Financial Booster v2.0

User Manual | 2.0

Members master file, Loans, Savings, Documents Management, Business intelligence Reports & More.

BrainValley Technologies
We Think, You Grow

Table of Contents

Clients Master File

Register a new client.
To register a new client, follow the following steps.

1. Click on **Clients** Menu.
2. Under clients section, click on **Client Registration.**
3. Provide your new client's bio-data and click on **Submit.**

Viewing registered clients.
1. To view registered clients:
    a. Click on **Clients** menu.
    b. Click on **View Clients** menu.

Edit client's registration information.
The software allows users with special permissions to edit clients' registration information. To edit this information, follow the procedure bellow.

1. Click on **Clients Menu** then **Edit bio-data.**
2. In the **"Search client by registration number"** box, enter your client's registration number, ID/Passport number or phone number to search the client.
3. The software will auto fill the form with the client's data as submitted during registration.
4. Make the desired changes and click on **submit** button.

Account opening.

You can open multiple accounts for a client. For instance, a client could be having savings, shares and benevolent accounts with the SACCO/organization.

You can use the software to open these accounts for a client. To achieve this, follow the steps below.

1. Click on **Clients Menu.**
2. Under **"Repayments & Account opening"** section, click on **Account opening** option.
3. In the "E**nter client's ID or Registration number section"** type the ID, Registration or phone number of the client you want to open an account for.
4. The software will show the name of the client.
5. Select the **account** you want to open for this client.
6. Specify whether it is an **Adult or Child account.**
7. Click on **Submit** once done.

Next of kin.

After you have registered a client, you need to capture details about his/her next of kin.
The software allows you to record as many next of kins as possible.
To add the next of kin, follow the procedure below.

Add Next of Kin
1. Click on **Clients Menu.**
2. Click on Next of kin Registration under clients section.
3. Select the client whose next of kin you want to register.
4. Enter the next of kin's bio data, contact information and inheritance percentage.
5. Click on **submit.**

Viewing a client's next of kin.

In order to view a client's next of kin, follow the steps below.

1. Click on **Clients Menu.**
2. Click on **View next of kin** under clients section.
3. Select the client whose next of kin you need to view.
4. The software will list all the next of kins registered under this client.

Client File.

The client file option allows you to view an individual client's information on a single page. From this page you can see a client's bio data, his/her next of kin and various accounts held by the client.

To open **Client File,** follow the steps bellow.

1. Click on **Clients Menu.**
2. Click on **Client File** option under **Clients** section.
3. In the search **"Search by ID, Registration Number or phone number"** section, type your client's ID, Registration or Phone number.
4. The software will display all the information listed above on a single page.

Groups.

You can assign your clients to various groups using the software. This is handy if you need to manage your clients in groups. In order to group your clients, you must first of all create the groups then indicate during client registration which group he/she belongs to.

Note: A client can belong to a single group at a time.

Create a group.

To create a group, follow the steps below.

1. Click on **Groups Menu.**
2. Click on **Group Registration** option.
3. Enter group details including **group name, supervisor (if any), Branch, group code/number and the date registered.**
4. Click on **submit** once done.

View created groups.

1. Click on **Groups Menu.**
2. Click on **View Groups** option.
3. The software will generate a list of all the groups created.

View group members.

To view members of a specific group follow the steps below.

1. Click on **Groups Menu.**
2. Click on **View Group Members** option.
3. Select the group whose members you want to list.

Contributions & Loan Repayments

Receiving and adding payments from clients.

Once you have opened accounts for your clients, you can start receiving their payments and contributions.

To receive payments, follow the steps below.

1. Click on **Clients Menu.**
2. **Click on Add Repayments** under **Repayments & Account opening.**
3. Select the paying client.
4. Select which account he/she is paying for. This could be savings, shares or even loan.
5. Enter amount.

