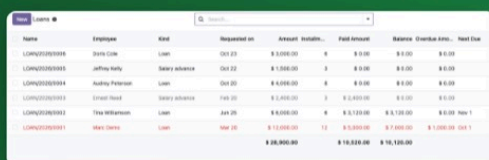


Employee Loans

A guide to employee loans: settings, requests and approval, payment, installments and interest, collection, the statement, payroll and access rights.

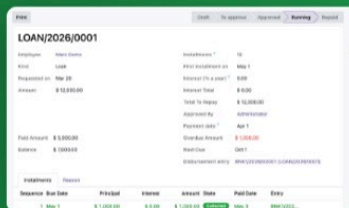
1. Start here

In plain words: An employee asks for an advance on a Sunday, HR writes it on a paper, and six months later nobody knows how much is still owed. **Employee Loans & Salary Advances** keeps it all in Odoo: the **request**, the **approval**, the **payment** with its accounting entry, a **schedule of monthly installments** (with interest if you charge it), the **collection** of each installment and the **balance** of every employee.



Name	Employee	Role	Requested on	Amount	Installments	Paid amount	Balance	Overdue Amount	Next Due
LOAN/2026/00000	Diana Linn	Loan	Oct 23	\$ 3,000.00	6	\$ 0.00	\$ 3,000.00	\$ 0.00	
LOAN/2026/00001	Jeffrey Kelly	Salary advance	Oct 23	\$ 1,000.00	6	\$ 0.00	\$ 1,000.00	\$ 0.00	
LOAN/2026/00004	Audrey Peterson	Loan	Oct 20	\$ 4,000.00	8	\$ 0.00	\$ 4,000.00	\$ 0.00	
LOAN/2026/00005	Ernest West	Salary advance	Nov 20	\$ 2,000.00	3	\$ 0.00	\$ 2,000.00	\$ 0.00	
LOAN/2026/00002	Timothy Johnson	Loan	Nov 20	\$ 6,000.00	6	\$ 0.00	\$ 6,000.00	\$ 0.00	Nov 1
LOAN/2026/00003	Wendy Davis	Loan	Nov 20	\$ 12,000.00	12	\$ 0.00	\$ 12,000.00	\$ 0.00	Nov 1
				\$ 28,000.00			\$ 28,000.00	\$ 0.00	

1. Every loan and its balance



Sequence	Due Date	Principal	Interest	Amount Due	Paid Date	Date
1	May 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00		May 1
2	May 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00		May 1
3	May 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00		May 1
4	May 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00		May 1
5	May 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00		May 1
6	May 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00		May 1

2. The installment schedule



No.	Due Date	Principal	Interest	Overdue Amount	Collection Date
1	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
2	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
3	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
4	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
5	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
6	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
7	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
8	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
9	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
10	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
11	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026
12	May 1 2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	May 1 2026

3. A statement to sign

Every loan with its balance, the schedule of one loan and a printed statement.

Tip: An employee can ask for a loan from their own session. Only HR managers approve and pay.

2. What you get

Feature	What it does
Requests	A loan or a salary advance, asked by the employee or entered by HR.
Approval	HR submits it, an HR manager approves or rejects it; managers get an activity.
Payment	One click posts the entry: employee loans account against the bank or cash journal, with the date you choose.
Installments	A monthly schedule from the first due date. Simple interest, if any, is spread over the installments.
Collection	Collect an installment by a journal entry: bank, cash or another journal such as the payroll clearing account. The interest goes to its income account.
Balances	Paid, balance, overdue amount and next due date per loan; the loans to repay on the employee.
For payroll	<code>employee._tx_loan_due(date_from, date_to)</code> gives the installments to deduct from a salary.
Rules and reminders	Longest loan, one active loan per employee, a reminder before each due date.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Employees (<code>hr</code>), Invoicing (<code>account</code>)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_employee_loans.zip` ; unzip it to get the folder `taqnix_employee_loans` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Employee Loans** and press **Install**.

```
# or from the command line  
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_employee_loans --stop-after-init
```

5. Settings

In plain words: Settings → Employee Loans.

Settings

General Settings

Users & Companies

4

1

My Company

A

Save

Discard

Settings

Q

Search...

General Settings

Sales

Purchase

Inventory

Invoicing

Project

Employees

Attendances

Credit Limit

Employee Loans

Accounting

Loan payment journal

The bank or cash journal the loans are paid from.

