

Company Loan Report

Report Module Guide: Company Loan Report

Module Location

Finance > Reports > Company Loan Report

Module Objective

The **Company Loan Report** module is used to generate a detailed report of all loan activities received by the company. This report can be used to view a list of new loans received as well as the details of installment payments that have been made, making it important for tracking and managing total loan liabilities.

1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each key parameter:

- **Based on:**

- This is the primary filter to select the type of report you want to see:
- **Loan Receipt:** To display a list of new loans received by the company in a period.
- **Loan Installment:** To display a list of loan installment payments that have been made.

- **Status:**

- Filter loans by their status, for example, **Fully Paid** or those still outstanding/active.

- **Date:**

- Specify the **From** and **To** date range to define the report's period.

2. Steps to Generate the Report

Step 1: Set Report Parameters

Define the parameters you need, especially selecting the report type in the **Based on** filter and specifying its date range.

Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]:** To preview the loan report directly on your screen.
- **[Export to MS Excel]:** To download the report data in an Excel file format.

3. Reading the Report (Report Content)

The generated report will be a list of loan transactions according to the filters you have selected.

This report displays important details such as:

- Lender
- Initial loan amount
- Details of Installments that have been paid
- Remaining loan balance
- Loan status

Tips & Important Notes

- Use this report to monitor the company's total loan debt and to track its payment schedule.
- This report is a recapitulation of the data created in the **Loan Receipt** module and its installment payment module.
- This is a crucial report for **Finance Management** to manage liabilities and plan for cash outflows.

Revision #1

Created 8 October 2025 09:08:15 by Muhammad Ali Akbar

Updated 8 October 2025 09:10:38 by Muhammad Ali Akbar