

coreERP Small & Medium Scale Business Management Software Solution

Table of contents

| | |
|--|----|
| Introduction | 4 |
| Login Into the System | 4 |
| Navigating the Menu Structure | 4 |
| Savings & Loans | 5 |
| Create New Client Account | 6 |
| Create New Loan Application | 6 |
| Verify Loan Application (Checklist Management) | 7 |
| Approve Loan Application | 9 |
| Disburse Loan Application | 10 |
| Loan Reports | 12 |
| Management Reports | 12 |
| Loans Given Report | 13 |
| Loan Balance by Product Category | 13 |
| Summary Loan Statement Report | 15 |
| Profitability by Client Report | 16 |
| Loans Proposed interest write off's | 17 |
| Loan Processing Report | 17 |
| Approved Undisbursed Loans Report | 18 |
| Front Office Report | 18 |
| Client Data Info Report | 19 |
| Client Loan Statement Report | 20 |
| Cumulative Outstanding Loans by Client | 21 |
| Loan Repayment Schedule | 22 |
| Credit Report | 23 |
| Credit Committee Report | 23 |
| Weekly Loan Projection Report | 25 |
| Loan Collateral Report | 25 |
| Loan History Report | 25 |
| Analytical Report | 27 |
| Loans Aging Analysis Report | 27 |
| Cashier | 27 |
| Setting up a cashier | 28 |
| Managing Client Transaction | 29 |
| Loan Reports | 30 |
| Cashier report | 30 |
| Detailed Cashier report | 30 |
| Summary Cashier report | 31 |
| Bank of Ghana Reports | 32 |
| Setup Management | 33 |
| Company profile | 34 |
| Countries,regions,cities & location | 34 |
| Manage currencies | 35 |
| Organizational structure | 35 |
| Human Capital | 36 |
| Staff Payroll | 36 |
| Processing payroll | 38 |
| Managing Staff Loans | 41 |

| | |
|--|----|
| Managing Leave of Absence | 43 |
| General Ledger | 44 |
| Chart of Accounts | 44 |
| Setup Chart of Accounts | 45 |
| Creating Categories of Accounts | 46 |
| Creating of Sub Accounts | 46 |
| Creating of Accounts | 47 |
| Print Chart of Accounts | 47 |
| Default Account Names | 48 |
| Default G/L Accounts | 49 |
| Creating Chart of Accounts | 50 |
| Journal Entry | 52 |
| Petty Cash | 54 |
| Financial Reports | 55 |
| Budget & Financial Analysis | 57 |
| Vouchers | 57 |
| Receipt Voucher Transactions | 57 |
| Payment Voucher Transactions | 59 |
| Post Voucher | 59 |
| Customer Management | 61 |
| Suppliers Management | 61 |
| Fixed Assets | 62 |
| Setups | 62 |
| Staff Jobs Titles | 62 |
| Staff Categories | 63 |
| Manage Asset Categories | 64 |
| Staff Management | 65 |
| New Staff | 65 |
| Manage Staff | 66 |
| Asset Management | 67 |
| New Asset | 67 |
| Manage Assets | 68 |
| Manage Assets Depreation | 69 |
| Post Assets | 70 |
| Asset Reports | 70 |
| Fixed Assets Register Report | 71 |
| Fixed Assets Depreciation Report | 71 |

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.

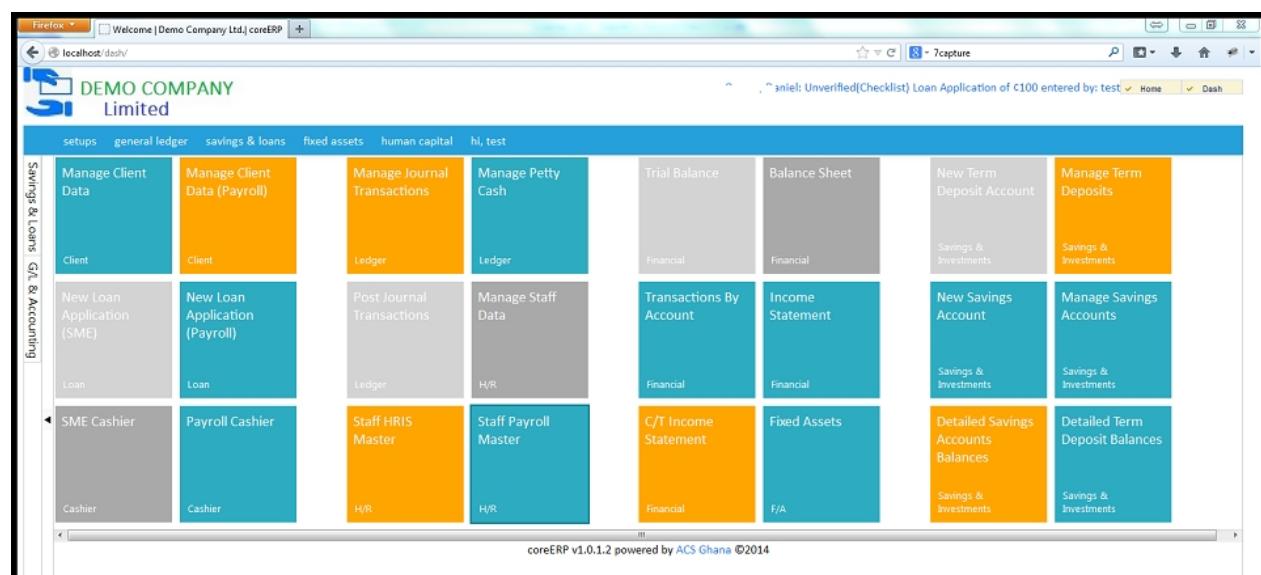
Main Tile-list Menu

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

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 in the system for him/her as shown in the image below:

The screenshot shows the 'savings & loans' setup menu. The 'New Loan Application' option is highlighted in grey. Other options include Client Information, Loans, Loan Reports, Loan Agreement Templates, Post Dated Checks, KM - SME Loans - Kokomle, Loans Enquiry, Manage Loans, Write off Interest, Approve Additional Interest, Due Checks, Manage Invoice Loans, New Invoice Loan, Edit Loan Schedule, Client Activity Log (Work Plan), Print Out Loan Disbursement Ticket, and Reverse Loan Transactions.

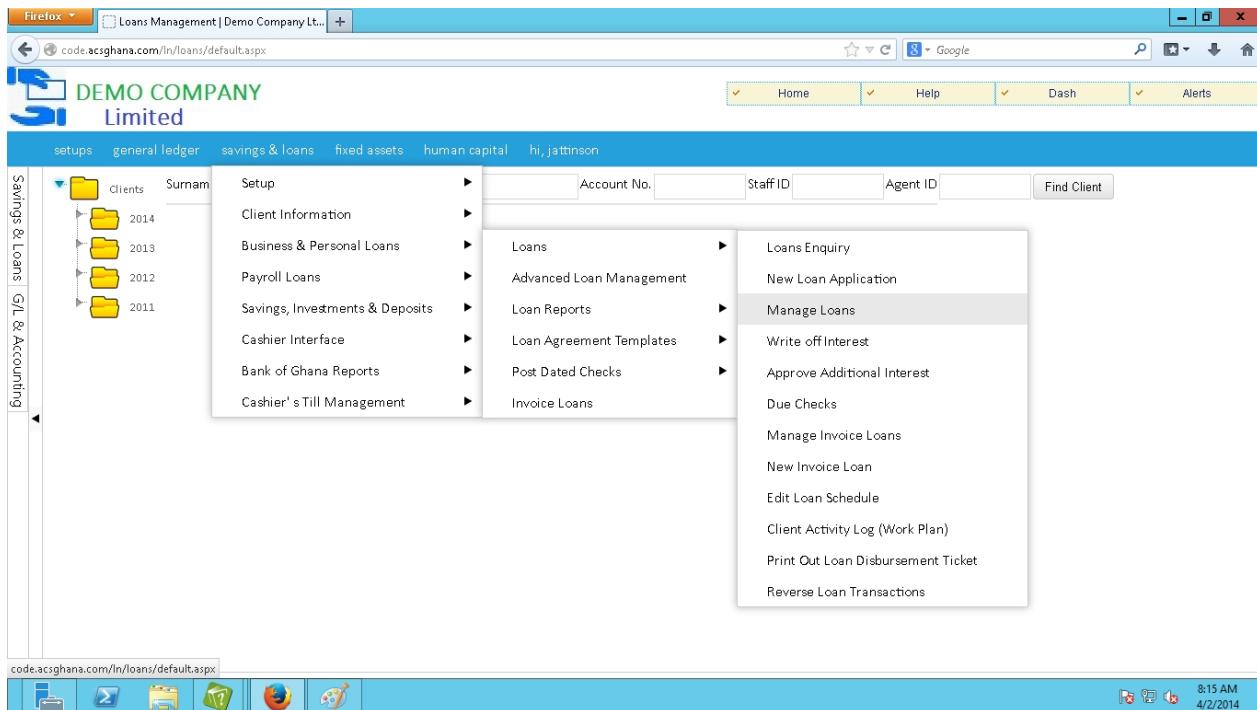
Proceed to fill in the loan application details as specified in the image below:

The screenshot shows the 'Loans Management' page. The loan application form includes fields for Account No., Surname, Other Names, Client Selected (with a dropdown for 'Type name or account number of client'), Amount Requested, Loan Date (set to 12-Mar-2014), Loan Type, Repayment Mode, Tenure of Loan, Interest Calculation (Straight Line), Interest Rate, Processing Fee, Insurance, Grace Period, Amount Disbursed, Assigned Staff (dropdown for 'Gyan, Asamoah (KM00010)'), Amount Approved, Principal Balance, and various tabs for loan guarantors, loan collaterals, credit officer notes, loan financials, supporting documents, repayment schedule, loan repayments, and loan additional interest. The 'Save Loan Application' button is highlighted.

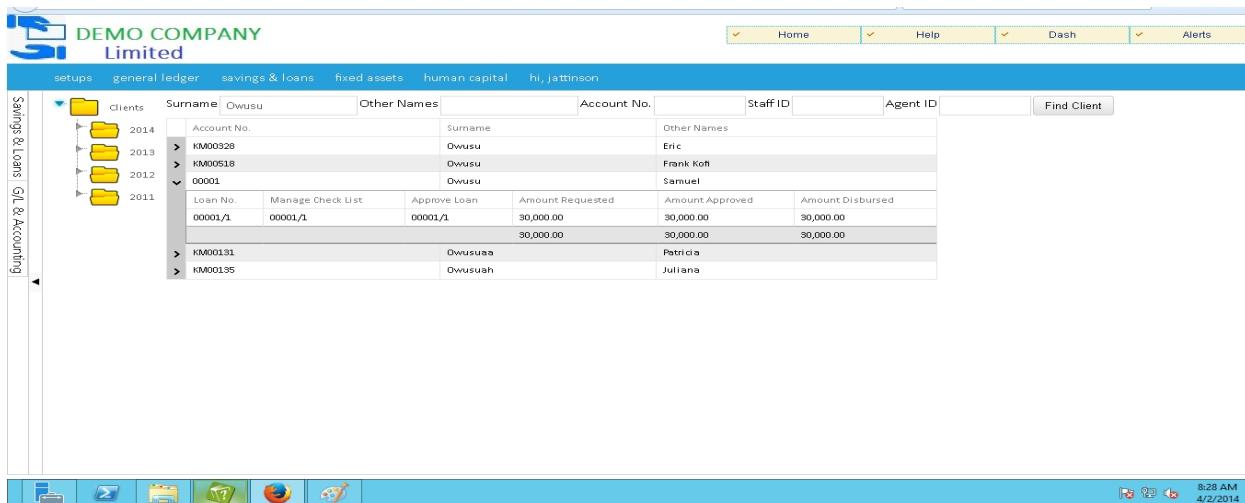
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Verify Loan Application (Checklist Management)

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



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.

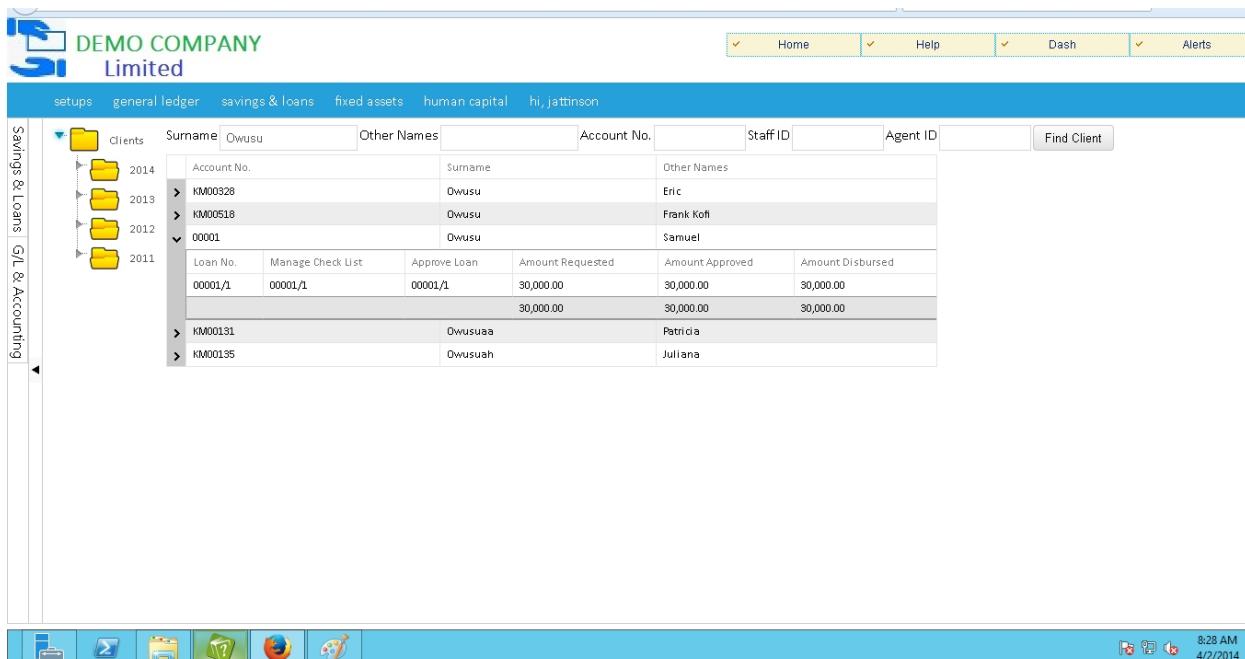
The screenshot shows a web-based application window titled "Loans Management | Demo Company Ltd...". The top navigation bar includes links for "setups", "general ledger", "savings & loans", "fixed assets", "human capital", and "hi, jattinson". A dropdown menu for "Interest Calculation" is set to "Straight Line". On the right, dropdown menus for "Repayment Mode" (set to "Monthly") and "Loan Type" (set to "Micro") are visible. The main content area displays a "Check List Item" table with 15 rows, each with a checkbox column and a "Comments" column. The last row, "Payment of processing fee", has its checkbox checked and is highlighted with a red oval. Below the table are tabs for "Loan Guarantors", "Loan Collaterals", "Repayment Schedule", "Supporting Documents", and "Credit Manager Comments". At the bottom, there are buttons for "Surname", "Other Names", "ID No", "Picture", "View/Edit Guarantor", and "Delete Guarantor". The status bar at the bottom right shows the time as "11:03 AM" and the date as "4/2/2014".

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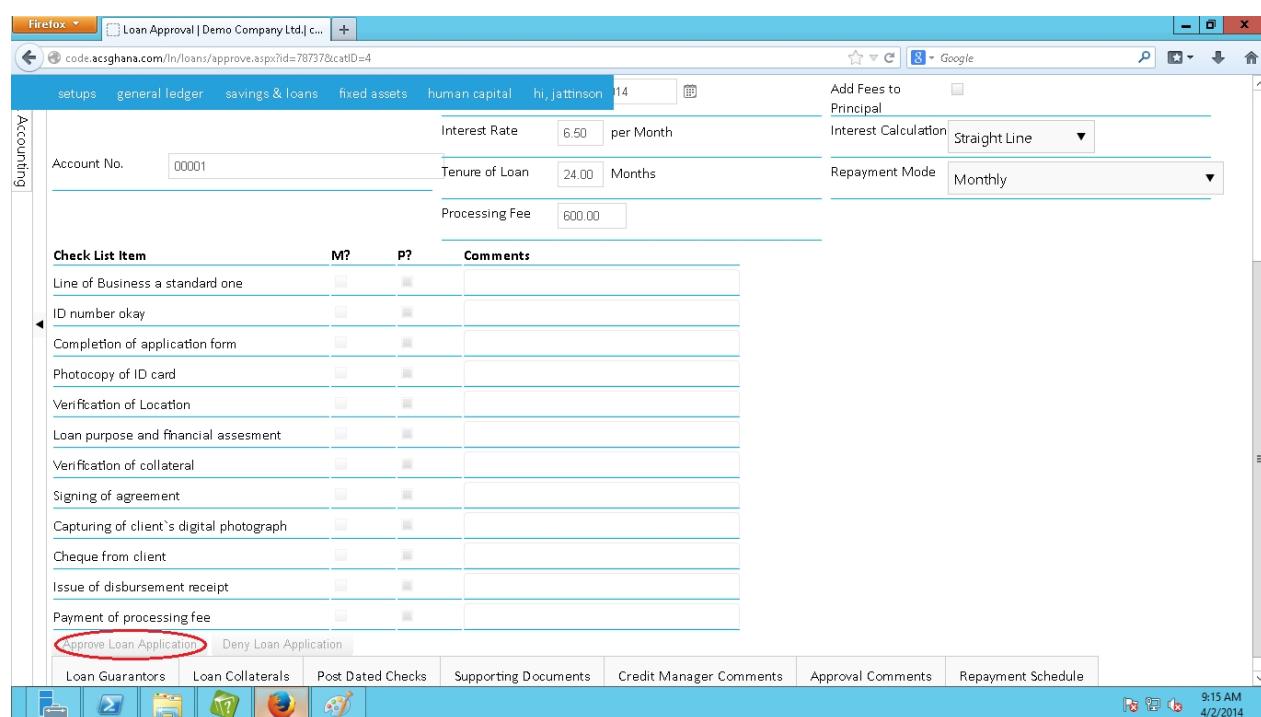
Approve Loan Application

To approve loan follow steps used in verifying loan, but select the figure below Approve loan to

The screenshot shows the same "Loans Management | Demo Company Ltd..." application window. The left sidebar has a "Savings & Loans" section with a tree view showing "Clients" expanded, with sub-folders for "2014", "2013", "2012", and "2011". Other options include "Setup", "Client Information", "Business & Personal Loans", "Payroll Loans", "Savings, Investments & Deposits", "Cashier Interface", "Bank of Ghana Reports", and "Cashier's Till Management". The main content area shows a navigation tree under "Loans": "Loans", "Advanced Loan Management", "Loan Reports", "Loan Agreement Templates", "Post Dated Checks", and "Invoice Loans". A dropdown menu is open over the "Loans" item, listing options: "Loans Enquiry", "New Loan Application", "Manage Loans" (which is highlighted), "Write off Interest", "Approve Additional Interest", "Due Checks", "Manage Invoice Loans", "New Invoice Loan", "Edit Loan Schedule", "Client Activity Log (Work Plan)", "Print Out Loan Disbursement Ticket", and "Reverse Loan Transactions". The status bar at the bottom right shows the time as "8:15 AM" and the date as "4/2/2014".



