

Human Capital Management SAP Implementation at IESCO

Training Document Loans Processing

Content

Loans.....	3
1 Purpose.....	3
1.1 Process Steps.....	3
1.1.1 Create Loans info type (0045)	3
1.1.2 Display Loans info type (0045)	12
1.1.3 Repayment of Loans.....	20

Loans

1 Purpose

Document

This document describes how to create, change and display Loans. Employees can avail the following loans.

- Purchase of House
- Purchase of Plat
- Purchase of Car
- Purchase of Motor Cycle
- EPF Advance

1.1 Process Steps

1.1.1 Create Loans info type (0045)

Use

Following steps are followed during the Loan creation.

Procedure

1. Click "Maintain Employee Master Data" App. from Fiori Launchpad.



2. After Opening “Maintain Employee Master Data” App, following screen will display.

Maintain HR Master Data

Back Exit Cancel System ▾ Create Change Display Copy Delimit Delete Overview

Personnel no.

Basic personal data
Planning data
Salary data
Leaves data

Infotype text

Actions

Organizational assignment

Personal data

Addresses

Bank Details

Family Member/Dependents

Planned Working Time

Internal Data

Status

Period

☒ Period

From To

☐ Today

☐ All

☐ From curr.date

☐ To Current Date

☐ Current Period

☐ Curr.week

☐ Current month

☐ Last week

☐ Last month

☐ Current Year

Choose

Direct selection

Infotype

STY

3. Select Salary Data Tabe and fill out the reuquired fields as per below table entries.

Field name	Description	User action and values	Comments
Personnel No		As per requirement	Enter required Personnel number:1002375
Period from		As per requirement	Enter 01.01.2018
Period to		As per requirement	Enter 31.12.9999
Info type		As per requirement	Select Loans Info type from info type text or enter the loan info type no 0045
Loan sub type		As per requirement	Enter Z100 or Press F4 for selection of Loan sub type.

4. The next screen will display.

Back Exit Cancel System **Create** Change Display Copy Delimit Delete Overview

Personnel no. **1002375**

Name **MUHAMMAD IRFAN ASLAM KIANI**

EE group **P** IESCO Permanent Pers.area **1100** CHIEF EXECUTIVE OFFICER

EE subgroup **17** BPS 17 Cost Center **100001** FINANCE DIRECT...

Basic personal data Planning data **Salary data** Leaves data

Infotype text	Status
Basic Pay	✓
Recurring Payments/Deductions	
Additional Payments	
Loans	
Cost Distribution	
Payroll Status	✓

Period

☒ Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

Infotype **Loans** STY **Z200** Purchase of Plot

5. Click the Create button the following screen will display, In Basic Data Tab, enter the required field as per below table entries.

Field name	Description	User action and values	Comments
Approval Date		As per requirement	01.01.2018
Loan amount granted		As per requirement	100,000.00

Loan type: Z200 Purchase of Plot

Sequence number: 01 External reference no.

Basic data Conditions Payments

Approval date: 01.05.2018

Loan amount granted: 100,000.00 PKR

Loan Amount Paid: 0.00

Loan Balance: 0.00 on 01.01.1800

End of loan:

6. On next screen Click on Conditions Tab, enter the required field as per below table entries.

Field name	Description	User action and values	Comments
Loan conditions		As per requirement	Interest Free Loan, If loan with interest enter the value indiv interest rate
Indiv. Interest rate		As per requirement	5%
Repayment start Date		As per requirement	01.02.2018
Repayment Instal. Amount		As per requirement	5000.00

Loan type	Z200	Purchase of Plot
Sequence number	01	External reference no.
Basic data Conditions Payments		
Loan conditions	Interest Free Loan	
Indiv. interest rate		
Effective interest rate	0.0000 %	
Repayment start	01.02.2018	
Rpymnt instl.	5,000.00	PKR Monthly

7. Click following button for Calculate no of Installment. If Loan end date will be maintained.

Calc. Install.

