Segment Maker User manual
Guarantee Management System
Release V1.0

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1   Introduction

This user manual is designed to help you quickly get acquainted with basic tasks of Guarantee Management System's segment maker.

1.1   Audience

This manual is intended for the following User Roles:

Role	Function
Segment Maker	Administer guarantees, limits, generating different kinds of report at segment level

2   Dashboard

After you have successfully logged into Guarantee Management System as segment maker, the screen on (Figure 1, Figure 2, and Figure 3) will be displayed.
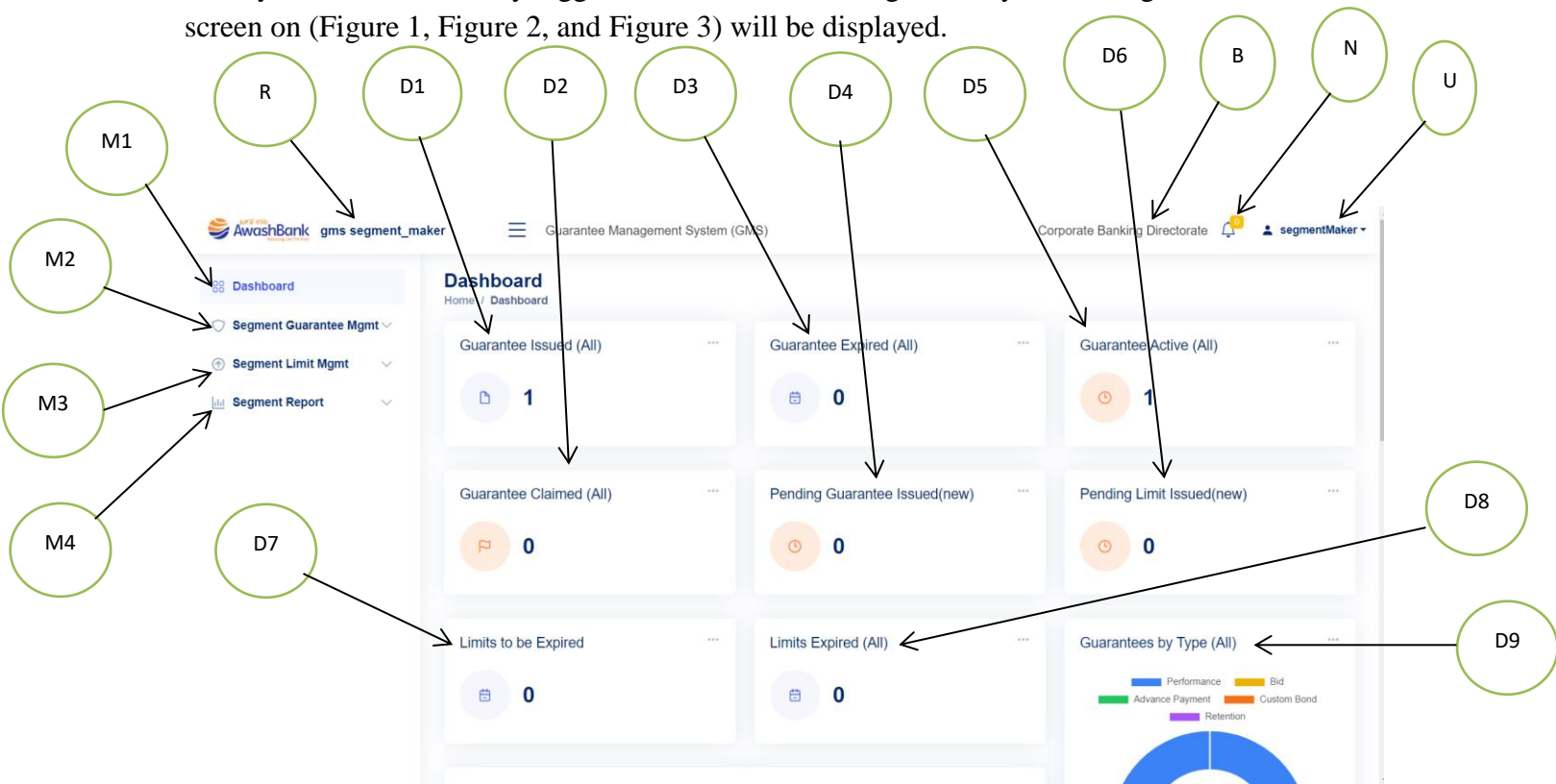

