RHOMICOM ORGANISATION MANAGEMENT SYSTEM V1.0.0
SOFTWARE MANUAL

A quick guide on the usage of the Rhomicom Organisation Management System Software.

Rhomicom Systems Technologies Ltd, Ghana
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RHOMICOM ORGANISATION MANAGEMENT SYSTEM SOFTWARE MANUAL

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1. **INTRODUCTION**

   Rhomicom Organisation Management System is a software designed to help automate the management of all Organizations be it Churches, Schools, Companies, NGOs etc.

   It has modules that cover almost every aspect of the management of an Organization or Enterprise.

   It is well suited for areas such as capturing personal data about persons in the Organization, Payroll Processing and efficient management of Internal Contributions and Payments of members, Financial Accounting, Inventory & Fixed Assets Management, Sales and Purchasing (Procurement), efficient tracking & reconciliation of all of the organization's payables and receivables, monitoring of the Attendance Records of persons and many more.

2. **SOFTWARE INSTALLATION / DATABASE SETUP**

   The software comes in a simple setup file which includes most of the basic prerequisite applications. However the user must also have Microsoft Office Word and Excel 2003 and above installed on the client machines. Installing ADOBE Flash player and ADOBE Reader is also an advantage.

   The database is POSTGRESQL which is only installed on a central server to be accessed by all.

   A. STARTING THE SETUP FILE

      i. Double-Click on the Organisation Management System V1.0.0 Setup.exe file in the setup folder provided. Make sure you say yes to all dialogs that ask whether you want the setup to run.

      ii. Click Next
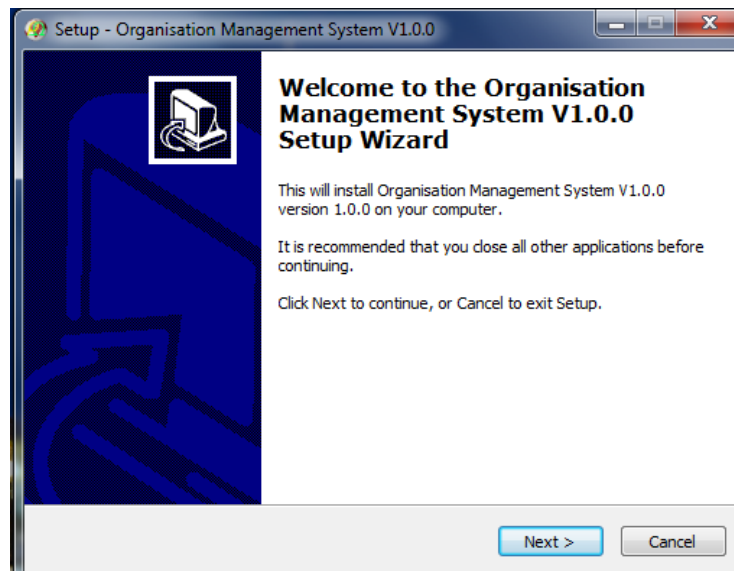
iii. Maintain the default setup folder and click next
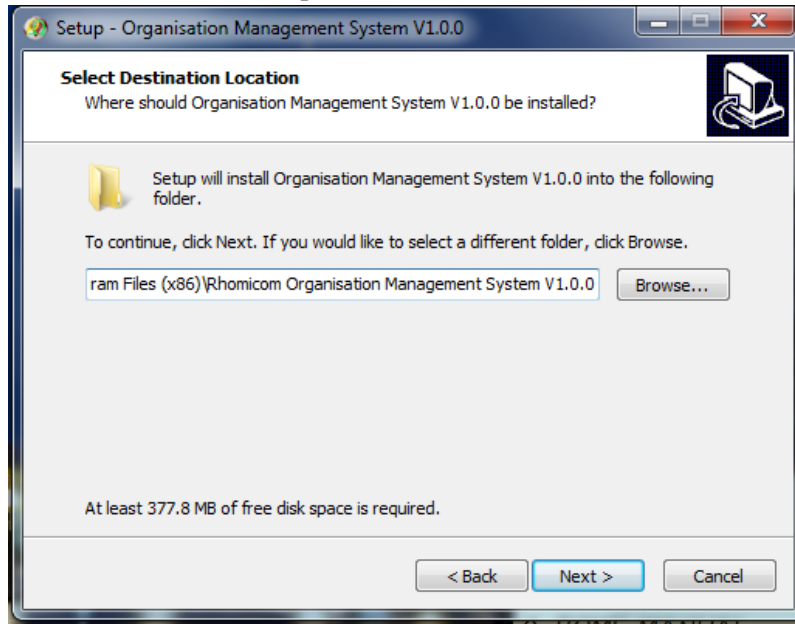
iv. Click Next again
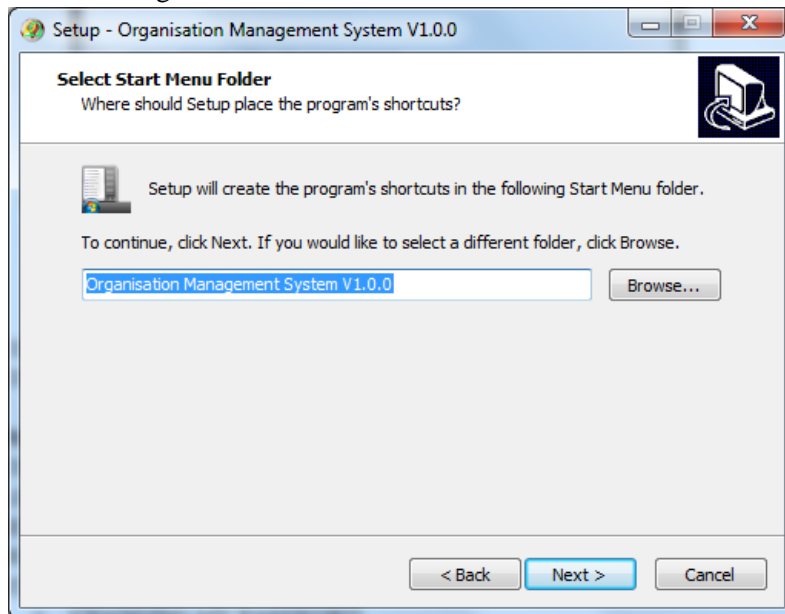
v. Indicate whether you want a desktop icon and click next
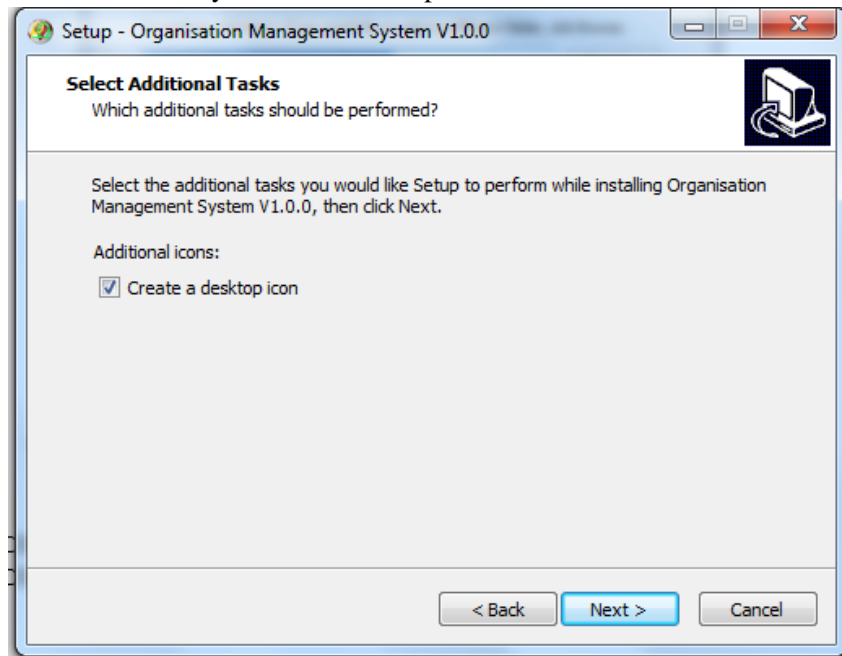
vi. Review your selections and click INSTALL
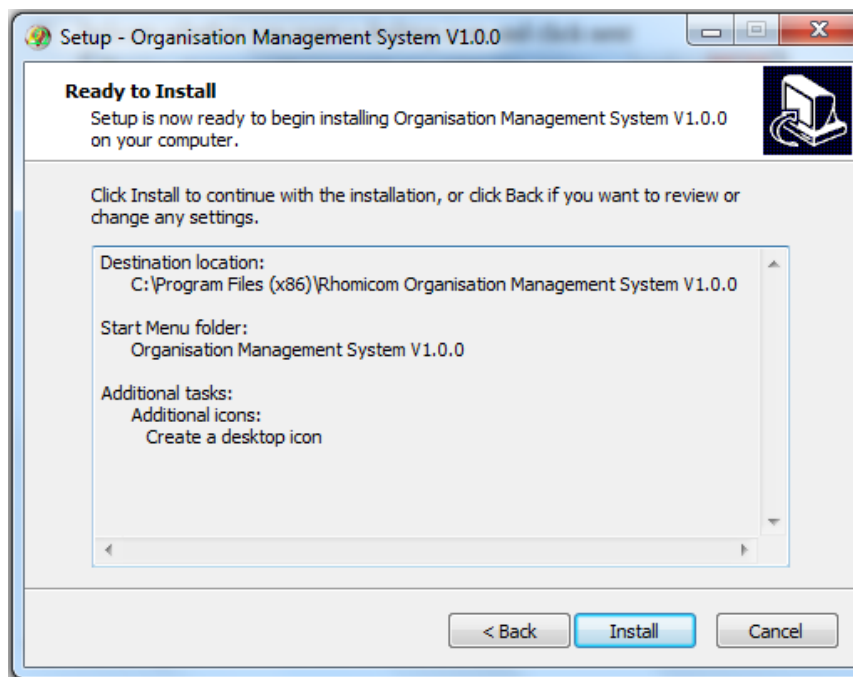
vii. Wait for Installation to Complete
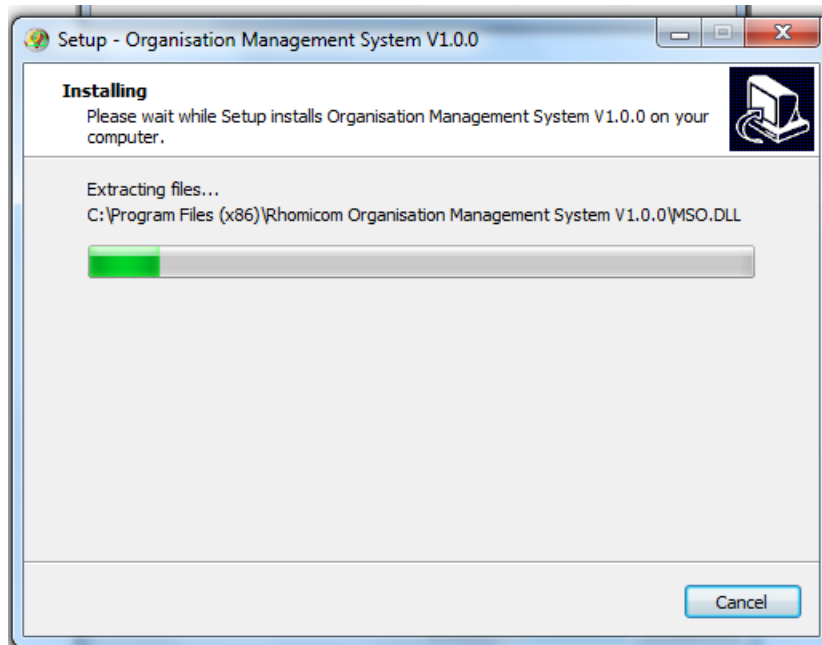
viii. Affirm and Install all Prerequisite Programs that show up by clicking on Next throughout.
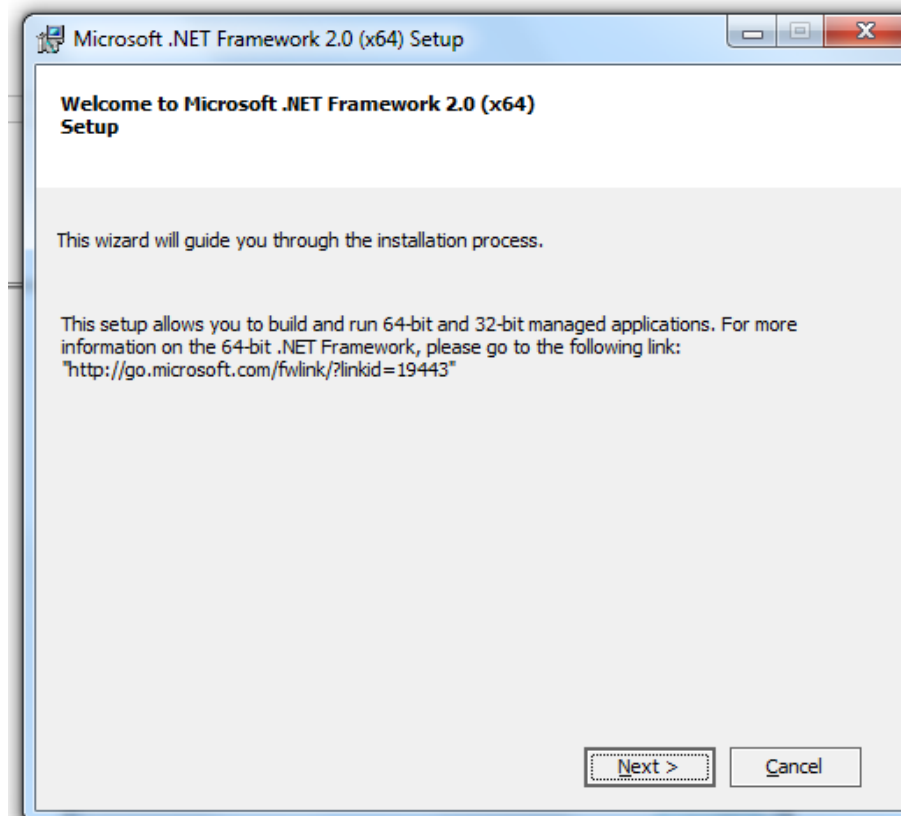
B. CONFIGURING THE DATABASE ON THE SERVER
   i. If this machine is the Database Server Machine then Click on LOAD DEFAULTS ON the Screen that comes up otherwise Click on Close to complete the Installation
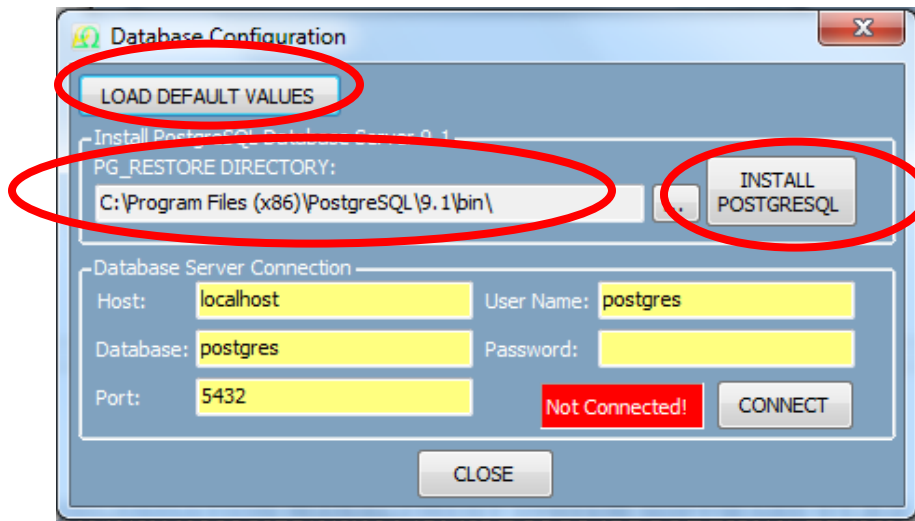
ii. If the PG_RESTORE DIRECTORY is still blank it means the POSTGRESQL Database is not installed. Click on INSTALL POSTGRESQL to Install the Database if this machine is the Server Machine. Take notice of the password you use during the Installation. After successfully Installing POSTGRESQL Click on load defaults again. Provide your own Database Connection Parameters if the defaults are not correct. Type in the POSTGRESQL Installation Password and click on connect.