Bank →

Employee loans account

Where the money lent stays until it is repaid. Created for you the first time if empty.

125000 Employee Loa... →

Interest income account

Where the interest of a loan goes.

450000 Other Income →

Rules

Longest loan

The most installments (months) a loan may have.

24 months

Active loans per employee

How many loans an employee can have at the same time. 0 means no limit.

1

Reminder

HR managers get an activity this many days before an installment falls due. 0 switches it off.

3 days before

The accounts, and the rules.

Setting	What it does
Loan payment journal	The bank or cash journal the loans are paid from.
Employee loans account	Where the money lent stays until it is repaid. Created for you the first time if you leave it empty.
Interest income account	Where the interest goes. Needed only if you charge interest.
Longest loan	The most installments a loan may have.
Active loans per employee	0 means no limit.
Reminder	HR managers get an activity this many days before an installment falls due.

6. A loan, step by step

In plain words: Open **Employees** → **Loans** → **Loans** and press **New**: the employee, the amount, the number of monthly installments, the first due date and the yearly interest if any. The totals are shown at once.

Employees

Employees

Departments

Loans

Learning

Reporting

Configuration

4

1

My Company

A

New

Loans

Q

Search...

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<

>

☐	Name	Employee	Kind	Requested on	Amount	Installm...	Paid Amount	Balance	Overdue Amo...	Next Due	State	
☐	LOAN/2026/0006	Doris Cole	Loan	Oct 23	\$ 3,000.00	6	\$ 0.00	\$ 0.00	\$ 0.00		Draft	
☐	LOAN/2026/0005	Jeffrey Kelly	Salary advance	Oct 22	\$ 1,500.00	3	\$ 0.00	\$ 0.00	\$ 0.00		To approve	
☐	LOAN/2026/0004	Audrey Peterson	Loan	Oct 20	\$ 4,000.00	8	\$ 0.00	\$ 0.00	\$ 0.00		Approved	
☐	LOAN/2026/0003	Ernest Reed	Salary advance	Feb 20	\$ 2,400.00	3	\$ 2,400.00	\$ 0.00	\$ 0.00		Repaid	
☐	LOAN/2026/0002	Tina Williamson	Loan	Jun 25	\$ 6,000.00	6	\$ 3,120.00	\$ 3,120.00	\$ 0.00	Nov 1	Running	
☐	LOAN/2026/0001	Marc Demo	Loan	Mar 20	\$ 12,000.00	12	\$ 5,000.00	\$ 7,000.00	\$ 1,000.00	Oct 1	Running	
					\$ 28,900.00		\$ 10,520.00	\$ 10,120.00				

The loans: one running and overdue, one running, one repaid, one approved, one to approve and one draft.

Step	Who	What happens
Submit	The employee or HR	The loan goes to the HR managers, who get an activity.
Approve	An HR manager	The schedule of installments is created. Reject removes it.
Pay the loan	An HR manager	The entry is posted (employee loans account debited, bank credited). Choose the payment date before, if it is not today.
Repaid	Automatic	When the last installment is collected the loan closes.

EmployeesEmployeesDepartmentsLoansLearningReportingConfiguration

NewLoans

LOAN/2026/0004

Installments8

1/1

RejectPay the loanCancelPrint

DraftTo approveApprovedRunningRepaid

Send messageLog noteActivity

2

LOAN/2026/0004

EmployeeAudrey Peterson

KindLoan

Requested onOct 20

Amount\$ 4,000.00

Installments8

First installment onNov 1

Interest (% a year)5.00

Interest Total\$ 133.33

Total To Repay\$ 4,133.33

Approved ByAdministrator

Payment date

InstallmentsReason

Sequence	Due Date	Principal	Interest	Amount	State	Paid Date	Entry
1	Nov 1	\$ 500.00	\$ 16.67	\$ 516.67	To collect		
2	Dec 1	\$ 500.00	\$ 16.67	\$ 516.67	To collect		
3	Jan 1, 2027	\$ 500.00	\$ 16.67	\$ 516.67	To collect		
4	Feb 1, 2027	\$ 500.00	\$ 16.67	\$ 516.67	To collect		
5	Mar 1, 2027	\$ 500.00	\$ 16.67	\$ 516.67	To collect		
6	Apr 1, 2027	\$ 500.00	\$ 16.67	\$ 516.67	To collect		
7	May 1, 2027	\$ 500.00	\$ 16.67	\$ 516.67	To collect		
8	Jun 1, 2027	\$ 500.00	\$ 16.64	\$ 516.64	To collect		
		\$ 4,000.00	\$ 133.33	\$ 4,133.33			

The conversation is empty.