Figure 1: Dashboard
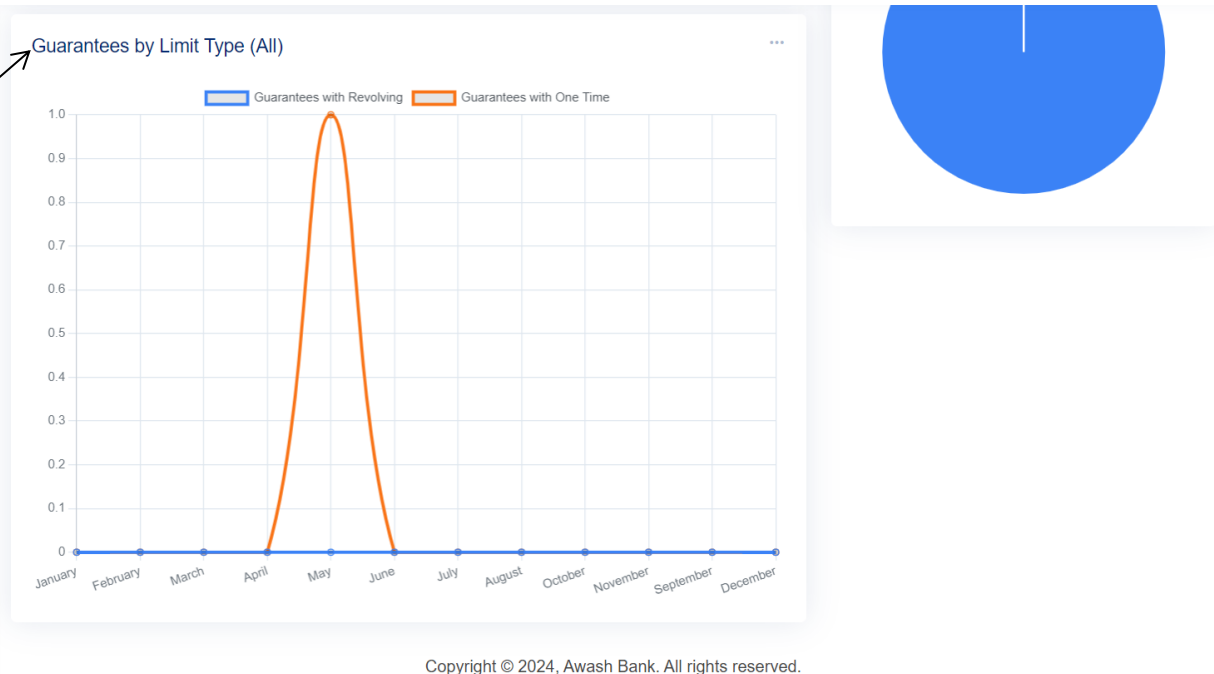

Figure 2: Dashboard continued

D12

Figure 3: Dashboard continued

2.1 Menus

- Clicking M1 in Figure 1 will display the segment maker's dashboard, as illustrated in Figures 1, 2, and 3.
- Clicking M3 in Figure 1 will display sub menus of limit management, as illustrated in Figure 4.
- Clicking M2 in Figure 1 will display sub menus of guarantee management, as illustrated in Figure 12.
- Clicking M4 in Figure 1 will display sub menus of segment report, as illustrated in Figure 27.

2.2 Segment Maker's Dashboard

- D1 displays the total number of all guarantees issued within the user's segment.
- D2 displays the total number of all claimed guarantee within the user's segment.
- D3 displays the total number of all expired guarantee within the user's segment.
- D4 displays the total number of pending newly issued guarantees within the user's segment.
- D5 displays the total number of all active guarantees within the user's segment.
- D6 displays the total number of pending newly issued limits within the user's segment.
- D7 displays the total number of all limits to be expired within the user's segment.
- D8 displays the total number of all expired limits within the user's segment.

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- D9 displays the total number of guarantees by guarantee types within the user's segment.
- D10 displays the total number of all guarantees by each currency type within the user's segment.
- D11 displays the total amounts of commission collected on each currency within the user's segment.
- D12 displays the total number of all guarantees by limit type monthly within the user's segment.

NB: To view data on the dashboard for the current year, click the three dots on each card of the dashboard and select the "This Year" option.

Info

- R displays the role of the user logged in
- B displays the branch or unit of the user logged in
- N is notification bell that displays if there is new notifications (Guarantee to be expired and if referral is returned).
- U displays username of the user logged in
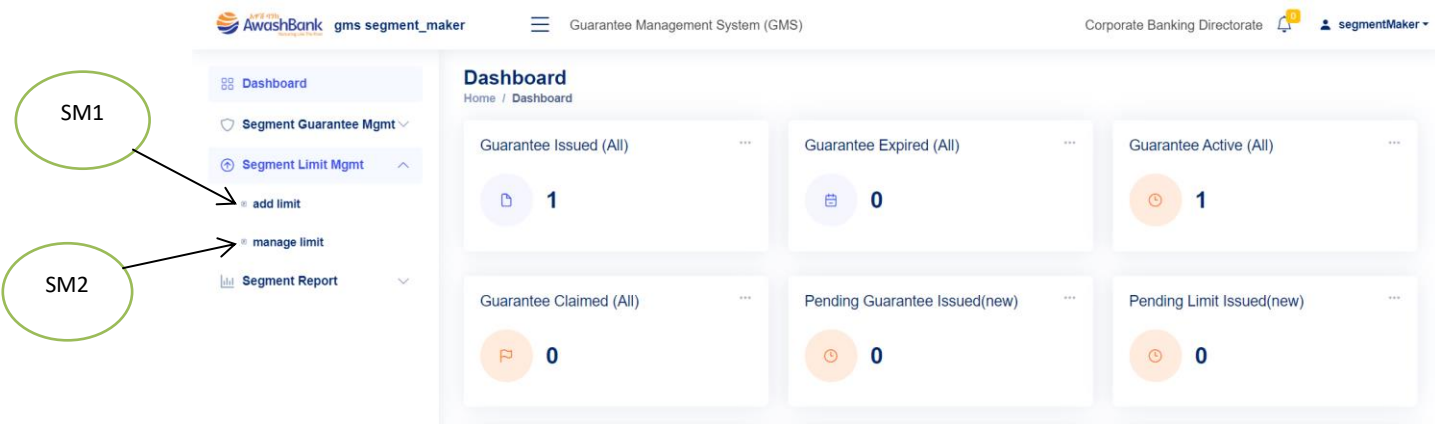
3 Segment Limit Management