iii. Choose a Base database directory which must have the name of the database as the last folder. Click on Create to either create and Empty Database or a Sample Database. For a Sample Database make sure the Sample database Source Backup File is the one selected. NB: You will be asked to provide the POSTGRESQL Password during this Database Creation Process.

C. CONFIGURING AN FTP SERVER (FILEZILLA)
   i. Setup and Install an FTP Server and create a User that has full access to the Base Database directory you specified.
   ii. This ftp user will be configured into the system so that network users can through the software view files they are supposed to view via the network.
D. Click on Finish
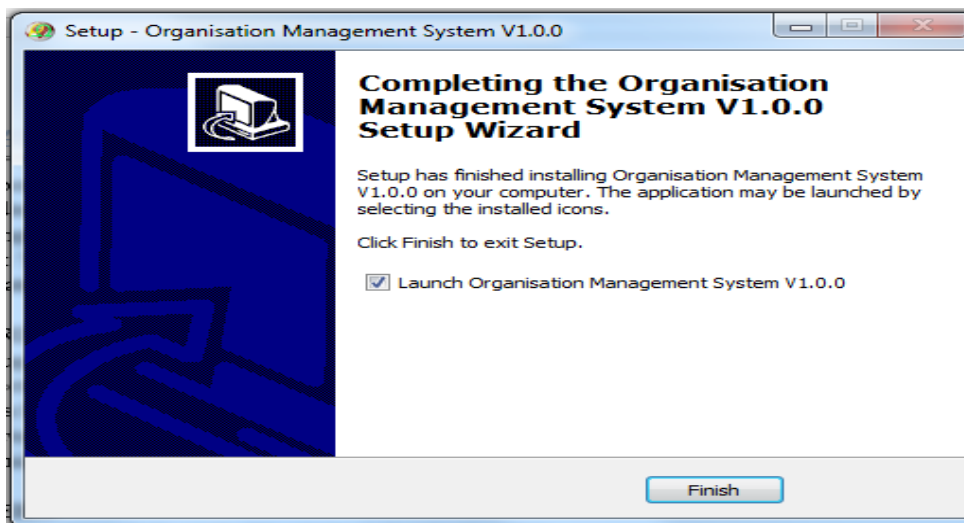
3. **WELCOME SCREEN**
   A. CONNECTING TO LIVE AND TRAINING DATABASES
      i. Provide details of the Database you want to connect to by selecting one from the Stored Connections Combo Box or by typing in all the details.

Prepared by Rhomicom Systems Technologies Ltd.
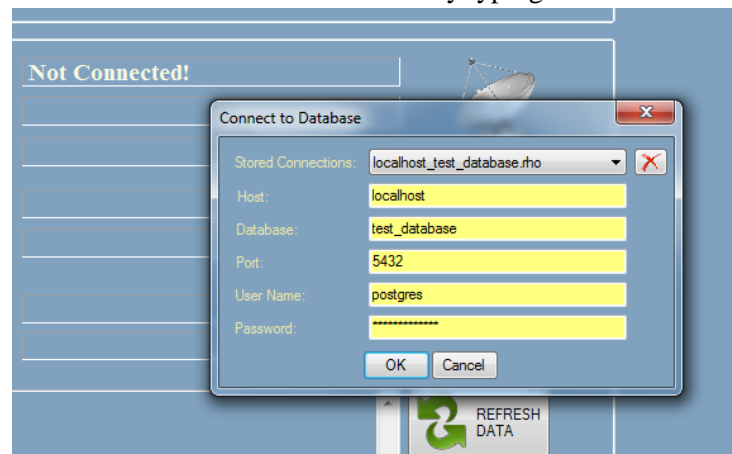
ii.   Click on OK. Enter your user name and Password. For a fresh database the ff can be used. USERNAME: admin   PASSWORD: admin
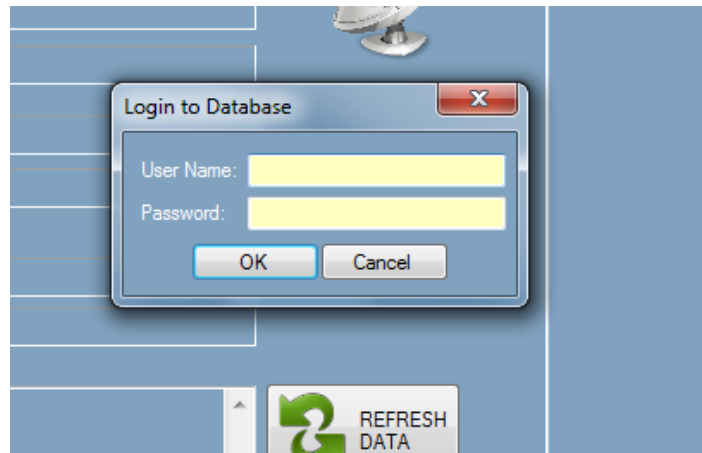
iii.   Select the Roles you wish to use and click OK. You can get this Dialog Box by clicking on SELECT ROLES on the Top Menu under START

