**How to Manually Accrue Loans 5.x**

**Version 5.x**

Go to Icon Bar, then select the two opposite arrows icon for Processing:



Select Accrual:



Enter in the date that you would like to accrue your loans through.

**Always choose the day prior to today**, then click on “Process”.



\*\*\* If you accrue through today then you will lock all records from allowing any updates.

When it is completed, click on “Done”:

