

MANUAL PENGGUNA

(USER MANUAL)



JABATAN BENDAHARI

PENGURUSAN PINJAMAN KENDERAAN/KOMPUTER

(VEHICLE /COMPUTER LOAN MANAGEMENT)

UPSI (ISO)/BEN/P04/MP02

PINDAAN: 00

TARIKH: 8 JANUARI 2016

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS الجامعة السلطانية سلطان ابراهيم SULTAN IDRIS EDUCATION UNIVERSITY</p>	MANUAL PENGGUNA PENGURUSAN PINJAMAN KENDERAAN/KOMPUTER (VEHICLE/COMPUTER LOAN MANAGEMENT)	Muka surat :1/29
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Loan Application Module in System MyFIS contain:

- A. Loan Application Entry
- B. Loan Application Approval
- C. Generating Payment Schedule
- D. Loan Payment Schedule Update
- E. Calculating Loan
- F. Loan Query
- G. Generating Loan Report

A. Loan Application Entry

1. To access Loan Application Entry, select **Loan Mgt >> Loan Application Entry** as shown in **Figure 2.1**

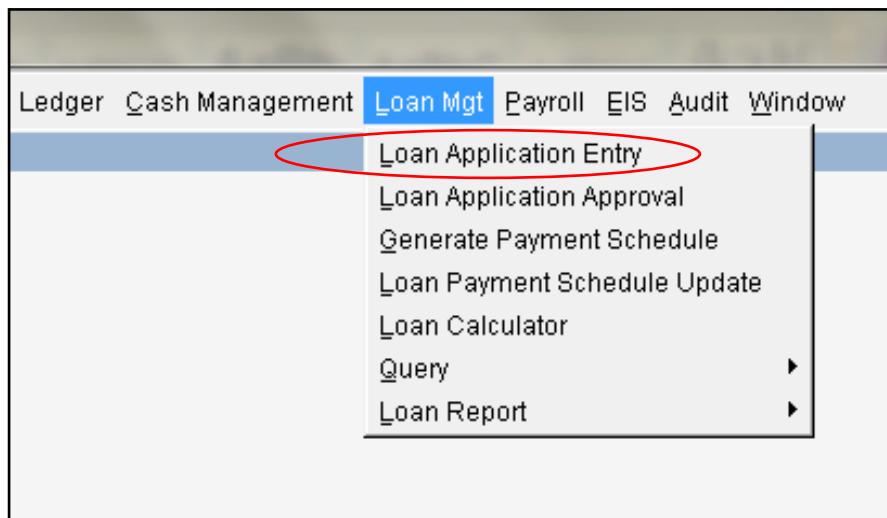
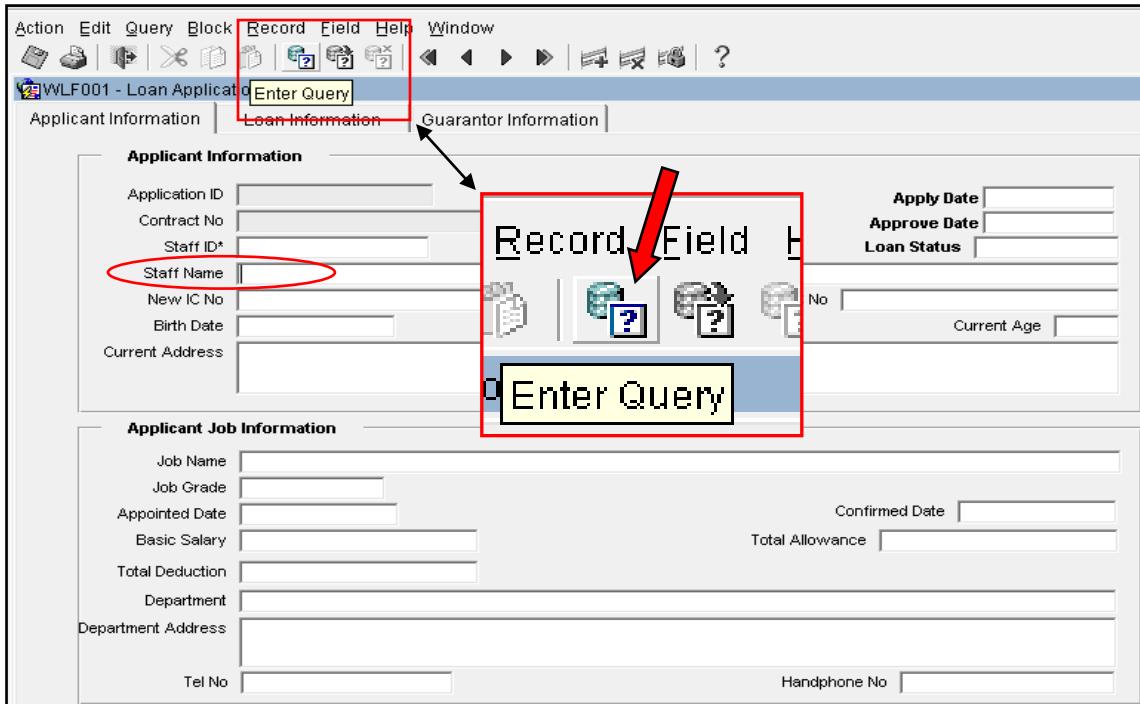


Figure 2.1: Loan Application Entry Menu

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2. System will navigate to '**WLF001 - Loan Application Entry**' page. Place cursor on 'Staff Name' field and then click "Enter Query" Button as shown in **Figure 2.2**



The screenshot shows the 'WLF001 - Loan Application Entry' application interface. At the top, there's a menu bar with Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main area has three tabs: Applicant Information (selected), Loan Information, and Guarantor Information. Under 'Applicant Information', there are several input fields: Application ID, Contract No., Staff ID*, Staff Name (which is circled in red), New IC No., Birth Date, Current Address, and others under 'Applicant Job Information'. At the bottom right of the form, there's a toolbar with icons for Record, Field, Help, and a question mark. Overlaid on this toolbar is a large red box containing the text 'Record', 'Field', 'Help', and a question mark icon. Within this red box, a blue button labeled 'Enter Query' is highlighted with a red border and a red arrow pointing to it.

Figure 2.2 : WLF001 : Loan Application Entry – “Applicant Information” Tab

3. Fill in 'Staff Name' field with the applicant's name and click on "Execute Query" button as shown in **Figure 2.3**

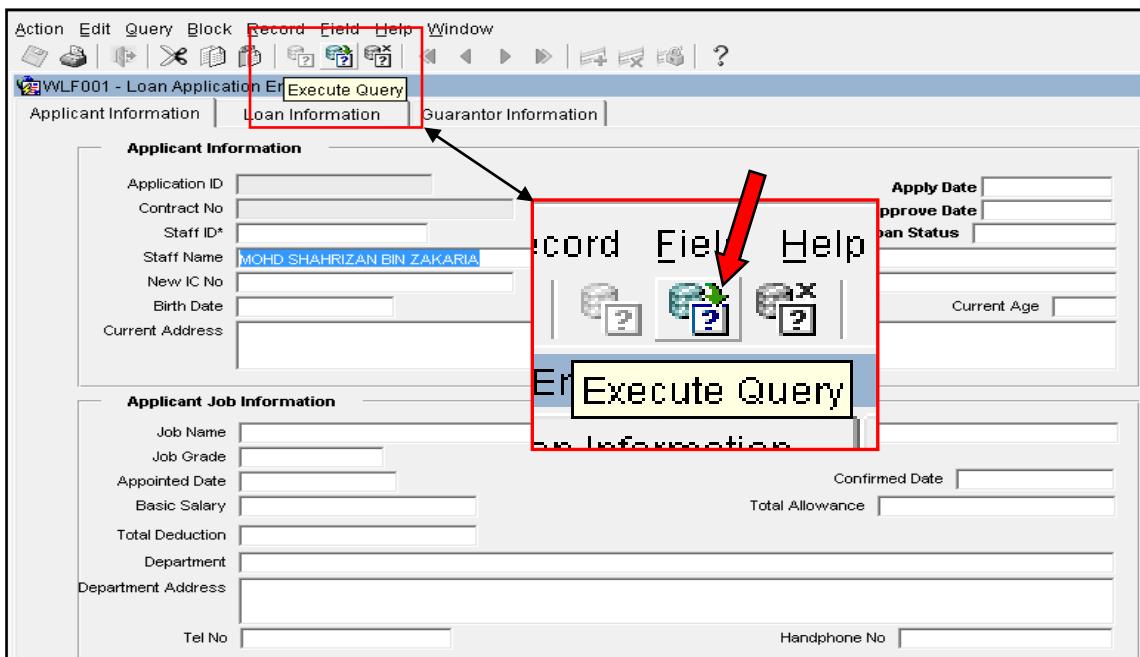
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The screenshot shows the 'WLF001 - Loan Application Entry' application interface. At the top, there is a menu bar with Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main area has three tabs: 'Applicant Information' (selected), 'Loan Information', and 'Guarantor Information'. The 'Applicant Information' tab contains fields for Application ID, Contract No., Staff ID*, Staff Name (MOHD SHAHRIZAN BIN ZAKARIA), New IC No., Birth Date, Current Address, Apply Date, Approve Date, Plan Status, and Current Age. The 'Applicant Job Information' tab contains fields for Job Name, Job Grade, Appointed Date, Basic Salary, Total Deduction, Department, Department Address, Confirmed Date, Total Allowance, Tel No., and Handphone No. A large red box highlights the 'Execute Query' button in the toolbar, and a red arrow points to it from below.

