## Add

## To Add a new payment record

1. From the *Navigation Panel*, *Information*, position the *highlight bar* to the employee's record who wants to make a payment for its loan;

- 2. At the Loan Payments section menu bar, click Add;
- 3. A new row at the bottom opens;
- 3. Type-in the details into the row;
- 4. When done, click *Save* from the section menu bar.

in Panel	(BASCO) Total Loan Payment Amount: P0.00; Total Loan Amount: P2000.00; Outstanding balance: P2000.00 Loan Payments Loan Payments Loan Payments	4 4 <b>⊨</b> ⊨  σ ∧ ⊕
Information Dir Cash-Advance Loah Payment Payroll Report	Menu item, Add	At the Employees Information grid control, position the highlight bar to the employee's name who make a loan payment
Navigation Loan Paym		Activate Windows Go to Settings to activate Windows.