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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.

| 🙈 BARILLABOX | 2 | 🗏 English (US) > / 🔮 🔀 Find reports and more 🛛 📿 🚱 🚍 |
|------------------------------------|---|---|
| Admin User ~ | | Clients > Viewall clients list |
| 😭 Dashboard | | |
| 💄 Clients | Θ | ADD CLIENT |
| - View Clients | | 🔺 Clients 🧳 |
| Client Loans | | Q SEARCH |
| Client Savings | | Enter the name of customer here to search |
| 🗐 Loans | œ | Show 10 • entries Search: |
| \$ Savings | œ | Name Last O First O Marital Address O Birthdate Contact # O Years |

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

| ~ | BARILLABOX | 🗮 English (US) ~ 🔍 🔀 Find | repo | rts and more | Q | • | |
|-----|--------------|--|------|--|------------------|----|--|
| | Admin User ~ | ADD NEW CLIENT | | | | J. | |
| * | | Personal Details GOntact Information O Other Information Photo | | | | | |
| - | | | | | | | |
| - | | Personal Information | | | | 2 | |
| - | | Group | | Q SEAR | сн | | |
| - | | JARO CENTER GROUP JARO I | | | | | |
| | | Client Code | rch: | | | | |
| Ś | | Client code | aare | | | | |
| | | First Name | ay | | | | |
| | | Client first name | D | 🖍 Edit | 🔋 Delet | te | |
| (0) | | Last Name | | View | / Details | | |
| | | Client last name | D | 🖍 Edit | 🔋 Delet | te | |
| *** | | Middle Name | | View | / Details | | |
| | | Client middle name | 982 | 🖍 Edit | Delei | te | |
| ∡ | | Maiden Name | | O View | Details | | |
| ≖ | | Client maiden name | | Edit Viev | Delei Details | le | |
| | | Conder | | | | | |





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

| 🙈 BARILLABOX | 2 | | | | | | | 💻 English (US) | - 🔮 🔀 Find | reports ar | nd more 🛛 🕞 🗄 |
|--|---|-----------------------|------------|----------------|-------------------|--------------------|--|------------------------|----------------|---------------|--|
| 👰 Admin User ~ | | Clients | | | | | | | | | |
| 者 Dashboard | | | | | | | | | | | Q SEARCH |
| Clients | Clients D Enter the name of customer here to search | | | | | | | | | | |
| View Clients | View Clients Show 10 v entries Search: | | | | | | | | | | |
| Client Loans Client Savings | | Name | Last | First | Middle \Diamond | Marital \Diamond | Address | Birthdate | Contact # | Years Stay | |
| 🗐 Loans | æ | BULAK MARK DANIEL | BULAK | MARK DANIEL | KARUS | married | Tacas Jaro Iloilo City | 1988-05-22 00:00:00 | 09500594658 | 20 | Edit Delete View Details |
| \$ Savings Journal | ⊞ | CAROS SHIELA MAE | CAROS | SHIELA MAE | HANA | married | Brgy Balabago Jaro | 1977-05-22 00:00:00 | 1231231231 | 30 | Edit Delete View Details |
| Billing | œ | DIAZ KAREN | DIAZ | KAREN | LATE | single | BRGY. JALANDONI, JARO, ILOILO CITY | 1982-12-17 00:00:00 | 0919665656656 | 1982 | Edit Delete View Details |
| System Users | œ | 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 | Edit Delete View Details |
| Official Receipt Loan Product | œ | JAVIERITOS RODOLFO | JAVIERITOS | RODOLFO | ALSA | single | Hinigaran Bacolod | 1995-12-05 00:00:00 | 09302271816 | 12 | Edit Edit Delete View Details |
| A Deposit Product | æ | PADILLA KENNY | PADILLA | KENNY | YEN | single | LAPAZ | 1983-12-17 00:00:00 | 091646457898 | 1964 | Edit Delete View Details |

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 | BARILLABOX | 2 | | | | | |
|-----|----------------------------|----|------------------------------------|-------|----------------------------|---------|---|
| 2 | Admin User ~ | | ■Loan Applications > Loan Applicat | tions | | | |
| ñ | | | | | | | |
| 4 | Clients | ⊕ | | | | | |
| | Loans | ⊜ | Search Applications | | | | |
| | Loan Applications | Θ | Loan Type | | | | |
| | List Loan Applicatio | ns | SELECT | | | | ~ |
| | List Pending | | Center | | | | |
| | Applications | | SELECT | | | | ~ |
| | Create Loan Application | • | Group | | | | |
| | | ⊞ | SELECT | | | | ~ |
| | | ⊕ | Client | | | | |
| \$ | Savings | | SELECT | | | | ~ |
| | | ⊕ | ADD | | | | |
| 0 | | | | | | | |
| | | ⊞ | | | | | |
| * | System Users | œ | | | | Search: | |
| | Official Receipt | œ | Client Name | | Loan Amount | Status | |
| ∡ | | ⊕ | | М | lo data available in table | | |
| ₫ | Deposit Product | • | Showing 0 to 0 of 0 entries | | | | |
| ñ | | ⊕ | | | | | |
| .11 | Chart of Accounts | • | | CRE | ATE LOAN APPLICATION | | |

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.

| an Type | | |
|----------------------|--|---|
| SELECT | | ~ |
| | | Q |
| - SELECT | | |
| MERGENCY LOAN (BPI) | | |
| IOUSING LOAN | | |
| AR LOAN | | |
| DUCATIONAL LOAN | | |
| IS SCHOLAR GRAD LOAN | | |
| OAN TEST | | |

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

| | 🔺 Clients | 2 |
|----------------------|------------------|----------|
| Search Applications | | |
| Loan Type | Loan Deta | ls |
| EMERGENCY LOAN (BPI) | V Loan Name | |
| Center | EMERGENCY LC | AN (BPI) |
| | Deposit Type | |
| SELECT | BPI ALL SAVING | S |
| Group | Cycle | |
| SELECT | ~ 2 | |
| | Loan Amount | |
| Client | 5000.0000 | |
| SELECT | Amort Type | |
| | Straight / Disco | unted |
| ADD | Term Type | |
| | Weekly | |
| | Term No | |

or you can search for the client on the list

| Search Applications | | |
|----------------------|---|-----------------------|
| Loan Type | | Loan Details |
| EMERGENCY LOAN (BPI) | ~ | Loan Name |
| Canton | | EMERGENCY LOAN (BPI) |
| Center | | Deposit Type |
| SELECT | ~ | BPI ALL SAVINGS |
| Group | | Cycle |
| SELECT | ~ | 2 |
| Client | | Loan Amount |
| Client | | 5000.0000 |
| SELECT | ~ | Amort Type |
| | | Straight / Discounted |
| | | Term Type |
| | | Weekly |
| | | Term No |
| | | 17 |

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

| 2 | BARILLABOX | ■ English (US) ~ | Find reports and more Q 🗭 🚍 |
|----|---------------------------------------|--------------------------------|--|
| | 🛯 Admin User ~ | SELECT V | 2 |
| ñ | | Client | Loan Amount 5000.0000 |
| 4 | Clients | KAREN DIAZ | Amort Type |
| B | Loans | add | Straight / Discounted |
| | - Loan Applications | | Term Type Weekly |
| | List Loan Application List Pending | Search: | Term No 12 |
| | | Client Name Loan Amount Status | Interest Rate |
| | Create Loan Application | | 0.0000 |
| | | | 6 |
| | | Showing 1 to 1 of 1 entries | Principal GL Debit |
| \$ | Savings | | DFOB KBANK SA - JARO |
| | Journal | CREATE LOAN APPLICATION | Loan RecEMLO |
| 0 |] Billing | | Payment GL Debit DFOB KBANK SA - JARO |
| 8 | | | Payment GL Credit Loan RecEMLO |

