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# ESACCO

## SOFTWARE SYSTEM USER MANUAL

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*January 2015*

*Version 2.0*

*Esacco Software System, The Best Sacco Software System.*



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## Document Revisions

Date	Version Number	Document Changes
05/02/2012	0.1	Initial Draft
00/00/2015	2.0	.....

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ADMINISTRATOR

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## Introduction

## ADMINISTRATOR

### 1.1 Administrator

Administrator role is assigned to the System Administrator, Managers, or any other individual entrusted by the client (Organization) with the duty of monitoring and regulating activities of other users.



**Esacco**  
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Dashboard User Groups Permissions Users Loan Settings Reports Settings Sacco Details Currency Settings Logout

• Hello:Administrator

Groups

Group Name

Enter Group Name

Status

Comments

Enter Comments

Save



## 1.2 To Login as administrator

Use login details: username: **ssacco** password: **ssacco** fill them on login screen and click log in.

These login details are the administrator login details by default at the time of system installation and handover.



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A login form is overlaid on a background image of a hand holding a large stack of 1000 Kenyan Shilling banknotes. The form has a green border and contains the following elements:

- A label 'User Name' with a person icon, followed by a text input field containing 'ssacco'.
- A label 'Password' with a key icon, followed by a password input field with seven dots.
- A green 'Log in' button.

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### 1.3 Changing Administrator Details

The login details can be later changed by clicking **Hello Administrator** tab after logging in, change username and password to your preferred username and password, then click **Update** to save those details.

The screenshot displays the Esacco software interface. At the top, the Esacco logo is on the left, and the text "Esacco" is on the right. Below the logo, the address "6591-00100 Nairobi" and email "info@esacco.co.ke" are listed, along with the phone number "0727047732". The tagline "The Best Sacco Software System" is also present. A navigation bar at the top contains links: Dashboard, User Groups, Permissions, Users, Loan Settings, Reports, Settings, Sacco Details, Currency Settings, and Logout. Below the navigation bar, a dropdown menu is open, showing "Hello:Administrator". The main content area is titled "Administrator Profile" and contains a form with two input fields: "Username" (containing "ssacco") and "Password" (containing "ssacco"). A green "Update" button is located below the password field.



## 1.4 Changing Sacco Details appearing on the System, Receipts and Deposit Slips

Click **Sacco Details** tab

Change all the details as you require


Click **Choose File** tab to select the Sacco logo

Click **Save** to update your new details.

The screenshot shows the Esacco web application interface. At the top, there is a header with the Esacco logo, contact information (Address: 0591-00100 Nairobi, Email: info@esacco.co.ke, Phone No: 0727047732), and the slogan "The Best Sacco Software System". Below the header is a navigation menu with tabs: Dashboard, User Groups, Permissions, Users, Loan Settings, Reports, Settings, Sacco Details (selected), Currency Settings, and Logout. A user greeting "Hello Administrator" is visible. The main content area is titled "Sacco details" and contains a form with the following fields: Company Name (Esacco), Slogan (The Best Sacco Software System), Physical Address (Nairobi), Postal Address (0591-00100), Website (www.esacco.co.ke), Branch Number (001), Tel Number (0727047732), Email Address (info@esacco.co.ke), Mobile Number (0727047732), and Logo (Choose File, No file chosen). A green "Save" button is at the bottom of the form.

## 1.5 Accessing/Viewing User Activities or Activity Log

Click User **Activities** tab then navigate to your date of interest using the page number at the bottom of the page.



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Dashboard User Groups Permissions Users Loan Settings Reports Settings Sacco Details Currency Settings Logout

• Hello Administrator

user Activities
🔄

User	Activity	Date	Time
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM
Geoffrey Nyaribari Nyangori	created Loan Repayment	16-Jan-2015	Friday 16th of January 2015 10:04:39 AM

Export to Excel
Export to word

## 1.6 Back-up Details

It's where back-up data is located on your machine



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Dashboard User Groups Permissions Users Loan Settings Reports ▾ Settings Sacco Details Currency Settings Logout

• Hello:Administrator

Back-up Details

Kindly access your Back up Data on Local Disk :(D)

