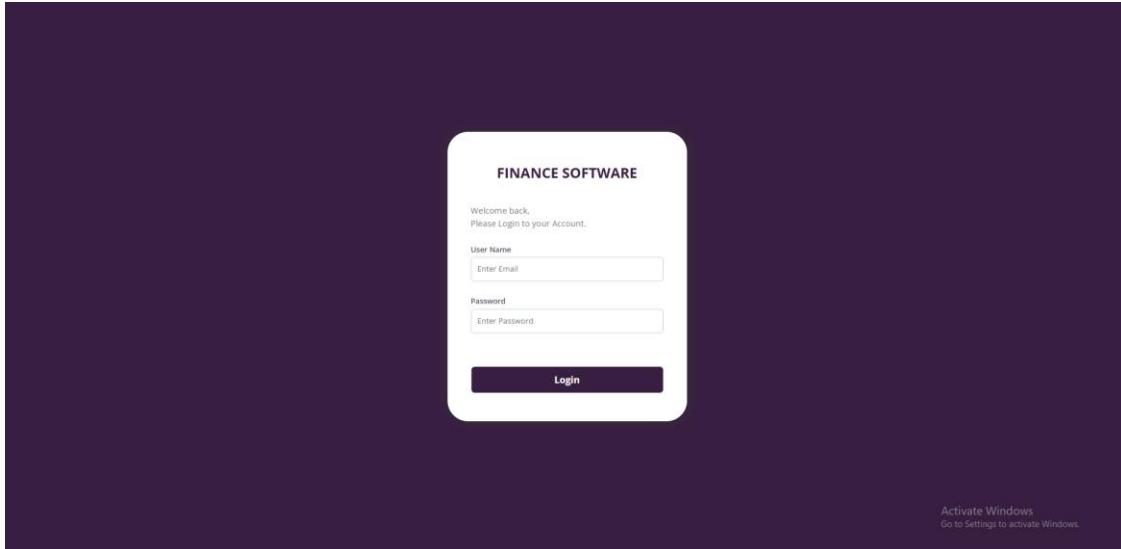


## PROJECT SUMMARY

- The Micro Finance Software application is designed to streamline and manage various financial operations, focusing on loan management. It is built using a robust combination of PHP, JavaScript, Bootstrap, and jQuery, ensuring a responsive and user-friendly interface.
- The software is specifically tailored for financial institutions, banks, and credit unions, helping them efficiently manage loan entries, approvals, issues, collections, and closures.
- The primary purpose of the Micro Finance Software is to provide a comprehensive solution for managing loans. It simplifies the process of loan entry, approval, issuance, collection, and closure, making it easier for financial institutions to handle large volumes of data with accuracy and efficiency. The software is designed to reduce manual work, minimize errors, and improve overall operational efficiency.
- Concluding the overview, the Micro Finance Software is a comprehensive solution for financial institutions looking to enhance their loan management processes. With its user-friendly interface, dynamic features, and robust security measures, it ensures efficient and secure handling of all loan-related operations, helping institutions improve their service delivery and operational efficiency.



## TECHNICAL SPECIFICATION

- CORE PHP
- HTML, CSS, BOOTSTRAP
- JAVASCRIPT, JQUERY
- MYSQL

## **SOFTWARE REQUIREMENTS**

- XAMPP VERSION - 7.4
- PHP VERSION – 8.2
- BOOTSTRAP VERSION - 4

## **SYSTEM REQUIREMENTS**

- OS – Windows 10 - 64 bit
- Processor Intel i5
- Ram 8GB
- Microsoft .Net Framework 4.5.2 or above

## **MODULES**

- DASHBOARD
- MASTER
- ADMINISTRATION
- PROFILE
- LOAN ENTRY
- APPROVAL
- LOAN ISSUE
- COLLECTION
- CLOSED
- NOC
- ACCOUNTS
- SEARCH
- REPORTS
- BULK UPLOAD

## **1 . DASHBOARD**

- This is a web application's dashboard interface for managing loan entries in a micro financial software system. A dropdown menu labeled "**Select Branch**" allows users to filter or select specific branches of the financial institution.
- This is used to display data for all branches or a specific branch. The branch selection feature allows for filtering data by branch, making it useful for institutions with multiple locations.
- It comprises 5 categories of dashboard: Loan Entry, Approval, Loan Issue, Collection, and Closed. Each category is presented within separate cards for enhanced visibility.
- The Loan Entry dashboard card, for example, the central area of the dashboard provides a summary of loan entry-related statistics in a grid format. Each metric is displayed in its own box with a label and corresponding value:
  - Total Loan Entry: 22 - The total number of loan entries recorded.
  - Total Issued: 21 - The total number of loans that have been issued.
  - Total Balance: 1 - The total balance remaining for loans.
  - Today Loan Entry: 0 - The number of loan entries recorded today.
  - Today Issued: 4 - The number of loans issued today.
  - Today Balance: 0 - The balance remaining for loans recorded today.
- This dashboard is likely used by administrators or staff members of a financial institution to get an overview of loan activities.
- The metrics provide quick insights into the overall loan processing, issuance, and balance, as well as the activities for the current day.
- The dashboard also includes graphical representations of various metrics, such as total paid, total pending, and total overdrafts, segmented by different categories (e.g., current, pending, OD).

**FINANCE**

Finance - Dashboard

Search here  Super Admin

Selected Branch

- Dashboard
- Master
- Administration
- Profile
- Loan Entry
- Approval
- Loan Issue
- Collection
- Closed
- NOC
- Accounts
- Search
- Reports
- Bulk Upload

Loan Entry

Approval

Loan Issue

Collection

Closed

Activate Windows  
Go to Settings to activate Windows.

This screenshot shows the main dashboard of a finance application. The left sidebar contains a navigation menu with various modules: Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The right side of the screen displays five cards representing different financial processes: Loan Entry, Approval, Loan Issue, Collection, and Closed. Each card has a title and a status indicator. At the bottom right, there is a message about activating Windows.

**FINANCE**

Finance - Dashboard

Search here  Super Admin

Selected Branch

- Dashboard
- Master
- Administration
- Profile
- Loan Entry
- Approval
- Loan Issue
- Collection
- Closed
- NOC
- Accounts
- Search
- Reports
- Bulk Upload

Loan Entry

Total Loan Entry	Total Issued	Total Balance
1	0	1

Today Loan Entry	Today Issued	Today Balance
1	0	1

Approval

Loan Issue

Collection

Closed

Activate Windows  
Go to Settings to activate Windows.

This screenshot shows a detailed view of the Loan Entry module within the dashboard. It features two sets of cards: one for total statistics (Total Loan Entry: 1, Total Issued: 0, Total Balance: 1) and another for daily activity (Today Loan Entry: 1, Today Issued: 0, Today Balance: 1). Below these, there are cards for Approval, Loan Issue, Collection, and Closed. A message at the bottom right encourages activating Windows.

**FINANCE**

Dashboard

Master

Administration

Profile

Loan Entry

Approval

Loan Issue

Collection

Closed

NOC

Accounts

Search

Reports

Bulk Upload

Finance - Dashboard

Search here ...

Super Admin

Select Branch

**Loan Entry**

**Approval**

Total Approval	Total Issued	Total Balance
1	1	0

Today Approval	Today Issued	Today Balance
0	0	0

**Loan Issue**

**Collection**

Activate Windows  
Go to Settings to activate Windows.

**Closed**

This screenshot shows the 'Finance - Dashboard' page. The left sidebar has a dark purple header 'FINANCE' and lists various modules like Master, Administration, and Reports. The main area has a dark header 'Finance - Dashboard' with search and user info. It features two sections: 'Loan Entry' and 'Approval'. The 'Approval' section contains two tables of statistics. Below that is a 'Loan Issue' section with its own table. At the bottom are 'Collection' and 'Closed' sections.

**FINANCE**

Dashboard

Master

Administration

Profile

Loan Entry

Approval

Loan Issue

Collection

Closed

NOC

Accounts

Search

Reports

Bulk Upload

Finance - Dashboard

Search here ...

