

coreERP Small and Medium Scale Business Management Software Solution

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Introduction

Welcome

The coreERP © Small and Medium Scale Business Software is a suite of software for managing a business from end to end with data capture, processing and reporting built in.

In order to access the system, you have to click on the shortcut created on your desktop by the IT Officer/Administrator. If no such shortcut exist, you should consult your local IT Officer or Branch Manager for one to be setup on your computer for you.

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Login Into the System

Login Into the System

In order to access the system, click on the shortcut created on your desktop by the IT Officer/Administrator. If there is no shortcut such as 'Live coreERP', contact your IT Officer/Administrator or the ACS Ghana team on +233 240541173. You will be presented with the login screen below, and must type your credentials as provided by the IT Officer. If your do not have a username and password created by the IT Officer, you must talk to your Branch Manager or IT support officer for an account to be setup in the system for you.



Demo Company Ltd.

Welcome to coreERP, Please provide your security credentials to enter

User Name:

Password:

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Navigating the Menu Structure

Main Menu

The main menu a blue menu strip with white menu items in lowercase letters, directly below your company's logo, as shown below. To access a given menu option, click on the main menu and access the sub-menus under it. For instance, to go to Cashier Interface, click on "savings & loans", then "Cashier Interface" then Cashier Home Page.

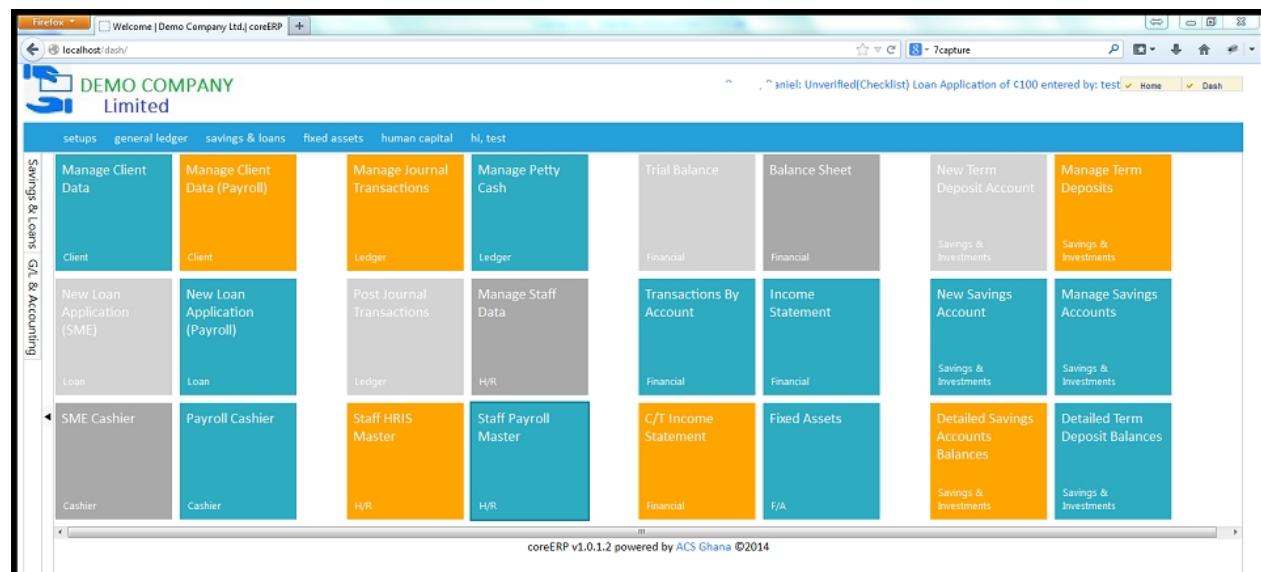
Main Tile-list Menu

The main tile-list menu is a collection of brightly colored tiles that provide quick glanceable information and can also be clicked to directly access the given screen instead of navigating from the main menu. For example, you can click on the "Manage Client Data" tile to directly access the client information capture screen.

Within any portion of the coreERP system, you can return to the tile-list menu by clicking the "Home" shortcut to the upper right of the screen.

Quick Menu Strip (Collapsible)

The quick menu strip is to the leftmost of all screens and can be expanded to quickly access the menu pointed to by the corresponding shortcut. For instance, you can click and expand "Savings & Loans", Click Cashier and then "Cashier HomePage" to directly navigate to it.



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Savings & Loans

The savings and loans module is the banking software for money lenders, susu scheme companies, microfinance companies and savings and loans institutions. The concept of savings and loans is centered around the client item which represents a customer (either a borrower or a depositor or someone who performs both roles in your organization.)

The first time a client walks into your business, you must use the client interface to create the clients records.

If he is a borrower, then you should create a loan application in the system for the client. Then an authorized administrator must verify the loan application by ticking off a set of checklist items defined by your organization as verifiable before an application can be approved. Then the branch manager/manager will

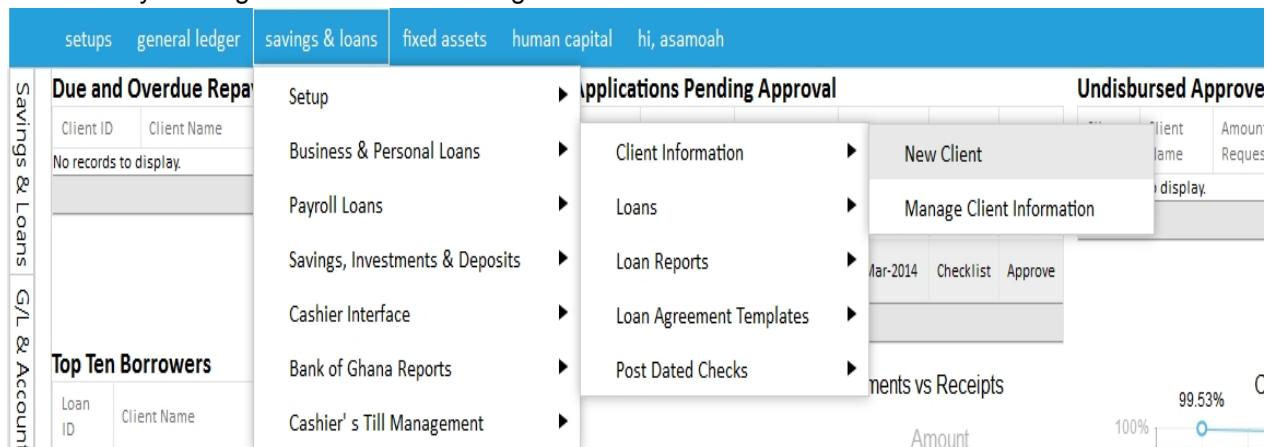
approve the loan application if okay or deny it if otherwise.

The cashier will then be mandated to disburse the loan from the system by accessing the Cashier Interface.

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Create New Client Account

To create new account, select on savings and loans follow the drop down to business and personal loans then select client information. When a client walks into a branch office for the first time, an account has to be created for him/her. In order to create a client or customer account, the New Client Menu should be accessed by clicking it as shown in the image below:

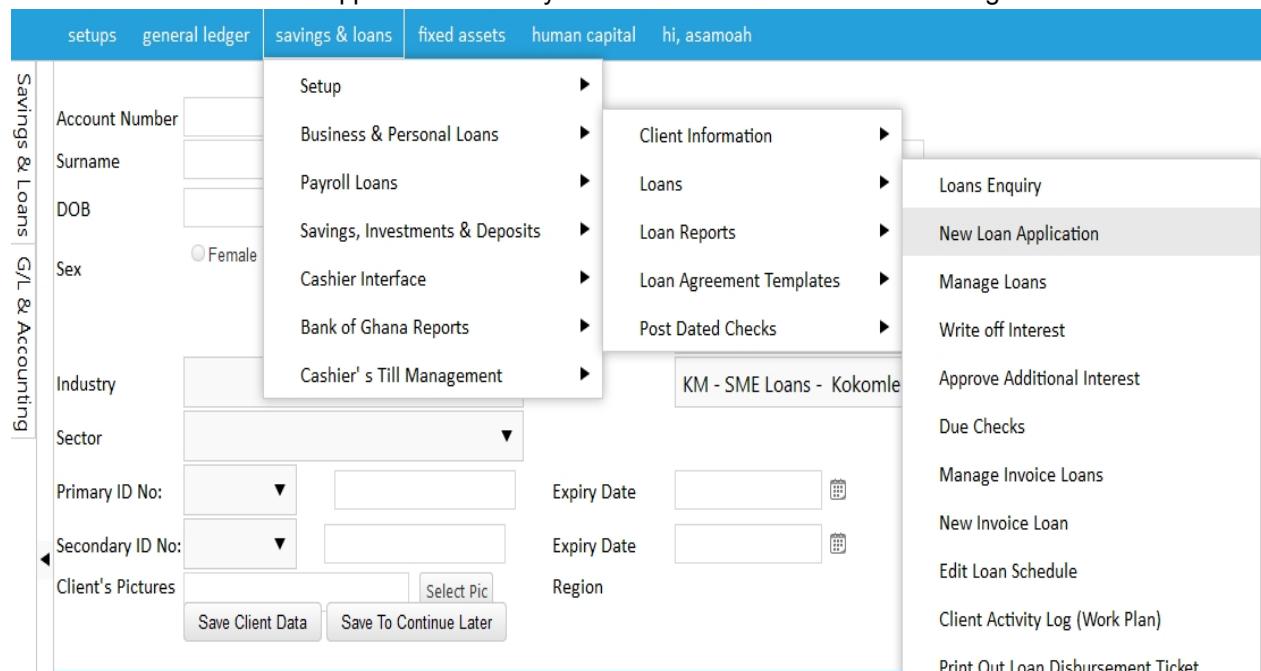


Then proceed to fill in the details of the client as specified in the fields below. Leave account number blank as it will be autogenerated and assigned to the new client by the system. Whilst working, you can click "Save to Continue Later" periodically to save your work up to that point. When all the information has been captured successfully, then you must click on "Save Client Data".

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Create New Loan Application

After capturing the clients details and creating an account for him/her, if the client is a borrowing client, you should enter a loan application. To assess the application, click on savings and loans, follow the drop down to loans then select new loan application in the system for him/her as shown in the image below.



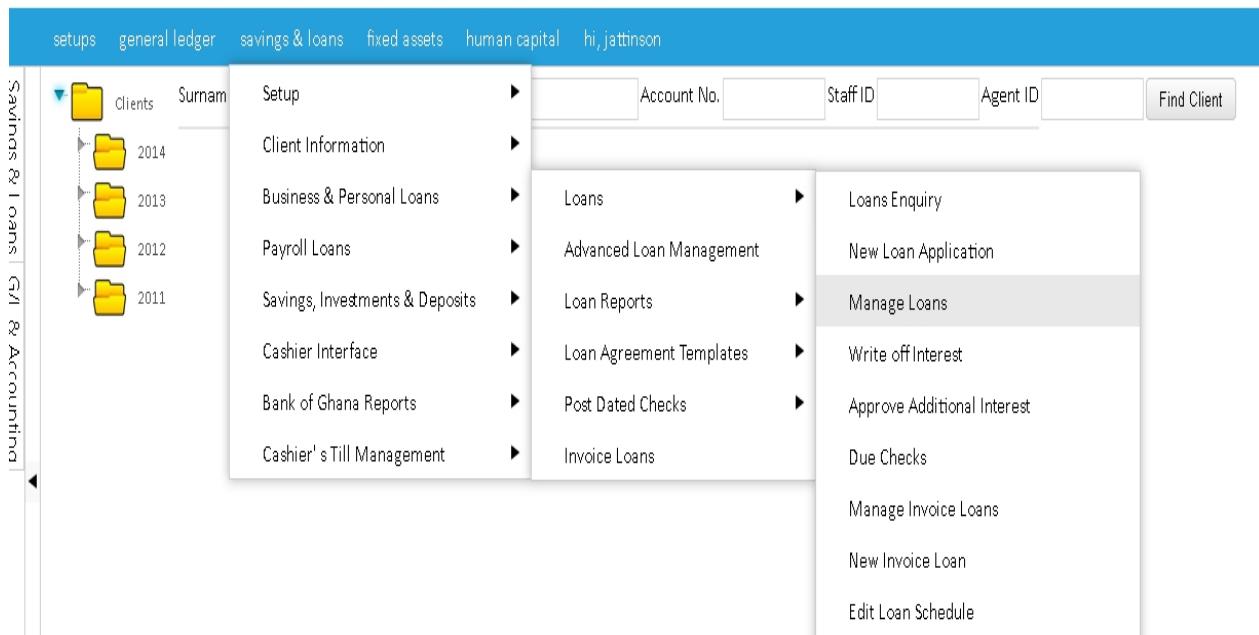
Proceed to fill in the loan application details as specified in the image below:

Account No.	<input type="text"/>
Surname	<input type="text"/>
Other Names	<input type="text"/>
<input type="button" value="Find Client"/>	
Client Selected	<input type="text"/> ▼
Amount Requested	<input type="text"/>
	Loan Date <input type="text" value="12-Mar-2014"/>
Loan Type	<input type="text"/> ▼
Repayment Mode	<input type="text"/> ▼
Tenure of Loan	<input type="text"/> Months
Interest Calculation	<input type="text"/> ▼
Interest Rate	<input type="text"/> per Month
Processing Fee	<input type="text" value="0.00"/>
Loan Status	

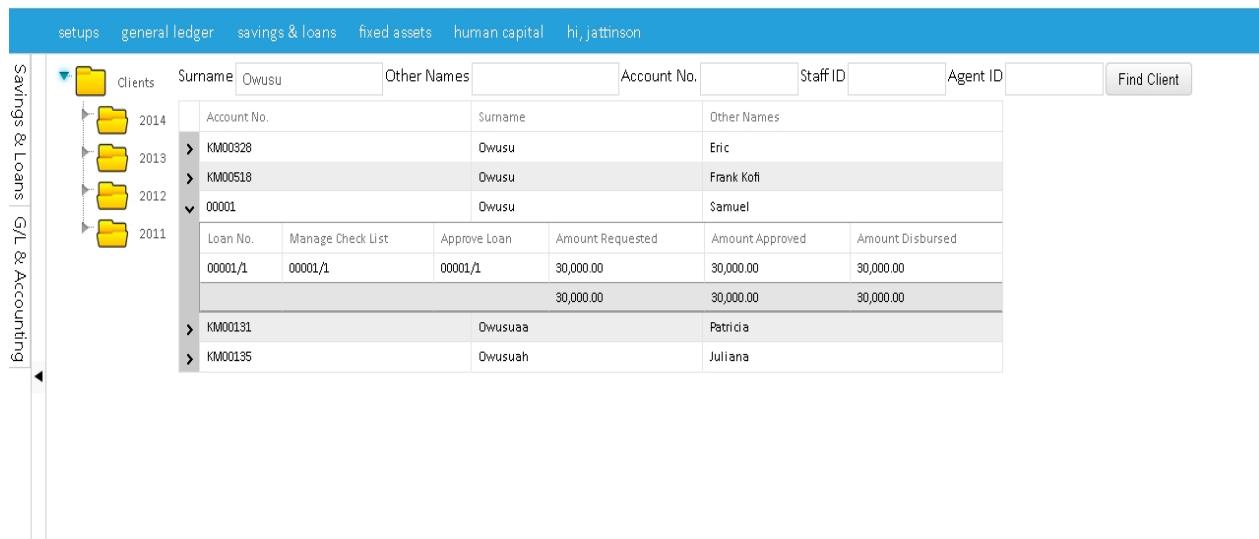
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Verify Loan Application (Checklist Management)

After the loan application has been entered into the system, it is then forwarded to the manager by the cashier to be check listed whether all supporting documents have been submitted by the client. If all supporting documents have been submitted, the loan can then be approved.



After Manage Loans has been selected, find the name of client by typing either the Surname, Other Names or Account No. and click on Find Client. Related search results would be displayed then click on the expand arrow of the appropriate client to display details. Select the figure below Manage Check List to retrieve all details to be able to check if all documents needed have been submitted by client as shown in the images below.



After selecting the client as shown above, tick the appropriate box provided to indicate if the client has submitted all documents needed. Comments can also be made if necessary Please remember to save checklist for Loan Application when done.

The screenshot shows a software interface for managing loans. At the top, there is a navigation bar with tabs: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. Below the navigation bar, there are dropdown menus for interest calculation (Straight Line) and repayment mode (Repayment Mode). A dropdown menu for loan type is also present. An account number (00001) is entered in a text field. On the left, there is a sidebar labeled 'Clients' with a tree view showing years from 2011 to 2014. The main area displays a checklist titled 'Check List Item' with columns for 'M?' (checkboxes) and 'Comments'. The checklist items include: Line of Business a standard one, ID number okay, Completion of application form, Photocopy of ID card, Verification of Location, Loan purpose and financial assesment, Verification of collateral, Signing of agreement, Capturing of client's digital photograph, and Cheque from client.

Check List Item	M?	Comments
Line of Business a standard one	<input type="checkbox"/>	
ID number okay	<input type="checkbox"/>	
Completion of application form	<input type="checkbox"/>	
Photocopy of ID card	<input type="checkbox"/>	
Verification of Location	<input type="checkbox"/>	
Loan purpose and financial assesment	<input type="checkbox"/>	
Verification of collateral	<input type="checkbox"/>	
Signing of agreement	<input type="checkbox"/>	
Capturing of client's digital photograph	<input type="checkbox"/>	
Cheque from client	<input type="checkbox"/>	

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Approve Loan Application

To approve loan, click on savings and loans,follow the drop down to business and personal loans then select loans and manage personal loans. Once you have selected this type the surname of the client in the space provided to find client after which you click on the arrow by his or her name, this arrow drops down to give you various options which you will find approve loan.Click on the number below the approve loan to be able to approve the loan.

The screenshot shows a software interface for managing loans. At the top, there is a navigation bar with tabs: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. On the left, there is a sidebar labeled 'Clients' with a tree view showing years from 2011 to 2014. The main area displays a dropdown menu under the 'Loans' section. The menu includes: Loans Enquiry, New Loan Application, Manage Loans (which is highlighted), Write off Interest, Approve Additional Interest, Due Checks, Manage Invoice Loans, New Invoice Loan, and Edit Loan Schedule.

The screenshot shows a software interface with a blue header bar containing navigation links: setups, general ledger, savings & loans, fixed assets, human capital, hi, jattinson. Below the header is a search bar with a yellow folder icon labeled 'Staff Loans'. The search field contains 'Surname' and 'Oforosu'. To the right of the search bar are 'Other Names' and 'Staff No.' fields, and a 'Find Staff' button. Underneath the search bar is a table with columns: Staff No., Surname, Other Names. A row is selected with Staff No. HE00016, Surname Oforosu, and Other Names Mavis. Below this table are two buttons: 'View Loan' and 'Approve Loan'. The 'Approve Loan' button has a red box around it.

when the approve loan is selected, check to see if all info of client provided is intact after which you click on the Approve Loan button as displayed in the image below.

The screenshot shows a software interface titled 'Loan Approval | Demo Company Ltd.' with a Firefox browser icon. The URL is 'code.acsghana.com/in/loans/approve.aspx?id=78737&catID=14'. The interface includes a left sidebar labeled 'Accounting' with a tree view. The main area has tabs: setups, general ledger, savings & loans, fixed assets, human capital, hi, jattinson. It displays loan details: Account No. 00001, Interest Rate 6.50 per Month, Tenure of Loan 24.00 Months, Processing Fee 600.00, Add Fees to Principal, Interest Calculation Straight Line, Repayment Mode Monthly. Below these are sections for 'Check List Item' (e.g., Line of Business a standard one, ID number okay, Completion of application form, Photocopy of ID card, Verification of Location, Loan purpose and financial assessment, Verification of collateral, Signing of agreement, Capturing of client's digital photograph, Cheque from client, Issue of disbursement receipt, Payment of processing fee) and 'Comments' for each item. At the bottom are buttons for 'Approve Loan Application' (circled in red), 'Deny Loan Application', and other tabs: Loan Guarantors, Loan Collaterals, Post Dated Checks, Supporting Documents, Credit Manager Comments, Approval Comments, and Repayment Schedule. The status bar at the bottom shows '9:15 AM 4/2/2014'.

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Disburse Loan Application

To disburse the approved loan, click on savings & loan, follow the drop down to cashier interface and select the cashiers homepage. Type in the name of the client to whose loan is to be disbursed, click on the arrow beside the name which will give you a drop down of options. Click on the number below disburse loan to be able to disburse that particular loan

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson								
<p>Setup</p> <p>Client Information</p> <p>Business & Personal Loans</p> <p>Payroll Loans</p> <p>Savings, Investments & Deposits</p> <p>Cashier Interface</p> <p>Bank of Ghana Reports</p> <p>Cashier's Till Management</p> <p>Account No.: 00001</p> <p>Surname: Owusu</p> <p>Other Names: Samuel</p> <p>Loan ID: 00001/1</p> <p>Disburse Loan Amount</p> <p>Loan Guarantors</p> <p>Loan Collaterals</p> <p>Repayment Schedule</p> <p>Lo...</p>													
<p>Disbursement Date: 02-Apr-2014 <input type="button" value="..."/></p> <p>Principal Balance: 30,000.00</p> <p>Add Fees to Principal: <input type="checkbox"/></p> <p>Amount Approved: 30,000.00</p> <p>Amount Disbursed So Far: 30,000.00</p> <p>Disburse Loan</p> <p>Cashier's Home Page</p> <p>Receive Loan Repayment</p> <p>Multi-Loan Payment</p> <p>Multi-Loan Payment Reprint</p> <p>Cashier Reports</p>													
<table border="1"> <thead> <tr> <th>Surname</th> <th>Other Names</th> <th>ID No.</th> <th>Picture</th> </tr> </thead> <tbody> <tr> <td>Anniah</td> <td>Amin</td> <td>98989</td> <td></td> </tr> </tbody> </table>						Surname	Other Names	ID No.	Picture	Anniah	Amin	98989	
Surname	Other Names	ID No.	Picture										
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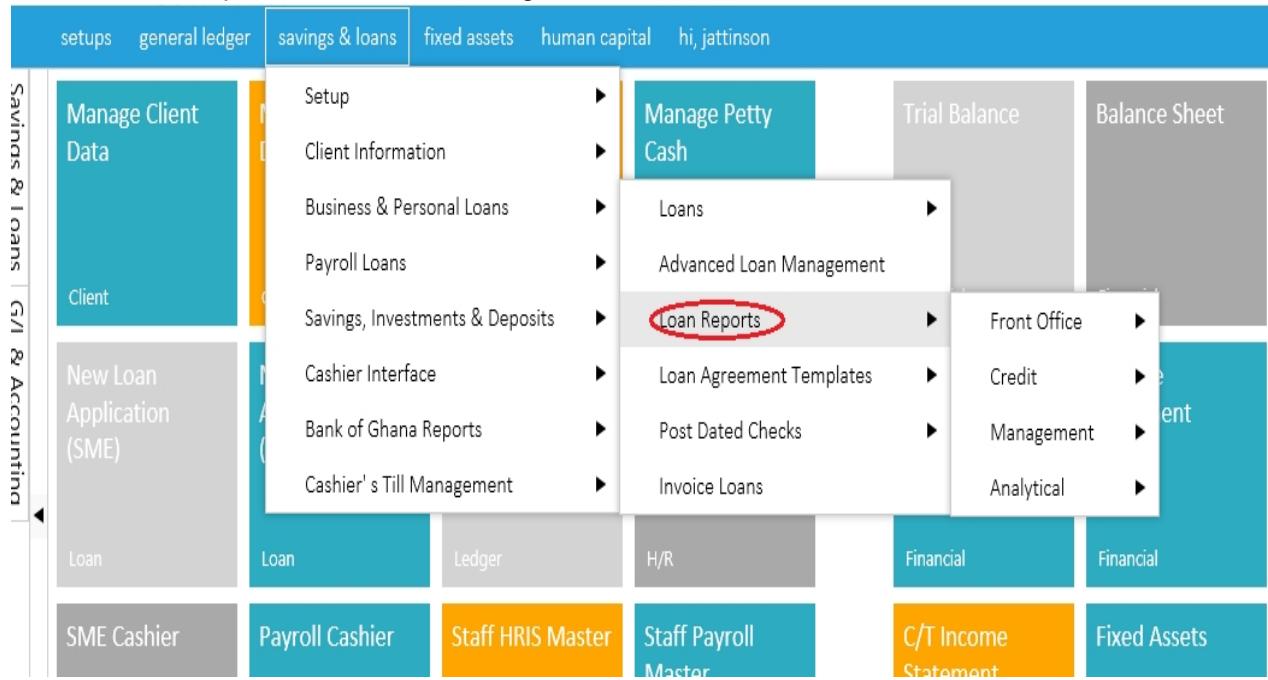
Find the name of client by typing either the Surname, Other Names or Account No. and click on Find Client. Related search results would be displayed then click on the expand arrow of the appropriate client to display then click on the figure below Disburse Loan, this opens the detailed info of the customer and also allows the cashier disburse the loan into the customers account as shown in the displays below.