## 1.7 Creating User Groups

User group is a collection of users with similar permissions on the system. User group can be teller, accountants, manager e.t.c


Click **User Groups** tab then enter the name of the desired user group

Select status as active to activate this user group

Write short explanation on the user group in the comment box

Click **Save** button to save finalize creating the user group

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Dashboard User Groups Permissions Users Loan Settings Reports ▾ Settings Sacco Details Currency Settings Logout

• Hello:Administrator

Groups

Group Name

Enter Group Name

Status

▼

Comments

Enter Comments

Save



## 1.8 Assigning Permissions to User Groups

Click the **permissions** tab

Select the desired user groups in the first drop down box

Select Active in the second to activate drop down box the user group

Click the checkbox to assign the role listed on the left of each check box

Continue to assign the roles using the checkboxes

Click **Finish** button to finalize the permissions assignment

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Hello: Administrator

Permissions

user Group status

Contributions	<input type="checkbox"/>	Income	<input type="checkbox"/>	Expenses	<input type="checkbox"/>	Member Reg.	<input type="checkbox"/>
Personal info.	<input type="checkbox"/>	Personal Contributions	<input type="checkbox"/>	Account Statement	<input type="checkbox"/>	Personal Loan	<input type="checkbox"/>
Loan Report	<input type="checkbox"/>	Responses	<input type="checkbox"/>	View Withdrawals	<input type="checkbox"/>	Withdrawals	<input type="checkbox"/>
Account Settings	<input type="checkbox"/>	Balance BF	<input type="checkbox"/>	Balance BF Reports	<input type="checkbox"/>	Banking	<input type="checkbox"/>
Journals	<input type="checkbox"/>	Profit And Loss	<input type="checkbox"/>	General Ledger	<input type="checkbox"/>	Trial Balance	<input type="checkbox"/>
Balance Sheet	<input type="checkbox"/>	Contribution Groups	<input type="checkbox"/>	Members Report	<input type="checkbox"/>	Contributions Report	<input type="checkbox"/>
Loans Report	<input type="checkbox"/>	Income Report	<input type="checkbox"/>	Expense Report	<input type="checkbox"/>	Feedback Report	<input type="checkbox"/>
Shares Management Report	<input type="checkbox"/>	Sacco Details	<input type="checkbox"/>	Database Settings	<input type="checkbox"/>	Database backup	<input type="checkbox"/>
Manage Users	<input type="checkbox"/>	User Activities	<input type="checkbox"/>	Active Members	<input type="checkbox"/>	Loan Repayment Statement	<input type="checkbox"/>
Contributions Statement	<input type="checkbox"/>	Bank Statements	<input type="checkbox"/>	Available Balances	<input type="checkbox"/>	Contribution Statements	<input type="checkbox"/>
Daily Transactions	<input type="checkbox"/>	Share Balances	<input type="checkbox"/>	Expense Statements	<input type="checkbox"/>	Inactive Members	<input type="checkbox"/>
Loan Balances	<input type="checkbox"/>	Income Statements	<input type="checkbox"/>	Banking Reports	<input type="checkbox"/>	Withdrawal Statements	<input type="checkbox"/>

Finish



## 1.9 Adding New User to the System

Click **Users** tab

Enter all the details required including username and passwords which will be used for login in to the system

Select the desired user level to add the user to the desired user group

Click Active to activate the user account/ select suspended if you wish to suspend a user account

Use Choose File Button to add user passport picture (optional)

Write briefly any additional information about the user in the comment box

Click **Save** button to finalize adding the new user.

The screenshot displays the Esacco software interface. At the top, the Esacco logo is on the left, and contact information (Address: 6591-00100 Nairobi, Email: info@esacco.co.ke, Phone No: 0727047732) and the tagline 'The Best Sacco Software System' are on the right. Below this is a navigation bar with links: Dashboard, User Groups, Permissions, Users, Loan Settings, Reports, Settings, Sacco Details, Currency Settings, and Logout. A user greeting 'Hello: Administrator' is visible. The main content area is titled 'Groups' and contains a form for adding a new user. The form has three columns: First Name, Middle Name, and Last Name, each with an input field. Below these are fields for ID No., Mobile, Email Address, Username, and Password, each with an input field. To the right of these fields are dropdown menus for 'user Level' and 'Status', a 'Picture' section with a 'Choose File' button and 'No file chosen' text, and a 'Comments' section with a text area. At the bottom of the form are 'Save' and 'Edit' buttons.



