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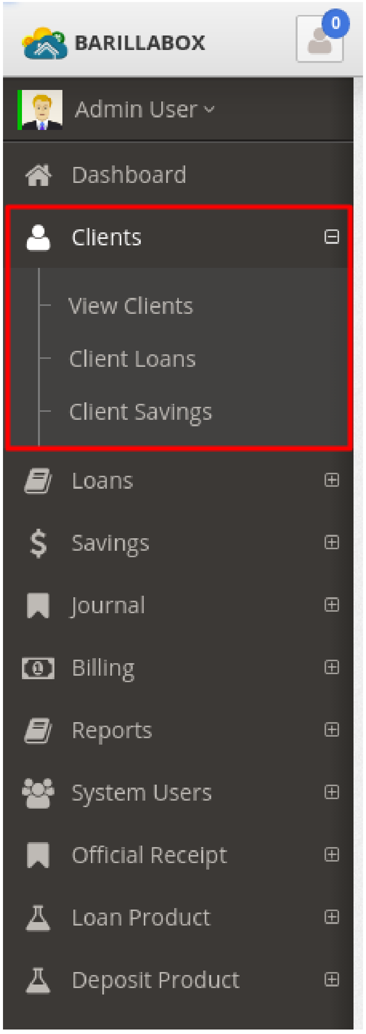
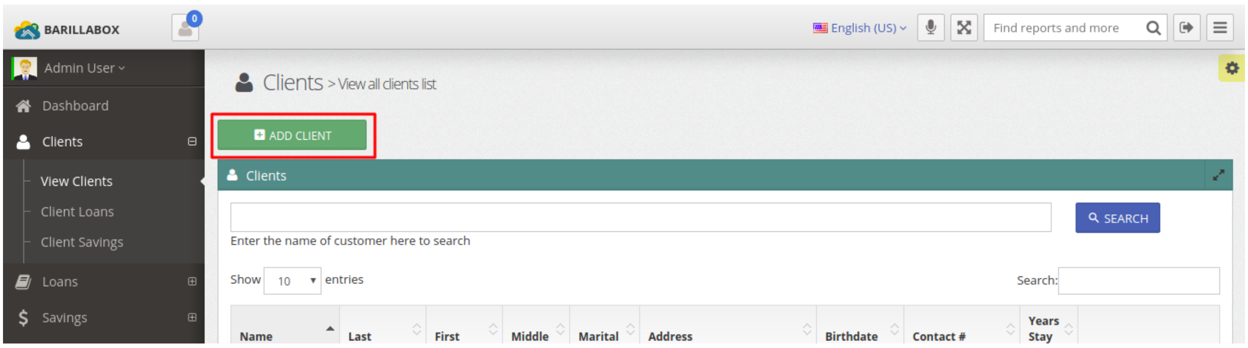
Create-Client.md

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

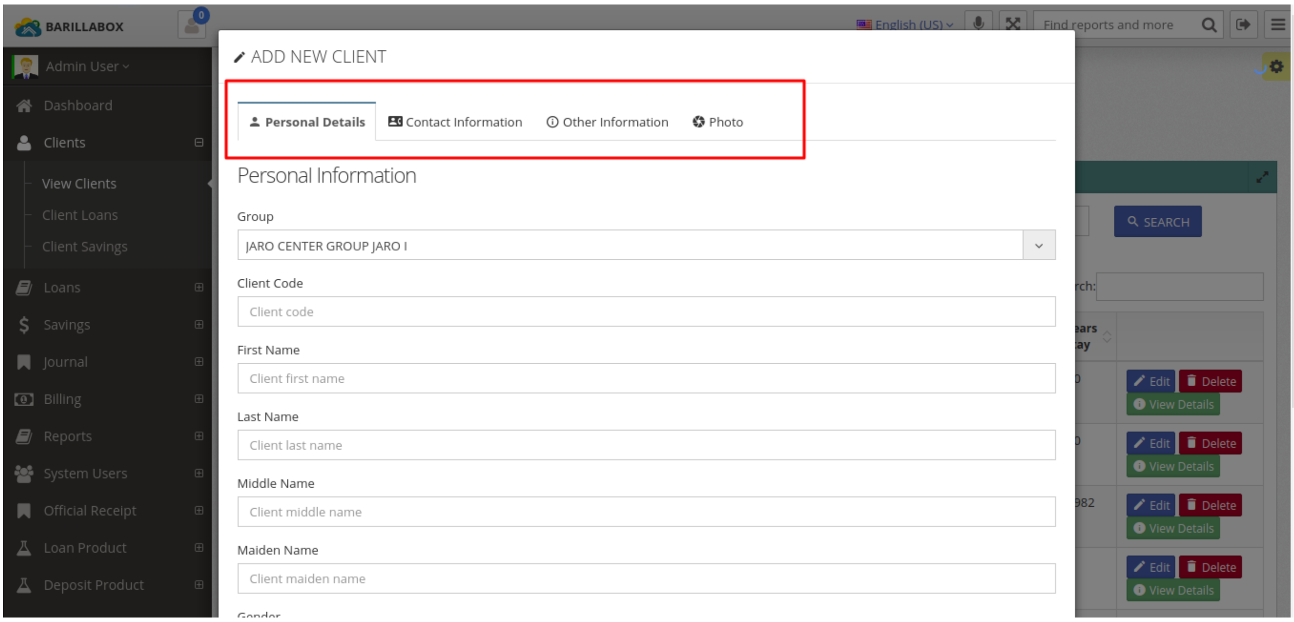
1. On the left sidebar you will see a Clients navigation menu. Under the menu you will see the View Clients Menu Item. Click on the View Clients navigation menu.



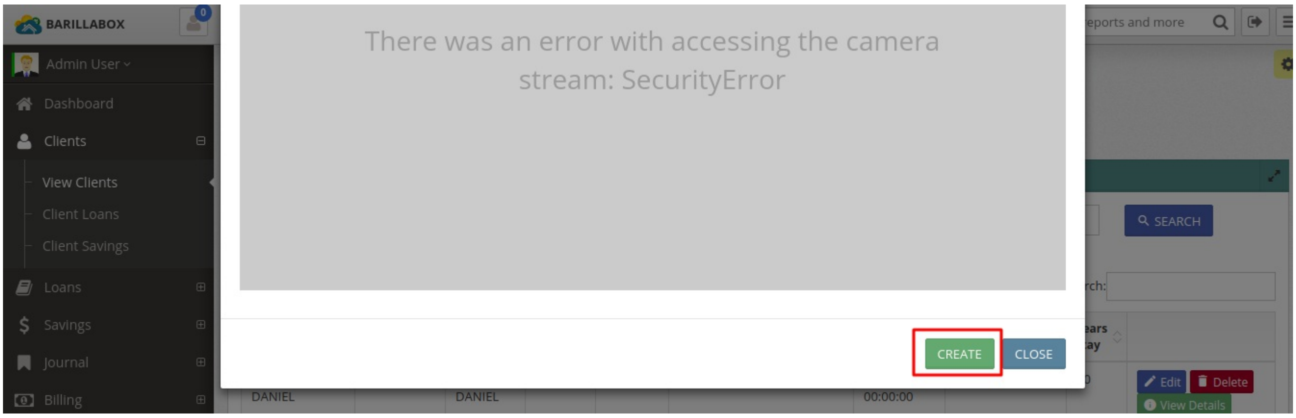
2. On the Clients list page, you will see an "Add Client" button. Click on this button.



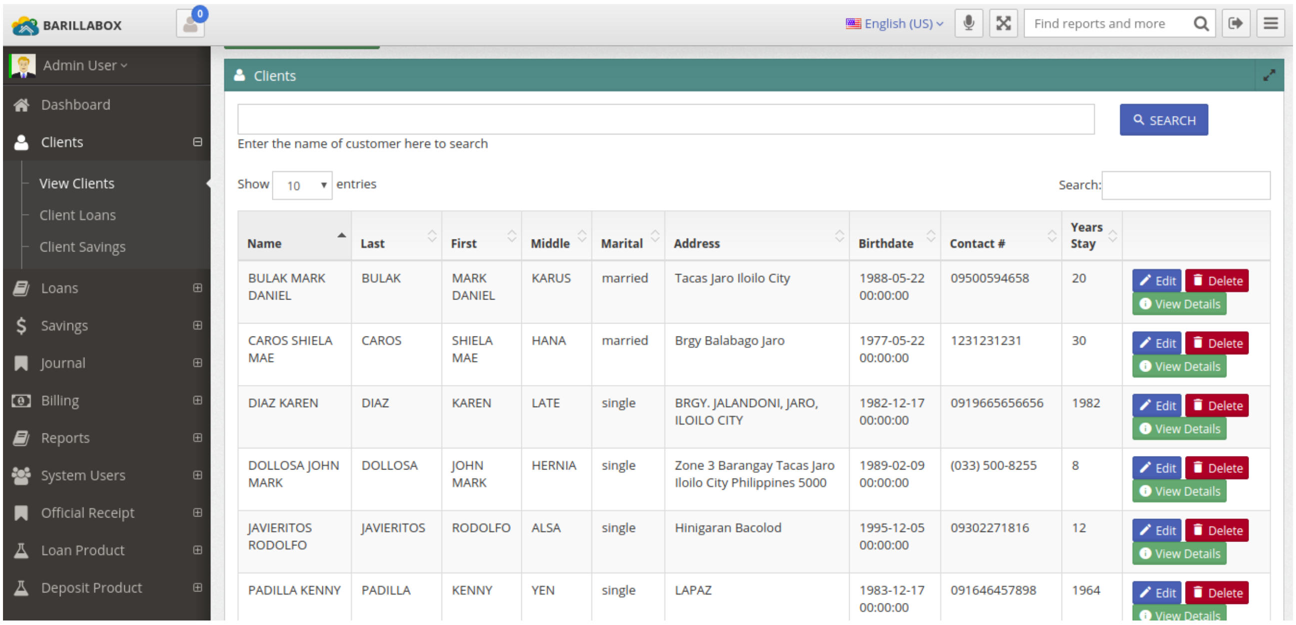
3. Fill in the client information, you will see different tabs that contains fields. Including the user photo.



Click on save to create a new client.

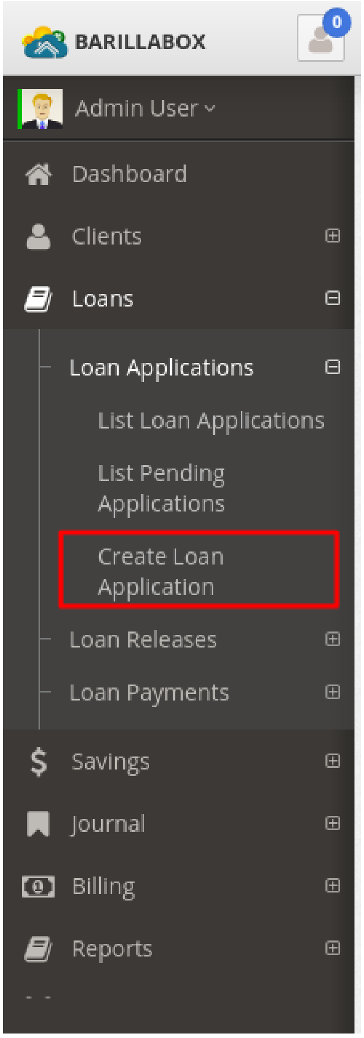


4. You can now see the newly created client on the list of clients.

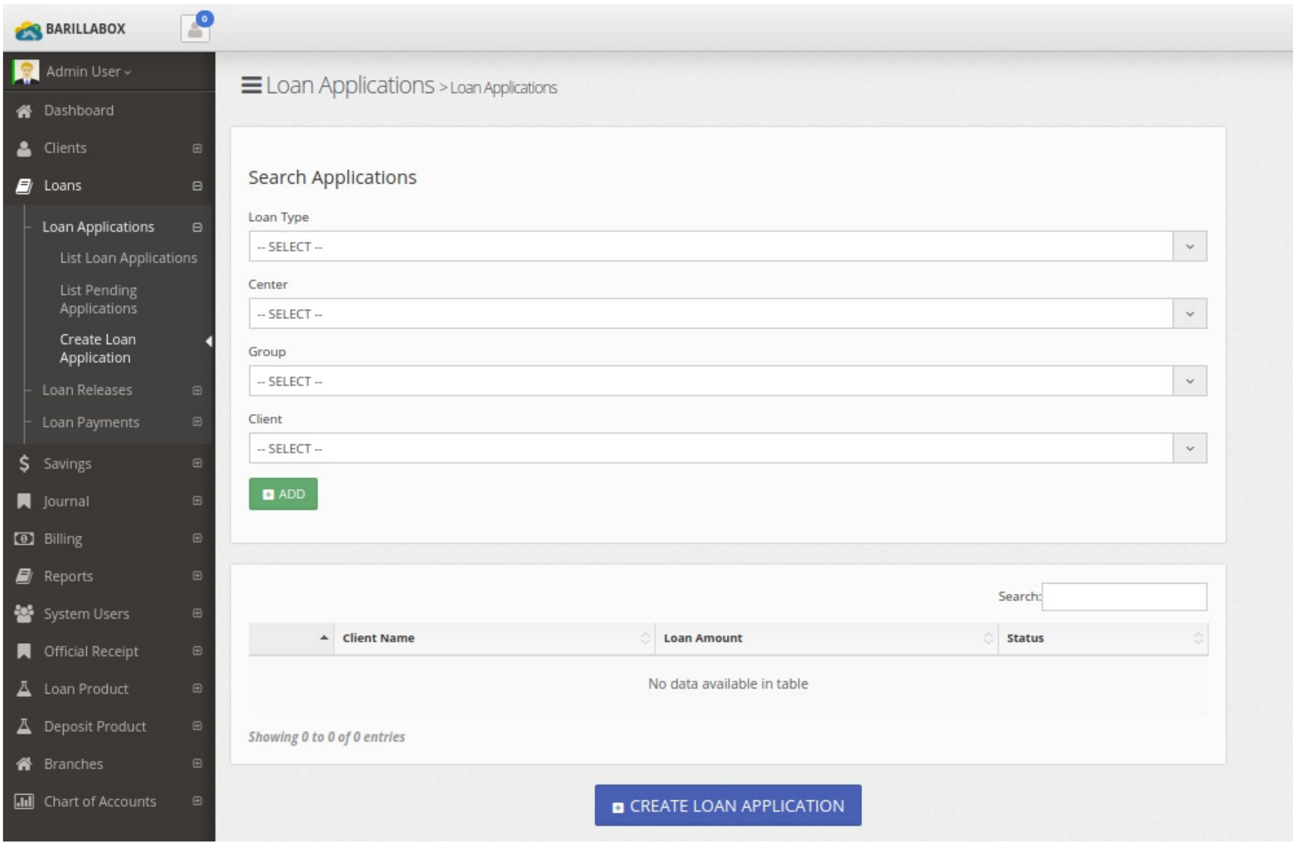


Create-loan-application.md

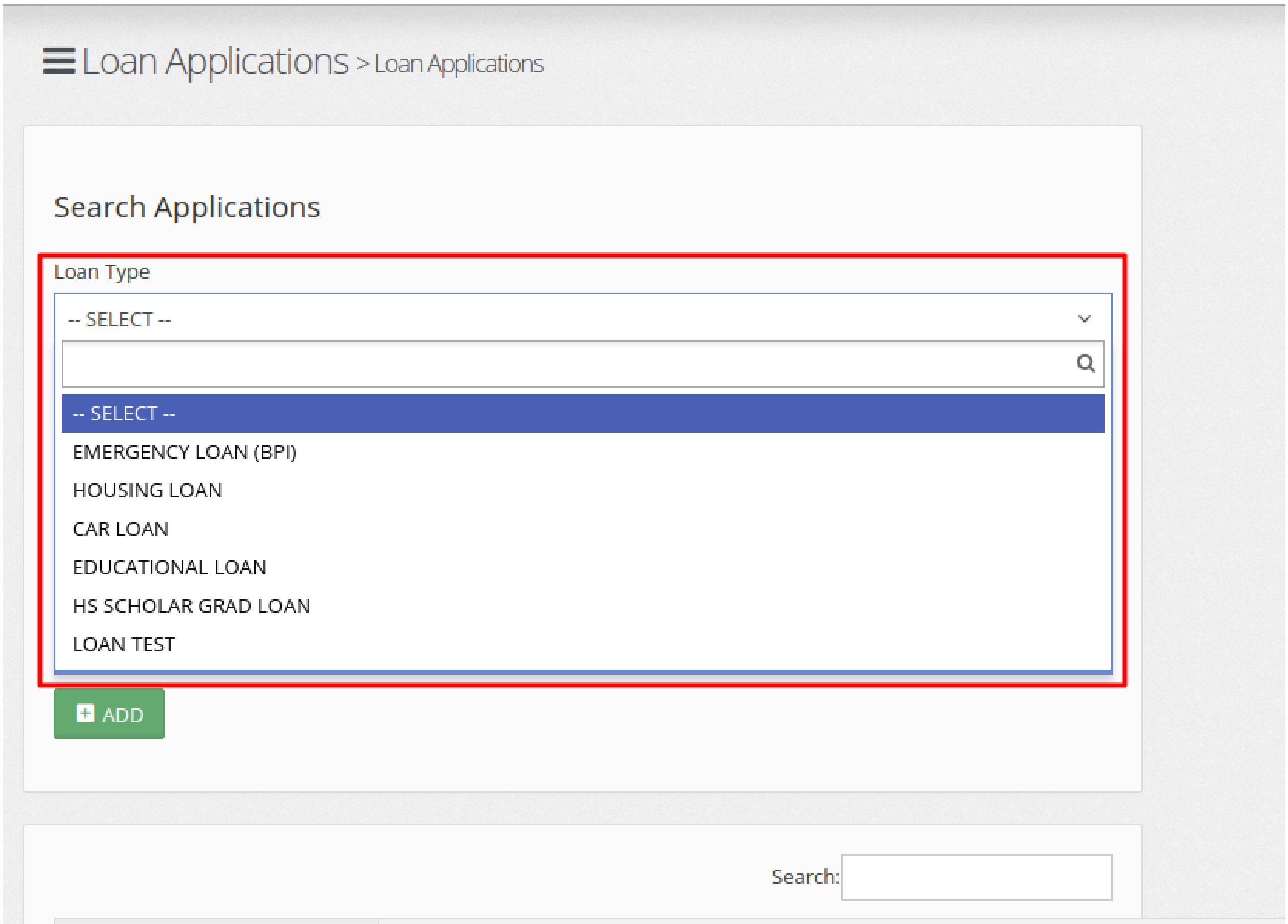
To create a new loan application for a specific client. You can do so by going through the left navigation menu under Loans > Loan Applications > Create Loan Application .



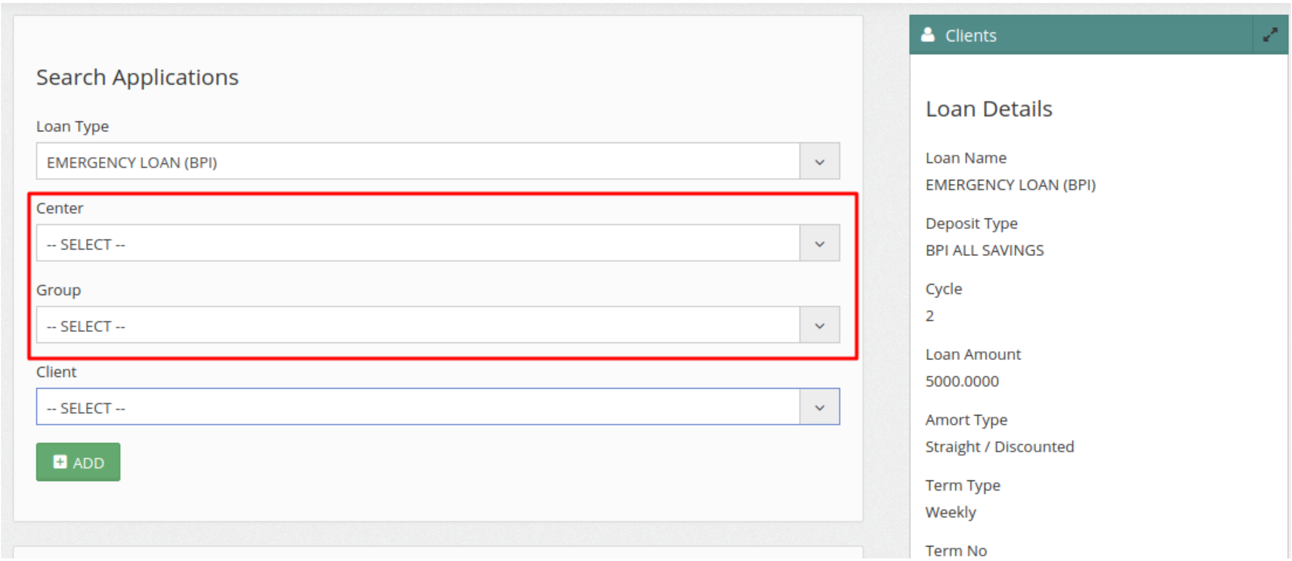
1. Click on the link and the form to create a new application will display



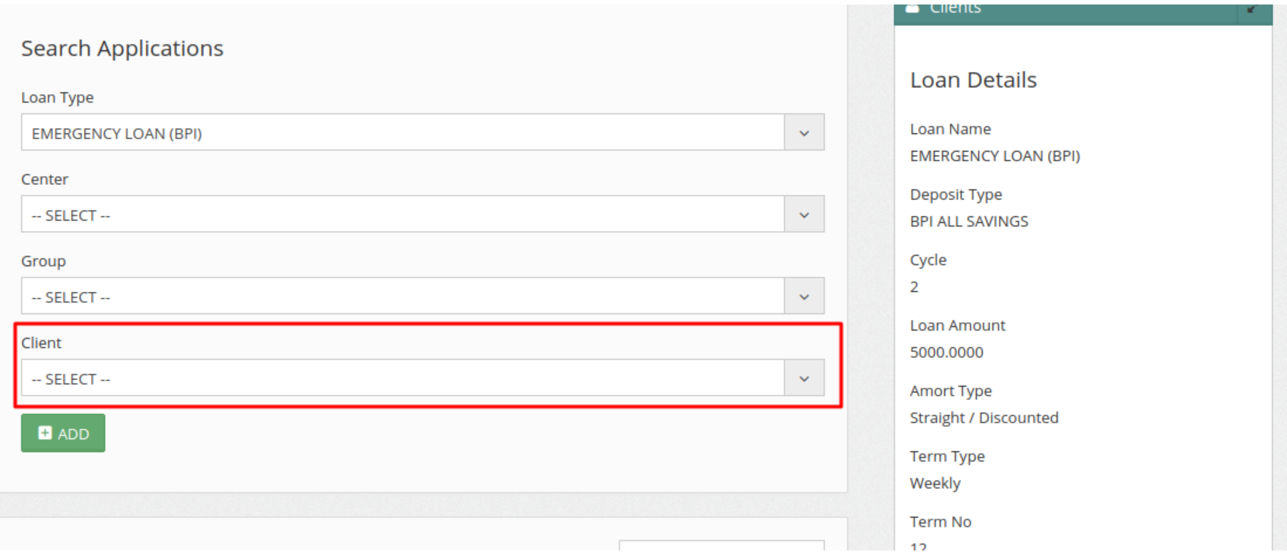
2. If you dont have any existing client to apply for loan, (see guide for Creating Client) If you have an existing client you can proceed by selecting the loan product you wish to apply for this client.



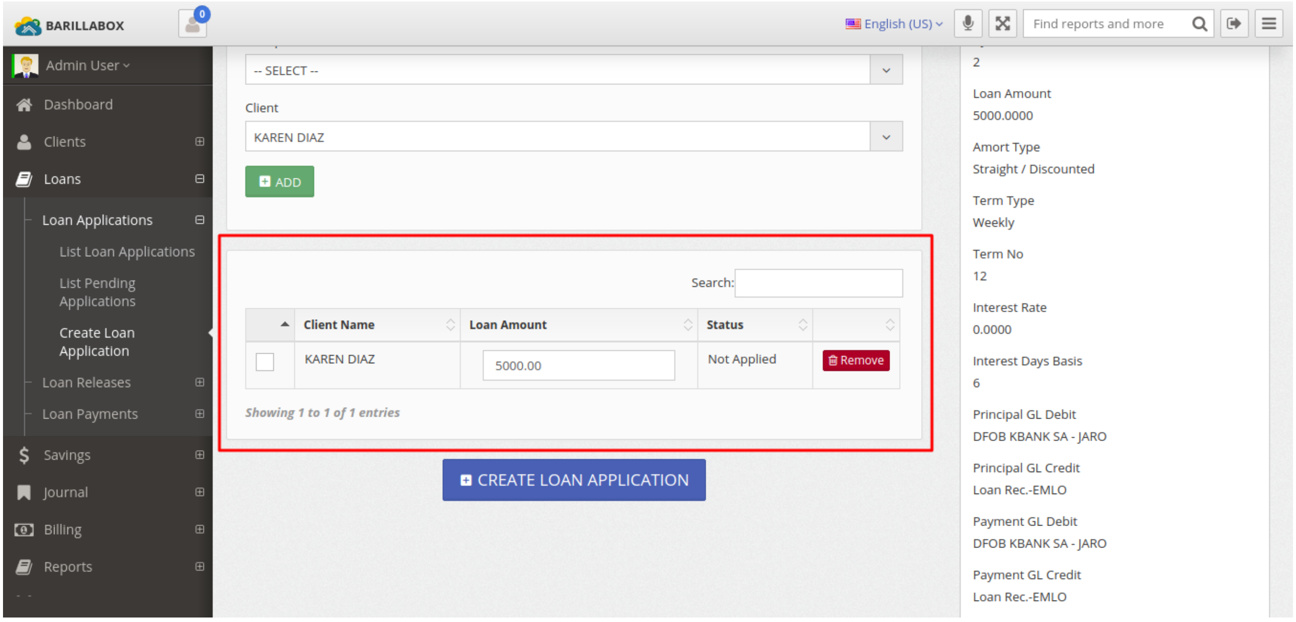
You can also search for a client based on which Center and Group they belong to.



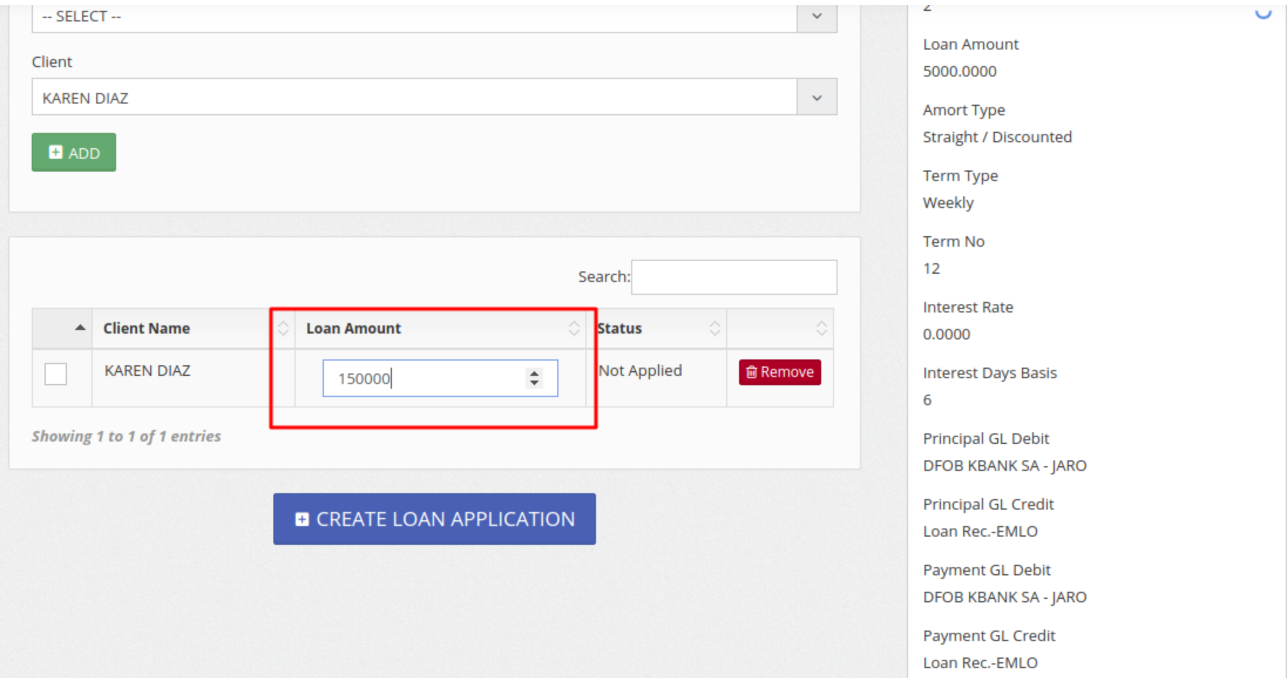
or you can search for the client on the list



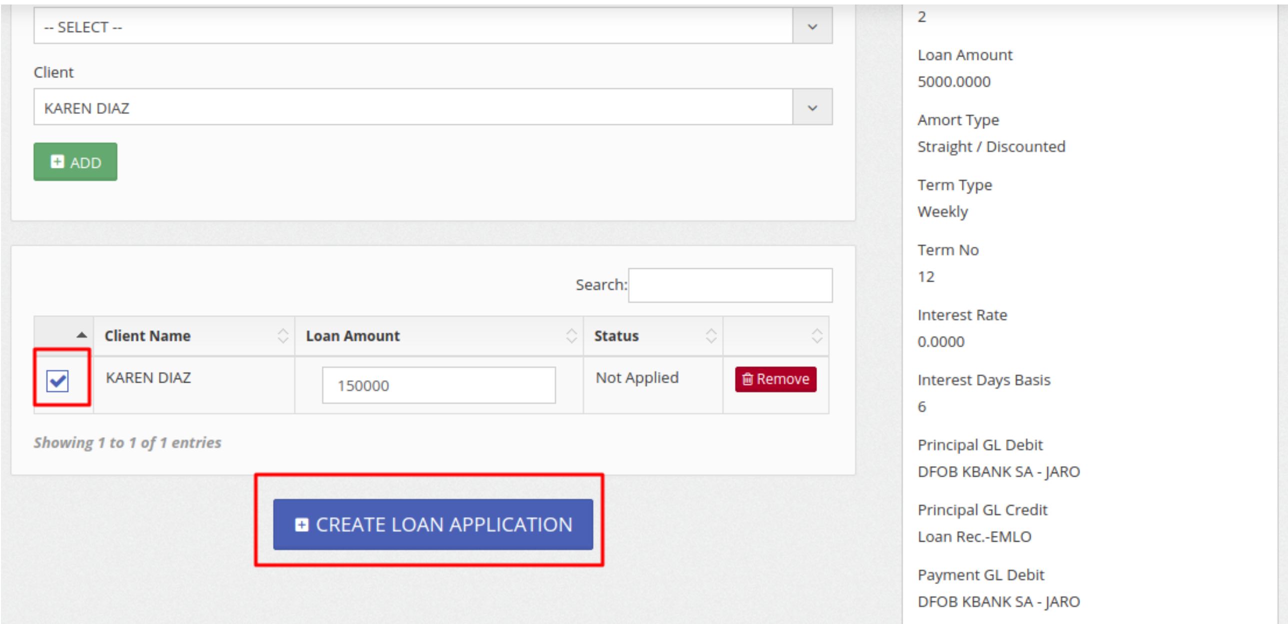
Then click on the "Add" button ,and the client you wish to apply for loan will appear on the table .



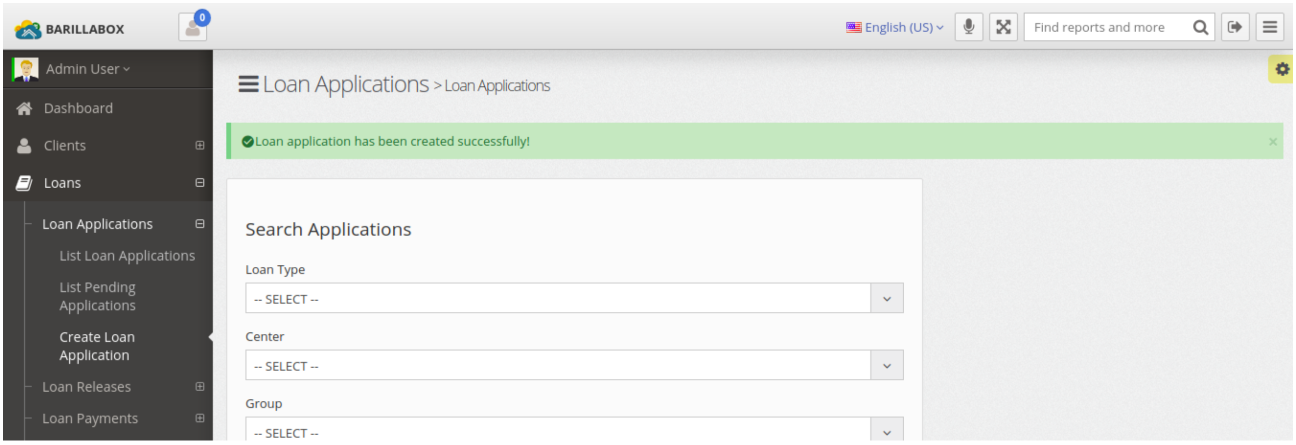
3. You may be able to change the Loan amount by updating the Loan amount field.



