

UCO BANK

BANKING ERP SYSTEM



SYSTEM ENTRIES

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- 1.1 NEW MEMBER
- 1.2 BULK COLLECTION
- 1.3 LOAN
 - 1.3.1 SURETY LOAN
 - 1.3.2 FESTIVAL LOAN
 - 1.3.3 LOAN REPORTS
- 1.4 ADJUSTMENT COLLECTION
- 1.5 DEMAND
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 - 1.5.2 DEMAND GENERATION
 - 1.5.3 DEMAND COLLECTION ENTRY
 - 1.5.4 ZERO POSTING
- 1.6 MEMBER CLOSURE
- 1.7 MEMBER REPORTS

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 - 2.2.1 RENEWAL WITH INTEREST
 - 2.2.2 RENEWAL WITH-OUT INTEREST
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 - 5.5.4. BALANCE SHEET POST

6. OPENING BALANCE FIX

- 6.1.1. OPENING BALANCE POST
- 6.1.2. LEDGER OPENING BALANCE CHANGE

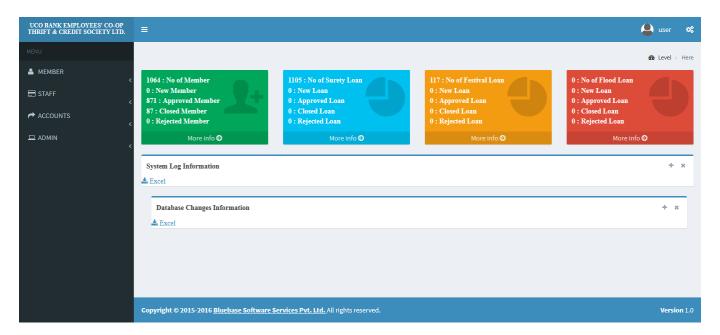
6.1.3.REPORTS

7. ADMIN

- 7.1. SMS AND MAIL
- 7.2. STATUS REPORT
- 7.3. APPROVE MASTER
- 7.4. DAILY ACTIVITIES
- 7.5. AUDIT LOG
- 7.6. ROLE MASTER.



Home Screen:



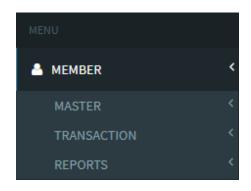
UCO Society Menu List:

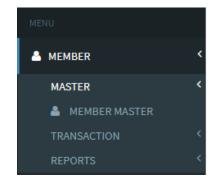
- 1. MEMBER
- 2. STAFF
- 3. ACCOUNTS
- 4. ADMIN



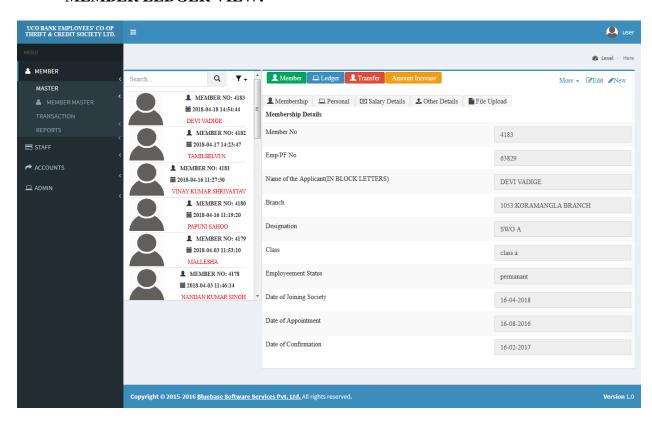
MEMBER VIEW

MEMBER => MASTER => MEMBER MASTER





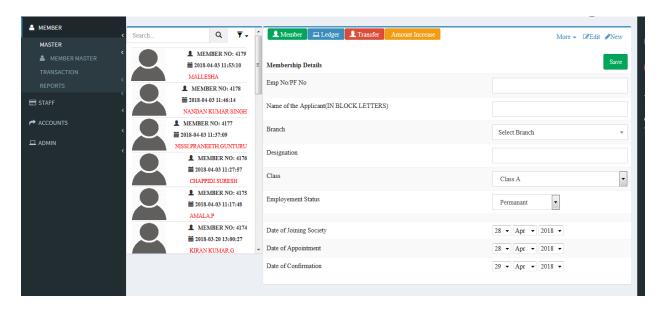
MEMBER LEDGER VIEW:



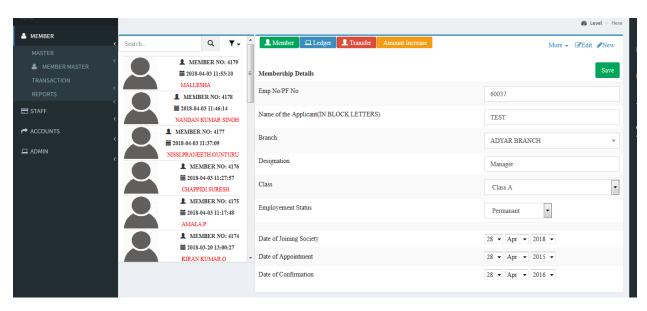


1.1 NEW MEMBER CREATION:

MEMBER => MASTER => MEMBER MASTER = > CLICK => NEW

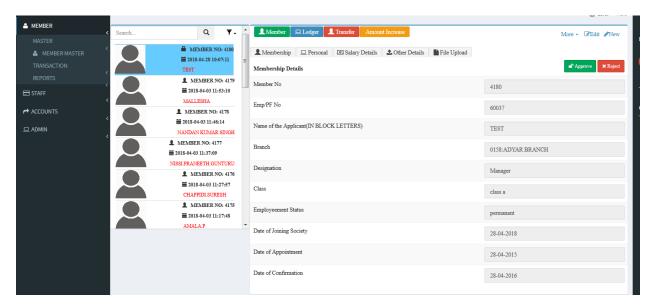


Entries the members details and save.



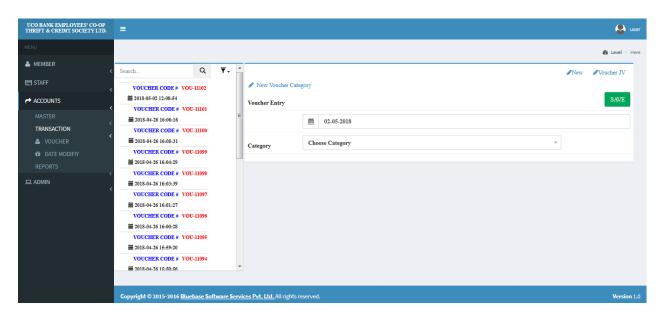


Member has been created and generates a new member number for the employee.



After Creating a Member should create a Voucher for that member:

CLICK => ACCOUNTS => TRANSACTION => VOUCHER => NEW

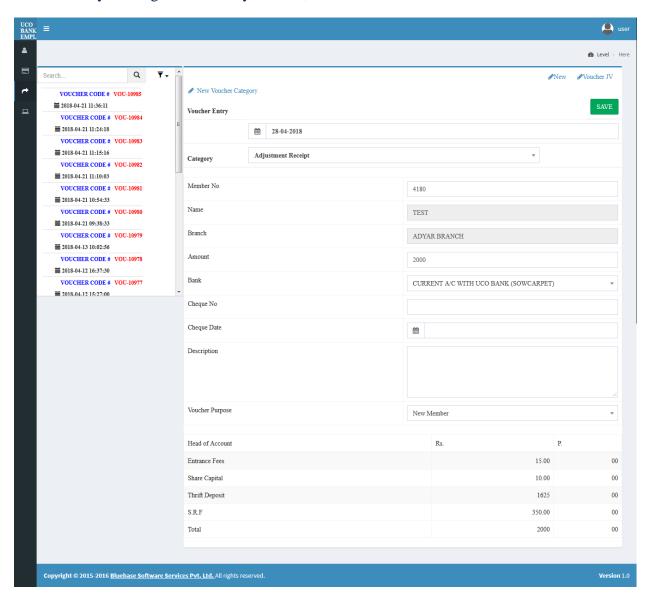


Entry the Details:

- Fix date and type of voucher (New Member Adjustment Receipt).
- Enter the member number, Amount and bank (Amount Received bank).
- Voucher purpose choose new member.



Automatically fix ledger values in systematic, check and save the voucher.

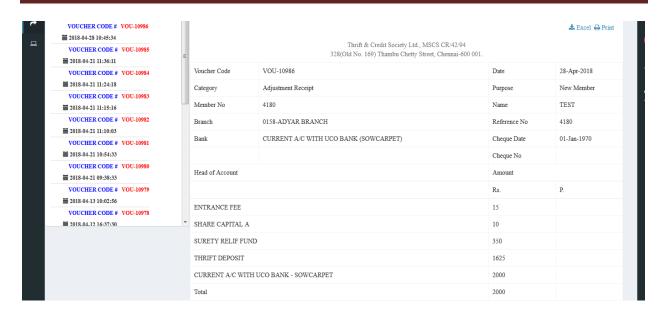


After save create voucher for new member.

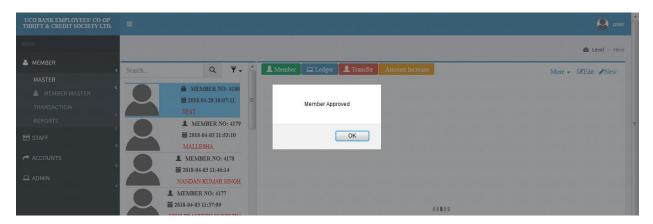
- ENTERENCE FEES
- SRF
- THRIFT
- SHARE CAPITAL

These ledger heads are divided the total amount.





After voucher creation then approve the member.



After Approve the New Member:

Ledgers are created the new member:

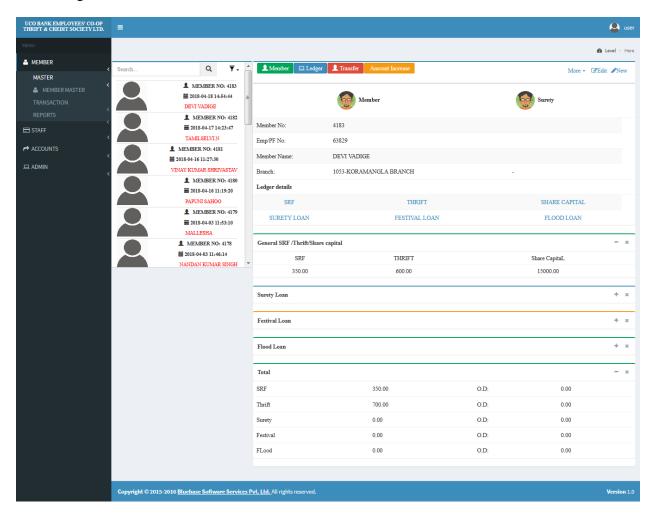
1. MEMBER

- MEMBERSHIP
- PERSONAL
- SALARY DETAILS
- OTHER DETAILS
- FILE UPLOAD

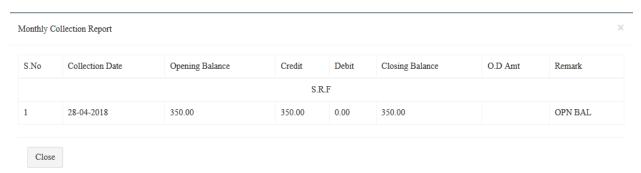


LEDGER

Ledger view of New Member

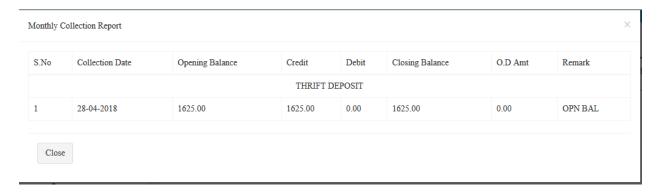


SRF LEDGER VIEW





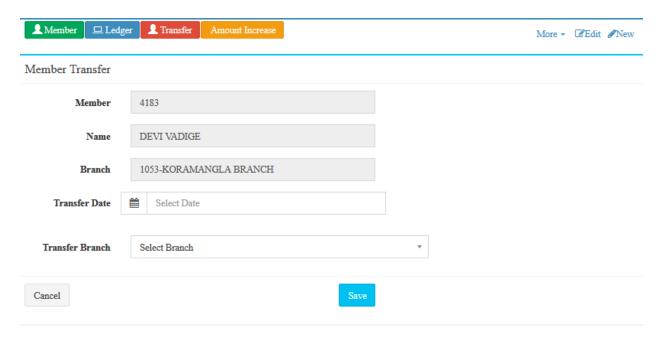
THRIFT LEDGER VIEW



SHARE CAPITAL VIEW

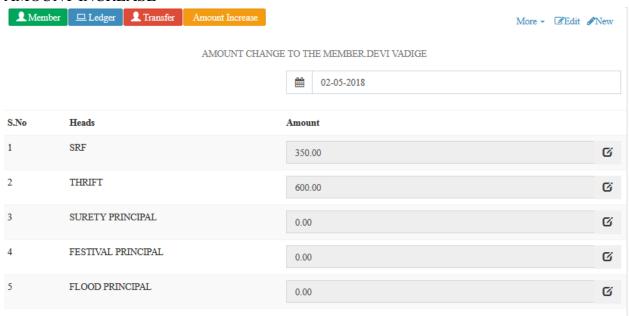


TRANSFER Member one branch to another branch.