Figure 2.3 : WLF001 : Loan Application Entry – “Applicant Information” Tab

4. The detailed information of the applicant will be shown on ‘Applicant Information’ tab and then check all the detail for confirmation referring to the application form submitted by applicant as shown in **Figure 2.4**

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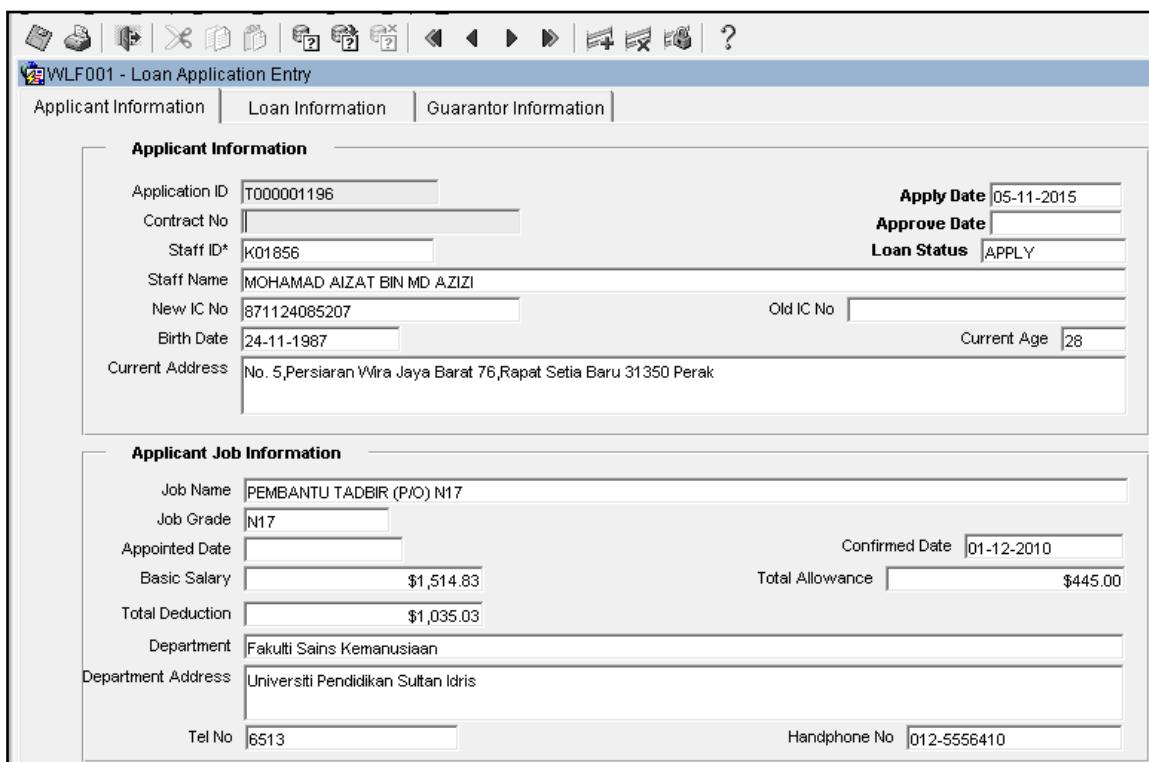


Figure 2.4 : WLF001 : Loan Application Entry – “Applicant Information” Tab

5. Next, click at ‘**Loan Information**’ tab as shown in **Figure 2.5**.

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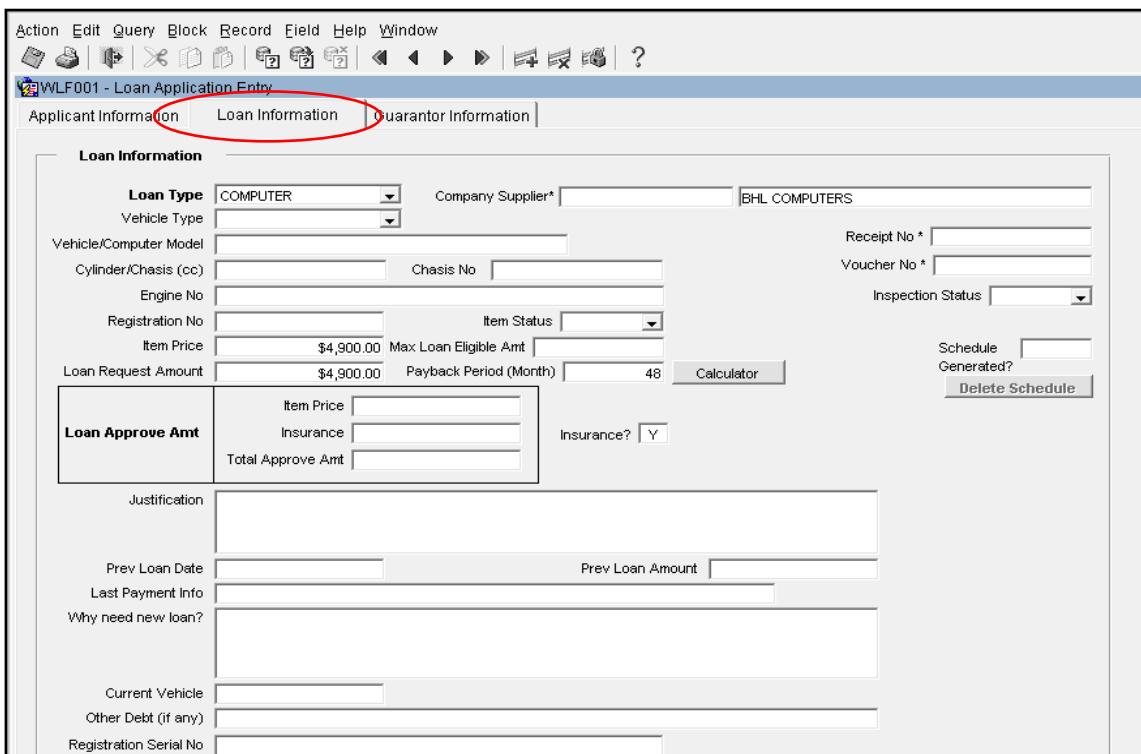


Figure 2.5 : WLF001 – Loan Application Entry – “Loan Information” Tab

6. Place the cursor on “**Company Supplier***” field and press button F9 on keyboard to select company supplier referring to the application form submitted by applicant. Refer to **Figure 2.6**

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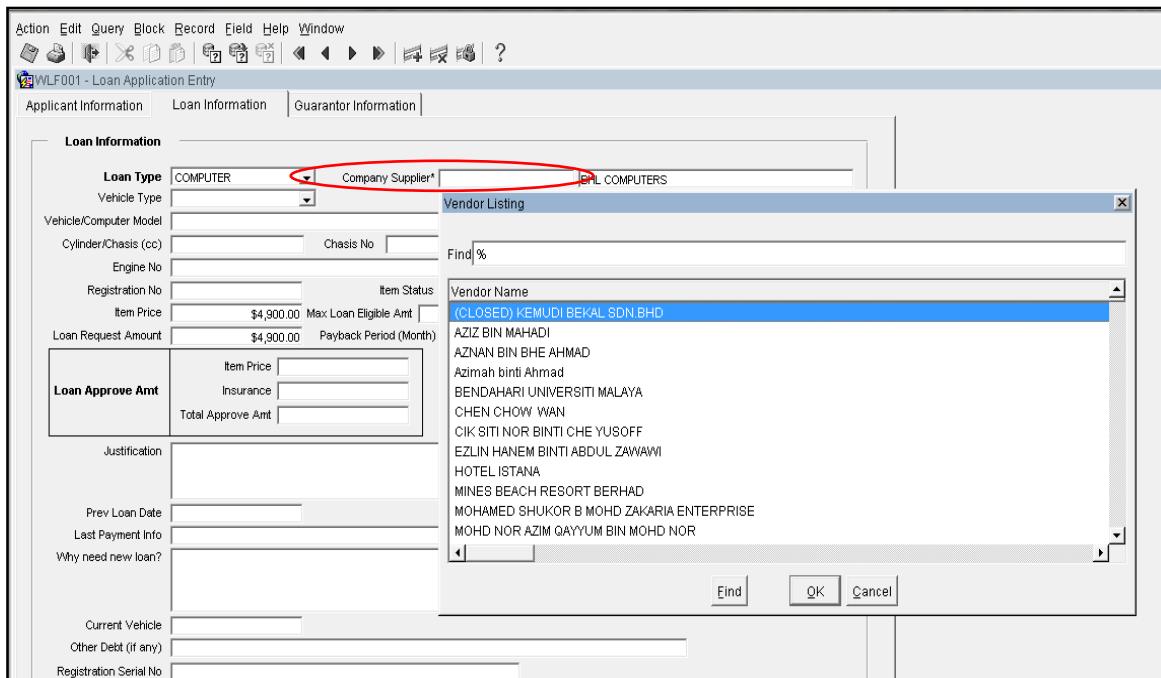
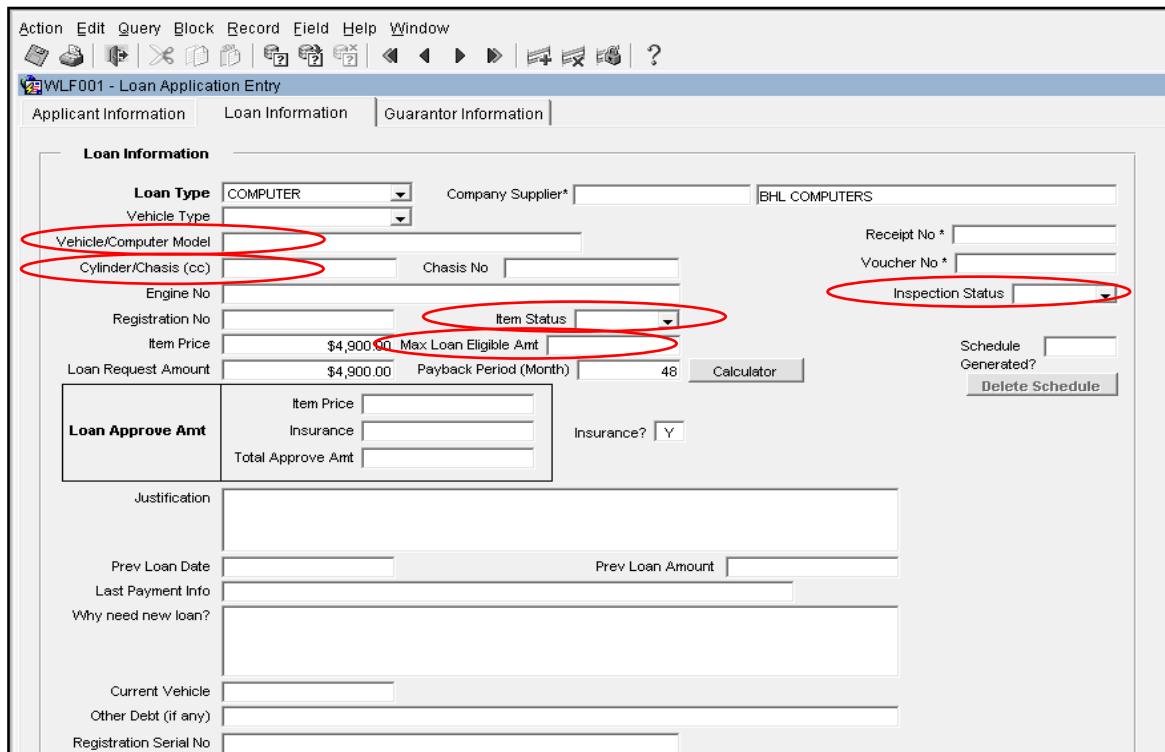


