



CLIENT REPAYMENT IN IFOA

Description

The Client Repayment feature empowers field development officers to efficiently manage loan repayments by providing tools to:

1. Log client repayments accurately in real time, whether full or partial, ensuring precise transaction records.
2. Monitor repayment schedules, past payments, and outstanding balances to maintain up-to-date client account information.
3. Automatically update client accounts after each transaction, helping prevent errors and ensuring smooth financial operations.
4. Access summaries of repayments and collection performance for better decision-making and accountability.
5. Reduce manual work and improve the speed and accuracy of field collections.

Steps to Log in to the Instafin Field Officer App (IFOA):

1. In the IFOA app, enter **kccdmfi.instafin.com** in the server field.
2. Input your **Username and Password** provided by the MIS Team or your Cluster Manager.
3. Tap **Login** to access your account.

instafin
Field Officer app

https://kccdmfi.instafin.com

Username

Password

Login

Version: 4.403.1

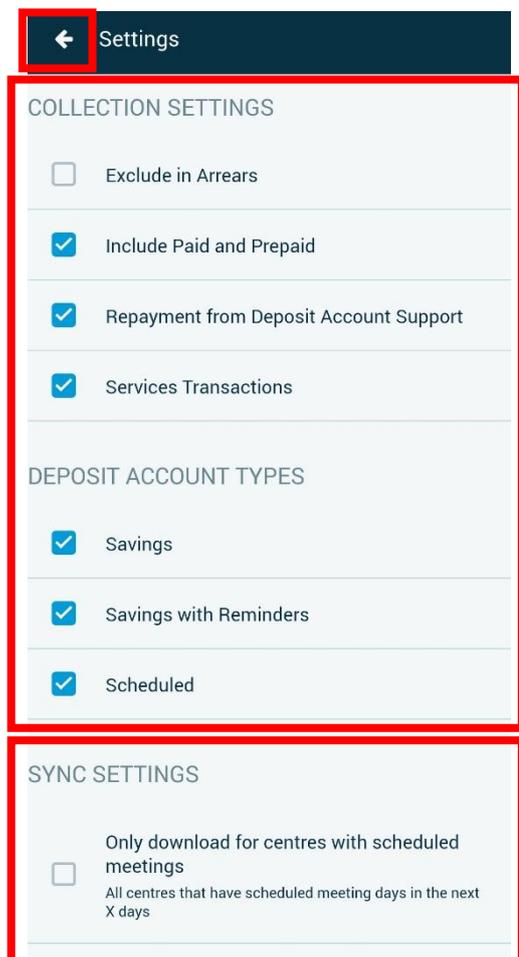
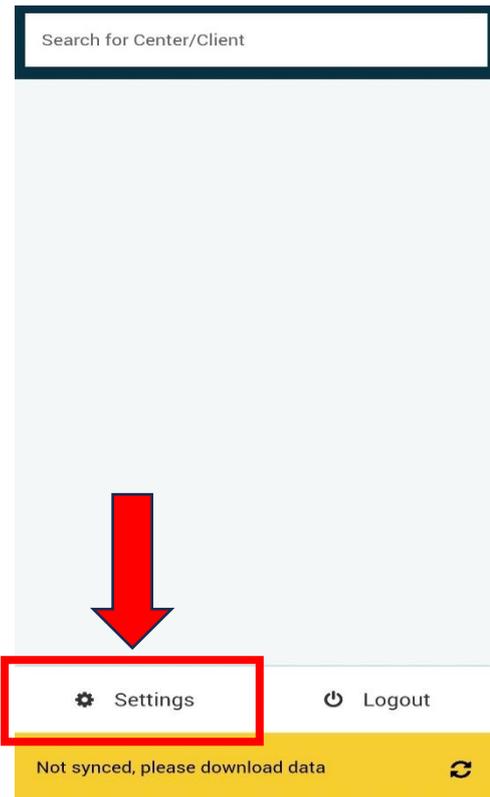
Steps Before Syncing Data:

1. Before syncing the data (yellow box), go to **Settings**.

2. To **Save** the **Settings** just click the **arrow back icon**

3. Under **Settings**, check all the options under **Collection Settings** and **Deposit Account Types**, **Except Exclude in Arrears**.