Figure 4: M3 Sub-Menus

Sub-Menus

- Clicking Sub-Menu SM1 of M3 (menu in Figure 1) in Figure 4 will display the screen shown in Figure 5.
- Clicking Sub-Menu SM2 of M3 (menu in Figure 1) in Figure 4 will display the screen shown in Figure 7.

3.1 Issue New Limit

In order to issue guarantee on Guarantee Management System (GMS) you have to capture limit details here.

NB: The LAF number in the Figure 5, will be listed in Figure 13 as LAF number to issue new guarantee.

Figure 5: Issue Limit Page

Figure 6: Add Multiple Collateral

Actions

- Clicking button B1 in Figure 5, will add new row to capture additional collateral type as shown in Figure 6.
- Clicking button B2 in Figure 6, will remove the collateral type details row above button itself.
- Clicking button B3 in Figure 6 will submit and save the issued limit if all fields of the form are valid; otherwise, a validation error in red will be displayed under the invalid fields. This will increase/increment the total number of new pending limit on dashboard D6 in Figure 1 by one.

3.2 Manage Limits

All existing limits of Branch/Unit of the user logged into Guarantee Management System are managed as follows:

Figure 7: Manage Limits

Actions

- Clicking button B1 in Figure 7 will display the limit details as shown in Figure 8. For further details of the limit, click the button in Figure 8 that looks like B1 in Figure 7.
- Scrolling horizontal scroll S1 in Figure 7, will display details and actions as shown in Figure 9.

Figure 8: Manage Limits Details

Actions

- Clicking link L1 in Figure 8, will popup modal which displays all collaterals of that specific limit.
-

Figure 9: Manage Limits Action Buttons

Actions

- Clicking button B1 in Figure 9 will display update limit form with data as shown in Figure 11.
- Clicking button B2 in Figure 9 will display button B3 and B4 as shown in Figure 9.

- Clicking button B3 in Figure 9 will display the preview of LAF file as shown in Figure 10.
- Clicking button B4 in Figure 10 will directly download LAF file in pdf format on your device. You can also click Download LAF button in Figure 10 to download it.
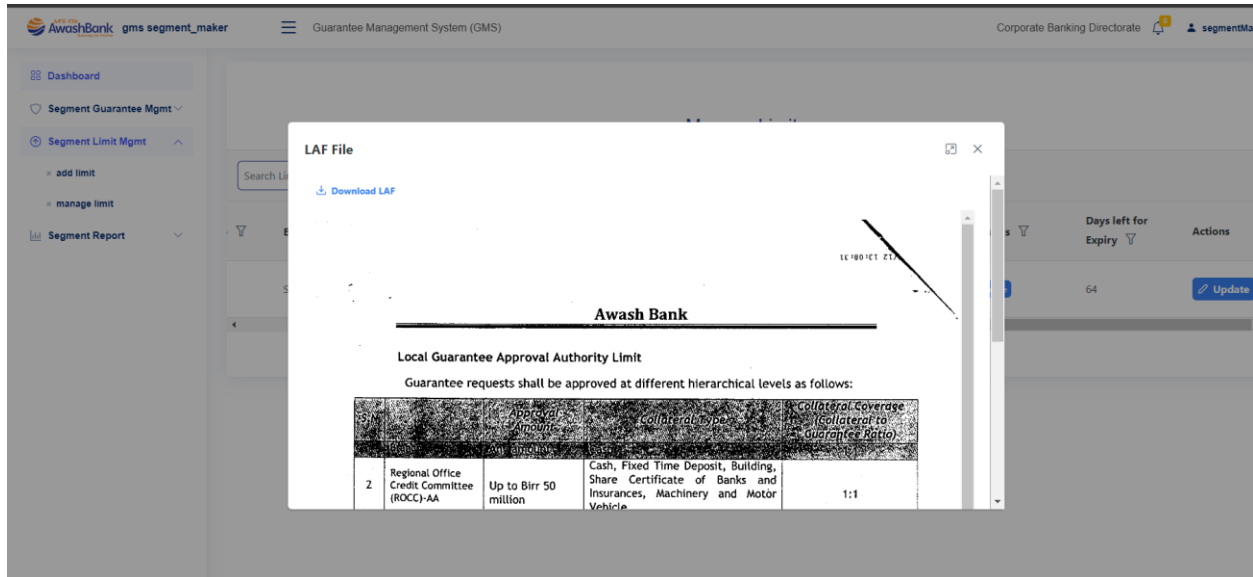

Figure 10: LAF File Preview

Figure 11: Update Limit

Actions

- Clicking update button B1 in Figure 11, will save the new update and wait to approval to show the latest data in the table manage limits.