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson																																											
<p>Clients</p> <p>Surname: Owusu</p> <p>Other Names:</p> <p>Account No.:</p> <p>Find Client</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Account No.</th> <th>Surname</th> <th>Other Names</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>KM00329</td> <td>Owusu</td> <td>Gabriel Kwaku</td> </tr> <tr> <td>2014</td> <td>KM00328</td> <td>Owusu</td> <td>Eric</td> </tr> <tr> <td>2011</td> <td>KM00518</td> <td>Owusu</td> <td>Frank Kofi</td> </tr> <tr> <td>2012</td> <td>00001</td> <td>Owusu</td> <td>Samuel</td> </tr> <tr> <td></td> <td>Disburse Loan</td> <td>Amount Requested</td> <td>Amount Approved</td> <td>Amount Disbursed</td> </tr> <tr> <td></td> <td>00001/1</td> <td>30,000.00</td> <td>30,000.00</td> <td>30,000.00</td> </tr> <tr> <td></td> <td></td> <td>30,000.00</td> <td>30,000.00</td> <td>30,000.00</td> </tr> <tr> <td></td> <td>KM00131</td> <td>Owusuaa</td> <td>Patricia</td> </tr> <tr> <td></td> <td>KM00135</td> <td>Owusuah</td> <td>Juliana</td> </tr> </tbody> </table>						Year	Account No.	Surname	Other Names	2013	KM00329	Owusu	Gabriel Kwaku	2014	KM00328	Owusu	Eric	2011	KM00518	Owusu	Frank Kofi	2012	00001	Owusu	Samuel		Disburse Loan	Amount Requested	Amount Approved	Amount Disbursed		00001/1	30,000.00	30,000.00	30,000.00			30,000.00	30,000.00	30,000.00		KM00131	Owusuaa	Patricia		KM00135	Owusuah	Juliana
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	KM00135	Owusuah	Juliana																																													

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Loan Reports

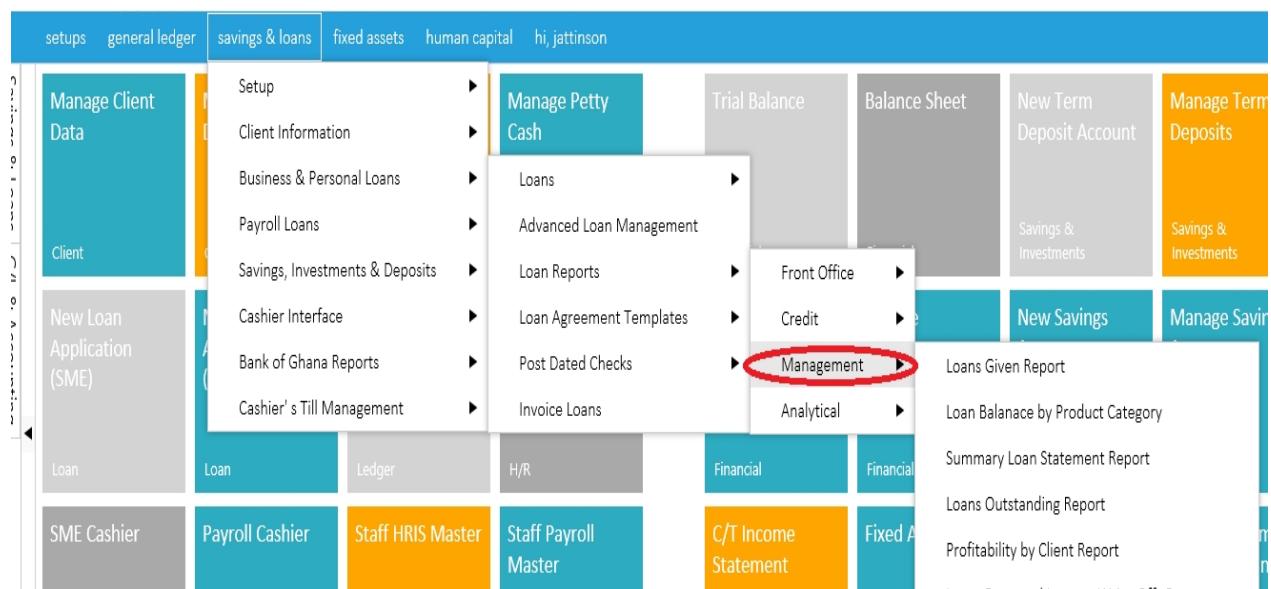
This page is assessed by clicking on the savings & loans icon , follow the drop down to business and loans then select loan reports as shown in the image below



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Management Reports

Management reports consist of loans given out, loan outstanding report,loan processing report,Profitability by Client,Loan proposed Interest write off's,Approved undisbursed Loan Reports.To assess management reports select savings & loans, business & personal loans follow to loan reports and select management loans as shown in the image below.



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Loans Given Report

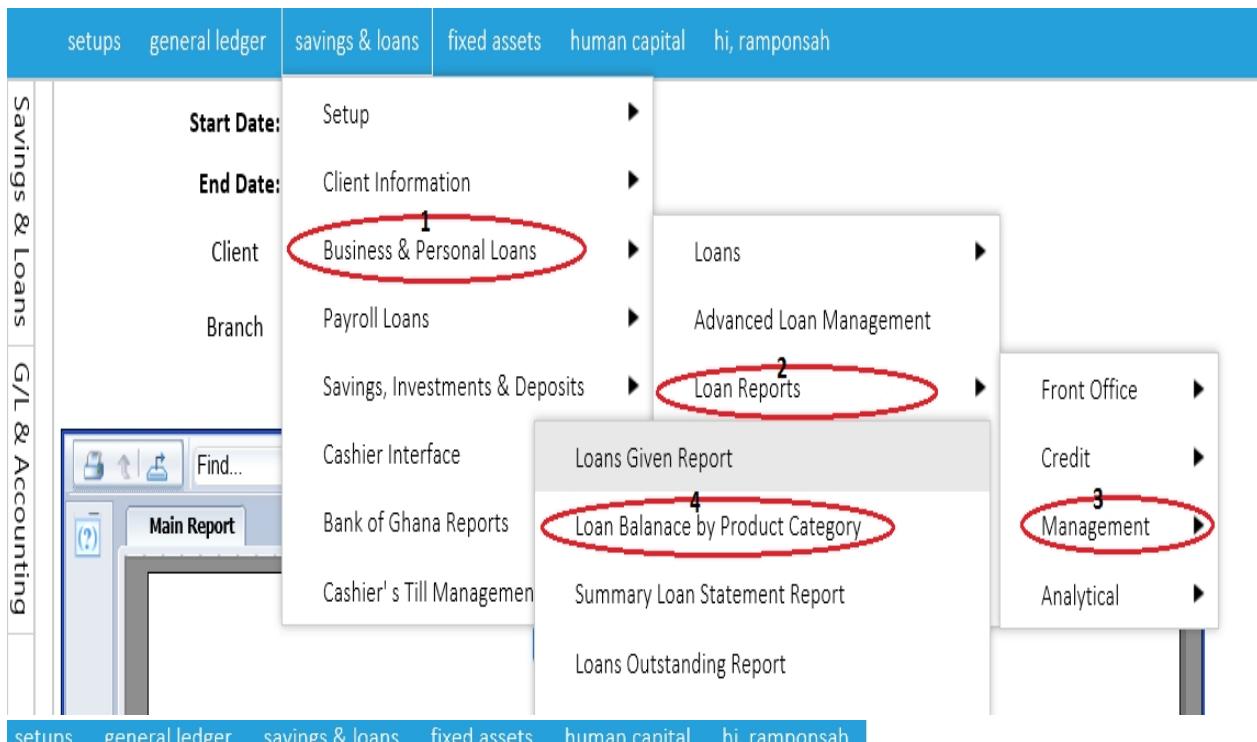
To view loans given out, click on loans given out after which you fill in information such as the period in which you want to view report, if you want report for a particular client you provide his or her name or account number and click on get report to generate required report as shown in the image below,

Client ID	Client Name	Disb. Date	Category	Principal	Interest	Fee	Total Amount
2014	Appoh, steve	7-Apr-2014	Personal Loans	20000.00	31,200.00	400.00	51,600.00

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Loan Balance by Product Category

The Loan Balance by Product Category can be assessed by first clicking on savings & loans, follow the drop down to loan reports, click on management then loan balance by product category. This report gives an overview of all outstanding loans as show in the images below,



The screenshot shows the 'Main Report' window with a toolbar at the top. The central area displays the logo of 'DEMO COMPANY Limited' (two hands holding a tablet) and the title 'ALL OUTSTANDING LOANS'. Below this is a table listing three clients with their loan details:

Client Name	Loan ID	Principal	Interest	Total Expected	Total Paid	Written Off	Outstanding Amount
Abaidoo, Frank	500010016/2	10,000.00	1,999.80	11,999.80	0.00	0.00	11,999.80
Dugbarte, Felix	500010023/1	10,000.00	2,700.00	12,700.00	0.00	0.00	12,700.00
Dadzie, George	500010017/1	10,000.00	66.00	10,066.00	0.00	0.00	10,066.00

setups	general ledger	savings & loans	fixed assets	human capital	hi, ramponsah						
<u>ALL OUTSTANDING LOANS</u>											
<u>Client Name</u>		<u>Loan ID</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Expected</u>	<u>Total Paid</u>	<u>Written Off</u>	<u>Outstanding Amount</u>			
Micro-Business											
Abaidoo, Frank		500010016/2	10,000.00	1,999.80	11,999.80	0.00	0.00	11,999.80			
Dugbartey, Felix		500010023/1	10,000.00	2,700.00	12,700.00	0.00	0.00	12,700.00			
Dadzie, George		500010017/1	10,000.00	66.00	10,066.00	0.00	0.00	10,066.00			
Tuffour, Henry		500010024/1	10,000.00	1,500.00	11,500.00	0.00	0.00	11,500.00			
Abaidoo, Frank		500010016/1	10,000.00	1,799.82	11,799.82	0.00	0.00	11,799.82			
Bonzoh, Francis Wilmot		500010018/1	10,000.00	1,800.00	11,800.00	2,426.00	0.00	9,374.00			
Owen, Jack		500010028/1	8,000.00	1,200.00	9,200.00	3,000.00	0.00	6,200.00			
Micro-Business			68,000.00	11,065.62	79,065.62	5,426.00	0.00	73,639.62			
SME											

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Summary Loan Statement Report

The Summary Loan statement also gives an overview of all types of loans that have been purchased by clients such as car loans, business loans personal loans etc as shown in the images below.



setups general ledger savings & loans fixed assets human capital hi, ramponsah

Start Date: 01-Jan-2000

End Date: 16-Apr-2014

Client Type name or account number of client

Branch Select a branch

Assigned Staff Select a Staff

Summary Detailed

Get Report 

Find... 1 of 3 100%

Main Report



DEMO CC Limited

DEMO COMPANY Limited

Summary Loan Statement as at 16-Apr-2014

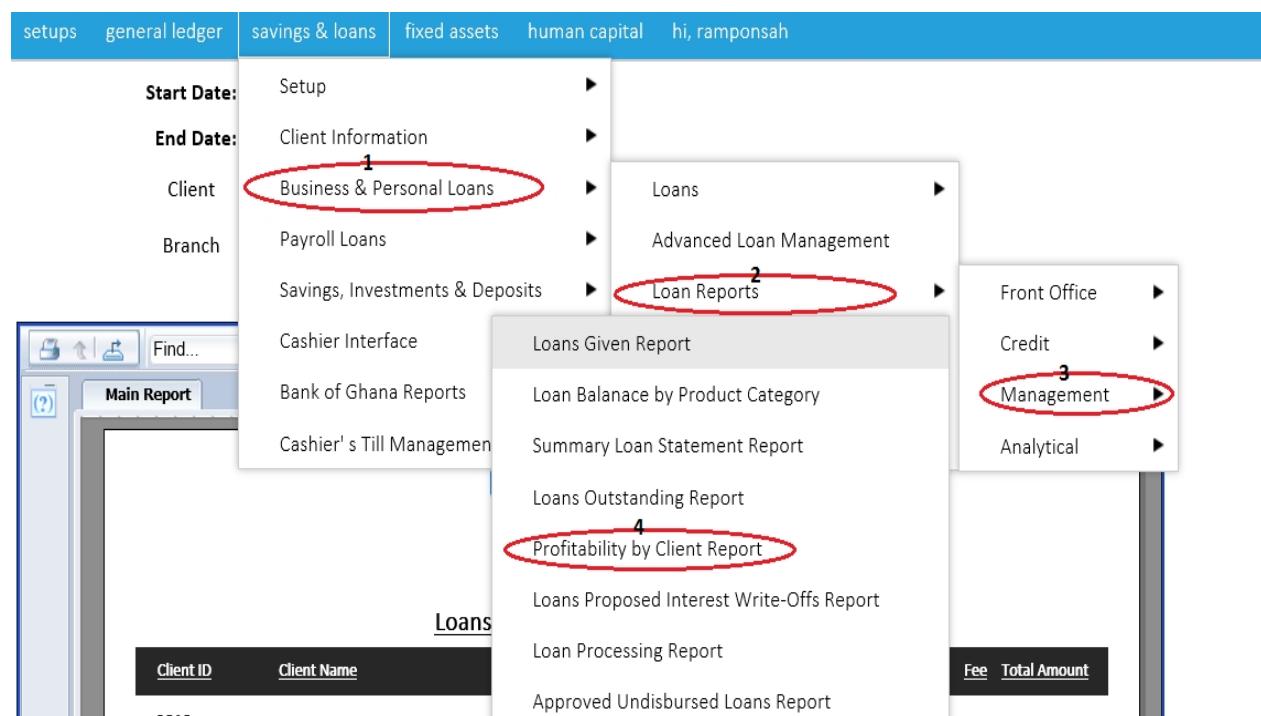
Personal Loans

#	Client ID	Client Name	Principal	Interest	Add. Interes	Total	Paid	Written Off	O/s Proc	Outstanding
1	500010016	Abaidoo, Frank	10,000.00	1,999.80	0.00	11,999.80	0.00	0.00	0.00	11,999.80
2	500010016	Abaidoo, Frank	10,000.00	1,799.82	0.00	11,799.82	0.00	0.00	0.00	11,799.82
3	500010018	Bonzoh, Francis Wilmot	10,000.00	1,800.00	0.00	11,800.00	2,426.00	0.00	0.00	9,374.00
4	100010023	Chesney, Kenny	1,700.00	459.00	0.00	2,159.00	0.00	0.00	0.00	2,159.00
5	100010024	Cole, Swindle	30,000.00	9,000.00	800.00	39,800.00	5,000.00	0.00	0.00	34,800.00
6	500010017	Dadzie, George	10,000.00	66.00	0.00	10,066.00	0.00	0.00	0.00	10,066.00
7	500010028	Owen, Jack	8,000.00	1,200.00	3,162.67	12,362.67	3,000.00	0.00	0.00	9,362.67
8	500010024	Tuffour, Henry	10,000.00	1,500.00	0.00	11,500.00	0.00	0.00	0.00	11,500.00
Personal Loans			89,700.00	17,824.62	3,962.67	111,487.29	10,426.00	0.00	0.00	101,061.29

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Profitability by Client Report

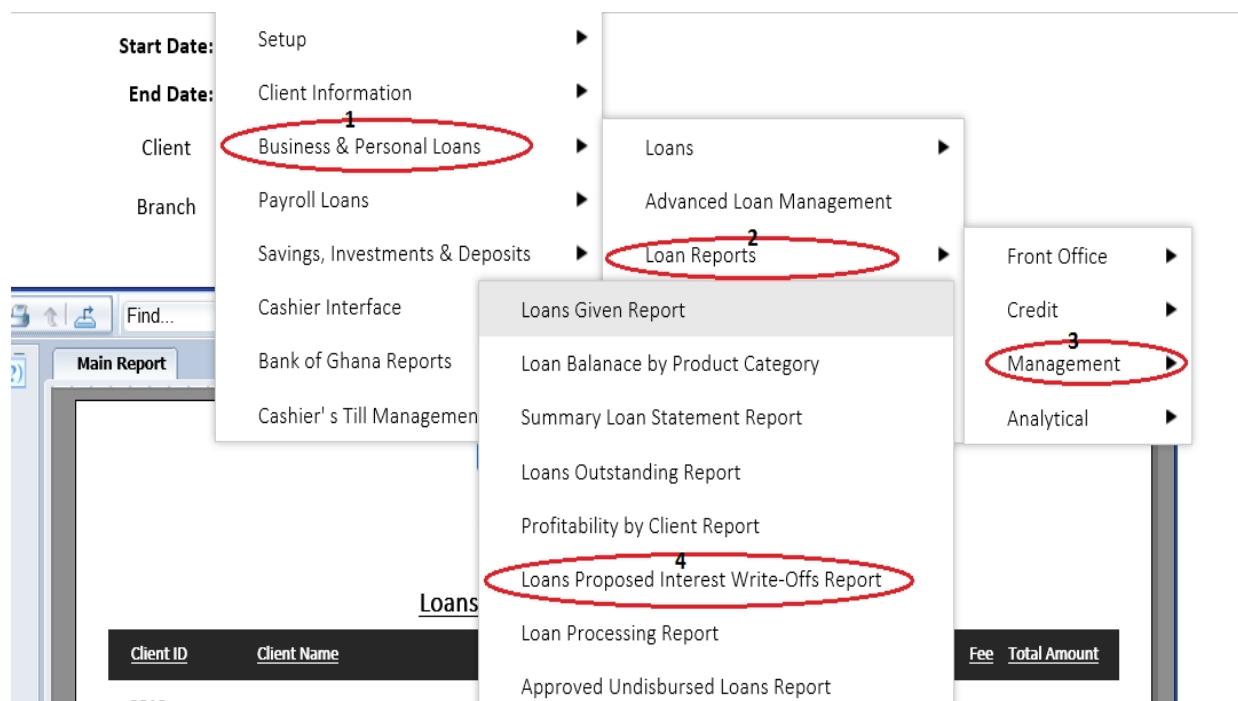
The Profitability by client report can also be assessed by first clicking on savings & loans, follow the drop down to loan reports, click on management then Profitability by client report as show in the images below,



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Loans Proposed interest write off's

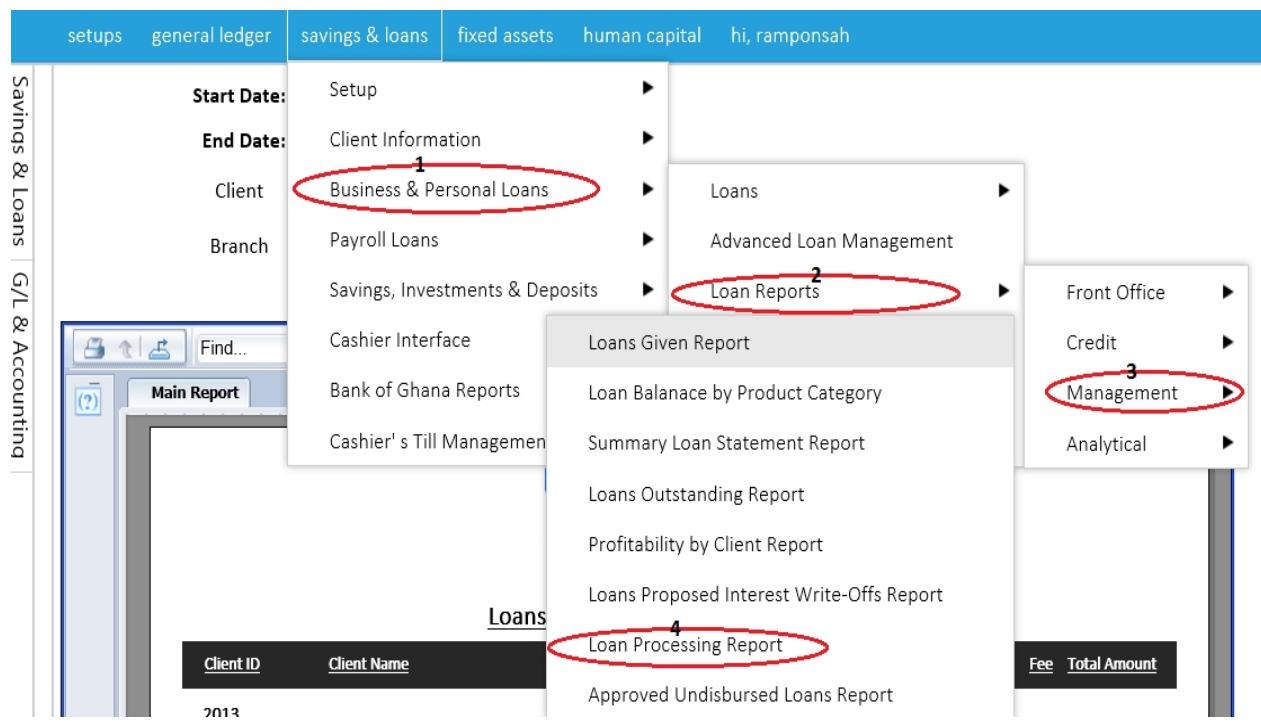
Loans proposed interest write off's can be assessed by first clicking on savings & loans icon , follow the drop down to loan reports,click on management then loans proposed interest write off's as show in the images below,



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Loan Processing Report

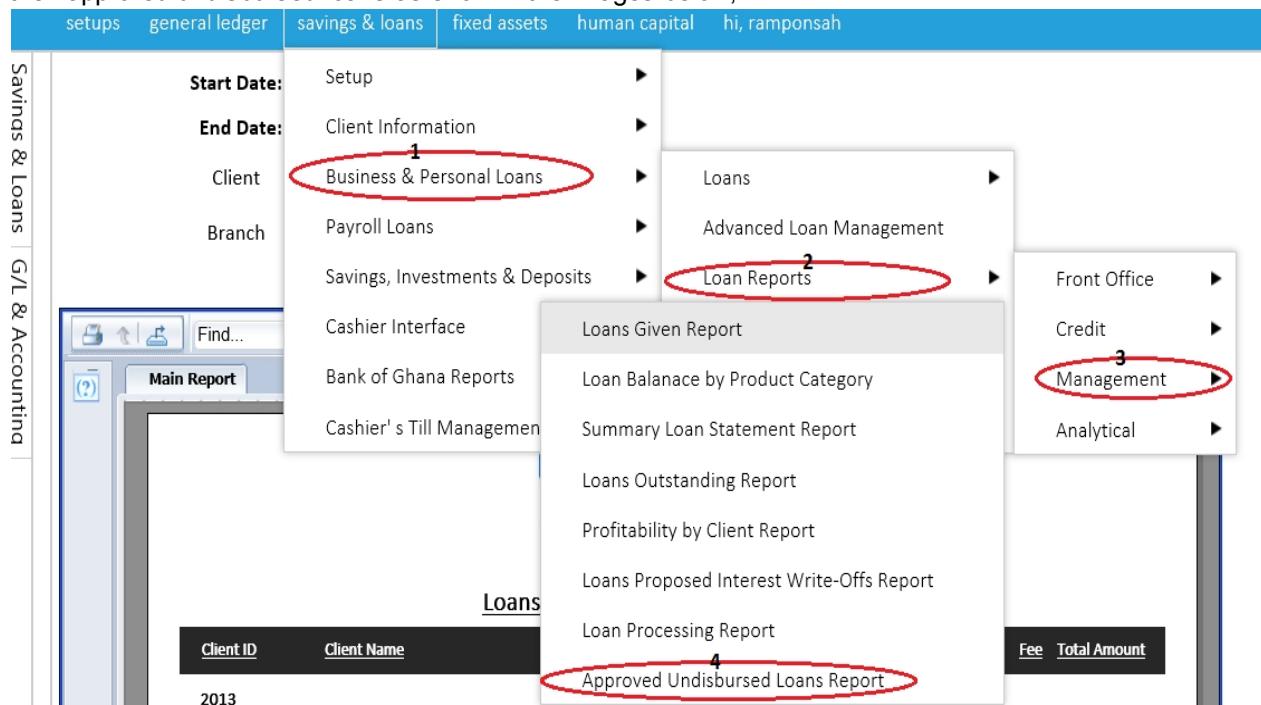
Loans processing reports can be assessed by first clicking on savings & loans, follow the drop down to loan reports,click on management then Loans processing reports as show in the images below,