Figure 2.6 : WLF001 – Loan Application Entry – “Loan Information” Tab

7. Then fill up Vehicle or Computer model, (cc) for vehicle, Item Status, Maximum Loan Eligible Amount and Inspection Status in the field concerned as shown in **Figure 2.7** referring to the application form submitted by applicant.

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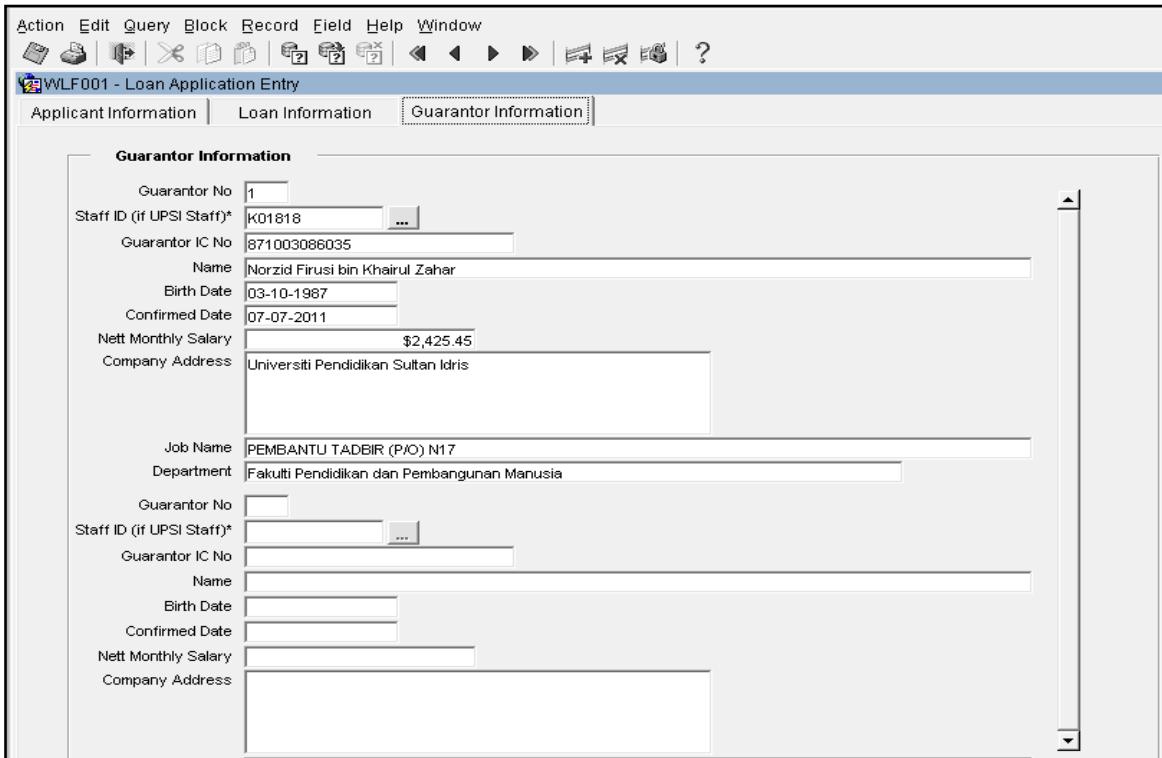
The screenshot shows the 'WLF001 - Loan Application Entry' application window. The 'Loan Information' tab is active. Key fields visible include:

- Loan Type:** COMPUTER
- Vehicle Type:** (dropdown menu)
- Vehicle/Computer Model:** (highlighted with a red circle)
- Cylinder/Chassis (cc):** (highlighted with a red circle)
- Chassis No:** (dropdown menu)
- Engine No:** (dropdown menu)
- Registration No:** (dropdown menu)
- Item Status:** (highlighted with a red circle)
- Item Price:** \$4,900.00
- Max Loan Eligible Amt:** (highlighted with a red circle)
- Loan Request Amount:** \$4,900.00
- Payback Period (Month):** 48
- Calculator:** button
- Receipt No *:** (dropdown menu)
- Voucher No *:** (dropdown menu)
- Inspection Status:** (highlighted with a red circle)
- Schedule Generated?:** (checkbox)
- Delete Schedule:** button
- Loan Approve Amt:** section with fields for Item Price, Insurance, and Total Approve Amt.
- Justification:** text area
- Prev Loan Date:** (dropdown menu)
- Prev Loan Amount:** (dropdown menu)
- Last Payment Info:** (dropdown menu)
- Why need new loan?** (dropdown menu)
- Current Vehicle:** (dropdown menu)
- Other Debt (if any):** (dropdown menu)
- Registration Serial No:** (dropdown menu)

Figure 2.7 : WLF001 – Loan Application Entry – “Loan Information” Tab

8. Next, click at ‘Guarantor Information’ tab as shown in **Figure 2.8** and check the detail information of guarantor referring to the application form submitted by applicant.

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The screenshot shows a software application window titled "WLF001 - Loan Application Entry". The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. Below the menu is a toolbar with various icons. The main area has three tabs: "Applicant Information", "Loan Information", and "Guarantor Information". The "Guarantor Information" tab is active, displaying a form with the following data:

Guarantor No	1
Staff ID (if UPSI Staff)*	K01818
Guarantor IC No	871003086035
Name	Norzid Firusi bin Khairul Zahar
Birth Date	03-10-1967
Confirmed Date	07-07-2011
Nett Monthly Salary	\$2,425.45
Company Address	Universiti Pendidikan Sultan Idris
Job Name	PEMBANTU TADBIR (P/O) N17
Department	Fakulti Pendidikan dan Pembangunan Manusia
Guarantor No	
Staff ID (if UPSI Staff)*	
Guarantor IC No	
Name	
Birth Date	
Confirmed Date	
Nett Monthly Salary	
Company Address	

Figure 2.8 : WLF001 – Loan Application Entry – “Guarantor Information” Tab

- After finish updated all the data, press button “**save**” to save all update and after that, click “**ok**” when pop-up message for confirmation appeared. Refer to **Figure 2.9**

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Pindaan : 00

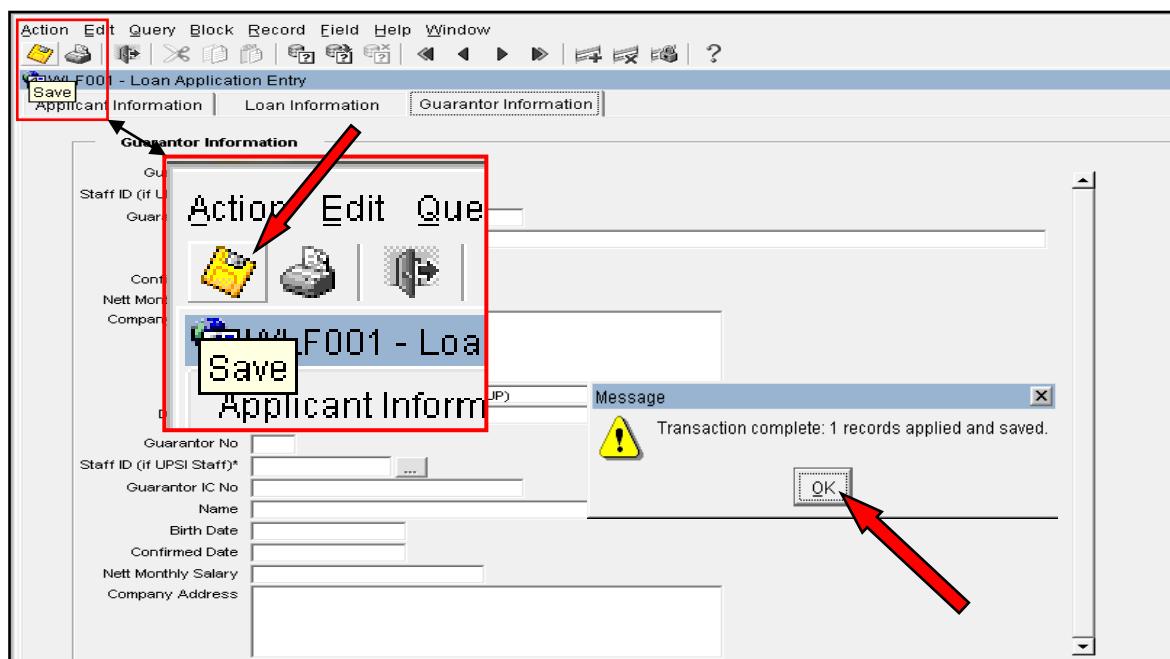


Figure 2.9 : WLF001 – Loan Application Entry

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B. Loan Application Approval