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

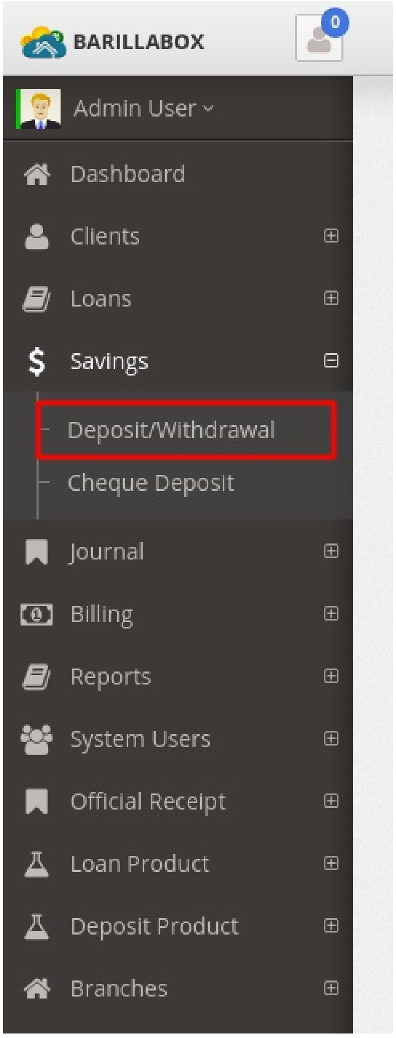


5. The system will prompt that the loan application has been completed for the selected client.

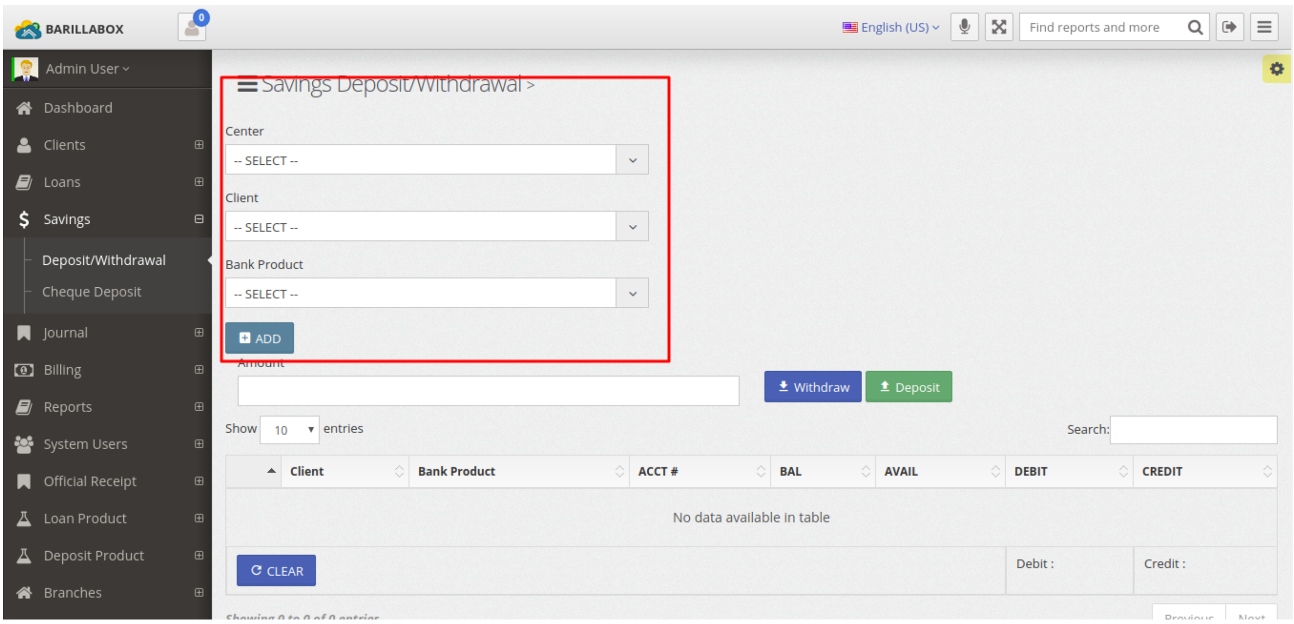


Savings---Deposit.md

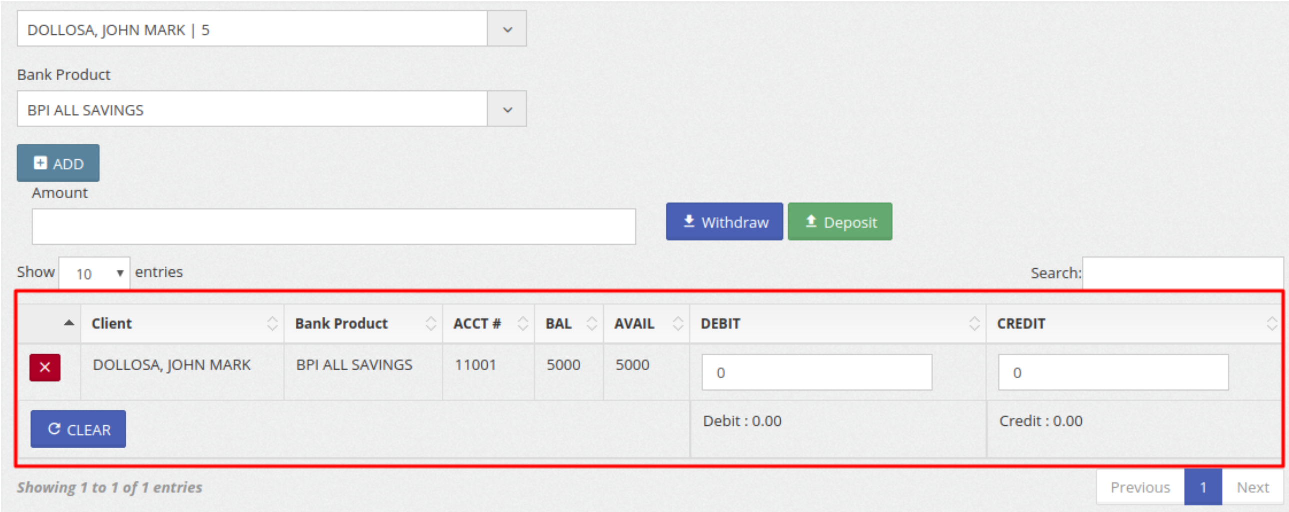
To create a deposit you can access this page through the main navigation . Under the menu Savings > Deposit/Withdrawal



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

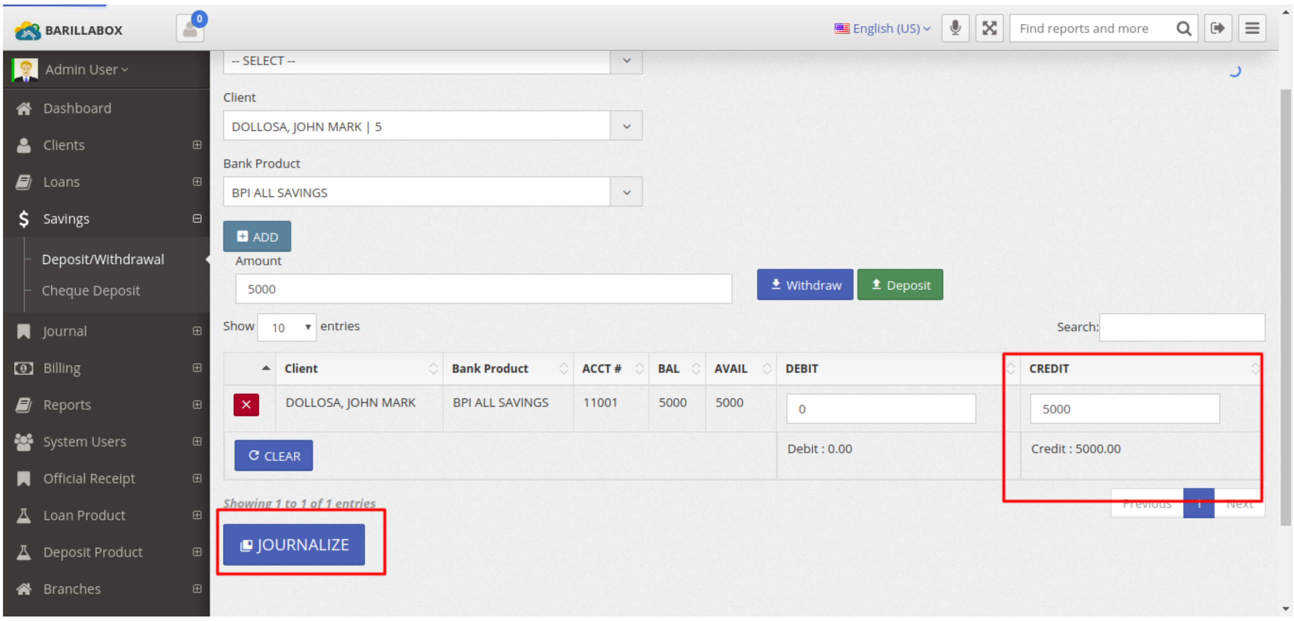


The account will then appear at the bottom of the form

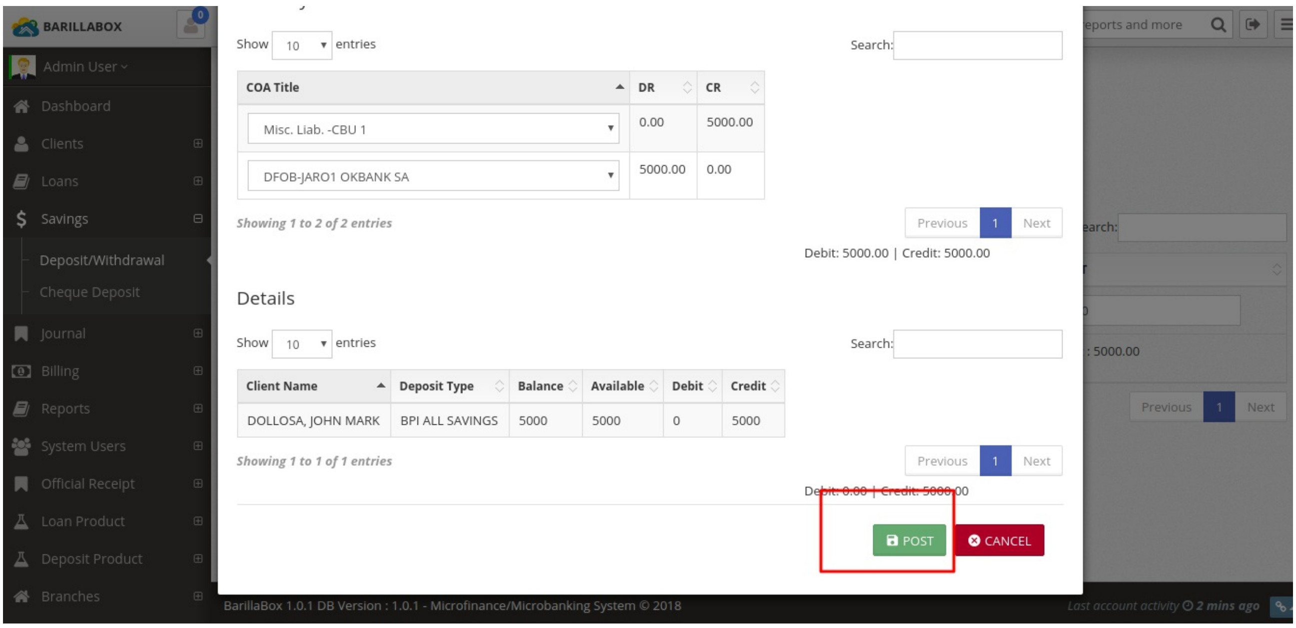


Enter the desired deposit amount and click on the "Deposit" button

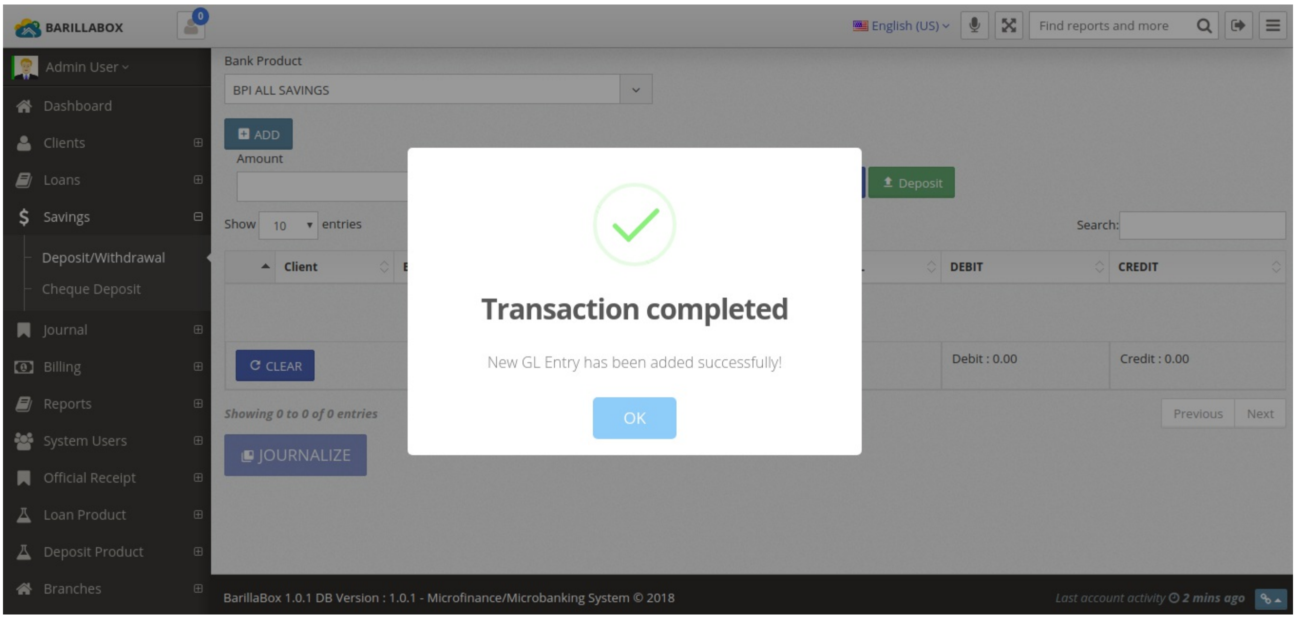
The amount will then appear under the "Credit" column and now you can Journalize

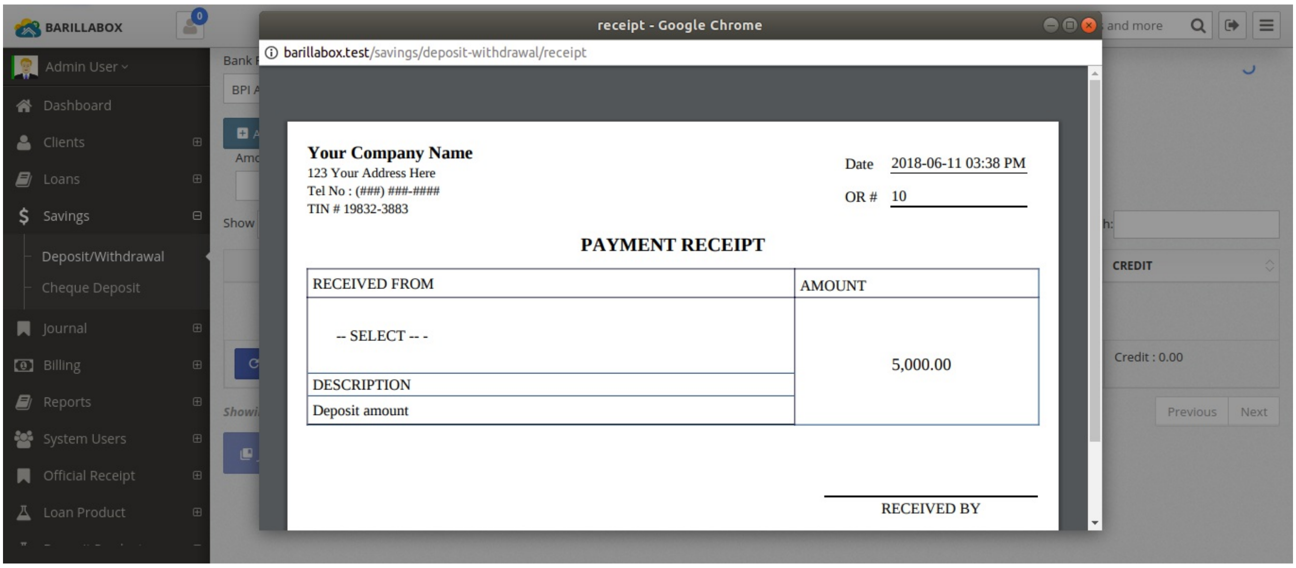


Verify the information that appears on the Withdraw/Deposit Journal, then click on the "Post" button when all the information is correct.



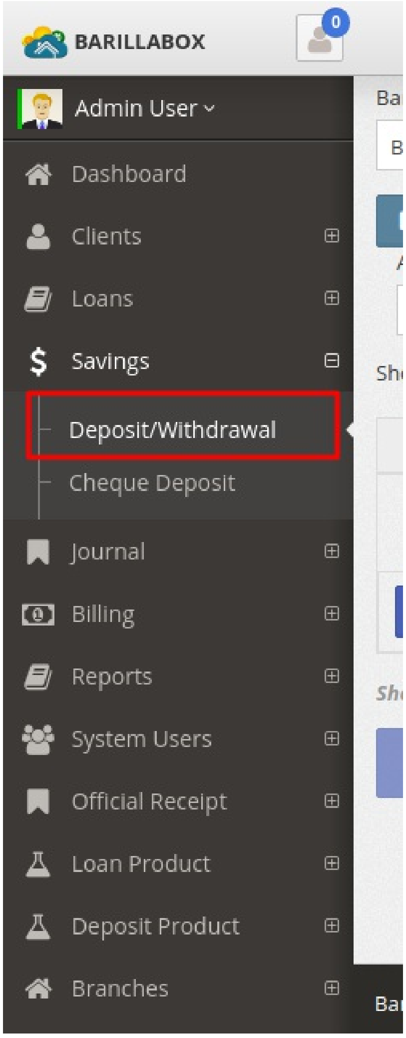
The transaction will be completed and a window popup will open to print the receipt of the payment.



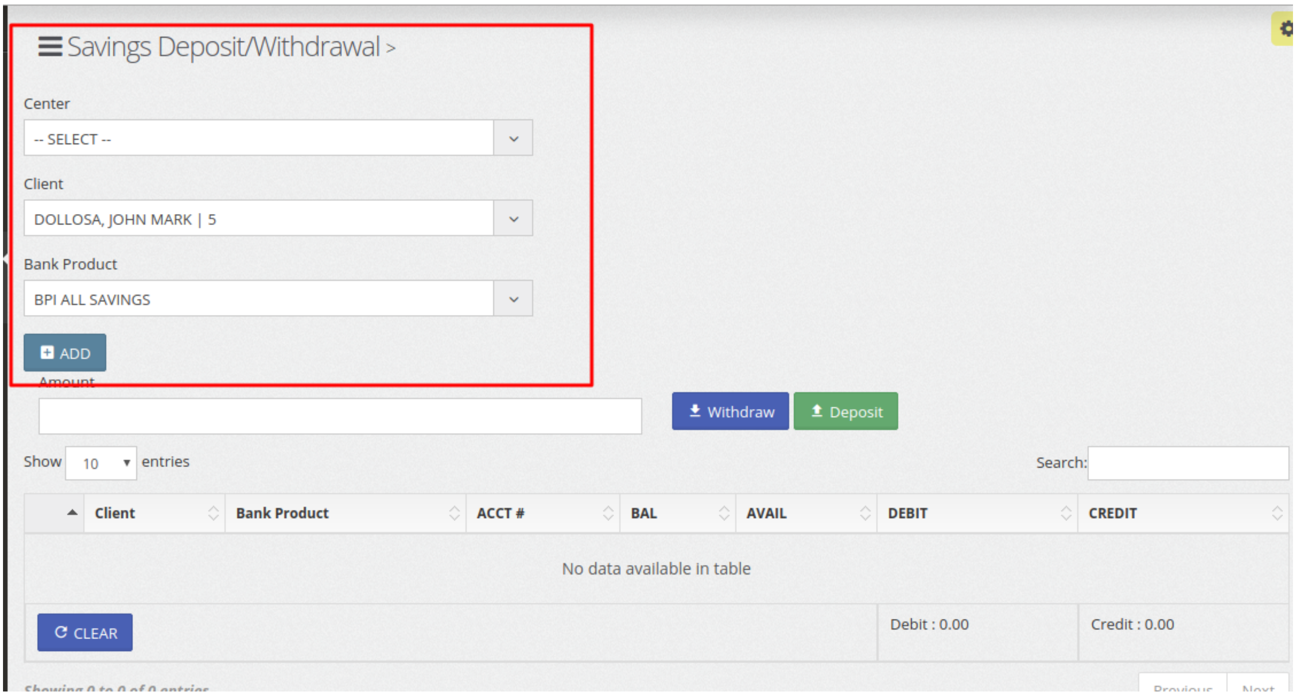


Savings---Withdrawal.md

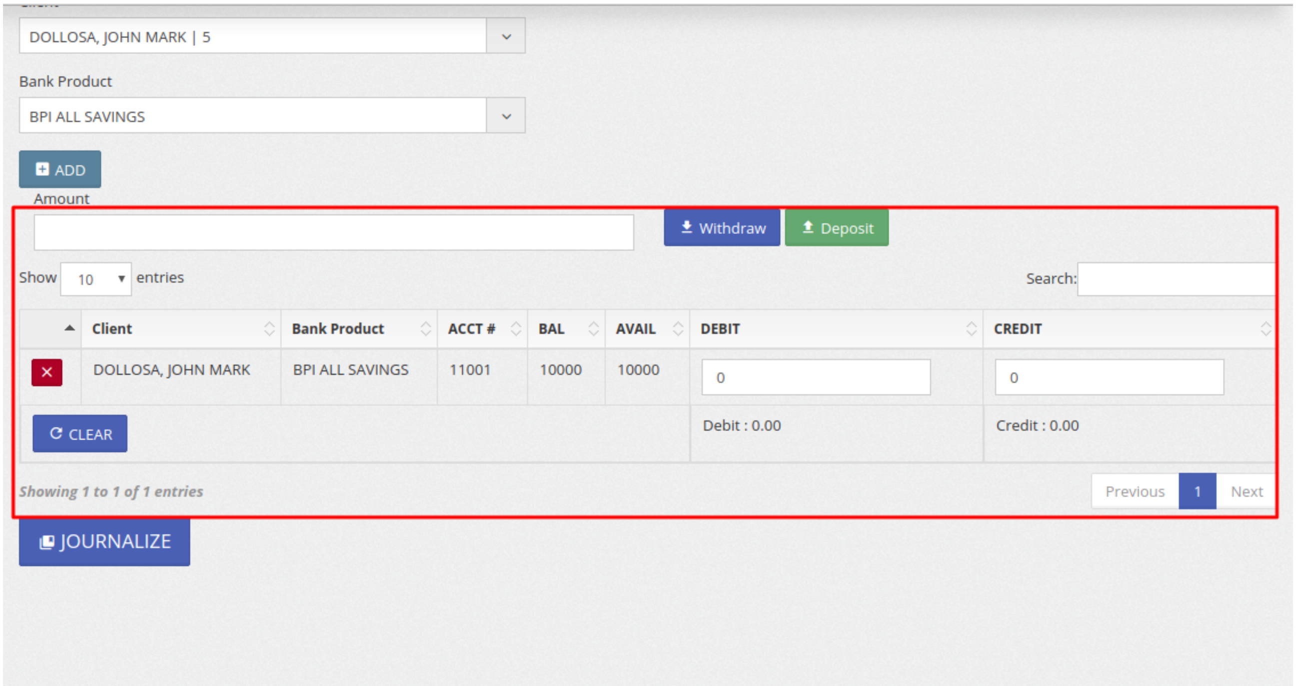
To withdraw from a savings account. You can visit this page through the navigation menu Savings > Deposit/Withdrawal



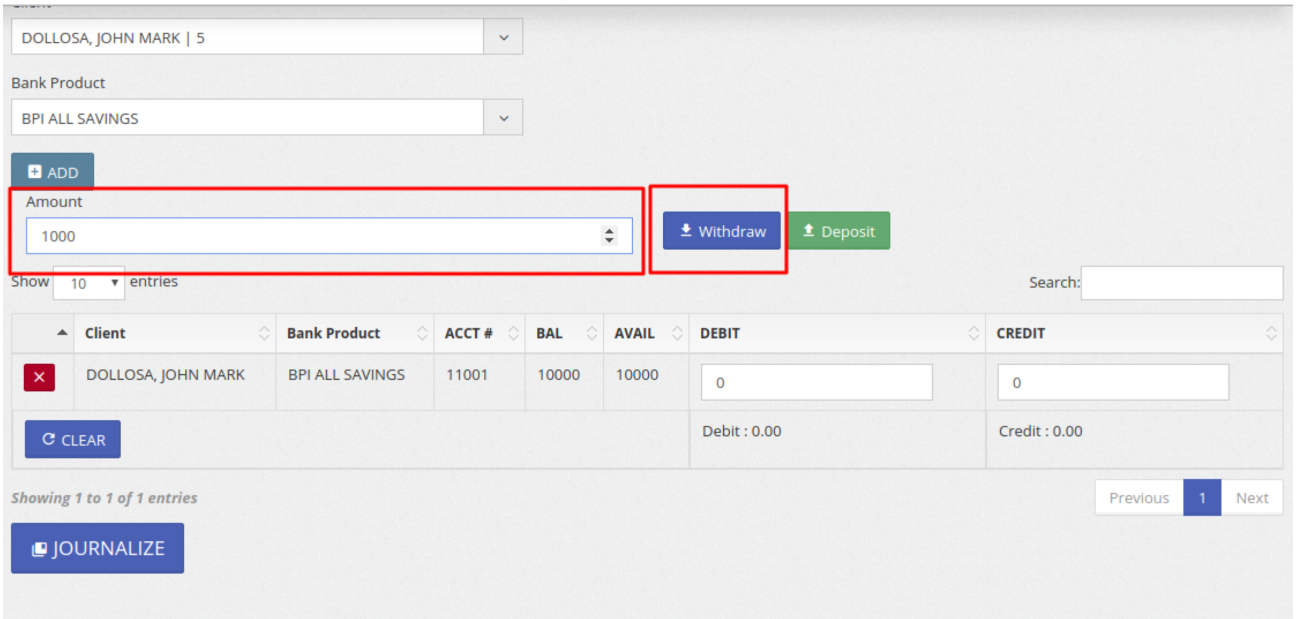
Search the client savings account from the form and click "Add"



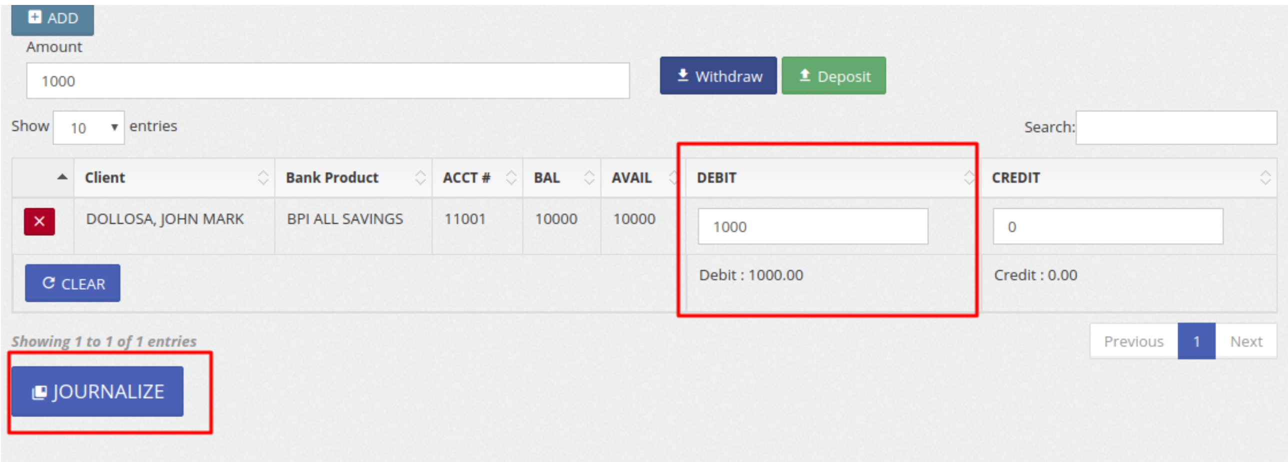
And then the account will appear below the form



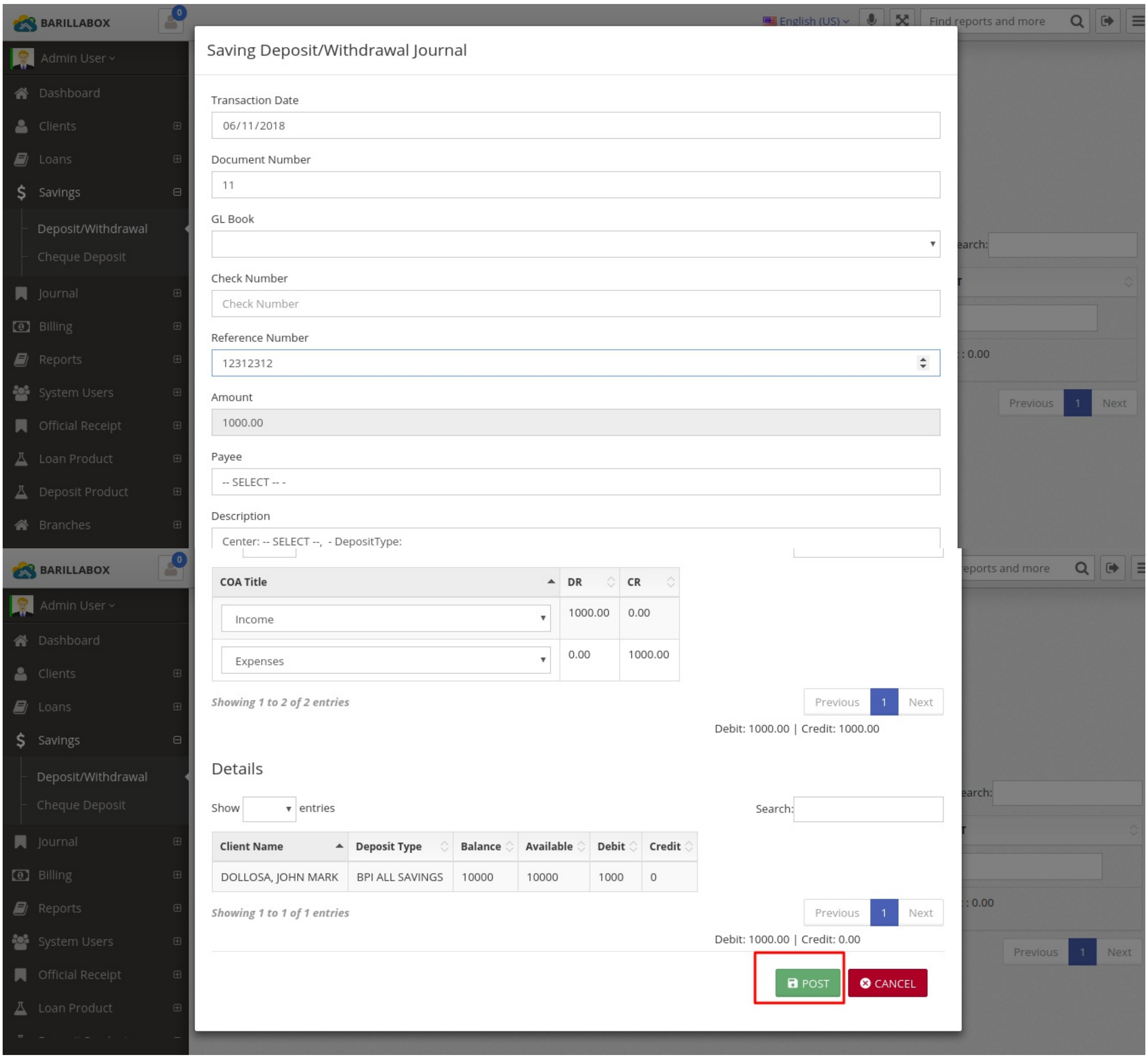
Enter the amount desired to withdraw and click on the "Withdraw" button