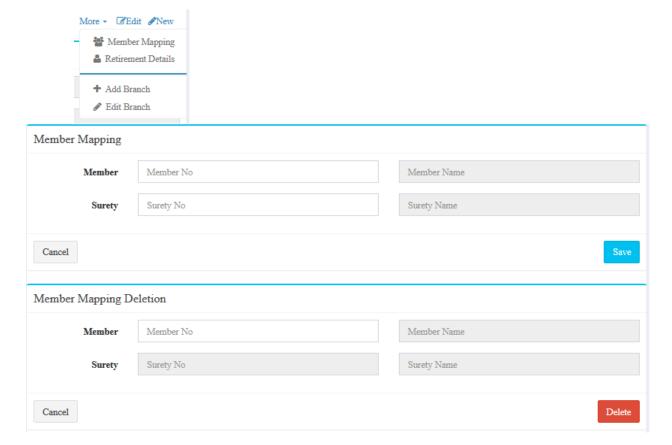




AMOUNT INCREASE



Member Mapping: MEMBER => MORE => MEMBER MAPPING



If create a new maping for two members and delete for two mapped members in this process.



1.2 MEMBER TRANSACTION

BULK COLLECTION

MENU => ACCOUNTS => TRANSACTION => VOUCHER => NEW

CHOOSE CATEGORY => ADJUSTMENT RECEIPT

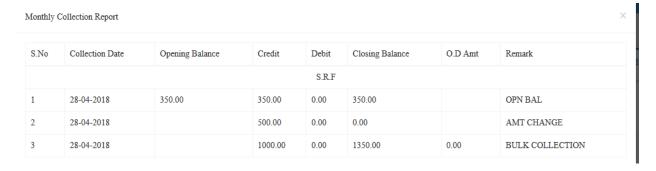
New Voucher Category	SAVE
Voucher Entry \$\text{\tin}\text{\texi{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texi{\text{\text{\texi}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texi}\text{\text{\text{\texi}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texi}\text{\text{\text{\text{\texi}\text{\texi}\text{\text{\texi}\titt{\text{\texi}\text{\text{\texicl{\texit{\texi}\texint{\texi}\text{\text{\texi}\text{\text{\texi}\text{\texit{\text{\texi}\ti	
Category Adjustment Receipt	*
Member No	4180
Name	TEST
Branch	SOWCARPET, CHENNAI
Amount	25000
Bank	CURRENT A/C WITH UCO BANK (SOWCARPET) *
Cheque No	
Cheque Date	#
Description	
Voucher Purpose	Bulk Collection
SRF	10000.00
Thrift Deposit	15000.00
Share Capital	0.00
Surety Loan	0.00
Surety Interest	0.00
Surety OD Interest	0.00
Surety OD Balance	0.00
Surety Regular Balance	0.00
Festival Loan	0.00
Festival Interest	0.00
Festival OD Interest	0.00
Festival OD Balance	0.00
Festival Regular Balance	0.00
Flood Loan	0.00
Flood OD Interest	0.00
Flood OD Balance	0.00
Flood Regular Balance	0.00
Sundry Creditors	0.00



Voucher view after entry of the bulk collection.

			♦ New ♦ Voucher JV
			🚣 Excel 🖨 Print
		ociety Ltd., MSCS CR/42/94 ou Chetty Street, Chennai-600 001.	
Voucher Code	VOU-10987	Date	28-Apr-2018
Category	Adjustment Receipt	Purpose	Bulk Collection
Member No	4180	Name	TEST
Branch	0158-ADYAR BRANCH	Reference No	BULKCOL-947
Bank	CURRENT A/C WITH UCO BANK (SOW	(CARPET) Cheque Date	01-Jan-1970
		Cheque No	
Head of Account		Amount	
		Rs.	P.
THRIFT DEPOS	Т	1000	
SURETY RELIF	FUND	1000	
Total		2000	

Transaction affects in personal ledger



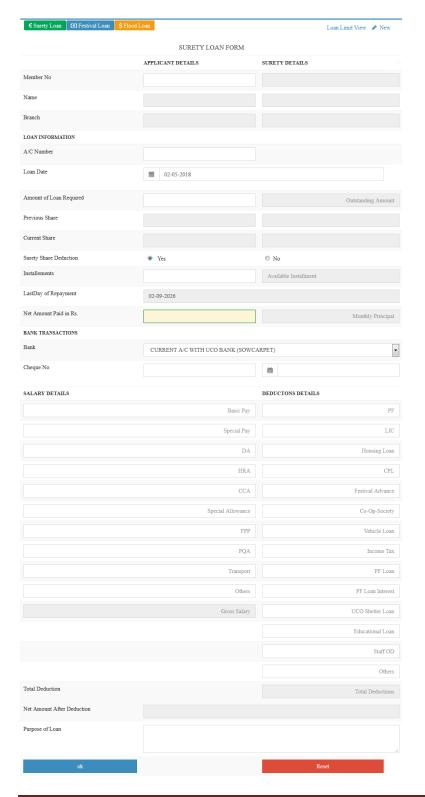
Check each and every ledger heads affected in member ledger view.

- > SRF
- > THRIFT
- > SHARE CAPITAL
- SURETY LOAN
- FESTIVAL LOAN



1.3 LOAN

1.3.1 SURETY LOAN

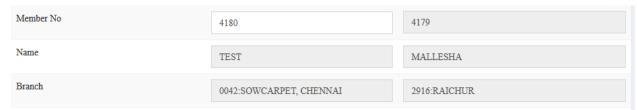




SURETY LOAN ENTRY PROCESS:

MENU => MEMBER => TRANSACTION => LOAN

1. Enter Member Number => system check if surety has been fixed or not and mobile number fixed or not.



2. A/C number Must entered.

A/C Number	511100022233344

3. Enter the loan amount in the Loan required text box, systamatic calculation on share deduction and net pay.

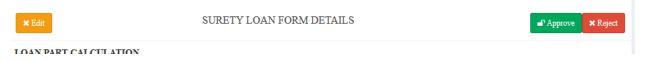


- 4. Manualy change surety share deduction (yes or no) option.
- 5. Manualy change surety Installements option.
- 6. Next fill the salary details, purpose and save.





After save the loan form



EDIT

If any modification of loan details you can change the data.

APPROVE

If data entry is correct, then entry the bank details and approve.

REJECT

If Loan is not correct reject this form.

Before Approval the Loan:

Entry bank details in the form.



1.3.3 LOAN REPORTS

AFTER APPROVE THE LOAN CHECK IN LDR (REPORT)

LOAN DIST	OAN DISTRIBUTION REGISTER														
SL NO.	LOAN No.	MEM.NO.	MEMBER & BRANCH	сно.ио	SURETY L	OAN	FESTIVAL LOAN		FD LOAN		SHR.CAP	OTHER	TOTAL DED	NET PAID	GRAND TOTAL
					AMT.	INT.	AMT.	INT.	AMT.	INT.					
1	9604	4180 0042	TEST SOWCARPET, CHENNAI	753951	0.00	2055.00					49990.00		102035.00	397965.00	500000.00
		4179 2916	MALLESHA RAICHUR								49990.00				
				DAY TOTAL	0.00	2055.00					99980.00		102035.00	397965.00	500000.00



LOAN DETAILS FORM:

0042:SOWCARPET, CHENNAI

UCO BANK EMPLOYEES' CO-OP THRIFT & CREDIT SOCIETY LTD., MSCS/CR/42/94. NO.328,THAMBU CHETTY STREET, CHENNAI 600 001, PHONE: 044-25331230

LOAN(9604) FORM ON OFFICE NOTE

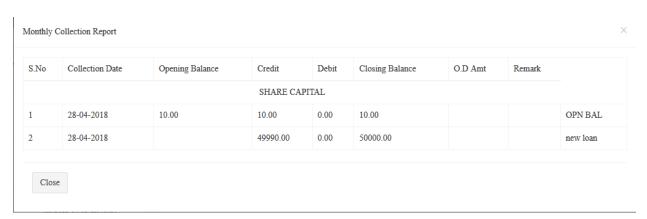
	APPLICANT'S PARTICULARS	SURETY PARTICULARS
Membership No	4180	4179
Name	TEST	MALLESHA
Branch / Office	0042:SOWCARPET, CHENNAI	2916:RAICHUR
Emp.No / PF No	60037	60619
Thrift Deposit O/S	2625.00	700.00
SRF O/S	1350.00	350.00
Welther any Amount over due	0.00	0.00
Remaining Years of Service in Bank	12 Years	29 Years
Share Rs* 10=	50000.00	50000.00
Gross pay Rs*25=	1825000	
25% of Net Salary after Proposed Deduction Rs (Gross*25%-(proposed deduction(loan principal+interest+srf+thrift))).	25% Gross Rs .18250 deduction (Srf.600.00 Thrift.10600.00 Principal.4200.00 Interest.4167) Total Deduction 19567 Net Salary 41000 Net Salary-deduction 21433	
50% of Gross Salary Rs	36500	
A/C Number	500101010286788	
LOAN PARTICULARS OF APPLICANT		
a.Previous Loan o/s	0.00	Loan Sanctioned
b. Share Capital	49990	Rs500000.00
c. Interest Due	2055.00	
d. Festival Loan		
e. Festival Loan Interest		Less
e. Festival Loan Interest f. Share Capital(surety)	49990	Less Total deduction Rs. 102035
	49990	
f. Share Capital(surety)	49990 102035	
f. Share Capital(surety) g. Others		Total deduction Rs. 102035
f. Share Capital(surety) g. Others Total	102035	Total deduction Rs. 102035 Net Amount Paid Rs. 397965.00
f. Share Capital(surety) g. Others Total Paid by Ch No	102035 Dated	Total deduction Rs. 102035 Net Amount Paid Rs. 397965.00
f. Share Capital(surety) g. Others Total Paid by Ch No 753951	102035 Dated 2018-04-28	Total deduction Rs. 102035 Net Amount Paid Rs. 397965.00 sent by courier / Clearing



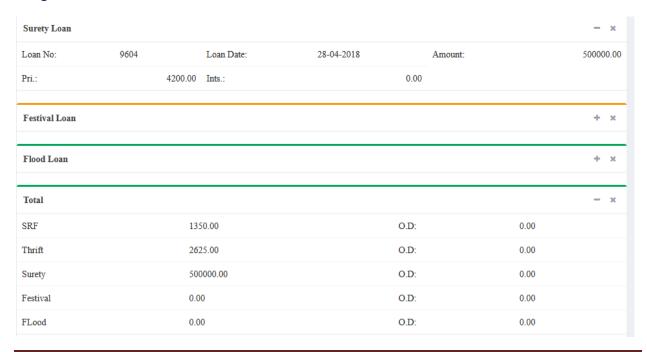
MEMBER PERSONAL LEDGER:



SHARE INCREASE:



Ledger View:

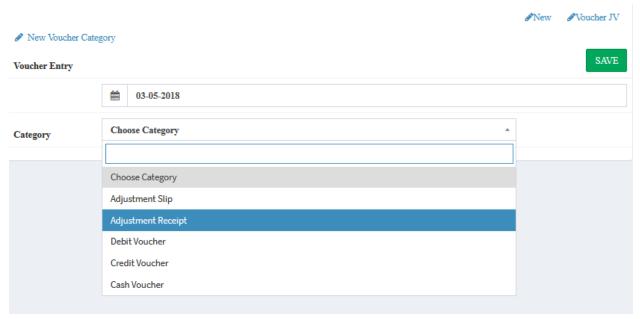




1.4 ADJUSTMENT COLLECTION

STEPS:

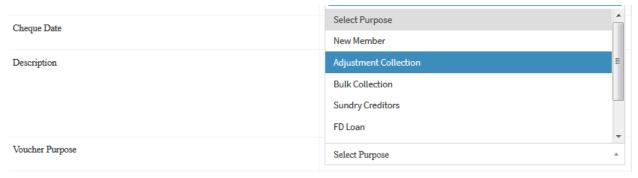
- 1. MENU => ACCOUNTS => TRANSACTION => VOUCHER => NEW
- 2. FIX DATE AND TYPE



3. ENTER MEMBER NO, AMOUNT AND BANK



4.SLECT VOUCHER PURPOSE





5.FIX AMOUNTS ON LOAN

Surety Loan	0.00
Surety Loan Principal	0
Surety Loan Interest	0.00
Festival Loan	0.00
Festival Loan Principal	0.00
Festival Loan Interest	0.00
Flood Loan	0.00
Flood Loan Principal	0.00
Sundry Creditors	0.00

6.SAVE THE VOCHER

Voucher Code	VOU-10989	Date	28-Apr-2018		
Category	Adjustment Receipt	Purpose	Adjustment Collection		
Member No	4180	Name	TEST		
Branch	0042-SOWCARPET, CHENNAI	Reference No	052018		
Bank	CURRENT A/C WITH UCO BANK (SOWCARPET)	Cheque Date	01-Jan-1970		
		Cheque No			
Head of Account		Amount			
		Rs.	P.		
INTEREST - SURI	ETY LOAN	2917			
SURETY LOAN		7083			
Total		10000			



CHECK MEMBER PERSONAL LEDGER AND ADJ REPORT:

1.SURETY LOAN VIEW

Monthly	Monthly Collection Report									
S.No	Collection Date	Opening Balance	PRI Credit	INT Credit	PRI Debit	INT Debit	Closing Balance	O.D Pri. Amt	O.D Int. Amt	Remark
SURETY LOAN										
1	28-04-2018			2055.00			500000.00			New Loan
2	28-04-2018		150000.00				350000.00			BULK. COL
3	28-04-2018		7083.00	2917.00			342917.00			ADJ. COL

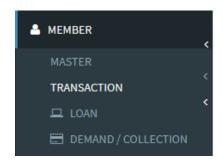
2. ADJUSTMENT COLLECTION:



1.5 DEMAND

1.5.1 DEMAND INTEREST POSTING (this option can do more than one).

MEMBER => MASTER => TRANSACTION = > DEMAND COLLECTION => CLICK.