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Approved Undisbursed Loans Report

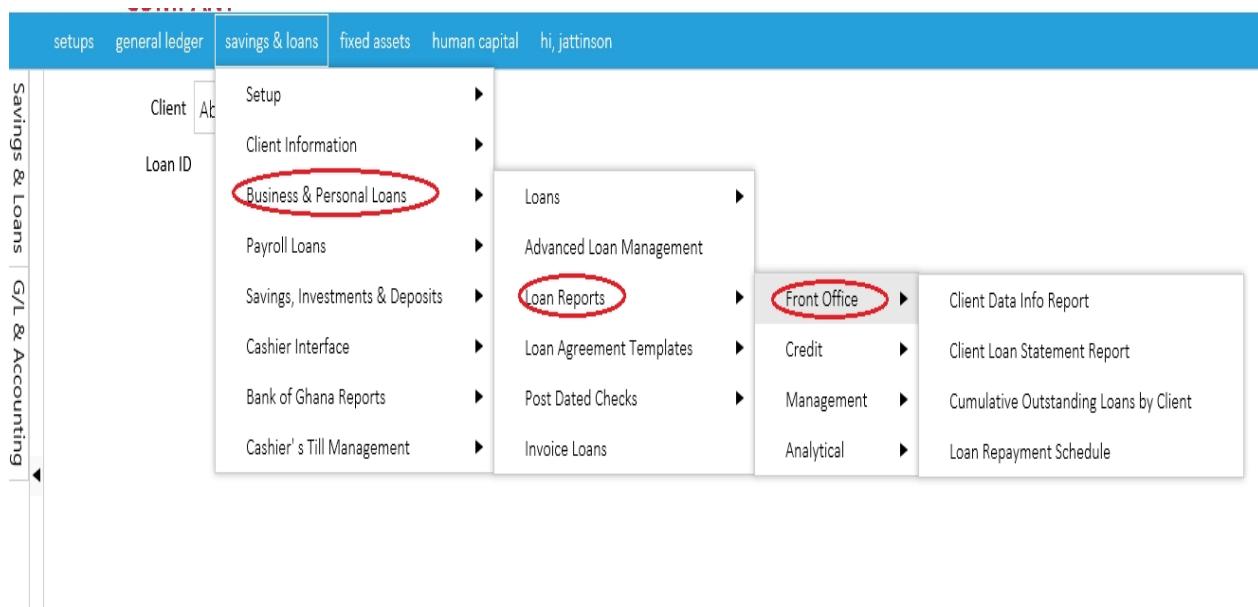
This also shows loans which have been approved but not disbursed yet or given out to clients. It can be assessed by first clicking on savings & loans, follow the drop down to loan reports, click on management then approved undisbursed loans as show in the images below,



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Front Office Report

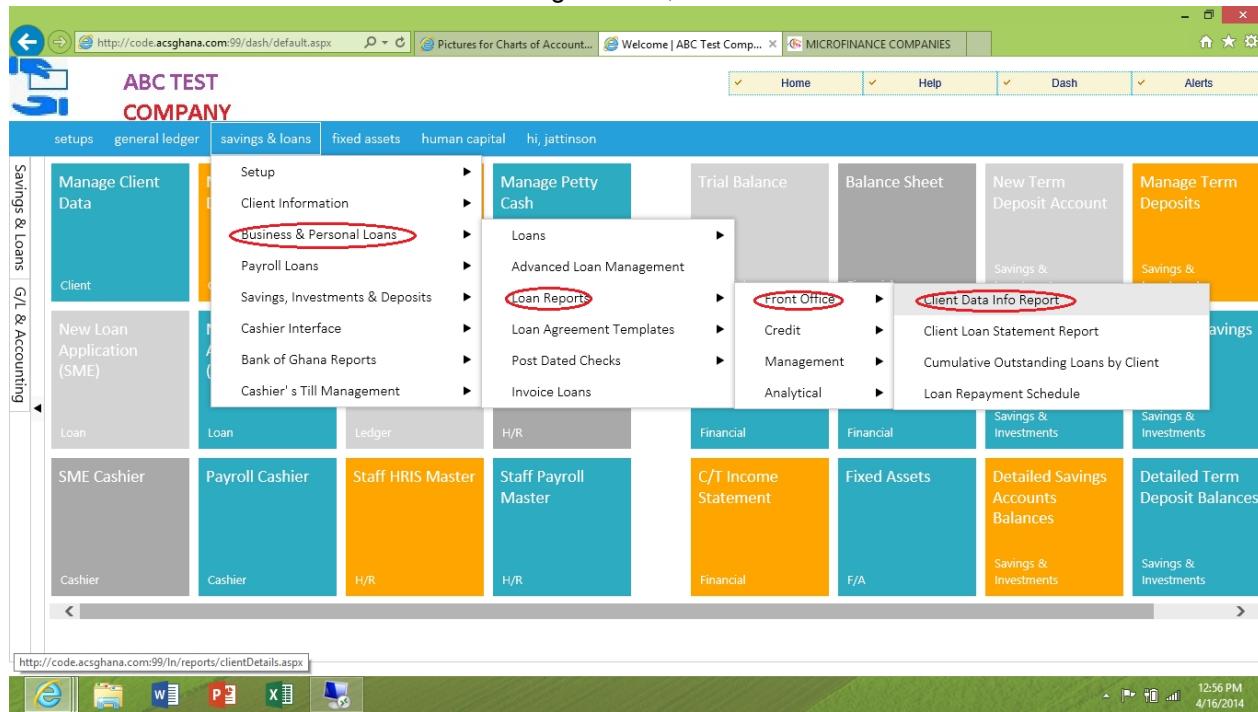
The front line reports consist of loan statements, cumulative outstanding loans and loan repayment schedule etc as shown in the image below, The front office report basically gives a summary of all client transactions within a period such as their repayments etc.



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Client Data Info Report

The client data info report displays all the personal details of the client or clients that have purchased a facility with your outfit. such personal details include telephone number, postal address and directions to the clients house or residence as shown in the images below,



The screenshot shows the coreERP software interface. At the top, there's a navigation bar with links for Home, Help, Dash, and Alerts. Below the navigation bar is a search bar with fields for Client (Type name or account number of client) and Branch (Select a branch), followed by a red-bordered 'Get Report' button. The main content area displays a report titled 'Client Details Report' for a client named 'DEMO COMPANY Limited'. The report includes details such as Client ID (500010021), Client Name (Badu, Yaw), Category (Micro-Business), Directions (Box 55), Accra, Mailing Address (Nungua Barrier), Work Mobile (0214454447), and Home. The bottom of the screen shows standard Windows taskbar icons and the date/time (12:54 PM, 4/16/2014).

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Client Loan Statement Report

The client loan statement report gives an overview or breakdown of a particular clients loan facility such as the loan approval amount, interest on loan, processing fee and other charges which went into the clients loan facility etc as shown in the images below,

The screenshot shows the coreERP software interface with a focus on the 'savings & loans' module. The left sidebar has sections for 'Manage Client Data' (Client, New Loan Application (SME)), 'Business & Personal Loans' (Payroll Loans, Savings, Investments & Deposits, Cashier Interface, Bank of Ghana Reports, Cashier's Till Management), 'Manage Petty Cash' (Loans, Advanced Loan Management, Loan Reports, Loan Agreement Templates, Post Dated Checks, Invoice Loans), 'Front Office' (Credit, Management, Analytical), and 'Client Data Info Report' (Client Loan Statement Report, Cumulative Outstanding Loans by Client, Loan Repayment Schedule). The bottom status bar shows the URL (http://code.acsghana.com:99/in/reports/statement.aspx) and the date/time (1:06 PM, 4/16/2014).

Main Report

ACCOUNT STATEMENT BY LOAN
Appoh, steve [500010010]

No.	Date	Desc	DR	CR	BAL	
1	Apr-7-2014	Loan Approval	20,000.00	0.00	20,000.00	
2	Apr-7-2014	Processing Fee	400.00	0.00	20,400.00	
3	Apr-7-2014	Interest on Loan	31,200.00	0.00	51,600.00	
4	Apr-7-2014	Processing Fee Payment	0.00	400.00	51,200.00	
			Outstanding Loan Balance	51,600.00	400.00	51,200.00

Track No.: 2 Disbursement Date: 7-Apr-2014
Loan No.: 500010011/1 Expiry Date: 7-Apr-2016

No.	Date	Desc	DR	CR	BAL
-----	------	------	----	----	-----

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Cumulative Outstanding Loans by Client

This report also gives a breakdown of loans of particular individuals or organizations who have outstanding amounts to pay concerning their loan facility. It gives details from when the loan was approved to the date of expected payments and the amount of interest the client is supposed to pay as well as shown in the images below.

ABC TEST COMPANY

Main Report

OUTSTANDING LOANS
FOR: 500010023 Abu, Issaka

NO	LOAN DATE	PRINC.	INT	ADD INT.	PROC FEE	TOTAL PAID PRINC	PAID INT.	PAID ADD	PAID FEE	PAID TO OUT PRIN	OUT INT	OUT ADD	OUT PROC	OUTS. TOT
1	Apr-16-2014	0.00	1,170.00	0.00	30.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	1,200.00
2	Apr-16-2014	0.00	936.00	0.00	24.00	960.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	960.00
3	Apr-16-2014	0.00	936.00	0.00	24.00	960.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	960.00

ABC TEST COMPANY

Savings & Loans general ledger savings & loans fixed assets human capital hi, jattinson

Client: Type name or account number of client ▼
Branch: Select a branch ▼

Get Report

Main Report

DEMO COMPANY Limited

OUTSTANDING LOANS
FOR: 500010023 Abu, Issaka

NO	LOAN DATE	PRINC.	INT ADD INT	PROC FEE	TOTALPAID PRINC	PAID INT	PAID ADD	PAID FEE	PAID TOOUT PRIN	OUT INT	OUT ADD	OUT PROC	OUTS. TOT
1	Apr-16-2014	0.00	1,170.00	0.00	30.00	1,200.00	0.00	0.00	0.00	0.00	0.00	30.00	1,200.00
2	Apr-16-2014	0.00	936.00	0.00	24.00	960.00	0.00	0.00	0.00	0.00	0.00	24.00	960.00
3	Apr-16-2014	0.00	936.00	0.00	24.00	960.00	0.00	0.00	0.00	0.00	0.00	24.00	960.00

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Loan Repayment Schedule

The loan repayment reports also gives the breakdown of payment schedules made by clients either on the principal amount or interest on the loan. It also gives the date which the client is expected to pay his or loan as shown in the diagram or images below.

ABC TEST COMPANY

Savings & Loans general ledger savings & loans fixed assets human capital hi, jattinson

Client: Ab
Loan ID:

- Setup
- Client Information
- business & Personal Loans**
- Payroll Loans
- Savings, Investments & Deposits
- Cashier Interface
- Bank of Ghana Reports
- Cashier's Till Management

- Loans
- Advanced Loan Management
- Loan Reports**
- Loan Agreement Templates
- Post Dated Checks
- Invoice Loans

- Front Office**
- Client Data Info Report
- Credit
- Management
- Analytical

- Loan Repayment Schedule**
- Client Loan Statement Report
- Cumulative Outstanding Loans by Client

http://code.acsghana.com:99/in/reports2/schedule.aspx

The screenshot shows the coreERP software interface. At the top, there's a navigation bar with tabs like 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. Below this, a sidebar on the left has categories 'Savings & Loans', 'G/L & Accounting', and 'Banking'. The main area displays a report titled 'Main Report' for 'Loan Repayment Schedule'. It features a logo for 'DEMO COMPANY Limited' and a table showing repayment details:

Repayment Date	Principal Payment	Interest Payment	Total Payment
7-May-2014	834.00	1,300.00	2,134.00
7-Jun-2014	834.00	1,300.00	2,134.00
7-Jul-2014	834.00	1,300.00	2,134.00
7-Aug-2014	834.00	1,300.00	2,134.00
7-Sep-2014	834.00	1,300.00	2,134.00

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Credit Report

The credit reports gives information or details about the client seeking for the loan per his or her collateral if he is worthy or fit to make claims for the particular amount requested for. This is done so as not to face difficulties when the loan repayment is due as shown in the image below

The screenshot shows the coreERP software interface with a complex navigation menu. The top navigation bar includes 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. On the left, there are several main menu items: 'Manage Client Data' (Client), 'New Loan Application (SME)' (Loan), 'Business & Personal Loans' (highlighted with a red box), 'Payroll Loans', 'Savings, Investments & Deposits', 'Cashier Interface', 'Bank of Ghana Reports', and 'Cashier's Till Management'. The 'Business & Personal Loans' item has a submenu: 'Manage Petty Cash', 'Loans', 'Advanced Loan Management', 'Loan Reports' (highlighted with a red box), 'Loan Agreement Templates', 'Post Dated Checks', and 'Invoice Loans'. The 'Loan Reports' item has a sub-submenu: 'Front Office' (highlighted with a red box), 'Credit' (highlighted with a red box), 'Management', and 'Analytical'. The 'Credit' item has further sub-submenu options: 'Credit Committee Report', 'Weekly Loan Projection Report', 'Loan Collateral Report', and 'Loan History Summary'.

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Credit Committee Report

The credit reports gives information or details about the client seeking for the loan per his or her collateral if he is worthy or fit to make claims for the particular amount requested for. This is done so as not to face difficulties when the loan repayment is due as shown in the images below

The screenshot shows the coreERP software interface for ABC TEST COMPANY. The main menu bar includes Home, Help, Dash, and Alerts. A secondary navigation bar at the top has tabs for setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. The 'savings & loans' tab is selected. On the left, a sidebar lists Savings & Loans and G/L & Accounting. The main content area displays the 'ABC Test Company' logo and the 'Credit Committee Report as at 30-Apr-2014'. Below this, it shows Client ID: 500010020, Client Name: Ghana, Ama, Loan ID: 500010020/1, and Address. It also shows Work Mobile: 4569985887. A red circle highlights the 'Business & Personal Loans' link in the sidebar. A context menu is open over the 'Credit' link in the 'Loans' submenu, with options for Credit Committee Report, Weekly Loan Projection Report, Loan Collateral Report, and Loan History Summary.

This screenshot shows the same coreERP interface as above, but with a red box highlighting the search parameters in the 'Main Report' window. The search parameters are: Start Date: 01-Apr-2014, End Date: 30-Apr-2014, Client: Ghana, Ama (500010020), and Branch: Select a branch. The rest of the interface is identical to the first screenshot, showing the report results and the context menu for the 'Credit' link.

The screenshot shows a web-based application window titled 'loanDetails.a'. The top navigation bar includes links for 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. The main content area displays a form for a loan application. It includes sections for 'Address', 'Work Mobile Home' (with phone number 4569985887), financial details ('Requested 1,000.00', 'Approved 1,000.00', 'Disbursed 0.00', 'Affordability N/A', 'Risk N/A'), 'Assigned Staff', and dates ('Start Date Apr-21-2014', 'End Date Mar-16-2015'). There are also sections for 'Repayment Mode', 'Principal Pmt', 'Interest Pmt', and 'Total Pmt'. Below these are 'Credit Officer Notes' and 'Approval Comments' sections. A table header for 'Previous Loan Category Balance' is visible. At the bottom, there is a section for 'Credit Committee Comments' with two empty text fields. The status bar at the bottom right shows '1:32 PM 4/16/2014'.

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Weekly Loan Projection Report

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Loan Collateral Report

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Loan History Report

The loan History report gives a detailed info about clients loan applications. It shows the time the amount was approved, disbursed and if the client has done any payment after acquiring the facility. The process to which you can assess the loan history report is shown in the images below

The screenshot shows the coreERP software interface for 'ABC TEST COMPANY'. The main menu bar includes Home, Help, Dash, and Alerts. The left sidebar has categories like Savings & Loans and G/L & Accounting. The top navigation bar shows 'savings & loans' is selected. A sub-menu for 'Manage Petty Cash' is open, with 'Loans' and 'Advanced Loan Management' visible. Another sub-menu for 'Loan Reports' is open, showing 'Credit' and 'Management' options. A third sub-menu for 'Front Office' is open, showing 'Loan History Summary' (which is circled in red). Other menu items include 'Trial Balance', 'Balance Sheet', 'New Term Deposit Account', and 'Manage Term Deposits'.

The screenshot shows the coreERP software interface for 'ABC TEST COMPANY'. The top navigation bar shows 'savings & loans' is selected. A search form is displayed with fields for 'Start Date' (01-Jan-2014), 'End Date' (30-Apr-2014), 'Client' (Type name or account number of client), and 'Branch' (Select a branch). A 'Get Report' button is at the bottom of the form. Below the form, a report titled 'Main Report' is shown with the heading 'DEMO COMPANY Limited' and 'Loan History Report b/n 01-Jan-2014 and 30-Apr-2014'. It lists client details: Client ID: 500010021, Client Name: Badu, Yaw, Address: Box 55, Directions: Nungua Barrier, City: Accra, Home Phone: 0214454447, Work Phone: Mobile Phone: 0214454447. The report is page 1 of 6, viewed at 100% zoom. The status bar at the bottom right shows the date and time as 4:32 PM on 4/16/2014.

Main Report

DEMO COMPANY Limited

Loan History Report b/n 01-Jan-2014 and 30-Apr-2014

Client ID: 500010021
Client Name: Badu, Yaw
Address: Box 55

Directions: Nungua Barrier

City: Accra **Home Phone:**

Work Phone: 0214454447 **Mobile Phone:** 0214454447

Office Email:

#	Loan ID	Amt. Applied For	Amt. Approved	Amt. Disbursed	Date Disbursed	End Date	Amt. Paid	Total Balance
1	500010021/1	2,000.00	2,000.00	0.00	Apr-16-2014	Apr-15-2015	0.00	3,560.00

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Analytical Report

Savings & Loans

- Manage Client Data**
 - Business & Personal Loans**
 - Payroll Loans
 - Savings, Investments & Deposits
 - Cashier Interface
 - Bank of Ghana Reports
 - Cashier's Till Management
- New Loan Application (SME)**
 - Loan
 - Ledger
- SME Cashier**

G/L & Accounting

- Setup**
 - Manage Petty Cash**
 - Loans**
 - Loan Reports**
 - Advanced Loan Management
 - Loan Agreement Templates
 - Post Dated Checks
 - Invoice Loans
 - Front Office**
 - Credit
 - Management
 - Analytical**
 - Loans Aging Analysis Report**
- Trial Balance**
- Balance Sheet**
- New Term Deposit Account**
- Savings & Investments**
- Front Office**
- Credit**
- Management**
- Financial**
- Financial**
- Savings & Investments**
- C/T Income Statement**
- Fixed Assets**
- Detailed Savings Accounts**
- Detail Demo**

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Loans Aging Analysis Report

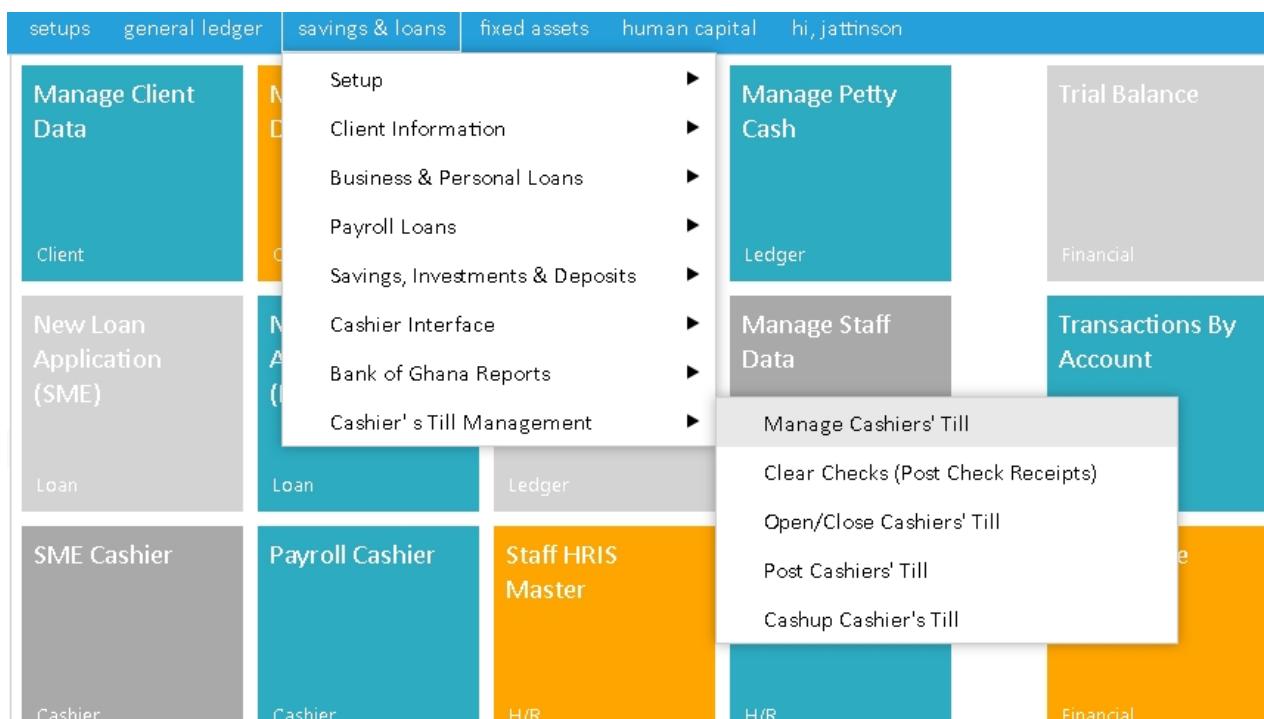
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Cashier

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Setting up a cashier

To be able to setup a cashier,you first click on the Savings & Loans,then Cashier's Till Management which will lead you to Manage Cashiers' Till.After clicking on the Manage Cashiers' Till, it will lead you to a page where you select a user which is the cashier's name and G/L Account as shown in the images below



To add a new Cashier, select Add new record below the Manage Loan Types, a pop up box will open after which you insert the Name of the cashier and G/L account after which you click insert to add the cashier. This process is done for each cashier once. As shown in the image below

G/L Account	User
1011 - Bernice Lawer Till	Bernice Lawer (blawer)
1012 - Farmfareba Till	Software Development (farmfareba)
1013 - Susunna Okyere Till	Susanna Okyere (sokUser)
1014 - Kweku Afful Till	Kweku Afful (kaffu)
1000 - Cash in Vault	Richmond Amponsah (ramponsah)
1000 - Cash in Vault	Addy Mariam (mariana)
1000 - Cash in Vault	Jeff Atkinson (jattinson)

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Managing Client Transaction

The Cashier can manage transactions of a particular client by accessing the Cashier Home Page. This allows the cashier access information concerning the clients account such as Loan applications, Deposits etc. This can be accessed by first clicking on the savings & loan icon, further follow to Cashiers' interface and then Cashiers' Homepage as shown in the image below.

The screenshot shows the 'savings & loans' module. On the left, there's a sidebar with tabs for 'setups', 'general ledger', 'savings & loans' (which is selected), 'fixed assets', 'human capital', and 'hi, jattinson'. Below these are several client records and transaction history tables. The main area has a dropdown menu under 'Client Information' with options like 'Account No.' and 'Find Client'. A table for 'Business & Personal Loans' is shown with columns for Approval Date, Disbursement Date, Amount Requested, Amount Approved, and Amount Disbursed.

After clicking on the homepage,a page opens where the cashier is required to input the name of specific client he/she wants to access.This can be done by typing either typing account number or name of the client in the drop down box or surname of the client to retrieve his/her details.The cashier can also perform transactions such as deposits and withdrawals for the client by clicking on the figure below deposit/withdraw as shown in the image below.

The screenshot shows the 'savings & loans' module. The 'Client Information' dropdown is open, showing 'Account No.' and 'Find Client' options. Below is a table for 'Business & Personal Loans' with sample data. Further down, there are sections for 'Additional Deposit', 'Withdraw from Deposit', and 'Make Deposit' with their respective data entry fields.

