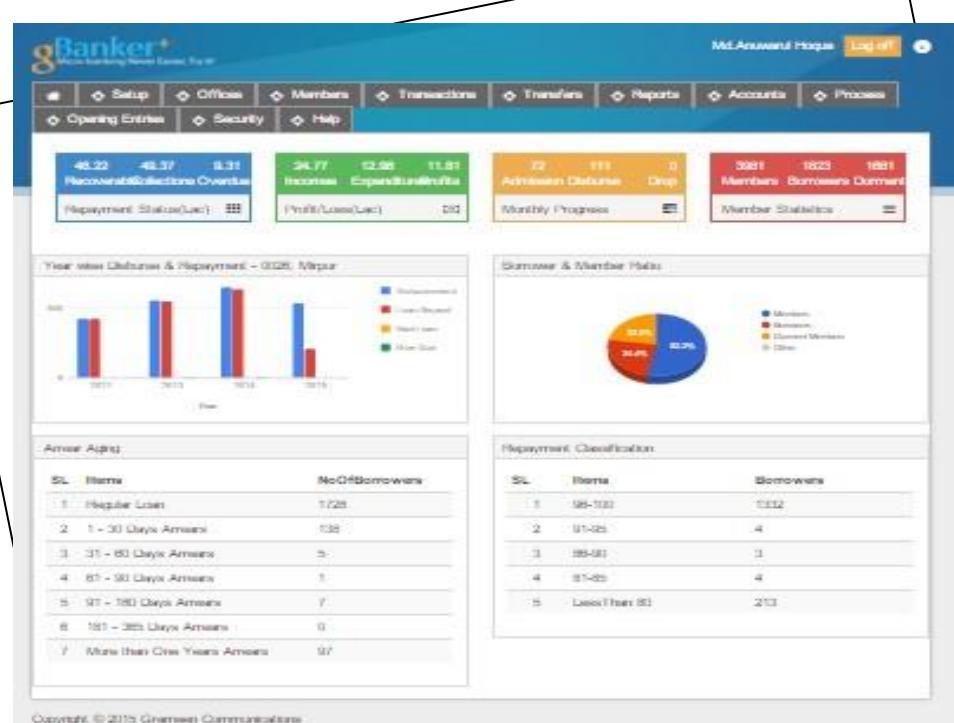


User & Operation Manual of Web Based Microfinance Management System



Copyright © 2015 Grameen Communications

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	25/05/2015	User's Manual Template and Checklist
Rev. 1	30/05/2015	Conversion to PDF format
Rev. 2		3.2 System Dashboard



Contents

1.0 General Information	8
1.1 System Overview	8
1.2 Organization of the Manual	10
20 System Summary	11
21 System Configuration	11
22 User Access Level	11
23 System Contingencies	11
3.0 Getting Started	12
3.1 Installation and Log In	12
3.2 System Dashboard	15
3.3 System Menu	16
	3.3.1 Setup
3.3.1.1 Products	17
3.3.1.2 Investors	19
3.3.1.3 Purposes	21
3.3.1.4 Holidays	23
3.3.1.5 Application Settings	25
3.3.2 Offices	28
3.3.2.1 Offices	29
3.3.2.2 Centers	31
3.3.2.3 Employees	34
3.3.3 Members	36
3.3.3.1 Member Groups	36
3.3.3.2 Members	41
3.3.3.3 Member Approvals	43
3.3.4 Transactions	45
3.3.4.1 Loan Approvals	48
3.3.4.2 Loan Disbursements	50
3.3.4.3 Loan Collections	52
3.3.4.4 Special Loan Collections	55
3.3.4.5 Loan Corrections	57
3.3.5 Transfers	59
3.3.5.1 Member Transfer	59
3.3.5.2 Disburse Transfer	62
3.3.6 Reports	63
3.3.7 Accounts	64
3.3.7.1 Chart of Accounts	64
3.3.7.2 Voucher Entries	66
3.3.7.3 Vouchers	68
3.3.7.4 General Ledger	69

3.3.7.5	Cashbook	70
3.3.6.6	Cash at Bank	72
3.3.7.7	Clean Cashbook	74
3.3.7.8	Trial Balance	76
3.3.8	Process	77
3.3.8.1	Start Work Process	77
3.3.8.2	Voucher Collections	78
3.3.8.3	Complete Work process	80
3.3.9	Security	81
3.3.9.1	Security Permission	81
3.3.9.2	User List	81
3.3.9.3	Employee Office Mapping	83
3.3.9.4	Change Password	83
3.3.9.5	Application Log	85
3.4	Changing User Password	86
3.5	Information Icon	87
3.6	Exiting the System	88
4.0	Reporting	89
4.1	Transaction Summary	89
4.2	Paid off List	90
4.3	Borrower Ledger	91
4.4	Loan Ledger	92
4.5	Loan Balance	93
4.6	Member's Profile	93
4.7	Overdue List	94
4.8	Weekly Collection Sheet	95
4.9	Staff wise Performance	96
4.10	Center wise Staff Performance	97
4.11	Monthly Collection Sheet	98
4.12	Monthly Loan Collection Sheet	99
4.13	Weekly Monitoring Report	99
4.14	Monthly Statistical Report	100
4.15	Monthly Project Statement	100

List Of Figures

Fig 1.1A gBanker⁺ Business Operational Model.....	8
Fig 3.1A: gBanker⁺ in Web Browser.....	12
Fig 3.1B: gBanker⁺ Login	14
Fig 3.1C: gBanker⁺ Login	14
Fig 3.3.1A : Setup	16
Fig 3.3.1.1A: Product List	17
Fig 3.3.1.1B: Product Create	18
Fig 3.3.1.2A: Investors	19
Fig 3.3.1.2B: Investor List.....	20
Fig 3.3.1.2C: Investor Create.....	20
Fig 3.3.1.3A: Purposes.....	21
Fig 3.3.1.3B: Purpose List	22
Fig 3.3.1.3C: Add Purpose.....	22
Fig 3.3.1.4A: Holidays	23
Fig 3.3.1.4B: Holiday List.....	24
Fig 3.3.1.4C: Specific Holiday Create.....	24
Fig 3.3.1.4D: Yearly Holiday Create.....	25
Fig 3.3.1.5A: Application Settings	26
Fig 3.3.1.5B: Application SettingList.....	26
Fig 3.3.1.5C: Add Application Setting	27
Fig 3.3.2.1A: Offices.....	30
Fig 3.3.2.1B: Offices	30
Fig 3.3.2.1C: Office Create.....	31
Fig 3.3.2.2A: Centers.....	32
Fig 3.3.2.2C: Center Create	33
Fig 3.3.2.3A: Employees	34
Fig 3.3.2.3B: Employee List.....	34
Fig 3.3.2.3C: Add Employee	35
Fig 3.3.3.1A: Member Groups	36
Fig 3.3.3.1B: Member Group List.....	37
Fig 3.3.3.1C: Add Member Group	37
Fig 3.3.3.2A: Members	41
Fig 3.3.3.2B: Member List.....	41
Fig 3.3.3.2C: Add Member	42
Fig 3.3.3.3A: Member Approvals	43
Fig 3.3.3.3B: Member Approval List	44
Fig 3.3.4.1A: Loan Approvals.....	48
Fig 3.3.4.1B: Loan Approval List	48
Fig 3.3.4.1C: Add Loan Approval.....	49
Fig 3.3.4.2A: Loan Disbursements	50
Fig 3.3.4.2B: Loan Disbursement List.....	51
Fig 3.3.4.2B: Edit Loan Disbursement	52
Fig 3.3.4.3A: Loan Collections	53
Fig 3.3.4.3B: Loan Collection List	53
Fig 3.3.4.3C: Add Transfer Collections	54



Fig 3.3.4.4A: Special Loan Collections	55
Fig 3.3.4.4B: Special Loan Collection List.....	55
Fig 3.3.4.4C: Add Special Loan Collection	56
Fig 3.3.4.5A: Loan Correction	57
Fig 3.3.4.5B: Loan Correction List.....	58
Fig 3.3.4.5C: Add Loan Correction	58
Fig 3.3.5.1A: Member Transfer.....	60
Fig 3.3.5.1B: Member Transfer form.....	60
Fig 3.3.5.1C: Member Transfer Save	61
Fig 3.3.5.2A: Disburse Transfer	62
Fig 3.3.5.2B: Transfer Disbursement	62
Fig 3.3.6: Reports	63
Fig 3.3.7.1A: Chart of Accounts.....	64
Fig 3.3.7.1B: Account Code List	64
Fig 3.3.7.1C: Account Code Create	65
Fig 3.3.7.2A: Voucher Entries	66
Fig 3.3.7.2B: Voucher List	66
Fig 3.3.7.2C: Voucher Create	67
Fig 3.3.7.3A: Vouchers.....	68
Fig 3.3.7.3B: Voucher View	69
Fig 3.3.7.4A: General Ledger.....	69
Fig 3.3.7.4B: General Ledger View	70
Fig 3.3.7.5A: Cashbook.....	71
Fig 3.3.7.5B: Cashbook View	71
Fig 3.3.7.6A: Cash at Bank	72
Fig 3.3.7.6B: Cash at Bank view	73
Fig 3.3.7.7A: Clean Cashbook.....	74
Fig 3.3.7.7B: Clean Cashbook View	74
Fig 3.3.7.8A: Trial Balance.....	76
Fig 3.3.7.8B: Trial Balance View	76
Fig 3.3.8.1A: Start Work Process.....	77
Fig 3.3.8.1B: Process Start Work.....	78
Fig 3.3.8.2A: Voucher Collections	79
Fig 3.3.8.2B: Add Voucher Collection Process	79
Fig 3.3.8.3A: Complete Work Process	80
Fig 3.3.8.3B: Process Complete Work	81
Fig 3.3.9.1A: Role Permission Setup.....	81
Fig 3.3.9.2A: User List.....	82
Fig 3.3.9.2B: Add New Login User.....	82
Fig 3.3.9.3A: Employee Office Mapping.....	83
Fig 3.3.9.4A: Change Passwords.....	84
Fig 3.3.9.5A: Application Log.....	85
Fig 3.4A: Changing User Password	86
Fig 3.5A: Information Icon.....	87
Fig 3.6A: Exiting System	88
Fig 4.1: Transaction Summary	89
Fig 4.2: Paid Off List.....	90
Fig 4.3: Borrower Ledger.....	91
Fig 4.4: Loan Ledger	92
Fig 4.5: Loan Balance	93



Fig 4.6: Member's Profile.....	94
Fig 4.7: Overdue List.....	94
Fig 4.7: Weekly Collection Sheet.....	95
Fig 4.9: Staff wise Performance.....	96
Fig 4.10: Center wise Staff Performance	97
Fig 4.11: Monthly Collection Sheet.....	98
Fig 4.12: Monthly Loan Collection Sheet.....	99
Fig 4.13: Weekly Monitoring Report.....	100
Fig 4.14: Monthly Statistical Report	100
Fig 4.15: Monthly Project Statement	101



1.0 General Information

1.0 General Information

This User Guide (aka User Manual) provides the information and instructions needed to set up and use the gBanker⁺ product. This includes written and visual information (such as diagrams or screen shots) to assist the user in completing tasks associated with the product (or service), organized along functional or workflow lines.

1.1 System Overview

Operational Model

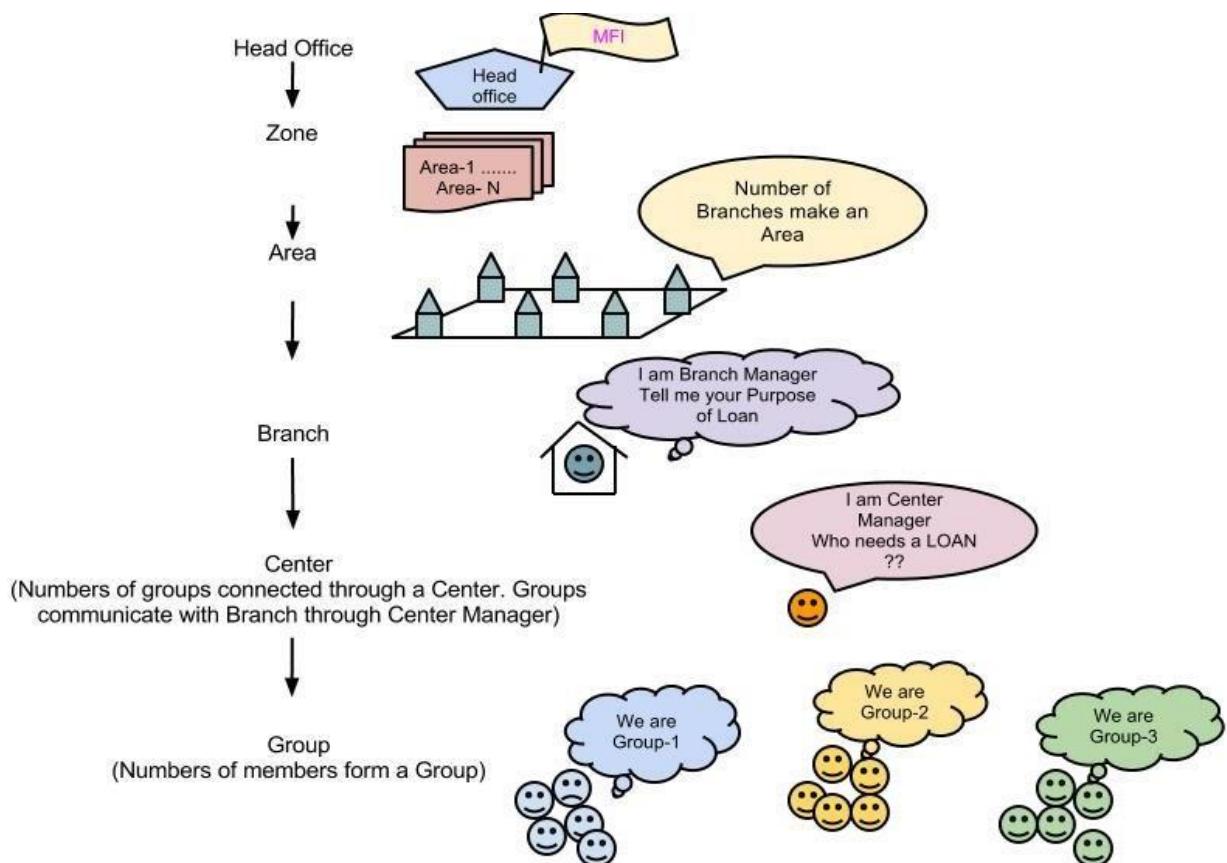


Fig 1.1A gBanker⁺ Business Operational Model

Group is formed by several MFI members in neighborhood. If any person from same neighborhood wants to be member of the MFI, he/she has to join the group first. Group is more like maintaining a



friend circle, they are verbally communicated, no physical existence of group.

Center includes number of Groups. It too does not have any physical office structure. Groups belong to a center, generally meet in a common place to share activities. It resembles to the virtual community maintained in rural area (Village/Panchayet). Center has a Manager who collects repayment from the center members. If any member wants to apply for a loan, Center Manager refers him/her to the respective Branch Office.

Branch is an official unit of the MFI. Usually a member referred by a Center Manager, approaches to the local branch for a loan. Branch Manager is the one to approve the loan proposal of the member. Branch Manager collects all the personal information of member. He analyses his/her socioeconomic standard, verifies his/her purpose of loan, and then based upon that decides approval. The Product (Amount of loan, Duration, Interest rate and repayment cycle) is selected for the subjected member before the contract. Loan disburse is always done in Branch Office. Branch Manager creates an account for the member with detail information. Information includes his/her personal as well as account specific information.

Personal/Basic Information-

1. Name
 2. Father's Name
 3. Mother's Name
 4. Age
 5. Sex
 6. Voter ID No
 7. Photograph
 8. Address details

Loan Account Information (Product approved for member)

Example: Mrs. Marjina Begum is a daily wage earner. She has a small house of her own. Now she wants to start with home poultry business in house premises and needs loan of 10000 tk from MFI. She approaches to the Branch through her local Group and Center Manager respectively. Branch Manager analyses her economic condition and decides to approve the full amount. Accordingly he decides- Duration of loan(Ex: 1 year), Rate of interest(Ex: 20%), Calculation of interests(Ex: Declining Balance rate) and Repayment frequency(Ex: Weekly).

Mrs. Marjina Begum pays her installment weekly to the respective Center Manager in Center meeting. Center manager collects the payment from every member and submits to the local Branch along with the hard documents. Branch Manager feeds the current account information to the system to update the new account balance, interest rate and time left to total repayment.

Interest Calculation Method

There are 2 methods of interest calculation associated with MFI. They are-

1. Flat Rate- It is a fixed percentage of the total amount borrowed. Formula is-

$$\text{Total Interest} = \text{Loan} \times \text{Interest Rate} \times \text{Duration}$$

$$\text{Monthly Repay Amount} = \frac{\text{Loan} + \text{Total Interest}}{\text{Loan Duration (in months)}}$$

$$\text{Weekly Repay Amount} = \frac{\text{Loan} + \text{Total Interest}}{\text{Loan Duration (in weeks)}}$$

2. Declining Balance Rate- It applies the depreciation rate of the principal asset. Formula is as-

$$\text{Total Interest} = \frac{\text{Interest Rate} \times \text{Available Balance} \times \text{Day Difference}}{\text{No of days in a year} \times 100}$$

1.2 Organization of the Manual

This user's manual consists of five sections: General Information, System Summary, Getting Started and Reporting.

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the uses



of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

Getting Started section explains how to get gBanker+, access it and log in. The section presents briefly system menu.

Using The System section provides a detailed description of system functions.

Reporting section describes in what way information collected by the application are presented and how to access the information.



2.0 System Summary

2.0 System Summary

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

2.1 System Configuration

gBanker+ operates on any computer or mobile devices with any operating system. The application requires connection to Internet. This web application can be accessed using any major Internet browser(i.e. Google Chrome or Mozilla Firefox or Internet Explorer above 10.0). Once the internet and browser are installed on the device, gBanker+ can be used immediately without any further configuration.

2.2 User Access Level

Only registered users are able to access and save data to database. User credential will be provided by Super Admin from Head Office.

2.3 System Contingencies

In case of sudden power outage or interrupted internet connection data cannot be saved in internal memory of the operating device.



3.0 Getting Started

3.0 Getting Started

3.1 Installation and Log In

Since gBanker⁺ is a web based system, anyone can access it from anywhere in the world with a computer with internet connection. There is no need to install it in device. You should have Google Chrome / Firefox/ Microsoft Edge (Preferable browser-Google Chrome) installed as a web browser in your device.

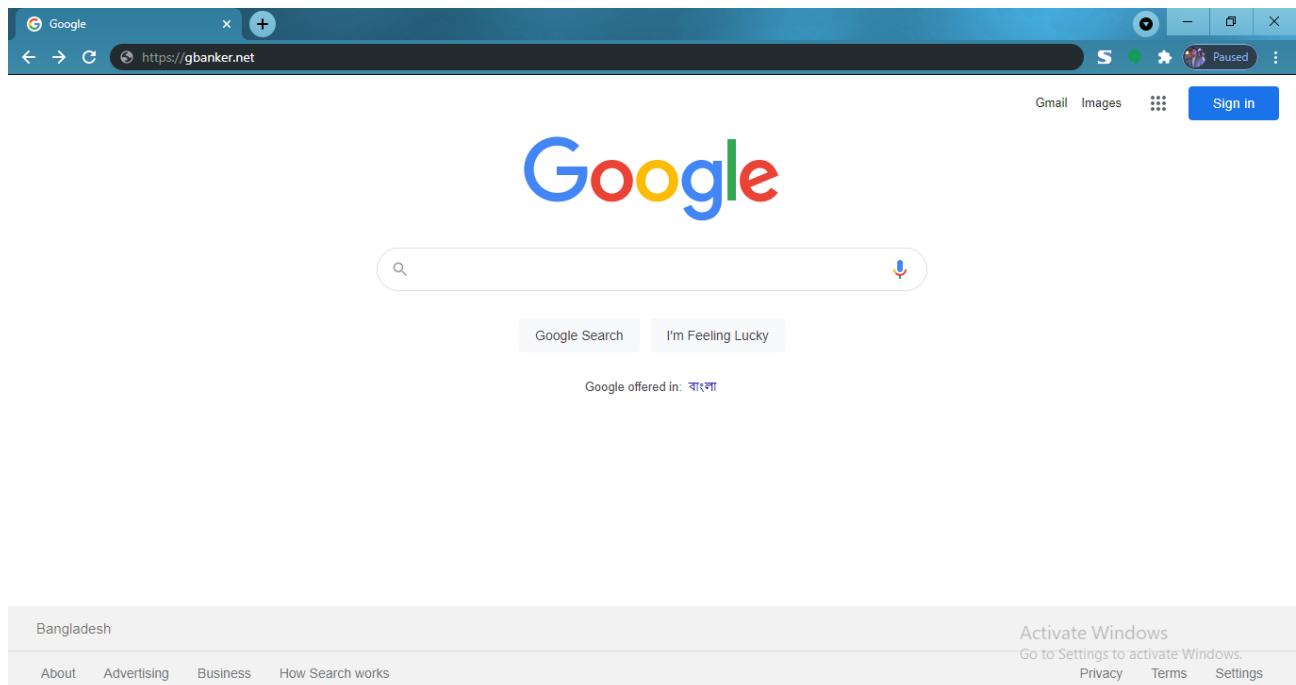


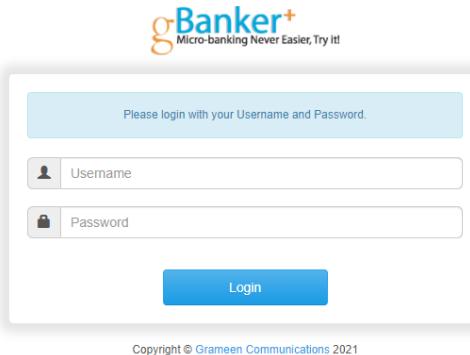
Fig 3.1A: gBanker⁺ in Web Browser

1. Browse <https://gbanker.net:8123/> from your web browser.

This will take you to following page.

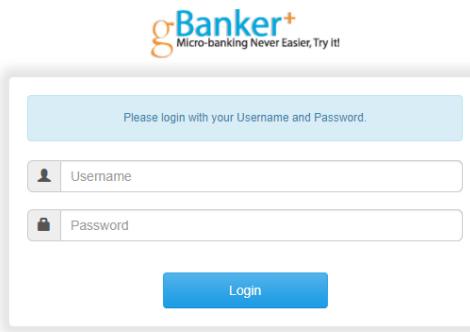


gBanker⁺ Login Page



The screenshot shows the gBanker+ login interface. At the top is the gBanker+ logo with the tagline "Micro-banking Never Easier, Try it!". Below the logo is a light blue header bar with the text "Please login with your Username and Password.". Underneath is a white form area containing two input fields: "Username" and "Password", each preceded by a small icon (a person for Username and a lock for Password). Below the inputs is a large blue "Login" button. At the bottom of the form is a small copyright notice: "Copyright © Grameen Communications 2021".

Fig 3.1B: gBanker⁺ Login Page



This screenshot is identical to Fig 3.1B, showing the gBanker+ login page with its logo, instructions, input fields, and "Login" button. The copyright notice at the bottom is also present.

Fig 3.1C: gBanker⁺ Login

Considering you already have the ‘username’ and ‘password’, go through the following steps to log into gBanker⁺ web applications.

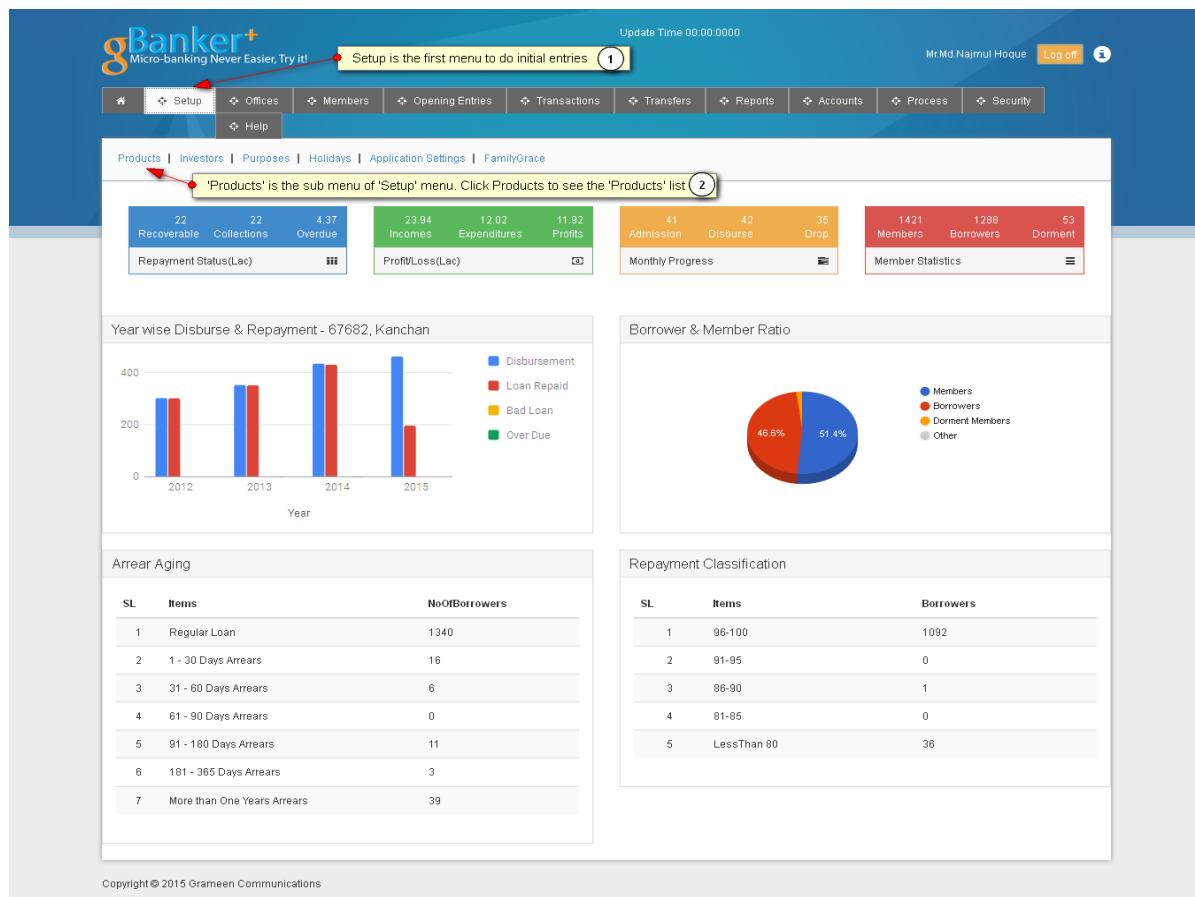
1. Type the ‘username’ you are provided with.
2. Type the ‘password’ you are provided with.
3. Click the ‘Log In’ button to proceed.

3.2 System Dashboard



3.3 System Menu

3.3.1 Setup



The screenshot shows the gBanker+ system interface. At the top, there's a navigation bar with various menu items like 'Setup', 'Offices', 'Members', etc. Below the navigation bar, a sub-menu for 'Setup' is displayed, with 'Products' being the selected item. The main content area contains several data tables and charts. One chart shows 'Year wise Disburse & Repayment' from 2012 to 2015. Another chart shows the 'Borrower & Member Ratio'. There are also tables for 'Arrear Aging' and 'Repayment Classification'.

SL	Items	NoOfBorrowers
1	Regular Loan	1340
2	1 - 30 Days Arrears	16
3	31 - 60 Days Arrears	6
4	61 - 90 Days Arrears	0
5	91 - 180 Days Arrears	11
6	181 - 365 Days Arrears	3
7	More than One Years Arrears	39

SL	Items	Borrowers
1	96-100	1092
2	91-95	0
3	86-90	1
4	81-85	0
5	LessThan 80	36

Fig 3.3.1A : Setup

1. Click 'Setup' from Top Menu, then the submenu bar appears.
2. Click 'Products' from submenu to see the product list.

3.3.1.1 Products

The screenshot shows the 'Product List' page of the gBanker+ application. At the top, there's a navigation bar with links like Setup, Offices, Members, etc. A yellow callout box (1) points to a search bar with placeholder text: 'By default all Products are shown here. You can choose filtering option from dropdown menu by down arrow symbol here (i.e. product code) and type the desired code in right side box and click 'Search' button to shortlist the products'. Another yellow callout box (2) points to a 'Click to add new Product' button. The main area is a table with columns: Product Code, Name, Interest Rate, Duration, Main ProductCode, Loan Inst., Interest Inst., Savings Inst., Min. Limit, Max. Limit, Int.Calc Method, Payment Frequency, Edit, and Delete. Each row represents a product entry. Red arrows point to specific actions: 'edit this Product' (3) and 'delete this Product' (4). Below the table, there are pagination controls (5) for selecting rows per page (10) and navigating between pages (6). A 'Product Info' button (7) is also present. Red arrows point to 'Go to Last Page' (7), 'Go to next page' (8), and 'Click to Print list' (9).

Product Code	Name	Interest Rate	Duration	Main ProductCode	Loan Inst.	Interest Inst.	Savings Inst.	Min. Limit	Max. Limit	Int.Calc Method	Payment Frequency	Edit	Delete
01.00	Jagoran-W	0	0	01.00	0.0222	0.0028	0	0	1000000	F	W		
01.01	Jagoran-W	13.1	45	01.00	0.0222	0.0028	0	0	1000000	F	W		
01.02	Jagoran-M1	14	12	01.00	0.0834	0.0116	0	0	1000000	F	M		
01.03	Jagoran1W	13.1	45	01.00	0.0222	0.0028	0	0	1000000	F	W		
01.04	Jagoran1M1	14	12	01.00	0.0834	0.0116	0	0	1000000	F	M		
01.05	Jagoran1M2	28	24	01.00	0.0415	0.0115	0	0	1000000	F	M		
02.00	IGA-W	0	0	02.00	0.0222	0.0028	0	0	1000000	F	W		
02.01	IGA-W	13.1	45	01.00	0.0222	0.0028	0	0	1000000	F	W		
02.02	IGALM1	14	12	02.00	0.0834	0.0116	0	0	1000000	F	M		
02.02	IGA-M2	28	24	02.00	0.0222	0.0028	0	0	1000000	F	W		

Copyright © 2015 Grameen Communications

Fig 3.3.1.1A: Product List

In the Product List page by default all the products that had been entered before are shown.

1. Filter the list by selecting options from dropdown list, i.e. product code. Enter the desired product code in the textbox in right and click 'search' button.
2. Click 'Add new' to add new product to the list.
3. Click to edit product information.
4. Click to delete the product from list.
5. You can select how many products you want to see per page from drop down list.
6. You can go to a specific page selecting from the drop down list.
7. $>>$ button takes you to the last page of the list.
8. $>$ button takes you to the next page of the list.
9. Click 'Product Info' button to view the report in PDF.

The screenshot shows the 'Product Create' page of the gBanker+ system. The page has a blue header with the gBanker+ logo and navigation links for Setup, Offices, Members, Opening Entries, Transactions, Transfers, Reports, Accounts, Process, Security, and Help. On the right, there are user details (Mr.Md.Najmul Hoque) and a Log off link. The main content area is titled 'Product Create' and contains a form with various input fields. The fields are numbered 1 through 21. The fields include:

- Product Code: Specific code for the Product (3)
- Product Name: Name of Product (4), Short Name of Product (5), Short Name in Bangla (6), Full Name in Bangla (7)
- Product Type: Select Loan / Savings (8)
- Interest Rate: Interest rate (9)
- Duration: Loan Duration (10)
- Main Product Code: Main code for the Product (11)
- Loan Installment: Rate of Loan per installment (12)
- Interest Installment: Rate of interest per installment (13)
- Savings Installment: Savings per installment (14)
- Min Limit: Minimum Loan limit (16)
- Max Limit: Maximum Loan limit (15)
- Payment Frequency: Select Weekly/Monthly (18)
- Insurance Item Code: Item code number (19)
- Insurance Item Rate: Item rate (20)

At the bottom left is a 'Save' button, and at the bottom center is a link 'Click here to Save the data (21)'.

Fig 3.3.1.1B: Product Create

1. This form is to create/add new product.
2. Click 'Back to List' to return to the previous 'Product List' page.
3. Enter a code for product.
4. Enter a name of product.
5. Enter a short name of product.
6. Enter short name in Bangla.
7. Enter full name in Bangla.
8. Select which type of product it is – Loan/Savings
9. Enter interest rate as per product description.
10. Enter loan duration in number of months.
11. Enter main code for product.
12. Enter main item name for product.
13. Enter rate of loan installment. Will be applicable if step 8 is selected as 'Loan'.
14. Enter rate of interest installment. Will be applicable if step 8 is selected as 'Loan'.
15. Enter amount saving installment. Will be applicable if step 8 is selected as 'Savings'.
16. Minimum limit for loan amount.
17. Maximum limit for loan amount.
18. Select method of interest calculation – Flat/Declined rate.
19. Select installment payment frequency – weekly/monthly.
20. Enter insurance item code number.
21. Enter insurance item rate.

22. Click 'Save' to save the data, else the data will not be saved and product info will not be added.

3.3.1.2 Investors

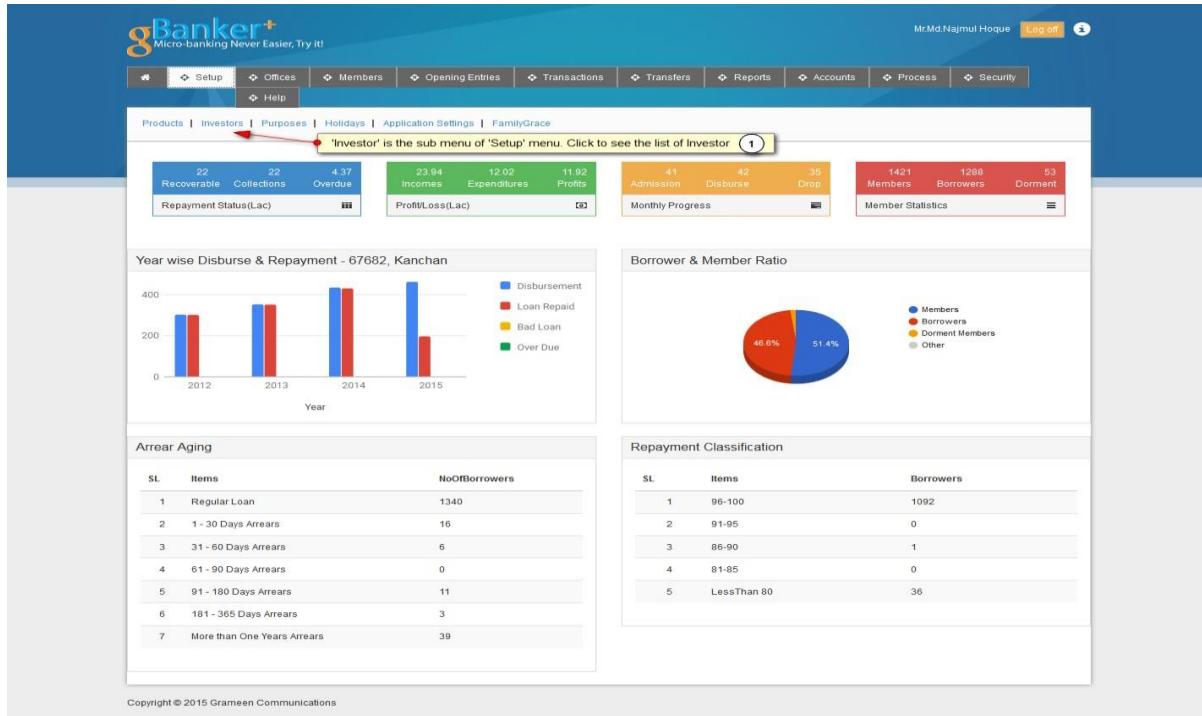


Fig 3.3.1.2A: Investors

1. Click 'Investors' to see the full list of investors.

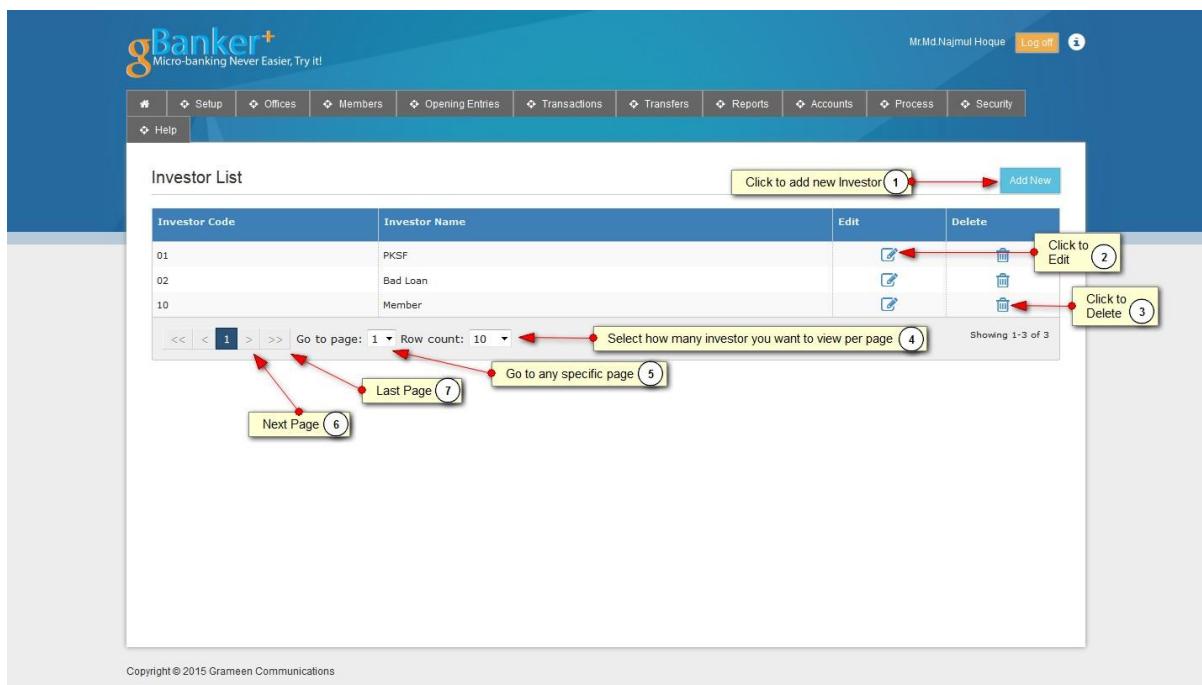
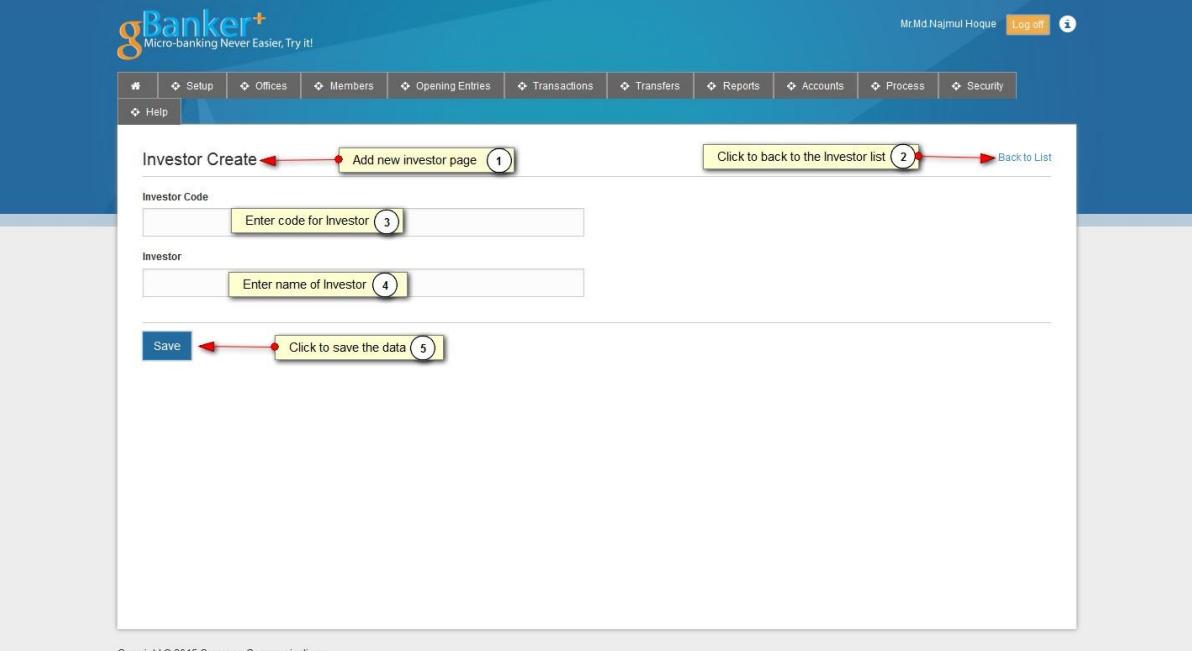


Fig 3.3.1.2B: Investor List

1. Click 'Add New' to add new investor to the list.
2. Click  to edit investor info of same row.
3. Click  to delete investor of same row.
4. Select number of investor you want to view per page.
5. Select to go to any specific page.
6. Click > to go to next page of the list.
7. Click >> to go to last page of the list.