NB: Wait for approval once successful message shown to you on update to get the latest data on the manage limits table

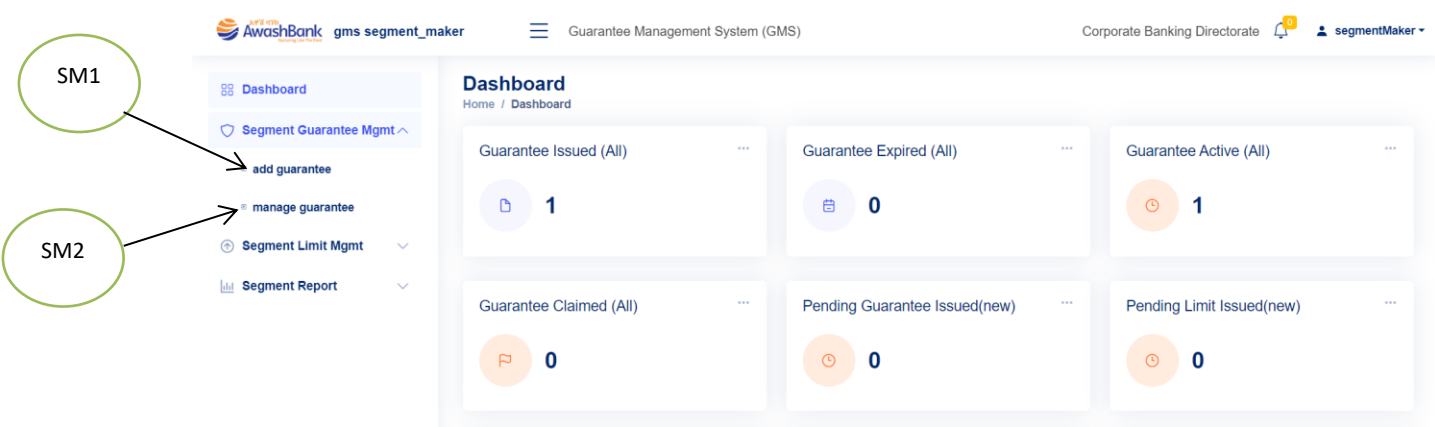## 4 Segment Guarantee Management

Sub-Menus

- Clicking Sub-Menu SM1 of M2 (menu in Figure 1) in Figure 12 will display the screen shown in Figure 13.
- Clicking Sub-Menu SM2 of M2 (menu in Figure 1) in Figure 12 will display the screen shown in Figure 19.

4.1   Issue New Guarantee

Figure 13: Issue New Guarantee

Actions

- Clicking "Yes" button B1 in Figure 13 will display the fields for the commission details as shown on Figure 14.
- Click "No" button B2 in Figure 13 will display the commission remark field as shown on Figure 15.
- Clicking button B3 in Figure 13 will submit and save the issued guarantee if all fields of the form are valid; otherwise, a validation error in red will be displayed under the invalid fields. This will increase/increment the total number of new pending guarantee on dashboard D4 in Figure 1 by one.

NB: If the Guarantee's commission is collected, enter the amount and attach the advice file in PDF format. Otherwise, enter a commission remark.

Issue New Guarantee

Guarantee Type*	Laf number*
Select guarantee type ▾	Select laf number ▾

Issued Amount*	Date Issued*	Expiry Date*
enter granted amount	pick date issued 📅	pick expiry date 📅

Reference Number*	Guarantee Serial Number*	In Favor of*
enter reference number	enter serial number	enter in favor of

commission and charge collected*

[Yes] [No]

Collected Commission Amount*	Collected Amount Advice*
enter commission amount	+ Choose Advice

Guarantee Letter*

+ Choose

✓ Submit

Figure 14: Issue New Guarantee (commission collected)

Issue New Guarantee

Guarantee Type*	Laf number*
Select guarantee type ▾	Select laf number ▾

Issued Amount*	Date Issued*	Expiry Date*
enter granted amount	pick date issued 📅	pick expiry date 📅

Reference Number*	Guarantee Serial Number*	In Favor of*
enter reference number	enter serial number	enter in favor of

commission and charge collected*

[Yes] [No]

Commission and charge remark*

Guarantee Letter*

+ Choose

✓ Submit

Figure 15: Issue New Guarantee (commission not collected)

Figure 16: Issue New Guarantee with One Time Type

Actions

- Selecting the LAF number, which is a one-time type, will automatically populate the issued amount, issue date, and expiry date from the limit as in Figure 16.