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.



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Disburse Loan Application

To disburse the approved loan, click on savings & loans then select the cashier interface which leads to the disburse loan icon

Screenshot of coreERP software showing the 'Savings & Loans' section. A context menu is open over a loan record for account number 00001. The menu items include:

- Disburse Loan
- Receive Loan Repayment
- Multi-Loan Payment
- Multi-Loan Payment Reprint
- Cashier Reports

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.

| | 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 |

Disbursement Date: 02-Apr-2014 Principal Balance: 30,000.00

Disbursement Amount: 30,000.00 Add Fees to Principal

Payment Type: Cash Amount Approved: 30,000.00

Account No.: 00001 Check No.

Surname: Owusu Bank:

Other Names: Samuel Post to Saving's Account

Loan ID: 00001/1

Disburse Loan Amount

| Loan Guarantors | Loan Collaterals | Repayment Schedule | Loan Repayments |
|-----------------|-------------------|--------------------|-----------------|
| Surname: Appiah | Other Names: Amos | ID No: 99999 | Picture |

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Loan Reports

This page is accessed 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

Setup
Client Information
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

Trial Balance
Balance Sheet
New Term Deposit Account
Savings & Investments
Manage Term Deposits
Savings & Investments

Financial
C/T Income Statement
Fixed Assets
Detailed Savings Accounts Balances
Savings & Investments

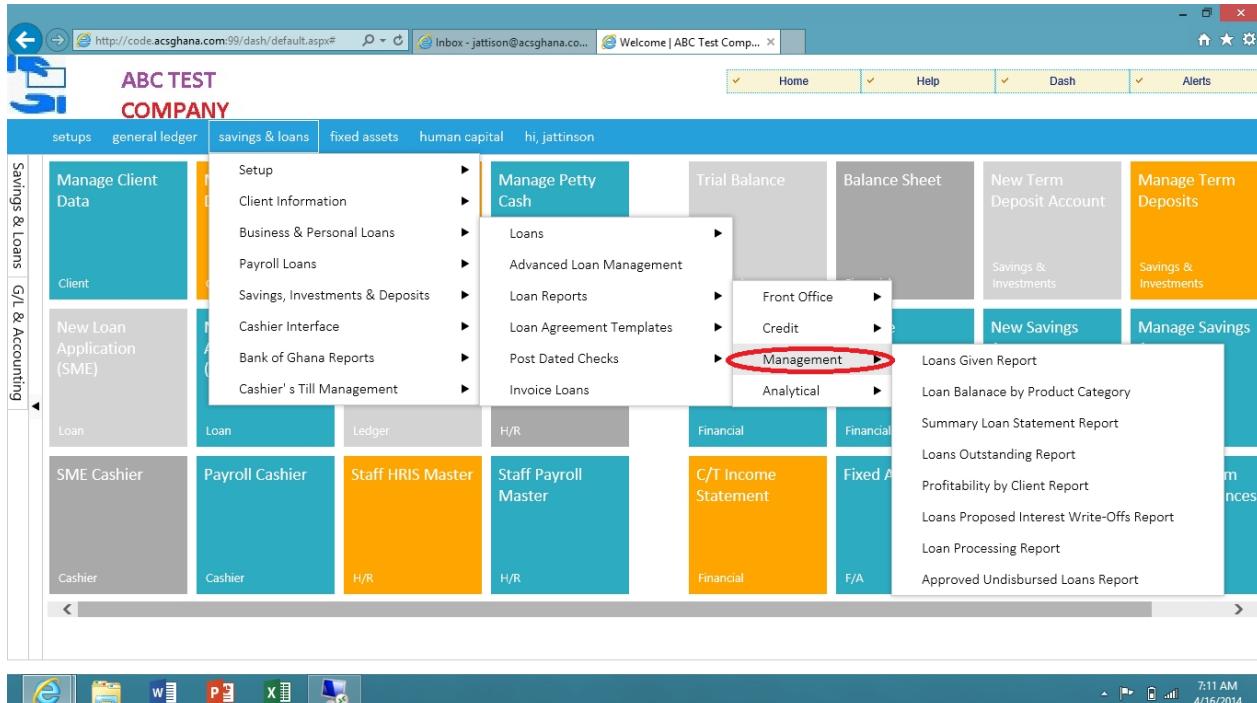
Financial
F/A
Savings & Investments
Savings & Investments

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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

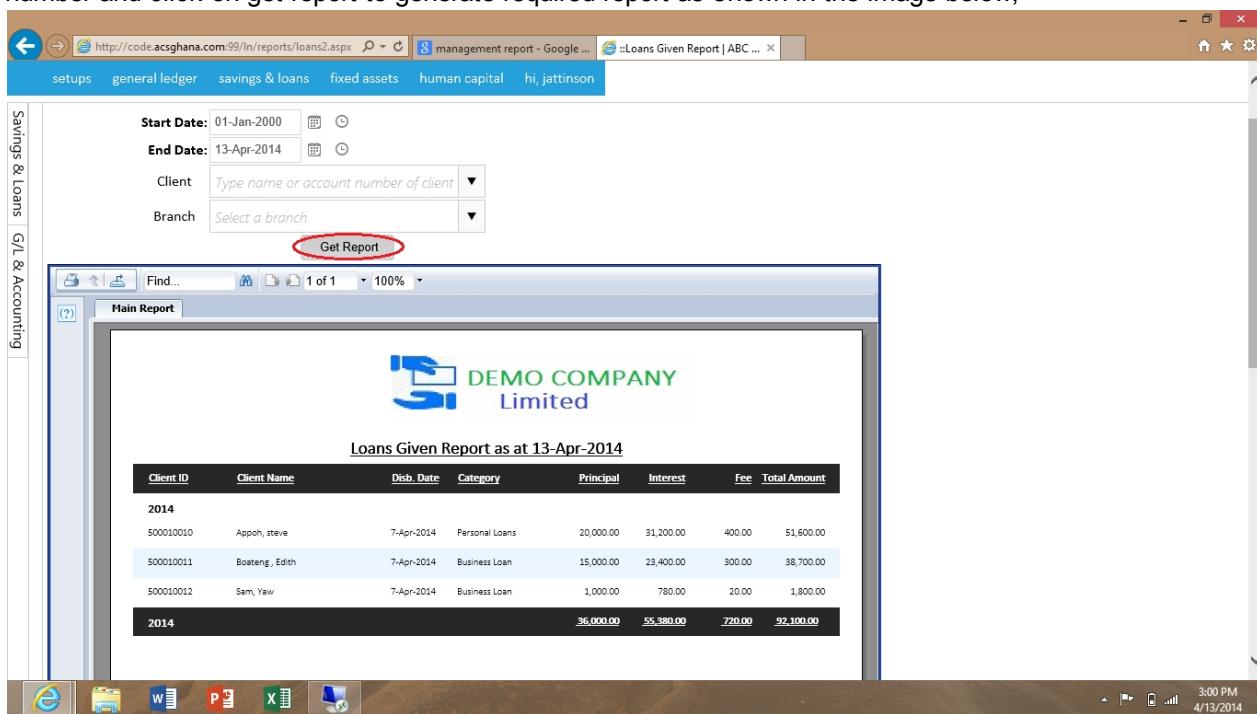
reports select savings & loans, business & personal loans follow to loan reports and select management loans as shown in the image below.



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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,



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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 shown in the images below,

The screenshot shows the software's navigation structure. It starts with a top menu bar containing links like Home, Help, Dash, and Alerts. Below this is a main menu with categories such as setups, general ledger, savings & loans, fixed assets, human capital, and hi, ramponsah. A sidebar on the left lists options like Savings & Loans and G/L & Accounting. The 'savings & loans' section is currently active, displaying sub-options like Start Date, End Date, Client, Branch, and Business & Personal Loans. The 'Business & Personal Loans' option is circled. A dropdown menu for 'Business & Personal Loans' shows 'Loans' and 'Advanced Loan Management', with 'Loans' being circled. Another dropdown for 'Loans' shows 'Loan Reports' (circled), 'Loans Given Report', 'Loan Balance by Product Category' (circled), 'Summary Loan Statement Report', 'Loans Outstanding Report', 'Profitability by Client Report', 'Loans Proposed Interest Write-Offs Report', 'Loan Processing Report', and 'Approved Undisbursed Loans Report'. The 'Management' option under 'Advanced Loan Management' is also circled. The bottom part of the screenshot shows a report titled 'Main Report' with a table of 'ALL OUTSTANDING LOANS'. The table has columns for Client Name, Loan ID, Principal, Interest, Total Expected, Total Paid, Written Off, and Outstanding Amount. The data shows several entries for clients like Abaidoo, Frank, Dugbary, Felix, Dadzie, George, Tuffour, Henry, Bonzoh, Francis Wilmot, and Owen, Jack. The total outstanding amount is listed at the bottom as 73,639.62.

| 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 |
| Dugbary, 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 |

| Client Name | Loan ID | Principal | Interest | Total Expected | Total Paid | Written Off | Outstanding Amount |
|-------------------------|-------------|------------------|------------------|-------------------|------------------|-------------|--------------------|
| 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 |
| Bonzhoh, 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 | | | | | | | |
| Chesney, Kenny | 100010023/1 | 1,700.00 | 459.00 | 2,159.00 | 0.00 | 0.00 | 2,159.00 |
| Cole, Swindle | 100010024/2 | 30,000.00 | 9,000.00 | 39,000.00 | 5,000.00 | 0.00 | 34,000.00 |
| SME | | 31,700.00 | 9,459.00 | 41,159.00 | 5,000.00 | 0.00 | 36,159.00 |
| GRAND TOTAL | | 99,700.00 | 20,524.62 | 120,224.62 | 10,426.00 | 0.00 | 109,798.62 |

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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.

123 TEST COMPANY

Savings & Loans G/L & Accounting

Start Date: End Date: Client Branch

Main Report

Loans

Client ID Client Name

2013

Fee Total Amount

Loans Given Report
Loan Balance by Product Category
Summary Loan Statement Report
Loans Outstanding Report
Profitability by Client Report
Loans Proposed Interest Write-Offs Report
Loan Processing Report
Approved Undisbursed Loans Report

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

Main Report

DEMO COMPANY Limited

Summary Loan Statement as at 16-Apr-2014

Car Loan

| # | Client ID | Client Name | Principal | Interest | Add. Intere | Total | Paid | Written Off | O/s Proc | Outstanding |
|---|-----------|------------------|-----------|----------|-------------|-----------|------|-------------|----------|-------------|
| 1 | 500010023 | Duchateau, Felix | 10,000.00 | 2,700.00 | 0.00 | 12,700.00 | 0.00 | 0.00 | 0.00 | 12,700.00 |

12:33 PM
4/16/2014

Personal Loans

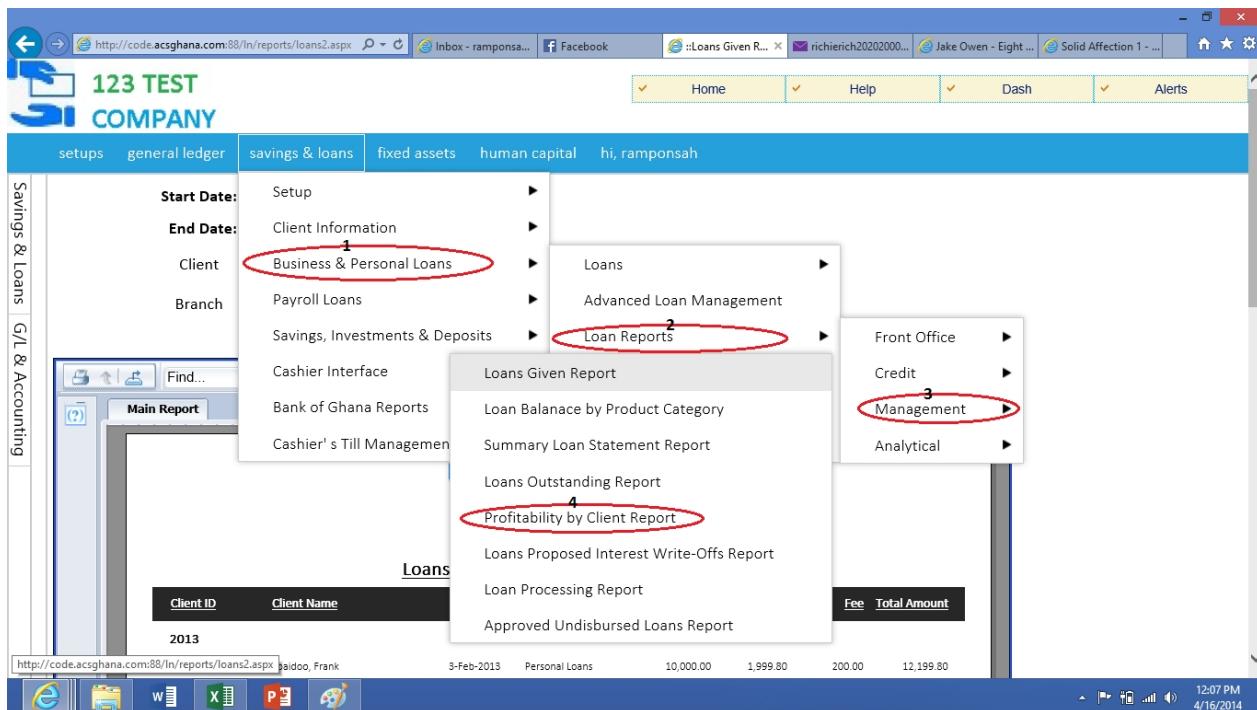
| # | Client ID | Client Name | Principal | Interest | Add. Intere | Total | Paid | Written Off | O/s Proc | Outstanding |
|-----------------------|-----------|-------------------------|------------------|------------------|-----------------|-------------------|------------------|-------------|-------------|-------------------|
| 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 | Bonzhoh, 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 |

12:36 PM
4/16/2014

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Profitability by Client Report

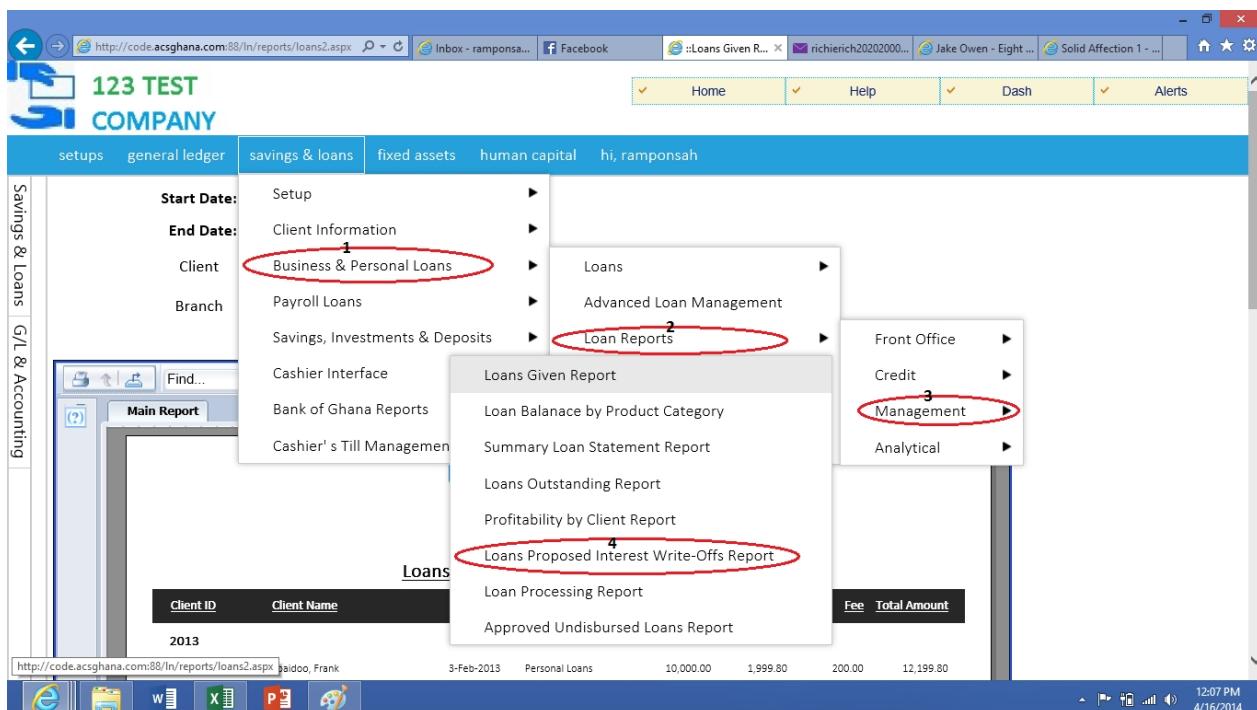
The Profitability by client report can also be assessed by first clicking on savings & loans, follow the drop down to loan reports, click on management then Profitability by client report as show in the images below,



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Loans Proposed interest write off's