B. HOME PAGE

    i. The home page displays basic information about your current connection. It also provides shortcuts to the menu items on top of the main form.
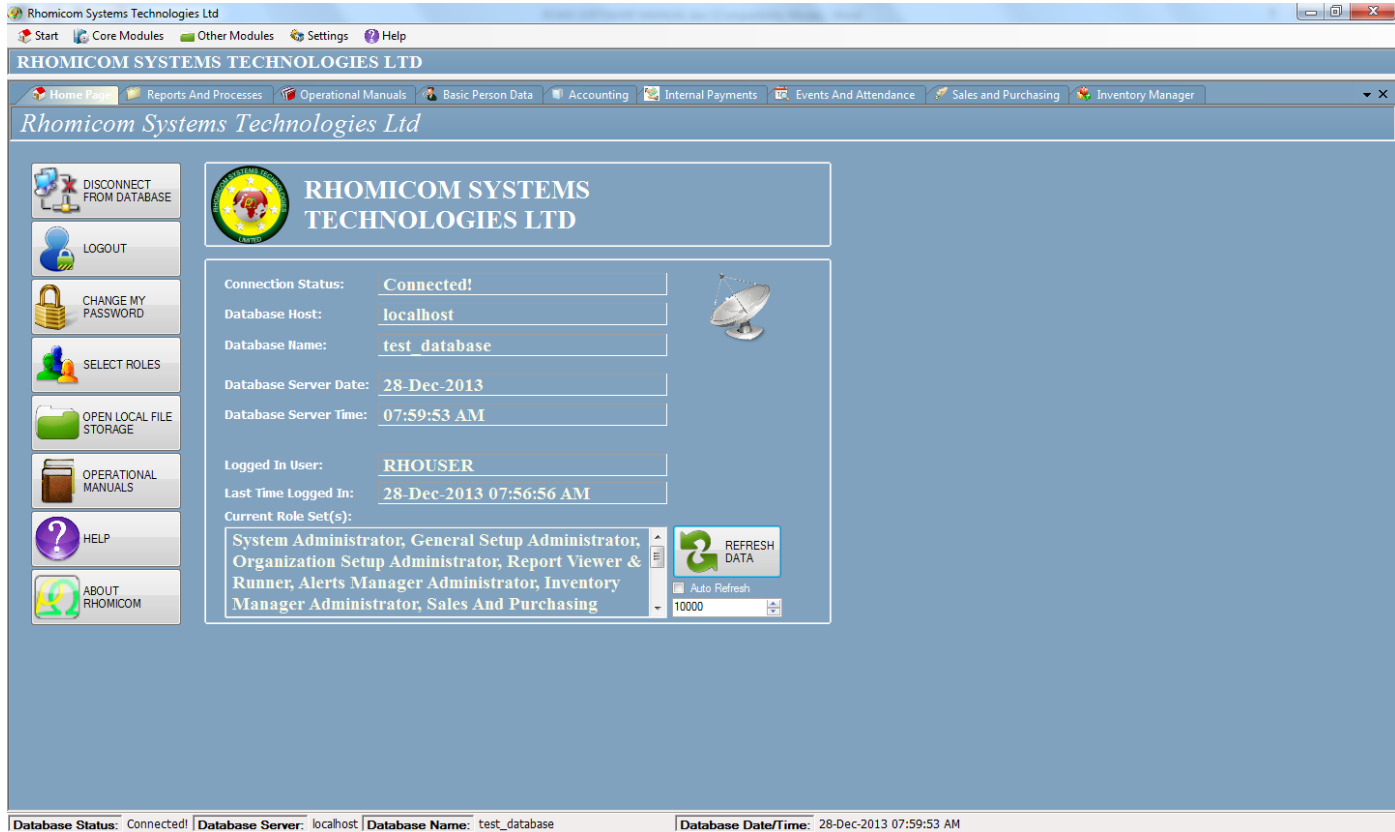
C. START MENU

    i. CHANGING MY PASSWORD
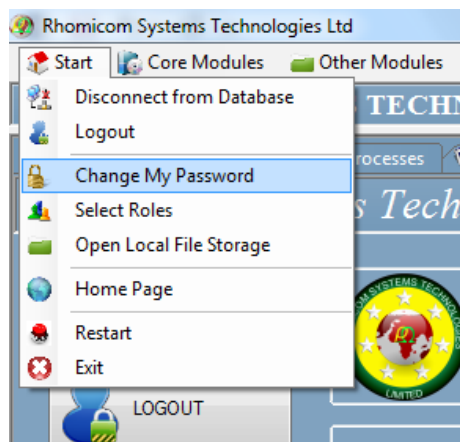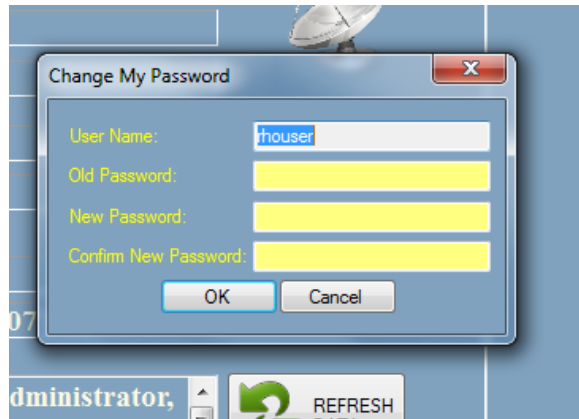
ii.   MY INBOX/NOTIFICATIONS (REMS)

iii. SELF-SERVICE MODULE (REMS)

iv.   OPEN LOCAL FILE STORAGE: - Click here if you want to view where files and documents attached to database records are stored on your local machine.
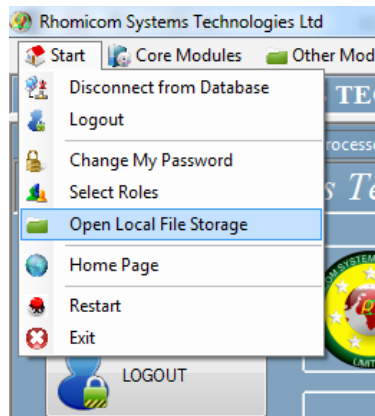
D. CORE MODULES MENU

i.   This provides access to all the fundamental modules of this application
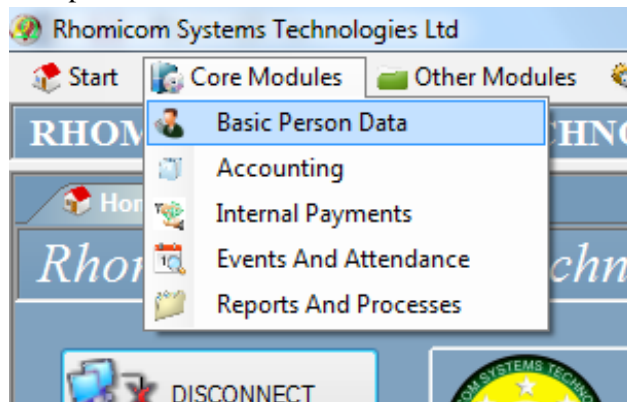
E. OTHER MODULES MENU

i.   This provides access to all the optional modules of this application
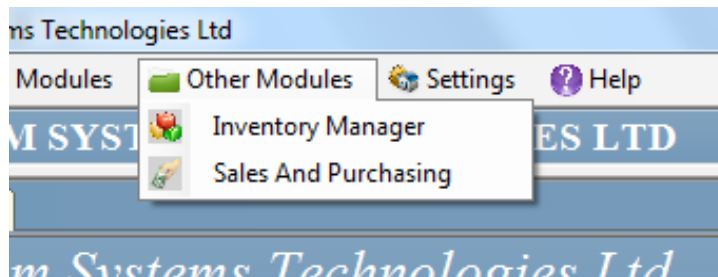
F. ADDINS MENU (REMS)
G. SETTINGS MENU
   i.   This provides access to all the tools needed to administer and setup the application
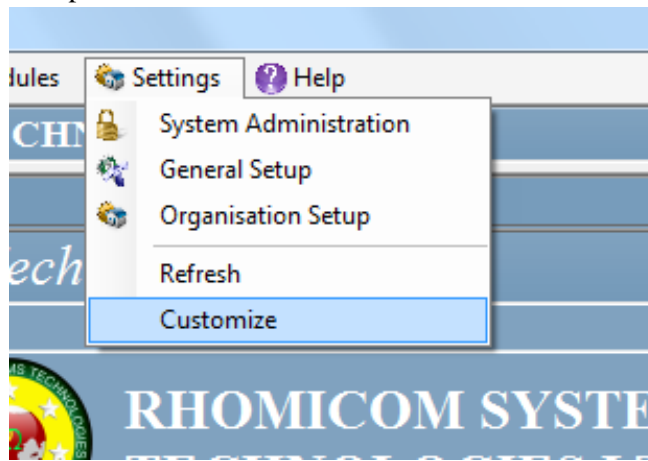
   ii.   REFRESH: - This refreshes the main form and the data on it.
   iii. CUSTOMIZE :- This provides an interface to change color scheme of the application
        NB: Once the scheme is changed a restart is required before the changes take effect.

H. HELP MENU

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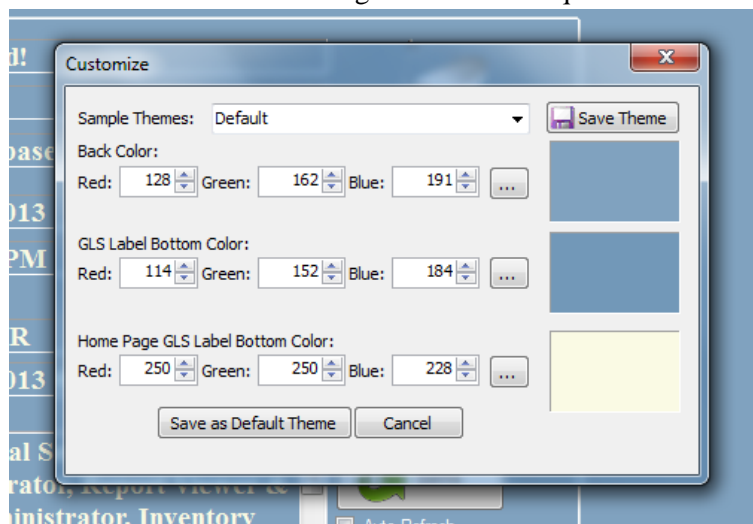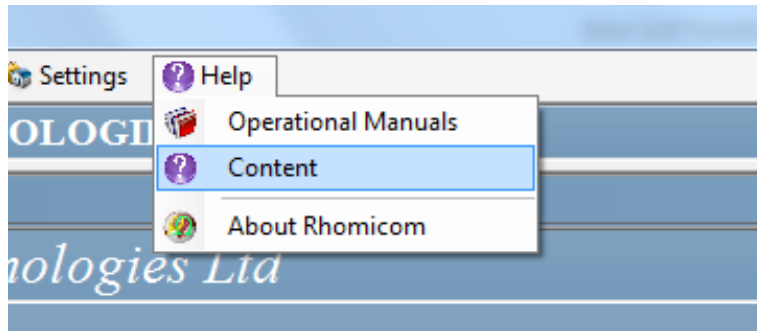
i.   OPERATIONAL MANUALS: - Opens a web interface which contains the software manuals and any operational manuals of the Organisation if available.

ii. CONTENT: - Opens the PDF Help File.

iii. ABOUT RHOMICOM: - Opens an Adobe Flash File which contains a brief advertisement for Rhomicom Systems Technologies Ltd., the company behind this application.