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

| SELECT | × | 2 V |
|---------------------------------|----------------------------|-----------------------|
| Client | | Loan Amount |
| KAREN DIAZ | × | 5000.0000 |
| | | Amort Type |
| + ADD | | Straight / Discounted |
| | | Term Type |
| | | Weekly |
| | | Term No |
| | Search: | 12 |
| | | Interest Rate |
| Client Name | 🗘 Loan Amount 🗘 Status 🗘 🗘 | 0.0000 |
| KAREN DIAZ | 150000 | Interest Days Basis |
| | | 6 |
| howing 1 to 1 of 1 entries | | Principal GL Debit |
| | | DFOB KBANK SA - JARO |
| | | Principal GL Credit |
| | CREATE LOAN APPLICATION | Loan RecEMLO |
| | | Payment GL Debit |
| | | DFOB KBANK SA - JARO |
| | | Payment GL Credit |
| | | Loan RecEMLO |

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

| SELECT | × 2 |
|-------------------------------|----------------------------|
| Client | Loan Amount 5000.0000 |
| KAREN DIAZ | Amort Type |
| ADD | Straight / Discounted |
| | Term Type |
| | Weekly |
| | Term No |
| Search: | 12 |
| | Interest Rate |
| Client Name | 0.0000 |
| KAREN DIAZ 150000 Not Applied | temove Interest Days Basis |
| | 6 |
| howing 1 to 1 of 1 entries | Principal GL Debit |
| | DFOB KBANK SA - JARO |
| | Principal GL Credit |
| | Loan RecEMLO |
| | Payment GL Debit |
| | DFOB KBANK SA - JARO |

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

| 1 | BARILLABOX | 2 | | 🗮 Englisi | n (US) ~ | Ŷ | × | Find reports and more | Q | ۲ | Ξ |
|---|---|----|---|-----------|----------|---|---|-----------------------|---|---|---|
| | 🔰 Admin User 🗸 | | | | | | | | | | • |
| â | | | | | | | | | | | |
| 2 | Clients | æ | Loan application has been created successfully! | | | | | | | | × |
| E | Loans | Θ | | | | | | | | | |
| | - Loan Applications | 8 | Search Applications | | | | | | | | |
| | List Loan Application List Pending Applications | ıs | Loan Type SELECT | ~ | | | | | | | |
| | Create Loan Application | | Center | ~ | | | | | | | |
| | - Loan Releases - Loan Payments | æ | Group | ~ | | | | | | | |

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

| 🙈 BARILLABOX | 9 | ≝English (US) ~ ♥ K Find reports and more Q ● Ξ |
|------------------------------------|--|---|
| 🤶 Admin User ~ | Savings Deposit/Withdrawais | 5 |
| 倄 Dashboard | | |
| 🐣 Clients 🛛 | Center | |
| 📕 Loans 🛛 | - SELECI V | |
| \$ Savings | - SELECT V | |
| – Deposit/Withdrawal | Bank Product | |
| Cheque Deposit | SELECT V | |
| Journal (| B ADD | |
| Billing (| B Amount | |
| 📕 Reports 🛛 | | |
| 🐸 System Users 🛛 | Show 10 v entries | Search: |
| Official Receipt | B Client \Diamond Bank Product \Diamond ACCT # | ○ BAL ◇ AVAIL ◇ DEBIT ◇ CREDIT ◇ |
| 📕 Loan Product 🛛 🖗 | B No data availa | able in table |
| ▲ Deposit Product | e Clear | Debit : Credit : |
| A Branches (| Shawing 0 to 0 of 0 antrias | Provinue Most |

The account will then appear at the bottom of the form

| | | | ~ | | | | | | |
|-------------------------------------|--------|----------------|--------|--------------|----------------------|------------------------------|-----------|----------------------------|--|
| ank Product | | | | | | | | | |
| 3PI ALL SAVINGS | | | ~ | | | | | | |
| + ADD | | | | | | | | | |
| Amount | | | | | | | | | |
| | | | | | | 🛓 Withdraw | 单 Deposit | | |
| now 10 v entries | | | | | | | | Search: | |
| | | | | | | | | | |
| ▲ Client | \$ | Bank Product 🔷 | ACCT # | 🗘 BAL 🗘 | AVAIL | DEBIT | \$ | CREDIT | |
| Client DOLLOSA, JOHN MARH | ¢ ĸ | Bank Product | ACCT # | ♦ BAL < | AVAIL 5000 | DEBIT | \$ | CREDIT | |
| Client DOLLOSA, JOHN MARH C CLEAR | ¢ ĸ | Bank Product 🔷 | ACCT # | ◇ BAL ◇ 5000 | AVAIL 5000 | DEBIT 0 Debit : 0.00 | \$ | CREDIT 0 Credit:0.00 | |

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

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|----|--------------------|---|-----------------------------|-----------------|--------|-------|-------|----------------------|-----|-----------------------|------|-----|--|
| | Admin User ~ | | SELECT | | ~ | | | | | | | ر | |
| ñ | | | Client | | | | | | | | | | |
| • | Clients | æ | DOLLOSA, JOHN MARK 5 | | ~ | | | | | | | | |
| Ø | | æ | BPI ALL SAVINGS | | ~ | | | | | | | | |
| \$ | Savings | Θ | | | | | | | | | | | |
| - | Deposit/Withdrawal | | Amount | | | | | | _ | | | | |
| - | Cheque Deposit | | 5000 | | | | | 🗄 Withdraw 🏦 Deposit | | | | | |
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| ** | | æ | C CI FAR | | | | | Debit : 0.00 | | Credit : 5000.00 | | | |
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| ∡ | Deposit Product | œ | JOURNALIZE | | | | | | | | | | |
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Verify the information that appears on the Withdraw/Deposit Journal, then click on the "Post" button when all the information is correct.

| 2 | BARILLABOX | Show 10 rentries | | | | | | Search: | eports and more 🛛 🔾 🕞 |
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| * | | BarillaBox 1.0.1 DB Version | : 1.0.1 - Microfinance | /Microbankin | g System | © 2018 | | | Last account activity O 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/Withdrawai > | | | | | | | | |
|--------------------------------|---|--------------|--|---------|--------|-----------------------|--------|-------------|
| 0 | | | | | | | | |
| Center | | | | | | | | |
| SELECT | ~ | | | | | | | |
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| Bank Product | | | | | | | | |
| BPI ALL SAVINGS | ~ | | | | | | | |
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| Amount | | | | | | | | |
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And then the account will appear below the form

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| owing 1 to 1 of 1 entries Previous 1 | owing 1 to 1 of 1 entries | | | | | | | Previous | 1 Ne |
| | | | | | | | | | |

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

| DOLLOSA, JOHN MARK 5 | | ~ | | | | | | |
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| Bank Product | | | | | | | | |
| BPI ALL SAVINGS | | ~ | | | | | | |
| + ADD | | | | | | | | |
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| Show 10 v entries | | | | | | Search: | | |
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| C CLEAR | | | | | Debit : 0.00 | Credit : 0.00 | | |
| Showing 1 to 1 of 1 entries | | | | | | | Previous 1 | Next |
| | | | | | | | | |
| IOURNALIZE | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

| ADI Amour | D ht | | | | | Withdraw Deposit | | | |
|---------------|---------------------------------|------------------|----------|-------|-------|----------------------|---------------|------------|------|
| Show | 10 v entries | | | | | | Search: | | |
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| C C | LEAR | | | | | Debit : 1000.00 | Credit : 0.00 | | |
| Showing | 1 to 1 of 1 entries URNALIZE | | | | | | | Previous 1 | Next |

Verify the information on the journal and click "Post"

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|--|--|-------------------------------|
| Admin User ~ | Saving Deposit/Withdrawal Journal | |
| 倄 Dashboard | Transaction Date | |
| 🐣 Clients | 06/11/2018 | |
| 📕 Loans | Document Number | |
| \$ Savings | 8 | |
| – Deposit/Withdrawal | GL Book | |
| Cheque Deposit | | ▼ earch: |
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| 🚰 System Users | Debit: 1000.00 Credit: 0.00 | Previous 1 Next |
| Official Receipt | E POST S CAN | ICEL |
| 🛓 Loan Product | | |
| #1 124 - 32 2 - 4 (2) | - | |

