

# **Function List and Comparison to Standard for US Embassy Enhancement**

1. Allow Bulk Import and Approve for Account Transaction
2. Add custom field on Membership Form
3. Special Deduction Type for Base Interest

## FUNCTION LIST

### 1. Allow Bulk Import and Approve for Account Transaction

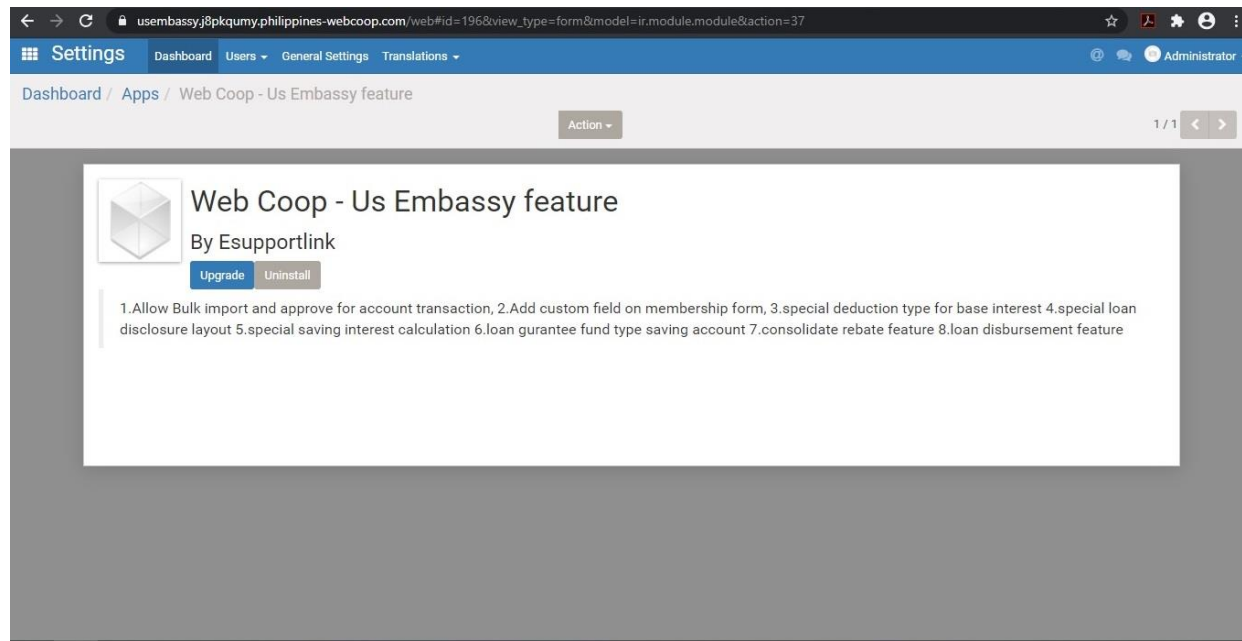
- The new webcoop function will allow the user to upload and approve bulk transactions using csv import format.

### 2. Add custom field on Membership Form

- The new webcoop function will customize the membership form that need to be added, rename or remove other fields that are not relevant to the process of the US Coop.

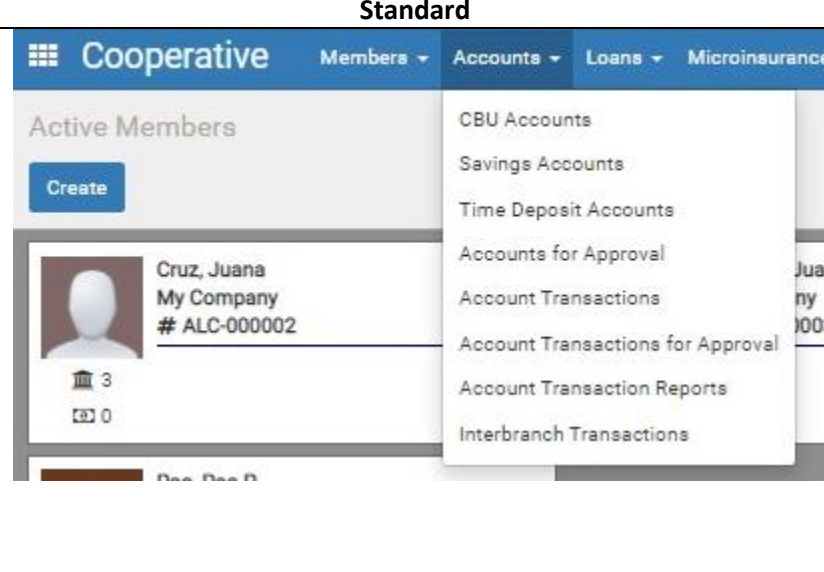

### 3. Special Deduction Type for Base Interest

- The new webcoop function will combine base interest and advance interest for loan disclosure report.