1. To access Loan Application Approval, select **Loan Mgt >> Loan Application Approval** as shown in **Figure 3.1**.

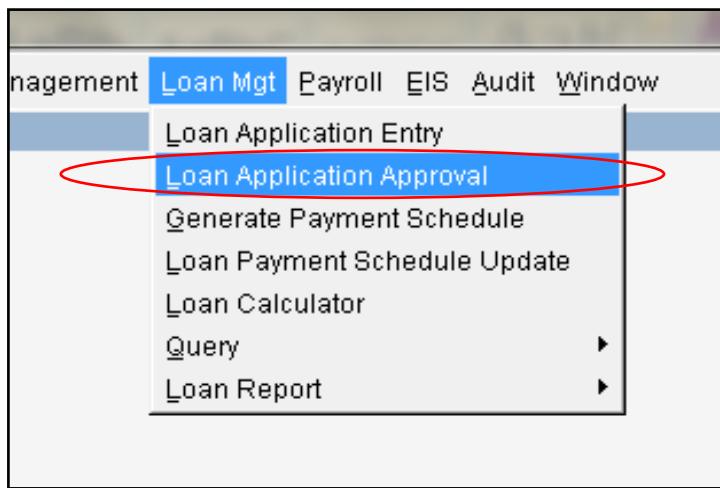


Figure 3.1: Loan Application Entry Menu

2. System will navigate to “WLF003 – Loan Application Approval/Voucher Generation/Rejection” page. Select “Approve” at ‘Transaction Type’ drop down menu as shown in **Figure 3.2**

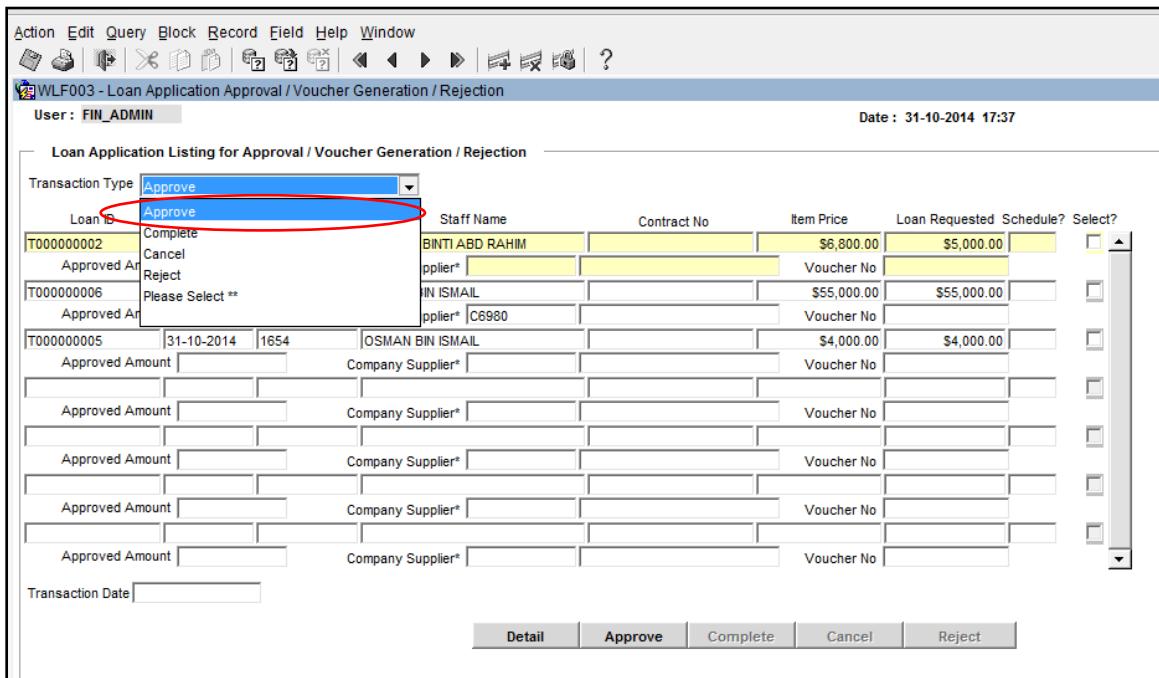
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Loan ID	Approved At	Staff Name	Contract No.	Item Price	Loan Requested	Schedule?	Select?
T00000002	Complete	BINTI ABD RAHIM		\$6,800.00	\$5,000.00		<input type="checkbox"/>
T00000006	Cancel	pplier*		Voucher No			
	Reject	IN ISMAIL		\$55,000.00	\$55,000.00		
	Please Select **	pplier*	C6980	Voucher No			
T00000005	31-10-2014 1654	OSMAN BIN ISMAIL		\$4,000.00	\$4,000.00		
	Approved Amount	Company Supplier*		Voucher No			
	Approved Amount	Company Supplier*		Voucher No			
	Approved Amount	Company Supplier*		Voucher No			
	Approved Amount	Company Supplier*		Voucher No			
	Approved Amount	Company Supplier*		Voucher No			
	Transaction Date						

Figure 3.2: WLF003-Loan Application Approval Page

3. System will listed all of loan application. Tick '✓' at 'Select?' check box which loan application that want to approved as shown in **Figure 3.3**

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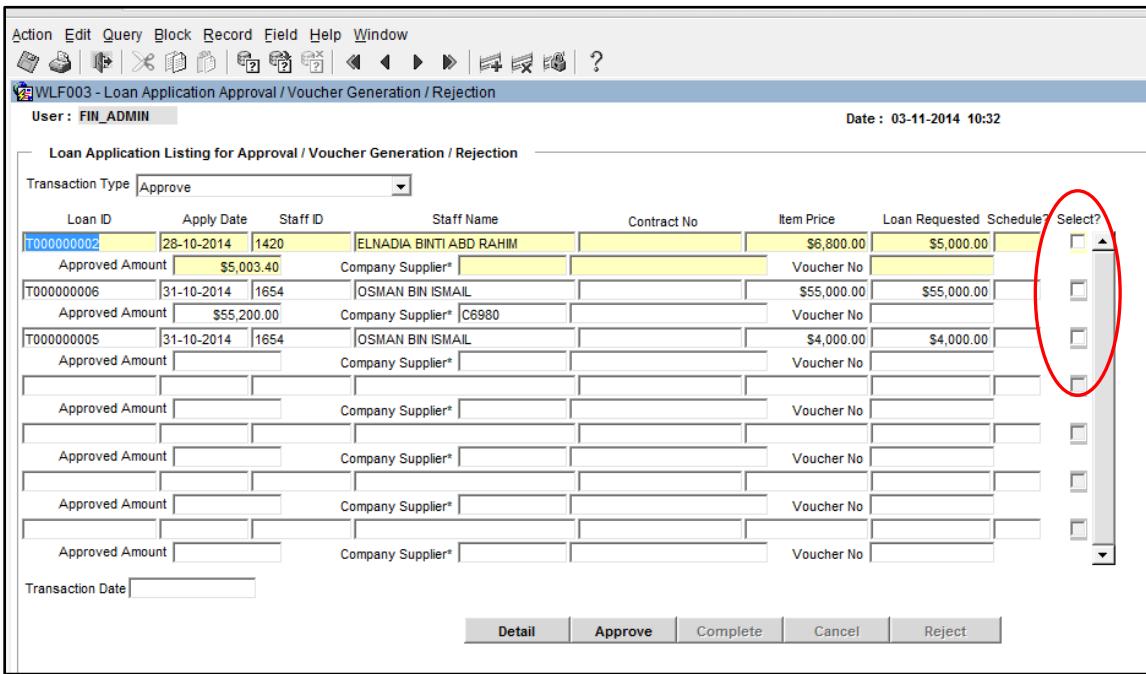