An approved loan with its schedule, ready to be paid.

Employees

Employees

Departments

Loans

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1

My Company

A

New

Loans

LOAN/2026/0005

1 / 1

Approve

Reject

Cancel

Draft

To approve

Approved

Running

Repaid

Send message

Log note

Activity

Q

🔗

2

LOAN/2026/0005

Employee

Jeffrey Kelly

Kind

Salary advance

Requested on

Oct 22

Amount

\$ 1,500.00

Installments

3

First installment on

Nov 1

Interest (% a year)

0.00

Interest Total

\$ 0.00

Total To Repay

\$ 1,500.00

Reason

Medical bills

Planned Activities

A

Today: "Approve the loan of Jeffrey Kelly" for Administrator

✓ Mark Done

Edit

✕ Cancel

S

Today: "Approve the loan of Jeffrey Kelly" for Salma Khalid

✓ Mark Done

Edit

✕ Cancel

The conversation is empty.

A salary advance waiting for approval.

7. Interest

In plain words: The interest is simple: the amount, times the yearly rate, times the number of months, divided by twelve. It is spread over the installments, and the last one takes the rounding.

Employees

Employees

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1

My Company

A

New

Loans

LOAN/2026/0002

Installments

6

1 / 1

Print

Draft

To approve

Approved

Running

Repaid

Send message

Log note

Activity

Q

🔗

2

LOAN/2026/0002

Employee

Tina Williamson

Kind

Loan

Requested on

Jun 25

Amount

\$ 6,000.00

Paid Amount

\$ 3,120.00

Balance

\$ 3,120.00

Installments

6

First installment on

Aug 1

Interest (% a year)

8.00

Interest Total

\$ 240.00

Total To Repay

\$ 6,240.00

Approved By

Administrator

Payment date

Jul 2

Overdue Amount

\$ 0.00

Next Due

Nov 1

Disbursement entry

BNK1/2026/00007 (LOAN/2026/0002)

Installments

Reason

Sequence	Due Date	Principal	Interest	Amount	State	Paid Date	Entry
1	Aug 1	\$ 1,000.00	\$ 40.00	\$ 1,040.00	Collected	Aug 1	BNK1/202...
2	Sep 1	\$ 1,000.00	\$ 40.00	\$ 1,040.00	Collected	Sep 1	BNK1/202...
3	Oct 1	\$ 1,000.00	\$ 40.00	\$ 1,040.00	Collected	Oct 1	BNK1/202...
4	Nov 1	\$ 1,000.00	\$ 40.00	\$ 1,040.00	To collect		📧 Collect
5	Dec 1	\$ 1,000.00	\$ 40.00	\$ 1,040.00	To collect		📧 Collect
6	Jan 1, 2027	\$ 1,000.00	\$ 40.00	\$ 1,040.00	To collect		📧 Collect

OdooBot 2:15 PM

Loan of 6000.0 paid to Tina Williamson (BNK1/2026/00007).

6,000 over 6 months at 8% a year: 240 of interest, 40 in each installment.

8. Collect the installments

In plain words: On a running loan press **Collect** at the end of an installment, or select installments in **Employees → Loans → Installments** and press **Collect**. Choose the date and the journal.

EmployeesEmployeesDepartmentsLoansLearningReportingConfiguration

NewLoansLOAN/2026/0001

Installments12

1 / 1

Print

DraftTo approveApprovedRunningRepaid

Send messageLog noteActivity

LOAN/2026/0001

EmployeeMarc Demo

KindLoan

Requested onMar 20

Amount\$ 12,000.00

Paid Amount\$ 5,000.00

Balance\$ 7,000.00

InstallmentsReason

Sequence	Due Date	
1	May 1	\$
2	Jun 1	\$
3	Jul 1	\$ 1,000.00
4	Aug 1	\$ 1,000.00
5	Sep 1	\$ 1,000.00
6	Oct 1	\$ 1,000.00

Collect installments

DateOct 23

Amount\$ 1,000.00

JournalBank

Account to debit?

Employee	Loan	Sequence	Due Date	Amount
Marc Demo	LOAN/2026/0001	6	Oct 1	\$ 1,000.00

Choose a bank or cash journal, or another journal and the account to debit, for example the payroll clearing account when the installment is deducted from the salary.

