

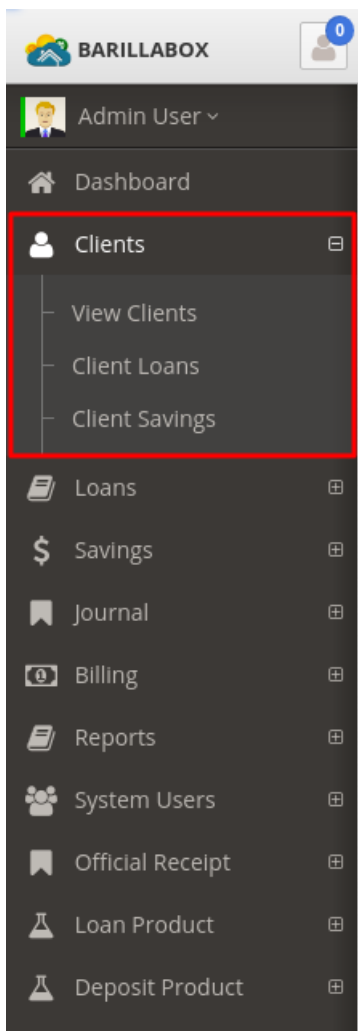
## TABLE OF CONTENTS

- **Create-Client.md**
  - [Create-loan-application.md](#)
  - [Savings---Deposit.md](#)
  - [Savings---Withdrawal.md](#)
  - [Savings-Account.md](#)
  - [View-clients-with-savings-accounts.md](#)
  - [Viewing-Clients-With-Loans.md](#)
  - [create-bank-account.md](#)
  - [create-chart-of-account.md](#)
  - [create-checklist.md](#)
  - [create-deposit-product.md](#)
  - [create-loan-fees.md](#)
  - [create-loan-payment.md](#)
  - [create-loan-prod-savings.md](#)
  - [create-loan-product.md](#)
  - [create-loan-release.md](#)
  - [journal-view.md](#)
  - [reports.md](#)
  - [system-settings.md](#)
  - [system-user.md](#)
- 

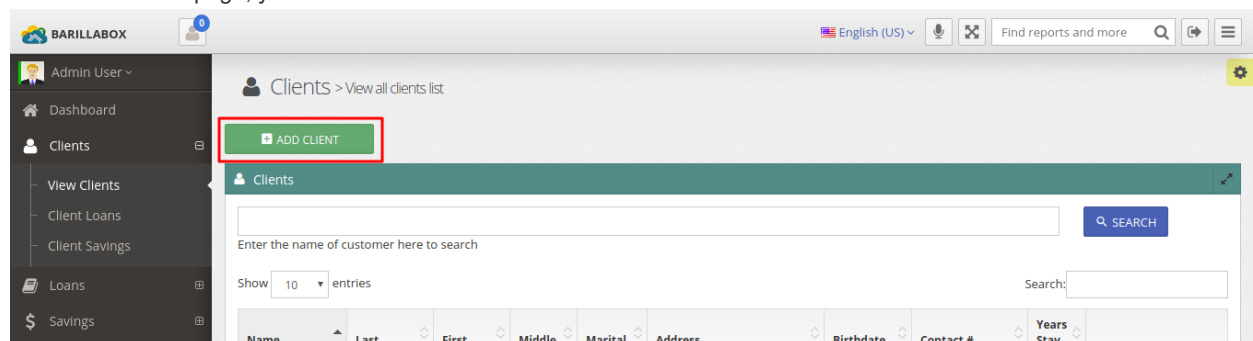
## Create-Client.md

These are the steps needed to create a new client in the system.

1. On the left sidebar you will see a Clients navigation menu. Under the menu you will see the View Clients Menu Item. Click on the View Clients navigation menu.



2. On the Clients list page, you will see an "Add Client" button. Click on this button.



3. Fill in the client information, you will see different tabs that contains fields. Including the user photo.

**ADD NEW CLIENT**

[Personal Details](#)
[Contact Information](#)
[Other Information](#)
[Photo](#)

**Personal Information**

Group: JARO CENTER GROUP JARO I

Client Code:

First Name:

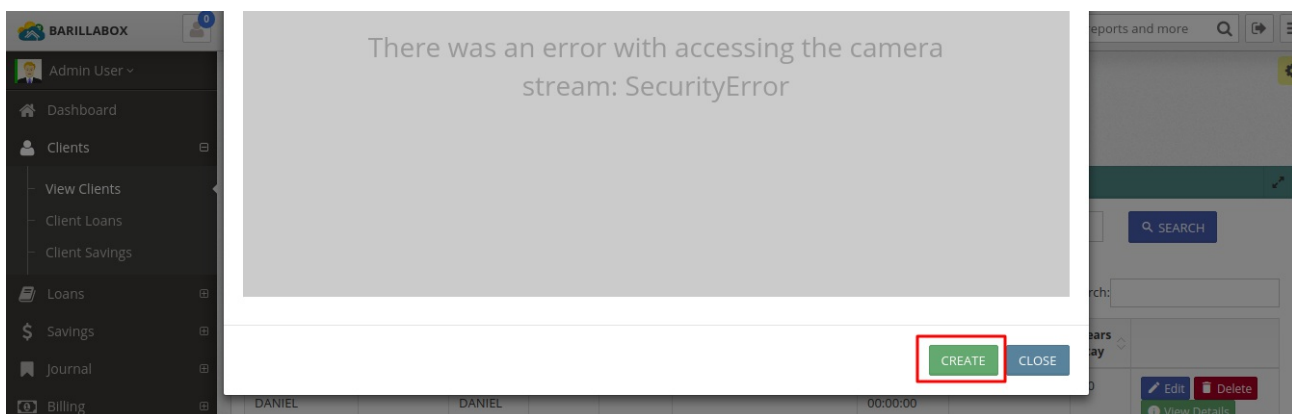
Last Name:

Middle Name:

Maiden Name:

Gender:

Click on save to create a new client.



4. You can now see the newly created client on the list of clients.

**Clients**

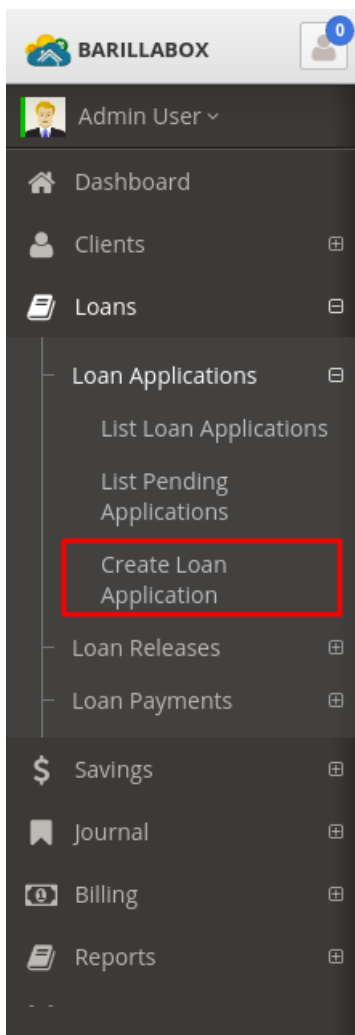
Enter the name of customer here to search  **SEARCH**

Show 10 entries

Name	Last	First	Middle	Marital	Address	Birthdate	Contact #	Years Stay	
BULAK MARK DANIEL	BULAK	MARK DANIEL	KARUS	married	Tacas Jaro Iloilo City	1988-05-22 00:00:00	09500594658	20	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>
CAROS SHIELA MAE	CAROS	SHIELA MAE	HANA	married	Brgy Balabago Jaro	1977-05-22 00:00:00	1231231231	30	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>
DIAZ KAREN	DIAZ	KAREN	LATE	single	BRGY. JALANDONI, JARO, ILOILO CITY	1982-12-17 00:00:00	0919665656656	1982	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>
DOLLOSA JOHN MARK	DOLLOSA	JOHN MARK	HERNIA	single	Zone 3 Barangay Tacas Jaro Iloilo City Philippines 5000	1989-02-09 00:00:00	(033) 500-8255	8	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>
JAVIERITOS RODOLFO	JAVIERITOS	RODOLFO	ALSA	single	Hinigaran Bacolod	1995-12-05 00:00:00	09302271816	12	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>
PADILLA KENNY	PADILLA	KENNY	YEN	single	LAPAZ	1983-12-17 00:00:00	091646457898	1964	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>

## Create-loan-application.md

To create a new loan application for a specific client. You can do so by going through the left navigation menu under Loans > Loan Applications > Create Loan Application .



1. Click on the link and the form to create a new application will display

 This image shows the 'Create Loan Application' form in the BARILLABOX application. The form is titled 'Loan Applications > Loan Applications'. It features a 'Search Applications' section with four dropdown menus for 'Loan Type', 'Center', 'Group', and 'Client', each with a '-- SELECT --' option. Below these is a green 'ADD' button. The form also includes a table with columns for 'Client Name', 'Loan Amount', and 'Status'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A blue 'CREATE LOAN APPLICATION' button is located at the bottom right of the form.

2. If you dont have any existing client to apply for loan, (see guide for Creating Client) If you have an existing client you can proceed by selecting the loan product you wish to apply for this client.

## Search Applications

Loan Type

-- SELECT --



-- SELECT --

EMERGENCY LOAN (BPI)

HOUSING LOAN

CAR LOAN

EDUCATIONAL LOAN

HS SCHOLAR GRAD LOAN

LOAN TEST

+ ADD

Search:

You can also search for a client based on which Center and Group they belong to.

## Search Applications

Loan Type

EMERGENCY LOAN (BPI)



Center

-- SELECT --



Group

-- SELECT --



Client

-- SELECT --



+ ADD

## Clients

### Loan Details

Loan Name  
EMERGENCY LOAN (BPI)

Deposit Type  
BPI ALL SAVINGS

Cycle  
2

Loan Amount  
5000.0000

Amort Type  
Straight / Discounted

Term Type  
Weekly

Term No

or you can search for the client on the list

### Search Applications

Loan Type  
EMERGENCY LOAN (BPI)

Center  
-- SELECT --

Group  
-- SELECT --

Client  
-- SELECT --

ADD

### Loan Details

Loan Name  
EMERGENCY LOAN (BPI)

Deposit Type  
BPI ALL SAVINGS

Cycle  
2

Loan Amount  
5000.0000

Amort Type  
Straight / Discounted

Term Type  
Weekly

Term No  
12

Then click on the "Add" button ,and the client you wish to apply for loan will appear on the table .

Admin User

Dashboard

Clients

Loans

Loan Applications

List Loan Applications

List Pending Applications

Create Loan Application

Loan Releases

Loan Payments

Savings

Journal

Billing

Reports

English (US)

Find reports and more

-- SELECT --

Client  
KAREN DIAZ

ADD

Client Name

Loan Amount

Status

☐ KAREN DIAZ 5000.00 Not Applied Remove

Showing 1 to 1 of 1 entries

CREATE LOAN APPLICATION

2

Loan Amount  
5000.0000

Amort Type  
Straight / Discounted

Term Type  
Weekly

Term No  
12

Interest Rate  
0.0000

Interest Days Basis  
6

Principal GL Debit  
DFOB KBANK SA - JARO

Principal GL Credit  
Loan Rec.-EMLO

Payment GL Debit  
DFOB KBANK SA - JARO

Payment GL Credit  
Loan Rec.-EMLO

3. You may be able to change the Loan amount by updating the Loan amount field.

-- SELECT --

Client  
KAREN DIAZ

ADD

Client Name

Loan Amount

Status

☐ KAREN DIAZ 150000 Not Applied Remove

Showing 1 to 1 of 1 entries

CREATE LOAN APPLICATION

2

Loan Amount  
5000.0000

Amort Type  
Straight / Discounted

Term Type  
Weekly

Term No  
12

Interest Rate  
0.0000

Interest Days Basis  
6

Principal GL Debit  
DFOB KBANK SA - JARO

Principal GL Credit  
Loan Rec.-EMLO

Payment GL Debit  
DFOB KBANK SA - JARO

Payment GL Credit  
Loan Rec.-EMLO

4. Be sure to click on the checkbox and click on the "Create Loan Application" button to proceed on creating the application.

-- SELECT --

Client

KAREN DIAZ

ADD

Search:

Client Name	Loan Amount	Status
<input checked="" type="checkbox"/> KAREN DIAZ	150000	Not Applied <span>Remove</span>

Showing 1 to 1 of 1 entries

CREATE LOAN APPLICATION

2

Loan Amount

5000.0000

Amort Type

Straight / Discounted

Term Type

Weekly

Term No

12

Interest Rate

0.0000

Interest Days Basis

6

Principal GL Debit

DFOB KBANK SA - JARO

Principal GL Credit

Loan Rec.-EMLO

Payment GL Debit

DFOB KBANK SA - JARO

5. The system will prompt that the loan application has been completed for the selected client.

BARILLABOX

English (US)

Find reports and more

Admin User

Dashboard

Clients

Loans

Loan Applications

List Loan Applications

List Pending Applications

Create Loan Application

Loan Releases

Loan Payments

Loan Applications > Loan Applications

Loan application has been created successfully

Search Applications

Loan Type

-- SELECT --

Center

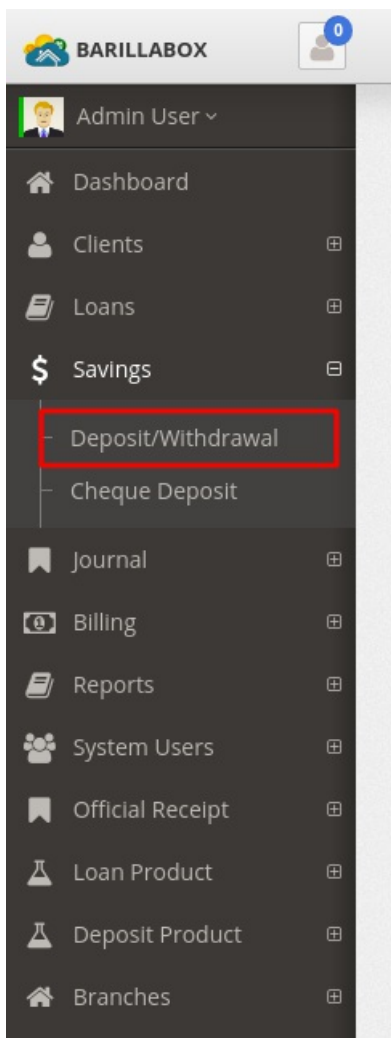
-- SELECT --

Group

-- SELECT --

## Savings---Deposit.md

To create a deposit you can access this page through the main navigation . Under the menu Savings > Deposit/Withdrawal



Search for the client savings account by its Center, Bank Account Type or you can simply search from the Client dropdown list. Then click on the "Add" button

A screenshot of the 'Savings Deposit/Withdrawal' form in the BARILLABOX application. The form is highlighted with a red rectangle. It contains three dropdown menus: 'Center', 'Client', and 'Bank Product', each with a '-- SELECT --' placeholder. Below these is an 'ADD' button. The form also includes an 'Amount' input field, 'Withdraw' and 'Deposit' buttons, a 'Show 10 entries' dropdown, a search bar, and a table with columns: Client, Bank Product, ACCT #, BAL, AVAIL, DEBIT, and CREDIT. The table currently shows 'No data available in table'. There is also a 'CLEAR' button and 'Debit' and 'Credit' input fields.