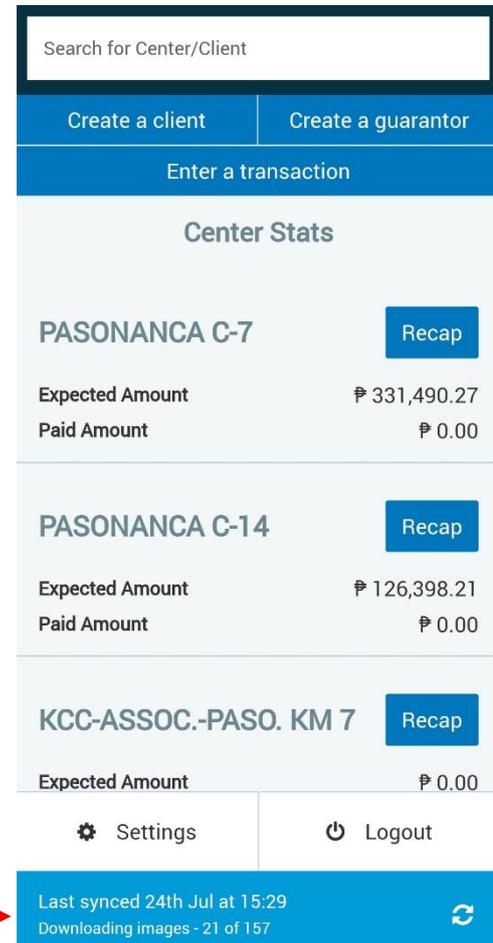
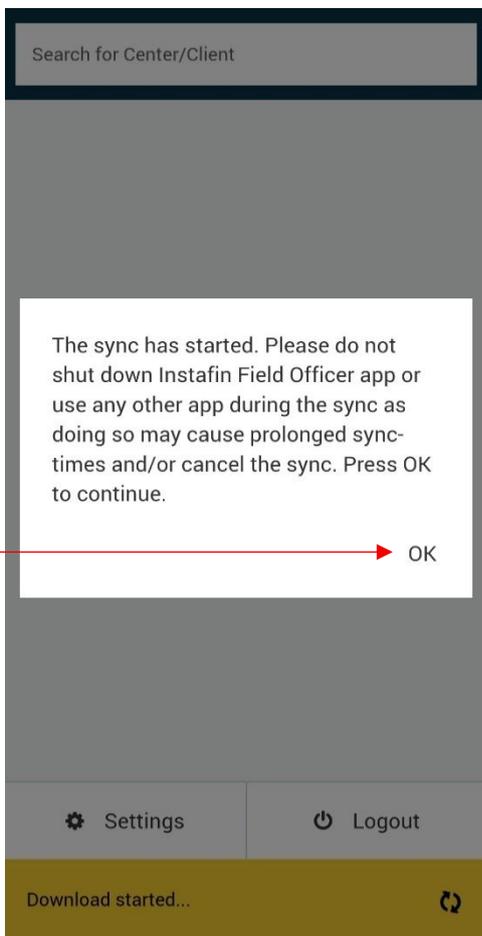
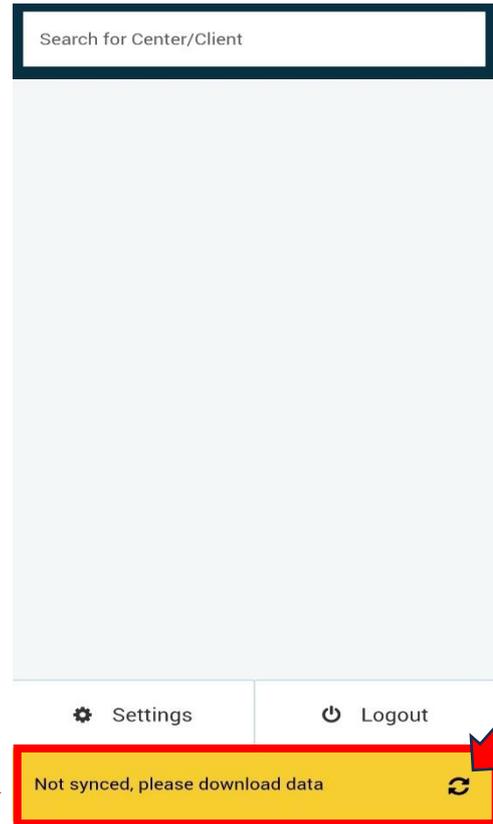
4. If you don't have any clients with **Past Due** accounts, check the **Sync Settings** option.



5. After saving the settings, click the **Sync icon**. The data will begin downloading automatically.

6. When the notification appears, click **OK**, and wait until the yellow footer turns blue.

7. Once the data has finished downloading/syncing, it will display the centers that have payments scheduled for the day.



8. Select the “Center” you want to cover first, then click “Recap” to view the clients with payments scheduled for that day.