Super Admin

Select Branch

**Loan Entry**

**Approval**

**Loan Issue**

Total Loan Issue	Total Issued	Total Balance
1	1	0

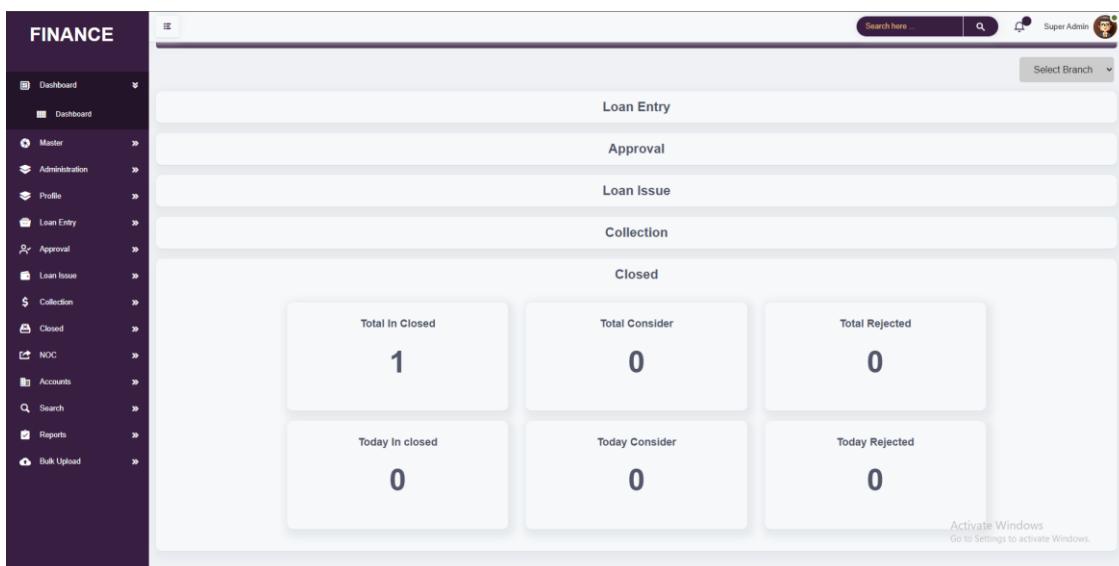
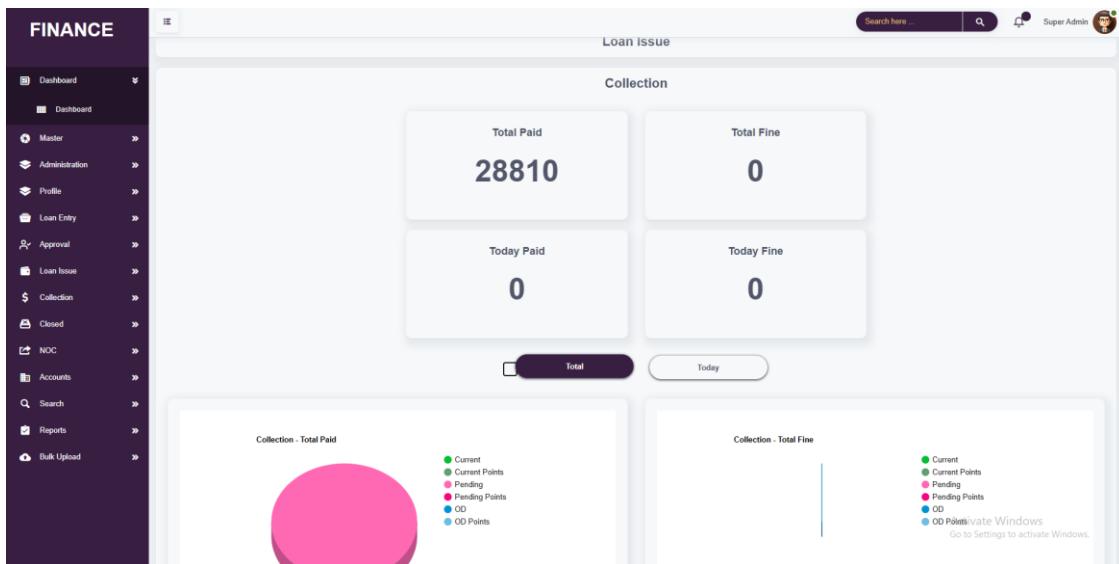
Today Loan Issue	Today Issued	Today Balance
0	0	0

**Collection**

Activate Windows  
Go to Settings to activate Windows.

**Closed**

This screenshot shows the 'Finance - Dashboard' page, identical to the first one but with different module names in the sidebar. The main content is also similar, featuring 'Loan Entry', 'Approval', 'Loan Issue', and 'Collection' sections with their respective statistics tables.



## 2. MASTER

- This module has 4 Screens. **1.Company Creation, 2.Branch Creation, 3.Loan Category, 4.Area Creation.**
- **Company Creation:**
  - The Company Creation screen is a crucial component of the micro finance software, designed to facilitate the process of setting up and managing the primary company's profile. This screen ensures that all necessary details are

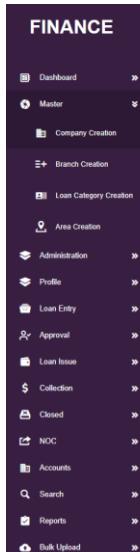
accurately captured to establish a company's identity within the system. It allows for the entry of comprehensive information, both general and communicative, about the company.

- The Company Creation screen is designed for single-company entry, ensuring that only one company profile can be created and managed through this interface. This limitation is intentional to maintain data integrity and prevent duplication within the system.

The screenshot shows a software application window titled "Finance - Company Creation". The left sidebar contains a navigation menu with items like Dashboard, Master (Company Creation, Branch Creation, Loan Category Creation), Area Creation, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The main content area has a header with "Search here" and a magnifying glass icon, and "Super Admin" with a user icon. Below the header is a search bar labeled "Search: ". A table displays a single row of data:

S.No.	Company Name	Place	District	Mobile No	Action
1	Feather Technology	bussy street	Puducherry	9846554664	

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are links for "Activate Windows" and "Go to Settings to activate Windows".



**FINANCE**

- [Dashboard](#)
- [Master](#)
  - [Company Creation](#)
- [Branch Creation](#)
- [Loan Category Creation](#)
- [Area Creation](#)
- [Administration](#)
- [Profile](#)
- [Loan Entry](#)
- [Approval](#)
- [Loan Issue](#)
- [Collection](#)
- [Closed](#)
- [NOC](#)
- [Accounts](#)
- [Search](#)
- [Reports](#)
- [Bulk Upload](#)

**Finance - Company Creation**

[Search here...](#)  [Super Admin](#)

**General Info**

Company Name*	Address*	State*
Feather Technology	xxx	Puducherry
District*	Taluk*	Place*
Puducherry	Puducherry	bussy street
Pincode*		
650001		

**Communication Info**

Website	Mail ID	Mobile No.
Enter Website Name	Enter Mail ID	9846554564
Whatsapp No.	Landline Number	Mobile No.
Enter Whatsapp Number	Enter Code	Enter Landline Number

**Document Info**

PAN	TAN	TIN
Enter PAN Number		
CIN	License No	GST
Enter CIN Number	Enter License Number	Activate Windows Go to Settings to activate Windows Enter GST Number

**Finance - Branch Creation**

[Search here...](#)  [Super Admin](#)

**Communication Info**

Website	Mail ID	Mobile No.
Enter Website Name	Enter Mail ID	9846554564
Whatsapp No.	Landline Number	Mobile No.
Enter Whatsapp Number	Enter Code	Enter Landline Number

**Document Info**

PAN	TAN	TIN
Enter PAN Number		
CIN	License No	GST
Enter CIN Number	Enter License Number	Enter GST Number

**Documents**

Document Name	Choose Document	Action
pan	Choose File   No file chosen	<a href="#">Add</a>

S.No.	Document Name	Document	Action
1	pan	6825cf21b43a3.png	<a href="#"></a>

Activate Windows  
Go to Settings to activate Windows

[Submit](#)  [Clear](#)

## • Branch Creation:

The Branch Creation screen is designed to streamline the process of adding and managing branch offices for a company. This screen ensures that detailed and accurate information about each branch is recorded, facilitating efficient administration and communication across the organization. Since only a single company can be created in the system, this screen allows for the establishment of multiple branches under that company.

FINANCE	
<a href="#">Dashboard</a>	»
<a href="#">Master</a>	»
<a href="#">Company Creation</a>	
<a href="#">Branch Creation</a>	»
<a href="#">Loan Category Creation</a>	»
<a href="#">Area Creation</a>	
<a href="#">Administration</a>	»
<a href="#">Profile</a>	»
<a href="#">Loan Entry</a>	»
<a href="#">Approval</a>	»
<a href="#">Loan Issue</a>	»
<a href="#">Collection</a>	»
<a href="#">Closed</a>	»
<a href="#">NOC</a>	»
<a href="#">Accounts</a>	»
<a href="#">Search</a>	»
<a href="#">Reports</a>	»
<a href="#">Bulk Upload</a>	»

Finance - Branch Creation

Branch Limit: 0

+ Add Branch Creation

Show: 10 entries Column visibility Search:

S.NO	Branch Code	Branch Name	Place	State	District	Mobile Number	Action
1	F-102	branch2	yyy	Tamil Nadu	Ariyalur	0964354545	
2	F-101	branch1	yyy	Tamil Nadu	Tiruvannamalai	9999999999	

Showing 1 to 2 of 2 entries Previous Next

Activate Windows  
Go to Settings to activate Windows.

FINANCE	
<a href="#">Dashboard</a>	»
<a href="#">Master</a>	»
<a href="#">Company Creation</a>	
<a href="#">Branch Creation</a>	»
<a href="#">Loan Category Creation</a>	»
<a href="#">Area Creation</a>	
<a href="#">Administration</a>	»
<a href="#">Profile</a>	»
<a href="#">Loan Entry</a>	»
<a href="#">Approval</a>	»
<a href="#">Loan Issue</a>	»
<a href="#">Collection</a>	»
<a href="#">Closed</a>	»
<a href="#">NOC</a>	»
<a href="#">Accounts</a>	»
<a href="#">Search</a>	»
<a href="#">Reports</a>	»
<a href="#">Bulk Upload</a>	»

Finance - Branch Creation

Branch Limit: 0

Back

General Info

Company Name*	Branch Code*	Branch Name*
Feather Technology	F-102	branch2
Address	State*	District*
Enter Address	Tamil Nadu	Ariyalur
Taluk*	Place*	Pincode*
Ariyalur	yyy	600000

Communication Info

E-Mail Id	Mobile Number	WhatsApp Number
Enter E-Mail Id	0964354545	Enter WhatsApp Number
Landline Number	Enter Landline Number	
Enter Code	Enter Landline Number	

Activate Windows  
Go to Settings to activate Windows.

