



Mosoftware CHAMA  
0720589751

A product of Mosoftware Systems



## Logging in

- Go to C:/chama/server and double click start\_server.bat and minimize the black window
- Go back to C:/chama/ and double click on CHAMA.exe
- If its for the first time, login with credentials below
- Username: admin password: 1963
- Login and change the password to secure your system



## Setup CHAMA variables

- After logging in go to chama > Income > Income Types
- Enter any new income type and amount and click save
- Click edit income type and make it active / inactive
- Click to edit income / penalty amount as per the group
- Click to edit payments collection due date (use 01 rather than 1 for the date format)
- Also edit chama address and slogan
- Go to chama > Invoices > contributions and create annual invoices for the members
- Go to chama > Invoices > other invoices and create one month invoice for the desired contribution





## Add members

- Go to users > New and enter all the member details and save
- Go to users > Image and either enter member username or name and upload their passport photo
- Go to users > Edit user and either enter member username or name and edit the following:
  - Allow user to login by tick on user verify
  - Grant system admin access to user
  - Grant accountant access to user
  - Grant inventory access to user
- You can also reset password for the member



# System Access Rights

- There are four access rights to the system
- **Verify User:** Allows a member to login into the system
- **Accountant:** Allows one to access chama and finance modules
  - Allows one to collect contributions from members
  - Allows one to issue / approve member loan requests
  - Allows one access member and chama statements
  - Allows one to pre-approve suppliers
  - Allows one to acquire / pay bank loans, deposit / withdraw funds and carry out other financial transactions
- **Inventory:** Allows one to access inventory module
  - Allows one to define and acquire chama products and services
  - Allows one to procure for chama products and services
  - Allows one to issue / receive products to / from members
- **Admin:** Allows a member to add, edit, upload image, delete users
  - Allows one access reports of users and their activities
  - Allows one to access chama and finance modules
  - Allows one to create contribution / other invoices
  - Allows one to access inventory module



## Collect funds

- Go to chama > Income > Payments and enter either member username or name, select contribution type and click submit
- Confirm details displayed (including image) belong to member
- Select the desired invoice, receive payments, select payment mode and tick `pay` and click submit.
- If text drivers are installed, the member will receive text confirming the payment
- If the payment is received after the due date, the defined penalty amount is auto-applied on the members account



## Issue / Approve Loans

- To issue loan go to chama > Loan > Issue Loan and enter either member username or name, click submit
- Confirm details displayed represent desired member
- Enter all the desired loan details, confirm and submit
- The system has restrictions where one cannot approve loan issued to them or one they have issued
- Have another accountant approve the loan for the member as per the chama procedures
- Once approved, the system sets the first repayment to the next month
- Go to chama > Loan > Loan List to view status of loans





# Acquire Assets

- Go to Finance > Finance Admin > Capital and fill in chama capital worth
- Next go to Finance > Finance User > Manage Loan and fill in any loan details that the chama has got from the bank
- Go to Finance > Finance Admin > Suppliers and enter details of pre-approved suppliers
- Go to Inventory > Products > New and enter products and services acquired by the chama
- Go to Inventory > Inventory Admin > Procure in order to procure for new products from suppliers





## Issue / Receive Products

- Go to Inventory > inventory user > product > Issue and enter either member username or name, click submit
- Enter the product serial, quantity, product info, click to issue
- To receive product go to Inventory > inventory user > return and select the desired member, on the desired product select return and click submit
- To access product reports go to inventory > inventory user > reports



## Financial Books

- The system auto opens / closes its financial books at the end of each year
- The financial books include Income Statement, Balance Sheet and Trial Balance
- To access the financial books go to Finance > Finance Admin > Financial Books, select the desired book and year and submit to download in pdf format
- Members can also be issued with the contribution statements from chama > Income > member reports
- Go to chama > Income > Summary reports to access other chama financial reports



END