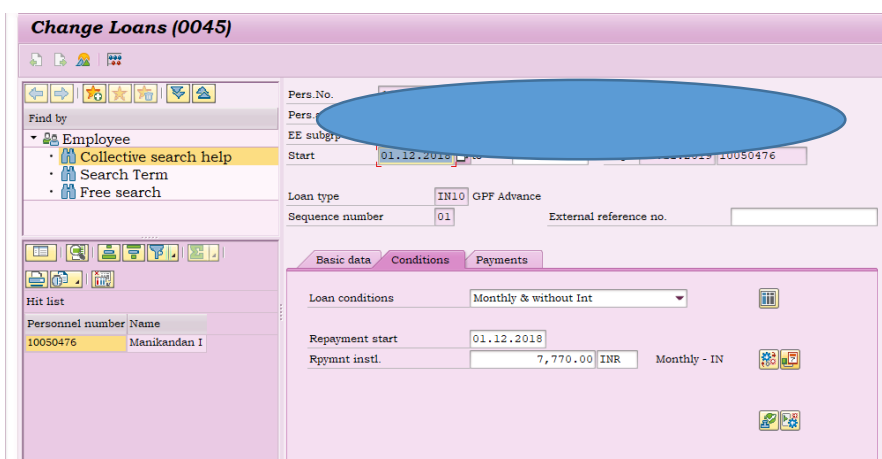


Go to conditions tab

Click on Calculate end date icon



End date will be updated automatically.



Click on save.