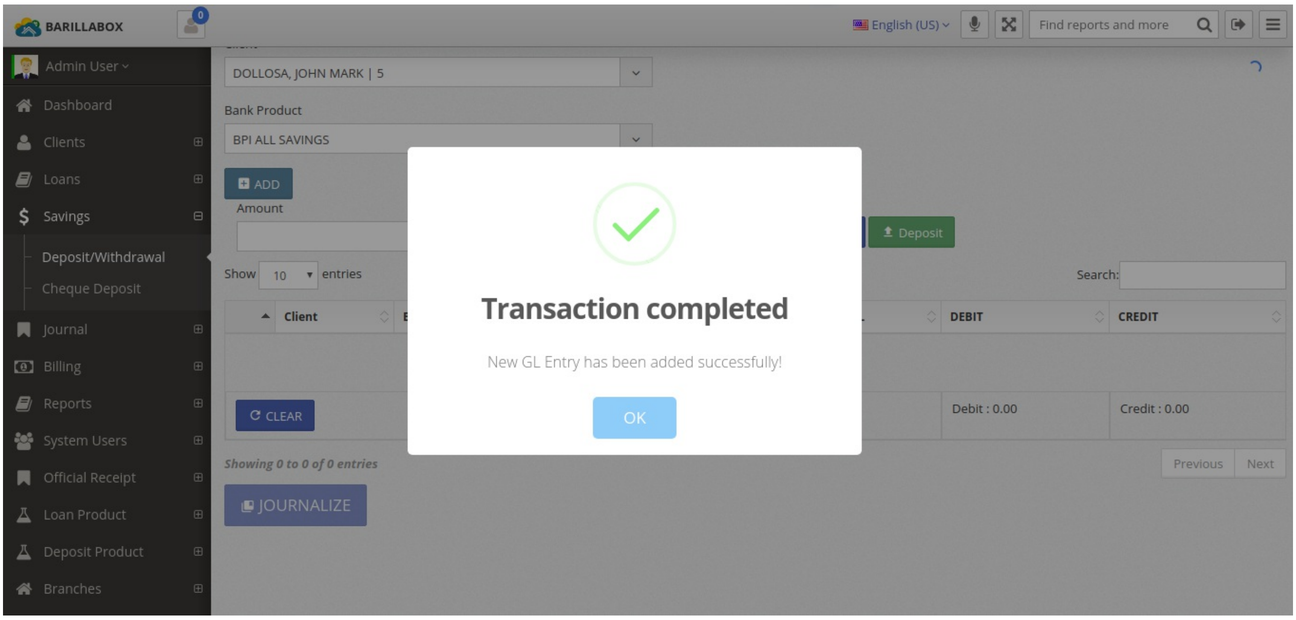
The amount will then appear under the Debit column, and you can now "Journalize"

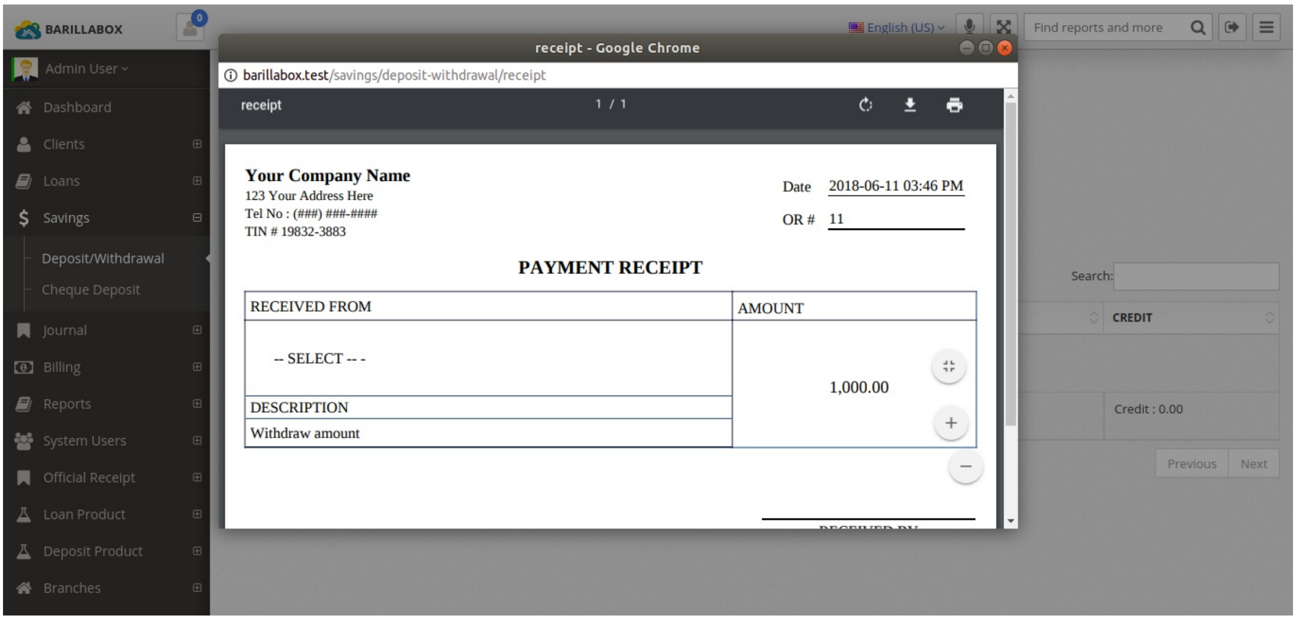


Verify the information on the journal and click "Post"



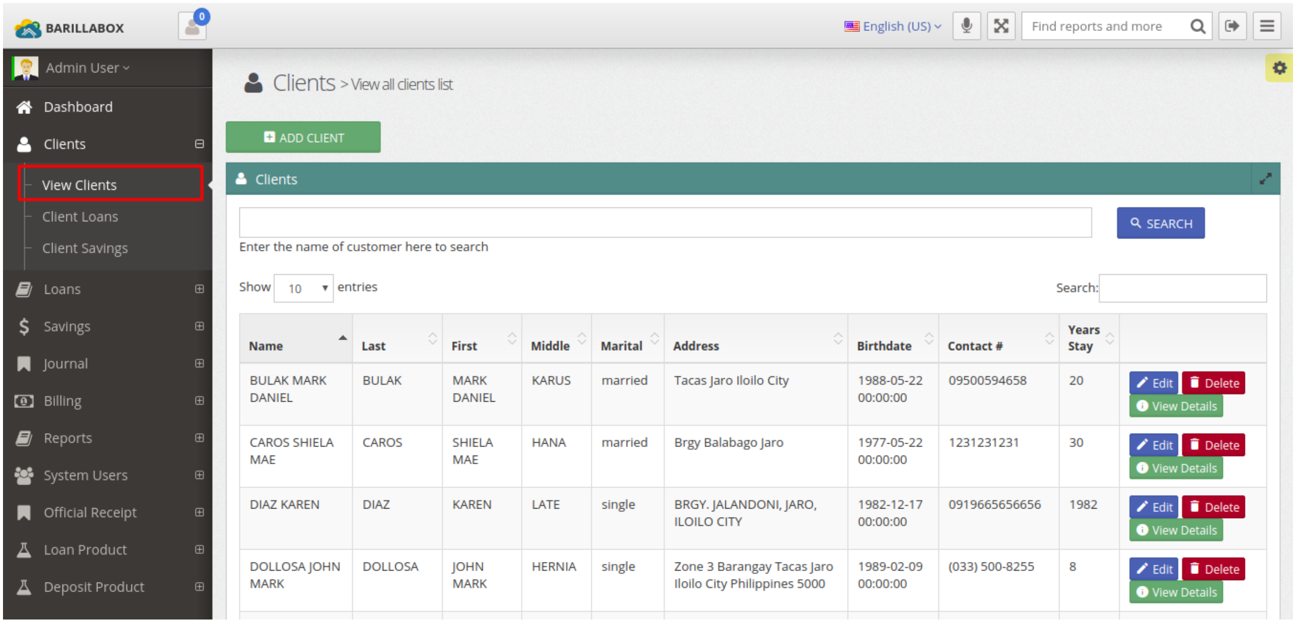
The transaction will be completed and the system will generate a receipt for the transaction.



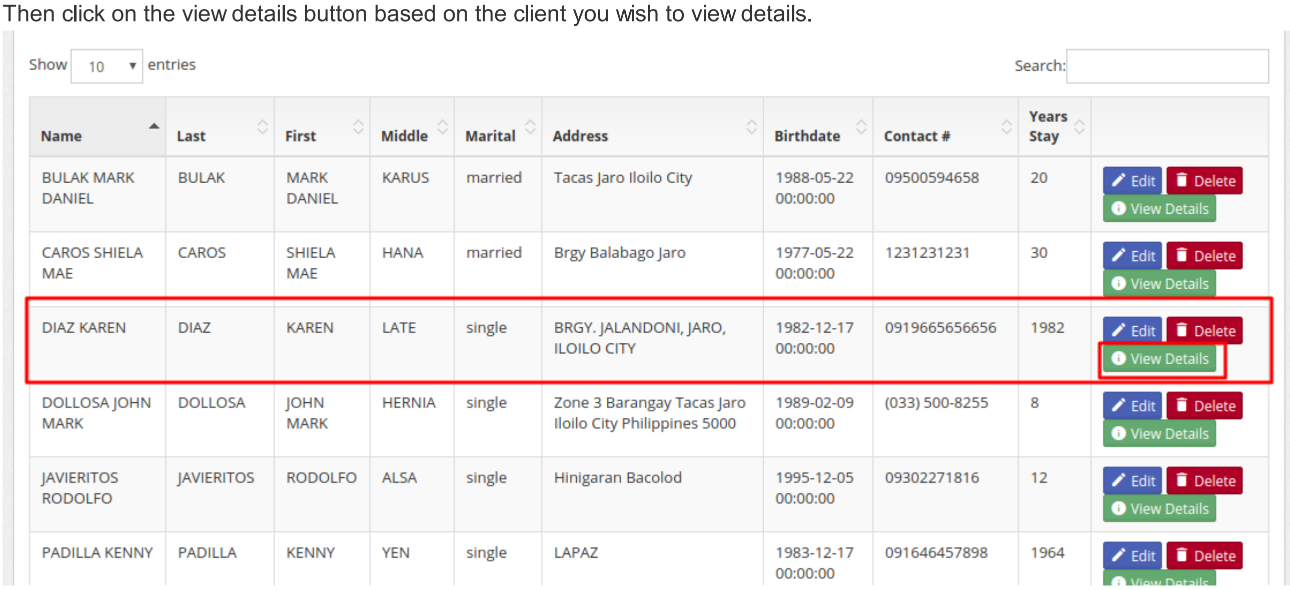


Savings-Account.md

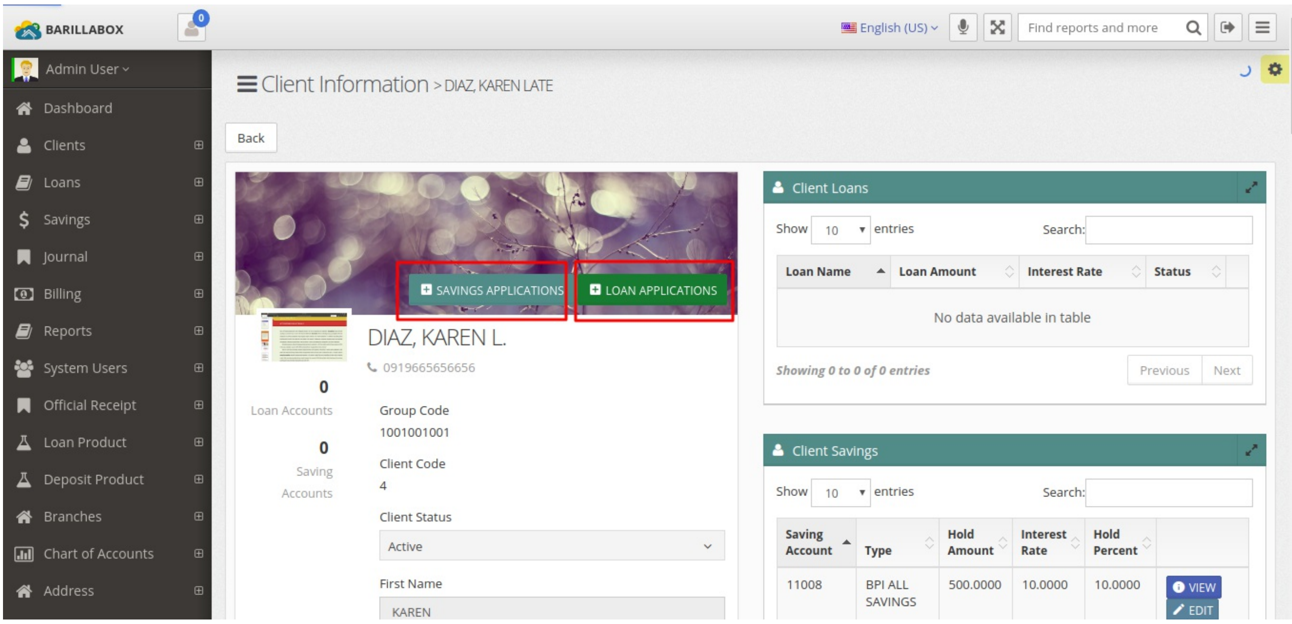
To update the checklist for a loan/savings application, you need to view the previous applications created for a specific client. To do so, you need to search for a specific client on the clients list page in Clients > View Clients.



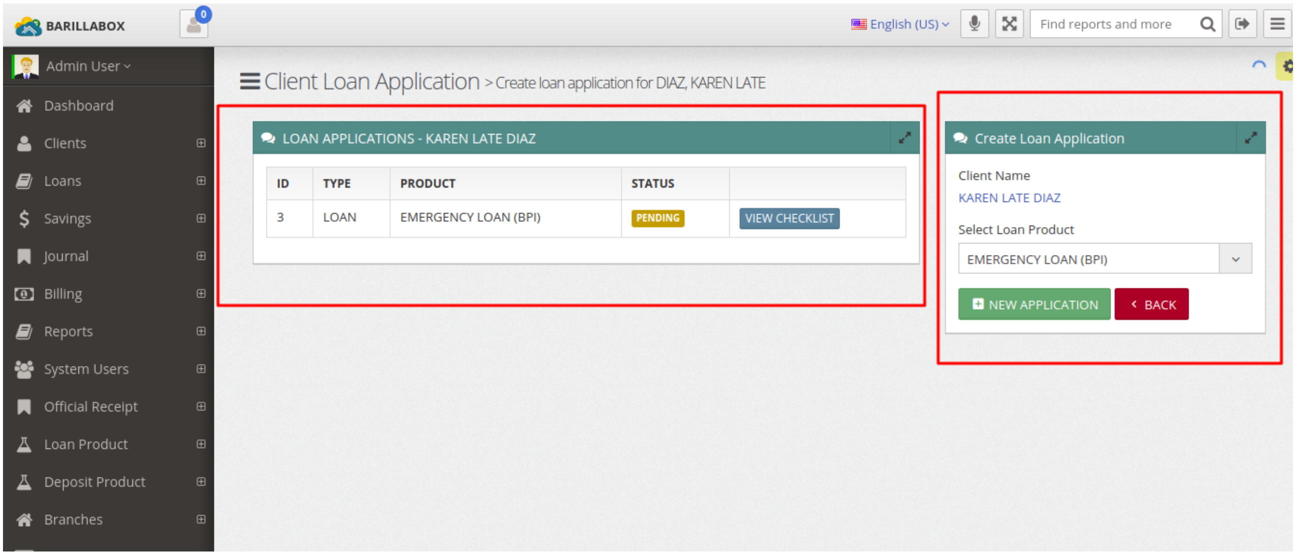
Then click on the view details button based on the client you wish to view details.



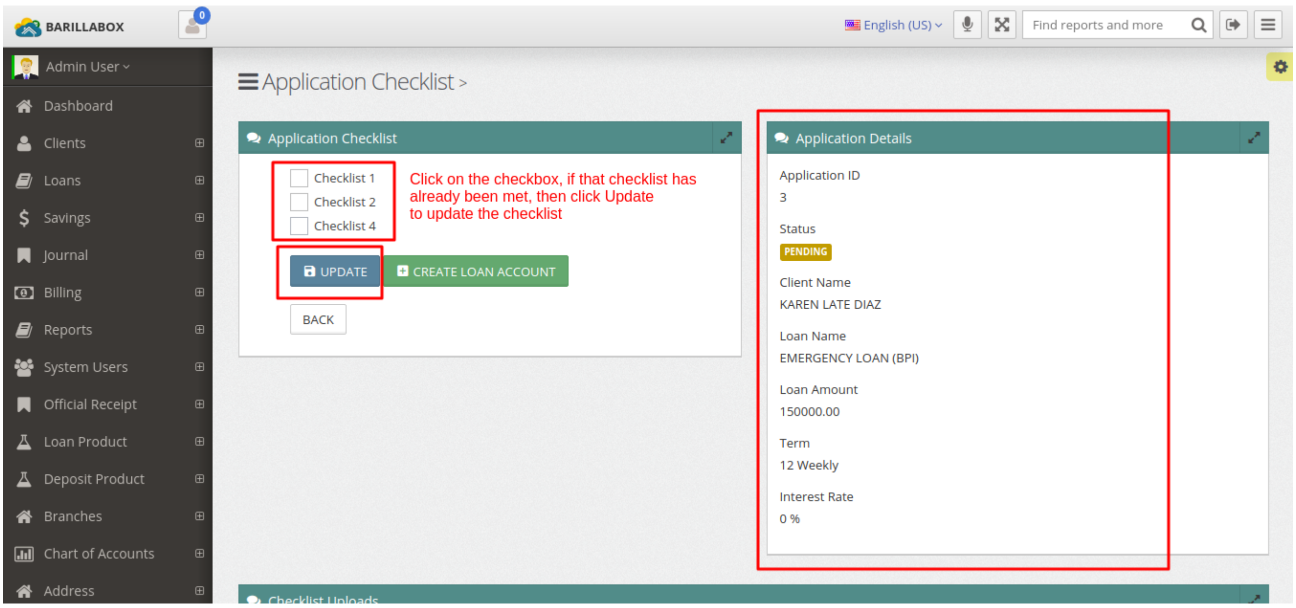
Then select which type of application you wish to view the checklist.



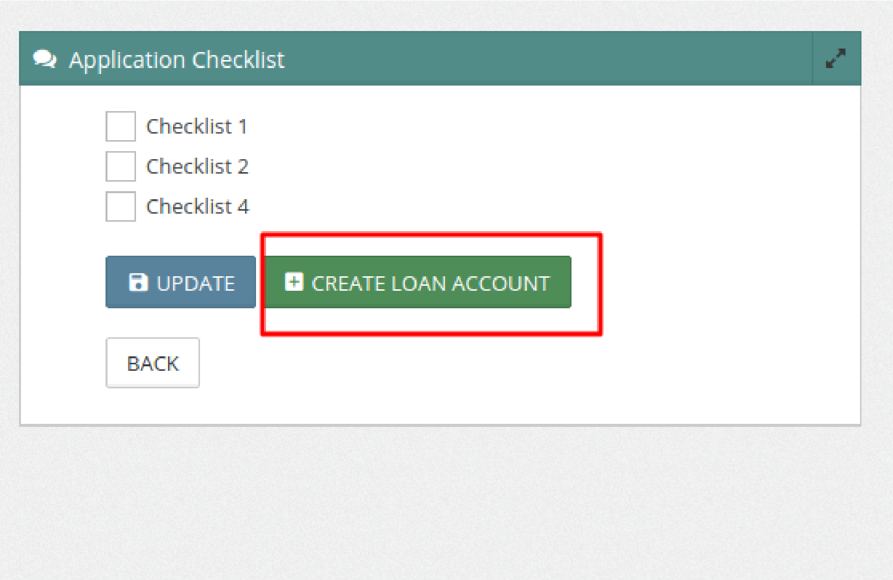
Then from this page, you will have an ability to create a new application or view the application checklist. Based on the screenshot below, there is a pending application and you may be able to view the checklist for this application.



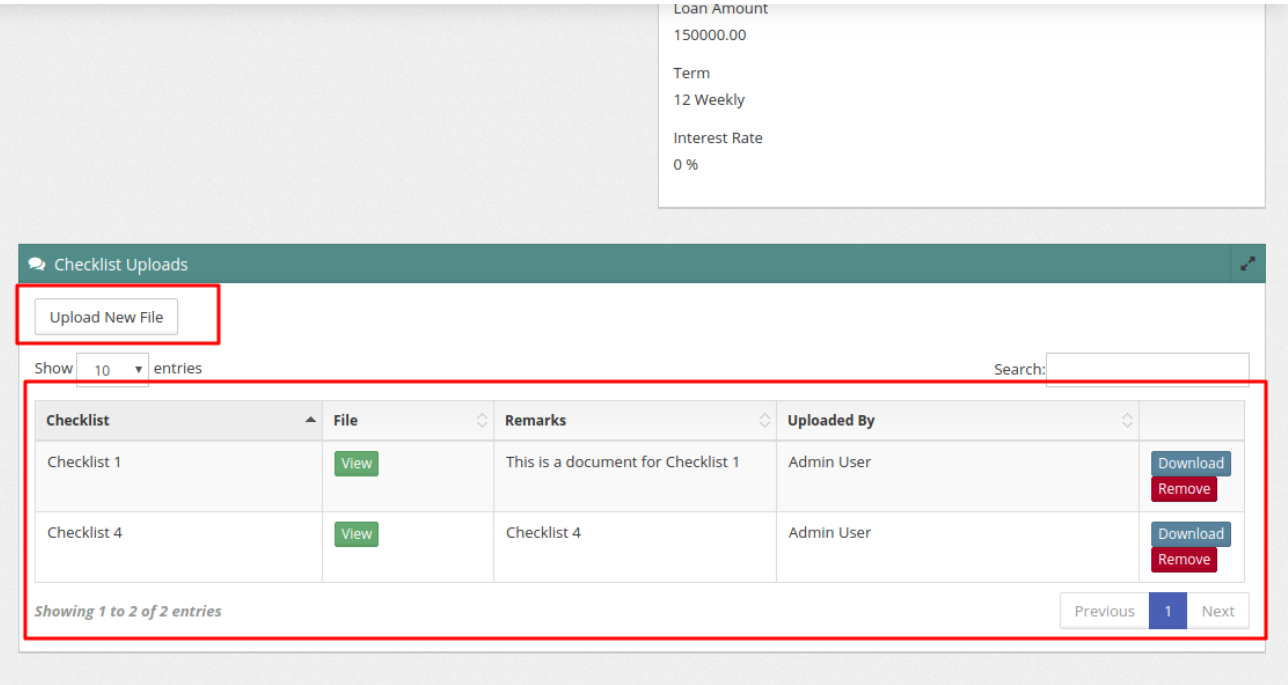
Click on the checkbox on the left side of the checkbox to mark the checklist as completed. Then be sure to click on the "Update" button. to update the checklist. You can also view the details of that specific application

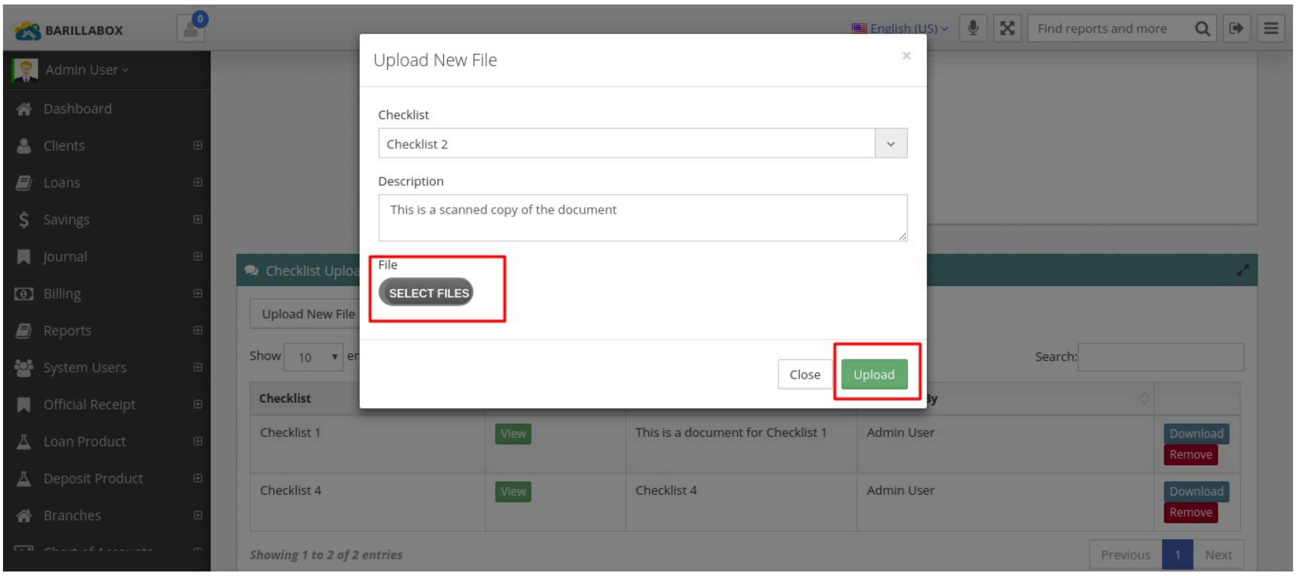


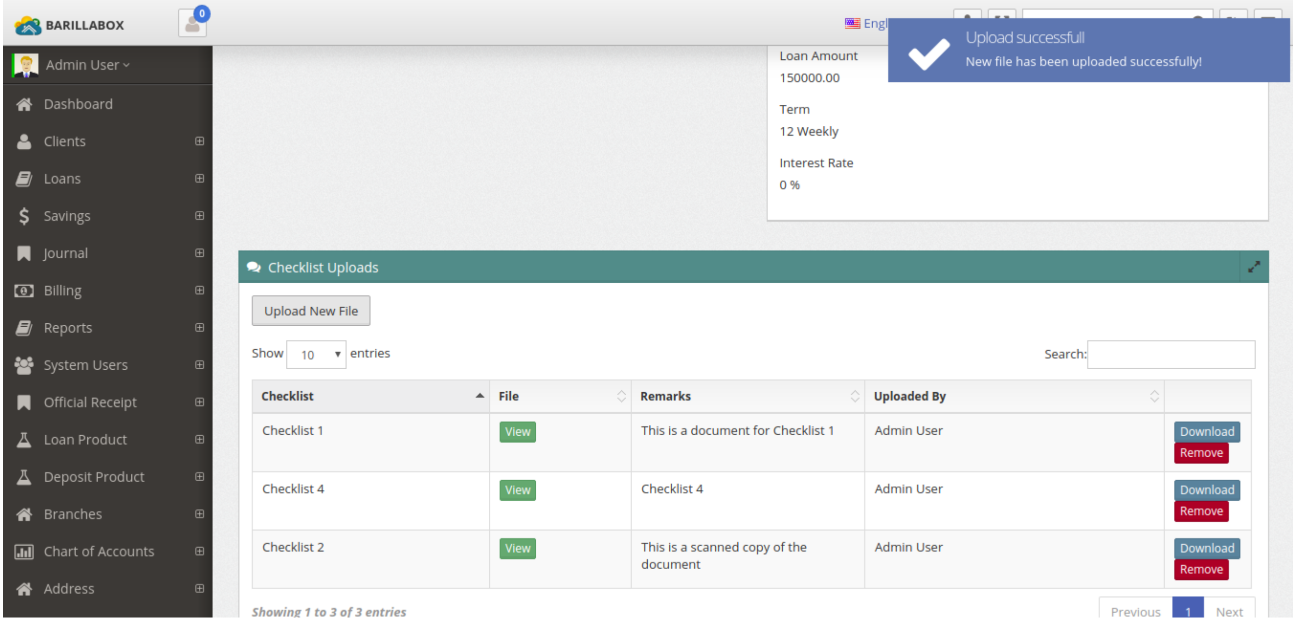
The "Create Loan Account" button will create the loan account for that specific application. This is usually done if all the checklist has been met.



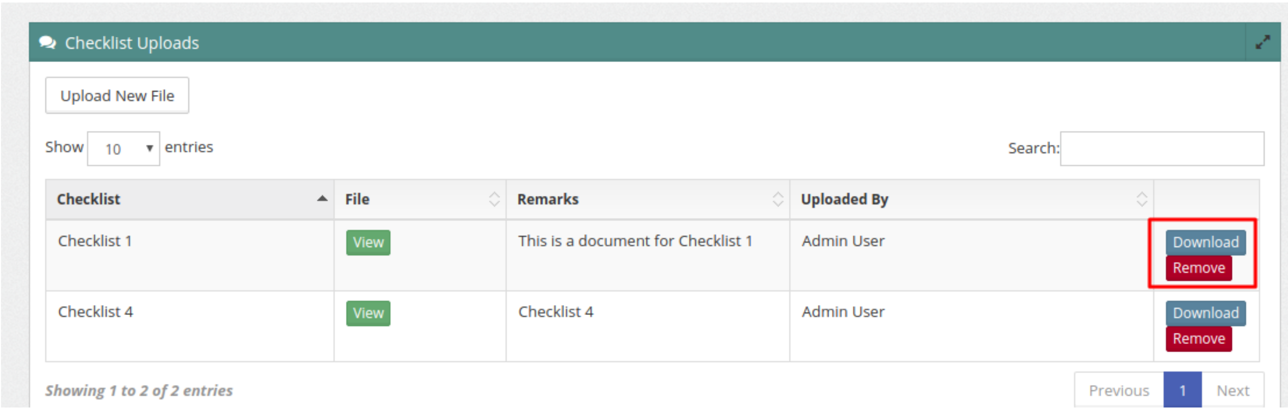
You can also upload scanned documents for the checklist below the page .



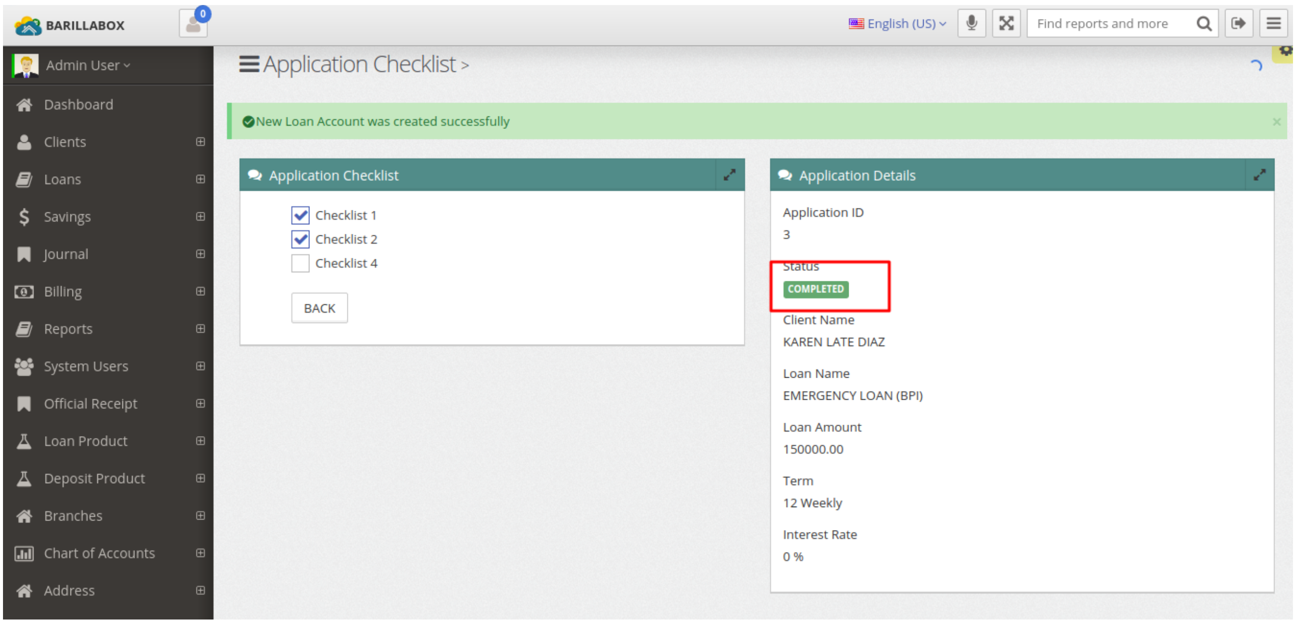




You can also remove/download recently or previously uploaded checklist.

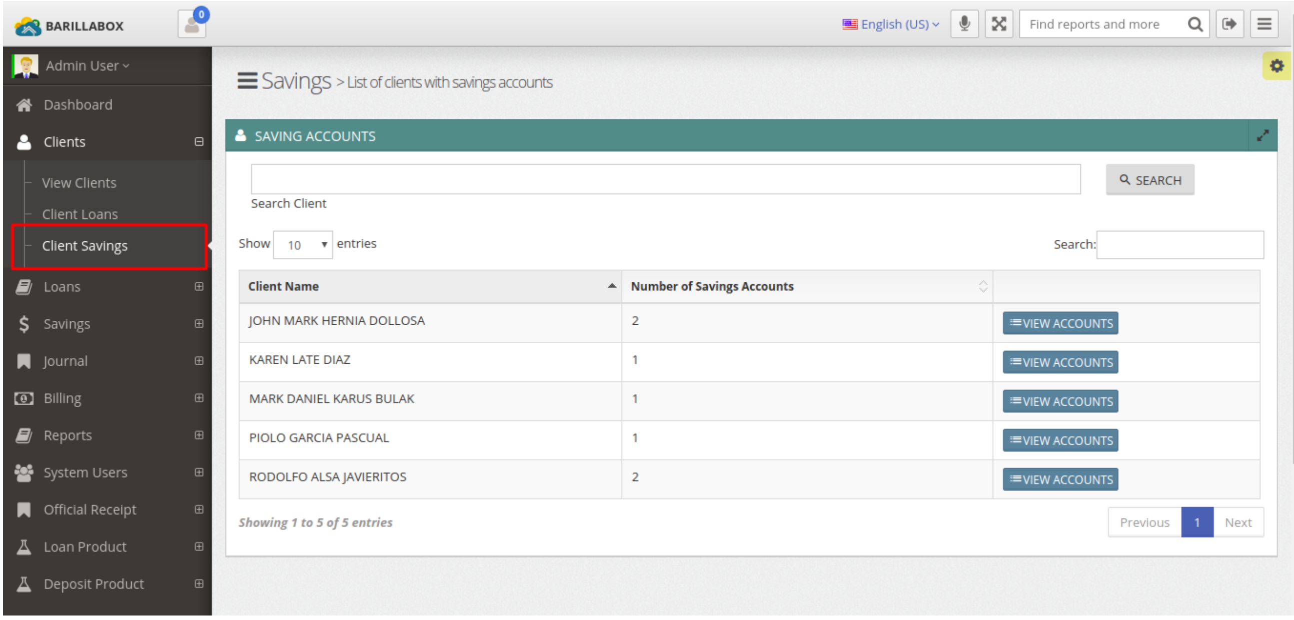


The status of the application will be completed once you have created a loan account for this application.