The screenshot shows the 'Investor Create' page of the gBanker+ application. At the top, there's a navigation bar with links like 'Setup', 'Offices', 'Members', etc. Below the navigation is a form with two input fields: 'Investor Code' and 'Investor'. Each field has a placeholder text ('Enter code for Investor' and 'Enter name of Investor') and a circled number (3 and 4) indicating where to click. At the bottom left is a 'Save' button, and at the bottom right is another circled number (5) pointing to the 'Click to save the data' text. Navigation arrows point to 'Add new investor page' (1), 'Back to List' (2), and 'Click to back to the Investor list' (2).

Fig 3.3.1.2C: Investor Create

1. This page is to create/add new investor.
2. Click 'Back to List' to return to the 'Investor List' page.
3. Enter code for investor.
4. Enter name of investor.
5. Click 'Save' to store the data entered, else the data will be lost and investor will not be created/added to the list.

3.3.1.3 Purposes

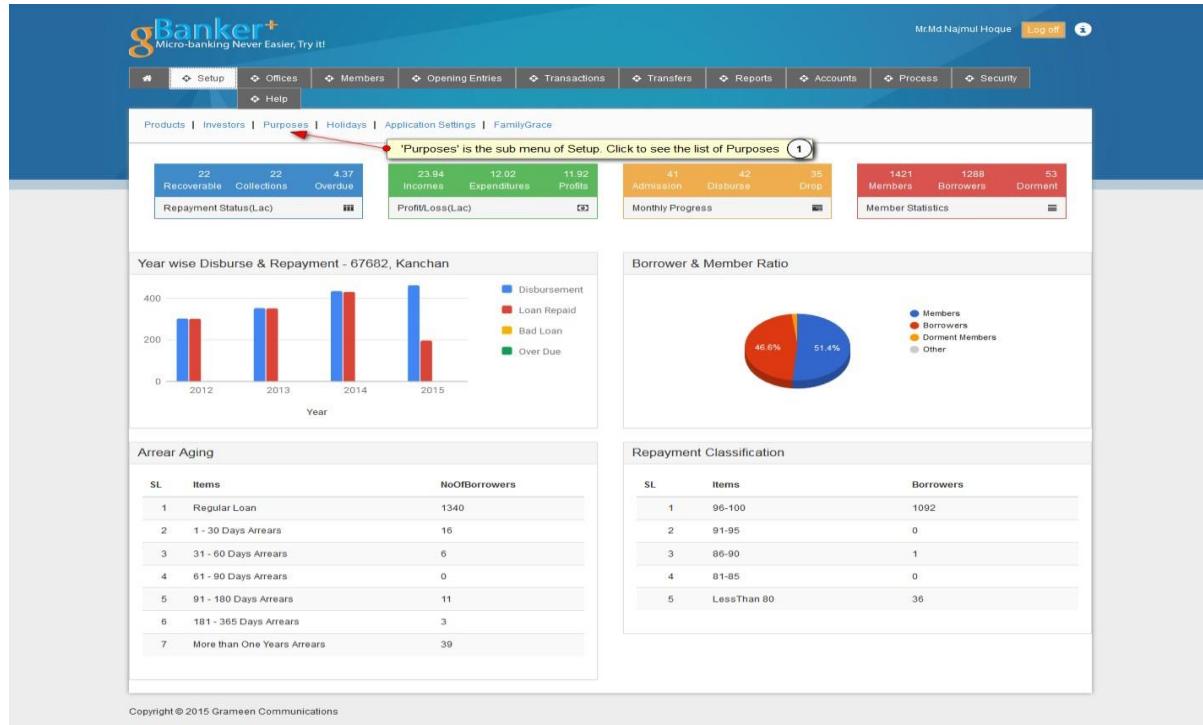
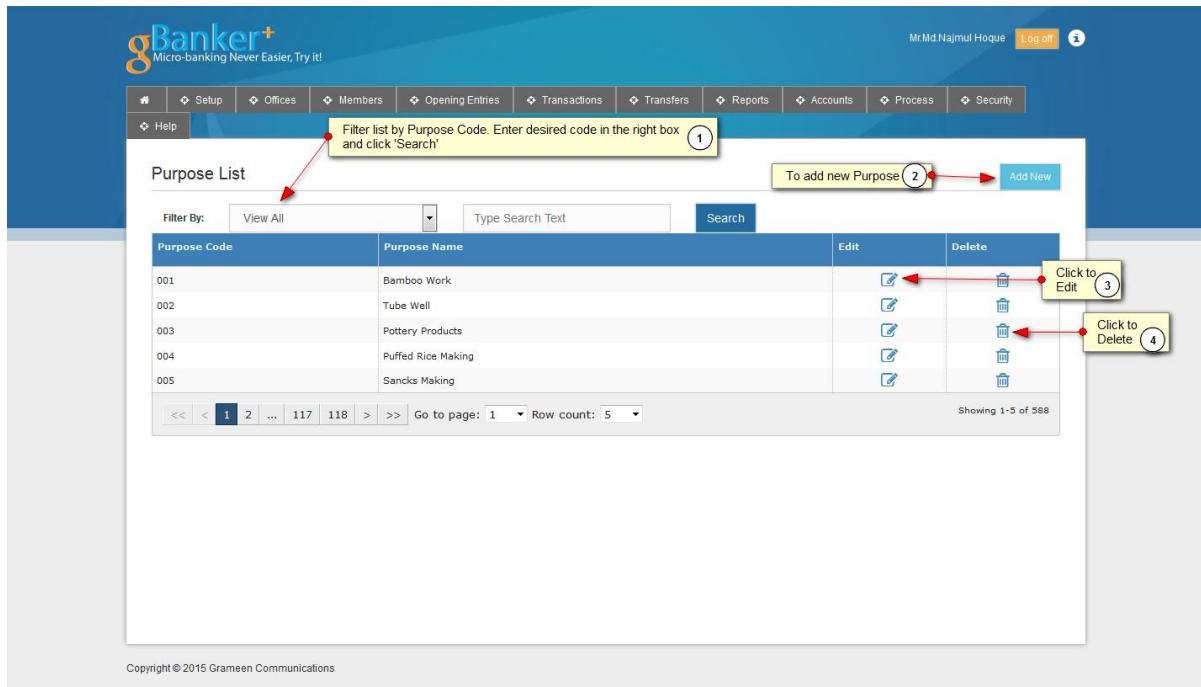


Fig 3.3.1.3A: Purposes

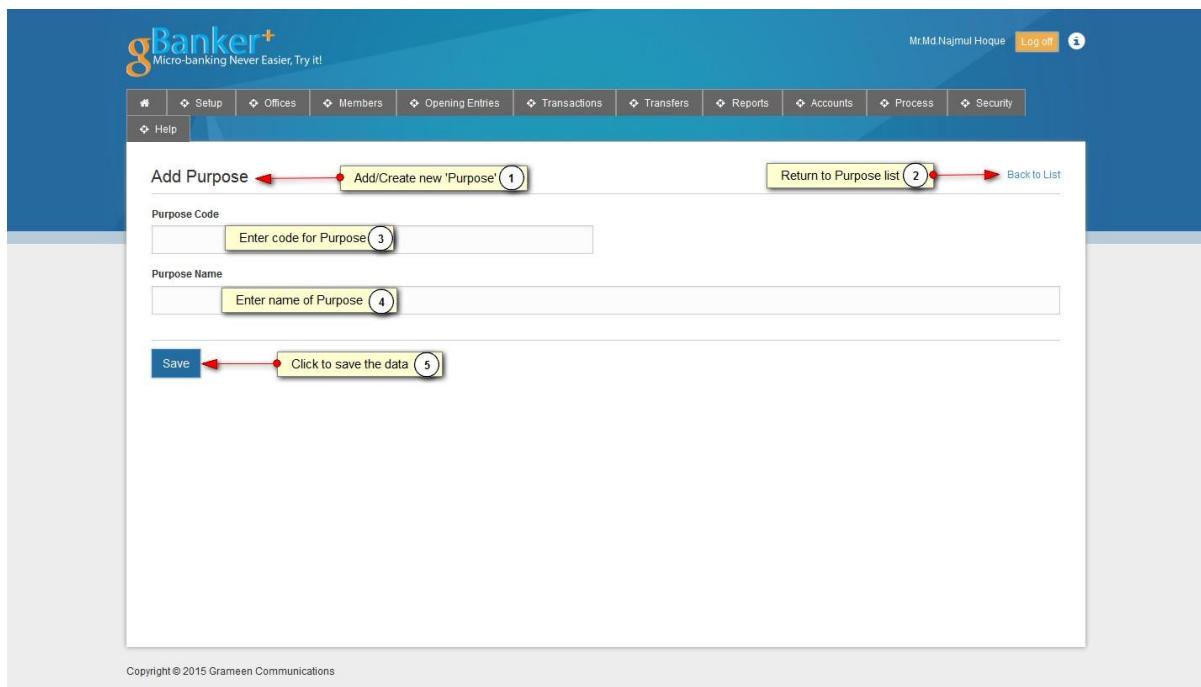
1. Click 'Purposes' to see the list of purposes.



Copyright © 2015 Grameen Communications

Fig 3.3.1.3B: Purpose List

1. Click 'Add New' to create/add to new purpose.
2. Filter the list by selecting purpose code from the drop down. Enter desired purpose code in the box right to the filter list and click 'Search'.
3. Click  to edit the purpose information of same row.
4. Click  to delete the purpose of same row.



Copyright © 2015 Grameen Communications

Fig 3.3.1.3C: Add Purpose

1. This page is to create/add new purpose.
2. Click 'Back to List' to return to 'Purpose List' page.
3. Enter a code for purpose.
4. Enter a name of purpose.
5. Click 'Save' to store all data entered, else data will be lost and purpose will not be added to the list.

3.3.1.4 Holidays

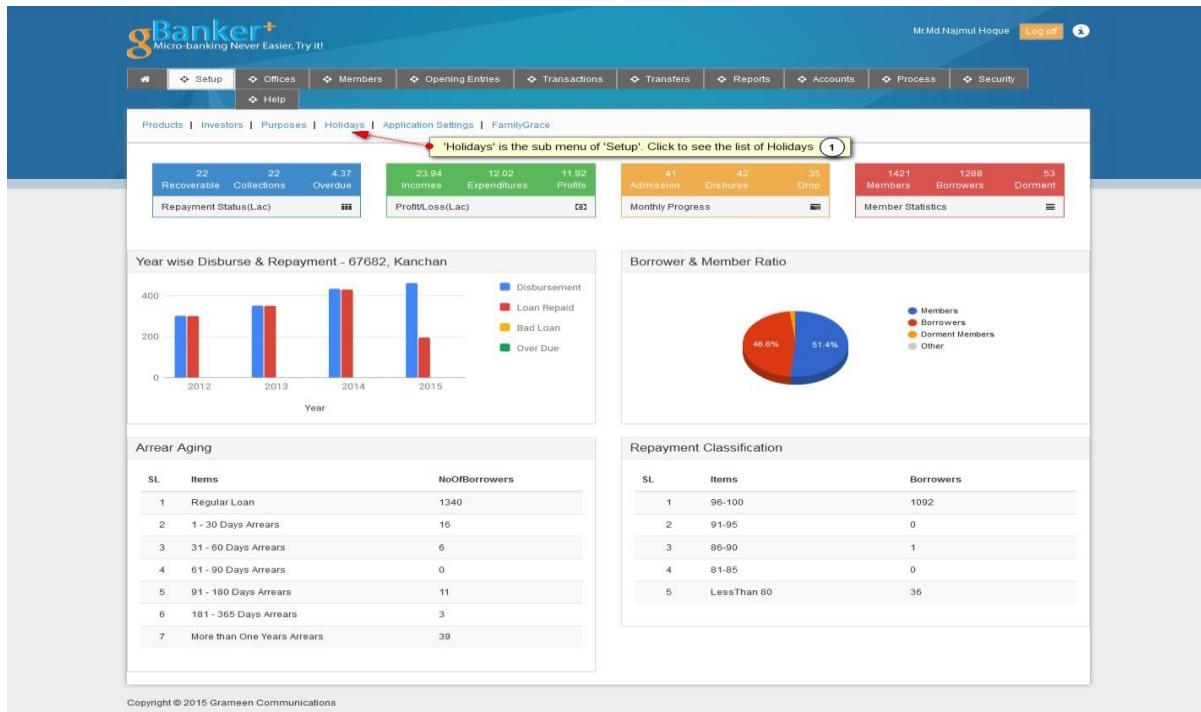


Fig 3.3.1.4A: Holidays

1. Click to see the full list of holidays.



gBanker⁺
Micro-banking Never Easier, Try it!

Mr Md. Najmul Hoque Log off

Setup Offices Members Opening Entries Transactions Transfers Reports Accounts Process Security Help

Holiday List

To add any Specific Holiday to the list [1](#)

[Specific Holiday](#) [Yearly Holiday](#) [Add Yearly Holiday 2](#)

Center	Date	Description	Type	Action
Kanakchapa	02-Jan-2015	Yearly	Weekly	Edit 1
Kanakchapa	03-Jan-2015	Yearly	Weekly	Edit 2
Kanakchapa	09-Jan-2015	Yearly	Weekly	Edit 3
Kanakchapa	10-Jan-2015	Yearly	Weekly	Edit 4
Kanakchapa	16-Jan-2015	Yearly	Weekly	Edit 5
Kanakchapa	17-Jan-2015	Yearly	Weekly	Edit 6
Kanakchapa	23-Jan-2015	Yearly	Weekly	Edit 7
Kanakchapa	24-Jan-2015	Yearly	Weekly	Edit 8
Kanakchapa	30-Jan-2015	Yearly	Weekly	Edit 9
Kanakchapa	31-Jan-2015	Yearly	Weekly	Edit 10
Kanakchapa	06-Feb-2015	Yearly	Weekly	Edit 11
Kanakchapa	07-Feb-2015	Yearly	Weekly	Edit 12
Kanakchapa	13-Feb-2015	Yearly	Weekly	Edit 13
Kanakchapa	14-Feb-2015	Yearly	Weekly	Edit 14
Kanakchapa	20-Feb-2015	Yearly	Weekly	Edit 15
Kanakchapa	21-Feb-2015	Yearly	Weekly	Edit 16
Kanakchapa	27-Feb-2015	Yearly	Weekly	Edit 17
Kanakchapa	28-Feb-2015	Yearly	Weekly	Edit 18
Kanakchapa	06-Mar-2015	Yearly	Weekly	Edit 19
Kanakchapa	07-Mar-2015	Yearly	Weekly	Edit 20

<< < [1](#) > >> Go to page: 1 Row count: 20 Showing 1-20 of 9464

Click to Edit 3

Fig 3.3.1.4B: Holiday List

1. Click 'Specific Holiday' to add any specific holiday information to list.
 2. Click 'Yearly Holiday' to add yearly holidays to list.
 3. Click  to edit the holiday information of same row.

gBanker⁺ Micro-banking Never Easier, Try it!

Mr Md. Najmul Hoque [Log off](#) [Help](#)

- [Home](#)
- [Setup](#)
- [Offices](#)
- [Members](#)
- [Opening Entries](#)
- [Transactions](#)
- [Transfers](#)
- [Reports](#)
- [Accounts](#)
- [Process](#)
- [Security](#)
- [Help](#)

Specific Holiday Create

[Return to Holiday List](#) 1 [Back to List](#)

Samity
 Please Select Select Center from Dropdown list 2

Holiday Type
 Govt. Holiday Select type of Holiday from the list 3

Business Date
Pick the date of Holiday from Calendar 4

Description
Enter Description for Holiday 5

Save 6 Click to Save the data

Fig 3.3.1.4C: Specific Holiday Create

1. Click 'Back to List' to return to list of all holidays.
2. Select center from dropdown list.
Note: This list will be populated if only any center has been created/added from [Offices-> Centers](#) menu.
3. Select type of holiday from list, i.e. Govt. holiday/official/weekly.
4. Click the textbox, a calendar will appear. Select/pick the date of holiday from calendar.
5. Enter description of holiday, may include reason/purpose/details of holiday.
6. Click 'Save' to store the data. Else data will be lost.

Yearly Holiday Create

Days Friday Pick the weekly holiday from the list (2)

Description enter description for the holiday (3)

Year Enter for which year this holiday is validated (4)

Save Click to Save data (5)

Fig 3.3.1.4D: Yearly Holiday Create

1. Click 'Back to List' to return to holiday list.
2. Pick the day applicable for your office from the list.
3. Enter the description if any.
4. Enter the Year i.e. 2015/2016 for which this holiday will be applicable.
5. Click 'Save' to store the data.

3.3.1.5 Application Settings

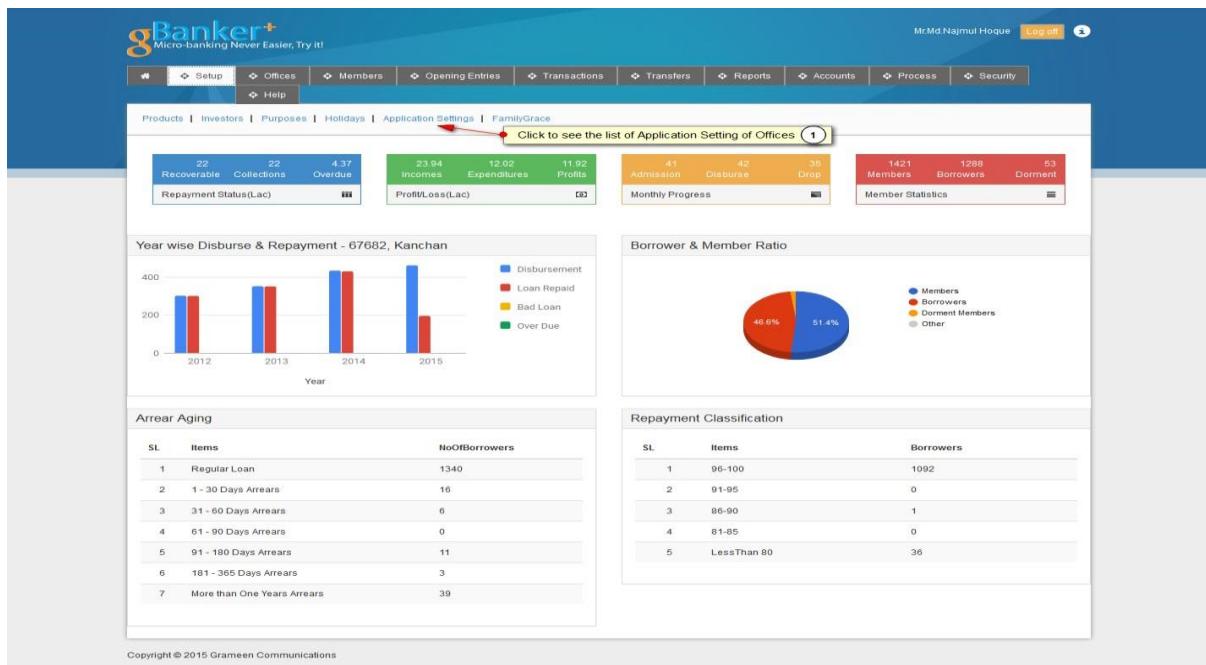


Fig 3.3.1.5A: Application Settings

1. Click 'Application Settings' to see list of settings for different offices.

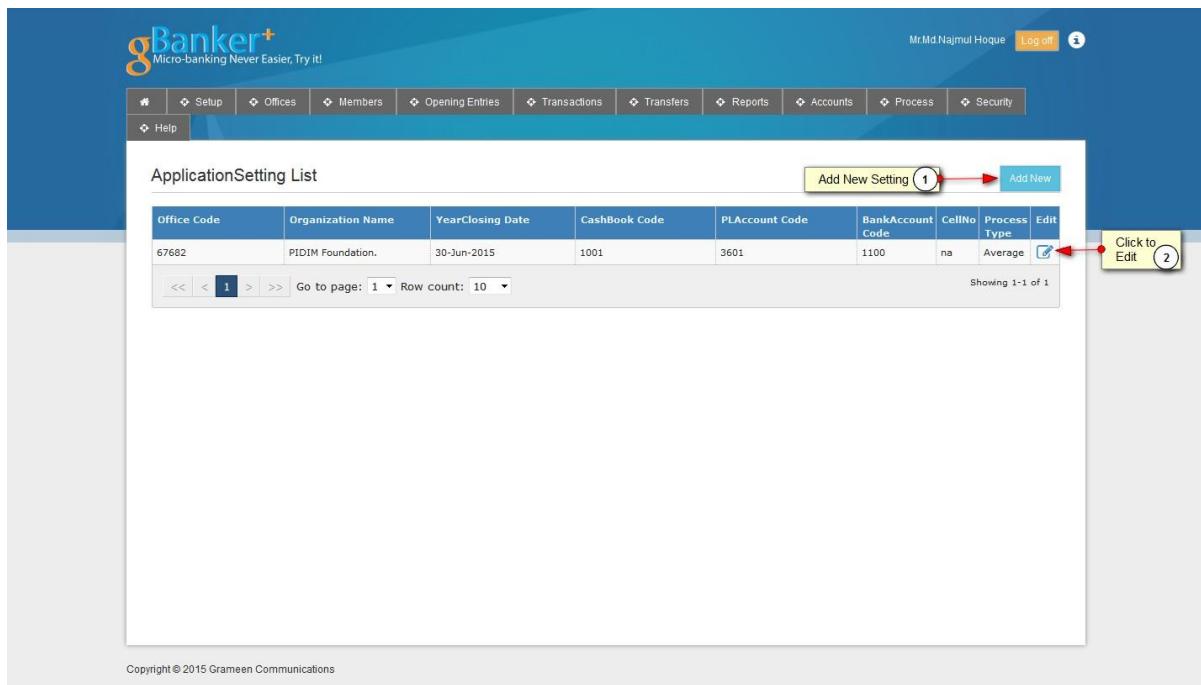
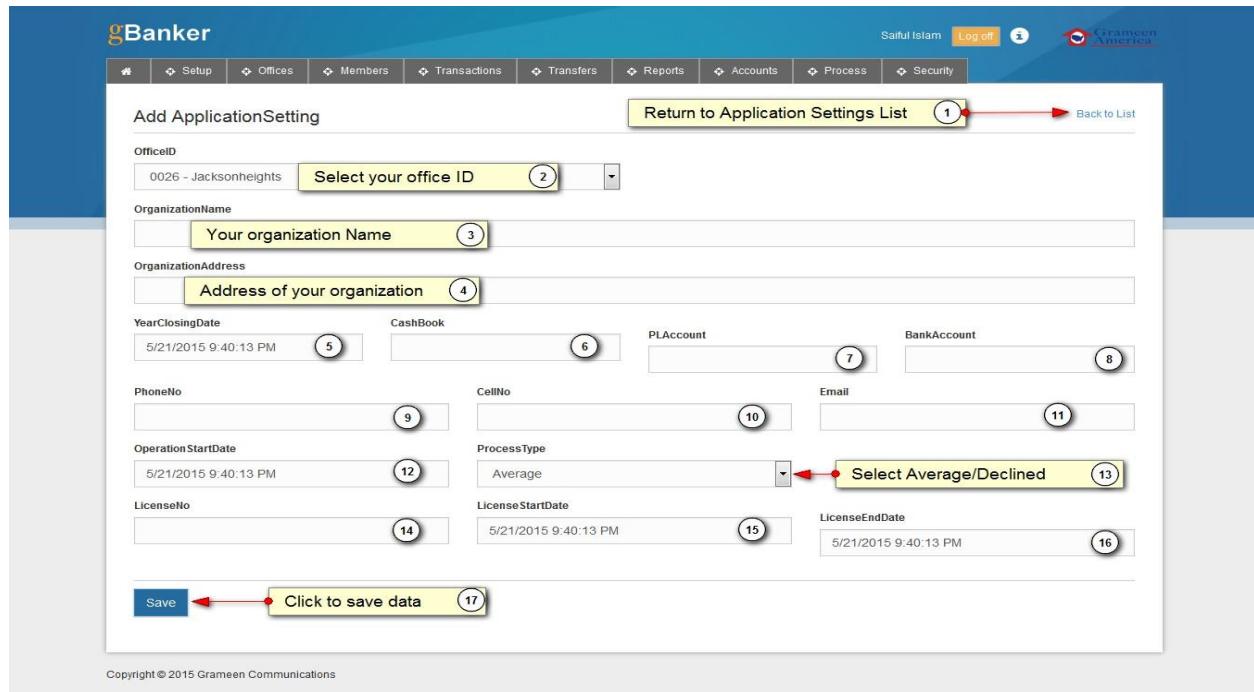


Fig 3.3.1.5B: Application Setting List

1. Click 'Add New' to add/create new settings for offices.
 2. Click  to edit the settings of same row.



Copyright © 2015 Grameen Communications

Fig 3.3.1.5C: Add Application Setting

1. Click 'Back to List' to return to Application Settings list.
2. Select your office id from drop down list.
Note: Your office will be in the list if only it is added before from [Offices-> Offices-> Add New](#) menu.
3. Enter name of your organization.
4. Enter the address of your organization.
5. Enter the Year closing day applicable to your office. The date and month would be same of the previous year closing.
6. Enter code for cashbook that is found in [Accounts->Chart of Accounts](#) list.
7. Enter code for Profit and Loss Account that is found in [Accounts->Chart of Accounts](#) list.
8. Enter code for Bank Account that is found in [Accounts->Chart of Accounts](#) list.
9. Enter contact phone number of office.
10. Enter contact mobile/cell no of your office.
11. Enter official email address.
12. Enter operation start day of this office.
13. Enter process type applicable for this office- Average/declined.
14. Enter the license no associated with your office.
15. Enter license start date – same as date of issue.
16. Enter license end date – same as expiry date.
17. Click 'Save' to store all the data entered.

3.3.1.6 Family Grace

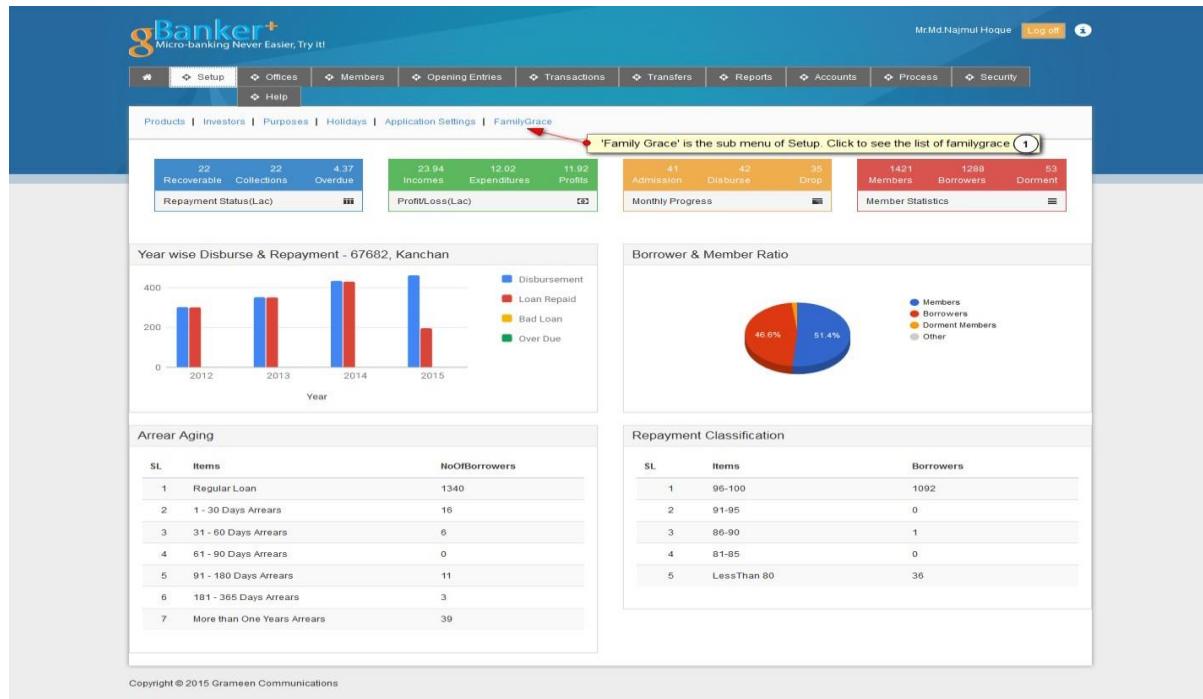


Fig 3.3.1.6A: Family Grace

1. Click to see the list of Family Grace Members.

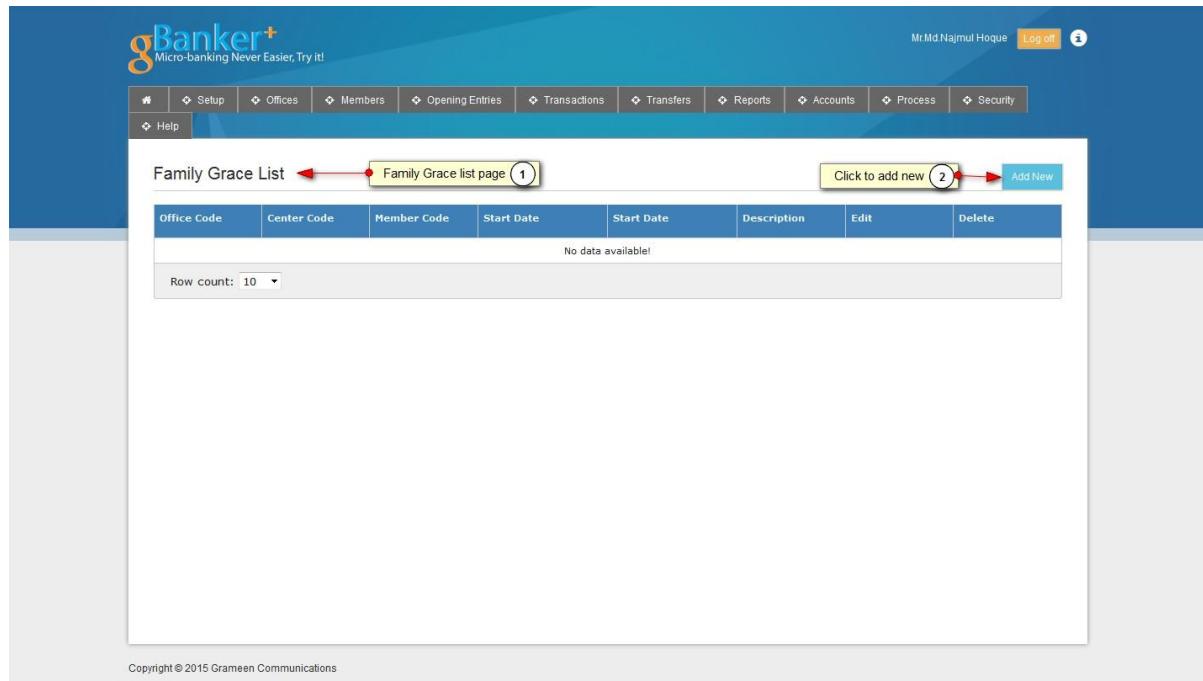
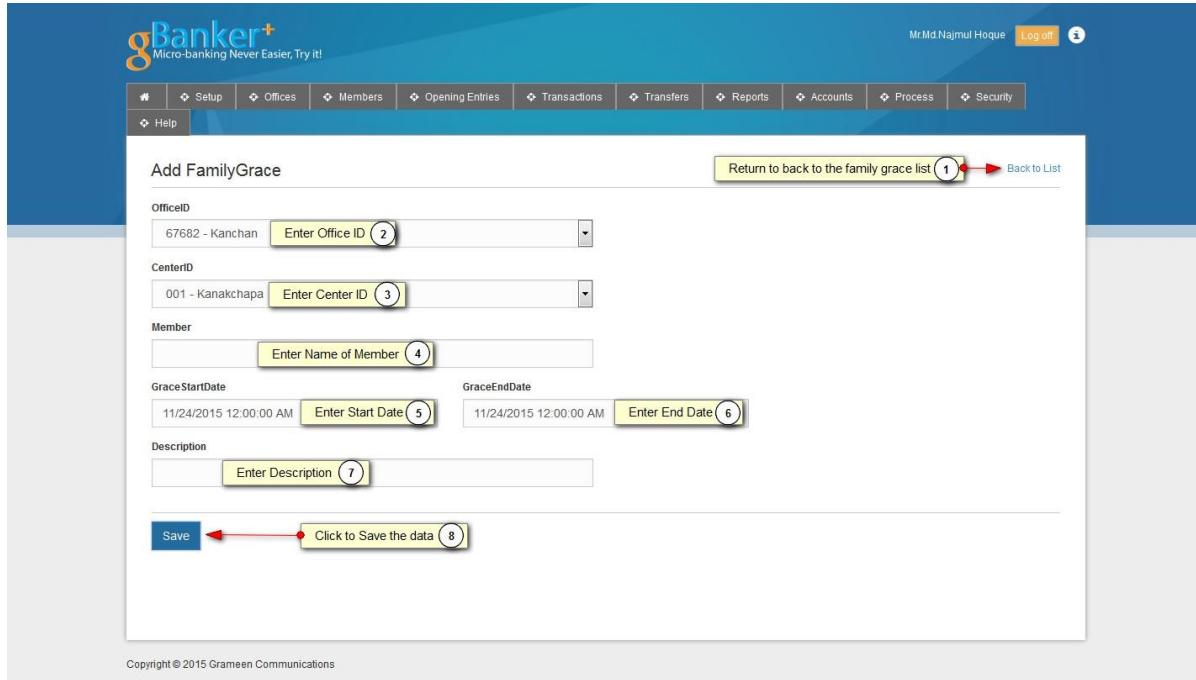


Fig 3.3.1.6B: Family Grace List



1. Family Grace list Page.
2. Click to add new member for family grace.



OfficeID
67682 - Kanchan

CenterID
001 - Kanakchapa

Member

GraceStartDate
11/24/2015 12:00:00 AM

GraceEndDate
11/24/2015 12:00:00 AM

Description

Fig 3.3.1.6B: Add new Family Grace to the List

1. Return to family grace list
2. Enter office ID
3. Enter Center ID
4. Enter name of the selected Member
5. Enter the start date for grace period
6. Enter the end date for grace period
7. Enter description about the grace
8. Click to save the data.



3.3.2 Offices

3.3.2.1 Offices

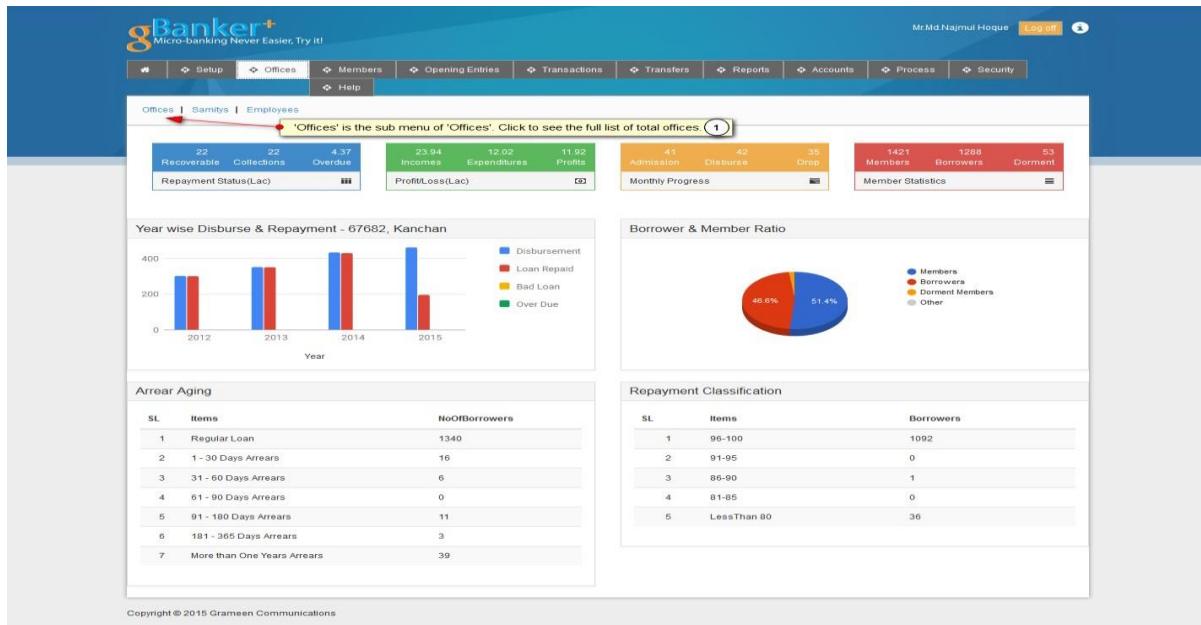


Fig 3.3.2.1A: Offices

1. Click 'Offices' to see the list of total offices.

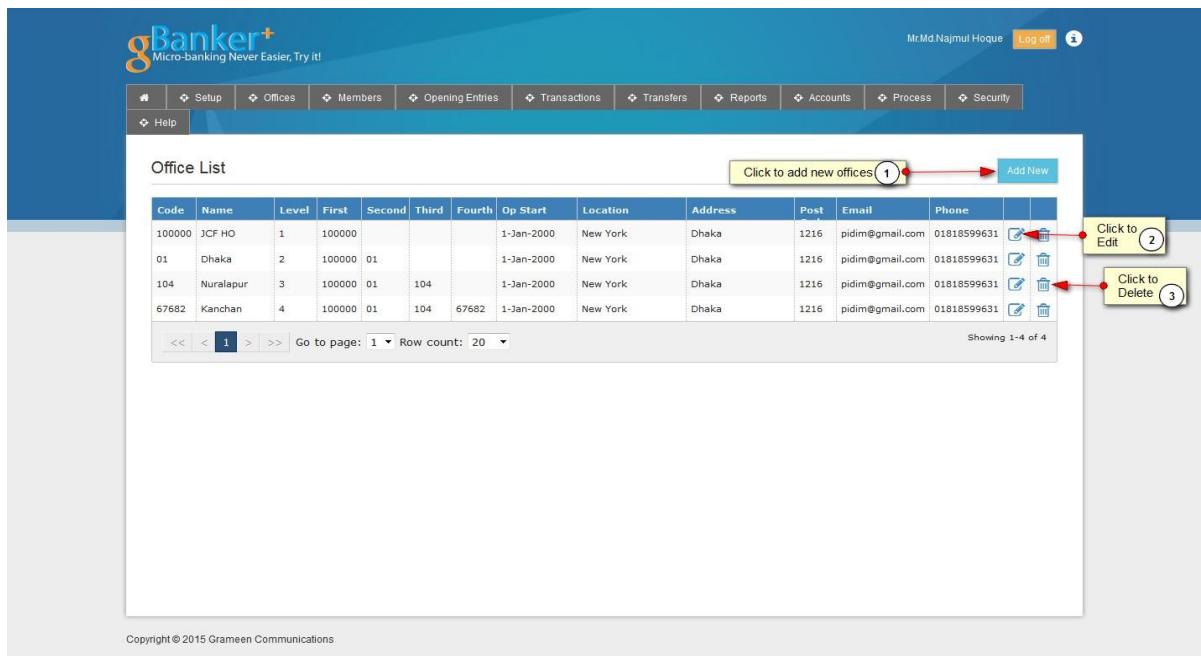
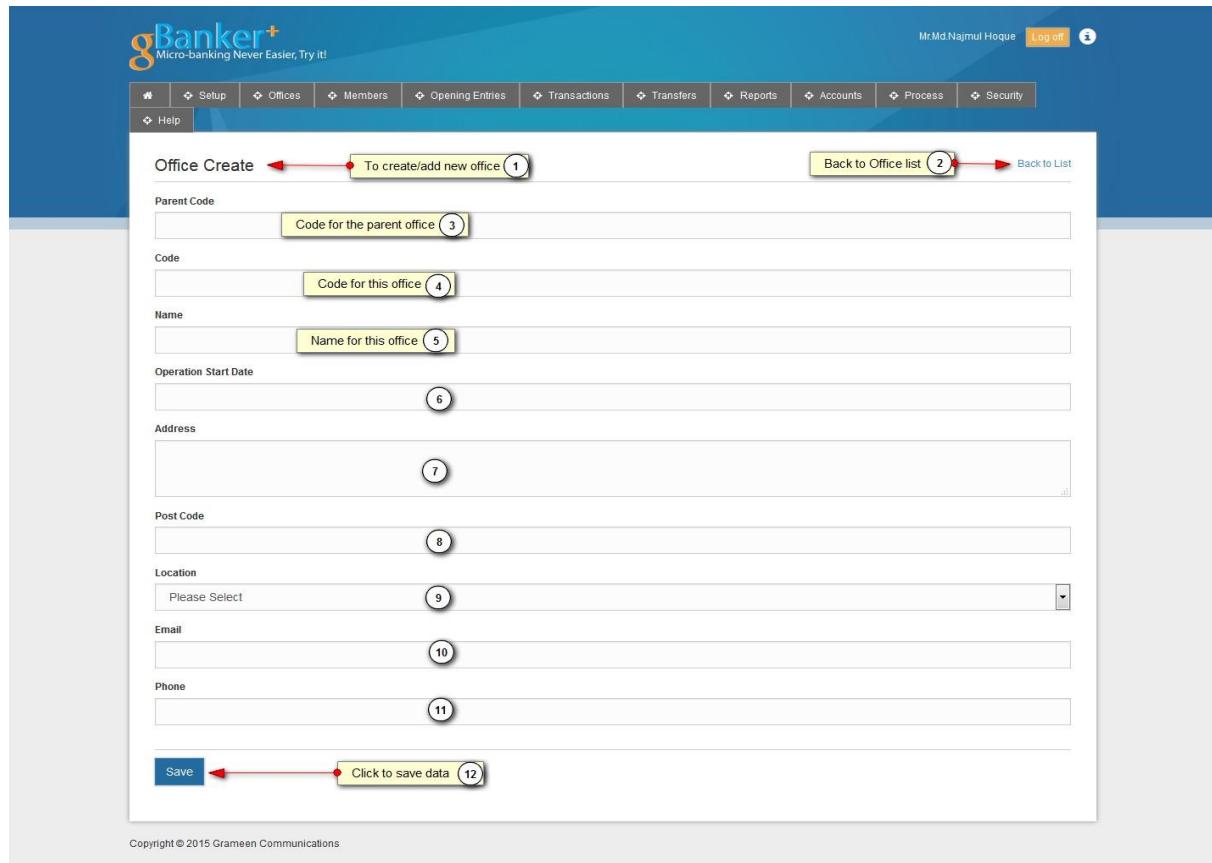


Fig 3.3.2.1B: Offices

1. Click 'Add New' to create/add new office.
2. Click to edit office information of same row.
3. Click to delete office of same row from the list.