4. **COMMON FEATURES ACROSS MODULES**

   A. LEFT MAIN MENU (TREEVIEW)

   i. This usually contains a list of all the various sub-modules of the module the currently logged in user has access to

   ii. User can click on any of the items in this list to open the main form behind this sub-module
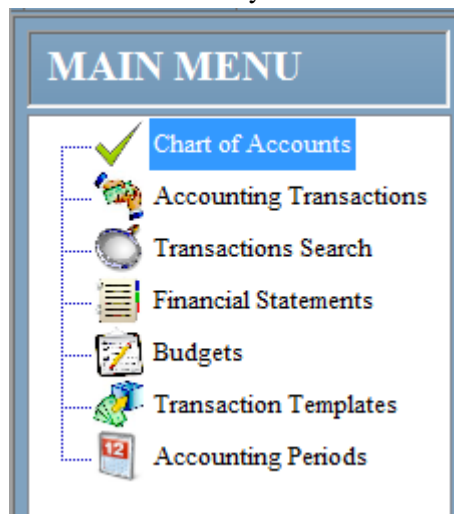
   B. NAVIGATING THROUGH RECORDS

   i. On every form/dialog box users can move from one record to another by clicking on the appropriate blue arrow icon in the top toolbar
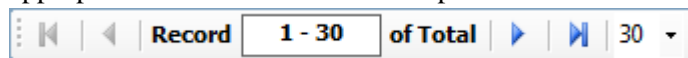
   C. SEARCHING FOR RECORDS

   i. Records can be searched for by typing a portion of the data being searched for in the search for textbox and selecting a search criteria from the search in combo box

ii. E.g. To search for all persons who have Z01 in their ID No. type %Z01% in the search for textbox and make sure ID is selected in the search in combo box and click on GO or REFRESH button as shown below

iii. Also to search for all accounts whose account numbers start with 3 just type 3% in the search for textbox and make sure account number is selected in the search in combo box

D. VIEWING SQL STATEMENT AND RECORD HISTORY

i. To view the SQL Statement behind the current form or dialog box for the purposes of troubleshooting or report development just click on the view SQL button on the toolbar

ii. To view the RECORD HISTRORY of a currently selected record or line click on the record history button on the toolbar to view who created and who last updated the record

E. PICKING VALUES FROM LIST OF VALUES

i. For any text field which requires that you pick values from an already defined list of values (LOV) there is usually a small button with three dots (…) on it besides the text field. Click on this button to choose the required value or date.

F. EXPORTING DATA CAPTURING TEMPLATES (EXCEL)

i. On most forms and dialog boxes there is usually a button with label EXPORT (STH) TEMPLATE. User must click on this button to get an Excel Template which can be filled with data for later importation into the system.
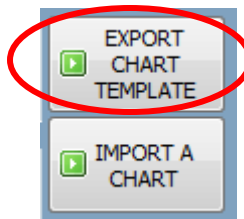
ii. When clicked a small dialog box pops up with a question and the possible answers. Choose your option from the available options and type the corresponding number in the text field provided on that dialog box. The system will use the option you choose to generate the required Microsoft Excel Template. E.g. in the Diagram below one must type in 1 to get the

current Organisation's chart of accounts, 2 to get a sample chart of accounts and 3 to get an empty template.
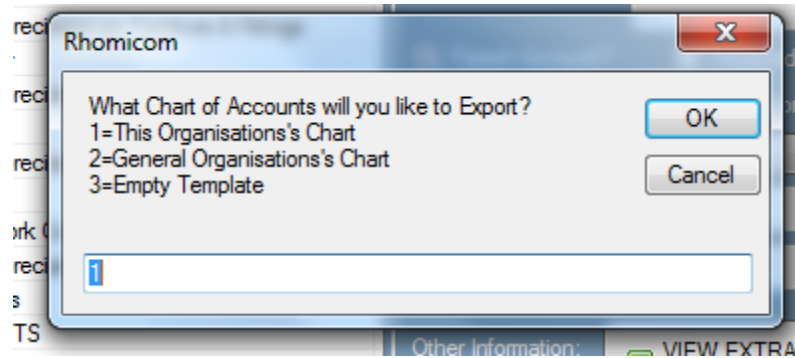
iii. In this other diagram below the user must enter 1 for an empty template, 2 for all records to be exported with the template and 3 on going to get a certain limited number of records exported with the template.
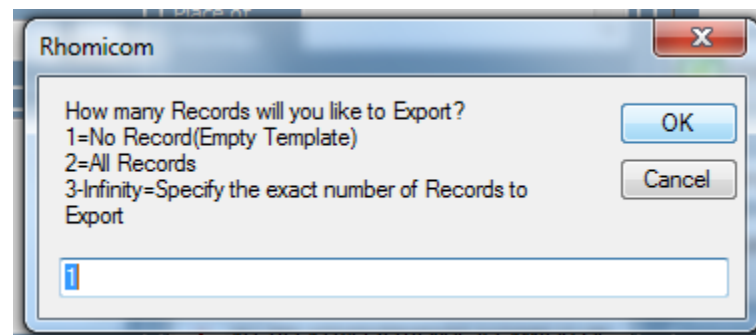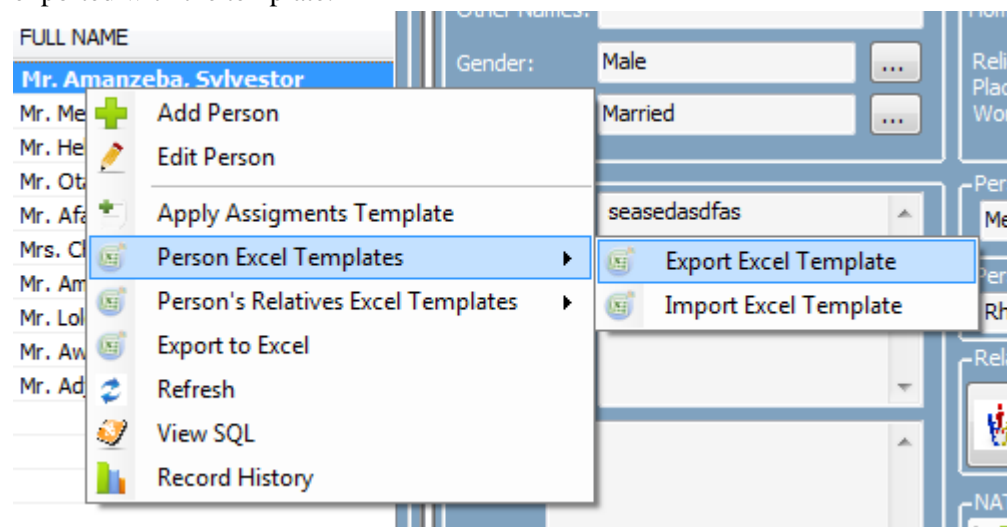
G. IMPORTING DATA CAPTURING TEMPLATES (EXCEL)

i. There is also usually another button with label IMPORT (STH) TEMPLATE which can be clicked to import records saved in a previously exported excel template.
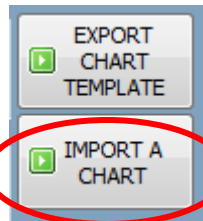
ii. When this button is clicked a dialog pops up asking for you to select the file you wish to import. Navigate to the location of the file, select it and click on OPEN to start importing records from this file.

H. ADD/EDIT/SAVE/DELETE RECORDS

    i. Users can always ADD records by looking for the button on the toolbar with the plus icon and clicking on it. A blank form or dialog appears for the user to fill it. Click on OK or SAVE when done to save the record.

    ii. Such menus can also usually be accessed by right-clicking on the left list.
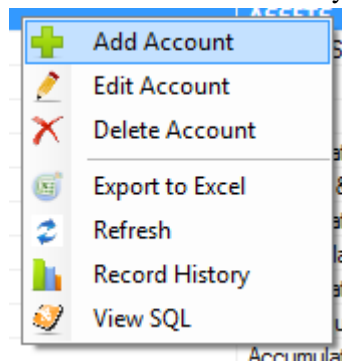
    iii. To EDIT/DELETE a record make sure that record is the currently selected record by selected it from the Left List or by navigating to it. Click on the EDIT or DELETE button once you've selected the appropriate record

I. VIEWING EXTRA INFORMATION

    i. Some forms have a button labelled VIEW EXTRA INFORMATION. This button when clicked displays a dialog box showing all the Extra Information Labels or Fields enabled for this form. For each row of extra information the data can be provided against it and it gets stored against the current record for which extra information is being captured.
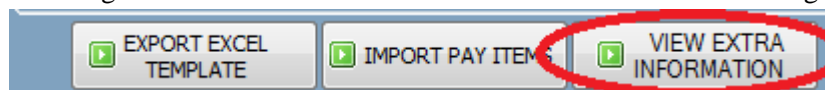
J. REFRESHING/RELOADING RECORDS

    i. Records can always be reloaded/refreshed by clicking on either a GO button or a REFRESH button

5. BASIC SOFTWARE CONFIGURATION STEPS

A. **SYSTEM ADMINISTRATION**

    i. INTRODUCTION: - This module helps system administrators to administer the application and its users
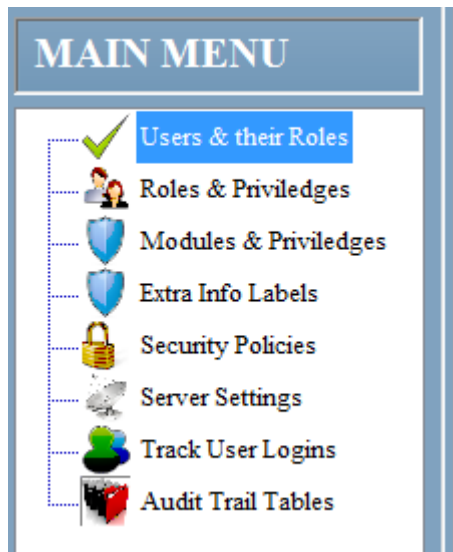
    ii. ASSIGNING STANDARD ROLES TO THE ADMIN ACCOUNT: - Open the System Administration module under the settings menu. Make sure Users & their Roles is selected from the Left Main Menu. In the List of Defined Users look for the admin User or the appropriate USER you want to edit.

iii. Click on ADD/EDIT USER ROLES button and check all the roles you want to assign to this user. For each role checked you can modify the validity start date and end date to ensure that the user has this role for only a limited period of time.

iv. CREATE ROLES & THEIR PRIVILEDGES: - This is what determines the areas of the software a user can have access to and what functions they can carry out when they visit such areas. These priviledges are usually organized into roles and the roles are what gets assigned to users. To create a new Role click on ROLES & PRIVILEDGES from the left main menu and click on ADD. Specify a unique role name, start date and end date. Once created select this role and click on ADD/EDIT USER ROLES button to select some priviledges into this Role. Search for and check any priviledge to be added. A validity start date and end date can be specified for each priviledge you check.

v. CREATE SERVER SETTINGS: - This is where EMAIL SERVERS, FTP SERVERS, GSM Modem Settings, Database Backup settings are done.

vi. CREATE SECURITY POLICY: - Here user password security features are set as well as enabling of Audit Trail Information for all the various modules.