## Loan Category Creation:

- The Loan Category Creation module allows administrators to define and manage different categories of loans within the finance system. Users can specify the loan category name (e.g., Home, Personal), set a maximum loan limit, and assign one or more profit types such as Calculation or Scheme. The module also enables configuration of loan calculation methods, including the due method (e.g., Monthly), due type (e.g., EMI), and benefit method (e.g., Pre Benefit). Additionally, under the condition info section, users can set the applicable interest rate, loan repayment period, document charges, and processing fees—either as a percentage or a fixed

amount. This setup ensures consistency and control in loan structuring based on organizational policies

- the Loan Scheme Creation section allows defining multiple schemes under each category by specifying the scheme name, due method, benefit method, and setting minimum and maximum ranges for interest rates, document charges, and processing fees. Once submitted, the schemes are displayed in a tabular format for easy reference and editing. This structure ensures flexible and standardized setup of loan products tailored to institutional needs.

S.No.	Loan Category	Loan Limit	Status	Action
1	Homes	5,00,000	Enable	
2	Personal	50,00,000	Enable	
3	Appliances	5,00,000	Enable	

**FINANCE**

## Area Creation:

- The Area Creation screen is designed to manage and organize geographical areas within a branch. This functionality helps streamline operations by allowing the definition and modification of areas, lines, and branches in a structured manner.
- The Area Creation screen supports the creation, modification, and management of areas, ensuring that customer data is accurately allocated and updated as areas are redefined.

**FINANCE**

- The Area Creation module is used to map operational areas to specific branches within the financial system. Users must select a branch name and assign an area name to it. Once an area is assigned to a branch, it becomes locked for that branch and cannot be reassigned to any other branch, ensuring area-branch uniqueness and preventing duplication. This mechanism helps maintain clear boundaries and accountability for loan distribution or collection activities within defined regions. The module includes controls for adding new areas and submitting or clearing entries, supporting easy yet structured area management.

FINANCE

Dashboard

Master

Company Creation

Branch Creation

Loan Category Creation

Area Creation

Administration

Profile

Loan Entry

Approval

Loan Issue

Collection

Closed

NOC

Accounts

Search

Reports

Bulk Upload

Finance - Area Creation

General Info

Branch Name\*

Select Branch

Area Name\*

Select Area Name

Submit

Clear

Activate Windows  
Go to Settings to activate Windows.

### 3. ADMINISTRATION

- This module have **User Creation**.

#### User Creation:

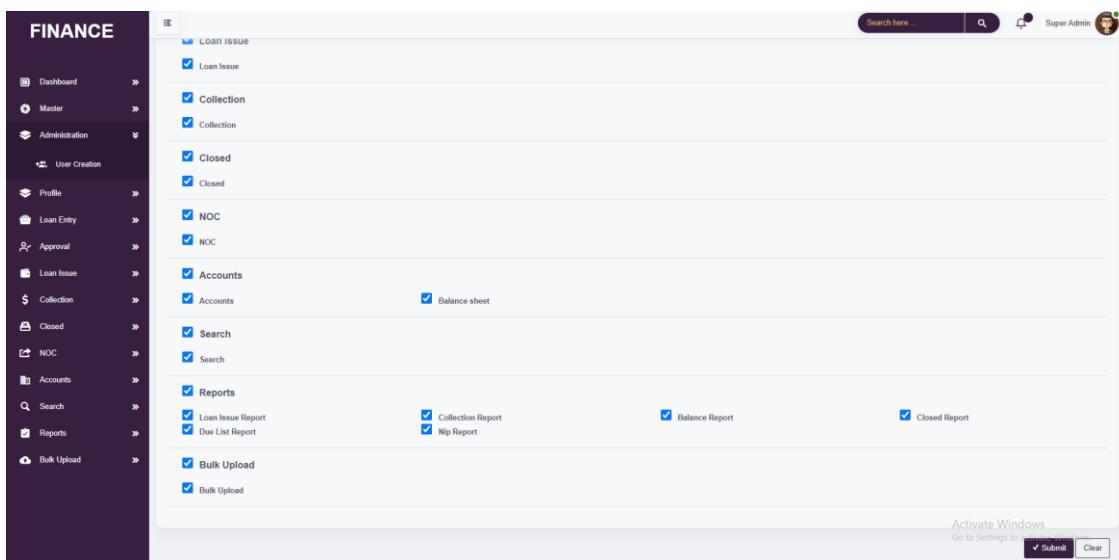
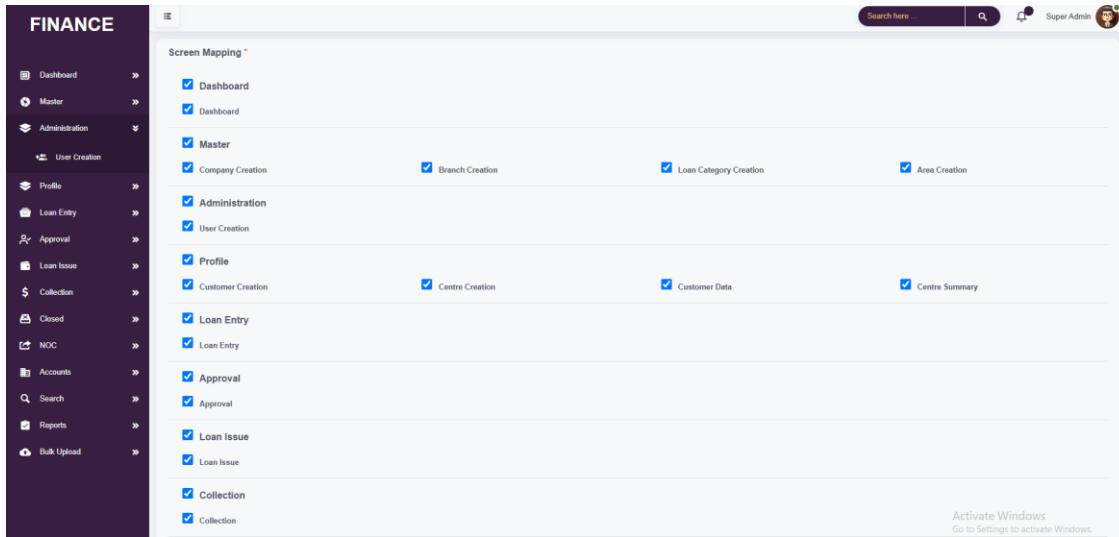
- The User Creation screen is designed to facilitate the creation and management of user accounts with specific roles and permissions within the system. This functionality ensures controlled access and efficient management of various operational tasks and data.
- Each will have User ID and password, by those credentials they only get access to their workflow. And each will have access for providing loan for those particulars.

- It provides users with checkbox options to grant access permissions to various modules and functionalities within the finance software.
- It allows users to create, edit, and delete user accounts, defining their roles and permissions based on organizational requirements.

In Collection Access select box to grant or deny access to waiver details in the collection screen. If "Yes" is selected, the user can access waiver details.

The screenshot shows the 'Finance - User Creation' page. On the left is a dark sidebar menu with various finance-related options like Dashboard, Master, Administration, User Creation, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The main area has a title 'Finance - User Creation' and a search bar. Below it is a table with columns: S.No., Name, User Name, Role, Designation, Branch Name, Centre, and Action. There are two entries: Super Admin (User ID US-001) and Test 1. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous' and 'Next' buttons. A watermark at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

The screenshot shows the 'User Info' creation form. It includes fields for Name (Super Admin), User ID (US-001), Role (superadmins), Designation (SuperAdmin), Address (Enter Address), Place (Enter Place), Email (Enter Email), and Mobile No (Enter Mobile No). Below this is a 'Credential Info' section with User Name (admin), Password (123), and Confirm Password (123). Under 'Mapping Info', there's a Company Name (Feather Technology), Branch Name (branch1, branch2, Select Branch Name), Centre (BBA, BBA, Select Centre Name), and a tree view for selecting branches and centres. At the bottom, there are sections for 'Loan Category' (Homes, Personal, Appliances, Select Loan Category) and 'Accounts' (Collection, Loan Issued, Expenses, Other Transaction, Customer Savings, Select Account Access). A watermark at the bottom right says 'Activate Windows Go to Settings to activate Windows.'



The Add Role modal is a essential component of the User Creation screen within the finance software, designed to facilitate the management and assignment of user roles. It enhances the functionality of the User Creation screen by enabling administrators to define, manage, and assign roles effectively.

**Add Role**

S.No.	Role	Action
1	Staff	
2	superadmins	

Showing 1 to 2 of 2 entries

Previous 1 Next

**Close**

The Add Designation modal is an essential feature of the User Creation screen within the finance software. It facilitates the addition and management of specific job titles or roles (designations) that users can be assigned to within the system.

**Add Designation**

S.No.	Designation	Action
1	SuperAdmin	
2	Staff	

Showing 1 to 2 of 2 entries

Previous 1 Next

**Close**

### 3.

## PROFILE

This module has 4 Screens. **1. Customer Creation, 2.Centre Creation, 3.Customer Data , 4.Centre Summary .**

- **Customer Creation:**

The Customer Creation module is designed to capture and manage complete customer profiles for loan processing. It includes fields for entering key personal details such as Aadhaar number, first and last name, date of birth, age, area, mobile numbers, WhatsApp number, occupation, and addresses (current and native). A profile photo can also be uploaded. Users can select which mobile number is to be used for WhatsApp communication. Additional fields include location coordinates (latitude and longitude) and an option to enable or disable multiple loan entries per customer.