Copyright © 2015 Grameen Communications

Fig 3.3.2.1C: Office Create

1. This page is to create/add new office.
2. Click 'Back to List' to return to the list of office.
3. Enter the code of the parent office to this new office.
4. Enter code decided for this office.
5. Enter name for this office.
6. Enter the date of starting office operation.
7. Enter address of this office.
8. Enter post code of this office.
9. Select the location this office is situated from drop down list.
10. Enter contact email address.
11. Enter contact phone no.
12. Click 'Save' to store/save all data.



3.3.2.2 Samity

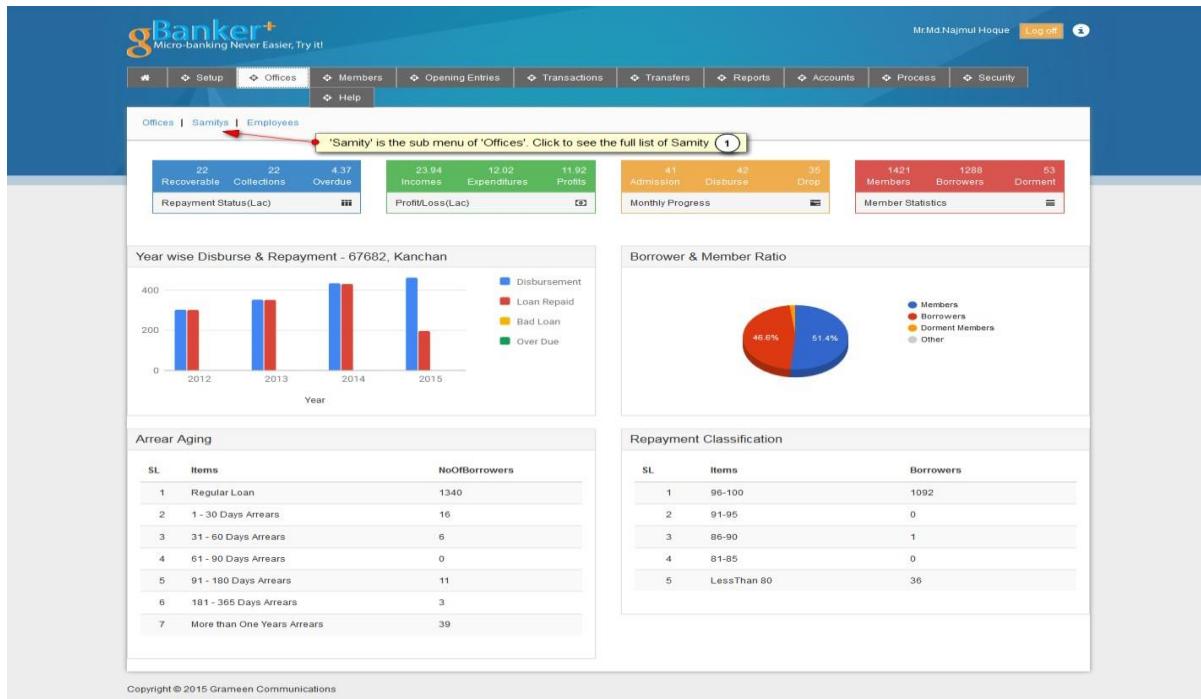
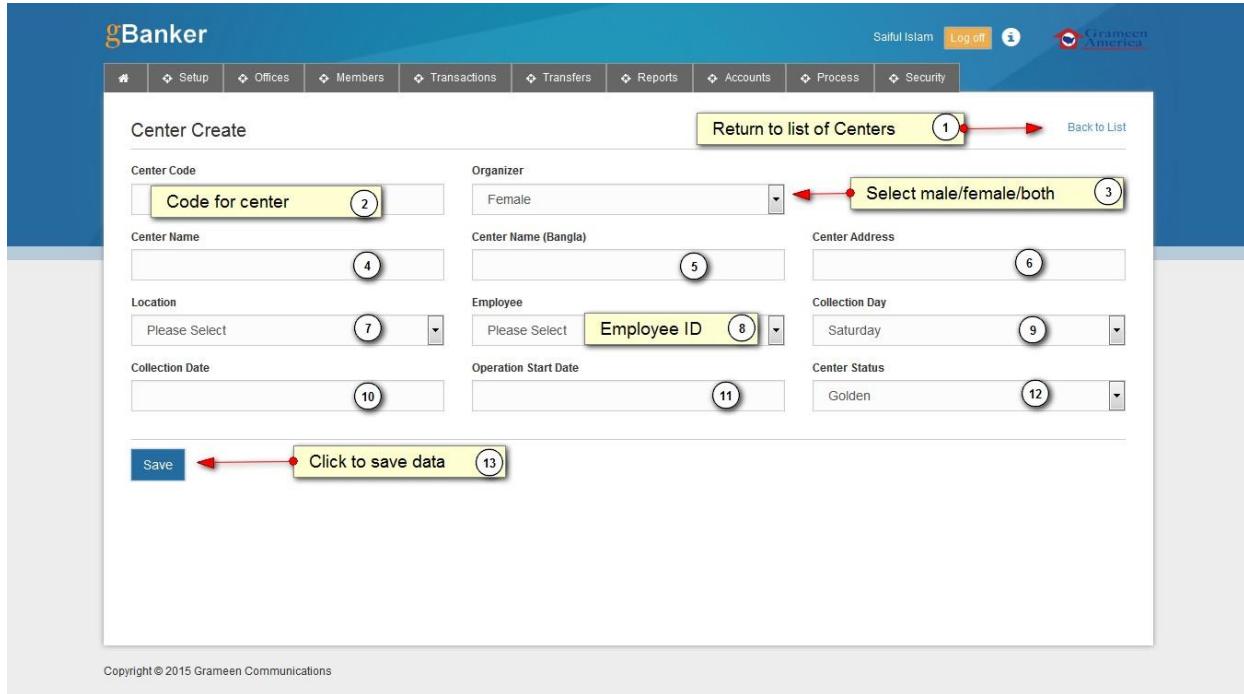


Fig 3.3.2.2A: Samity

1. Click 'Samity' to see the full list of Samity.

Fig 3.3.2.2B: Samity List

1. Click 'Add New' to add/create new samity.
2. Select the Employee ID & Collection day from drop down list and click search to filter data.
3. Click to  edit the samity of same row.
4. Click to  delete samity of same row.



Copyright © 2015 Grameen Communications

Fig 3.3.2.2C: Center Create

1. Click 'Back to List' to return to list of centers.
2. Enter code for the new center.
3. Select what type of member included in the center- Male/female/both.
4. Enter name of center.
5. Enter name in Bangla.
6. Enter address of the center.
7. Select the location the center situated in.
8. Select employee id/name from the list. This is the employee who will directly/indirectly supervise the center operation.
Note: Employee should be added to the [Offices->Employees->Add New](#) menu before, so that it can be populated in the list.
9. Select the weekly collection day applicable for the center.
10. Pick date of collection from the calendar.
11. Pick center opening date.
12. Select center status- Golden/silver/copper. These are the status of efficiency and performance respectively.
13. Click 'Save' to store all the information.

3.3.2.3 Employees

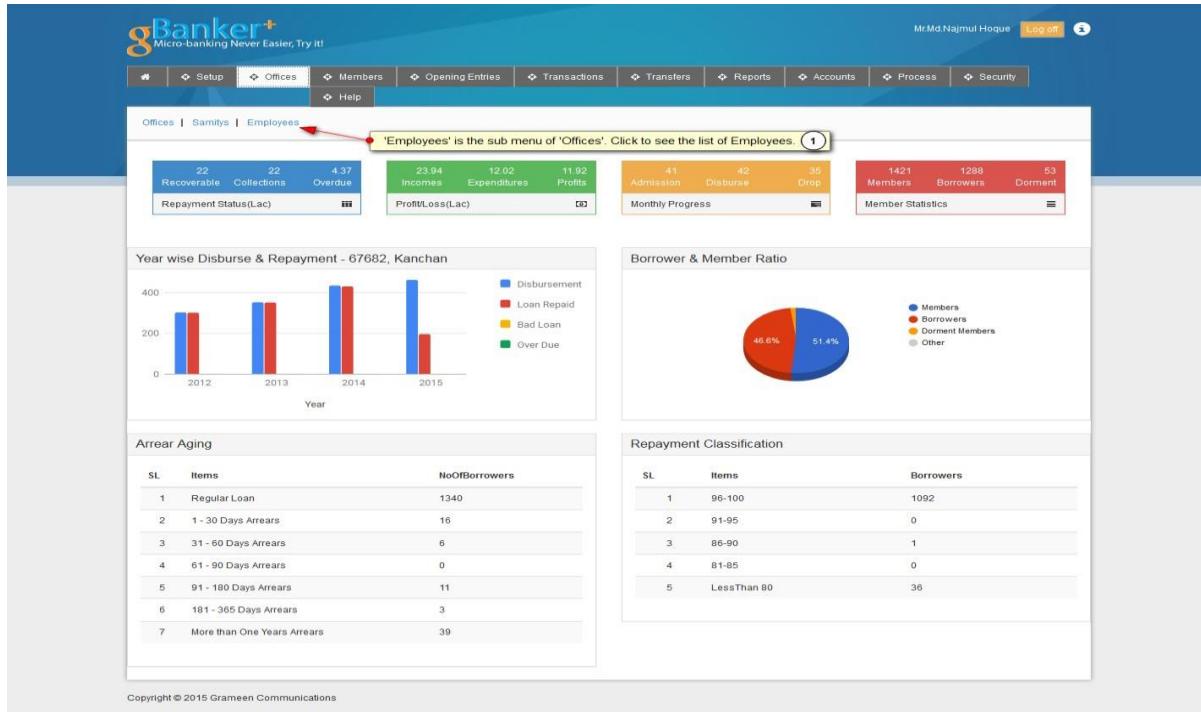


Fig 3.3.2.3A: Employees

1. Click 'Employees' to see the list of the employees.

The screenshot shows the 'Employee List' page. The table contains the following data:

Employee Code	Employee Name	Guardian Name	Emp Address	Phone No	Email	Gender	Birth Date	Designation	Joining Date	Employee Status	Edit	Delete
1014	Mr.Md.Najmul Hoque	Md.Habibur Rahman	Kishor Gonj	01719082378	staff@gmail.com	Male	01-09-1978	Acct	11-10-2009	1		
1031	Mr.Anil Chandra	Gourgang Chandra	Vill. Raypur,Post Kandua P/S Natrokona	01833101719	staff@gmail.com	Male	23-05-1980	C O	24-01-2015	1		
1333	Md.Shabiquul Islam	Md.Abdul Gapur	Vill-Kadla,Ps-kachura,Chandpur.	01711272810	staff@gmail.com	Male	01-05-1977	Bm.	08-12-2012	1		
1361	Md.RIAD HOSSEN	Md.Abdus Samad	Vill-Tararvita,po-Chhantia bazar,JAMALPUR.	01742608573	staff@gmail.com	Male	24-07-1986	Co	12-05-2013	1		
1527	Md.Iskal Miah	Omar Faruque	Vill-Bhongartak,PO-Chaitanypur,PS-Shibpur,Narsingdi.	01980225949	staff@gmail.com	Male	01-02-1996	CO	07-04-2015	1		
1549	Zihad hosen	**	Bogura	01762844438	staff@gmail.com		15-11-1995	Co	16-08-2015	0		
254	Md.ENAMUL HAQUE	Md.Yasin Mondol	Vill:Gonganadalia P.S.Pangsha, RAJBARI.		staff@gmail.com	Male	24-02-1994	Co	13-05-2013	1		
460	Mr.Mahbubur Rahman	C/Oabdur Gaffer Mullah	Vill: Boyra College Boundry Roard Khulna	01728527382	staff@gmail.com	Male	03-03-1982	C O	12-05-2007	1		

Page navigation: << < 1 > >>. Go to page: 1 Row count: 10. Showing 1-8 of 8.

Fig 3.3.2.3B: Employee List

1. Click 'Add New' to add/create new employee.
2. Edit the employee info of same row.
3. Delete the employee of same row.

Copyright © 2015 Grameen Communications

Fig 3.3.2.3C: Add Employee

1. Click 'Back to List' to return to employee list.
2. Select employee's office id from drop down.
Note: Before this the office should be created from [Offices->Offices->Add New](#) menu.
3. Enter code for employee.
4. Enter name of the employee.
5. Enter name of the employee in Bangla.
6. Enter employee's designated position in the job.
7. Enter employee's guardian name.
8. Enter local address of employee.
9. Enter contact phone no of employee.
10. Enter employee's email address.
11. Select gender of employee from drop down.
12. Select employee's date of birth.
13. Select employee's date of joining.



14. Enter employee status – active/inactive.

Active for regular working employees and inactive for previous employees who are released from this office.

15. Enter release date of the employee, will be only applicable if employee status is inactive.

16. Click 'Save' to store the data.

3.3.3 Members

3.3.3.1 Member Groups

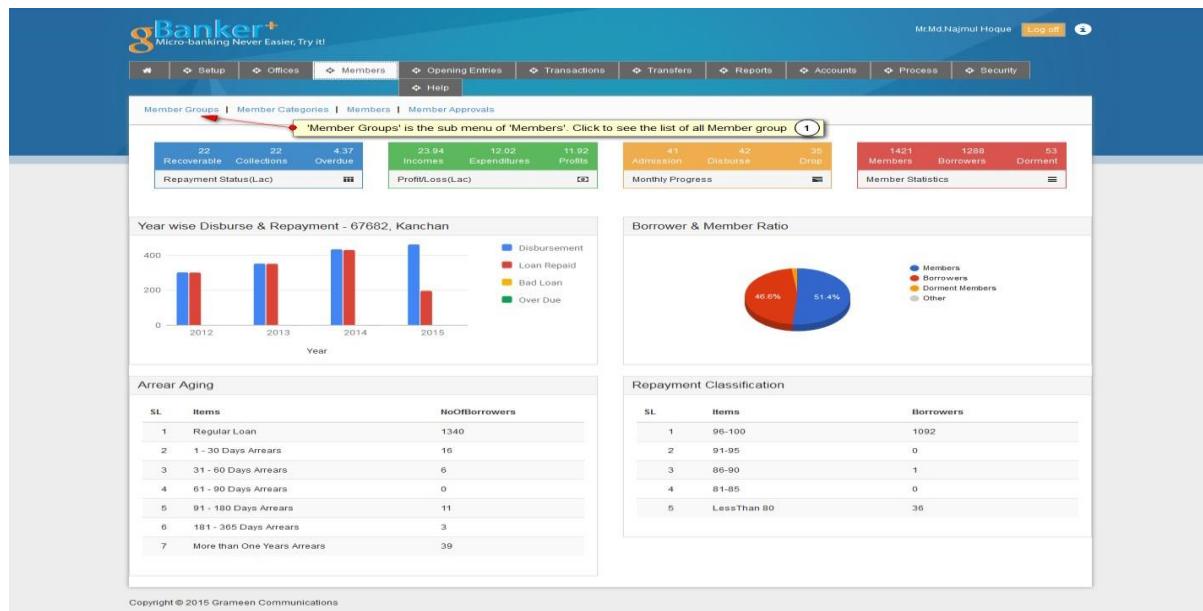
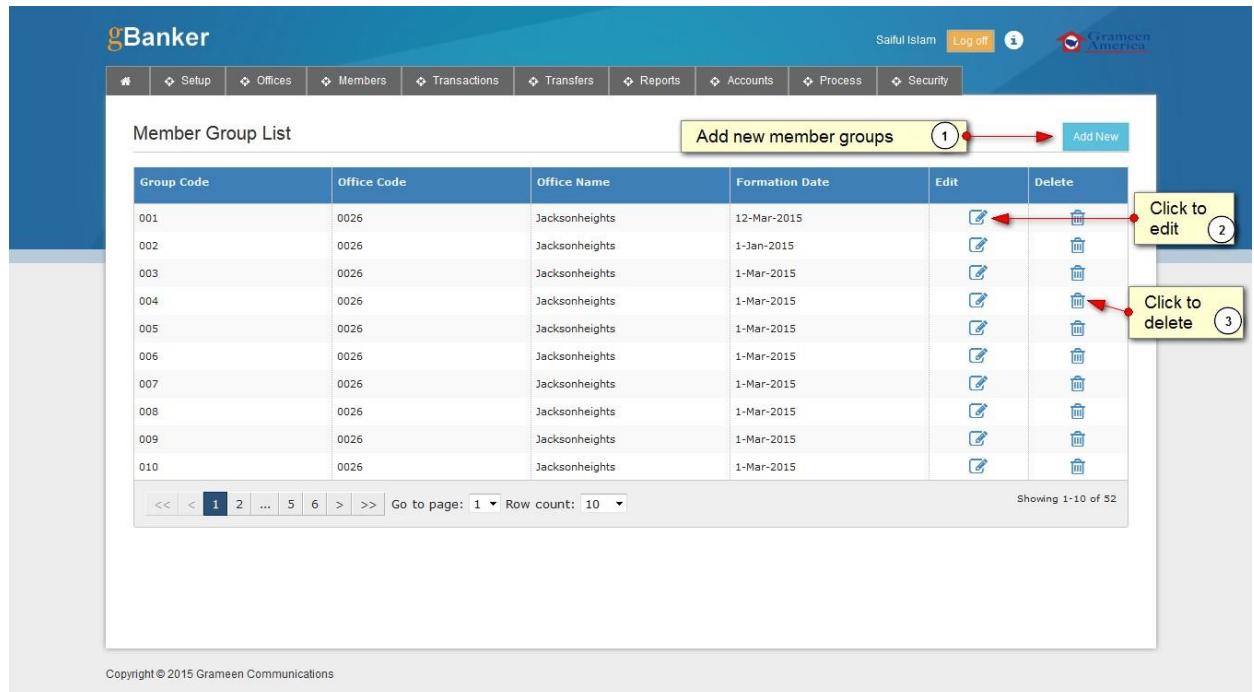


Fig 3.3.3.1A: Member Groups

1. Click 'Member Groups' to see the list of all groups of member.



Member Group List

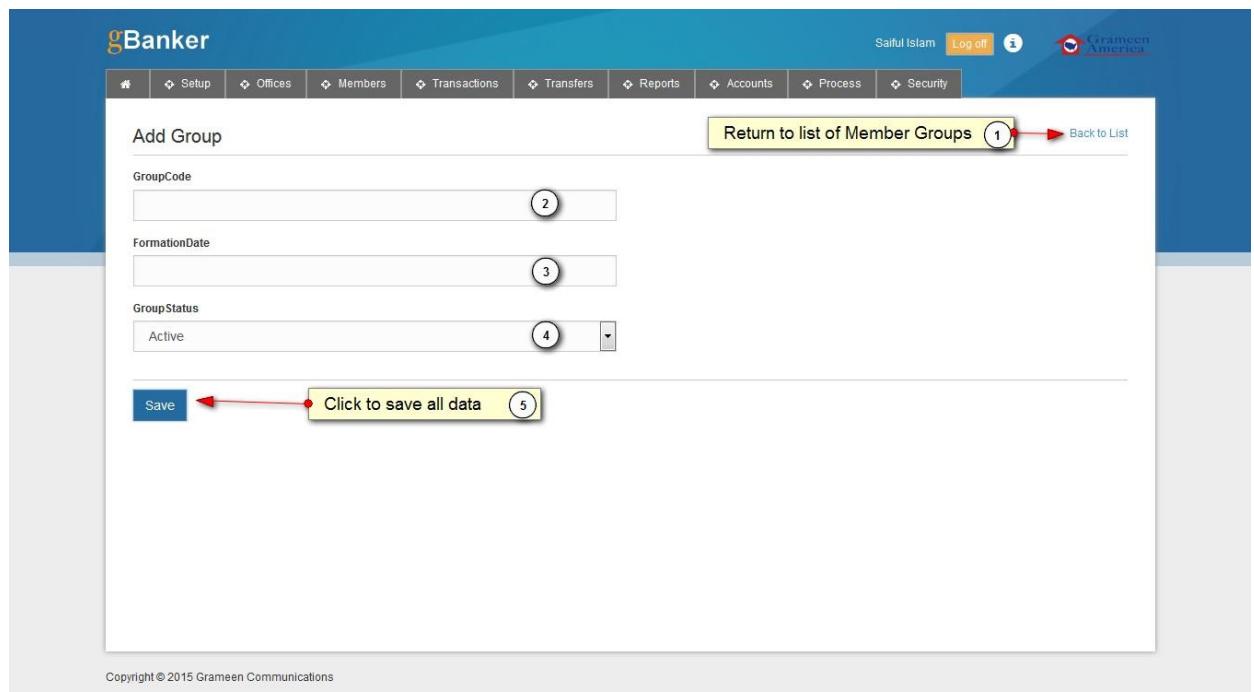
Group Code	Office Code	Office Name	Formation Date	Edit	Delete
001	0026	Jacksonheights	12-Mar-2015		
002	0026	Jacksonheights	1-Jan-2015		
003	0026	Jacksonheights	1-Mar-2015		
004	0026	Jacksonheights	1-Mar-2015		
005	0026	Jacksonheights	1-Mar-2015		
006	0026	Jacksonheights	1-Mar-2015		
007	0026	Jacksonheights	1-Mar-2015		
008	0026	Jacksonheights	1-Mar-2015		
009	0026	Jacksonheights	1-Mar-2015		
010	0026	Jacksonheights	1-Mar-2015		

<< | < 1 | 2 | ... | 5 | 6 | > | >> | Go to page: 1 | Row count: 10 | Showing 1-10 of 52

Copyright © 2015 Grameen Communications

Fig 3.3.3.1B: Member Group List

1. Click ‘Add New’ to add new group of member to the list.
2. Edit the group information of same row.
3. Delete group of same row.



Add Group

GroupCode 2

FormationDate 3

GroupStatus 4

Save 5

Return to list of Member Groups 1

Back to List

Copyright © 2015 Grameen Communications

Fig 3.3.3.1C: Add Member Group

1. Click 'Back to List' to return to list of member groups.
2. Enter a code for the new group.
3. Pick the date of group formation.
4. Enter group status active/inactive.
5. Click 'Save' to store all entered data. Otherwise data will be lost and group will not be created.



3.3.3.2 Member Categories

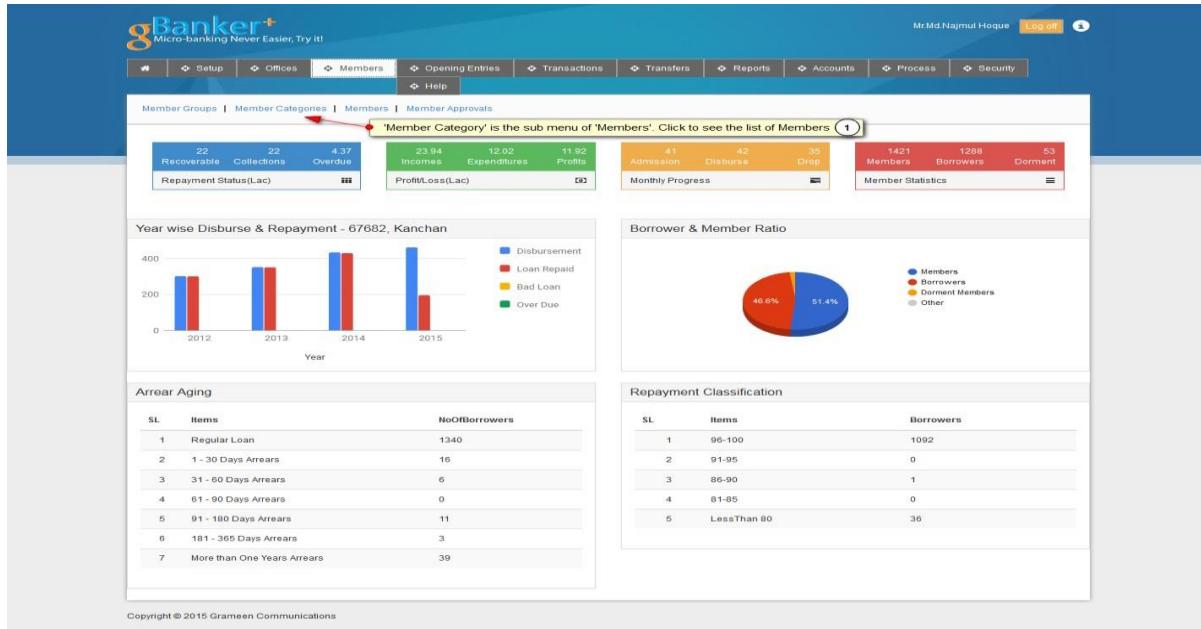


Fig 3.3.3.2A: Member Categories

1. Click ‘Member Categories’ to see the list of all member categories.

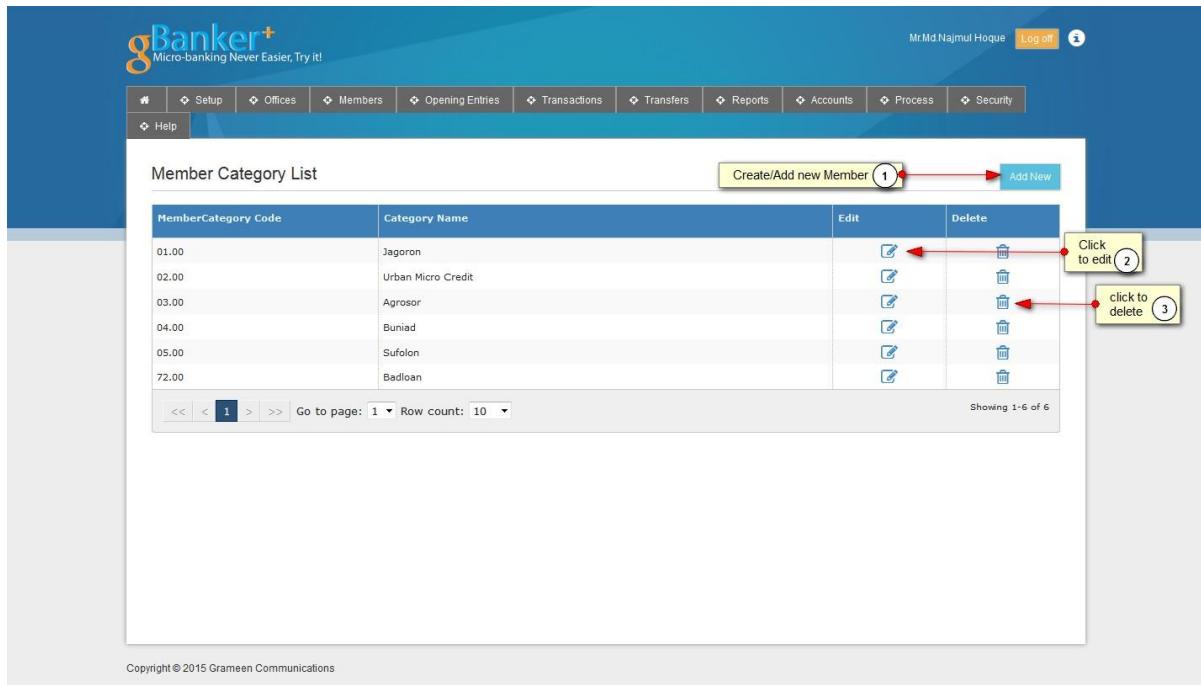
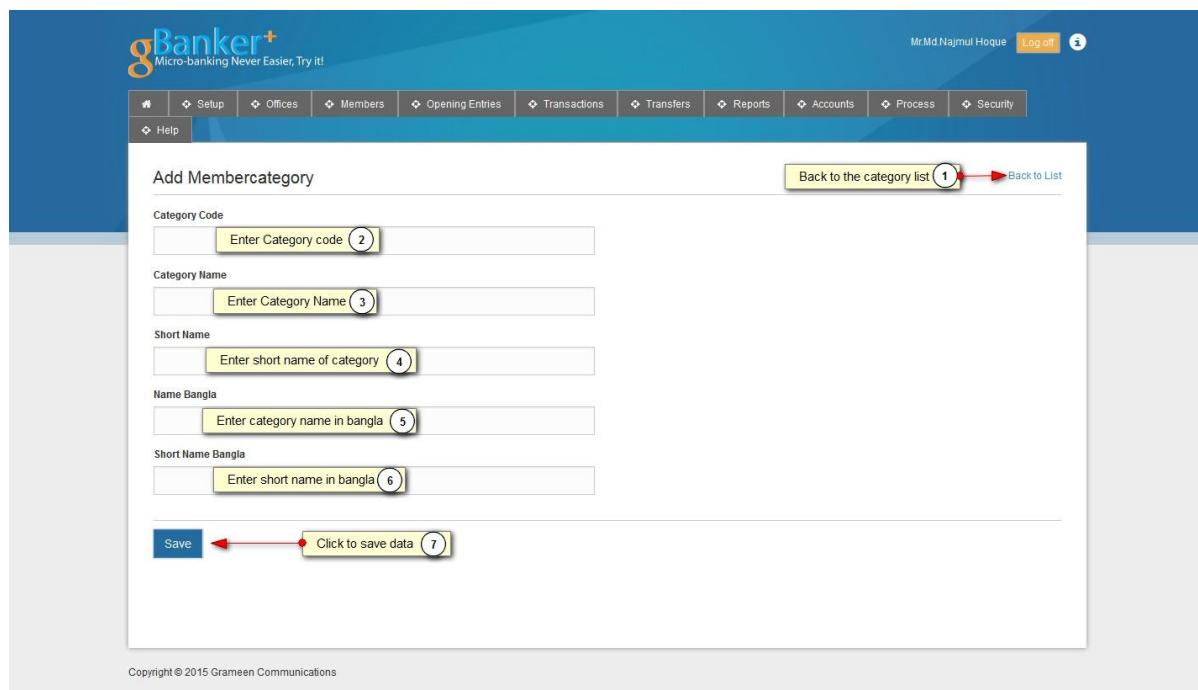


Fig 3.3.3.2B: Member Category List

1. Click ‘Add New’ to add new category of member to the list.
2. Edit the group information of same row.
3. Delete group of same row.



Category Code
Enter Category code (2)

Category Name
Enter Category Name (3)

Short Name
Enter short name of category (4)

Name Bangla
Enter category name in bangla (5)

Short Name Bangla
Enter short name in bangla (6)

Save Click to save data (7)

Back to the category list (1) Back to List

Copyright © 2015 Grameen Communications

Fig 3.3.3.2C: Add Member Category

1. Back to the category list
2. Enter new category code
3. Enter new name of category
4. Enter short name of category
5. Enter name of category in bangla
6. Enter short name of category in bangle
7. Click to save data.



3.3.3.3 Members

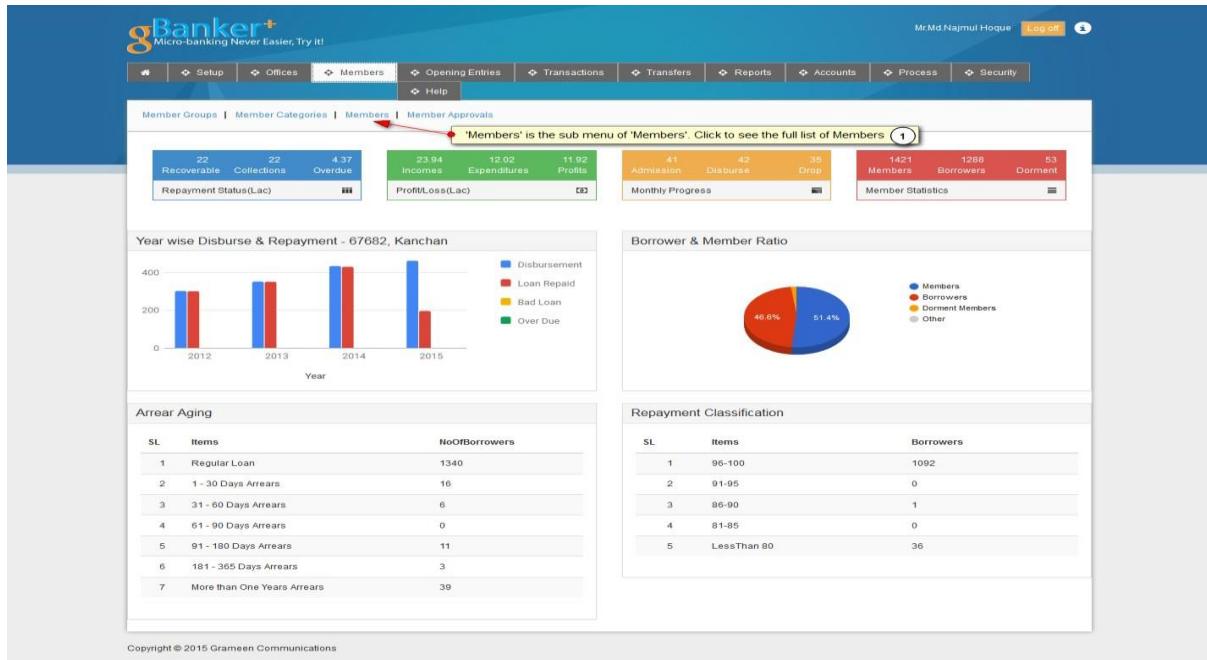


Fig 3.3.3.3A: Members

1. Click 'Members' to see full list of Members.

Fig 3.3.3.3B: Member List

1. You can filter or sort the list by center code/ group code/member code. Select any from the dropdown list.
If center code is selected, type desired center code in the right box.
If group code is selected, type desired group code in the right box.
If member code is selected, type desired member code in the right box.
Then click ‘Search’.
2. Click ‘Add New’ to add new member.
3. Click to edit member of same row.

The screenshot shows the 'Member Create' page of the gBanker+ application. The page has a header with the logo and navigation links like Setup, Offices, Members, etc. The main area is titled 'Member Create' and contains numerous input fields and dropdown menus. Fields include Samity, Group, Member Category, Last Name, District, Village / Street, Address 2, Citizenship, Joining Date, Education, Family Member, Spouse Name, Member Type, and two image upload fields for Member Image and Thumb Image. Buttons for Save, Browse, and Click to save all information are present. Numbered callouts (1-40) point to specific fields and buttons throughout the form.

Fig 3.3.3.3C: Add Member

1. Click ‘Back to List’ to return to the list of members.
2. Select which center the new member belongs to.
Note: Center list should be created before from [Offices->Centers](#) menu.
3. Select which group the new member belongs to.
Note: Group list should be created before from [Members->Member Groups](#) menu.
4. Select which member category the new member belongs to.
Note: Category list should be created before from [Members->Member Categories](#) menu.
5. Enter first name of the new member.
6. Enter middle name of member.
7. Enter last name of member.
8. Enter member’s permanent address of correspondence.
9. Enter another local address of correspondence.
10. Enter name of the referee, mostly the employee/member introduced the new member to the organization.
11. Select member’s date of birth.



12. Select member's date of joining.
13. Select gender.
14. Enter member's national ID no.
15. Enter which location member belongs to.
16. Enter member's email address.
17. Enter member's phone no.
18. Click 'Browse' to go to the computer local drive and select the photo of member.
19. The already uploaded photo will appear here once you click 'Save'.
20. Click to save data.