Figure 3.3: WLF003-Loan Application Approval Page

4. Then click '**Detail**' button to continue the process as shown in **Figure 3.4**

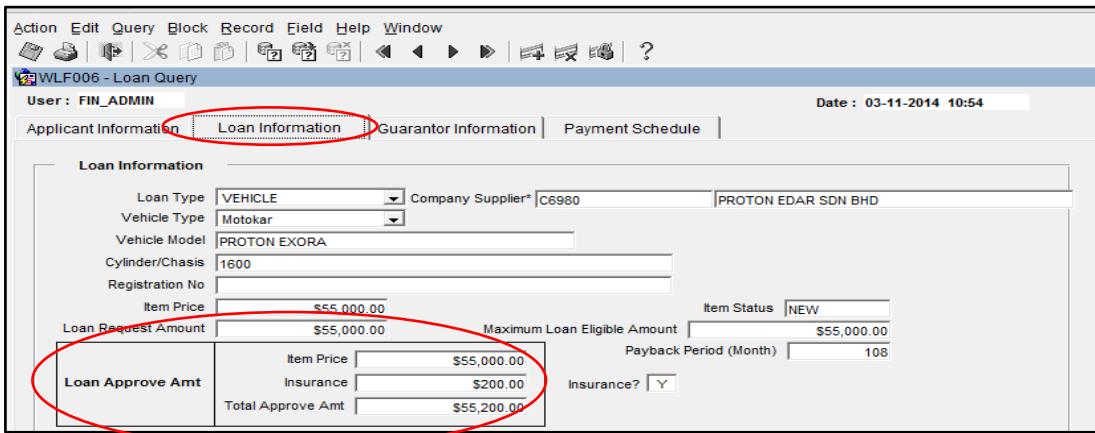


Figure 3.4: Detail Button

5. System will navigate to "**WLF006-Loan Query**" page and then click on '**Loan**

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Information' tab to fill up ‘Loan Approve Amt’ field as shown in **Figure 3.5**



Loan Information				
Loan Type	VEHICLE	Company Supplier*	C6980	PROTON EDAR SDN BHD
Vehicle Type	Motokar			
Vehicle Model	PROTON EXORA			
Cylinder/Chasis	1600			
Registration No.				
Item Price	\$55,000.00			
Loan Request Amount	\$55,000.00			
		Maximum Loan Eligible Amount	\$55,000.00	Item Status
				NEW
				Payback Period (Month)
				108
Loan Approve Amt	Item Price	\$55,000.00		
	Insurance	\$200.00		
	Total Approve Amt	\$55,200.00		
	Insurance?	Y		

Figure 3.5: WLF006-Loan Query

6. Then click on “**save**” button to save the record. System will show popup message and click ‘**Ok**’. After that, click on “**Exit**” button to continue process. Refer to **Figure 3.6**.

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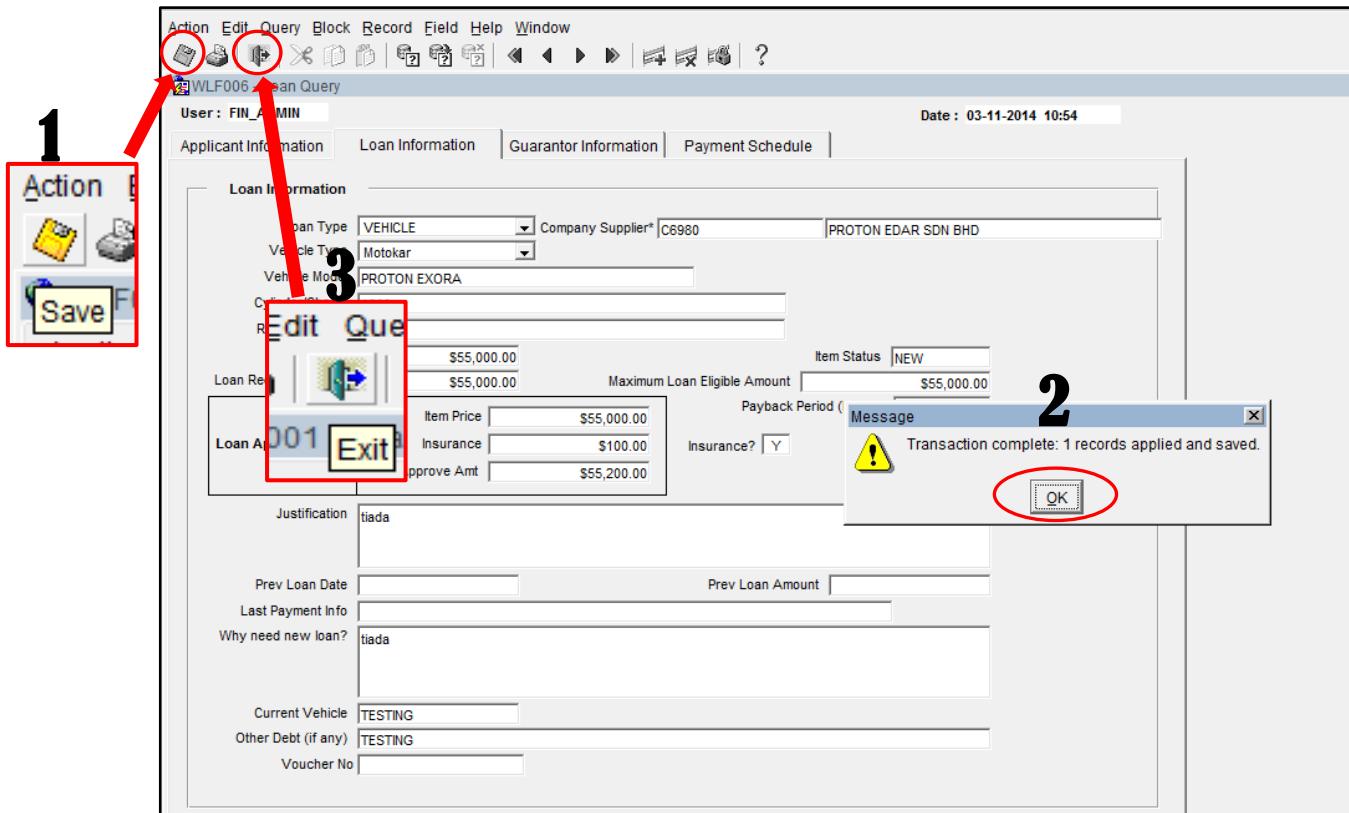


Figure 3.6: WLF006-Loan Query

7. Next, repeat back to process as **Figure 3.1**, **Figure 3.2** and **Figure 3.3**.
8. Click on “**Approve**” button to continue the process and then system will show a message box to confirm the approval as shown in **Figure 3.7**. Click ‘OK’ to continue.

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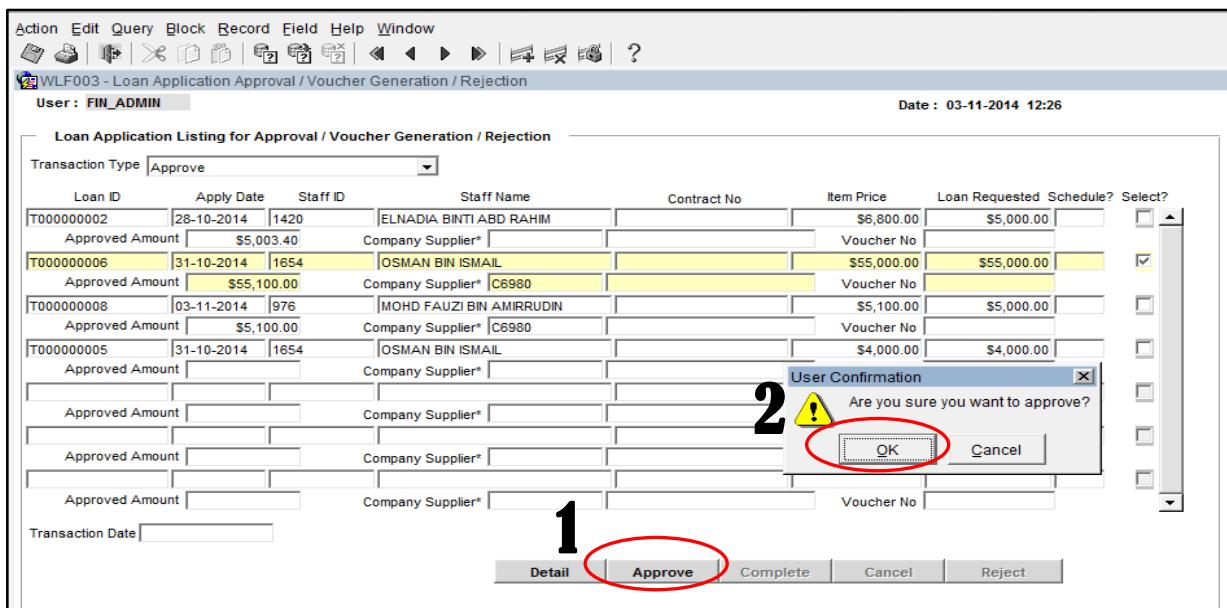


Figure 3.7: Approve Button

9. System will show a message box and click “Ok” to continue as shown in **Figure 3.8.**

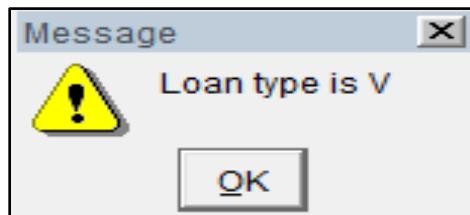


Figure 3.8: popup message

10. System will show a message box and click “Ok” to continue as shown in **Figure 3.9.**

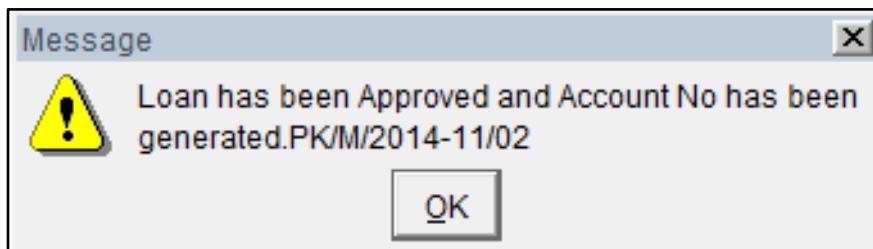


Figure 3.9: popup message

11. System will show a message box and click “Ok” to continue as shown in **Figure 3.10.**

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Figure 3.10: popup message

12. System will show a message box and click “Ok” to finish the process as shown in **Figure 3.11.**



Figure 3.11: popup message

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C. Generate Payment Schedule