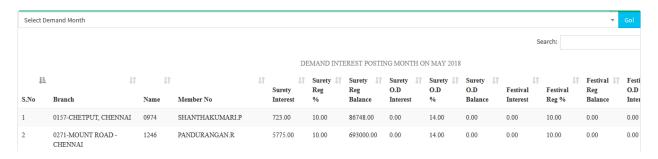


SELECT MORE OPTION => CLICK DEMAND INT POSTING VIEW



DEMAND INTEREST POSTING VIEW

Result:





1.5.2 DEMAND GENERATION

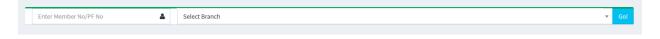
1.5.3 COLLECTION ENTRY

1. SELECT MORE OPTION => CLICK Collection Entry



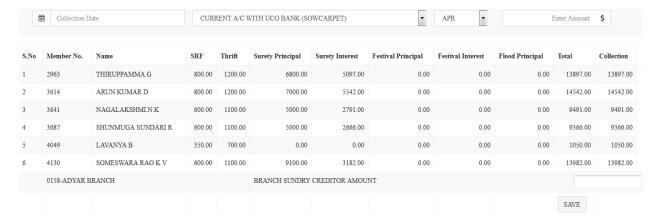
Appear category screen:

2. Choose either member number or branch.



3.Entry screen:

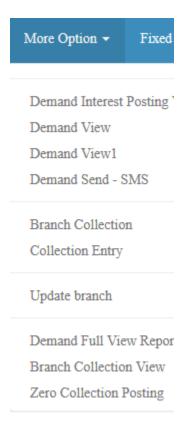
Fix date ,bank and amount and save.





1.5.4 ZERO POSTING

1. SELECT MORE OPTION => CLICK ZERO COLLECTION POSTING



2.Entry screen:

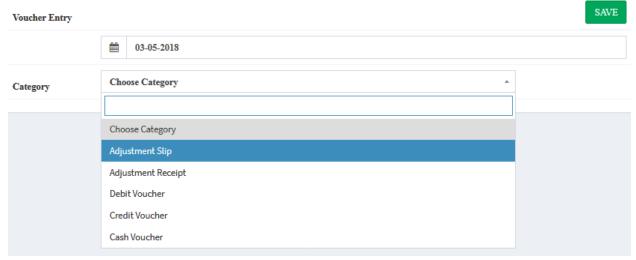
Fix date ,bank , amount fix zero and save.



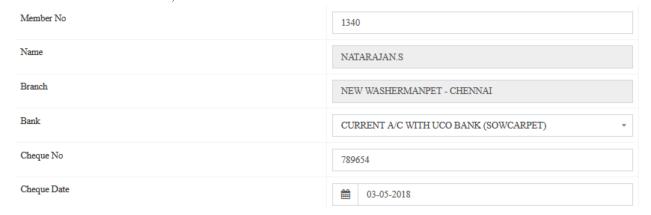
1.6 MEMBER CLOSURE

STEPS:

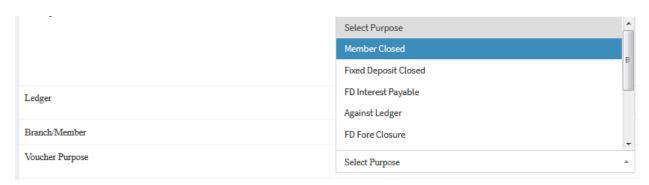
- 1. MENU => ACCOUNTS => TRANSACTION => VOUCHER => NEW
- 2. FIX DATE AND TYPE



3. ENTER MEMBER NO, BANK AND DETAILS



4.SLECT VOUCHER PURPOSE





5.SHOW CLOSURE DETAILS

RECEIPTS	PAYMENTS				
Head of Account	Amount		Head of Account	Amount	
	Rs.	P.		Rs.	P.
Surety Loan Balance	490000.00		Share Capital	72500.00	
Surety Loan Interest(Reg+od)	2042.00				
			Thrift Deposit	171740.00	
Festival Loan	0.00		S.R.F	36300.00	
Festival Loan Interest(Reg+od)	0.00				
			Interest on Thrift	1821.00	
Flood Loan	0.00				
Liabilities	492042.00		Asset	492042.00	

6.SAVE THE VOCHER



1.7 MEMBER REPORTS: MEMBER => REPORTS => CHOOSE CATEGORY

Choose From & to Date and Go:

MEMBER RETIREMENT DETAILS:

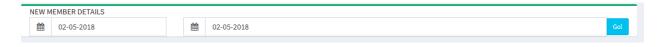


Result:

RETIREMENT DETAILS on 01-01-2018 to 31-03-2018

#	Member No	Emp/PF No	Name	Branch	DOB	Retire Date
1	2414	33673	ANANTHARAJ.D	2042-KOYAMBEDU - CHENNAI	19-01-1958	31-01-2018
2	3287	39960	DEVARAJ T	2410-ARIYALUR	03-01-1958	31-01-2018
3	3316	36052	HARIDAS RAO.P	1043-DAVANGERE	25-01-1958	31-01-2018
4	3513	20825	CHANDRA SHEKARA	2551-JP NAGAR	19-01-1958	31-01-2018
5	3892	32961	CHONAIMUTHU VALARMATHI.S	2089-VELACHERY	04-02-1958	28-02-2018
6	3671	25098	BHEEMANNA	2129-ASSET MANAGEMENT, MUMBAI	28-02-1958	28-02-2018
7	3664	32750	MATHIVANAN A	0381-SALEM SHEVAPET	04-02-1958	28-02-2018
8	3523	25099	SHANMUGANAIKA.Y.V	0297-BANGALORE-KENGERI	10-02-1958	28-02-2018
9	3015	31818	RAMACHANDRAN S	0964-KORATTUR - CHENNAI	09-02-1958	28-02-2018
10	3859	51343	SENTHAMARAI.S	0693-THANJAVUR	06-03-1958	31-03-2018
11	2679	32366	VIJAYKUMAR M PATTAR	1447-DHARWAD BRANCH	05-03-1958	31-03-2018
12	2268	25356	KAUSALYA PRASANNA	0329-SHASTRINAGAR BRANCH	05-03-1958	31-03-2018

NEW MEMBER REPORTS

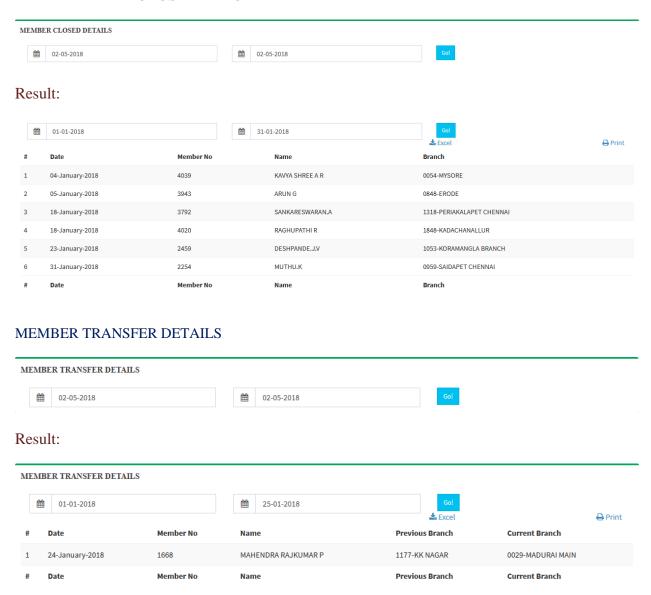


Result:





MEMBER CLOSED REPORT

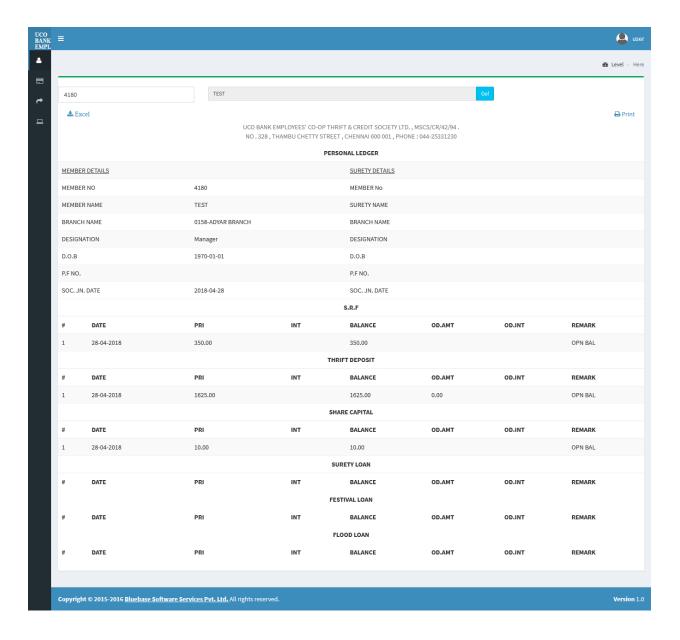




MEMBER PERSONAL LEDGER

M	EMBER PERSONAL LEDGER		
	Enter Member No	Enter Member Name	Go!

Result:



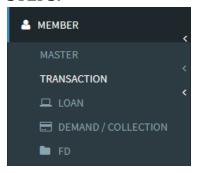


3. FD

3.1NEW FD

3.1.1 MEMBER => MASTER => TRANSACTION = > FD => CLICK

STEPS:



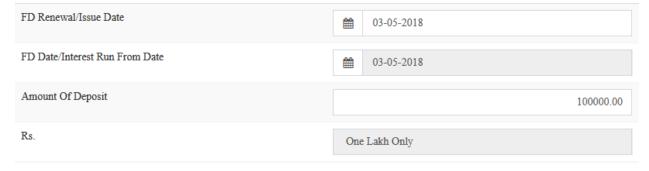
3.1.2 ENTER THE MEMBER NO => PROCEED

Fixed Deposit Details Member No Emp No/PF No Name of the Applicant(IN BLOCK LETTERS) Branch

3.1.3 FIX FD RENEWAL NO

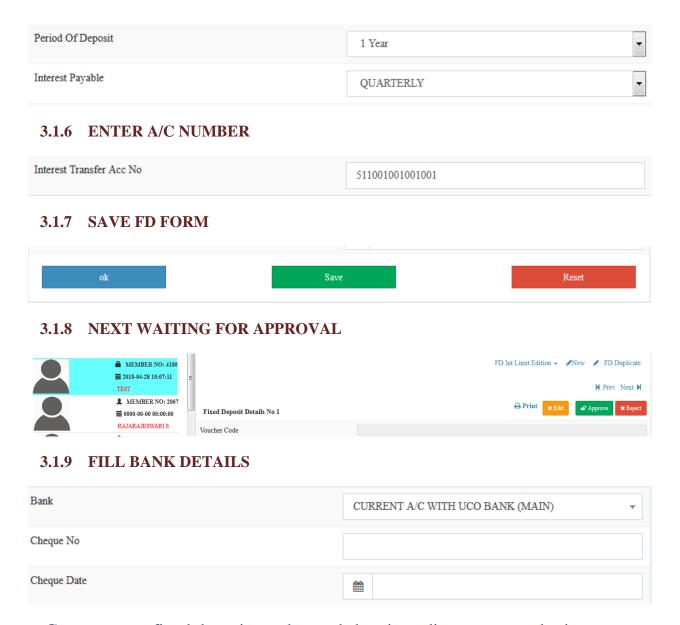
FDR Renewal	No	•

3.1.4 FIX ISSUE DATE, INT RUN FROM DATE, AMOUNT





3.1.5 FIX PERIOD AND INT PAYABLE



- 1. Generate new fixed deposit number and showing edit, approve and reject.
- 2. If any modification to the form using edit.
- 3. After approve the form Voucher generated automatically.



