

How to upload chailease data

1. Prepare template file (excel)

- Total columns = 15 columns
- Sheet name = DATA
- Columns [ISSUED DATE], [DOB], [DISBURSEMENT DATE]: Type = text, Value = in format [dd-mm-yyyy]. Ex: 31-01-2022
- Column [CURRENCY]: [KHR], [USD]

UPLOAD_LOAN_TEMPLATE(2).xlsx - Microsoft Excel (Product Activation Failed)

ISSUED DATE	CLIENT NAME	GENDER	DOB (DD-MM-YYYY)	ID Type	ID Number	Agreement Number	OCCUPATION	ADDRESS	CONTACT NO.	Currency	EXCHANGE_RATE_USD	Loan Amount	Disbursement Date(DD-MM-YYYY)	Insurance Cost
04-10-2022	HENG KIMHOAN	M	14-03-2000	ID Card	000001	M22062885AA	Self-Business owner	Village Lvea,Sangkat Kaoh Dach,Khan Chraoy	070343197	KHR	4100	12592200	30-09-2022	20100
04-10-2022	MEAS SREYNET	M	14-03-2000	ID Card	000002	M22064434AA	Employee-Executive/officer	Village Angk Ta Kov,Sangkat Kouk Roka,Khan	0974346111	KHR	4100	11779800	30-09-2022	18800
04-10-2022	EANG PHAK	M	14-03-2000	ID Card	000003	M22064990AA	Employee-Executive/officer	Village Preak Ta Baen,Sangkat Preak Anhch	093360175	KHR	4100	11779800	30-09-2022	18800
04-10-2022	DEU SAVET	M	14-03-2000	ID Card	000004	M22065060AA	Self-Business owner	Village Kaoh Chen,Sangkat Kaoh Chen,Khan P	092614661	KHR	4100	12592200	30-09-2022	20100
04-10-2022	NOV SREYMECH	M	14-03-2000	ID Card	000005	M22065102AA	Employee-Executive/officer	Village Kamboul,Sangkat Kamboul,Khan Kam	0962651874	KHR	4100	10561200	30-09-2022	16900
04-10-2022	LONG CHITRA	M	14-03-2000	ID Card	000006	M22064813AA	Employee-Executive/officer	Village Banla S'et,Sangkat Khmuonh,Khan Sae	0883263298	KHR	4100	12592200	29-09-2022	20100
04-10-2022	HEAM DARA	M	14-03-2000	ID Card	000007	M22065176AA	Self-Business owner	Village Trapeang Thlan,Sangkat Ponsang,Kha	016989328	KHR	4100	11779800	29-09-2022	18800