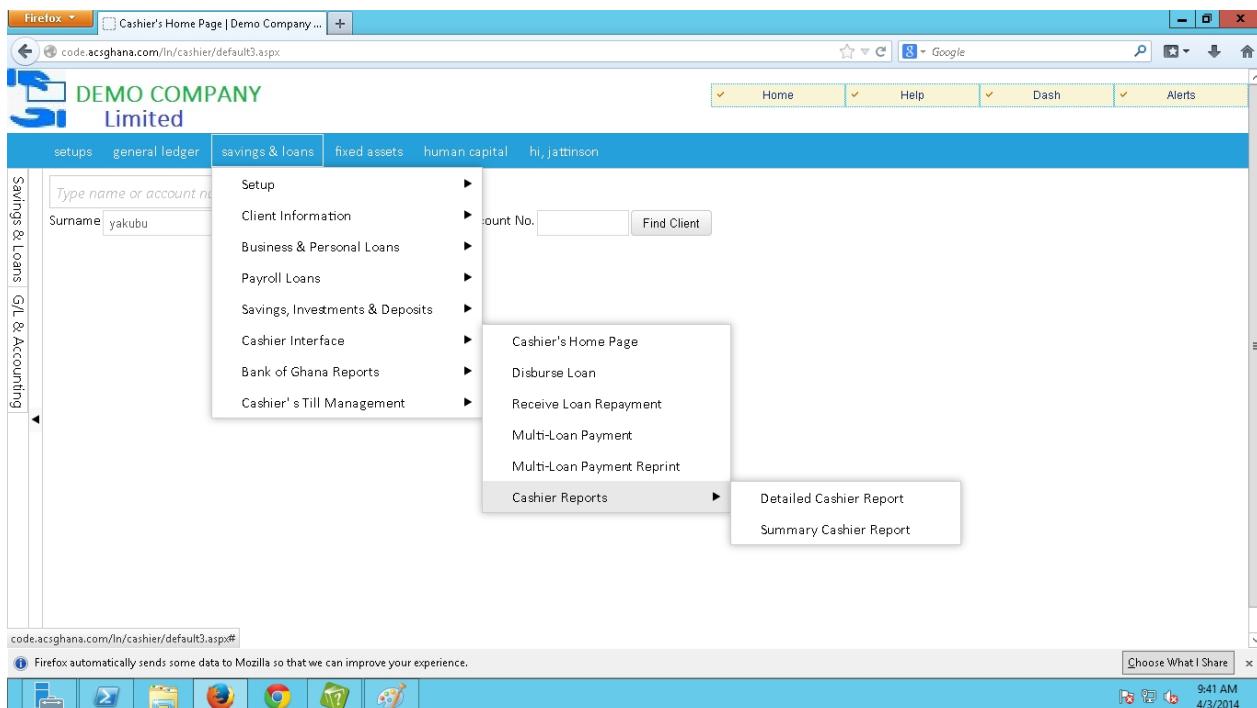
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Loan Reports

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Cashier report

The Cashier Reports can be accessed by first clicking on saving and loans, follow the drop down to cashier interface then to Cashier Reports. We have the detailed cashier report and summary cashier report as shown in the image below:



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Detailed Cashier report

The Detailed Cashier Report basically consists of all transactions such as Loan Repayments, Disbursements, Deposits into various account types etc by the Cashier.

To be able to get the detailed report, you must select the duration which you want to view the report from, example from 1st April 2014 - 31st April 2014. After keying in this info, click on Get Report to access all transactions performed by the particular cashier as shown in the images below:

#	Client Name	Client ID	Loan ID	Amt Received	Princ.	Interest	Add. Charges	Pay Mode

NB: To print out the report click on the printer icon indicated at the left corner of the main report indicated above.

Disbursement

# Client Name	Client ID	Loan ID	Loan Amt.	Amt Disb. Payment Mode
1 Owusu, Samuel	00001	00001/1	30,000.00	30,000.00 Cash
2 Yakubu, Farouk	00003	00003/1	13,000.00	13,000.00 Cash
3 Yakubu, Maxwell	00007	00007/1	20,000.00	20,000.00 Cash
63,000.00				

Deposits into Investment Accounts

# Client Name	Client ID	Deposit Account	Amount Pay Mode
1 Yakubu, Farouk	00003	00003/A	50.00 Cash
50.00			

Deposits into Savings Accounts

# Client Name	Client ID	Savings Account	Amount Pay Mode
1 Yakubu, Farouk	00003	00003/A	0.00 Cash
2 Yakubu, Farouk	00003	00003/A	50.00 Cash
50.00			

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Summary Cashier report

The summary Report also consists of the total of all transactions carried out by the cashier such as deposits/withdrawals, funds disbursed etc.

The period which report is needed is also selected in this case example 1st April 2014 - 31st April 2014 then you click on get report to retrieve information as shown in the images below:

Main Report



DEMO COMPANY Limited

Summary Cashier Report between 01-Apr-2014 and 30-Apr-2014

Summary Funds Received/Paid Out

# Payment Mode	Loan Repayment	Fees & Commissions	Customer Deposits	Withdrawals	Total
1 Cash	20,000.00	0.00	50.00	10.00	20,040.00
	20,000.00	0.00	50.00	10.00	20,040.00

Summary Funds Disbursed

# Payment Mode	Funds from Vault	Funds Disbursed	Funds Outstanding
1 Cash	0	63,000.00	0
	0.00	63,000.00	0.00

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson	0	10.00	20,040.00
--------	----------------	-----------------	--------------	---------------	---------------	---	-------	-----------

Summary Funds Disbursed

#	Payment Mode	Funds from Vault	Funds Disbursed	Funds Outstanding
1	Cash	0	63,000.00	0
		0.00	63,000.00	0.00

Summary Totals

#	Payment Mode	Total
1	Cash	-42,960.00
Cashier Name	Jeff Attinson	Cashier Signature
Authorisation Staff Name	Signature

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Bank of Ghana Reports

To generate the various Bank of Ghana reports click on savings & loans, scroll down till you see Bank of Ghana Reports. After clicking on it, all types and format of the B.O.G reports will be displayed as shown in the image below. Select appropriate one for your use.

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson
End Date:		<ul style="list-style-type: none"> Setup Client Information Business & Personal Loans Payroll Loans Savings, Investments & Deposits Cashier Interface Bank of Ghana Reports Cashier's Till Management 	<ul style="list-style-type: none"> MF3 - Interest Rate MF5 Loans Percentage of Paid Capital MF6 Deposits Percentage of Paid Capital MF7-A Top N Loan Exposures MF7-C Largest N Deposits Post Provisions MF-7 A MF-7 A Part II Loan Balances (BOG Format) Loan Balances (Standard Format) MF-7 B 		

Below is a sample of the MF-3 Interest Rates report for the Bank of Ghana and can be printed by clicking on the printer icon located on the far left corner of the main report shown in the image displayed below:

Main Report

DEMO COMPANY Limited

TENOR	BORROWING RATES			
	SAVINGS(%)	TERM DEPOSIT(%)	OTHER(%)	CASH COLLATERAL(%)
1 Month	0.00	2.00	2.00	0.00
3 Months	0.00	2.00	2.00	0.00
6 Months	0.00	2.00	2.00	0.00
9 Months	0.00	2.00	2.00	0.00
12 Months	0.00	2.00	2.00	0.00
18 Months	0.00	2.00	2.00	0.00
24 Months	0.00	2.00	2.00	0.00

TENOR	LENDING RATES			
	PERSONAL(%)	GROUP(%)	BUSINESS(%)	OTHER(%)
1 Months	6.50	6.50	6.50	6.50
3 Months	6.50	6.50	6.50	6.50
6 Months	6.50	6.50	6.50	6.50
9 Months	6.50	6.50	6.50	6.50
12 Months	6.50	6.50	6.50	6.50
18 Months	6.50	6.50	6.50	6.50
24 Months	6.50	6.50	6.50	6.50
3 Months	2.00	2.00	2.00	2.00

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Setup Management

The setup management is used to manage other aspects of the organization such as branches, industries, loan types etc. It can be assessed by clicking the savings & loans icon, follow the setup icon to open other icons

The screenshot shows the coreERP software interface with a navigation bar on the left and a main content area. The main content area has several tabs at the top: 'setups', 'general ledger', 'savings & loans' (which is currently selected), 'fixed assets', 'human capital', and 'marketing'. Below these tabs, there are three main sections: 'Client', 'Loan', and 'Cashier'. Each section has a sub-section: 'Data' (under Client), 'Application (SME)' (under Loan), and 'Master' (under Cashier). The 'savings & loans' tab is expanded, showing a dropdown menu with options like 'Setup', 'Client Information', 'Business & Personal Loans', etc. To the right of the main content area, there are several vertical panels labeled 'Branches & Locations', 'Actions Block', 'Income Statement', and 'Profit & Loss Statement'.

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Company profile

Information about the company is inputted in this section such as company name, address, vat registration, employee rate etc after which you click on the save changes icon below to add details.

setups general ledger savings & loans fixed assets human capital hi, ramponsah

Company Profile			
Countries, Regions, Districts, Cities & Locations		Local Currency	Cedi ▼
Manage Currencies		VAT Reg. No.	
Organizational Structure ►		VAT Rate	12.50
Phone	0243343221	NHIL Rate	2.50
Website	demoghana.com	Withholding Tax Rate	0.00
City/Town	Accra ▼	VAT Flat Rate	3.00
Country	Ghana ▼	Employee SSF Rate	5.50
Email Address		Employer SSF Rate	12.50
Fax		Petty Cash Ceiling	1,000.00
GL # Precedes Name	■	First Month of Fiscal Year	January ▼
Allow Editing of Posted Journal	■	Price Per Bag	0.00
Company Logo		Select Pic	
Cost Center Security			
Enforce Cost Center Security <input type="checkbox"/>		Enforce Cost Center Usage <input type="checkbox"/>	

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Countries,regions,cities & location

If the company has other branches, information about their location is also inputed in this section by clicking on the add new icon to input new details as shown in the image below;

setups general ledger savings & loans fixed assets human capital hi, ramponsah

Company Profile			
Countries, Regions, Districts, Cities & Locations		Refresh	
Manage Currencies		Intl. Code	Intl. Abbrev
Organizational Structure ►		Official Currency	
Germany	German	233	gh Cedi
USA	American	?	de Euro
		1	us US Dollar

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Manage currencies

The currencies which the company transacts business with is also added in this section as displayed in the image below,

	Symbol	Minor Symbol	Buy Rate	Sell Rate	
US Dollar	US\$	c	1.42	1.43	
Euro	E	c	1.88	1.99	

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Organizational structure

This defines the organizational structure and also manages the units under the structure. After clicking the setup icon, follow down to the organizational structure icon and select Define Organizational Structure as shown in the image below.

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Human Capital

This page is usually used by the Human Resource of the company to perform functions such as managing staff payroll, Staff loan applications and leave applications

	setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson	
Savins & Loans	Manage Client Data	Manage Client Data (Payroll)	Manage Transaction	Ledger	HRIS Setups Payroll Setups Payroll Master Data HRIS Master Data Staff Loans	▶ Financial Balance ▶ Payroll Processing ▶ Payroll Reports ▶ Leave of Absence ▶ Integrated Performance Framework	▶ Financial Balance ▶ Transactions By Account ▶ Income Statement
Cr & Dr Accounting	New Loan Application (SME)	New Loan Application (Payroll)	Post Journal Transaction	Ledger			
	SME Cashier	Payroll Cashier	Staff HRIS	Staff Payroll		C/T Income	

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Staff Payroll

The HR can perform the staff payroll by first clicking on human capital, follow the drop down to Payroll Master Data, then click on new staff payroll icon to add new staff info after which you click on save staff data to save info as shown in the images below

	setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson	
Savins & Loans	Manage Client Data	Manage Client Data (Payroll)	Manage Transaction	Ledger	HRIS Setups Payroll Setups Payroll Master Data HRIS Master Data Staff Loans	▶ Financial Balance ▶ Payroll Processing ▶ Payroll Reports ▶ Leave of Absence ▶ Integrated Performance Framework	▶ Financial Balance ▶ Transactions By Account ▶ Income Statement
Cr & Dr Accounting	New Loan Application (SME)	New Loan Application (Payroll)	Post Journal Transaction	Ledger			
	SME Cashier	Payroll Cashier	Staff HRIS	Staff Payroll		C/T Income	

After saving staff data, click on human capital again, follow the drop down to Payroll processing and select setup tax table to setup the table as shown below

Click the add new icon at the top left corner of the page to add new amounts

setups general ledger savings & loans fixed assets human capital hi, jattinson

Manage Tax Table

		 Add new record	Refresh
Order 'N'	Next 'N' Amount	Tax Percentage	
1	132.00	0	 
2	66.00	5	 
3	92.00	10	 
4	2,350.00	17.5	 
5	1,000,000.00	25	 

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Processing payroll

To process the payroll, you must first select Pay Calender to choose the month in which it is being processed for as shown in the images below

setups general ledger savings & loans fixed assets human capital hi, jattinson

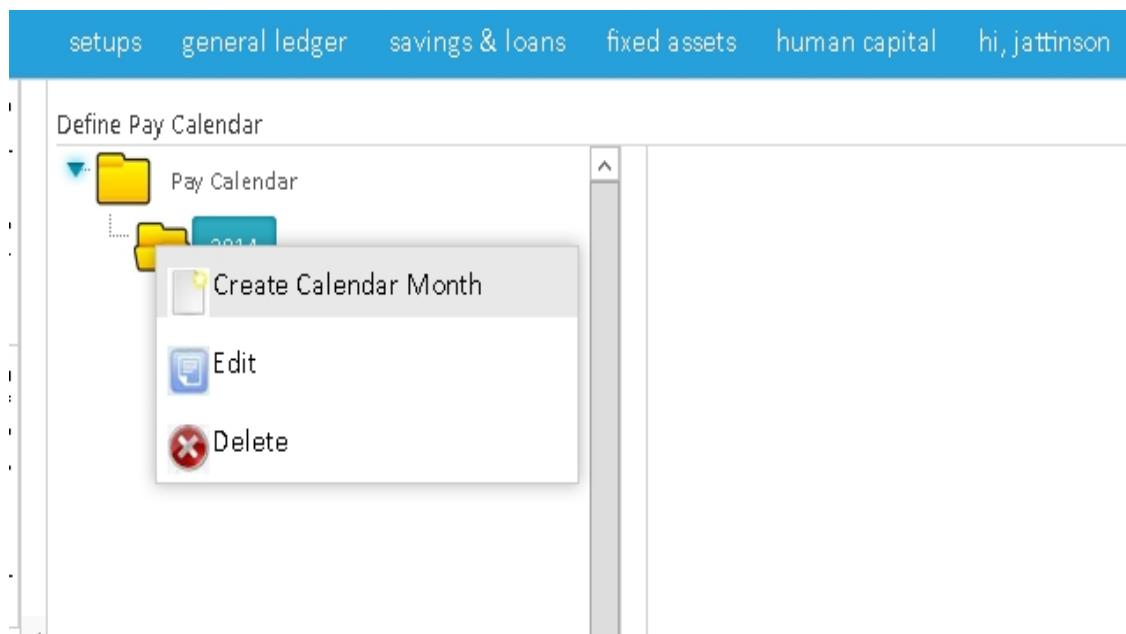
Manage Tax Table

		 Add new record	Refresh
Order 'N'	Next 'N' Amount		
No records to display.			

- ▶ HRIS Setups
- ▶ Payroll Setups
- ▶ Payroll Master Data
- ▶ HRIS Master Data
- ▶ Staff Loans
- ▶ Payroll Processing
- ▶ Payroll Reports
- ▶ Leave of Absence
- ▶ Integrated Performance Framework
- ▶ Setup Tax Table
- ▶ Pay Calendar
- ▶ Payroll Posting Accounts
- ▶ Process Pay
- ▶ Post Payroll

After clicking on the pay calender month, right click on the year and click on create calender month to add a month as shown in the image below



The screenshot shows a process employee pay screen. At the top, there's a navigation bar with tabs: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. The main title is "Process Employee Pay". Below the title, there's a "Pay Month:" dropdown set to "2014, March" and a "Process Pay" button.

After clicking on the process payslip go back to select print payroll then choose the pay month and staff name then click on get report to get payslip as shown in the images below,

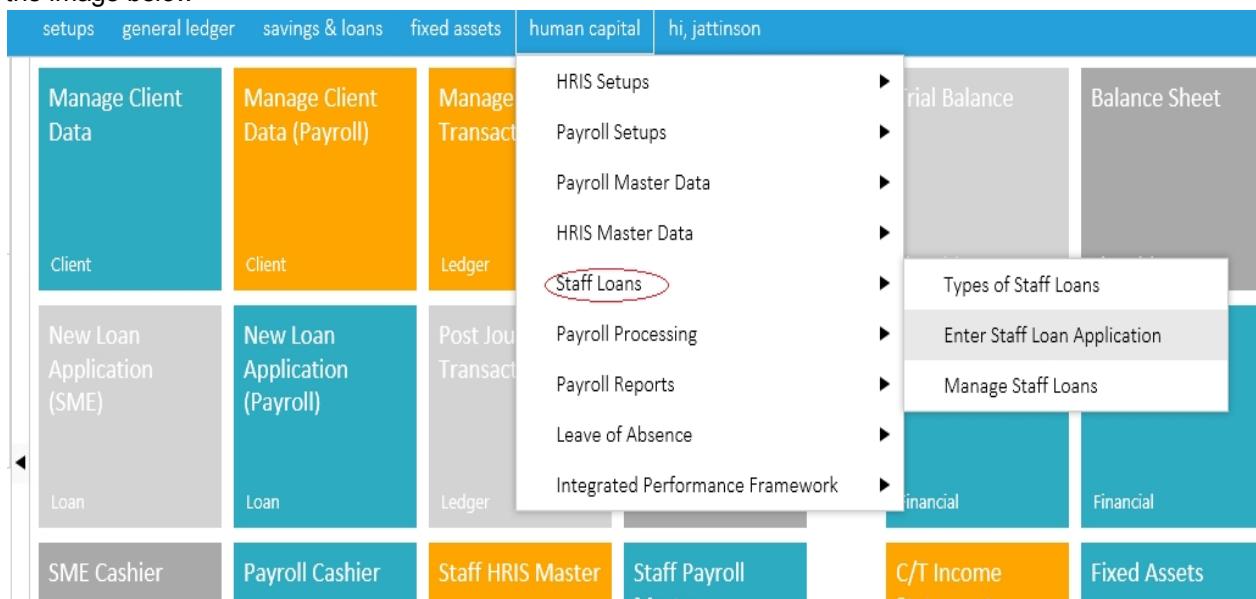
The screenshot shows a main report screen. At the top, there's a navigation bar with tabs: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. The main title is "Main Report". On the left, there's a sidebar with links: HRIS Setups, Payroll Setups, Payroll Master Data, HRIS Master Data, Staff Loans, Payroll Processing, Payroll Reports, Leave of Absence, Integrated Performance Framework, and Print Payslips (which is highlighted with a red oval). The main content area displays a payslip for "Ofosu, Mavis - HE0001" for the pay month "2014, March". The payslip includes sections for employee details (Employee Name: Ofosu, Mavis; Job Title: Marketing & Sales Officer; Employee Category: Contract Staff) and bank information (Bank Name: ARB APEX Bank; Bank Account #: 545454545454). At the bottom, it says "Payslip for: 2014, March".

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson																								
Employee Name:	Ofosu, Mavis			Employee ID #:	HE00016																								
Job Title:	Marketing & Sales Officer			Grade/Level:																									
Employee Category:	Contract Staff																												
Payslip for: 2014, March																													
Bank Name:	ARB APEX Bank			Bank Branch:	Takoradi																								
Bank Account #:	545454545454			Social Security #:	23232																								
Annual Salary:	12,000.00																												
<table border="1"> <thead> <tr> <th colspan="3">Earnings</th> <th colspan="3">Deduction</th> </tr> <tr> <th>Description</th> <th>Taxed?</th> <th>Amount</th> <th>Description</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>X</td> <td>1,000.00</td> <td>Basic Salary</td> <td>1,000.00</td> <td></td> </tr> <tr> <td>Total Earnings</td> <td></td> <td>1,000.00</td> <td>Total Deductions</td> <td></td> <td>1,000.00</td> </tr> </tbody> </table>						Earnings			Deduction			Description	Taxed?	Amount	Description	Amount		Basic Salary	X	1,000.00	Basic Salary	1,000.00		Total Earnings		1,000.00	Total Deductions		1,000.00
Earnings			Deduction																										
Description	Taxed?	Amount	Description	Amount																									
Basic Salary	X	1,000.00	Basic Salary	1,000.00																									
Total Earnings		1,000.00	Total Deductions		1,000.00																								
<table border="1"> <thead> <tr> <th colspan="2">Employer's Pension Contribution</th> </tr> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Pension-Snnit Tear 1</td> <td>85.00</td> </tr> <tr> <td>Total Employer Pension Contributions</td> <td>85.00</td> </tr> </tbody> </table>						Employer's Pension Contribution		Description	Amount	Pension-Snnit Tear 1	85.00	Total Employer Pension Contributions	85.00																
Employer's Pension Contribution																													
Description	Amount																												
Pension-Snnit Tear 1	85.00																												
Total Employer Pension Contributions	85.00																												
Net Salary for: 2014, March 813.25																													

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Managing Staff Loans

This is where the HR manages loan applications for staff of the company. To put in a staff application, click on human capital and follow the drop down to staff loans then select enter staff loan application as shown in the image below



Enter the name of staff and loan amount needed as well as loan type and click on save loan application to save info as shown in the image below.

setups general ledger savings & loans fixed assets human capital hi, jattinson

Staff No.	Loan Amount
Surname	Loan Date 09-Apr-2014
Other Names	Principal Balance
<input type="button" value="Find Staff"/>	Interest Balance
Staff Selected Select a Staff	Loan Type
	Deduction Starts Date
	Attracts Interest <input type="checkbox"/>
	Interest Rate 0.00
<input type="button" value="Save Loan Application"/> <input type="button" value="Save To Continue Later"/>	
<input type="button" value="Memo / Notes"/> <input type="button" value="Deduction Schedule"/> <input type="button" value="Loan Deductions"/>	

To approve loan, click on human capital follow the drop down to staff loans and click on manage staff loans. Once the page opens type in the surname of the staff member in the box provided. His/Her info will be displayed below, follow by clicking the arrow and proceed by clicking on the number below approve loan as shown in the image below

setups general ledger savings & loans fixed assets human capital hi, jattinson

▼ Staff Loans	Surname Ofosu	Other Names	Staff No.	<input type="button" value="Find Staff"/>		
► 2014	Staff No.	Surname	Other Names			
▼ HE00016	Ofosu		Mavis			
	View Loan	Approve Loan	Post Loan	Amount	Principal Balance	Interest Balance
	1	1	1	1,000.00	1,000.00	.00
				1,000.00	1,000.00	.00

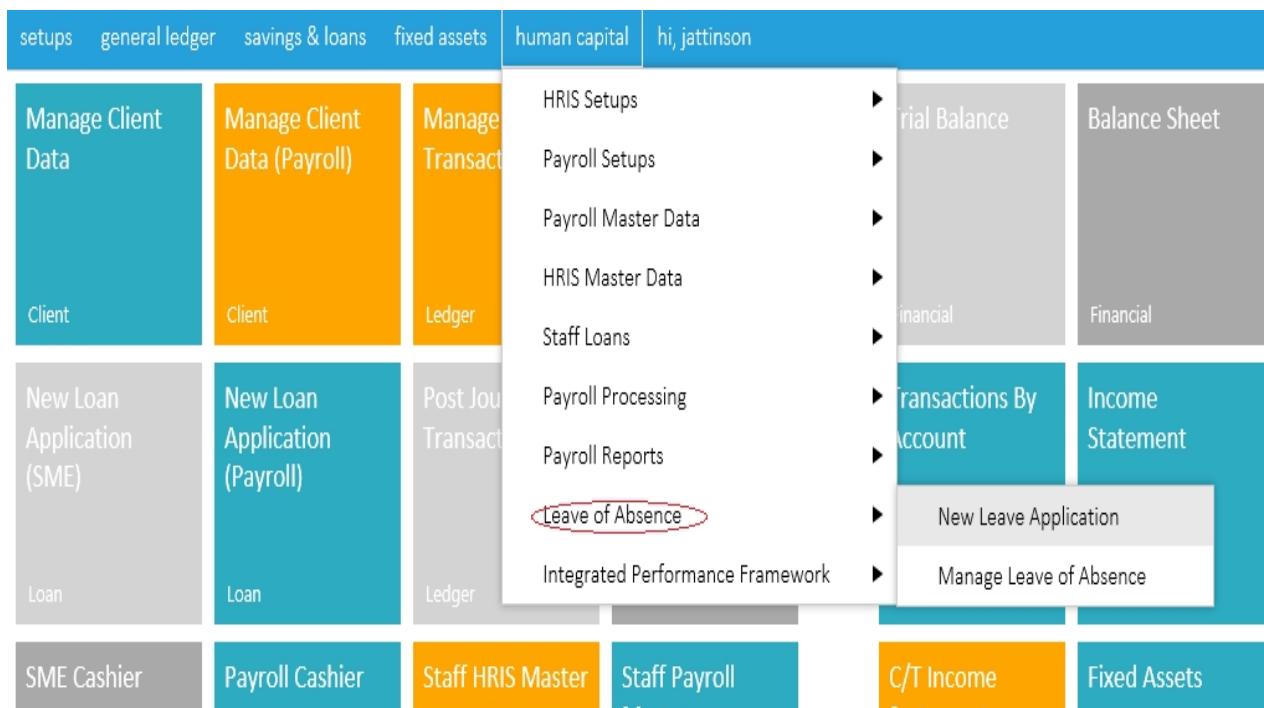
Fill in the approval date and add interest rate if applicable after which u click on the approve loan as shown in the image below

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson
Staff No.	HE00016			Loan Amount	1,000.00
Surname	Ofosu			Loan Date	09-Apr-2014 <input type="button" value="Calendar"/>
Other Names	Mavis			Principal Balance	1,000.00
Staff Selected	Ofosu, Mavis (HE00016)	<input type="button" value="▼"/>		Interest Balance	0.00
				Loan Type	Car Loan <input type="button" value="▼"/>
				Deduction Starts Date	01-Apr-2014 <input type="button" value="Calendar"/>
				Attracts Interest	<input type="checkbox"/>
				Interest Rate	0.00
				Approval Date	<input type="text"/> <input type="button" value="Calendar"/>
Approve Loan Application					
Memo / Notes		Deduction Schedule	Loan Deductions		
<p>When loan is approved , it has to be posted in order for the staff member receive the amount.This is done by clicking on the number below the post loan icon after clicking on the arrow to drop down the options.When this is done select the cheque number and bank after which you click on post loan as shown in the image below.</p>					
Staff No.	HE00016		Loan Amount	1,000.00	
Surname	Ofosu		Loan Date	09-Apr-2014 <input type="button" value="Calendar"/>	
Other Names	Mavis		Principal Balance	1,000.00	
Staff Selected	Ofosu, Mavis (HE00016)	<input type="button" value="▼"/>	Interest Balance	0.00	
			Loan Type	Car Loan <input type="button" value="▼"/>	
			Deduction Starts Date	01-Apr-2014 <input type="button" value="Calendar"/>	
			Attracts Interest	<input type="checkbox"/>	
			Interest Rate	0.00	
			Approval Date	08-Apr-2014 <input type="button" value="Calendar"/>	
			Check No	<input type="text"/>	
			Bank	<input type="button" value="▼"/>	
Post Loan Application					

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Managing Leave of Absence

Leave for absence information can also be managed using this icon, this can be done by assessing the human capital menu, follow the drop down to leave of absence and select new leave application as shown in the image below



After the New Leave Application page is opened, type the surname of the staff member to click find staff to assess staff info after which you fill in the details required such as days requested, etc and save application as shown in the image below.