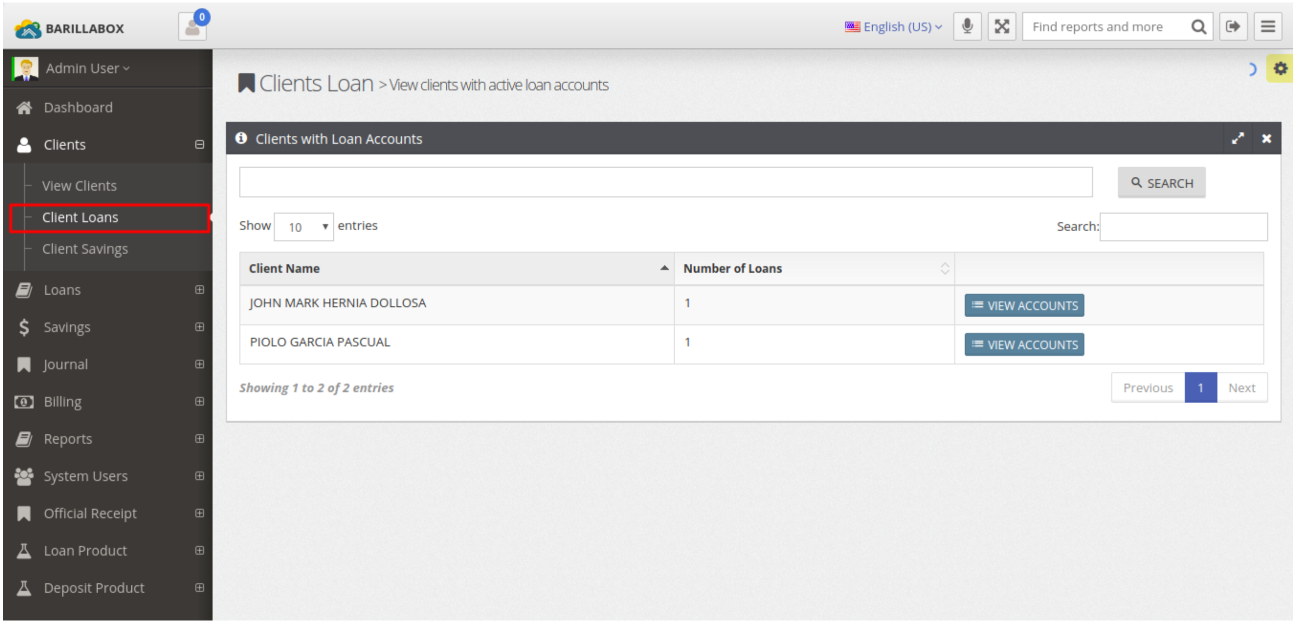
View-clients-with-savings-accounts.md

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

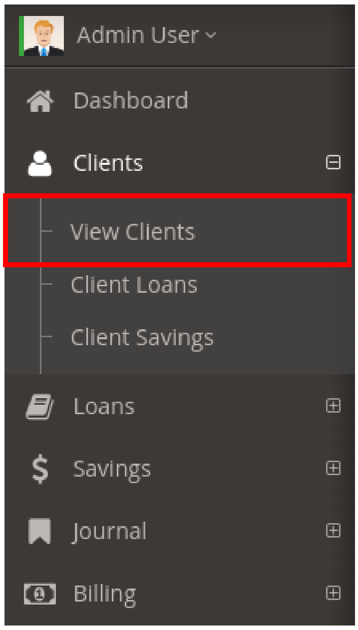


create-bank-account.md

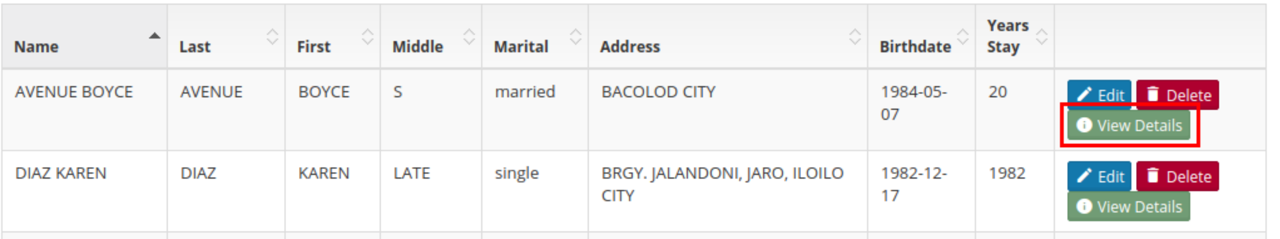
Creating bank account of the client

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**

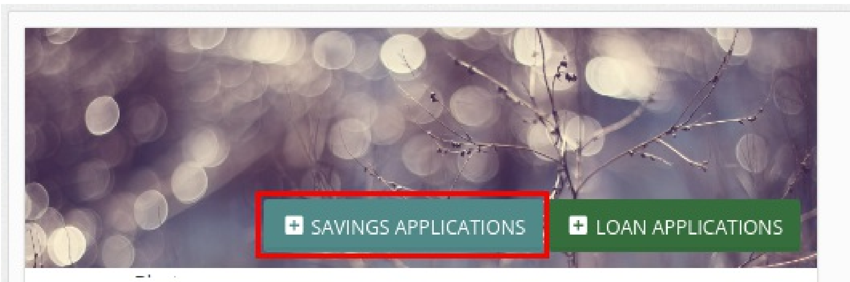


*The list of client will appeard and go to view details. the image below:

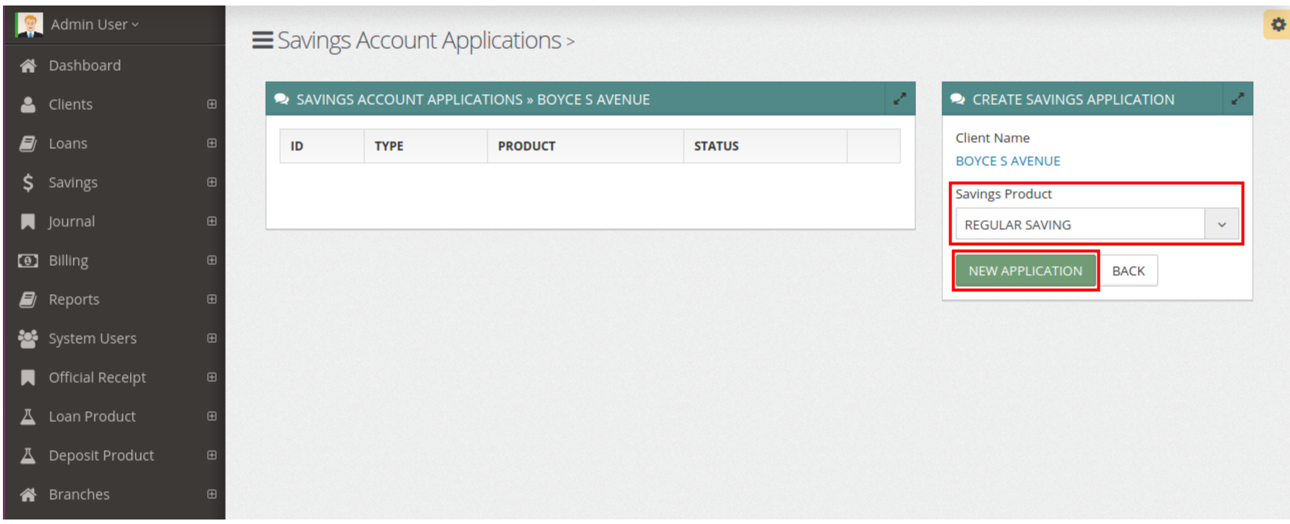


Name	Last	First	Middle	Marital	Address	Birthdate	Years Stay	
AVENUE BOYCE	AVENUE	BOYCE	S	married	BACOLOD CITY	1984-05-07	20	Edit Delete View Details
DIAZ KAREN	DIAZ	KAREN	LATE	single	BRGY. JALANDONI, JARO, ILOILO CITY	1982-12-17	1982	Edit Delete View Details

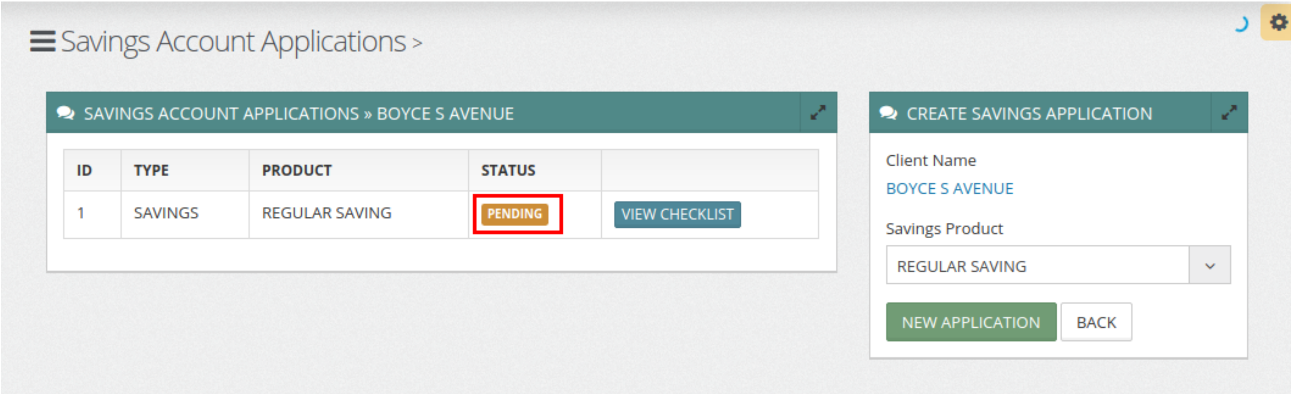
*Click Savings Application



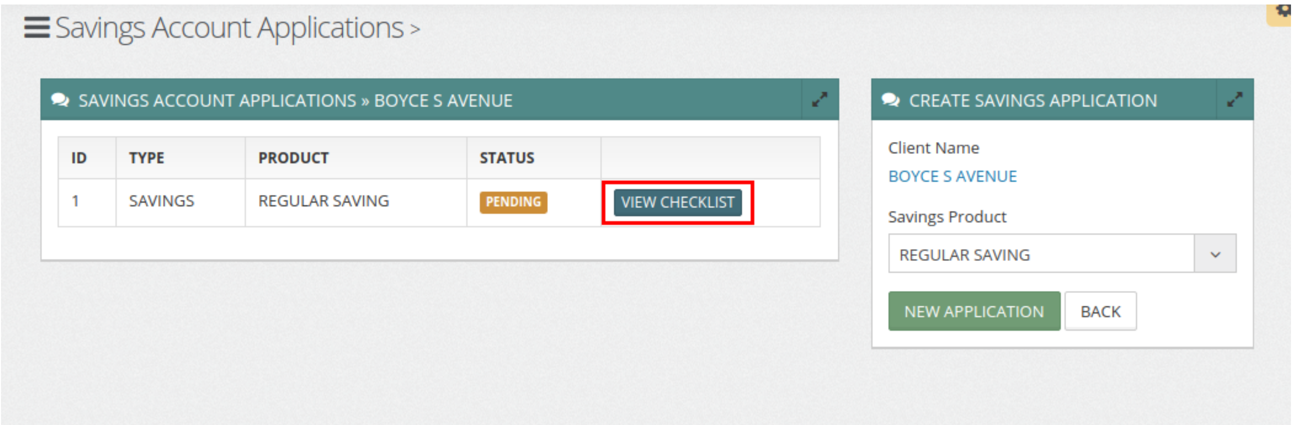
2. After selecting savings application new tab will appear then select a savings product to apply for a new bank account of client



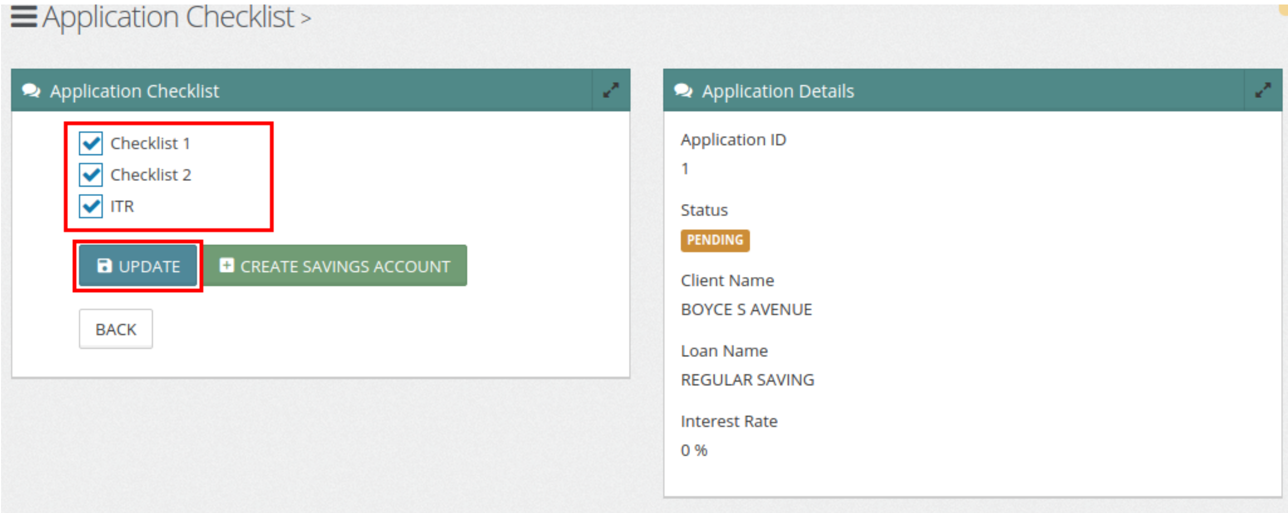
*The client have a pending status as the images shown below.



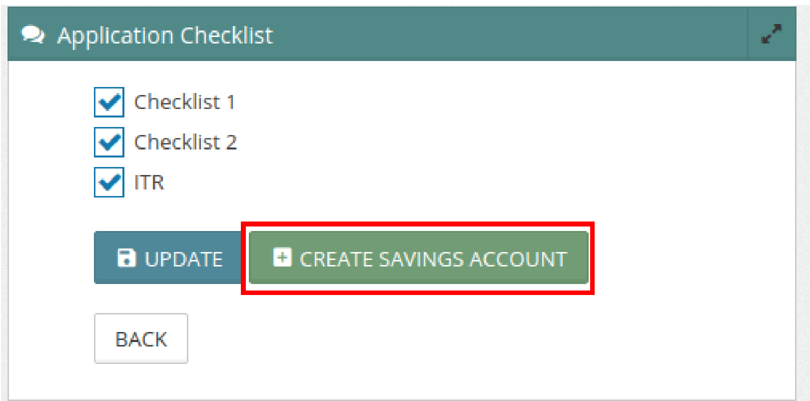
***Click View Checklist to verify checklist of client bank account, new window will appear.**



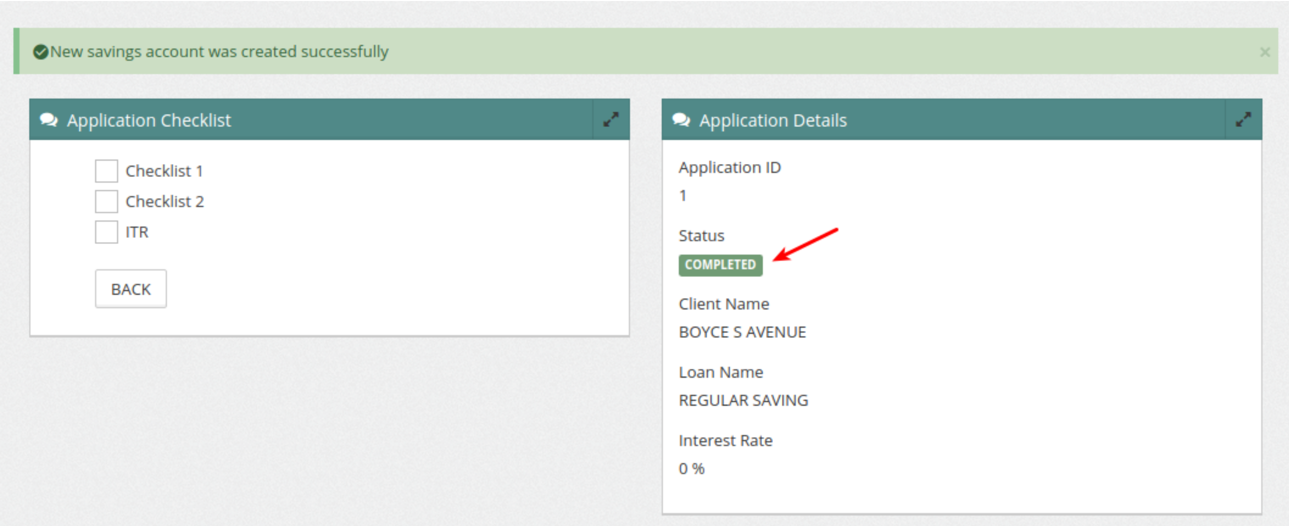
3. Check those checklist intended by bank account requirements and click update.



4. Click Create Savings Account to finish application registration.



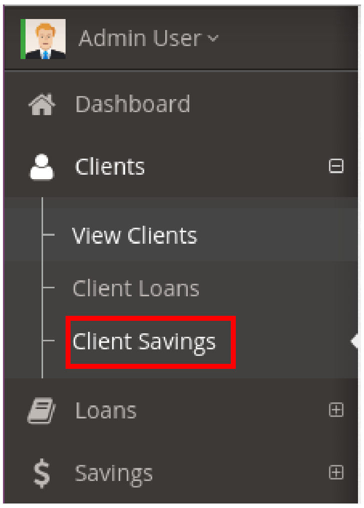
***The client bank account status will become COMPLETED.**



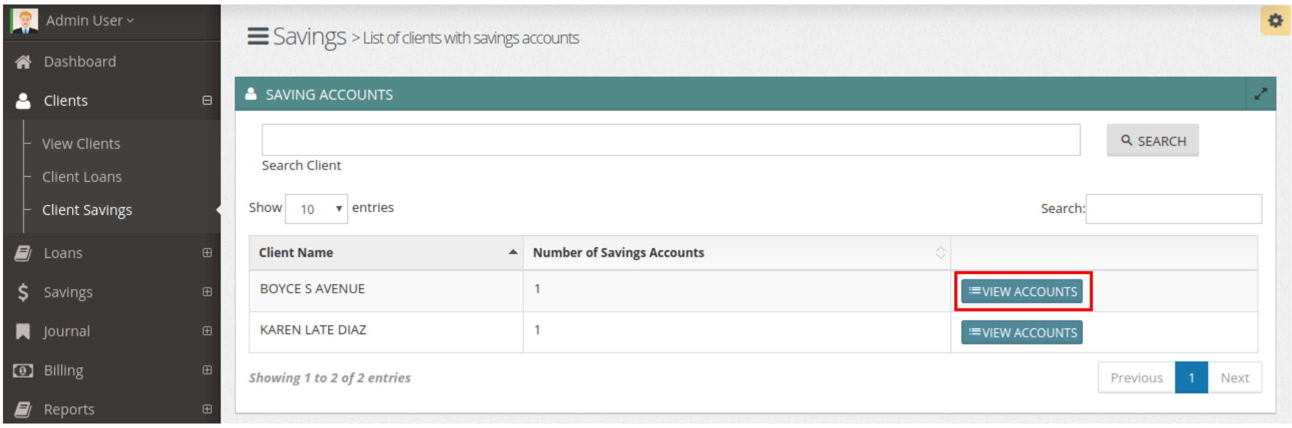
#view client deposit account

1. To view client deposit account for specific client

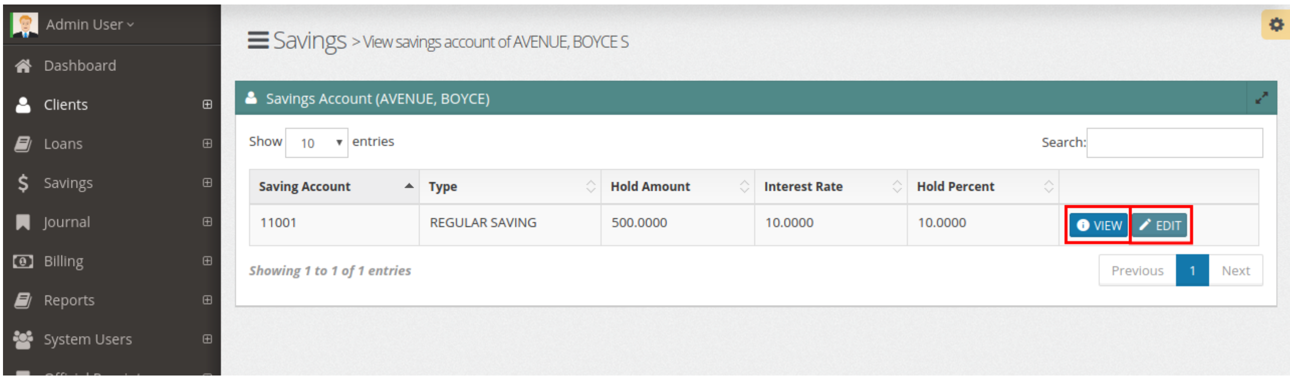
***You can do so by going through the left navigation menu under Client > Client Savings**



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

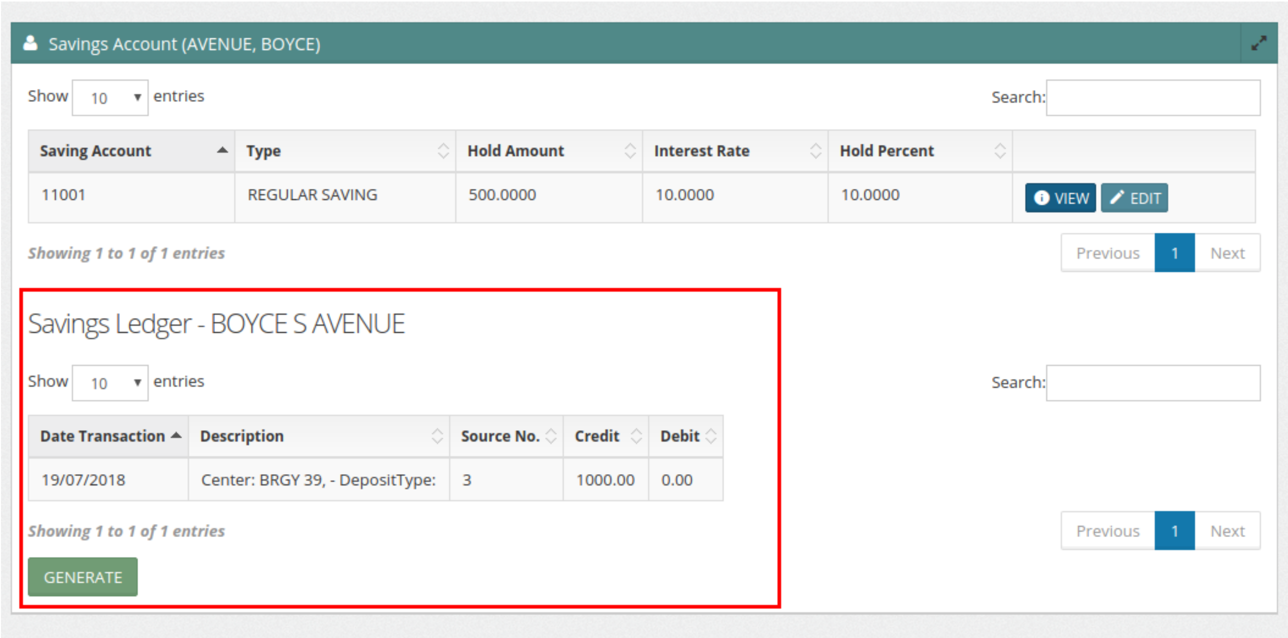


***The list of specific client savings account will appear. Then click view or edit**

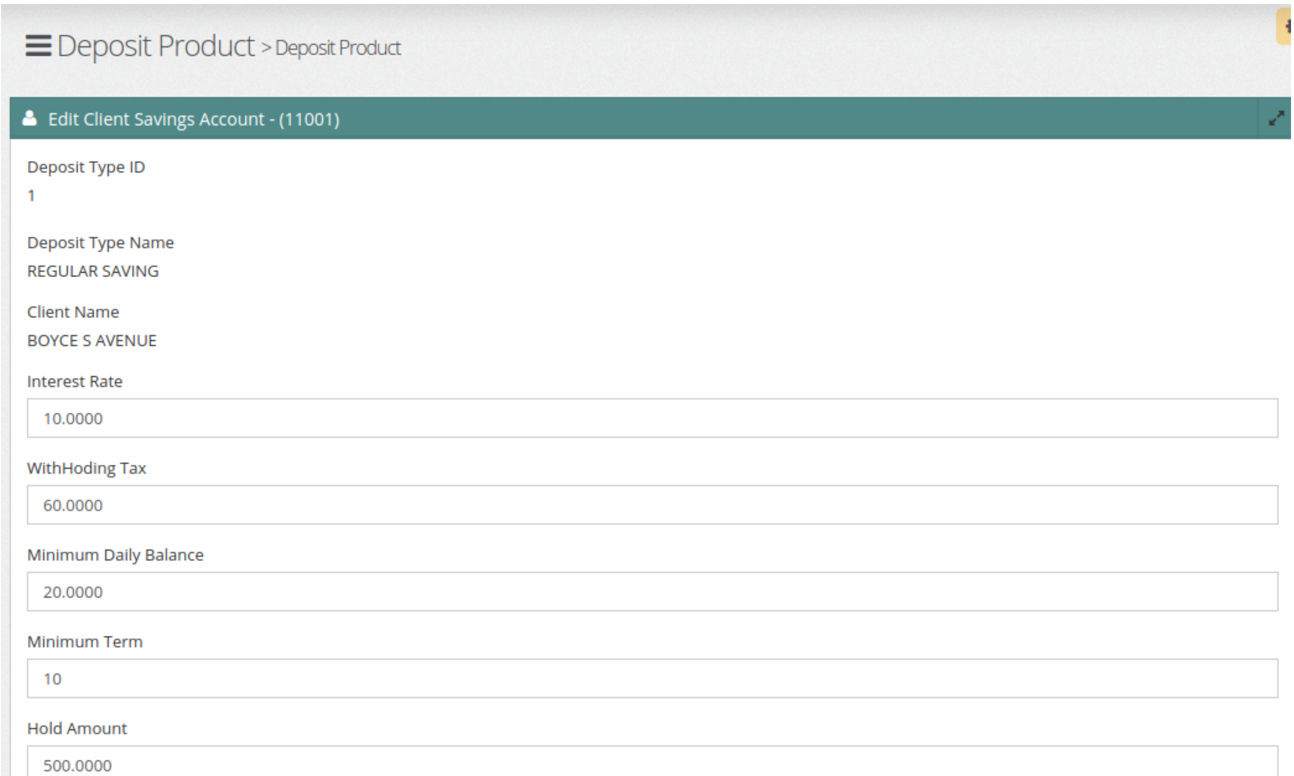


***Then this will appear.**

--- View



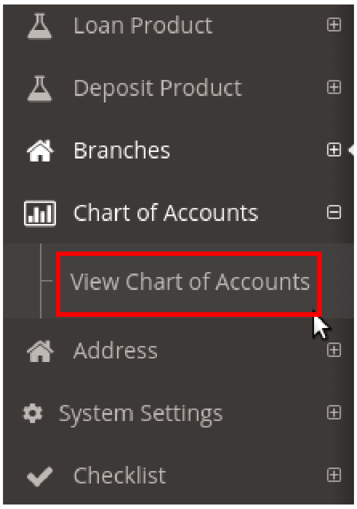
--- Edit



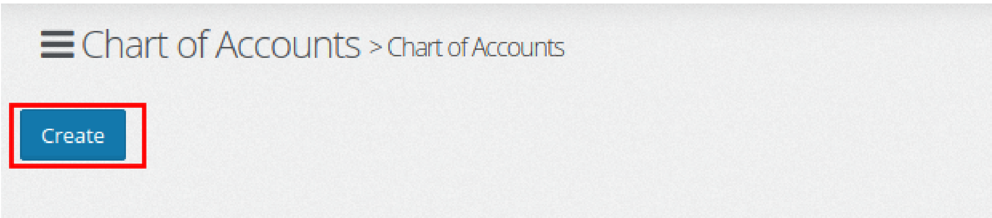
create-chart-of-account.md

1.To create a new chart of account

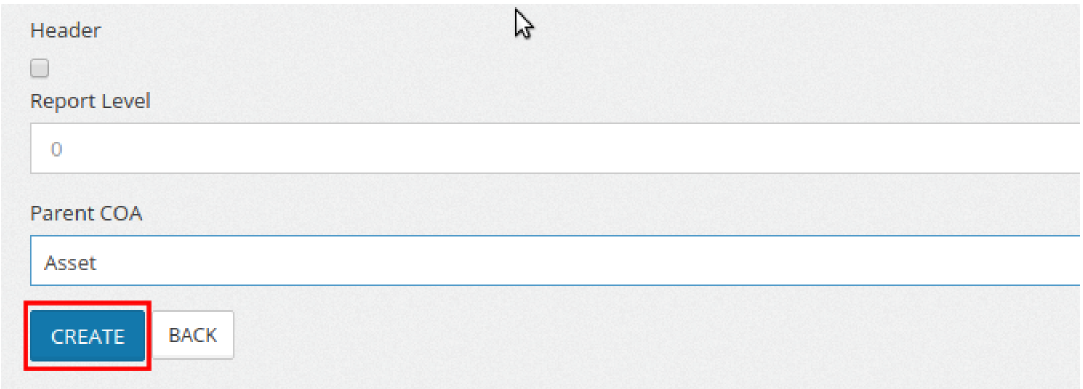
***You can do so by going through the left navigation menu under Chart of Account -> View Chart of Accounts.**



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

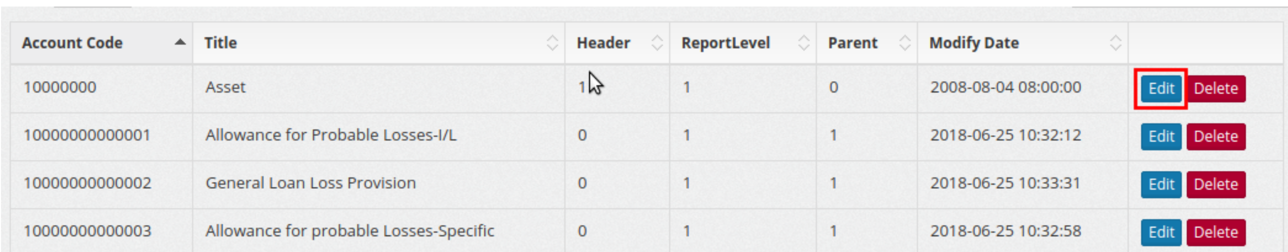


***Fill those require fields and click CREATE button at the bottom.**



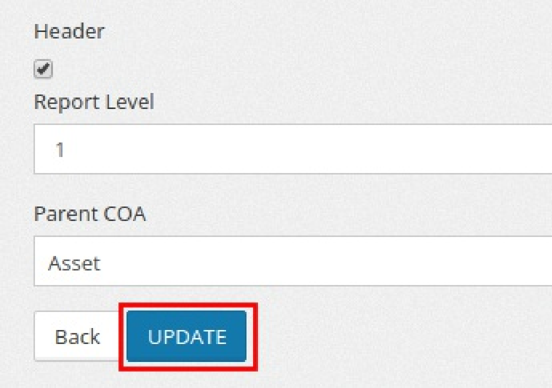
2. Edit chart of account

***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	Edit Delete
10000000000001	Allowance for Probable Losses-I/L	0	1	1	2018-06-25 10:32:12	Edit Delete
10000000000002	General Loan Loss Provision	0	1	1	2018-06-25 10:33:31	Edit Delete
10000000000003	Allowance for probable Losses-Specific	0	1	1	2018-06-25 10:32:58	Edit Delete

