

## Loan Waiver/Closure

**Loan Waiver/Closure** allows users to waive/close the whole pending loan amount for the selected employees.

Go to **Transactions** menu → **Loan management** → **Closure/Waiver**

- Enter **Waiver Date**
- Select the **Employee Name** & the **Loan Name** from the Dropdown lists.
- Information in the rest of the fields will be populated automatically i.e., **Loan Amount, Waived Amount** and **Amount Paid Till Date**
- Enter **Comments** i.e., descriptions / reasons for waiving off loan amount, if any

Click on **save** to save the information

### Loan Waiver

- Waiver Date :	<input type="text" value="01/12/2019"/>	- Employee Name :	<input type="text" value="Manish"/>
- Loan Name :	<input type="text" value="Salary Advance"/>	Loan Amt :	<input type="text" value="100000.00"/>
Waived Amt :	<input type="text" value="100000.00"/>	Amt. Paid till date :	<input type="text" value="0"/>
Comments :	<input type="text" value="Loan closed"/>		