The screenshot shows the 'New Leave Application' form. It includes fields for 'Leave Days' (15), 'Application Date' (09-Apr-2014), 'Leave Type' (Maternity leave), 'Leave Starts Date' (18-Apr-2014), 'Staff No.' (empty input field), 'Surname' (Ofosu), 'Other Names' (empty input field), 'Find Staff' button, 'Staff Selected' dropdown (Ofosu, Mavis (HE00016)), and a 'Save Leave Application' button. A 'Quick Tips (coreERP)' box is visible on the right, stating 'Open the calendar popup.'

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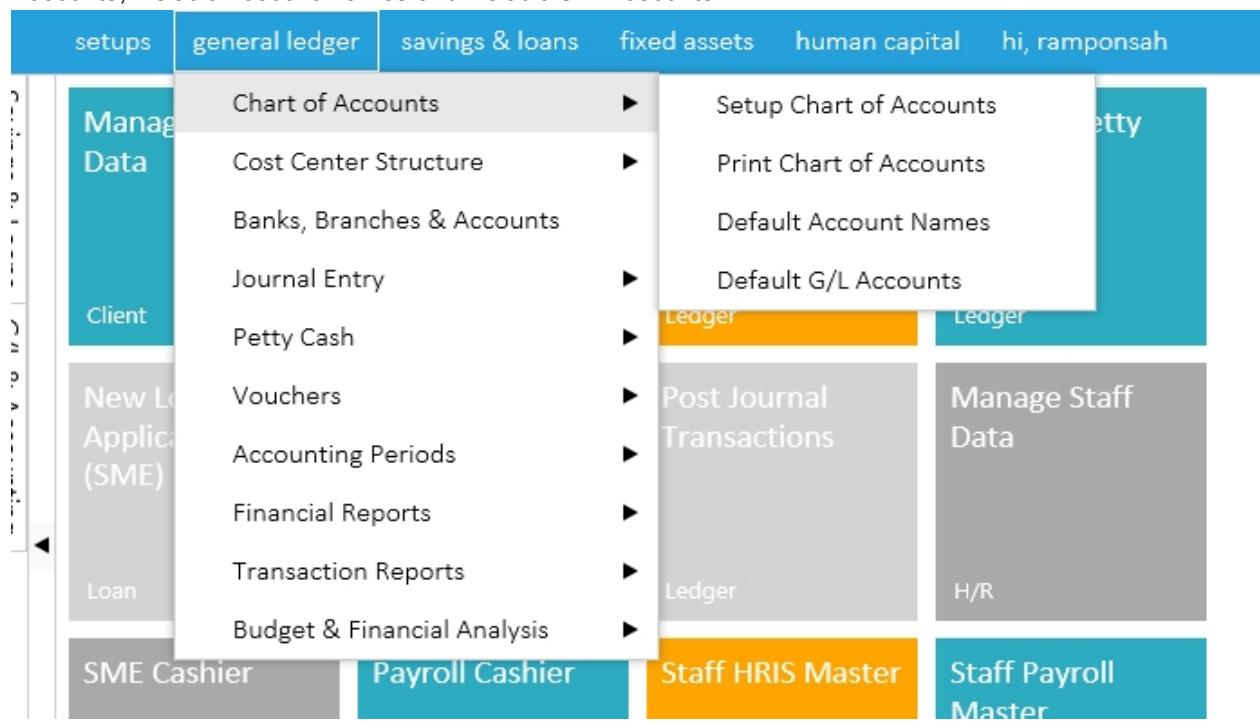
General Ledger

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Chart of Accounts

A chart of accounts is a listing of the names of the accounts that a company has identified and made

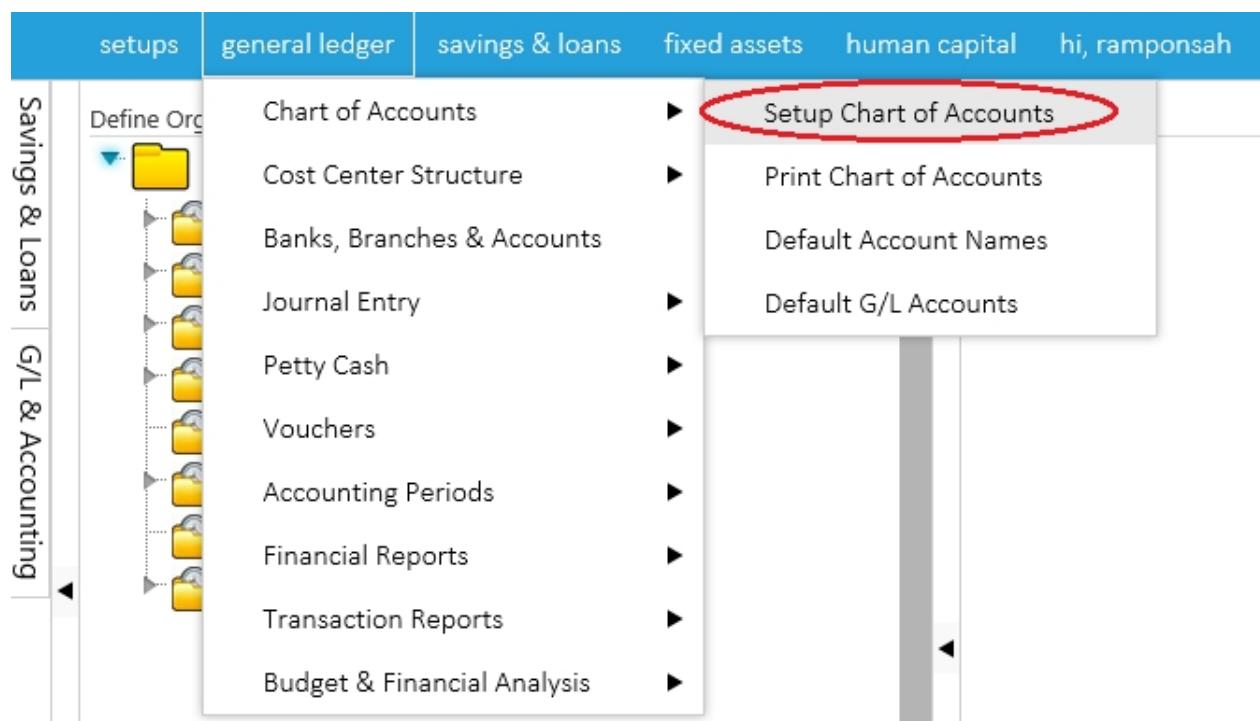
available for recording transactions in its general ledger. A company has the flexibility to tailor its chart of accounts to best suit its needs, including adding accounts as needed. Below is an image displaying how to access the Chart Accounts and its related sub menu, thus, Setup Chart of Accounts, Print Chart of Accounts, Default Account Names and Default G/L Accounts.



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Setup Chart of Accounts

After selecting Setup Chart of Accounts as displayed in the image below, you can assess and edit the types of accounts such as Assets, Liabilities, Equity, Invoice, Cost of Goods Sold, Expense, Other Income and Other Expense by right clicking any of the folders

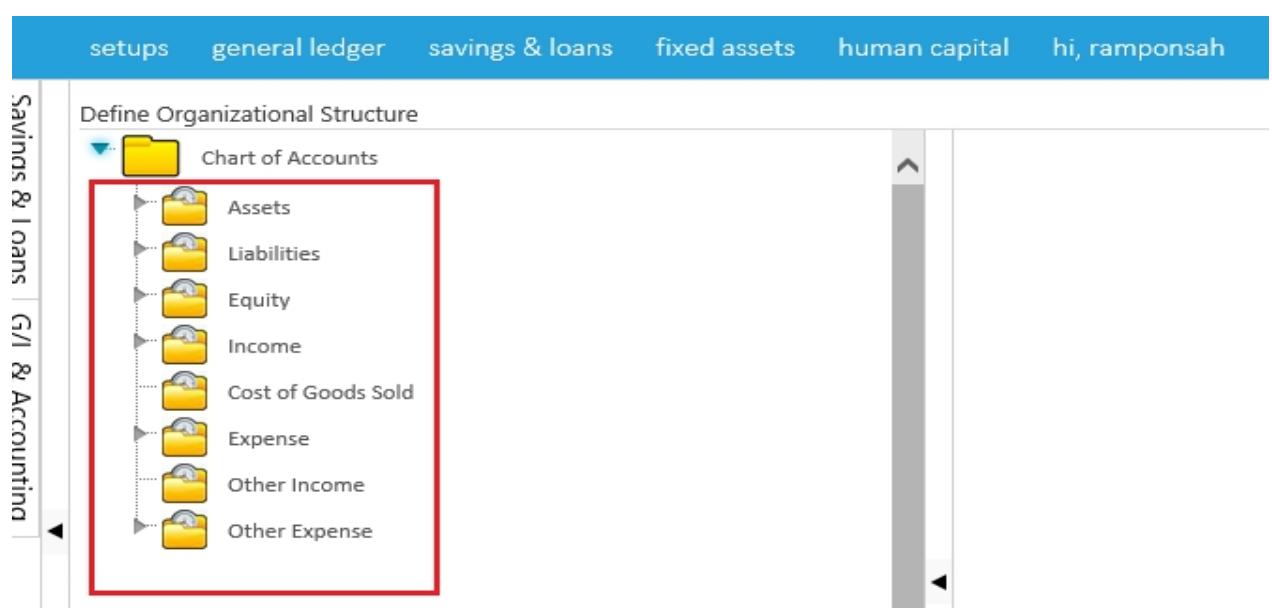
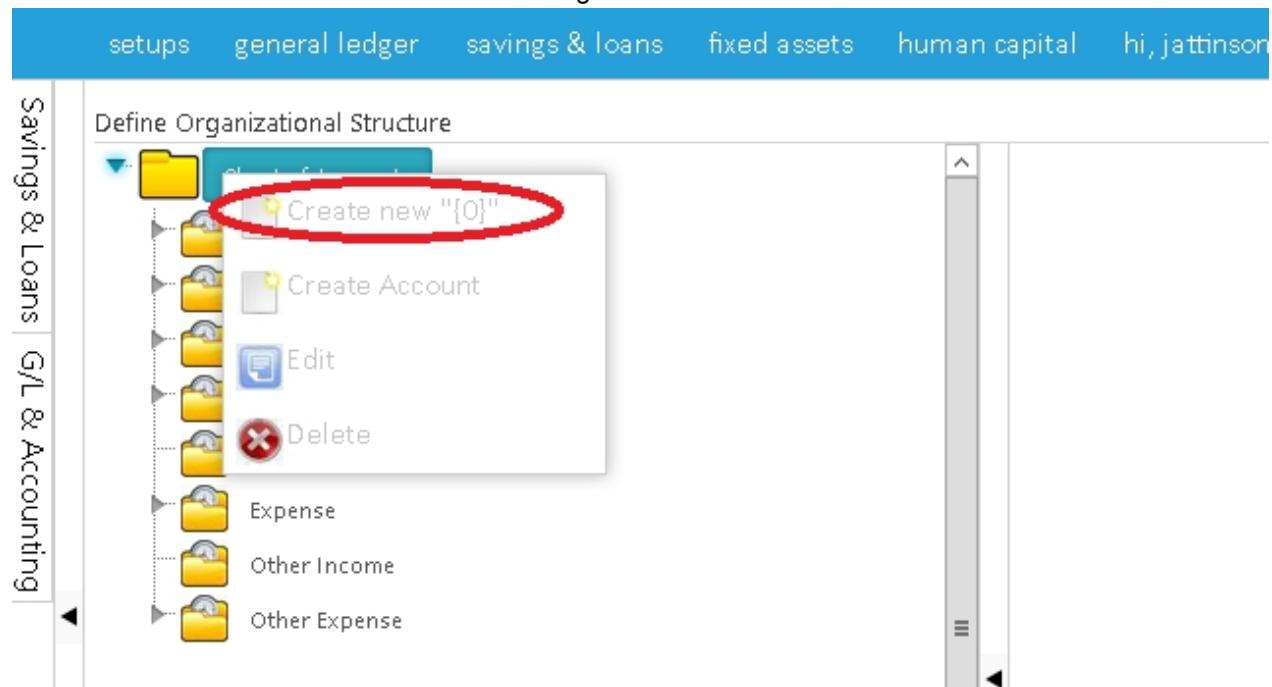


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[source](#)

Creating Categories of Accounts

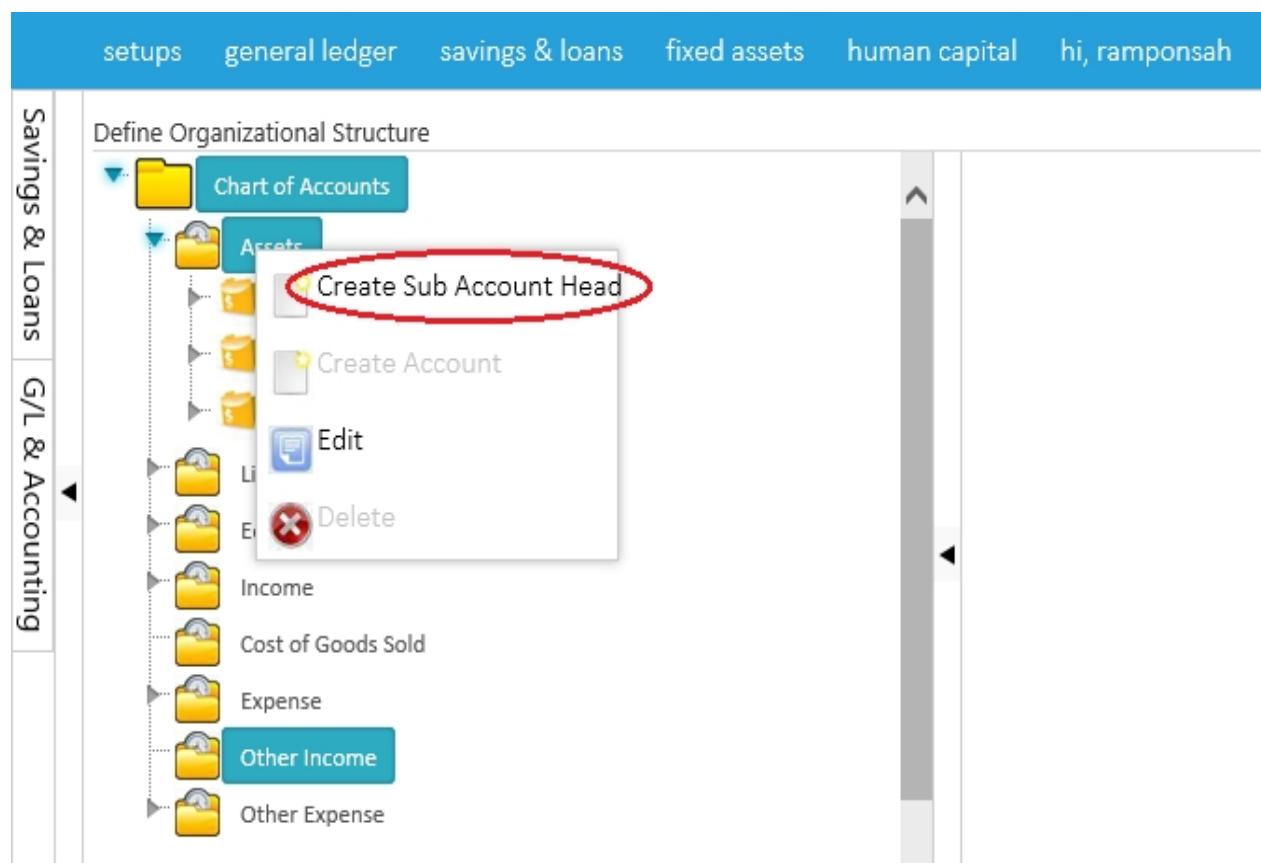
To create categories of account, after clicking on the Chart of Accounts, right click on the Chart of Accounts folder to create new account as shown in the image below:



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Creating of Sub Accounts

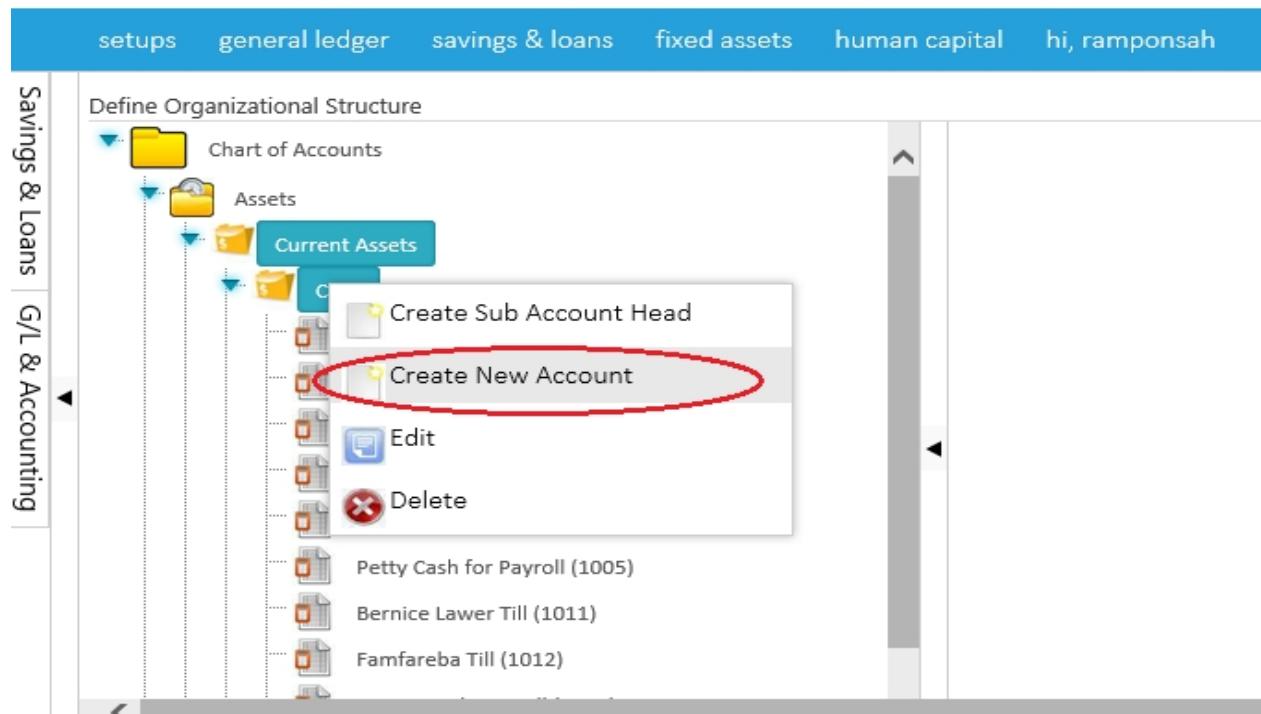
To add sub accounts, right click on the categories of accounts created (such as Assets, Liabilities, Expenses, etc) click on the Create Sub Account Head as shown in the image below:



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Creating of Accounts

After clicking on the arrow beside chart of account to drop down to Assets, follow the same process to make drop down to current assets after which you right click on it, click on create new after right clicking as shown in the image below to create new account.



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Print Chart of Accounts

To print Chart Accounts, click on the general ledger for the drop down menu; select Chart of Accounts and click on the Print Chart Accounts to be able to print out all the accounts as displayed in the images below. The print out gives you details such as the account name, account number and the account currency

The screenshot shows the software's navigation bar with tabs: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. The 'general ledger' tab is selected. On the left, there's a sidebar with 'Savings & Loans' and 'G/L & Accounting'. A dropdown menu is open under 'Chart of Accounts' in the main menu, with 'Print Chart of Accounts' circled in red. The main area displays a table titled 'Chart of Accounts' with columns for Account #, Account Name, and Account Currency. The table includes sections for Current Liabilities, Accrual Account, and Deposits Payable.

Account #	Account Name	Account Currency
Current Liabilities		
2300	Accumulated Depreciation	Cedi (GHC)
2325	Tax Liability	Cedi (GHC)
2332	Social Security Deductions	Cedi (GHC)
2333	PAYE Deductions	Cedi (GHC)
2334	Net Salary Payment	Cedi (GHC)
2900	Directors Account	Cedi (GHC)
2326	Withholding Account	Cedi (GHC)
2302	Payroll Loans Refund Candidates	Cedi (GHC)
2331	Tier 2 Deductions	Cedi (GHC)
Accrual Account		
2301	General Accrual	Cedi (GHC)
Deposits Payable		
2000	Bernice Payable - Savings Account	Cedi (GHC)

The screenshot shows a printed version of the 'Chart of Accounts' for 'DEMO COMPANY Limited'. The report has a header with the company logo and name. It features a table with columns for Account #, Account Name, and Account Currency. The table is organized into sections: Assets (Current Assets, Accounts Receivable, Bank, Cash), Liabilities (Accrual Account), and Deposits Payable. Each account row includes its specific name and the currency it is denominated in.