Figure 17: Issue New Guarantee with Issued Amount Exceeded Available Balance

Figure 18: Issue New Guarantee with Expiry Date of Guarantee Exceeded Limit Expiry Date

Actions

- On the selection of LAF number which is revolving type, if you enter issued amount which is greater than available amount or if you enter expiry date which is greater than of the limit's expiry date, the validation info and exception remark text field will be shown as in Figure 17 and Figure 18

4.2 Manage Guarantee Details

Figure 19: Manage Guarantee Details

Actions

- Clicking button B1 in Figure 19 will display the child guarantees under the clicked rows and if the first child has children, when the arrow button on the second row clicked the children guarantees will be showed on the modal screen.
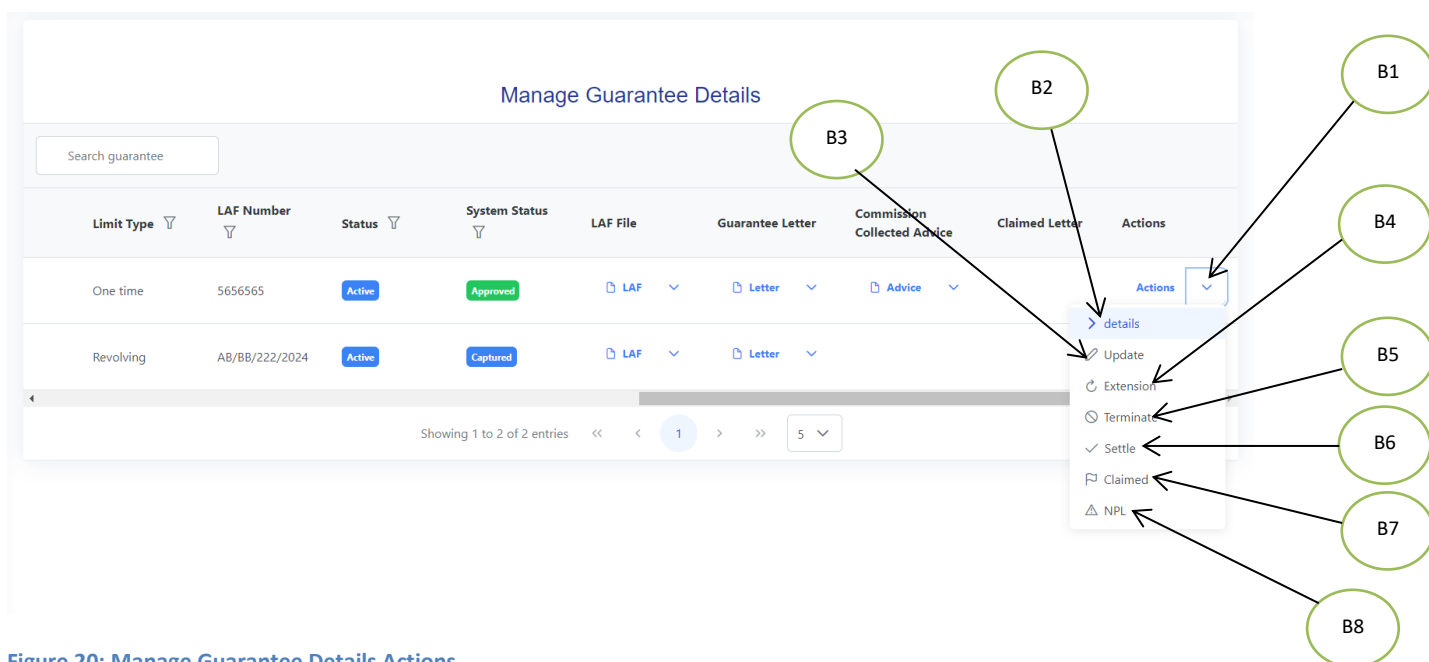- Scrolling horizontal scroll S1 in Figure 19, will display details and actions as shown in Figure 20.