### 1.10 Editing User Details

Click **Users** tab

At the bottom of the page click **Edit** Button

Find the user to edit details in the table of users

Click edit button against the user to start editing the details

After filling all the entries click **Save** button to finalize editing the details

### 1.11 Loan Settings

Click **Loan Settings** tab

Enter **Loan Name** e.g Normal Loan, Emergency Loan e.t.c

Select the desired Loan Type in the drop down box e.g Short Term or Long Term

Click the drop down box and select Active to activate the Loan/ select suspended if you wish to suspend the Loan.

Click the drop down box to select type of Loan Rate e.g Straight Line or Reducing Balance

Enter Interest rate in percentage(%) to be charged on the Loan

Enter Loan Processing Fee in percentage(%) to be charged on the Loan.



Enter number of Guarantors that a member is allowed to guarantee

Enter duration that a member can save before being allowed to apply for the Loan

Enter Fines (in Installment)% which a member is to be charged after failing to repay monthly loan repayment at the repayment date.

Enter Maximum Savings amount (as factor of savings e.g 3 times savings amount) that can allow member to apply for the loan


Enter Loan Insurance Fee in percentage (%) that is to be charged on the Loan being applied by the member

Enter Minimum Loan amount that can be applied by a member on that Loan Name

Enter Maximum Loan amount that can be applied by a member on that Loan Name

Write briefly any additional information about the Loan in the comment box

Click **Save** button to finalize adding the Loan.



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DashboardUser GroupsPermissionsUsersLoan SettingsReportsSettingsSacco DetailsCurrency SettingsLogout

Hello:Administrator

Loan Settings

Loan Name

Loan Type

Status

Type of Rate

Interest Rate %

Loan Processing Fee %

Max Number Of Gurantors

Duration Of Member Registration Before Getting Loan

Fines (In Installments) %

Max Saving For Borrowing Loan

Choose Loan Insurance Fee

☒ % Rate

☐ Insurance Fomular

Maximum Amount

Comments

Save

Edit

### 1.12 Editing Loan

Click **Loan Settings** tab

At the bottom of the page click **Edit** Button

Find the Loan to edit details in the table of Loans

Click edit button against the Loans to start editing the details

After filling all the entries click **Save** button to finalize editing the details

### 1.13 Exiting Administrator Section

Click **Log Out** tab to log out as the administrator.

## SYSTEM USER SECTION

### 1.14 System User Section

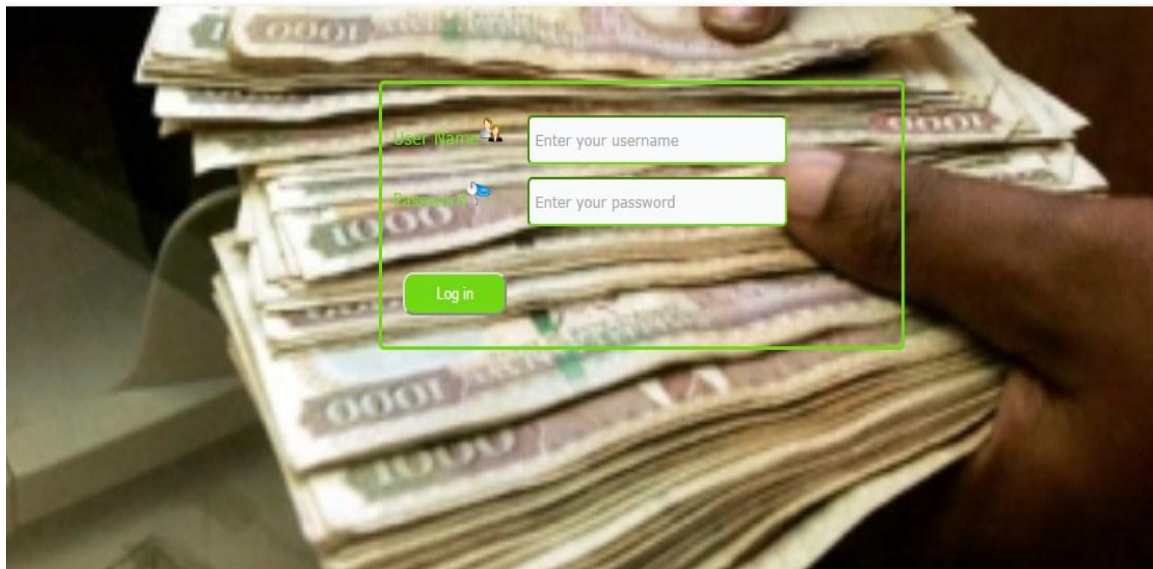
Log in to the system by filling in **Username** and **Password**