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

| ARILLABOX | 2 | | | | 🚟 English (US) | | Find reports | and more | Q | • = |
|------------------------------------|---|-----------------------------|--------------------|-------------------------|----------------|--------------|--------------|-------------|----------|------|
| Admin User ~ | | DOLLOSA, JOHN MARK 5 | | ~ | | | | | | 2 |
| 😭 Dashboard | | Bank Product | | | | | | | | |
| 💄 Clients | | BPI ALL SAVINGS | | ~ | | | | | | |
| 📕 Loans | | ADD | | | | | | | | |
| \$ Savings | | Amount | (. | | + Denosit | | | | | |
| – Deposit/Withdrawal | | | | Ŭ. | - Deposit | | - I | | | |
| Cheque Deposit | | snow 10 v entries | Transactio | n completed | | | Search | | | |
| Journal | | Client 🗘 E | Transactio | in completed | • | DEBIT | | CREDIT | | |
| Billing | | | New GL Entry has b | een added successfully! | | | | | | |
| ┛ Reports | | C CLEAR | | ок | | Debit : 0.00 | | Credit : 0. | 00 | |
| 嶜 System Users | | | | | | | | | | |
| 📕 Official Receipt | | Showing 0 to 0 of 0 entries | | | | | | | Previous | Next |
| 📕 Loan Product | | JOURNALIZE | | | | | | | | |
| A Deposit Product | | | | | | | | | | |
| 🖀 Branches | | | | | | | | | | |

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| | | | | receipt - Google Chrome | | | | | | |
| | Admin User V | | ③ barillabox.test/savings/deposit- | withdrawal/receipt | | | | | | |
| ń | | | receipt | | | ¢ | ± • | ₽ | | |
| 4 | | œ | | | | | | | | |
| 8 | | æ | Your Company Name 123 Your Address Here | | Date | 2018-06- | 11 03:46 P | M | | |
| \$ | | Θ | Tel No : (###) ###-#### TIN # 19832-3883 | | OR # | 11 | | - 11 | | |
| 8 | | | | PAYMENT RECEIPT | | | | - 11 | Soarch | |
| | | | RECEIVED FROM | | AMOUNT | | | - II | Jearch | |
| | | œ | | | Interest | | | | CREDIT | |
| ٥ | | œ | SELECT | | | 1.000.00 | | | | |
| | | œ | DESCRIPTION | | | -, | | a 111 | Credit : 0. | 00 |
| | | œ | Withdraw amount | | | | 0 | | | |
| | | œ | | | | | | 9 | | Previous Next |
| ≖ | | œ | | | | DECENT | DU | | | |
| ₫ | | æ | | | | | | | | |
| * | Branches | æ | | | | | | | | |

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.

| | BARILLABOX | 2 | | | | | | | 🖷 English (US) 🕯 | Find | reports an | d more 🛛 🔾 🕞 🔳 |
|---------------|---------------------------------|----------|----------------------|---------------------|--------------|----------|-----------|--|------------------------|----------------|---------------|--|
| | Admin User ~ | | Clients > | View all clients li | ব | | | | | | | 0 |
| ñ | Dashboard | | | | 50 | | | | | | | |
| 4 | Clients | Θ | + ADD CLIENT | | | | | | | | | |
| E | View Clients | | Clients | | | | | | | | | 2 |
| - | Client Loans | | | | | | | | | | | Q SEARCH |
| - | Client Savings | | Enter the name of c | ustomer here to | o search | | | | | | | |
| Ø | | œ | Show 10 🔻 en | tries | | | | | | : | Search: | |
| \$ | | æ | Name | Last | First | Middle 🗘 | Marital 🗘 | Address | Birthdate \Diamond | Contact # | Years Stay | |
| | | æ | BULAK MARK | BULAK | MARK | KARUS | married | Tacas Jaro Iloilo City | 1988-05-22 | 09500594658 | 20 | 🖍 Edit 🧵 Delete |
| 0 | Billing | æ | DANIEL | | DANIEL | | | | 00:00:00 | | | i View Details |
| | | æ | CAROS SHIELA | CAROS | SHIELA | HANA | married | Brgy Balabago Jaro | 1977-05-22 | 1231231231 | 30 | 🖍 Edit 🧻 Delete |
| *** | | ⊕ | MAL | | WITCE | | | | 00.00.00 | | | i View Details |
| | Official Receipt | æ | DIAZ KAREN | DIAZ | KAREN | LATE | single | BRGY. JALANDONI, JARO, ILOILO CITY | 1982-12-17 00:00:00 | 0919665656656 | 1982 | Edit <a>Delete View Details |
| <u>م</u> م | Loan Product Deposit Product | ⊕ | 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 | Edit Delete View Details |

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

| how 10 v en | tries | | | | | | : | Search: | |
|-----------------------|-----------------|----------------|----------|--------------------|--|------------------------|----------------|---------------|--|
| Name | Last \Diamond | First | Middle 🗘 | Marital \Diamond | Address | Birthdate | Contact # | Years Stay | |
| BULAK MARK DANIEL | BULAK | MARK DANIEL | KARUS | married | Tacas Jaro lloilo City | 1988-05-22 00:00:00 | 09500594658 | 20 | Edit Edit View Details |
| CAROS SHIELA MAE | CAROS | SHIELA MAE | HANA | married | Brgy Balabago Jaro | 1977-05-22 00:00:00 | 1231231231 | 30 | Edit Edit Delete View Details |
| DIAZ KAREN | DIAZ | KAREN | LATE | single | BRGY. JALANDONI, JARO, ILOILO CITY | 1982-12-17 00:00:00 | 0919665656656 | 1982 | Edit Edit Delete |
| 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 | Edit Edit Uiew Details |
| JAVIERITOS RODOLFO | JAVIERITOS | RODOLFO | ALSA | single | Hinigaran Bacolod | 1995-12-05 00:00:00 | 09302271816 | 12 | Edit Edit View Details |
| PADILLA KENNY | PADILLA | KENNY | YEN | single | LAPAZ | 1983-12-17 00:00:00 | 091646457898 | 1964 | 🖍 Edit 🧻 Delete |

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

| 🙈 BARILLABOX | ■ English (US) ~ 🗶 🔀 Find reports and more | Q (₽ = |
|--------------------|--|--------|
| Admin User 🗸 | ■ Client Information > diaz, karen late | ې ر |
| 倄 Dashboard | | |
| 占 Clients | Back | |
| 🗐 Loans | 🕹 Client Loans | 2 |
| \$ Savings | Show 10 v entries Search: | |
| 📕 Journal | Loan Name 🔺 Loan Amount 🗘 Interest Rate 🖒 Status | ¢ |
| Billing | SAVINGS APPLICATIONS DOAN APPLICATIONS | |
| ┛ Reports | DIAZ, KAREN L. | |
| 🐸 System Users | Op19665656656 Showing 0 to 0 of 0 entries | Next |
| 📕 Official Receipt | Loan Accounts Group Code | |
| 🗕 Loan Product | 0 | 2 |
| A Deposit Product | Saving Client Code | |
| 倄 Branches | Client Status | |
| Chart of Accounts | Active Saving Account Type O Hold Amount Account Accou | |
| 倄 Address | First Name 11008 BPI ALL 500.0000 10.0000 0 | VIEW |

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.