Search for Center/Client

Create a client Create a guarantor

Enter a transaction

Center Stats

PASONANCA C-7	Recap
Expected Amount	₱ 331,490.27
Paid Amount	₱ 0.00

PASONANCA C-14	Recap
Expected Amount	₱ 126,398.21
Paid Amount	₱ 0.00

KCC-ASSOC.-PASO. KM 7	Recap
Expected Amount	₱ 0.00

Settings Logout

Last synced 24th Jul at 15:29
Downloading images - 21 of 157

9. Check the box next to each client who has a payment, then click on the client’s name to process their payment.

← PASONANCA C-7

Summary

Expected amount	₱ 331,490.27
Paid amount	₱ 0.00
Total amount	₱ 1,552.64

[Pay all](#)

List of Clients

Select all

<input checked="" type="checkbox"/>	APRIL ROSE CABILO ROJAS 3 accounts	₱ 1,552.64	>
<input type="checkbox"/>	APRIL ANN FERNANDEZ LASOLA 3 accounts	₱ 12,043.53	>
<input type="checkbox"/>	ARLYN LAROT ALEGADO 3 accounts	₱ 1,286.25	>
<input type="checkbox"/>	AURORA BERNARDO BULALACAO	₱ 10,394.49	>

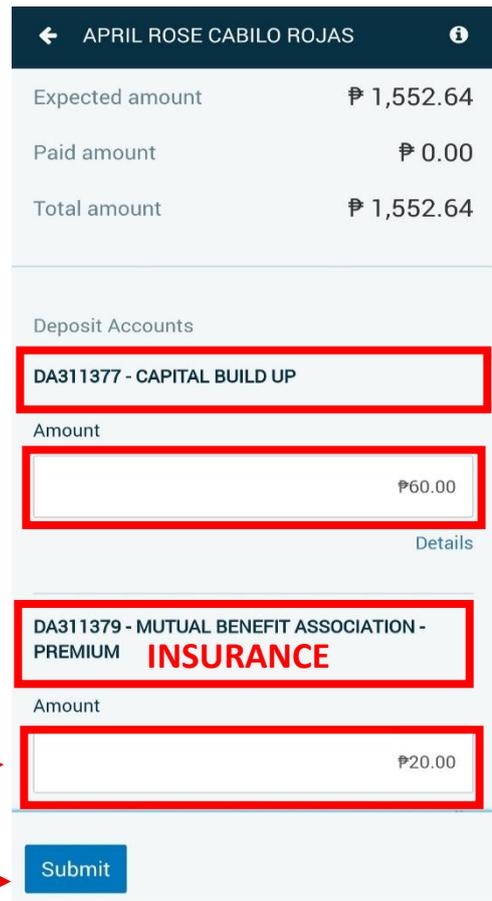
10. You may **edit the values** for **CBU, MBA, and loan payments** according on the amount given by the client.

 **Reminder:** Double-check all entered amounts before submitting.

11. After finalizing the client's payment details, click **Submit**.

12. On the next page, enter the **Official Receipt (OR) Number** in the **Reference Number** field.

13. Click **Pay All** to complete the transaction.



APRIL ROSE CABILO ROJAS	
Expected amount	₱ 1,552.64
Paid amount	₱ 0.00
Total amount	₱ 1,552.64