Account #	Account Name	Account Currency
Assets		
Current Assets		
Accounts Receivable		
1100	Loans Receivable - SME	Cedi (GHC)
1101	Loans Receivable - Employee	Cedi (GHC)
1102	Loans Receivable - Group	Cedi (GHC)
1103	Loans Receivable - Micro	Cedi (GHC)
1104	Loans Receivable - Invoice Loans	Cedi (GHC)
1105	Loans Receivable - Payroll	Cedi (GHC)
Bank		
1046	Bank - Prudential SME	Cedi (GHC)
1047	Bank - Prudential Ops	Cedi (GHC)
1048	Bank - Prudential Savings	Cedi (GHC)
1049	Fidelity Bank	Cedi (GHC)
1050	Bank - Prudential Payroll	Cedi (GHC)
1060	Bank - Prudential Refund	Cedi (GHC)
Cash		
1000	Cash in Vault	Cedi (GHC)
1001	Disbursements Account (Cash)	Cedi (GHC)
1002	Petty Cash	Cedi (GHC)
1011	Bernice Lawer Till	Cedi (GHC)
1003	Payroll Control Account	Cedi (GHC)

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Default Account Names

To add a default name, click on general ledger, follow the drop down to banks branches & accounts, then select default account names. After clicking the Default Account Name as shown in the images below. You can proceed to add a default account name to the G/L Account by clicking on the Add A Default Account Name to enter details.

Savings & Loans | G/L & Accounting

Account #	Account Name
2300	Accumulated Depreciation
2325	Tax Liability
2332	Social Security Deductions
2333	PAYE Deductions
2334	Net Salary Payment
2900	Directors' Account
2326	Withholding Account
2302	Payroll Loans Refund Candidates
2331	Tier 2 Deductions
2301	General Accrual

Deposits Payable

Savings & Loans | G/L & Accounting

Default G/L Accounts

Code	Description	Edit	Delete
CE	Current Earnings		
PC	Petty Cash		
RE	Retained Earnings		
WA	Withholding Account		

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Default G/L Accounts

To add Default G/L Accounts, click on general ledger, follow the drop down to chart of accounts then select default G/L accounts. You can also be added by clicking on the Add A Default Account icon when the second page opens as shown in the images below.



Default G/L Accounts					
+ Add A Default Account					Refresh
Description	Account				
Current Earnings	3000 - Current Earnings				
Retained Earnings	3100 - Retained Earnings				
Petty Cash	1002 - Petty Cash				
Withholding Account	2326 - Withholding Account				

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Creating Chart of Accounts

To create chart of accounts, click on general ledger and select setup chart of accounts , a page will then open where you will be required to add your company's chart of accounts as shown in the images below.

	setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson
Savings & Loans	Manage Data	Chart of Accounts			Setup Chart of Accounts	etty
G/L & Accounting	Client	Cost Center Structure			Print Chart of Accounts	
	New Lo Applica (SME)	Banks, Branches & Accounts			Default Account Names	
	Loan	Journal Entry			Default G/L Accounts	
		Petty Cash		Ledger	Ledger	
		Vouchers			Post Journal Transactions	Manage Staff Data
		Accounting Periods				
		Financial Reports				
		Transaction Reports		Ledger		H/R
		Budget & Financial Analysis				
	SME Cashier		Payroll Cashier		Staff HRIS Master	Staff Payroll
	setups	general ledger	savings & loans	fixed assets	human capital	hi, jattin

Define Organizational Structure

- ▼ Chart of Accounts
 - Assets
 - Liabilities
 - Equity
 - Income
 - Cost of Goods Sold
 - Expense
 - Other Income
 - Other Expense

To add a sub account right click on the main account and select create sub account head after which a page will open on your right hand side of the page. Fill in the spaces provided with maximum and minimum account number and the account sub head after which you save page as shown in the image below

Define Organizational Structure

- Chart of Accounts
 - Assets**
 - Liabilities
 - Equity
 - Income
 - Cost of Goods Sold
 - Expense
 - Other Income
 - Other Expense

Create Sub Account Head

Create Account

Edit

Delete

Define Organizational Structure

- Chart of Accounts
 - Assets**
 - Current Assets
 - fixed assets
 - New Account Sub Head**
 - Liabilities
 - Equity
 - Income
 - Cost of Goods Sold
 - Expense
 - Other Income
 - Other Expense

Edit Account Sub Head

Parent Account Head: Assets

Account Sub Head:

Min. Account Number:

Max. Account Number:

Save **Cancel**

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Journal Entry

The journal entry can consist of several recordings, each of which is either a debit or a credit. It can be assessed by clicking on general ledger, follow the drop down and select Journal entry as shown in the image below.

	setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson
Savings & Loans	Manage Data	Chart of Accounts Cost Center Structure Banks, Branches & Accounts Client Journal Entry Petty Cash Vouchers Accounting Periods Financial Reports Transaction Reports Budget & Financial Analysis	► Manage Journal Transactions Local Currency Transactions Foreign Currency Transactions View Journal Transactions Post Temporary Journal	► Manage Petty Cash	Ledger	H/R
G/L & Accounting	New Lo Applic (SME)	►	►	►	►	►
	Loan	SME Cashier	Payroll Cashier	Staff HRIS Master	Staff Payroll Master	

To add a currency transaction click on either foreign or local and select the add new to open page as displayed in the images below.

Journal Entry Transactions (Local)

Add New

Edit Unposted *Enter a Batch to Edit* ▾

Edit Posted *Enter a Batch to Edit* ▾

After clicking add new click on add transaction to be able to add an amount either debit or credit and select the tick sign on your far right to save as shown in the image below

G/L Journal Entry

G/L Journal Entries

2014

Edit Journal Entry Transactions

Transaction Date: 11-Apr-2014

Batch Originator: jattinson

Batch Number: UNASSIGNED

Batch State: UNPOSTED

Add Transaction	Ref No	Date	Account	Description	Debit	Credit	Cost Center
	11-Apr-2014	Type the number, name of a GL Accour ▼			0.00	0.00	▼ X

No records to display.

Refresh

XLS PDF WPS

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Petty Cash

The petty cash is a small fund of cash kept on hand for purchases or reimbursements too small to be worth submitting to the more rigorous purchase and reimbursement procedures of a company or institution. Petty cash funds must be safeguarded and documented to ensure that thefts do not occur. To assess the petty cash, click on the general ledger, follow the drop down as displayed in the image below

Savings & Loans

G/L & Accounting

setups general ledger savings & loans fixed assets human capital hi, jattinson

Manage Data

- Chart of Accounts
- Cost Center Structure
- Banks, Branches & Accounts
- Journal Entry
- Petty Cash**
- Vouchers
- Accounting Periods
- Financial Reports
- Transaction Reports
- Budget & Financial Analysis

Client

New Loan Application (SME)

- Ledger

SME Cashier

Payroll Cashier

Staff HRIS Master

Staff Payroll Master

Manage Journal Transactions

Manage Petty Cash

Petty Cash Transactions

Post Petty Cash

After locating it select petty cash transaction option to be able to add new transactions. Click on the add new transaction on the far left corner after which you fill in the necessary info required and select the tick sign on your far right of the page to save as displayed below.

setups general ledger savings & loans fixed assets human capital hi, jattinson

Petty Cash Transactions

Petty Cash

Edit Petty Cash Transactions

Batch Date:	11-Apr-2014	Batch Originator:	jattinson
Batch Number:	UNASSIGNED	Batch State:	UNPOSTED
Petty Cash Account:	Type name or number of Account	Account Balance:	
Currency:	Cedi	Rate:	1.00
Recipient:			
<input type="button" value="Add Transaction"/> + Add Transaction			
Ref No	Date	Account	Description
	11-Apr-2014	Type the number, name of a GL Accour	
			0.00

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Budget & Financial Analysis

The budget and financial analysis shows the whether what the company budgeted for a period of time is on course or they are off course. This is shown in the companies Trial balance and balance sheet. It can be assessed by clicking on general ledger, and follow drop down to budget and financial analysis as shown in the image below.

setups general ledger savings & loans fixed assets human capital hi, jattinson

Savings & Loans | G/L & Accounting

Manage Data	Chart of Accounts	▶	Manage Journal Transactions	Manage Petty Cash
	Cost Center Structure	▶	Ledger	Ledger
	Banks, Branches & Accounts	▶	Post Journal Transactions	Manage Staff Data
	Journal Entry	▶	Ledger	H/R
	Petty Cash	▶	Input Monthly Budget Figures	Balance Sheet: Budget v/s Actual
New Loan Application (SME)	Vouchers	▶		
	Accounting Periods	▶		
	Financial Reports	▶		
	Transaction Reports	▶		
	Budget & Financial Analysis	▶		
SME Cashier				
Payroll Cashier				

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Vouchers

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Receipt Voucher Transactions

The receipt voucher transactions can also be assessed by clicking on general ledger, after which follow the drop down to Vouchers then select receipt voucher transactions.

To add receipt voucher, click in the boxes in front of VAT, NHIL and Withholding to make them active after which you click on add transaction. Fill in the spaces provided after clicking the add transaction then click on the tick sign at the far right of the table to save. Click on add retention contract afterwards (if there is) to also add details just as you did when adding transaction as shown in the image below.

Edit Receipt Voucher Transactions (Customers)

Batch Date: 24-Apr-2014

Batch Originator: ramponsah

Batch Number: UNASSIGNED

Batch State: UNPOSTED

Invoice Number:

Check Number:

Bank Account: GCB 633,510.75

Withholding Account: Withholding Tax Account -

Currency: Cedi

Rate: 1.00

Customer: coreSys

Retained Amount: 0.00

VAT? 0.00

NHIL? 0.00

Withholding? 0.00

VAT Amount: 0.00

NHIL Amount: 0.00

Withholding Amount: 0.00

+ Add Transaction Detail

Ref No	Date	Account	Description	Amount

Detail

	Account	Description	Amount	Cost Center
R-	<input type="button" value="▼"/>	<input type="text"/>	0.00	<input checked="" type="checkbox"/>
				<input type="button" value="X"/>

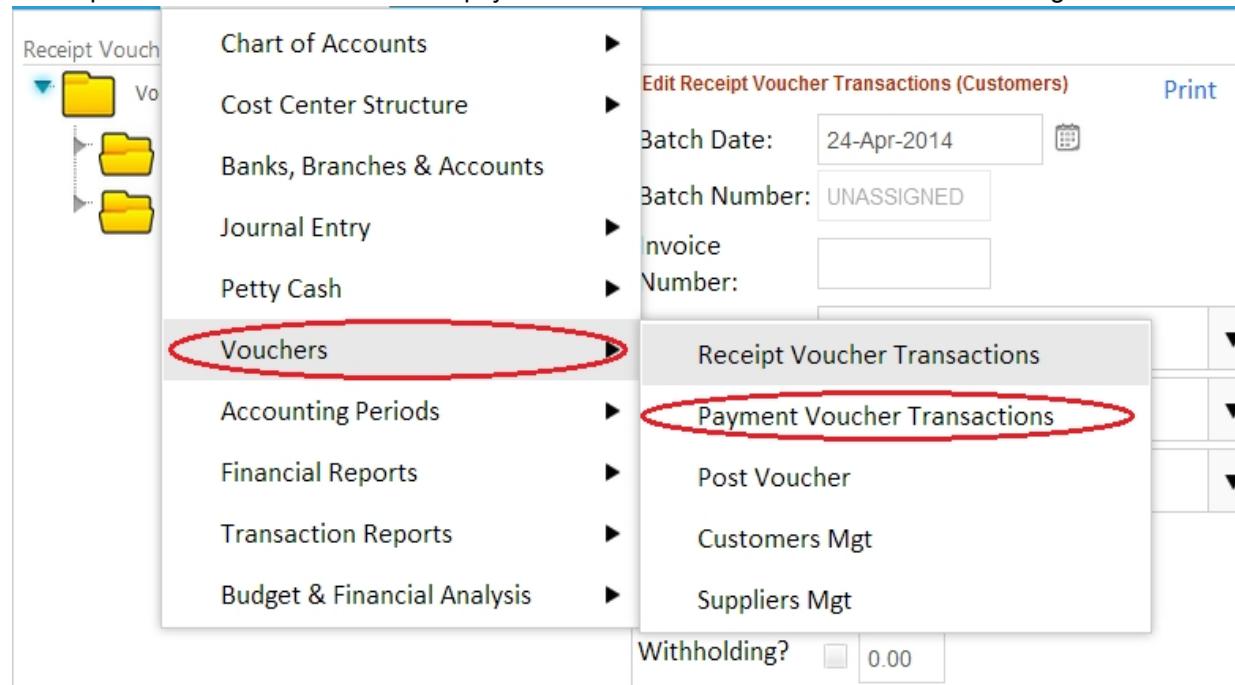
Retention

	Description	Is Percentage	Value	Total Amount
	<input type="button" value="▼"/>	<input type="checkbox"/>	0.00	0 <input checked="" type="checkbox"/>
				<input type="button" value="X"/>

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Payment Voucher Transactions

The payment voucher transactions can also be accessed by clicking on general ledger, after which follow the drop down to Vouchers then select payment voucher transactions as shown in the image below.

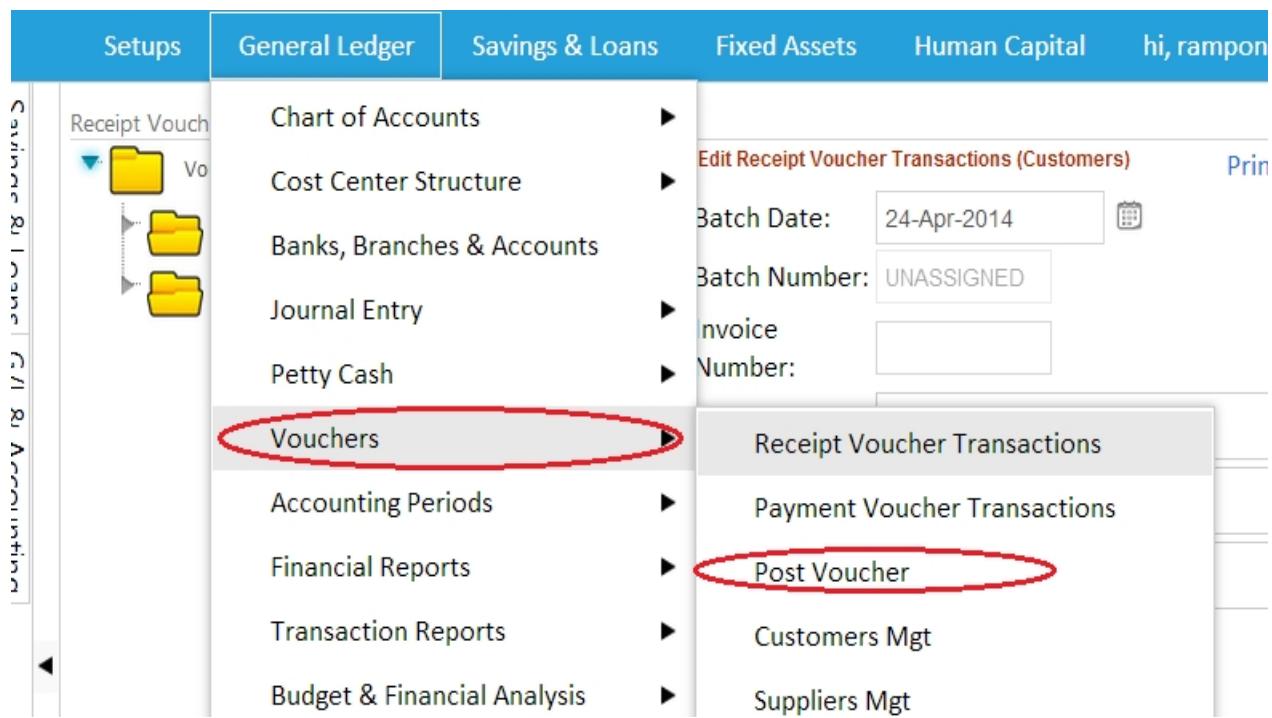


NB: You follow the same steps to add transactions and retention contract; VAT, NHIL and Withholding Tax as done in receipt vouchers.

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Post Voucher

To post voucher, click on general ledger, follow the drop down to vouchers and click on post voucher to open page. When page is opened, click on the arrows beside the year and month on the left side of the page to drop down to the voucher entered and click it to open. After which you click on preview proposed entries and click on post selected batches to post as shown in the images below.



Post Voucher Transactions		Consolidate?	Preview Proposed Entries	Post Selected Batches
Voucher	2013			
Proposed Journal Entries				
Ref No	Account	Description	Currency	Rate
20005 - Vouchers Payable	Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	Being purchase of iPhone 5s Gold - 32GB from Microsoft
20003 - VAT Payable Account	12.5 % VAT : Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	12.5 % VAT : Being purchase of iPhone 5s Gold - 32GB from Microsoft
20004 - NHIL Payable	2.5 % NHIL : Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	2.5 % NHIL : Being purchase of iPhone 5s Gold - 32GB from Microsoft
12501 - GCB	Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	Being purchase of iPhone 5s Gold - 32GB from Microsoft

Post Voucher Transactions

1

2

3

4

Batch Number		Originator			Source		
26298		ramponsah			VC		
Ref No	Account	Description	Currency	Rate	Description	Debit	Credit
	20005 - Vouchers Payable	Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	Being purchase of iPhone 5s Gold - 32GB from Microsoft	674.00	0
	20003 - VAT Payable Account	12.5 % VAT :Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	12.5 % VAT :Being purchase of iPhone 5s Gold - 32GB from Microsoft	93.34	0
	20004 - NHIL Payable	2.5 % NHIL :Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	2.5 % NHIL :Being purchase of iPhone 5s Gold - 32GB from Microsoft	18.67	0
	12501 - GCB	Being purchase of iPhone 5s Gold - 32GB from Microsoft	Cedi	1.00	Being purchase of iPhone 5s Gold - 32GB from Microsoft	0	746.70

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Customer Management

Customer management can be assessed by clicking on general ledger, follow the drop down to vouchers and select customer mgt as shown in the image below.

Setups General Ledger Savings & Loans Fixed Assets Human Capital hi, ramponsah

Receipt Vouch
V
V
V

Chart of Accounts ►
Cost Center Structure ►
Banks, Branches & Accounts ►
Journal Entry ►
Petty Cash ►
Vouchers ►
Accounting Periods ►
Financial Reports ►
Transaction Reports ►
Budget & Financial Analysis ►

Edit Receipt Voucher Transactions (Customers) Print
Batch Date: 24-Apr-2014
Batch Number: UNASSIGNED
Invoice Number:

Receipt Voucher Transactions
Payment Voucher Transactions
Post Voucher
Customers Mgt
Suppliers Mgt

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Suppliers Management

The suppliers management can also be assessed by clicking on general ledger, follow the drop down to vouchers and select on suppliers management as shown in the image below

The screenshot shows the 'General Ledger' tab selected in the top navigation bar. On the left, there's a sidebar with a tree view under 'Receipt Voucher'. The 'Vouchers' node is highlighted with a red oval. To the right, there's a form for 'Edit Receipt Voucher Transactions (Customers)'. It includes fields for 'Batch Date' (24-Apr-2014), 'Batch Number' (UNASSIGNED), 'Invoice Number', and a large grid labeled 'Receipt Voucher Transactions' containing several rows. Below this grid, another red oval highlights the 'Suppliers Mgt' link.

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Fixed Assets

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Setups

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Staff Jobs Titles

To define staff job titles click on fixed assets follow the drop down to setups,select staff job titles to open the page.To add new staff job title,click on the add new button on the top lef of the page,type the title in the box and select the tick sign to add on the right side as shown in the images below.

Manages jobTitles

Setups

- Staff Management
- Asset Management
- Asset Reports

Staff Job Titles

- Staff Categories
- Manage Asset Categories

+ Add new record

Marketing & Sales Officer

Refresh

Manages jobTitles

+ Add new record

jobTitle Name	
Marketing & Sales Officer	<input checked="" type="checkbox"/>

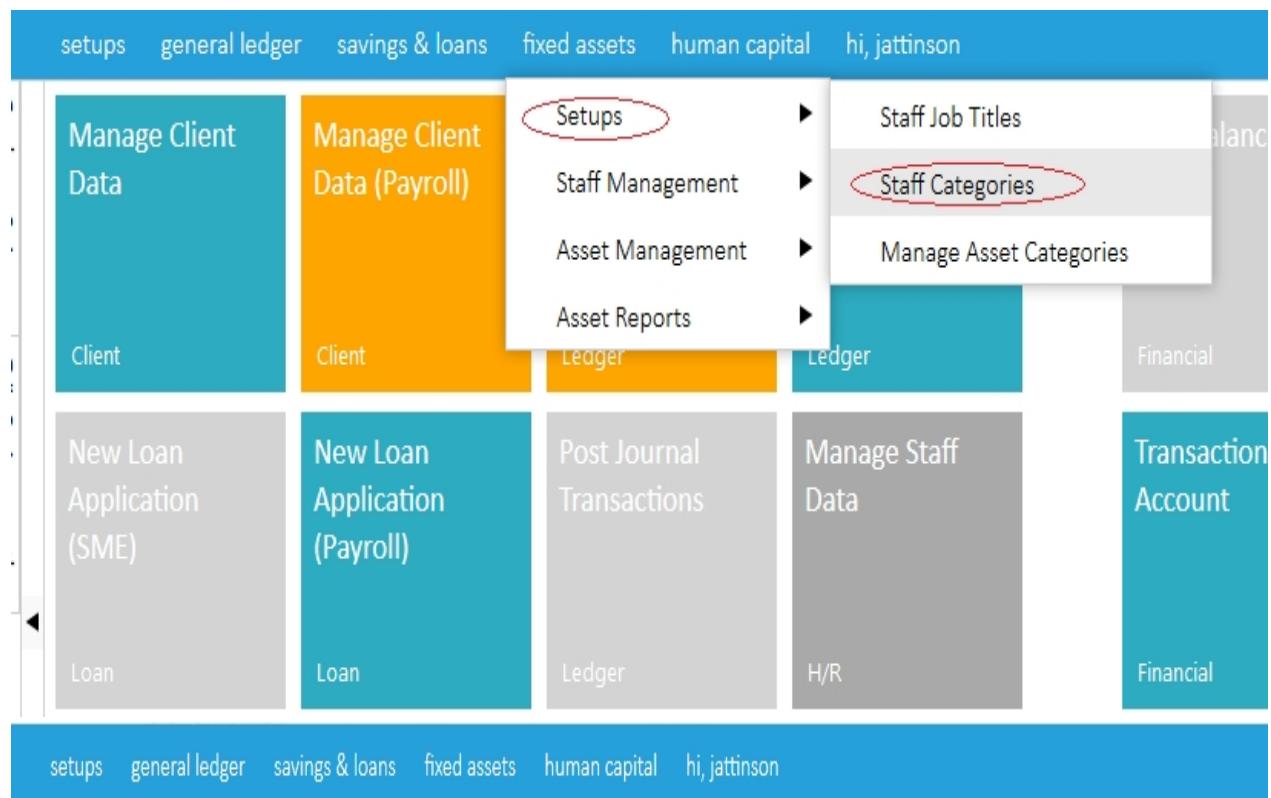
Refresh

Marketing & Sales Officer

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Staff Categories

After clicking on staff categories,to add new category click on the add new record on the far left on the page then fill in the box provided with preferred category then select the tick sign to save the input as shown in the images below



The screenshot shows the 'Manage staffCategories' page with a header 'Manage staffCategories'. It includes a 'Add new record' button (circled in red) and a 'Refresh' button. The main area displays a table with three rows of data:

staffCategory Name	Action
(empty input field)	<input checked="" type="checkbox"/> <input type="button" value="X"/>
Permanent Staff	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Contract Staff	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

At the bottom left are file export icons for Excel, PDF, Word, and Adobe.

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Manage Asset Categories

After clicking on manage asset category,to add new category such as equipment,vehicles etc click on the add new record, fill in the box provided with the info needed and select the tick sign on the far right to save as shown in the images below

The screenshot shows the coreERP software interface. At the top, there is a blue header bar with the following navigation items: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. Below the header, there is a grid of cards representing different modules:

- Client:** Manage Client Data (Payroll) - This card is highlighted in orange.
- Loan:** New Loan Application (SME) - This card is highlighted in grey.
- Ledger:** Manage Asset Categories - This card is highlighted in yellow.
- Financial:** Staff Job Titles, Staff Categories, Manage Asset Categories, Manage Staff Data, Transaction Account

A dropdown menu is open over the Manage Asset Categories card, showing the following options: Setups, Staff Management, Asset Management, Asset Reports, Manage Asset Categories, Ledger, and Financial. The "Manage Asset Categories" option is highlighted with a red oval.

At the bottom of the interface, there is another blue footer bar with the same navigation items: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson.

Manage Asset Categories

Add new record				Refresh
Asset Category Name	Depreciation Method	Depreciation Account	Accum. Depreciation Account	
> <input type="text"/>	Straight Line ▼	Type the number, name of a GL Accou ▼	Type the number, name of a GL Accou ▼	<input checked="" type="checkbox"/> X
> IT Equipment	Straight Line			<input type="button" value="Print"/> <input type="button" value="Delete"/>

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Staff Management

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New Staff

New Staff is usually chosen when a new staff joins the organization. After clicking on new staff, fill in the form provided with the personal details of the staff and other info such as job start date, job title, branch etc after which you click on save staff data to save info as shown in the images below.