8. Click the following button for Calculate End date of loan. If Loan monthly amount will be maintained.

Calculate End Date

9. On next screen Click on PaymentsTab, enter the required field as per below table entries.

Field name	Description	User action and values	Comments
Date		01.01.2018	Loan Payment Date
Payment Type		Loan payment External	Loan amount has already been paid by Finance.
Amount		100,000.00	Loan amount

Save Back Exit Cancel System Overview Create Repayment Plan

Personnel No 1002375 Name MUHAMMAD IRFAN ASLAM KIANI

EE group P IESCO Permanent Pers.area 1100 CHIEF EXECUTIVE OFFICER

EE subgroup 17 BPS 17 Cost Center 100001 FINANCE DIRECTORATE

Start 01.01.2018 to 30.09.2019 Chge 06.05.2018 TR_HCM_09

Loan type Z200 Purchase of Plot

Sequence number 01 External reference no.

Basic data Conditions **Payments**

Date	PmntTyp	Amount	Cur...	To
01.01.2018	Loan payment (external)	100,000.00	PKR	01.01.2018

10. Click the Save button.

Result:

Loan Record created.

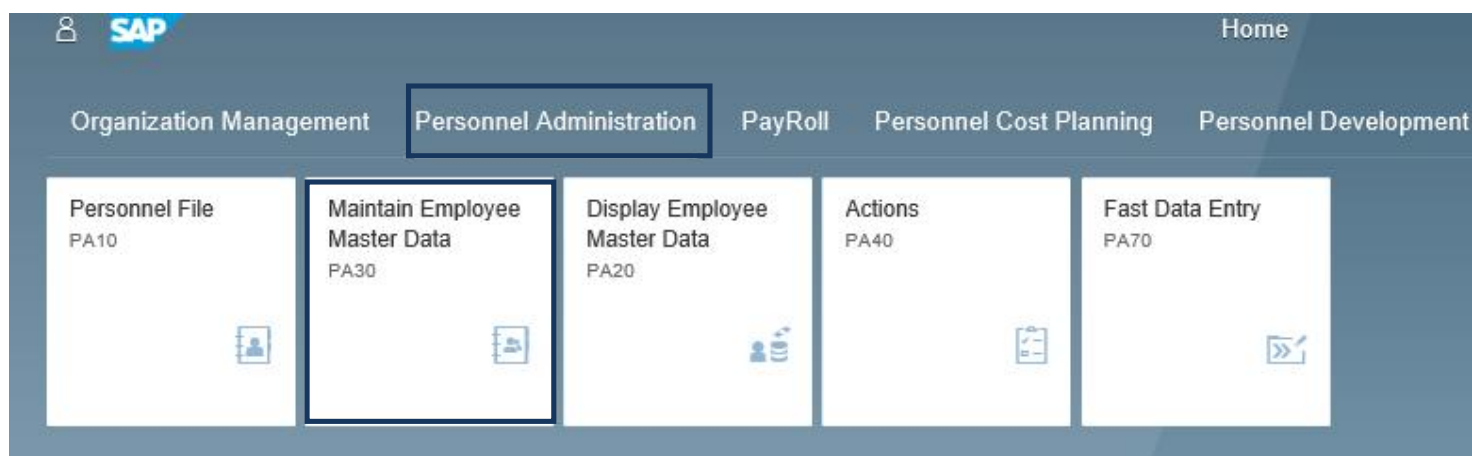
1.1.2 DisplayLoans info type (0045)

Use

Following steps are followed during the Loan creation.

Procedure

1. Click "Display Employee Master Data" App. from Fiori Launchpad.



- On the next screen enter the personnel no & select the info type and click the overview button.

Back Exit Cancel System Display Overview Refresh Data

Personnel no. 1002375

Name MUHAMMAD IRFAN ASLAM KIANI

EE group P IESCO Permanent Pers.area 1100 CHIEF EXECUTIVE OFFICER

EE subgroup 17 BPS 17 Cost Center 100001 FINANCE DIRECT...

Basic personal data Planning data Salary data Leaves data

Infotype text	Status
Actions	✓
Organizational assignment	✓
Personal data	✓
Addresses	✓
Bank Details	✓
Family Member/Dependents	✓
Planned Working Time	✓
Internal Data	✓

Period

☒ Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype Loans STY

- Next screen will display, select the desired entry and click Choose button.