2. Login

Input username & password → click Login

LOGIN

1

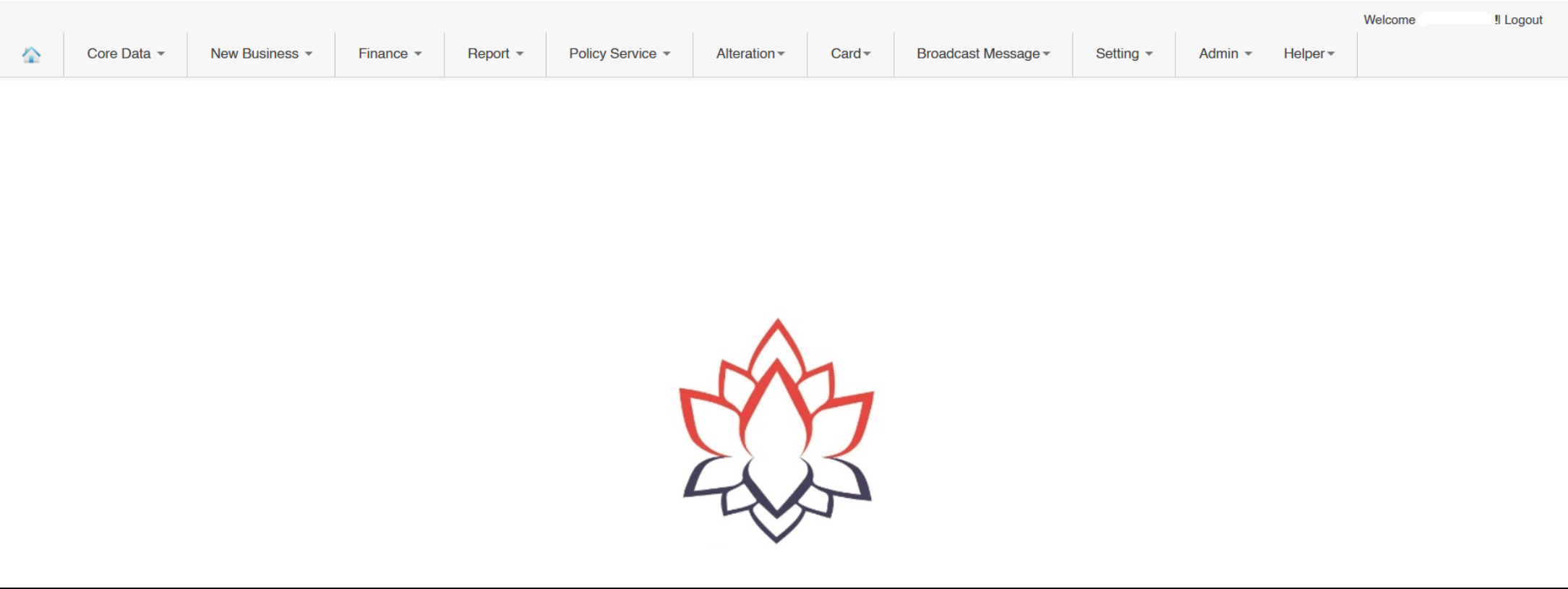
Username

Password

2

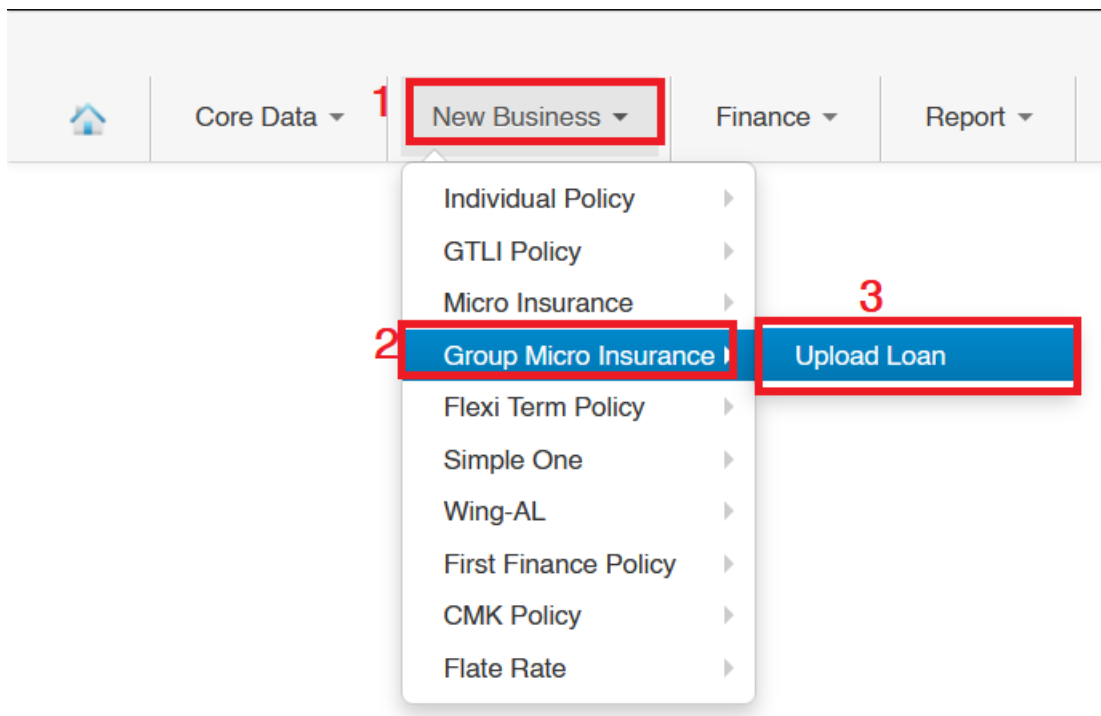
Login

Main screen display



3. Upload data

Click **New Business** → Click **Group Micro Insurance** → Click **Upload Loan**



Upload data screen display

Upload data screen display

Navigation bar: Home, Core Data, New Business, Finance, Report, Policy Service, Alteration, Card, Broadcast Message, Setting, Admin, Helper, Welcome [User], Logout

Upload Loan Records

Channel: Corporate Company: ---Select--- Branch: Product:

Payment Mode: Payment Report Date: DD-MM-YYYY Select File: Browse... No file selected. [Download Template](#)

☐ Show Records Upload Convert to Policy

[Uploaded Loan]

Upload loan records

Click **Company dropdown list** → Select **Chailease Royal Finance Plc.** → input **Payment Report Date** → Click **Browse**

Upload Loan Records

Channel: Corporate

Company: Chailease Royal Finance Plc.

Branch: : HQ

Product: SO2022005/Chaileas Royal Leasing

Payment Mode: Annually

Payment Report Date: ---Select---

Select File: Browse... No file selected.