The account will then appear at the bottom of the form

DOLLOSA, JOHN MARK | 5

Bank Product  
BPI ALL SAVINGS

**ADD**

Amount

**Withdraw** **Deposit**

Show 10 entries Search:

Client	Bank Product	ACCT #	BAL	AVAIL	DEBIT	CREDIT
DOLLOSA, JOHN MARK	BPI ALL SAVINGS	11001	5000	5000	0	0

**CLEAR** Debit : 0.00 Credit : 0.00

Showing 1 to 1 of 1 entries Previous 1 Next

Enter the desired deposit amount and click on the "Deposit" button

The amount will then appear under the "Credit" column and now you can Journalize

BARILLABOX

Admin User

Dashboard Clients Loans Savings Deposit/Withdrawal Cheque Deposit Journal Billing Reports System Users Official Receipt Loan Product Deposit Product Branches

-- SELECT --

Client  
DOLLOSA, JOHN MARK | 5

Bank Product  
BPI ALL SAVINGS

**ADD**

Amount  
5000

**Withdraw** **Deposit**

Show 10 entries Search:

Client	Bank Product	ACCT #	BAL	AVAIL	DEBIT	CREDIT
DOLLOSA, JOHN MARK	BPI ALL SAVINGS	11001	5000	5000	0	5000

**CLEAR** Debit : 0.00 Credit : 5000.00

Showing 1 to 1 of 1 entries

**JOURNALIZE** Previous 1 Next

Verify the information that appears on the Withdraw/Deposit Journal, then click on the "Post" button when all the information is correct.

BARILLABOX

Admin User

Dashboard Clients Loans Savings Deposit/Withdrawal Cheque Deposit Journal Billing Reports System Users Official Receipt Loan Product Deposit Product Branches

Show 10 entries Search:

COA Title	DR	CR
Misc. Liab. -CBU 1	0.00	5000.00
DFOB-JARO1 OKBANK SA	5000.00	0.00

Showing 1 to 2 of 2 entries

Debit: 5000.00 | Credit: 5000.00

Details

Show 10 entries Search:

Client Name	Deposit Type	Balance	Available	Debit	Credit
DOLLOSA, JOHN MARK	BPI ALL SAVINGS	5000	5000	0	5000

Showing 1 to 1 of 1 entries

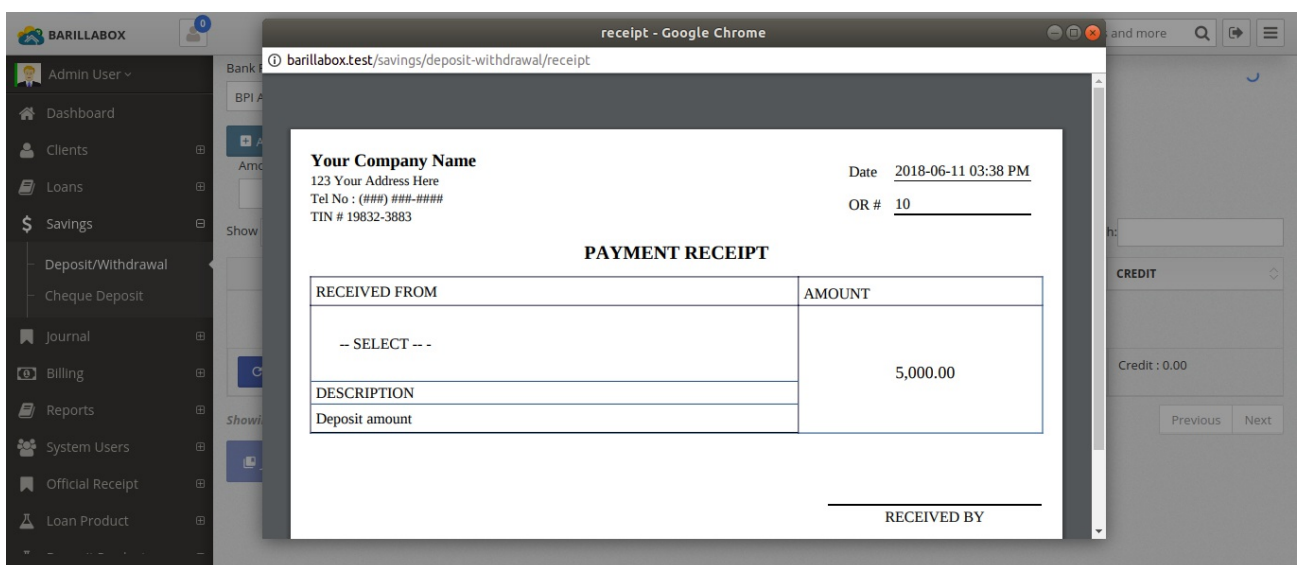
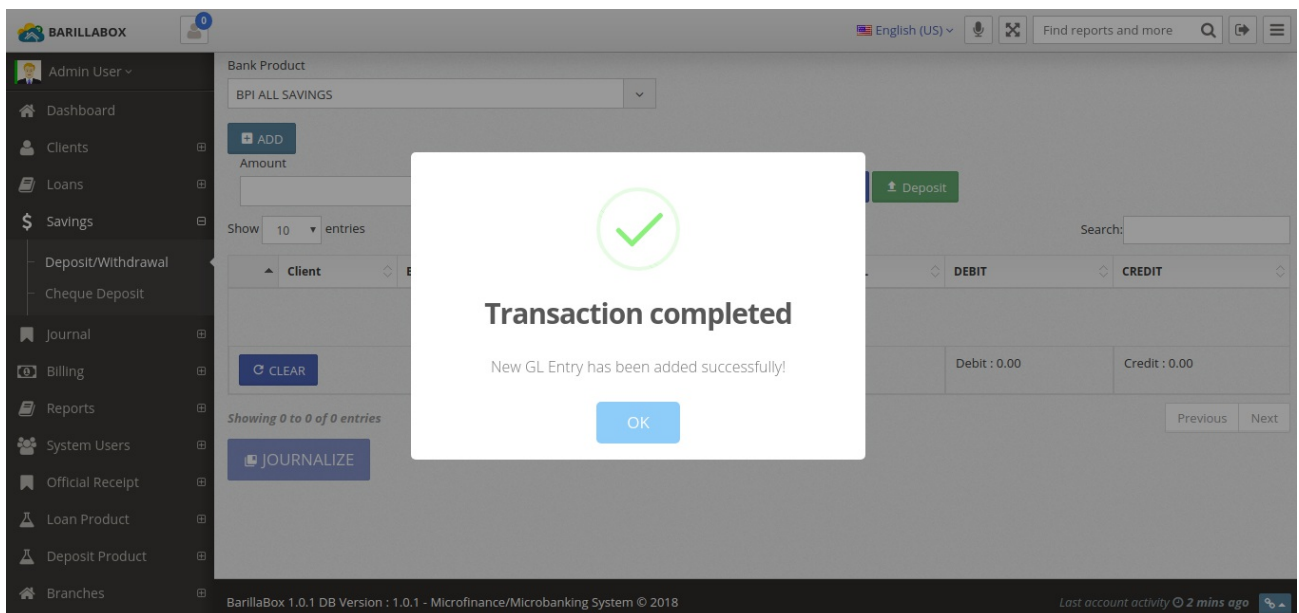
Debit: 0.00 | Credit: 5000.00

**POST** **CANCEL**

BarillaBox 1.0.1 DB Version : 1.0.1 - Microfinance/Microbanking System © 2018

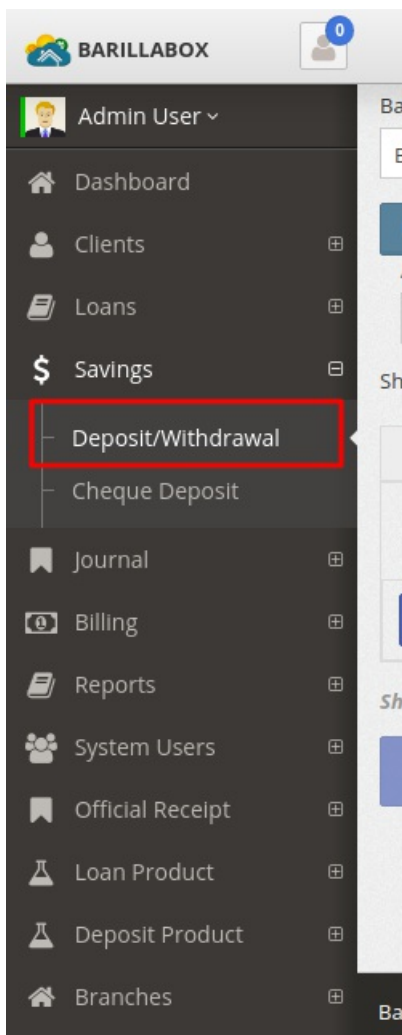
Lost account activity 2 mins ago

The transaction will be completed and a window popup will open to print the receipt of the payment.



## Savings---Withdrawal.md

To withdraw from a savings account. You can visit this page through the navigation menu Savings > Deposit/Withdrawal



Search the client savings account from the form and click "Add"

Savings Deposit/Withdrawal >

Center  
-- SELECT --

Client  
DOLLOSA, JOHN MARK | 5

Bank Product  
BPI ALL SAVINGS

ADD

Amount

Withdraw Deposit

Show 10 entries

Search:

Client	Bank Product	ACCT #	BAL	AVAIL	DEBIT	CREDIT
No data available in table						

CLEAR

Debit : 0.00 Credit : 0.00

Showing 0 to 0 of 0 entries

Previous Next

And then the account will appear below the form

DOLLOSA, JOHN MARK | 5

Bank Product  
BPI ALL SAVINGS

**ADD**

Amount

**Withdraw** **Deposit**

Show 10 entries Search:

Client	Bank Product	ACCT #	BAL	AVAIL	DEBIT	CREDIT
DOLLOSA, JOHN MARK	BPI ALL SAVINGS	11001	10000	10000	<input type="text" value="0"/>	<input type="text" value="0"/>

**CLEAR** Debit : 0.00 Credit : 0.00

Showing 1 to 1 of 1 entries Previous 1 Next

**JOURNALIZE**

Enter the amount desired to withdraw and click on the "Withdraw" button

DOLLOSA, JOHN MARK | 5

Bank Product  
BPI ALL SAVINGS

**ADD**

Amount  
 **Withdraw** **Deposit**

Show 10 entries Search:

Client	Bank Product	ACCT #	BAL	AVAIL	DEBIT	CREDIT
DOLLOSA, JOHN MARK	BPI ALL SAVINGS	11001	10000	10000	<input type="text" value="0"/>	<input type="text" value="0"/>

**CLEAR** Debit : 0.00 Credit : 0.00

Showing 1 to 1 of 1 entries Previous 1 Next

**JOURNALIZE**

The amount will then appear under the Debit column, and you can now "Journalize"

**ADD**

Amount  
 **Withdraw** **Deposit**

Show 10 entries Search:

Client	Bank Product	ACCT #	BAL	AVAIL	DEBIT	CREDIT
DOLLOSA, JOHN MARK	BPI ALL SAVINGS	11001	10000	10000	<input type="text" value="1000"/>	<input type="text" value="0"/>

**CLEAR** Debit : 1000.00 Credit : 0.00

Showing 1 to 1 of 1 entries Previous 1 Next

**JOURNALIZE**

Verify the information on the journal and click "Post"

BARILLABOX

English (US)

Find reports and more

Admin User

Dashboard

Clients

Loans

Savings

Deposit/Withdrawal

Cheque Deposit

Journal

Billing

Reports

System Users

Official Receipt

Loan Product

Deposit Product

Branches

### Saving Deposit/Withdrawal Journal

Transaction Date

06/11/2018

Document Number

11

GL Book

Check Number

Check Number

Reference Number

12312312

Amount

1000.00

Payee

-- SELECT --

Description

Center: -- SELECT --, - DepositType:

COA Title	DR	CR
Income	1000.00	0.00
Expenses	0.00	1000.00

Showing 1 to 2 of 2 entries

Previous 1 Next

Debit: 1000.00 | Credit: 1000.00

Details

Show 10 entries

Search:

Client Name	Deposit Type	Balance	Available	Debit	Credit
DOLLOSA, JOHN MARK	BPI ALL SAVINGS	10000	10000	1000	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Debit: 1000.00 | Credit: 0.00

POST

CANCEL

The transaction will be completed and the system will generate a receipt for the transaction.

BARILLABOX

English (US)

Find reports and more

Admin User

Dashboard

Clients

Loans

Savings

Deposit/Withdrawal

Cheque Deposit

Journal

Billing

Reports

System Users

Official Receipt

Loan Product

Deposit Product

Branches

DOLLOSA, JOHN MARK | 5

Bank Product

BPI ALL SAVINGS

ADD

Amount

Show 10 entries

Client

CLEAR

JOURNALIZE

Showing 0 to 0 of 0 entries

Transaction completed

New GL Entry has been added successfully!