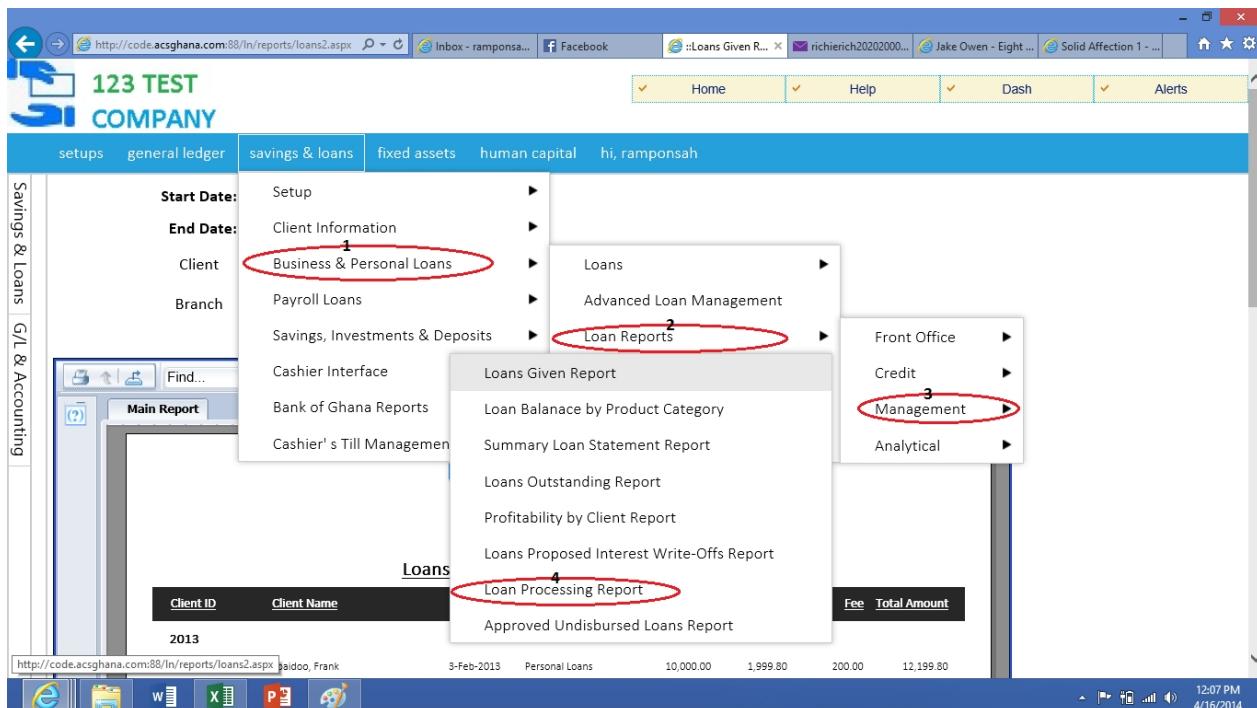
Loans proposed interest write off's can be assessed by first clicking on savings & loans, follow the drop down to loan reports,click on management then loans proposed interest write off's as show in the images below,



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Loan Processing Report

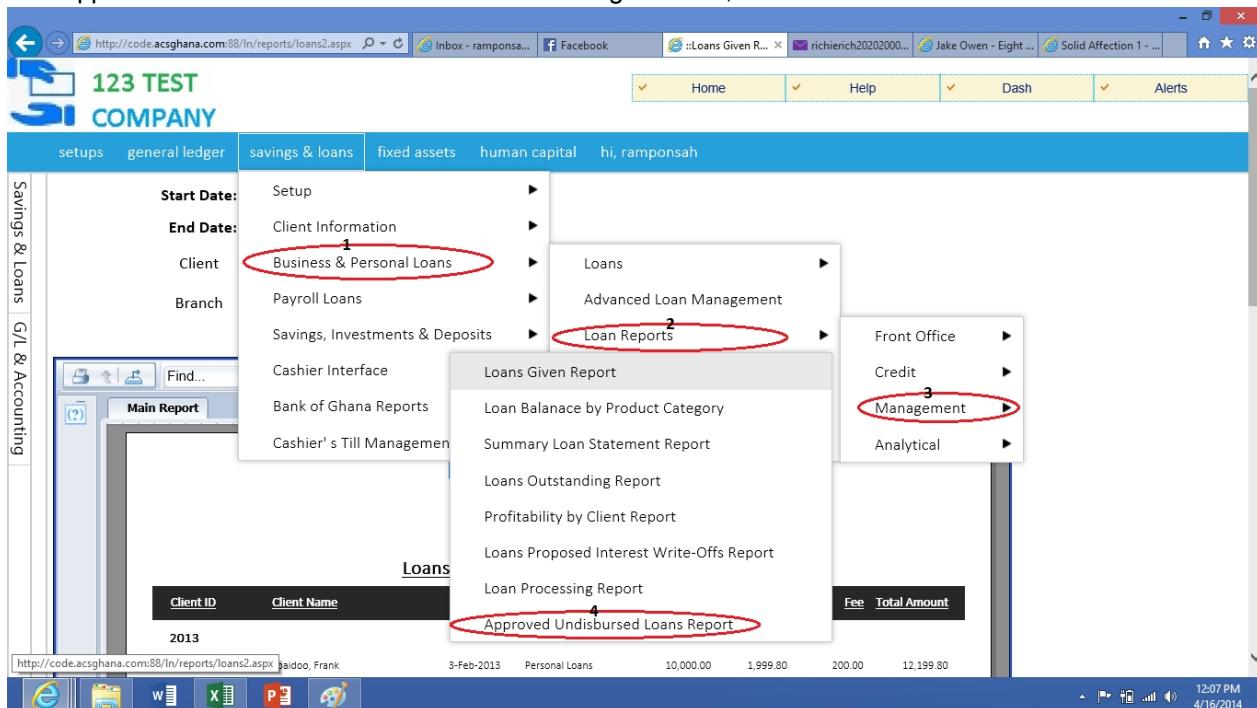
Loans processing reports can be assessed by first clicking on savings & loans, follow the drop down to loan reports,click on management then Loans processing reports as show in the images below,



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Approved Undisbursed Loans Report

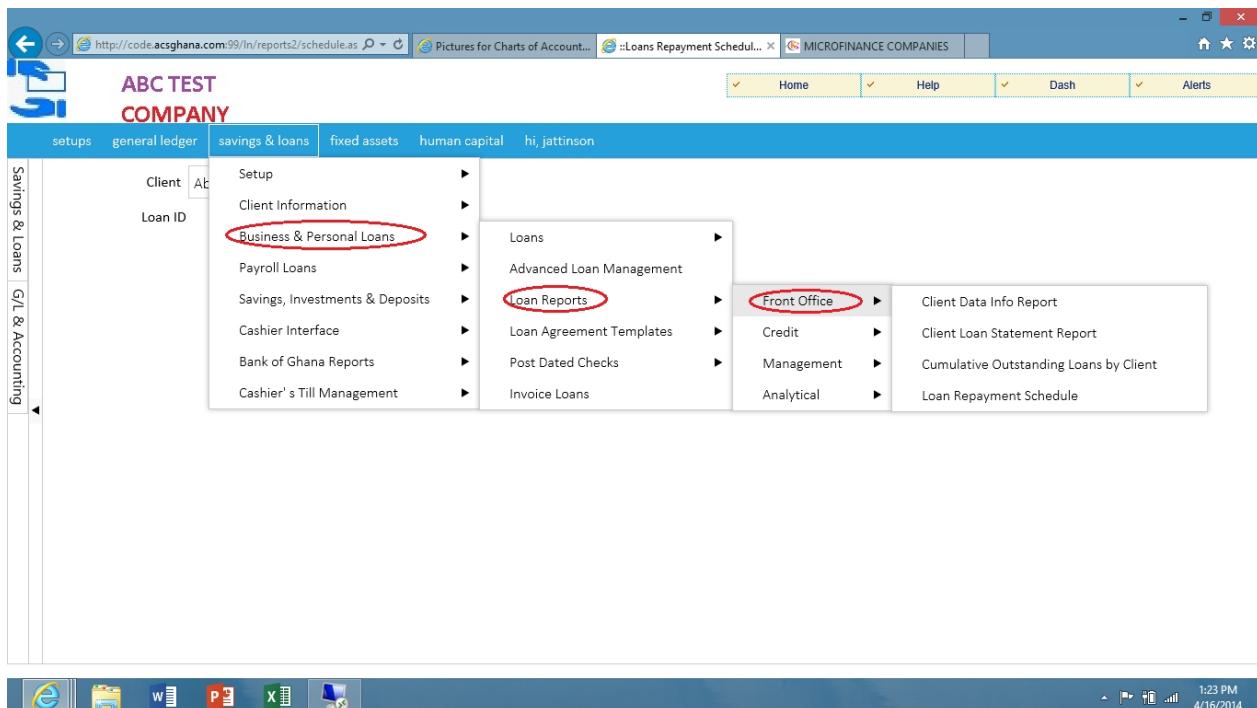
This also shows loans which have been approved but not disbursed yet or given out to clients. It can be assessed by first clicking on savings & loans, follow the drop down to loan reports, click on management then approved undisbursed loans as show in the images below,



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Front Office Report

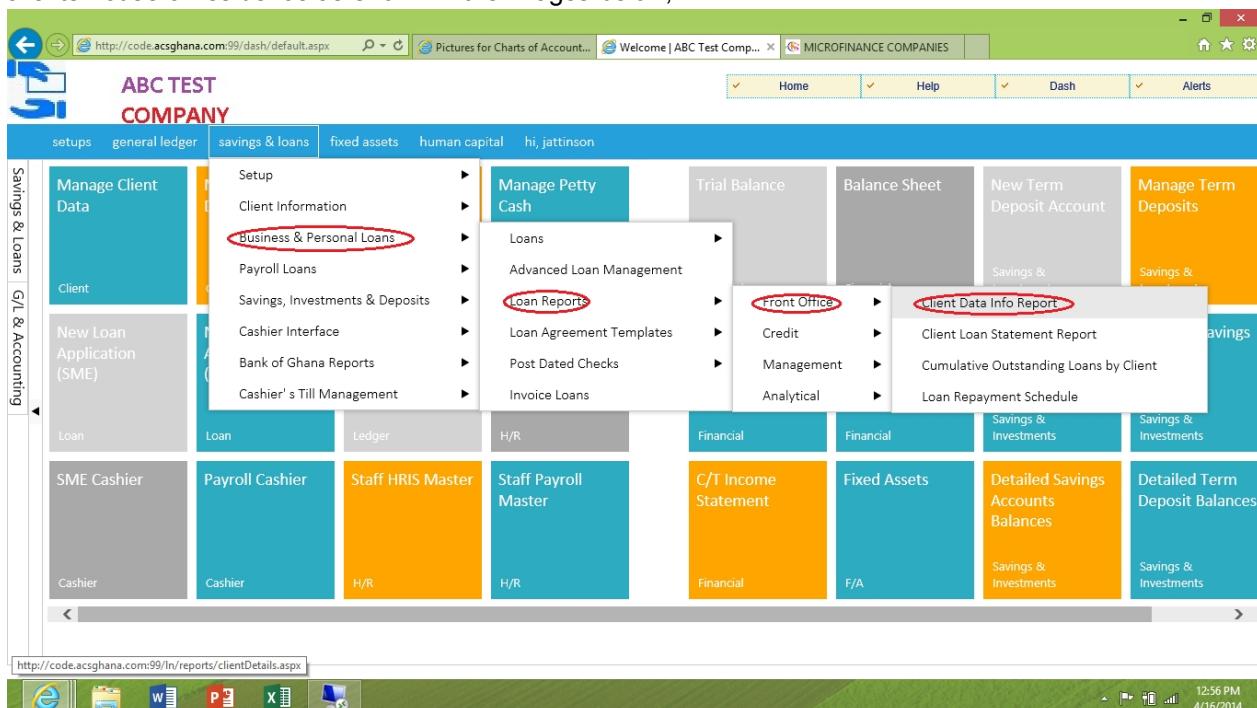
The front line reports consist of loan statements, cumulative outstanding loans and loan repayment schedule etc as shown in the image below,



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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,



ABC TEST COMPANY

Savings & Loans G/L & Accounting

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

Get Report

Main Report

DEMO COMPANY Limited

Client Details Report

Client ID: 500010021
Client Name: Badu, Yaw
Category: Micro-Business
Directions: Box 55
Accra
Mailing Address: Nungua Barrier
Work Mobile: 0214454447
Home

Image

12:54 PM 4/16/2014

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Client Loan Statement Report

The client loan statement report gives an overview of a particular clients loan facility such as the loan approval amount, interest on loan etc as shown in the images below,

ABC TEST COMPANY

Savings & Loans G/L & Accounting

Client
New Loan Application (SME)
Loan
SME Cashier

Setup
Client Information
Business & Personal Loan
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

Trial Balance
Front Office
Credit
Management
Analytical

Balance Sheet
Management
Analytical

New Term Deposit Account
Savings & Investments

Manage Term Deposits
Savings & Investments

Client Data Info Report
Client Loan Statement Report
Cumulative Outstanding Loans by Client
Loan Repayment Schedule

C/T Income Statement
Financial

Fixed Assets
F/A

Detailed Savings Accounts Balances
Savings & Investments

Detailed Term Deposit Balances
Savings & Investments

http://code.acsghana.com:99/in/reports/statement.aspx

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 |

| 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 |

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Cumulative Outstanding Loans by Client

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 TOT | 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 | 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 | |

The screenshot shows a software interface for 'ABC TEST COMPANY'. 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' and 'Branch', and a 'Get Report' button. A red box highlights this search area. The main content area displays a report titled 'Main Report' for 'DEMO COMPANY Limited'. The report header includes the company logo and the text 'OUTSTANDING LOANS FOR: 500010023 Abu, Issaka'. Below the header is a table with the following data:

| 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 | 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 |

At the bottom of the screen, there's a taskbar with icons for various applications like Internet Explorer, Word, Excel, and File Explorer. The date and time are shown as 1:12 PM on 4/16/2014.

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Loan Repayment Schedule

The screenshot shows the same 'ABC TEST COMPANY' interface. In the left sidebar, under 'savings & loans', there's a dropdown menu. The 'business & Personal Loans' option is highlighted with a red circle. In the main content area, there's a navigation tree. The 'Loan Reports' node is also highlighted with a red circle. Under 'Front Office', the 'Loan Repayment Schedule' option is highlighted with another red circle. The date and time at the bottom are 1:18 PM on 4/16/2014.

The screenshot shows a web-based application window titled "Loans Repayment Schedule". At the top, there are dropdown menus for "Client" (Appoh, steve - 500010010) and "Loan ID" (500010010/1 - 20,000.00). Below these are buttons for "Get Report" and "Find...". The main content area is titled "Main Report" and displays the "DEMO COMPANY Limited" logo. It then shows the "Loan Repayment Schedule" for Client ID 500010010. The schedule details the following payments:

| 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 |

The bottom of the window shows standard Windows taskbar icons and the date/time (3:49 PM 4/13/2014).

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Credit Report

The screenshot shows the "ABC TEST COMPANY" software interface. The top navigation bar includes links for "Home", "Help", "Dash", and "Alerts". The main menu bar has items like "setups", "general ledger", "savings & loans", "fixed assets", "human capital", and "hi, jattinson". The "savings & loans" menu is currently selected. A detailed navigation tree is visible under "savings & loans", with several sub-menus expanded, such as "Business & Personal Loans" and "Credit". The "Credit" menu item is highlighted with a red box. Other visible menu items include "Front Office", "Management", and "Analytical". The interface uses a color-coded scheme with teal, orange, and grey boxes.

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Credit Committee Report

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. A dropdown menu from the 'savings & loans' tab leads to a sub-menu for 'Business & Personal Loans'. This sub-menu includes options like Setup, Client Information, Payroll Loans, Savings, Investments & Deposits, Cashier Interface, Bank of Ghana Reports, and Cashier's Till Management. From the 'Business & Personal Loans' sub-menu, another dropdown menu is shown for 'Loan Reports', which includes Advanced Loan Management, Loan Agreement Templates, Post Dated Checks, and Invoice Loans. A third-level dropdown menu from 'Advanced Loan Management' shows 'Credit' as one of the options. A fourth-level dropdown menu from 'Credit' shows the 'Credit Committee Report' option, which is highlighted with a red circle. The main report area displays the 'Credit Committee Report as at 30-Apr-2014' for Client ID 500010020, Client Name Ghana, Ama, and Loan ID 500010020/1. The report also lists address and work/mobile/home information.

This screenshot shows the same coreERP interface as above, but with a different focus. The search parameters for the 'Credit Committee Report' are highlighted with a red box. These parameters include Start Date (01-Apr-2014), End Date (30-Apr-2014), Client (Ghana, Ama (500010020)), and Branch (Select a branch). Below these parameters, a 'Get Report' button is visible. The main report area displays the same 'Credit Committee Report as at 30-Apr-2014' for the specified client and date range. The report includes the same client details and financial summary as the previous screenshot.

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), 'Requested' (1,000.00), 'Approved' (1,000.00), 'Disbursed' (0.00), 'Affordability' (N/A), 'Risk' (N/A), 'Assigned Staff', 'Start Date' (Apr-21-2014), 'End Date' (Mar-16-2015), 'Repayment Mode', 'Principal Pmt', 'Interest Pmt', and 'Total Pmt'. Below these are sections for 'Credit Officer Notes' and 'Approval Comments'. 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 input fields. The status bar at the bottom right shows the time as 1:32 PM and the date as 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. At the top, there's a navigation bar with links for Home, Help, Dash, and Alerts. Below the navigation bar is a main menu with categories like setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. The 'savings & loans' category is currently selected. A sub-menu for 'savings & loans' is open, showing options such as Manage Petty Cash, Trial Balance, Balance Sheet, New Term Deposit Account, and Manage Term Deposits. One of these options, 'Manage Term Deposits', has a sub-sub-menu with items like Savings & Investments, Manage Savings Accounts, and Manage Term Deposit Balances. Several menu items are circled in red, specifically 'business & Personal Loans', 'Loan Reports', 'Credit', and 'Loan History Summary'.

This screenshot shows the coreERP software interface again. The top part shows a report configuration screen 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 this form. The bottom part shows a preview of the generated report titled 'Main Report'. The report header includes the logo of 'DEMO COMPANY Limited' and the title 'Loan History Report b/n 01-Jan-2014 and 30-Apr-2014'. It displays client details: Client ID: 500010021, Client Name: Badu, Yaw, Address: Box 55, Directions: Nungua Barrier, City: Accra, Home Phone: 0214454447, Work Phone: 0214454447. There's also a placeholder for an image. The status bar at the bottom indicates the URL as http://code.acsghana.com:99/in/reports/loanHistory.aspx and the time as 4:35 PM on 4/16/2014.

Main Report

DEMO COMPANY Limited

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

| # | 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

ABC TEST COMPANY

- Savings & Loans
 - Manage Client Data
 - Business & Personal Loans
 - New Loan Application (SME)
- General Ledger
 - Setup
 - Manage Petty Cash
 - Client Information
 - Payroll Loans
 - Savings, Investments & Deposits
 - Cashier Interface
 - Bank of Ghana Reports
 - Cashier's Till Management
- Fixed Assets
 - Loans
 - Advanced Loan Management
 - Loan Reports
 - Loan Agreement Templates
 - Post Dated Checks
 - Invoice Loans
- Human Capital
 - Trial Balance
 - Front Office
 - Credit
 - Management
 - Analytical
- Financial
 - Balance Sheet
 - New Term Deposit Account
 - Savings & Investments
 - New Savings Account
 - Manage Savings Accounts
 - Loans Aging Analysis Report
 - Savings & Investments
 - Detailed Savings Accounts Balances
 - Savings & Investments
 - Detailed Term Deposit Balances
 - Savings & Investments
- Human Resources
 - C/T Income Statement
 - Fixed Assets
 - F/A

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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

The screenshot shows the coreERP software interface. The top navigation bar includes 'Home', 'Help', 'Dash', and 'Alerts'. The main menu has categories like 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. On the left, a sidebar lists 'Savings & Loans' and 'G/L & Accounting'. Under 'savings & loans', there are sub-options: 'Manage Client Data' (Client), 'New Loan Application (SME)' (Loan), and 'SME Cashier' (Cashier). Under 'G/L & Accounting', there are sub-options: 'Manage Petty Cash' (Ledger), 'Manage Staff Data' (Bank of Ghana Reports), and 'Manage Cashiers' Till' (Cashier's Till Management). A dropdown menu is open over the 'Manage Cashiers' Till' option, listing sub-options: 'Clear Checks (Post Check Receipts)', 'Open/Close Cashiers' Till', 'Post Cashiers' Till', and 'Cashup Cashiers' Till'.