After approve:

UCO BANK EMPLOYEES' CO-OP THRIFT & CREDIT SOCIETY LTD., MSCS/CR/42/94. NO. 328, THAMBU CHETTY STREET , CHENNAI 600 001 , PHONE : 044-25331230 FIXED DEPOSIT

Fixed Deposit Details No 1			
Voucher Code	VOU-10991	Close Voucher Code	
Member No	4180	Emp No/PF No	60037
Name of the Applicant(IN BLOCK LETTERS)	TEST		
Branch	0042-SOWCARPET, CHENNAI	FDR No	16811
FD Date/Interest Run From Date	28-04-2018	FD Renewal Date/Issue Date	28-04-2018
Amount Of Deposit	50000.00	Rate Of Interest	8.00
Period Of Deposit(Years)	1 Year	Interest Payable	QUARTERLY
Interest Amount	4000.00	Maturity Amount	54000.00
Maturity Date	28-04-2019		
Interest Amount Transfer Acc	500010101028477		
Bank Details			
Bank	CURRENT A/C WITH UCO BANK (MAIN)		
Cheque no	845789	Cheque Date	2018-04-28
		SECRETARY	PRESIDENT

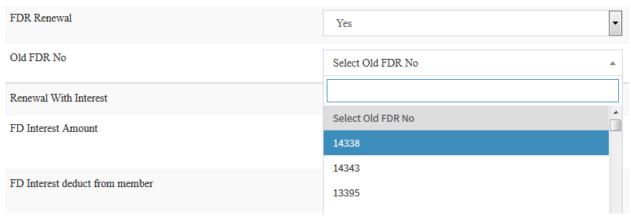


3.2RENEWAL FD

3.2.1 ENTER THE MEMBER NO => PROCEED

Fixed Deposit Details Member No Emp No/PF No Name of the Applicant(IN BLOCK LETTERS) Branch

3.2.2 CHOOSE RENEWAL YES & OLD FDR NO.



3.2.3 FIX INTEREST WITH OR WITHOUT

5.2.5 FIA INTEREST WITH OR WITHOUT		
Renewal With Interest		
FD Interest Amount		
	382	
FD Interest deduct from member		
	0.00	
FD Interest Payable to member		
	0.00	
FD Amount Payable to member		
	0.00	
Amount to Increase	0.00	



Rs.

RENEWAL WITH INTEREST:

Fix yes in the radio button.

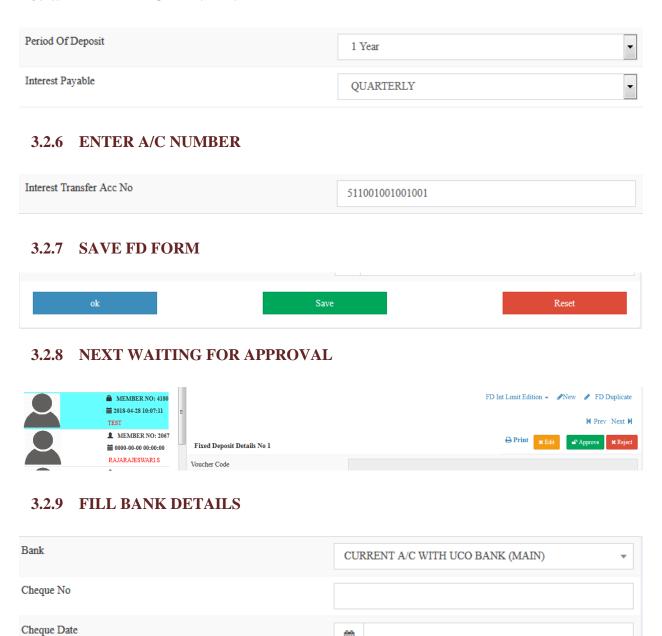
Either Some interest amount renewal with basic amount ,partial amount payment to the member.

FD Interest Amount	
	382
FD Interest deduct from member	
	250.00
FD Interest Payable to member	
	132
FD amount payable and partial amo	unt will be renewal, fix amount.
FD Amount Payable to member	
	10000.00
Increase the FD amount in renewal	process.
	Pro-Cost.
Amount to Increase	25000.00
Amount to Increase There will be the renewal process in FD re	25000.00 enewal.
Amount to Increase There will be the renewal process in FD re 3.2.4 FIX ISSUE DATE ,INT RUN FROM	25000.00 enewal.
Amount to Increase There will be the renewal process in FD re	25000.00 enewal.
Amount to Increase There will be the renewal process in FD re 3.2.4 FIX ISSUE DATE ,INT RUN FROM	enewal. DATE, AMOUNT

One Lakh Only



3.2.5 FIX PERIOD AND INT PAYABLE



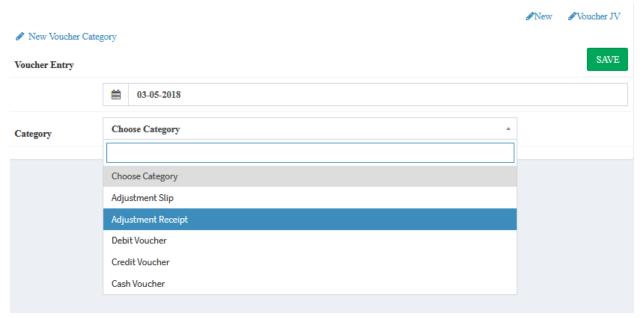
1. After approve the form Voucher generated automatically,old fdr number closed and voucher generated for the old fdr and interest payment.



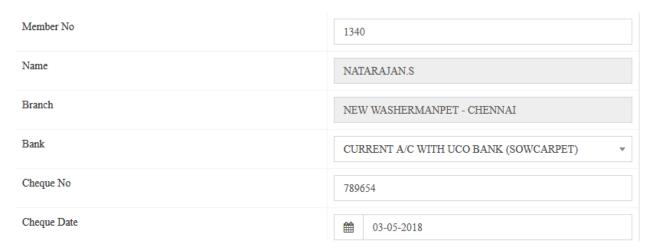
3.3 FD CLOSURE

STEPS:

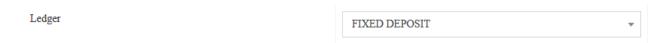
- 1. MENU => ACCOUNTS => TRANSACTION => VOUCHER => NEW
- 2. FIX DATE AND TYPE



3. ENTER MEMBER NO, BANK, CHEQUE NO AND DATE.



4. FIX LEDGER





5. FIX VOUCHER PURPOSE

Voucher Purpose	Fixed Deposit Closed	
6. CHOOSEOLD FDR NUMBER		
Old FDR No	16160	~

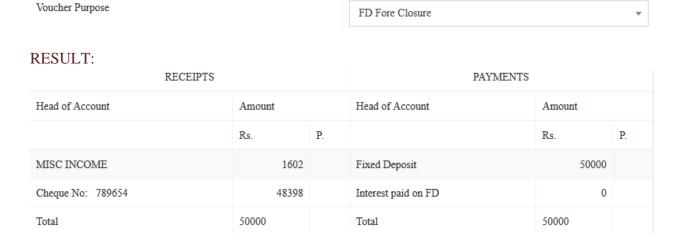
7. SAVE => VOUCHER CREATED

RECEIPTS			PAYMENTS			
Head of Account	Amount		Head of Account	Amount		
	Rs. P.			Rs.	P.	
			Fixed Deposit	50000		
			Interest paid on FD	398		
Cheque No: 789654	50398					
Total	50398		Total	50398		

3.4 FD FORE CLOSURE

SAME AS FD CLOSURE METHOD

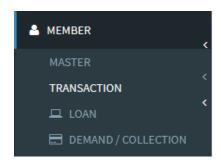
CHANGE PURPOSE ONLY





3.5 FD QUARTERLY INTEREST

3.5.1.1 MEMBER => MASTER => TRANSACTION => DEMAND COLLECTION => CLICK.



3.5.1.2 SELECT => CLICK FIXED DEPOSIT => INT POSTING.



3.5.1.3 INTEREST POSTING SUCCESSFULLY

Interest Posting Successful

3.5.1.4 INTEREST POSTING VIEW





3.5.1.4.1 INTEREST POSTING SUMMARY

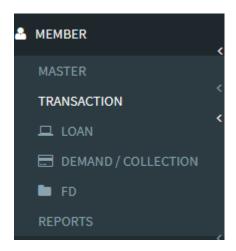
3.6 QUARTERLY INTEREST TRANSACTION

3.6.1 SELECT => CLICK FIXED DEPOSIT => INT TRANSACTION



3. 2 FD LOAN

3.2.1 CLICK => MEMBER



3.2.2 SELECT => TRANSACTION

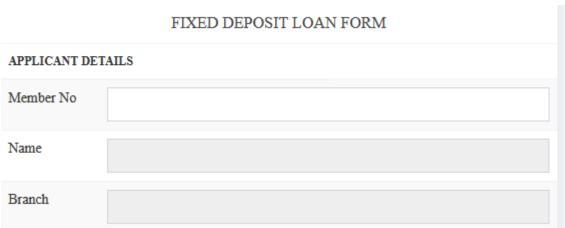
3.2.3 CLICK FD



3.2.4 SELECT => FD LOAN

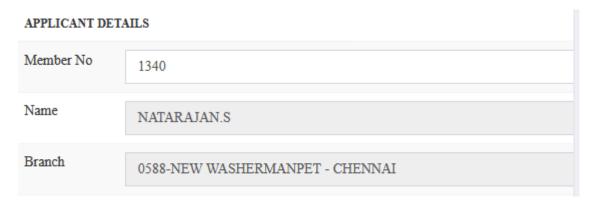


3.2.5 CLICK => NEW

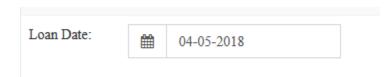




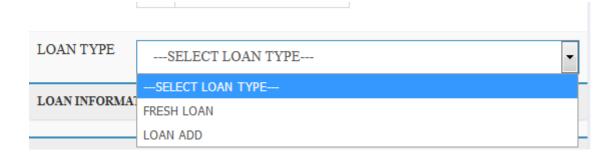
3.2.6 ENTER MEMBER NUMBER, NAME, BRANCH DETAILS