3.3.3.4 Member Approvals

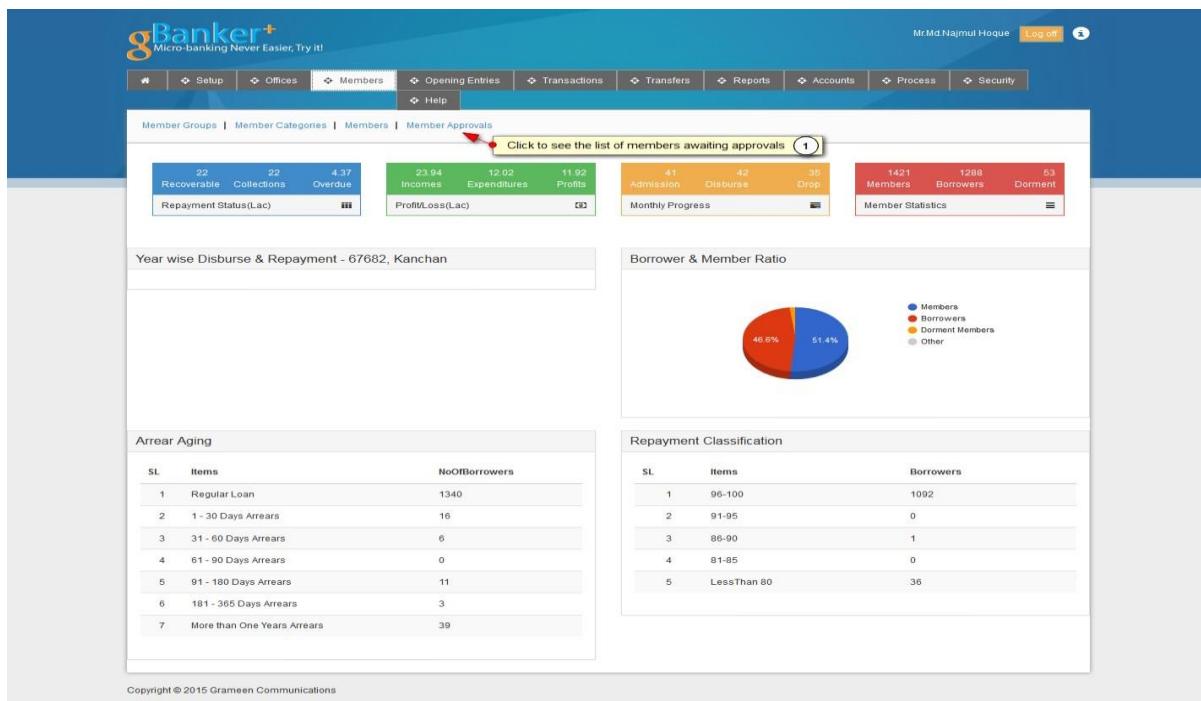


Fig 3.3.3.4A: Member Approvals

1. Click 'Member Approvals' to see the list of all members awaiting approvals.



Copyright © 2015 Grameen Communications

Fig 3.3.3.4B: Member Approval List

1. You can filter or sort the list by center code/ group code/member code. Select any from the dropdown list.
 If center code is selected, type desired center code in the right box.
 If group code is selected, type desired group code in the right box.
 If member code is selected, type desired member code in the right box.
 Then click ‘Search’.
2. Click the icon to approve the member of same row.



3.3.4 Opening Entries

3.3.4.1 Present Loan Details

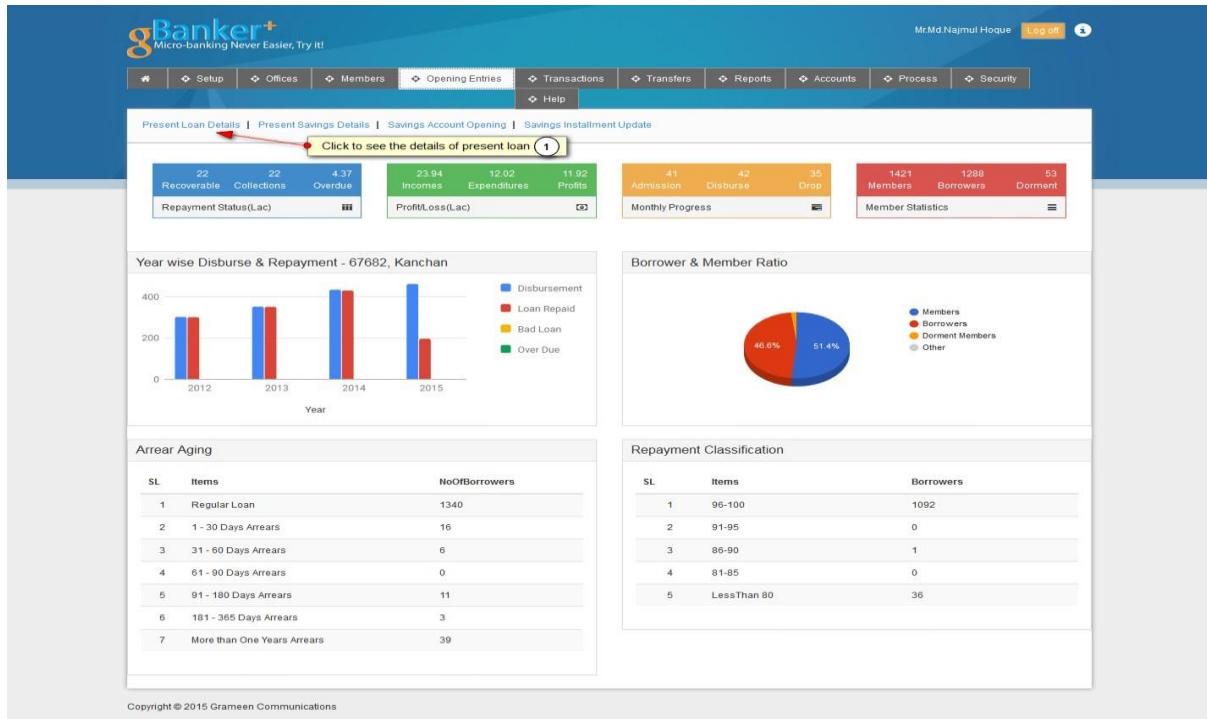


Fig 3.3.4.1A: Present Loan Details

1. Click to see the list of present loan details.

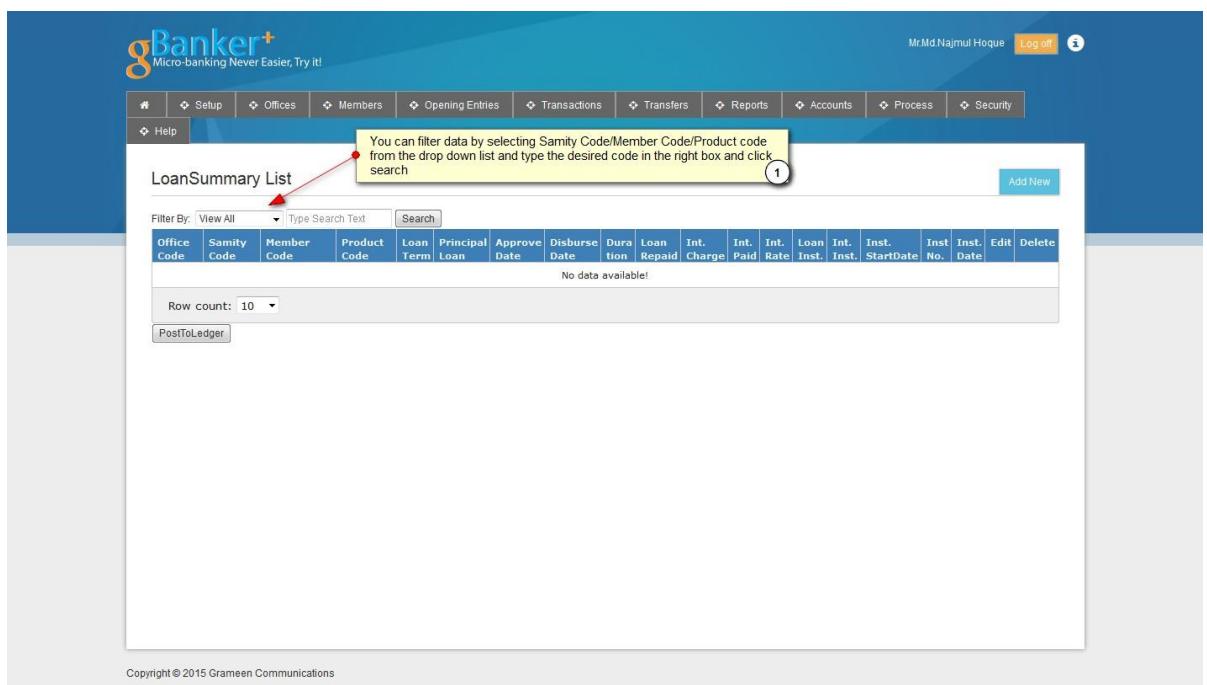
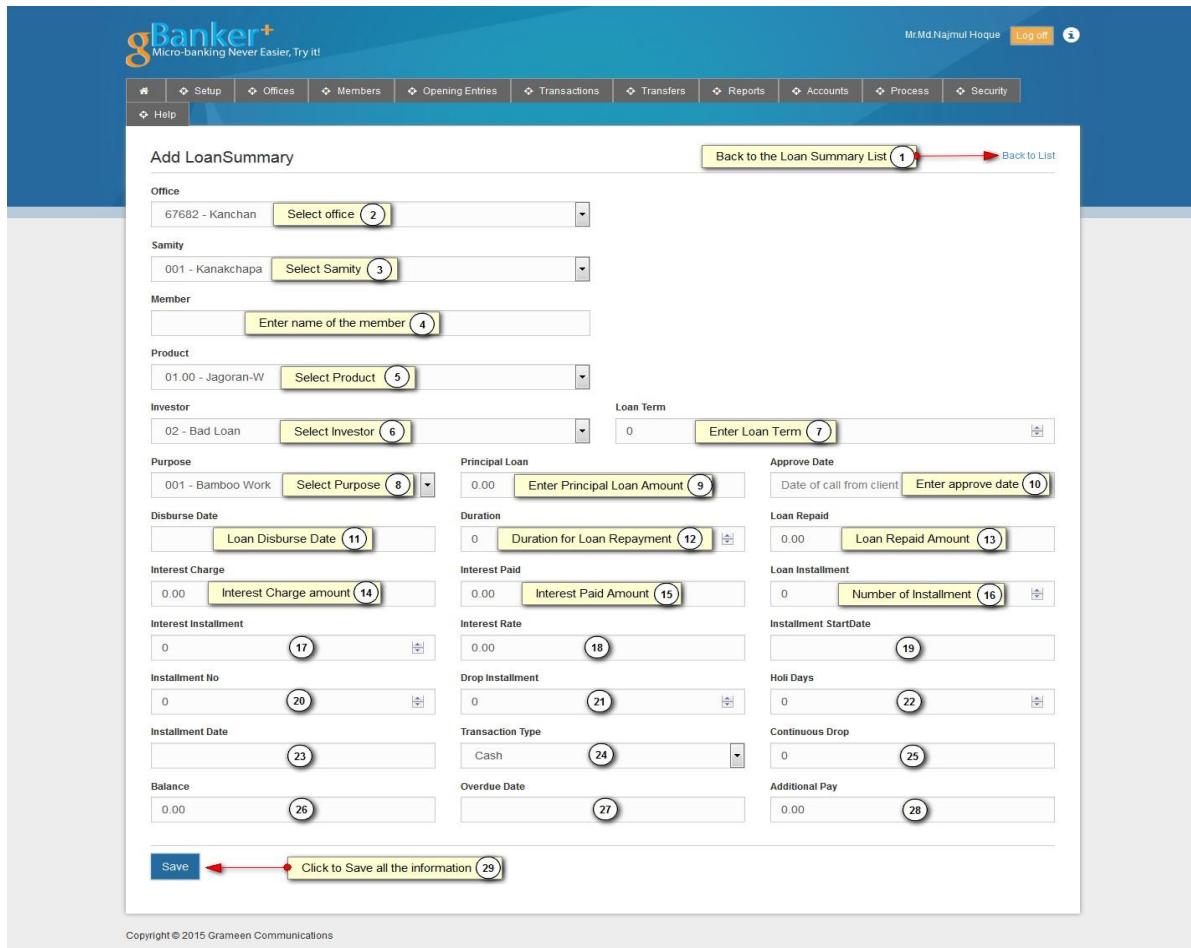


Fig 3.3.4.1B: Loan Summary List



The screenshot shows the 'Add LoanSummary' page of the gBanker+ software. The interface is divided into several sections:

- Office:** Select office (2) - 67682 - Kanchan
- Samity:** Select Samity (3) - 001 - Kanakchapa
- Member:** Enter name of the member (4)
- Product:** Select Product (5) - 01.00 - Jagoran-VV
- Investor:** Select Investor (6) - 02 - Bad Loan
- Purpose:** Select Purpose (8) - 001 - Bamboo Work
- Principal Loan:** Enter Principal Loan Amount (9) - 0.00
- Approve Date:** Enter approve date (10) - Date of call from client
- Loan Term:** Enter Loan Term (7) - 0
- Duration:** Duration for Loan Repayment (12) - 0
- Loan Repaid:** Enter Loan Repaid Amount (13) - 0.00
- Interest Charge:** Interest Charge amount (14) - 0.00
- Interest Paid:** Interest Paid Amount (15) - 0.00
- Interest Rate:** Interest Rate (18) - 0.00
- Loan Installation:** Number of Installment (16) - 0
- Installment StartDate:** (19)
- Holi Days:** (22)
- Installment No:** (20)
- Drop Installment:** (21)
- Installment Date:** (23)
- Transaction Type:** Cash (24)
- Balance:** Balance (26) - 0.00
- Overdue Date:** (27)
- Continuous Drop:** (25)
- Additional Pay:** Additional Pay (28) - 0.00

Buttons:

- Save
- Click to Save all the information (29)

User Information: Mr.Md Najmul Hoque

Fig 3.3.4.1B: Add Loan Summary

3.3.4.2 Present Savings Details

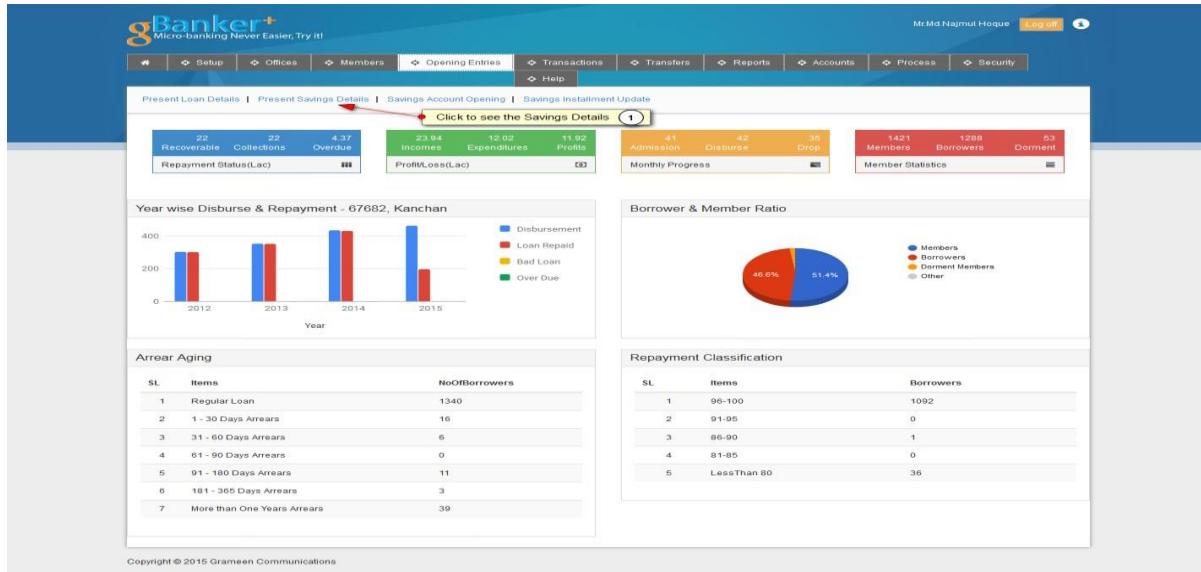


Fig 3.3.4.2A: Present Saving Details

1. Click to see the details of Savings Collection.

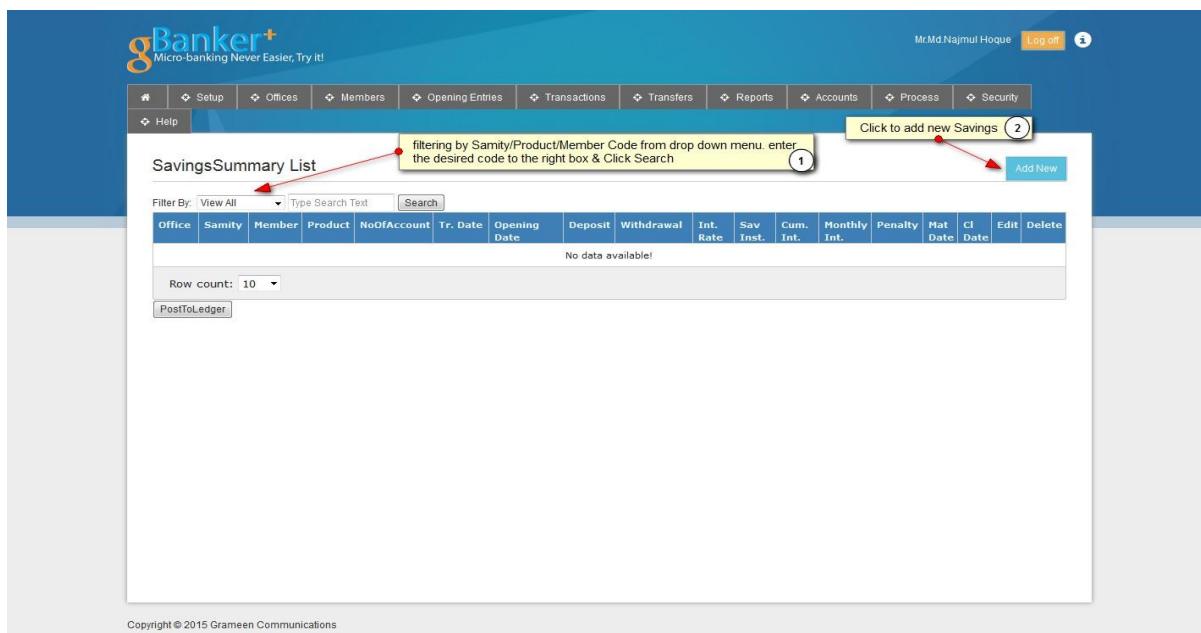


Fig 3.3.4.2A: Present Saving Details

3.3.4 Transactions

3.3.4.1 Loan Approvals

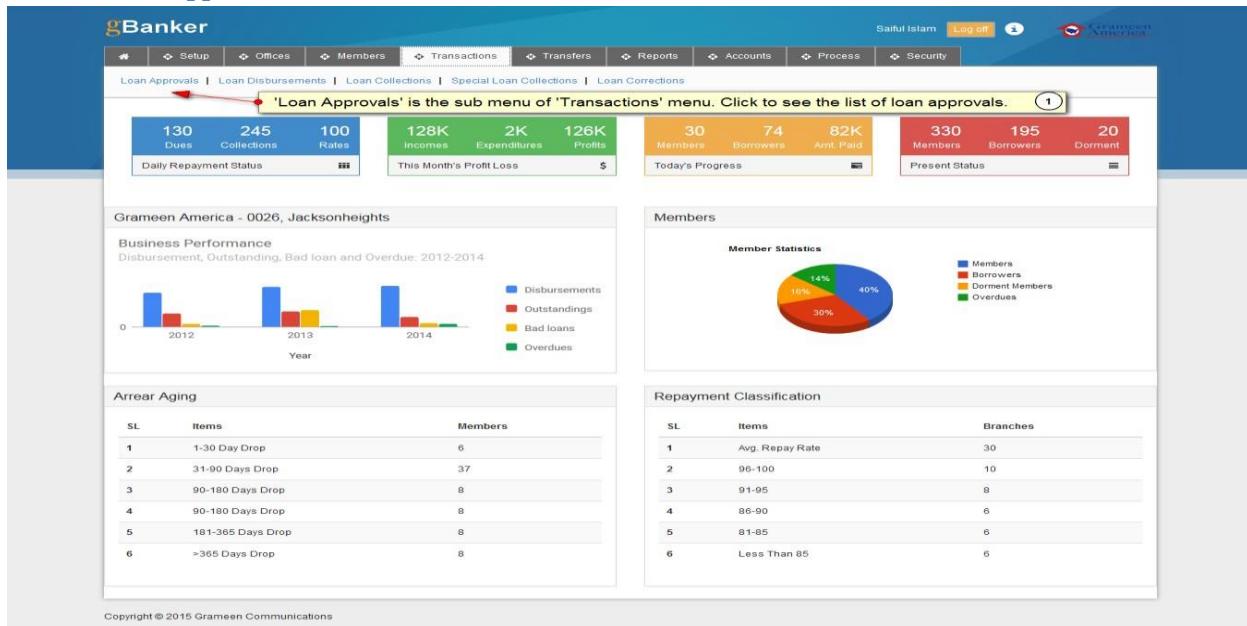


Fig 3.3.4.1A: Loan Approvals

1. Click 'Loan Approvals' to see full list of approvals.

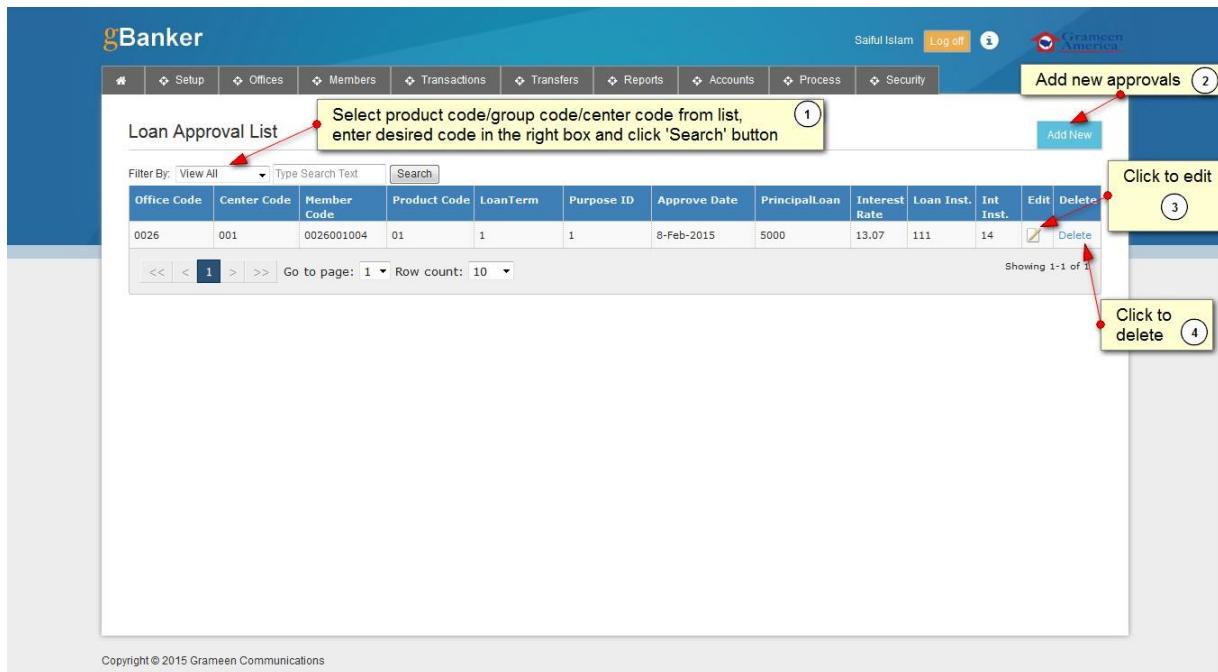


Fig 3.3.4.1B: Loan Approval List

1. You can filter or sort the list by center code/ product code/member code. Select any from the dropdown list.

If center code is selected, type desired center code in the right box.
 If member code is selected, type desired member code in the right box.
 If product code is selected, type desired product code in the right box.
 Then click ‘Search’.

2. Click ‘Add New’ to add new loan approvals.
3. Click to edit approval information of same row.
4. Click to delete approval of same row.

The screenshot shows the 'Add Loan Approval' form in the gBanker application. The form includes fields for Office ID (0026 - Jacksonheights), Center ID (001 - Shapia MS), Member (empty), Product ID (Please Select), Investor ID (99 - CodeFirst(Test)), Loan Term (empty), Purpose ID (01 - Mortagee), Principal Loan (0.00), Interest Installment (0.00), Duration (0), TransType (Cash), and two empty fields for Loan Instalment and Interest Instalment. At the bottom are 'Save' and 'Click to save all information' buttons. Red numbered circles (1-14) highlight specific elements: 1 points to the 'Return to approval list' button; 2 points to the Office ID dropdown; 3 points to the Center ID dropdown; 4 points to the Member dropdown; 5 points to the Product ID dropdown; 6 points to the Investor ID dropdown; 7 points to the Loan Term field; 8 points to the Purpose ID dropdown; 9 points to the Principal Loan field; 10 points to the Duration field; 11 points to the Loan Instalment field; 12 points to the Interest Instalment field; 13 points to the TransType dropdown; 14 points to the 'Click to save all information' button.

Fig 3.3.4.1C: Add Loan Approval

1. Click ‘Back to List’ to return to the list of loan approvals.
2. Select office ID
 Note: Office should be created before from [Offices->Offices](#) menu.
3. Select center ID.
 Note: Center should be created before from [Offices->Center](#) menu.
4. Select member ID.
 Note: Member should be created before from [Members->Members](#) menu.
5. Select Product ID.
 Note: Product should be created before from [Setup->Products](#) menu.
6. Select investor ID.
 Note: Investor should be created before from [Setup->Investors](#) menu.
7. Loan Term will be automatically populated after selecting product ID – step 5.
 Note: Product should be created before from [Setup->Products](#) menu.
8. Select purpose ID.
 Note: Purpose should be created before from [Setup->Purposes](#) menu.
9. Enter principal loan amount.
10. Loan duration will be automatically inserted from product ID.



11. Loan installment will be automatically calculated from product ID.
12. Interest installment will be automatically calculated from product ID.
13. Select transaction type – Cash/Cheque. Loan will be given to member as a cash or bank cheque.
14. Click to save all data.

3.3.4.2 *Loan Disbursements*

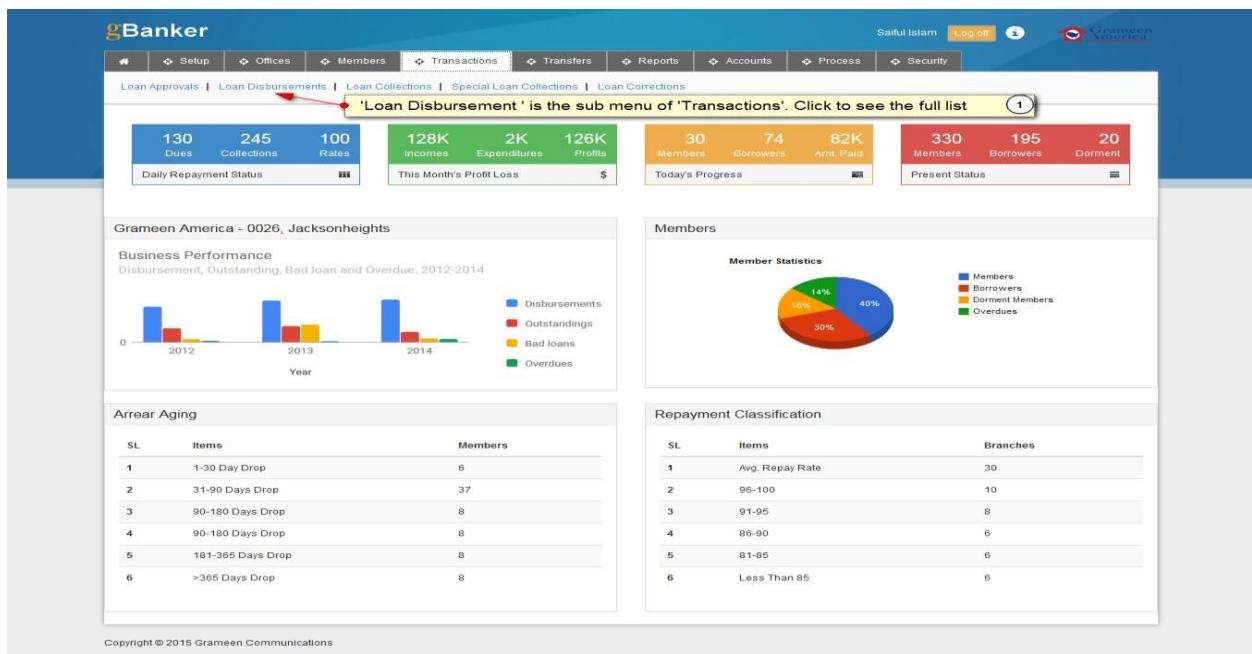
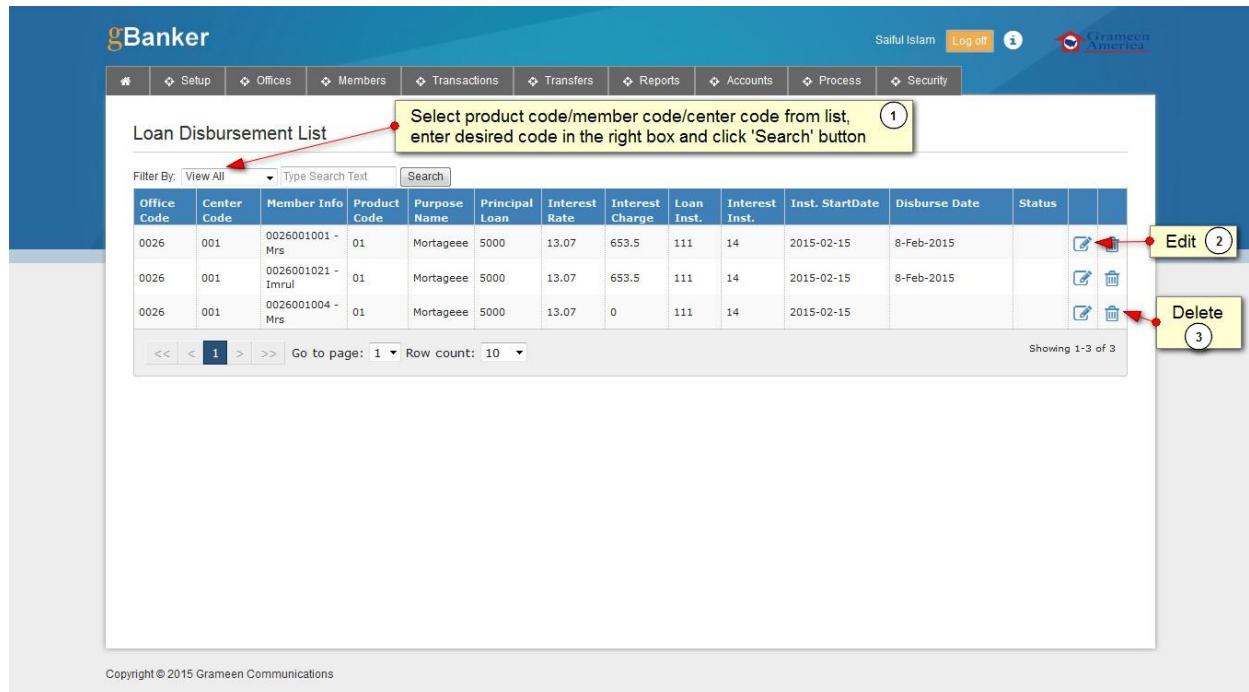


Fig 3.3.4.2A: Loan Disbursements

1. Click ‘Loan Disbursements’ too see the list of all disbursements.





Select product code/member code/center code from list, enter desired code in the right box and click 'Search' button

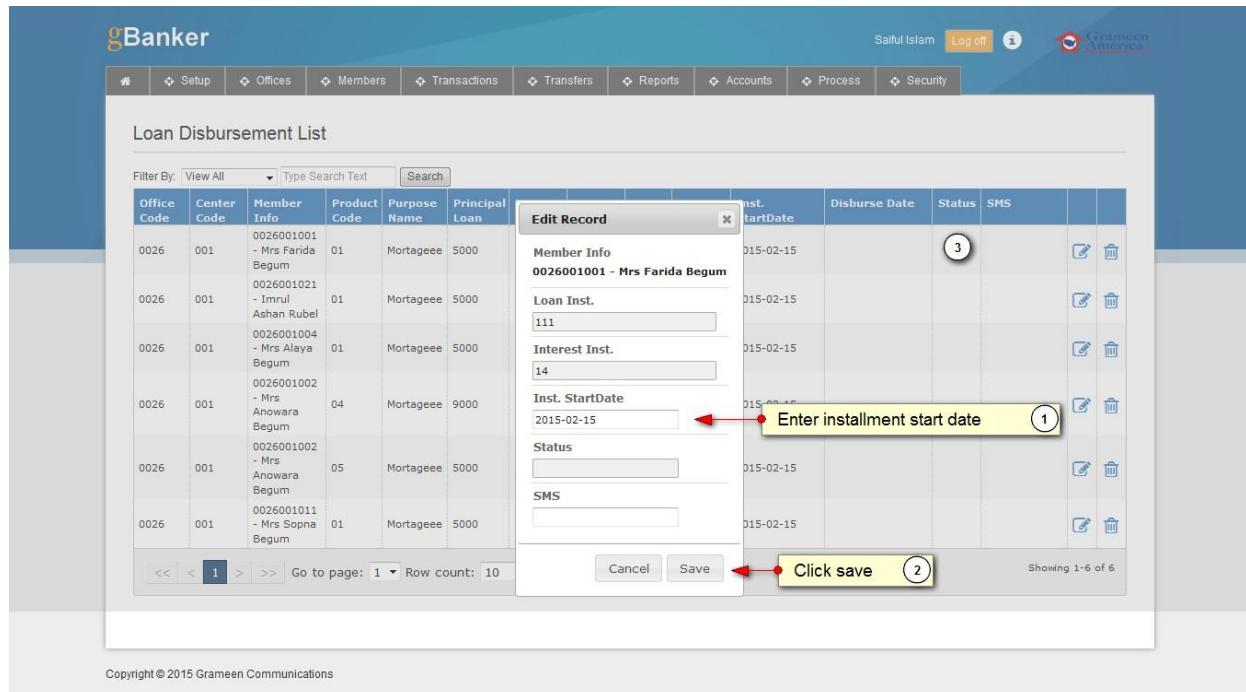
Office Code	Center Code	Member Info	Product Code	Purpose Name	Principal Loan	Interest Rate	Interest Charge	Loan Inst.	Interest Inst.	Inst. Start Date	Disburse Date	Status
0026	001	0026001001 - Mrs	01	Mortageee	5000	13.07	653.5	111	14	2015-02-15	8-Feb-2015	
0026	001	0026001021 - Imrul	01	Mortageee	5000	13.07	653.5	111	14	2015-02-15	8-Feb-2015	
0026	001	0026001004 - Mrs	01	Mortageee	5000	13.07	0	111	14	2015-02-15		

<< | < 1 > | >> | Go to page: 1 | Row count: 10 | Showing 1-3 of 3

Copyright © 2015 Grameen Communications

Fig 3.3.4.2B: Loan Disbursement List

1. You can filter or sort the list by center code/ member code/product code. Select any from the dropdown list.
If center code is selected, type desired center code in the right box.
If member code is selected, type desired member code in the right box.
If product code is selected, type desired product code in the right box.
Then click ‘Search’.
2. Click to edit disburse information of same row. Then the edit window will pop up as shown in next figure.
3. Click to delete the disburse info of same row.



The screenshot shows the gBanker software interface. At the top, there's a navigation bar with links like Setup, Offices, Members, Transactions, Transfers, Reports, Accounts, Process, and Security. The user is logged in as Saiful Islam. On the right, there's a Grameen America logo.

The main area is titled "Loan Disbursement List". It features a table with columns: Office Code, Center Code, Member Info, Product Code, Purpose Name, Principal Loan, Inst. Start Date, Disburse Date, Status, and SMS. There are 6 rows of data, each representing a loan record.

A modal window titled "Edit Record" is overlaid on the table. It contains fields for Member Info (with the value "0026001001 - Mrs Farida Begum"), Loan Inst. (with the value "111"), Interest Inst. (with the value "14"), Inst. StartDate (with the value "2015-02-15" highlighted), Status (empty), and SMS (empty). Below the modal are two buttons: "Cancel" and "Save". A yellow callout bubble with the text "Enter installment start date" and a red arrow points to the "Inst. Start Date" field. Another yellow callout bubble with the text "Click save" and a red arrow points to the "Save" button.

At the bottom of the screen, there's a copyright notice: "Copyright © 2015 Grameen Communications".

Fig 3.3.4.2B: Edit Loan Disbursement

1. Enter an installment start date in the edit window.
2. Then click 'Save' to store the change.
3. Then the status of that specific item will be set as 'Disbursed'.