Click **Log in** button to access the System



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### 1.15 Member Registration

Click **Register Member** tab under **Registration** access the member registration section

Creates account for every member and captures all important details including their passport photos

Click **Save** button to save member details in the member registration tab

### 1.16 Adding Member's Next of Kin (Optional)

Click **Register Member** tab under **Registration** access the member registration section

Click **Member Next of kin** tab

Fill in member name and member number

Fill in the next of kin details

Click **Save** button to finalize adding the Member's next of kin

Repeat the process to add other next of kin for the member

### 1.17 Editing Member's Next of Kin

Click **Register Member** tab under **Registration**

Click **Member Next of kin** tab

Click **Edit** button

Select Next of Kin then click edit button to edit or delete button to delete

Under edit fill in member's next of Kin changes

Click **Save** button to finalize editing the Member's next of kin

### 1.18 Adding Members to Groups

1. Members can be added to a group at the point of registration or any other time.
2. Click **Register Member** Menu
3. Click on **Member Group** tab
4. Fill in Member Number as registered in the system, Select Group Name
5. Click **Save** button to complete the activity.

### 1.19 Assigning Member an Account

1. Click Register Member Menu
2. Click on Member Accounts tab
3. Fill in Member Number as registered in the system and the name will appear automatically, Select GL Account Name
4. Click Save button to complete the activity.

### 1.20 Adding Member Uploads

1. Select **registration** tab on the menu
2. Click **member registration** button
3. Click **uploads** button
4. Fill in details on the form that appears
5. Click **browse** button to select the files containing documents to be uploaded
6. Click **submit** button to store the uploads

### 1.21 Viewing Members

Click **View Member** tab under **Registration** and all members will be displayed

Click **Active Member** tab to view active members



Click **Inactive Member** tab to view inactive members

### 1.22 Adding Member to Contribution Groups

Click **Contribution Groups** tab under **Registration**

Enter Member number

Select Group Name

Click **Save** button to complete the activity.

### 1.23 Viewing/Editing Personal Information

Click **Personal Information** tab under **Registration**

Enter Member number to view Member Information

Fill in changes that are being edited

Click **Save** button to complete the activity.

### 1.24 Viewing/Deleting Member Accounts

Click **View Accounts** tab under **Registration**

All Members Accounts will be displayed

Click delete to remove member account.



### 1.25 Viewing Uploads

Click **View Uploads** tab under **Registration**

Enter Member Number to view downloads

### 1.26 View next of kin

Click View Next of Kin tab under Registration Menu

All registered member next of kin will be displayed.

### 1.27 Adding Contribution

Click contribution tab under Contribution menu

Contributions are captured against the member or customer account

Contribution can be made into various accounts as set up by the Sacco

Fill in the details as directed.

Payee name and details refer to details of the person submitting the payment on behalf of the member e.g. employee e.t.c.

Date option allows capturing the period the money is intended for- can be a day, 2,3,3..days, weeks, as specified by the date range specified.

Select the respective account, amount, payment type

Click **Finish transaction** button to save transaction and print the receipt

### 1.28 View Contribution

Click View contribution tab under the contribution menu

The contribution details are displayed systematically



### 1.29 View Personal Contribution

Click **Personal Contribution** tab under the **contribution** menu

Enter Member number to view contribution

Personal Contribution details are displayed systematically

### 1.30 Adding member's Contribution Group

Select **registration** tab on the menu

Click **contribution groups** button

Fill in details on the form that appear

Click **save** button to store the information

### 1.31 Capturing Sacco Incomes

Income module captures all incomes for the Sacco that is not credited to any individual member. These incomes include; members mandatory contribution that are not refundable e.g. Registration Fees, Penalties, Fines, e.t.c

It also allow capture of income from Sacco's investments like stage collections, Saccos owned businesses.