OK

DEBIT

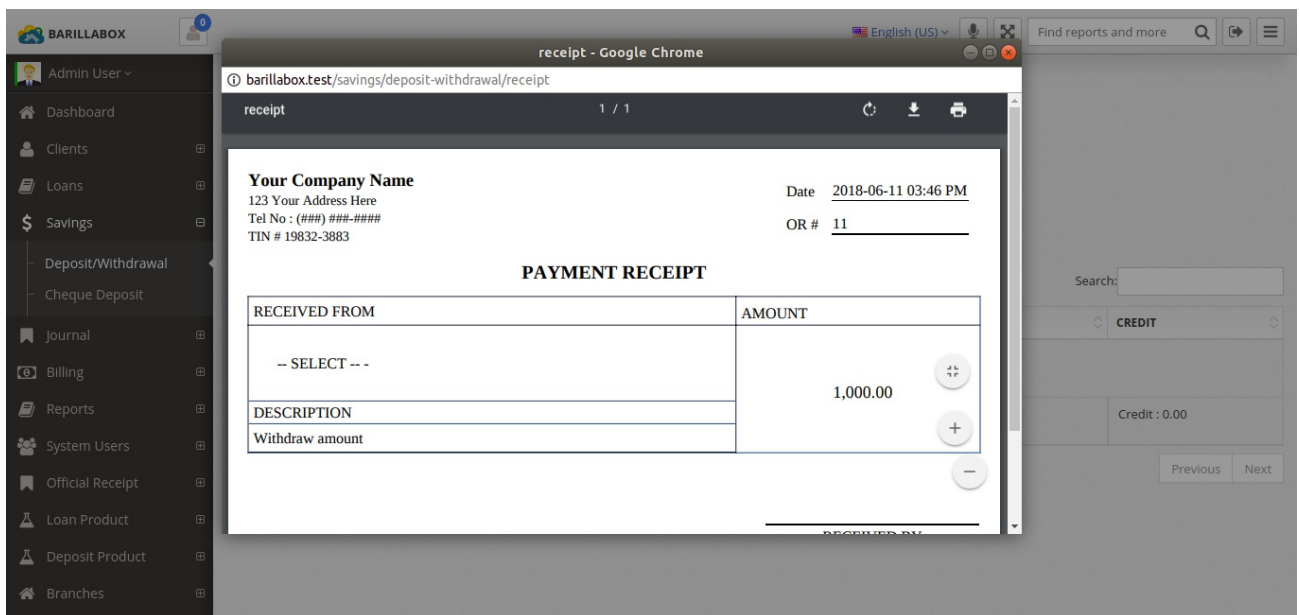
CREDIT

Debit : 0.00

Credit : 0.00

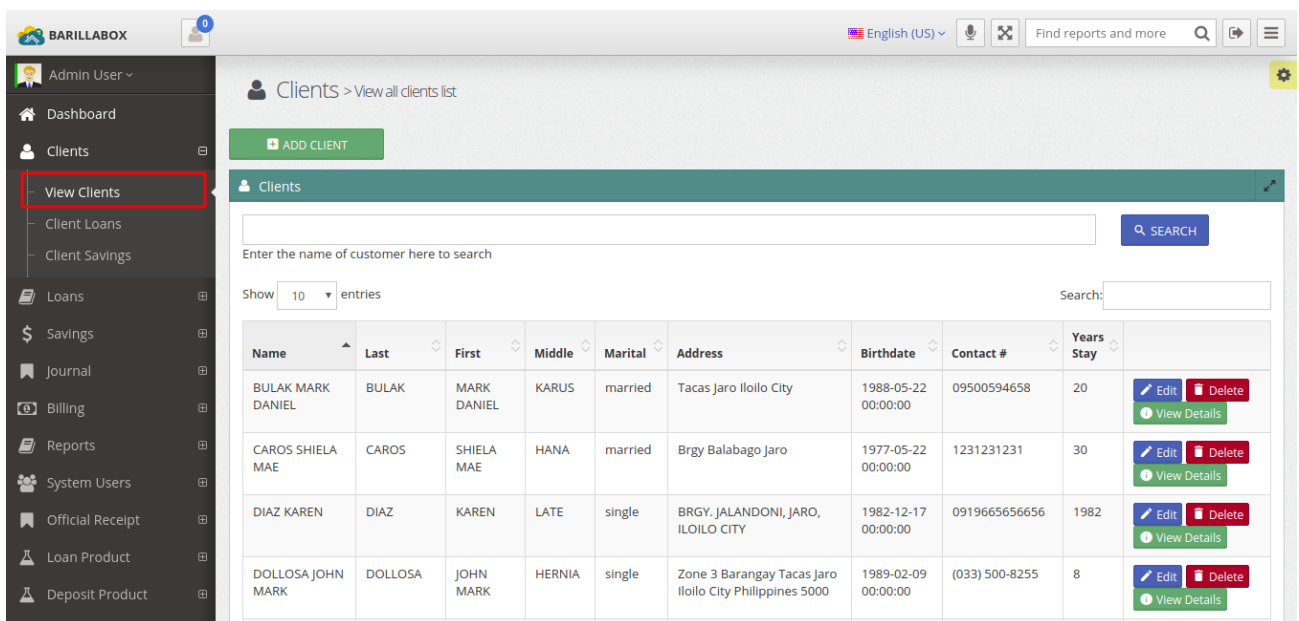
Previous

Next

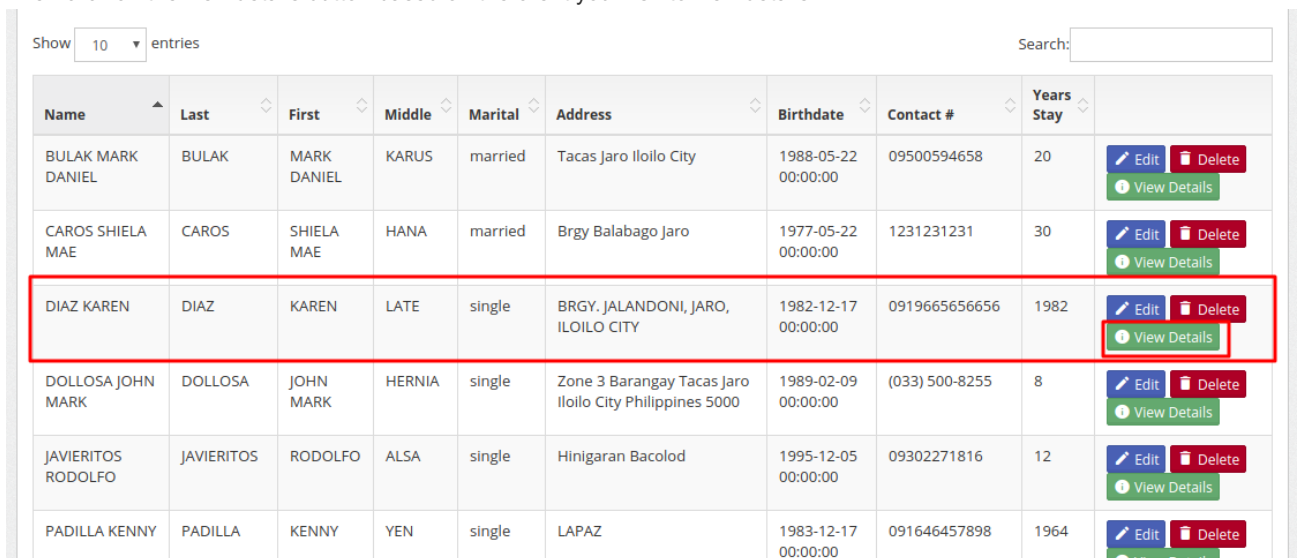


## Savings-Account.md

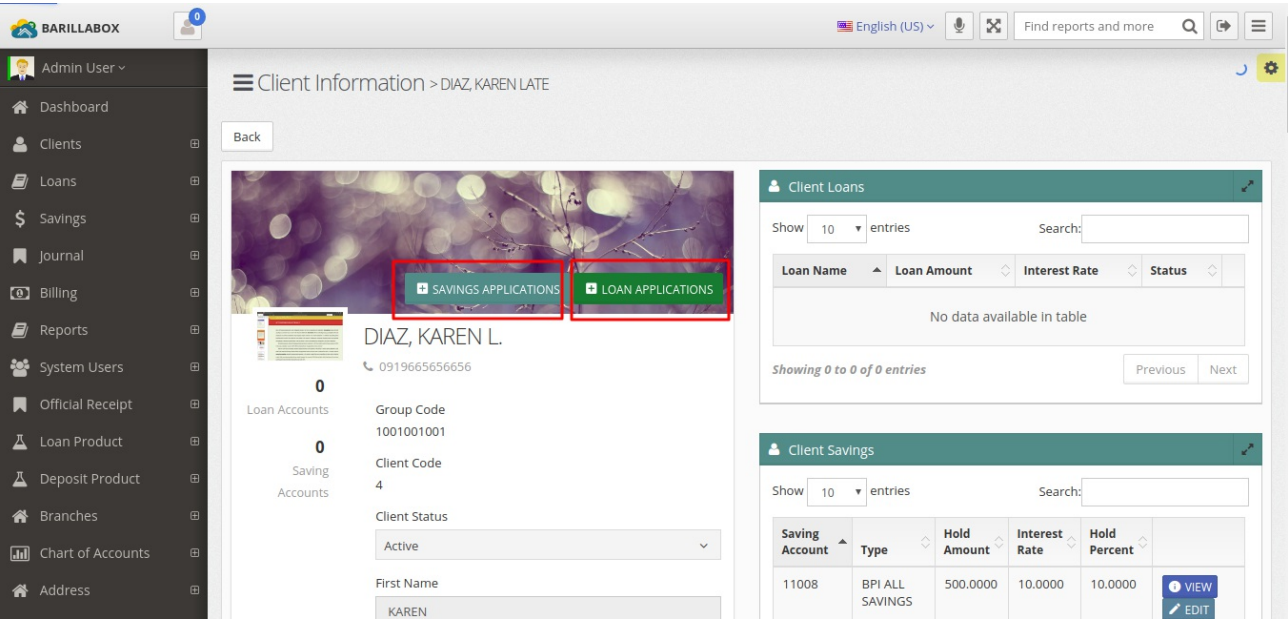
To update the checklist for a loan/savings application, you need to view the previous applications created for a specific client. To do so, you need to search for a specific client on the clients list page in Clients > View Clients.



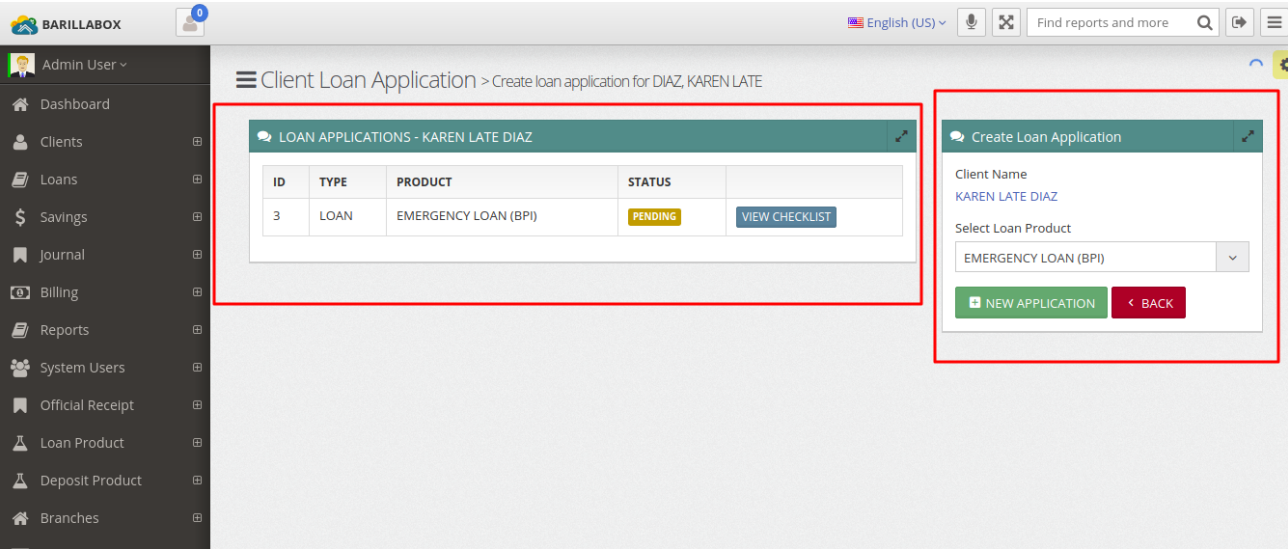
Then click on the view details button based on the client you wish to view details.



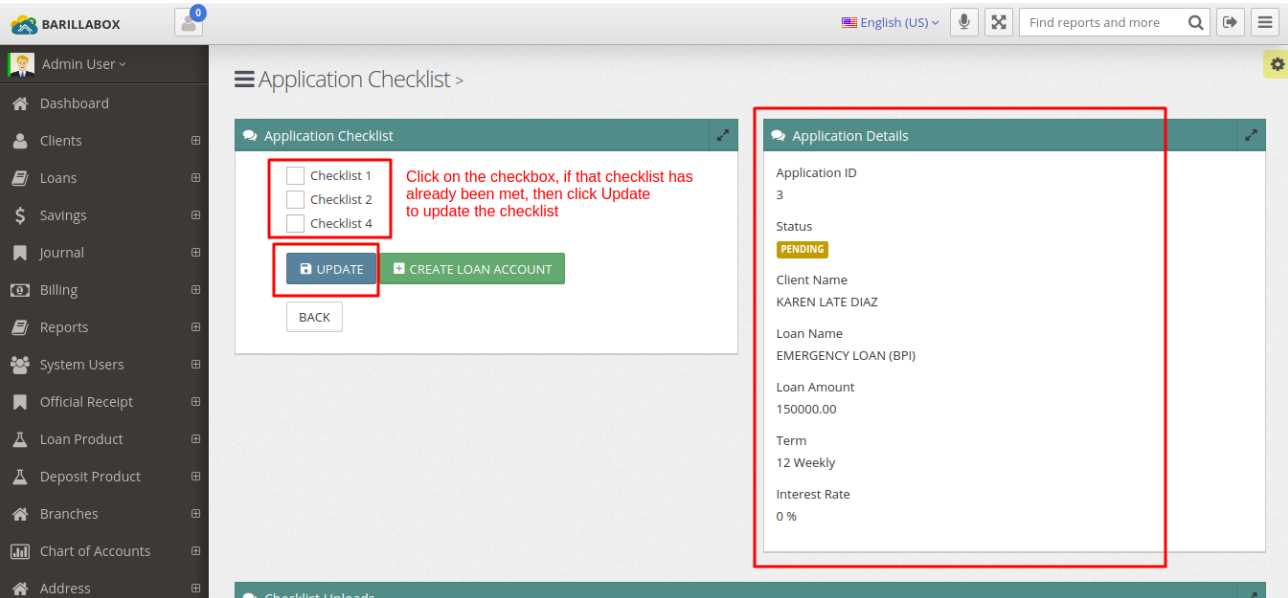
Then select which type of application you wish to view the checklist.



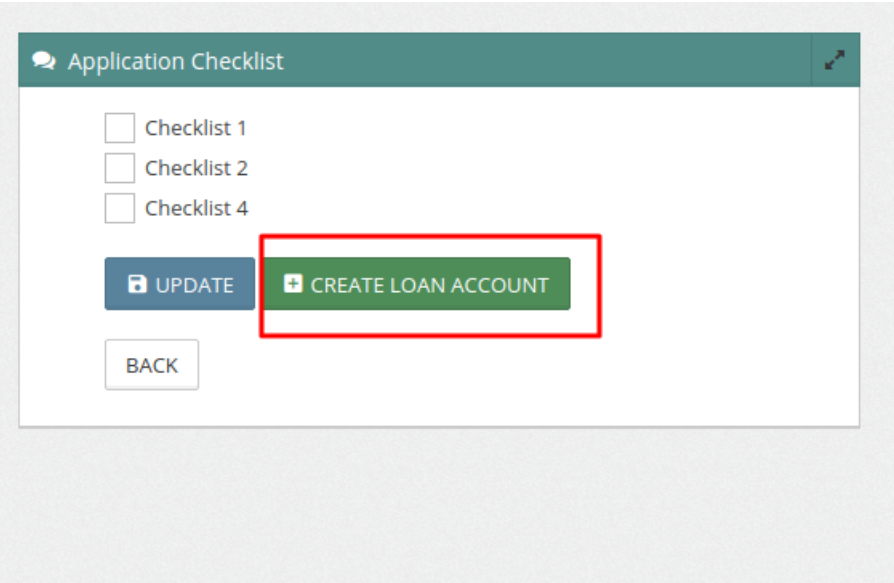
Then from this page, you will have an ability to create a new application or view the application checklist. Based on the screenshot below, there is a pending application and you may be able to view the checklist for this application.