3.3.4.3 Loan Collections

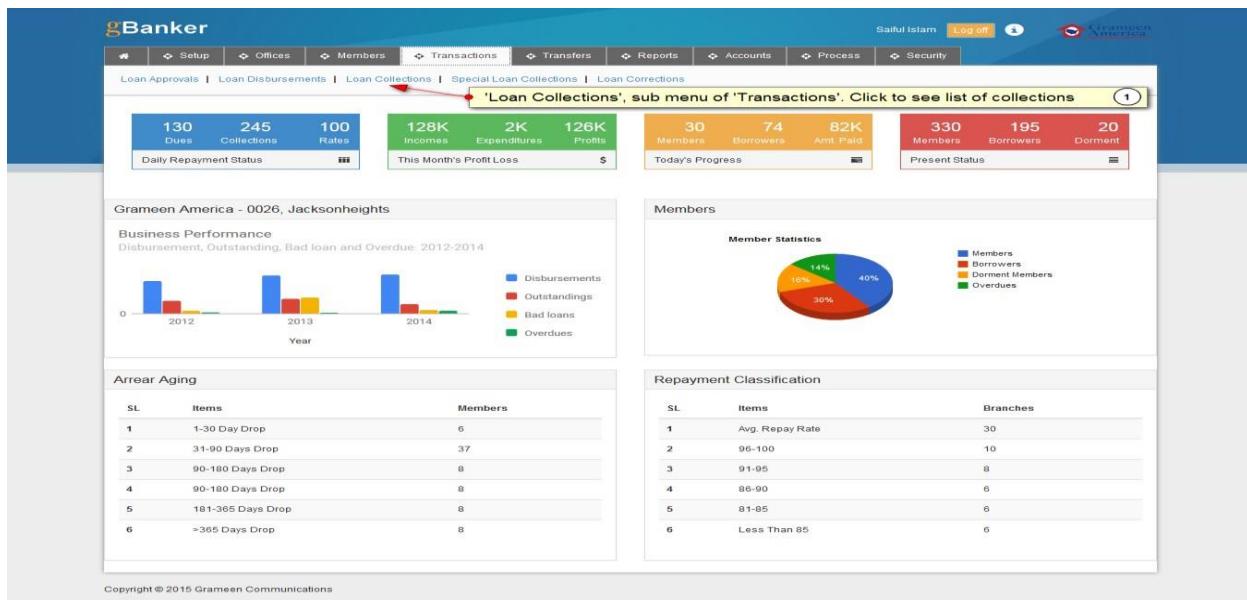


Fig 3.3.4.3A: Loan Collections

1. Click 'Loan Collections' too see the list of all collections.

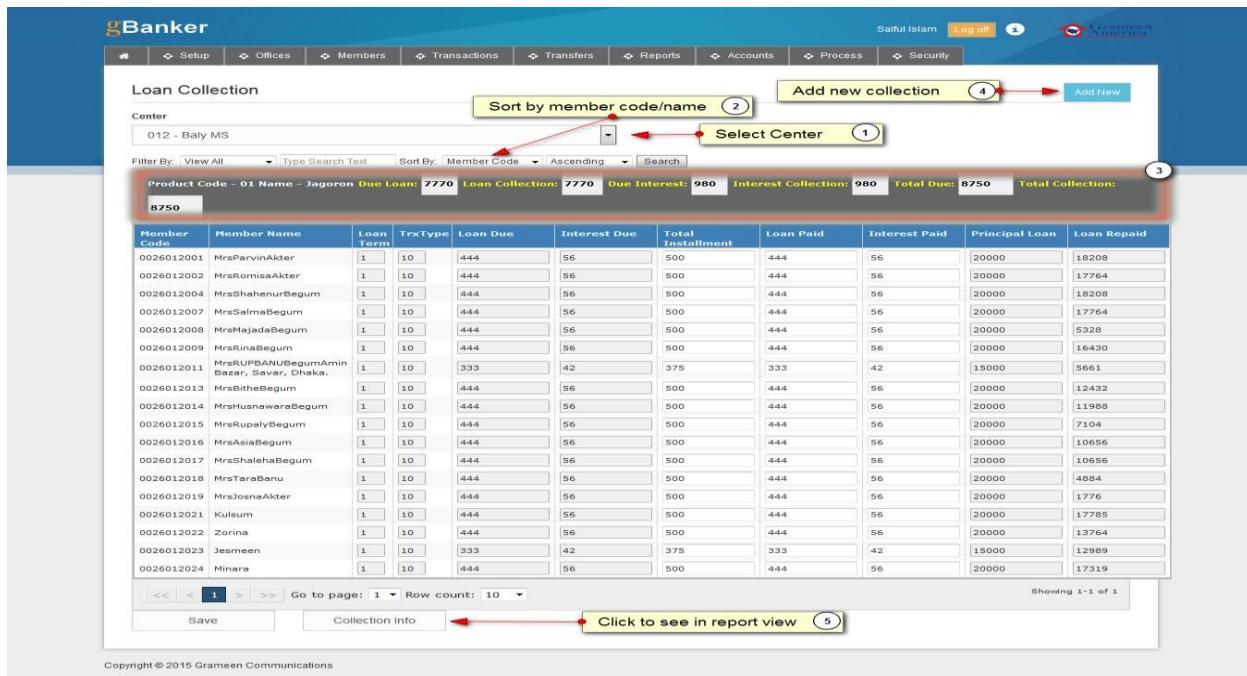
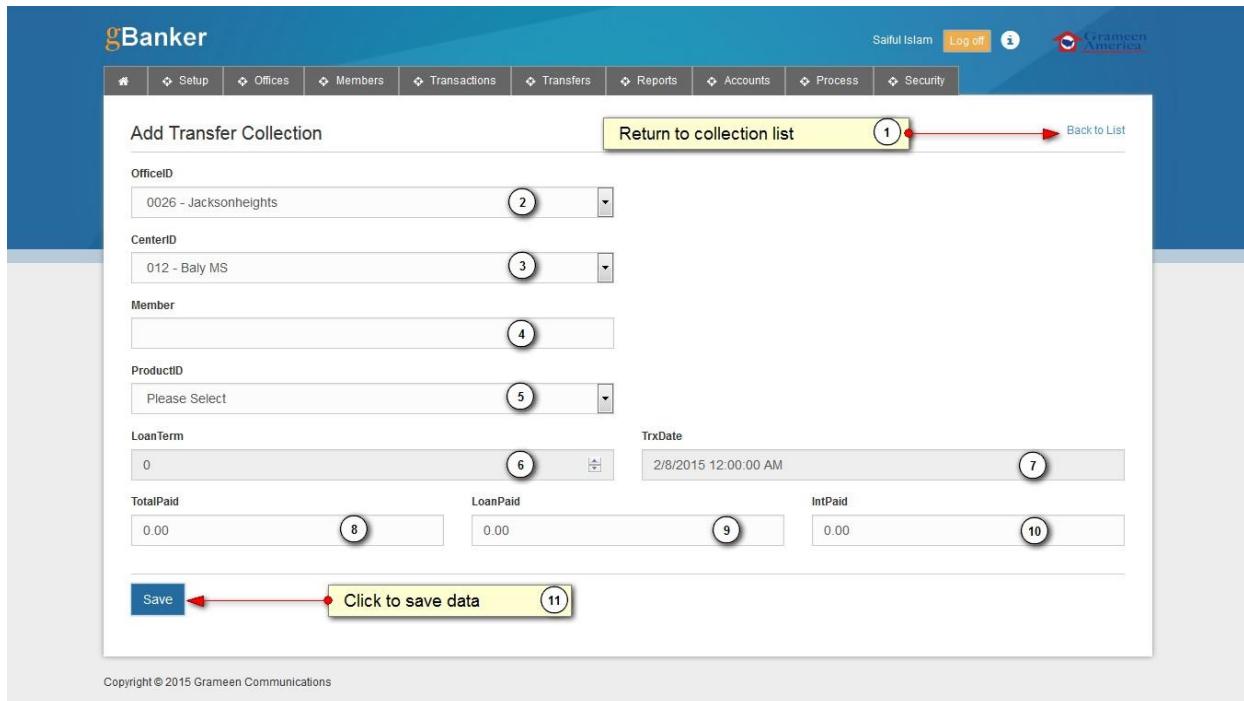


Fig 3.3.4.3B: Loan Collection List

1. Select Center to see the collection list of specific center.
2. Sort the list by member code/name.

3. The marked part is an overview report of the selected center. If any modification is done in any of the field below will result change into this at a glance report.
4. Click ‘Add New’ to add new loan collection.
5. Click ‘Collection Info’ to see the list in report view.



Copyright © 2015 Grameen Communications

Fig 3.3.4.3C: Add Transfer Collections

1. Click to return to list of collections.
2. Select office ID.
3. Select center ID.
4. Enter member name/code.
5. Select product ID.
6. Loan term is automatically selected.
7. Transaction date is automatically selected.
8. Total amount will be automatically calculated if step 9 & 10 are done.
9. Enter amount of loan paid.
10. Enter amount of interest paid.
11. Click to save data.



3.3.4.4 Special Loan Collections

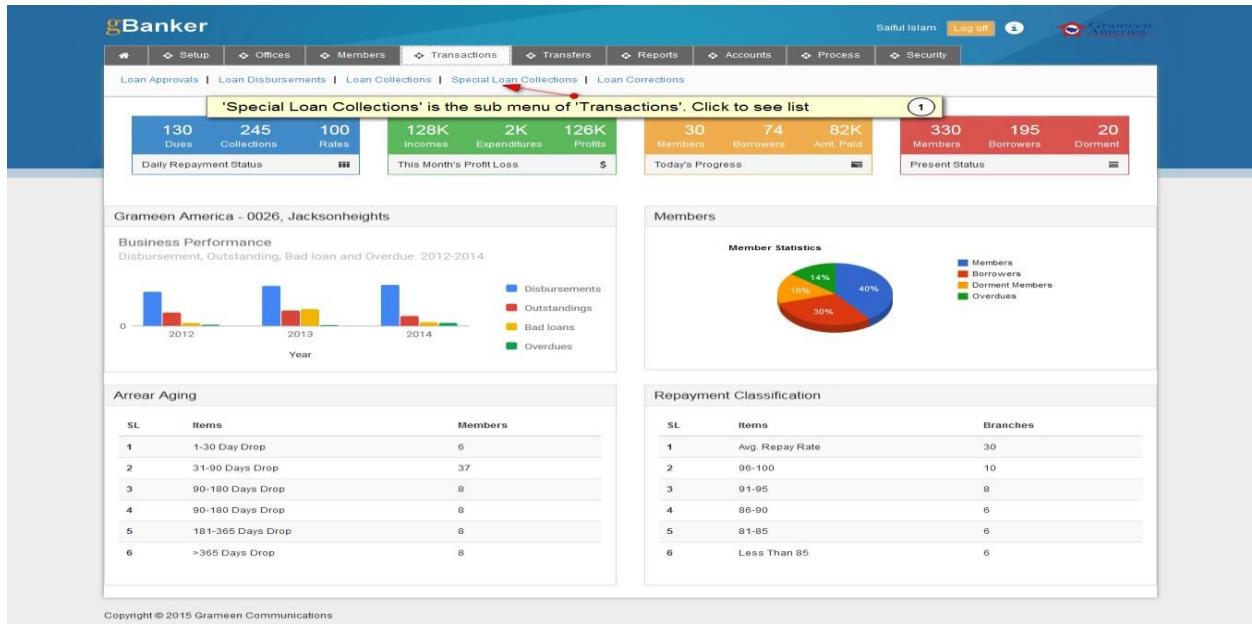


Fig 3.3.4.4A: Special Loan Collections

1. Click ‘Special Loan Collections’ too see the list of all special collections.

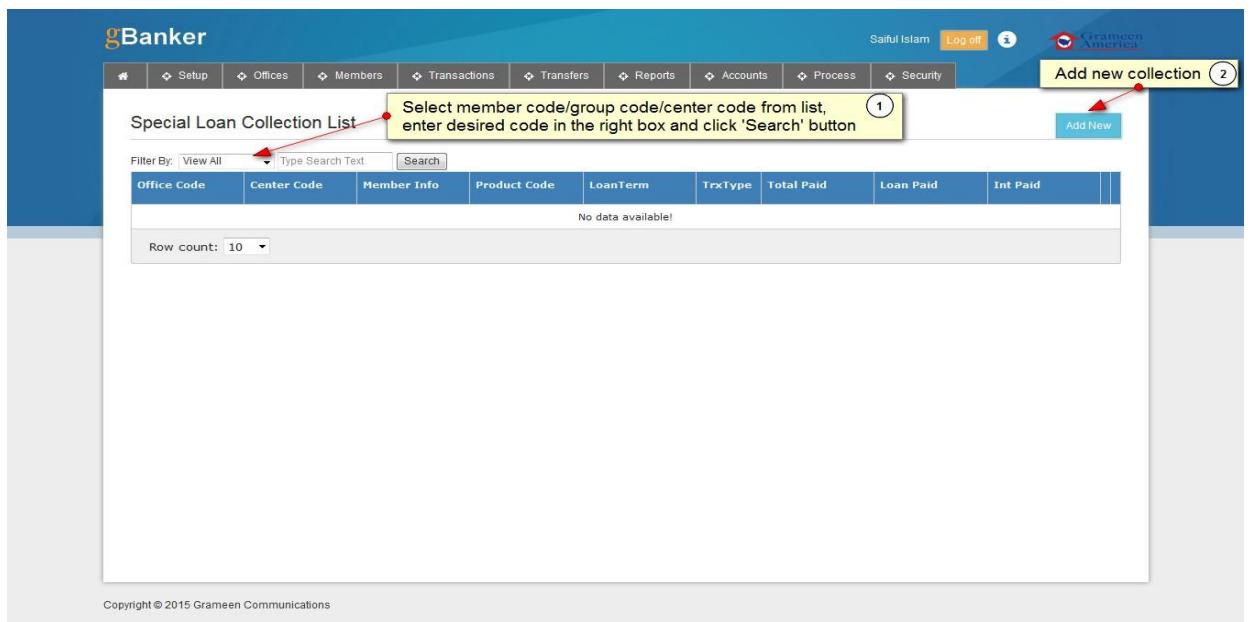
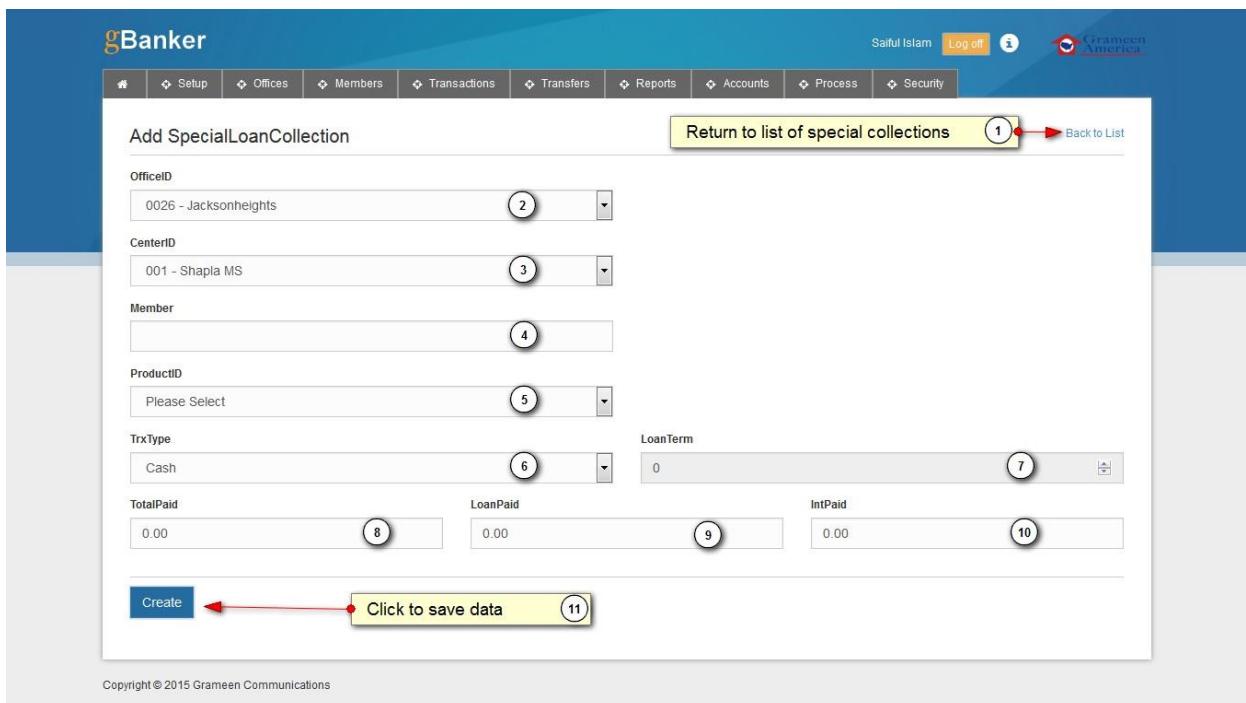


Fig 3.3.4.4B: Special Loan Collection List



1. Special loan collection applies for the scenario where a member is not supposed to pay his/her loan at that specific day or date. Meaning that if any member wants to pay loan any date other than the systematic collection date then this option applies. You can filter or sort the list by center code/ product code/member code. Select any from the dropdown list.
If center code is selected, type desired center code in the right box.
If product code is selected, type desired group code in the right box.
If member code is selected, type desired member code in the right box.
Then click ‘Search’.
2. Click ‘Add New’ to add special loan.



Add SpecialLoanCollection

OfficeID: 0026 - Jacksonheights

CenterID: 001 - Shapla MS

Member:

ProductID: Please Select

TrxType: Cash

LoanTerm: 0

TotalPaid: 0.00

LoanPaid: 0.00

IntPaid: 0.00

Create

Click to save data

Fig 3.3.4.4C: Add Special Loan Collection

1. Click to return to list of special collections.
2. Office ID is automatically selected from system login.
3. Center ID is automatically selected from system login.
4. Enter member name/code.
5. Select product ID.
6. Transaction type is automatically selected.
7. Loan term is automatically selected.
8. Total amount is automatically calculated when step 9 and 10 is done.
9. Enter amount of loan paid.
10. Enter amount of interest paid.
11. Click to save data.

3.3.4.5 Loan Corrections

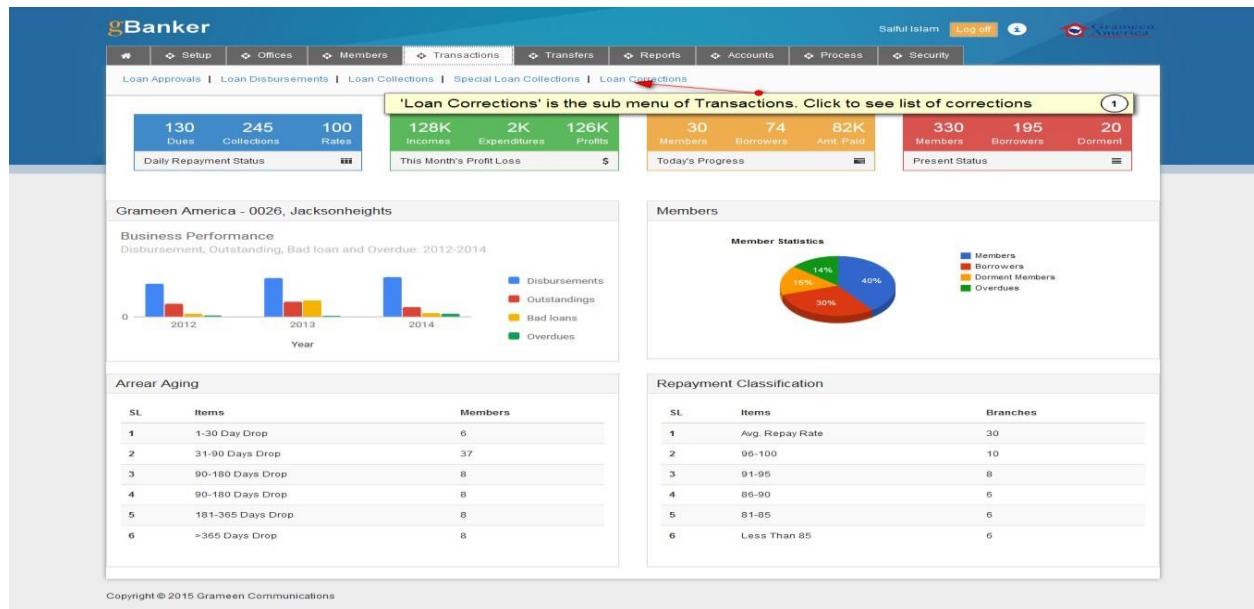
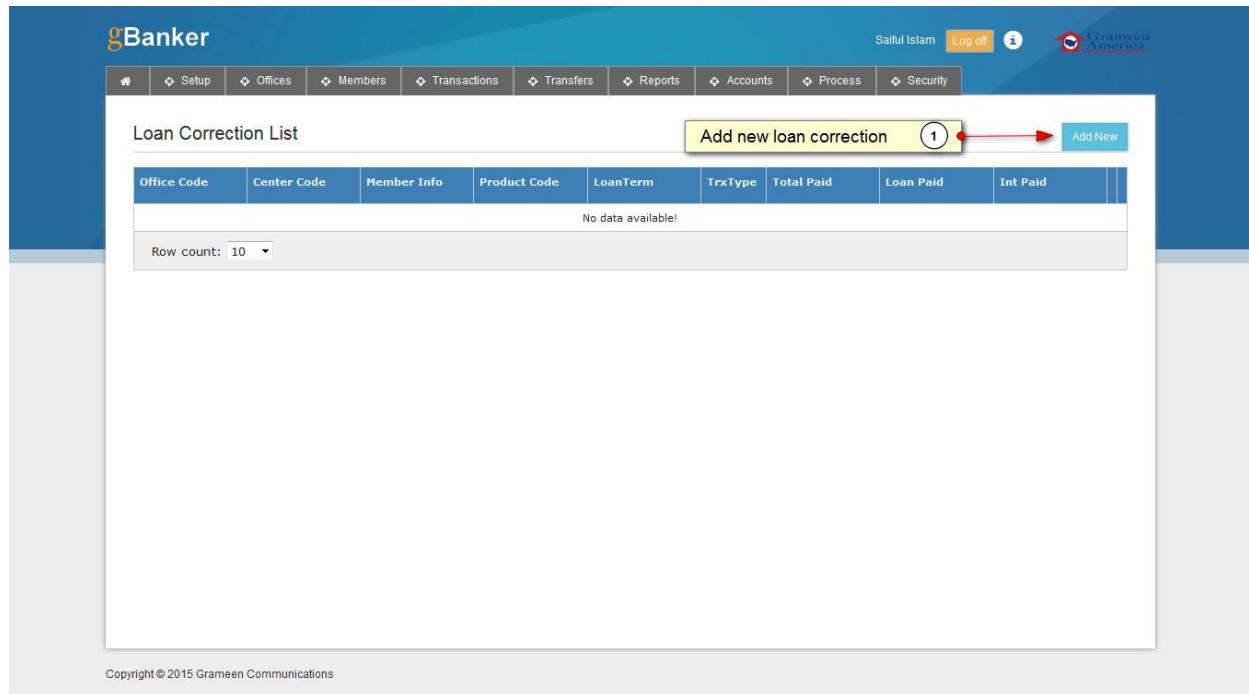


Fig 3.3.4.5A: Loan Correction

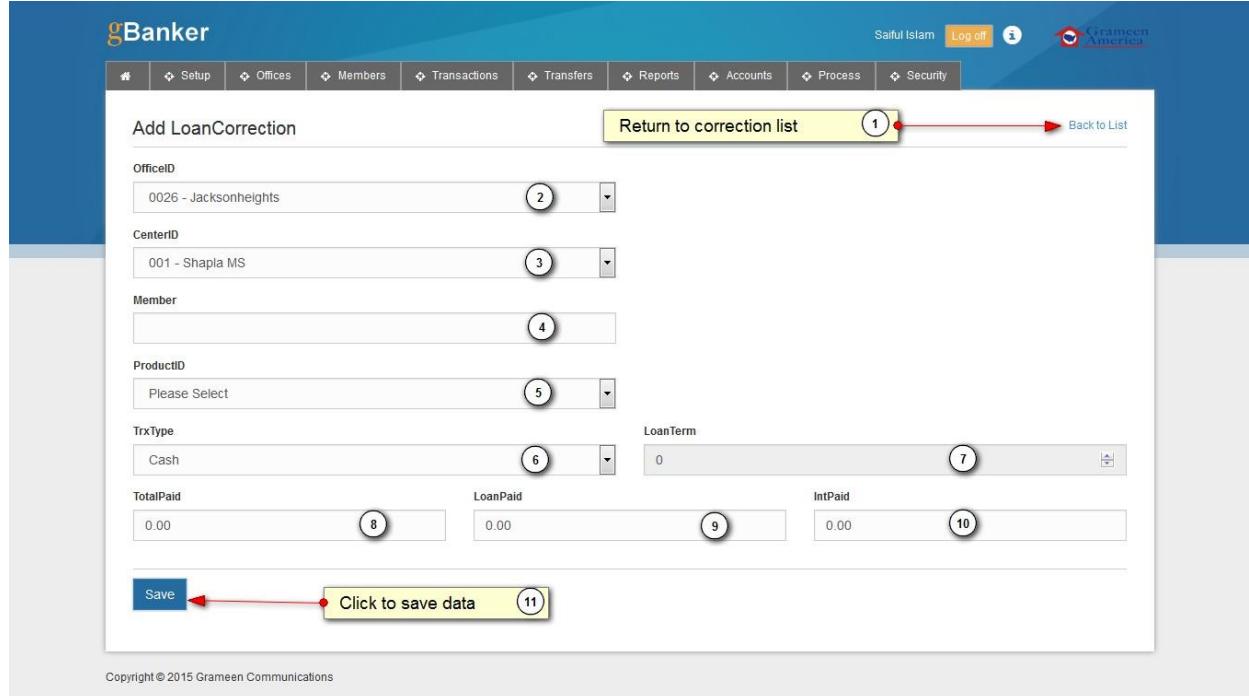
1. Click ‘Loan Corrections’ too see the list of all loan corrections.



Copyright © 2015 Grameen Communications

Fig 3.3.4.5B: Loan Correction List

1. Click ‘Add New’ to add new loan correction.



Copyright © 2015 Grameen Communications

Fig 3.3.4.5C: Add Loan Correction

For each wrong loan collection entry (i.e.- One member’s collection is added to another one’s account), two loan corrections are to be performed. Deduct or debit the loan and interest

amount from one's account and credit that to another one's who truly paid. Steps are following-

1. Click to return to list of loan corrections.
2. Office ID will be automatically selected from system login.
3. Center ID will be automatically selected from system login.
4. Enter any number or character of member name/code and select from suggestion.
5. Select product ID.
6. Select transaction type .
7. Loan term is automatically selected.
8. Total paid amount will be calculated by system if step 9 and 10 are performed.
9. Enter amount of loan that should be debited or credited. Example: Amena's USD 50 loan collection has been mistakenly added in Fatema's account. Now two loan correction forms have to be filled up to correct the error, one for Fatema where the loan amount will be entered as negative(i.e. -500) and the other for Amena where that same specific amount will be entered positive(i.e. 500).
10. Enter amount of interest paid. Follow the same instruction as for step 9.
11. Click to save data.



3.3.5 Transfers

3.3.5.1 Member Transfer

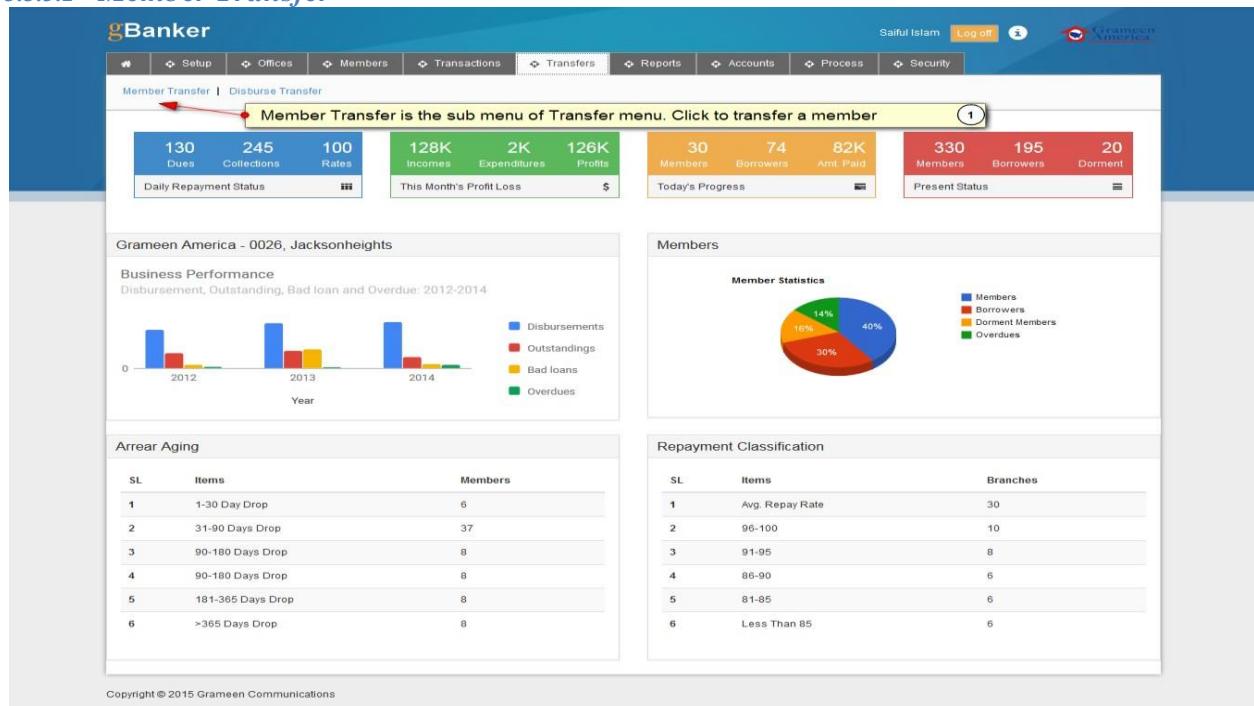
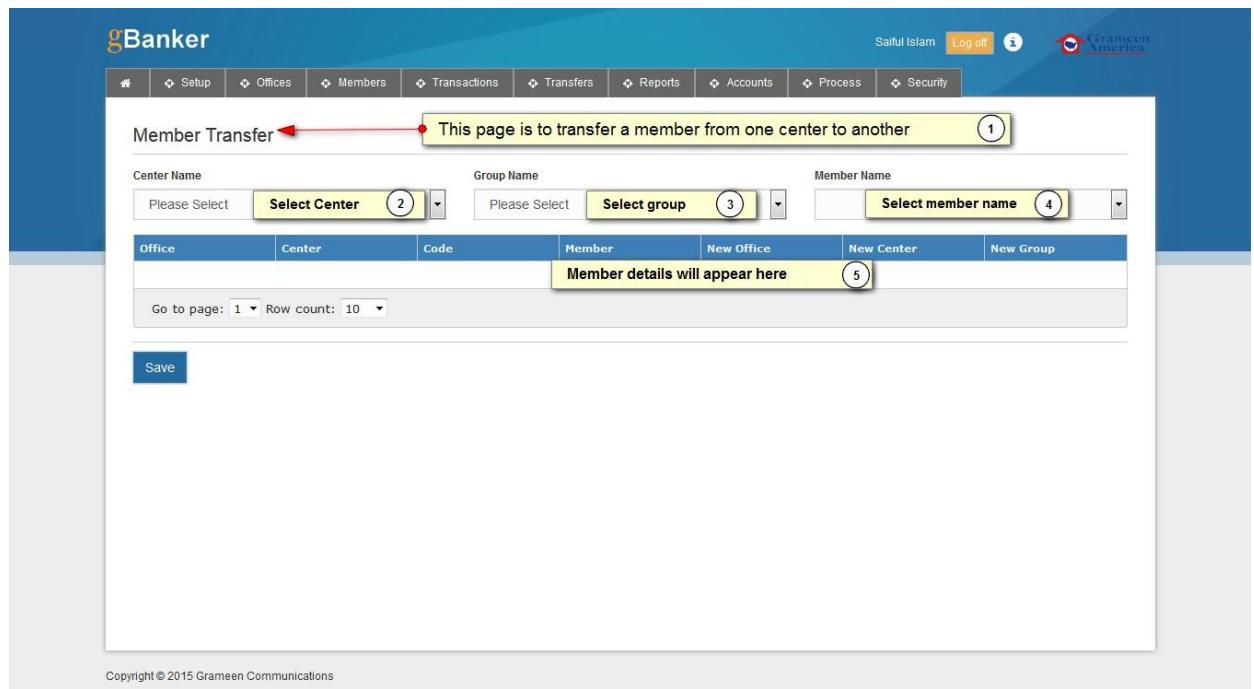


Fig 3.3.5.1A: Member Transfer

1. Click to transfer a member.



Member Transfer (1)

Center Name (2) Group Name (3) Member Name (4)

Please Select Select Center Please Select Select group Select member name

Office Center Code Member New Office New Center New Group

Member details will appear here (5)

Go to page: 1 Row count: 10

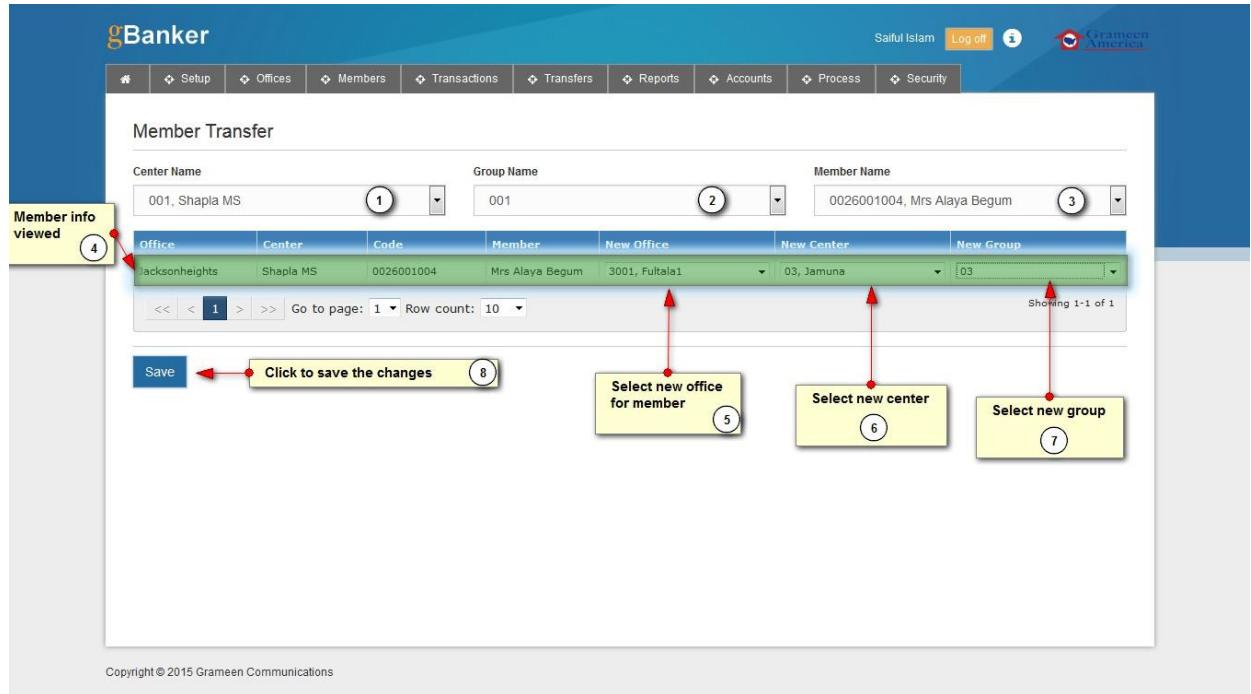
Save

Copyright © 2015 Grameen Communications

Fig 3.3.5.1B: Member Transfer form

1. This page is to transfer a member from one center to another.
2. Select center.

3. Select group.
4. Select Member name.
5. Then member details will appear in the list as shown in the figure below.



Member Transfer

Office	Center	Code	Member	New Office	New Center	New Group
Jacksonheights	Shapla MS	0026001004	Mrs Alaya Begum	3001, Fultala1	03, Jamuna	03

<< < | 1 | > >> Go to page: 1 Row count: 10 Showing 1-1 of 1

Member info viewed (4)

Select new office for member (5)

Select new center (6)

Select new group (7)

Save (8) Click to save the changes

Copyright © 2015 Grameen Communications

Fig 3.3.5.1C: Member Transfer Save

1. After selecting a center
2. Then selecting a group in that specific center
3. Then selecting the desired member
4. That specific member's information is visible in the list. (Highlighted in green color)
5. Select new office id for that member.
6. Select new center id.
7. Select new group id.
8. Save the data to complete the transfer of the member from one center to another.

3.3.5.2 Disburse Transfer

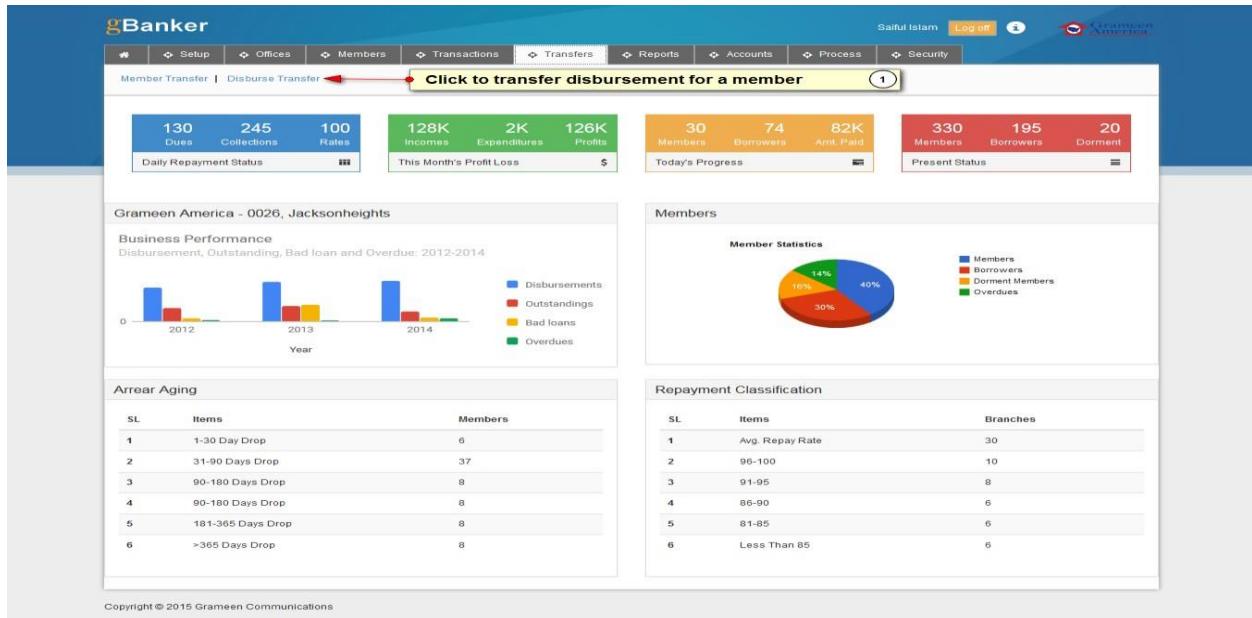
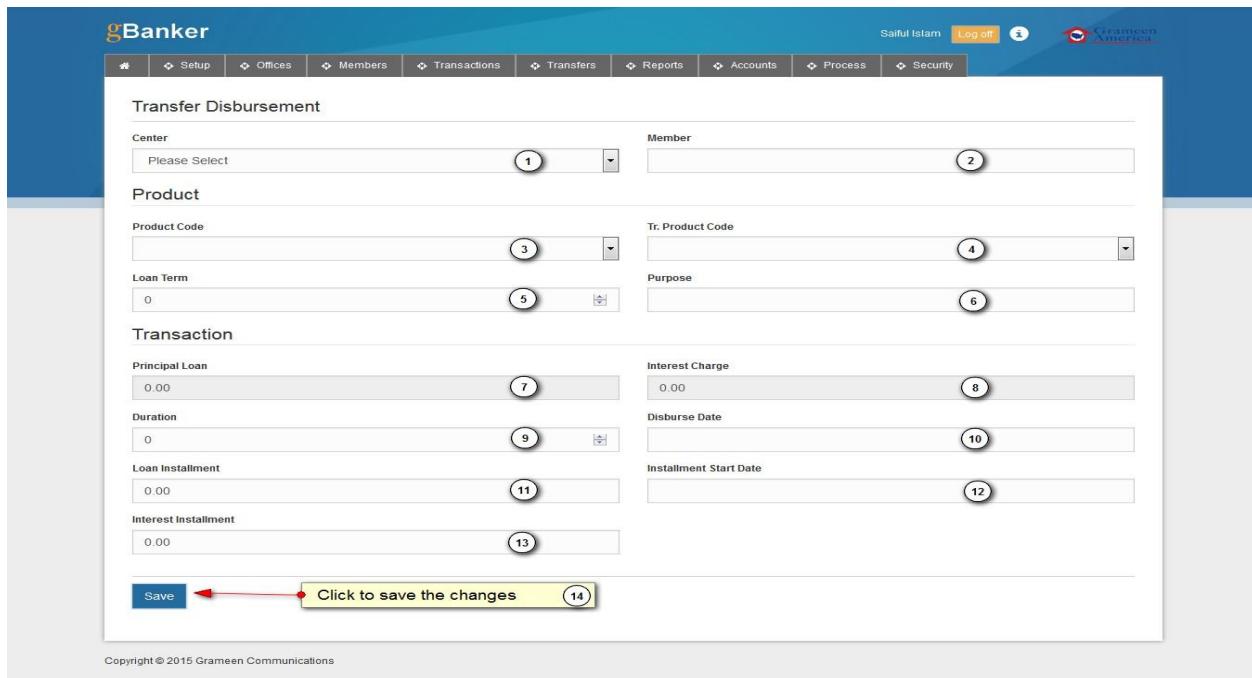


Fig 3.3.5.2A: Disburse Transfer

1. Click 'Disburse Transfer' to transfer disbursement of a member.



The screenshot shows the 'Transfer Disbursement' form. It includes sections for 'Center' (with a dropdown menu labeled 1), 'Product' (with dropdowns for 'Product Code' 3 and 'Tr. Product Code' 4), 'Loan Term' (with a dropdown labeled 5), 'Purpose' (with a dropdown labeled 6), 'Transaction' (with fields for 'Principal Loan' 7, 'Interest Charge' 8, 'Duration' 9, 'Disburse Date' 10, 'Loan Installment' 11, 'Installment Start Date' 12, and 'Interest Installment' 13), and a 'Save' button (labeled 14) with a red arrow pointing to it. A callout box at the bottom says 'Click to save the changes'.

Fig 3.3.5.2B: Transfer Disbursement

1. Select center ID.
2. Enter any number or character from member name or code, then select from the suggestion.

3. Select Product.
4. Select transfer product code to which the disbursement is being transferred.
5. Loan term is automatically selected.
6. Purpose is automatically selected.
7. Amount of principal loan is automatically selected.
8. Interest charge is automatically selected.
9. Enter loan duration in months.
10. Date of disbursement is the original disbursement date and is automatically selected.
11. Enter amount of loan installment.
12. Select date loan installment start.
13. Enter interest amount per installment.
14. Click to save the changes.