### 1.32 Income Collection to a single account

Select **income** on the menu



Click **income** button

Fill in all details on the form that appears

Payee name and details may refer to details of the person submitting the payment or the member in the cases of mandatory contributions, for Sacco investment incomes payee may refer to Sacco employee.

Date option allows capturing the period the money is intended for- can be a day, 2,3,3..days, weeks, as specified by the date range specified.

Select the respective account, amount, payment type

Click **Finish transaction** button to save transaction

Click **print** button to produce a copy of the receipt

### 1.33 Income Collection to several account and issuing one receipt for all

Select **income** on the menu

Click **income** button

Fill in all details on the form that appears

Payee name and details may refer to details of the person submitting the payment or the member in the cases of mandatory contributions, for Sacco investment incomes payee may refer to Sacco employee.

Date option allows capturing the period the money is intended for- can be a day, 2,3,3..days, weeks, as specified by the date range specified.

Select the respective account, amount, payment type



Click **Add transaction** button to save transaction and allow you to enter the next transaction.

For the second and subsequent transactions choose the different account or different time periods or different amount.

For the FINAL transaction DO NOT click **Add transaction** button, but

Click **Finish transaction** button to save the last transaction and print the receipt for all the income transactions.

### 1.34 View Incomes

Click View Incomes tab under the Income menu

Incomes details are displayed systematically

### 1.35 Tracking of Sacco Expenses

#### 1. Expenses

Click Expenses tab under the Expenses menu

Fill in all details

Receiver details are details for the person to receive the payment to execute the payments

Select the respective account, amount, payment type

Click **Add transaction** button to save transaction and allow you to enter the next expense if you have several expenses.

For the second and subsequent expense choose the different account or different amount.



For the final expense **don't** click **Add transaction** button,

Click **Finish transaction** button to save the entire lot of expenses.

## 2 Petty Cash Expenses

Click Petty Cash Expenses tab under the Expenses menu

Fill in all details

Receiver details are details for the person to receive the payment to execute the payments

Select the respective account, amount, payment type

Click **Add transaction** button to save transaction and allow you to enter the next petty cash expense if you have several petty cash expenses.

For the second and subsequent petty cash expense choose the different account or different amount.

For the final petty cash expense **don't** click **Add transaction** button,

Click **Finish transaction** button to save the entire lot of Petty Cash Expenses.

### 1.36 View Expenses

Click View Expenses tab under the Expenses menu

Expenses details are displayed systematically

## LOANS PROCESS

### 1.37 Loan Applications

Click **Loan Applications** tab under the **Loans** menu

Fill in all details on **Apply Loan tab**



Click **Apply Loan** button

Proceed to add guarantor(s) by clicking **Guarantors** tab

Click **Add guarantor** button after filling all the details

Proceed to check schedule and process loan by clicking **Amortization** tab

Click **View Loan Repayment**, enter member number and repayment details will be displayed

### 1.38 View Loans

Click **View Loans** under Loans menu and all loans applied will be displayed

### 1.39 Loan Reversal

Click **Loan Reversal** tab under Loans menu, enter member and click **Reverse Loan**

### 1.40 Successful Loans

Click **Successful Loan** tab under Loans menu to view successful loans

### 1.41 Loan Approval

Click **Loan Approval** tab under Loans menu to view loan approved



### 1.42 Add Collateral

Click **Add Collateral** tab under Loans menu

Enter all the details required

Click Add collateral to save the collateral

### 1.43 View Collateral

Click **View Collateral** tab under Loans menu and all collaterals saved will be displayed