Figure 20: Manage Guarantee Details Actions

Actions

- Clicking button B1 in Figure 20 will display button B2, B3, B4, B5, B6, B7 and B8 as shown in Figure 20.
- Clicking "details" button B2 will display Guarantee Details as shown in Figure 21.
- Clicking "Update" button B3 will display Guarantee update as shown in Figure 22.
- Clicking "Extension" button B4 will display Guarantee Extension screen as shown in Figure 23.
- Clicking "Terminate" button B5 will display confirmation dialog as shown in Figure 24.
- Clicking "Settle" button B6 will display confirmation dialog as shown in Figure 25.
- Clicking "Claimed" button B7 will display Guarantee Claimed Form screen as shown in Figure 26.
- Clicking "NPL" button B8 will put guarantee into non-performing loan if the claimed guarantee is lasted more than NPL duration.
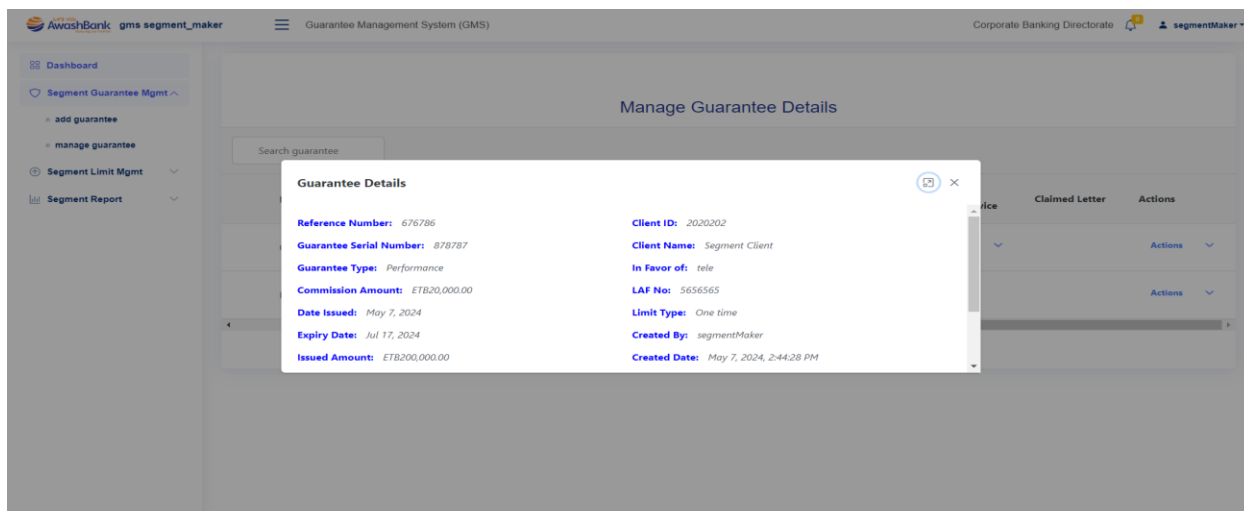
Figure 21: Guarantee Details

Figure 22: Update Issued Guarantee

Actions

- Click button B2 in Figure 22 to update Advice file of commission collected.
- Click button B3 in Figure 22 to update Guarantee Letter
- Click button B1 in figure 22 to update the guarantee

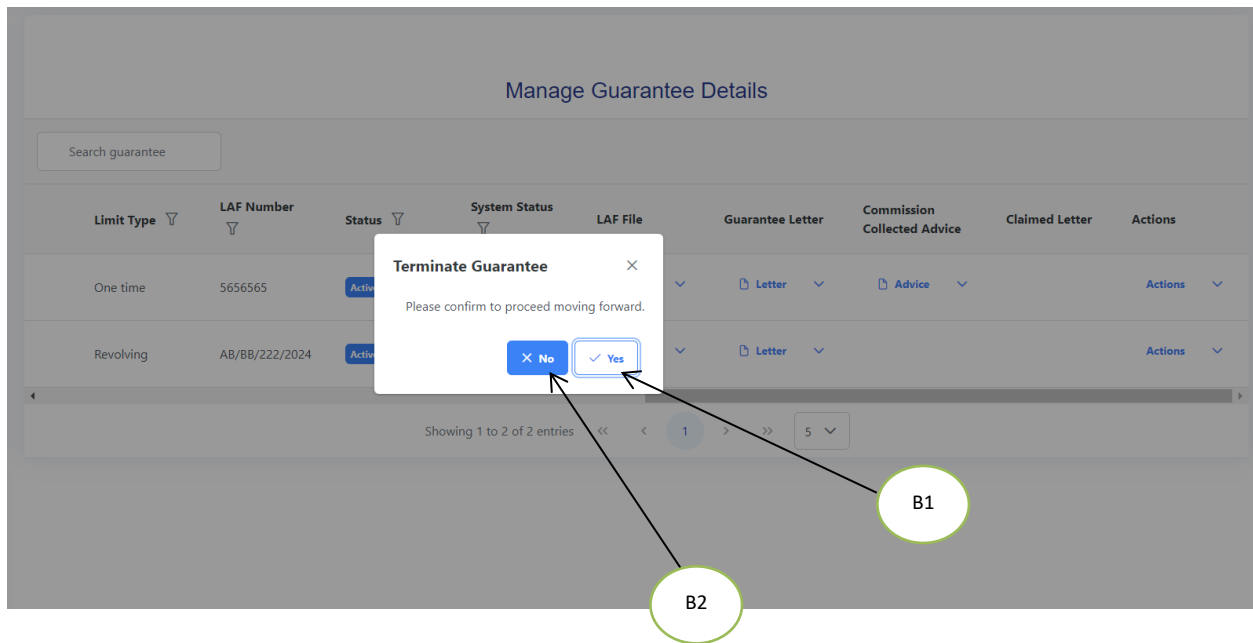NB: Wait for approval after the success message of your action is showed to see the latest data on Manage Details table

Figure 23: Guarantee Extension

Actions

- Clicking button B1 in Figure 23, after you have successfully entered the valid data it will display success message unless validation red error will be displayed under each invalid fields.