6. Select date of payment.
7. Specify the mode of payment used by the client e.g **Cash, Cheque, Mpesa Bank Deposit** etc.
8. Enter transaction reference number. If the client paid via Bank or Mpesa, you should input the Bank Reference, Mpesa Reference, Cheque number e.t.c
9. Enter Receipt number. (The software auto generates an editable receipt number).
10. Specify the bank account that will receive the payment in the software.
11. Enter a comment or a note for this transaction. For instance, paid in full etc. In accounting it's a good practice to attach a comment on your transaction.
12. Click on Save to finish.
13. The software will **generate a receipt that confirms the payment which you should print and issue to your client.**

Editing erroneous transactions.

With special permissions a user is allowed to correct a transaction.

To edit a transaction, follow the steps below.

1. Click on **Clients Menu.**
2. **Click on Add Repayments** under **Repayments & Account opening.**
3. Select the client whose transaction should be corrected.
4. Select the account that was affected e.g. Shares
5. The software will list all the transactions in this account, mark the transaction that was posted incorrectly.
6. A pop-up window will appear prefilled with the transaction details.
7. Make the desired changes and click on Save.

Rolling back transactions

In some cases you may need to roll back a transaction. In order to roll-back a transaction, follow the steps below.

1. Click on **Clients Menu.**
2. **Click on Rollback Transaction** under **Repayments & Account opening.**
3. Select the client whose transaction should be rolled back.
4. The software will list all the transactions in this account, mark the transaction that should be rolled back.
5. Click or **Rollback Transaction.**

Issuing a duplicate receipt

When you need to issue a duplicate receipt, follow the step below.

1. Click on **Clients Menu.**
2. **Click on Duplicate receipt** under **Repayments & Account opening.**
3. Select the client whom you need to issue the duplicate.
4. Select the account that received the transaction e.g. Shares
5. Mark the transaction.
6. Click on **Print selected.**

Integrated Check off

For employer based SACCOs/Organizations, the employer normally gets a list of all the payable accounts for each client and remits the money to the SACCO.

The integrated check off feature is meant to make this process less painful and faster for both the SACCO and the employer.

To use the feature follow the steps below.

1. Click on **Clients Menu.**
2. **Click on Check-off** under **Repayments & Account opening.**
3. In the **select group** field, specify the group that you target.

4. The software generates a table prefilled with amounts expected from each client per account.
5. You can print and send this form to the employer, in case of any adjustments from the employer, make the corrections to reflect the adjustments received from the employer.
6. Once the form looks ok, click on **"Post Transactions"** option.
7. Countercheck your clients' accounts to make sure they reflect your postings.

Funds Transfer, Cash Withdrawals & Ledger postings.

When you need to transfer funds from one account to another, this menu becomes handy. For instance, a client could decide to repay his/her loan using their savings. Another applicable case could be when you have withdrawn funds from your actual bank account and you have the money in the cash account or petty cash account. Or maybe you've decided to recover a client's loan from the guarantors' savings.

The following options are available to users when transferring funds.

   a. Client to client.
   b. Client to organization.
   c. Cash withdrawals.
   d. Ledger postings.
   e. Bank to Bank.

How to transfer funds between clients' accounts

When you need to transfer funds from one client's account to another for instance from Savings to Loan, you'll need to use this feature. To achieve this, follow the steps below.

   1. Click on **Clients Menu.**
   2. Click on **Funds Transfer** option under **Repayments & Account opening** section.
   3. Click on **Client to Client Tab.**

4. Choose the client you want to transfer the funds from.
5. Specify **source account.** This is the account where the funds are supposed to be transferred from.
6. Enter **amount** to transfer.
7. Choose **receiving client.** This is the client whose account will receive the funds. If the target client is the same as the source client, then simply select the client.
8. Specify **Receiving account.** This is the account/item the client is paying for. If the client is paying for a loan, then specify the loan account.
9. Choose the **Date of transaction.**
10. Specify the **mode of payment** e.g Wire transfer.
11. Enter **Transaction Reference Number.**
12. Add your comment/note and click on **save button.**

How to transfer funds from a client's account to Organizations income account

You may need to transfer funds from a client's account to the organization's income account. For instance, a client could be paying for Account opening or Registration fees.

To achieve this, follow the steps below.