1. To access Generate Payment Schedule, select **Loan Mgt > Generate Payment Schedule** as shown in **Figure 4.1**.

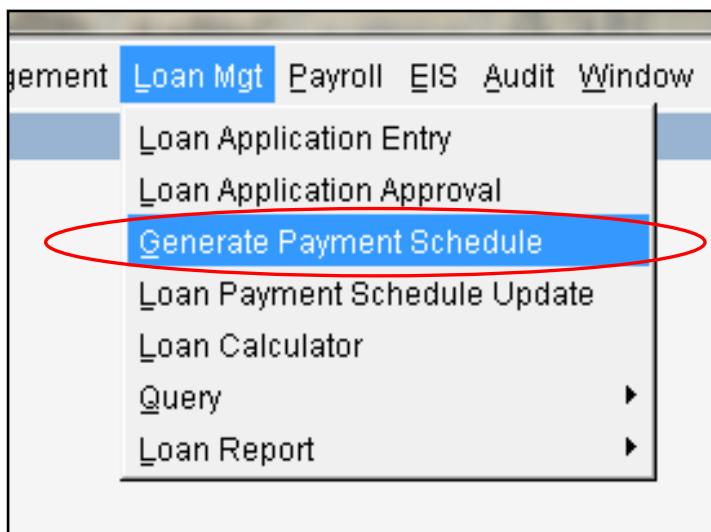
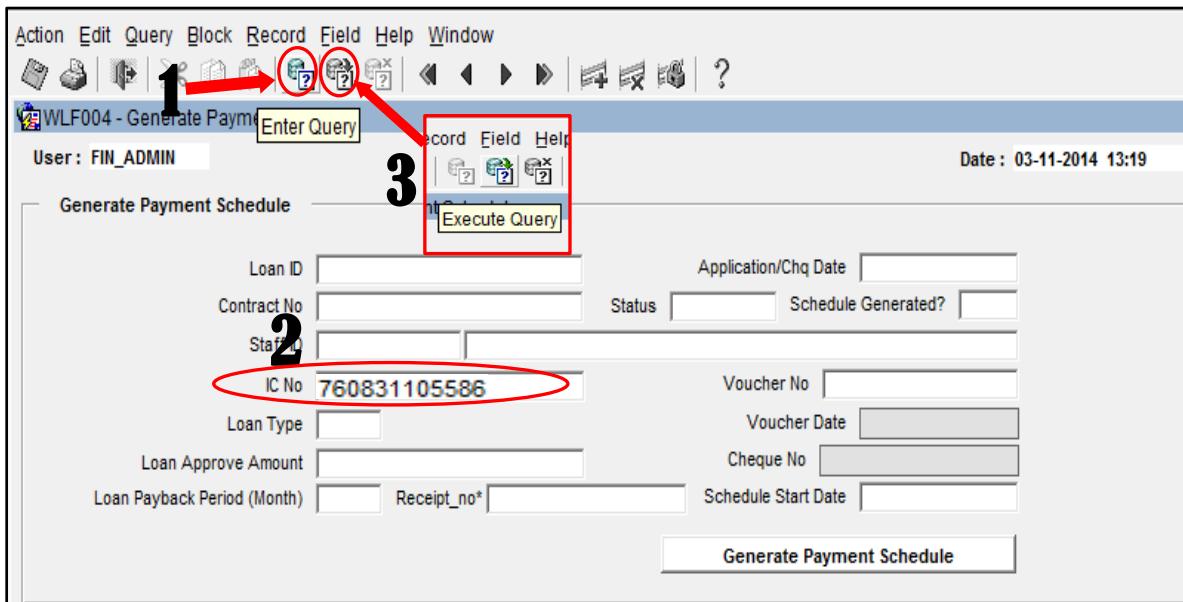


Figure 4.1: Generate Payment Schedule

2. System will navigate to “**WLF004 - Generate Payment Schedule**” page. Press ‘**Enter Query**’ button and fill in the applicant’s IC Number at ‘**IC No**’ field and then press ‘**Execute Query**’ button. Refer to **Figure 4.2**.

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The screenshot shows a software application window titled "WLF004 - Generate Payment". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Help", and "Window". The toolbar contains various icons. A red arrow labeled "1" points to the "Enter Query" button. A red circle labeled "2" highlights the "IC No" field, which contains the value "760831105586". A red box labeled "3" encloses the "Execute Query" button.

Figure 4.2: “WLF004-Generate Payment Schedule” page

3. System will show the information of applicant's loan including detailed information of payment. Fill in '**Schedule Start Date**' then click on '**Generate Payment Schedule**' button to generate the payment schedule. Next, system will show a message box and click "**Ok**" to complete the process. Refer to **Figure 4.3**.

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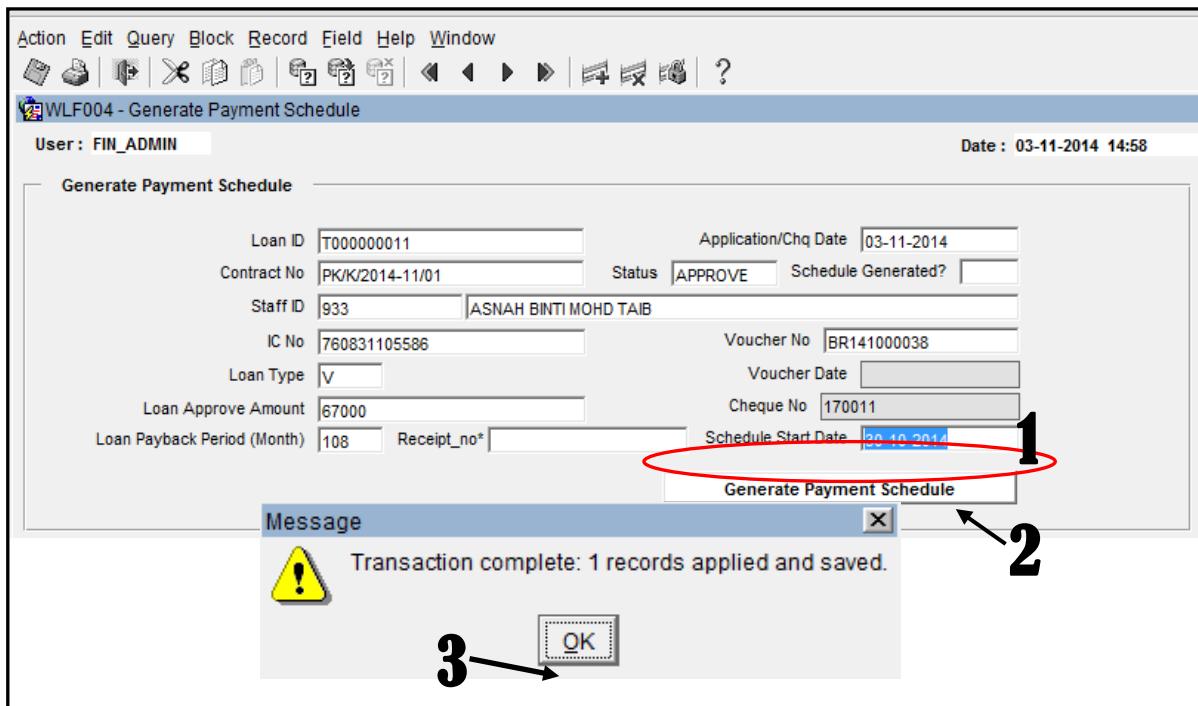


Figure 4.3: WLF004-Generate Payment Schedule process

4. Finally system will generate and show the Payment Schedule as shown in **Figure 4.4.**

Pay Month	Monthly		Early Rebate	Principal Before	Monthly Principal	Principal After	Monthly Profit	Accumulated Profit
	Balance Before	Payment						
201412	\$79,891.92	\$739.74	\$79,152.18	\$12,668.59	\$67,000.00	\$516.41	\$66,483.59	\$223.33
201501	\$79,152.18	\$739.74	\$78,412.44	\$12,446.98	\$66,483.59	\$518.13	\$65,965.46	\$221.61
201502	\$78,412.44	\$739.74	\$77,672.70	\$12,227.10	\$65,965.46	\$519.86	\$65,445.60	\$219.88
201503	\$77,672.70	\$739.74	\$76,932.96	\$12,008.95	\$65,445.60	\$521.59	\$64,924.01	\$218.15
201504	\$76,932.96	\$739.74	\$76,193.22	\$11,792.54	\$64,924.01	\$523.33	\$64,400.68	\$216.41
201505	\$76,193.22	\$739.74	\$75,453.48	\$11,577.87	\$64,400.68	\$525.07	\$63,875.61	\$214.67
201506	\$75,453.48	\$739.74	\$74,713.74	\$11,364.95	\$63,875.61	\$526.82	\$63,348.79	\$212.92
201507	\$74,713.74	\$739.74	\$73,974.00	\$11,153.79	\$63,348.79	\$528.58	\$62,820.21	\$211.16
201508	\$73,974.00	\$739.74	\$73,234.26	\$10,944.39	\$62,820.21	\$530.34	\$62,289.87	\$209.40
201509	\$73,234.26	\$739.74	\$72,494.52	\$10,736.76	\$62,289.87	\$532.11	\$61,757.76	\$207.63
201510	\$72,494.52	\$739.74	\$71,754.78	\$10,530.90	\$61,757.76	\$533.88	\$61,223.88	\$205.86
201511	\$71,754.78	\$739.74	\$71,015.04	\$10,326.82	\$61,223.88	\$535.66	\$60,688.22	\$204.08
201512	\$71,015.04	\$739.74	\$70,275.30	\$10,124.53	\$60,688.22	\$537.45	\$60,150.77	\$202.29
201601	\$70,275.30	\$739.74	\$69,535.56	\$9,924.03	\$60,150.77	\$539.24	\$59,611.53	\$200.50
201602	\$69,535.56	\$739.74	\$68,795.82	\$9,725.32	\$59,611.53	\$541.03	\$59,070.50	\$198.71
								\$3,166.60

Figure 4.4: WLF004-Generate Payment Schedule table

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P04/MP02	Pindaan : 00

D. Loan Payment Schedule Update

1. To access Loan Payment Schedule Update, select **Loan Mgt >> Loan Payment Schedule Update** as shown in **Figure 5.1**.