CollectCancel

Collecting an installment into the bank.

Journal	Entry
Bank or cash	Bank debited; the employee loans account credited with the principal and the interest account with the interest.
Another journal	Choose the account to debit, for example the payroll clearing account when the installment is deducted from the salary.

Employees Employees Departments Loans Learning Reporting Configuration								
Installments ⚙								
Q T To collect X Search... 1-10 / 10								
Employee	Loan	Sequence	Due Date	Principal	Interest	Amount	State	Paid Date
☐ Marc Demo	LOAN/2026/0001	6	Oct 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
☐ Marc Demo	LOAN/2026/0001	7	Nov 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
☐ Tina Williamson	LOAN/2026/0002	4	Nov 1	\$ 1,000.00	\$ 40.00	\$ 1,040.00	To collect	
☐ Marc Demo	LOAN/2026/0001	8	Dec 1	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
☐ Tina Williamson	LOAN/2026/0002	5	Dec 1	\$ 1,000.00	\$ 40.00	\$ 1,040.00	To collect	
☐ Marc Demo	LOAN/2026/0001	9	Jan 1, 2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
☐ Tina Williamson	LOAN/2026/0002	6	Jan 1, 2027	\$ 1,000.00	\$ 40.00	\$ 1,040.00	To collect	
☐ Marc Demo	LOAN/2026/0001	10	Feb 1, 2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
☐ Marc Demo	LOAN/2026/0001	11	Mar 1, 2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
☐ Marc Demo	LOAN/2026/0001	12	Apr 1, 2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
				\$ 10,000.00	\$ 120.00	\$ 10,120.00		

The installments to collect, overdue ones in red.

Tip: The loan account is reconciled with the disbursement when the account allows it, so its balance is what the employee still owes.

9. The statement

In plain words: Print on a loan gives its statement with the schedule, what was collected and two lines to sign.



My Company
United States

Loan statement LOAN/2026/0001

Employee: Marc Demo
Type: Loan
Requested on: 03/20/2026

Amount: \$ 12,000.00
Interest: \$ 0.00
To repay: \$ 12,000.00
Balance: \$ 7,000.00

No.	Due date	Principal	Interest	Installment	Status	Collected on
1	05/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	Collected	05/03/2026
2	06/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	Collected	06/02/2026
3	07/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	Collected	07/01/2026
4	08/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	Collected	08/03/2026
5	09/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	Collected	09/02/2026
6	10/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
7	11/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
8	12/01/2026	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
9	01/01/2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
10	02/01/2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
11	03/01/2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	
12	04/01/2027	\$ 1,000.00	\$ 0.00	\$ 1,000.00	To collect	

Employee signature

HR signature

The printed statement of a loan.

10. For payroll

In plain words: This module does not compute payslips. To deduct the installments, ask the amount due in the period of a payslip:

```
employee._tx_loan_due(date_from, date_to) # installments falling due, not yet collected
```

In plain words: and when the salary is paid, collect the installments with a payroll journal and its clearing account.

11. Who can do what

Limit	Detail
Monthly installments	Equal monthly installments in the company currency.
Simple interest	No compound or reducing-balance interest.
No payslips	Payroll deduction is up to your payroll; this module gives the figure and collects by an entry.
Early repayment	Collect the remaining installments together; future interest is not waived automatically.

14. For developers

In plain words: Skip this chapter if you only use the module.

```
loan = env['taqnix.employee.loan'].create({
    'employee_id': employee.id, 'amount': 12000, 'installments': 12, 'interest_rate': 0,
})
loan.action_submit(); loan.action_approve(); loan.action_disburse()
```

15. Troubleshooting

Problem	What to do
"Choose the loan payment journal"	Set the journal in the settings.
"Choose the interest income account"	Set it in the settings when a loan has interest.
"already has 1 active loan"	Raise Active loans per employee in the settings, or wait for the loan to be repaid.
An employee cannot see Loans	The menu is under Employees; an employee sees only their own loans.
I cannot choose the journal when collecting	You need to be an HR manager.

16. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_employee_loans` . Loans, schedules and entries are kept.

17. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Loans and salary advances with request, approval and payment entry
- Monthly installment schedule with optional simple interest
- Collection by bank, cash or a payroll journal; interest to its income account; reconciliation
- Balances, overdue amounts, reminders, a figure for payroll, printable statement
- Employees ask for their own loans; rules on length and active loans
- Arabic translation, automated tests