| <u>&</u> | BARILLABOX | 2 | | | | | 🚟 Enj | glish (US) 🗸 👤 | Find reports and more | Q 🕩 🗏 |
|--------------|------------------|---|---------|-----------|------------------------------|-----------------------|----------------|----------------|------------------------|------------|
| | Admin User ~ | | = Clier | nt Loan. | Application > Create Joan ap | plication for DIA7_KA | RENIATE | | | ○ € |
| ñ | | Г | Circi | ic Eourn | | | | | | |
| 4 | Clients | æ | 오 LOA | N APPLICA | TIONS - KAREN LATE DIAZ | | | 🖌 🔍 Cr | eate Loan Application | 2 |
| | | æ | ID | TYPE | PRODUCT | STATUS | | Client | : Name N LATE DIAZ | |
| \$ | | æ | 3 | LOAN | EMERGENCY LOAN (BPI) | PENDING | VIEW CHECKLIST | Select | t Loan Product | |
| | | æ | | | | | | EME | RGENCY LOAN (BPI) | ~ |
| 8 | | œ | | | | | | | NEW APPLICATION < BACK | |
| | | æ | | | | | | | | |
| ** | | æ | | | | | | | | |
| | Official Receipt | æ | | | | | | | | |
| ₫ | | æ | | | | | | | | |
| ₫ | Deposit Product | æ | | | | | | | | |
| Â | | Œ | | | | | | | | |

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

| 🙈 BARILLABOX | 2 | 🖼 English (US) ~ 👤 🔀 Find reports and more | Q () ≡ |
|-------------------|---|--|--------|
| 🤶 Admin User ~ | = Application Checklist > | | 0 |
| 😭 Dashboard | | [] | |
| 💄 Clients | 😑 오 Application Checklist 🧳 | Application Details | 1 |
| 🗐 Loans | Checklist 1 Checklist 2 Checklist 2 | Application ID 3 | |
| Journal | Checklist 4 Chec | Status PENDING | |
| Billing | | Client Name KAREN LATE DIAZ | |
| Reports | BACK | Loan Name EMERGENCY LOAN (BPI) | |
| Official Receipt | e | Loan Amount 150000.00 | |
| 👗 Loan Product | • | Term | |
| A Deposit Product | ■ | 12 Weekly Interest Rate | |
| 😭 Branches | | 0 % | |
| Ghart of Accounts | • | | |
| 😭 Address | Checklist Liploads | | 2 |

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.

| Checklist 1 | | |
|-------------|---------------------|---|
| Checklist 2 | 2 | |
| Checklist 4 | | - |
| | CREATE LOAN ACCOUNT | |
| BACK | | 1 |
| | | |

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

| | | 15 Te 12 Int 0 5 | 0000.00 rm Weekly erest Rate % | |
|---|----------------|--|---|--|
| Checklist Uploads Upload New File | | | | Search: |
| | | | | |
| Checklist | ▲ File | Remarks | Oploaded By | |
| Checklist Checklist 1 | File View | Remarks This is a document for Che | Oploaded By ecklist 1 Admin User | ⇔ Download Remove |
| Checklist 1 Checklist 1 Checklist 4 | File View View | Remarks This is a document for Che Checklist 4 | Uploaded By ccklist 1 Admin User Admin User | Cownload Remove Download Remove |

| - | BARILLABOX | 2 | | | | | English (US) ~ | ! | X F | ind reports and more | Q | • | Ξ |
|------|--------------|---|----------------------------|---------------------|---------------------|------------------------------------|----------------|----------|-----|----------------------|--------------------|----|---|
| | Admin User ~ | | Up | oad New File | | | × | | | | | | |
| ñ | | | Che | cklist | | | | | | | | | |
| 4 | | œ | CH | necklist 2 | | | ~ | | | | | | |
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| \$ | | æ | т | his is a scanned co | opy of the document | | | | | | | | |
| R | | • | 🗣 Checklist Uploa | | 1 | | | | | | | 2 | |
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| - | | œ | Show 10 v er | | | Close | Upload | | Se | earch: | | | |
| | | æ | Checklist | | | | Зу | | | | | | |
| ₽ | | æ | Checklist 1 | I | View | This is a document for Checklist 1 | Admin User | | | | Download Remove |] | |
| ₽ | | æ | Checklist 4 | | View | Checklist 4 | Admin User | | | | Download | | |
| ñ | | œ | | | | | | | | | Remove | | |
| يت ا | | - | Showing 1 to 2 of 2 entrie | s | | | | | | Previous | 1 Ne | xt | |

| 🙈 BARILLABOX | | | | | | Engl | d sussessefull |
|--------------------|---|-----------------------------|--------|-----------------------------------|--------------------------|-------------|--|
| 🤶 Admin User 🗸 | | | | | Loan Amount 150000.00 | New fi | lo Successiuli le has been uploaded successfully! |
| 😭 Dashboard | | | | | Term | | |
| 💄 Clients | æ | | | | 12 Weekly | | |
| 🗐 Loans | æ | | | | Interest Rate | | |
| \$ Savings | æ | | | | | | |
| Journal | æ | Checklist Uploads | | | | | 2 |
| Billing | æ | - | | | | | |
| 📕 Reports | æ | Upload New File | | | | | |
| 嶜 System Users | œ | Show 10 v entries | | | | | Search: |
| 📕 Official Receipt | œ | Checklist | ▲ File | Remarks | | Uploaded By | |
| 🛓 Loan Product | Ð | Checklist 1 | View | This is a document fo | r Checklist 1 | Admin User | Download Remove |
| 🗕 Deposit Product | æ | Checklist 4 | View | Checklist 4 | | Admin User | Download |
| 🖌 Branches | æ | | | | | | Remove |
| Chart of Accounts | ŧ | Checklist 2 | View | This is a scanned cop document | y of the | Admin User | Download Remove |
| Address | Ð | Showing 1 to 3 of 3 entries | | | | | Previous 1 Next |

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

| Upload New File | | | | |
|-----------------|--------|-----------------------|---------------------------|--------------|
| ow 10 v entries | | | | Search: |
| hecklist | ▲ File | Remarks | 🗘 Uploaded By | |
| Checklist 1 | View | This is a document fo | or Checklist 1 Admin User | Down Remo |
| hecklist 4 | View | Checklist 4 | Admin User | Dowr |

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

| 🙈 BARILLABOX | P | 🖼 English (US) ~ 🔮 🔀 Find reports and more | Q 🗭 🗏 |
|--------------------|---|--|----------------|
| 👰 Admin User ~ | ■Application Checklist > | | ٦ ^د |
| 🖀 Dashboard | Anew Loan Account was created successfully. | | ~ |
| 💄 Clients | | | ^ |
| 📕 Loans | 🕀 🔍 Application Checklist 🧳 | ➡ Application Details | 2 |
| \$ Savings | ⊕ Checklist 1 | Application ID | |
| 📕 Journal | Checklist 2 | Satus | |
| Billing | BACK | COMPLETED | |
| 💋 Reports | C C | Client Name KAREN LATE DIAZ | |
| System Users | œ | Loan Name | |
| 📕 Official Receipt | Θ | EMERGENCY LOAN (BPI) | |
| 📕 Loan Product | œ | Loan Amount 150000.00 | |
| A Deposit Product | Θ | Term | |
| 🖀 Branches | œ | 12 Weekly | |
| Chart of Accounts | ⊕ | 0 % | |
| Address | œ | | |

View-clients-with-savings-accounts.md

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

| | BARILLABOX | | | | 📟 English (US) 🗸 🎍 | Find reports ar | nd more 🕻 | 2 🗭 | ≡ |
|-----|------------------------------|---|--|----------------------------|--------------------|-----------------|-----------|--------|---|
| | Admin User ~ | | = Savings >List of clients with savings accounts | | | | | | • |
| ñ | | | | | | | | | |
| 4 | Clients | Θ | SAVING ACCOUNTS | | | | | | 2 |
| | View Clients Client Loans | | Search Client | | | | Q SEARCH | | |
| - | Client Savings | | Show 10 • entries | | | Search: | | | |
| | | æ | Client Name | Number of Savings Accounts | | | | | |
| \$ | | æ | JOHN MARK HERNIA DOLLOSA | 2 | | ≔VIEW ACCOUNTS | | | |
| | | æ | KAREN LATE DIAZ | 1 | | ≡VIEW ACCOUNTS | | | |
| 0 | | æ | MARK DANIEL KARUS BULAK | 1 | | ≡VIEW ACCOUNTS | | | |
| | | æ | PIOLO GARCIA PASCUAL | 1 | | ≡VIEW ACCOUNTS | | | |
| *** | | æ | RODOLFO ALSA JAVIERITOS | 2 | | ≡VIEW ACCOUNTS | | | |
| | Official Receipt | æ | Showing 1 to 5 of 5 entries | | | | Previous | 1 Next | |
| ≞ | | æ | | | | | | | |
| ₫ | Deposit Product | æ | | | | | | | |