The screenshot shows the 'Finance - Customer Creation' screen. On the left is a sidebar with a 'FINANCE' header and various menu items like Dashboard, Master, Administration, Profile, Customer Creation, Centre Creation, Customer Data, Centre Summary, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The main area has a title 'Finance - Customer Creation' with a search bar and a 'Super Admin' user icon. Below is a table with the following data:

S.NO	Customer ID	Customer Name	Aadhar Number	Mobile No	Area	Action
1	C-108	Menaga	768765432111	6765432109	Area1	
2	C-107	Kiran	546789123412	8765123450	Area1	
3	C-106	Revathi	897123456789	9876543210	Area1	
4	C-105	Radha	088899999900	7685432191	Area1	
5	C-104	Ram	088899999907	7685432190	Area1	
6	C-103	oooo pppp	874646545454	8976565454	Area4	
7	C-102	kkkk llll	89746454545	879455645646	Area1	
8	C-101	xxxx yyy	094545645645	8974545456	Area2	

At the bottom, it says 'Showing 1 to 8 of 8 entries' and has 'Previous' and 'Next' buttons. There's also an 'Activate Windows' link at the bottom right.

The module also accommodates Family Info, allowing the user to add family members' details including name, relationship, age, occupation, Aadhaar number, and mobile number. Furthermore, a KYC Info section supports uploading documents necessary for identity and address verification. This structured format ensures efficient and comprehensive data capture, essential for customer verification, credit assessment, and record management.

**Customer Info**

- Aadhar No\*
- Customer ID  C-109
- First Name\*
- Last Name
- DOB  dd/mm/yyyy
- Area\*  Select Area Name
- Photo
- Choose File | No file chosen

Mobile Number 1\*  Enter Mobile Number 1

Choose Mobile Number for WhatsApp:
  Mobile Number 1
  Mobile Number 2

WhatsApp Number  Enter WhatsApp Number

Occupation  Enter Occupation

Occupation Detail  Enter Occupation Detail

Address  Enter Address

Native Address  Enter Native Address

Multiple Loan Entry\*  Disable

Location  Enter Latitude Longitude

**Family Info**

Show 10 entries Column visibility

Activate Windows  
Go to Settings to activate Windows.

Choose Mobile Number for WhatsApp:
  Mobile Number 1
  Mobile Number 2

WhatsApp Number  Enter WhatsApp Number

Occupation  Enter Occupation

Occupation Detail  Enter Occupation Detail

Address  Enter Address

Native Address  Enter Native Address

Multiple Loan Entry\*  Disable

**Family Info**

S.NO	Name	Relationship	Age	Occupation	Aadhar No	Mobile No
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

**KYC info**

S.No	Label	Details	Upload
------	-------	---------	--------

Activate Windows  
Go to Settings to activate Windows.

## • Centre Creation:

- The Centre Creation page is used to add and manage centres under specific branches. It includes fields like Centre ID, Centre Name, Centre Number, Mobile Numbers, Branch, Area, and Location (latitude & longitude). Users can also upload a photo for the centre. Below, the Reference Info section lets you add details of a reference person such as Name, Aadhaar Number, Occupation, Mobile Number, Designation, and Remarks. This

helps in organizing and tracking centre-level information efficiently.

S.NO	Centre ID	Centre No	Centre Name	Mobile No	Action
1	M-107	343	BBA	98765439901	
2	M-106	898	MLA	7657899123	
3	M-105	112373	Mikk	67854309861	
4	M-104	12373	Bandham	6785430986	
5	M-103	03		87645648787	
6	M-102	02	tyfy	8763566867	
7	M-101	01		8945645465	

Show: 10 entries Column visibility

Search:

Activate Windows  
Go to Settings to activate Windows.

Centre Info

Centre ID M-107	Centre No* 343	Photo
Centre Name* BBA	Mobile Number 1* 98765439901	
Mobile Number 2 Enter Mobile Number 2	Area* Area1	<input type="button" value="Choose File"/> No file chosen
Branch* branch1	Location Enter Latitude Longitude	<input type="button" value=""/>

Reference Info

S.NO	Name	Aadhar No	Occupation	Mobile No	Designation	Remark
1	Leela	876543890125		9812345678		

Show: 10 entries Column visibility

Search:

Activate Windows  
Go to Settings to activate Windows.

## • Customer Data:

- The Customer Data screen is used to view and update detailed customer information.
- Customer Info: Displays the detailed personal information of the customer, such as name, contact details, address, and other profile-related fields. This tab is active by default.
- Centre Summary: Shows the summary of the centre to which the customer is linked. It includes branch, area, and centre-level data related to the customer.

- Documentation: Provides access to view and manage customer-related documents, such as KYC files, ID proofs, or any uploaded attachments.

**FINANCE**

The screenshot shows the 'Customer Info' section of the Finance application. It includes fields for Customer ID (C-108), First Name (Menaga), Last Name (Enter Last name), DOB (dd/mm/yyyy), Age (Age), Area (Area1), Mobile Number 1 (6765432109), Mobile Number 2 (Enter Mobile Number 2), WhatsApp Number (Enter WhatsApp Number), Occupation (Occupation Detail), Address (Enter Address), Native Address (Enter Native Address), and Location (Enter Latitude Longitude). A 'Choose File' button is present for uploading a photo, with a message 'No file chosen'. The sidebar on the left lists various modules: Dashboard, Master, Administration, Profile, Customer Creation, Centre Creation, Customer Data, Centre Summary, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload.

**FINANCE**

The screenshot shows the 'Current Centre List' page. It features a table with the following columns: S.No., Centre ID, Centre Number, Centre Name, Loan ID, Loan Amount, Centre Status, Collection Status, Customer Status, and Charts. The table header includes 'Show: 10 entries' and 'Column visibility'. A search bar is at the top right. Below the table, a message says 'No matching records found'. The sidebar on the left is identical to the one in the previous screenshot, listing the same modules.

The screenshot shows the 'Finance - Customer Data' page. On the left is a sidebar with a 'FINANCE' header and various menu items like Dashboard, Master, Administration, Profile, Customer Creation, Centre Creation, Customer Data, Centre Summary, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The 'Customer Data' item is currently selected. The main content area has tabs at the top: 'Customer Info', 'Centre Summary' (which is selected), and 'Documentation'. Below the tabs is a table titled 'Document List' with columns: S.NO, Customer ID, Customer Name, Loan ID, Centre ID, Centre Name, Centre Status, and Action. A message 'No data available in table' is displayed. At the bottom right of the main area, there is a 'Activate Windows' message: 'Activate Windows Go to Settings to activate Windows.'

- **Centre Summary:**

- The Centre Summary section provides a list of all the centres associated with a customer, categorized under two tabs:
- Current: Displays all active or ongoing loan centres linked to the customer. It shows important details like Centre ID, Centre Number, Centre Name, Loan ID, Loan Amount, Branch, Centre Status, Collection Status, and allows actions or viewing charts if available.
- Closed: Shows centres that have been closed or completed. This helps track loan history and past associations of the customer with specific centres.

## 5 . Loan Entry :

- In the loan entry list view shows the previous loan entry customer details with the action buttons. In the action button we have two options edit and move. When we click edit we can able to edit the loan details and loan calculation details also. In move it will send the loan to the next step of approval.

- When we click the ADD LOAN ENTRY, it will need to enter the basic details of loan like loan category, centre id, loan amount, profit type.
- After entering that we will map the customer for that loan, once loan mapping is completed we will click to submit the details.
- Once submitted, it will redirect to the loan entry list page in that list we have the action button for the edit and move to the approval button.

The screenshots show the 'Finance - Loan Entry' application interface. The top screenshot displays the 'Loan Info' section with fields for Centre ID (dropdown), Centre Name, Mobile Number, Loan Category (dropdown), Total No Of Customer, and Profit Type (dropdown). The bottom screenshot shows the 'Loan Calculation' section with fields for Loan Amount, Principal Amount, Interest Amount, Total Amount, Due Amount, Document Charges, Processing Fees, and Net Cash. Both screenshots include a 'Calculate' button and a 'Reference Info' section.

## 6 . Approval:

- In the approval menu first it will show the list view , the moved loans from the loan entry are shown here .
- In the action button we have the four option (EDIT , APPROVE , CANCEL , REVOKE)
- When we click the edit , it will show two option on the top (Loan Details and Centre Limit )
- In the loan details we able to edit the loan detaile , once edit we must click the submit button to get the update .

- In the centre limit , we have to fix the particular amount as the centre Limit , we will not give the loan amount above that amount . In the centre limit it also have the Lable , Feed Back , Remarks to give some details.

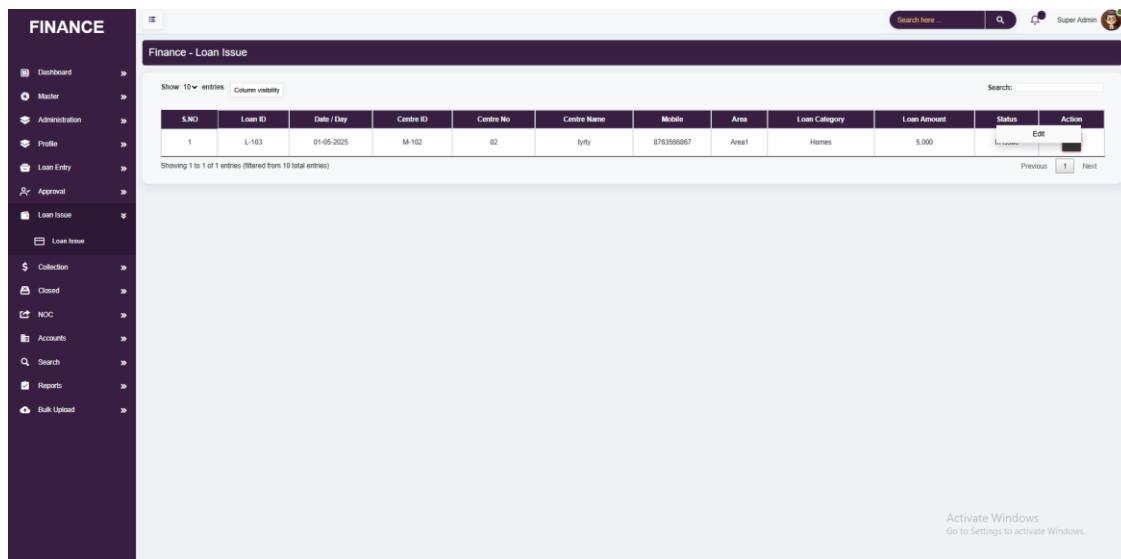
The screenshot shows a web-based application interface for 'Finance - Approval'. On the left, there is a dark sidebar menu with various options like Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The main content area has a title 'Finance - Approval' and a search bar at the top right. Below the search bar is a table with columns: S.NO, Loan ID, Date / Day, Loan Category, Centre ID, Centre No, Centre Name, Mobile, Area, Branch, Status, and Action. There is one entry: S.NO 1, Loan ID L-110, Date 01-06-2025, Loan Category Personal, Centre ID M-104, Centre No 12373, Centre Name Bandhan, Mobile 6785430986, Area Area1, Branch branch1, Status In Approval, and Action with a dropdown arrow. Below the table, it says 'Showing 1 to 1 of 1 entries (Filtered from 10 total entries)'. At the bottom right of the table are 'Previous' and 'Next' buttons.