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

The screenshot shows the 'Manage Loan Types' page. The top navigation bar includes 'Home', 'Help', 'Dash', and 'Alerts'. The main content area shows a table of loan types with columns for 'G/L Account' and 'User'. A new record button ('+ Add new record') is circled in red. A modal dialog box is open, prompting for a 'GL Account' selection. It contains two dropdown menus: 'Select a GL Account' and 'Select a User'. The 'Insert' button at the bottom of the dialog is also circled in red. The table below the dialog lists existing records such as '1011 - Bernice Lawyer Till', '1012 - Fafareba Till', etc.

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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 coreERP software interface for managing client transactions. The main menu bar includes 'File', 'Edit', 'View', 'Tools', 'Help', and 'Dash'. The top navigation bar shows 'Home', 'Help', 'Dash', and 'Alerts'. On the left, a sidebar menu lists 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. Under 'savings & loans', 'G/L & Accounting' is also listed. The main content area is titled 'DEMO COMPANY Limited' and shows a client record for 'Yakubu, Farouk (00003)'. The client details include Surname: 'Yakubu', Acc. Num: '00003', and a dropdown for Other Names with 'yakubu' selected. A table for 'Business & Personal Loans' shows a single entry for a loan disbursed on 01-Apr-2014. Another table for 'Savings, Investments & Deposits' shows a deposit of 50.00 and a balance of 80.00. The 'Cashier Interface' section contains links for 'Cashier's Home Page', 'Disburse Loan', 'Receive Loan Repayment', 'Multi-Loan Payment', and 'Multi-Loan Payment Reprint'. The bottom status bar shows the URL 'code.acsghana.com/in/cashier/default3.aspx', browser icons, and the date/time '9:14 AM 4/3/2014'.

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.

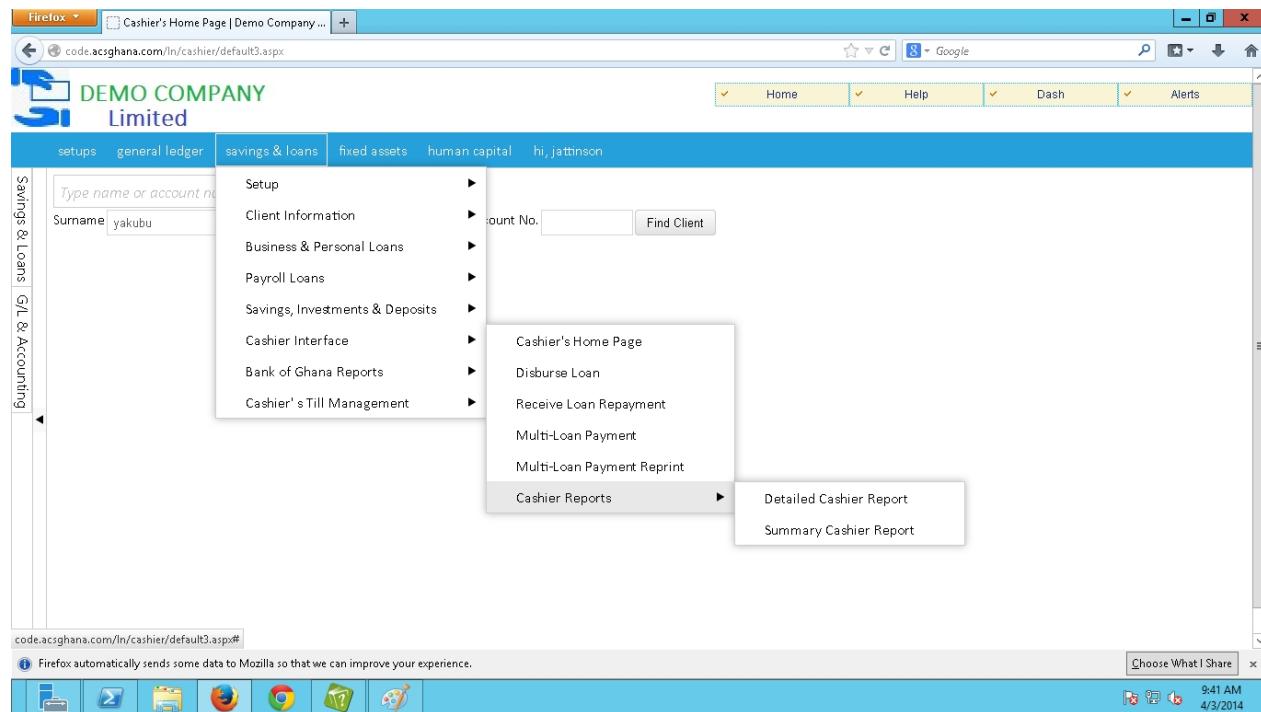
This screenshot shows the search results for the client 'Yakubu, Farouk (00003)'. The search bar at the top has 'yakubu' entered. The results table shows the same client details as the previous screenshot, including the loan application and savings deposit records. The table columns include 'Receive Repayment', 'Acc. Num', 'Surname', 'Other Names', 'Application Date', 'Approval Date', 'Disbursement Date', 'Amount Requested', 'Amount Approved', 'Amount Disbursed', 'Additional Deposit', 'Withdraw from Deposit', 'Acc. Num', 'Surname', 'Other Names', 'First Deposit', 'Amount Invested', 'Principal Balance', and 'Interest Balance'. The bottom status bar shows the URL 'code.acsghana.com/in/cashier/default3.aspx', browser icons, and the date/time '9:14 AM 4/3/2014'.

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:

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

Cashier Name: Jeff Atkinson (jattinson)

Loan Repayment

| # | Client Name | Client ID | Loan ID | Amt Received | Princ. | Interest | Add. Charges | Pay Mode |
|---|-----------------|-----------|---------|--------------|-----------|----------|--------------|----------|
| 1 | Yakubu, Maxwell | 00007 | 00007/1 | 20,000.00 | 11,235.96 | 8,764.04 | 0.00 | Cash |

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 Dish. | 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

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 |

Summary Totals

Firefox automatically sends some data to Mozilla so that we can improve your experience.

Choose What I Share

10:15 AM
4/3/2014

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 Atkinson Cashier Signature: _____

Authorisation Staff Name: _____ Signature: _____

Firefox automatically sends some data to Mozilla so that we can improve your experience.

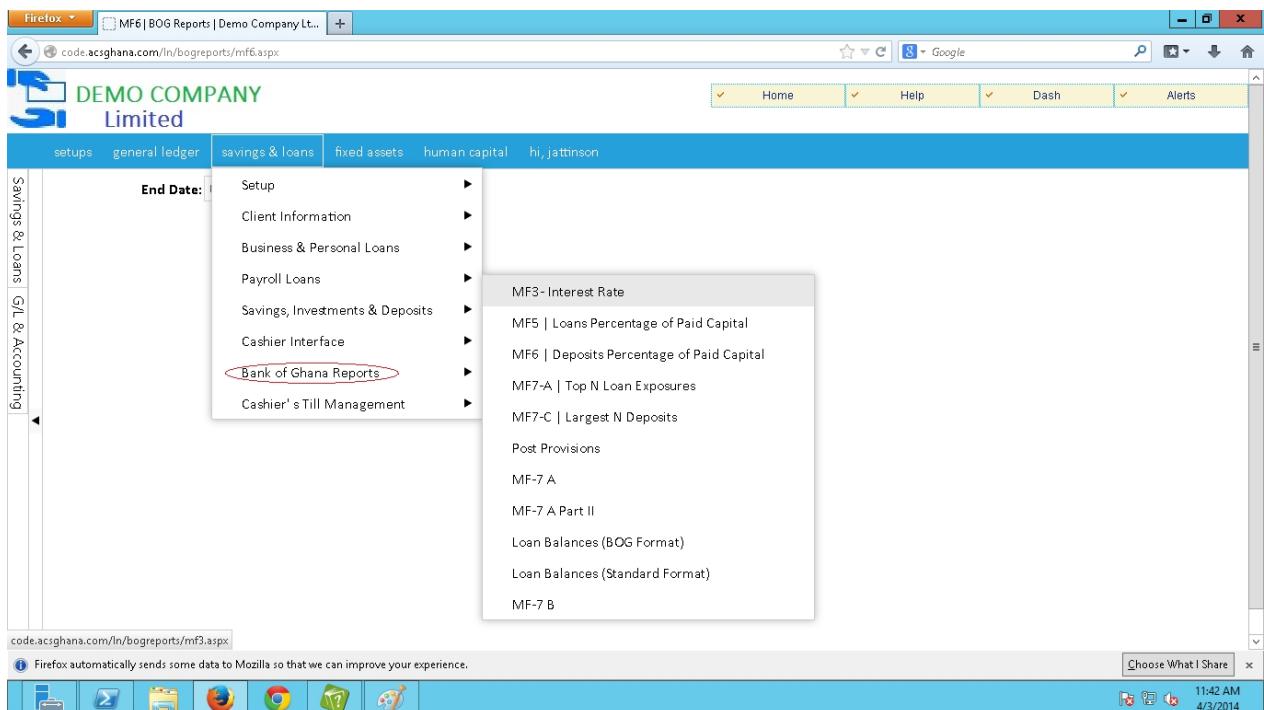
Choose What I Share

10:17 AM
4/3/2014

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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.



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:

The screenshot shows a report titled 'Main Report' for 'DEMO COMPANY Limited'. The report is divided into two main sections: 'BORROWING RATES' and 'LENDING RATES'. Both sections have tables with columns for 'SAVINGS(%)', 'TERM DEPOSIT(%)', 'OTHER(%)', and 'CASH COLLATERAL(%)' for various tenor periods. Below the tables, there are additional columns for 'PERSONAL(%)', 'GROUP(%)', 'BUSINESS(%)', and 'OTHER(%)'. The URL in the browser is 'code.acsghana.com/in/bogreports/mf3.aspx'.

| 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 |

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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. At the top, there's a navigation bar with links for Home, Help, Dash, and Alerts. Below the navigation bar is a header for "DEMO COMPANY Limited". On the left, there's a vertical sidebar with categories: Savings & Loans and G/L & Accounting. The main content area has several tabs at the top: setups, general ledger, savings & loans (which is selected), fixed assets, and human capital. Under the savings & loans tab, there are several sub-links: Manage Client Data (Client), New Loan Application (SME) (Loan), and SME Cashier (Cashier). The "Manage Client Data" section includes links for Setup, Client Information, Business & Personal Loans, Payroll Loans, Savings, Investments & Deposits, Cashier Interface, Bank of Ghana Reports, and Cashier's Till Management. The "New Loan Application (SME)" section includes links for Manage Branches, Manage Sector Setup, Manage Institutions, Manage Industries, Manage Loan Categories, Manage Employers, Manage Loan Tenor, Manage Generic Check Lists, Manage Line of Business, Manage Suppliers, Manage Groups, Client Activity Categories, Manage Collateral Types, and Loan Insurance Setup. The "SME Cashier" section includes links for Payroll Cashier and Staff HRIS Master.

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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.

The screenshot shows the "Company Profile" section of the coreERP software. At the top, there's a navigation bar with links for Home, Help, Dash, and Alerts. Below the navigation bar is a header for "DEMO COMPANY Limited". On the left, there's a vertical sidebar with categories: Savings & Loans and G/L & Accounting. The main content area has several tabs at the top: setups, general ledger, savings & loans (selected), fixed assets, human capital, and hi_ramponsah. The "savings & loans" tab is selected. In the "Company Profile" section, there are fields for Local Currency (Cedi), VAT Reg. No., VAT Rate (12.50), NHIL Rate (2.50), Withholding Tax Rate (0.00), VAT Flat Rate (3.00), Employee SSF Rate (5.50), Employer SSF Rate (12.50), Petty Cash Ceiling (1,000.00), First Month of Fiscal Year (January), and Price Per Bag (0.00). There are also dropdown menus for Country (Ghana), City/Town (Accra), and Phone (0243343221). Other settings include GL # Precedes Name (checkbox checked), Allow Editing of Posted Journal (checkbox checked), and Company Logo (file input field). A "Save Changes" button is located at the bottom left. At the very bottom, there's a footer with links for Cost Center Security, Enforce Cost Center Usage, and a link to http://code.acsghana.com/common/prof.aspx.

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Countries,regions,cities & location

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

The screenshot shows the coreERP software interface for a company named "DEMO COMPANY Limited". The main menu bar includes links for Home, Help, Dash, and Alerts. On the left, there's a vertical navigation bar with tabs for Savings & Loans and G/L & Accounting. The main content area displays a table titled "Manage Currencies" with columns for Intl. Code, Intl. Abbrev, and Official Currency. The table lists three entries: Germany (Intl. Code: 233, Abbrev: gh, Official Currency: Cedi), USA (Intl. Code: 1, Abbrev: us, Official Currency: US Dollar), and another entry for Germany (Intl. Code: ?, Abbrev: de, Official Currency: Euro). Each row has edit and delete icons.

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Manage currencies

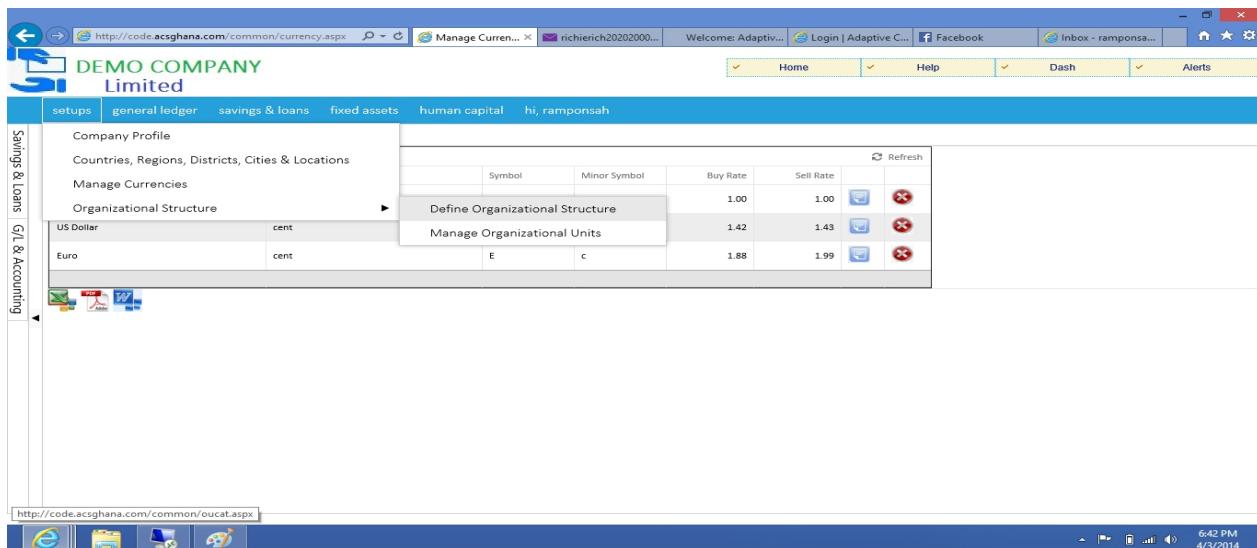
The currencies which the company transacts business with is also added in this section as displayed in the image below,

This screenshot is identical to the one above, showing the "Manage Currencies" section of the coreERP software. It displays a table with currency information for US Dollar and Euro, including symbols (GHC, US\$, E) and minor symbols (p, c, c), along with buy and sell rates (1.00, 1.42, 1.88, 1.00, 1.43, 1.99). The interface is consistent with the first screenshot, featuring the same header, sidebar, and overall design.

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Organizational structure

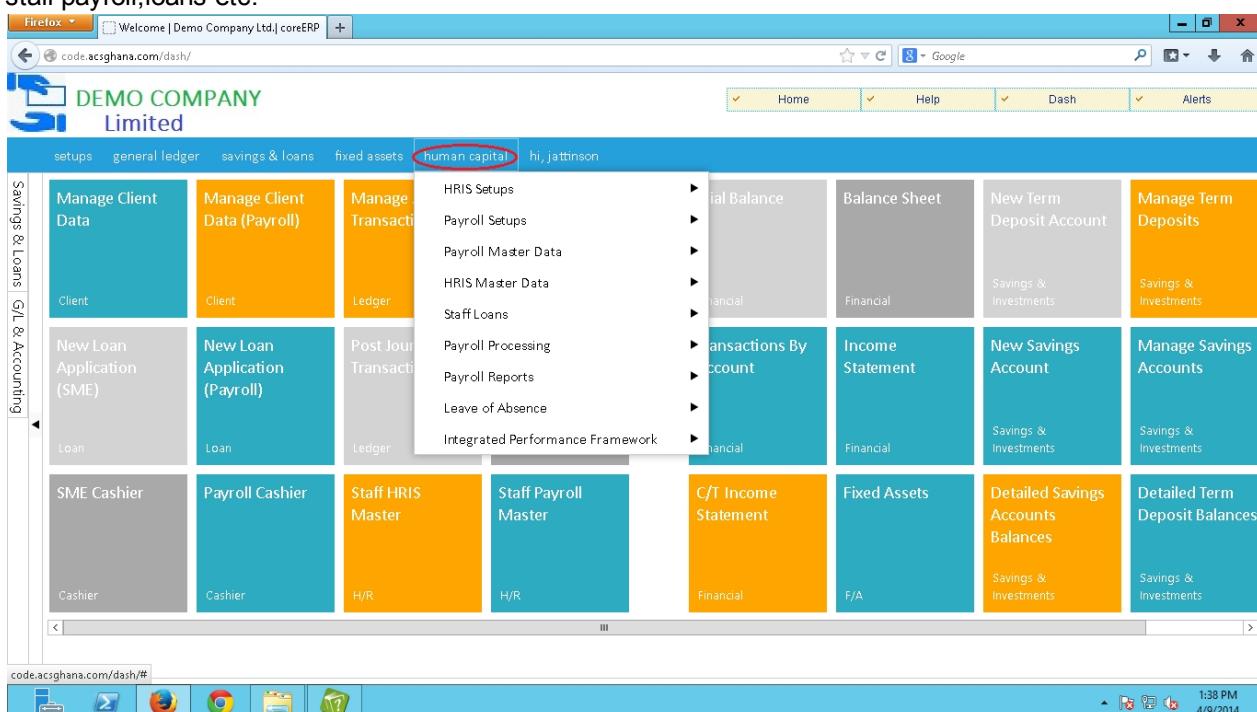
This defines the organizational structure and also manages the units under the structure. After clicking the setup icon, follow down to the organizational structure icon and select Define Organizational Structure as shown in the image below.