### 1.44 Loan Disbursement

Click **Loan Disbursement** tab under Loans menu

Fill in all the details required

Click **Summit Button** to Submit

### 1.45 View Fines

Click **View Fines** tab under the Loan menu

Enter Member number to view fines

Fines details are displayed systematically

## STATEMENTS



### 1.46 Contributions Statement

Click **Contribution** tab under Statement menu

Enter Member number to view contribution and the member name will be displayed

Select account name to view statement

Choose date range

Click **Generate statement** button and contribution statement will be displayed

### 1.47 Loans Statement

Click Loans tab under the Statements menu

Enter Member number and personal loan statement will be displayed

### 1.48 Mini Statement

Click Mini Statement tab under the Statements menu

Enter member number and the name will be displayed

Select account name

Click Generate Statement to view statement for that account

### 1.49 Dynamic Contributions Statement

Click **Dynamic Contribution Statement** tab under Statement menu

Enter Member number to view contribution and the member name will be displayed

Select account name to view statement



Choose date range

Click **Generate statement** button and Dynamic contribution statement will be displayed

### 1.50 Summarized Statement

Click **Summarized Statement** tab under Statement menu

Enter Member number to view contribution and the member name will be displayed

Choose date range

Click **Generate statement** button and Summarized Statement will be displayed

### 1.51 Debtors Statement

## FINANCE

### 1.52 Accounts Settings

Click **Account Settings** tab under Finance menu

#### 1 Account

Select **accounts** tab

Enter Account Group Name

Select account type





Select status e.g Active or suspended

Click **Save button** to complete the activity

## 2 GL Accounts

Select **GL accounts** tab

Enter GL Account Code which can be any number

Enter GL Account name

Select account e.g Assets, Liabilities, Capital, Income, Cost and Expenses

Select status e.g Active or Suspended

Click **Save button** to complete the activity

## 3 Assets

Select **Assets** tab

Enter Asset Name

Enter Asset Value

Select status e.g Active or Suspended

Write briefly any additional information about the asset in the comment box

Click **Save button** to complete the activity

## 4 Liabilities

Select **Liabilities** tab

Enter Liability Name



Enter Liability amount

Select status e.g Active or Suspended

Write briefly any additional information about the liabilities in the comment box

Click **Save button** to complete the activity

### 1.53 Balance Brought Forward

Click **Balance Brought Forward** tab under Finance menu

Enter member number

Enter shares brought forward or Loan brought forward

Write briefly any additional information about the liabilities in the comment box

Click **Save button** to complete the activity

### 1.54 View Balance Brought Forward

Click **View Balance Brought Forward** tab under Finance menu

All the balance brought forward will be displayed

### 1.55 Cashbook

Click **Cashbook** tab under Finance menu

Select date range i.e From – To

Click Submit button



## 1.56 Journals

Click **Journals** tab under Finance menu

### 1 Expense Journal

Click **Expense Journal** tab under Journals

Enter date range

Click **Submit** button

### 2 Income Journal

Click **Income Journal** tab under Journals

Enter date range

Click **Submit** button

## 1.57 Add Debtors

Click **Add Debtors** tab under Finance Menu

Fill in all the details required

Click Add debtors button to finish

## 1.58 Add Creditors

Click **Add Creditors** tab under Finance Menu

Fill in all the details required

Click Add Creditors button to finish



### 1.59 Issue Invoice

Click **Issue Invoice** tab under Finance Menu

Fill in all the details required

Click Issue Invoice button to finish

### 1.60 Receive Invoice

Click **Receive Invoice** tab under Finance Menu

Fill in all the details required

Click Receive Re Invoice button to finish

### 1.61 Profit and Loss

Click **Profit and Loss** tab under Finance Menu

Enter date range

Click **Submit** button

### 1.62 General Ledger

Click **General Ledger** tab under Finance Menu

Enter date range

Click **Submit** button

### 1.63 Trial Balance

Click **Trial Balance** tab under Finance Menu

Enter date range



Click **Submit** button

### 1.64 Balance Sheet

Click **Balance Sheet** tab under Finance Menu

Enter date range

Click **Submit** button

### 1.65 Annual Dividends

Click **Annual Dividend** tab under Finance Menu

Select Year

Enter amount

Write briefly any additional information about the liabilities in the comment box