NB: Guarantee Extension needs approval from immediate supervisor (Segment Checker in this case).
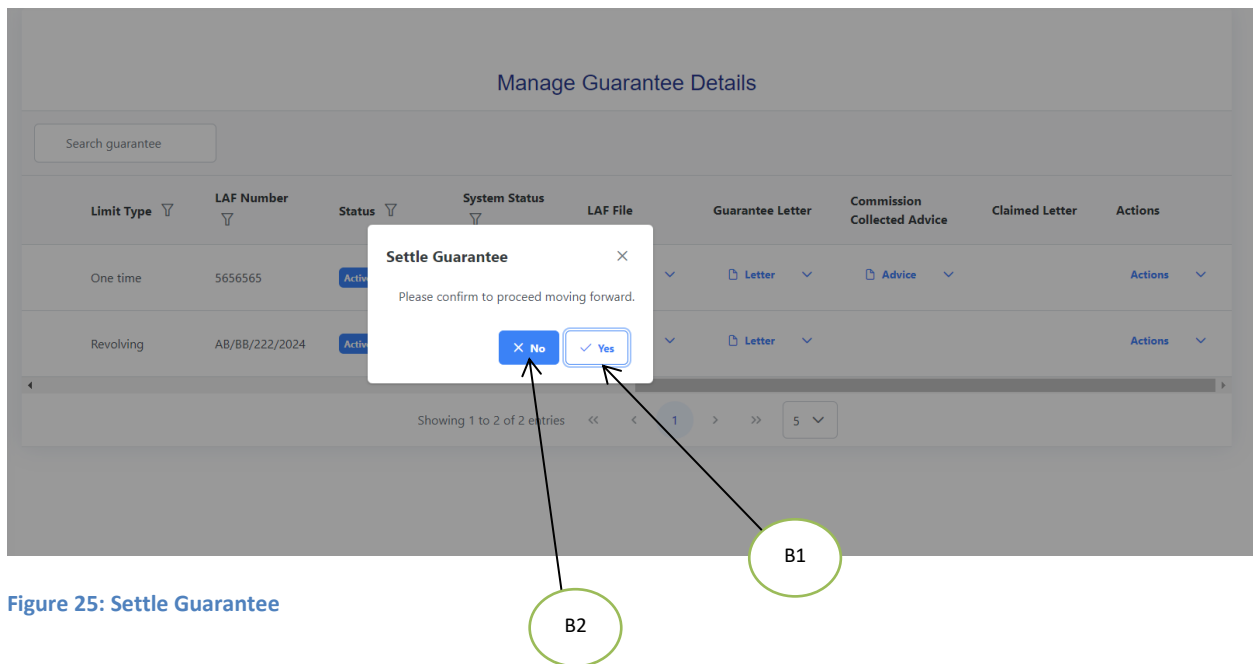
Figure 24: Guarantee Termination

Actions

- Clicking button B1 will terminate the guarantee and it will display you success message.
- Clicking button B2 will cancel the action.

NB: Wait for approval after you have successfully terminated the guarantee.

Figure 25: Settle Guarantee

Actions

- Clicking button B1 will settle the guarantee and it will display you success message.
- Clicking button B2 will cancel the action.

NB: Wait for approval after you have successfully settled the guarantee. The available balance of limit will be corrected only after your actions approved by immediate supervisor.
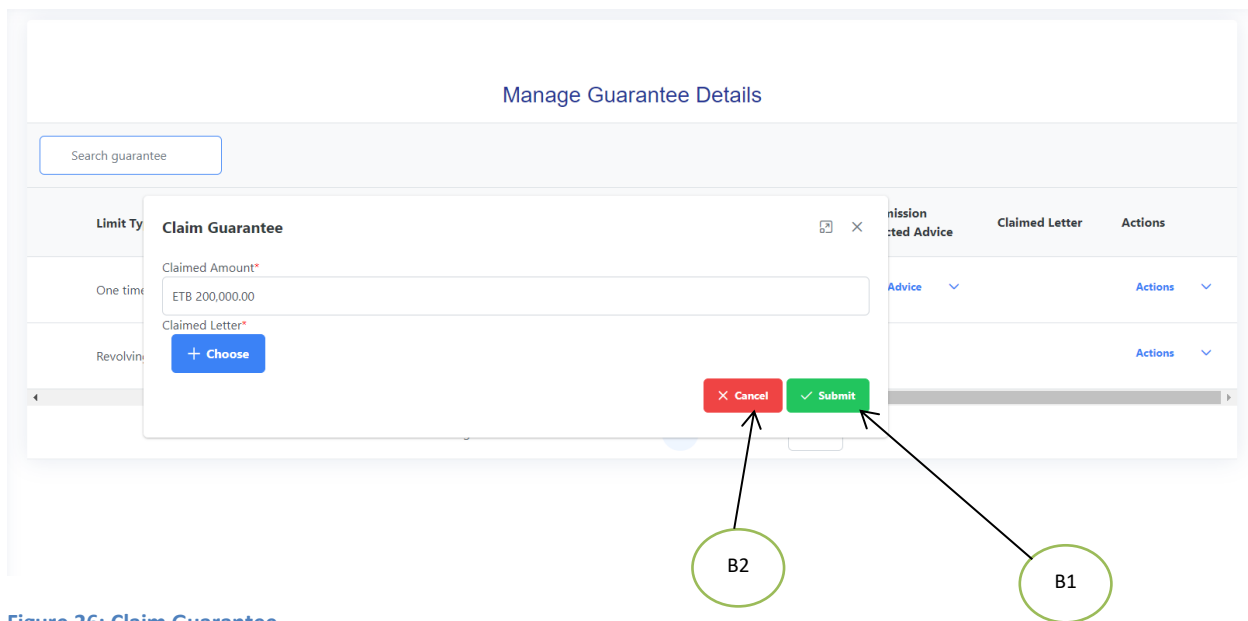