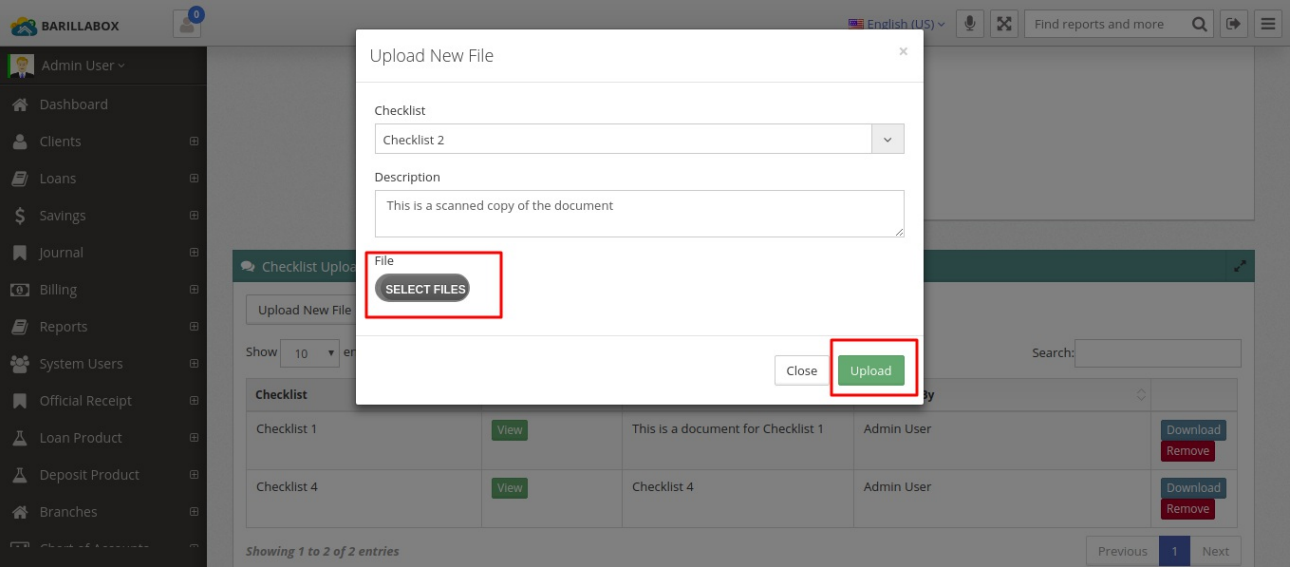
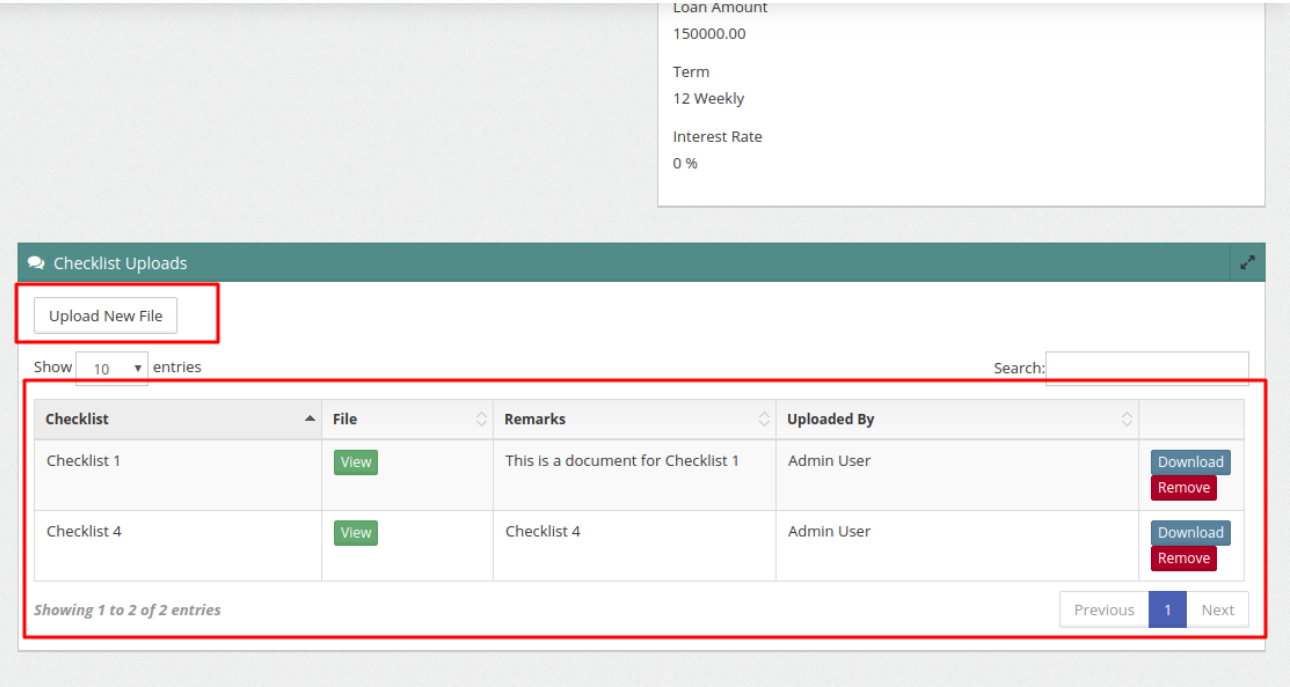
Click on the checkbox on the left side of the checkbox to mark the checklist as completed. Then be sure to click on the "Update" button. to update the checklist. You can also view the details of that specific application



The "Create Loan Account" button will create the loan account for that specific application. This is usually done if all the checklist has been met.



You can also upload scanned documents for the checklist below the page .



BARILLABOX

Admin User

Dashboard

Clients

Loans

Savings

Journal

Billing

Reports

System Users

Official Receipt

Loan Product

Deposit Product

Branches

Chart of Accounts

Address

English

Upload successful! New file has been uploaded successfully!

Loan Amount  
150000.00

Term  
12 Weekly

Interest Rate  
0 %

Checklist Uploads

Upload New File

Show 10 entries

Search:

Checklist	File	Remarks	Uploaded By
Checklist 1	<a href="#">View</a>	This is a document for Checklist 1	Admin User
Checklist 4	<a href="#">View</a>	Checklist 4	Admin User
Checklist 2	<a href="#">View</a>	This is a scanned copy of the document	Admin User

Showing 1 to 3 of 3 entries

Previous 1 Next

You can also remove/download recently or previously uploaded checklist.

Checklist Uploads

Upload New File

Show 10 entries

Search:

Checklist	File	Remarks	Uploaded By
Checklist 1	<a href="#">View</a>	This is a document for Checklist 1	Admin User
Checklist 4	<a href="#">View</a>	Checklist 4	Admin User

Showing 1 to 2 of 2 entries

Previous 1 Next

The status of the application will be completed once you have created a loan account for this application.

BARILLABOX

Admin User

Dashboard

Clients

Loans

Savings

Journal

Billing

Reports

System Users

Official Receipt

Loan Product

Deposit Product

Branches

Chart of Accounts

Address

English (US)

Find reports and more

Application Checklist >

New Loan Account was created successfully

Application Checklist

☒ Checklist 1

☒ Checklist 2

☐ Checklist 4

BACK

Application Details

Application ID  
3

Status  
**COMPLETED**

Client Name  
KAREN LATE DIAZ

Loan Name  
EMERGENCY LOAN (BPI)

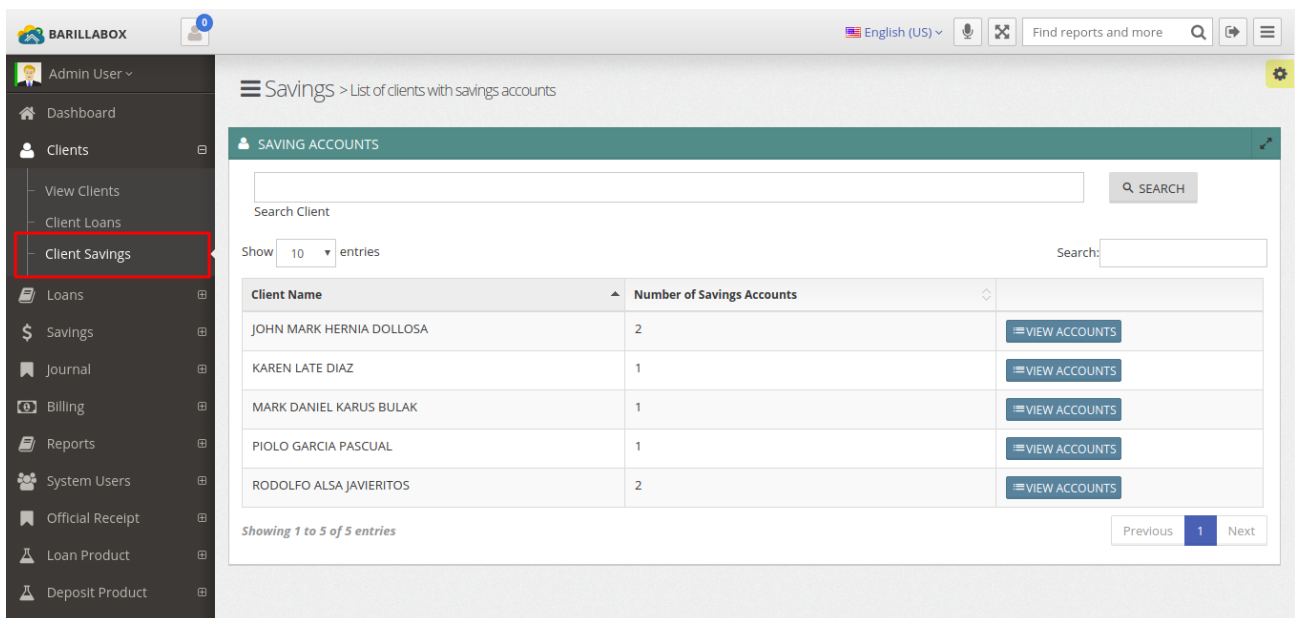
Loan Amount  
150000.00

Term  
12 Weekly

Interest Rate  
0 %

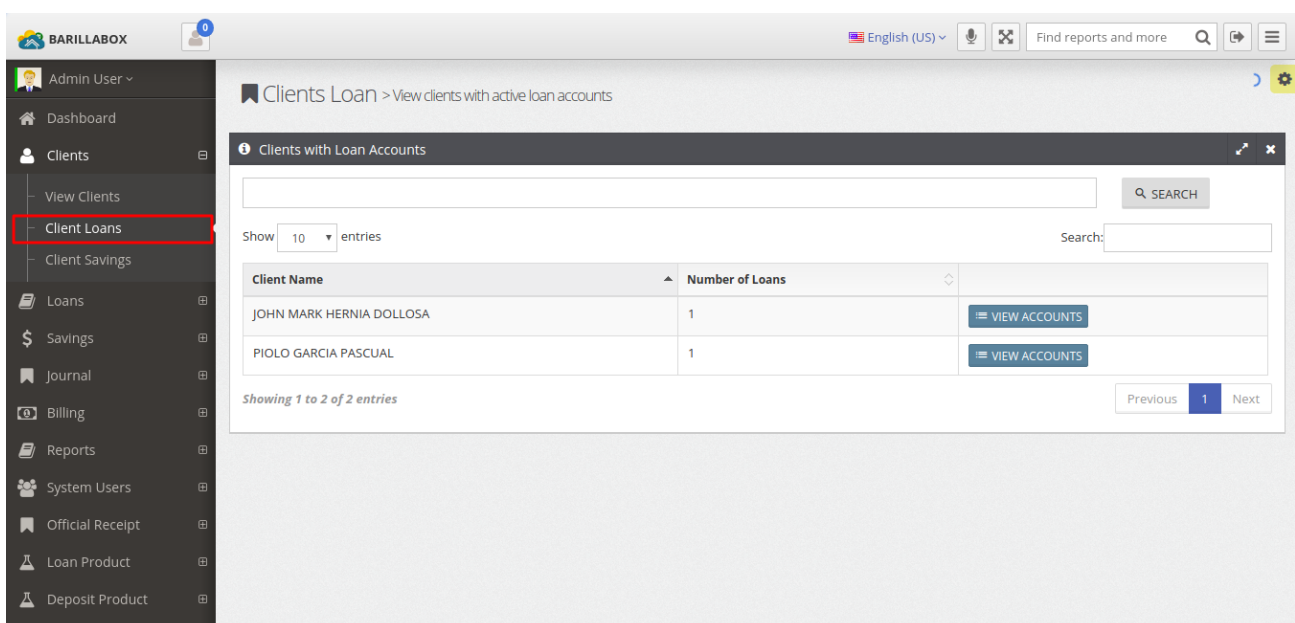
## View-clients-with-savings-accounts.md

If you wish to view clients with savings accounts, you may access this page through Clients > Client Loans



## Viewing-Clients-With-Loans.md

Sometimes you wish to view clients that have active loan accounts. You can access this page through the left menu bar under Clients > Client Loans

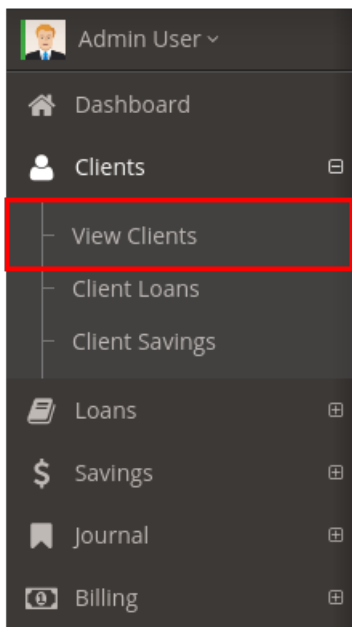


## create-bank-account.md

### Creating bank account of the client

#### 1. To create a new Deposit Application for a specific client.

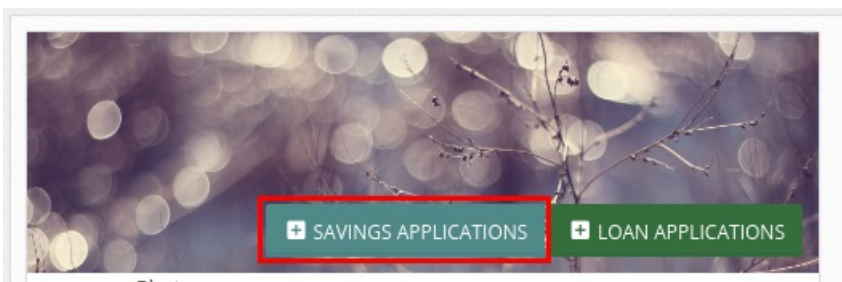
\*You can do so by going through the left navigation menu under Client > View Client



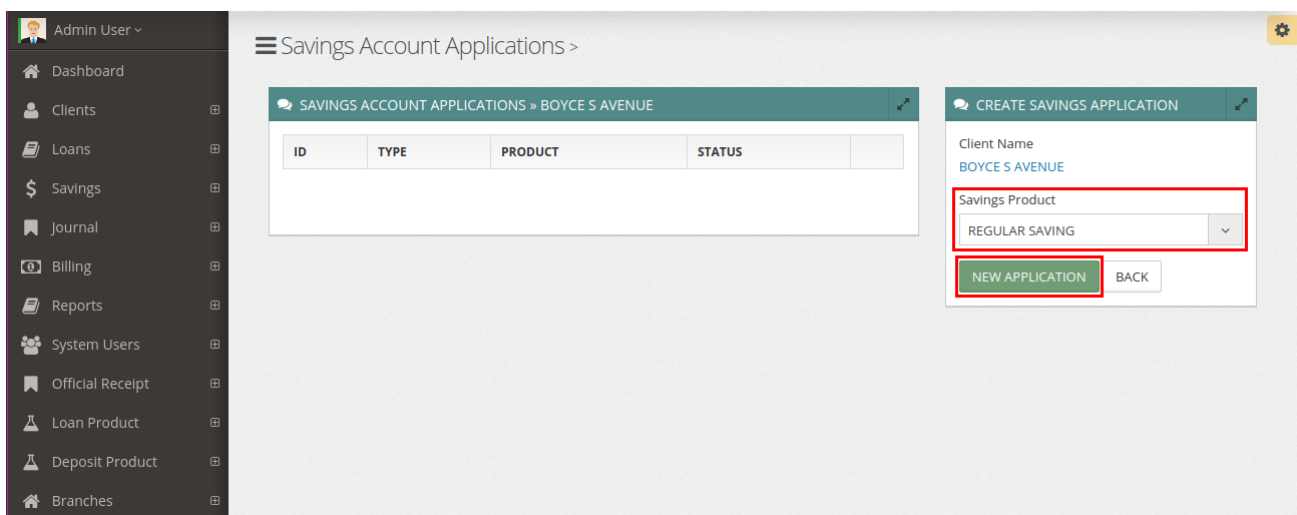
\*The list of client will appeared and go to view details. the image below:

Name	Last	First	Middle	Marital	Address	Birthdate	Years Stay	
AVENUE BOYCE	AVENUE	BOYCE	S	married	BACOLOD CITY	1984-05-07	20	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>
DIAZ KAREN	DIAZ	KAREN	LATE	single	BRGY. JALANDONI, JARO, ILOILO CITY	1982-12-17	1982	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Details</a>

\*Click Savings Application



**2. After selecting savings application new tab will appear then select a savings product to apply for a new bank account of client**



\*The client have a pending status as the images shown below.