3.3.6 Reports

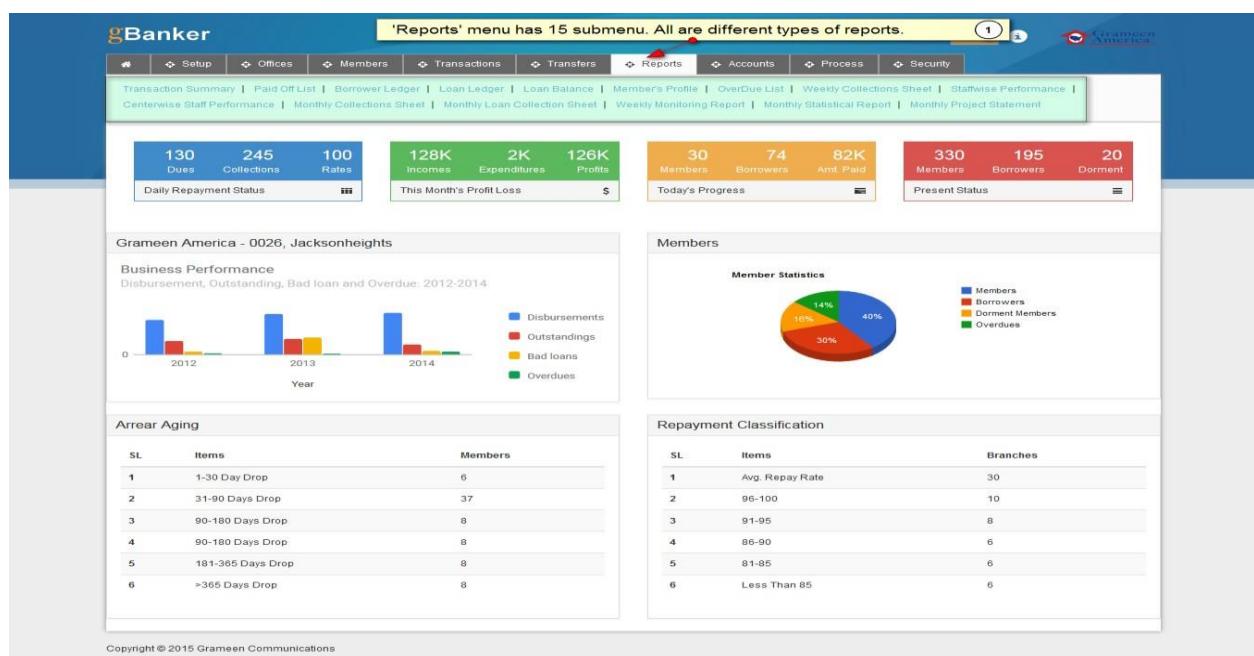


Fig 3.3.6: Reports

1. Reports menu has 15 submenu items which all are different types of reports. These reports will be illustrated in the [Reporting](#) section of the manual.



3.3.7 Accounts

3.3.7.1 Chart of Accounts

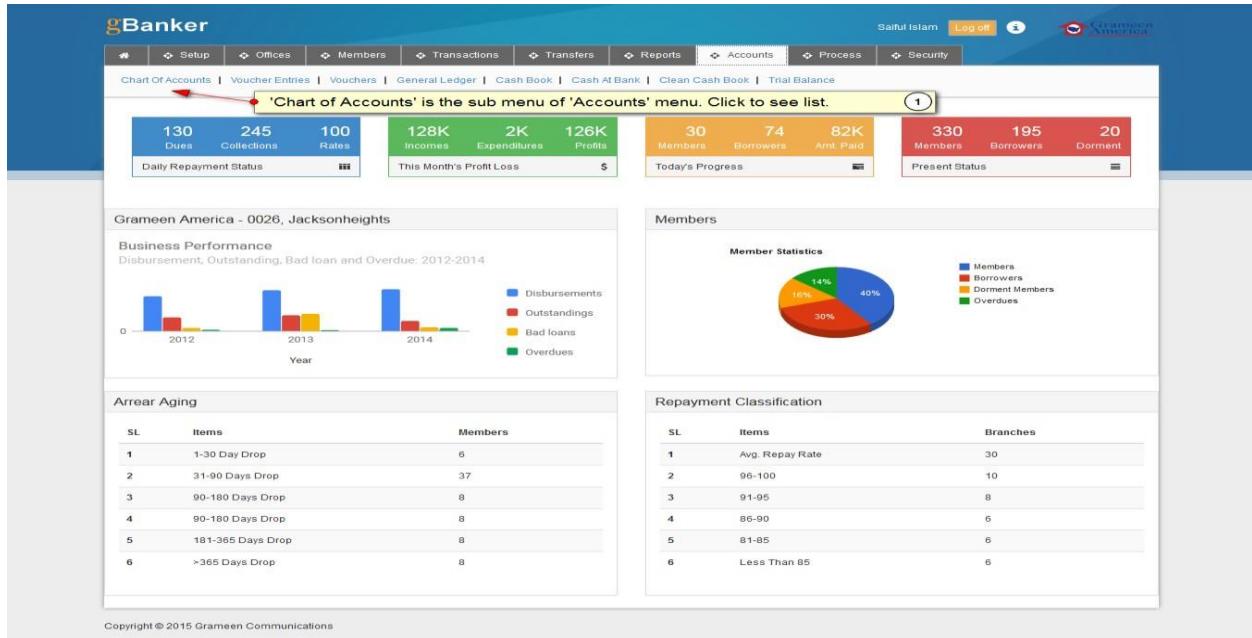
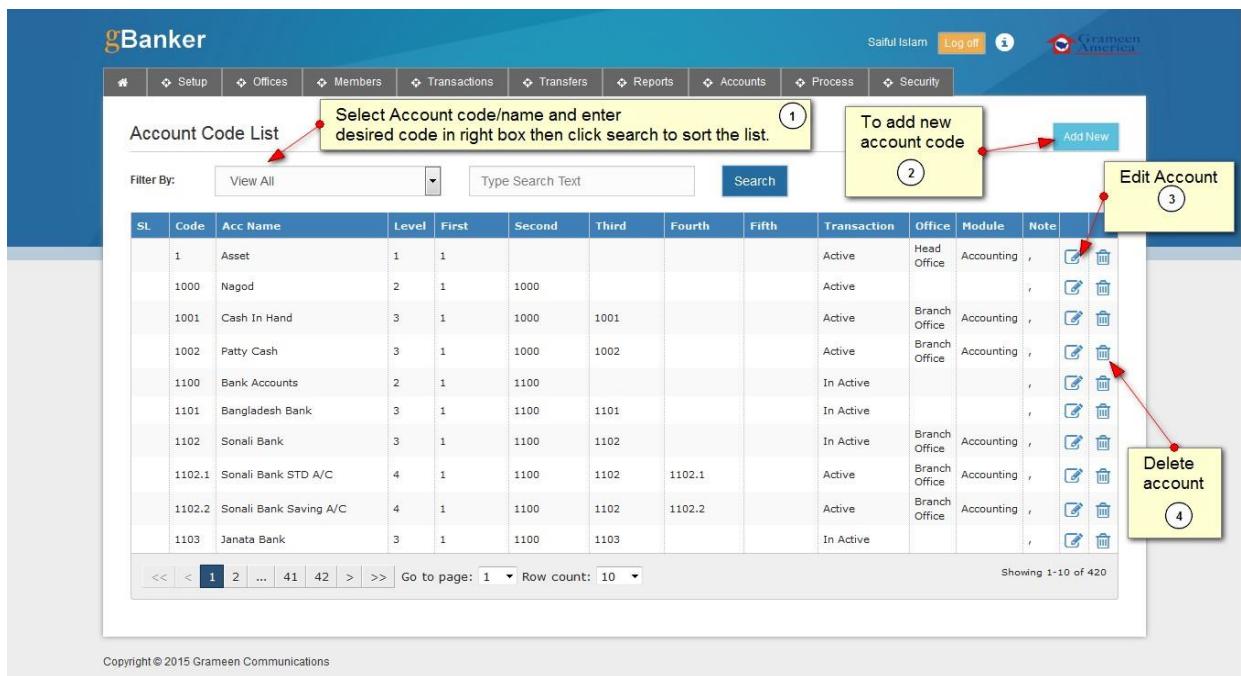


Fig 3.3.7.1A: Chart of Accounts

1. Click 'Chart of Account' to see the account list.



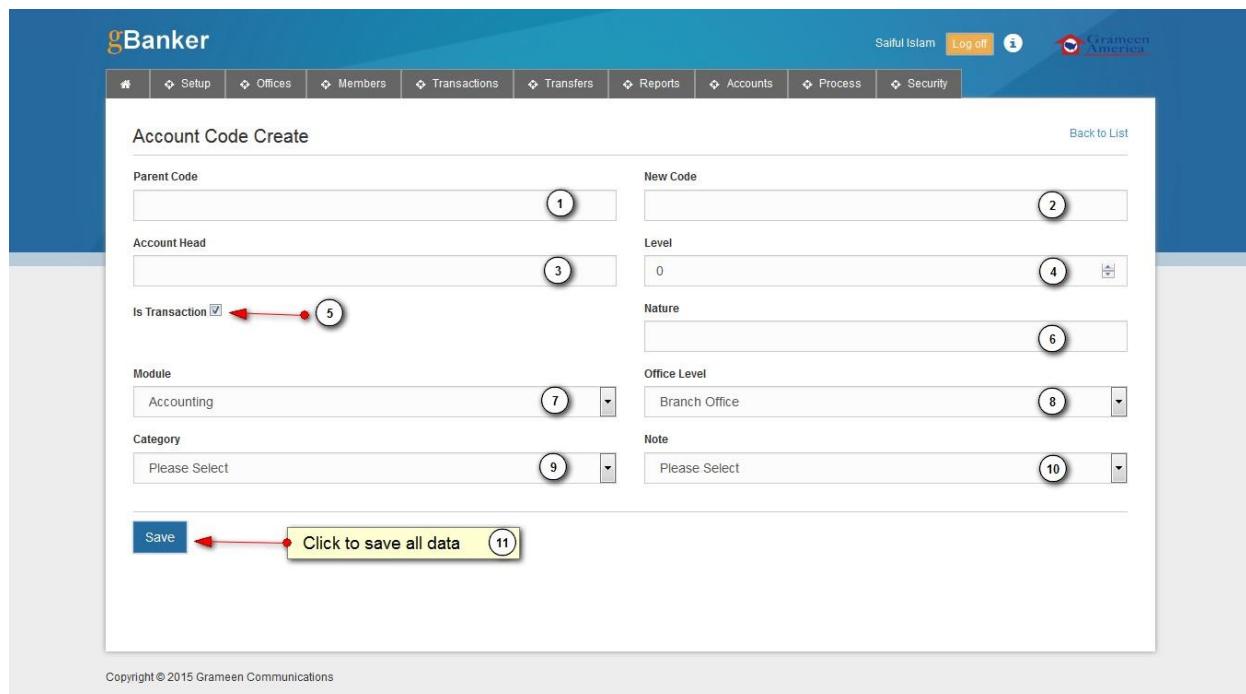
The screenshot shows the 'Account Code List' page with the following key elements:

- Top Header:** Shows 'Saiful Islam' and 'Log off'.
- Top Bar:** Includes links for Setup, Offices, Members, Transactions, Transfers, Reports, Accounts, Process, Security, and a Grameen America logo.
- Search and Filter:**
 - A yellow callout '1' points to a search bar with placeholder text: 'Select Account code/name and enter desired code in right box then click search to sort the list.'
 - A dropdown 'Filter By:' with 'View All' selected.
 - A text input 'Type Search Text'.
 - A 'Search' button.
- Table:** A grid of account codes with columns: SL, Code, Acc Name, Level, First, Second, Third, Fourth, Fifth, Transaction, Office, Module, Note, and Action icons (Edit, Delete).
- Action Buttons:**
 - 'Add New' (2) in a yellow box.
 - 'Edit Account' (3) in a yellow box.
 - 'Delete account' (4) in a yellow box.
- Page Navigation:** Includes '<<', '<', '1', '2', '...', '41', '42', '>', '>>', 'Go to page: 1', 'Row count: 10', and 'Showing 1-10 of 420'.
- Copyright:** Copyright © 2015 Grameen Communications.

Fig 3.3.7.1B: Account Code List

1. Sort the list by Account code/account name.

- If account code is selected, type desired account code in the right box.
If account name is selected, type desired account name in the right box.
Then click ‘Search’.
2. Click ‘Add New’ to add account code.
 3. Click to edit account information of the same row.
 4. Click to delete account of same row.



Account Code Create

Parent Code ①	New Code ②
Account Head ③	Level ④
Is Transaction <input checked="" type="checkbox"/> ⑤	Nature ⑥
Module ⑦	Office Level ⑧
Category ⑨	Note ⑩
<input style="background-color: #0070C0; color: white; padding: 5px 10px; margin-right: 10px;" type="button" value="Save"/> ⑪ <input style="border: 1px solid #0070C0; padding: 5px 10px;" type="button" value="Click to save all data"/>	

Copyright © 2015 Grameen Communications

Fig 3.3.7.1C: Account Code Create

1. Enter Parent code.
2. Enter new code for account.
3. Enter name of account head.
4. Enter level of account.
5. Check if the account code is the one where direct transaction takes place.
6. Enter nature of the account.
7. Enter module of the account.
8. Select which level of office- Branch/Area/Zone/Head office etc.
9. Select category of account from the list.
10. Select note from the list. An account may fall into the categories in list or may not.
11. Click to save all information of account.

3.3.7.2 Voucher Entries

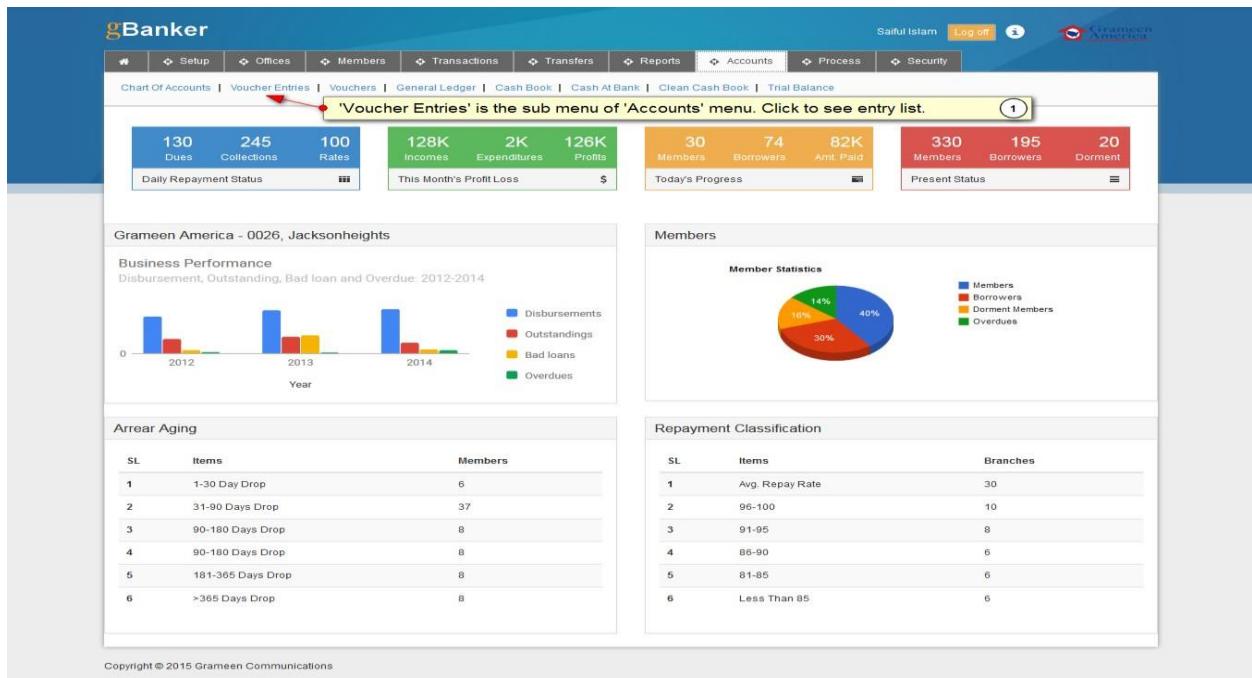


Fig 3.3.7.2A: Voucher Entries

1. Click 'Voucher Entries' to see the voucher entry list.

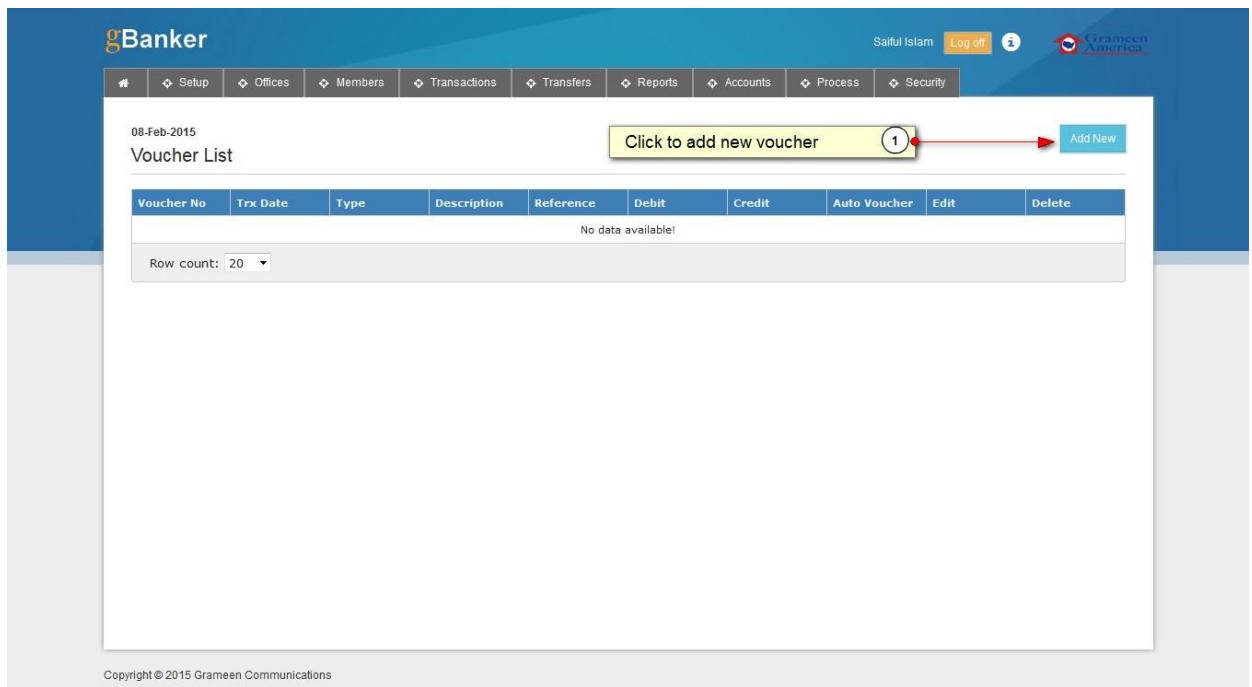


Fig 3.3.7.2B: Voucher List



1. Click ‘Add New’ to add new voucher to the list.

The screenshot shows the 'Voucher Create' page in the gBanker application. The interface includes a top navigation bar with links like Setup, Offices, Members, Transactions, Transfers, Reports, Accounts, Process, and Security. The user is logged in as Saiful Islam. A Grameen America logo is visible in the top right. The main form is titled 'Voucher Create' and contains fields for Transaction Date (08-Feb-2015), Rectify Voucher (checkbox), Voucher Type (Journal), Voucher No (66-2015), Reference, Description, Account, Debit, Credit, Narration, and two buttons at the bottom: 'Add' and 'Save'. Red arrows and circles numbered 1 through 11 highlight specific steps: 1 points to the 'Rectify Voucher' checkbox; 2 points to the 'Voucher Type' dropdown set to 'Journal'; 3 points to the 'New Voucher' button; 4 points to the 'Reference' input field; 5 points to the 'Description' input field; 6 points to the 'Account' input field; 7 points to the 'Debit' input field; 8 points to the 'Credit' input field; 9 points to the 'Narration' input field; 10 points to the 'Add' button; and 11 points to the 'Save' button. A yellow callout box labeled 'Click to generate a new voucher number' is positioned over the 'New Voucher' button.

Fig 3.3.7.2C: Voucher Create

1. Check the box if you want to rectify the voucher.
2. Select voucher type – Credit/Debit/Journal.
3. Click ‘New Voucher’ to generate a voucher in the left box.
4. Enter reference information.
5. Enter description if any.
6. Enter the account code of this voucher.
7. Enter debit amount if ‘Debit’ is selected in step 2.
8. Enter credit amount if ‘Credit’ is selected in step 2.
9. Enter narration if any.
10. Click ‘Add’ if you have more voucher entries.
11. Click ‘Save’ to store/save all voucher entries.

3.3.7.3 Vouchers

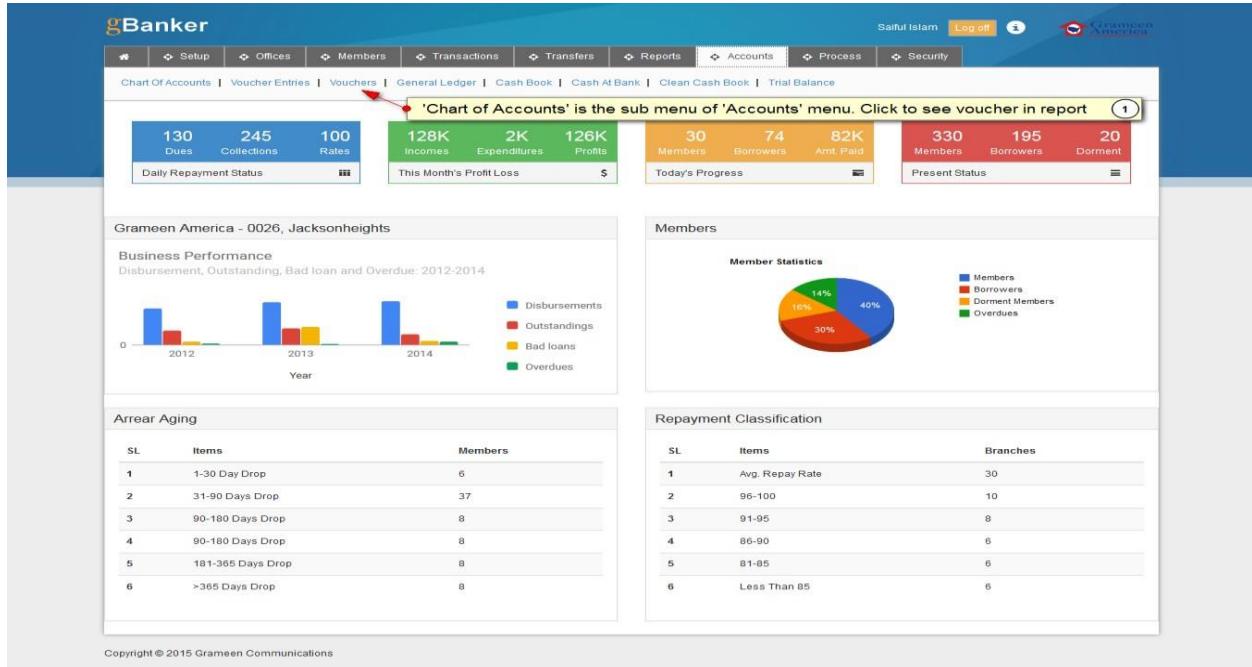


Fig 3.3.7.3A: Vouchers

1. Click ‘Vouchers’ to see the vouchers in report.

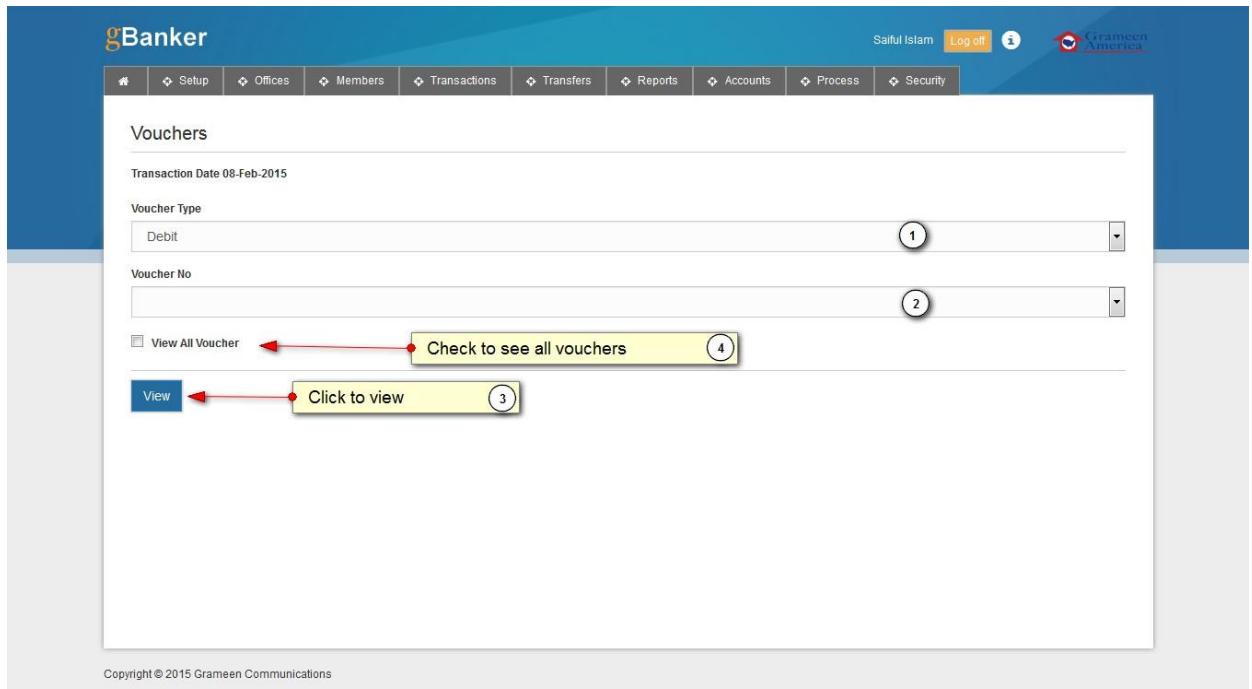


Fig 3.3.7.3B: Voucher View

1. Select Voucher type- debit/credit/journal.
2. Enter voucher no to view that particular voucher.
3. Then click to view.

4. Check the box to view all the vouchers.

3.3.7.4 General Ledger

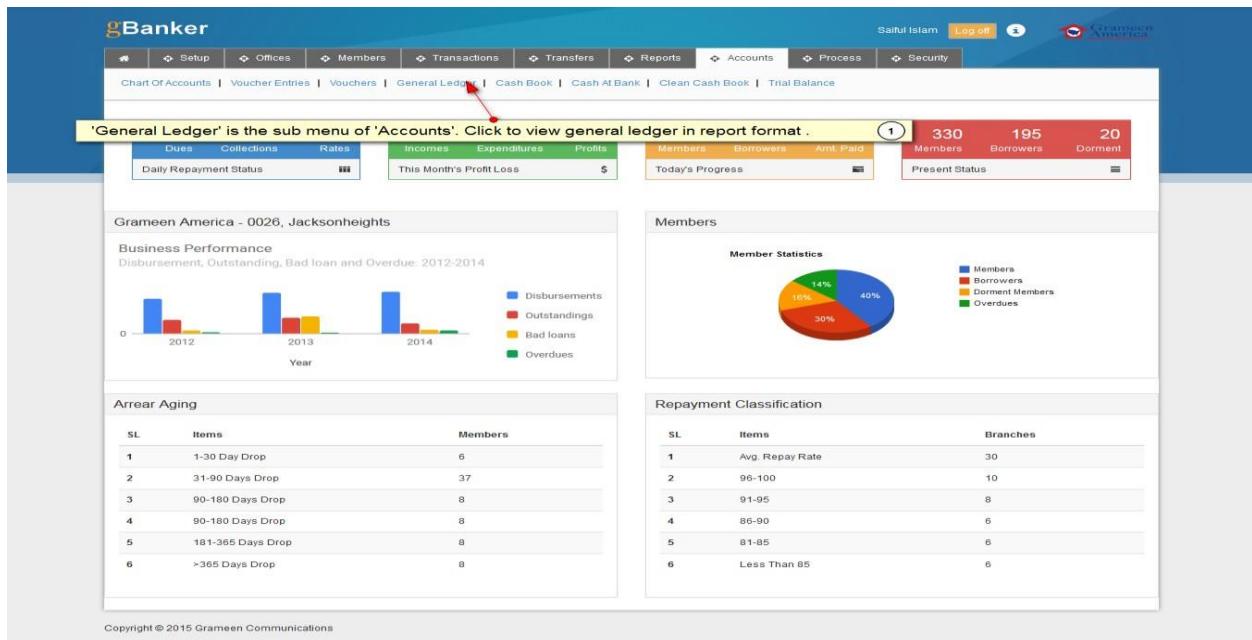
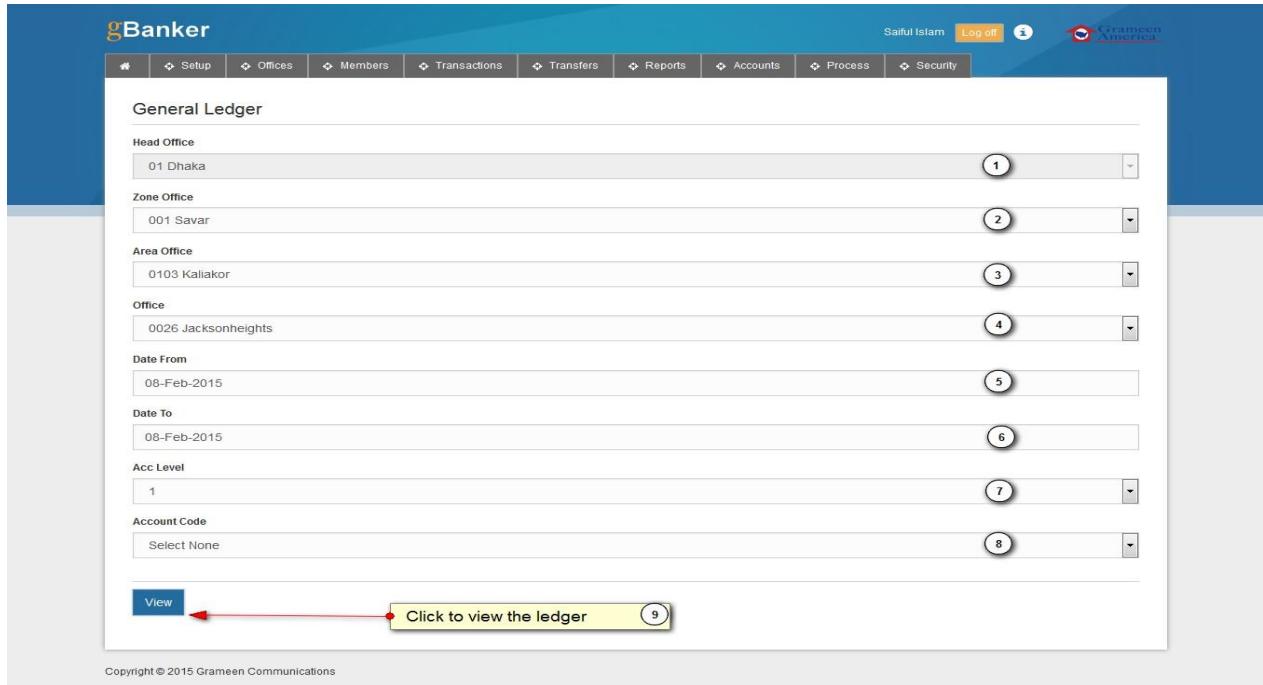


Fig 3.3.7.4A: General Ledger

1. Click ‘General Ledgers’ to see the ledger in report.



The screenshot shows the 'General Ledger' view interface. It has a form with several dropdown menus and input fields. The fields are numbered 1 through 9: 1. Head Office (01 Dhaka), 2. Zone Office (001 Savar), 3. Area Office (0103 Kaliakor), 4. Office (0026 Jacksonheights), 5. Date From (08-Feb-2015), 6. Date To (08-Feb-2015), 7. Acc Level (1), 8. Account Code (Select None). Below the form is a blue 'View' button. A red arrow points from the 'View' button to a yellow box containing the text 'Click to view the ledger'. At the bottom left, it says 'Copyright © 2015 Grameen Communications'.

Fig 3.3.7.4B: General Ledger View

1. Head office will be automatically selected from system login.
2. Zonal office will be automatically selected from system login.

3. Area office will be automatically selected from system login.
4. Branch office will be automatically selected from system login.
5. Select FROM date.
6. Select TO date.
7. Select account level.
8. Select account code.
9. Click to view the ledger.

3.3.7.5 Cashbook

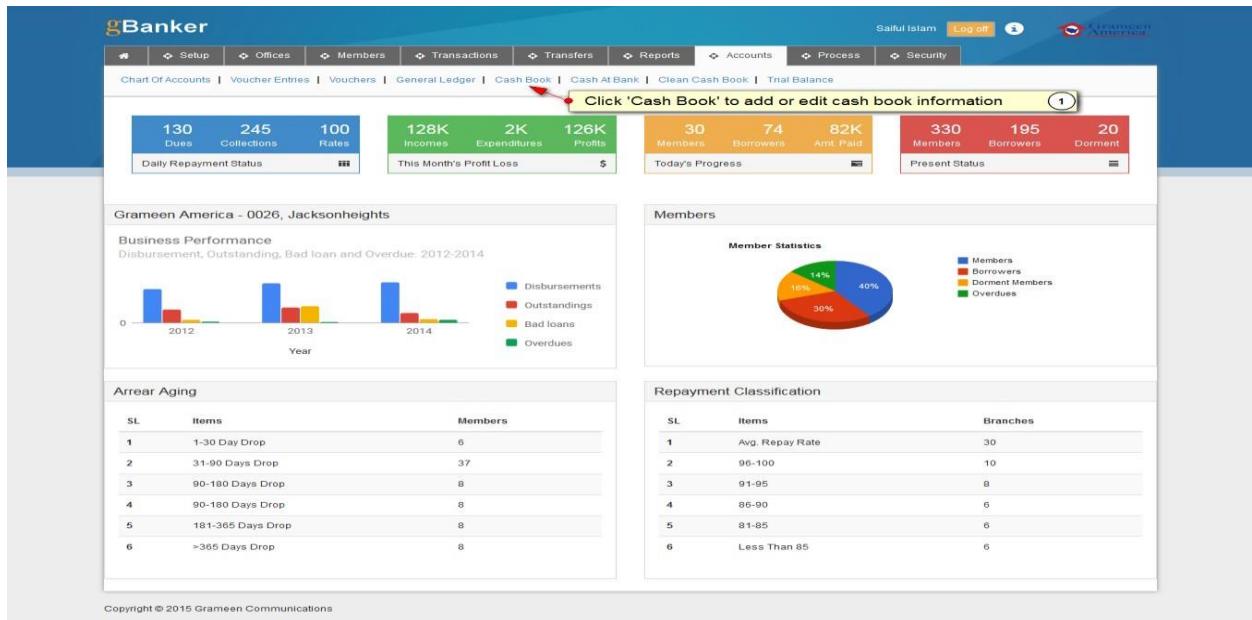
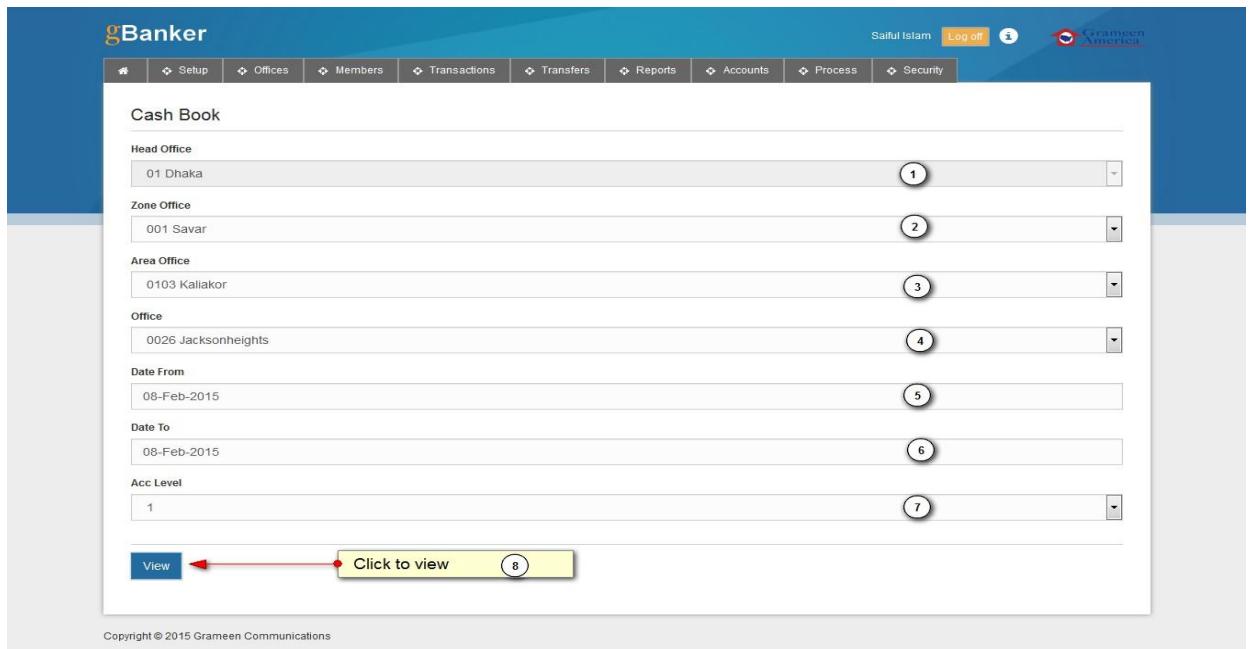


Fig 3.3.7.5A: Cashbook

1. Click ‘Cashbook’ to view cashbook information.



The screenshot shows the Cash Book search form with the following fields and steps:

1. Head Office: 01 Dhaka
2. Zone Office: 001 Savar
3. Area Office: 0103 Kaliakor
4. Office: 0026 Jacksonheights
5. Date From: 08-Feb-2015
6. Date To: 08-Feb-2015
7. Acc Level: 1
8. View button and Click to view button.



Fig 3.3.7.5B: Cashbook View

1. Head office will be automatically selected from system login.
2. Zonal office will be automatically selected from system login.
3. Area office will be automatically selected from system login.
4. Branch office will be automatically selected from system login.
5. Select FROM date.
6. Select TO date.
7. Select account level.
8. Click to view the cashbook details.

3.3.6.6 Cash at Bank

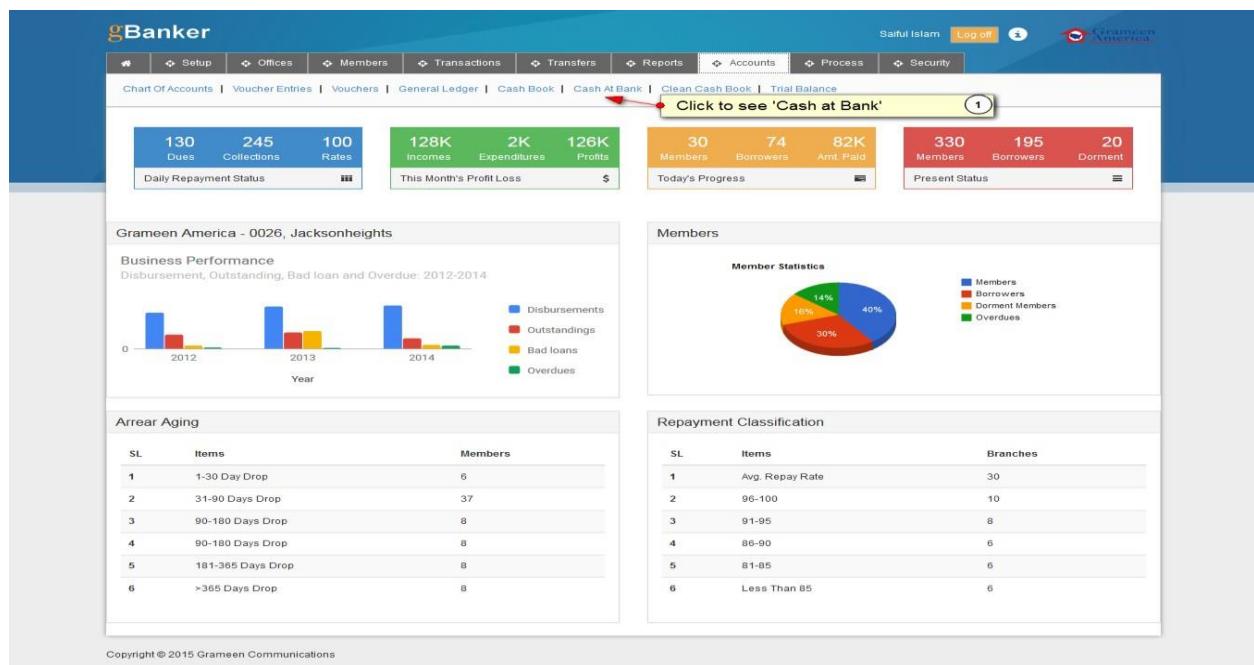


Fig 3.3.7.6A: Cash at Bank

1. Click to see Cash at Bank.



gBanker

Saiful Islam Log off Grameen America

Cash At Bank

Head Office
01 Dhaka (1)

Zone Office
001 Savar (2)

Area Office
0103 Kaliakor (3)

Office
0026 Jacksonheights (4)

Date From
08-Feb-2015 (5)

Date To
08-Feb-2015 (6)

Acc Level
1 (7)

View (8) Click to view

Copyright © 2015 Grameen Communications

Fig 3.3.7.6B: Cash at Bank view

1. Head office will be automatically selected from system login.
2. Zonal office will be automatically selected from system login.
3. Area office will be automatically selected from system login.
4. Branch office will be automatically selected from system login.
5. Select FROM date.
6. Select TO date.
7. Select account level.
8. Click to view the cash at bank.