☐ Show Records

[Download Template](#)

Upload

Convert to Policy

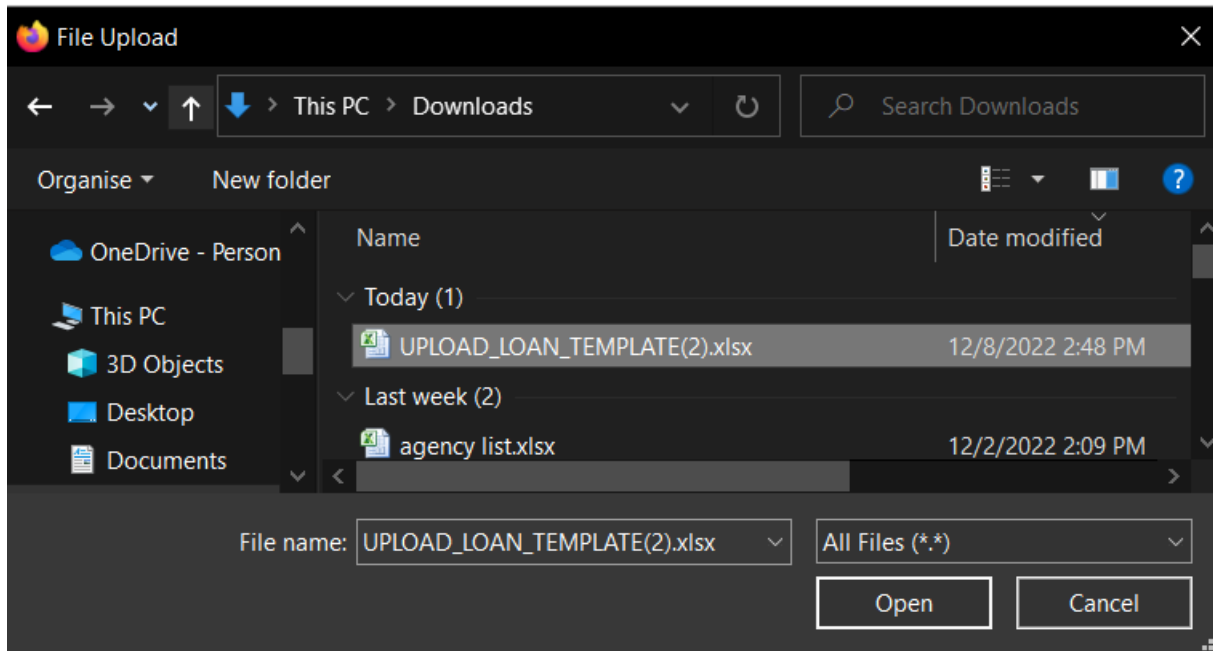
Chailease Royal Finance Plc.