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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, loans etc.



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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

coreERP Small & Medium Scale Business Management Software Solution

Savings & Loans G/L & Accounting

Savings & Loans G/L & Accounting

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

The screenshot shows the 'Manage Tax Table' page for 'Demo Company Limited'. The top navigation bar includes links for Home, Help, Dash, and Alerts. On the left, there's a sidebar with 'Savings & Loans' and 'G/L & Accounting' sections. The main content area displays a table with columns: Order 'N', Next 'N' Amount, and Tax Percentage. The 'Tax Percentage' column contains values 0, 5, 10, 17.5, and 25. At the top left of the table, there's a red circle around the '+ Add new record' button. A context menu is open over the table, with the 'Setup Tax Table' option circled in red.

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

The screenshot shows the 'Manage Tax Table' page for 'ABC TEST COMPANY'. The table now contains five rows of data:

| 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 |

The '+ Add new record' button is still visible at the top left of the table.

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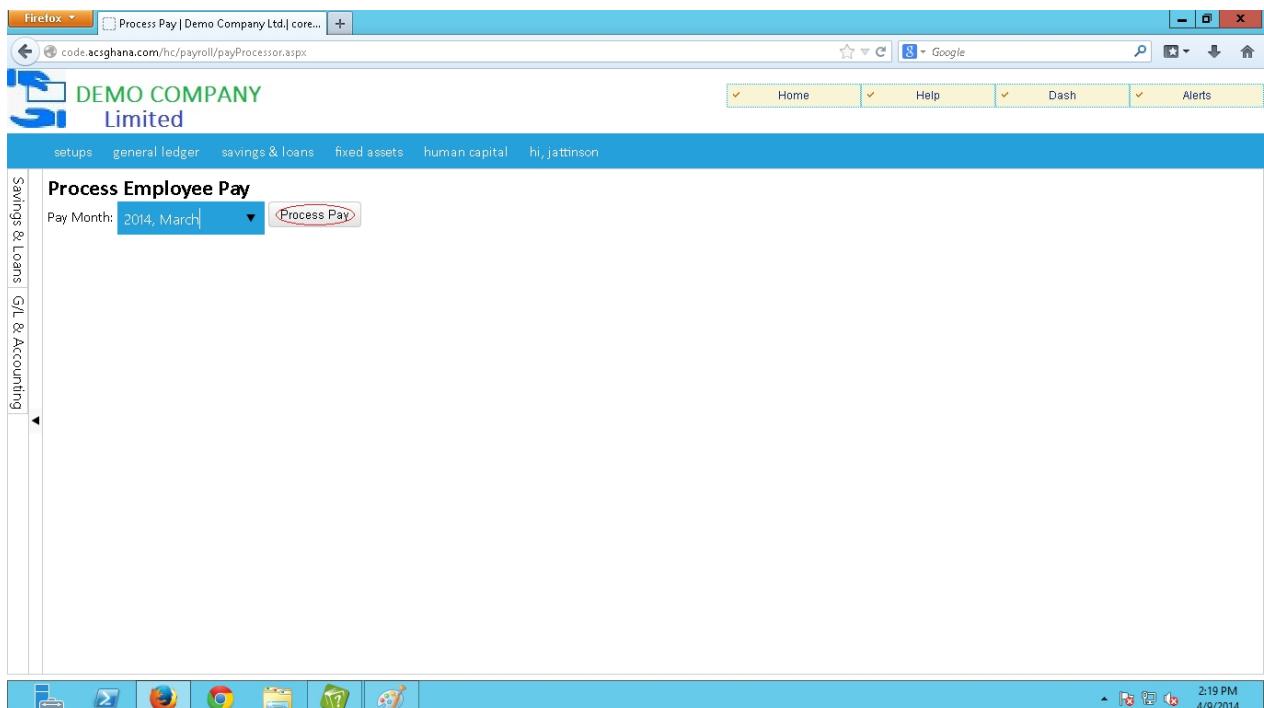
Processing payroll

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

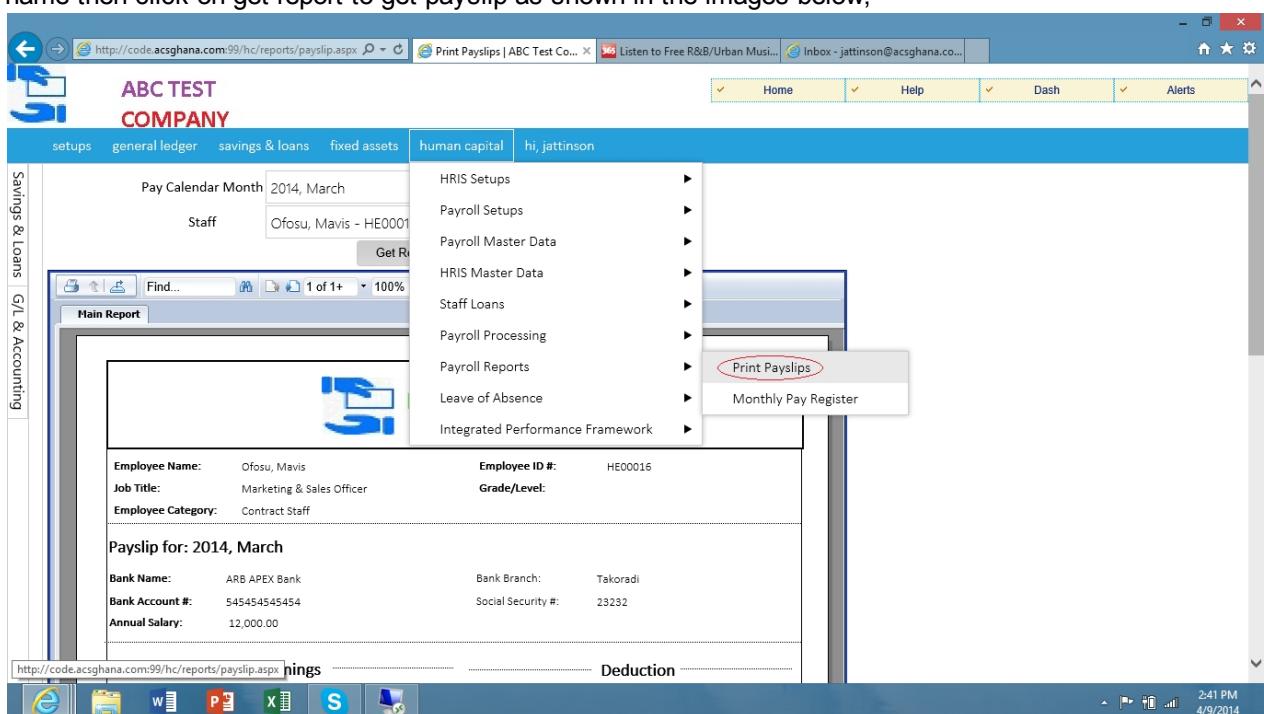
The screenshot shows a Firefox browser window with the URL code.acsghana.com/hc/setup/taxTable.aspx. The main content area displays a 'Manage Tax Table' page with a table header 'Order 'N'' and a sub-header 'Next 'N' Amount'. A message 'No records to display.' is shown below the table. To the right, a vertical navigation bar lists 'Savings & Loans' and 'G/L & Accounting'. A horizontal menu bar includes 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. A dropdown menu is open under 'Payroll Setups' with the following options: 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, and 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 Firefox browser window with the URL code.acsghana.com/hc/payroll/payCalendar.aspx. The main content area displays a 'Define Pay Calendar' page. On the left, a tree view shows 'Define Pay Calendar' with a 'Pay Calendar' node expanded, revealing a 'Create Calendar Month' node. A context menu is open over the 'Create Calendar Month' node, containing 'Edit' and 'Delete' options. The top navigation bar includes 'Home', 'Help', 'Dash', and 'Alerts'. The bottom status bar shows the time as 2:15 PM and the date as 4/9/2014.



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,



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

| 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 |

| 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

The screenshot shows the coreERP dashboard with the following navigation menu:

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

A vertical sidebar on the left lists categories: Savings & Loans, G/L & Accounting.

The main area displays various modules in a grid:

| | | | | | | | |
|----------------------------|--------------------------------|--------------------------|---------------------|------------------------------|---------------|------------------------------------|--------------------------------|
| Manage Client Data | Manage Client Data (Payroll) | Manage Transaction | HRIS Setups | trial Balance | Balance Sheet | New Term Deposit Account | Manage Term Deposits |
| Client | Client | Ledger | Payroll Setups | | | Savings & Investments | Savings & Investments |
| New Loan Application (SME) | New Loan Application (Payroll) | Post Journal Transaction | Payroll Master Data | | | New Savings Account | Manage Savings Accounts |
| Loan | Loan | Ledger | HRIS Master Data | | | Savings & Investments | Savings & Investments |
| SME Cashier | Payroll Cashier | Staff HRIS Master | Staff Loans | Types of Staff Loans | | Detailed Savings Accounts Balances | Detailed Term Deposit Balances |
| Cashier | Cashier | H/R | | Enter Staff Loan Application | | Savings & Investments | Savings & Investments |
| | | | | Manage Staff Loans | | | |

A dropdown menu for "Staff Loans" is open, showing the following options:

- Types of Staff Loans
- Enter Staff Loan Application
- Manage Staff Loans

At the bottom, there are links for <http://code.acsghana.com:99/hc/loans/loan.aspx>, a toolbar with icons for browser, file, edit, etc., and a status bar showing 3:56 PM 4/9/2014.

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.

ABC TEST COMPANY

Savings & Loans G/L & Accounting

Loan Amount

Loan Date

Principal Balance

Interest Balance

Staff No.

Surname

Other Names

Deduction Starts Date

Attracts Interest

Staff Selected Interest Rate

Memo / Notes Deduction Schedule 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

ABC TEST COMPANY

Savings & Loans G/L & Accounting

Staff Loans Surname: Ofosu Other Names: Mavis Staff No. Find Staff

| 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

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.

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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

The screenshot shows the coreERP software interface with a navigation menu on the left. The main area displays a grid of application modules. A navigation tree on the right is expanded to show the path: 'Human Capital' > 'Leave of Absence' > 'New Leave Application'. The 'Leave of Absence' node is highlighted with a red oval.

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 'Leave of Absence Management' application page. It includes fields for 'Leave Days' (15), 'Application Date' (09-Apr-2014), 'Leave Type' (Maternity leave), and 'Leave Starts Date' (18-Apr-2014). On the left, there are fields for 'Staff No.', 'Surname' (Ofose), 'Other Names', and a 'Find Staff' button. Below these is a dropdown 'Staff Selected' field showing 'Ofose, Mavis (HE00016)'. At the bottom is a red button labeled 'Save Leave Application'.

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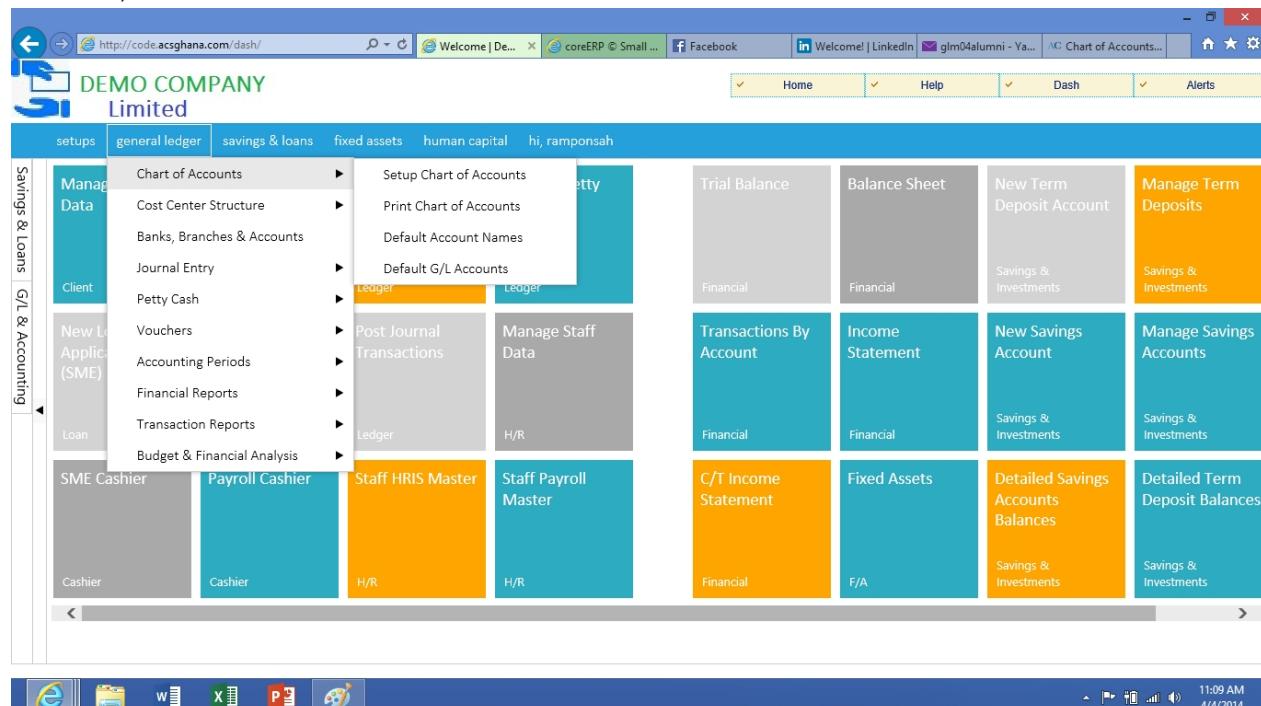
General Ledger

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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

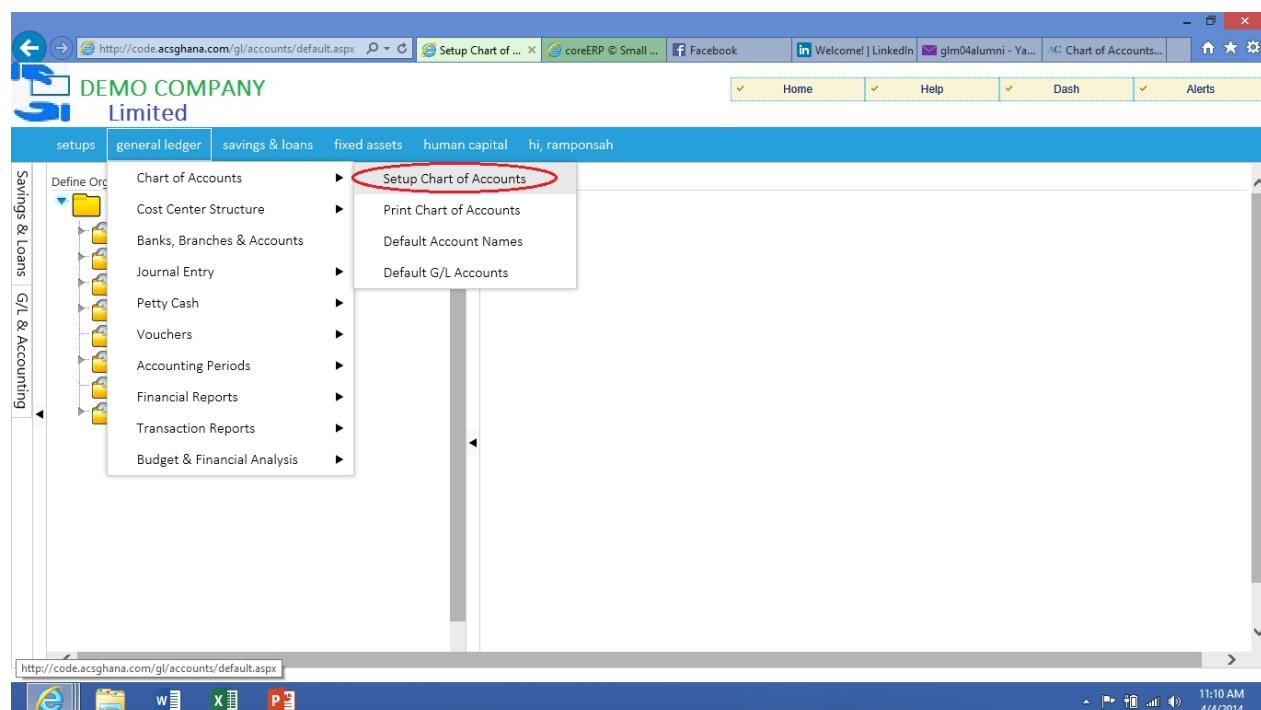
available for recording transactions in its general ledger. A company has the flexibility to tailor its chart of accounts to best suit its needs, including adding accounts as needed. Below is an image displaying how to access the Chart Accounts and its related sub menu, thus, Setup Chart of Accounts,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