3.3.7.7 Clean Cashbook

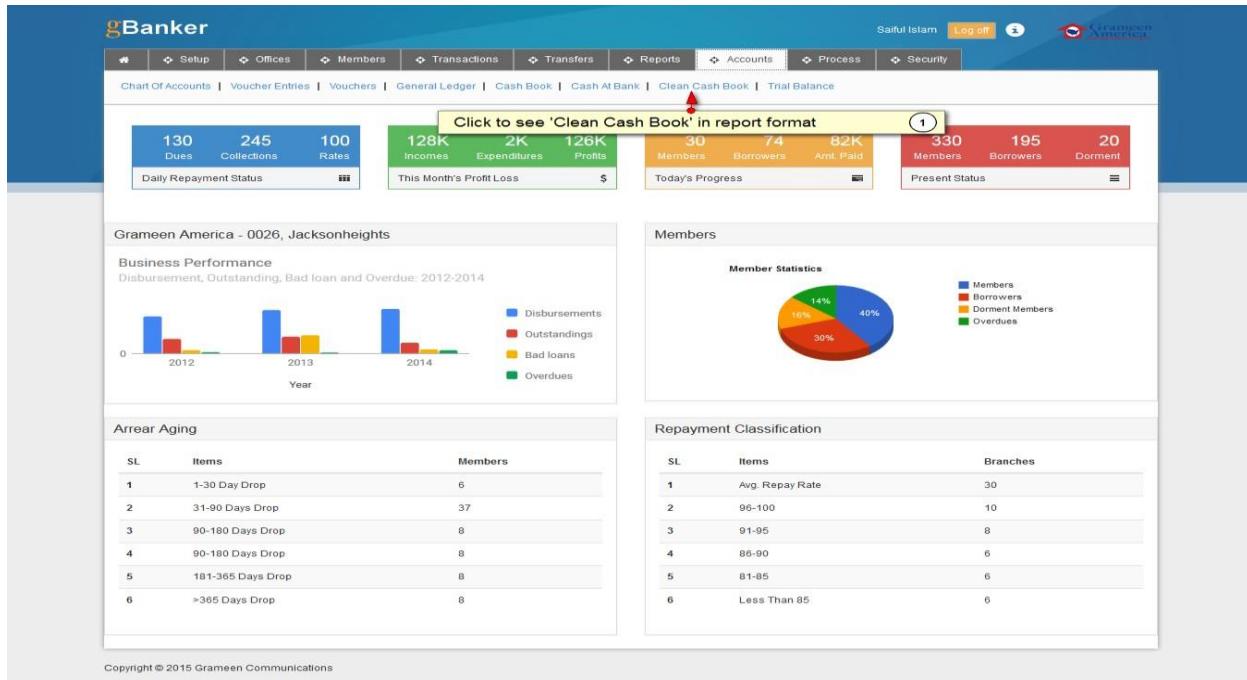


Fig 3.3.7.7A: Clean Cashbook

1. Click 'Clean Cashbook' to see in report format.

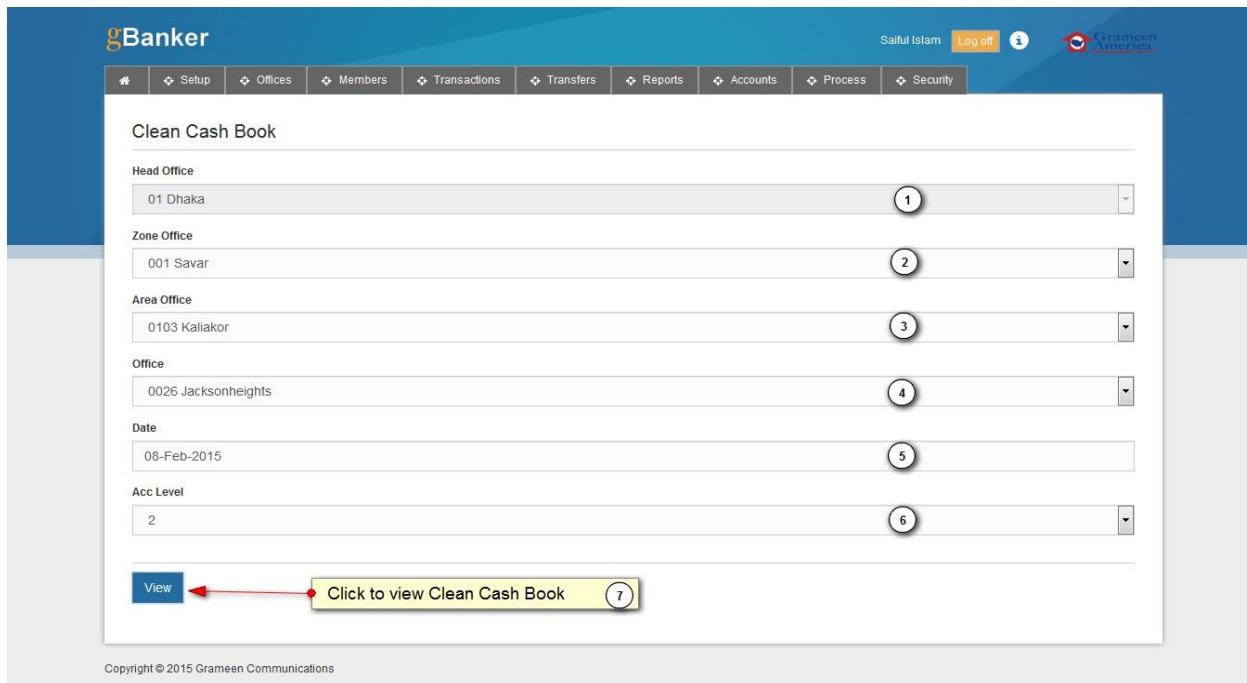


Fig 3.3.7.7B: Clean Cashbook View

1. Head office will be automatically selected from system login.
2. Zonal office will be automatically selected from system login.
3. Area office will be automatically selected from system login.
4. Branch office will be automatically selected from system login.
5. Select specific date.
6. Select account level.
7. Click to view the clean cash book. Clean cash book is the list of all cash and non cash transactions.



3.3.7.8 Trial Balance

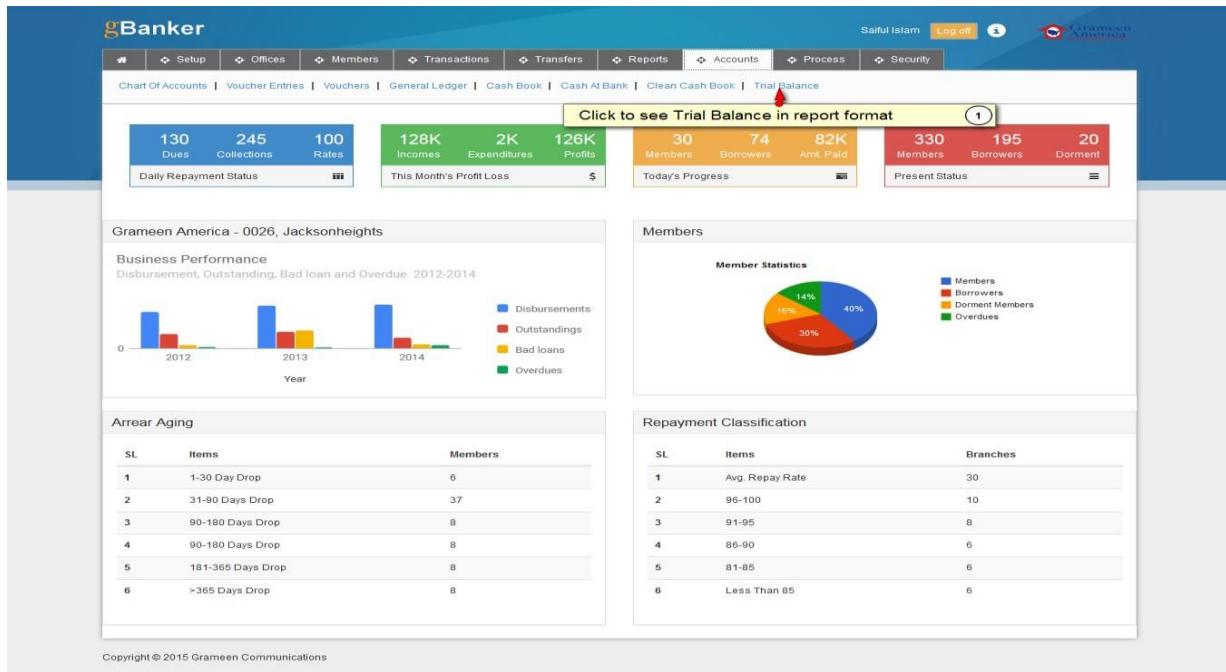


Fig 3.3.7.8A: Trial Balance

1. Click ‘Trial Balance’ to see in report format.

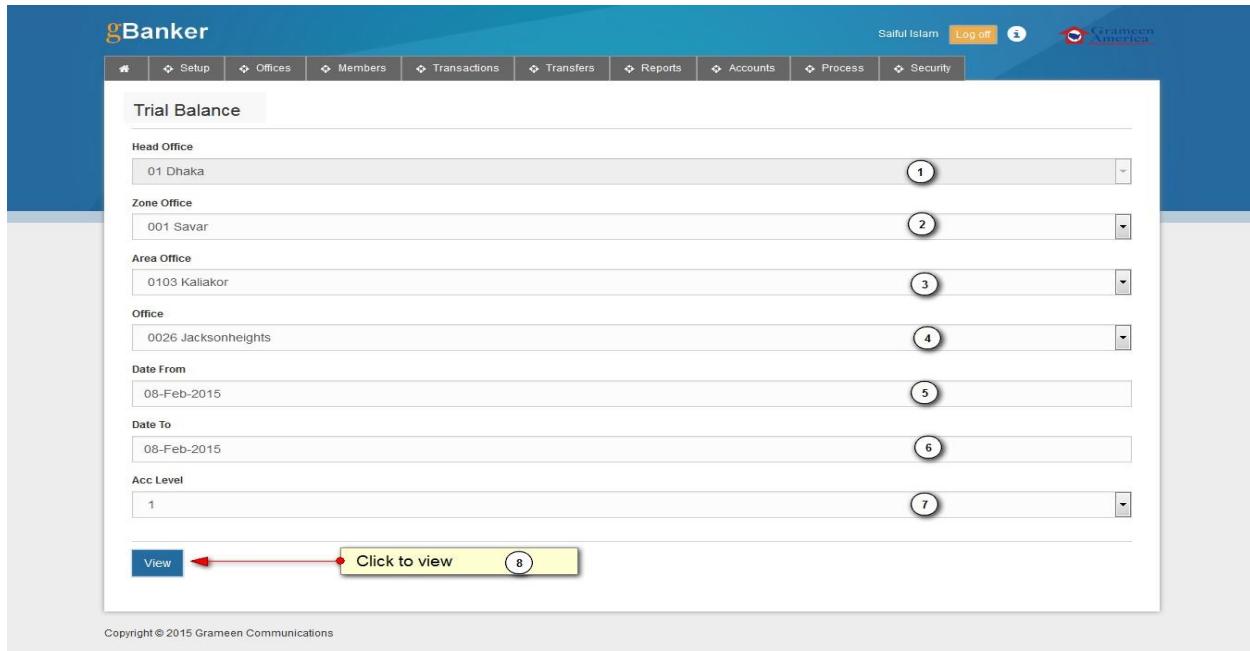


Fig 3.3.7.8B: Trial Balance View

1. Head office will be automatically selected from system login.
2. Zonal office will be automatically selected from system login.
3. Area office will be automatically selected from system login.

4. Branch office will be automatically selected from system login.
5. Select FROM date.
6. Select TO date.
7. Select account level.
8. Click to view the trial balance.

3.3.8 Process

3.3.8.1 Start Work Process

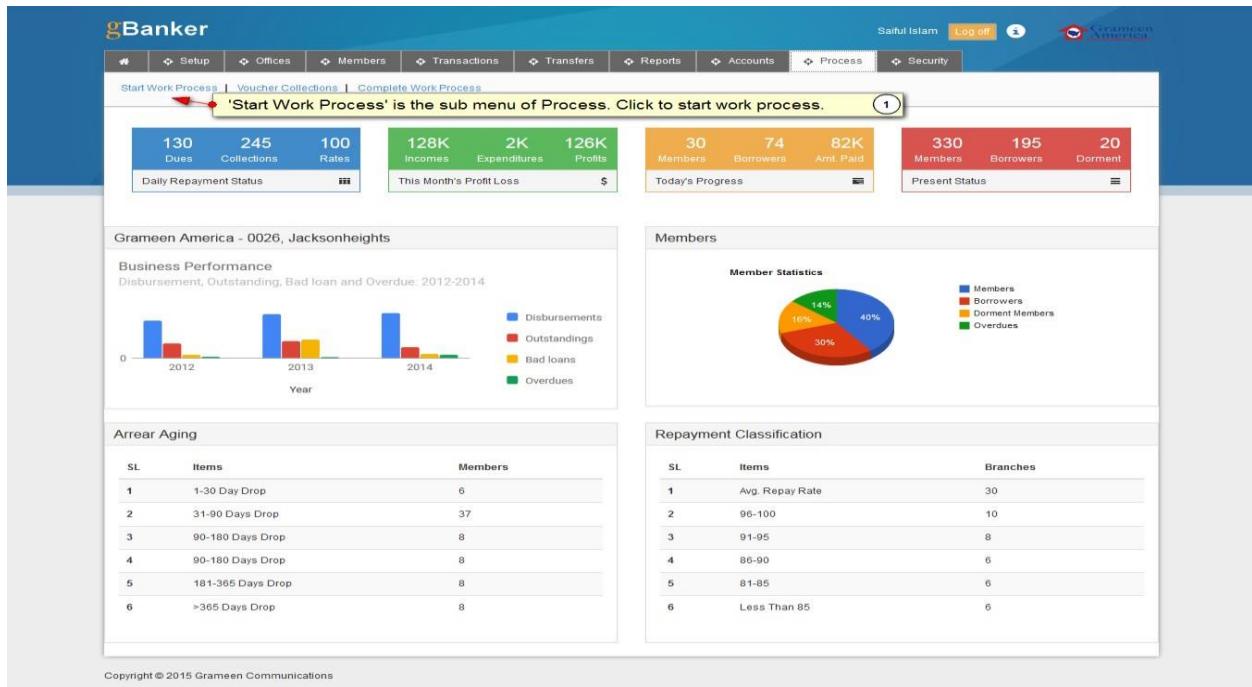


Fig 3.3.8.1A: Start Work Process

- Click to start work process.

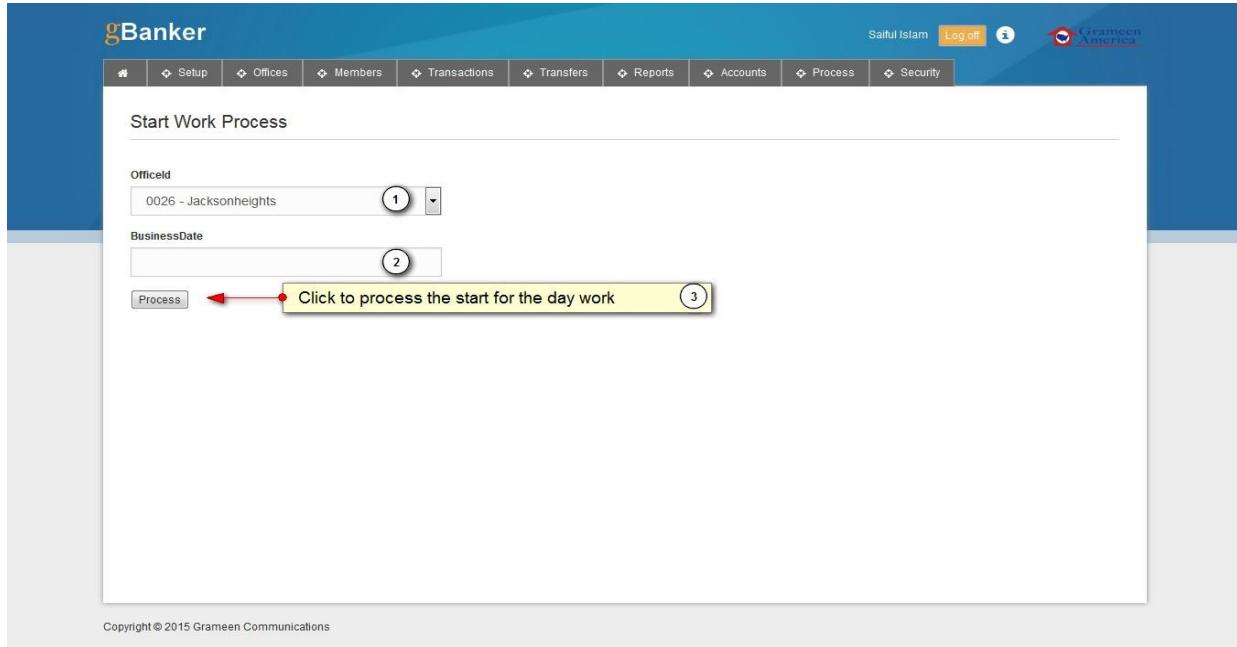


Fig 3.3.8.1B: Process Start Work

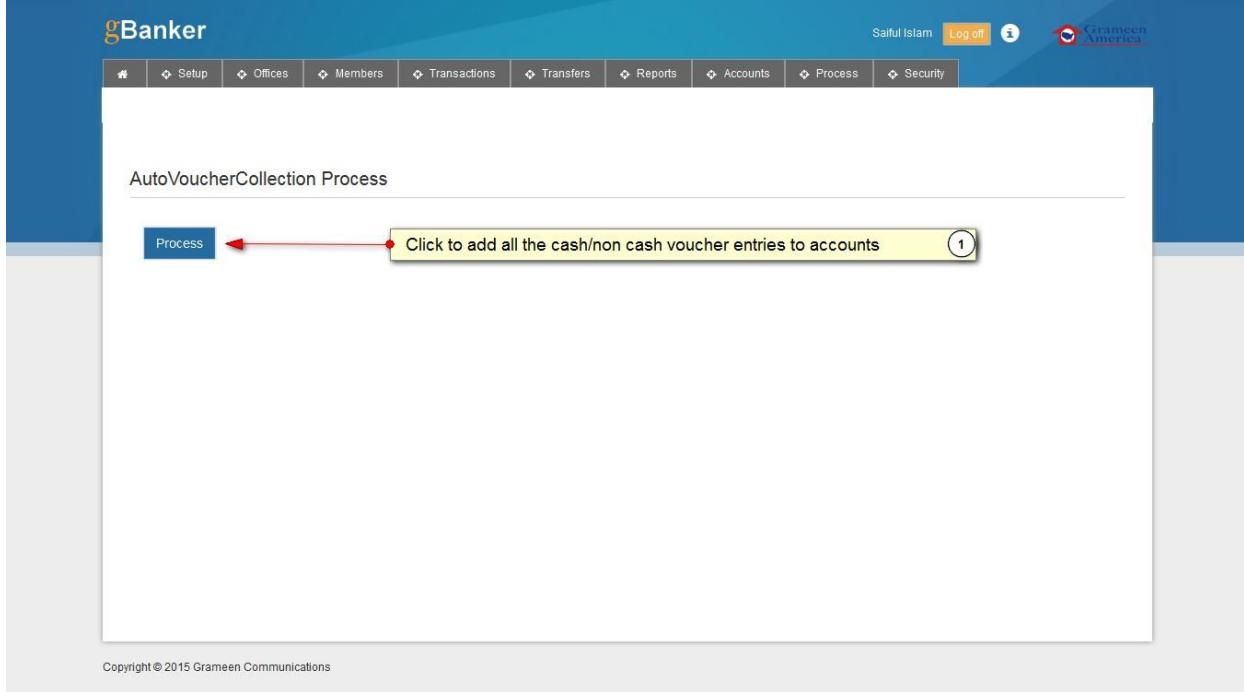
- Branch office will be automatically selected from the system login.
- Select next business day.
- Click 'Process' to process start for all the work for that day.

3.3.8.2 Voucher Collections

Copyright © 2015 Grameen Communications

Fig 3.3.8.2A: Voucher Collections

1. Click to process all voucher collections.

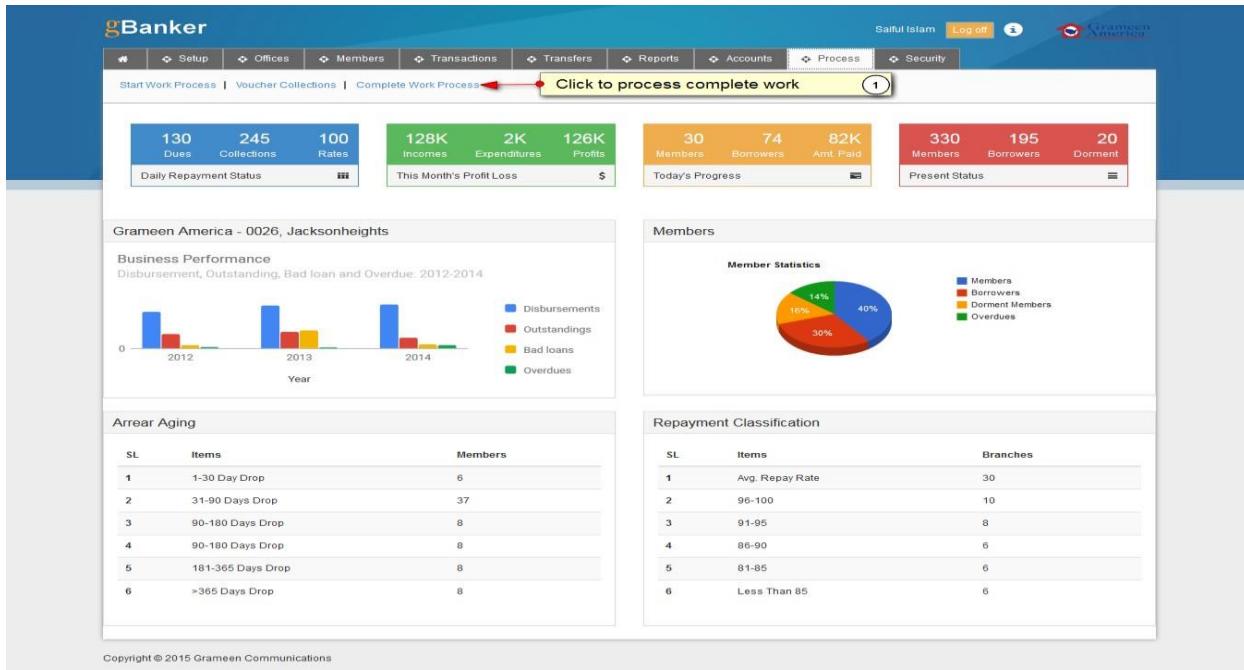


Copyright © 2015 Grameen Communications

Fig 3.3.8.2B: Add Voucher Collection Process

1. Click to process the adding of cash/non cash voucher entries from portfolio to account automatically. After whole day's portfolio is done, "Add Voucher Collection" process is done to collect all the voucher.

3.3.8.3 Complete Workprocess



Copyright © 2015 Grameen Communications

Fig 3.3.8.3A: Complete Work Process

1. Click to complete work process.

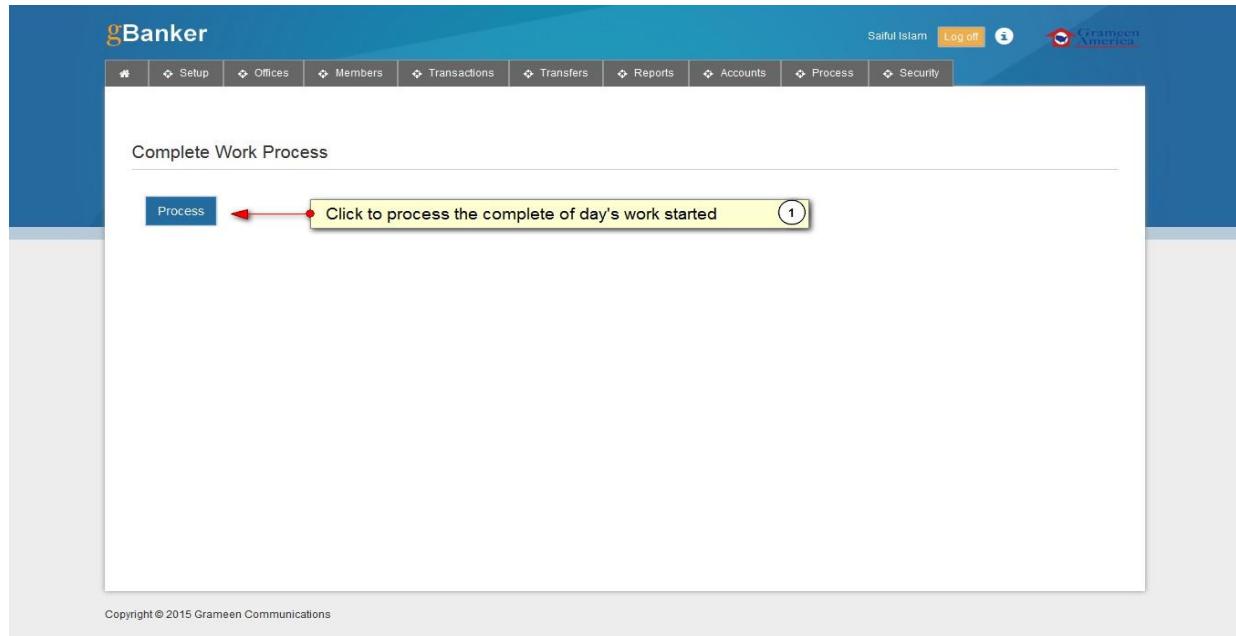


Fig 3.3.8.3B: Process Complete Work

1. Click ‘Process’ to complete work process started for the day. In order to start work process for next day, ‘Process Complete Work’ is necessary to be done. All the entries in accounting and portfolio whole day long get completed by this process.

3.3.9 Security

3.3.9.1 Security Permission

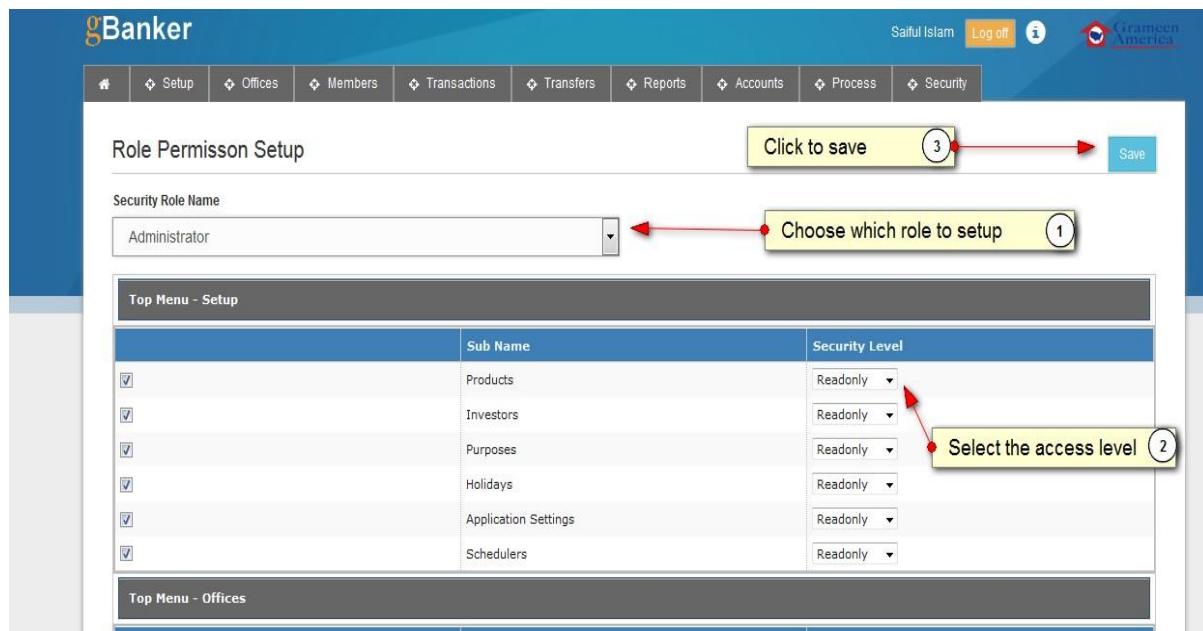
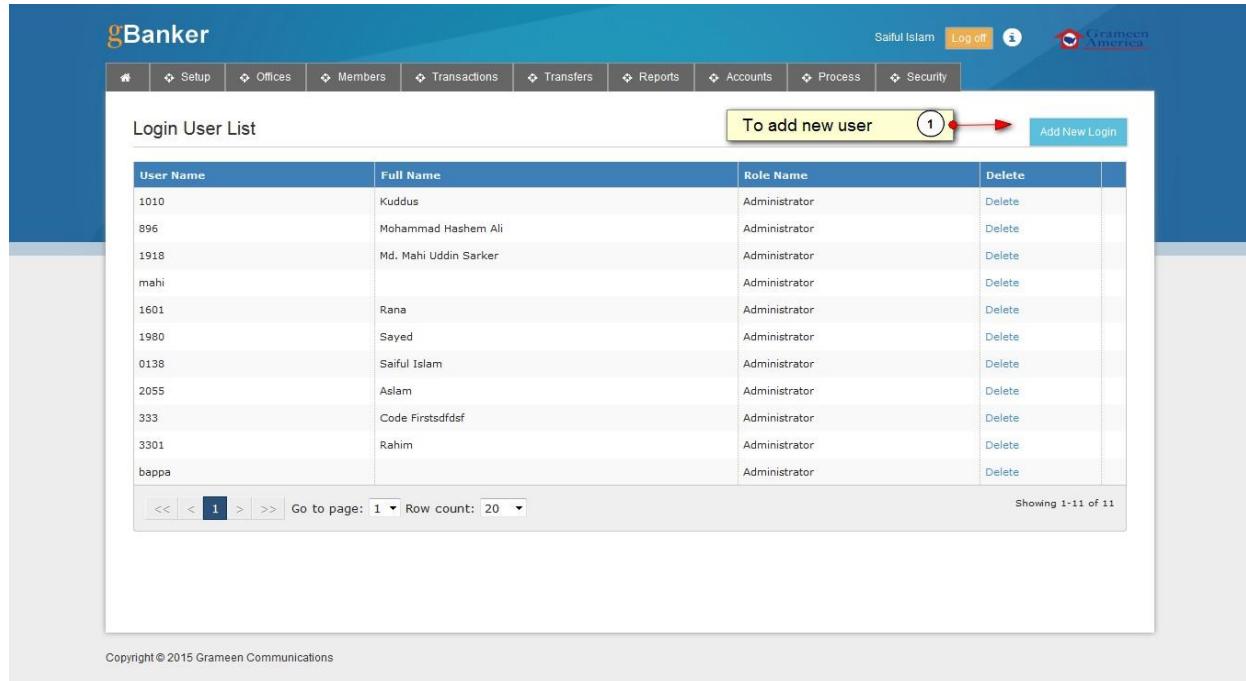


Fig 3.3.9.1A: Role Permission Setup

1. Choose which role to set up for permissions from the roll list.
2. Then one by one select the access level for every menu item, job and process listed.
By default the permission to all access is set to **READONLY**. But there are other accesses i.e.- Add, Edit, Delete, Update etc.
3. Then click to save the changes.

3.3.9.2 User List



Login User List

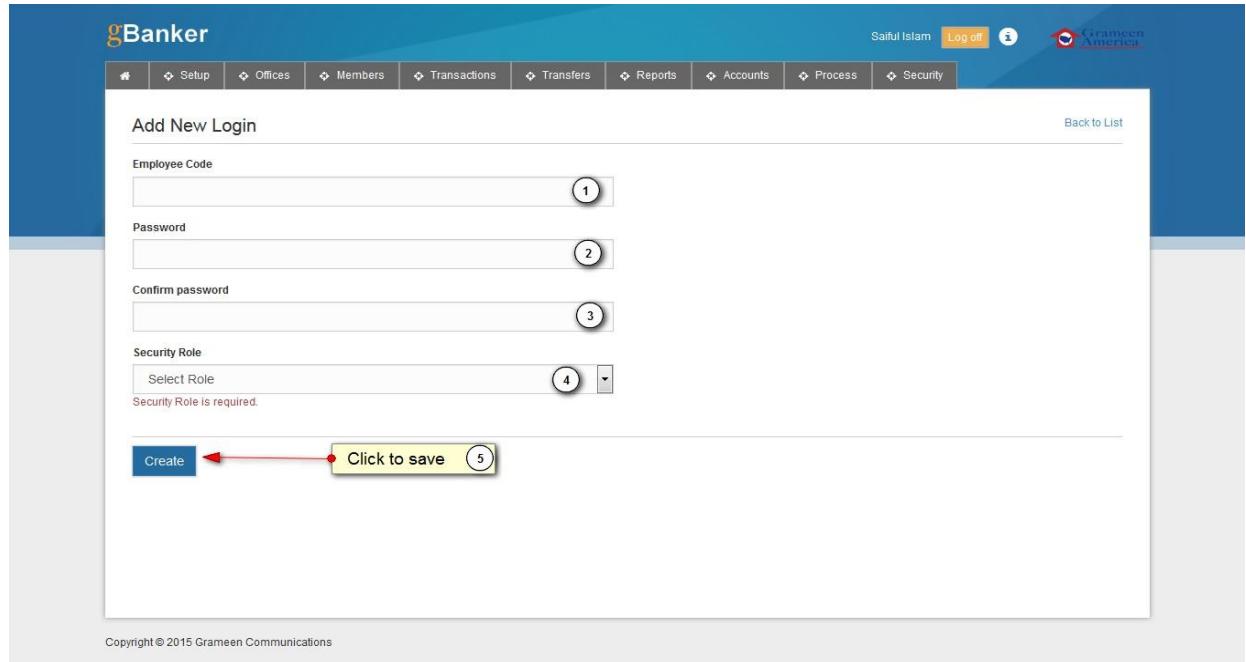
User Name	Full Name	Role Name	Delete
1010	Kuddus	Administrator	Delete
896	Mohammad Hashem Ali	Administrator	Delete
1918	Md. Mahi Uddin Sarker	Administrator	Delete
mahi		Administrator	Delete
1601	Rana	Administrator	Delete
1980	Sayed	Administrator	Delete
0138	Saiful Islam	Administrator	Delete
2055	Aslam	Administrator	Delete
333	Code Firstsd fdsf	Administrator	Delete
3301	Rahim	Administrator	Delete
bappa		Administrator	Delete

<< < 1 > >> Go to page: 1 Row count: 20 Showing 1-11 of 11

Copyright © 2015 Grameen Communications

Fig 3.3.9.2A: User List

1. Click to add new user to the list.



Add New Login

Employee Code (1)

Password (2)

Confirm password (3)

Security Role (4)

Select Role
Security Role is required.

Create (5) Click to save

Back to List

Copyright © 2015 Grameen Communications

Fig 3.3.9.2B: Add New Login User

1. Enter the employee code
2. Enter password.
3. Enter password again to confirm.

4. Select which security role this new user will belong to. It is a mandatory field to create a login user.
5. Click to save the changes.

3.3.9.3 Employee Office Mapping

Employee Code (1)

Zone Office (2)

Area Office (3)

Assigned Office List:

- 3001 - Fultala1
- 3002 - Narail

The branch offices listed under the selected area office
Check the boxes for the offices this employee can work for. (4)

Create (5)

Click to save

Fig 3.3.9.3A: Employee Office Mapping

1. Enter the employee code
2. Enter zone office code employee works for.
3. Enter area office code employee works for.
4. Then the list of branch offices under selected area office will be generated. Click the offices the employee will work for. An employee can work for more than one office.
5. Click to save data.

3.3.9.4 Change Password

gBanker

Saiful Islam Log off Grameen America

Security Permission | User List | Employee Office Mapping | Change Password | Application Log

You're logged in as 0138.

Current password

New password

Confirm new password

Change password

Copyright © 2015 Grameen Communications

Fig 3.3.9.4A: Change Passwords

1. To change account password click Security->Change Password tab.
2. Enter current password.
3. Enter new password.
4. Enter again to confirm.
5. Click to save the changes to take effect.

3.3.9.5 Application Log

This is to keep the log of user operation and details to track the changes (1)

See details (2)

Detail

Date	IP	User	Page	Action	Request Type	URL	Detail
2015-06-02	127.0.0.1		Account	Login	GET	http://localhost:5433/Account/Login?ReturnUrl=%2f	
2015-06-02	127.0.0.1	0138	Account	Login	GET	http://localhost:54433/Account/Login	
2015-06-02	127.0.0.1	0138	Home	Index	GET	http://localhost:54433/	
2015-06-01	127.0.0.1	0138	Home	SelectOffice	POST	http://localhost:24433/Home/SelectOffice	
2015-06-01	127.0.0.1	0138	Home	GetDashboardItems	POST	http://localhost:24433/Home/GetDashboardItems	
2015-06-01	127.0.0.1	0138	Home	Index	GET	http://localhost:24433/	
2015-06-01	127.0.0.1		Account	Login	POST	http://localhost:24433/Account/Login?ReturnUrl=%2f	
2015-06-01	127.0.0.1		Account	Login	GET	http://localhost:24433/Account/Login?ReturnUrl=%2f	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	SaveLoaneeTransfer	POST	http://localhost:24433/LoaneeTransfer/SaveLoaneeTransfer?Length=4	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetCenterList	POST	http://localhost:24433/LoaneeTransfer/GetCenterList?OfficeId=67	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetGroupList	POST	http://localhost:24433/LoaneeTransfer/GetGroupList?OfficeId=67	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetOfficeList	POST	http://localhost:24433/LoaneeTransfer/GetOfficeList	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetLoaneeInfo	POST	http://localhost:24433/LoaneeTransfer/GetLoaneeInfo?startIndex=0&pageSize=10&Sorting=MemberCode%20ASC	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetOfficeList	POST	http://localhost:24433/LoaneeTransfer/GetOfficeList	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetOfficeList	POST	http://localhost:24433/LoaneeTransfer/GetOfficeList	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetOfficeList	POST	http://localhost:24433/LoaneeTransfer/GetOfficeList	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetMemberList	POST	http://localhost:24433/LoaneeTransfer/GetMemberList?centerId=52&groupId=27	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetOfficeList	POST	http://localhost:24433/LoaneeTransfer/GetOfficeList	
2015-06-01	127.0.0.1	0138	LoaneeTransfer	GetOfficeList	POST	http://localhost:24433/LoaneeTransfer/GetOfficeList	

<< < 1 2 ... 355 356 > >> Go to page: 1 Row count: 20 Showing 1-20 of 7113

Copyright © 2015 Grameen Communications

Fig 3.3.9.5A: Application Log

1. This is a list or log of user operation with login details. This helps to track the changes and operations carried by individual user on specific time.