1. Click on **Clients Menu.**
2. Click on **Funds Transfer** option under **Repayments & Account opening** section.
3. Click on **Client to Organization Tab.**
4. Choose the client you want to transfer the funds from.
5. Specify **source account.** This is the account where the funds are supposed to be transferred from.
6. Enter **amount** to transfer.
7. Choose the account/Item the client is paying for.
8. Enter **date of transaction.**
9. Specify the **mode of payment**.

10. Enter **Transaction Reference Number.**
11. Add your comment/note and click on **save button.**

How to record funds withdrawals

If a client has withdrawn his/her savings, you need to record the transaction so that his/her account can reflect the correct status.

To record withdrawals, follow the steps below.

1. Click on **Clients Menu.**
2. Click on **Funds Transfer** option under **Repayments & Account opening** section.
3. Click on **Cash Withdrawals Tab.**
4. Choose the client who's withdrawing the funds.
5. Specify **the account to withdraw from e.g. Savings.**
6. Enter **amount** to withdraw.
7. Choose the **Bank account** to credit with this transaction.
8. Enter **date of transaction.**
9. Specify the **mode of payment**.
10. Enter **Transaction Reference Number.**
11. Add your comment/note and click on **save button.**

How to record ledger postings

The Ledger Postings option lets record a ledger entry. For instance, you might need to record account opening balances. To record a ledger entry, follow the steps below.

1. Click on **Clients Menu.**
2. Click on **Funds Transfer** option under **Repayments & Account opening** section.
3. Click on **Ledger Postings Tab.**
4. Specify **the account to be credited e.g. Client Deposits.**
5. Enter **amount**.
6. Specify **the account to be debited e.g. Organization's Bank Account.**

7. Specify **date of transactions**.
8. Choose the **mode of payment.**
9. Enter **Transaction Reference Number.**
10. Add your comment/note and click on **save button.**

How to transfer funds between organization's bank accounts

When you need to move funds from one bank account to another or even from bank account to Petty Cash, the software makes it very easy.

To achieve this, follow the procedure below.

1. Click on **Clients Menu.**
2. Click on **Funds Transfer** option under **Repayments & Account opening** section.
3. Click on **Bank to Bank Tab.**
4. Specify **the source account.**
5. Specify **the receiving account.**
6. Enter **amount**.
7. Specify **date of transactions**.
8. Choose the **mode of payment.**
9. Enter **Transaction Reference Number.**
10. Add your comment/note and click on **save button.**

Loans

The loans menu allows users to record loan applications submitted by clients, approve applications, reject, disburse loans, process loans, add collateral, rollback loan applications, reschedule loans, write-off and waive loans.

Loan application procedure

Loan application process is completed in 5 steps as described below.

1. **Apply for a loan**
   1. To apply for a loan click on **Loans Menu** then click on **Apply Loan** under **Loans** option.
   2. Select the client who's requested for the loan.
   3. Specify the loans product requested for.
   4. Specify the amount requested.
   5. Select the date of application.
   6. Enter the grace period in days e.g. 30.
   7. Specify **Tenure period.** This is the loan repayment period.
   8. Specify **Amortization mode.** This is how frequently the loan will be repaid e.g. Weekly, Daily or Monthly.
   9. Specify the **reason for applying for the loan** for instance, business expansion.
   10. Check the fees that are applicable to the loan **e.g. Loan insurance, processing fees etc.**
   11. Check on **Amortize fees** to specify whether the fees will be deducted from the loan amount before disbursement or if they'll be paid together with the loan. If checked, the fees will be paid together with the loan.

2. **Guarantee a loan**
   Once you have applied for a loan, the next step is to add the guarantors. If in your loan setting you specified that the loan must be

secured, the you must add guarantors, otherwise it will remain optional.

To record guarantors follow the steps below.

1. Click on **Loans menu.**
2. Click on **Guarantee Loans.**
3. Choose the client whose loan should be guaranteed.
4. Specify the loan to be guaranteed. A loan can only be guaranteed before approval.
5. The software will show you the loan amount, amount guaranteed so far and the unguaranteed amount.
6. Choose the guarantor. The system allows a client to guarantee up to **n** loans. When you select the guarantor, you'll be shown all the loans guaranteed by the guarantor you have selected and their statuses.
7. Specify how guarantor wants to guarantee this loan. This could be savings or collateral. If you choose savings, specify the amount of savings offered. If you specify collateral, specify the collateral to be used. The software automatically picks the value of the collateral as registered in the system
8. Click on **Add guarantor** button to finish.
9. Repeat the procedure if the loan was has more than one guarantor.