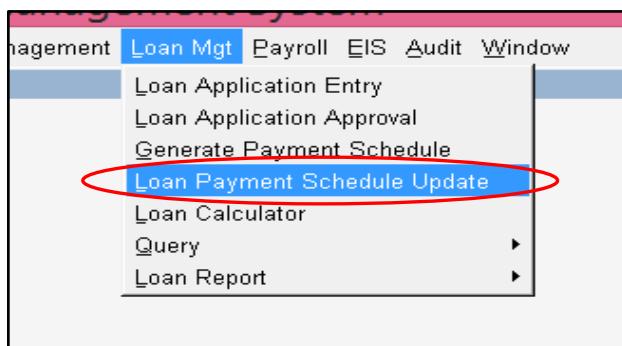
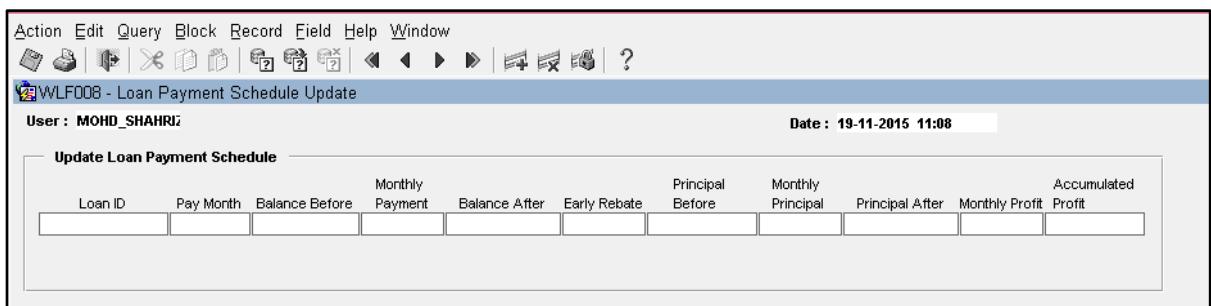


Figure 5.1 : Loan Payment Schedule Update

2. System will navigate to '**WLF008 - Loan Payment Schedule Update**' page as shown in **Figure 5.2**



Update Loan Payment Schedule										
Loan ID	Pay Month	Balance Before	Monthly Payment	Balance After	Early Rebate	Principal Before	Monthly Principal	Principal After	Monthly Profit	Accumulated Profit

Figure 5.2 : WLF008 - Loan Payment Schedule Update

3. Place cursor on '**Loan ID**' field and click "**Enter Query**". Next fill in Loan ID and then click '**execute query**' as shown in **Figure 5.3**

**MANUAL PENGGUNA PENGURUSAN
PINJAMAN KENDERAAN/KOMPUTER
(VEHICLE/COMPUTER LOAN
MANAGEMENT)**

Muka surat :21/29

Tarikh : 8 JANUARI 2016

UPSI(ISO)/BEN/P04/MP02

Pindaan : 00

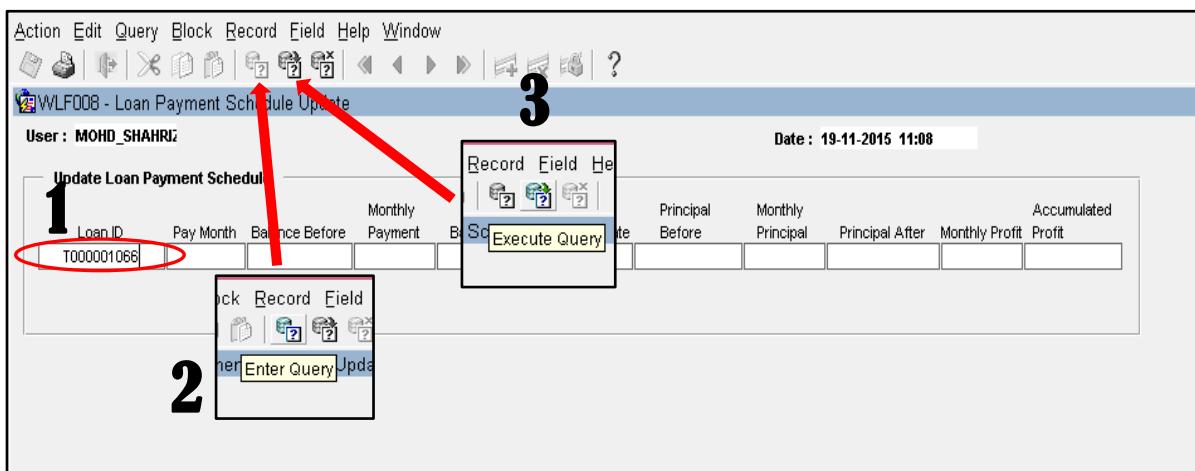


Figure 5.3 : WLF008 - Loan Payment Schedule Update

4. System will indicate the last payment information in the repayment schedule of the applicant's loan. Edit column 'Early Rebate', 'Monthly Principal', 'Principal After', 'Monthly Profit', and 'Accumulated Profit' and then click “**save**” button to save all the changes. Refer to **Figure 5.4**

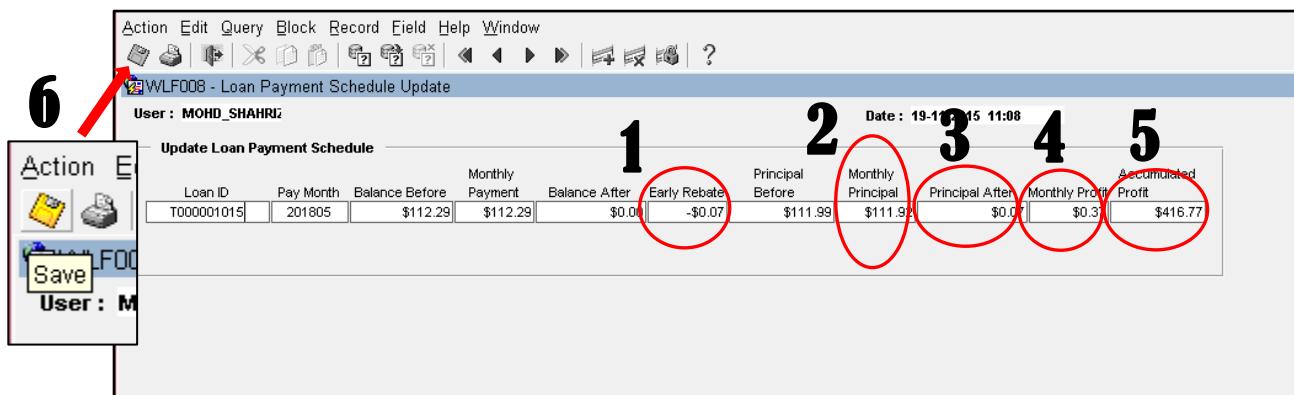


Figure 5.4 : WLF008 - Loan Payment Schedule Update

5. Next system will show a message box. Click “**ok**” to continue save the record as

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P04/MP02	Pindaan : 00

shown in **Figure 5.5**



Figure 5.4 : Message Box

E. Calculating Loan

1. To access Loan Calculator, select **Loan Mgt >> Loan Calculator** as shown in **Figure 6.1.**

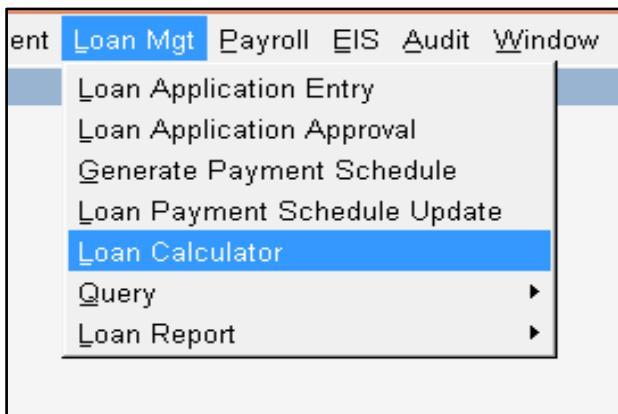


Figure 6.1: Loan Calculator

2. System will navigate to “**WLF007 - Loan Calculator**” page. Fill in ‘Loan Amount’ field (including Takaful/Insurance amount), ‘Interest % (Annual)’ field, ‘Number of Months’ field and finally click ‘**Calculate**’ button. System will continue to make

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P04/MP02	Pindaan : 00

calculations and display 'Monthly Payment', 'Total of Payments', and 'Total of Interest Paid'. Refer to **Figure 6.2**.