3.4 Changing User Password

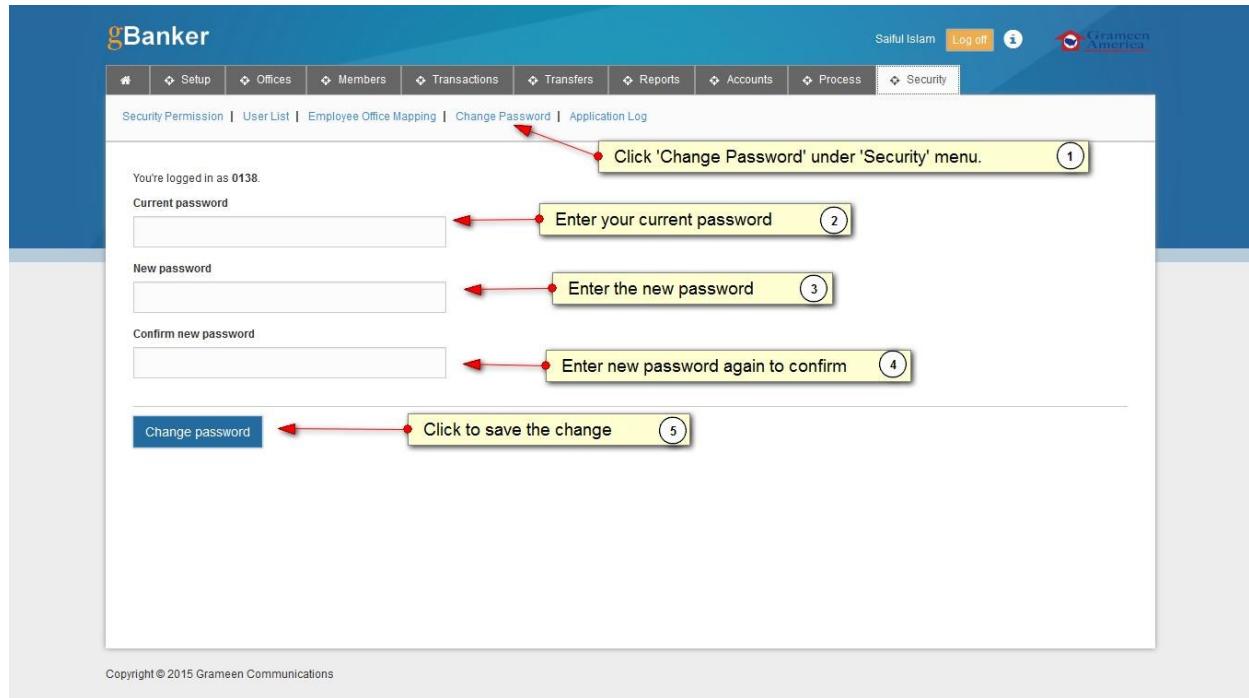
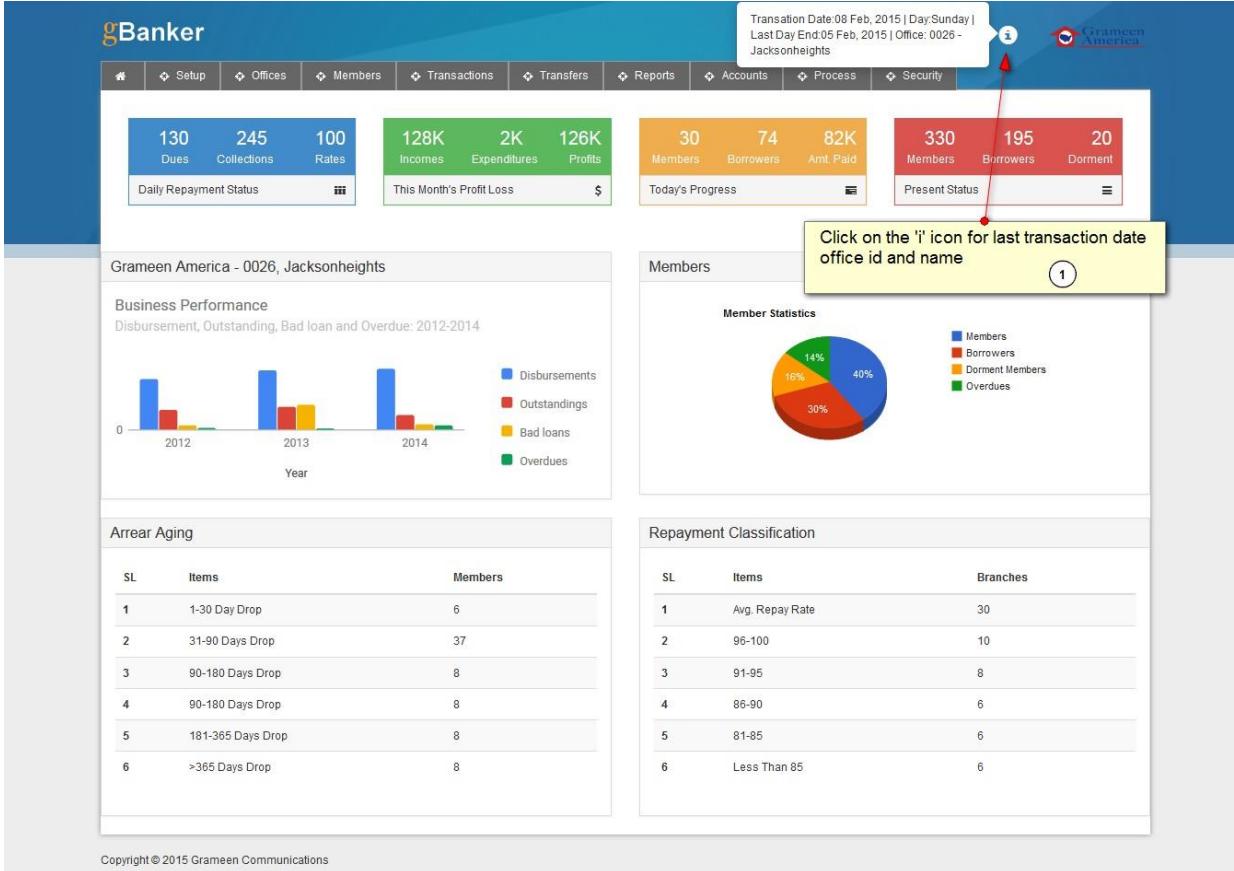


Fig 3.4A: Changing User Password

1. To change account password click Security->Change Password tab.
2. Enter current password.
3. Enter new password.
4. Enter again to confirm.
5. Click to save the changes to take effect.

3.5 Information Icon



The screenshot shows the gBanker software interface with several key sections:

- Top Header:** Shows transaction details: Transaction Date: 08 Feb, 2015 | Day: Sunday | Last Day End: 05 Feb, 2015 | Office: 0026 - Jacksonheights.
- Top Navigation:** Includes links for Setup, Offices, Members, Transactions, Transfers, Reports, Accounts, Process, and Security.
- Key Metrics:** Four boxes showing: Dues (130), Collections (245), Rates (100); Incomes (128K), Expenditures (2K), Profits (126K); Members (30), Borrowers (74), Amt. Paid (82K); and Present Status (330 Members, 195 Borrowers, 20 Dorment).
- Business Performance:** A chart showing Disbursement, Outstanding, Bad loan, and Overdue data from 2012 to 2014. The legend indicates: Disbursements (blue), Outstandings (red), Bad loans (yellow), and Overdues (green).
- Arrear Aging:** A table showing the number of members for different age categories of arrears.
- Members:** A section showing Member Statistics with a pie chart (40% Members, 30% Borrowers, 18% Dorment Members, 14% Overdues) and a table of Repayment Classification by branch.
- Repayment Classification:** A table showing the average repayment rate across branches.

A yellow callout box with a red arrow points to the information icon (an 'i' inside a circle) in the top right corner of the header. The callout text says: "Click on the 'i' icon for last transaction date office id and name".

Fig 3.5A: Information Icon

1. There is a small icon on the right corner of the page header. Click that icon to know following information –
 - Current Transaction date and day
 - Last end date, for which 'Complete Work Process' has been done.
 - Logged in Office Id and name.

3.6 Exiting the System

The screenshot shows the gBanker+ system interface. At the top, there's a navigation bar with links like Setup, Offices, Members, Transactions, Transfers, Reports, Accounts, Process, and Security. On the far right of the header, there's a user profile for 'Saiful Islam' with a 'Log off' button and a help icon. Below the header, there are four summary boxes: Daily Repayment Status (130 Dues, 245 Collections, 100 Rates), This Month's Profit Loss (128K Incomes, 2K Expenditures, 126K Profits), Today's Progress (30 Members, 74 Borrowers, 82K Amt Paid), and Present Status (330 Members, 195 Borrowers, 20 Dorment). The main content area includes sections for Business Performance (with a bar chart for Disbursements, Outstandings, Bad loans, and Overdues from 2012 to 2014), Arrear Aging (a table showing member counts for different day drop categories), and Member Statistics (a pie chart showing the distribution of Members, Borrowers, Dorment Members, and Overdues). There's also a Repayment Classification section with a table of branches and their average repayment rates. At the bottom left, there's a copyright notice: 'Copyright © 2015 Grameen Communications'.

Fig 3.6A: Exiting System

1. Click 'Log Off' to exit the system.

4.0 Reporting

4.1 Transaction Summary

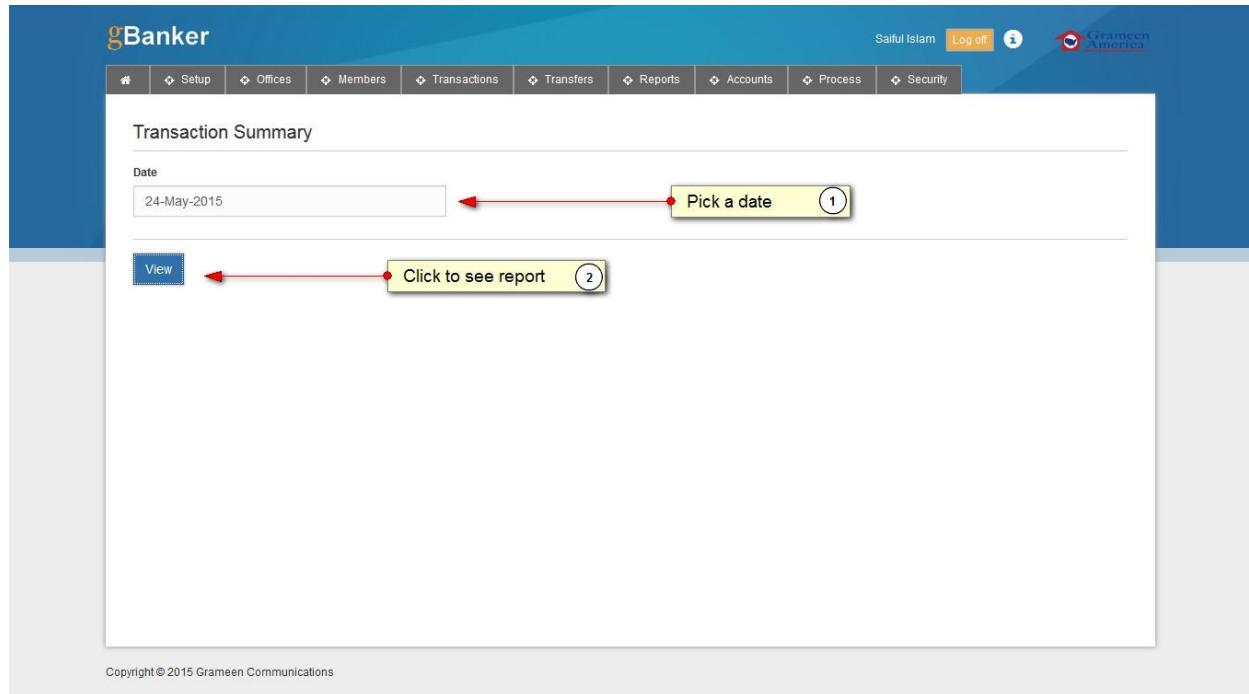


Fig 4.1: Transaction Summary

1. Pick a specific date from the calendar.
2. Click View to see transaction summary of that specific day.



4.2 Paid off List

Paid Off List

Date From
24-May-2015 Pick a from date (1)

Date To
24-May-2015 Pick a to date (2)

Paid Off Today Check if today's report should be included (3)

View (4) Click to see the report

Copyright © 2015 Grameen Communications

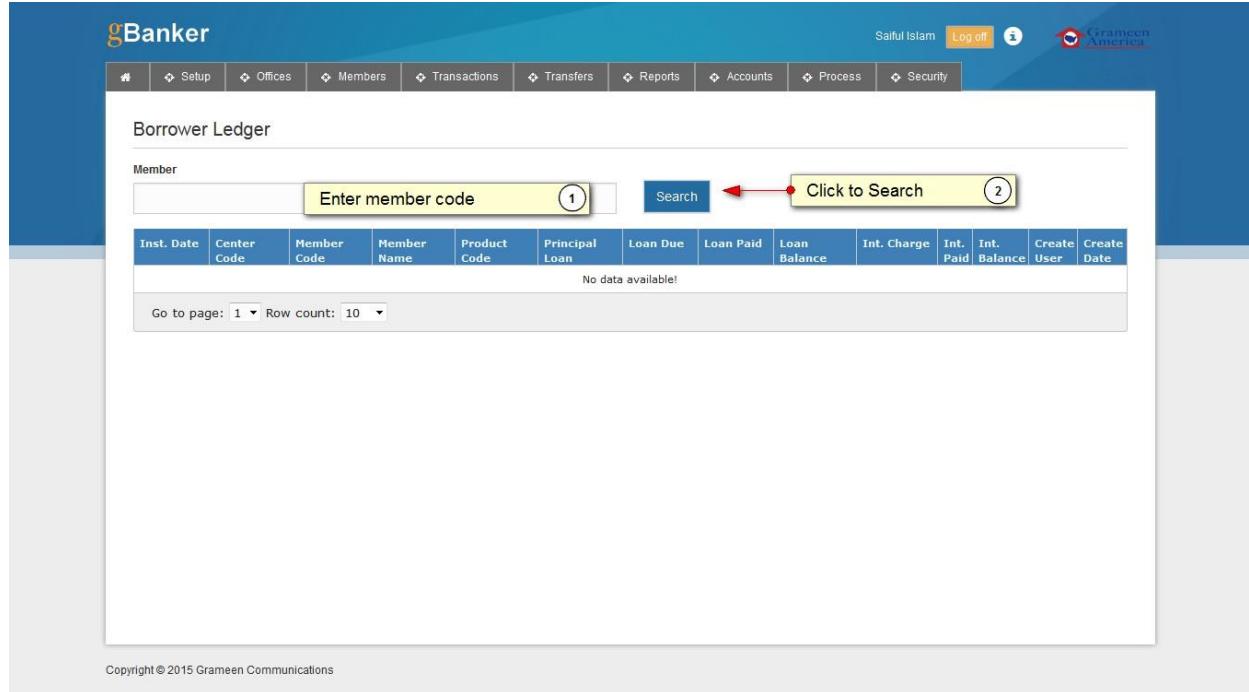
Fig 4.2: Paid Off List

1. Pick a FROM date
2. Pick a TO date



3. Check the box if today's report is to be viewed only.
4. View the paid off list for the selected date range.

4.3 Borrower Ledger



Copyright © 2015 Grameen Communications

Fig 4.3: Borrower Ledger

1. Enter member code for member specific search.
2. Click 'search' to sort out the list for that member code.



4.4 Loan Ledger

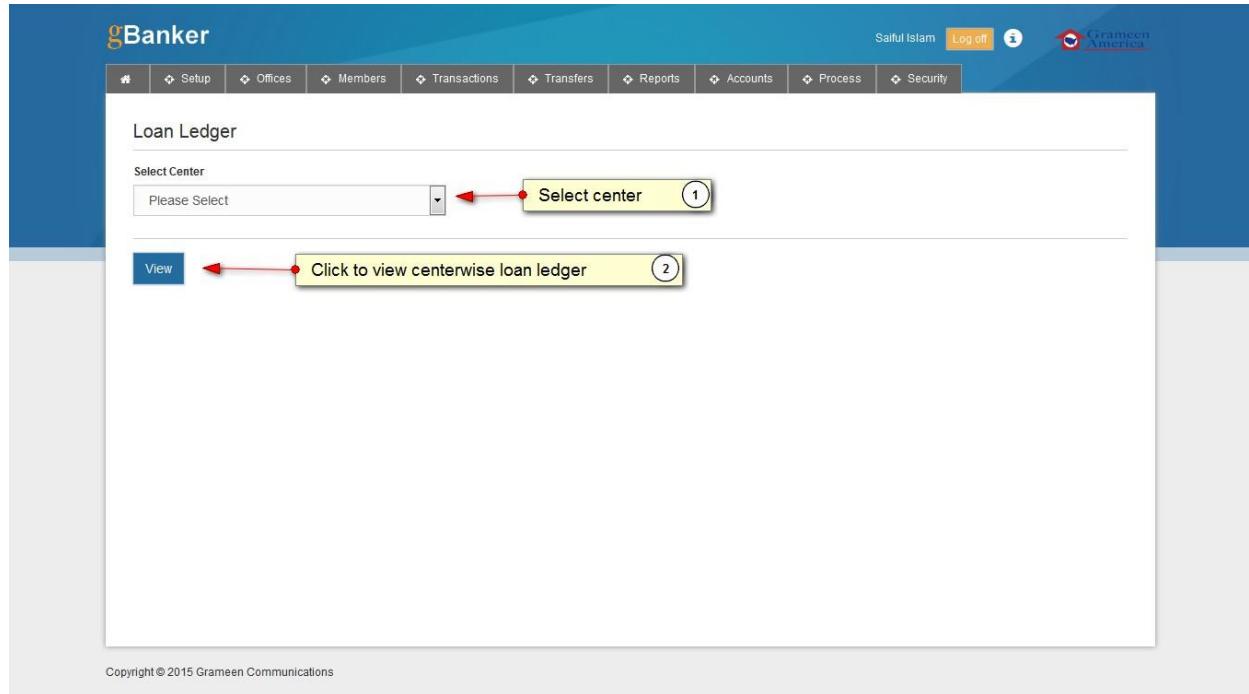


Fig 4.4: Loan Ledger

1. Select a center.
2. Click 'View' to see center wise loan ledger.

4.5 Loan Balance

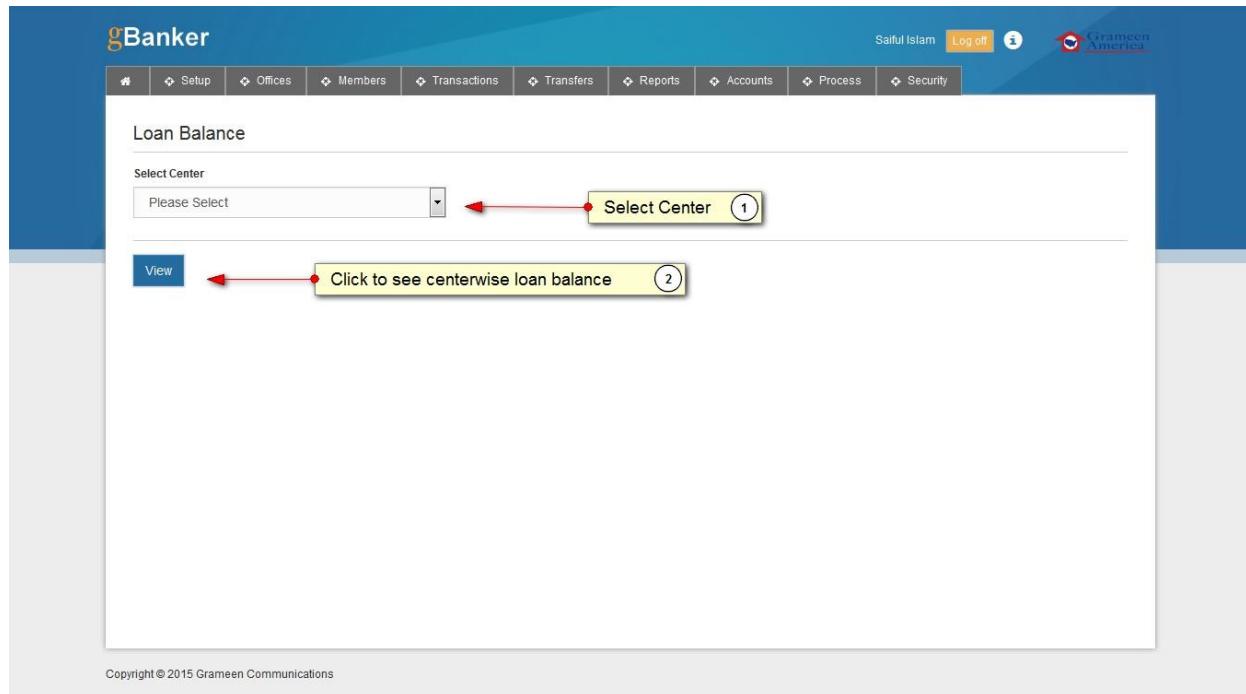


Fig 4.5: Loan Balance

1. Select a center.
2. Click 'View' to see center wise loan balance.

4.6 Member's Profile

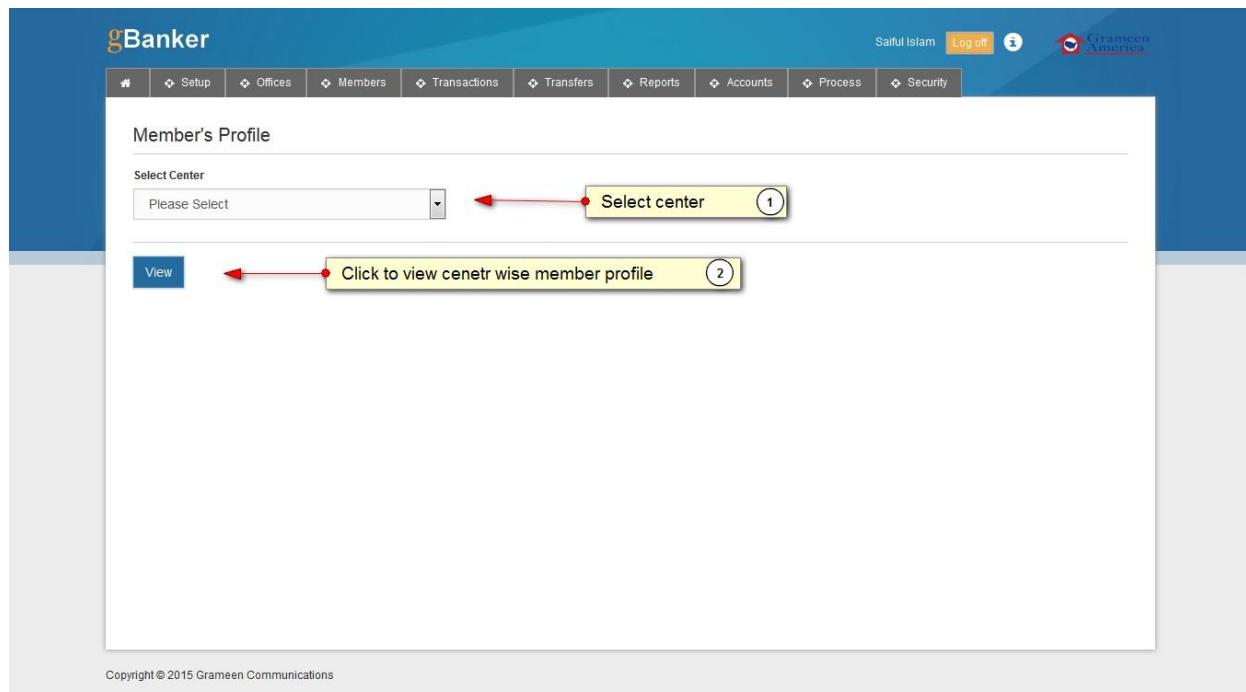


Fig 4.6: Member's Profile

1. Select a center.
2. Click 'View' to see center wise member profile or list.

4.7 Overdue List

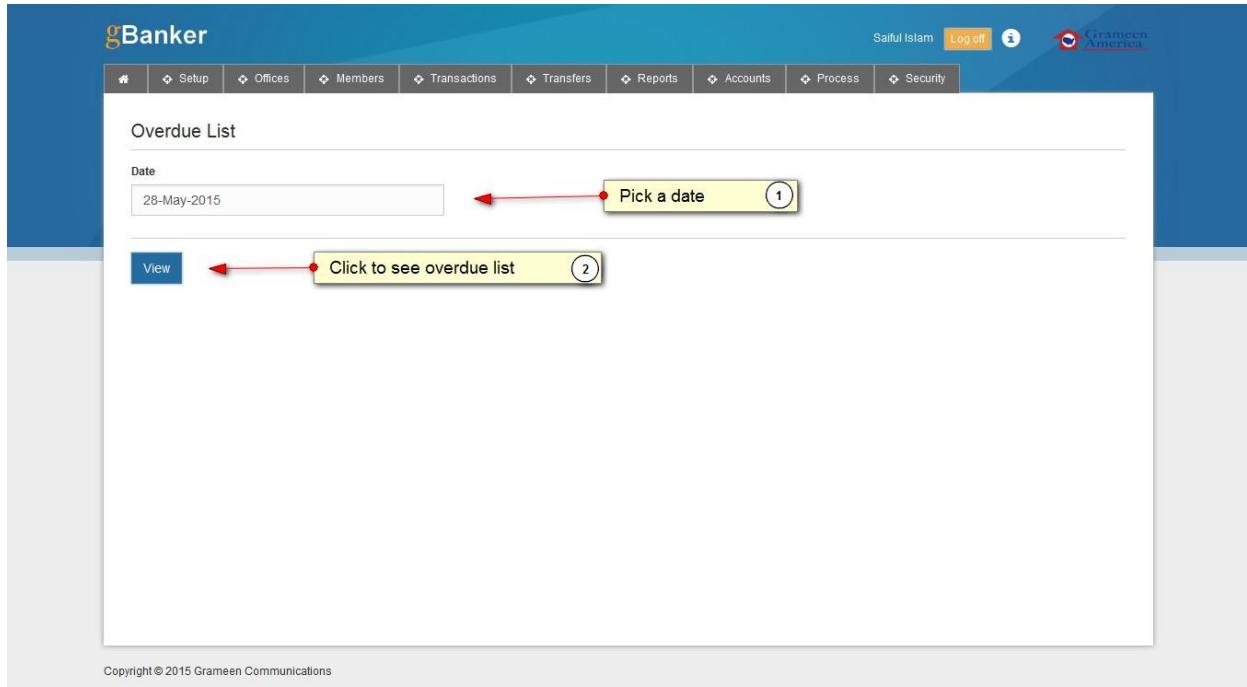


Fig 4.7: Overdue List

1. Pick a date from calendar.
2. Click 'View' to see selected day's overdue member list.

4.8 Weekly Collection Sheet

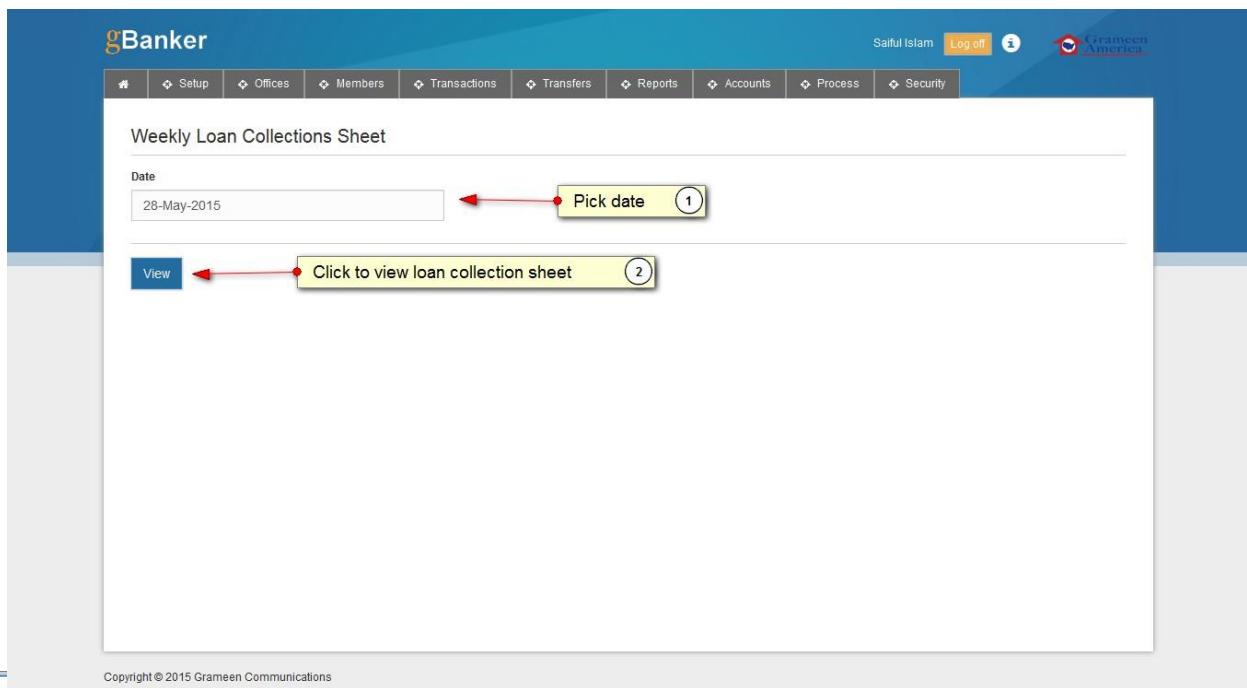
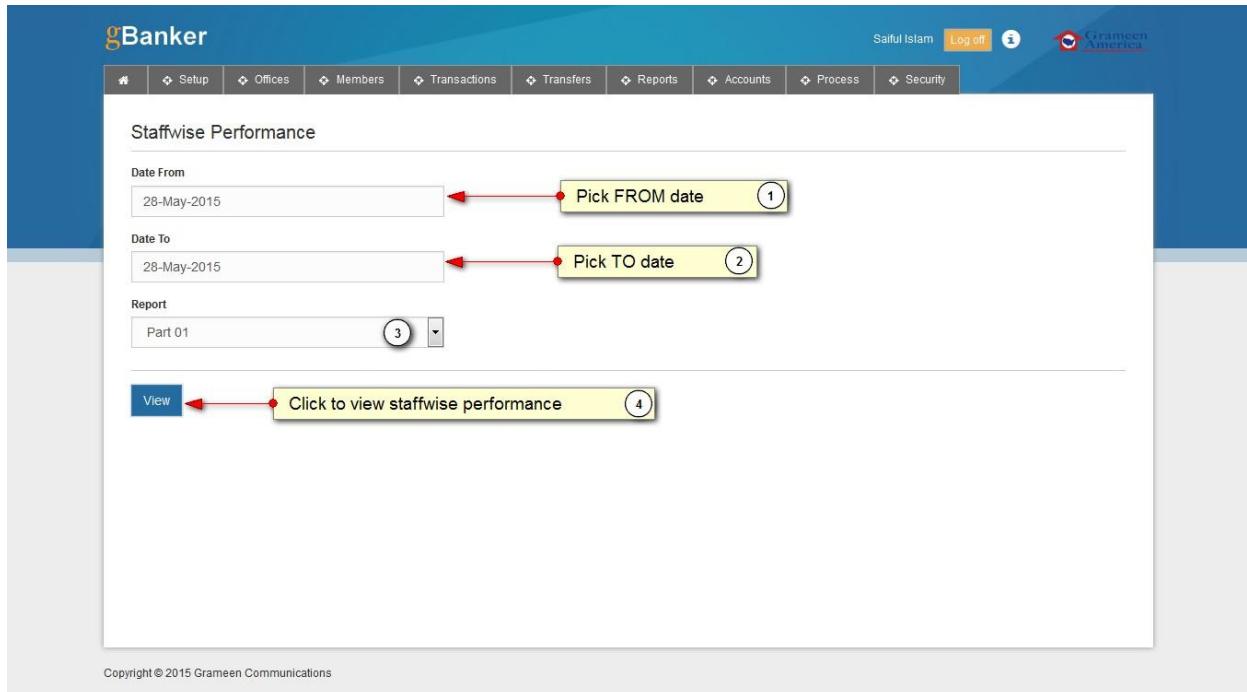


Fig 4.7: Weekly Collection Sheet

1. Pick a date from calendar.
2. Click 'View' to see specific week's loan collection sheet.

4.9 Staff wise Performance



Copyright © 2015 Grameen Communications

Fig 4.9: Staff wise Performance

1. Pick a FROM date
2. Pick a TO date
3. Select which report part to see.
4. View the staff wise performance for the selected date range.

4.10 Center wise Staff Performance

Centerwise Staff Performance

Date From: 08-Feb-2015 (1)

Date To: 08-Feb-2015 (2)

Report: Part 01 (3)

View

Click to see centerwise staff performance (4)

Saiful Islam Log off Grameen America

Copyright © 2015 Grameen Communications

Fig 4.10: Center wise Staff Performance

1. Pick a FROM date
2. Pick a TO date
3. Select which report part to see.
4. View the center wise staff performance for the selected date range.



4.11 Monthly Collection Sheet

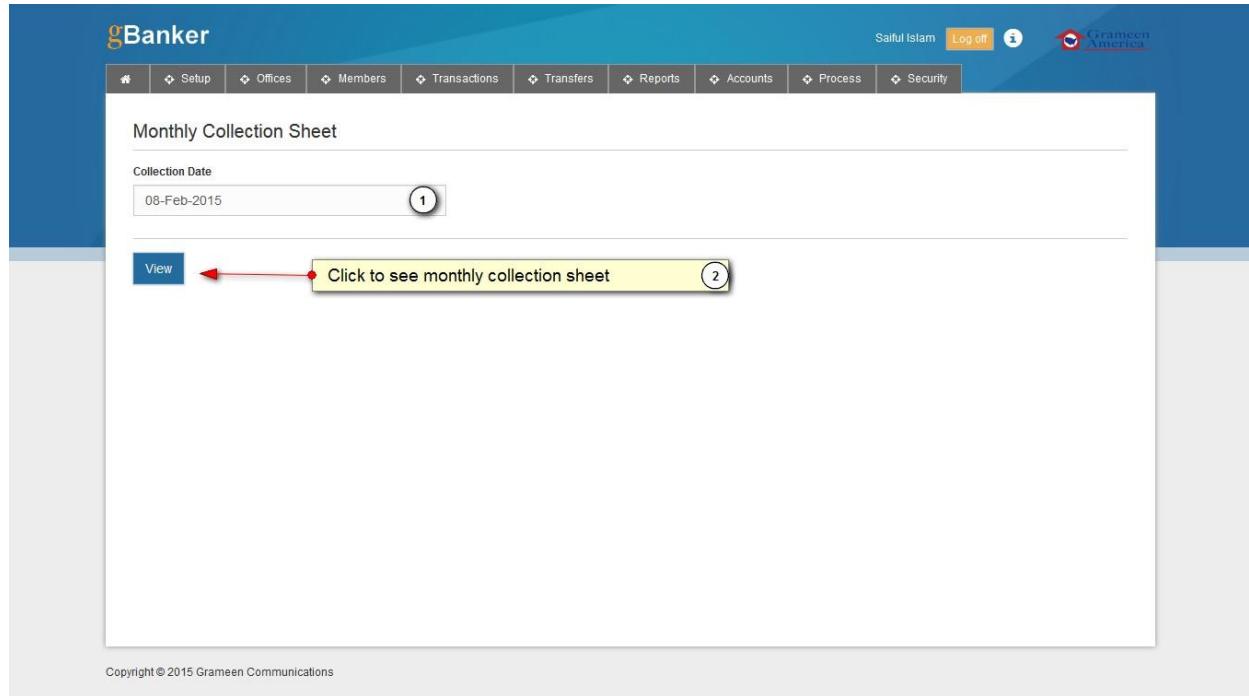


Fig 4.11: Monthly Collection Sheet

1. Pick a date from calendar.
2. Click 'View' to see specific monthly collection sheet.

4.12 Monthly Loan Collection Sheet

Fig 4.12: Monthly Loan Collection Sheet

1. Pick a date from calendar.
2. Click 'View' to see specific monthly loan collection sheet.

4.13 Weekly Monitoring Report



Fig 4.13: Weekly Monitoring Report

1. Pick a FROM date
2. Pick a TO date
3. Click to see the center weekly monitoring report for the selected date range.

4.14 Monthly Statistical Report

gBanker

Saiful Islam Log off i Grameen America

Monthly Statistical Report

Please Select Select year ①

Please Select Select month ②

View Click to see statistical report ③

Copyright © 2015 Grameen Communications

Fig 4.14: Monthly Statistical Report

1. Select a year
2. Select a month
3. Click 'View' to see the statistical report for the selected month.



4.15 Monthly Project Statement

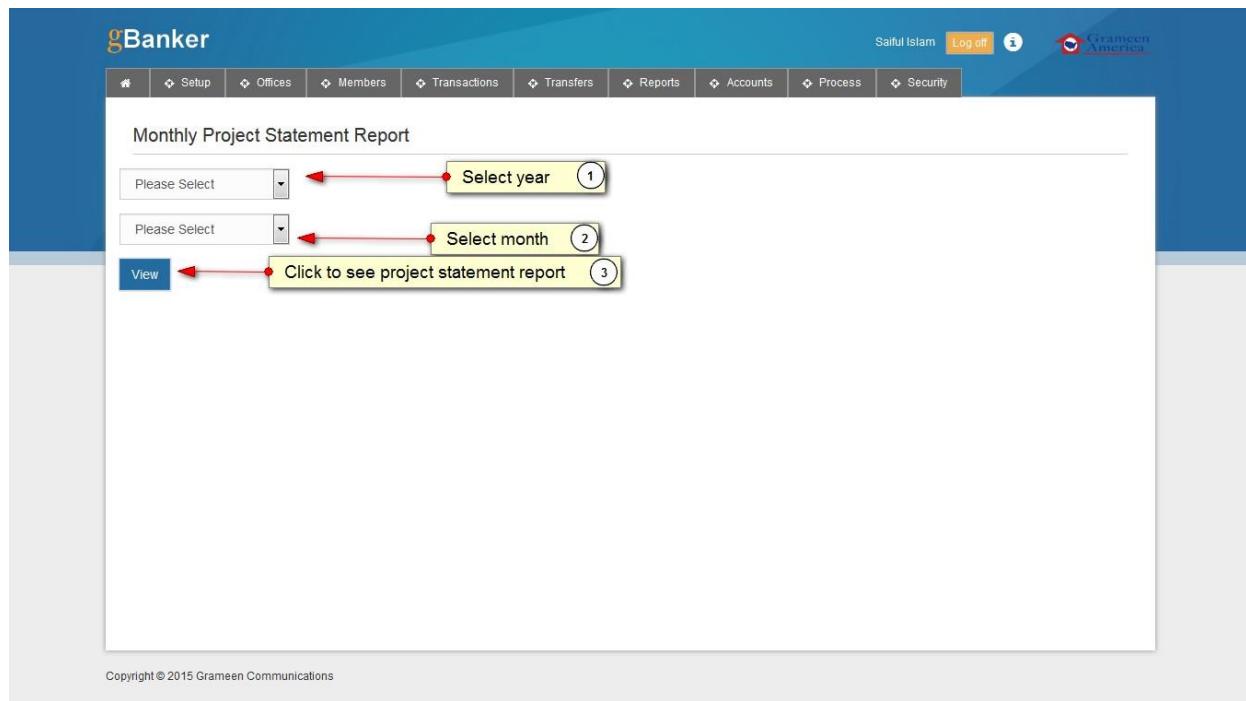


Fig 4.15: Monthly Project Statement

1. Select a year
2. Select a month
3. Click 'View' to see the project statement for the selected month.