Savings Account Applications >

SAVINGS ACCOUNT APPLICATIONS » BOYCE S AVENUE

ID	TYPE	PRODUCT	STATUS	
1	SAVINGS	REGULAR SAVING	PENDING	<a href="#">VIEW CHECKLIST</a>

CREATE SAVINGS APPLICATION

Client Name  
BOYCE S AVENUE

Savings Product  
REGULAR SAVING

NEW APPLICATION
BACK

**\*Click View Checklist to verify checklist of client bank account, new window will appear.**

Savings Account Applications >

SAVINGS ACCOUNT APPLICATIONS » BOYCE S AVENUE

ID	TYPE	PRODUCT	STATUS	
1	SAVINGS	REGULAR SAVING	PENDING	<a href="#">VIEW CHECKLIST</a>

CREATE SAVINGS APPLICATION

Client Name  
BOYCE S AVENUE

Savings Product  
REGULAR SAVING

NEW APPLICATION
BACK

**3. Check those checklist intended by bank account requirements and click update.**

Application Checklist >

Application Checklist

☒ Checklist 1  
☒ Checklist 2  
☒ ITR

UPDATE
CREATE SAVINGS ACCOUNT

BACK

Application Details

Application ID  
1

Status  
PENDING

Client Name  
BOYCE S AVENUE

Loan Name  
REGULAR SAVING

Interest Rate  
0 %

**4. Click Create Savings Account to finish application registration.**

Application Checklist >

☒ Checklist 1  
☒ Checklist 2  
☒ ITR

UPDATE
CREATE SAVINGS ACCOUNT

BACK

\*The client bank account status will become **COMPLETED**.

✓ New savings account was created successfully

### Application Checklist

- ☐ Checklist 1
- ☐ Checklist 2
- ☐ ITR

BACK

### Application Details

Application ID  
1

Status  
**COMPLETED**

Client Name  
BOYCE S AVENUE

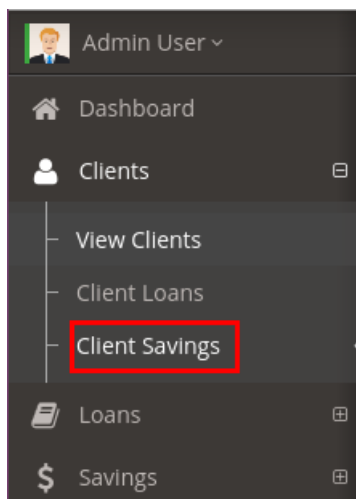
Loan Name  
REGULAR SAVING

Interest Rate  
0 %

#view client deposit account

## 1. To view client deposit account for specific client

\*You can do so by going through the left navigation menu under Client > Client Savings



\*The list of client have savings account will appear. then click View Accounts

Savings > List of clients with savings accounts

### SAVING ACCOUNTS

Search Client

Show 10 entries

Client Name	Number of Savings Accounts	
BOYCE S AVENUE	1	<b>VIEW ACCOUNTS</b>
KAREN LATE DIAZ	1	VIEW ACCOUNTS

Showing 1 to 2 of 2 entries

Previous 1 Next

\*The list of specific client savings account will appear. Then click view or edit

Admin User >

- Dashboard
- Clients
- Loans
- Savings
- Journal
- Billing
- Reports
- System Users

## Savings > View savings account of AVENUE, BOYCE S

Savings Account (AVENUE, BOYCE)

Show 10 entries

Saving Account	Type	Hold Amount	Interest Rate	Hold Percent	
11001	REGULAR SAVING	500.0000	10.0000	10.0000	<div>VIEW</div> <div>EDIT</div>

Showing 1 to 1 of 1 entries

Previous
1
Next

\*Then this will appear.

--- View

Savings Account (AVENUE, BOYCE)

Show 10 entries

Saving Account	Type	Hold Amount	Interest Rate	Hold Percent	
11001	REGULAR SAVING	500.0000	10.0000	10.0000	<div>VIEW</div> <div>EDIT</div>

Showing 1 to 1 of 1 entries

Previous
1
Next

Savings Ledger - BOYCE S AVENUE

Show 10 entries

Date Transaction	Description	Source No.	Credit	Debit
19/07/2018	Center: BRGY 39, - DepositType:	3	1000.00	0.00

Showing 1 to 1 of 1 entries

Previous
1
Next

GENERATE

--- Edit

## Deposit Product > Deposit Product

Edit Client Savings Account - (11001)

Deposit Type ID  
1

Deposit Type Name  
REGULAR SAVING

Client Name  
BOYCE S AVENUE

Interest Rate  
10.0000

WithHoding Tax  
60.0000

Minimum Daily Balance  
20.0000

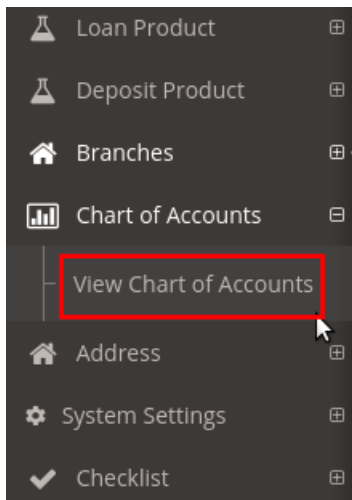
Minimum Term  
10

Hold Amount  
500.0000

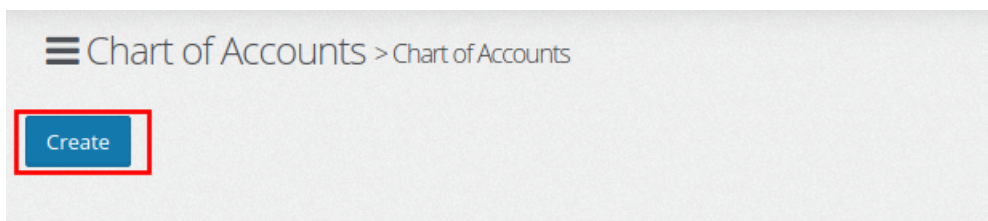
# create-chart-of-account.md

## 1.To create a new chart of account

\*You can do so by going through the left navigation menu under Chart of Account -> View Chart of Accounts.



\*Create new Chart of Account by clicking CREATE button.



\*Fill those require fields and click CREATE button at the bottom.

A screenshot of a form for creating a new chart of account. The form has three main sections: 'Header' with a checkbox, 'Report Level' with a text input field containing '0', and 'Parent COA' with a text input field containing 'Asset'. At the bottom of the form, there are two buttons: a blue 'CREATE' button with a red rectangular highlight and a white 'BACK' button.

## 2. Edit chart of account

\*editing chart of account by clicking EDIT button.

Account Code	Title	Header	ReportLevel	Parent	Modify Date	
10000000	Asset	1	1	0	2008-08-04 08:00:00	<a href="#">Edit</a> <a href="#">Delete</a>
1000000000000001	Allowance for Probable Losses-I/L	0	1	1	2018-06-25 10:32:12	<a href="#">Edit</a> <a href="#">Delete</a>
1000000000000002	General Loan Loss Provision	0	1	1	2018-06-25 10:33:31	<a href="#">Edit</a> <a href="#">Delete</a>
1000000000000003	Allowance for probable Losses-Specific	0	1	1	2018-06-25 10:32:58	<a href="#">Edit</a> <a href="#">Delete</a>

\*Fill those require fields and click UPDATE button at the bottom.

Header

☒

Report Level

1

Parent COA

Asset

Back **UPDATE**

## create-checklist.md

### 1.To create a new Checklist

\*You can do so by going through the left navigation menu under Checklist -> View Loan View Checklist.

\*Create new checklist by clicking CREATE NEW button, but fill require fields first

Checklist

ID	Name	Description	
1	Checklist 1	Checklist 1	Edit
2	Checklist 2	Checklist 2	Edit
3	Checklist 3	Checklist 3	Edit
4	Checklist 4	Checklist 4	Edit
5	Government ID	Any government id like SSS, Philhealth, Pagibig	Edit
6	ITR	Income Tax Returnssss	Edit

Create New Checklist

Name

Name of the checklist (e.g Government ID)

Description

Any description of this checklist to define what it is

**+ Create New**

\*Edit checklist by clicking EDIT button, and save the changes by clicking UPDATE button.

Checklist

ID	Name	Description	
1	Checklist 1	Checklist 1	<b>Edit</b>
2	Checklist 2	Checklist 2	Edit
3	Checklist 3	Checklist 3	Edit
4	Checklist 4	Checklist 4	Edit
5	Government ID	Any government id like SSS, Philhealth, Pagibig	Edit
6	ITR	Income Tax Returnssss	Edit

### Edit Checklist

Name

Description

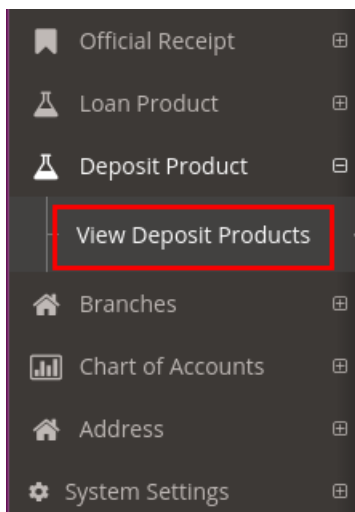
Checklist 1

Update

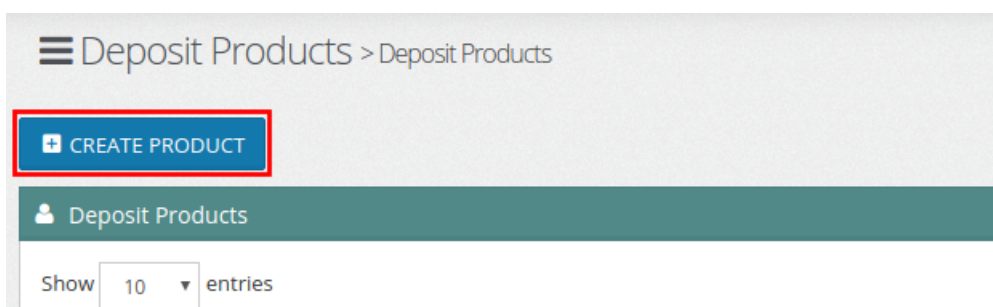
## create-deposit-product.md

### 1.To create a new Deposit Product

\*You can do so by going through the left navigation menu under Deposit Product -> View Deposit Product.



\*Create new deposit product by clicking CREATE PRODUCT button.



\*Fill those require fields and click CREATE button at the bottom.

(take note: COA entries cannot be the same debit/credit)

Interest Income Debit

Equity

Withholding Tax Credit

Expenses

**CREATE** < BACK

## 2. Edit deposit product

\*editing deposit product by clicking edit button.

Deposit Products

Show 10 entries Search:

Deposit ID	Deposit Name	Interest Rate	With Tax	Hold Amount	Hold Percent	Min Daily Balance	Min Term	
1	REGULAR SAVING	10.0000	60.0000	500.0000	10.0000	20.0000	10	<b>Edit</b> Delete
2	PERSONAL SAVINGS	10.0000	17.0000	350.0000	10.0000	500.0000	10	Edit Delete

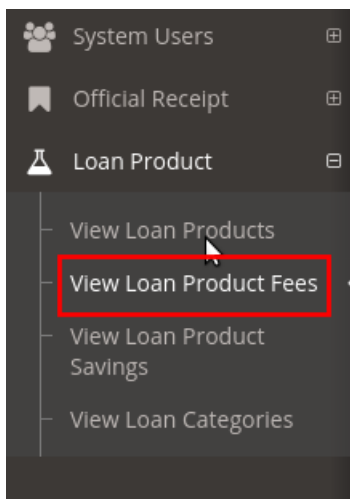
\*Fill those require fields and click UPDATE button at the bottom.

**Update** < BACK

## create-loan-fees.md

### 1.To create a new loan product fees

\*You can do so by going through the left navigation menu under Loan Product -> View Loan Product Fees.



\*Create new loan product fee by clicking CREATE LOAN FEE button.

☰ Loan Product Fees > View list of loan product fees

**+ Create Loan Fee**

Loan Product Fees

Show 10 entries

**\*Fill those require fields and click create button at the bottom.**

(take note: COA entries(GL) cannot be the same debit/credit)

Penalty

Option - 1

Pay-Order

Option - 1

Compute VAT?

☐

**CREATE** BACK

## 2. Edit loan product fees

**\*editing loan product fee by clicking edit button.**

Loan Product Fees							
Show	10	entries	Search:				
ID	Name	FeeGLDr	FeeGLCr	Deduction	Fixed or Rate	Modified	
1	SERVICE CHARGE	Due From BSP	Service Fees/Charges	500.00	Fixed Amount	2018-07-16 13:38:18	<b>Edit</b> Delete
2	ATTY FEE	Due From BSP	Accounts Payable	600.00	Fixed Amount	2018-07-16 13:38:42	<b>Edit</b> Delete

**\*Fill those require fields and click UPDATE button at the bottom.**

(take note: COA entries(GL) cannot be the same debit/credit)

Compute VAT?

☒

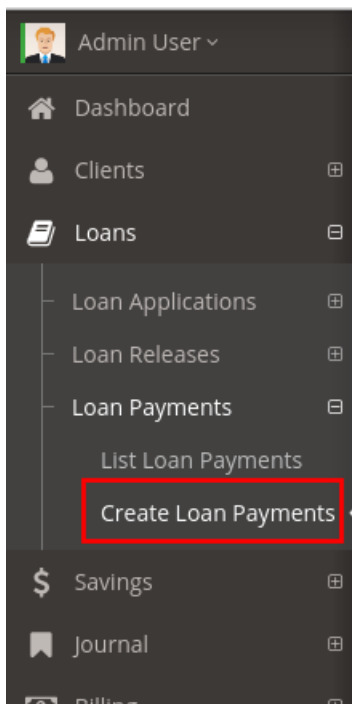
**UPDATE** BACK

## create-loan-payment.md

## Creating Loan Account Payment of the client

### 1. To create a Loan Account Payment for a specific client

**\*You can do so by going through the left navigation menu under Loan > Create Loan Payment.**



## 2. Filter the loan account you want to set payment by Center, Group Name, Client Name, Loan Type, Transaction Date and Cutoff Date.