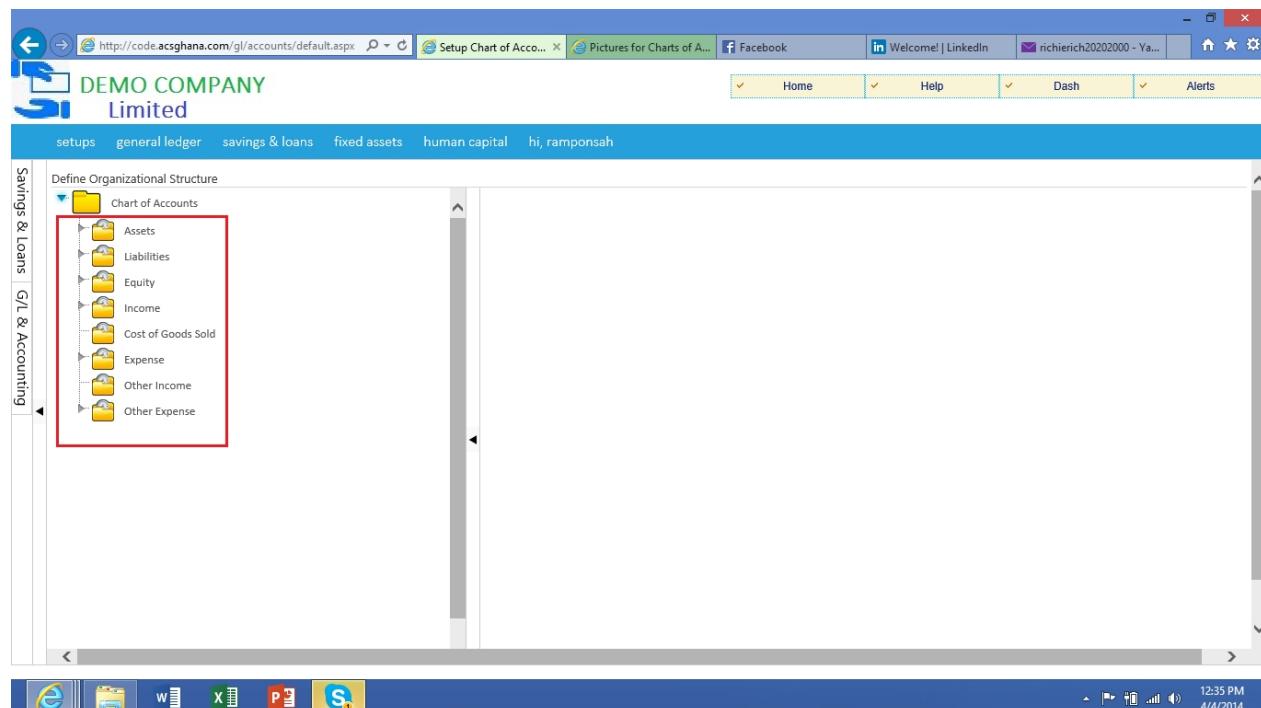
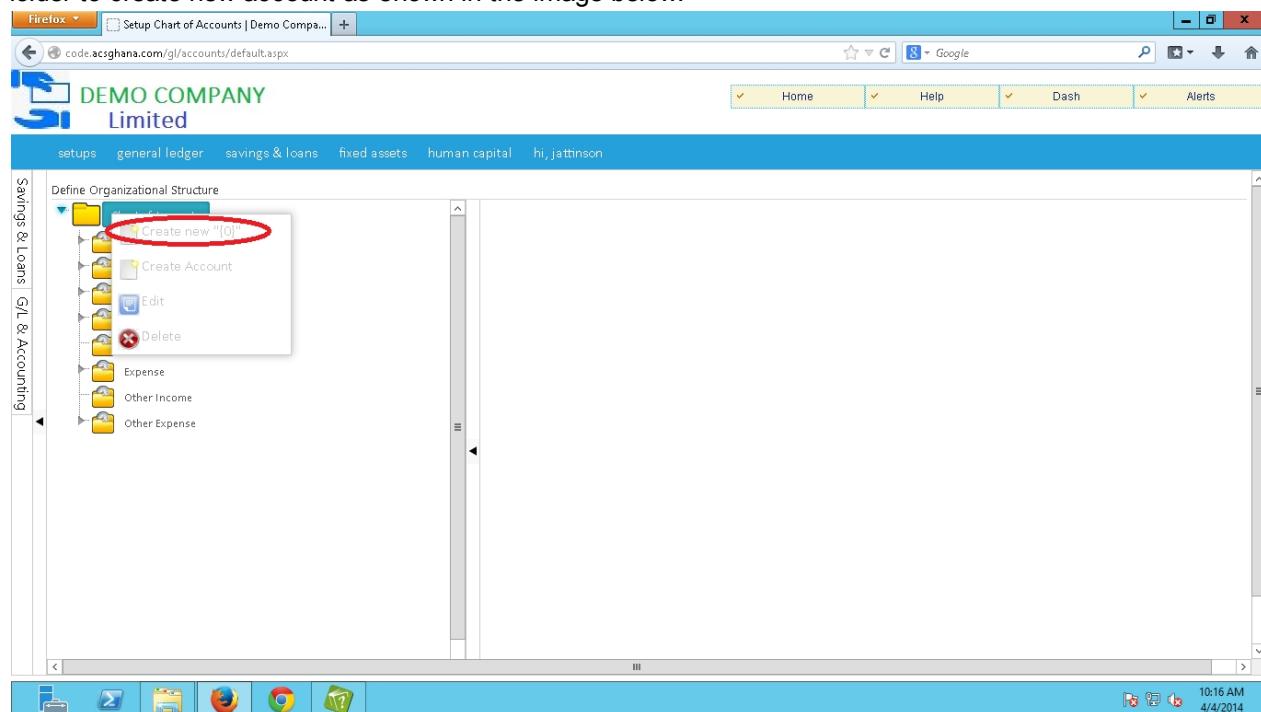


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source

Creating Categories of Accounts

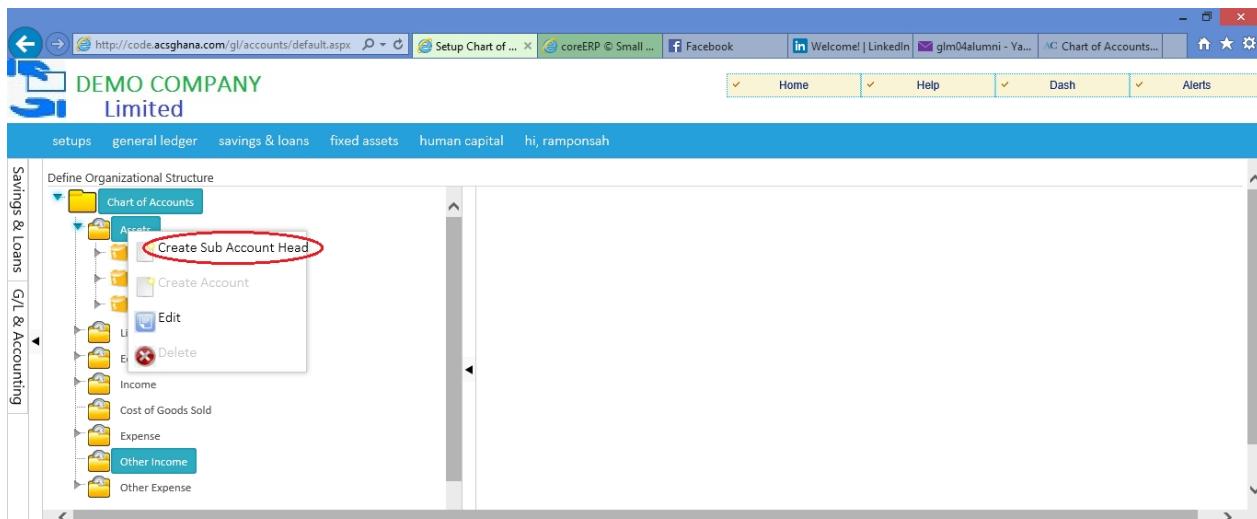
To create categories of account, after clicking on the Chart of Accounts, right click on the Chart of Accounts folder to create new account as shown in the image below:



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Creating of Sub Accounts

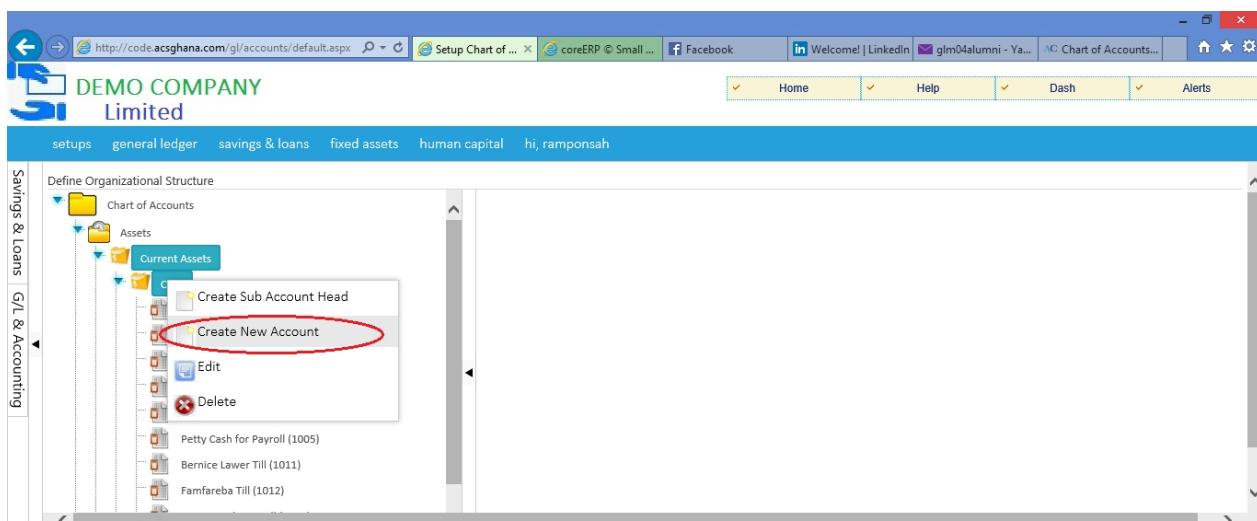
To add sub accounts, right click on the categories of accounts created (such as Assets, Liabilities, Expenses, etc) click on the Create Sub Account Head as shown in the image below:



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Creating of Accounts

click on create new after right clicking as shown in the image below,



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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 screenshot shows the coreERP software interface. On the left, there's a sidebar with tabs for 'Savings & Loans' and 'G/L & Accounting'. The main menu bar has tabs for 'setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. A dropdown menu under 'savings & loans' is open, showing options like 'Chart of Accounts', 'Setup Chart of Accounts', 'Print Chart of Accounts' (which is circled in red), 'Default Account Names', and 'Default G/L Accounts'. The 'Print Chart of Accounts' option is highlighted. The central area displays a 'Chart of Accounts' grid with columns for 'Account #', 'Account Name', and 'Account Currency'. The grid lists various account categories and their corresponding numbers and currencies.

| Account # | Account Name | Account Currency |
|-----------|---|------------------|
| 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) |
| 2926 | Withholding Account | Cedi (GHC) |
| 2302 | Payroll Loans Refund Candidates | Cedi (GHC) |
| 2331 | Tier 2 Deductions | Cedi (GHC) |
| 2300 | General Accrual | Cedi (GHC) |
| 2200 | Deposits Payable - Savings Accounts | Cedi (GHC) |
| 2201 | Deposits Payable - Term Deposits | Cedi (GHC) |
| 2202 | Deposits Payable - Other Deposits | Cedi (GHC) |
| 2320 | Incentives Payable - Payroll Loans | Cedi (GHC) |
| 2321 | Commission Payable - Payroll Loans | Cedi (GHC) |
| 2322 | Withholding Tax Payable - Payroll Loans | Cedi (GHC) |
| 2000 | Interest Write Offs - SME Loans | Cedi (GHC) |
| 2001 | Interest Write Offs - Employee Loans | Cedi (GHC) |
| 2002 | Interest Write Offs - Group Loans | Cedi (GHC) |
| 2003 | Interest Write Offs - Micro Loans | Cedi (GHC) |
| 2004 | Interest Write Offs - Invoice Loans | Cedi (GHC) |

This screenshot shows a 'Main Report' window for the 'Chart of Accounts'. On the left, there's a 'Group Tree' sidebar with categories like 'Assets', 'Liabilities', 'Equity', 'Income', 'Expense', and 'Other Expense'. The main report area displays the 'Chart of Accounts' with a header for 'DEMO COMPANY Limited'. It includes a 'Find...' search bar at the top. The report grid has columns for 'Account #', 'Account Name', and 'Account Currency'. The grid lists accounts categorized by asset type, such as Current Assets, Bank, and Cash, with their respective account numbers and descriptions.

| Account # | Account Name | Account Currency |
|-----------|----------------------------------|------------------|
| 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) |
| 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) |
| 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

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.

The screenshot shows the 'Chart of Accounts' setup screen. On the left, there's a sidebar with 'Savings & Loans' and 'G/L & Accounting' selected. The main area shows a tree view of account categories like 'Current Liabilities', 'Accrual Account', 'Deposits Payable', 'Incentives and Commissions', and 'Interest Write Offs'. A context menu is open at the 'Default G/L Accounts' node, with 'Default Account Names' highlighted and circled.

| Account # | Account Name | Account Currency |
|-----------|---|------------------|
| 2300 | General Accrual | Cedi (GHC) |
| 2301 | Deposits Payable - Savings Accounts | Cedi (GHC) |
| 2302 | Deposits Payable - Term Deposits | Cedi (GHC) |
| 2303 | Deposits Payable - Other Deposits | Cedi (GHC) |
| 2320 | Incentives Payable - Payroll Loans | Cedi (GHC) |
| 2321 | Commission Payable - Payroll Loans | Cedi (GHC) |
| 2322 | Withholding Tax Payable - Payroll Loans | Cedi (GHC) |
| 2000 | Interest Write Offs - SME Loans | Cedi (GHC) |
| 2001 | Interest Write Offs - Employee Loans | Cedi (GHC) |
| 2002 | Interest Write Offs - Group Loans | Cedi (GHC) |
| 2003 | Interest Write Offs - Micro Loans | Cedi (GHC) |
| 2004 | Interest Write Offs - Invoice Loans | Cedi (GHC) |

The screenshot shows the 'Default G/L Accounts' list screen. The sidebar shows 'Savings & Loans' and 'G/L & Accounting' selected. The main area displays a table of accounts with columns for 'Code', 'Description', and 'Actions'. At the top of the table, there's a button labeled '+ Add A Default Account Name' which is circled.

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

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Default G/L Accounts

Default G/L Accounts can also be added by clicking on the Add A Default Account icon shown in the image below:

The screenshot shows the coreERP software interface. At the top, there's a browser-like header with tabs for 'Chart of Accounts | Demo Company...' and 'Pictures for Charts of Accounts - jattinson...'. Below the header is the main application window for 'DEMO COMPANY Limited'. On the left, a vertical sidebar lists navigation options: 'general ledger', 'savings & loans', 'fixed assets', 'human capital', 'setups', 'Savings & Loans', 'G/L & Accounting', and 'Budget & Financial Analysis'. A red box highlights the 'General Ledger' option. In the center, a large table titled 'Chart of Accounts' displays account details. The table has columns for 'Account #', 'Account Name', and 'Account Currency'. The data includes various liability and accrual accounts, such as 'Accrued Payable', 'Interest Write Offs', and 'Withholding Account'. The bottom right corner of the application window shows the date and time: '1:47 PM 4/4/2014'.

This screenshot shows the 'Default G/L Accounts' page within the coreERP software. The top navigation bar includes links for 'Home', 'Help', 'Dash', and 'Alerts'. The left sidebar shows 'general ledger', 'savings & loans', 'fixed assets', 'human capital', 'setups', 'Savings & Loans', 'G/L & Accounting', and 'Budget & Financial Analysis'. A red box highlights the 'G/L & Accounting' option. The main content area displays a table with columns for 'Description' and 'Account'. The table lists four accounts: 'Current Earnings' (3000 - Current Earnings), 'Retained Earnings' (3100 - Retained Earnings), 'Petty Cash' (1002 - Petty Cash), and 'Withholding Account' (2326 - Withholding Account). Each row has a red-bordered box around it. A red box also highlights the 'Add A Default Account' button at the top left of the table area. The bottom right corner shows the date and time: '11:41 AM 4/4/2014'.

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Creating Chart of Accounts

To create chart of accounts, click on general ledger and select setup chart of accounts as shown below,

The screenshot shows the coreERP dashboard with a sidebar on the left containing categories like 'Savings & Loans' and 'G/L & Accounting'. The main area has several tabs at the top: 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. A context menu is open over the 'Chart of Accounts' link in the 'general ledger' section, with options like 'Setup Chart of Accounts', 'Print Chart of Accounts', 'Default Account Names', and 'Default G/L Accounts'. The 'Chart of Accounts' link itself is circled in red.

This screenshot shows the 'Setup Chart of Accounts' page. The title bar includes the URL 'http://code.acsghana.com:99/gl/accounts/default.aspx', the time '7:47 AM 4/11/2014', and social media links for Facebook and LinkedIn. The main content area displays a hierarchical tree titled 'Define Organizational Structure' under a 'Chart of Accounts' folder. The tree includes categories like Assets, Liabilities, Equity, Income, Cost of Goods Sold, Expense, Other Income, and Other Expense. The browser toolbar and status bar are visible at the bottom.

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

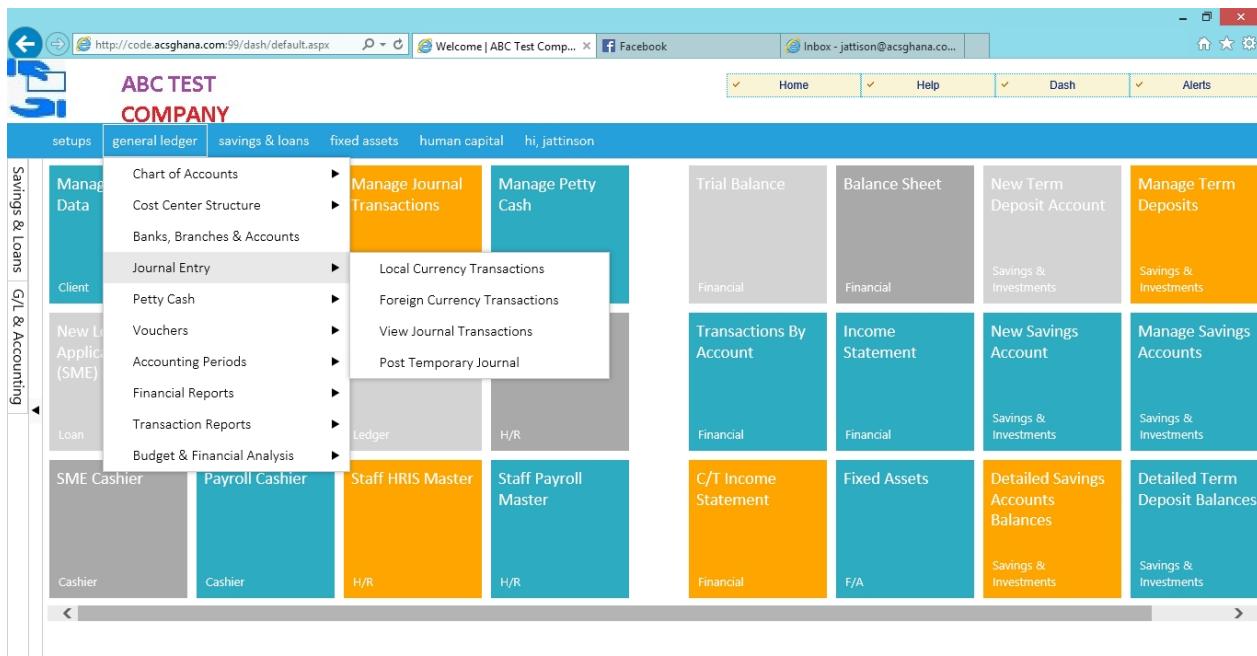
The screenshot shows the 'ABC TEST COMPANY' interface for 'G/L & Accounting'. On the left, a sidebar lists 'Savings & Loans' and 'G/L & Accounting'. The main area displays a tree view titled 'Define Organizational Structure' under 'Chart of Accounts'. The 'Assets' node is selected, and a context menu is open, with 'Create Sub Account Head' highlighted. The status bar at the bottom indicates the time as 2:41 PM on 4/11/2014.