Hattha Bank

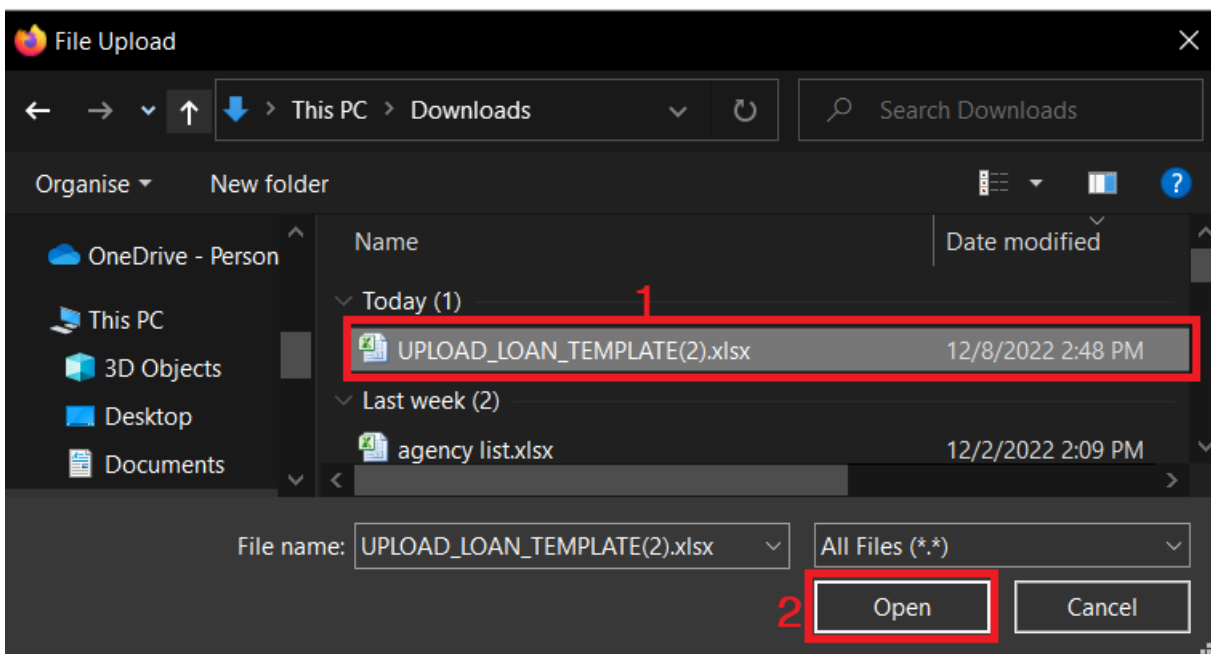
JTRUST BANK

[Uploaded Loan]

File dialog screen display



→ Select a valid excel file format → Click **Open** → Click **Upload**



Upload Loan Records

Channel: Corporate Company: Chailease Royal Finance Plc. Branch: : HQ Product: SO2022005/Chaileas Royal Leasing

Payment Mode: Annually Payment Report Date: 7/12/2022 Select File: Browse... UPLOAD_LOAN_TEMPLATE(2).xlsx [Download Template](#)

☐ Show Records Upload Convert to Policy

[Uploaded Loan]

Click **Upload**

Upload Loan Records

Channel: Corporate Company: Chailease Royal Finance Plc. Branch: : HQ Product: SO2022005/Chaileas Royal Leasing

Payment Mode: Annually Payment Report Date: 7/12/2022 Select File: Browse... UPLOAD_LOAN_TEMPLATE(2).xlsx [Download Template](#)

☐ Show Records Upload Convert to Policy

[Uploaded Loan]

Notification display → click **Close**

Upload Loan Records

Channel: Corporate

Company: Chailease Royal Finance Plc.

Branch: : HQ

Product: SO2022005/Chaileas Royal Leasing

Payment Mode: Annually

Payment Report Date: 7/12/2022

Select File: Browse... No file selected.

[Download Template](#)

☐ Show Records

Upload

Convert to Policy

[Uploaded Loan Record(s): 7 of 7]

Close

Convert load records to policy

Click **Convert To Policy**

Upload Loan Records

Channel: Corporate

Company: Chailease Royal Finance Plc.

Branch: : HQ

Product: SO2022005/Chaileas Royal Leasing

Payment Mode: Annually

Payment Report Date: 7/12/2022

Select File: Browse... No file selected.

[Download Template](#)

☒ Show Records

Upload

Convert to Policy

[Uploaded Loan Record(s): 7 of 7]

No	Client Name	Gender	DOB	ID Type	ID Number	Agreement Number	Occupation	Address	Contact Number	Currency	Exchange Rate	Loan Amount	Disbursement Date	Insurance Cost
1	EANG PHAK	F	14-Mar-2000	ID CARD	000003	M22064990AA	Employee-Executive/officer	Village Preaek Ta Baen,Sangkat Preaek Anhchanh,Khan Mukh Kampul,Kandal	093360175?	USD	4100	3000	07-Dec-2022	0

Notification display → click **Close**

Upload Loan Records

Channel: Corporate Company: Chailease Royal Finance Plc. Branch: : HQ Product: SO2022005/Chaileas Royal Leasing

Payment Mode: Annually Payment Report Date: 7/12/2022 Select File: Browse... No file selected. [Download Template](#)

☒ Show Records

[Uploaded Loan Record(s): 7 of 7]

No	Client Name	Gender	DOB	ID Type	Agency	Exchange Rate	Loan Amount	Disbursement Date	Insurance Cost
1	EANG PHAK	F	14-Mar-2000	ID CARD		4100	3000	07-Dec-2022	0
2	HEAM DARA	F	14-Mar-2000	ID CARD	000007	M22065176AA	Self-Business owner	016989328?	0

INFORMATION

Saved successfully.

Close

4. Premium detail report

Click **Report** → Click **Group Micro Insurance** → Click **Premium Detail**

Core Data New Business Finance **1 Report** Policy Service Alteration Card Broadcast Message Setting Admin Helper

Application
Micro Insurance
2 Group Micro Insurance **3 Premium Detail**
Individual Policy

Report screen display

Group Micro Policy Premium Detail

Report Date From: DD-MM-YYYY * To: DD-MM-YYYY * Channel: Corporate Company: ---Select---

Result [] **Export**

Input **Report Date From & To** → Click **Company dropdown list** → Select **Chailease Royal Finance Plc.** → Click **Export**

Group Micro Policy Premium Detail

Report Date From: To: Channel: Corporate Company:

Result []