Center  
-- SELECT --

Group Name  
-- SELECT --

Client Name  
KAREN LATE DIAZ

Loan Type  
HOUSING LOAN

Transaction Date  
2018-07-19

Cutoff Date  
2018-07-26

Transaction Type  
Regular

**FILTER**

Show 10 entries

Client Name	Due	Collection	Payment	Details
KAREN LATE DIAZ	66,636.59	0.00	0.00	DETAILS

Showing 1 to 1 of 1 entries

Search:

Previous 1 Next

*this account set term type to weekly*

## 3. After the filtering the result will appear,

\*you can now insert the amount to pay the due.


Show  entries Search:

	Client Name	Due	Collection	Payment	Details
REMOVE	KAREN LATE DIAZ	66,636.59	<input type="text" value="66636.59"/>	<input type="text" value="66636.59"/>	DETAILS

Showing 1 to 1 of 1 entries Previous **1** Next

Total Collection:

Total Payment:

 JOURNALIZE

**\*and click details to show where the amount will separate depend on the payment order.**

Loan Account

Deposit Account

Total Balance

Total Due

Total Payment

Show  entries Search:

Fee Name	Balance	Due	Payment
Interest	49639.10	7500.00	7500.00
Principal Due	750000.00	59136.59	59136.59

Showing 1 to 2 of 2 entries Previous **1** Next

Exceeded Amount:

[CLOSE](#)

Details

DETAILS

Previous

**4. Journalize it to post the payment of loan account by clicking journalize button on the bottom. (Take note: only journalize the loan account have a payment amount)**

Total Collection:

Total Payment:

 JOURNALIZE

**\*Do post the payment.**

Show

10

entries

Search:

COA Title	Dr	Cr
Due From BSP	66636.59	0.00
Loans Rec. HOUSING	0.00	59136.59
Interest - Agricultural	0.00	7500.00

Showing 1 to 3 of 3 entries

Total Debit

66636.59

Total Credit

66636.59

Print

Post

Show

10

entries

Search:

Client Name	Due	Collection	Payment
KAREN LATE DIAZ	66,636.59	66636.59	66636.59

Showing 1 to 1 of 1 entries

Previous

1

Next

\*The receipt will automatically generated.

**Your Company Name**

123 Your Address Here

Tel No : (###) ###-####

TIN # 19832-3883

Date

2018-07-19 07:42 AM

OR #

2

**PAYMENT RECEIPT**

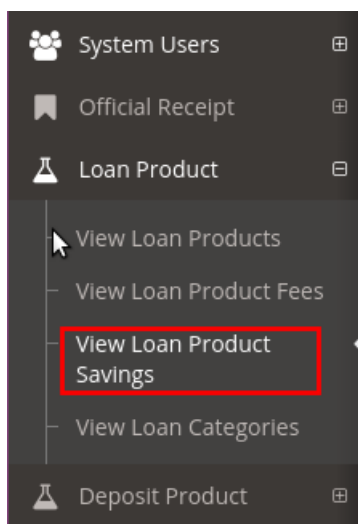
RECEIVED FROM	AMOUNT
-	
DESCRIPTION	
Loan Account Payment for LoanAccount(s) (12002)	
<b>Account - 12002</b>	66,636.59
Interest (07/26/2018) 7,500.00	
Principal Due (07/26/2018) 59,136.59	

RECEIVED BY

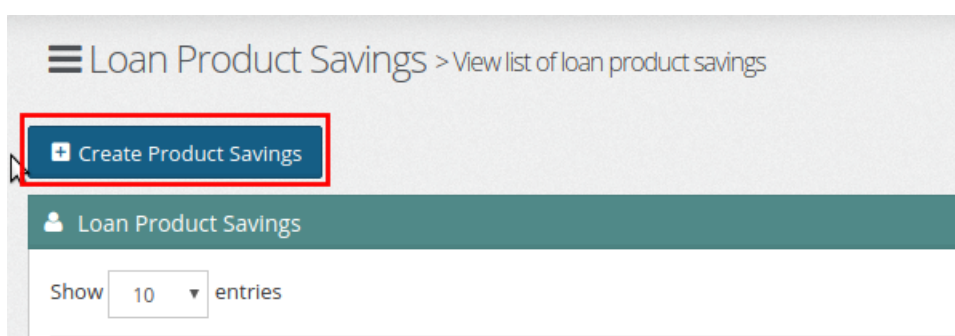
create-loan-prod-savings.md

1.To create a new loan product savings

\*You can do so by going through the left navigation menu under Loan Product -> View Loan Product Savings.



\*Create new loan product savings by clicking CREATE LOAN SAVINGS button.



\*Fill those require fields and click CREATE button at the bottom.

(take note: Link to Deposit require deposit product otherwise create a deposit product [link](#))

A screenshot of a form for creating loan product savings. It has two sections: 'Straight or Balance' with a dropdown menu showing 'Straight / Discounted', and 'Discounted or AddOn' with a dropdown menu showing 'Discounted'. At the bottom, there are two buttons: a green 'CREATE' button (highlighted with a red rectangular box) and a grey 'Back' button.

## 2. Edit loan product savings

\*editing loan product savings by clicking edit button.

Loan Product Savings						
Show 10 entries						
Savings ID	Savings Name	Deduction	Deposit Type	FixedOrRate	DiscountedAddon	
2	CAPITAL BUILD UP - CBU	500.0000	PERSONAL SAVINGS	Fixed Amount	Add-on	<a href="#">Edit</a> <a href="#">Delete</a>
3	LIQUIDITY FUND - LF	5.0000	TIME DEPOSIT	Percent of Principal	Add-on	<a href="#">Edit</a> <a href="#">Delete</a>

\*Fill those require fields and click UPDATE button at the bottom.

Straight or Balance

Straight / Discounted

Discounted or AddOn

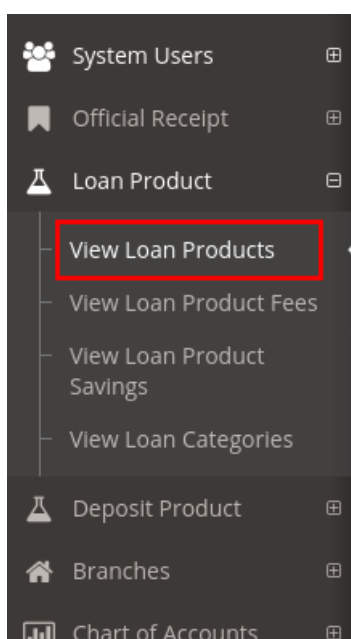
Add-on

**UPDATE** < Back

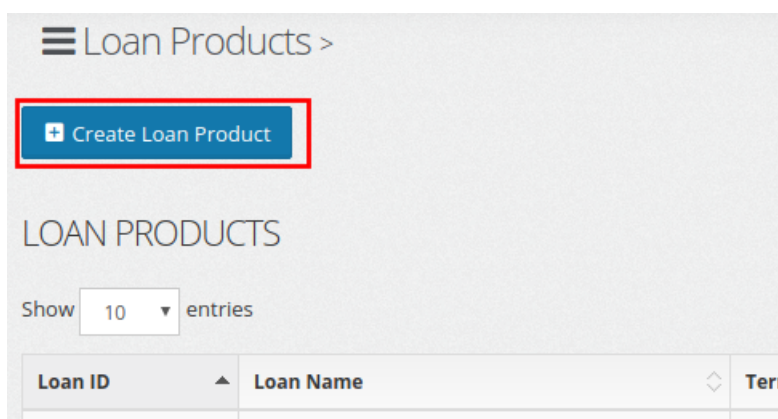
## create-loan-product.md

### 1.To create a new loan product

\*You can do so by going through the left navigation menu under Loan Product -> View Loan Products.



\*Create new loan product by clicking CREATE LOAN PRODUCT button.



\*Fill those require fields and click create button at the bottom.

(take note: COA entries(GL) cannot be the same debit/credit)

is Flexi-Loan?  
☐

Loan Fee

ATTY FEE ✕ INTERESET - DISCOUNTED 10% ✕ |

add (+)

Loan Saving

LIQUIDITY FUND - LF ✕ CAPITAL BUILD UP - CBU ✕

add (+)

**CREATE**

## 2. Edit loan product

\*editing loan product by clicking edit button.

Show 10 entries Search:

Loan ID	Loan Name	Term	Deposit Type	
1	EMERGENCY LOAN (BPI)	Weekly	REGULAR SAVING	<b>Edit</b> Delete
2	HOUSING LOAN	Monthly	PERSONAL SAVINGS	<b>Edit</b> Delete

\*Fill those require fields and click save button at the bottom.

(take note: COA entries(GL) cannot be the same debit/credit)

☒

Loan Fee

SERVICE CHARGE ✕

Loan Savings

LIQUIDITY FUND - LF ✕

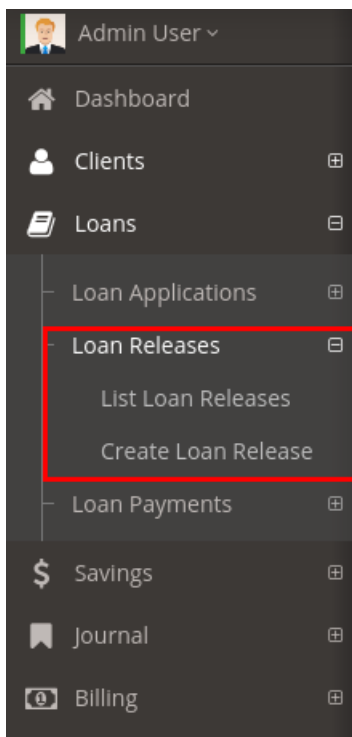
**SAVE** BACK

## create-loan-release.md

### Create Loan Release

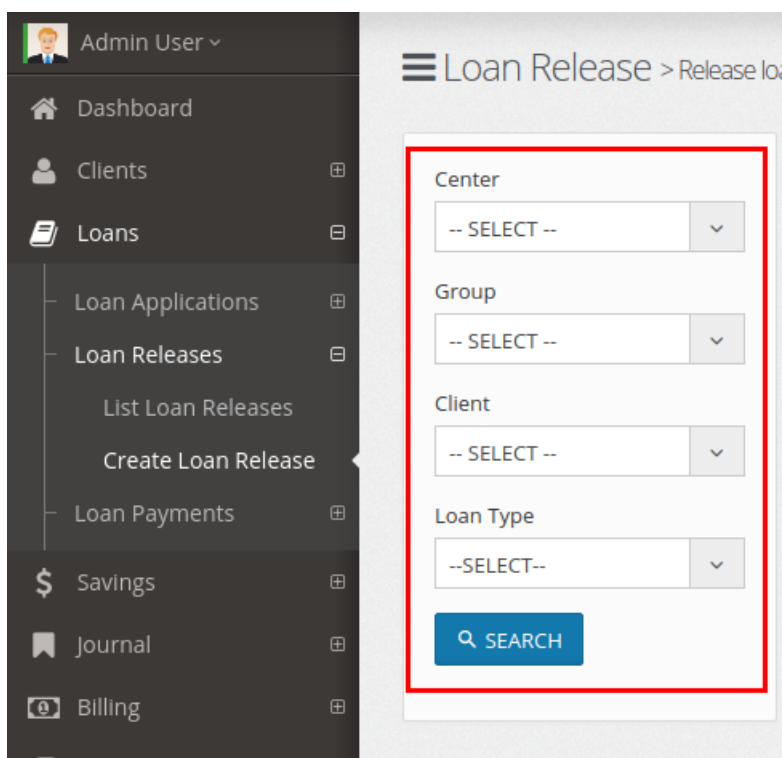
#### 1. To create a loan release for a specific client.

You can do so by going through the left navigation menu under Loans > Loan Releases > Create Loan Release.



## 2. Select option to filter loan account by Center, Group, Client, Loan Product

---



## 3. The list of client loan account that have not yet releases will be appear.

---

Loan Release > Release loan account

Center

-- SELECT --

Group

-- SELECT --

Client

KAREN LATE DIAZ

Loan Type

HOUSING LOAN

SEARCH

Show 10 entries

Search:

	CLIENT NAME	LOAN ACCOUNT	LOAN NAME	LOAN AMOUNT	DETAILS
<input type="checkbox"/>	KAREN LATE DIAZ	12002	HOUSING LOAN	750000.00	<a href="#">View Details</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Journalize

#### 4. Click view details of the specific loan account of client. this have the following features:

--Changing of Amort Type

--Changing of Term Type

--Changing of Term Number

--Changing of Interest Rate

--Changing of Curing

--Changing of Interest Days Basis

--Changing of Payment start and Payment mature

--Adding and remove Savings

--Adding and remove Fees

--Changing of Payment start and Payment mature

--Also this can be reschedule the payment depend on the change that the user's will do

\*(take note: save the changed first before reschedule). And this are the buttons below "SAVE" and "RESCHEDULE"

## Fees

Fees

SERVICE CHARGE

+ ADD

Show 10 entries

Search:

LoanFeeName ▲	Deduction ◇	FixedRate ◇	StraightBalance ◇	DiscountedAddon ◇	Remove ◇
ATTY FEE	600.0000	Fixed Amount ▼	Straight / Discounte ▼	Discounted ▼	Remove

Showing 1 to 1 of 1 entries

Previous 1 Next

Reschedule Payment

Save

CLOSE

**5. After editing and rescheduling of specified loan account. You can now check the loan account to journalize, this it multiple selection.**

Center

-- SELECT --

Group

-- SELECT --

Client

-- SELECT --

Loan Type

HOUSING LOAN

SEARCH

Show 10 entries

Search:

CLIENT NAME ◇	LOAN ACCOUNT ◇	LOAN NAME ◇	LOAN AMOUNT ◇	DETAILS ◇
<input checked="" type="checkbox"/> KAREN LATE DIAZ	12002	HOUSING LOAN	750000.00	<a href="#">View Details</a>
<input checked="" type="checkbox"/> KEN YEN PADILLA	12003	HOUSING LOAN	750000.00	<a href="#">View Details</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

Journalize

**6. A pop-up window will appear, check the amount of the COA entry if the same as total debit and credit. Also check the release amount in the bottom shows on table and you can now post the loan release.**

Show  entries Search:

COA Title	Dr	Cr
Due From BSP	0	1498800
Loans Rec. HOUSING	1500000	0
Accounts Payable	0.00	1,200

Showing 1 to 3 of 3 entries

Previous **1** Next

Total Debit  
1500000

Total Credit  
1500000

POST

Show  entries Search:

Client Name	LoanAmount	Deduction	NetAmount
KAREN LATE DIAZ	750,000	600	749,400
KEN YEN PADILLA	750,000	600	749,400

Showing 1 to 2 of 2 entries

Previous **1** Next

**To check if the release amount is already done, just navigate Client -> Client Loans.**

\*the list of client loans will show then click view accounts.

Admin User ▾

Dashboard

Clients

View Clients

**Client Loans**

Client Savings

Loans

Savings

Journal

Billing

Reports

Clients Loan > View clients with active loan accounts

Clients with Loan Accounts

Show  entries Search:

Client Name	Number of Loans	
BOYCE S AVENUE	1	<b>VIEW ACCOUNTS</b>
KAREN LATE DIAZ	1	<b>VIEW ACCOUNTS</b>

Showing 1 to 2 of 2 entries

Previous **1** Next

\*Click View of the specific loan account.