The screenshot shows the 'Edit Account Sub Head' dialog box. It displays the 'Parent Account Head: Assets' and the 'Account Sub Head:' field, which contains 'New Account Sub Head'. Below this are fields for 'Min. Account Number:' and 'Max. Account Number:', both currently empty. At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom indicates the time as 2:47 PM on 4/11/2014.

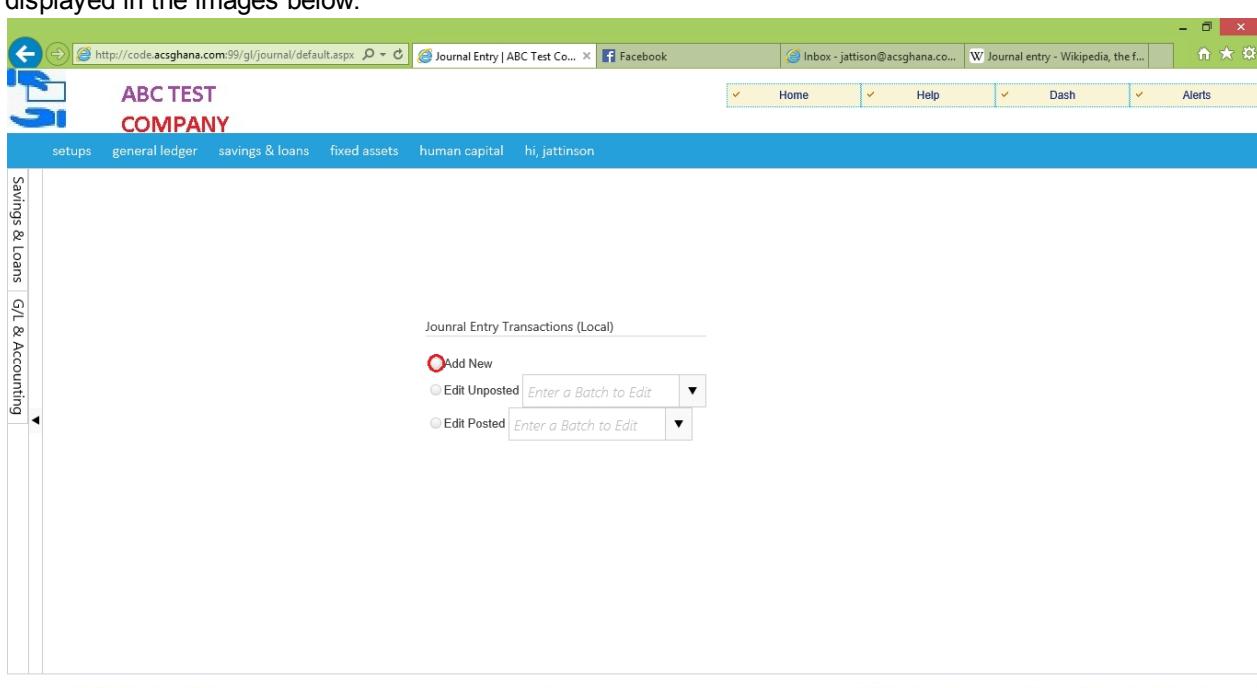
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Journal Entry

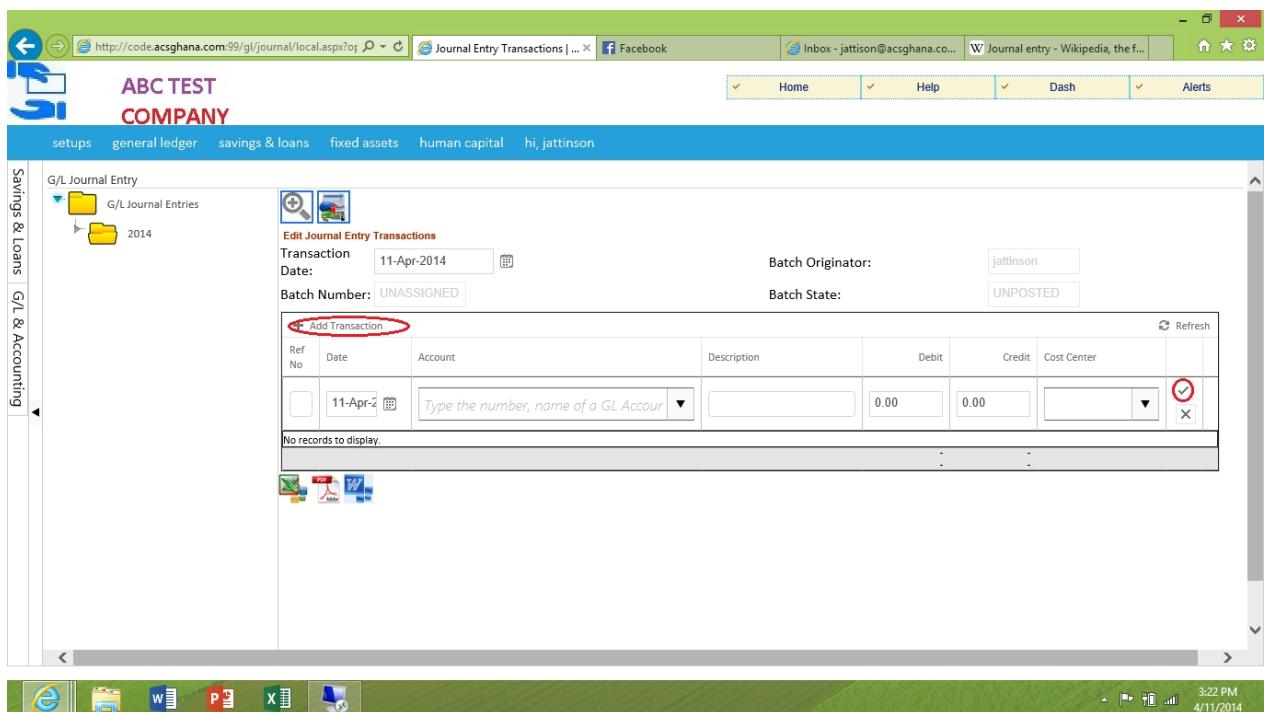
The journal entry can consist of several recordings, each of which is either a debit or a credit. It can be assessed by clicking on general ledger, follow the drop down and select Journal entry as shown in the image below.



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.



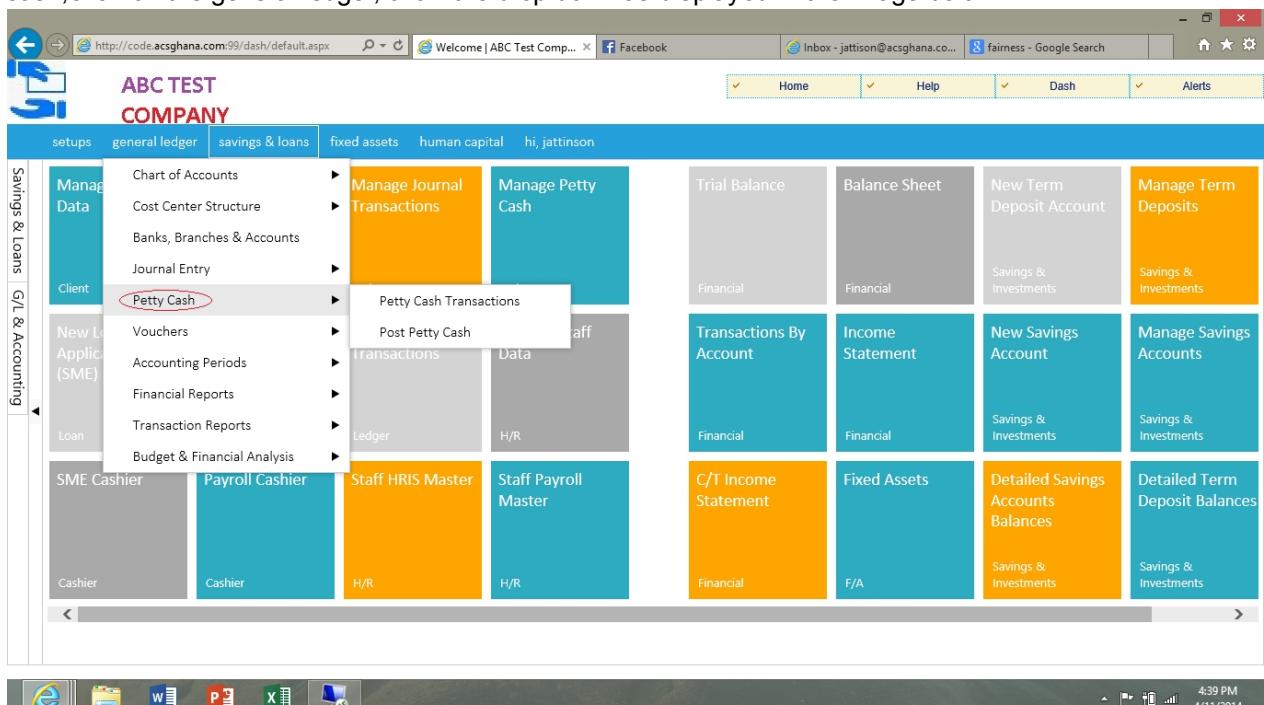
After clicking add new click on add transaction to be able to add an amount either debit or credit and select the tick sign on your far right to save as shown in the image below



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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



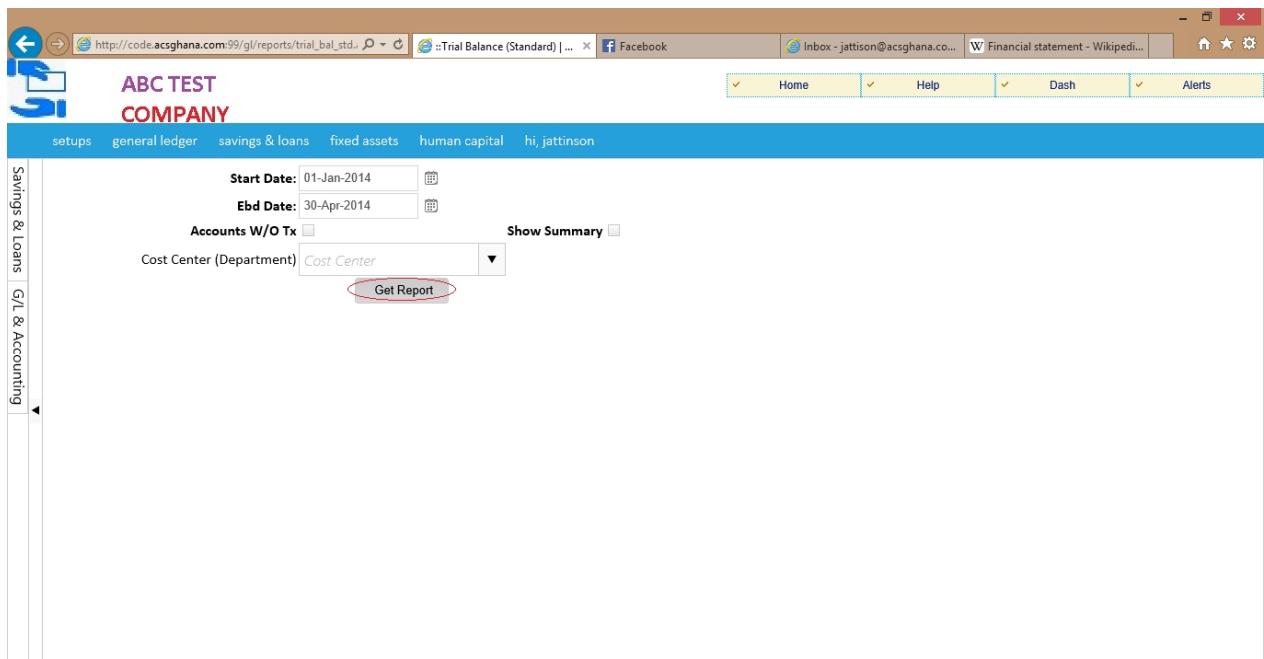
After locating it select petty cash transaction option to be able to add new transactions. Click on the add new transaction on the far left corner after which you fill in the necessary info required and select the tick sign on your far right of the page to save as displayed below.

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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



| Account # | Account Name | Debit | Credit |
|-----------------------|------------------------------------|------------|------------|
| Assets | | | |
| Current Assets | | | |
| 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 |
| 10002 | Disbursement Account | 200,000.00 | 0.00 |
| fixed assets | | | |
| IT Equipment | | | |
| 12500 | Computer - Laptops | 2,500.00 | 0.00 |
| Liabilities | | | |

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

Date: 30-Apr-2014

Accounts W/O Tx Show Summary

Cost Center (Department) Cost Center

Main Report

DEMO COMPANY Limited

Balance Sheet as at 30-Apr-2014

| Account # | Account Name | Balance |
|-----------------------|------------------------------------|-----------|
| Assets | | |
| Current Assets | | |
| 11001 | Loans Receivable - Business Loan | 40,180.00 |
| 11002 | Loans Receivables - Personal Loans | 51,200.00 |

5:31 PM 4/11/2014

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Budget & Financial Analysis

Chart of Accounts

Cost Center Structure

Banks, Branches & Accounts

Journal Entry

Petty Cash

Vouchers

Accounting Periods

Financial Reports

Transaction Reports

Budget & Financial Analysis

SME Cashier

Cashier

Manage Journal Transactions

Ledger

Post Journal Transactions

Ledger

Manage Staff Data

Ledger

Input Monthly Budget Figures

Balance Sheet: Budget v/s Actual

Income Statement: Budget v/s Actual

Trial Balance: Budget v/s Actual

Manage Petty Cash

Trial Balance

Transactions By Account

Financial

C/T Income Statement

Financial

Fixed Assets

F/A

Balance Sheet

Financial

Income Statement

Financial

Detailed Savings Accounts Balances

Savings & Investments

New Term Deposit Account

Savings & Investments

New Savings Account

Savings & Investments

Manage Term Deposits

Savings & Investments

Manage Savings Accounts

Savings & Investments

Detailed Term Deposit Balances

Savings & Investments

5:41 PM 4/11/2014

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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.

Savings & Loans G/L & Accounting

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

Edit Receipt Voucher Transactions (Customers)

Batch Date: 24-Apr-2014

Batch Number: UNASSIGNED

Invoice Number:

Bank Account: GCB 633,510.75

Currency: Cedi

Customer: coreSys

VAT? 0.00

NHIL? 0.00

Withholding? 0.00

Batch Originator: ramponsah

Batch State: UNPOSTED

Check Number:

Withholding Account: Withholding Tax Account

Rate: 1.00

Retained Amount: 0.00

VAT Amount: 0.00

NHIL Amount: 0.00

Withholding Amount: 0.00

+ Add Transaction Detail

| Ref No | Date | Account | Description | Amount |
|--------|---|---------|-------------|--------|
| | 24-Apr- <input type="button" value="Calendar"/> | | | 0.00 |

No records to display.

+ Add Contract Retention

| Account | Description | Is Percentage | Value | Total Amount |
|---------|-------------|---------------|-------|--------------|
| | | | 0.00 | |

8:22 AM 4/24/2014

Savings & Loans G/L & Accounting

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

coreSys

VAT? 0.00

NHIL? 0.00

Withholding? 0.00

Retained Amount: 0.00

VAT Amount: 0.00

NHIL Amount: 0.00

Withholding Amount: 0.00

Detail

| Account | Description | Amount | Cost Center |
|---|-------------|--------|-----------------------------------|
| <input type="button" value="Calendar"/> | | 0.00 | <input checked="" type="button"/> |

Transaction

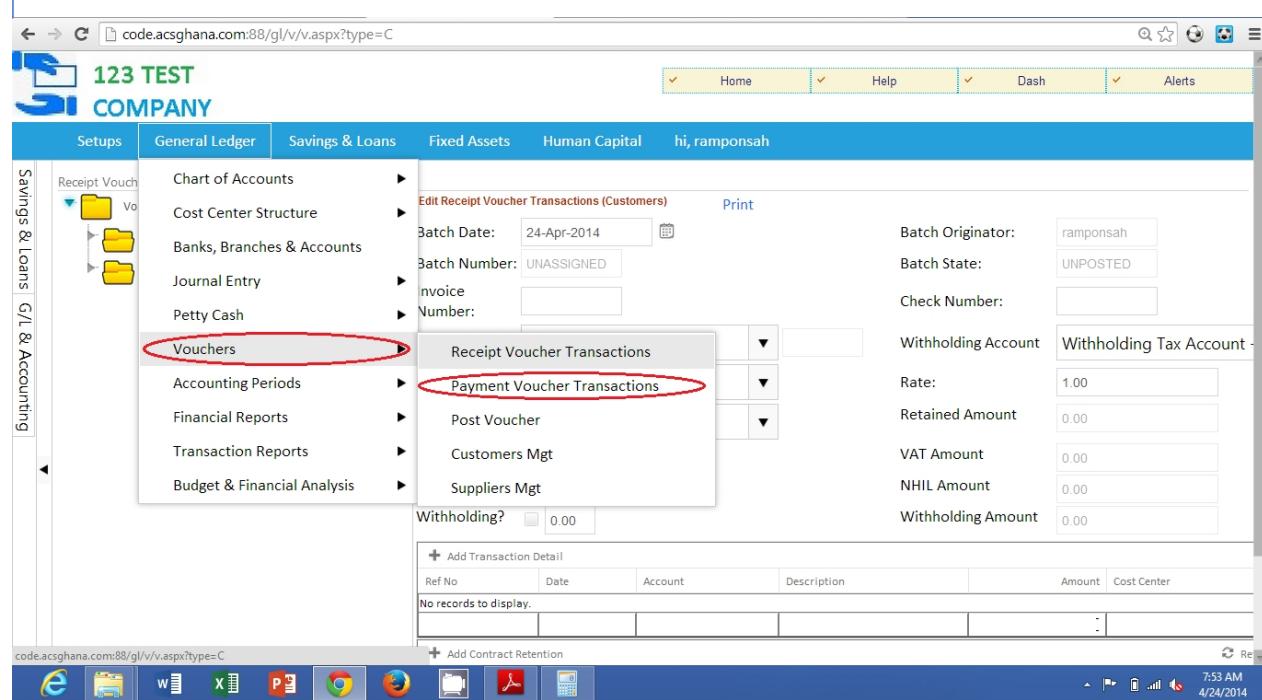
| Description | Is Percentage | Value | Total Amount |
|-------------|---------------|-------|--------------|
| | | 0.00 | 0.00 |

8:31 AM 4/24/2014

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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.