Chailease Royal Finance Plc. Hattha Bank JTRUST BANK

Export

[View exported report](#)

localhost:8504/Clife/Pages/Reports/group_micro_premium_detail_req.aspx

Core Data New Business Finance Report Policy Service Alteration Card Broadcast Message

Group Micro Policy Premium Detail

Report Date From: To: Channel: Corporate

Result []

Group_Miro_Premium_Detail_20221208035548.xls
Open File

Group_Miro_Premium_Detail_20221208034737.xls
Completed — 6.5 KB

Group_Miro_Premium_Detail_20221208034221.xls
Completed — 6.5 KB

UPLOAD_LOAN_TEMPLATE(2).xlsx
Completed — 15.3 KB

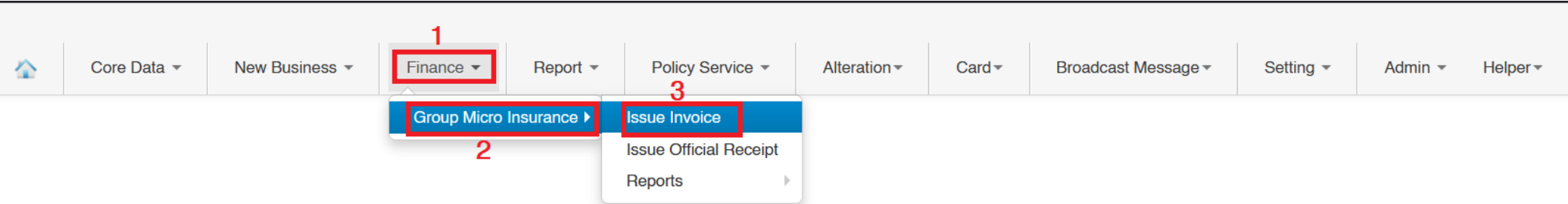
Show all downloads

[Report Template](#)

Report Template																
Customer Premium Details	Customer ID	Policy Number	Agreement Number	Customer Name	Gender	DOB	Age	Effective Date	Expiry Date	Period (Days)	Loan Amount	Currency	Loan Amount USD	Rate	Premium Amount KH	Premium Amount USD
07-Dec-2022	CUS-GR-2200004	GR-SO-001-2200525	M22065176AA	HEAM DARA	M	14-Mar-2000	22	07-Dec-2022	06-Dec-2023	365	3000	USD	3000	1.6	19680	4.8
07-Dec-2022	CUS-GR-2200008	GR-SO-001-2200531	M22064990AA	EANG PHAK	M	14-Mar-2000	22	07-Dec-2022	06-Dec-2023	365	3000	USD	3000	1.6	19680	4.8
07-Dec-2022	CUS-GR-2200013	GR-SO-001-2200529	M22062885AA	HENG KIMHOAN	M	14-Mar-2000	22	07-Dec-2022	06-Dec-2023	365	3000	USD	3000	1.6	19680	4.8
07-Dec-2022	CUS-GR-2200014	GR-SO-001-2200530	M22064434AA	MEAS SREYNET	M	14-Mar-2000	22	07-Dec-2022	06-Dec-2023	365	3000	USD	3000	1.6	19680	4.8
07-Dec-2022	CUS-GR-2200015	GR-SO-001-2200527	M22065060AA	OEU SAVET	M	14-Mar-2000	22	07-Dec-2022	06-Dec-2023	365	3000	USD	3000	1.6	19680	4.8
07-Dec-2022	CUS-GR-2200018	GR-SO-001-2200528	M22065102AA	NOV SREYMECH	M	14-Mar-2000	22	07-Dec-2022	06-Dec-2023	365	3000	USD	3000	1.6	19680	4.8
07-Dec-2022	CUS-GR-2200019	GR-SO-001-2200526	M22064813AA	LONG CHITRA	M	14-Mar-2000	22	07-Dec-2022	06-Dec-2023	365	3000	USD	3000	1.6	19680	4.8
											Total Premium		21000		137760	33.6

5. Issue Invoice

Click **Finance** → Click **Group Micro Insurance** → Click **Issue Invoice**



Issue Invoice Screen Display

Issue Invoices

Search Bunch - Pending

Report Date From: * To: * Channel: * Company: *

Input **Report Date From & To** → Click **Company dropdown list** → Select **Chailease Royal Finance Plc.** → Click **Search**

*Report Date From & To: format [dd/mm/yyyy]

Issue Invoices

Search Bunch - Pending

Report Date From: * To: * Channel: * Company: *

Company dropdown list:

- Select---
- Select---
- Chailease Royal Finance Plc.
- Hattha Bank
- JTRUST BANK

Result display

Tick **check box** in bunch summary → Input **invoice date** → Input **Invoice No.** → Input **Exchange Rate** → Click **Issue Invoice**