This screenshot shows the same 'Finance - Approval' page but with a different view. It features a large form on the right side with tabs for 'Loan Details' and 'Centre Limit'. The 'Loan Details' tab is active. The form includes sections for 'Loan Info' and 'Calculation'. In the 'Loan Info' section, fields include Loan ID (L-110), Centre ID (M-104), Centre Number (12373), Mobile Number (6785430986), Loan Category (Homes), Total No Of Customer (2), and Profit Type (Calculation). In the 'Calculation' section, fields include Due Method (Monthly), Benefit Method (Pre Benefit), Date (1), Interest Rate (1%), Due Period (12), Document Charges (0), and Processing Fees (0%). At the bottom, there is a 'Loan Calculation' section with fields for Loan Amount (5,000), Principal Amount (4,400), Interest Amount (640), and a 'Calculate' button. A note at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

- When we click the Approval it will check the loan amount and also the centre limit , it will show the alert message when the centre limit is not set and also the loan amount is grater than the centre limit .
- when it shows the error we need to modify the centre limit or the loan details.
- Choosing "**Cancel**" retains the customer's application in the approval list and Selecting "**Revoke**" remove the customer's application from the approval list, indicating a definitive decision to withdraw approval or discontinue processing.

## 7. LOAN ISSUE

- The Loan Issue screen is designed for managing and processing loan issuances. It facilitates comprehensive management of documentation, approvals, and disbursement details associated with loan transactions.
- It facilitates the process of disbursing loans to approved applicants based on predefined criteria and compliance checks.
- It centralizes the storage and management of essential loan-related documents, ensuring completeness and accuracy before issuance. While document uploads are not mandatory, users can update these documents when editing the loan entry later.
- It tracks the issuance of loans, including details such as amounts, dates, payment modes, and relevant parties involved in the transaction and Captures crucial details such as issue amount, payment modes, maturity dates, and endorsement information related to loan issuance.



The screenshot displays the 'Finance - Loan Issue' screen. On the left, a vertical navigation menu under the 'FINANCE' header includes options like Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue (with a dropdown for Loan Issue), Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The main area shows a table titled 'Finance - Loan Issue' with one row of data. The columns are: SNO, Loan ID, Date / Day, Centre ID, Centre No, Centre Name, Mobile, Area, Loan Category, Loan Amount, Status, and Action. The data row is: 1, L-103, 01-05-2025, M-102, 02, tyfly, 8765432109, Area1, Homes, 5,000, Active, and Edit/Action buttons. A message at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

SNO	Loan ID	Date / Day	Centre ID	Centre No	Centre Name	Mobile	Area	Loan Category	Loan Amount	Status	Action
1	L-103	01-05-2025	M-102	02	tyfly	8765432109	Area1	Homes	5,000	Active	<a href="#">Edit</a>

**FINANCE**

Finance - Loan Issue

Documentation      Loan Issue      Back

**Document Info**

Document ID*	Customer Name*	Document Name*
D-102	Select Customer Name	Enter Document Name

Document Type*	Count*	Remark
Select Document Type	Enter Count	Enter Remark

Upload  
Choose File No file chosen      Submit

Show 10 entries      Column visibility

No data available in table

S.N.O Document ID Customer ID Customer Name Document Name Document Type Count Remark Upload Action

Showing 0 to 0 of 0 entries      Previous      Next

Activate Windows  
Go to Settings to activate Windows.

**FINANCE**

Finance - Loan Issue

Documentation      Loan Issue      Back

**Loan Info**

Loan ID*	Loan Category*	Centre Number*
L-103	Homes	02

Centre ID*	Centre Name*	Mobile Number*
M-102	Jyoti	8765668887

Loan Amount*	Total No Of Customers*	Benefit Method*
5000	3	Pre Benefit

Area*	Branch*
Area1	branch2

**Loan Calculation**

Loan Amount*	Principal Amount*	Interest Amount* (Difference +105)
5,000	4,395	705

Total Amount*	Due Amount* (Difference +7)	Document Charges* (Difference -45)
5,100	425	105

Processing Fees* (Difference -45)	Net Cash*
55	4,240

**Collection Info**

Loan Date*	Due Start Date*	Maturity Date*
.....	.....	.....

Activate Windows  
Go to Settings to activate Windows.

The screenshot shows the FINANCE module's Loan Issue section. On the left, a sidebar lists various modules like Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The main area displays loan details: Principal Amount (4,395), Interest Amount (705), Total Amount (5,100), Due Amount (425), Document Charges (195), and Net Cash (4,240). Below this is a 'Collection Info' section with fields for Loan Date (15/05/2025), Due Start Date (15/05/2025), and Maturity Date (15/04/2025). A 'Add Customer' section includes dropdowns for Customer Mapping and Customer Name, and input fields for Amount and Designation. A 'Issue Info' table lists three transactions:

S.NO	Customer ID	Customer Name	Net Cash	Issued Amount	Payment Mode	Issue Type	Issue Date	Issue Amount	Action	Status
1	C-101	xxxx	1,884	0	Single	Cash	20/06/2025	1,884	<input type="checkbox"/> <input checked="" type="checkbox"/>	In Issue
2	C-102	xxxx	2,050	0	Single	Cash	20/06/2025	2,050	<input type="checkbox"/> <input checked="" type="checkbox"/>	In Issue
3	C-103	xxxx	161	0	Single	Cash	20/06/2025	161	<input type="checkbox"/> <input checked="" type="checkbox"/>	In Issue

At the bottom right, there are buttons for 'Activate Windows', 'Go to Settings to activate Windows', and a 'Submit' button.

## 8. Collection

- In the collection , it will show the loan details with the action button of pay due and fine . In the same list we have the leger view , it will show the payment in the leger view type.
- when we click the Pay Due , it will show the loan details and also the customer details.
- we will just enter the collection amount in the collection amount column , if any fine against that customer we will collect that fine and enter the amount in the collection fine column
- In the same list we have the column input of collection savings , In that savings we will enter the customer savings amount .
- In that same list we have the Chart with drop down in that we can able to see the savings chart and also the due chart .
- If any customer is missing or any problem we won't be able to collect the collection amount for some time . we want to mention that customer to error . In the same list we have the action in that action we have move to error . When we click that move to error that customer moved as error.
- Once all the collection amount is entered , we will submit the collection to click the submit button.
- Once no balance amount for that loan means that loan automatically moved to the closed

**FINANCE**

**Finance - Collection**

Collection List

Show 10 entries Column visibility

S.NO	Loan ID	Date / Day	Centre ID	Centre No	Centre Name	Mobile	Area	Branch	Status	Action	Chart
1	L-103	01-05-2025	M-102	02	tyty	9763566887	Area1	branch2	P	Pay Due Fine	<a href="#">Ledger View</a>

Showing 1 to 1 of 1 entries (Filtered from 10 total entries)

Search:

Previous [1](#) Next

Activate Windows  
Go to Settings to activate Windows.

**FINANCE**

**Finance - Collection - Loan ID: L-103, Centre ID: M-102, Centre Name: tyty**

Collection Info

Total Amount *	5,100	Paid Amount *	0	Balance Amount *	5,100
Due Amount *	425	Pending Amount *	425	Payable Amount *	850
Fine *	0				

Customer List

S.No.	Customer ID	Customer Name	Collection Info				Collection Track				Collection Savings	Collection Fine	Total Collection	Charts	Action
			Balance Amount	Due Amount	Pending	Payable	Fine	Collection Date	Collection Due Amount						
1	C-101	xxxx	2,340	195	195	390	0	20-06-2025							
2	C-102	kkkk	2,520	210	210	420	0	20-06-2025							
3	C-103	0000	240	20	20	40	0	20-06-2025							

Submit

Activate Windows  
Go to Settings to activate Windows.

## 9. Closed

- In the closed , first it will show the details of the closed loan list once the balance is zero and moved from the collection .
- In the List we have the action Column with the view button , When we click the view button it will show the centre information and also the customer list . In that customer list we have the customer details colum and also the the input to enter the customer substatus
- .

- In the customer substatus we able to chose the sub status for the customer like consider and Rejected . when we click the consider it means we can able to give the next loan for that customer . when we click the rejected means we will wait to give the next loan to that customer.
- once customer substatus is give we have another input to give the substatus for the centre also . Same like that consider and rejected in the customer sub status.we can give loan again for that centre means we will give consider otherwise rejected

The screenshot shows a table titled "Finance - Closed" displaying 10 entries of closed loans. The columns include S.NO, Loan ID, Date / Day, Centre ID, Centre No, Centre Name, Area, Branch, Mobile, Loan Date, Closed Date, Loan Amount, Status, Sub Status, Chart, and Action. Each row has a "View" button under the "Action" column. The table shows various loans from different centres and branches, with amounts ranging from 500 to 100000.