B. **GENERAL SETUP**

i. INTRODUCTION: - This module is where all List of Values are defined. It consists of two main sections: the left section where value list header names are defined and the right section where the possible values themselves are defined.

ii. TRANSACTION DATE LIMIT LOVS: - If you are not using Enforcing Accounting Periods usage in the Organisation then this provides a feature for you to prevent transactions from being captured in the system beyond certain dates. To change the default values here Open the General Setup Form and search for Transactions Date Limit LOV on the left side.

- Go to the right side of the form and select the possible value to be changed.

- Click on the Edit button on top of the right side of the form. By unchecking the Is Enabled? Checkbox the Possible value is disabled else one can change the value and click on OK.

iii. TRANSACTIONS NOT ALLOWED DATES: - The dates E.g. 01-JAN-2014 on which accounting transactions should not be allowed to be created. NB Disable the values here if they don't apply to your organisation.

iv. TRANSACTIONS NOT ALLOWED DAYS: - The days of week E.g. SATURDAY, SUNDAY on which accounting transactions should not be allowed to be created. NB Disable the values here if they don't apply to your organisation.

C. ORGANIZATION SETUP

i. INTRODUCTION: - This module captures basic information about the Organisation such as name, addresses, Jobs, Grades, and Positions etc.

- Click on Settings then Organisation Setup to get to this Module
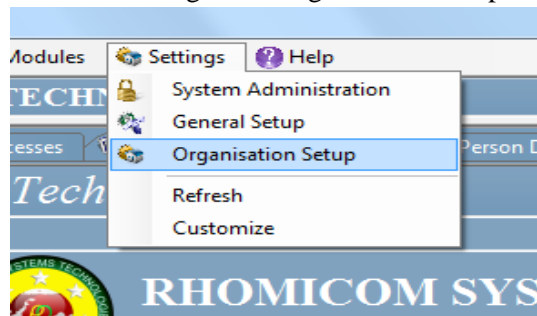
- Select an Option from the Left Main Menu
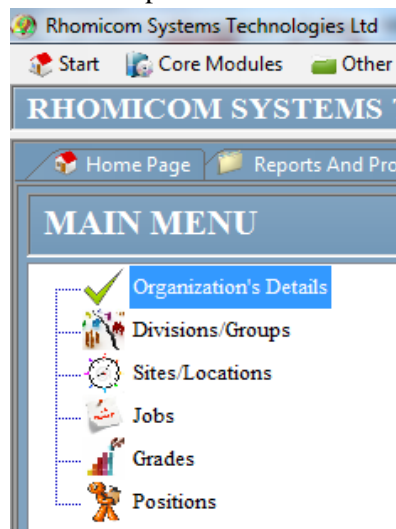
ii. ENTER ORGANIZATION DETAILS: - Select Organization's Details from the Left Main Menu and Click on ADD. Fill in the details and click on save. Change Logo if Logo is available. In a similar manner you can capture all of the Organisation's Groups, Sites, Jobs, Grades and Positions

iii. ENTER DIVISIONS

     iv.   SITES

     v.   JOBS

     vi.   GRADES

     vii.   POSITIONS

D. BASIC PERSON DATA

     i.   INTRODUCTION: - This module helps to organize and maintain basic personal data about members or employees of the Organisation and their dependents. It has two main sections: A left side where there is a table containing a list of persons attached to the current organisation. The right side gives the detailed information on the currently selected person on the left list. This detailed information is further organized into four tabs: BASIC PERSON DATA, ADDITIONAL PERSON DATA, CURRICULUM VITAE, ORGANISATIONAL ASSIGNMENTS/DESIGNATIONS

     ii.   DEFINE PERSONS

- To create a new person click on the ADD button on the left section.
- Fill out all the required fields on the form (Yellow Background Fields).
- **Person Type: -** Refers to the kind of person this new person is or will be to the Organisation. I.e. Either an Employee, Member, Contact Person, Ex-Employee, Former Member etc. The content of the attached list of Values (LOV) can always be modified by going to General Setup Module and searching for the Person Types LOV. There is another small button besides the Person Types LOV button which can be used to view historical person types. NB: if a person type is not active or was assigned in error it can be deleted by right-clicking on it and selecting DELETE PERSON TYPE.

- **Person's Organisation: -** This refers to the Organisation defined in the Organisation Setup Module in which the Person Type selected above is valid. E.g. if the chosen person type is member or employee then the organisation chosen here is the organisation in which the person is a member or an employee respectively.
- **National ID Cards Information:** - Information on National IDs like Health Insurance, Passport, Driver's License, Voters ID, etc. can all be captured here. Just click on the ADD button in that section to add on.
- **All Relatives (Friends & Family) of this Person: -** as the name implies one can link all the relatives of the currently selected person here. NB: All such relatives should have been defined as Persons in this module already before the linkage can be done.
- **Apply an Assignment Template:** - repetitive tasks such as addition of Grades, Jobs, Positions, Pay Items, Divisions/Groups etc. can all be automated by selecting a template in which all the required attributes have been defined and applying that template to the person.
- **Attaching Documents:** - CVs, Transcripts, Extra Images etc. can all be scanned and attached to the currently selected person for future reference.
- **Changing Person's Picture: -** By clicking on the Change Button a different image can be selected for the currently selected person.

iii. SETUP AND DEFINE THEIR ADDITIONAL INFORMATION

- INTRODUCTION: - Any Information which cannot not be captured on any of the four tabs is setup and captured here. There are 50 fields available for such purpose. These fields can be tabular or detailed and LOVs can be attached to them.
- **SETTING UP ADDITIONAL PERSON DATA FIELDS: -** Click on the SETUP ADDITIONAL PERSON DATA FIELDS button at the top right corner under the ADDITIONAL PERSON DATA TAB. The available fields 1-50 are all displayed vertically. To define a new field just select the first available field number and start typing in the field label name, LOV to be attached, Data Type, the category you want this field to be part of, the max number of characters allowed in this field, the display type whether detailed or tabular, if tabular then the no. of columns, the display order (lowest displayed first), the column names

separated by commas if tabular and finally whether it is a required field. Click on save when done and close the dialog. The fields gets designed on the Tab Page.

- The additional information on persons can then be captured here once all the fields have been setup.

iv. DEFINE THEIR EDUCATIONAL BACKGROUND/WORK EXPERIENCE/SKILLS
- The CURRICULUM VITAE (CVs) of Members/Employees can be defined here if so required.
- Just use the ADD, EDIT, DELETE, SAVE and REFRESH Icons besides each section to work on the data.

v. DEFINE THEIR DIVISIONS/SITES/JOBS/GRADES/POSITIONS/SUPERVISORS
- Under the ORGANISATIONAL ASSIGNMENTS/DESIGNATIONS Tab all these data can be captured.
- Just follow the same procedure as discussed in the previous section.

E. **SYSTEM ADMINISTRATION**
   i. CREATE USERS & ASSIGN ROLES
   - Click on Users & their Roles on the Left Main Menu.
   - Click on the ADD button.
   - Enter a Unique User Name.
   - Indicate the person who will be using this account
   - Specify the validity period of this account
   - Click on the SAVE button below when done.
   - Once SAVED make sure this user is the currently selected one then you can use the ADD/EDIT USER ROLES button on the bottom far right section to assign Roles and Priviledges to this USER.

6. **SYSTEM ADMINISTRATION MODULE (OTHER FEATURES)**
   A. MODULES & THEIR PRIVILEDGES
      i. To visit this form click on the Modules & Priviledges Item on the Left Main Menu.
      ii. This a purely informational form showing the system administrator all the modules of the software the priviledges that have been pre-defined for them
   B. EXTRA INFO LABELS

      i.   As the name implies this form helps you to defined extra fields for certain data capturing forms where these extra information fields are permitted. Click on Extra Info Labels Item on the Left Main Menu to come here.

      ii.   Select the module on the left side and the sub-group of the module for which you want to define/enable extra information fields.

      iii.   Click on ADD LABEL on top of the EXTRA INFORMATION LABELS section.

      iv.   Pick one of the Pre-Defined Label Names in the attached LOV. NB these LOV values can be edited from the General Setup Module by searching for the extra info labels LOV.

      v.   To Enable/Disable an Extra Info Label just select it from the List and Click on ENABLE/DISABLE button.

  C. TRACK USER LOGINS

      i.   This is also a purely informational field where users who have logged into the system can be found

  D. AUDIT TRAIL TABLES

      i.   Again another place where the details of user activities in the system can be traced and investigated

7. ALERTS MANAGER MODULE (REMS)

  A. DEFINE ALERTS (REMS)

8. WORKFLOW MANAGER MODULE (REMS)

  A. WORKFLOW APPS

  B. WORKFLOW HIERARCHIES

  C. WORKFLOW NOTIFICATIONS

9. ACCOUNTING MODULE

  A. INTRODUCTION

      i.   This Module serves as the financial headquarters of the entire application. Almost all financial transactions from various modules end up here. The General Ledger Accounts, Sub ledger Accounts, Budgets are all defined here. Journal Entries are also done here either directly or from a defined template. There are also specific sub-modules to handle special transactions such as payables, receivables, fixed asset transactions etc.

      ii.   The 3 Basic Financial Statements are also available here.

               Prepared by Rhomicom Systems Technologies Ltd.
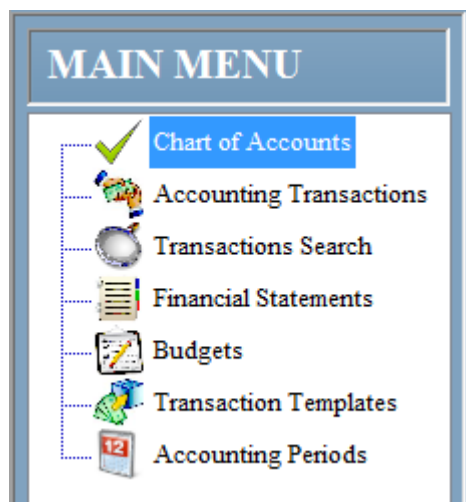
B. CHART OF ACCOUNTS
   i. Click on Chart of Accounts on the Left Main Menu
   ii. To create a New Account Click on ADD
   iii. Type in the Account Number, Name and Description
   iv. **Parent Account: -** If this account is a Parent Account then check this checkbox. Parent Accounts are merely headers in the financial statements. Transactions cannot be directly posted into them
   v. **Contra Account:** - If this account behaves the opposite way as its account type is supposed to behave then make check this checkbox. E.g. For a normal asset account an Increase is a Debit and a Decrease is a Credit but for an account like accumulated depreciation which is also defined in the assets section an Increase is a Credit and a Decrease is a Debit hence the accumulated depreciation account can be described as a Contra-Asset Account.
   vi. **Retained Earnings Account:** - During Period Closure any outstanding balance sitting in the Net Income Account is moved to the Retained Earnings account. An Organisation can have only one Retained Earnings Account. Direct Postings into this account is not permitted.
   vii. **Net Income Account:** - Again an Organisation can have only one Net Income Account and Direct Postings here is also not allowed. This is where the difference between Revenue and Expense Accounts always sits.
   viii. **Has Sub-ledger Accounts: -** Check this check box if this account is a control account i.e. it must show on the balance sheet but cannot be posted directly into. All transactions contributing to its balance must come from the sub-ledger accounts defined under this.
   ix. Check the Enabled? Checkbox to Enable this Account.
   x. **Account Type: -** Possible values are ASSETS, EQUITY, LIABILITY, REVENUE, EXPENSE
   xi. **Reporting Line No: -** This is used in sorting the Accounts during Financial Statement Generation within a Parent or Header Account. Lower Numbers always come first.
   xii. If this is a child account then specify its parent account.
   xiii. If this account is a sub-ledger account then specify its control account i.e. the account it reports/contributes to.
   xiv. If Extra Information fields have been enabled then click on view extra information to provide the extra info else click on save.
   xv. **VIEW ACCOUNT TRANSACTIONS BUTTON: -** When clicked this displays all the accounting transactions that contributed to the current balance sitting on the account. This functionality can also be accessed by double-clicking on the account itself in the Left Table containing the List of Accounts.