*Invoice date: format [dd/mm/yyyy]

Issue Invoices

Search Bunch - Pending

Report Date From: 7/12/2022 *

To: 7/12/2022 *

Channel: Corporate *

Company: Chailease Royal Finance Plc. *

Search

Bunch Summary

No	Bunch Number	Channel Name	Group Code	Number Policies	Amount	Discount Amount	Total Amount	Status	Payment Type	Report Date	Check
1	3	Chailease Royal Finance Plc.	GR-SO-001	7	33.6	0	33.6	PENDING	NEW	07-Dec-22	<input checked="" type="checkbox"/>

1

Bunch Details

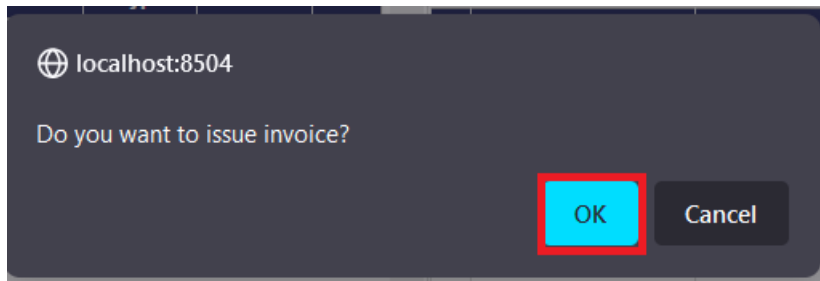
No	Bunch Number	Customer ID	Policy Number	Premium	Discount	Total Amount
1	3	CUS-GR-2200019	GR-SO-001-2200526	4.8	0	4.8
2	3	CUS-GR-2200008	GR-SO-001-2200531	4.8	0	4.8
3	3	CUS-GR-2200015	GR-SO-001-2200527	4.8	0	4.8
4	3	CUS-GR-2200014	GR-SO-001-2200530	4.8	0	4.8
5	3	CUS-GR-2200013	GR-SO-001-2200529	4.8	0	4.8
6	3	CUS-GR-2200018	GR-SO-001-2200528	4.8	0	4.8
7	3	CUS-GR-2200004	GR-SO-001-2200525	4.8	0	4.8

Invoice Date*:	7/12/2022	Invoice No.*:	INV0000009
Total Policies:	7	Total Amount USD:	33.6
Total Discount USD:	0	Total Amount After Dis. USD:	33.6
Exchange Rate Tax:	4100	Total Amount After Dis. KHR:	137760

2 3 4 5

Issue Invoice

Click **OK**



Success notification display

Click **“Click here to print”**, if you consider to print invoice immediately. Or click **Close** to ignore to print invoice.

INFORMATION

Issue Invoice Successfully.

Invoice No.INV0000009

[Click here to print](#)

Close

6. Issue Official Receipt

Click **Finance** → Click **Group Micro Insurance** → Click **Issue Official Receipt**

	Core Data ▾	New Business ▾	1 Finance ▾	Report ▾	Policy Service ▾	Alteration ▾	Card ▾	Broadcast Message ▾	Setting ▾	Admin ▾	Helper ▾
			2 Group Micro Insurance ▾	3							
			<div>Issue Invoice</div> <div>Issue Official Receipt</div> <div>Reports ▾</div>								

Issue Official Receipt Screen Display

Issue Official Receipt

Search Invoice - Pending

Invoice Date From:

To:

Channel:

Corporate ▾

Company:

---Select--- ▾

Search

Input **Invoice Date From & To** → Click **Company dropdown list** → Select **Chailease Royal Finance Plc.** → Click **Search**

Issue Official Receipt

Search Invoice - Pending

Invoice Date From: 7/12/2022

To: 7/12/2022

Channel: Corporate

Company: --Select--

Search

--Select--

Chailease Royal Finance Plc.

Hattha Bank

JTRUST BANK

Result Display

Tick **check box** in Invoice summary → Choose **Method of Payment** → Input **Remarks** → Input **Receipt Amount** → Input **Pay Date** → Click **Issue Receipt**

Issue Official Receipt

Search Invoice - Pending

Invoice Date From: 7/12/2022

To: 7/12/2022

Channel: Corporate

Company: Chailease Royal Finance Plc.