S.NO	Loan ID	Date / Day	Centre ID	Centre No	Centre Name	Area	Branch	Mobile	Loan Date	Closed Date	Loan Amount	Status	Sub Status	Chart	Action
1	L-109	05-07-2024	M-103	03	Area3	branch1	8784648787	2024-07-11	2024-08-12	100000	Closed			<a href="#">View</a>	
2	L-108	05-07-2024	M-103	03	Area3	branch1	8784648787	2024-07-11	2024-08-12	100000	Closed			<a href="#">Ledger View</a>	
3	L-107	05-07-2024	M-103	03	Area3	branch1	8784648787	2024-07-11	2024-08-12	100000	Closed			<a href="#">Ledger View</a>	
4	L-106	05-07-2024	M-103	03	Area3	branch1	8784648787	2024-07-11	2024-08-12	100000	Closed			<a href="#">Ledger View</a>	
5	L-105	05-07-2024	M-103	03	Area3	branch1	8784648787	2024-07-11	2024-08-12	100000	Closed			<a href="#">Ledger View</a>	
6	L-104	05-07-2024	M-103	03	Area3	branch1	8784648787	2024-07-11	2024-08-12	100000	Closed			<a href="#">Ledger View</a>	
7	L-103	01-05-2025	M-102	02	Area1	branch2	8763568887	2025-05-15	2026-04-15	500	Closed			<a href="#">Ledger View</a>	
8	L-102	18-05-2025	M-101	01	Area2	branch2	8945645465	2025-05-15	2026-04-15	30000	Closed			<a href="#">Ledger View</a>	

Showing 1 to 8 of 8 entries (filtered from 10 total entries)

Previous [1](#) Next

Activate Windows  
Go to Settings to activate Windows.

The screenshot shows the "Centre Info" and "Customer List" sections of the application. In the "Centre Info" section, fields include Centre ID (M-101), Centre Number (01), Centre Name (Area1), Area (Area2), Branch (branch2), Mobile (8945645465), Loan Date (2025-05-15), Closed Date (2026-04-15), and Loan Amount (30000). In the "Customer List" section, there is a table with columns S.NO, Customer ID, Customer Name, Status, Sub Status, Remarks, and Chart. Three rows are listed, each with a dropdown for "Select Sub Status" and a text input for "Enter remarks". Below the table is a "Centre Close" section with a dropdown for "Sub Status" and a "Submit" button.

S.NO	Customer ID	Customer Name	Status	Sub Status	Remarks	Chart
1	C-101	xxxx	Closed	Select Sub Status	Enter remarks	<a href="#">View</a>
2	C-103	oooo	Closed	Select Sub Status	Enter remarks	<a href="#">View</a>
3	C-102	ffff	Closed	Select Sub Status	Enter remarks	<a href="#">View</a>

Activate Windows  
Go to Settings to activate Windows.

## 10. NOC

- In the noc menu , first it will show the loan details list that moved from the closed to noc loans . In that list we have the view button , When we click that view button
- It will show the documentation list that are collected from the customer. This screen helps to return that document to that person. it will show the date and the handover personname also.
- Once the noc is completed . it will back to the list view with the move option inthe action button, Once move that centre removes from the noc .

S.NO	Loan ID	Date / Day	Centre ID	Centre No	Centre Name	Area	Branch	Mobile	Status	Sub Status	Action
1	L-102	18-05-2025	M-101	01	III	Area2	branc2	8945645465	NOC Pending	Consider	<a href="#">View</a>

Showing 1 to 1 of 1 entries (Filtered from 10 total entries)

Previous | [1](#) Next

Activate Windows  
Go to Settings to activate Windows.

S.NO	Document ID	Customer ID	Customer Name	Document Name	Document Type	Count	Remark	Date of NOC	Handover Person	Action
1	D-101	C-101	XXXX	xyz	Original	1	mbmt	20/05/2025	(dropdown)	<input type="checkbox"/>

Date of NOC\*  
20/05/2025

Member\*  
Select Member Name

Submit

Activate Windows  
Go to Settings to activate Windows.

## 11. Accounts

- This module has 2 Screens. **1. Accounts , 2.Balance Sheet .**

**1** . **Accounts**

In the accounts screen we have the Five check boxes named **Collection , Loan Issue , Expenses , Other Transactions , Customer Savings.**

- In Collection ,** It will help to show how much collection can made by a Particular users . When we click the collection shown in the list it will reflect into the closing balance .
- The Loan Issued** report provides a summary of the total net cash disbursed by users across various branches and how many members have received the loan. This helps in tracking user-wise loan distribution performance.

The screenshot shows the 'Finance - Accounts' interface. On the left is a dark sidebar with a tree view of modules: Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NCC, Accounts (selected), Balance sheet, Search, Reports, and Bulk Upload. The main area has a header with 'Search here' and a user icon for 'Super Admin'. Below the header is a summary table:

Opening Balance	:	-73395	Closing Balance	:	-77745
Hand Cash	:	-73395	Hand Cash	:	-77745

Below this are five tabs: Collection (selected), Loan Issued, Expenses, Other Transaction, and Customer Savings. The 'Collection List' section shows a table with one entry:

S.NO	User	Branch	No of Bills	Collection Amount	Action
1	Super Admin	branch1	13	65,270	<button>Collect</button>

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons. A note at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

**Finance - Accounts**

Opening Balance : 73395  
Hand Cash : 73395

Closing Balance : 77745  
Hand Cash : 77745

**Loan Issued**

Show 10 entries Column visibility

S.NO	User	Branch	No of Members	Total Net Cash
1	Super Admin	branch1	2	4,350

Showing 1 to 1 of 1 entries

Search:

Activate Windows  
Go to Settings to activate Windows.

- The Add Expense modal in the Accounts screen of the finance software facilitates the entry and management of expenses incurred by the organization. It provides a structured interface to record detailed information about each expense transaction.
- It enables users to input detailed information such as invoice ID, branch name, expense category, description, amount, and transaction ID for each expense incurred.
- It allows addition and deletion of expenses for accurate financial reporting.

**Finance - Accounts**

Opening Balance : 73395  
Hand Cash : 73395

Closing Balance : 12475  
Hand Cash : 12475

**Expenses**

Show 10 entries Column visibility

S.NO	Cash Mode	Invoice ID	Branch	Expense Category	Description	Amount	Action
No data available in table							

Showing 0 to 0 of 0 entries

Search:

Activate Windows  
Go to Settings to activate Windows.

### Add Expenses

Hand Cash

Invoice ID*	Branch Name*	Expenses Category*
2506001	Select Branch Name	Select Expenses Category
Description*	Amount*	<input checked="" type="checkbox"/> Submit <input type="button" value="Clear"/>
Show 10 entries Column visibility		Search: <input type="text"/>

S.NO	Cash Mode	Invoice ID	Branch	Expense Category	Description	Amount	Action
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

- It handles various other financial transactions such as deposits, credits, debits, investments, and loan advances.
- It includes fields for transaction category, type, bank name, user name, amount, and remarks.

**FINANCE**

Hand Cash

Opening Balance : 73395	Closing Balance : 12475
Hand Cash : 73395	Hand Cash : 12475

S.NO	Cash Mode	Transaction Category	Name	Type	Reference ID	Amount	Remark	Action
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Activate Windows  
Go to Settings to activate Windows.

**Add Other Transaction**

Hand Cash

Transaction Category*	Name*	Type*
Select Transaction Category	Select Name	Select Type
Reference ID*	Amount*	Remark*

Submit  

Show 10 entries   Column visibility   Search:

S.NO	Coll Mode	Transaction Category	Name	Type	Reference ID	Amount	Remark
No data available in table							

Showing 0 to 0 of 0 entries      Previous      Next

- **Customer Savings**

- This screen is used to manage and track customer savings based on individual customer profiles. You can credit or debit a customer's savings account by selecting their Centre and Aadhaar number, and all transactions will be reflected in the savings list.
- In the view we have the centre based collection list against that customer with the savings chart .
- When we click the savings chart it will show the customer savings in the datewise .
- The Centre-Based Customer Savings section allows administrators to manage savings transactions for all customers mapped to a specific centre. This is useful for handling group-based savings in a batch instead of one-by-one (as in Customer-Based savings)

**FINANCE**

- Dashboard
- Master
- Administration
- Profile
- Loan Entry
- Approval
- Loan Issue
- Collection
- Closed
- NOC
- Accounts
  - Customer Savings
- Balance sheet
- Search
- Reports
- Bulk Upload

Opening Balance : -73395  
Hand Cash : -73395  
Closing Balance : -12475  
Hand Cash : -12475

Collection    Loan Issued    Expenses    Other Transaction    Customer Savings

Customer Based     Centre Based

Centre ID\*    Aadhar Number\*    Customer ID\*

Customer Name\*    Amount\*    Type\*

Show 10 entries    Column visibility    Search:

S.NO	Customer ID	Customer Name	Aadhar Number	Savings Amount	Action
1	C-101	xxxx	894545645645	500	<button>View</button>
2	C-104	Ram	88889999987	2,00,000	<button>View</button>

Showing 1 to 2 of 2 entries

Activate Windows  
Go to Settings to activate Windows.