Action Edit Query Block Record Field Help Window

WLF007 - Loan Calculator

User : FIN_ADMIN Date : 03-11-2014 15:51

Loan Calculator is based on Mortgage / Loan Method

1. **Loan Amount**: \$6,700.00

2. **Interest % (Annual)**: 4.00

3. **Number of Months**: 108

4. **Calculate**

Simple Interest Amortized Loan Formula

$$PV * (1 + i)^N = PMT * [(1+i)^N - 1] / i$$

Where :

- PMT = the payment per period
- i = interest rate in percent per period
- PV = loan / mortgage amount
- N = number of periods
- $^$ = power of operator

Monthly Payment	\$73.97
Total of Payments	\$7,988.76
Total of Interest Paid	\$1,288.76

Figure 6.2: WLF007-Loan Calculator page

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P04/MP02	Pindaan : 00

F. Loan Query

1. To access Loan Query, select **Loan Mgt >> Query >> Loan Information Query** as shown in **Figure 7.1**

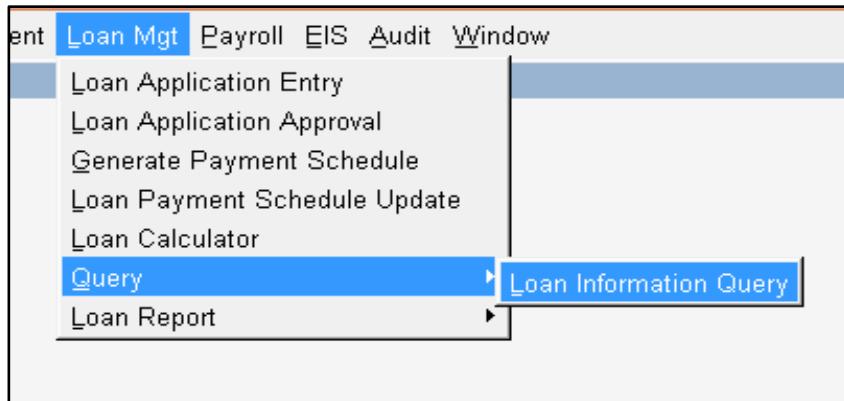


Figure 7.1: Loan Information Query

2. System will navigate to “**WLF005 - Loan Query Main**” page. Click on ‘Enter Query’ button, fill in “Staff Name” and click on “Execute Query”. Then system will show the loan record. Press the “**Detail**” button to view the detail information of loan. Refer to **Figure 7.2.**

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		Tarikh : 8 JANUARI 2016
UPSI(ISO)/BEN/P04/MP02		Pindaan : 00

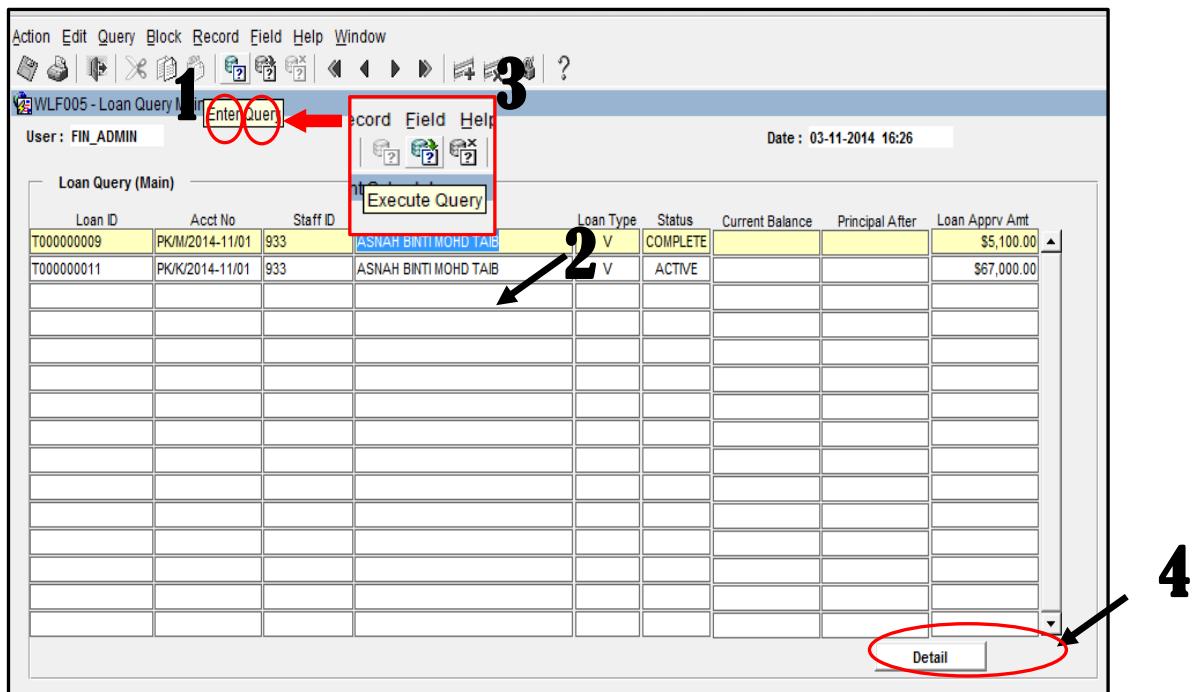


Figure 7.2: WLF005-Loan Query Main

3. System will navigate to “WLF - Loan Query” page and display loan information as shown in Figure 7.3.

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		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P04/MP02</p>	<p>Pindaan : 00</p>

Action Edit Query Block Record Field Help Window

WLF006 - Loan Query

User: FIN_ADMIN Date : 03-11-2014 16:51

Applicant Information | Loan Information | Guarantor Information | Payment Schedule

Applicant Information

Application ID	T000000011		
Contract No	PK/K/2014-11/01		
Staff ID	933	Loan Status	COMPLETE
Staff Name	ASNAH BINTI MOHD TAIB		
New IC No	760831105586	Old IC No	A3377308
Birth Date	31-08-1976	Current Age	38
Current Address	44, JALAN LEP 5/2, TAMAN LESTARI PUTRABANDAR PUTRA PERMAI 43300 SERI KEMBANGAN SELANGOR		

Applicant Job Information

Job Name	PEN. PEG. TEKNOLOGI MAKLUMAT F29		
Job Grade	F29		
Appointed Date	22-10-2007	Confirmed Date	24-03-2009
Basic Salary	\$2,336.50		
Total Allowance			
Total Deduction			
Department	PUSAT TEKNOLOGI MAKLUMAT		
Department Address			
Tel No			
	Handphone No 0126946169		

Figure 7.3: WLF006-Loan Query page

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		Tarikh : 8 JANUARI 2016
	UPSI(ISO)/BEN/P04/MP02	Pindaan : 00

G. Generating Loan Report

1. To access Loan Query, select **Loan Mgt >> Loan Report >> Loan Management Report** as shown in **Figure 7.1**.

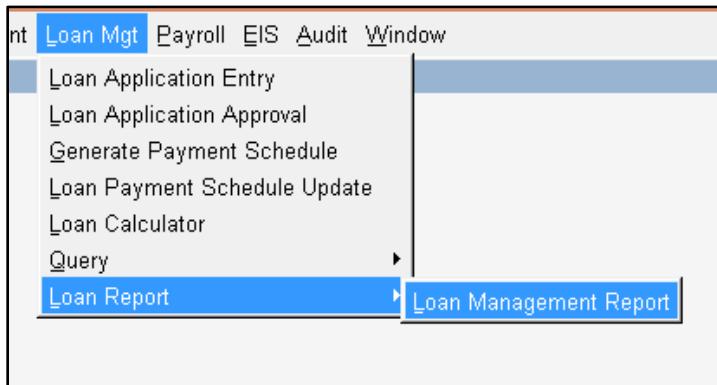


Figure 7.1 : Loan Management Report

2. System will navigate to “**WLR001F - Report Listing for Loan Management**” on ‘Surat-surat Perjanjian Komputer dan Kenderaan’ tab. Select loan type at “**Type**” drop down button. Then, click at “**Contract ID**” button and fill in applicant name. Next tick at report list menu then click “**Run Report**” button to run a selected report as shown in **Figure 7.2**.

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		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P04/MP02</p>	<p>Pindaan : 00</p>

WLR001F-Report Listing for Loan Management

Surat-surat Perjanjian Komputer dan Kenderaan | Separai Laporan Komputer dan Kenderaan

1 Surat Perjanjian Komputer dan Kenderaan

Type

Contract Id

Loan ID

2

3 Maklumat yang dikehendaki :

Borang Permohonan Pinjaman (WLR001 / WLR002)
 Surat Kelulusan Pinjaman Pembelian (WLR003 / WLR004)
 Surat Kelulusan Pinjaman Kenderaan Dengan Insurans (WLR035)
 Perjanjian Pembiayaan (WLR005 / WLR006)
 Perjanjian Pembiayaan Kenderaan Dengan Insurans (WLR036)
 Surat Bayaran Pembiayaan Pembelian (WLR007 / WLR008)
 Surat Arahan Potongan Gaji (WLR009 / WLR021)
 Surat Tuntutan Hak Milik Kenderaan (WLR017)
 Surat Pembatalan Hak Milik Kenderaan (WLR018)
 Jadual Bayaran Skim Pembiayaan (WLR014)
 Arahan Pemberhentian Potong Gaji Secara Pelunasan (WLR023)
 Arahan Pemberhentian Potongan Gaji Melalui Jadual (WLR039)

4

Figure 7.2 : “WLR001F-Surat-surat Perjanjian Komputer dan Kenderaan” tab

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		<p>Tarikh : 8 JANUARI 2016</p>
	<p>UPSI(ISO)/BEN/P04/MP02</p>	<p>Pindaan : 00</p>

3. Click at “**Senarai Laporan Komputer dan Kenderaan**” Tab to run other loan report as shown in **Figure 7.3**.

Figure 7.3 : “WLR001-Senarai Laporan Komputer dan Kenderaan” tab