## Comparison to Standard

### 1. Allow Bulk Import and Approve for Account Transaction

Standard	US Embassy
 <p>The screenshot shows the 'Standard' interface. The top navigation bar includes 'Cooperative', 'Members', 'Accounts', 'Loans', and 'Microinsurance'. The 'Accounts' dropdown menu is open, displaying options: 'CBU Accounts', 'Savings Accounts', 'Time Deposit Accounts', 'Accounts for Approval', 'Account Transactions', 'Account Transactions for Approval', 'Account Transaction Reports', and 'Interbranch Transactions'. On the left, under 'Active Members', a member profile for 'Cruz, Juana' is visible with a 'Create' button.</p>	 <p>The screenshot shows the 'US Embassy' interface. The top navigation bar is identical to the standard version. The 'Accounts' dropdown menu is open, showing the same options as the standard version. However, the option 'Account Transactions For Bulk Import' is highlighted with a red rectangular box. The member profile on the left is for 'ABAJA, ANGELA ELISHA V.'.</p>

**Note:**

*Please see another file for walkthrough and sample csv import*

*File Name: Bulk Account Transaction.xlsx*

*import\_file\_sample.csv*

## 2. Add custom field on Membership Form

### Standard

Title

First Name

Middle Name

Last Name

Enter title...

Enter first name...

Enter middle name...

Enter last name...

Active

0 Accounts

0 Loans

Basic Information

Microinsurance Enrolled

Dependents

Notes

Personal Information

Address

Gender

Civil Status

Birthday/Age

Nationality

Birthplace

Spouse

SSS No.

GSIS No.

PhilHealth No.

Tax ID No.

Job/Profession

Company Name

Work Address

Work Contact No.

Mobile

Phone

Fax

Email

Street...

Street 2...

City

State

ZIP

Country

Account Details

Member ID

Membership Type

Membership Date

Total CBU

Total Savings

Account Officer

Approved By

Center

Regular Member

11/09/2020

0.00

0.00

Approve


Enter province...

Enter municipal/city...

Enter barangay...

Enter center...

## US Embassy



Title

Enter title...

First Name

Enter first name...

Middle Name

Enter middle name...

Last Name

Enter last name...

Active

0 Accounts

0 Loans

Basic Information

Other Collection

Microinsurance Enrolled

Dependents

Notes

### Personal Information

Birthdate / Age

0.00

years

Employee ID

Agency/Division

USG Date of Employment

Payroll Number

Fund Transfer

Years serving as a coop member

0.00

years

Work Contact No.

Mobile

Phone

Fax

Office Email

### Account Details

Branch

USEFECC

Member ID

Membership Type

Regular Member

Membership Date

11/03/2020

Account Balance

Account Type	Account Balance	State

Account Officer

Approved By

Approve

### Center

Province

Enter province...

Municipality/City

Enter municipal/city...

Barangay

Enter barangay...

Center

Enter center...

Membership Form	
US Embassy	Standard
Birthdate	Birthday
Office Email	Email
Show every saving/cbu account balance in membership form	Total CBU and Savings
<b>Added for US Embassy</b>	
1. Agency Division	
2. USG Date of Employment	
3. Payroll Number	
4. Employee ID	
5. Years of Serving as coop member - The new field will be calculated by [membership date start] to [the date when you see the member's data, or membership end date (if it is filled)].	
6. Fund Transfer (dropdown) - with selections of such as CITI Bank, PNB, Check Account Number, Cooperative Savings. Once the user selected Fund Transfer option, the text box will be enabled then account officer can input member details Take note that the purpose of this is to collect the member account detail information	

*\*Please see screenshot on the next page*



# ABAJA, ANGELA ELISHA V.

UNIT 505 THOMASIAN RESIDENCES, SANTANDER ST., SAMPALOC MANILA MANILA METRO MANILA

Active

2 Accounts

1 Loans

Basic Information

Other Collection

Microinsurance Enrolled

Dependents

Notes

## Personal Information

<b>Birthdate</b>	Age	12/03/1993 26.92 years
Employee ID	4	12345678
Agency/Division	1	VETERANS AFFAIRS
USG Date of Employment	2	11/04/2020
Payroll Number	3	998021496
Fund Transfer	6	PNB 123456789
Years serving as a coop member	5	0.99 years
Work Contact No.		
Mobile		
Phone		
Fax		
<b>Office Email</b>		

## Account Details

Branch	USEFECC
Member ID	000-000504
Membership Type	Regular Member
Membership Date	11/07/2019 -

Account Balance	Account Type	Account Balance	State
	950 - Share Capital (CBU)	11,000.00	Open
	805 - Allotment of Saving	5,000.00	Open