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

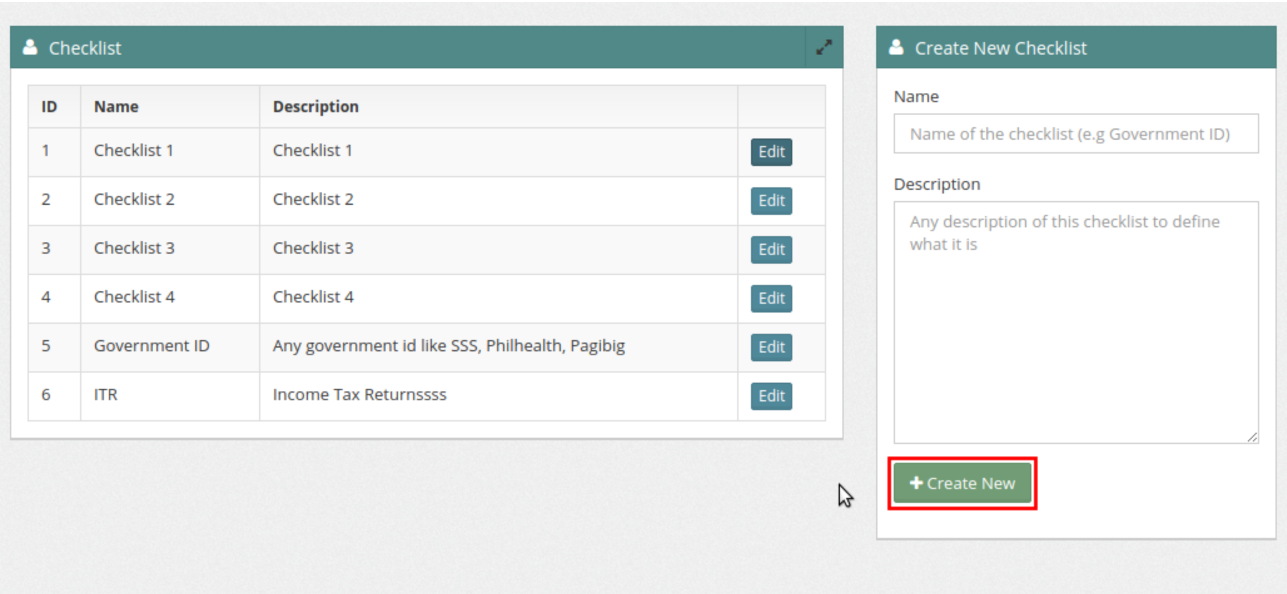


create-checklist.md

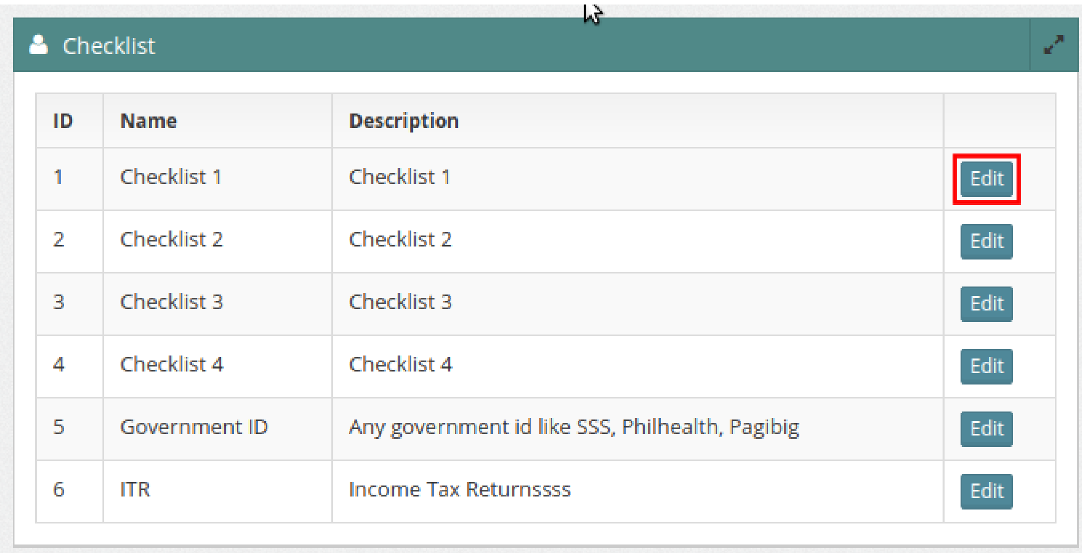
1.To create a new Checklist

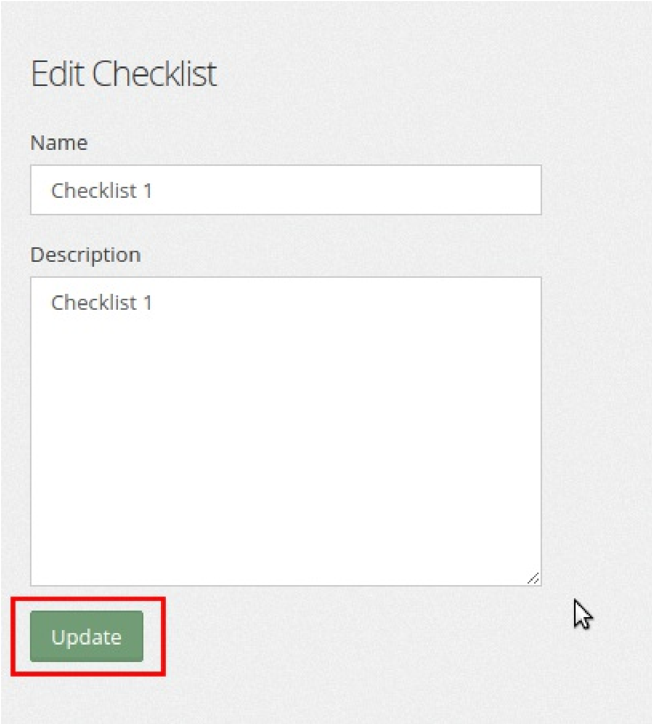
***You can do so by going through the left navigation menu under Checklist -> View Loan View Checklist.**

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



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

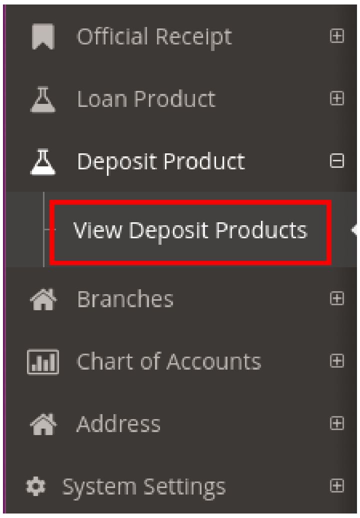




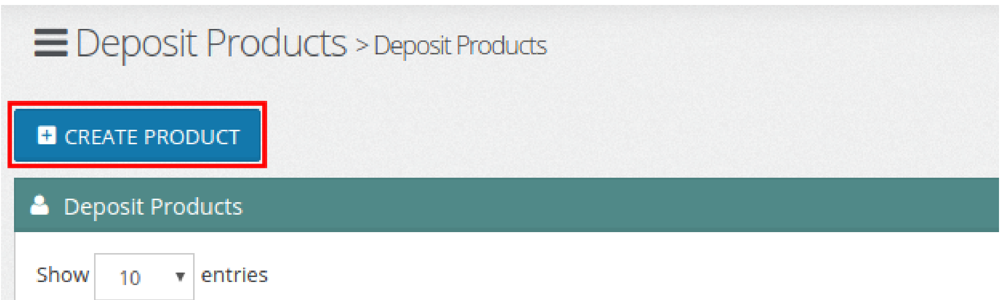
create-deposit-product.md

1.To create a new Deposit Product

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

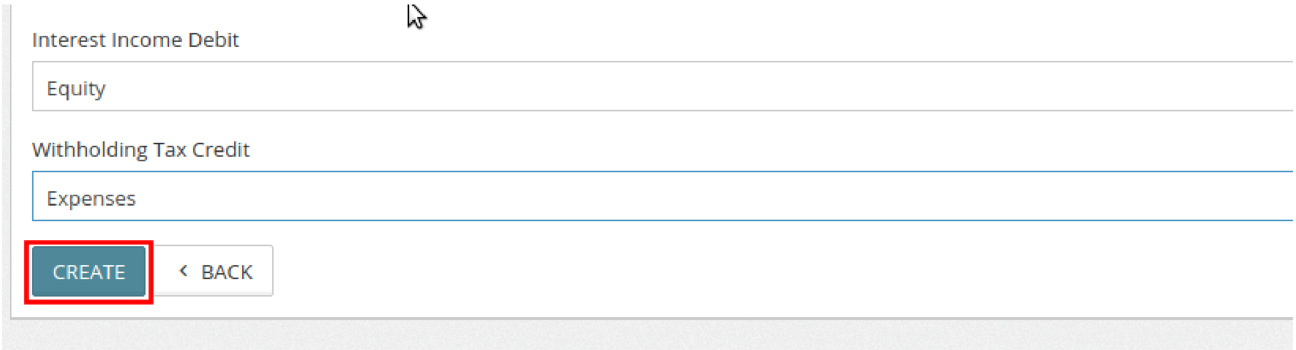


***Create new deposit product by clicking CREATE PRODUCT button.**



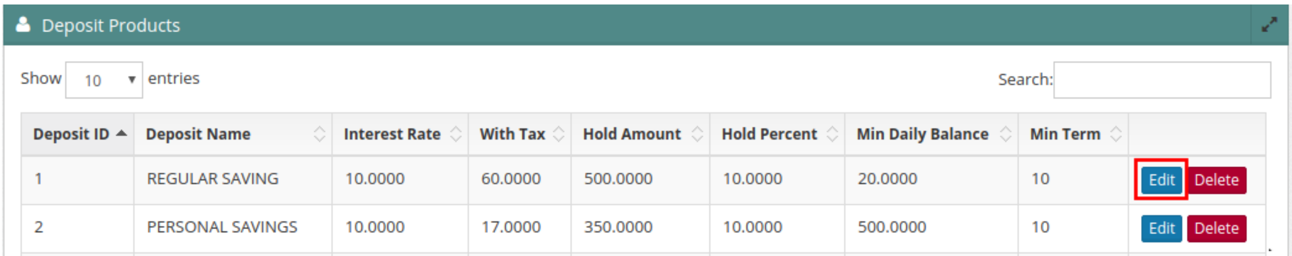
***Fill those require fields and click CREATE button at the bottom.**

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



2. Edit deposit product

***editing deposit product by clicking edit button.**

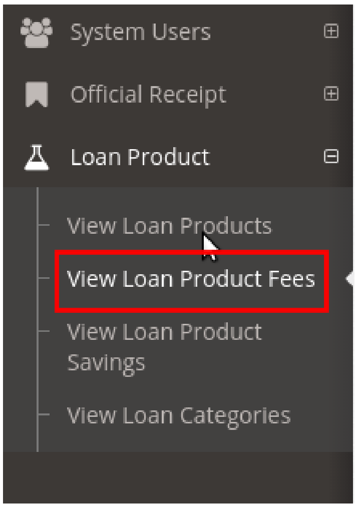


***Fill those require fields and click UPDATE button at the bottom.**

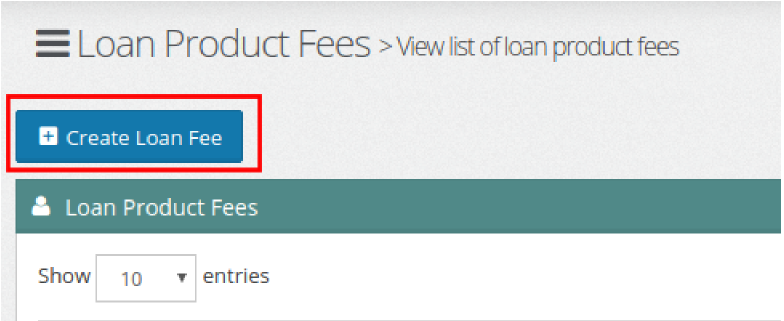
create-loan-fees.md

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.**

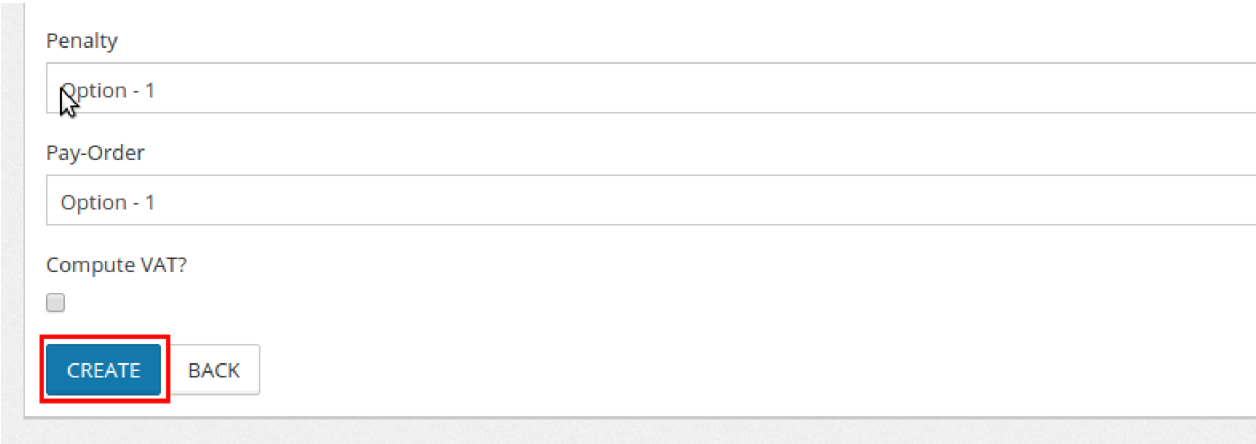


***Create new loan product fee by clicking CREATE LOAN FEE button.**



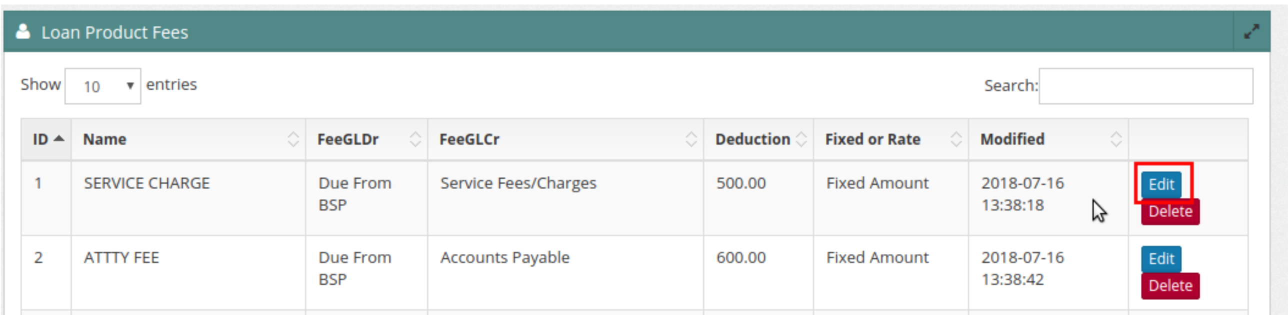
***Fill those require fields and click create button at the bottom.**

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



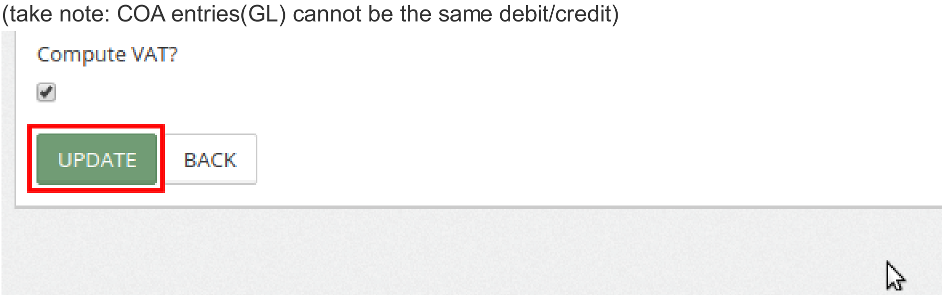
2. Edit loan product fees

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



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

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

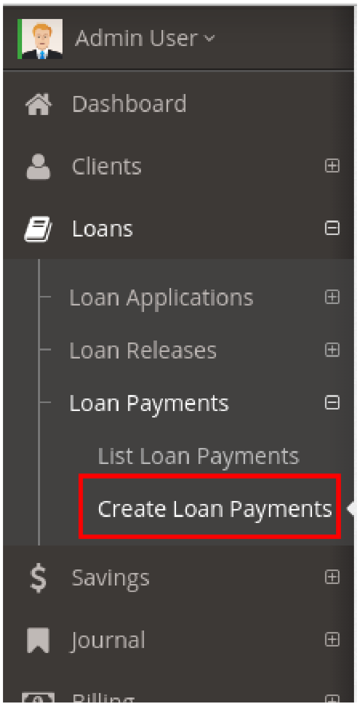


create-loan-payment.md

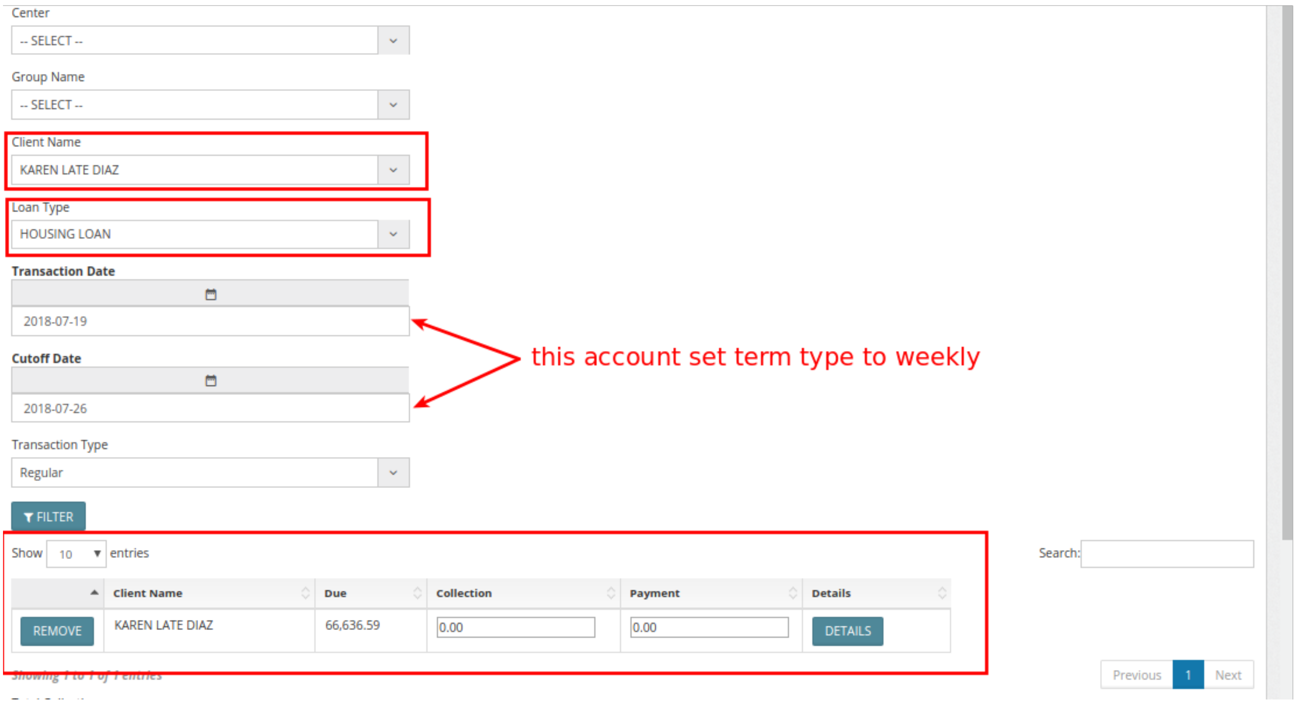
Creating Loan Account Payment of the client

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.**

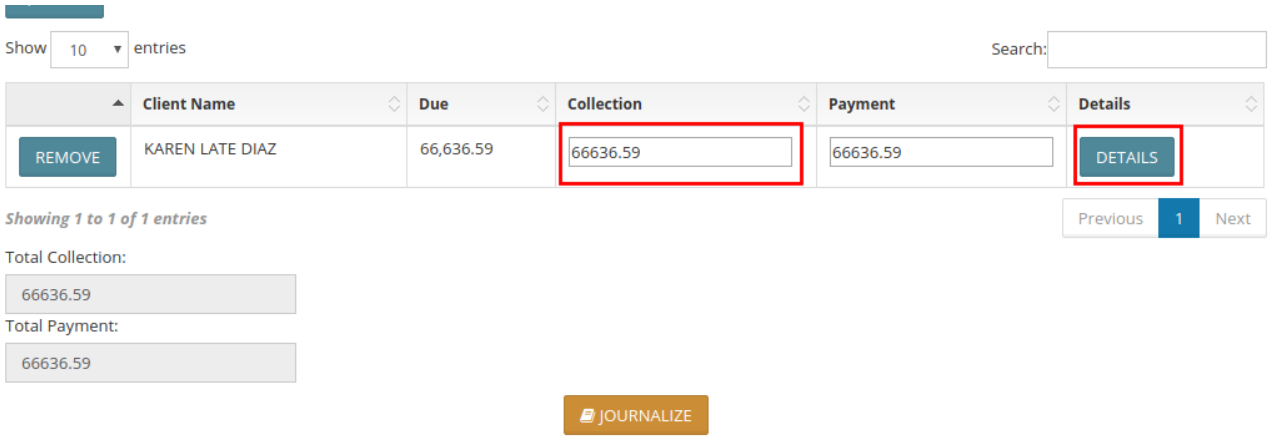


2. Filter the loan account you want to set payment by Center, Group Name, Client Name, Loan Type, Transaction Date and Cutoff Date.

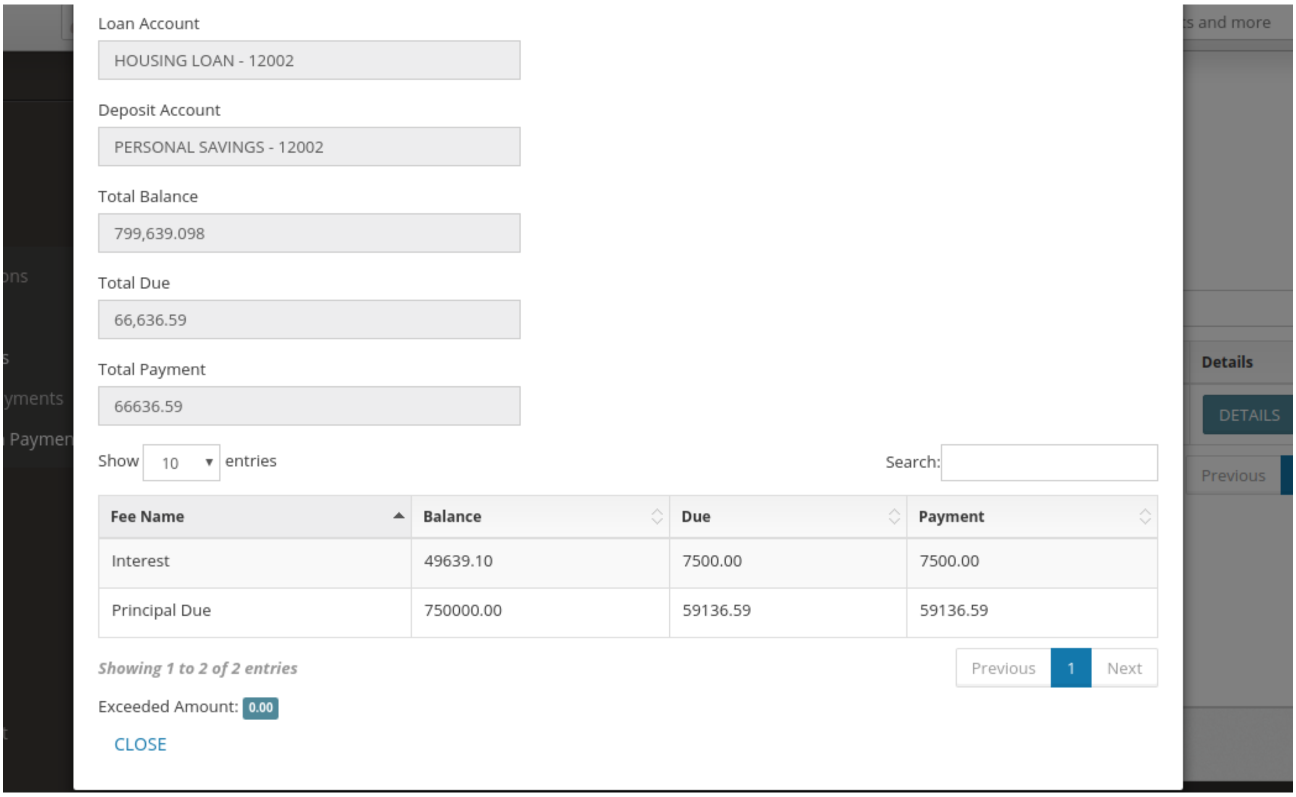


3. After the filtering the result will appear,

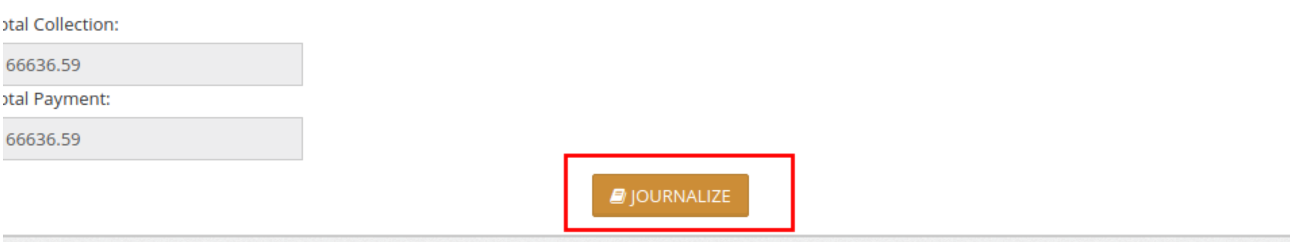
***you can now insert the amount to pay the due.**



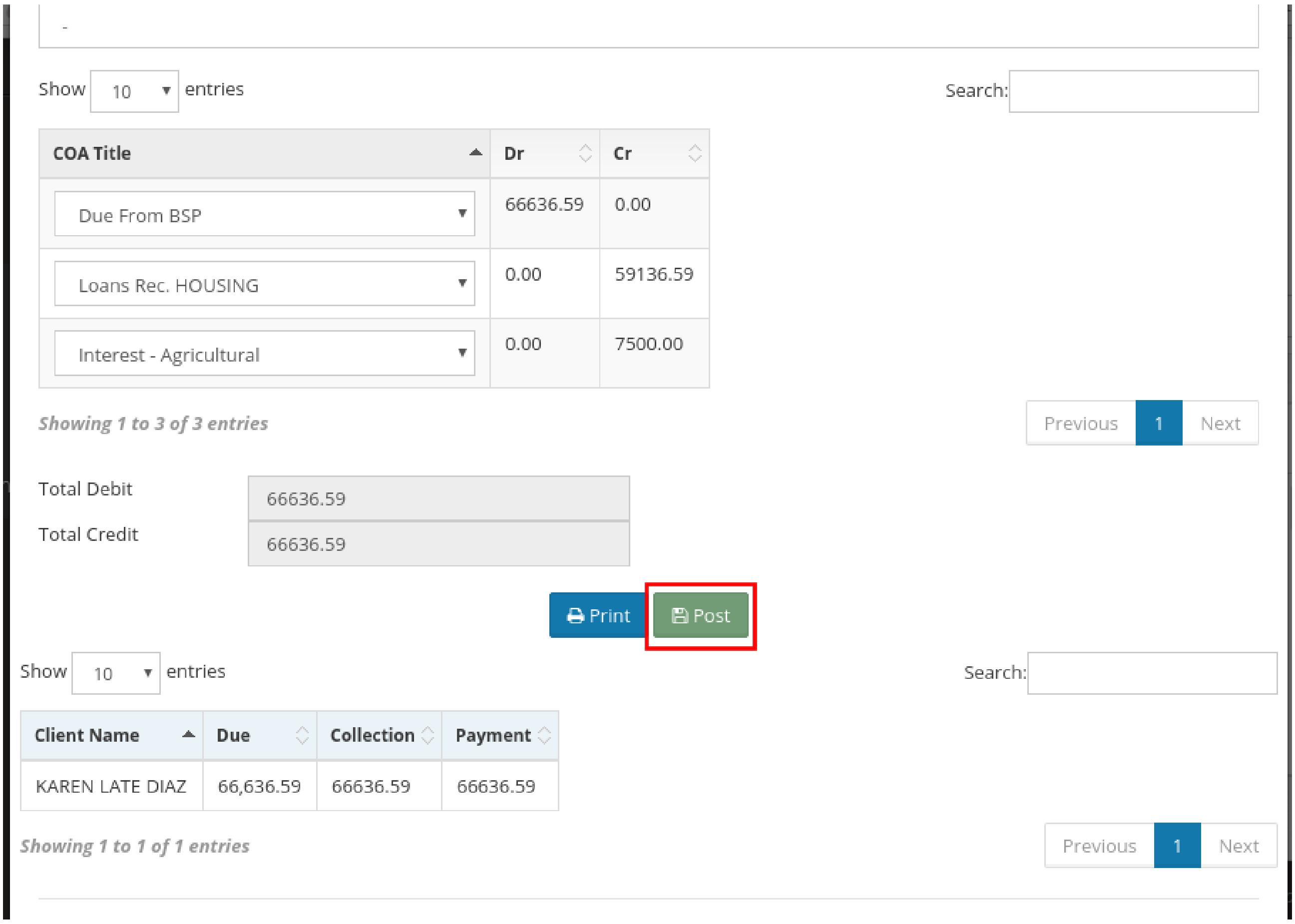
***and click details to show where the amount will separate depend on the payment order.**



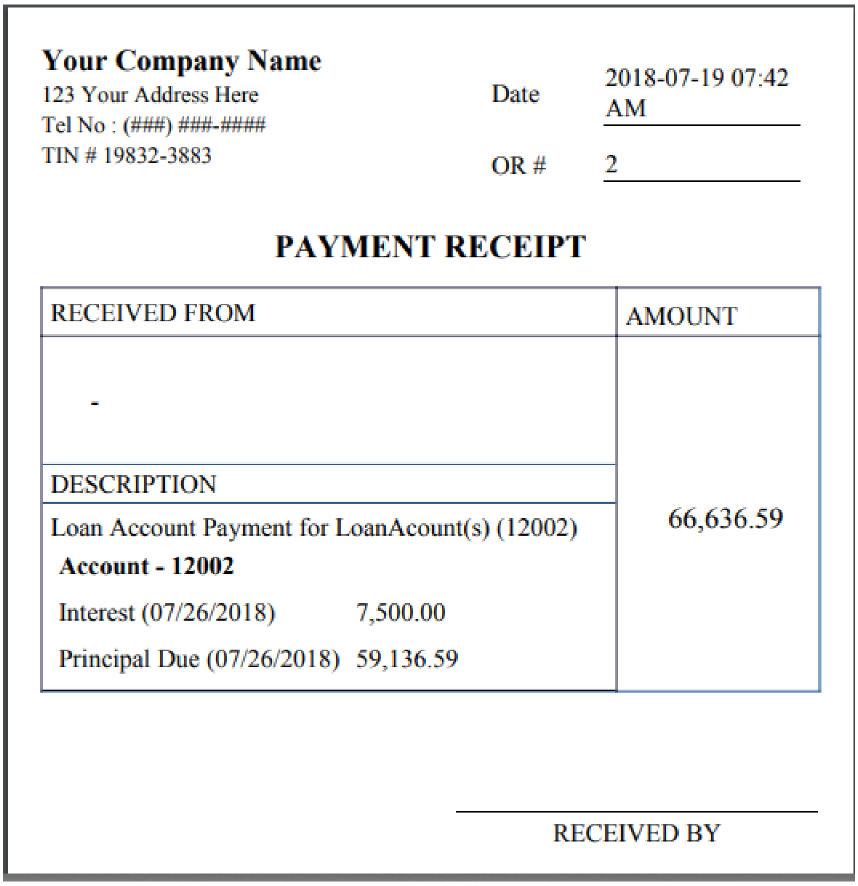
4. Journalize it to post the payment of loan account by clicking journalize button on the bottom. (Take note: only journalize the loan account have a payment amount)



***Do post the payment.**



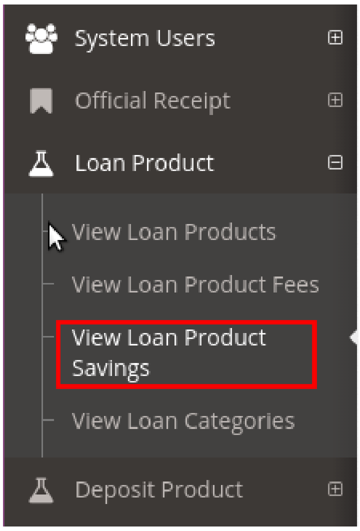
***The receipt will automatically generated.**