3.2.7 CHOOSE LOAN DATE

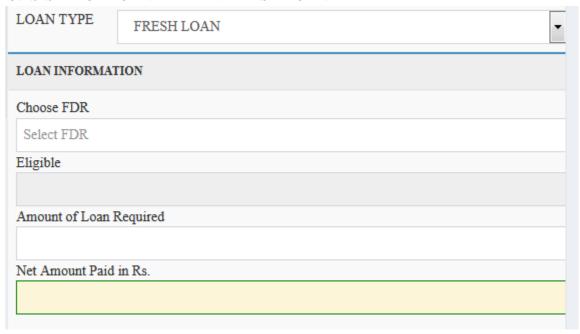


3.2.8 CLICK LOAN TYPE





3.2.9 SELECT LOAN TYPE1 => FRESH LOAN



3.2.10 CHOOSE FDR

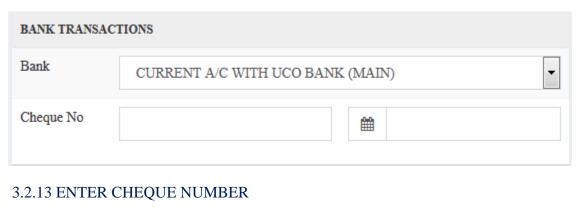


3.2.11 ENTER REQUIRED LOAN AMOUNT





3.2.12 SELECT TRANSACTIONS DETAILS

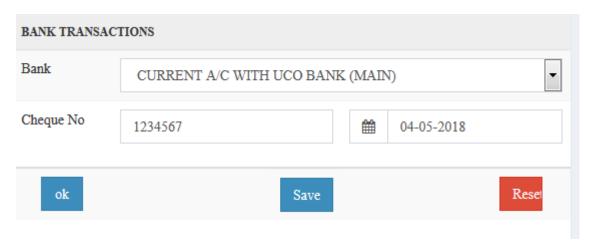




3.2.14 CHOOSE DATE

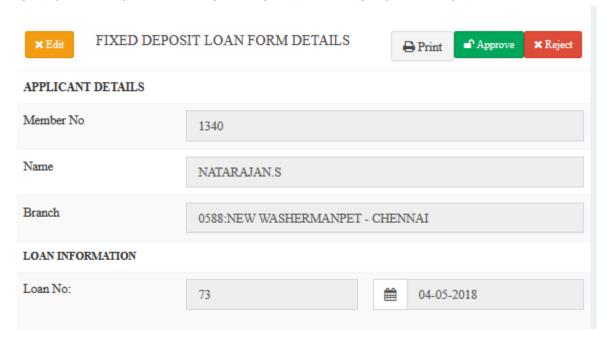


3.2.15 CLICK OK TO SUBMIT





3.2.16 AFTER SAVE THE FORM LOAN WAITING FOR APPROVAL



3.2.17 AFTER APPROVED THE LOAN



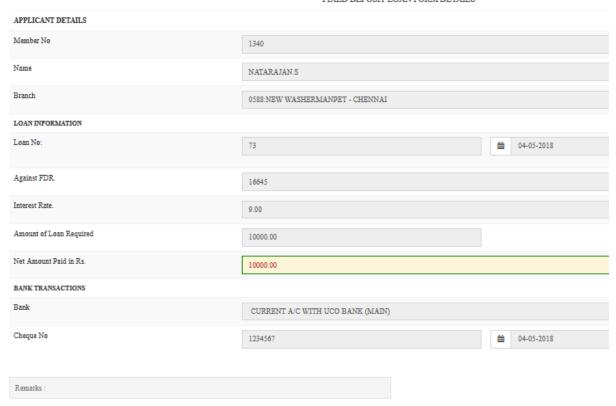
From

EMPLOYEES' CO-OP THRIFT & CREDIT SOCIETY LTD., MSCS/CR/42/94

328,(Old No. 169), Thambu Chetty street,

Chennai-600 001. Phone: (044) 25331230 Email: UCO society@gmail.com

FIXED DEPOSIT LOAN FORM DETAILS



3.2.18 IF SELECT LOAN TYPE2 => ADD LOAN





3.2.19 SELECT LOAN INFORMATION

LOAN INFORMATION	
LOANNO	
SELECT LOAN NO	*
Eligible	
LAST LOAN AMINT	
LAST LOAN DATE	

3.2.20 SELECTS LOAN NO



3.2.21 AFTER SELECT LOAN NUMBER





3.2.22 ENTER YOUR ADD-ON AMOUNT IN LOAN REQUIRED



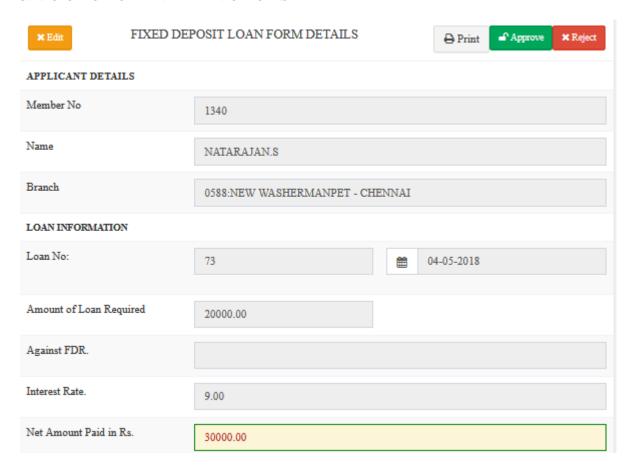
3.2.23 SELECT BANK

3.2.24 ENTERS YOUR CHEQUE NO AND DATE





3.2.25 CLICK OK AND THEN CLICK SAVE

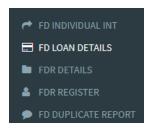


3.2.26 CLICK MEMBER

3.2.27 SELECT REPORTS

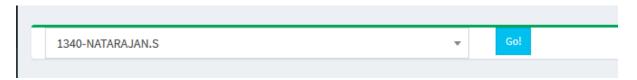


3.2.28 SCOLL DOWN AND SELECT FD LOAN DETAILS

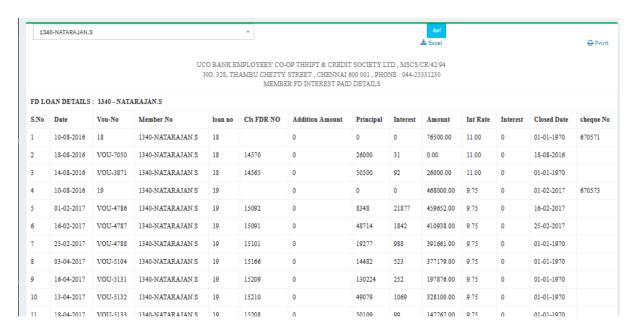




3.2.29 SELECT THE NAME



3.2.30 CLICK GO

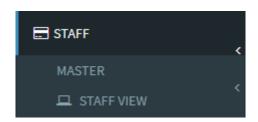


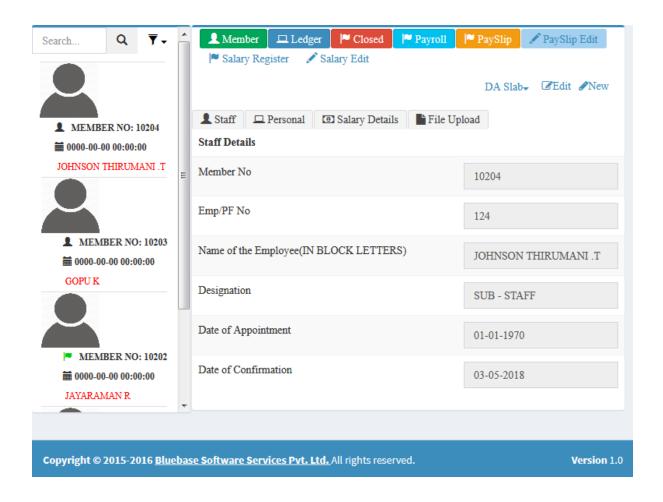


4. STAFF

4.1 STAFF VIEW

$STAFF \longrightarrow CLICK STAFF VIEW$







4.2 NEW STAFF CREATION

CLICK NEW -> TO CREATE NEW STAFF

Staff Details	Save
Member No	10205
Emp No/PF No	
Name of the Employee(IN BLOCK LETTERS)	
Designation	
Date of Appointment	3 ▼ May ▼ 2018 ▼
Date of Confirmation	4 ▼ May ▼ 2018 ▼

STEP 4: ENTER THE GIVEN DETAILS

STEP 5: CLICK \longrightarrow SAVE BUTTON



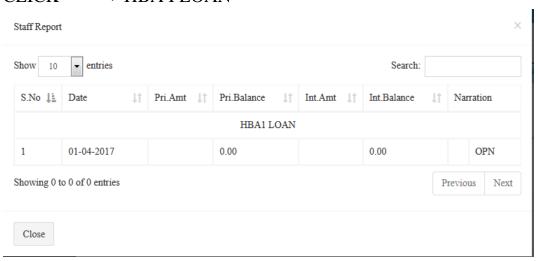


4.2.1 LEDGER

LEDGER DEATAIL STAFF VIEW



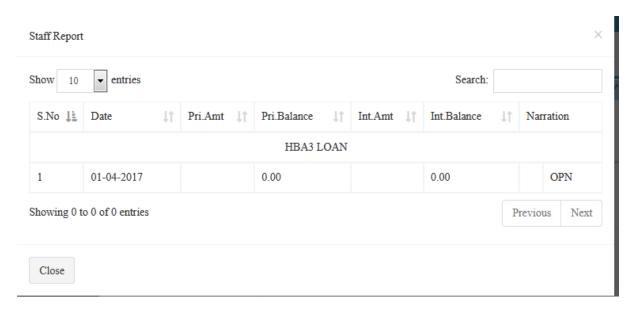
CLICK → HBA I LOAN





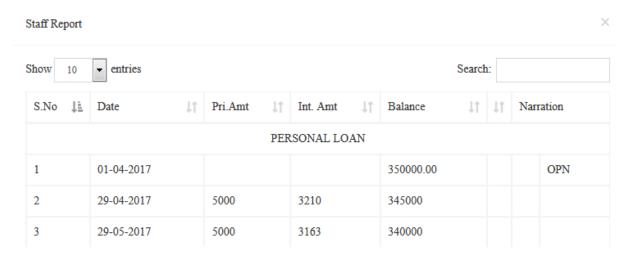
CLICK ----> HBA II LOAN



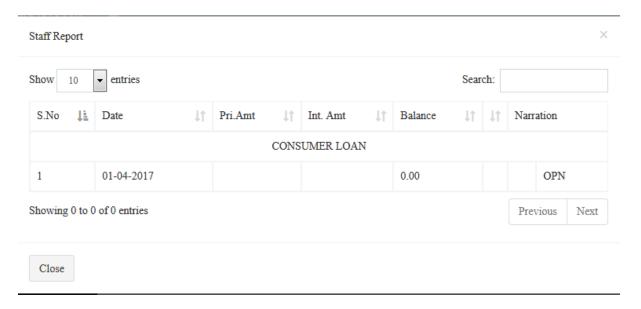




CLICK -----> PERSONAL LOAN

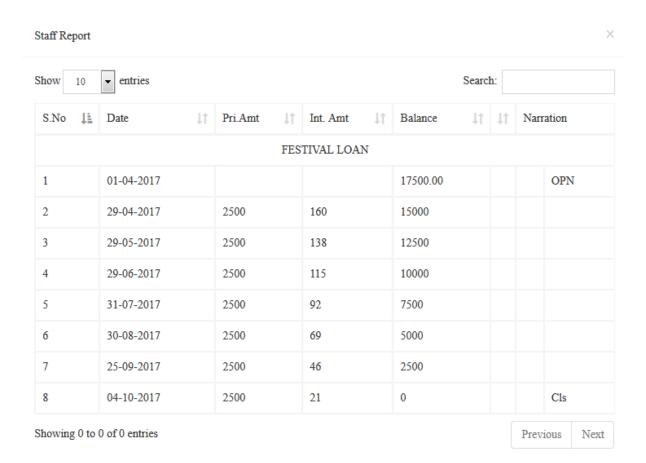


CLICK → CONSUMER LOAN





CLICK ---> FESTIVAL LOAN

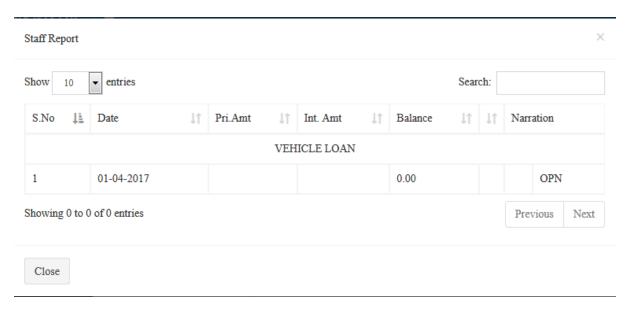


CLICK → FLOOD LOAN

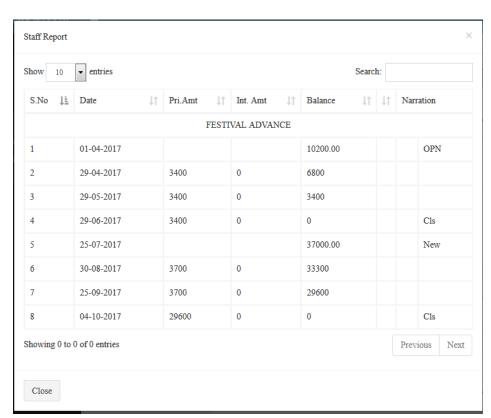
Staff Report						×
Show 10	▼ entries			5	Search:	
S.No 👢	Date \$\psi\eta\$	Pri.Amt ↓↑	Int. Amt ↓↑	Balance	11 11	Narration
		FL	OOD LOAN			
1	01-04-2017			61000.00		OPN
2	29-04-2017	1400	477	59600		
3	29-05-2017	1400	467	58200		
4	29-06-2017	1400	456	56800		



CLICK \longrightarrow VECHILE LOAN

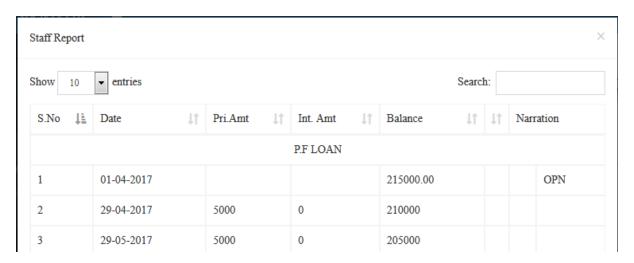


CLICK ---> FESTIVAL ADVANCE

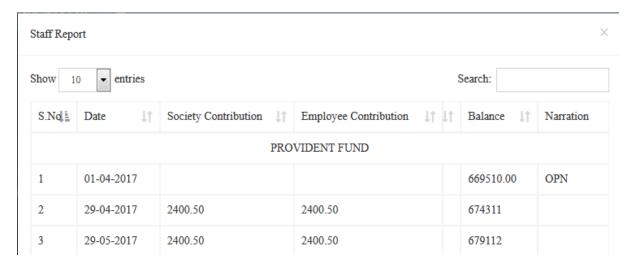




$CLICK \longrightarrow PFLOAN$



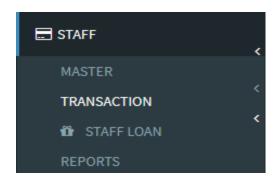
CLICK \longrightarrow PF CONTRIBUTION



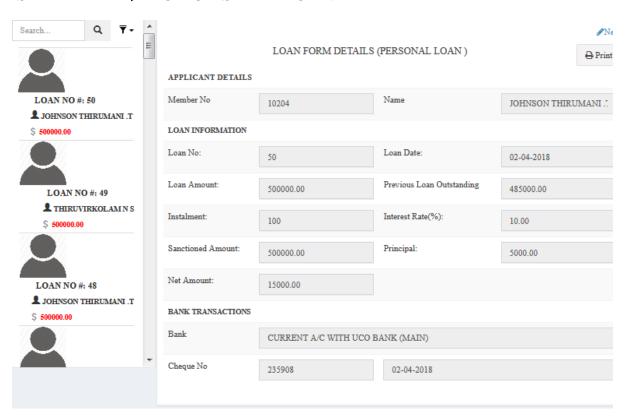


4.3.1

STAFF LOAN



STAFF ----- CLICK STAFF LOAN





TO CREATE NEW LOAN CLICK NEW

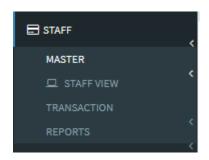
ENTER THE MEMBER NUMBER

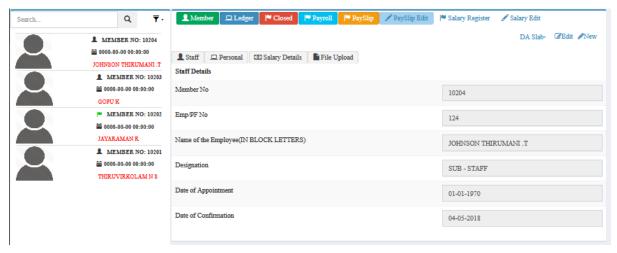
APPLICANT DETAILS		Save
Member No		
Name		
TO FIX LOAN TY	PE => SELECT LOAN TY	PE AND DATE FIX
LOAN INFORMATION		
Loan Type:	Select Loan Type ▼	
TO FIX PAYMENT	TYPE => SELECT PAYEN	MENT TYPE
Payment Type	Select Payment Type	
TO FIX INSTALLM	IENT AND LOAN AMOUNT	
Installements	100	
Amount of Loan Required		Outstanding Amount
Net Amount Paid in Rs.		Monthly Principal
TO FIX BANK TRA	ANSACTIONS	
BANK TRANSACTIONS		
Bank	CURRENT A/C WITH UCO BANK (SOWCAR	PET)
Cheque No		=
CLICK => SAVE B	UTTON	
APPLICANT DETAILS		Save