Account Officer	
Approved By	Administrator 10/02/2020

## Center

Province  
Municipality/City  
Barangay  
Center

3. Special Deduction Type for Base Interest

Standard

Cooperative

MembersAccountsLoansMicroinsuranceCollectionConfiguration

Loan Types / DA - Week loan

SaveDiscard

Code

DA

Description

Week loan

InfoDeductions

SeqCode

Add an item

Create: Deductions

Seq

d

Code

Name

Factor %

0.0000

Amount

0.00

Recurring

☐

Net Include

☒

GL Account

Save & Close

Save & New

Discard



## US Embassy

**Cooperative** Members Accounts Loans Microinsurance Collection Configuration Initial Data Creation

Loan Types / REG - Regular Loan

Save Discard

Code  
**REG**

Description  
Regular Loan

Info Deductions

Seq Code

1	BASE-INT
2	CBU
3	SF
4	SA
5	Outstanding Loans
6	Others

Seq

**Deduction type**

Code  
BASE-INT

Name  
Interest

Factor %  
0.2500

Amount  
0.00

Recurring  
☐

Net Include  
☒

GL Account  
412000 Income from Interest

Save Discard

5	Outstanding Loans	Outstanding Loans	0.0000	0.00	<input type="checkbox"/>	✓	211100 Account Payable
6	Others	Others	0.0000	0.00	<input type="checkbox"/>	✓	413000 Other Income

### Sample Scenario

- Deduction Type Base Interest was not set.

REG-000001 - ABALLE, JESUS M.									
Information	Extra Info	Deductions	Billing / Statement of Account	Payments	Adjustments	Amortization Schedule	Rebate		
Code	Name	Factor %	Amount	Amount/Principal(%)	Recurring	Net Include	CBU/Dep. Account	GL Account	Notes
Base Int	Interest	0.2500	625.00	0.2500	<input type="checkbox"/>	<input checked="" type="checkbox"/>		412000 Income from Interest	
CBU	Capital Build Up	1.0000	2,500.00	1.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	000-000005 - ABALLE, JESUS M.	311000 Capital	
SF	Service Fee	1.5000	3,750.00	1.5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		413000 Other Income	
SA	Mutual Benefit Fund	0.0000	354.38	0.1418	<input type="checkbox"/>	<input checked="" type="checkbox"/>	900-000001 - ABALLE, JESUS M.	222000 Savings Deposit	
Outstanding Loans	Outstanding Loans	0.0000	0.00	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		211100 Account Payable	
Others	Others	0.0000	0.00	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		413000 Other Income	
ADV-INT	Interest Advance Deduction	0.0000	7,500.00	3.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		412000 Income from Interest	

## USEFECC

Roxas Blvd, Ermita Manila 1201 1201 Philippines

### LOAN DISCLOSURE

Loan No. : REG-000001 Date : October 6, 2014  
Name : ABALLE, JESUS M. Account No. : 000-000005  
Civil Status : Age : 43.82 CBU Balance : 202,750.00  
Mobile No. : Telephone No. :  
Address : LOT 47 BLOCK 5, XYRIC ST., BRGY. RIZAL, MAKATI METRO MANILA  
Type of Loan: Regular Loan Cycle : 1  
Purpose of Loan:

A. LOAN AMOUNT:		P 250,000.00
# of Pay Period	12	
Allotment	20833.0	

#### B. LESS Charges:

1. Interest	P 625.00	
2. Capital Build Up	P 2,500.00	
3. Service Fee	P 3,750.00	
4. Mutual Benefit Fund	P 354.38	
5. Interest Deduction	P 7,500.00	
TOTAL DEDUCTIONS:		P 14,729.38

C. NET AMOUNT:	P 235,270.62
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- Deduction Type Base Interest added config.

## REG-000006 - ABAJA, ANGELA ELISHA V.

Information	Extra Info	Deductions	Billing / Statement of Account	Payments	Adjustments	Amortization Schedule	Rebate		
Code	Name	Factor %	Amount	Amount/Principal(%)	Recurring	Net Include	CBU/Dep. Account	GL Account	Notes
BASE-INT	Interest	0.2500	500.00	0.2500	<input type="checkbox"/>	<input checked="" type="checkbox"/>		412000 Income from Interest	
CBU	Capital Build Up	1.0000	2,000.00	1.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	000-000504 - ABAJA, ANGELA ELISHA V.	311000 Capital	
SF	Service Fee	1.5000	3,000.00	1.5000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		413000 Other Income	
Outstanding Loans	Outstanding Loans	0.0000	0.00	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		211100 Account Payable	
Others	Others	0.0000	0.00	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		413000 Other Income	
ADV-INT	Interest Advance Deduction	0.0000	10,000.00	5.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		412000 Income from Interest	

## USEFECC

Roxas Blvd, Ermita Manila 1201 1201 Philippines

### LOAN DISCLOSURE

Loan No. :	REG-000006	Date :	December 31, 2014
Name :	ABAJA, ANGELA ELISHA V.	Account No. :	000-000504
Civil Status :		Age :	26.92
Mobile No. :		CBU Balance :	11,000.00
		Telephone No. :	
Address :	UNIT 505 THOMASIAN RESIDENCES, SANTANDER ST., SAMPALOC MANILA MANILA METRO MANILA		
Type of Loan:	Regular Loan	Cycle :	1
Purpose of Loan:			

A. LOAN AMOUNT:		<b>P 200,000.00</b>
# of Pay Period	20	
Allotment	10000.0	
B. LESS Charges:		
1. Capital Build Up	P 2,000.00	
2. Service Fee	P 3,000.00	
3. Interest Deduction	P 10,500.00	
TOTAL DEDUCTIONS:		<b>P 15,500.00</b>
C. NET AMOUNT:		<b>P 184,500.00</b>