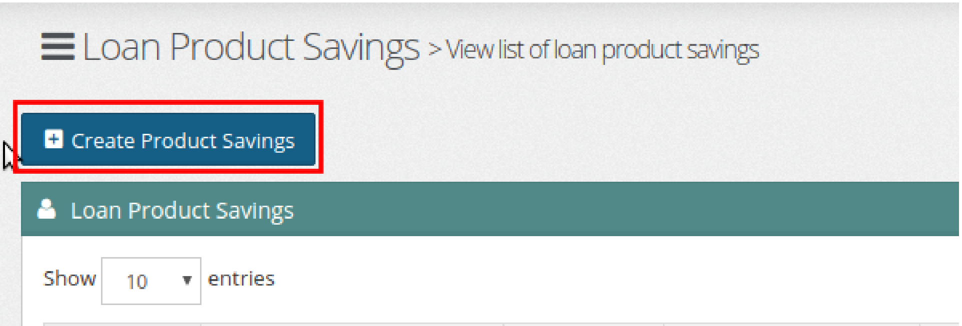
create-loan-prod-savings.md

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.**

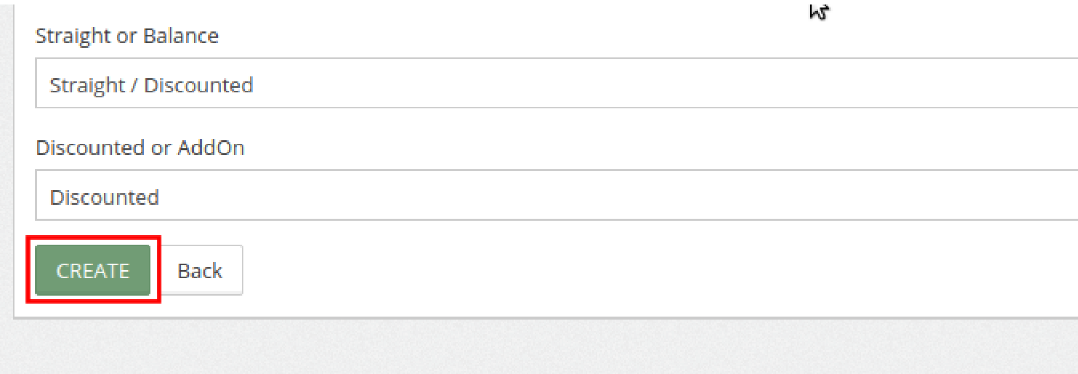


***Create new loan product savings by clicking CREATE LOAN SAVINGS button.**



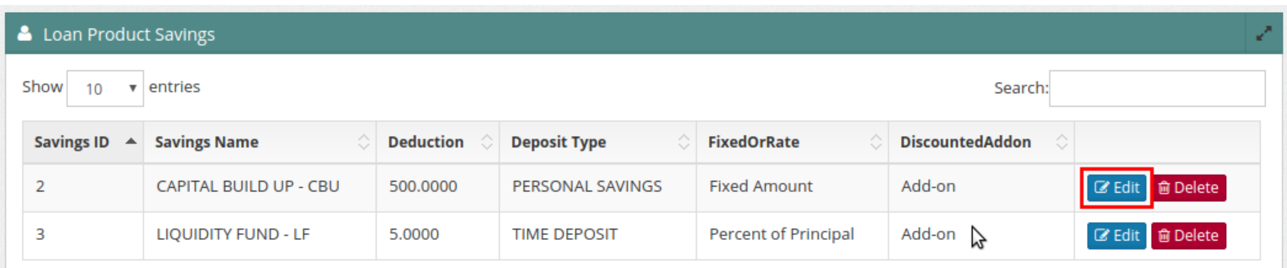
***Fill those require fields and click CREATE button at the bottom.**

(take note: Link to Deposit require deposit product otherwise create a deposit product link

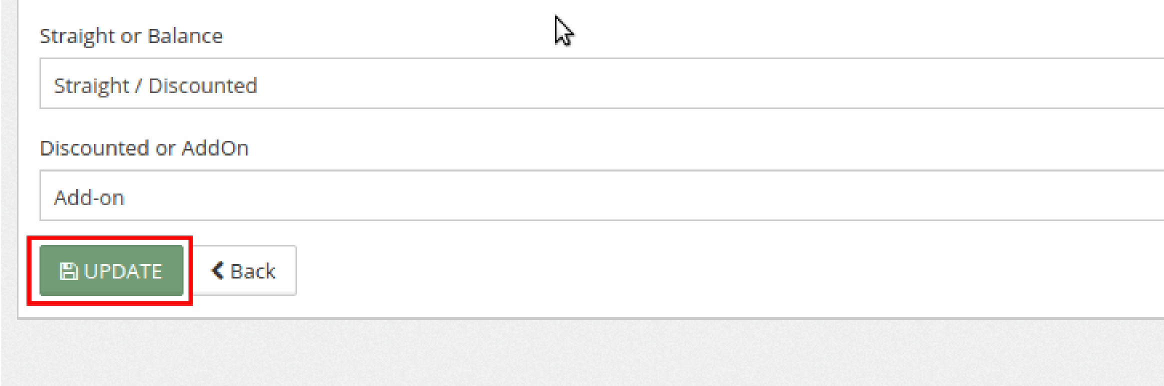


2. Edit loan product savings

***editing loan product savings by clicking edit button.**



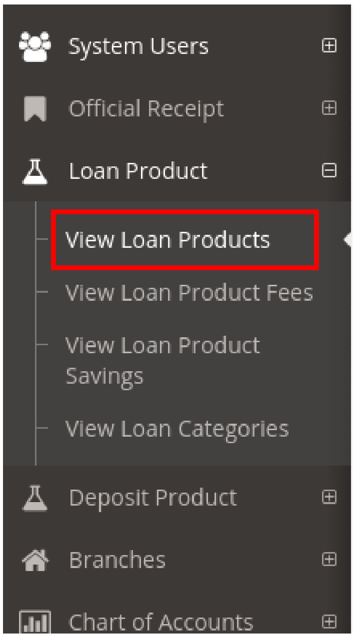
***Fill those require fields and click UPDATE button at the bottom.**



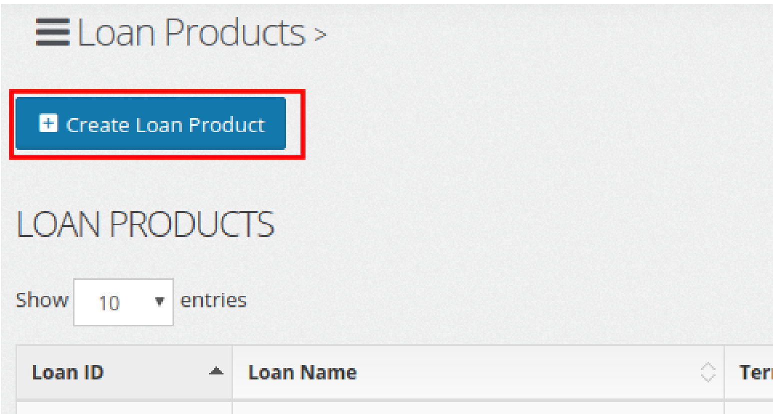
create-loan-product.md

1.To create a new loan product

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

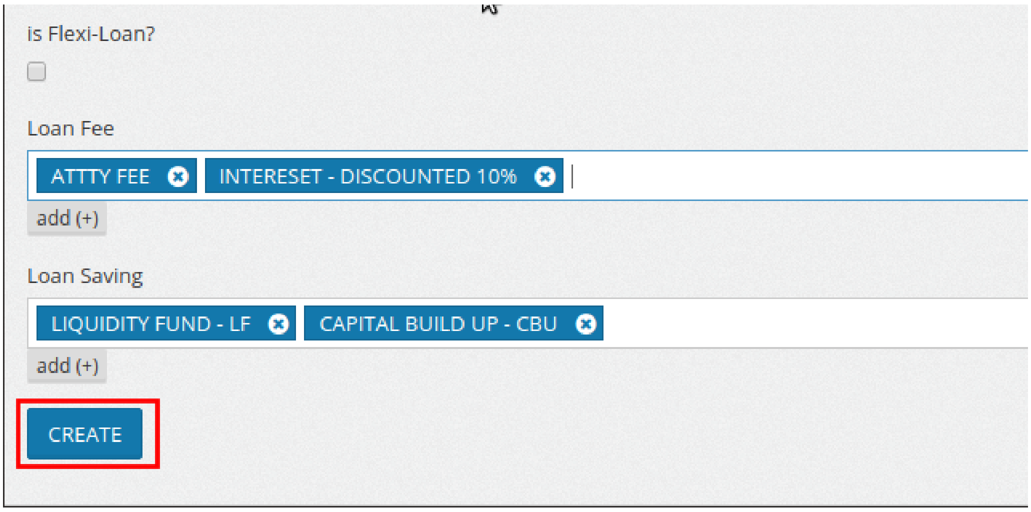


***Create new loan product by clicking CREATE LOAN PRODUCT button.**



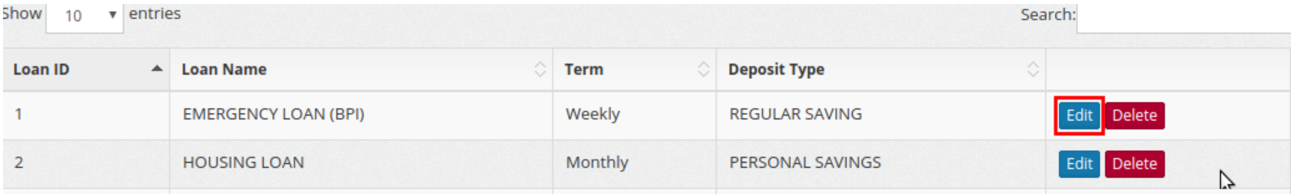
***Fill those require fields and click create button at the bottom.**

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



2. Edit loan product

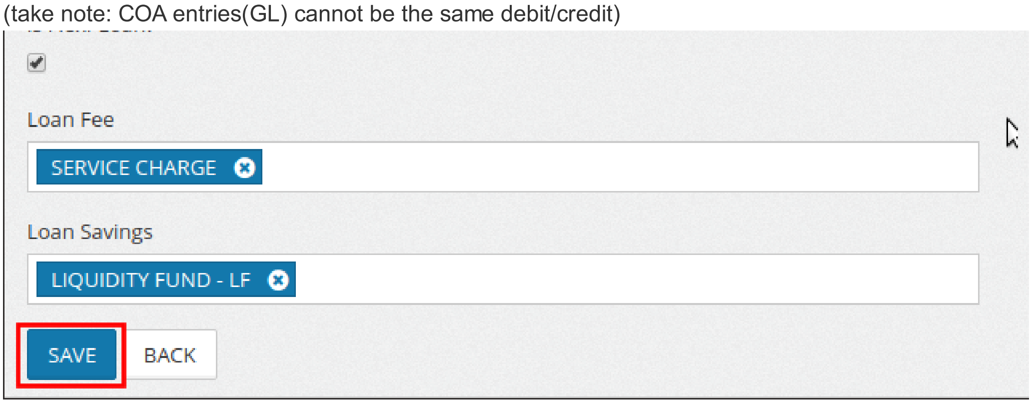
***editing loan product by clicking edit button.**



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

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

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

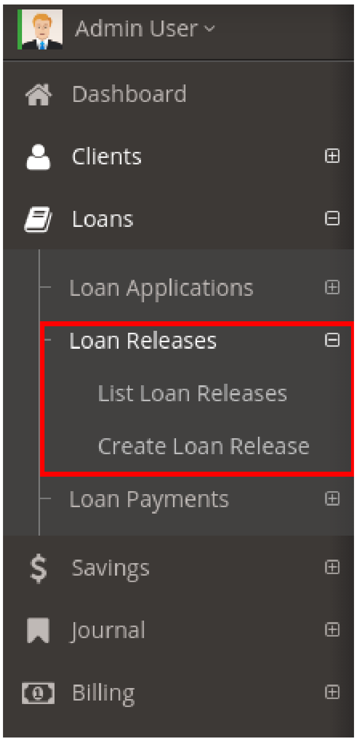


create-loan-release.md

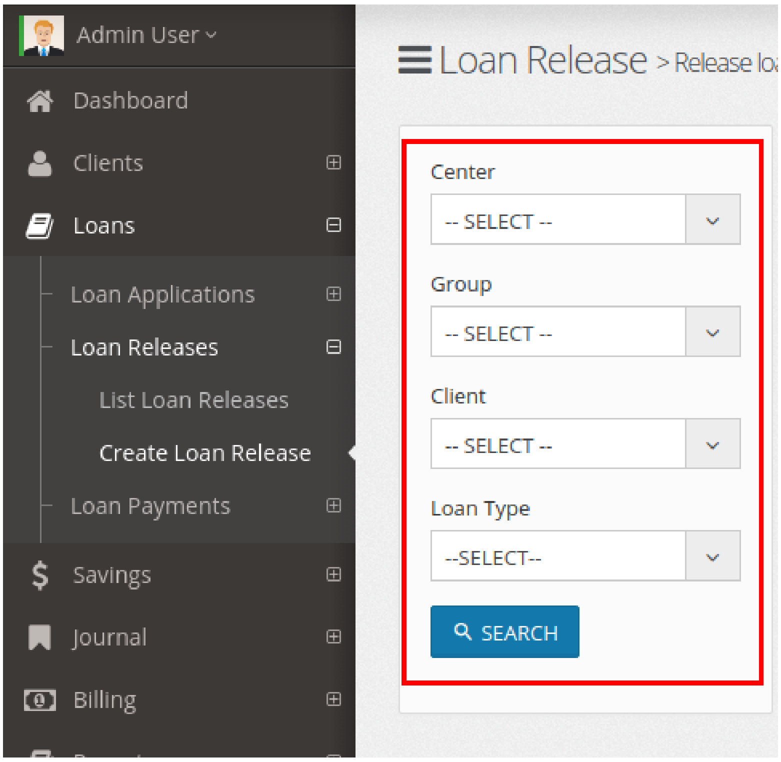
Create Loan Release

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

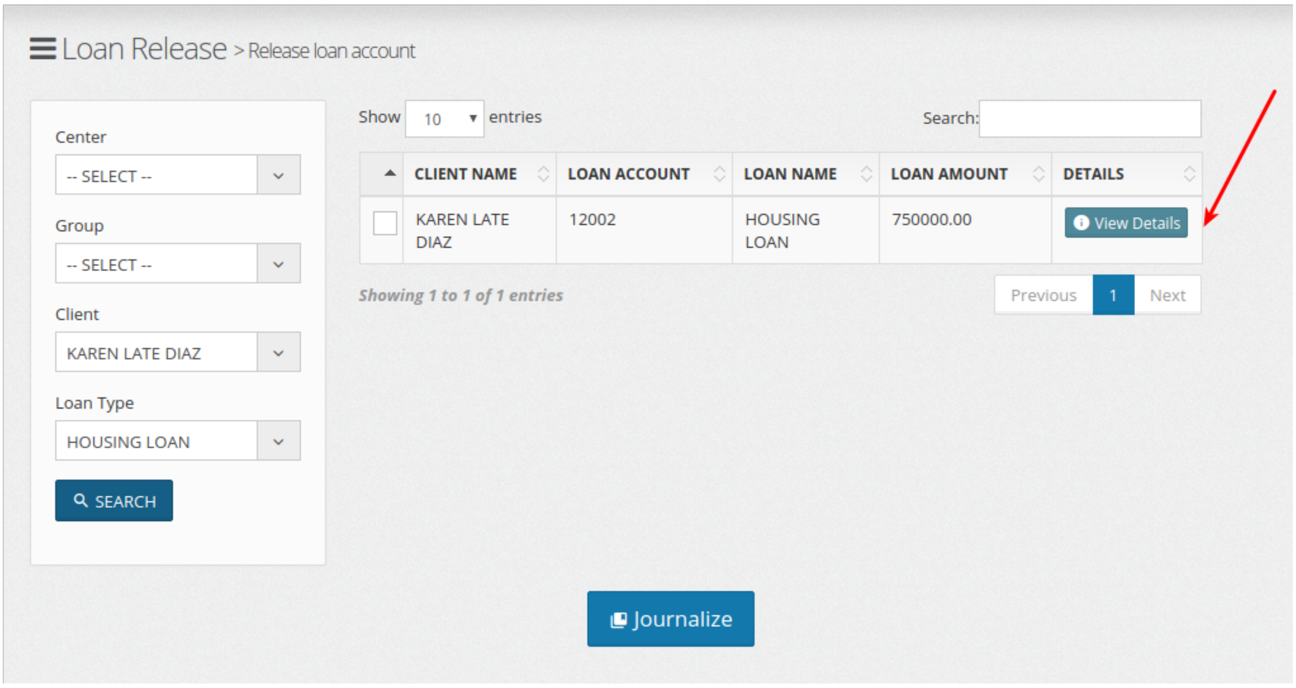
You can do so by going through the left navigation menu under Loans > Loan Releases > Create Loan Release.



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.



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

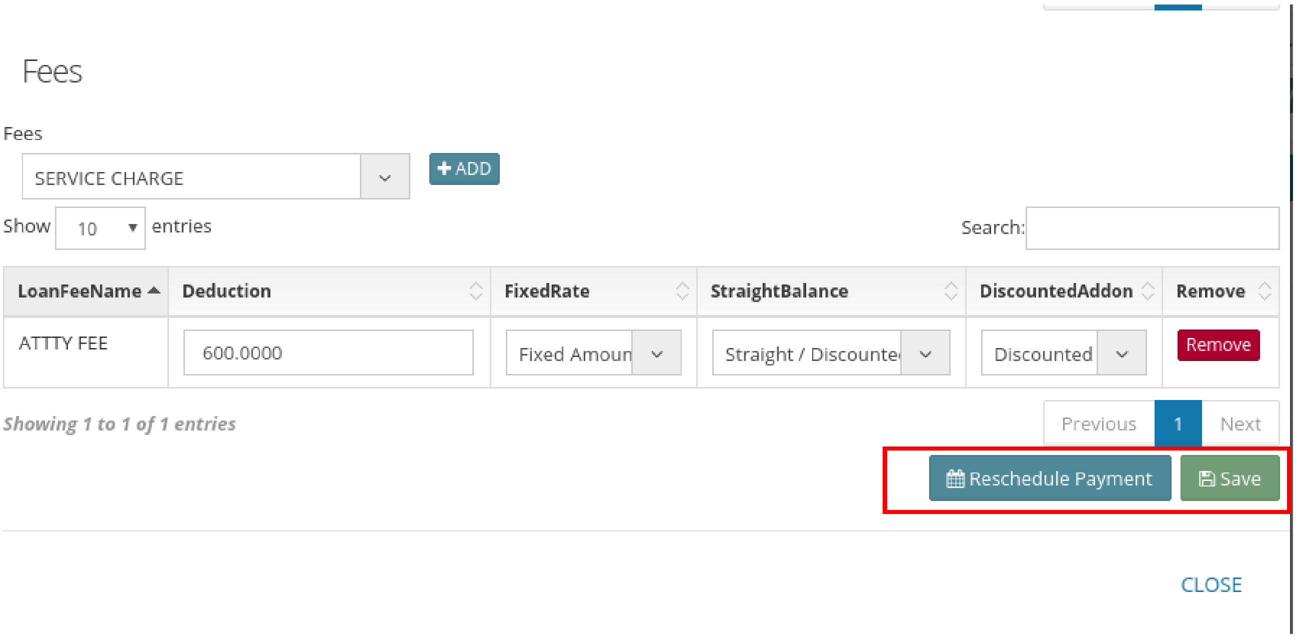
--Adding and remove Savings

--Adding and remove Fees

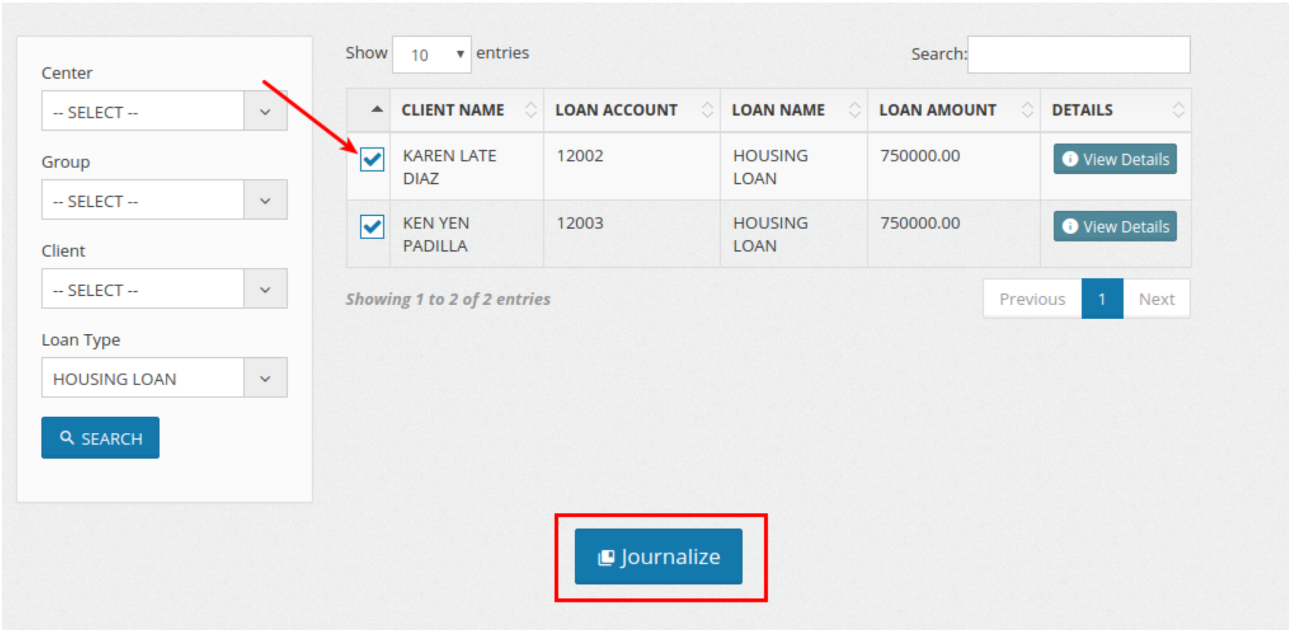
--Changing of Payment start and Payment mature

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

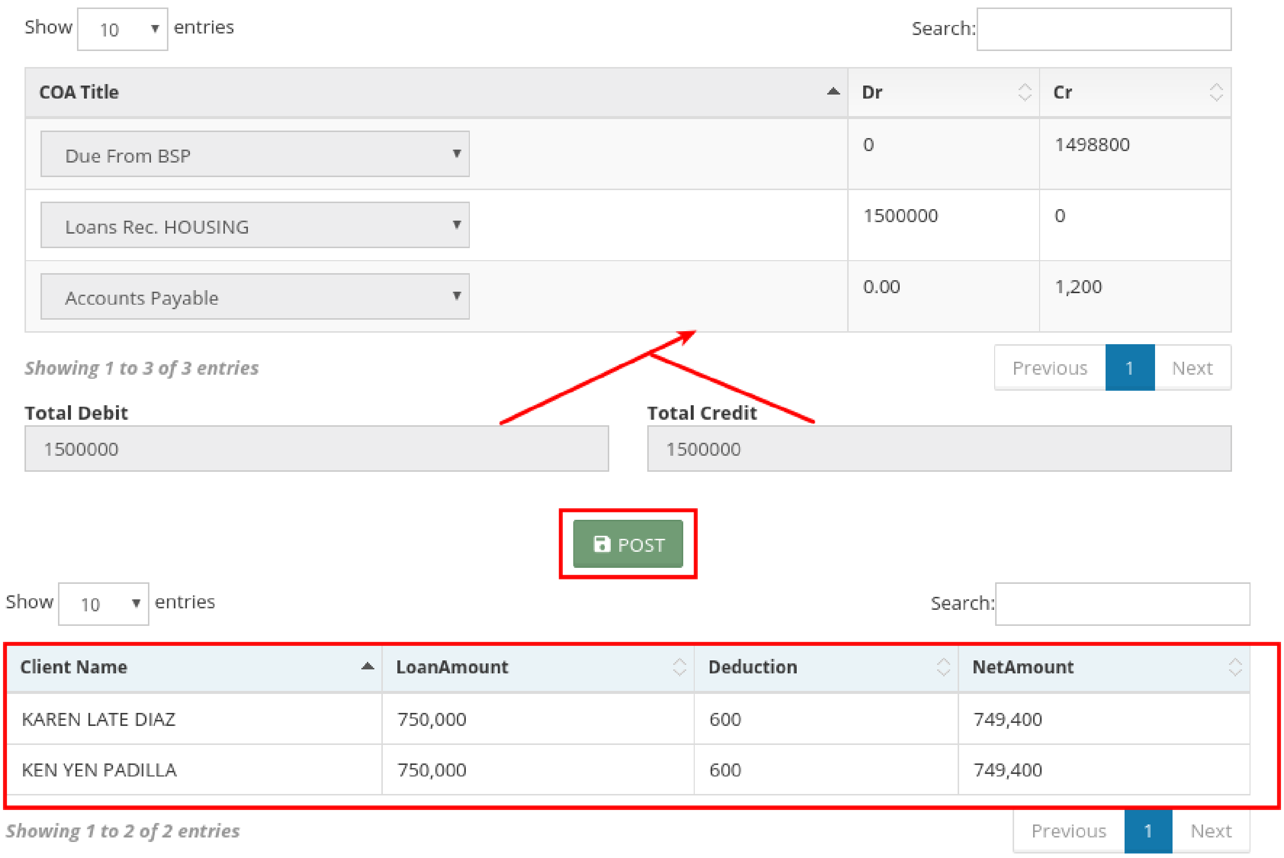
*(take note: save the changed first before reschedule). And this are the buttons below "SAVE" and "RESCHEDULE"



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

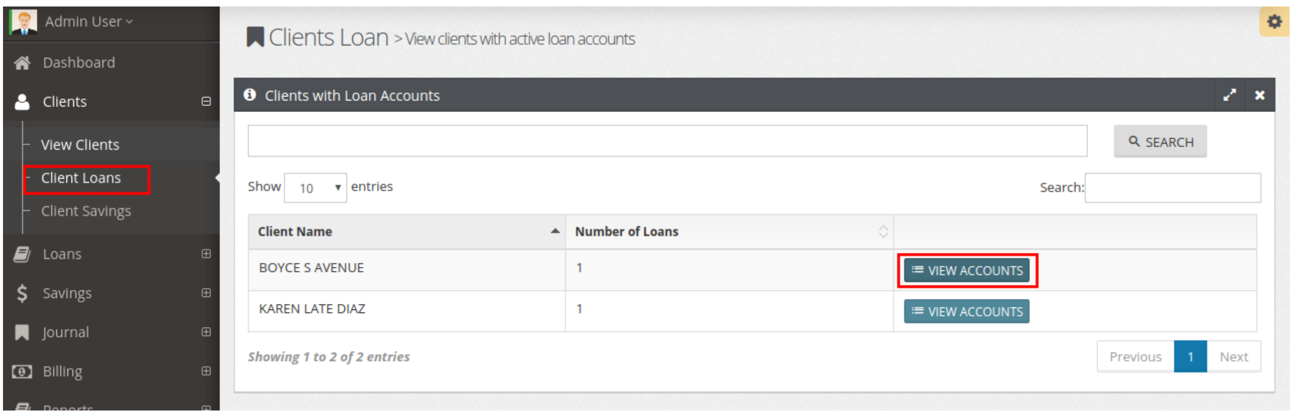


6. A pop-up window will appear, check the amount of the COA entry if the same as total debit and credit. Also check the release amount in the bottom shows on table and you can now post the loan release.

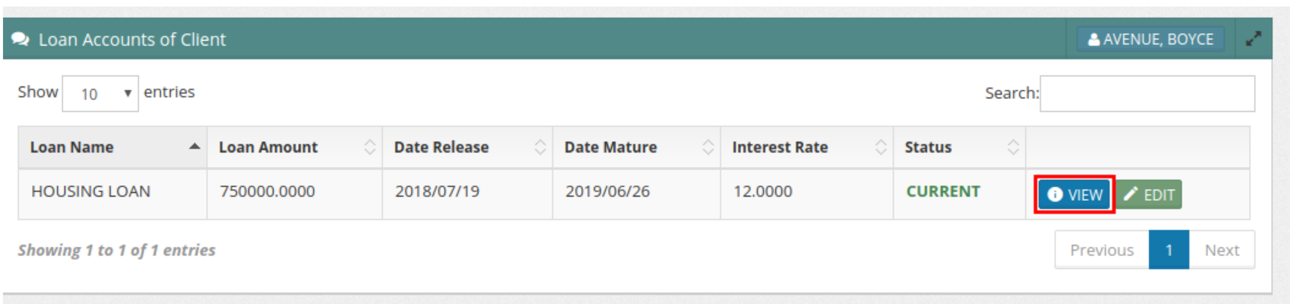


To check if the release amount is already done, just navigate Client -> Client Loans.

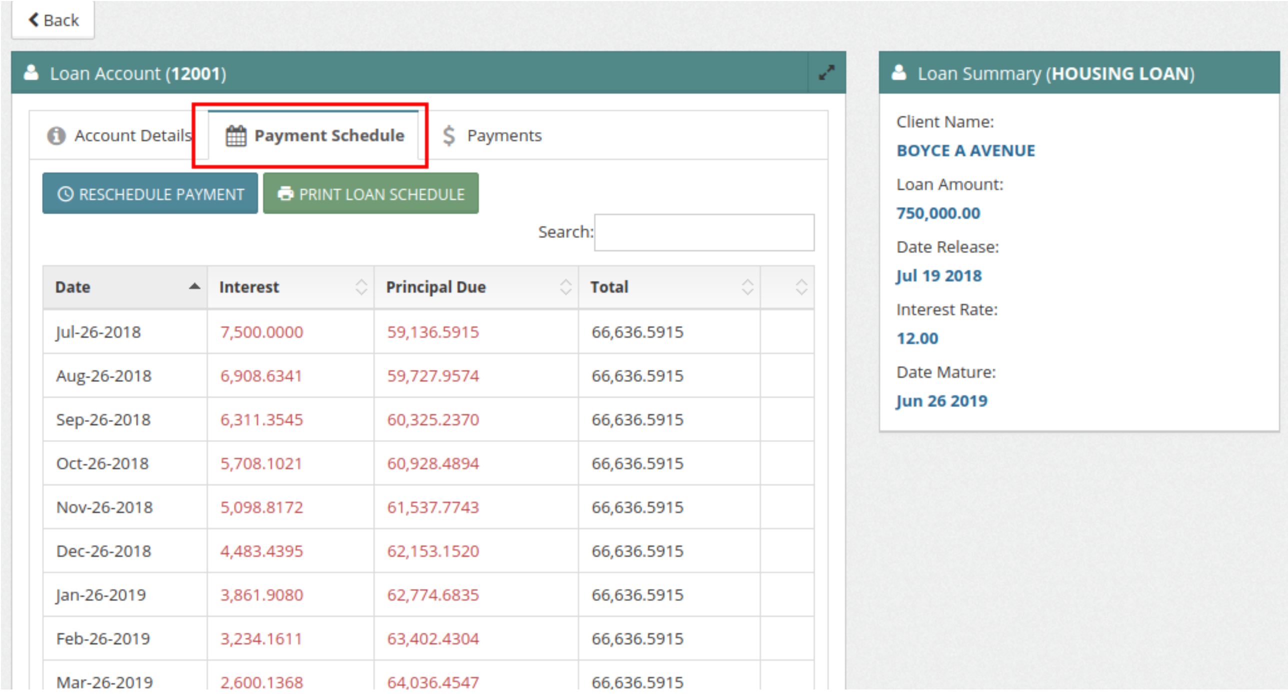
*the list of client loans will show then click view accounts.



*Click View of the specific loan account.

