

Loan Disbursal

Select one of the following:

- [\[Main Ribbon > Lending > Pending Loans > select specific loan waiting to be disbursed\]](#).
- Folders (below suffixes) > Pending Loans > select specific loan waiting to be disbursed.

The Loan Disbursal Wizard is used to disburse loan money that was not disbursed earlier in the loan process.



Note

Credit unions that use Loan Setup (rather than Loan Documents) to setup a loan will not use this wizard. These credit unions will use the Back Office Transactions window to process the loan disbursal.

The system displays.

Datamatic VIEW ×

Loan Disbursal

Checks

Payable to	Check Amount	Memo	Behal...
Hilton Resort	\$2,000.00	Hilton Resort	Yes
American Airlines	\$1,800.00	American Airlines	Yes
Hawaii Tours, Inc.	\$1,000.00	Hawaii Tours, Inc.	Yes

+

Fund Transfers

Type	Account	Amount	Memo
Transfer	29622-8-00	\$400.00	
Transfer	29622-8-70	\$800.00	
Ledger		\$0.00	
Withdrawal		\$0.00	

Select the loan suffix to be disbursed for the member. Only the loans that show in Pending Loans as **Document - Needs Disbursing** will be displayed in this window. Select Disburse.

The system displays a window stating that the **Transaction completed successfully. Receipt #xx**. Press enter or click on OK.