C. BUDGETS
   i. Budgets are mainly used to control spending within an Organisation. It is also useful when management wants to compare planned expenses with actual expenses.
   ii. To Define a Budget click on Budgets on the Left Main Menu.
   iii. Click on ADD
   iv. Provide a Budget Name and Description and indicate whether it should be the currently active budget in the system.
   v. To add budget lines, click on the Plus Icon below the Budget Header Section.
      • Provide the Account Number
      • Enter the Amount Limit to be placed on the account and the period for which this limit should be in force.
      • Indicate the Action to be carried out if Limit is Exceeded

D. CREATE TRANSACTION TEMPLATES
   i. Account Transactions Template help to make repetitive tasks a little easier. Both the Debits and Credit accounts for the transaction type are specified in the template so in creating a journal entry all the user does is to select the template and provide just the amount involved and/or description if the default description is not enough.
   ii. To create a Template click on Transactions Template on the Left Main Menu
   iii. Click on ADD
   iv. Provide a Template Name and Description. NB. The Template Name or Description is what usually defaults as the transaction description
   v. To add accounting lines to the template click on the ADD Button below the Template Header Section
   vi. Change the Description and Indicate whether the account is to be decreased or increased
   vii. Select the Account and click OK.
   viii. By clicking on the ADD Button again several times, the balancing accounting line(s) can be created for this template.
   ix. To permit a User to be able to use this template in creating accounting Transactions click on ADD USERS Button to add the allowed users.
   x. By modifying the default validity start date and end date you can limit the period for which you want the user to have access to this template.

E. ACCOUNTING TRANSACTIONS

i.   This is where all accounting transactions i.e. manual journal entries are created and posted

ii.   Journal entries created by other modules can also be viewed from here and posted from here.

iii.   To create journal entries, a Transactions Batch must be created and saved first.

iv.   To create a Batch click on accounting transactions on the Left Main Menu and click on ADD

v.   System defaults a Batch No and Name and saves the record sending it to EDIT mode.

vi.   The default Batch Name can be overwritten.

vii.   Add a description and click on save.

viii.   Once saved make sure that batch is the one selected in the list of Batches on the left side

ix.   To create journal lines one can either click on ADD TRNS. (TEMPLATE) button or ADD TRNS. (LIST) button or ADD ONE TRNS. Button

x.   If the ADD TRNS. (TEMPLATE) button is clicked then

- All the templates you are permitted to use whose accounting lines are just two are displayed at the left side.
- To create journal lines indicate the Date at the top of the dialog box first.
- Then on the left side check any template you wish to use
- Any template you check creates a Transaction line at the right side
- Transaction lines can be deleted by clicking on the row header and right-clicking and selecting Delete Selection
- Otherwise one can modify the Transaction description and date and indicate the amount involved for every Transaction Line.
- Click on OK Button at the bottom once done and see the corresponding debit and credit lines generated

xi.   If the ADD TRNS. (LIST) button was clicked then

- Indicate Transaction date on the Dialog Box that pops up
- Select a Transactions Template if needed. This will automatically generate some transaction lines for you to complete in the grid view below it and one can complete these lines and SAVE.

- Otherwise if new and blank accounting lines are needed then Click on ADD NEW LINE as many times as you want based on the number of accounting transaction lines you intend to add
- For each Line provide a description and indicate whether you want to increase or decrease the value of the account involved.
- Provide the account for the line and type in the amount
- The Transaction Date can be changed if so desired.
- Unwanted Lines can be deleted by clicking on its row header and clicking on REMOVE SELECTED LINES button
- Click on SAVE & CLOSE button when done.
- The REFRESH button at the top right corner can always be clicked to know the summary of the lines entered at any point in time
- Lines in Good Condition are colored Green when the REFRESH button is clicked

xii. If the ADD ONE TRNS. Button was clicked then
- Enter Transaction Description and Date
- Indicate whether you want to increase or decrease the value of the account involved.
- Select the Account
- Provide the Amount Involved
- Click on OK

xiii. To EDIT one Transaction select that Transaction and click on EDIT ONE TRNS. button

xiv. To EDIT Several Transactions at a go first select all those transactions involved. Alternatively you can click on SELECT ALL DISPLAYED TRANSACTIONS button to select all the displayed transaction lines in the current batch. After this click on the EDIT TRNS. (LIST) button to edit.

xv. To delete transactions click on the DELETE TRNS. Button after selecting all the Transaction Lines you intend to DELETE.

xvi. **POSTING TRANSACTIONS: -** Once all the journal lines have been entered, the batch can be posted by clicking on the POST TRANSACTIONS BATCH button

xvii. **VOIDING BATCHES:** - If a batch is found to be faulty after it has been posted, it can always be voided by clicking on the VOID button above.

F. FINANCIAL STATEMENTS
  i. There a four basic financial statements here TRIAL BALANCE, PROFIT & LOSS, BALANCE SHEET, SUBLEDGER BALANCES. Each of them can be generated by clicking on the Generate Report button on their pages after the appropriate dates have been selected.
  ii. **DRILL-DOWN FEATURE: -** Once the report has been generated, one can drill down on the balance to see the details of transactions making up this balance by double-clicking on the required line in the report displayed.

G. TRANSACTIONS SEARCH
  i. All transactions irrespective of their batch can always be searched for from here

H. PAYABLES (**REMS**)

I. RECEIVABLES (**REMS**)

J. FIXED ASSETS (**REMS**)

K. PAYMENTS (**REMS**)

L. PAYMENT METHODS (**REMS**)
M. ACCOUNTING PERIODS
    i. Provides a means for an Organisation to enter its accounting calendar and open and close accounting periods from here.
    ii. To create Accounting Periods click on Accounting Periods on the Left Main Menu
    iii. Click on EDIT button at the top
    iv. Modify Calendar name and Description if so wished. If there are dates and/ or days of the week you want to disallow accounting transactions then select the LOV in which those dates and days have been defined.
    v. Otherwise Click on the ADD button below the ACCOUNTING CALENDAR section as many times as the number of new periods you want to add.
    vi. Provide the period name, start date and end date.

N. ACCOUNT RECONCILIATION (**REMS**)

10. **INTERNAL PAYMENTS MODULE**
    A. INTRODUCTION: - This module as the name implies handles all payments to persons defined as part of the Organisation irrespective of their person type. Once the person has the pay item actively assigned to him/her then payment can be made to/by that person. Before this module can be used, Pay Items, Pay Item Sets, Person Sets must be defined.

    B. DEFINE PAY ITEMS
        i. These are the Items we use to pay people internally. E.g. there can be welfare contributions payment item, annual leave days' payment item, annual leave days' withdrawal item, etc. Each pay item can then feed into a Balance Item either cumulatively or non-cumulatively.
        ii. To create pay items click on Pay Items on the Left Main Menu.
        iii. Click on ADD
        iv. Provide the Item Code/Name and Description
        v. **Local Classification: -** Based on how the Organisation intends to classify its Pay Items one of the Classifications defined in the attached LOV can be selected for reporting purposes.

vi.   **Item Major Type: -** either Balance Item or Pay Value Item can be selected. If balance item is selected it means this item cannot be used to pay anybody directly but will just store the net balance of payments made with other pay value items that feed into it.

vii.   **Item Minor Type: -** The options here are Bills/Charges, Deductions, Earnings, Employer Charges and purely informational. Bills/Charges and Deductions are items persons pay to the Organisation. Earnings are items the Organisation Pays to or on behalf of persons in the Organisation. Purely Informational Items usually have no accounting implication and can either be paid by the person or the organisation.

viii.   **Item UOM: -** Possible Values are money or Number. For non-currency based items like leave days, loan repayment periods/months always use number.

ix.   **Pay Frequency: -** As the name implies determines how often this payment can or must be allowed to be made.

x.   **Pay Run Priority: -** determines which pay item should be run first during mass pay runs. Lower Numbers are always run first.

xi.   **Balance Type: -** Cumulative Balances always keep building up and they store balances since the day of assignment to the person involved to date. Non-cumulative balance items only get balances during a mass pay run and their balances start from zero again in the next pay run.

xii.   **Costing Account: -** For Earnings/Employer Charges you can Increase an Expense Account, Decrease a Liability or Increase a Receivable Account. For Deductions/Bills/Charges one can Increase a Revenue Account or Decrease a Receivable Account

xiii.   **Balancing Account: -** For Earnings/Employer Charges one can Decrease a Cash Account or Increase a Liability Account whereas For Deductions/Bills/Charges one can Increase a Cash Account or Decrease a Liability Account

xiv.   If this pay item will use SQL formulas to compute its payment amounts then check the Uses SQL Formula to get Item Values Check Box.

xv.   Also check the Is Enabled Check Box to enable this pay Item

xvi.   **BALANCE ITEM FEEDS: -** If this Item is a balance Item then one can add all the already defined Pay Items one will want to be contributing to the balance store on this Item. Otherwise if it is a Pay Value Item the same section can be used to add all the Balance Items whose balances this Pay Item will be contributing to. To add just click on the ADD button in that section. Select the Item Name. Indicate the Action i.e. whether the selected item adds to the Balance or subtracts from the Balance. If it is not the whole pay value one wants to add or subtract from the balance then indicate the scale factor or fractional multiplier.

xvii.   **PAY ITEM POSSIBLE VALUES: -** This section at the extreme right is where all the possible pay values for the currently selected item are defined. If the Item uses SQL formula, that formula is also specified here.

