Add

<u>To Add a new payment record</u>

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.