Search

Invoice Summary

No	Invoice Number	Channel Name	Group Code	Number Policies	Amount	Discount Amount	Total Amount	Status	Invoice Date	Check
1	INV00000009	Chailease Royal Finance Plc.	GR-SO-001	7	33.6	0	33.6	PENDING	07-Dec-22	<input checked="" type="checkbox"/>

Invoice Details

No	Invoice Number	Bunch Number	Policy Number	Payment Type	Premium	Discount	Total Amount
1	INV00000009	3	GR-SO-001-2200525	NEW	4.8	0	4.8
2	INV00000009	3	GR-SO-001-2200526	NEW	4.8	0	4.8
3	INV00000009	3	GR-SO-001-2200527	NEW	4.8	0	4.8
4	INV00000009	3	GR-SO-001-2200528	NEW	4.8	0	4.8
5	INV00000009	3	GR-SO-001-2200529	NEW	4.8	0	4.8
6	INV00000009	3	GR-SO-001-2200530	NEW	4.8	0	4.8
7	INV00000009	3	GR-SO-001-2200531	NEW	4.8	0	4.8

Method Of Payment: ☐ Cash ☒ Cheque ☐ Others

Received Amount: 33.6

Pay Date: 7/12/2022

Total Policies: 7

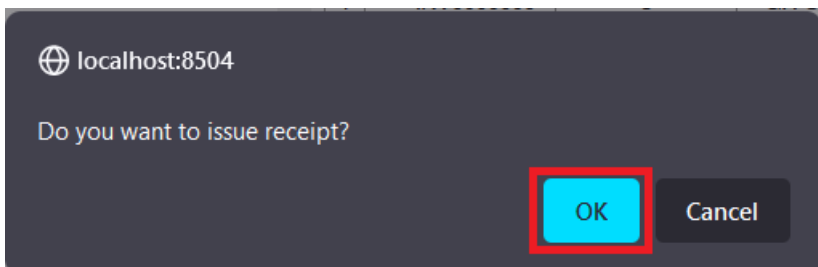
Total Amount USD: 33.6

Total Discount USD: 0

Total Amount After Dis. USD: 33.6

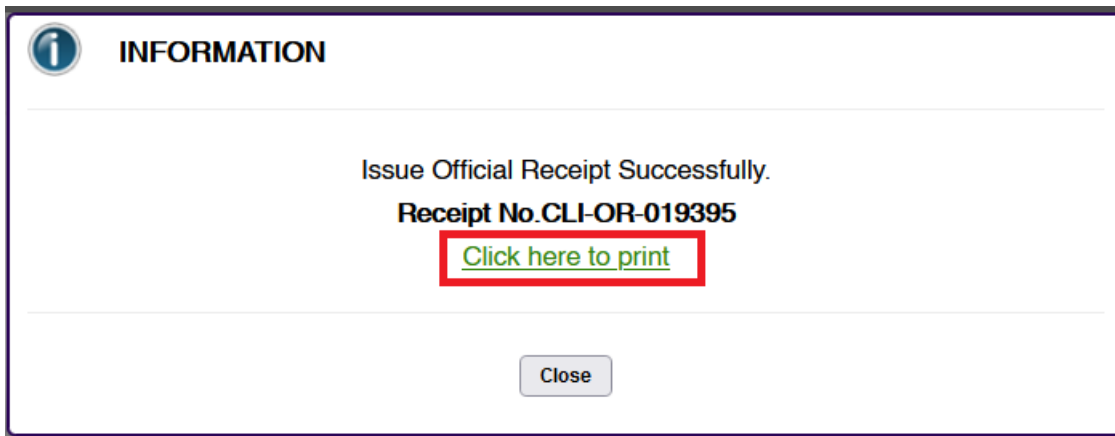
Issue Receipt

Click **OK**



Success notification display

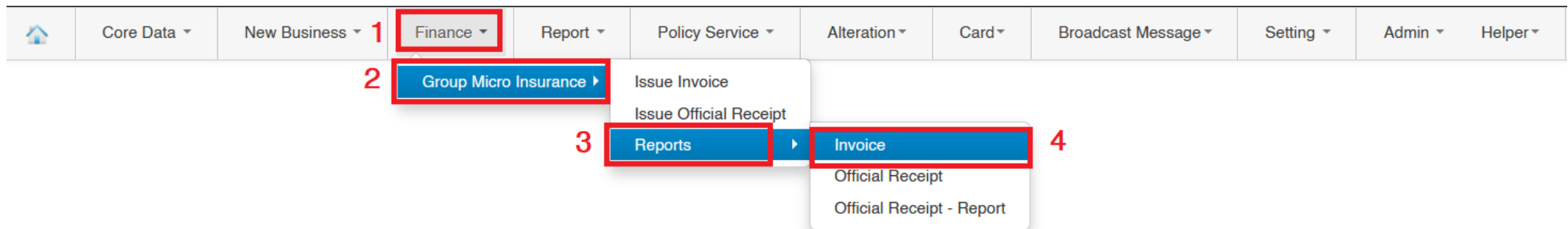
Click “Click here to print”, if consider to printer official receipt immediately. Or click **Close** to ignore to printer official receipt.