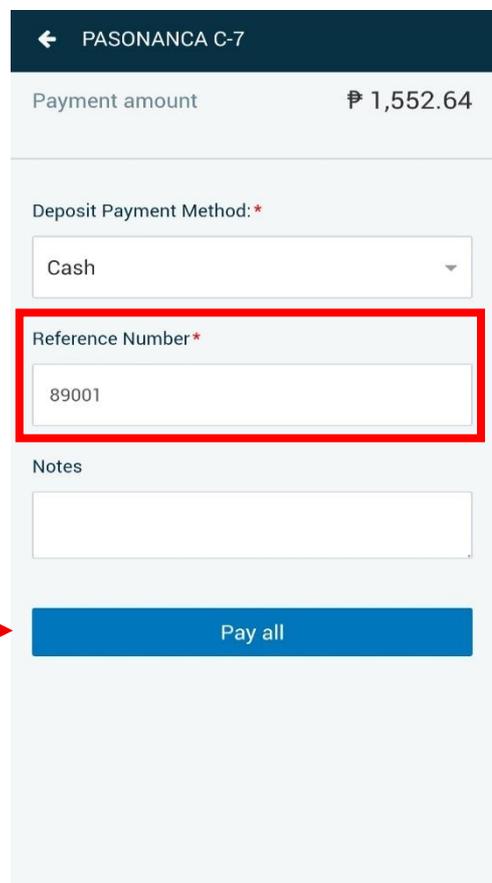
Deposit Accounts

DA311377 - CAPITAL BUILD UP	
Amount	₱60.00

Details

DA311379 - MUTUAL BENEFIT ASSOCIATION - PREMIUM INSURANCE	
Amount	₱20.00

Submit



PASONANCA C-7	
Payment amount	₱ 1,552.64

Deposit Payment Method: *

Cash

Reference Number *

89001

Notes

Pay all

14. After completing the payment, double-check that the **Paid Amount** is correct.

15. To **save your changes**, simply click the **Back Arrow icon**.

Expected amount	₱ 0.00
Paid amount	₱ 1,552.64
Total amount	₱ 0.00

Pay

Deposit Accounts

DA311377 - CAPITAL BUILD UP

Amount

Details

DA311379 - MUTUAL BENEFIT ASSOCIATION - PREMIUM

Amount

Submit

16. Return to the main dashboard and **click the yellow box** to Upload and Sync the payment to **Instafin**.

Search for Center/Client

Create a client Create a guarantor

Enter a transaction

Center Stats

PASONANCA C-7 Recap

Expected Amount ₱ 0.00

Paid Amount ₱ 331,490.27

PASONANCA C-14 Recap

Expected Amount ₱ 126,398.21

Paid Amount ₱ 0.00

KCC-ASSOC.-PASO. KM 7 Recap

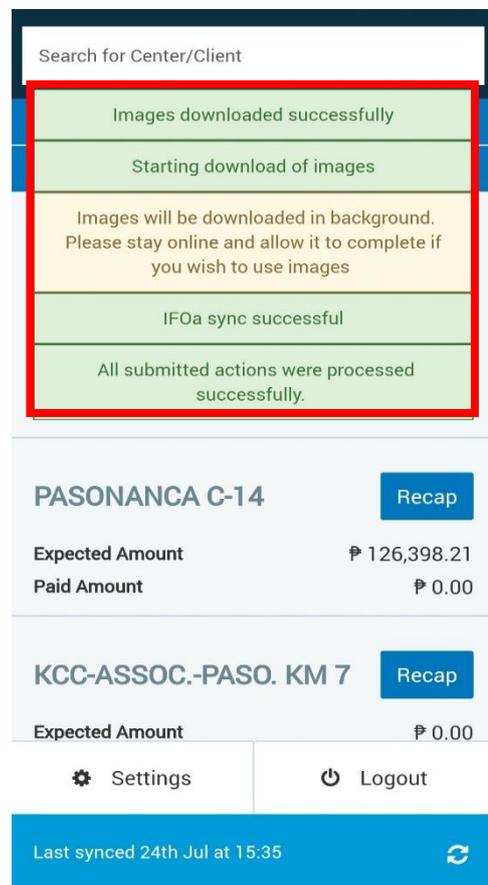
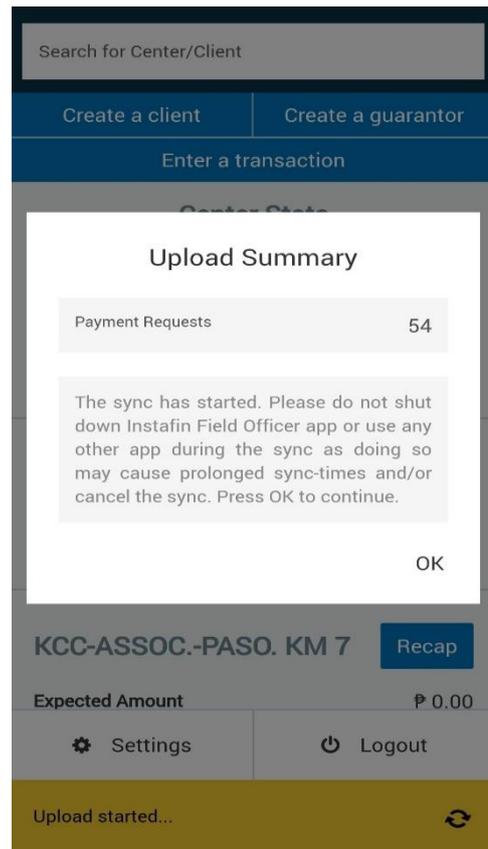
Expected Amount ₱ 0.00

Settings Logout

There are 54 actions to upload

Last synced 24th Jul at 15:29

17. Always double-check the notification that appears after the sync to **confirm successful** completion.



18. **Verify the latest synced data** in the box below to ensure it reflects the most recent updates.

Acknowledgement and Approval

This **Client Repayment in IFOA** Standard Operating Procedure (SOP) has been reviewed and approved by the authorized signatories. Their signatures confirm acceptance of its content and authorize its official implementation.

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