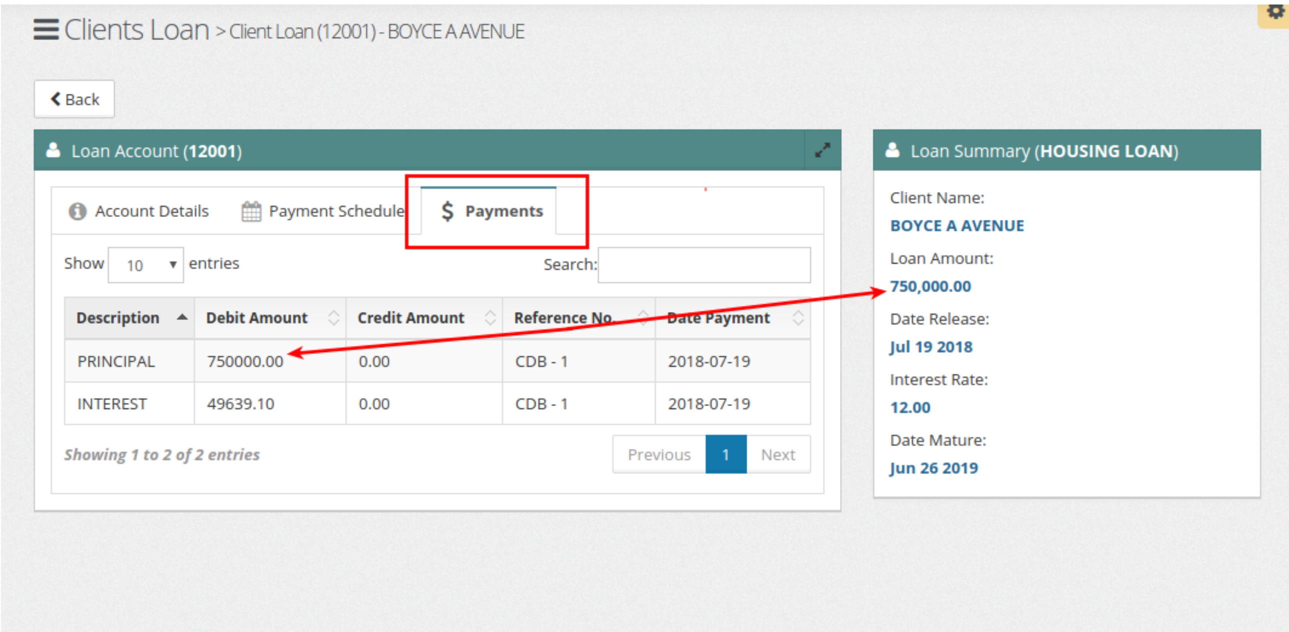


*You can check the loan schedule of payment



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

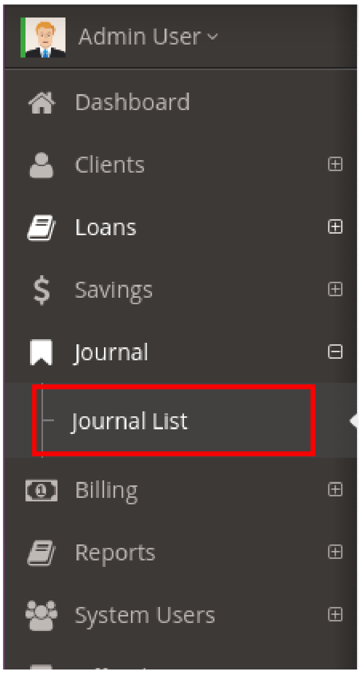
-- also check if the loan amount is same as principal due on the table.



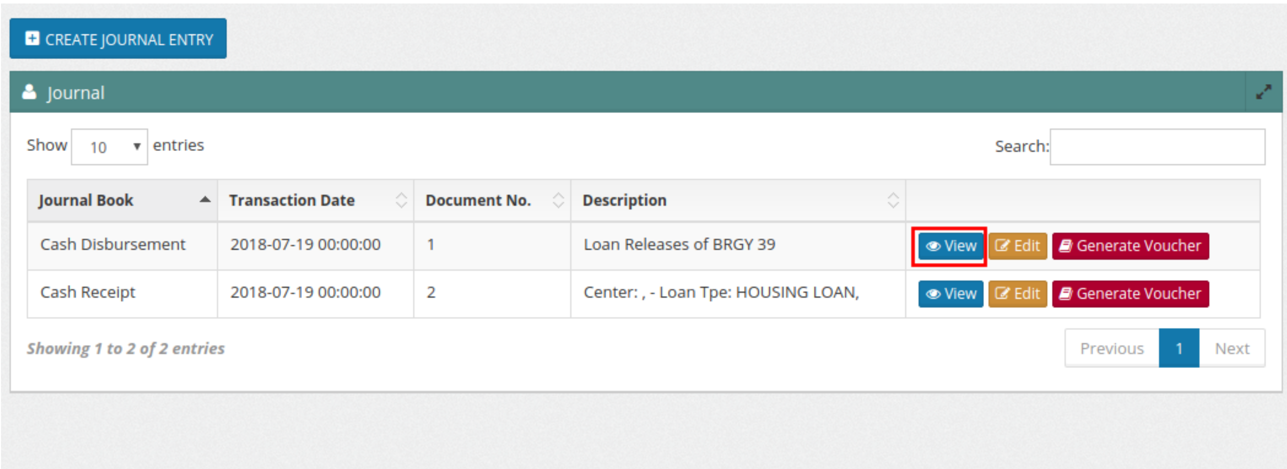
journal-view.md

#Create, Edit, View, Post and Cancel Journals

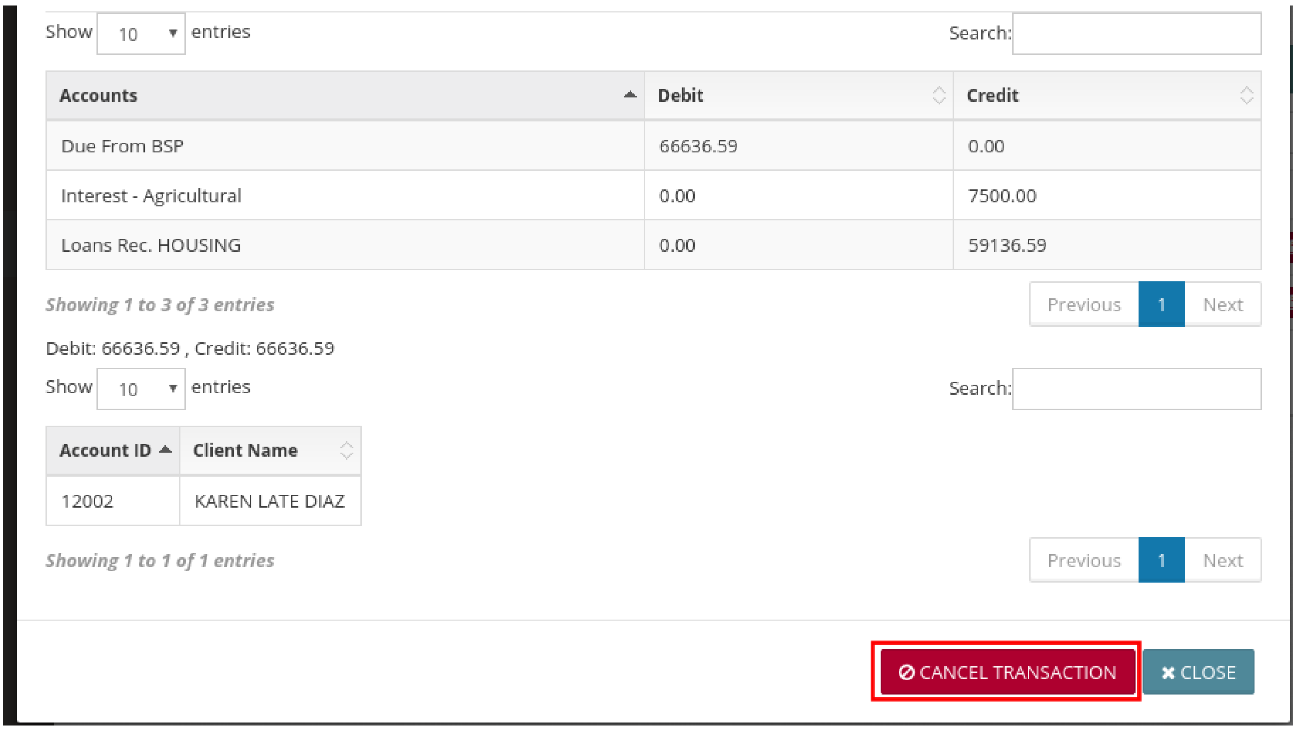
1. You can do so by going through the left navigation menu under Journal -> Journal List



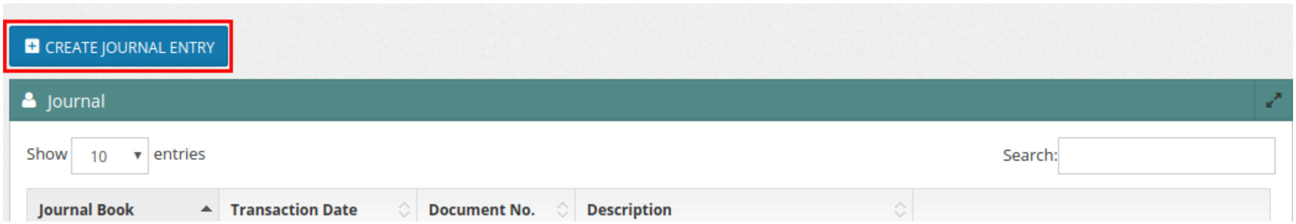
2. To view Jornal info just click VIEW



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

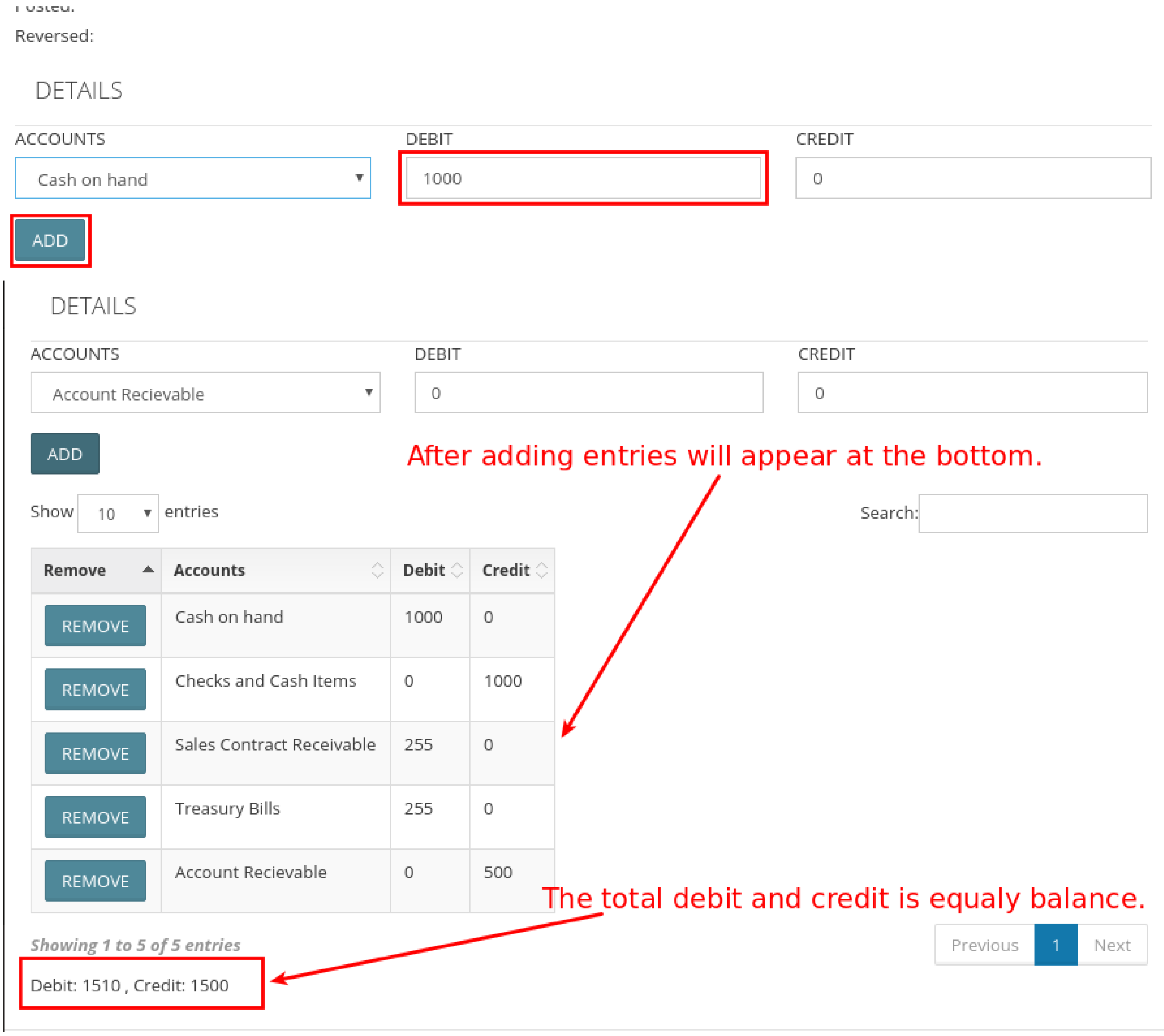


4. To create custom journal click CREATE JOURNAL ENTRY



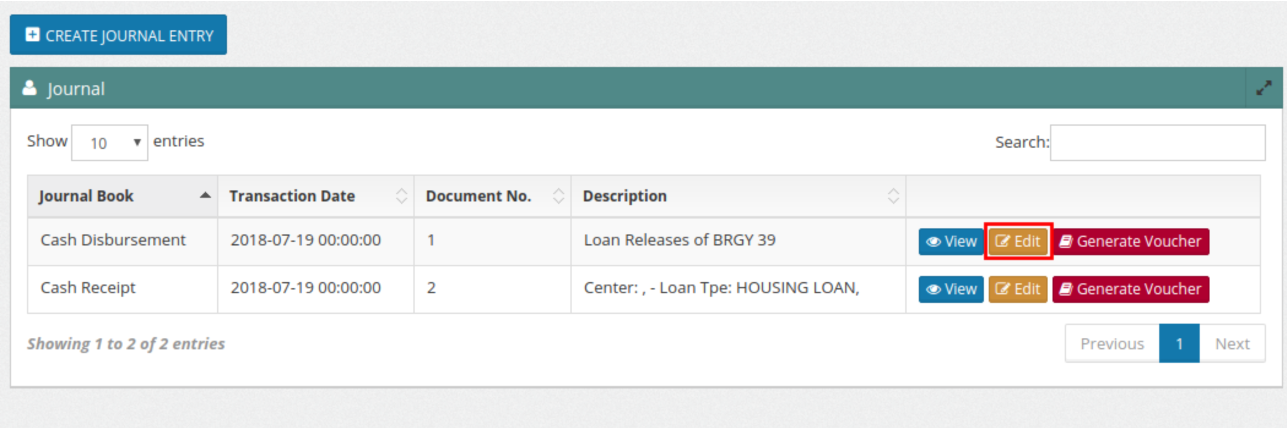
*Adding COA Entries by selecting account and add amount ("DEBIT","CREDIT")

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

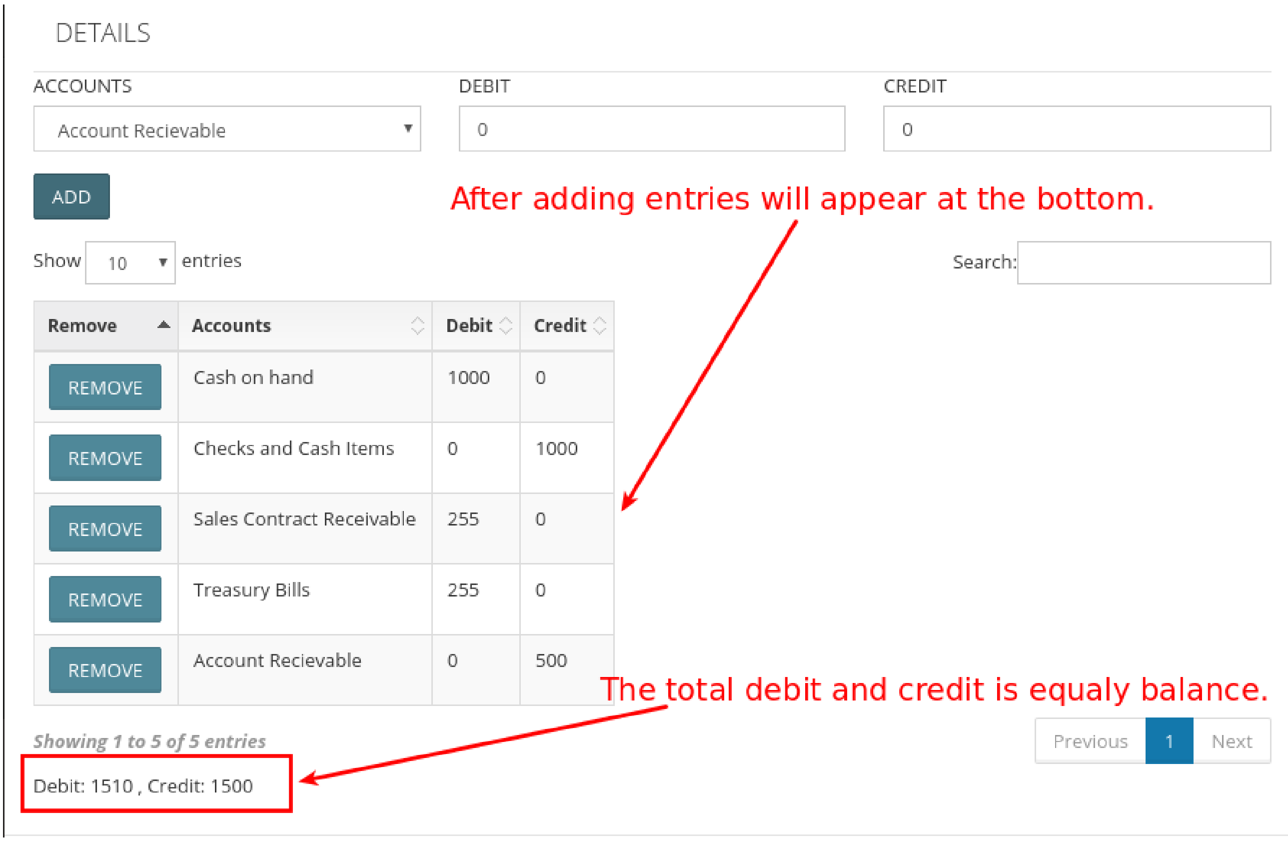


5. To edit journal just click the EDIT button on the list.

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



editing journal COA entries.



reports.md

Generating Reports

Reports feature lists:

-Trial Balance

-Income statement

-Balance Sheet

-General Ledger

-Ledger Book

-Status Report

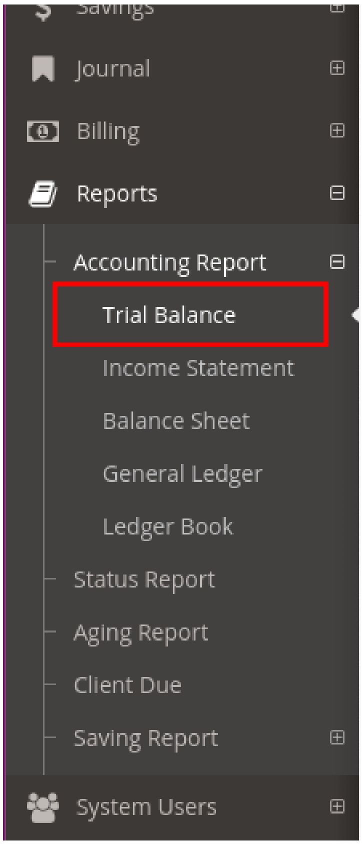
-Aging Report

-Client Due

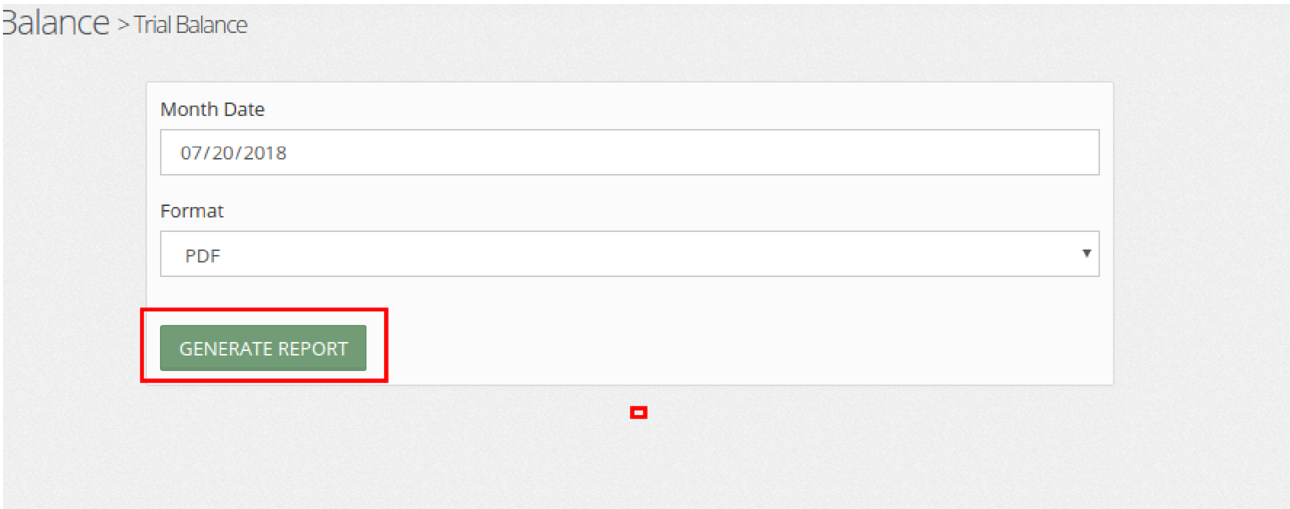
-Daily Savings Account

1. Trial Balance:

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

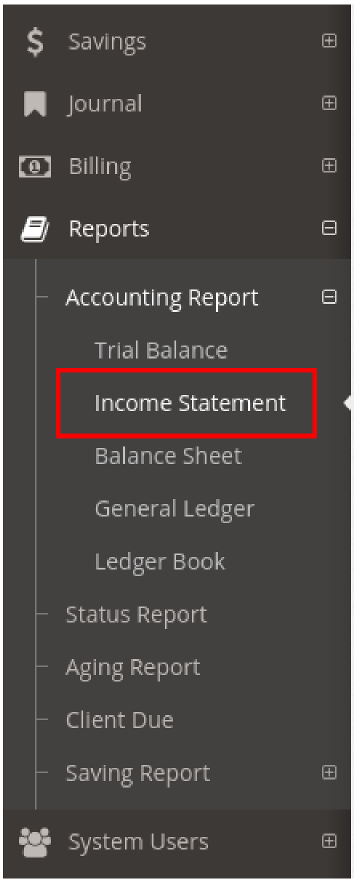


***To generate trial balance,just choose specific month and format.**

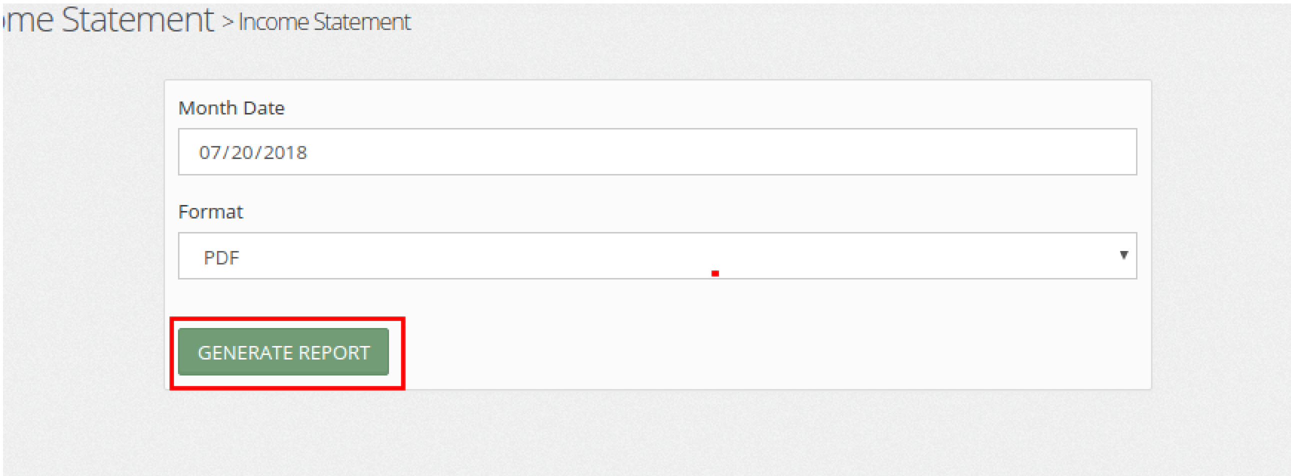


2. Income Statement:

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

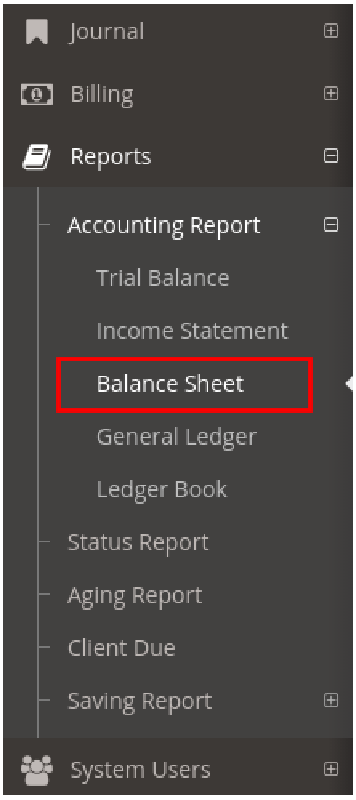


***To generate Income Statement, just choose specific month and format.**

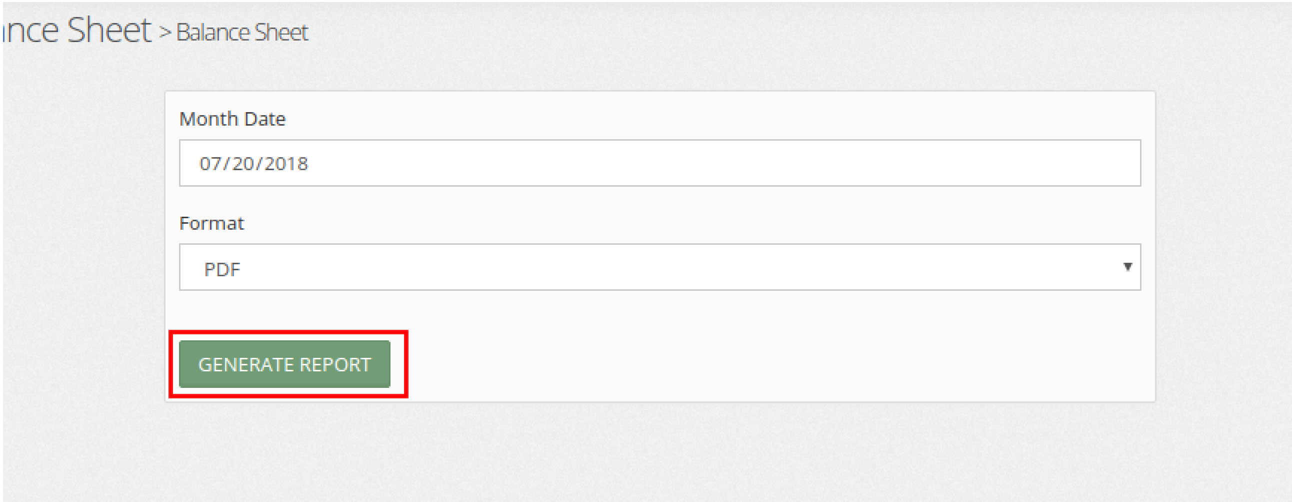


3. Balance Sheet:

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

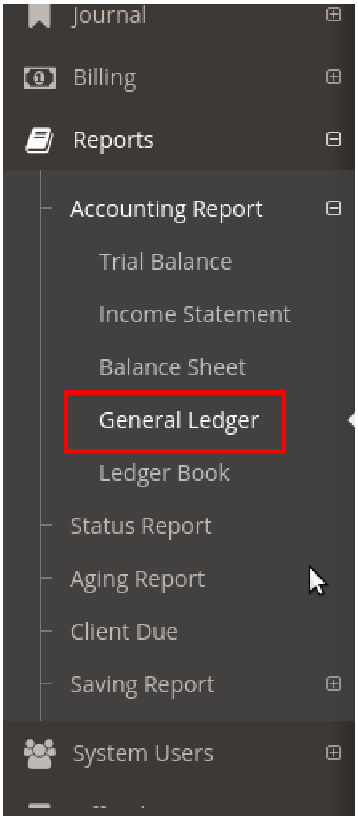


***To generate Balance Sheet, just choose specific month and format.**

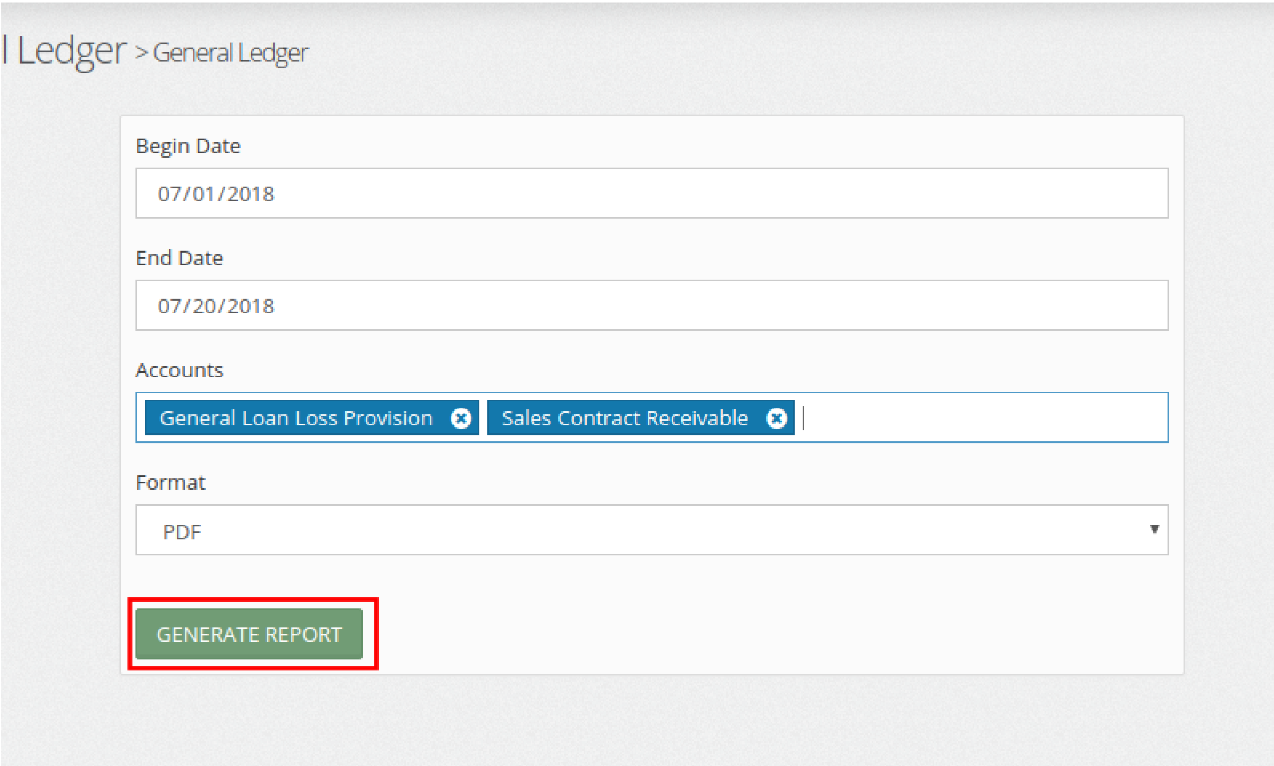


4. General Ledger:

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

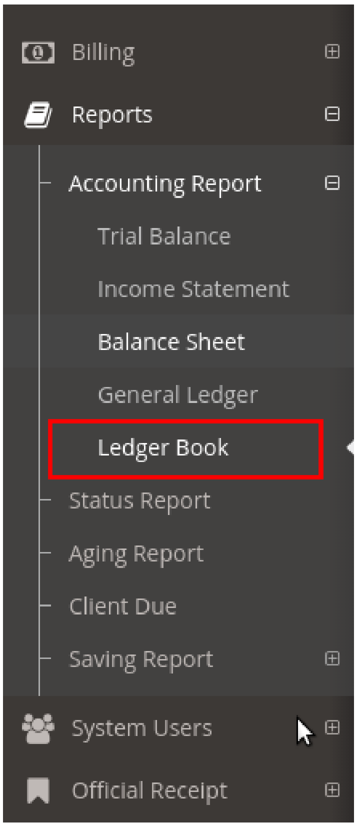


***To generate General Ledger, just choose a begin date, end date, accounts and format.**

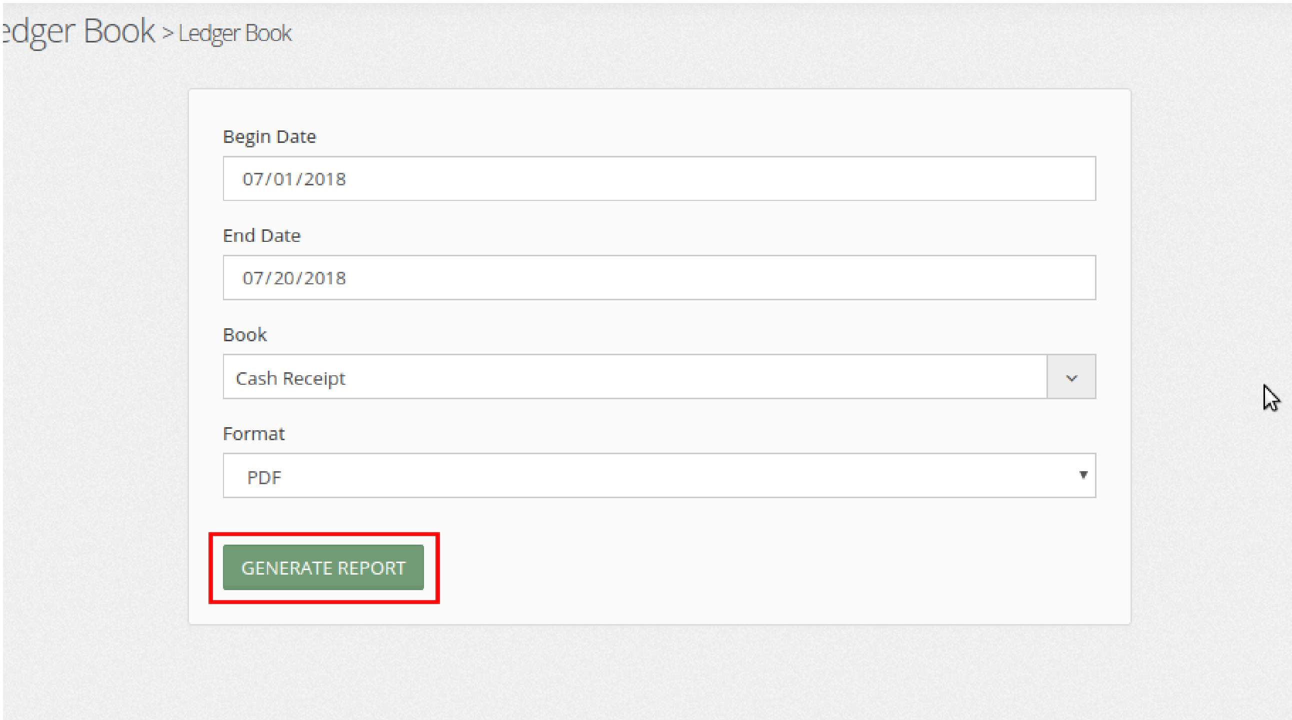


5. Ledger Book:

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

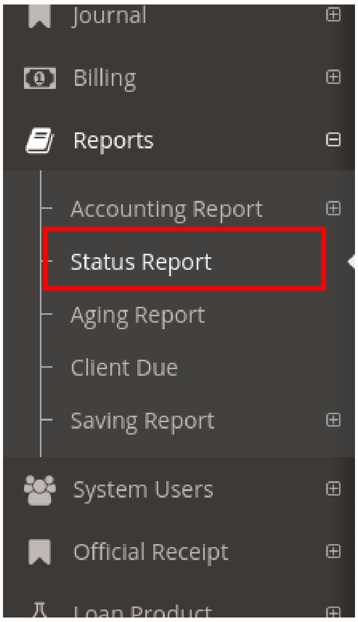


***To generate Ledger Book, just choose a begin date, end date, book type and format.**

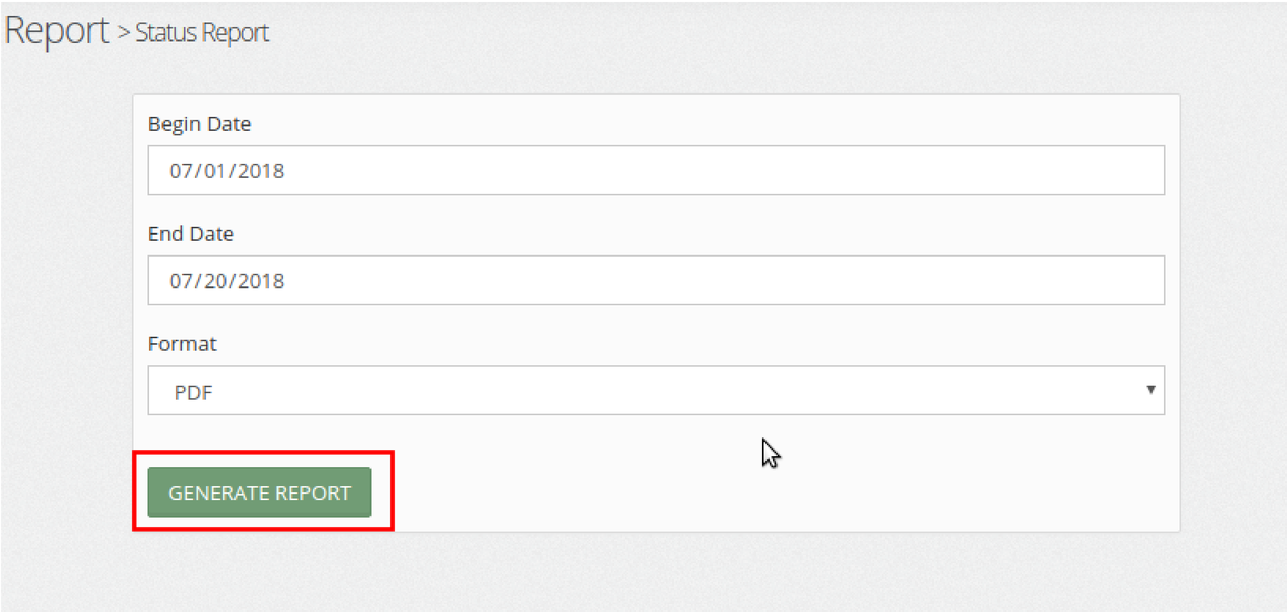


6.Status Report:

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

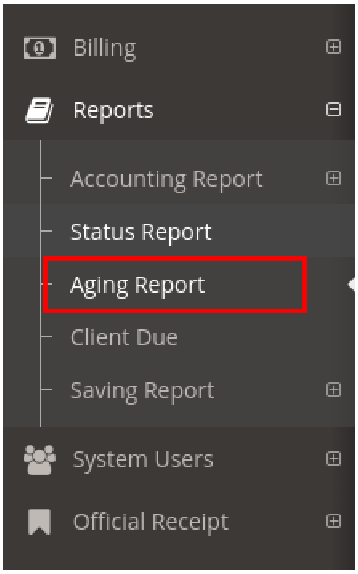


*To generate Status Report, just choose a begin date, end date and format.

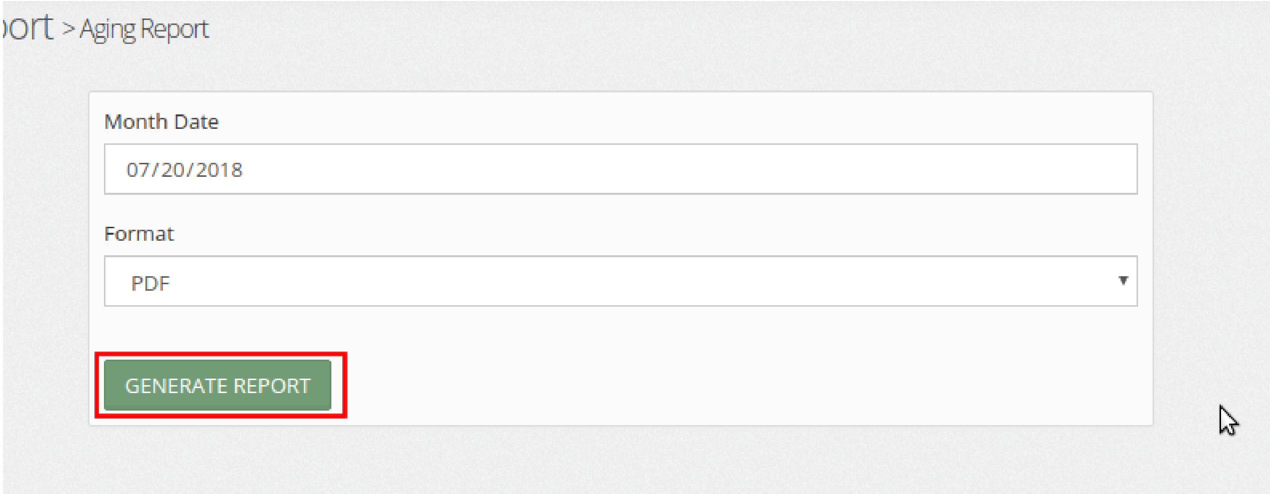


7. Aging Report:

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

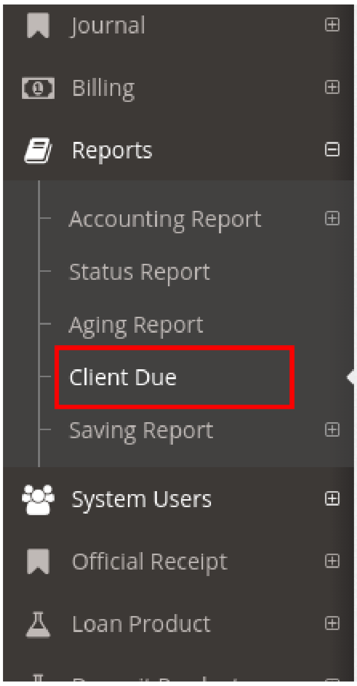


*To generate Aging Report, just choose specific month and format.

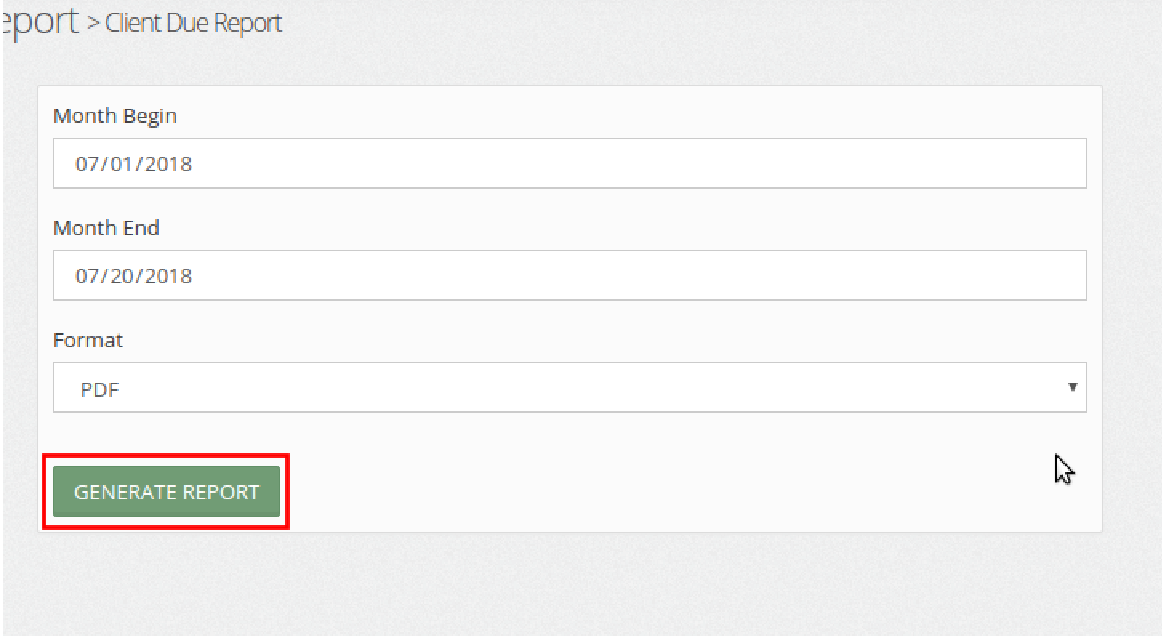


8. Client Due:

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

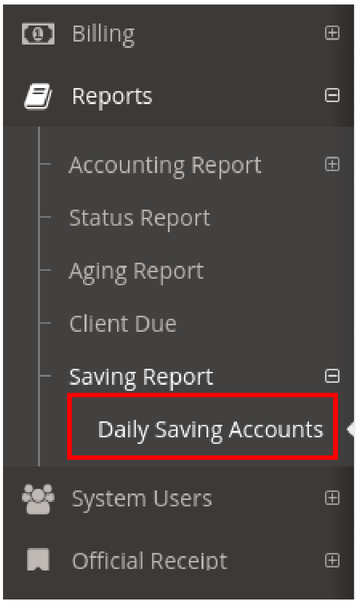


*To generate Status Report, just choose a month begin, month end and format.

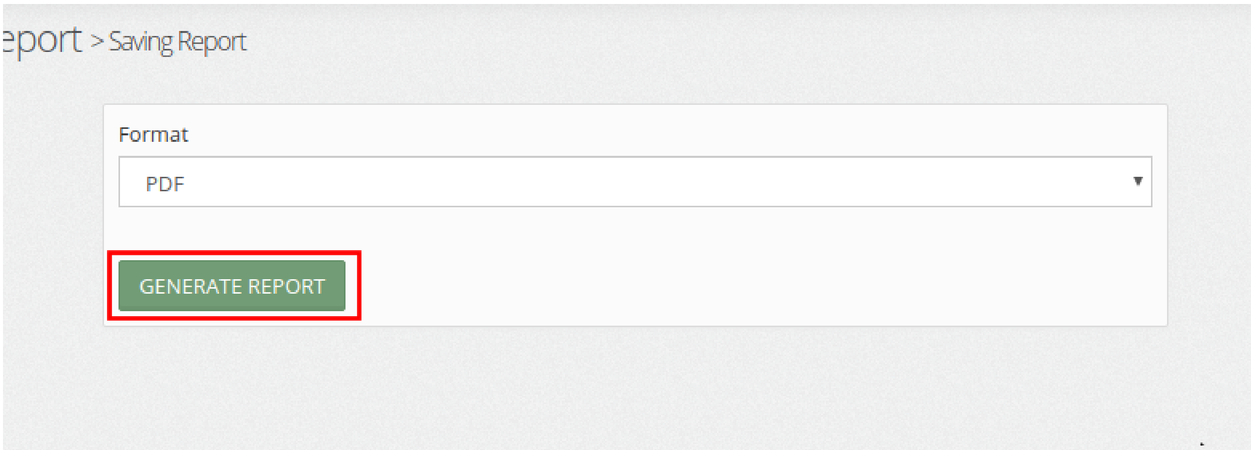


9. Daily Savings Accounts:

***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.**



system-settings.md

System Settings fetures:

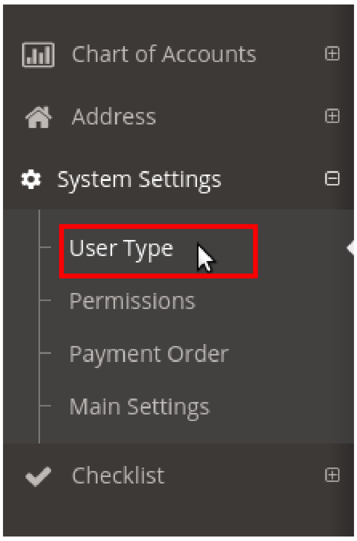
-User Types

-Payment Order

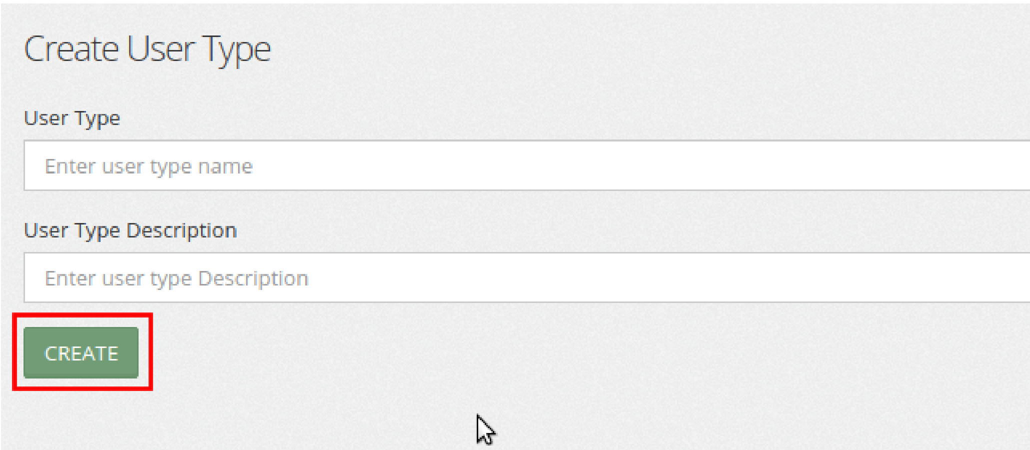
-Main Settings

1. create user type:

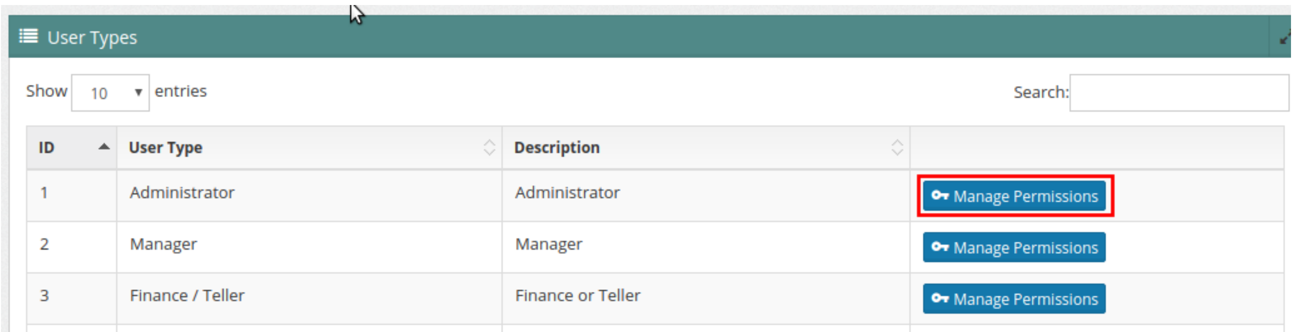
***You can do so by going through the left navigation menu under System Settings -> User Types.**



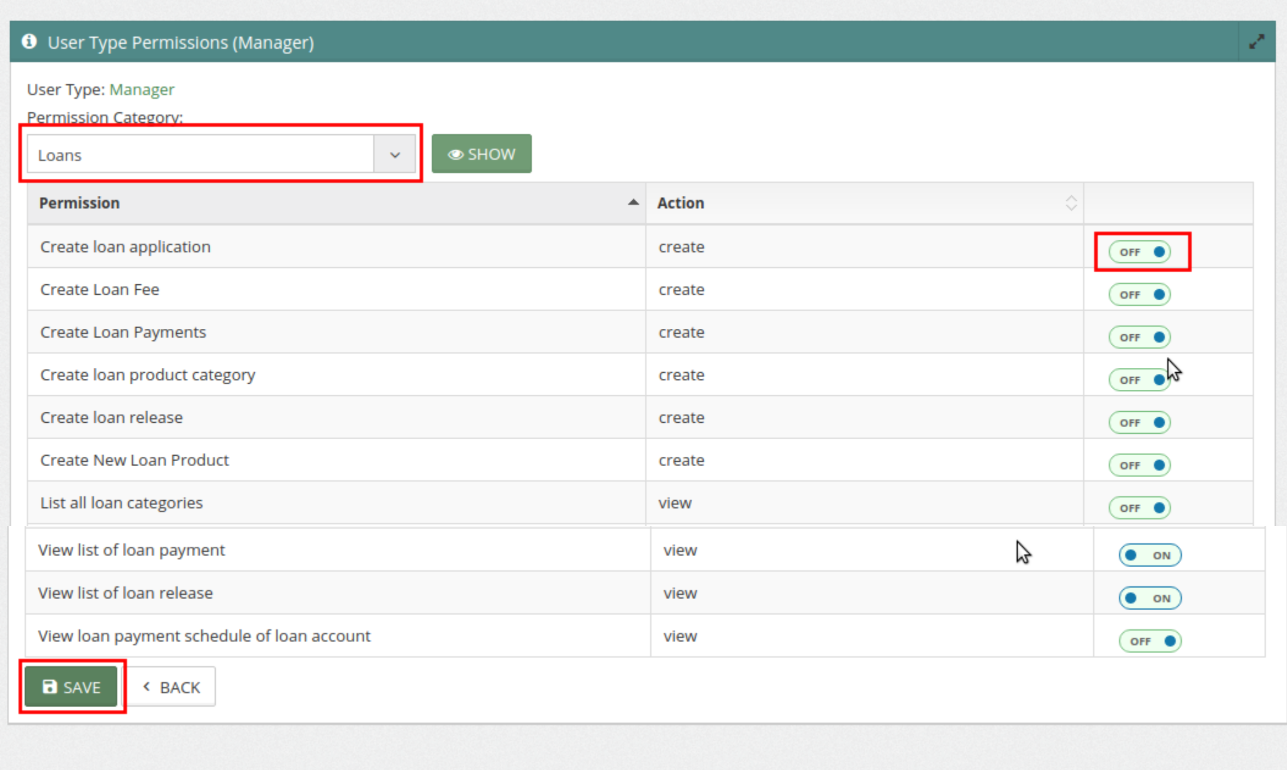
***Fill those require fields and click create button at the bottom.**



***Manage user type permissions, click MANAGE PERMISSIONS**

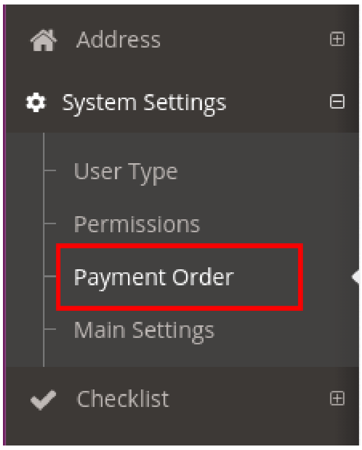


***Settings permissions (ON/OFF), and after you set save the changed of permissions**

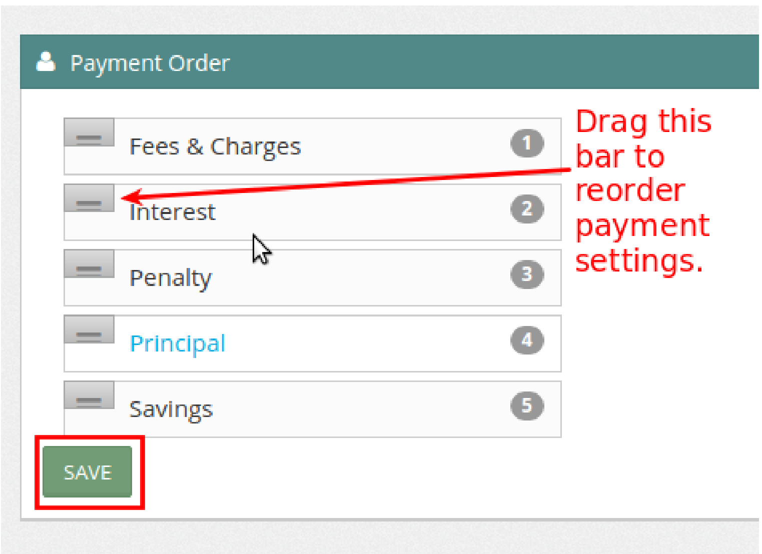


2. Set Payment Order

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

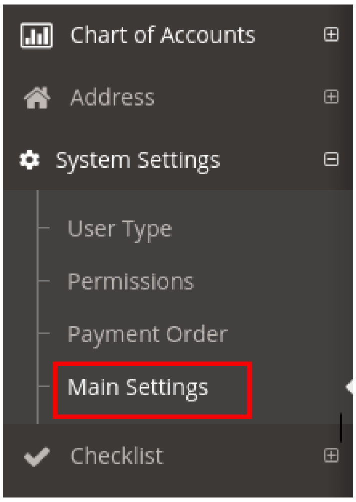


***Setting payment order, this can be change by dragging the specific row. After order changed SAVE it.**

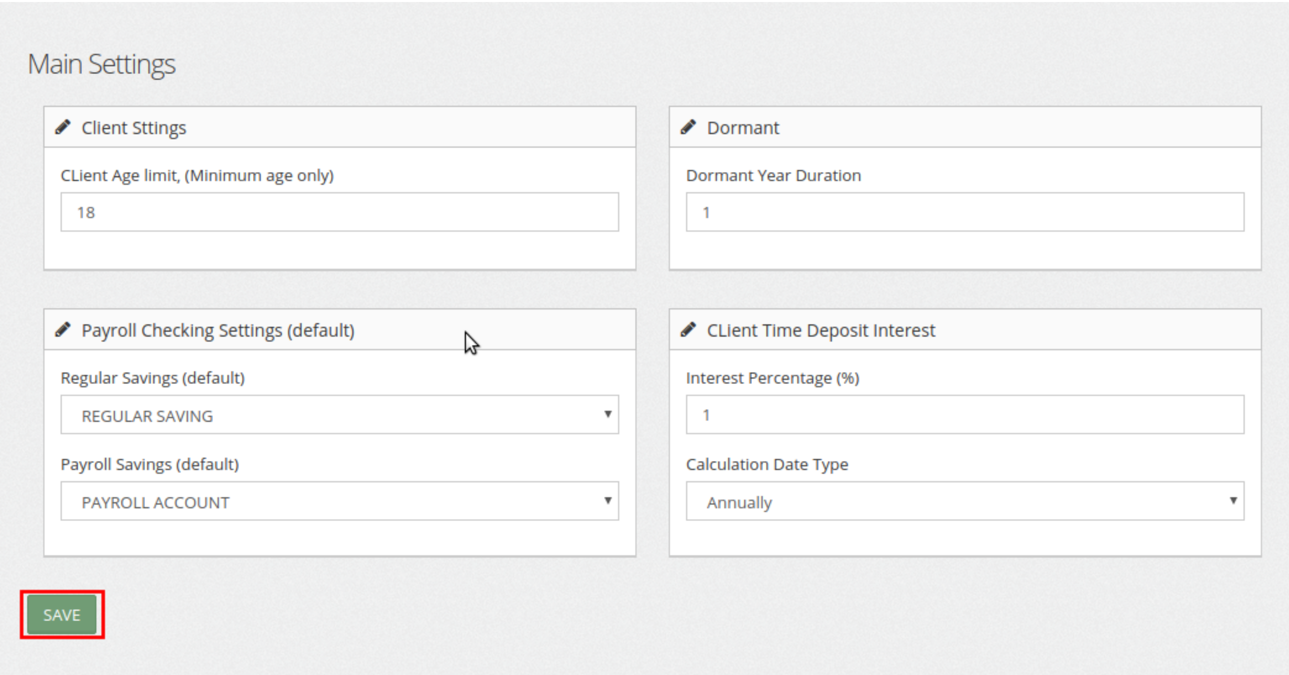


3. Set main settings

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



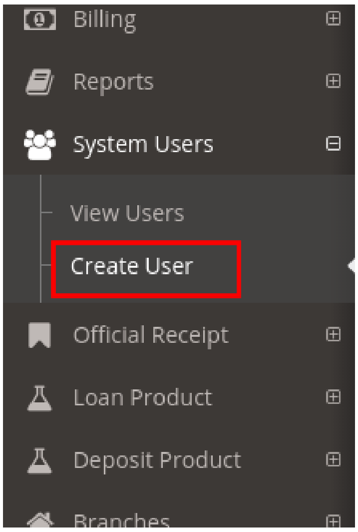
change the default settings and save it.



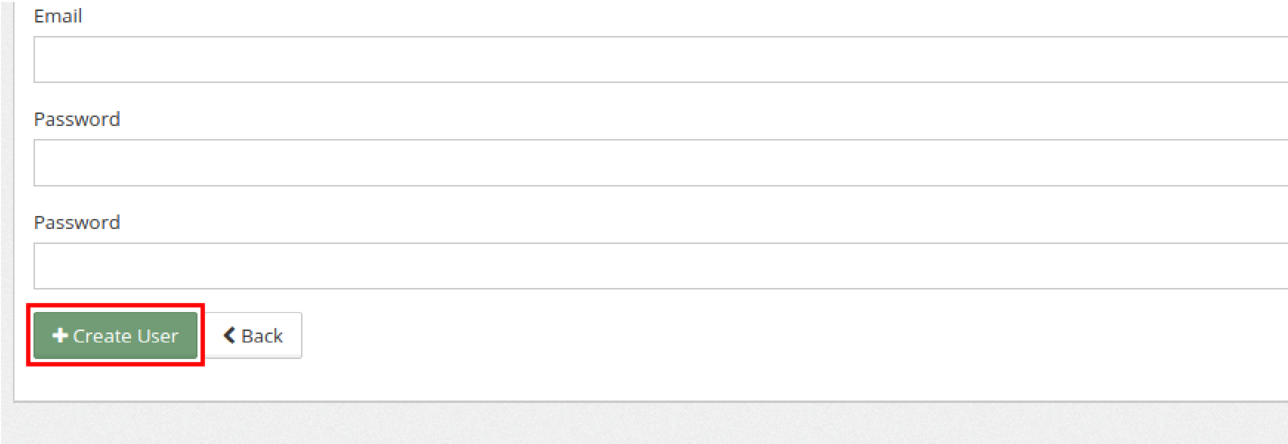
system-user.md

1.To create a new System User

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

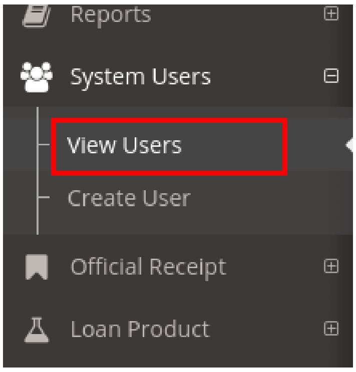


*Fill those require fields and click create button at the bottom.

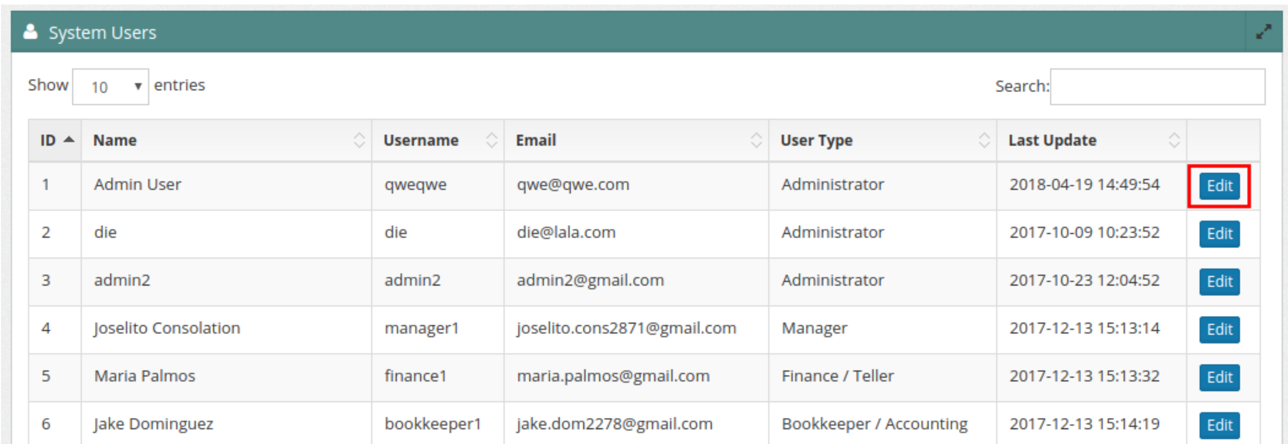


2.To view list of system user

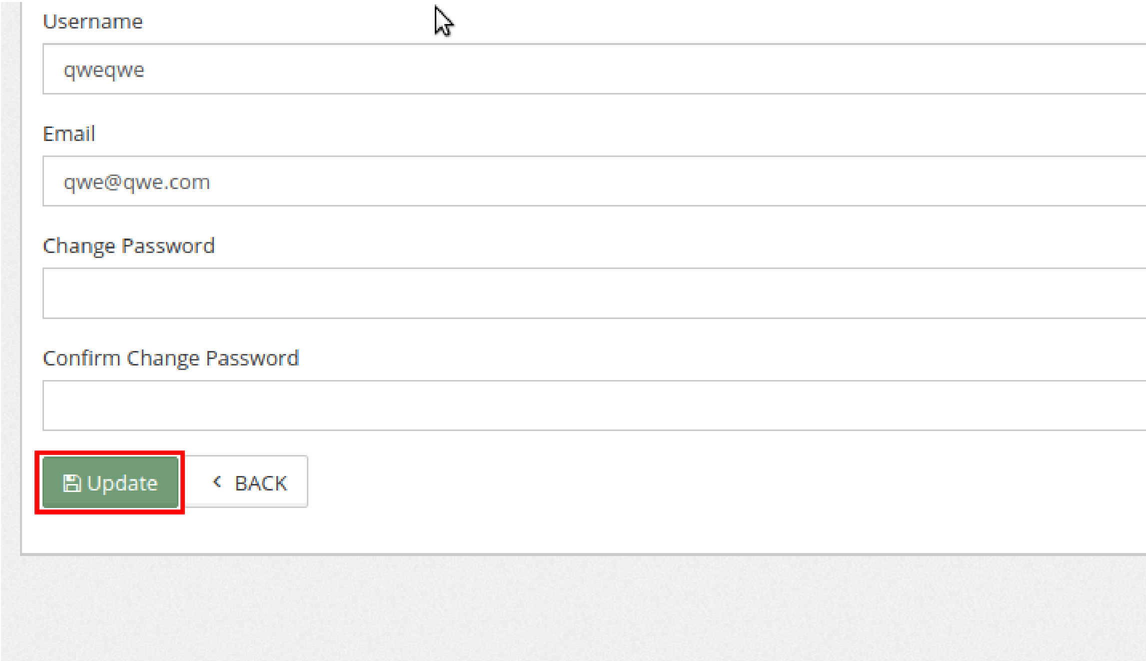
*You can do so by going through the left navigation menu under System Users -> View Users.



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



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


Username
qweqwe
Email
qwe@qwe.com
Change Password
Confirm Change Password
Update
BACK