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

| | BARILLABOX | 2 | | 📑 English (US) 🗸 | Find reports | and more | Q () ≡ |
|----|------------------|---|---|------------------|-----------------|----------|--------|
| | Admin User ~ | | Clients Loan > View clients with active loan accounts | | | |) 🗘 |
| ñ | | | | | | | |
| 4 | Clients | Θ | Clients with Loan Accounts | | | | 2 × |
| - | View Clients | | | | | Q SEARC | н |
| E | Client Loans | | Show 10 v entries | | Search: | | |
| | Client Savings | | Client Name | Number of Loans | | | |
| | | æ | JOHN MARK HERNIA DOLLOSA | 1 | ≔ VIEW ACCOUNTS | | |
| \$ | | æ | PIOLO GARCIA PASCUAL | 1 | ≔ VIEW ACCOUNTS | | |
| | | æ | Shawing 1 to 2 of 2 optrion | | | Provious | 1 Novt |
| 0 | Billing | æ | snowing I to 2 of 2 entries | | | Flevious | Next |
| | | æ | | | | | |
| * | | æ | | | | | |
| | Official Receipt | æ | | | | | |
| ₫ | | æ | | | | | |
| ≞ | Deposit Product | æ | | | | | |

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 \Diamond | Marital 🗘 | Address | Birthdate \diamondsuit | Years Stay | |
|--------------|--------|-------|-------------------|-----------|---------------------------------------|--------------------------|---------------|------------------------------|
| AVENUE BOYCE | AVENUE | BOYCE | S | married | BACOLOD CITY | 1984-05- 07 | 20 | Edit Delete |
| 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

| | Admin User ~ | | ≡ Saving | s Account A | pplications > | | | | • |
|----|------------------|---|-----------------|----------------|-------------------------|--------|---|-------------------------------|---|
| ñ | | | 0 | p, lecourie, | ppnearche | | | | |
| • | Clients | ⊕ | 🔍 SAVINO | GS ACCOUNT APP | LICATIONS » BOYCE S AVE | NUE | 2 | CREATE SAVINGS APPLICATION | |
| | | æ | ID | ТҮРЕ | PRODUCT | STATUS | | Client Name BOYCE S AVENUE | |
| \$ | | œ | | | | | | Savings Product | |
| | | œ | | | | | | REGULAR SAVING ~ | |
| 0 | | œ | | | | | | NEW APPLICATION BACK | |
| | | œ | | | | | | | |
| ** | | œ | | | | | | | |
| | Official Receipt | æ | | | | | | | |
| ∡ | | æ | | | | | | | |
| ∡ | Deposit Product | æ | | | | | | | |
| â | | æ | | | | | | | |

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

| SA\ | /INGS ACCOUN | IT APPLICATIONS » BOYCE | S AVENUE | | <u> </u> | CREATE SAVINGS APPLICATION | |
|-----------|--------------------|---------------------------|----------|----------------|----------|-------------------------------|---|
| ID | TYPE SAVINGS | PRODUCT REGULAR SAVING | STATUS | VIEW CHECKLIST | E | Client Name BOYCE S AVENUE | |
| | | | | | | REGULAR SAVING | ~ |

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

| ID | ТҮРЕ | PRODUCT | STATUS | | Client Name | |
|----|---------|----------------|---------|----------------|-----------------------------------|---|
| 1 | SAVINGS | REGULAR SAVING | PENDING | VIEW CHECKLIST | BOYCE S AVENUE Savings Product | |
| | | | | | REGULAR SAVING | ~ |

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

| Application Checklist > | | |
|---|--|---|
| 💀 Application Checklist | 🖍 🗪 Application Details | 2 |
| Checklist 1 Checklist 2 ITR UPDATE CREATE SAVINGS ACCOUNT BACK | 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.



*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

| | Admin User ~ | | = SaVings > List of clients with savings. | accounts | | | \$ |
|----|----------------|---|---|----------------------------|-----------------|---------------|---------------------------------|
| ñ | | | | | | | |
| 4 | Clients | Θ | SAVING ACCOUNTS | | | | $\mathcal{L}^{\mathcal{B}}_{i}$ |
| Ļ | View Clients | | | | | Q SEARCH | |
| ŀ | Client Loans | | Search Client | | | | |
| - | Client Savings | | Show 10 v entries | | Search: | | |
| | | œ | Client Name | Number of Savings Accounts | | | |
| \$ | | æ | BOYCE S AVENUE | 1 | I≡VIEW ACCOUNTS | | |
| | | Ð | KAREN LATE DIAZ | 1 | ≡VIEW ACCOUNTS | | |
| 0 | | ŧ | Showing 1 to 2 of 2 entries | | | Previous 1 Ne | ext |
| | | æ | | | | | |

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

| 2 | Admin User ~ | | | ings account of AVENILIE BOY | (CE S | | | | \$ |
|----|--------------|------|-----------------------------|----------------------------------|-------------|---------------|--------------|----------------|----|
| ñ | | | | 15 account of 7 we we to 2, bo 1 | | | | | |
| • | Clients | æ | Savings Account (AVEN) | UE, BOYCE) | | | | | e. |
| | | æ | Show 10 • entries | | | | Se | earch: | |
| \$ | | Œ | Saving Account | Туре | Hold Amount | Interest Rate | Hold Percent | | |
| | | æ | 11001 | REGULAR SAVING | 500.0000 | 10.0000 | 10.0000 | 💿 VIEW 🖍 EDIT | |
| 0 | | æ | Showing 1 to 1 of 1 entries | | | | | Previous 1 Nex | ct |
| 8 | | æ | | | | | | | |
| ** | | Œ | | | | | | | |
| _ | | - 10 | | | | | | | |

*Then this will appear.

--- View

| Savings Account (| AVENI | JE, BOYCE) | | | | | | | 2 |
|------------------------|-----------------------------|-----------------------------|--------------|----------|------------------|-------------------------|--------|------------|--------|
| Show 10 v entri | es | | | | | Sea | irch: | | |
| Saving Account | | Туре | Hold Amount | \$ | Interest Rate | Hold Percent \bigcirc | | | |
| 11001 | | REGULAR SAVING | 500.0000 | | 10.0000 | 10.0000 | i) VI | iew 🖍 edit | 1 |
| Showing 1 to 1 of 1 en | tries | | | | | | | Previous | 1 Next |
| Savings Ledger | - BC | DYCE S AVENUE | | | | | | | |
| Show 10 🔻 entri | es | | | | | Sea | irch: | | |
| Date Transaction 🔺 | Desc | ription | Source No. 🗘 | Credit 🗘 | Debit \Diamond | | | | |
| 19/07/2018 | Cent | er: BRGY 39, - DepositType: | 3 | 1000.00 | 0.00 | | | | |
| Showing 1 to 1 of 1 en | Showing 1 to 1 of 1 entries | | | | | Previous | 1 Next | | |
| GENERATE | | | | | | | | | |

--- Edit

| EDeposit Product > Deposit Product | 4 |
|---|----------------|
| 📥 Edit Client Savings Account - (11001) | e ⁿ |
| 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.

| ■ Chart of A | CCOUNTS > Chart of Accounts | |
|--------------|-----------------------------|--|
| Create | | |

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

| Header | 3 | |
|--------------|---|--|
| Report Level | | |
| 0 | | |
| Parent COA | | |
| Asset | | |
| CREATE BACK | | |

2. Edit chart of account

*editing chart of account by clicking EDIT button.