Loan Accounts of Client

AVENUE, BOYCE

Show  entries Search:

Loan Name	Loan Amount	Date Release	Date Mature	Interest Rate	Status	
HOUSING LOAN	750000.0000	2018/07/19	2019/06/26	12.0000	CURRENT	<b>VIEW</b> EDIT

Showing 1 to 1 of 1 entries

Previous **1** Next

\*You can check the loan schedule of payment

Back

Loan Account (12001)

Account Details

Payment Schedule

\$ Payments

RESCHEDULE PAYMENT

PRINT LOAN SCHEDULE

Search:

Date	Interest	Principal Due	Total
Jul-26-2018	7,500.0000	59,136.5915	66,636.5915
Aug-26-2018	6,908.6341	59,727.9574	66,636.5915
Sep-26-2018	6,311.3545	60,325.2370	66,636.5915
Oct-26-2018	5,708.1021	60,928.4894	66,636.5915
Nov-26-2018	5,098.8172	61,537.7743	66,636.5915
Dec-26-2018	4,483.4395	62,153.1520	66,636.5915
Jan-26-2019	3,861.9080	62,774.6835	66,636.5915
Feb-26-2019	3,234.1611	63,402.4304	66,636.5915
Mar-26-2019	2,600.1368	64,036.4547	66,636.5915

Loan Summary (HOUSING LOAN)

Client Name:  
**BOYCE A AVENUE**

Loan Amount:  
**750,000.00**

Date Release:  
**Jul 19 2018**

Interest Rate:  
**12.00**

Date Mature:  
**Jun 26 2019**

**\*You can check the payment transaction ("DEBIT" and "CREDIT")**

-- also check if the loan amount is same as principal due on the table.

Clients Loan > Client Loan (12001) - BOYCE A AVENUE

Back

Loan Account (12001)

Account Details

Payment Schedule

\$ Payments

Show 10 entries

Search:

Description	Debit Amount	Credit Amount	Reference No	Date Payment
PRINCIPAL	750000.00	0.00	CDB - 1	2018-07-19
INTEREST	49639.10	0.00	CDB - 1	2018-07-19

Showing 1 to 2 of 2 entries

Previous 1 Next

Loan Summary (HOUSING LOAN)

Client Name:  
**BOYCE A AVENUE**

Loan Amount:  
**750,000.00**

Date Release:  
**Jul 19 2018**

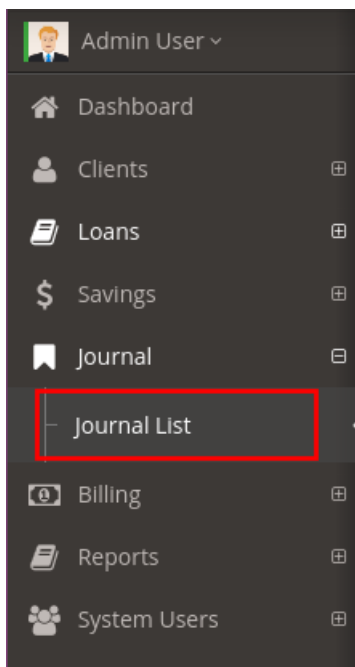
Interest Rate:  
**12.00**

Date Mature:  
**Jun 26 2019**

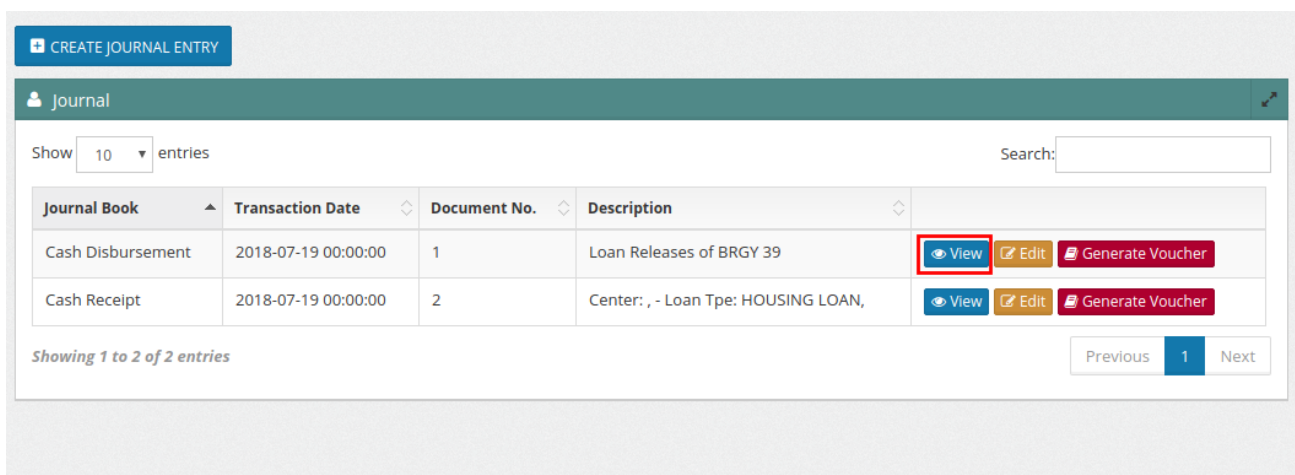
## journal-view.md

#Create, Edit, View, Post and Cancel Journals

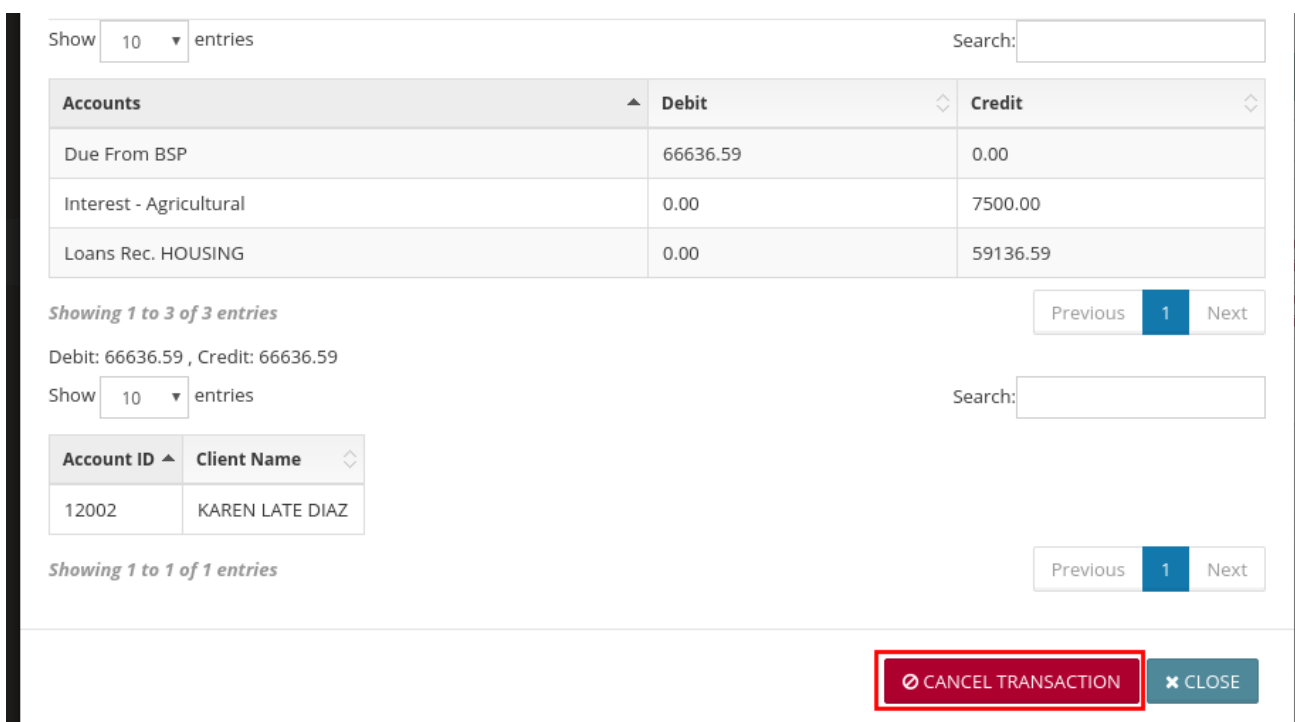
**1. You can do so by going through the left navigation menu under Journal -> Journal List**



## 2. To view Journal info just click VIEW



## 3. To Cancel journal just click CANCEL TRANSACTION at the bottom.



## 4. To create custom journal click CREATE JOURNAL ENTRY

CREATE JOURNAL ENTRY

Journal

Show 10 entries

Search:

Journal Book

Transaction Date

Document No.

Description

### \*Adding COA Entries by selecting account and add amount ("DEBIT","CREDIT")

take note: needed to insert amount to DEBIT/CREDIT to add in entries also must be balance total debit and credit.

Posted:  
Reversed:

#### DETAILS

ACCOUNTS	DEBIT	CREDIT
Cash on hand	1000	0

ADD

#### DETAILS

ACCOUNTS	DEBIT	CREDIT
Account Recievable	0	0

ADD

After adding entries will appear at the bottom.

Show 10 entries

Search:

Remove	Accounts	Debit	Credit
REMOVE	Cash on hand	1000	0
REMOVE	Checks and Cash Items	0	1000
REMOVE	Sales Contract Receivable	255	0
REMOVE	Treasury Bills	255	0
REMOVE	Account Recievable	0	500

The total debit and credit is equally balance.

Showing 1 to 5 of 5 entries

Debit: 1510 , Credit: 1500

Previous 1 Next

## 5. To edit journal just click the EDIT button on the list.

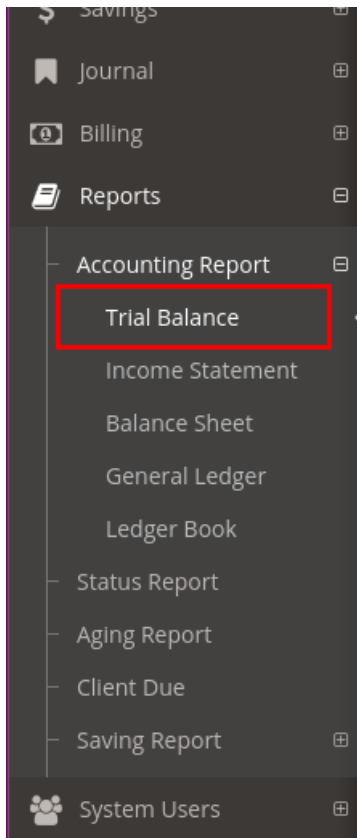
take note: you cant edit the journal if already posted or canceled.