Click **Save** button to finish

### 1.66 Banking Transaction

Click **Banking Transaction** tab under Finance Menu

Enter date range

Click **Generate statement** button

### 1.67 Individual Banking

Click **Individual Banking** tab under Finance Menu

Select bank



Enter date range

Click **Generate Statement** button

### 1.68 Add Bank Account

Click **Add bank Account** tab under Finance Menu

Enter bank name

Enter bank branch

Enter account number

Click **Add** button to finish

### 1.69 Banking

Click **Banking** tab under Finance Menu

Fill in all the details required

Click **Save** button to finalize

### 1.70 Bank Payments

Click **Bank Payment** tab under Finance Menu

Fill in all the details required

Click **Save** button to finalize



### 1.71 View Banking

Click **View Banking** tab under Finance Menu

All banking reports will be displayed

### 1.72 Inter Bank Transfer

Click **Inter Bank Transfer** tab under **Finance** Menu

Fill in all the required details

Select Transfer button to transfer

Select View button to view transfers

Select cancel button to cancel transfer

### 1.73 Banking Officer Report

Click **Bank Officer** tab under Finance Menu

Enter date range

Select bank officer

Click submit button to finish

## OTHERS



## 1.74 Shares Managements

Click **Shares Management** tab under **Others** Menu

### 1 Member to Self

Select **member to self**-button

Enter member number

Enter approving officer

Enter account from which the amount is to be transferred

Enter account to which the amount is to be transferred to

Enter amount to be transferred

Write briefly any additional information about the liabilities in the comment box

Click **Adjust shares** button to finish

### 2 Member Withdrawals

Select member Withdrawals tab

Enter member number

Enter approving officer

Enter member account from which the amount is to be withdrawn

Enter amount to be withdrawn

Write briefly any additional information about the member withdrawal in the comment box

Click **Withdraw** button to finish

### 3 Member to Another

Select member to another tab

Enter member number from which the amount is to be transferred from

Enter member number from which the amount is to be transferred to

Enter approving officer





Enter account from which the amount is to be transferred from

Enter account to which the amount is to be transferred to

Enter amount to be transferred

Write briefly any additional information about the liabilities in the comment box

Click **Adjust Shares** button to finish

#### 4 Member to Sacco

Enter member number

Enter approving officer

Enter account from which the amount is to be transferred from

Enter account to which the amount is to be transferred to

Enter amount to be transferred

Write briefly any additional information about the liabilities in the comment box