4.4.1 STAFF SALARY

SELECT STAFF => CLICK => STAFF VIEW

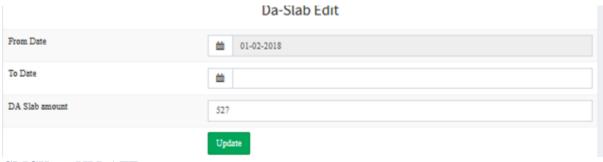




CLICK => DA SLAB-



SELECT => EDIT DA SLAB



CLICK => UPDATE



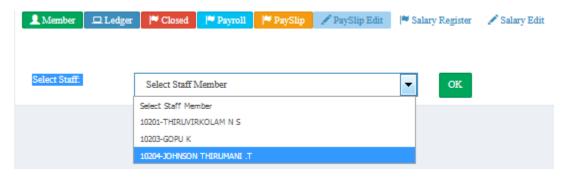
SELECT => REPORT DA SLAB

Da-Slab Report From Date To Date Da-slab Amount Status 01-02-2018 01-01-1970 Actived 01-11-2017 01-02-2018 516 Closed 01-08-2017 30-10-2017 478 Closed 01-02-2017 31-03-2017 469 Closed

CLICK => SALARY EDIT



CHOOSE => STAFF MEMBERS





CLICK => OK

⚠ Member ☐ □ Ledger	♥ Closed	Payroll	♥ PaySlip	🎤 PaySlip Edit	l le	Salary Register	Salary Edit	
								DA Slab-
Select Staff:	10201-THIRU	VIRKOLAM	NS		•	OK		
Staff Salary Edit Details -	THIRUVIRKOI	LAMNS						
From Date					m	01-04-2017		
To Date					m			
Basic Pay								44640.00
Spl Allow								0.00
Grade Pay								3459.08
PQP								1680.00
FPP								1610.20
DA								23794.65
HRA								4168.80
CCA								870.00
Others/ADJ ALL Conv								442.55
Gross Salary								80665.80
					Upda	ate		

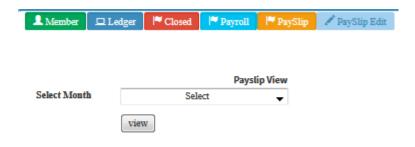
CLICK => UPDATE

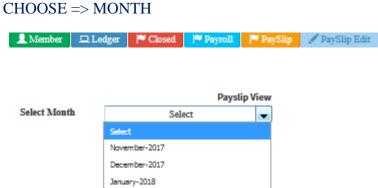


CLICK => PAYROLL

GENERATE PAY ROLL

CLICK => PAY SLIP VIEW





February-2018 March-2018 April-2018 May-2018



CLICK => VIEW

		Payslip View
Select Month	November-20	17 🔻
	view	

Print

UCO BANK EMPLOYEES' CO-OP THRIFT & CREDIT SOCIETY LTD., MSCS/CR/42/94. NO. 328, THAMBU CHETTY STREET, CHENNAI 600 001, PHONE: 044-25331230 Payslip for the month of ll 2017

NAME: JOHNSON THIRUMANI .T-10204

SALARY	AMOUNT	DEDUCTIONS	AMOUNT
Basic	19200.00	STFLON-010-P.F LOAN	
Spl Pay	560.00	Priciple	6700
Grade Pay	1488.00	Interest	0
PQP	0.00	STFLON-003-PERSONAL LOAN	
FPP	0.00	Priciple	5000
DA	10963.97	Interest	4125
HRA	1976.00	STFLON-006-FLOOD LOAN	
CCA	0.00	Priciple	1000
OTHERS	470.00	Interest	308
Total Earnings	34657.97	STFLON-004-CONSUMER LOAN	
		Priciple	670
		Interest	71
		MPF	1976.00
		SR/CR	0.00
		SOCIETY	0.00
		Total Deductions	19850
		Net Pay	14807.97

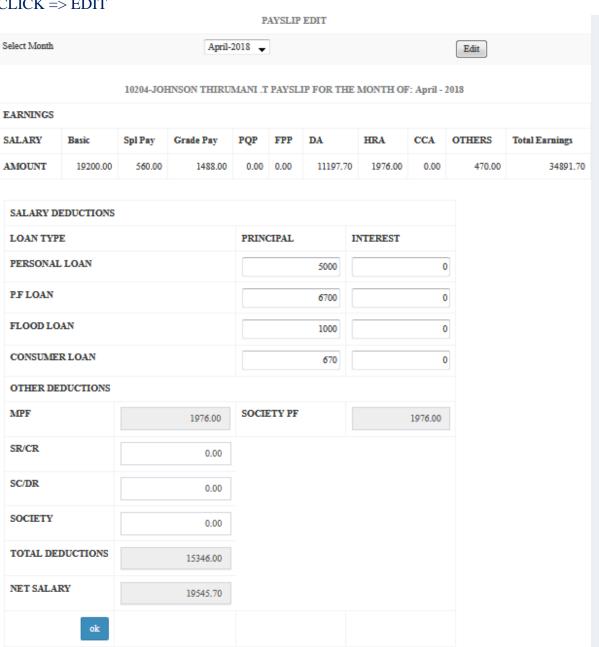


CLICK => PAYSLIP EDIT

CHOOSE => MONTH



CLICK => EDIT



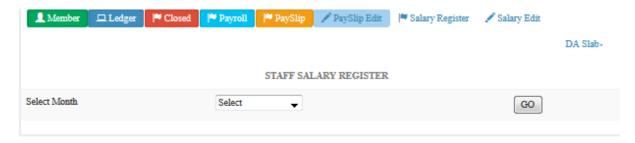


CLICK => OK

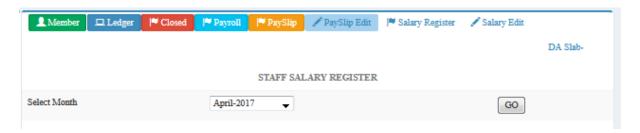
CLICK => PAYROLL

GENERATE => PAYROLL

CLICK => SALARY REGISTER



CHOOSE => MONTH



CLICK => GO

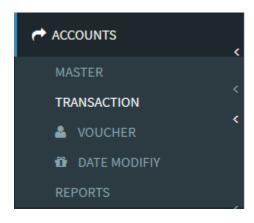




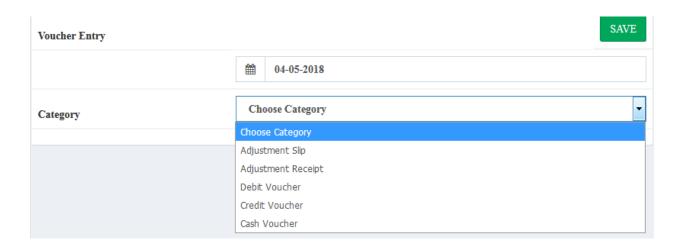
4. ACCOUNTS

4.1NEW VOUCHER

CLICK => ACCOUNTS => TRANSACTION => VOUCHER => NEW

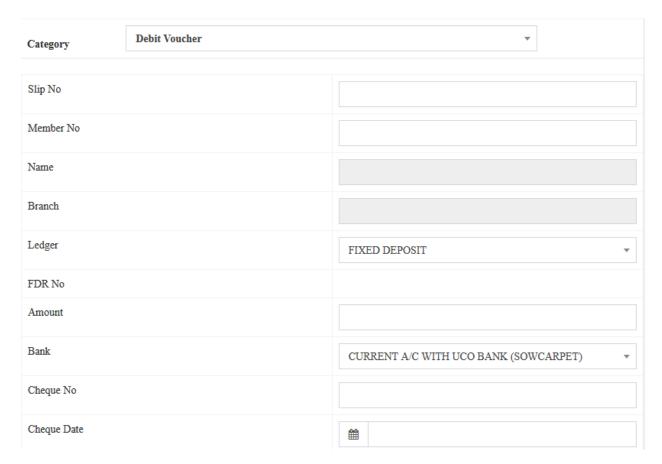


- 4.1.1 PLEASE SELECT CATEGORY IN VOUCHER SCREEN.
- 4.1.2 ADJUSTMENT SLIP AND RECEIPT ARE MEMBER PURPOSE.



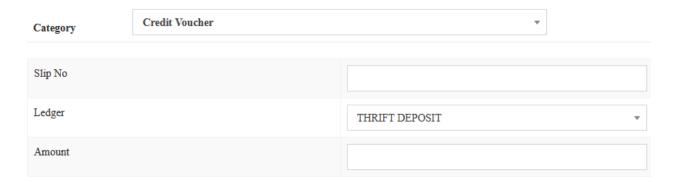


4.1.3 DEBIT VOUCHER



ENTER ALL DETAILS & BANK DETAILS THEN SAVE.

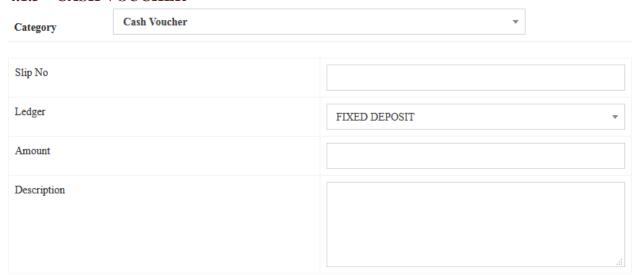
4.1.4 CREDIT VOUCHER



ENTER ALL DETAILS & BANK DETAILS THEN SAVE.



4.1.5 CASH VOUCHER

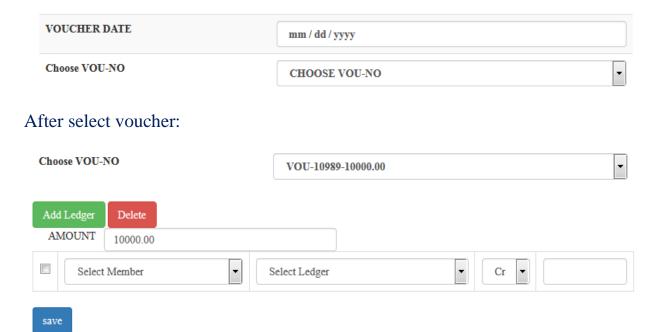


4.2 VOUCHER JV

4.2.1 Journal voucher its only for wrong voucher entry to credit –debit to debit credit.

Step:

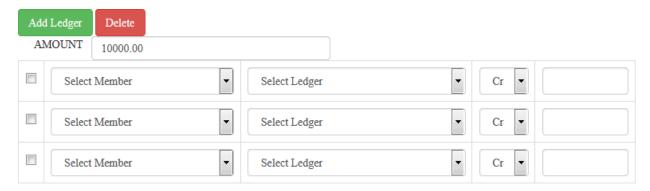
1. Fix Date and old Voucher no.



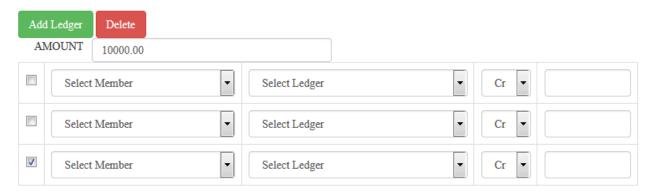
Voucher amount show in the left top, this amount will be replaced one ledger to another ledger.



Click add ledger to increase the ledgers.