7. Finance Report

Invoice

Click **Finance** → Click **Group Micro Insurance** → Click **Reports** → Click **Invoice**



Search screen display

Input **Report Date From & To** → Click **Company dropdown list** → Select **Chailease Royal Finance Plc.** → Click **Search**

Invoices - List

Input Criteria

Invoice Date From:

To:

Channel: Corporate

Company:

---Select---
---Select---
Chailease Royal Finance Plc.
Hattha Bank
JTRUST BANK

Search

Result

Result screen display

Invoice can be reprinted by click **Print** in the result list

Invoices - List

Input Criteria

Invoice Date From:

To:

Channel: Corporate

Company: Chailease Royal Finance Plc.

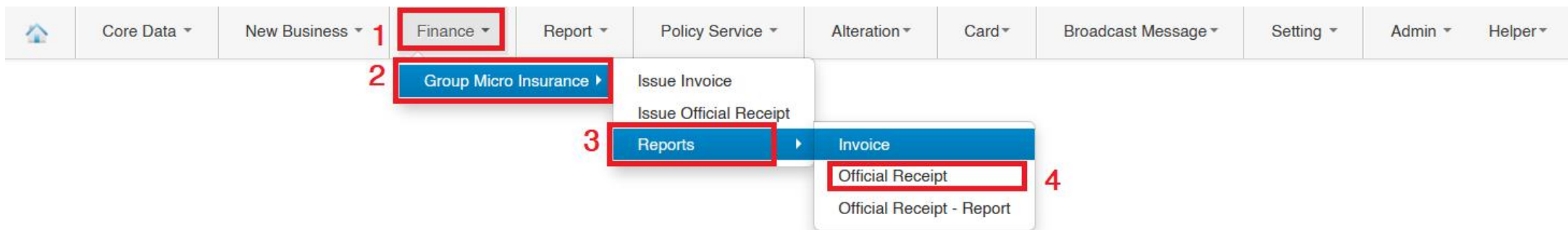
Search

Result

No	Invoice Number	Policy Number	Customer	Amount USD	Discount Amount	Total Amount	Tax Change Rate	Total Amount KHR	Number of Policies	Status	Invoiced Date	Invoice Due Date	
1	INV0000009	GR-SO-001	Chailease Royal Finance Plc.	33.6	0	33.6	4100	137760	7	PAID	07-Dec-22	21-Dec-22	Print

Official Receipt

Click **Finance** → Click **Group Micro Insurance** → Click **Reports** → Click **Official Receipt**



Search screen display

Input **Pay Date From & To** → Click **Company dropdown list** → Select **Chailease Royal Finance Plc.** → Click **Search**

Official Receipt - List

Input Criteria

Pay Date From: To: Channel: Company:

Receipt No.:

Result

Result screen display

Official Receipt can be reprinted by click **Print** in the result list

Official Receipt - List

Input Criteria

Pay Date From:

7/12/2022

*

To:

7/12/2022

*

Channel:

Corporate

▼

Company:

Chailease Royal Finance Plc.

▼

Receipt No.:

Search

Result

No	Receipt No.	Customer	Policy Number	Amount	Pay Mode	Pay Date	
1	CLI-OR-019395	Chailease Royal Finance Plc.	GR-SO-001	33.6	Annually	07-Dec-22	Print

Official Receipt Report (Export to excel)

Click **Finance** → Click **Group Micro Insurance** → Click **Reports** → Click **Official Receipt-Report**

Navigation menu: Home, Core Data, New Business, Finance, Report, Policy Service, Alteration, Card, Broadcast Message, Setting, Admin, Helper.

1. Finance

2. Group Micro Insurance

3. Reports

4. Invoice, Official Receipt, Official Receipt - Report

Search screen display

Input **Pay Date From & To** → Select **Chailease Royal Finance Plc.** from company dropdown list → Click **Search**

Official Receipt - Report

Input Criteria

1. Pay Date From: 7/12/2022 To: 7/12/2022

Channel: Corporate

Company: 2. Chailease Royal Finance Plc.

Receipt No.:

3. Search Export

Result

Result screen display

Click **Export** to export report in excel format.

Official Receipt - Report

Input Criteria									
Pay Date From:	7/12/2022	To:	7/12/2022	Channel:	Corporate	Company:	Chailease Royal Finance Plc.	Search	Export
Receipt No.:									
Result									
No	Policy Number	Customer	Customer ID	Product	Receipt No.	API	Amount	Interest	Sum Insured
1	GR-SO-001	Chailease Royal Finance Plc.	GR-SO-001	Simple One	CLI-OR-019395	33.6	33.6	0	21000.00