C.   DEFINE DEFAULT ITEM SETS

i.   Pay Item Sets are just a way of organizing the defined Pay Items/Elements into Groups so that during payment one sees only the set of pay items to be worked on at the time and not just every other pay item. It makes payments easier rather than the alternative of showing every pay item for the person and having to search for a particular item before paying.

ii.   To get here click on Pay Item Sets on the Left Main Menu

iii.   Click on ADD

iv.   Provide the Item Set Name and Description

v. Check the Is Enabled Check Box to enable this Item Set.

vi. If one wants this item set to be displayed by default when the main payment form is opened then check the Is Default Pay Item Set Check Box

vii. If one wants to use SQL Statement to decide what items should be part of this set instead of having to add them one by one then this check box must also be checked.

viii. **Pay Item Set SQL Query: -** This is the place for typing and testing the query behind this Item Set if the Use SQL Check box was checked.

ix. **Item Set Details Section:** - This section at the extreme right shows a list of the Pay Items that make up this set. If this set uses SQL then the system runs the SQL and shows you the Pay Items that met the selection criteria of the SQL statement otherwise this is the list of Pay Items one added manually. To add more items just click on the ADD button in that section

D. DEFINE DEFAULT PERSON SETS

i. Person Sets are just a way of organizing the Persons in the Organisation into Groups so that during payment one sees only the set of persons to be worked on at the time and not just every other person. It makes payments easier rather than the alternative of showing every person and having to search for a particular person before paying.

ii. To get here click on Person Sets on the Left Main Menu

iii. Click on ADD

iv. Provide the Person Set Name and Description

v. Check the Is Enabled Check Box to enable this Person Set.

vi. If one wants this person set to be displayed by default when the main payment form is opened then check the Is Default Person Set Check Box

vii. If one wants to use SQL Statement to decide which persons should be part of this set instead of having to add them one by one then this check box must also be checked.

viii. **Person Set SQL Query: -** This is the place for typing and testing the query behind this Person Set if the Use SQL Check box was checked.

ix. **Person Set Details Section:** - This section at the extreme right shows a list of the Persons that make up this set. If this set uses SQL then the system runs the SQL and shows you the Persons that met the selection criteria of the SQL statement otherwise this is the list of Persons one added manually. To add more persons just click on the ADD button in that section

E. ASSIGN PAY ITEMS TO PERSONS

i. This form is for deciding what items can be paid to a person or what items a person can pay in the organisation.

ii. Payments to or by the person with regards to a particular pay item can only go through successfully if the Item is actively assigned to the person.

iii. To get to this interface click on Manual Payments on the Left Main Menu.

iv. Go to the top right section and Click on the Tab Header Labeled PERSON'S ASSIGNED PAY ITEMS

v. On display will be all the Pay Items currently assigned to the currently selected/highlighted person on the left side.

vi.   To assign a new Item to this person click on the button with the green plus icon. Specify the item name and the item value name as well as the validity period of this assignment.

vii.   On the other hand if one wants to assign an item to more than one person then click on the GROUP ASSIGNMENTS button. Here too the Item Name and Value Name are specified. The type of Group is indicated and the specific name of the group selected from the attached LOV button. Validity period is also specified. Click on APPLY ITEM TO ALL GROUP MEMBERS button when done.

viii.   **Show Balance Amounts: -** Besides the GROUP ASSIGNMENTS button is a check box labelled Show Balance Amounts. Check this and click on refresh if one wants to see the latest balances on all the balance items assigned to this person.

F.   ENTER PERSON'S BANK ACCOUNTS IF APPLICABLE

i.   Where the organisation intends to send payments to persons to their respective bank accounts whenever payment is run then the bank accounts of the persons involved must be captured on this form.

ii.   To get to this interface click on Manual Payments on the Left Main Menu.

iii.   Go to the top right section and Click on the Tab Header Labeled PERSON'S BANKS

iv.   On display will be all the Bank Accounts currently defined for the currently selected/highlighted person on the left side.

v.   To define a new bank account for this person click on the button with the green plus icon. Specify the bank details and the percentage of the net pay amount or the exact amount that is to be sent to this account. NB: at the Portions Unit of Measure side one only changes to percent to money if the figure provide is supposed to be the actual money amount and not a percentage figure.

G.   MANUAL PAYMENTS

i.   This is where one by one payments are done. Historical payments can also be viewed from here.

ii.   To get to this interface click on Manual Payments on the Left Main Menu.

iii.   Go to the top right section and Click on the Tab Header Labelled PAYMENT

iv.   On display will be 3 MAIN SECTIONS. The Persons to be paid on the LEFT, The Items to be paid in the Middle and the Payment form itself on the right with historical payments for the currently selected/highlighted person and item right beneath it.

v.   Before one makes any payment one must make sure the person set selected under persons is the set of people to be paid or from whom payments are to be received.

vi. Also make sure the Item set selected is the set of items one wants to pay or receive payments for

vii. Once all of this is done just select or highlight the specific person and the specific item to be used in recording the payment. Go to the far right under NEW PAYMENT section and provide the payment date, and amount. The default description can be modified if desired. If one wants the accounting transactions to impact a different date other than the one specified then the GL date can be changed. There is a Default Amount displayed at the Top Right Corner and it contains the pre-defined amount on the person's item value name or the results of computing the SQL formula behind his/her item value name. This is just displayed as a guide in determining the actual payment amount. Click on PROCESS PAYMENT button to complete the Payment.

viii. **QUICK PAYMENTS: -** If for the currently selected person one wants to quickly record payments against all the pay items in the item set then click on the RUN QUICK PAY button instead. Provide the Payment Date on the Dialog Box that shows up. Once the date is populated the system uses the other parameters that were defaulted to generate all the possible items that payments can be recorded against for the selected person. One can copy all the expected amounts or manually type in the amount against every pay item. Click on PROCESS PAYMENTS button on that form when done. Upon closing the dialog it goes to Mass Pay Runs highlighting the Quick Pay that was just run.

ix. By changing the Quick Pay form Parameters such as Item Set and ID No. and clicking on the refresh button to reload the list one can run quick pay for as many persons and items as possible. NB: In quick payments SQL formulas are not calculated, all figures/amounts must be provided manually. Where one wants a similar feature like Quick Pay Runs but wants SQL formulas to be computed then one must do a MASS PAY RUN.

H. MASS PAY RUNS

  i. There are times one wants to record payments for several people against several items whose values have been pre-determined either by an SQL formula or manually defined somewhere. For such situations mass pay run is the best.

  ii. To get to this interface click on Mass Pay Runs on the Left Main Menu.

  iii. On display will be 2 MAIN SECTIONS. The Left side shows all previously created mass pays and the right side shows the details of the currently selected mass pay run.

  iv. To create a new Mass Pay click on ADD.

  v. System Generates a Mass Pay Name which can be modified. Provide a description for the mass pay. Indicate the Payment Date and overwrite the GL date where necessary. The GL date is the date used for all accounting transactions behind this pay run.

  vi. Then Specify the Person Set (i.e. Group of Persons involved) and the Item Set (i.e. the set of Items to be Paid)

  vii. Click on SAVE when done.

  viii. Once saved make sure that mass pay run is the one selected/highlighted on the left list of pay runs. If one has to see and/or modify (in which case click on the EDIT button besides the ADD button first) the pre-defined values that are going to be used in the payments then click on the ATTACHED VALUES button. In the dialog box that pops up click on LOAD

EDITABLE VALUES button to populate the mass pay persons and their item values which can be overwritten if desired. The values/amounts are saved automatically as one types. One can also load the values via Microsoft Excel Interface. Close the Dialog box when done.
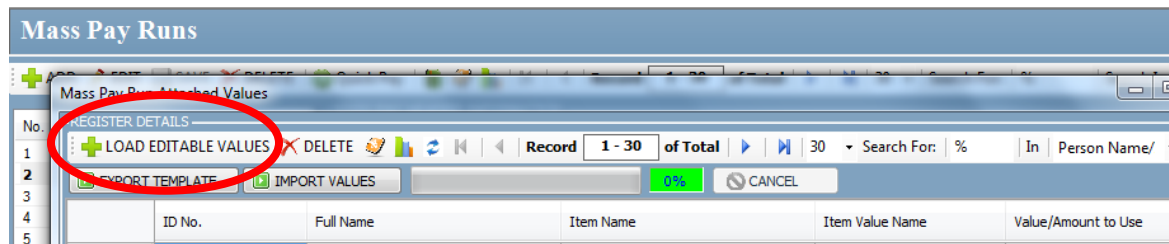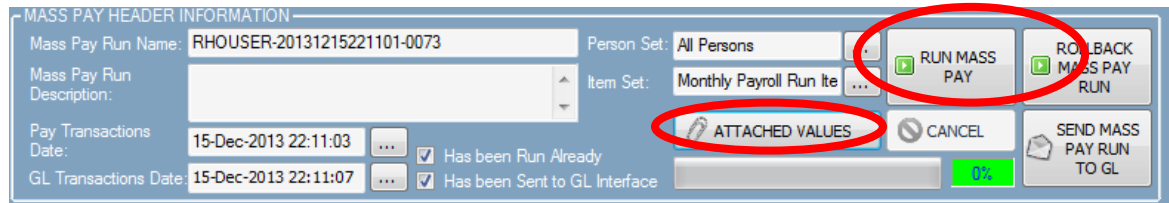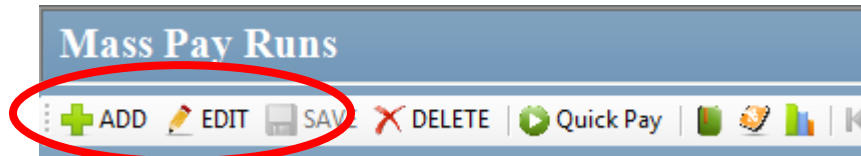
ix. To start running the Mass Pay click on RUN MASS PAY button and monitor progress.
 x. To roll back an already run mass pay click on ROLLBACK MASS PAY RUN when that mass pay run is the selected/highlighted one.
xi. To transfer all the generated accounting transactions behind this mass pay to the accounting module then click on SEND MASS PAY RUN TO GL button.

 I. PAY TRANSACTIONS
  i. This is where all payments irrespective of whether it was via manual, quick pay or mass pay can be searched for.
  ii. Click on Pay Transactions on the Left Main Menu to get access to this form.
 J. GL INTERFACE TABLE
  i. This is where all accounting transactions generated in the Internal Payments module are stored before being lumped up and transported to the accounting module
  ii. Click on GL Interface Table on the Left Main Menu to get Access to this Page.
  iii. To transport all outstanding accounting transactions to the accounting module, click on the SEND OUTSTANDING TRANSACTIONS TO GL button.
  iv. When completed one can go to the accounting module, open the accounting transactions form, refresh the data and the batch from this module will be shown there together with the lumped up debit and credit lines.