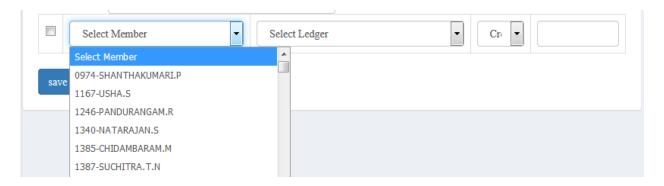


If you want delete the row, you may use checkbox and click delete button.



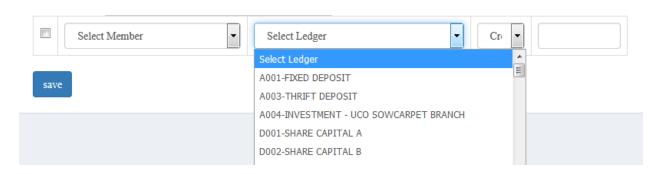
Neither you fix member no or ledger

Member fix:

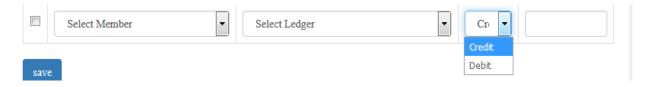


Ledger fix:





Type fix:



Enter the amount of ledger



Conditions:

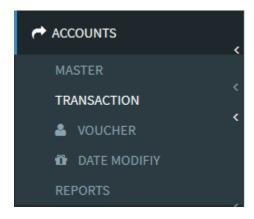
- Fix debit amount and credit amount is compulsory.
- Voucher amount is equal to credit amount.
- Voucher amount is equal to debit amount.

Voucher amount=debit amount=credit amount.



4.3DATE MODIFICATION

CLICK => ACCOUNTS => TRANSACTION => VOUCHER => DATE MODIFIY

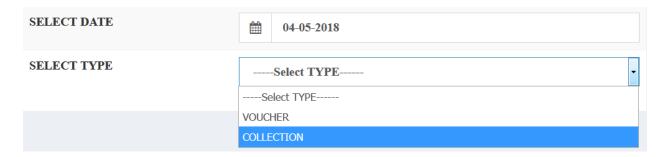


ENTRY SCREEN



FIX DATE AND TYPE

THERE ARE TWO TYPES:



- VOUCHER
- COLLECTION



4.3.1 VOUCHER DATE CHANGE

	VOCHER DATE CHANGE			
DATE CHANGE VOU-NO	CHOOSE VOU-NO ▼			
DATE TO				
	UPDATE			

STEPS:

- FIX YOUR VOUCHER NUMBER
- FIX CORRECT TRANSACTION DATE AND UPDATE.

4.3.2 COLLECTION DATE CHANGE



STEPS:

- FIX YOUR BRANCH
- FIX CORRECT TRANSACTION DATE AND UPDATE.



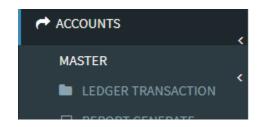
CHECK DATE CHANGED IN REPORTS.



4.4LEDGERS

4.4.1 LEDGER ADD/UPDATE

CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION.

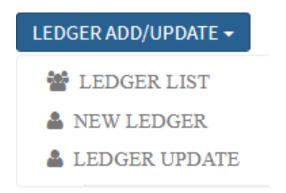


Ledger Amount →

LEDGER ADD/UPDATE ▼

ASSET / PROFIT LOSS+

CLICK LEDGER ADD/UPDATE



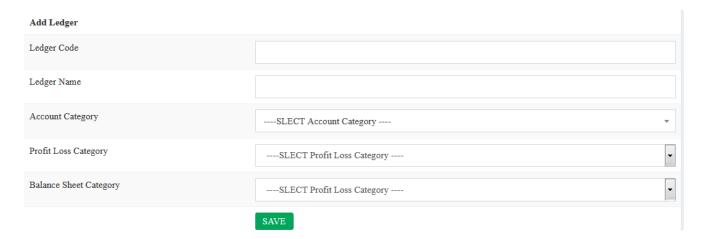
CLICK LEDGER LIST TO VIEW:

Ledger Information

#	ŢΞ	Code	11	Name	ļĵ	Category	11
1		A001		FIXED DEPOSIT		Liability	
2		A003		THRIFT DEPOSIT		Liability	
3		A004		INVESTMENT - UCO SOWCARPET BRANCH		Assets	
4		D001		SHARE CAPITAL A		Liability	
5		D002		SHARE CAPITAL B		Liability	



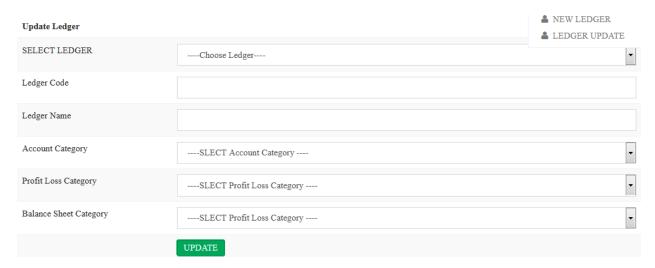
CLICK NEW LEDGER TO CREATE



- Enter the ledger code and name
- Fix account category
- Fix profit / loss category
- Fix balance sheet category

And proceed to save, and check the ledger list report.

CLICK LEDGER UPDATE TO MODIFICATION

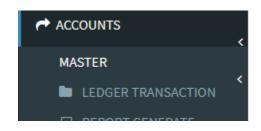


- Select ledger to modify the details.
- And update the ledger.
- Check the ledger list report.



4.4.2 ASSET /PROFIT LOSS

CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION.



Ledger Amount ▼

LEDGER ADD/UPDATE ▼

ASSET / PROFIT LOSS+

CLICK LEDGER ADD/UPDATE

ASSET / PROFIT LOSS ASSET LIST ASSET ADD ASSET UPDATE PROFIT LOSS LIST PROFIT LOSS ADD

PROFIT LOSS UPDATE

CLICK ASSET LIST TO VIEW:

#	Ja Order By	↓↑ Name	↓↑ Category ↓↑
1	1	members share capital	liablities
2	2	current liablities	liablities
3	3	adjustment heads	liablities
4	4	undisbursed profit previous year	liablities
5	5	overdue interest	liablities

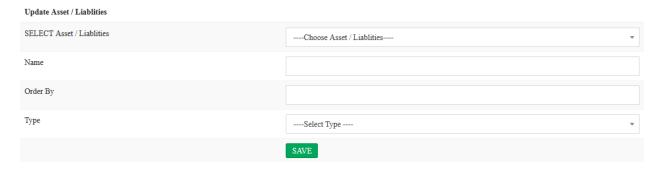


CLICK ADD ASSET TO CREATE NEW TYPE



- Enter the ASSET name.
- Fix order by the view.
- Fix Asset / Liabilities type
 And proceed to save, and check the asset list report.

CLICK ASSET UPDATE TO MODIFICATION



- Select Asset / Liabilities to modify the details.
- And update the ledger.
- Check the asset list report.



4.4.3 LEDGER AMOUNT UPDATE

CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION.

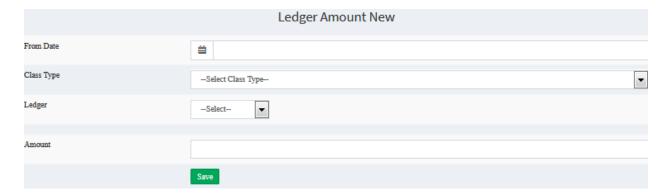
CLICK LEDGER ADD/UPDATE

Ledger Amount +	LEDGER			
Ledger Amount Fix				
Report Ledger Amount				

CLICK LEDGER AMOUNT REPORT TO VIEW:

Ledger Amount Report							
#	From Date	To Date	Ledger Amount	Status			
1	01-04-2016	01-01-1970	CLASS B	A003	THRIFT DEPOSIT	0.00	Actived
2	01-04-2016	01-01-1970	CLASS B	E003	SURETY RELIF FUND	0.00	Actived
3	01-04-2016	01-01-1970	CLASS B	D002	SHARE CAPITAL B	0.00	Actived
4	01-04-2016	01-01-1970	CLASS B	H001	ENTRANCE FEE	0.00	Actived
5	01-04-2016	01-01-1970	CLASS A	A003	THRIFT DEPOSIT	0.00	Actived
6	01-04-2016	01-01-1970	CLASS A	E003	SURETY RELIF FUND	350.00	Actived
7	01-04-2016	01-01-1970	CLASS A	D001	SHARE CAPITAL A	10.00	Actived
8	01-04-2016	01-01-1970	CLASS A	H001	ENTRANCE FEE	15.00	Actived

CHANGE LEDGER AMOUNT CLICK LEDGER AMOUNT FIX:



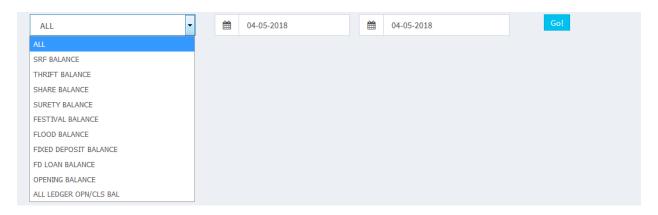
• Enter the amount in ledger to fix from date and save.



4.5 BALANCE SHEET

4.5.1 LEDGER BALANCE CHECK

CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION



Steps:

- Choose ledger
- Form date and to date fix and proceed GO.

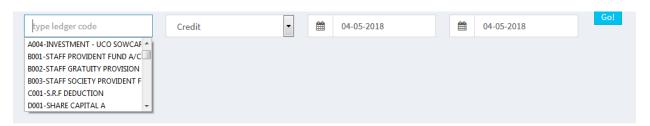


- Show the member numbers
- And month opening amount
- Receipt and payments amount
- Then calculating the closing amount.



4.5.2 BANK CHECK

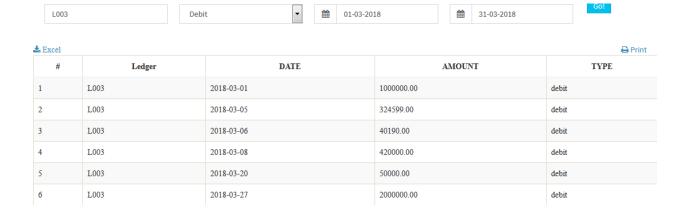
CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION =>BANK CHECK



- FIX LEDGR CODE
- TYPE



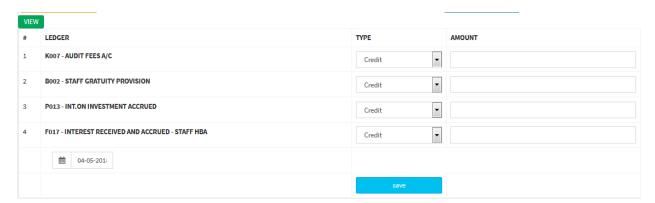
• FROM DATE & TO DATE TO GO.





4.5.3 PROVISIONAL ENTRY

Its entry for the Balance sheet manual accrued interest screen.



• Select the type (credit /debit) and enter the amount ,next choose the date and save the form.

View of entries:

#	DATE	LEDGER	TYPE	AMOUNT
1	31-03-2018	K007-AUDIT FEES A/C	Credit	11020.00
2	31-03-2018	B002-STAFF GRATUITY PROVISION	Debit	197522.00
3	31-03-2018	P013-INT.ON INVESTMENT ACCRUED	Credit	2149250.00
4	31-03-2018	F017-INTEREST RECEIVED AND ACCRUED - STAFF HBA	Credit	249588.00
5	28-04-2018	P015-INTEREST PAID AND DUE FD	CREDIT	6251.00
6	28-04-2018	P014-INTEREST PAID AND DUE THRIFT DEPOSIT	CREDIT	334365.00
7	28-04-2018	F016-INTEREST RECEIVED AND ACCRUED - SURETY LOAN	CREDIT	1400551.00
8	28-04-2018	F018-INTEREST RECEIVED AND ACCRUED - FD LOAN	CREDIT	0.00
9	28-04-2018	F019-OVERDUE INTEREST - ASSET	DEBIT	2951295.00
10	28-04-2018	P016-OVERDUE INTEREST - LIAB	CREDIT	2951295.00

4.5.4 BALANCE SHEET POST



5. OPENING BALANCE FIX

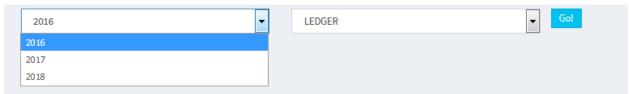
6.1.1. OPENING BALANCE POST

CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION => OB POST

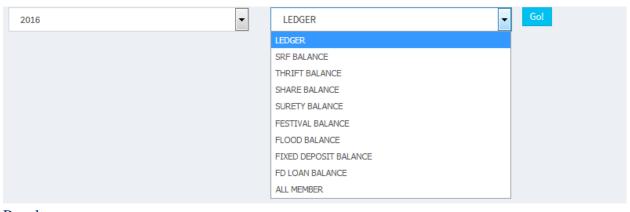
▲ LEDGER BAL CHECK	♣ BANK CHECK	\$ LEDGER OB POST	≜ OB REPORTS	\$ LEDGER BALANCE EDIT
THEN				
CHOOSE TYPE		04-05-2018	04-05-2018	Gol

