Company Loan Board

Module Guide: Loan Receipt

Module Location

Finance > Company Loan

Module Objective

The **Loan Receipt** module is used to record the transaction of receiving funds that originate from a loan. This module is used when the company receives loan funds from an external party (e.g., a bank or other financial institution) to be recorded as a cash inflow and, at the same time, as an increase in liabilities (loan payable).

1. Main View (Loan Receipt List)

The main page of this module displays a list of all Loan Receipt documents that have been created.



View Explanation & Filters

This page is for viewing and managing all loan receipt transactions.

- **Filters**: You can search for a specific document by **Loan Document** or a date range (**Start Date / End Date**).

- **Loan List**: The table below will display all loan receipts that match the filters, with columns such as **Loan Document**, **From (Lender)**, **Loan Date**, and **Amount**.

Button Functions

- **[Loan Receipt]**: The primary button to create a new Loan Receipt record.

2. Steps to Record a Loan Receipt

Step 1: Create a New Document

From the Main View, click the **Loan Receipt** button to open the new entry form.

Step 2: Fill in Loan Details

On the form that appears (not shown in the image), you will be asked to fill in the loan details, such as:

- **Lender**: Select the party providing the loan.
- **Principal Loan Amount**: Enter the total loan funds received.
- **Date Funds Received**: Select the date the funds entered the company's account.
- **Destination Bank Account**: Select the company's bank account that received the funds.
- **Loan Terms and Conditions**: Enter details like the interest rate, due date, and installment scheme.

Step 3: Save the Document

Save the document to record the loan receipt. After confirmation, this action will automatically:

- Increase the company's cash/bank balance.
- Record the loan payable (liability) on the balance sheet.

Tips & Important Notes

- This module is specifically used for loans **received by** the company.
- Accurate recording here is crucial for the correct reporting of the company's **liabilities** in the financial statements.
- The document created here will become the basis for the installment payment process in the **Loan Payment** module.

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