**FINANCE**

- Dashboard
- Master
- Administration
- Profile
- Loan Entry
- Approval
- Loan Issue
- Collection
- Closed
- NOC
- Accounts
  - Customer Savings
- Balance sheet
- Search
- Reports
- Bulk Upload

Opening Balance : -73395  
Hand Cash : -73395  
Closing Balance : -12475  
Hand Cash : -12475

Collection    Loan Issued    Expenses    Other Transaction    Customer Savings

Customer Based     Centre Based

Centre ID\*    Centre Name    Centre Number

Show 10 entries    Column visibility    Search:

S.No	Centre ID	Centre Name	Centre Number	Total Savings	Action
1	M-102	tyty	02	500	<button>View Centre</button>
2	M-103	jj	03	2,00,000	<button>View Centre</button>
3	M-104	Bandham	12373	0	<button>View Centre</button>

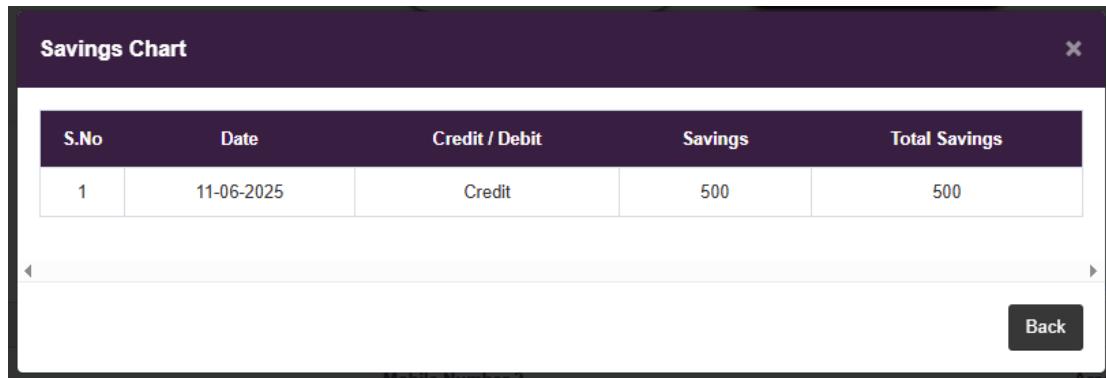
Showing 1 to 3 of 3 entries

Activate Windows  
Go to Settings to activate Windows.

The screenshot shows the FINANCE module interface. On the left, a sidebar lists various modules: Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts (selected), Balance sheet, Search, Reports, and Bulk Upload. The main area has tabs for 'Customer Based' and 'Centre Based'. Under 'Centre Based', there is a 'Center Info' section with fields for Centre ID (M-102), Centre No (02), Centre Name (try), Mobile Number 1 (8974545456), Mobile Number 2, Area (Area1), Branch (branch2), and Location. Below this is a 'Customer List' table:

S.No.	Customer ID	Customer Name	Credited Amount	Debited Amount	Balance Amount	Savings Date	Credit / Debit	Amount	Action
1	C-101	xxxx	500	0	500	23-06-2025	Select Credit / Debit		<button>Savings Chart</button>
2	C-102	kkkk	0	0	0	23-06-2025	Select Credit / Debit		<button>Savings Chart</button>
3	C-103	oooo	0	0	0	23-06-2025	Select Credit / Debit		<button>Savings Chart</button>

At the bottom right of the main area, there is a 'Submit' button and a note: 'Activate Windows. Go to Settings to activate Windows.'



## 2 . Balance Sheet:

- The Balance Sheet module in the Micro finance software provides a comprehensive view of the financial position of the organization at a specific point in time.
- Breaks down the net financial benefit derived during the period, including interest, document charges, processing charges, penalties, fines, and other income.

**Finance - Balance sheet**

Day Wise Today Month Wise Select User

	Credit	Debit
Opening Balance		
Due Collection		
Fine		
Investment		
Deposit		
EL		
Exchange		
Contra		
Other Income		
Total Loan Amount		
Total Expenses		
Closing Balance		
Total		

	Credit	Debit
Benefit Amount		
Document Charges		
Processing Charges		
Fine		
Other Income		
Expenses		
Total		
Total Benefit		

	Credit	Debit
Due Interest		
Document Charges		

Activate Windows  
Go to Settings to activate Windows.

**Finance - Balance sheet**

Search here Super Admin

	Credit	Debit
Fine		
Investment		
Deposit		
EL		
Exchange		
Contra		
Other Income		
Total Loan Amount		
Total Expenses		
Closing Balance		
Total		

	Credit	Debit
Processing Charges		
Fine		
Other Income		
Expenses		
Total		
Total Benefit		

	Credit	Debit
Due Interest		
Document Charges		
Processing Charges		
Fine		
Other Income		
Expenses		
Total		
Total Profit		

Activate Windows  
Go to Settings to activate Windows.

## 12 . Search :

- The Search screen is essential for managing and retrieving customer information within the Micro finance software.
- Input the necessary search parameters (Aadhar Number, Customer Name, Centre Number , Mobile Number , Centre Name ,Area) and click "Search."
- The Customer List displays the search results, showing a summary of customer profiles that match the search criteria with two check box of customer list and centre list .

- Click on the "View" in the customer list action to open the Customer Status section, With loan list that can be geted by that particular customer .
- In the centre list show the centre list with some details . That search customer are mapped in which centres can be shown in that list .
- When we click the view in the centre list it will show the customer list who are all mapped in that centre .

**FINANCE**

**Finance - Search**

Search

Aadhar Number*	Name*	Centre Number*
Enter Aadhar Number	Enter Customer Name	Enter Centre Number

Mobile Number*	Centre Name*	Area*
8974545456	Enter Centre Name	Enter Area

✓ Search Clear

**Customer List**

Show 10 entries Column visibility Search:

S No.	Customer ID	Customer Name	Centre Name	Area	Branch	Mobile Number	Action
1	C-101	xxxx	tyty	Area2		8974545456	<b>View</b>

Showing 1 to 1 of 1 entries Previous 1 Next

Activate Windows  
Go to Settings to activate Windows.

**FINANCE**

**Finance - Search**

**Customer Status**

S No.	Loan Date	Loan ID	Loan Category	Loan Amount	Status	Chart
1	15-05-2025	L-101	Personal	30000	Paid	<b>Due Chart</b>
2	16-05-2025	L-102	Personal	30000	Paid	<b>Due Chart</b>
3	20-06-2025	L-103	Personal	5000	Paid	<b>Due Chart</b>

Activate Windows  
Go to Settings to activate Windows.

**FINANCE**

Finance - Search

Search

Aadhar Number*	Name*	Centre Number*
Enter Aadhar Number	Enter Customer Name	Enter Centre Number

Mobile Number*	Centre Name*	Area*
8974545456	Enter Centre Name	Enter Area

Search

**Centre List**

Show 10 entries Column visibility Search:

S No.	Centre ID	Centre Number	Centre Name	Loan ID	Area	Branch	Mobile Number	Designation	Action
1	M-101	01	ttt	L-101	Area2		8974545456	agfd	<input type="button" value="View"/>
2	M-101	01	ttt	L-102	Area2		8974545456	agfd	<input type="button" value="View"/>
3	M-102	02	tyty	L-103	Area2		8974545456	alddf	<input type="button" value="View"/>

Showing 1 to 3 of 3 entries

Activate Windows  
Go to Settings to activate Windows.

**FINANCE**

Finance - Search

Customer List

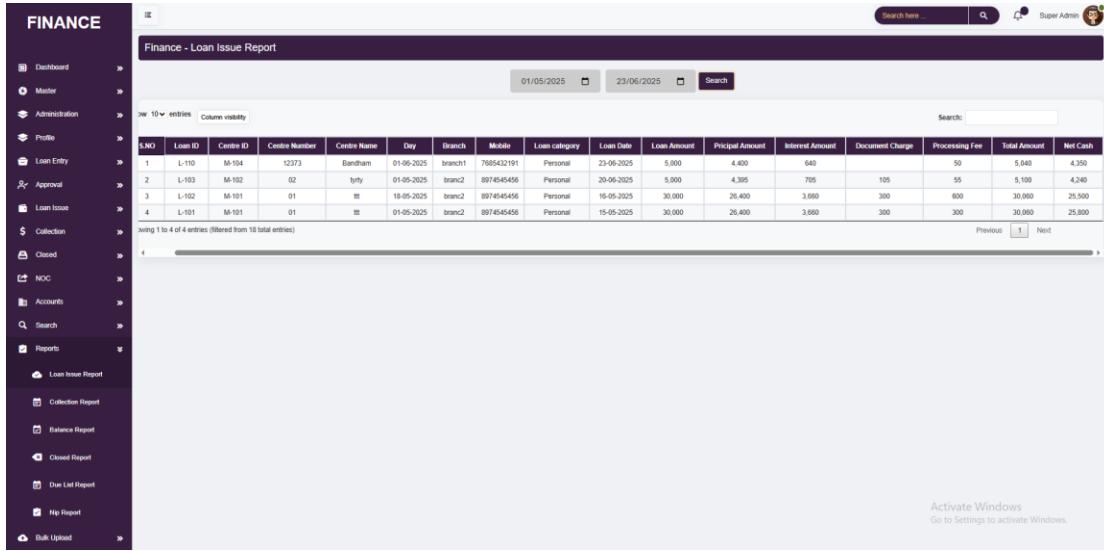
S No.	Customer ID	Customer Name	Aadhar Number	Mobile	Area
1	C-101	xxxx	894545645645	8974545456	Area2
2	C-103	oooo	874645454544	8976565454	Area4
3	C-102	kkkk	897454545645	8794556456	Area1
4	C-101	xxxx	894545645645	8974545456	Area2
5	C-103	oooo	874645454544	8976565454	Area4
6	C-102	kkkk	897454545645	8794556456	Area1

Activate Windows  
Go to Settings to activate Windows.

