Launching Term Loan Module (W5)

This version is superseded. Click here to view the latest guide.

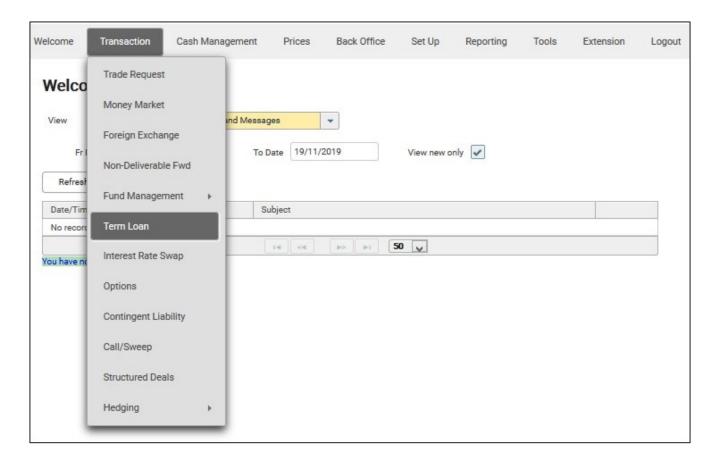
PURPOSE

This document gives a step-by-step procedure on how to launch the Term Loan module.

PROCEDURE



1. From the main menu, select Transaction > Term Loan.



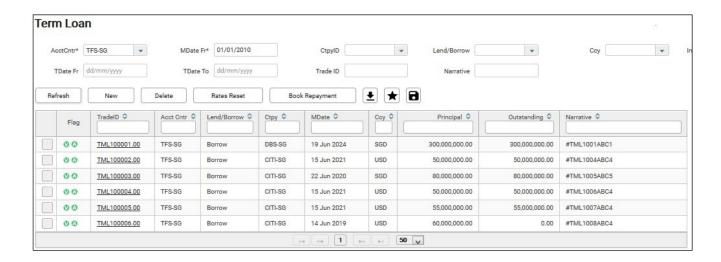
2. Term Loan page is shown below.



- Accounting Centre will be populated with the default value based on preference set up under User and Rights.
- Maturity Date will be populated with the current or system date.

These values may be overridden if user favourite values are set up (see FAQ).

- 3. User may also set other filter criteria to queries. if required, (e.g., Ctpy ID, Lend/Borrow etc). These filter fields are not mandatory.
- 4. Click Refresh to populate the list with what is booked.



- 5. To export what is displayed on the list, click on the Export button. It will download the Excel version.
- 6. Note that this query list allow user to save commonly used filter criteria as "favourites" (see FAQ).
- 7. If favourites are saved, you may click on Download Button once to apply them.

FREQUENTLY ASKED QUESTIONS

FAQ01. The system prompts that I cannot access the term loan module.

Please check that you have sufficient access rights. The access right for this process is 12010.

FAQ02. How do I save favourites?

Please refer to this link.

RELATED INFORMATION

CHANGE HISTORY

Date	Ву	Changes
03-Sep-2009	-	Created
28-Jul-2015	CS	Included section for FAQ
17-Sep-2015	Clarissa	Reformatted, rewritten.
7-Jun-2016	Richard	Proofread.
19-Nov-2019	Lуга	Updated Screenshots.