THEN CHOOSE TYPE FROM & TO DATE => GO
POSTING IS DONE CHECK THE OPENING BALANCES REPORT:

CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION => OB REPORTS



CHOOSE OPEING YEAR & LEDGER CODE THEN GO



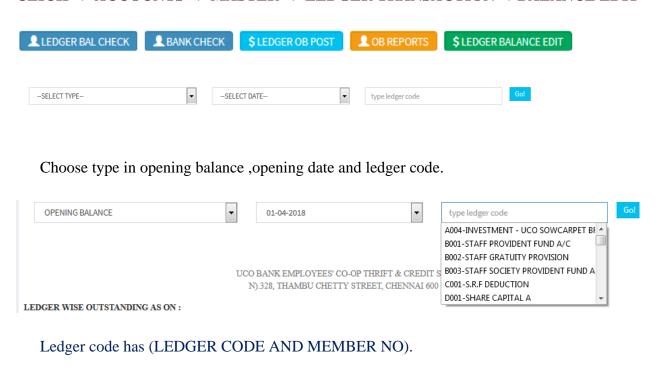
Result:

	OPENING_BALANCE_SRF					
#	DATE	MEMBER_NO	BALANCE	OD_BALANCE		
1	2018-04-01	2963-THIRUPPAMMA.G	36900.00	0		
2	2018-04-01	3614-ARUN KUMAR D	34200.00	0		
3	2018-04-01	3641-NAGALAKSHMI.N.K	28100.00	0		
4	2018-04-01	3687-SHUNMUGA SUNDARI R	27200.00	0		
5	2018-04-01	4049-LAVANYA B	8550.00	0		

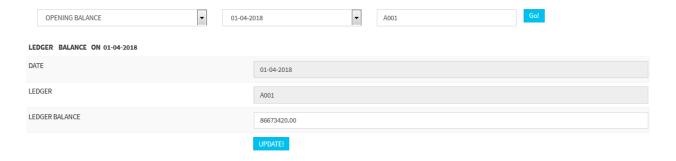


6.1.2. LEDGER OPENING BALANCE CHANGE

CLICK => ACCOUNTS => MASTER => LEDGER TRANSACTION => BALANCE EDIT

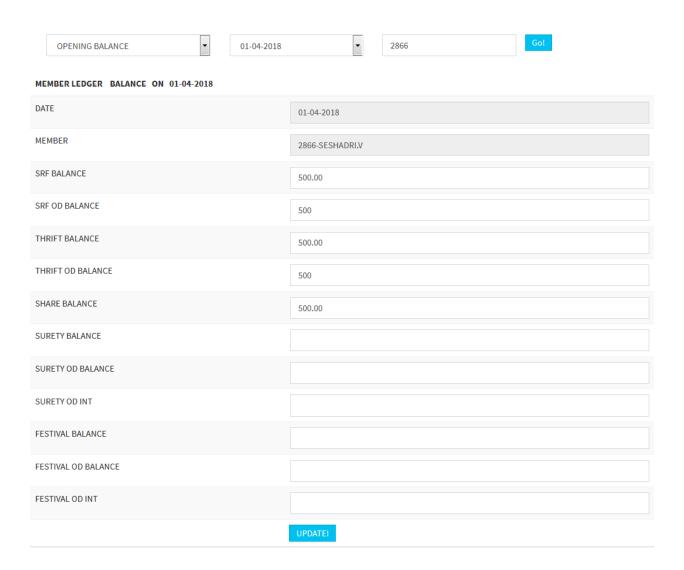


1. If ledger code balances change choose ledger.





2. If Member balances changes choose member number.

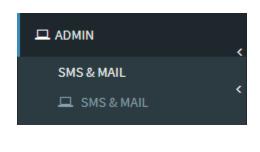


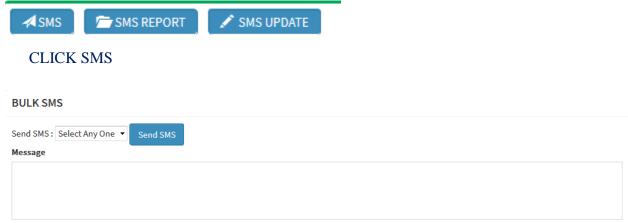


7. ADMIN

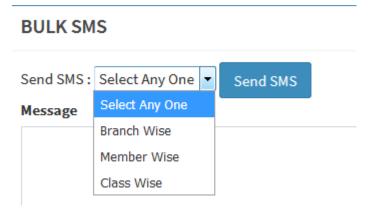
7.1. SMS AND MAIL

CLICK => ADMIN => SMS & MAIL => SMS & MAIL





CHOOSE TYPE

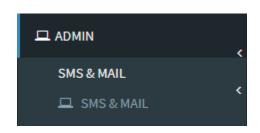


• AFTER SELECT ONE TYPE AND TYPE YOR MESSAGE TO CLICK SEND SMS BUTTON.



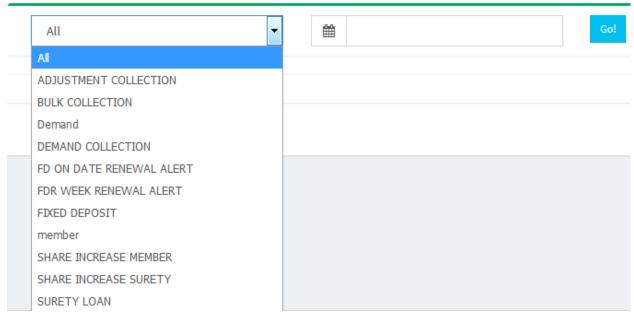
7.2. SMS REPORT

CLICK => ADMIN => SMS & MAIL => SMS & MAIL





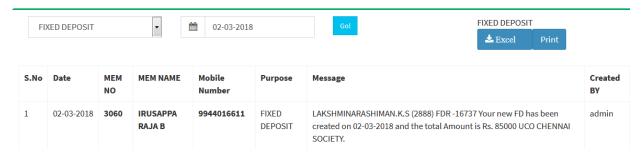
CLICK => SMS REPORT



CHOOSE ONE TYPE AND DATE => CLICK GO.

Result:

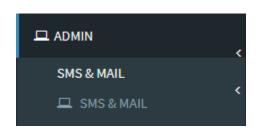
SMS REPORT





7.3. SMS UPDATE

CLICK => ADMIN => SMS & MAIL => SMS & MAIL



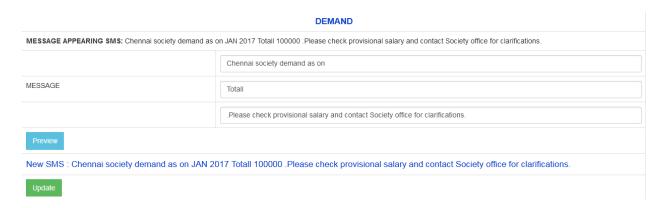


DEMAND DEMAND SURETY LOAN SHARE INCREASE MEMBER SHARE INCREASE SURETY FIXED DEPOSIT FESTIVAL LOAN FD LOAN DEMAND COLLECTION

CHOOSE ONE TYPE AND GO:

ADJUSTMENT COLLECTION
BULK COLLECTION
SUNDRY CREDITORS

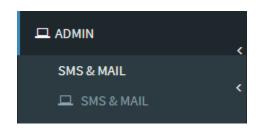
- TYPE YOUR CHANGES AND CLICK PREVIEW YOUR MESSAGE
- NEXT UPDATE YOUR MESSAGE CONTENT.





7.4 MAIL

CLICK => ADMIN => SMS & MAIL => SMS & MAIL





CLICK SEND MAIL

Select Branch 0158: ADYAR BRANCH 1972: AFT MUDALIARPET 0536: AMINBHAVI 2100: ANNA NAGAR WEST 2094: ARIYAKUDI CC Message Footer Upload Browse... No file selected.

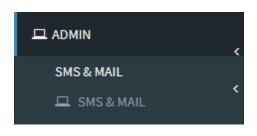
Send MAIL

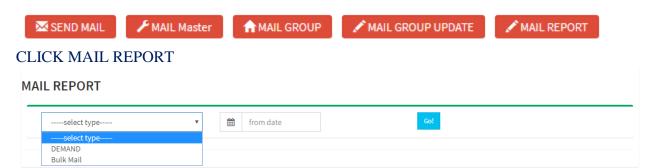
- SELECT BRANCH (PRESS CTRL) AND ADD MULTIPLE BRANCH.
- ADD SUBJECT AND CC
- TYPE YOUR MESSAGE
- UPLOAD YOUR FILE
- SEND THE MAIL.



7.5 MAIL REPORT

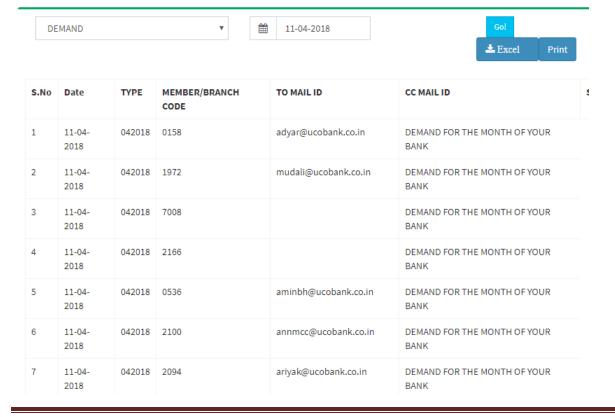
CLICK => ADMIN => SMS & MAIL => SMS & MAIL





CHOOSE TYPE AND DATE => GO.

MAIL REPORT





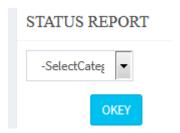
5.1 CLICK ADMIN



5.1.2 SELECT STATUS REPORT



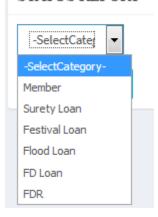
5.1.2.1 CLICK STATUS REPORT



5.1.2.2 SELECT CATEGORY



STATUS REPORT



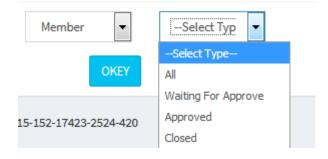
5.1.2.3 SELECT MEMBER IN DROPDOWN

STATUS REPORT



5.1.2.4 SELECT TYPE

STATUS VEFORT



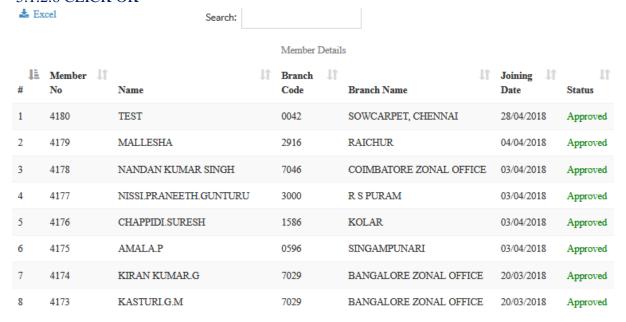
5.1.2.5 SELECT ALL

STATUS REPORT





5.1.2.6 CLICK OK



5.1.2.7 PARTICULAR MEMBER WANTS TYPE MEMBER NO IN SEARCH BOX AND PRESS ENTER



5.1.3 SELECT APPROVE MASTER

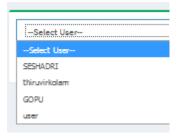


5.1.3.1 CLICK APPROVE MASTER

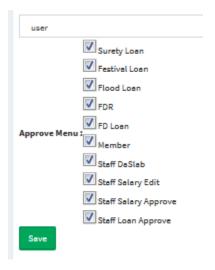


5.1.3.2.1 CLICK APPROVE RIGHT

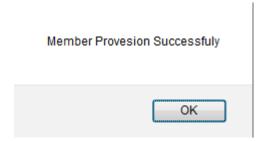




5.1.3.2.2 SELECT USER



5.1.3.2.3 CLICK SAVE



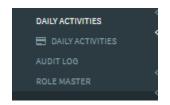
5.1.3.2.4 CLICK OK TO SUCCESS

5.1.3.1.3 CLICK APPROVE REPORT

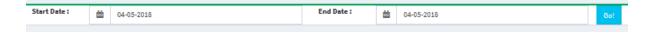




5.1.4 SELECT DAILY ACTIVITIES



5.1.4.1 CLICK DAILY ACTIVITIES



5.1.4.2 CHOOSE START DATE AND END DATE

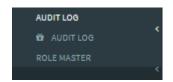


5.1.4.3 CLICK GO





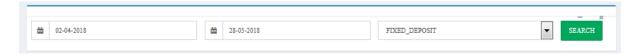
5.1.5 SELECT AUDIT LOG



5.1.5.1 CLICK AUDIT LOG



5.1.5.2 CHOOSE FROM DATE, END DATE AND SELECT THE TYPE



5.1.5.2 CLICK SEARCH