The screenshot shows the 'Post Voucher Transaction' screen. On the left, there's a sidebar with 'Savings & Loans' and 'G/L & Accounting'. The main area has tabs for 'General Ledger', 'Savings & Loans', 'Fixed Assets', 'Human Capital', and 'hi, ramporsah'. A dropdown menu under 'Vouchers' is open, with 'Post Voucher' highlighted. To the right, there are fields for 'Batch Date' (24-Apr-2014), 'Batch Number' (UNASSIGNED), 'Batch Originator' (ramporsah), 'Batch State' (UNPOSTED), 'Check Number', 'Withholding Account' (Withholding Tax Account), 'Rate' (1.00), 'Retained Amount' (0.00), 'VAT Amount' (0.00), 'NHIL Amount' (0.00), and 'Withholding Amount' (0.00). Below these are sections for 'Add Transaction Detail' and 'Add Contract Retention'.

The screenshot shows the 'Post Selected Batches' screen. On the left, there's a sidebar with 'Savings & Loans' and 'G/L & Accounting'. The main area has tabs for 'General Ledger', 'Savings & Loans', 'Fixed Assets', 'Human Capital', and 'hi, ramporsah'. A tree view on the left shows 'Post Voucher Transactions' expanded, with '2013' and 'January' selected. At the top, there are buttons for 'Consolidate?', 'Preview Proposed Entries', and 'Post Selected Batches'. The 'Preview Proposed Entries' button is highlighted with a red oval. Below is a table titled 'Proposed Journal Entries' with data rows:

| Batch Number | | Originator | Source | | |
|--------------|---------------------------------|--|----------|------|--|
| Ref No | Account | Description | Currency | Rate | Description |
| | 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 |
| | 21501 - Withholding Tax Account | Withholding Tax Being purchase of iPhone 5s Gold - 32GB from Microsoft | Cedi | 1.00 | Withholding Tax Being purchase of iPhone 5s Gold - 32GB from Microsoft |
| Total | | | | | 786.00 |
| | | | | | 786.00 |

Post Voucher Transactions

Savings & Loans G/L & Accounting

Consolidation Preview Proposed Entries Post Selected Batches

Proposed Journal Entries

| Batch Number | Originator | Source | | | | | | |
|--------------|----------------------------------|--|----------|------|--|--------|--------|--------|
| 26298 | ramponsah | VC | | | | | | |
| Ref No | Account | Description | Currency | Rate | Description | Debit | Credit | Cost C |
| | 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 | |
| | 211501 - Withholding Tax Account | Withholding Tax Being purchase of iPhone 5s Gold - 32GB from Microsoft | Cedi | 1.00 | Withholding Tax Being purchase of iPhone 5s Gold - 32GB from Microsoft | 0 | 39.30 | |
| | | | | | | 786.00 | 786.00 | |

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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.

123 TEST COMPANY

Savings & Loans G/L & Accounting

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

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

Receipt Voucher Transactions (Customers) print

Batch Date: 24-Apr-2014 Batch Originator: ramponsah
Batch Number: UNASSIGNED Batch State: UNPOSTED
Check Number:
Withholding Account Withholding Tax Account -
Rate: 1.00
Retained Amount 0.00
VAT Amount 0.00
NHIL Amount 0.00
Withholding Amount 0.00

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

Withholding? 0.00

Add Transaction Detail
Ref No Date Account Description Amount Cost Center

No records to display.

Add Contract Retention

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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 mgt as shown in the image below

The screenshot shows the 'Edit Receipt Voucher Transactions (Customers)' screen. On the left, there's a navigation tree under 'Savings & Loans G/L & Accounting'. The 'Vouchers' and 'Suppliers Mgt' items in the dropdown menu are highlighted with red circles. The main form includes fields for 'Batch Date' (24-Apr-2014), 'Batch Number' (UNASSIGNED), 'Invoice Number', 'Batch Originator' (ramponsah), 'Batch State' (UNPOSTED), 'Check Number', 'Withholding Account' (Withholding Tax Account), 'Rate' (1.00), 'Retained Amount' (0.00), 'VAT Amount' (0.00), 'NHIL Amount' (0.00), and 'Withholding Amount' (0.00). A table at the bottom shows transaction details with no records displayed.

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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 left 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.

The screenshot shows a Firefox browser window with multiple tabs open. The main content area displays the 'ABC TEST COMPANY' software interface. A navigation menu on the left includes 'Setups', 'general ledger', 'savings & loans', 'fixed assets', 'human capital', and 'hi, jattinson'. A secondary navigation menu under 'Setups' shows 'Staff Management', 'Asset Management', and 'Asset Reports', with 'Staff Job Titles' highlighted and circled in red. The main workspace shows a table for 'Manage jobTitles' with a row for 'Marketing & Sales Officer'. A toolbar at the bottom contains icons for file operations.

This screenshot is similar to the first one but focuses on the 'Manage jobTitles' table. The 'Add new record' button, located at the top left of the table, is highlighted and circled in red. The table structure is identical to the first screenshot, showing the 'Marketing & Sales Officer' row.

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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 coreERP software interface. At the top, there's a browser-like header with tabs for 'Welcome | ABC Test Company', 'Ghana News, Business, Entertain...', 'Inbox - jattison@acsghana.com...', 'Pronunciation of German Letter...', and 'Listen to Free Hip-Hop/Rap Mu...'. Below the header is the 'ABC TEST COMPANY' logo and a navigation bar with links for Home, Help, Dash, and Alerts.

The main area is a grid-based dashboard. On the left, a vertical sidebar lists 'Savings & Loans' and 'G/L & Accounting'. The dashboard grid has columns for Client, Ledger, Financial, and Financial. Rows include 'Manage Client Data', 'Manage Client Data (Payroll)', 'Staff Job Titles', 'Balance Sheet', 'New Term Deposit Account', and 'Manage Term Deposits'. Other items like 'New Loan Application (SME)', 'Post Journal Transactions', 'Manage Staff Data', 'Transactions By Account', 'Income Statement', 'New Savings Account', and 'Manage Savings Accounts' are also visible.

This screenshot shows the 'Manage Staff Categories' page. The top navigation bar includes the 'ABC TEST COMPANY' logo and standard links for Home, Help, Dash, and Alerts. The main content area displays a table titled 'Manage staffCategories' with a 'staffCategory Name' column. Two entries are shown: 'Permanent Staff' and 'Contract Staff', each with a small icon and a red 'X' button. A red circle highlights the 'Add new record' button at the top left of the table. The left sidebar shows 'Savings & Loans' and 'G/L & Accounting'.

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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 navigation bar with links for Home, Help, Dash, and Alerts. Below the navigation bar is a main menu with categories like Setups, general ledger, savings & loans, fixed assets, human capital, and hi, jattinson. A sidebar on the left lists 'Savings & Loans' and 'G/L & Accounting'. The main content area displays a grid of various management tasks. A dropdown menu under 'Setups' is open, showing options like Staff Job Titles, Staff Categories, Manage Asset Categories, and Manage Asset Categories again (the latter is circled in red). The 'Manage Asset Categories' screen is shown in a larger window below, featuring a table with columns for Asset Category Name, Depreciation Method, Depreciation Account, and Accum. Depreciation Account. It includes a 'Add new record' button and a 'Refresh' button.

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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 displays two views of the coreERP software. The top view shows a main dashboard with various modules like Client Data, Financials, and Staff Management. A dropdown menu under 'Staff Management' is open, showing options: Manage Petty, New Staff (circled in red), and Manage Staff. The bottom view shows a detailed 'Staff Management' form with fields for Staff ID, Surname, Other Names, Date of Birth, Marital Status, Sex (Gender), Employment Status, and Employment Start Date. It also includes sections for Physical Address, Mailing Address, Telephone Numbers, Supporting Documents, and a Map (Location Pic) section.

ABC TEST COMPANY

Savings & Loans G/L & Accounting

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

Manage Client Data (Payroll)

Setups
Staff Management
Asset Management
Asset Reports

Manage Petty
New Staff
Manage Staff

Trial Balance Balance Sheet New Term Deposit Account Manage Term Deposits

Financial Financial Savings & Investments Savings & Investments

New Loan Application (SME)

Client Client Ledger Ledger

Transactions By Account Income Statement New Savings Account Manage Savings Accounts

Financial Financial Savings & Investments Savings & Investments

SME Cashier

Cashier Payroll Cashier Staff HRIS Master Staff Payroll Master

Cashier Cashier H/R H/R

C/T Income Statement Fixed Assets Detailed Savings Accounts Balances Detailed Term Deposit Balances

Financial F/A Savings & Investments Savings & Investments

code.acsghana.com:99/fa/staff/staff.aspx

11:35 AM 4/17/2014

ABC TEST COMPANY

Savings & Loans G/L & Accounting

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

Staff ID Staff Category

Surname Job Title

Other Names Branch

Date of Birth Username

Marital Status Employment Status

Sex (Gender) Female Male Employment Start Date

Select Pic

Save Staff Data

Physical Address Mailing Address Telephone Numbers Supporting Documents

Map (Location Pic) Select Pic

Address Line 1

Address Line 2

Town/City

code.acsghana.com:99/fa/staff/staff.aspx

11:38 AM 4/17/2014

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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,

ABC TEST COMPANY

Savings & Loans G/L & Accounting

Manage Client Data Manage Client Data (Payroll)

Setups Staff Management Asset Management Asset Reports

Manage Petty New Staff Manage Staff

Trial Balance Balance Sheet New Term Deposit Account Manage Term Deposits

Financial Financial Financial Savings & Investments Savings & Investments

New Loan Application (SME) New Loan Application (Payroll) Post Journal Transactions Manage Staff Data

Loan Loan Ledger H/R

Transactions By Account Income Statement New Savings Account Manage Savings Accounts

Financial Financial Financial Savings & Investments Savings & Investments

SME Cashier Payroll Cashier Staff HRIS Master Staff Payroll Master

Cashier Cashier H/R H/R

C/T Income Statement Fixed Assets Detailed Savings Accounts Balances Detailed Term Deposit Balances

Financial F/A Savings & Investments Savings & Investments

ABC TEST COMPANY

Savings & Loans G/L & Accounting

Staff Surname: Kumi Other Names: Staff No.: Find Staff

ABC DEF GHI JKL MNO PQR STU VWX YZ

Staff No.: HE00019 Surname: Kumi Other Names: John

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Asset Management

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New Asset

After selecting Asset Management, 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.

Savings & Loans G/L & Accounting

Manage Client Data Manage Client Data (Payroll)

Setups Staff Management Asset Management Asset Reports

New Asset

Manage Petty Cash Trial Balance Balance Sheet New Term Deposit Account Manage Term Deposits

Financial Savings & Investments Savings & Investments

New Loan Application (SME) New Loan Application (Payroll)

Post Journal Transactions Post Assets Income Statement New Savings Account Manage Savings Accounts

Loan Ledger H/R Financial Financial

SME Cashier Payroll Cashier Staff HRIS Master

Staff Payroll Master C/T Income Statement Fixed Assets Detailed Savings Accounts Balances

Cashier Cashier H/R Financial F/A Savings & Investments Savings & Investments

code.acsghana.com:99/fa/assets/asset.aspx

Savings & Loans G/L & Accounting

Asset Category: [dropdown] Asset Price: [input]

Asset SubCategory: [dropdown] Current Value: [input]

Asset Depreciation Method: [dropdown] Last Depreciation Date: [input]

Asset Owner: [dropdown] Depreciation Rate: [input]

Asset Tag: [input] Select Pic: [button]

Asset Description: [input]

Asset Purchase Date: [input]

Life time (Years): [input]

Acc. Depreciation Account: [dropdown] Type the number, name of a GL Accou

Fixed Assets Account: [dropdown] Type the number, name of a GL Accou

Depreciation Account: [dropdown] Type the number, name of a GL Accou

Save Asset Data

Depreciation Schedule Supporting Documents Asset Notes Asset Depreciation

code.acsghana.com:99/fa/assets/asset.aspx#

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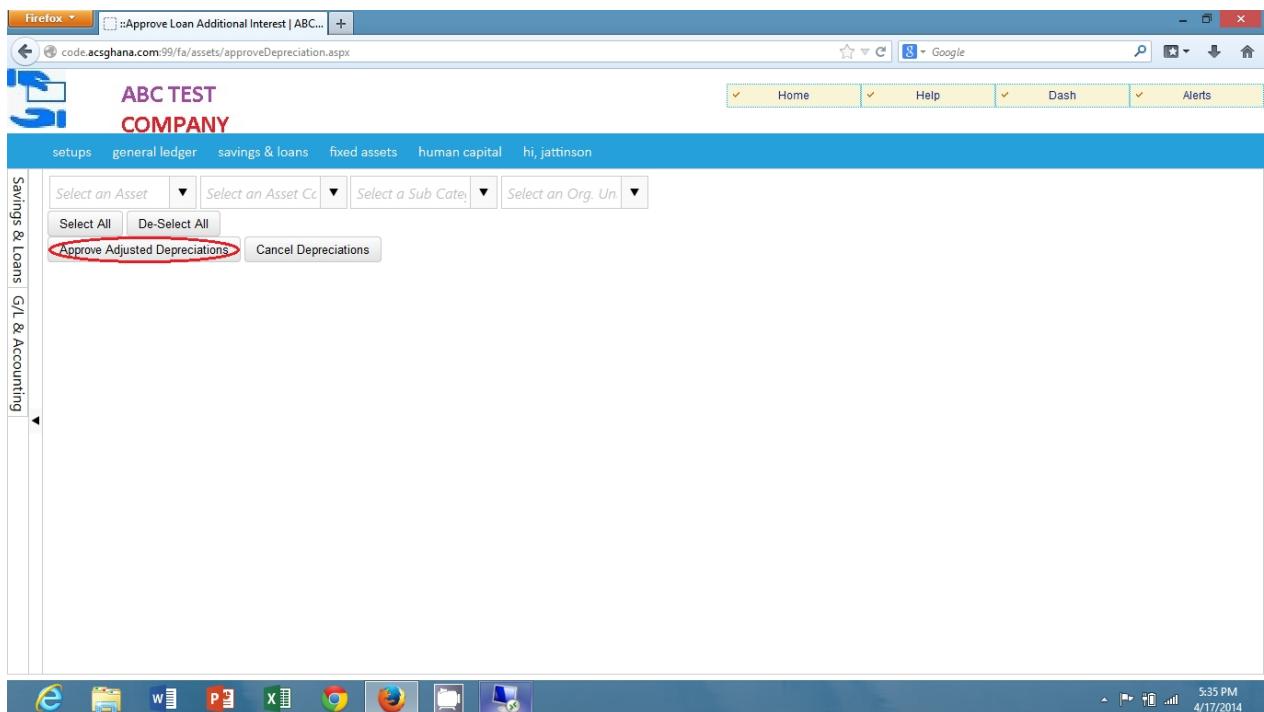
Manage Assets

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.

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Manage Assets Deprecation

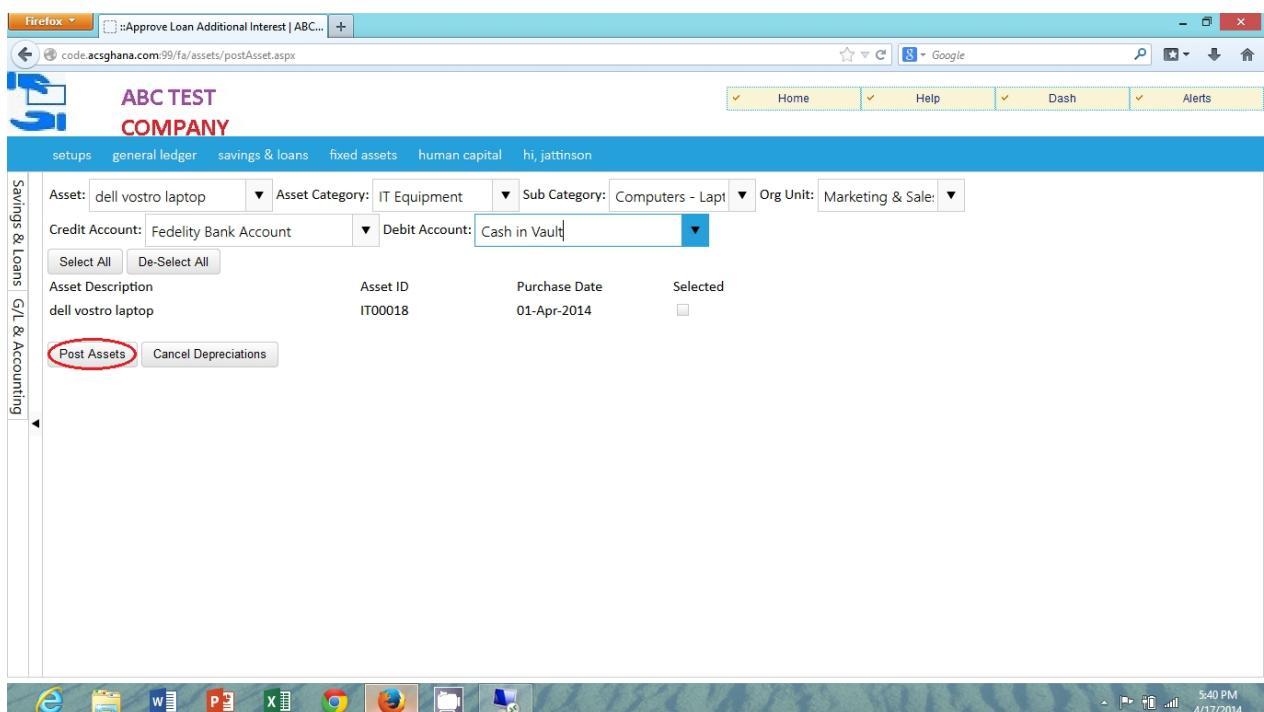
After filling in all the information required select on the approve adjusted deprecations.



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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.



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Asset Reports

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Fixed Assets Register Report

Asset Category: Select an asset ca ▾

Organizational Unit: Select an org unit ▾

Staff: Select a staff ▾

By Category By Organizational Unit

Get Report

| Asset Tag | Asset Name (Description) | Purchase Date | Price | Current Value |
|--------------------------------|--------------------------|---------------|----------|---------------|
| 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

Start Date: 01-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

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

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