The screenshot shows the coreERP software interface with a navigation bar at the top containing links for 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. Below the navigation bar, there are several cards representing different modules:

- Manage Client Data** (Client)
- Manage Client Data (Payroll)** (Client)
- New Loan Application (SME)** (Loan)
- New Loan Application (Payroll)** (Loan)
- Post Journal Transactions** (Ledger)
- Manage Staff Data** (H/R)
- SMF Cashier**
- Payroll Cashier**
- Staff HRIS Master**
- Staff Payroll**

A dropdown menu for 'human capital' is open, showing options like 'Setups', 'Staff Management' (which is circled in red), 'Asset Management', 'Asset Reports', and 'Ledger'.

The main content area displays a form for managing staff data. The form includes fields for Staff ID, Surname, Other Names, Date of Birth, Marital Status, Sex (Gender), Staff Category, Job Title, Branch, Username, Employment Status, Employment Start Date, and a 'Save Staff Data' button (also circled in red). Below the form are tabs for 'Physical Address', 'Mailing Address', 'Telephone Numbers', and 'Supporting Documents'. Under 'Physical Address', there are fields for Map (Location Pic), Address Line 1, Address Line 2, and Town/City, each with a 'Select Pic' button.

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Manage Staff

Manage staff is usually accessed when data of already existing staff is to be edited. After selecting manage staff ,provide the surname of the particular staff you want to edit and select find staff after which you click on the staff number to retrieve his or her info to edit as shown in the images below,

The screenshot shows the coreERP software interface with a navigation bar at the top containing links for setups, general ledger, savings & loans, fixed assets, human capital, and user information (hi, jattinson). Below the navigation bar are four main modules: Manage Client Data (Client), Manage Client Data (Payroll) (highlighted in orange), New Loan Application (SME) (Loan), and New Loan Application (Payroll) (Loan). A dropdown menu for 'Staff Management' is open under the 'human capital' section, showing options like Setups, Staff Management (circled in red), Asset Management, Asset Reports, and Ledger. Another dropdown for 'Manage Staff' is also visible. At the bottom, there is a detailed view of the 'Staff' setup screen, showing a hierarchical tree on the left with categories like ABC, DEF, GHI, JKL, MNO, PQR, STU, VWX, and YZ. On the right, there are input fields for Surname (Kumi), Other Names, Staff No., and a 'Find Staff' button. A specific staff record for 'HE00019' is highlighted with a red oval.

Category	Sub-Category	Value
Staff	Staff No.	HE00019
	Surname	Kumi
	Other Names	John

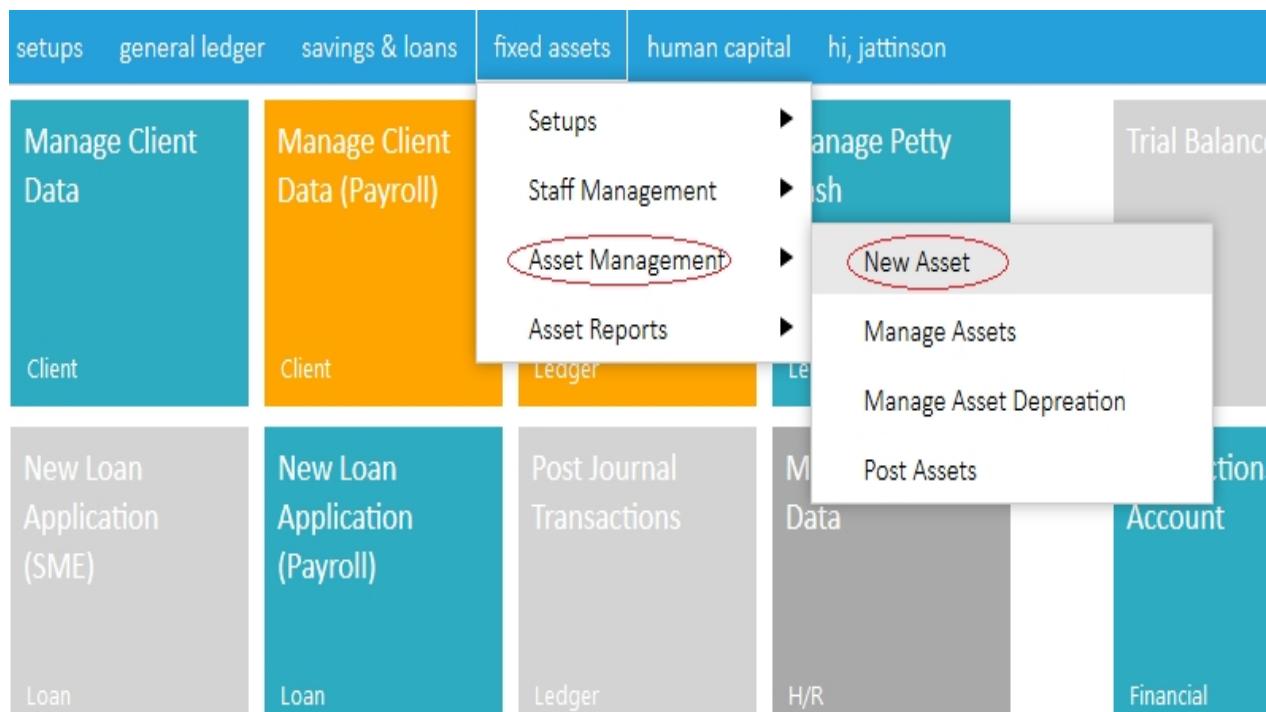
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Asset Management

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New Asset

To assess fixed Asset Management, click on fixed assets, follow the drop down to asset management and click on new asset to add the assets the organization has and click on save asset data to save info provided. Assets may include Vehicles, Equipment etc.



This screenshot shows the 'New Asset' form with various input fields and dropdown menus:

- Asset Category: [dropdown menu]
- Asset Price: [text input field]
- Asset SubCategory: [dropdown menu]
- Current Value: [text input field]
- Asset Depreciation Method: [dropdown menu]
- Last Depreciation Date: [text input field with calendar icon]
- Asset Owner: [dropdown menu]
- Depreciation Rate: [text input field] (value: 0.00)
- Asset Tag: [text input field]
- Asset Org. Unit: [dropdown menu]
- Acc. Depreciation Account: [dropdown menu]
- Asset Description: [text input field]
- Asset Purchase Date: [text input field with calendar icon]
- Fixed Assets Account: [dropdown menu]
- Life time (Years): [text input field]
- Depreciation Account: [dropdown menu]

At the bottom left is a red oval around the 'Save Asset Data' button.

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Manage Assets

After clicking on asset management, click on the arrows on the left to drop down info in order to select the asset inputed "new asset" after which you can edit the info already inputed if any changes is supposed to be made.

setups general ledger savings & loans fixed assets human capital hi, jattinson

Assets Description Asset Tag. Find Asset

IT Equipment

Computers - Laptops

Marketing & Sales

dell vostro laptop

setups general ledger savings & loans fixed assets human capital hi, jattinson

Asset Category	IT Equipment	Asset Price	1,250.00
Asset SubCategory	Computers - Laptops	Current Value	1,250.00
Asset Depreciation Straight Line Method		Last Depreciation Date	<input type="text"/>
Asset Owner	Kumi,John	Depreciation Rate	0.00
Asset Org. Unit	Marketing & Sales	Acc. Depreciation Account	Accumulated Depreciation Computer
Asset Purchase Date	01-Apr-2014 <input type="text"/>	Fixed Assets Account	Fixed Deposit Account - 60900
Life time (Years)	5 <input type="text"/>	Depreciation Account	Depreciation Expense Computers - La

Save Asset Data

Depreciation Schedule Supporting Documents Asset Notes Asset Depreciation

Document Description Documents Select Pic Add Document

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Manage Assets Deprecation

After filling in all the information required select on the approve adjusted depreciations.

The screenshot shows a software interface with a blue header bar containing menu items: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. Below the header are four dropdown menus labeled 'Select an Asset', 'Select an Asset Cc', 'Select a Sub Cate', and 'Select an Org. Un'. Underneath these dropdowns are two buttons: 'Select All' and 'De-Select All'. A red oval highlights the 'Approve Adjusted Depreciations' button, which is positioned next to 'Cancel Depreciations'.

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Post Assets

To Post Assets click on the post assets icon after which you fill in the information provided then you post assets.
as shown in the image below

The screenshot shows a software interface with a blue header bar containing menu items: setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. Below the header are several dropdown and input fields: 'Asset: dell vostro laptop', 'Asset Category: IT Equipment', 'Sub Category: Computers - Lapt', 'Org Unit: Marketing & Sale', 'Credit Account: Fedelity Bank Account', and 'Debit Account: Cash in Vault'. Underneath these fields are two buttons: 'Select All' and 'De-Select All'. A red oval highlights the 'Post Assets' button, which is located at the bottom left of the form area.

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Asset Reports

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Fixed Assets Register Report

After selecting the fixed assets register, fill in the spaces provided with the required information after which you click on get report to generate required or desired report as shown in the image below

Asset Category: Select an asset ca ▼

Organizational Unit: Select an org unit ▼

Staff: Select a staff ▼

By Category By Organizational Unit

Get Report

Main Report

DEMO COMPANY Limited

Fixed Assets Register

Asset Tag	Asset Name (Description)	Purchase Date	Price	Current Value
Marketing & Sales				
Kumi,John IT00018	dell vostro laptop	1-Apr-2014	1,250.00	1,250.00
Kumi,John Marketing & Sales			1,250.00	1,250.00
			1,250.00	1,250.00

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Fixed Assets Depreciation Report

After selecting the fixed assets depreciation, fill in the spaces provided with the required information after which you click on get report to generate required or desired report. You can also select the period in which you want report generated from as shown in the image below

Start Date: 1-Jan-2014

End Date: 17-Apr-2014

Asset Category: Select an asset ca ▼

Organizational Unit: Select an org unit ▼

Staff: Select a staff ▼

By Category By Organizational Unit

Get Report

Main Report

DEMO COMPANY Limited

Fixed Assets Register

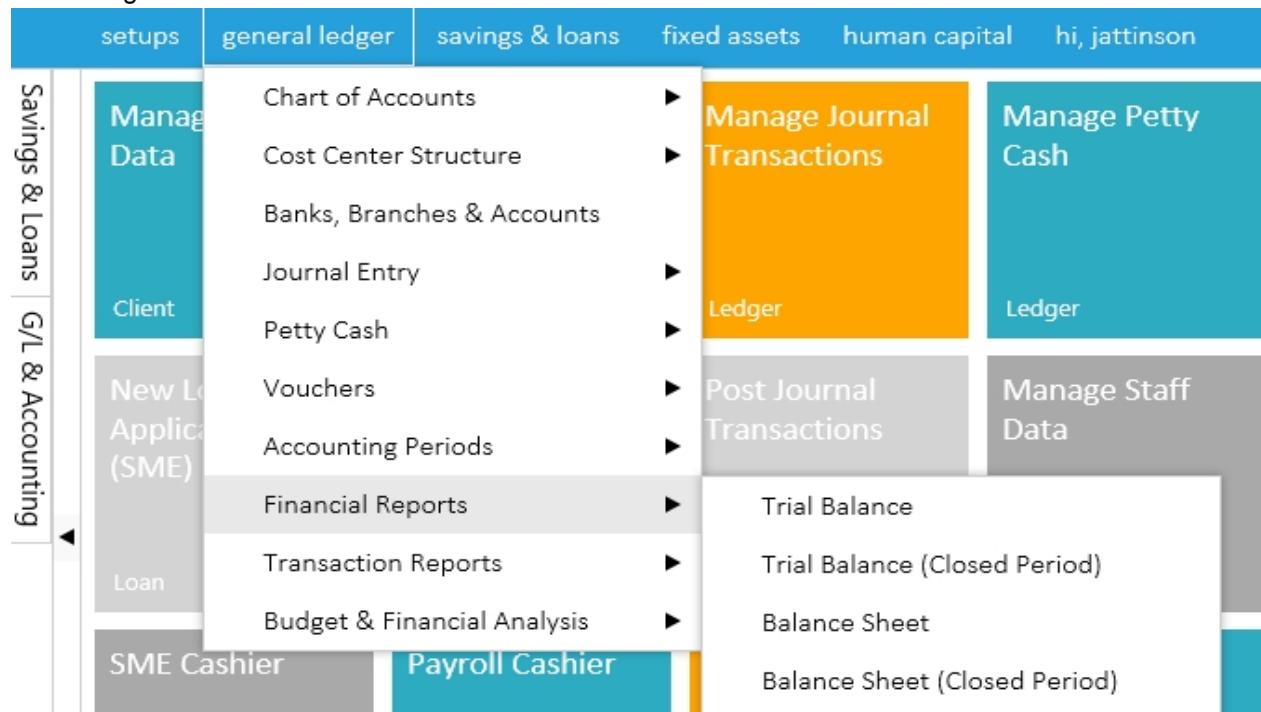
Tag	Asset Description	Price	Accum. Dep.	Cur. Value
Marketing & Sales				
Kumi,John IT00018	dell vostro laptop	1,250.00	0.00	1,250.00
Kumi,John		1,250.00	0.00	1,250.00

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Financial Reports

Financial report is a formal record of the financial activities of a business, person, or other entity. Relevant financial information is presented in a structured manner and in a form easy to understand. To assess it follow the drop down after clicking general ledger and select either trial balance or balance sheet as shown

in the image below.



To get the trial balance, click on it and select the dates or duration from and also department which you want to view the report after which you click on get report to generate the report as shown below

Start Date: 01-Jan-2014

Ebd Date: 30-Apr-2014

Accounts W/O Tx

Cost Center (Department)

Show Summary

Get Report

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson
DEMO COMPANY Limited					
<u>Trial Balance at at 30-Apr-2014</u>					
Account #	Account Name		Debit	Credit	
Assets					
Current Assets					
Accounts Receivable					
11001	Loans Receivable - Business Loan		40,180.00	0.00	
11002	Loans Receivables - Personal Loans		51,200.00	0.00	
Bank					
10502	Fidelity Bank Account		0.00	121,830.00	
Cash					
10001	Cash in Vault		0.00	15,950.00	

Same applies for the balance sheet just that you select only the date and tick the box provided if you wish to view summary of the balanced sheet as shown in the image below

setups	general ledger	savings & loans	fixed assets	human capital	hi, jattinson
Date: 30-Apr-2014	<input type="button" value="Calendar"/>	<input type="button" value="Clock"/>			
Accounts W/O Tx	<input type="checkbox"/>		Show Summary	<input type="checkbox"/>	
Cost Center (Department)	Cost Center	<input type="button" value="▼"/>			
	<input type="button" value="Get Report"/>				
Find...	<input type="button" value="Print"/>	<input type="button" value="Save"/>	1 of 2	100%	
Main Report					
 DEMO COMPANY Limited <u>Balance Sheet as at 30-Apr-2014</u>					
Account #	Account Name		Balance		

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Susu Scheme

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Setups

The setup consists of susu grades,susu positions and susu groups.You can define them by either adding to any of them or editing them to suite your companies requirements etc.

	Setups	General Ledger	Savings & Loans	Susu Schemes	Fixed Assets	Human Capital	
Savings & Loans							
G/L & Accounting							
	Manage Client Data	Manage Client Data (Payroll)		Setups			Susu Grades
	Client	Client	Pos Trans	Susu Accounts Management			Susu Positions
	New Loan Application (SME)	New Loan Application (Payroll)	Ledger	Client Information			Susu Groups
			Staff Master	Susu Analysis			F/A
				Susu Scheme Reports			
				Cashier Interface			
				Cashier's Till Management			Manage Term Deposits
							Savings &

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Susu Grades

The Susu grades can be assessed by clicking on susu schemes, follow the drop down to setups, locate susu grades and click on it. After clicking on it a page opens where you can add new records to the grades. The columns include grade number, grade name and contribution rate. To add you can click on add new record on your far left to add a new record and when you want to edit already existing records click on the blue icon on your right and the red icon to delete as shown in the images below

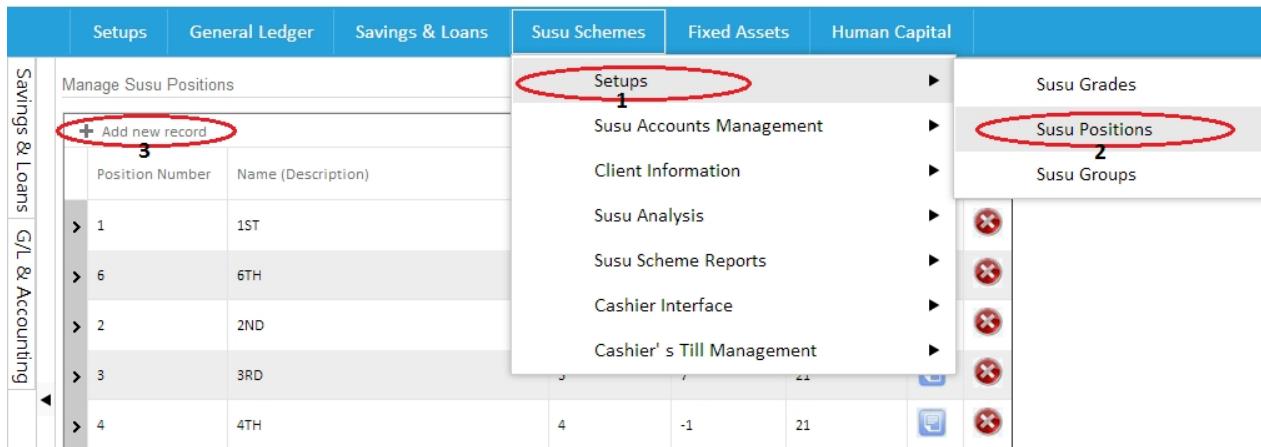
The screenshot shows a software interface with a navigation bar at the top. The 'Susu Schemes' menu is open, displaying several options. A red circle labeled '1' highlights the 'Setups' option. Another red circle labeled '2' highlights the 'Susu Grades' option. A third red circle labeled '3' highlights the '+ Add new record' button in the 'Grade Number' column of a table below.

Grade Number	Grade Name (Description)
1	5 GHC
2	10 GHC
3	15 GHS
4	20 GHC
5	50 GHC

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Susu Positions

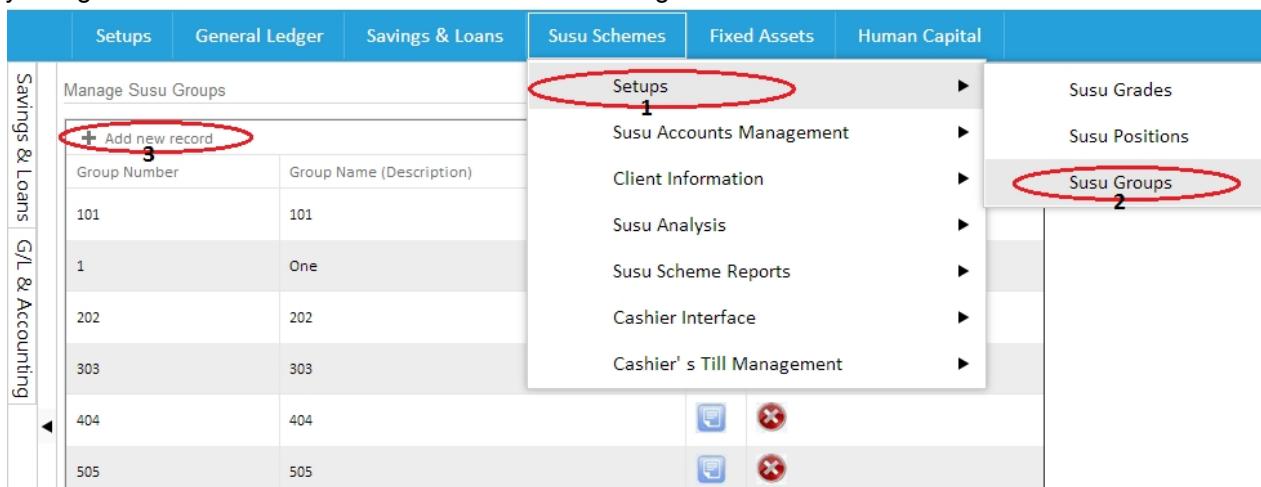
The Susu Positions can be assessed by clicking on susu schemes, follow the drop down to setups, locate susu position and click on it. After clicking on it a page opens where you can add new records to the positions. The columns include position number, name(description), Int rate and maximum default days. Click on the arrow beside the position number, which will give you a drop down to be able to add grades and amount to a specific position. This can be done by clicking on "attach grade to this position". To add you can click on add new record on your far left to add a new record and when you want to edit already existing records click on the blue icon on your right and the red icon to delete as shown in the images below



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Susu Groups

The Susu Groups can be assessed by clicking on susu schemes, follow the drop down to setups ,locate susu groups and click on it. After clicking on it a page opens where u can add new records to the groups. The columns include group number and grade name (description). To add you can click on "add new record" on your far left to add a new record and when you want to edit already existing records click on the blue icon on your right and the red icon to delete as shown in the images below



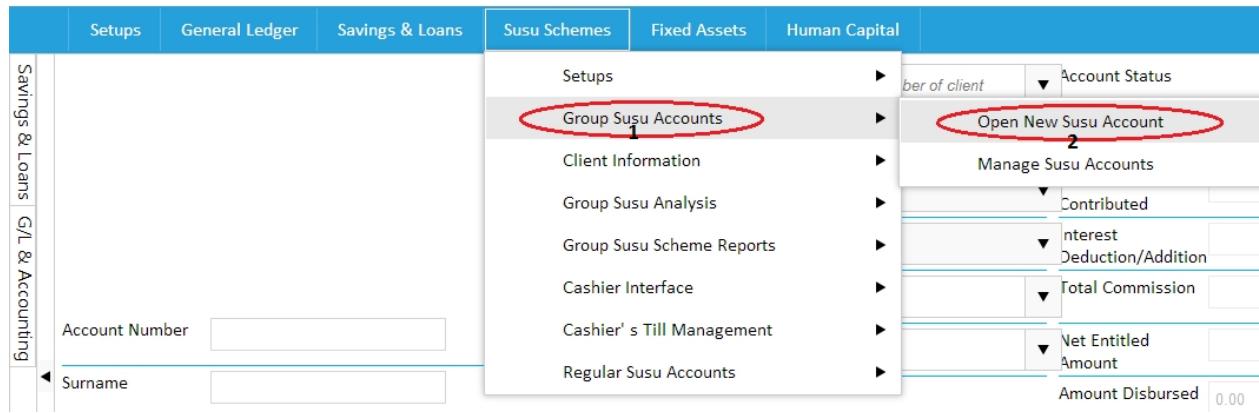
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Group Susu Accounts

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Open New Susu Account

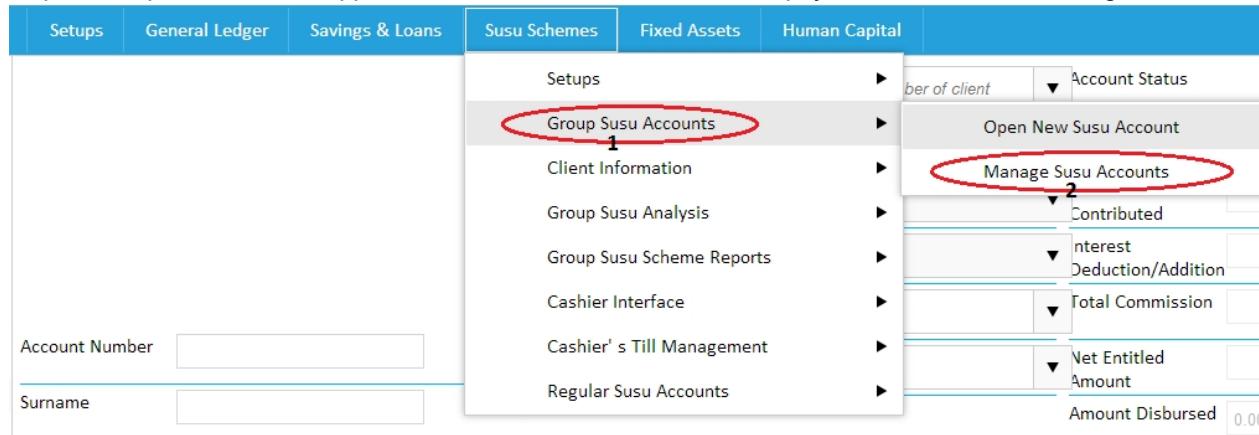
To open a new susu account, click on susu schemes, follow the drop down to susu accounts management locate open new susu account and click on it. After clicking on it a page opens where you are required to fill a form such as the clients name, application date, susu grade, susu position, select assigned staff and also assigned agent. After filling the spaces required, click on save "susu account application" to save the information inputted. This is shown in the image below



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Manage Susu Account

To manage susu account, click on susu schemes, follow the drop down to susu accounts management locate "manage susu account "and click on it.After clicking on it a page opens where you are required to fill a form such as the clients surname name,other names etc.Just type in his or her surname and click on find client to retrieve clients details. After clients details is retrieved, click on the arrow beside it on your left to drop down options such as approve susu account and authorize for payout as shown in the images below.