## 1. Trial Balance:

---

**\*To navigate Trial Balance just go to left navigation menu and find Reports->Accounting Report->Trial Balance**



**\*To generate trial balance, just choose specific month and format.**

Balance > Trial Balance

Month Date

07/20/2018

Format

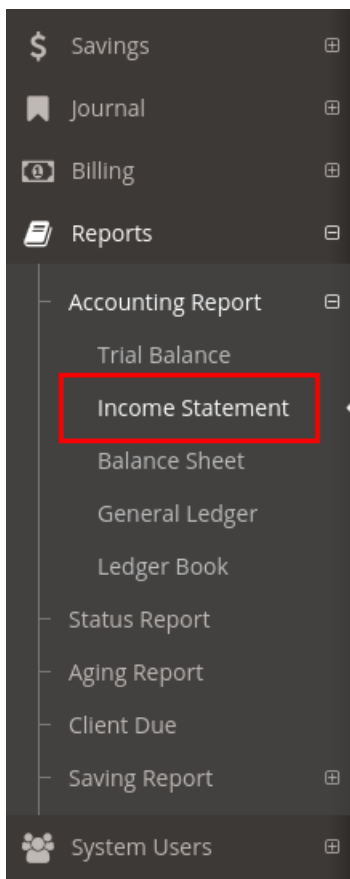
PDF ▼

GENERATE REPORT

## 2. Income Statement:

---

**\*To navigate Income Statement just go to left navigation menu and find Reports->Accounting Report->Income Statement**



**\*To generate Income Statement, just choose specific month and format.**

Income Statement > Income Statement

Month Date

07/20/2018

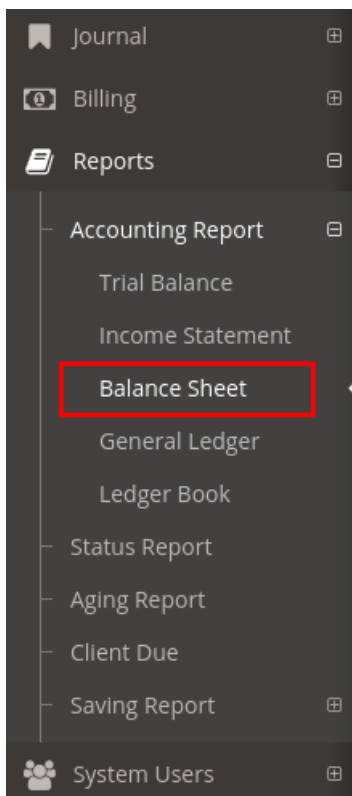
Format

PDF

**GENERATE REPORT**

### 3. Balance Sheet:

**\*To navigate Balance Sheet just go to left navigation menu and find Reports->Accounting Report->Balance Sheet**



**\*To generate Balance Sheet, just choose specific month and format.**

Balance Sheet > Balance Sheet

Month Date

07/20/2018

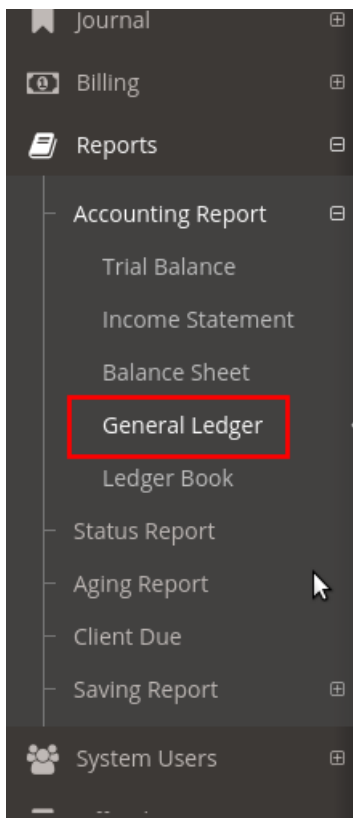
Format

PDF ▼

**GENERATE REPORT**

## 4. General Ledger:

**\*To navigate General Ledger just go to left navigation menu and find Reports->Accounting Report->General Ledger**



**\*To generate General Ledger, just choose a begin date, end date, accounts and format.**

Ledger > General Ledger

Begin Date

07/01/2018

End Date

07/20/2018

Accounts

General Loan Loss Provision × Sales Contract Receivable ×

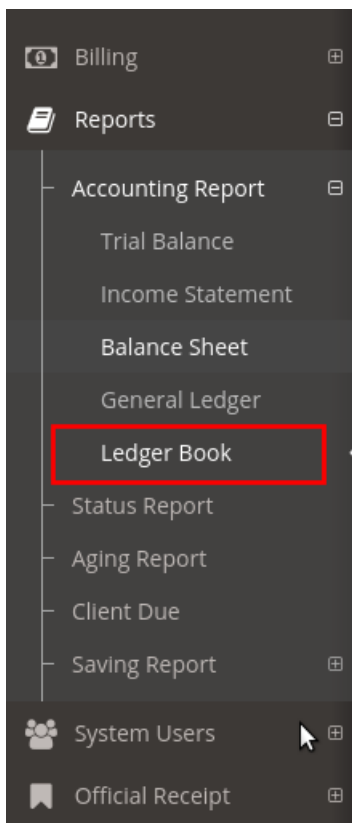
Format

PDF ▼

GENERATE REPORT

## 5. Ledger Book:

**\*To navigate Ledger Book just go to left navigation menu and find Reports->Accounting Report->Ledger Book**



**\*To generate Ledger Book, just choose a begin date, end date, book type and format.**

Ledger Book > Ledger Book

Begin Date

07/01/2018

End Date

07/20/2018

Book

Cash Receipt

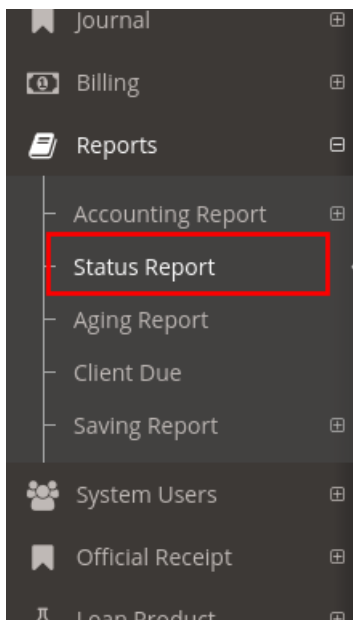
Format

PDF

GENERATE REPORT

## 6. Status Report:

**\*To navigate Status Report just go to left navigation menu and find Reports->Status Report.**



**\*To generate Status Report, just choose a begin date, end date and format.**

Report > Status Report

Begin Date

07/01/2018

End Date

07/20/2018

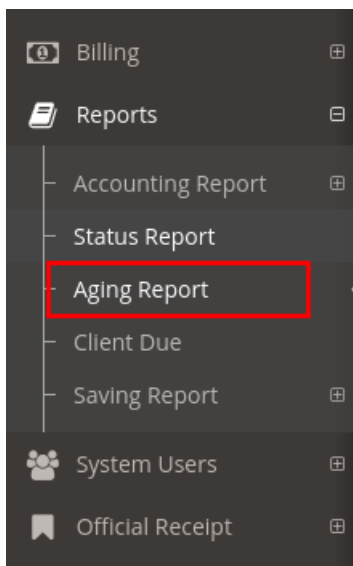
Format

PDF

GENERATE REPORT

## 7. Aging Report:

**\*To navigate Aging Report just go to left navigation menu and find Reports->Aging Report.**



**\*To generate Aging Report, just choose specific month and format.**

Report > Aging Report

Month Date

07/20/2018

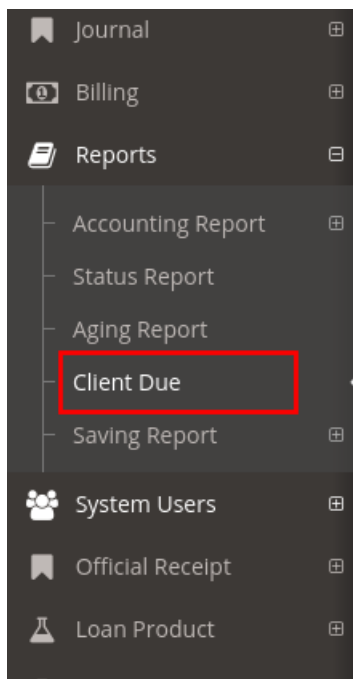
Format

PDF

**GENERATE REPORT**

## 8. Client Due:

**\*To navigate Client Due just go to left navigation menu and find Reports->Client Due.**



**\*To generate Status Report, just choose a month begin, month end and format.**

report > Client Due Report

Month Begin  
07/01/2018

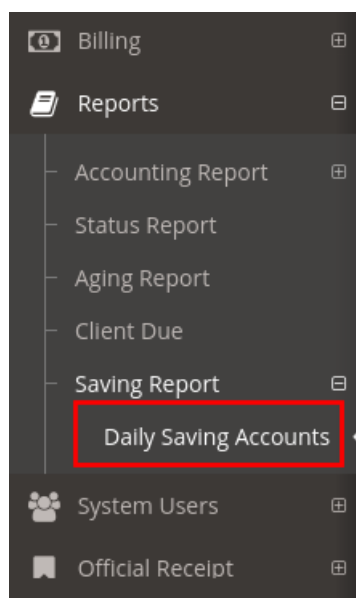
Month End  
07/20/2018

Format  
PDF

**GENERATE REPORT**

## 9. Daily Savings Accounts:

\*To navigate Daily Savings Accounts just go to left navigation menu and find Reports->Savings Report->Daily Savings Accounts.



\*To generate Daily Savings Accounts, just choose a format.

report > Saving Report

Format  
PDF

**GENERATE REPORT**

## System Settings fetures:

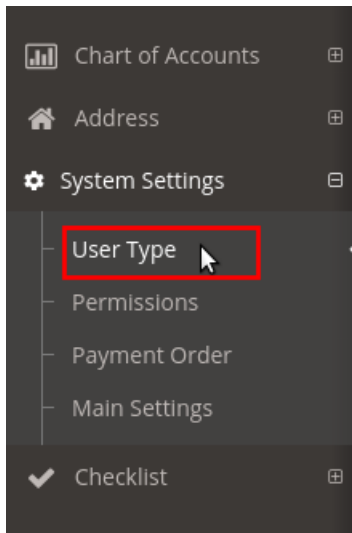
-User Types

-Payment Order

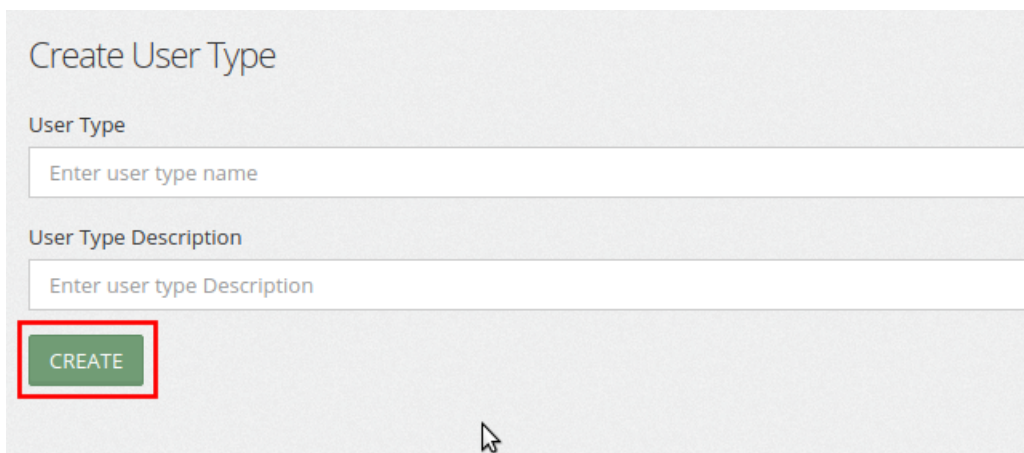
-Main Settings

### 1. create user type:

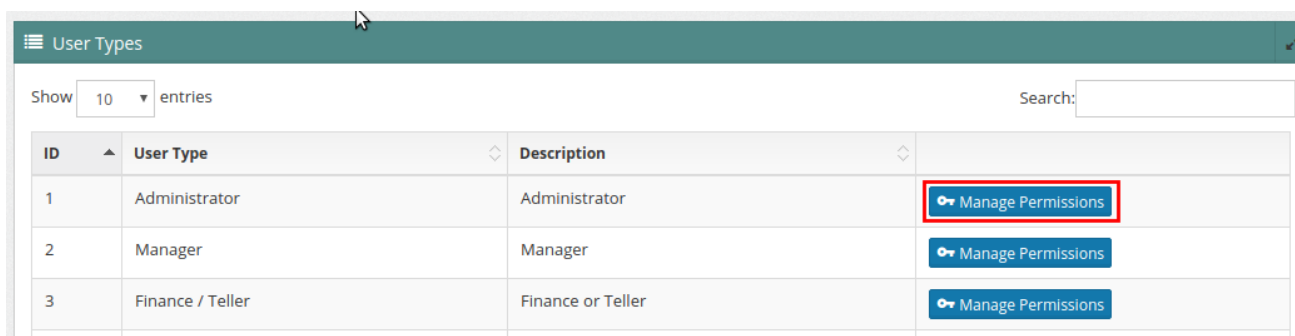
\*You can do so by going through the left navigation menu under System Settings -> User Types.



\*Fill those require fields and click create button at the bottom.

A screenshot of a 'Create User Type' form. It has a title 'Create User Type' at the top. Below it are two input fields: 'User Type' with the placeholder text 'Enter user type name' and 'User Type Description' with the placeholder text 'Enter user type Description'. At the bottom left, there is a green 'CREATE' button highlighted with a red rectangle. A mouse cursor is visible near the bottom center of the form.

\*Manage user type permissions, click MANAGE PERMISSIONS



ID	User Type	Description	
1	Administrator	Administrator	<a href="#">Manage Permissions</a>
2	Manager	Manager	<a href="#">Manage Permissions</a>
3	Finance / Teller	Finance or Teller	<a href="#">Manage Permissions</a>

The screenshot shows a table titled 'User Types'. Above the table, there is a 'Show 10 entries' dropdown and a 'Search:' input field. The table has four columns: 'ID', 'User Type', 'Description', and an empty column. There are three rows of data. In the empty column of each row, there is a blue button with a key icon and the text 'Manage Permissions'. The first button is highlighted with a red rectangle.

\*Settings permissions (ON/OFF), and after you set save the changed of permissions

User Type Permissions (Manager)

User Type: Manager

Permission Category:

Loans
SHOW

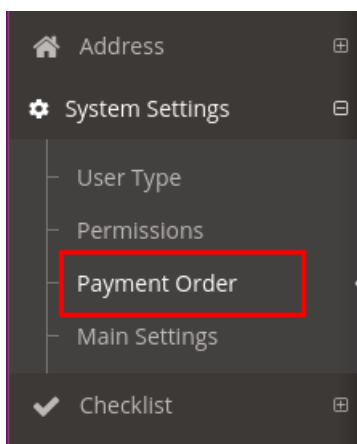
Permission	Action	
Create loan application	create	OFF ON
Create Loan Fee	create	OFF ON
Create Loan Payments	create	OFF ON
Create loan product category	create	OFF ON
Create loan release	create	OFF ON
Create New Loan Product	create	OFF ON
List all loan categories	view	OFF ON
View list of loan payment	view	ON
View list of loan release	view	ON
View loan payment schedule of loan account	view	OFF ON

SAVE

BACK

## 2. Set Payment Order

\*You can do so by going through the left navigation menu under System Settings -> Payment Order.



\*Setting payment order, this can be change by dragging the specific row. After order changed SAVE it.

Payment Order

Fees & Charges

1

Interest

2

Penalty

3

Principal

4

Savings

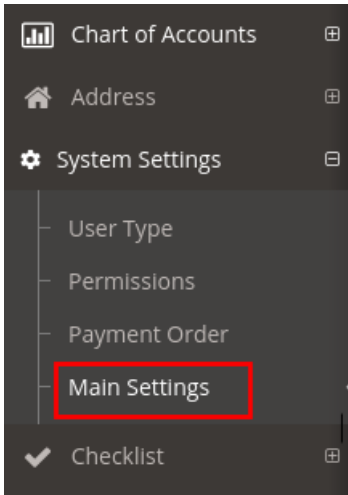
5

SAVE

Drag this bar to reorder payment settings.

## 3. Set main settings

\*You can do so by going through the left navigation menu under System Settings -> Main Settings.



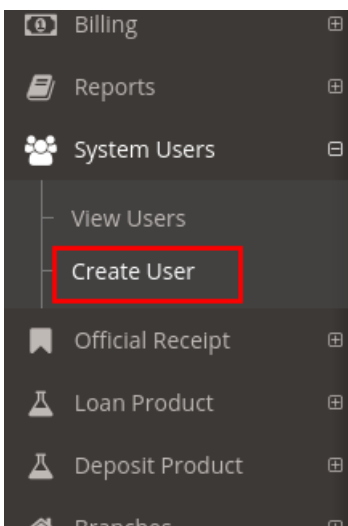
change the default settings and save it.

A screenshot of the 'Main Settings' configuration page. The page has a light gray background and a title 'Main Settings' at the top left. It contains four white panels, each with a pencil icon and a title: 'Client Sttings' (note the typo), 'Dormant', 'Payroll Checking Settings (default)', and 'CLient Time Deposit Interest' (note the typo). The 'Client Sttings' panel has a text input for 'Client Age limit, (Minimum age only)' with the value '18'. The 'Dormant' panel has a text input for 'Dormant Year Duration' with the value '1'. The 'Payroll Checking Settings (default)' panel has two dropdown menus: 'Regular Savings (default)' set to 'REGULAR SAVING' and 'Payroll Savings (default)' set to 'PAYROLL ACCOUNT'. The 'CLient Time Deposit Interest' panel has a text input for 'Interest Percentage (%)' with the value '1' and a dropdown for 'Calculation Date Type' set to 'Annually'. At the bottom left, there is a green 'SAVE' button highlighted with a red rectangular box.

## system-user.md

### 1.To create a new System User

\*You can do so by going through the left navigation menu under System Users -> Create User.



**\*Fill those require fields and click create button at the bottom.**

Email

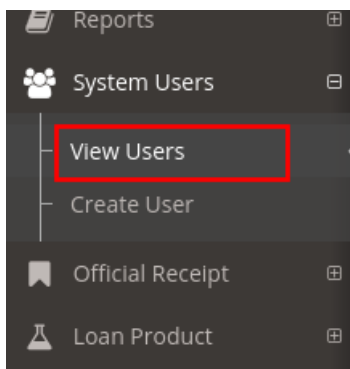
Password

Password

[+ Create User](#) [← Back](#)

## 2.To view list of system user

**\*You can do so by going through the left navigation menu under System Users -> View Users.**



**3. to edit specific system user by clicking EDIT button. After changed click UPDATE to save.**

System Users						
Show 10 entries		Search: <input type="text"/>				
ID	Name	Username	Email	User Type	Last Update	
1	Admin User	qweqwe	qwe@qwe.com	Administrator	2018-04-19 14:49:54	<a href="#">Edit</a>
2	die	die	die@lala.com	Administrator	2017-10-09 10:23:52	<a href="#">Edit</a>
3	admin2	admin2	admin2@gmail.com	Administrator	2017-10-23 12:04:52	<a href="#">Edit</a>
4	Joselito Consolation	manager1	joselito.cons2871@gmail.com	Manager	2017-12-13 15:13:14	<a href="#">Edit</a>
5	Maria Palmos	finance1	maria.palmos@gmail.com	Finance / Teller	2017-12-13 15:13:32	<a href="#">Edit</a>
6	Jake Dominguez	bookkeeper1	jake.dom2278@gmail.com	Bookkeeper / Accounting	2017-12-13 15:14:19	<a href="#">Edit</a>

Username

qweqwe

Email

qwe@qwe.com

Change Password

Confirm Change Password

 Update

< BACK