Figure 26: Claim Guarantee

Actions

- To capture claimed guarantee, clicking button B7 in Figure 17, will display the screen as shown in Figure 26. Enter claimed amount and attach claim letter and click button B1 in Figure 26.
- Clicking button B2 in Figure 26 will cancel and hide the screen by showing the message that shows your cancelation.

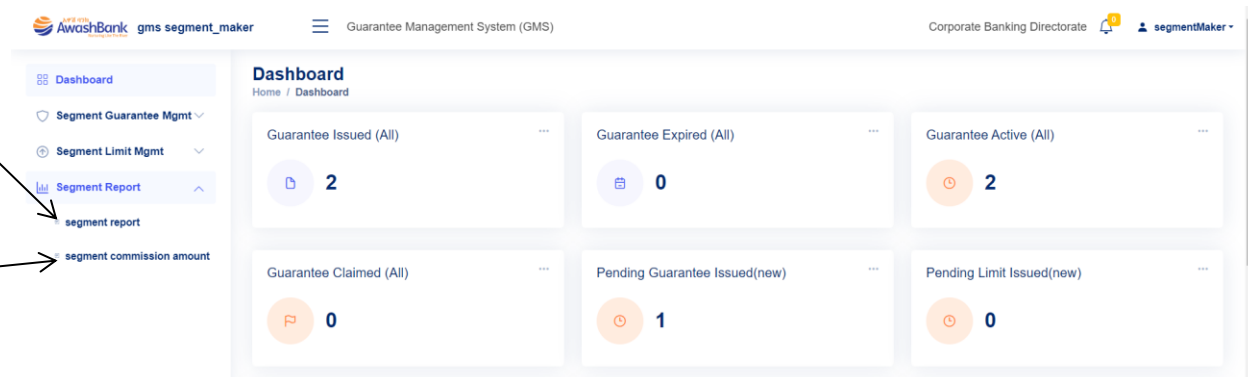NB: Wait for approval after you have successfully claimed the guarantee.

5   Segment Report

Figure 27: M4 Sub-Menus

Sub-Menus

- Clicking Sub-Menu SM1 of M4 (menu in Figure 1) in Figure 27 will display the screen shown in Figure 28.
- Clicking Sub-Menu SM2 of M4 (menu in Figure 1) in Figure 27 will display the screen shown in Figure 32.
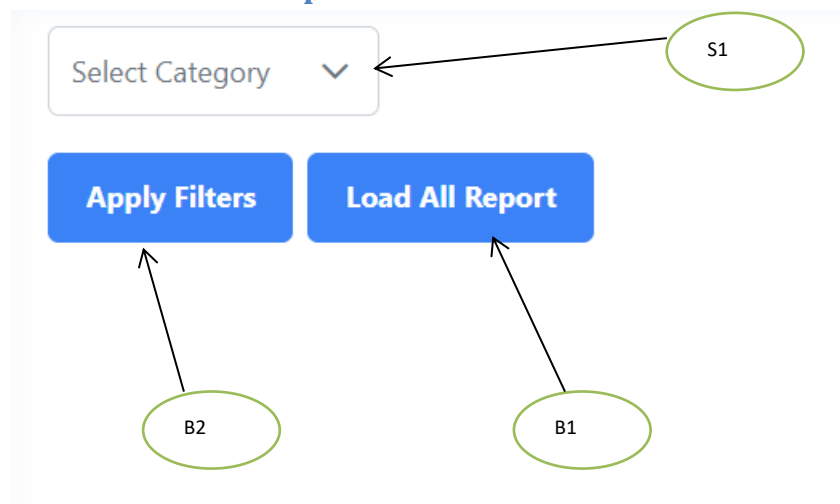
5.1   Guarantee Report

Figure 28: Segment Report

Actions

- Clicking button B1 in Figure 28 will display all guarantee data of the unit from which the user is logged in as in Figure 29
- Selecting one or many category by selecting S1 in Figure 28 and clicking button B2 as in Figure 28 will display filters information as header and show you report as in Figure 30

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Figure 29: All Guarantees Report of Segment

Figure 30: Guarantee Report by Filters

Actions

- Clicking button B1 in Figure 29, 30 will download the report in excel format
- Clicking button B2 in Figure 29, 30 will download the report in pdf format

5.2   Commission Report

Figure 31: Commission Report

Actions

- Clicking button B2 in Figure 31 will list total commission collected at that segment by each currency as shown in Figure 32
- Clicking button B1 will allow you to select date range and click button B2 in Figure 31 will list total commission collected in that selected date range by each currency code.

NB: You can export the data to excel and pdf file.

Figure 32: All Commission Collected Report

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