## 13.REPORTS

- This module has 6 Screens. **1.Loa n Issue Report, 2.Collection Report, 3.Balance Report, 4.Closed Report , 5.Due List Report , 6.Nip Report.**
- Loan Issue Report:**
  - The Loan Issue Report screen is designed to provide a detailed list of all loans issued within a specified date range.

- Enter the desired date range using the From Date and To Date fields to generate the report.
- The Loan Issue Report table displays all loans issued within the specified date range, providing detailed information for each entry.
- Review and analyze the detailed information provided for each loan entry, including customer details, loan amounts, charges, and recipient information.



The screenshot shows a web-based application interface for a 'Finance - Loan Issue Report'. The left sidebar has a dark theme with white icons and text, listing various financial modules like Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOD, Accounts, Search, Reports, and a specific 'Loan Issue Report' under Reports. The main content area has a light background and features a title bar 'Finance - Loan Issue Report' with date filters '01/05/2025' and '23/06/2025', a search bar, and a 'Super Admin' user icon. Below this is a table with 10 columns: LNO, Loan ID, Centre ID, Centre Number, Centre Name, Day, Branch, Mobile, Loan category, Loan Date, Loan Amount, Principal Amount, Interest Amount, Document Charge, Processing Fee, Total Amount, and Net Cash. There are four rows of data in the table. At the bottom, there's a message 'Activate Windows' with a link 'Go to Settings to activate Windows'.

LNO	Loan ID	Centre ID	Centre Number	Centre Name	Day	Branch	Mobile	Loan category	Loan Date	Loan Amount	Principal Amount	Interest Amount	Document Charge	Processing Fee	Total Amount	Net Cash
1	L-110	M-104	12373	Bandham	01-06-2025	branch1	7885432191	Personal	23-06-2025	5,000	4,400	640	50	5,040	4,350	
2	L-103	M-102	02	lrfy	01-05-2025	branc1	8974545456	Personal	20-06-2025	5,000	4,305	705	55	5,100	4,240	
3	L-102	M-101	01	tt	18-05-2025	branc2	8974545456	Personal	19-05-2025	30,000	26,400	3,600	300	30,000	25,500	
4	L-101	M-101	01	ttt	01-05-2025	branc2	8974545456	Personal	15-05-2025	30,000	26,400	3,600	300	30,000	25,800	

## • Collection Report:

- The Collection Report screen is designed to provide a detailed overview of all loan collections within a specified date range. This screen enables administrators and financial managers to track, review, and analyze collection activities, ensuring that all payments are accurately recorded and managed.
- Enter the desired date range using the From Date and To Date fields to generate the report.
- The Collection Report table displays all collections made within the specified date range, providing detailed information for each entry.
- Review and analyze the detailed information provided for each collection entry, including due amounts, payments, and related charges.

Finance - Collection Report																	
Search term: <input type="text"/> <span>Search</span> <span>Cancel</span>																	
Day	Loan ID	Loan Date	Centre ID	Centre Number	Centre Name	Branch	Mobile	Loan category	User Type	User	Receipt Date	Due Amount	Principal Amount	Interest Amount	Fine	Total Paid	Status
01-05-2025	L-103	20-05-2025	M-102	02	tytly	branch2	8974545456	Personal	superadmin	Super Admin	20-05-2025	5,100	4,395	705	5,100	Present	
18-05-2025	L-102	15-05-2025	M-101	01	ttt	branch2	8974545456	Personal	superadmin	Super Admin	19-05-2025	30,000	26,400	3,660	50	30,110	Present
01-05-2025	L-101	15-05-2025	M-101	01	ttt	branch2	8794556456	Personal	superadmin	Super Admin	15-05-2025	30,000	26,400	3,660	30,060	Present	

3 of 3 entries

Activate Windows  
Go to Settings to activate Windows.

## • Balance Report:

- The Balance Report screen is essential for monitoring and managing loan balances and dues within the Micro finance software.
- Enter the desired date range using the From Date and To Date fields to generate the report.
- The Balance Report table displays all relevant loan balances and dues within the specified date range, providing detailed information for each entry.
- Review and analyze the detailed information provided for each balance report entry, including outstanding amounts, due dates, and payment statuses.

**Finance - Balance Report**

23/06/2025

Show 10 entries  Column visibility

S.No	Date	Loan ID	Loan Date	Maturity Date	Centre ID	Centre Number	Centre Name	Branch	Mobile	Loan Category	User	Loan Amount	Due Amount	No of Due	Total Amount	Balance Amount	Principal Am
No matching records found																	

Showing 0 to 0 of 0 entries (Filtered from 3 total entries)

Previous Next

Activate Windows  
Go to Settings to activate Windows.

- **Closed Report:**

- The Closed Report screen is used to access, review, and analyze closed loan information within the micro finance software.
- Enter the desired date range using the From Date and To Date fields to generate the report for closed loans within that period.
- The Closed Report table displays all relevant closed loan entries within the specified date range, providing detailed information for each entry.
- Review and analyze the detailed information provided for each closed loan entry, including closure dates, loan amounts, and status updates.

**Finance - Closed Report**

01/01/2025   23/06/2025

Show 10 entries  Column visibility

S.No	Day	Loan ID	Loan Date	Centre Id	Centre Number	Centre Name	Branch	Mobile	Loan Category	Loan Amount	Maturity Date	Closed Date	Status
1	18-05-2025	L-102	18-05-2025	M-101	01	branch1	branch2	8974545456	Personal	30,000	15-04-2026	15-05-2025	Consider
2	01-05-2025	L-101	15-05-2025	M-101	01	branch1	branch2	8974545456	Personal	30,000	17-04-2026	15-05-2025	Consider

Showing 1 to 2 of 2 entries

Previous  Next

Activate Windows  
Go to Settings to activate Windows.

- **Due List Report:**

- The Due List Report helps the finance team or administrators view loan dues that are pending for repayment based on selected date and time frequency (Monthly, Weekly, Daily). It provides clarity on customer-wise outstanding payments for better collection planning

The screenshot shows a web-based application interface for a 'Finance - Due List Report'. The left sidebar contains a navigation menu with categories like Dashboard, Master, Administration, Profile, Loan Entry, Approval, Loan Issue, Collection, Closed, NOC, Accounts, Search, Reports, and Bulk Upload. The main content area has a title 'Finance - Due List Report' and a search bar with fields for 'Search here', 'Search', and a date range '23/06/2025' to '23/06/2025'. A dropdown menu shows 'Monthly' selected. Below this is a table with columns: S.No, Date / Day, Loan ID, Loan Date, Maturity Date, Centre ID, Centre Number, Centre Name, Customer ID, Customer Name, Mobile, Area, Loan Amount, Due Amount, Number Of Dues, Pending Amount, and Number C. Two rows of data are listed: Row 1 (S.No 1) has values 01-06-2025, L-110, 23-06-2025, 20-05-2026, M-104, 12373, Bandham, C-105, Radha, 7898432191, Are1, 2,500, 210, 12, 0; Row 2 (S.No 2) has values 01-06-2025, L-110, 23-06-2025, 20-05-2026, M-104, 12373, Bandham, C-106, Revathi, 9876543210, Are1, 2,520, 210, 12, 0. At the bottom, there are buttons for 'Previous' (with page number 1), 'Next', and a message 'Activate Windows Go to Settings to activate Windows.'

This screenshot shows the same application interface for a 'Finance - Due List Report' but with a 'Weekly' time frequency selected in the dropdown menu. The main content area displays a table with the same columns as the monthly view. A message at the bottom states 'No matching records found'. The footer includes a link to 'Activate Windows'.

- **Nip Report:**

- The NIP Report (Non-Identified Payment / Error Report) is designed to track customers who encountered errors during collection. These errors may be due to failed entries, payment mismatches, or system issues. This report helps finance teams identify and correct such anomalies

Activate Windows  
Go to Settings to activate Windows.

## 14 . Bulk Upload :

- The Bulk Upload module is designed to simplify large-scale data imports using Excel sheets. This feature streamlines the data entry process by allowing users to upload multiple records at once instead of manual entry
- In the bulk upload we have 4 option in that input , 1 . Customer Creation , 2. Centre Creation , 3. Loan Entry , 4. Loan issue
- In Customer Creation , Upload new customers with their relevant details like name, contact, Aadhar, etc.
- In Centre Creation , Upload new centres with their information such as Centre ID, Centre Number, Name, Area, etc.
- In Loan Entry , Upload bulk loan applications including loan amount, tenure, interest, etc.
- In Loan Issue , Upload actual disbursed loans to customers with issue date, amount, and branch/centre details.

**FINANCE**

Dashboard  
Master  
Administration  
Profile  
Loan Entry  
Approval  
Loan Issue  
Collection  
Closed  
NOC  
Accounts  
Search  
Reports  
Bulk Upload  
Bulk Upload

Finance - Bulk Upload

Bulk Upload

Upload Category\*  
Select Upload Category  
Customer Creation  
Centre Creation  
Loan Entry  
Loan Issue

Upload Excel Here\*  
Choose File No file chosen

Submit

Activate Windows  
Go to Settings to activate Windows.

This screenshot shows the 'Finance - Bulk Upload' page. On the left, there's a sidebar with various menu items like Dashboard, Master, Administration, etc. The main area has a title 'Bulk Upload' and a form. It includes a dropdown menu for 'Upload Category' with options like 'Customer Creation', 'Centre Creation', 'Loan Entry', and 'Loan Issue'. Below it is a file input field labeled 'Upload Excel Here\*' with a placeholder 'Choose File' and a message 'No file chosen'. At the bottom right of the form is a 'Submit' button. A watermark at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