Back Exit Cancel System Choose

Personnel No 1002375 Name MUHAMMAD IRFAN ASLAM KIANI

EE group P IESCO Permanent Pers.area 1100 CHIEF EXECUTIVE OFFICER

EE subgroup 17 BPS 17 Cost Center 100001 FINANCE DIRECTORATE

Choose 01.01.1800 to 31.12.9999 Sty.

Loan type	Objec...	Start Date	End Date	Condi...	Loan amount	Cu...	Lock in...
☐ Z200	01	01.01.2018	30.09.2019	01	100,000.00	PKR	

4. Next screen will display the Basic data tab.

Loan type Z200 Purchase of Plot

Sequence number 01 External reference no.

Basic data Conditions Payments

Approval date 01.01.2018

Loan amount granted 100,000.00 PKR

Loan Amount Paid 0.00

Loan Balance 0.00 on 01.01.1800

End of loan 30.09.2019

5. Click the condition tab and view the data.

Loan type	Z200	Purchase of Plot
Sequence number	01	External reference no.

Basic data	Conditions	Payments
------------	-------------------	----------

Loan conditions	Interest Free Loan	
Indiv. interest rate	0.0000 %	
Effective interest rte	0.0000 %	
Repayment start	01.02.2018	
Rpymnt instl.	5,000.00	PKR Monthly

6. Click the payment tab and view the data.

Loan type: Z200 Purchase of Plot
 Sequence number: 01 External reference no.:

Basic data Conditions **Payments**

Date	PmntTyp	Amount	Cur...	To		
01.01.2018	Loan payment (external)	100,000.00	PKR	01	...	

7. On clicking Create Repayment Plan button, view the loan repayment plan data in detail.

Back
Exit
Cancel
System
Create Repayment Plan

Personnel No	1002375	Name	MUHAMMAD IRFAN ASLAM KIANI
EE group	P IESCO Permanent	Pers.area	1100 CHIEF EXECUTIVE OFFICER
EE subgroup	17 BPS 17	Cost Center	100001 FINANCE DIRECTORATE
Start	01.01.2018 to 30.09.2019	Chge	06.05.2018 TR_HCM_09

Loan type	Z200 Purchase of Plot
Sequence number	01 External reference no.

Basic data
Conditions
Payments

Approval date	01.01.2018
Loan amount granted	100,000.00 PKR
Loan Amount Paid	0.00
Loan Balance	0.00 on 01.01.1800
End of loan	30.09.2019

8. Following screen will display, click the continue button.

Display Loans

Back Exit Cancel System Create Repayment Plan

Personnel No: 1002375 Name: Name
 EE group: P IESCO Permanent Pers. area: Pers. area
 EE subgroup: 17 BPS 17 Cost Center: Cost Center
 Start: 01.01.2018 to: 30.09.2019
 Loan type: Z200 Purchase of Plot
 Sequence number: 01 External: External
 Basic data Conditions Payments
 Approval date: 01.01.2018
 Loan amount granted: 100,000.00 PKR

Display Loans

Personnel Number: 1002375
 Loan type /ID: Z200 / 01
 Payment amount: 100,000.00 PKR
 Repayment installment: 5,000.00 PKR
 Repayment start: 01.02.2018
 Payment date: 01.01.2018
 Layout:
 ✓ ✗

9. After clicking the continue button, following screen will display the loan repayment plan.

SAP

Display Loans

Menu ▾

◀

Back

Exit

Cancel

System ▾

Details

Sort in Ascending Order

Sort in descending order

Set filter

Total

Spreadsh

Repayment plan for

MUHAMMAD IRFAN ASLAM KIANI (01002375)

☒

☒

LoanID

Z200 01 (Purchase of Plot)

