

# 3.3. Offsetting a Defaulted Loan

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Click the 'Global Loans Report' link. Select the loan from the 'Defaulted Loans' drop down box and click the 'Select' button. Click the 'Default Loan' link. You'll see a screen where you can adjust the offset date, which populates with the date of the default. If you do change this date click the Update button, then click the 'Post Loan Offset' button to create a transaction batch, showing the loan offset. The batch go to the pending area in the Transaction menu; when you move it to the Posted area the loan offset will be reflected in the financial reports and participant statements.

Q.S. Tip: All loan transactions for the participant in question must be posted for the loan offset transaction to calculate correctly.

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