| Account Code | Title | Header 🗘 | ReportLevel 🗘 | Parent 🗘 | Modify Date | |
|---------------|--|----------|---------------|----------|---------------------|-------------|
| 1000000 | Asset | 1 | 1 | 0 | 2008-08-04 08:00:00 | Edit Delete |
| 1000000000001 | Allowance for Probable Losses-I/L | 0 | 1 | 1 | 2018-06-25 10:32:12 | Edit Delete |
| 1000000000002 | General Loan Loss Provision | 0 | 1 | 1 | 2018-06-25 10:33:31 | Edit Delete |
| 1000000000003 | 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.

| 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

| Ch | ecklist | | 2 | Create New Checklist |
|----|---------------|---|------|--|
| ID | Name | Description | | Name |
| 1 | Checklist 1 | Checklist 1 | Edit | Name of the checklist (e.g Government IE |
| 2 | Checklist 2 | Checklist 2 | Edit | Description |
| 3 | Checklist 3 | Checklist 3 | Edit | Any description of this checklist to define what it is |
| 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 by clicking EDIT button, and save the changes by clicking UPDATE button.

| Che | ecklist | | |
|-----|---------------|---|------|
| 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 |

| ame | |
|-------------|--|
| Checklist 1 | |
| escription | |
| Checklist 1 | |
| | |
| | |
| | |
| | |
| | |

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 v entries Search: | | | | | | | | | |
| | Deposit ID 🔺 | Deposit Name | Interest Rate 🗘 | With Tax \diamondsuit | Hold Amount \diamondsuit | Hold Percent \diamondsuit | Min Daily Balance \diamondsuit | Min Term \Diamond | |
| | 1 | REGULAR SAVING | 10.0000 | 60.0000 | 500.0000 | 10.0000 | 20.0000 | 10 | Edit 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.

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)

| Penalty |
|--------------|
| Reption - 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 v entries | Search: | | | | | | | | | |
| ID 🔺 | ▲ Name | | FeeGLCr \Diamond | Deduction 🗘 Fixed or Rate 🛛 🗘 | | Modified | | | | | |
| 1 | SERVICE CHARGE | Due From BSP | Service Fees/Charges | 500.00 | Fixed Amount | 2018-07-16 13:38:18 | Ş | Edit Delete | | | |
| 2 | ATTTY FEE | Due From BSP | Accounts Payable | 600.00 | Fixed Amount | 2018-07-16 13:38:42 | | Edit Delete | | | |

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

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

| Compute VA | Γ? | | | |
|------------|------|--|--|---|
| 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 | | 1 | | | |
| KAREN LATE DIAZ | ~ | | | | |
| Loan Type | | 1 | | | |
| HOUSING LOAN | ~ | | | | |
| Transaction Date | | 1 | | | |
| — | | | | | |
| 2018-07-19 | | | | | |
| Cutoff Date | | this a | account set t | erm type to weekly | |
| | | | | | |
| 2018-07-26 | | | | | |
| Transaction Type | | | | | |
| Regular | ~ | | | | |
| T FILTER | | | | | |
| Show 10 v entries | | | | | Search: |
| Client Name | Due | Collection | Payment | Oetails | |
| REMOVE KAREN LATE DIAZ | 66,636.59 | 0.00 | 0.00 | DETAILS | |
| Showing 1 to 1 of 1 entries | | | 1 | 1 | Previous 1 Next |
| | | | | | I TOAL |

3. After the filtering the result will appear,

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

| Show 10 v entries Search: | | | | | | | | | | |
|---------------------------|-----------------|--|-----------|---------------|------------|------------|----------|--|------------|------|
| | Client Name | | Due | \Rightarrow | Collection | \diamond | Payment | | Details | |
| REMOVE | KAREN LATE DIAZ | | 66,636.59 | | 66636.59 | | 66636.59 | | DETAILS | |
| Showing 1 to 1 oj | f 1 entries | | | | | | | | Previous 1 | Next |
| Total Collection: | | | | | | | | | | |
| 66636.59 | | | | | | | | | | |
| Total Payment: | | | | | | | | | | |
| 66636.59 | | | | | | | | | | |
| | | | | | JOURNALIZE | | | | | |

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

| | Loan Account | | | | | | | | | |
|----------|-----------------------------|-----------|--|----------|-----------------|----------|--|--|--|--|
| | HOUSING LOAN - 12002 | | | | | | | | | |
| | Deposit Account | | | | | | | | | |
| | PERSONAL SAVINGS - 12002 | | | | | | | | | |
| | Total Balance | | | | | | | | | |
| | 799,639.098 | | | | | | | | | |
| ons | Total Due | | | | | | | | | |
| | 66,636.59 | | | | | | | | | |
| 5 | Total Payment | | | | | Details | | | | |
| yments | 66636.59 | | | | | DETAILS | | | | |
| i Paymen | Show 10 v entries | | | Se | arch: | Previous | | | | |
| | 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: 0.00 | | | | | | | | | |
| | CLOSE | | | | | | | | | |
| | | | | | | | | | | |

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)

| stal Collection: | | |
|------------------|---------------|--|
| 66636.59 | | |
| otal Payment: | | |
| 66636.59 | | |
| | DURNALIZE | |

*Do post the payment.

| - | | | | | | | | |
|----------------------|-----------|--------------------------------|------|----------------|-----------|-----|---------|----------|
| Show 10 v en | itries | | | | | | Search: | |
| COA Title | | | • | Dr 🗘 | Cr 🗘 | | | |
| Due From BSP | | | • | 66636.59 | 0.00 | | | |
| Loans Rec. HO | USING | | • | 0.00 | 59136.59 | | | |
| Interest - Agric | ultural | | • | 0.00 | 7500.00 | | | |
| Showing 1 to 3 of 3 | entries | | | | | | | Previous |
| otal Debit | 66636 | 5.59 | | | | | | |
| otal Credit | 66636 | i.59 | | | | | | |
| | | | | ⊖ P | rint 🖺 Po | ost | | |
| how 10 🔻 entr | ies | | | | | | Search | 1: |
| Client Name 🔺 | Due 🗘 | $\textbf{Collection} \bigcirc$ | Paym | ent \Diamond | | | | |
| KAREN LATE DIAZ | 66,636.59 | 66636.59 | 6663 | 6.59 | | | | |
| owing 1 to 1 of 1 er | ntries | | | | | | | Previous |
| | | | | | | | | |

*The receipt will automatically generated.

| 23 Your Company Name 23 Your Address Here Fel No : (###) ###-##### | Date | 2018-07-19 07:42 AM |
|---|-------------------|------------------------|
| FIN # 19832-3883 | OR # | 2 |
| PAYME | NT RECEIPT | Г |
| RECEIVED FROM | | AMOUNT |
| - DESCRIPTION Loan Account Payment for LoanA Account - 12002 Interest (07/26/2018) 7,50 | Acount(s) (12002) | 66,636.59 |
| Principal Due (07/26/2018) 59,1 | 36.59 | |
| | RI | ECEIVED 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.

| ELoan Product Savings > View list of loan product savings |
|---|
| Create Product Savings |
| 🐣 Loan Product Savings |
| Show 10 v entries |

*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

| Straight or Balance | N3 |
|-----------------------|----|
| Straight / Discounted | |
| Discounted or AddOn | |
| Discounted | |
| CREATE Back | |
| | |

2. Edit loan product savings

*editing loan product savings by clicking edit button.

| 4 | 🔺 Loan Product Savings | | | | | | | | | |
|---|---------------------------|------------------------|----------------------|------------------|----------------------|-----------------|-------------------|--|--|--|
| | Show 10 v entries Search: | | | | | | | | | |
| | Savings ID 🔺 | Savings Name | Deduction \Diamond | Deposit Type | FixedOrRate | DiscountedAddon | | | | |
| | 2 | CAPITAL BUILD UP - CBU | 500.0000 | PERSONAL SAVINGS | Fixed Amount | Add-on | 🕼 Edit 🗎 î Delete | | | |
| | 3 | LIQUIDITY FUND - LF | 5.0000 | TIME DEPOSIT | Percent of Principal | Add-on 🔓 | 🕼 Edit 🗎 î Delete | | | |