Effective int.rate

0.0000%

Currency

PKR

☒	!	☒	☒	☒	☒	☒	☒	☒	☒
PayY	PP	Start Date	End Date	Loan balance	Payment	Loan repayment	Reg.repaymnt		
☒	!	☒	☒	☒	☒	☒	☒		☒
2017	9	01.03.2018	31.03.2018	90,000.00	0.00	5,000.00	5,000.00		
2017	10	01.04.2018	30.04.2018	85,000.00	0.00	5,000.00	5,000.00		
2017	11	01.05.2018	31.05.2018	80,000.00	0.00	5,000.00	5,000.00		
2017	12	01.06.2018	30.06.2018	75,000.00	0.00	5,000.00	5,000.00		
2018	1	01.07.2018	31.07.2018	70,000.00	0.00	5,000.00	5,000.00		
2018	2	01.08.2018	31.08.2018	65,000.00	0.00	5,000.00	5,000.00		
2018	3	01.09.2018	30.09.2018	60,000.00	0.00	5,000.00	5,000.00		
2018	4	01.10.2018	31.10.2018	55,000.00	0.00	5,000.00	5,000.00		
2018	5	01.11.2018	30.11.2018	50,000.00	0.00	5,000.00	5,000.00		
2018	6	01.12.2018	31.12.2018	45,000.00	0.00	5,000.00	5,000.00		
2018	7	01.01.2019	31.01.2019	40,000.00	0.00	5,000.00	5,000.00		
2018	8	01.02.2019	28.02.2019	35,000.00	0.00	5,000.00	5,000.00		
2018	9	01.03.2019	31.03.2019	30,000.00	0.00	5,000.00	5,000.00		
2018	10	01.04.2019	30.04.2019	25,000.00	0.00	5,000.00	5,000.00		
2018	11	01.05.2019	31.05.2019	20,000.00	0.00	5,000.00	5,000.00		

Result:

Loan record display.

1.1.3 Repayment of Loans

If an employee avail the loan for 2 years but after 1 year he would like to repay the remaining loan amount of loan. example employee get loan in the month of January 2018 and repay in the month of April,2019 remaining period is almost 8 months and the system will how the adjust the repayment amount of loan.

Use

Following steps are followed during the Loan creation.

Procedure

1. Click "Maintain Employee Master Data" App. from Fiori Launchpad.



2. After clicking the Maintain Employee master Data, following screen will display. On the next screen enter the personnel no & select loan info type and then click the overview button.

Personnel no.

Name

EE group IESCO Permanent Pers.area CHIEF EXECUTIVE OFFICER

EE subgroup BPS 17 Cost Center FINANCE DIRECT...

Infotype text	Status
Actions	✓
Organizational assignment	✓
Personal data	✓
Addresses	✓
Bank Details	✓
Family Member/Dependents	✓
Planned Working Time	✓
Internal Data	✓

Period
☒ Period
 From To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year

Direct selection
 Infotype STY

3. On the next screen select the desired loan and click change button.

Back Exit Cancel System Create **Change** Copy Delete Lock/unlock

Personnel No: 1002375 Name: MUHAMMAD IRFAN ASLAM KIANI

EE group: P IESCO Permanent Pers.area: 1100 CHIEF EXECUTIVE OFFICER

EE subgroup: 17 BPS 17 Cost Center: 100001 FINANCE DIRECTORATE

Choose: 01.01.1800 to 31.12.9999 Sty.:

Loan type	Objec...	Start Date	End Date	Condi...	Loan amount	Cu...	Lock in...
☐ Z200	01	01.01.2018	30.09.2019	01	100,000.00 PKR		

4. On the next screen, enter the required fields data as per below table entries.

Field name	Description	User action and values	Comments
Date		01.04.2019	Loan Repayment Date
Payment Type		Special repayment External	Loan repayment type
Amount		30,000.00	Loan repayment amount

Personnel No: 1002375 Name: MUHAMMAD IRFAN ASLAM KIANI
 EE group: P IESCO Permanent Pers.area: 1100 CHIEF EXECUTIVE OFFICER
 EE subgroup: 17 BPS 17 Cost Center: 100001 FINANCE DIRECTORATE
 Start: 01.01.2018 to 30.09.2019 Chge: 06.05.2018 TR_HCM_09

Loan type: Z200 Purchase of Plot
 Sequence number: 01 External reference no.:

Date	PmntTyp	Amount	Cur...	To		
01.01.2018	Loan payment (external)	100,000.00	PKR	01.01.2018	☐	
01.04.2019	Special repayment (external)	30,000.00	PKR	01.04.2019	☐	

5. Click the Save button.

Result:

Loan Repayment process completed.