11. EVENTS & ATTENDANCE MODULE
 A. INTRODUCTION

i. This module helps you to record all event attendances in the Organisation. Events, Event Venues, Time Tables, Duty Rosters, Event Hosts and Attendance Registers can all be defined here.
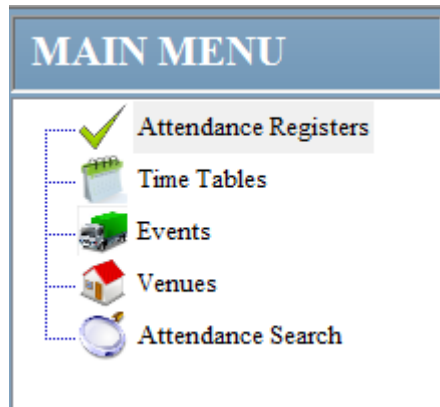
B. DEFINE EVENT VENUES
   i. Click on Venues on the Left Main Menu
   ii. Click on ADD
   iii. Provide the Venue Name and Description
   iv. Specify a Venue Classification based on how Venues/Rooms are classified in the Organisation E.g. Standard Size Venue etc.
   v. Specify the Max Number of Persons the Venue can take. This is useful when you intend to automatically generate Time Tables
   vi. Click on SAVE when done.
   vii. To Edit an existing Venue just select that venue on the Left List and click on EDIT
   viii. To DELETE a Venue which is not in Use again select it from the Left Venues List and click DELETE

C. DEFINE EVENTS AND ASSIGN GROUPS/PERSONS
   i. Click on Events on the Left Menu
   ii. Click on ADD
   iii. Provide the Event Name and Description
   iv. Specify the Event Type whether it is a recurring event or not.
   v. Specify an Event Classification according to how the Organisation would like to Classify.
   vi. Indicate the Host of this Event
   vii. Indicate the Group of Persons allowed/expected to attend this event. First select the Group Type Criteria whether the Group is based on the Person's Person Type in the System or their assigned Job/Grade/Position/Division or Group etc.
   viii. Once the Group Criteria is selected then proceed to select the Exact Group to allow.
   ix. NB: It is only persons who fall in this Group that attendance can be captured for when this event occurs.
   x. If there is a preferred venue indicate it.
   xi. Indicate the Total Time table sessions i.e. within one timetable what will be the total number of minutes this event can ever have in all.
   xii. Highest Continuous session refers to the max number of minutes continuously without break that this event can go on for at one particular sitting.

xiii.   Slot priority is useful when the system is automatically generating a timetable for the Organisation. A lower slot priority number means that this event will be considered first in allocating time slots and venues in an automatically generated time table.

xiv.   Check the Is Enabled? Checkbox to enable this event.

xv.   Click on SAVE when done.

xvi.   To Edit an existing Event just select that event from the Left List and click on EDIT

xvii.   To DELETE an Event which is not in Use again select it from the Left Event List and click DELETE

D.   DEFINE TIME TABLES

i.   Time Tables are a combination of the events and venues defined above and the exact time they are supposed to occur.

ii.   Click on Time Tables from the Left Main Menu

iii.   Click on ADD on top of the form.

iv.   Provide a Name and Description for your Time Table.

v.   Smallest Slot Duration is the smallest possible duration in minutes of an event in the time table.

vi.   Each Event that was defined was assigned a Classification. Select one of those Classifications here to indicate the kind of Events that will be allowed in this Time Table.

vii.   Major Time Division (Type/Start Value/End Value): - This indicates the broader time aspect of the times that will be used in this time table. E.g. Days/Sunday/Saturday

viii.   Minor Time Division (Type/Start Value/End Value): -E.g. 0800-17:00

ix.   Check the Is Enabled? Checkbox to enable this time table.

x.   To add Time Table Details, click on the ADD Button below the Time Tables Header Section.

- Indicate the Event
- The Event Start Time is in 2 Parts: The Major and the Minor Part. Select from these to get the Event Start Time
- Indicate the Venue if available
- Specify the Host of the Event if available
- Check the 'Is Enabled?' Checkbox to enable this event within the time table.
-

E.   ATTENDANCE REGISTERS

i.   This is where the actual event attendance register is marked.

ii.   Click on Attendance Registers on the Left Main Menu

iii.   To create a new Register Click on ADD

iv.   Provide a Name and Description for the Register

v.   Specify the Time Table to be Used

vi.   Indicate the Event within the Time Table whose register is to be marked

vii.   Specify the Date the Event took Place

viii.   Click on Save

ix.   Make Sure the Register you just created is the currently selected register in the left list

x.   Click on LOAD PERSONS Button below the REGISTER HEADER Section to load all the persons who were supposed to attend this event.

       xi.   You can start marking the attendance register by ticking the Is Present? Column against persons who were present.

      xii.   The Date/Time person came in and out can also be indicated if available.

     xiii.   NB: Here, Records are save as they are entered

   F.   SEARCH ATTENDANCES

        i.   Here, One can search for all historical attendances

12. REPORTS & PROCESSES MODULE

A. INTRODUCTION

        i.   This module is responsible for handling all the reporting requirements of the Organisation as well as all Backend data processing functionality. All such Background processes are defined and configured here and can also be run from here.

B. DEFINE REPORT/PROCESS

        i.   Go to the REPORT CREATOR TAB

      ii.   Click on ADD

     iii.   Provide a Name and Description for your Background Process/Report

     iv.   Indicate the main Module this Report/Process relates with (Purely Informational)

      v.   Indicate the Process Type whether an SQL Report(Output file May be Generated) or a Database Function (Purely for Data Processing-May not Generate any Output File)

     vi.   Col Nos. to Group or Width & Height for Charts: - As the name implies specifies the comma separated column indices (Zero based) to Group during the report output file Generation and if the report Output Type is Chart then this is rather the width and height of the Chart.

     vii.   Col Nos. to Count or Use in Charts: - Comma Separated indices of the Columns in the SQL Statement to be counted are specified here. If the report Output is Chart the it is the columns whose data is to be used in the Chart

    viii.   Process Runner: - The name of the Background Report/Process Runner to act on this Report or Process when it is submitted for running.

      ix.   Col Nos. to Format Numerically: - i.e. Comma Separated Column indices to be formatted as numbers

       x.   Col Nos. To Sum: - i.e. Comma Separated Column indices whose row values are to be totaled.

      xi.   Col Nos. To Average: - i.e. Comma Separated Column indices whose average values are to be calculated

      xii.   Output Type: - i.e. HTML, STANDARD, EXCEL, WORD, PDF, CSV, CHARTS

     xiii.   Orientation: - i.e. Portrait or Landscape

     xiv.   Layout: - i.e. whether output is a tabular display or detail layout.

      xv.   Delimiter: - where output is CSV (Character Separated Version File).

     xvi.   Detail Report Image Col Numbers: - The columns to be treated as Images (i.e. the Images specified by the path is to be shown rather that the path data itself) in a Detail Report

    xvii.   Check the Is Enabled? Checkbox to enable this Report/Process.

   xviii.   Provide the SQL Statement Behind this Process/Report.

     xix.   If the Report Layout is DETAIL then specify the Groupings for the Detail Report

- Click on ADD button on top at the Report Groupings for Detail Report Section
- Group Title: - Title of the Group
- Display Type: - Whether Detail or Tabular

- Comma Separated Column Numbers: - The indices of the Columns whose data is to be displayed within this group
- Group Page Width: - The Page width of this group whether full or half.
- Indicate the Minimum Height of the Group
- Number of Vertical Divisions within the Group:- either 1, 2 or 4
- Order: - Indicated the position of the Group within a record display relative to other Groups
- Data Label Max-Width: - In Percentage Terms the Width to be given to a label against a Record Data/Value
- Group Border:- indicates whether to Show or hide the Border and/or Caption
- If Group Layout is Tabular then provide the Column names separated by commas
- Also indicate the row and column delimiters

xx. If this Report or Process must run other reports/processes in Addition then indicate those reports & processes under the Program Units Section. They will all be run after the main program has been run.

xxi. Report Parameters and their default values must be provided in the REPORT PARAMETERS Section. NB: It is important to right-click on the List view here and click on Refresh to Synchronize all Attached List of Values for the Seeded Reports that were imported.

xxii. Indicate the Role sets allowed to View/Run this report in the REPORT ALLOWED ROLE SETS SECTION

xxiii. Click EDIT to edit a report

xxiv. Click DELETE to delete a report after all dependents have been deleted.

xxv. Click on DUPLICATE to make a complete copy of an existing report/process to edit afterwards

xxvi. Click SETUP PROCESS RUNNERS to define new process runners or to START/STOP the REQUESTS LISTENER PROGRAM

xxvii. The REQUESTS LISTENER PROGRAM is responsible for Generating all scheduled runs and running them as and when required as well as running user initiated runs which are not running.

C. RUN REPORTS/PROCESSES

i. Search for and select the report/process to be run

ii. Click on RUN PROGRAM Button on top of the List of Reports/Processes

iii. Click on Yes to confirm the run

iv. A Dialog Pops up with all the Parameters for this report/process already populated with the default value.

v. Provide new values if necessary and click on OK.

vi. Alternatively you can also click on COPY PREVIOUS VALUES to select a previous run and populate its values before clicking on OK to start running the report/process.

vii. Click on the REFRESH Button directly under the REPORT RUNS TAB to see the status of the run.

viii. Click on OPEN OUTPUT FILE Button when the run status changes to COMPLETED! Or 100%

    ix. You can also click on VIEW LOGS Button to see what went on BACK END whiles the run was going on.

    x. RUNS can also be scheduled by clicking on SCHEDULE RUNS Button on top of the List of Reports/Processes.

13. INVENTORY & SALES MODULE

A. DEFINE DEFAULT ACCOUNTS
B. DEFINE TAX CODES
C. DEFINE CUSTOMERS/SUPPLIERS
D. DEFINE STORES
E. DEFINE CATEGORIES
F. DEFINE ITEM TYPE TEMPLATES
G. DEFINE ITEMS
H. PURCHASING DOCUMENTS
I. SALES DOCUMENTS
J. ITEM RECIEPTS
K. RECEIPT RETURNS
L. ITEMS & THEIR BALANCES
M. SEARCH SALES PAYMENTS
N. GL INTERFACE TABLE

14. SELF-SERVICE MODULE (REMS)

A. MY BASIC PERSON DATA
B. MY INTERNAL PAYMENTS
C. MY INBOX/NOTIFICATIONS
D. CHANGE MY PASSWORD
E. MY EVENTS/ATTENDANCE
F. PAYMENT DOCUMENTS IN MY NAME
G. SELF-SERVICE REPORTS
H. MY CLINICAL APPOINTMENTS

15. CLINIC/HOSPITAL MODULE

A. DIAGNOSIS LIST
B. INVESTIGATIONS LIST
C. SERVICE PROVIDER GROUPS
D. SERVICE TYPES AND THEIR PROVIDERS
E. VISITS & APPOINTMENTS
F. APPOINTMENT DATA

16. ACADEMIC ASSESSMENTS MODULE

A. ACADEMIC SUBJECTS
B. COURSES AND THEIR SUBJECTS
C. CLASSES AND THEIR COURSES
D. ASSESSMENT TYPES AND THEIR DATA COLUMNS
E. ASSESSMENT PERIODS
F. STUDENTS AND THEIR ACADEMIC SETTINGS
G. STUDENTS' ACADEMIC FIGURES

17. HOTEL MANAGEMENT MODULE

18. **MICROFINANCE MODULE**

19. **BANKING MODULE**

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