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Client Information

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New Client File

To assess the new client file, select susu scheme,follow the drop down to client information and locate new client file . This actually deals with capturing the details of a new client into the system.This information has to do with his or her name,physical address,mailing address,telephone numbers etc. After all sections have been correctly filled,click on "save client data" to save that particular clients details in the system so as to make it easier to monitor transactions clients make such as susu applications etc as show in the image below.

Hi, Ramponsah

Susu Schemes

- Setups
- Group Susu Accounts
- Client Information** 1
- Group Susu Analysis
- Group Susu Scheme Reports
- Cashier Interface
- Cashier's Till Management
- Regular Susu Accounts

Sex (Gender) Female Male

Marital Status

New Client File 2

Manage Client Information

Branch HEAD OFFICE

Sector

Secondary ID No:

ID Expiry Date

Client Type Individual Loan + Investor Client

Client Category

Save Client Data **Save To Continue Later**

Physical Address **Mailing Address** Telephone Numbers Email Addresses Supporting Documents

Physical Address

Landmark

csghana.com:88/ln/client/client.aspx

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Manage Client File

To manage client file, click on the susu scheme, select susu scheme, follow the drop down to client information and locate new client file. After clicking on it a page opens where you are required to fill a form such as the clients surname name, other names etc. Just type in his or her surname and click on find client to retrieve clients details. As shown in the image below

Susu Schemes

- Setups
- Group Susu Accounts
- Client Information** 1
- Group Susu Analysis
- Group Susu Scheme Reports
- Cashier Interface
- Cashier's Till Management
- Regular Susu Accounts

Find Client 2

Manage Client Information

P	Account No.
	700010032
	00001
	700010030
	700010024

Clients

HEAD OFFICE

Account Numbers

Agyeman Laud HEAD OFFICE

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Susu Group Analysis

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Susu Accounts Status

The Susu Account Status can be assessed by selecting the susu scheme, follow the drop down to "Susu Analysis" and locate Susu Accounts Status. After clicking on it, to select accounts status, you first have to define the period in which you want report ie the date, after which you also define the stage which you wish to check. Click on "Show Report Data" to retrieve the information which you require as shown in the image below.

The screenshot shows the coreERP software interface. At the top, there are several tabs: Setups, General Ledger, Savings & Loans, Susu Schemes, Fixed Assets, and Human Capital. On the right, it says "Hi, Ramponsah!". Below these are dropdown menus and a table of account data.

Report as At: 16-May-2014 (highlighted with a red box)

Stage: All Stages (highlighted with a red box)

Table Headers: P, Account Number, Client Name, Application Date

Table Data:

- Row 1: 700010002/I, Baawua, Banjo, 01-Feb-2014
- Row 2: 400010001/I, Andani, Ben, 01-Feb-2014
- Row 3: 500010034/I, Asante, Anita, 01-Feb-2014, 15 GHS, 4TH, 2,790.00, 0.0

Susu Schemes Menu:

1. Group Susu Analysis (highlighted with a red circle)
2. Susu Accounts Status (highlighted with a red circle)

Susu Accounts Status Table:

Count	Due Date	Expiry Date
84.00	15-Apr-2014	06-Sep-2014
7.00	10-Mar-2014	06-Sep-2014
27.00	26-Jun-2014	06-Sep-2014

Export Options: Refresh, CSV, Excel, PDF (highlighted with a red box)

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Susu Accounts All Stages

The Susu Accounts all Stages can be assessed by selecting the susu scheme, follow the drop down to "Susu Analysis" and locate Susu Accounts all stages. After clicking on it, to select accounts status, you first have to define the period in which you want report ie the date, after which you also define the stage which you wish to check. Click on "Show Report Data" to retrieve the information which you require as shown in the image below.

This screenshot is similar to the one above, but the data in the table and the status table are different, indicating a different date range or stage selection.

Report as At: 16-May-2014 (highlighted with a red box)

Table Headers: P, Account Number, Client Name, Grade, Post

Table Data:

- Row 1: 500010034/I, Asante, Anita, 3, 4
- Row 2: 700010007/I, Asare, Kofi, 3, 1
- Row 3: 700010029/I, Blessing, Dennis, 3, 2
- Row 4: 700010025/I, Boakye-Yiadom, Frances, 3, 3
- Row 5: 700010039/I, Danquah, Beatrice, 3, 4
- Row 6: 700010016/I, Amuah, Emmanuel, 1, 1
- Row 7: 700010007/I, Asare, Kofi, 1, 2
- Row 8: 500010033/I, Cole, Daniel, 1, 4

Susu Schemes Menu:

1. Group Susu Analysis (highlighted with a red circle)
2. Susu Accounts | All Stages (highlighted with a red circle)

Susu Accounts Status Table:

Projected Variance	Days Del.	Expiry Date
2,790.00	89	06-Sep-2014
0.0	0.0	06-Aug-2014
0.0	0.0	18-Dec-2014
0.0	0.0	06-Aug-2013

Export Options: Refresh, CSV, Excel, PDF (highlighted with a red box)

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Susu Accounts Stage 1A

The Susu Accounts Stage 1A can be assessed by selecting the susu scheme, follow the drop down to "Susu Analysis" and locate Susu Accounts stage 1A. After clicking on it, to select accounts status, you first have to define the period in which you want report ie the date. Click on "Show Report Data" to retrieve the information which you require as shown in the image below.

The screenshot shows the coreERP software interface. At the top, there are tabs for Setups, General Ledger, Savings & Loans, Susu Schemes, Fixed Assets, Human Capital, and a greeting 'Hi, Ramponsah!'. A red box highlights the 'Report as At' date field (16-May-2014) and a red arrow points to the 'Show Report Data' button. A dropdown menu is open under 'Susu Schemes' with 'Group Susu Analysis' selected. This selection is circled in red. The main area displays a table of client information with columns for P, Account Number, Client Name, Grade, and various dates/times. A red arrow points to the 'Susu Accounts Status' table, which also has a row for 'Susu Accounts | Stage 1A' circled in red. On the right, there are export options and a refresh button.

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Susu Accounts Stage 1B

The Susu Accounts Stage 1B can be assessed by selecting the susu scheme, follow the drop down to "Susu Analysis" and locate Susu Accounts stage 1B. After clicking on it, to select accounts status, you first have to define the period in which you want report ie the date. Click on "Show Report Data" to retrieve the information which you require as shown in the image below.

This screenshot is similar to the previous one but shows a different date (16-May-2014). The 'Group Susu Analysis' option is highlighted and circled in red. The 'Susu Accounts Status' table shows a row for 'Susu Accounts | Stage 1B' circled in red. The rest of the interface is identical to the first screenshot.

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Susu Accounts Stage 2

The Susu Accounts Stage 2 can be assessed by selecting the susu scheme, follow the drop down to "Susu Analysis" and locate Susu Accounts stage 2. After clicking on it, to select accounts status, you first have to define the period in which you want report ie the date. Click on "Show Report Data" to retrieve the information which you require as shown in the image below.

This screenshot shows a different date (16-May-2014). The 'Group Susu Analysis' option is highlighted and circled in red. The 'Susu Accounts Status' table shows a row for 'Susu Accounts | Stage 2' circled in red. The rest of the interface is identical to the previous screenshots.

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Susu Account Schedule

The Susu Accounts Schedule can be assessed by selecting the susu scheme, follow the drop down to

"Susu Analysis" and locate Susu Accounts schedule. After clicking on it, to select accounts schedule, you first have to define the period in which you want report ie the date. Click on "Show Report Data" to retrieve the information which you require as shown in the image below.

Report as At 16-May-2014 3

Show Report Data 4

previous day next day today

Select date 5

Day
Week
Month
Timeline

5/16/2014 - 5/18/2014

5/16/2014 **5/17/2014**

Due Contributions (On Course)

1. Baawua, Banjo | 700010002/I | Paid | 10.00
2. Andani, Ben | 400010001/I | Paid | 5.00
3. Asante, Anita | 500010034/I | Not Paid | 15.00
4. Yayra, Mabel | 700010027/I | Paid | 50.00
5. Yanga, Ramatu | 700010009/I | Paid | 50.00

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Susu Account Contribution Schedule

The Susu Accounts contribution schedule can be assessed by selecting the susu scheme, follow the drop down to "Susu Analysis" and locate Susu Accounts contribution schedule. After clicking on it, to select accounts status, you first have to define the period in which you want report ie the date. Click on "Show Report Data" to retrieve the information which you require as shown in the image below.

Date 16-May-2014 3

Show Report Data 4

P	Account Number	Client Name	Application Date
	700010002/I	Baawua, Banjo	01-Feb-2014
	400010001/I	Andani, Ben	01-Feb-2014
	500010034/I	Asante, Anita	01-Feb-2014
	700010027/I	Yayra, Mabel	15-May-2014

Hi, Ramponsah!

Setups
Group Susu Accounts
Client Information
Group Susu Analysis 1
Group Susu Scheme Reports
Cashier Interface
Cashier's Till Management
Regular Susu Accounts

Susu Accounts Status
Susu Accounts | All Stages
Susu Accounts | Stage 1A
Susu Accounts | Stage 1B
Susu Accounts | Stage 2
Susu Account Schedule 2
Susu Account Contribution Schedule

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Group Susu Scheme Reports

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Susu Account Details Report

The susu account details report can be assessed by first clicking on susu schemes. follow the drop down to group susu scheme reports and locate susu account details report. After clicking on it fill the spaces provided such as client's report you want to view, the branch and the period which you want to view report to ie the date. The report gives details such as the grade, position, start date, expiry date, due date, contribution expected, profit/loss, commissions etc as shown in the images below

Susu Schemes

Client: Type name or account num...
Branch: Select a branch
Show As At: 16-May-2014
Get Report

3

Group Susu Scheme Reports

1 Susu Account Details Report

2

Main Report

SUSU SCHEME STATUS REPORT

Andani, Ben
400010001/l

Grade:	5 GHG	Com. Expected:	950.00	Cont. Rate:	5.00
Position:	1ST	Profit/Loss:	155.00	Min. Cont.:	155.00
Start Date:	07-Feb-2014	Commissions:	50.00	Cont. Made:	500.00
Expiry Date:	06-Sep-2014	Net Payout:	747.00	Cont. in Default:	0.00
Due Date:	10-Mar-2014	Assigned Group:	One		

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Susu Account Contribution Schedule

The susu account contribution report can be assessed by first clicking on susu schemes. follow the drop down to group susu scheme reports and locate susu account contribution report. After clicking on it fill the spaces provided such as client's report you want to view, the branch and the period which you want to view report to ie the start date and end date. after which you click on get report to view as shown in the images below.

Susu Schemes

Client: Type name or account num...
Branch: Select a branch
Start Date: 01-Jan-2013
End Date: 17-May-2014
Get Report

3

Group Susu Scheme Reports

1 Susu Account Contribution Schedule

2

Main Report

Susu Contribution Schedule

February

W1				W2				W3				W4			
Sa	Mo	Tu	We	Sa	Mo	Tu	We	Sa	Mo	Tu	We	Sa	Mo	Tu	We
Affah, Grace								✓	✓	✓	✓	✓	✓	✓	✓
Agyeman, Laud								✓	✓	✓	✓	✓	✓	✓	✓

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Susu Due Rates Per Month

The susu due rates per month can be assessed by first clicking on susu schemes. follow the drop down to group susu scheme reports and locate susu due rates per month. After clicking on it fill the spaces provided such as client's report you want to view, the branch and the period which you want to view report to ie the start date and end date. after which you click on get report to view as shown in the images below.

ACCOUNT NUMBER	CLIENT NAME	RATE	PSN	GRP	AMOUNT	START DATE	DU DATE	EXPIRY DATE
700010007/I	Asare, Kofi	15.00	1	0	2,241.00	01-Jan-2000	06-Feb-2014	06-Aug-2014
TOTAL								
TOTAL AMOUNT AFTER EXITED CLIENTS								
LESS DORMANT CLIENTS								
CARRY FORWARD								

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Susu Contribution Performance

The susu contribution performance can be assessed by first clicking on susu schemes. follow the drop down to group susu scheme reports and locate susu contribution performance. After clicking on it fill the spaces provided such as client's report you want to view, the branch and the period which you want to view report to ie the start date and end date, stage and status. after which you click on get report to view as shown in the images below.

ACCOUNT NUMBER	CLIENT NAME	SCD	PSN	GRP	Rate	START DATE	DU DATE	AMOUNT PAYABLE MONTHS	AMOUNT RECEIABLE MONTHS	EXPECTED CONT. per PERIOD	ACTUAL CONT. per PERIOD	VARIANCE	PROJECTED VARIANCE	DAY(S) DELAYED	EXPIRY DATE
500010034/I	Asante, Anita	3	4	1	15.00	01-Jan-2000	26-Jun-2014	2,772.00	2,790.00	1,335.00	0.00	1,335.00	2,790.00	29	06-Sep-2014
700010007/I	Asare, Kofi	3	1	0	15.00	01-Jan-2000	06-Feb-2014	2,241.00	0.00	0.00	0.00	0.00	0.00	0	06-Aug-2014

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Group Susu Cash Flow Reports

The group susu cash flow report can be assessed by first clicking on susu schemes.follow the drop down to group susu scheme reports and locate group susu cash flow report.After clicking on it fill the spaces provided such as client's report you want to view,the branch and the period which you want to view report to ie the start date and end date.after which you click on get report to view as shown in the images below.

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Cashier Interface

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Cashier Homepage

The cashier homepage is where the cashier performs transactions such as disbursements and receive repayments.It can be assessed by clicking on the susu scheme,follow the drop down to cashier interface and locate cashier's homepage.Type in the clients surname or name to find and proceed by clicking find client.That particular clients details will be retrieved.You can click the number below either "Receive repayment" or "Disburse susu account" to perform preferred transaction as shown in the image below.

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Receive Susu Contributions

The Cashier also assess' this page anytime a client pays or makes a contribution. To locate this page click on the susu scheme, follow the drop down to cashier interface and locate 'receive susu contribution'. Fill in the form provided with relevant information such as client name, amount, the payment mode either cheque or cash etc after which you click on "receive susu contribution" to save the information inputted as shown in the image below.

Setups	General Ledger	Savings & Loans	Susu Schemes	Fixed Assets	Human Capital	
Payment Date <input type="text"/>			Setups Group Susu Accounts Client Information Group Susu Analysis Group Susu Scheme Reports Cashier Interface			<i>or account number of client</i> <input type="text"/> <i>client number</i> <input type="text"/>
Account No. <input type="text"/>						Cashier's Home Page Receive Susu Contributions
Surname <input type="text"/>						
Other Names <input type="text"/>						
Client Account N <input type="text"/>				Collected By (Staff) <input type="text"/> Select a Staff		
0 : <input type="text"/>				Collected By (Agent) <input type="text"/> Select an Agent		
						A B Save Received Contributions Below
Receive Susu Contribution						

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Cashier's Till Management

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Manage Cashiers' Till

To be able to setup a cashier, you first click on susu scheme, follow the drop down to cashiers till and locate manage cashiers' till. After clicking on it and page is displayed, click on the "add new record" icon on the far left corner at the top of the page to add a cashiers name and GL account for that particular cashier. You can also edit already existing cashiers by clicking on the blue button and also delete by clicking the red icon all located at the right side of the page as shown in the image below.

The screenshot shows the 'Manage Loan Types' screen. On the left, there's a table with columns for 'G/L Account' and 'Cashier'. A red box highlights the '+ Add new record' button at the top of the table. A red circle labeled '3' is placed over the 'G/L Account' column header. A red box highlights the 'Cashier' column header. On the right, a dropdown menu under 'Susu Schemes' has options like 'Setups', 'Group Susu Accounts', etc. A red circle labeled '1' is placed over 'Cashier's Till Management'. Another red circle labeled '2' is placed over 'Manage Cashiers' Till'.

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Open/Close Cashiers' Till

To assess the open/close cashiers' till, click susu schemes, follow the drop down to cashiers till management and locate the "open/close cashiers' till". After clicking on it,a page will then be opened.You are required to open the till for a particular date and also select a cashier.After doing that,click on open till to open the till for that particular cashier for the date chosen.This is shown in the image below.

The screenshot shows the 'Open/Close Cashiers' Till' screen. On the left, there's a form with 'Date' set to '15-May-2014' and 'Cashier' set to 'Richmond Amponsah (rampcnrah)'. Below the form are 'Open Till' and 'Close Till' buttons. A red box highlights the 'Date' and 'Cashier' fields. A red circle labeled '3' is placed over the 'Open Till' and 'Close Till' buttons. On the right, a dropdown menu under 'Susu Schemes' has options like 'Setups', 'Group Susu Accounts', etc. A red circle labeled '1' is placed over 'Cashier's Till Management'. Another red circle labeled '2' is placed over 'Open/Close Cashiers' Till'.

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Post Cashiers' Till

To assess the post cashiers' till, click susu schemes, follow the drop down to cashiers till management and locate the "post cashiers' till".After clicking on it,a page will then be opened,you are required to fill in the spaces with a date and select the cashier for that period after which you click on post cashiers' till to post.This is shown in the image displayed below.

The screenshot shows the coreERP software interface. On the left, there's a vertical navigation bar with categories: Savings & Loans, G/L & Accounting, Setups, General Ledger, Savings & Loans, Susu Schemes, Fixed Assets, and Human Capital. The 'Savings & Loans' section is currently active. In the main area, there's a form with fields for 'Date' (14-May-2014) and 'Cashier' (Richmond Amponsah (ramponsah)). Below the form is a button labeled 'Post Till' with a red arrow pointing to it. To the right of the form is a dropdown menu under 'Susu Schemes' with several options: Setups, Group Susu Accounts, Client Information, Group Susu Analysis, Group Susu Scheme Reports, Cashier Interface, Cashier's Till Management (option 1), Regular Susu Accounts, Manage Cashiers' Till, Open/Close Cashiers' Till, Post Cashiers' Till (option 2), and Cashup Cashier's Till. The 'Post Cashiers' Till' option is highlighted with a red circle.

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Cashup Cashiers' Till

To assess the cashup cashiers' till, click susu schemes, follow the drop down to cashiers till management and locate the "cashup cashiers' till". After clicking on it, a page will then be opened. Fill in the spaces provided with required information such as the date, select a cashier, select if you either want to cashup through the bank or with physical cash after which you click on the cashup till below. This is shown in the image displayed below.

The screenshot shows the coreERP software interface. The navigation bar is identical to the previous one. In the main area, there's a form with fields for 'Date' (07-May-2014), 'Cashier' (Richmond Amponsah (ra)), 'Balance In Till' (0.00), and 'Cash/Bank Account to Cashup' (Please select the cash or bank account). Below the form is a button labeled 'Cashup Till' with a red arrow pointing to it. To the right of the form is a dropdown menu under 'Susu Schemes' with the same options as before, including 'Cashier's Till Management' (option 1) and 'Cashup Cashier's Till' (option 2), both of which are highlighted with red circles.

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Regular Susu Account

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New Regular Susu Account

To open a new regular susu account, click on susu schemes, follow the drop down to regular susu accounts and locate new regular susu account and click on it. After clicking on it a page opens where you are required to fill a form such as the clients name, application date, susu grade, susu position, select assigned staff and also assigned agent. After filling the spaces required, click on save "susu account application" to save the information inputted. This is shown in the image below

	Setups	General Ledger	Savings & Loans	Susu Schemes	Fixed Assets	Human Capital	
Savings & Loans G/L & Accounting	<ul style="list-style-type: none"> ▶ Setups ▶ Group Susu Accounts ▶ Client Information ▶ Group Susu Analysis ▶ Group Susu Scheme Reports ▶ Cashier Interface ▶ Cashier's Till Management ▶ Regular Susu Accounts 1 						<ul style="list-style-type: none"> ▶ Account Status ▶ Contribution Amount ▶ Amount To Be Contributed ▶ Interest Deduction/Addition ▶ Total Commission ▶ Net Entitled ▶ New Regular Susu Account 2 ▶ Manage Regular Susu Accounts ▶ Regular Susu Scheme Reports ▶ Date Approved ▶ Expiry Date ▶ Date Disbursed
	<input type="text" value="Account Number"/> 3 <input type="text" value="Surname"/> 4 <input type="text" value="Other Names"/> <input type="button" value="Find Client"/>						
<p style="text-align: center;">▼ Save Susu Account Application</p>							

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Manage Regular Susu Account

To manage regular susu accounts, click on susu schemes, follow the drop down to regular susu accounts and locate "manage regular susu account " and click on it. After clicking on it a page opens where you are required to fill a form such as the clients surname name, other names etc. Just type in his or her surname and click on find client to retrieve clients details. After clients details is retrieved, click on the arrow beside it on your left to drop down options such as approve susu account and authorize for payout as shown in the images below.

	Savings & Loans	Susu Schemes	Fixed Assets	Human Capital			
	<ul style="list-style-type: none"> ▶ Surname 3 ▶ P Account No. 4 ▶ Susu Account Approve Susu 5 ▶ 500010033 6 ▶ Regular Susu Accounts 1 						<ul style="list-style-type: none"> ▶ Staff ID ▶ Agent ID ▶ Find Client ▶ Branch ▶ HEAD OFFICE ▶ disbursed Date Applied Date Approved Date Started ▶ 14-May-2014 ▶ 15-May-2014 ▶ 15-May-2014 ▶ New Regular Susu Account 2 ▶ Manage Regular Susu Accounts 2 ▶ Regular Susu Scheme Reports
	<input type="text" value="Surname"/> <input type="text" value="P"/> <input type="text" value="Susu Account"/> <input type="text" value="Approve Susu"/> <input type="text" value="500010033"/> <input type="button" value="Find Client"/>						
<p style="text-align: center;">▼ Save Susu Account Application</p>							

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Regular Susu Account Scheme Reports

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Regular Susu Account Details Report

The susu account details report can be assessed by first clicking on susu schemes. follow the drop down to regular susu accounts, find regular susu account scheme reports and locate regular susu account details report. After clicking on it fill the spaces provided such as client's report you want to view, the branch and the

period which you want to view report to ie the date.The report gives details such as the grade,position,start date,expiry date,due date,contribution expected,profit/loss,commissions etc as shown in the images below

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Regular Susu Account Contribution Schedule

The susu account contribution report can be assessed by first clicking on susu schemes.follow the drop down to regular susu account,locate regular susu account scheme report.After clicking on it fill the spaces provided such as client's report you want to view,the branch and the period which you want to view report to ie the start date and end date.after which you click on get report to view as shown in the images below.

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Regular Susu Contribution Performance

The susu contribution performance can be assessed by first clicking on susu schemes.follow the drop down to regular susu account ,locate regular susu account scheme reports and find regular susu contribution performance.After clicking on it fill the spaces provided such as client's report you want to view,the branch and the period which you want to view report to ie the start date and end date,stage and status.after which you click on get report to view as shown in the images below.

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Regular Susu Due Date Per Month

The regular susu due rates per month can be assessed by first clicking on susu schemes.follow the drop down to regular susu accounts and locate regular susu due rates per month.After clicking on it fill the spaces provided such as client's report you want to view,the branch and the period which you want to view report to ie the start date and end date.after which you click on get report to view as shown in the images below.

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Regular Susu Cash flow Report

The regular susu cash flow report can be assessed by first clicking on susu schemes.follow the drop down to regular susu accounts,locate regular susu cash flow report.After clicking on it fill the spaces provided such as client's report you want to view,the branch and the period which you want to view report to ie the start date and end date.after which you click on get report to view as shown in the images below.

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Regular Susu Analysis

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Susu Regular Accounts aAll Stages

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Susu Regular Accounts Stage 1A

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Susu Regular Accounts Stage 1B

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Susu Regular Accounts Stage 2

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Regular Susu Account Contribution Schedule

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