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

| Straight or Balance | \Diamond | |
|-----------------------|------------|--|
| 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 |
| ATTTY 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 v entries Search: Loan ID Term Deposit Type Loan Name EMERGENCY LOAN (BPI) REGULAR SAVING 1 Weekly HOUSING LOAN PERSONAL SAVINGS 2 Monthly Edit Delete D

*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 Saving | gs | | |
| LIQUIDIT | YFUND - 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

| 2 | Admin User ~ | | = | I oan Release > Re | امعدوا |
|----|---------------------|---|---|--------------------|--------|
| ñ | Dashboard | | | | |
| 4 | Clients | Œ | | Center | |
| 2 | Loans | Θ | | SELECT | ~ |
| | Loan Applications | ŧ | | Group | |
| | Loan Releases | Θ | | SELECT | ~ |
| | List Loan Releases | | | Client | |
| | Create Loan Release | | | SELECT | ~ |
| | Loan Payments | ŧ | | Loan Type | |
| \$ | Savings | æ | | SELECT | ~ |
| | Journal | æ | | Q SEARCH | |
| 0 | Billing | ŧ | ľ | | |

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

| Center | Show | 10 • entries | | | Search: | |
|-----------------|------|------------------------|--------------|-----------------|-------------|----------------|
| SELECT | / | CLIENT NAME | LOAN ACCOUNT | LOAN NAME | LOAN AMOUNT | DETAILS |
| Group | | KAREN LATE DIAZ | 12002 | HOUSING LOAN | 750000.00 | i View Details |
| SELECT | | | | | | |
| Client | Show | ing 1 to 1 of 1 entrie | 5 | | Previ | ous 1 Next |
| KAREN LATE DIAZ | , | | | | | |
| Loan Type | | | | | | |
| HOUSING LOAN | , | | | | | |
| Q SEARCH | | | | | | |
| | | | | | | |
| | | | | | | |

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 CHARG | iE | ~ + | ADD | | | | | |
| Show 10 v en | tries | | | | | 2 | earch: | |
| LoanFeeName 📥 | Deduction | | 0 Fi | ixedRate | StraightBalance | | DiscountedAddon 🛇 | Remove \Diamond |
| ATTTY FEE | 600.0000 | | | Fixed Amoun 🗸 | Straight / Discoun | te V | 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.

| SELECT 🗸 | - | CLIENT NAME | LOAN ACCOUNT | LOAN NAME | LOAN AMOUNT | DETAILS 🗘 |
|-----------------------------|-------|------------------------|--------------|-----------------|-------------|----------------|
| Group | | KAREN LATE DIAZ | 12002 | HOUSING LOAN | 750000.00 | i View Details |
| SELECT V | | KEN YEN | 12003 | HOUSING | 750000.00 | View Details |
| Client | | PADILLA | | LOAN | | |
| SELECT | | ng 1 to 2 of 2 ontria | e | | Previ | ious 1 Next |
| SELECT | Showi | ing I to Z of Z entire | 3 | | 11001 | ous inche |
| Loan Type | Showi | ng 1 to 2 0j 2 entrie | J | | | |
| Loan Type HOUSING LOAN | Showi | ng 1 to 2 of 2 entrie | - | | | |
| Loan Type HOUSING LOAN × | Snown | ng 1 to 2 tj 2 entire | 2 | | | |

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 10 • entries | | | Search: | |
|---|--------------|-----------|----------------|---------------------|
| COA Title | | | Dr | ♦ Cr ♦ |
| Due From BSP | T | | 0 | 1498800 |
| Loans Rec. HOUSING | v | | 1500000 | 0 |
| Accounts Payable | v | | 0.00 | 1,200 |
| Showing 1 to 3 of 3 entries Total Debit 1500000 | Tot : | al Credit | | Previous 1 Next |
| how 10 🔻 entries | POST |] | Search | : |
| Client Name | LoanAmount | Deduction | ୍ଦି N € | etAmount \Diamond |
| KAREN LATE DIAZ | 750,000 | 600 | 74 | 19,400 |
| KEN YEN PADILLA | 750,000 | 600 | 74 | 49,400 |
| howing 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.

| 2 | Admin User ~ | | Clients Loan > View clients with active loa | an accounts | | | \$ | • |
|----------|----------------|---|---|-----------------|-----------------|------------|------|---|
| ^ | | | | | | | | |
| 4 | Clients | Θ | Clients with Loan Accounts | | | | 2 × | |
| Ļ | View Clients | | | | | Q SEARCH | | |
| E | Client Loans | | Show 10 v entries | | Search: | | | |
| | Client Savings | | Client Name | Number of Loans | | | | |
| | | æ | BOYCE S AVENUE | 1 | ≔ VIEW ACCOUNTS | | | |
| \$ | | æ | KAREN LATE DIAZ | 1 | | | | |
| | | æ | | | | | | |
| | | ŧ | Showing 1 to 2 of 2 entries | | | Previous 1 | Vext | |

*Click View of the specific loan account.

| 오 Loan Accounts of Clie | nt | | | | | AVENUE, BOYCE |
|----------------------------|-------------|--------------|-------------|---------------|----------|-----------------|
| Show 10 • entries | | | | | Search | ר: |
| Loan Name 🔺 | Loan Amount | Date Release | Date Mature | Interest Rate | Status 🗘 | |
| HOUSING LOAN | 750000.0000 | 2018/07/19 | 2019/06/26 | 12.0000 | CURRENT | • VIEW / EDIT |
| Showing 1 to 1 of 1 entrie | S | | | | | Previous 1 Next |

*You can check the loan schedule of payment

| oan Account (1 2 | 2001) | | | 2 | Loan Summary (HOUSING LOAN |
|--------------------------|------------|---------------------|-------------|----|--|
| Account Detail | AYMENT | chedule \$ Payments | ch: | | Client Name: BOYCE A AVENUE Loan Amount: 750,000.00 |
| Date | ▲ Interest | Principal Due | Total | \$ | Date Release: Jul 19 2018 |
| ul-26-2018 | 7,500.0000 | 59,136.5915 | 66,636.5915 | | Interest Rate: 12.00 |
| Aug-26-2018 | 6,908.6341 | 59,727.9574 | 66,636.5915 | | Date Mature: |
| Sep-26-2018 | 6,311.3545 | 60,325.2370 | 66,636.5915 | | Jun 26 2019 |
| 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 | | |
| an-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 | | |

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

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

| Loan Account | (12001) | | | 2 | Loan Summary (HOUSING LOAN) |
|--------------------------------|----------------|--------------------|---------------|------------------|-----------------------------------|
| Account De | tails 🋗 Paymen | nt Schedule \$ Pay | /ments | | Client Name: BOYCE A AVENUE |
| how 10 🔻 | entries | | Search: | | Loan Amount: 750,000.00 |
| Description | Debit Amount | Credit Amount | Reference No. | 🔶 Date Payment 🔅 | Date Release: |
| PRINCIPAL | 750000.00 | 0.00 | CDB - 1 | 2018-07-19 | Jul 19 2018 |
| INTEREST | 49639.10 | 0.00 | CDB - 1 | 2018-07-19 | 12.00 |
| howing 1 to 2 o | of 2 entries | | ſ | Previous 1 Next | 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 Jornal info just click VIEW

| Journal Journal Book Transaction Date Document No. Description Search: Journal Book Transaction Date Document No. Description Cash Disbursement 2018-07-19 00:00:00 1 Loan Releases of BRGY 39 Image: Center: , - Loan Tpe: HOUSING LOAN, Image: Center: , - Loan Tpe: | + CREATE JOURNAL ENTR | Y | | | | | |
|---|-------------------------|------------|------------|----------------|-------------------------------------|---------------|---------------------------|
| Interset Search: Journal Book Transaction Date Document No. Description Search: Cash Disbursement 2018-07-19 00:00:00 1 Loan Releases of BRGY 39 Ivew I Edit I Generate Voucher Cash Receipt 2018-07-19 00:00:00 2 Center: , - Loan Tpe: HOUSING LOAN, Ivew I Edit I Generate Voucher | Journal | | | | | | |
| Journal BookTransaction DateDocument No.DescriptionCash Disbursement2018-07-19 00:00:001Loan Releases of BRGY 39Iven I to the I to | how 10 v entries | | | | | Search: | |
| Cash Disbursement2018-07-19 00:00:001Loan Releases of BRGY 39Image: Comparison of the | Journal Book | Transactio | n Date 🔷 🗘 | Document No. 🗘 | Description | | |
| Cash Receipt 2018-07-19 00:00:00 2 Center: , - Loan Tpe: HOUSING LOAN, SView C Edit Center: Center: , - Loan Tpe: HOUSING LOAN, | Cash Disbursement | 2018-07-19 | 9 00:00:00 | 1 | Loan Releases of BRGY 39 | 👁 View 🕼 Edit | <i>B</i> Generate Voucher |
| | Cash Receipt | 2018-07-19 | 00:00:00 | 2 | Center: , - Loan Tpe: HOUSING LOAN, | View Edit | <i>B</i> Generate Voucher |
| Previous 1 Next | howing 1 to 2 of 2 entr | ies | | | | | Previous 1 Next |