Click **Adjust shares** button to finish

#### 1.75 Withdrawals

Click on the withdrawal tab

Enter member number

Fill in all the details required

Click **Save** button to finish



### 1.76 View Withdrawals

Click on the **View Withdrawal** tab under **others** menu

All the withdrawals report will be displayed

### 1.77 Responses

Select **others** on the menu

Click **responses** button

Enter Member number

Enter the subject of the message

Enter message you would like to deliver

Click the **Save** button to finish

### 1.78 View balance brought forward

Select **others** on the menu

Click **view balance b/ f** button

A list appears showing the balances brought forward

Click **export to excel** to open the document with MS Excel

Click **export to word** to open the document with MS Word

### 1.79 View withdrawals

Select **others** on the menu

Click **view balance b/ f** button

A list appears showing the balances brought forward



Click **export to excel** to open the document with MS Excel

Click **export to word** to open the document with MS Word

### 1.80 Feedback

Select **others** menu

Click on the **Feedback** button

All the feedback raised will be displayed

### 1.81 Payment Mode

Click on the **Payment Mode** tab under Others Menu

Enter Mode of payment

Select status .g Active or Inactive

Click **Submit** button to finish

### 1.82 Check Off Statement

Select **others** on the menu

Click **check-off statement** button

Select the members for whom check –off is to be conducted

Select the period for the check-off as required in the report

Click **complete** button to generate the statement



### 1.83 Integrated Check off

Select **others** on the menu

Click **integrated check-off** button

Select the period required for the statement

Click **generate statement** button to complete the activity

Click **print** button to produce a copy of the statement

### 1.84 Check Off System Edit Set-up

Select **others** on the menu

Click **check-off system edit set-up** button

Select the period required for the statement

Click **check** button to confirm the details

Click **complete** button to generate the statement

### 1.85 Check Off System Final Set-up

Select **others** on the menu

Click **check-off system final set-up** button

Select the period required for the statement

Click **check** button to confirm the details

Click **complete** button to generate the statement



### 1.86 Check Off Completion

Select **others** on the menu

Click **check-off completion** button

Select the period required for the statement

Click **complete** button to generate the statement

### 1.87 Check Off System Set-up

Select **others** on the menu

Click **check-off system set-up** button

Click **complete** button to complete the activity

## REPORTS

### 1.88 Summary Report

Click on the Summary Report tab under Reports Menu

Each and every member accounts will be displayed



### 1.89 Loan Balances

Click on the Loan Balances tab under Reports Menu

Every member loan balances report will be displayed

### 1.90 Check off Setup

Select **reports** on the menu

Click **check-off set-up** button

Select the duration for the report

Click **complete** button to generate report

Click **print** button to produce a copy of the report

### 1.91 Check off Statement

Click on the Check off Statement tab under Reports Menu

Select Month

Select Year

Click **Generate Statement** button

Click **Export to excel** to open the document with Excel sheet

Click **Export to word** to open the document with MS word

Click **print** button to produce a copy of the report

### 1.92 Audit trail report

Select **reports** on the menu

Click **audit trail** report button

Select the date range required in the report

Select the user required in the report

Click **submit** button to generate the report

### 1.93 Deposits Balances

Click on the **Deposit Balances** tab under **Reports** Menu

Every member deposits will be displayed

### 1.94 Member Balances

Click on the **Member Balances** tab under **Reports** Menu

Every member Actual and Available balances report will be displayed.

### 1.95 Loan Transactions Report

Select **Reports** on the menu

Click **loan transactions** button

Select the period required in the report

Click **generate statement** button to display the report



Click **print** button to produce a copy of the report

### 1.96 Daily Transactions

Click on the **Daily Balances** tab under **Reports** Menu

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed.

### 1.97 Available Balances

Click on the **Available Balances** tab under **Reports** Menu

Every member available balance will be displayed

### 1.98 Income Transactions

Click on the **Income Transactions** tab under **Reports** Menu

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed.

### 1.99 Expense Transactions

Click on the **Expenses Transactions** tab under Reports Menu

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed.





## 2.0 Withdrawal Transactions

Click on the **Withdrawal Transactions** tab under Reports Menu

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed

### 2.10 Contribution Transactions

Click on the **Contribution Transactions** tab under Reports Menu

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed

### 2.11 Shares Transactions

Click on the **Shares Transactions** tab under Reports Menu

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed.

### 2.12 Dynamic Statements

Click on the **Dynamic Statement** tab under Reports Menu

Select an account on the checkbox

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed.



### 2.13 Debtors Report

Click on the **Debtors Reports** tab under Reports Menu

Select date range that you would like to view i.e From and To

Click **Generate Statement** for transactions to be displayed.

### 2.14 Creditors Report

Click on the **Creditors Reports** tab under Reports Menu

Select date range that you would like to view i.e From and To

Click Generate Statement for transactions to be displayed.

### 2.15 Dividends Report

Click on the **Dividends Report** tab under Reports Menu

Select Year on the checkbox

Click Generate Statement button for transactions to be displayed

### 2.16 Benevolent Transactions

Click on the **Benevolent Transactions** tab under Reports Menu

Select date range that you would like to view i.e From and To

Click Generate Statement button for transactions to be displayed.



### 2.17 Dynamics Income Report

Click on the **Dynamic Income Report** tab under Reports Menu

Select an account on the checkbox

Select date range that you would like to view i.e From and To

Click Generate Statement for transactions to be displayed

### 2.18 Dynamics Expenses Report

Click on the **Dynamic Expenses Report** tab under Reports Menu

Select an account on the checkbox

Select date range that you would like to view i.e From and To

Click Generate Statement for transactions to be displayed.

### 2.19 Dynamics Petty Cash Report

Click on the **Dynamic Petty Cash Report** tab under Reports Menu

Select an account on the checkbox

Select date range that you would like to view i.e From and To

Click Generate Statement for transactions to be displayed.

### 2.20 Exiting User Section

Click **Log Out** tab to log out as the User.