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

| Show 10 • entries | : | Search: |
|--|----------|---|
| Accounts | Debit | Credit |
| Due From BSP | 66636.59 | 0.00 |
| Interest - Agricultural | 0.00 | 7500.00 |
| Loans Rec. HOUSING | 0.00 | 59136.59 |
| Showing 1 to 3 of 3 entries Debit: 66636.59, Credit: 66636.59 Show 10 entries Account ID ▲ Client Name | 5 | Previous 1 Next Search: Previous 1 Next |
| | Ø CAN | ICEL TRANSACTION |

4. To create custom journal click CREATE JOURNAL ENTRY

| CREATE JOURNAL ENTRY | |
|--|---------|
| 🐣 Journal | 2 |
| 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. Reversed:

| DETAILS | | | | | |
|---|---------------------------|---------|----------|--------------------|------------------------------|
| ACCOUNTS | | DEBIT | | | CREDIT |
| Cash on hand | • | 1000 | | | 0 |
| ADD | | | | | |
| DETAILS | | | | | |
| ACCOUNTS | | DEBIT | | | CREDIT |
| Account Recie | vable • | 0 | | | 0 |
| ADD Show 10 V | entries | After | addii | ng entries will ap | opear at the bottom. |
| 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 a | nd credit is equaly balance. |
| Showing 1 to 5 of Debit: 1510 , Cree | f 5 entries dit: 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.

| + CREATE JOURNAL ENTRY | | | | | |
|----------------------------|---------------------|--------------|-------------------------------------|----------------------------------|---|
| 🔺 Journal | | | | | 2 |
| Show 10 • entries | | | | Search: |] |
| Journal Book | Transaction Date | Document No. | Description | | |
| Cash Disbursement | 2018-07-19 00:00:00 | 1 | Loan Releases of BRGY 39 | 👁 View 🕼 Edit 🖉 Generate Voucher | |
| Cash Receipt | 2018-07-19 00:00:00 | 2 | Center: , - Loan Tpe: HOUSING LOAN, | 👁 View 🕼 Edit 🖉 Generate Voucher | |
| Showing 1 to 2 of 2 entrie | 5 | - | | Previous 1 Next |] |

editing journal COA entries.

| CCOUNTS | | DEBIT | | | CI | REDIT | |
|--------------|---------------------------|---------|----------|--------------|-----------|---------------|------------|
| Account Rec | ievable • | 0 | | | | 0 | |
| ADD | | After | addir | ng entries v | vill appe | ar at the bo | ttom. |
| how 10 • | r entries | | | / | | Search: | |
| Remove 4 | 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 de | bit and | credit is equ | aly balanc |
| owing 1 to 5 | of 5 entries | | _ | | | Dra | vious 1 Ne |

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.

| Bal | lance | > Trial Balance | |
|-----|-------|-----------------|--|
| | | | |

| PDF | | Ŧ |
|-----------------|--|---|
| | | |
| 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.

| me Stat | tement > Income Statement | |
|---------|---------------------------|---|
| | Month Date | |
| | 07/20/2018 | |
| | Format | |
| | PDF | ٣ |
| | 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.

| Month Date | |
|-----------------|---|
| 07/20/2018 | |
| Format | |
| PDF | , |
| | |
| GENERATE REPORT | |

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.

| Begin Date | | |
|----------------------------|----------------------------------|--|
| 07/01/2018 | | |
| End Date | | |
| 07/20/2018 | | |
| Accounts | | |
| General Loan Loss Provisio | on 😢 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.

| Begin Date | | |
|-----------------|---|---|
| 07/01/2018 | | |
| End Date | | |
| 07/20/2018 | | |
| Book | | |
| Cash Receipt | ~ | 1 |
| 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.

| Begin Date | | |
|-----------------|---|--|
| 07/01/2018 | | |
| End Date | | |
| 07/20/2018 | | |
| Format | | |
| PDF | | |
| | 2 | |
| 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.

| Month Date | |
|------------|---|
| 07/20/2018 | |
| Format | |
| PDF | ۳ |
| | |

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.

| Month Begin | |
|-----------------|------------------|
| 07/01/2018 | |
| Month End | |
| 07/20/2018 | |
| Format | |
| PDF | v |
| GENERATE REPORT | \triangleright |

9. Daily Savings Accounts:

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

| 0 | Billing | Œ |
|---|----------------------|---|
| | Reports | Θ |
| | Accounting Report | Œ |
| | Status Report | |
| | Aging Report | |
| | Client Due | |
| | Saving Report | Θ |
| | Daily Saving Account | s |
| * | System Users | æ |
| | Official Receipt | Œ |

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

| Format | | |
|-----------------|--|--|
| PDF | | |
| | | |
| GENERATE REPORT | | |
| | | |

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.

| Create User Type |
|-----------------------------|
| User Type |
| Enter user type name |
| User Type Description |
| Enter user type Description |
| CREATE |
| 3 |

*Manage user type permissions, click MANAGE PERMISSIONS

| l≣ User Types | | | | | |
|---------------|---------------------------|-------------------------------|----------------------|--|--|
| Show 10 | Show 10 v entries Search: | | | | |
| ID 🔺 | User Type | Description \Diamond | | | |
| 1 | Administrator | Administrator | • Manage Permissions | | |
| 2 | Manager | Manager | • Manage Permissions | | |
| 3 | Finance / Teller | Finance or Teller | ← Manage Permissions | | |

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

| rmission Category: | | |
|--|--------|---------|
| oans 🗸 👁 SHOW | | |
| Permission | Action | |
| Create loan application | create | OFF |
| Create Loan Fee | create | OFF ● |
| Create Loan Payments | create | OFF |
| Create loan product category | create | OFF OFF |
| Create loan release | create | OFF |
| Create New Loan Product | create | OFF |
| List all loan categories | view | OFF ● |
| /iew list of loan payment | view | NO 0N |
| /iew list of loan release | view | (on |
| /iew loan payment schedule of loan account | view | OFF ● |
| | | |

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.

| 🐣 Payı | ment Order | | |
|--------|----------------|---|---------------------|
| - | Fees & Charges | 1 | Drag this bar to |
| - | Interest | 2 | reorder payment |
| _ | Penalty | 3 | settings. |
| - | Principal | 4 | |
| = | Savings | 5 | |
| SAVE | | | |
| | | | |

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.

| Client Sttings | | | |
|--------------------------------------|---|------------------------------|--|
| CLient Age limit, (Minimum age only) | | Dormant Year Duration | |
| 18 | | 1 | |
| Payroll Checking Settings (default) | | CLient Time Deposit Interest | |
| Regular Savings (default) | | Interest Percentage (%) | |
| REGULAR SAVING | • | 1 | |
| Payroll Savings (default) | | Calculation Date Type | |
| PAYROLL ACCOUNT | • | Annually | |
| | | | |

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 |
| |

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 v entries Search: | | | | | | |
| 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 |
| |
| |