3. **Approve a loan**

After the loan has been applied and guarantors added accordingly, the next step is to approve the loan. Follow the steps below to approve a loan.

1. Click on **Loans menu.**
2. Click on **Approve loans.**
3. The software will list all loans pending approval including details such as **applicant's name, registration number, loan product requested & amount requested.**

4. In the **Action** column, click on **approve button**.

4. **Reject a loan**

   After the loan has been applied and guarantors added accordingly, the next step is to approve the loan. Follow the steps below to approve a loan.
   1. Click on **Loans menu.**
   2. Click on **Approve loans.**
   3. The software will list all loans pending approval including details such as **applicant's name, registration number, loan product requested & amount requested.**
   4. In the **Action** column, click on **reject button**.
   5. Give a reason why the application should be rejected then click on **submit.**

5. **Disburse a loan**

   If the loan was approved, the next step is to disburse the loan. During the disbursement, there is a unique loan account creation and client's loan account is credited with the disbursed amount. Follow the steps below to disburse a loan.
   1. Click on **loans menu.**
   2. Click on **Disburse loans.**
   3. Choose the client whose loan should be disbursed.
   4. Specify the loan to be disbursed. A client can have multiple loans pending disbursement.
   5. Select the date of disbursement.
   6. Specify the bank account to disburse from.
   7. Specify the mode of payment. It could be cheque or any other mode used.
   8. Specify amount to disburse. The software allows you disburse a loan in small bits.
   9. Enter reference number. This could be the cheque number issued etc.

10. Add a comment/note e.g. fully disbursed and click on **Submit button.**

6. **Process a loan**

   At this point, the system creates an **amortization schedule** for the loan. Print and give this to the client.

   To do this task:
   1. Click on **loans menu.**
   2. Click on **Process loans.**
   3. Select the client whose loan should be processed.
   4. Specify the loan to be processed. A client could have multiple unprocessed loans.
   5. Click **process loan** button.
   6. The system generates and emails the client an amortization schedule for the loan processed.

Rollback/Cancel a loan application

   Sometimes you need an application to be rolled back. This is necessary if a step was not correctly done for instance, you could have disbursed a loan with a wrong date hence affecting the amortization schedule.

   To rollback a loan follow the steps below.
   1. Click on **loans menu.**
   2. Click on **Cancel application**.
   3. Select the client whose loan application should be rolled back.
   4. Select the loan to roll back.
   5. Specify the action to be rolled back. You can rollback a loan at specific step e.g. approval, disbursement or processing.

Note: If you rollback/cancel a loan at a given step, subsequent steps are also rolled back. For instance, if you rollback a disbursement, the loan has to be disbursed a fresh and processed again.

Registering collateral

In Fibo, you can add as much client collaterals as possible. This is necessary especially if clients will use collaterals as loan security.

To add collateral, follow the steps below.

1. Click on **loans menu.**
2. Click on **Add collateral.**
3. Select the client whose collateral should be registered.
4. Enter collateral's name e.g. Land Title Deed
5. Enter collateral's serial/registration number
6. Enter collateral value.
7. Provide additional description e.g. 10 acres piece of land located in Nairobi.
8. Click on **submit** button to finish.

Listing collateral

To list or view registered collaterals, follow the steps below.

1. Click on **loans menu.**
2. Click on **Add collateral**.
3. Click on **View Collateral** tab.

Rescheduling a loan

Loan rescheduling is the process of amending the term of the loan. For instance, a client could have applied for a loan of $. 100,000/= to be repaid in a period of 12 months, after making some payments this client request that the repayment period be extended to 24 months. In this case the loan will be rescheduled and a new amortization schedule be generated from the outstanding principal balance.

Note: Only active or defaulted loans can be rescheduled**.**
To perform this task, follow the steps below.

1. Click on **Loans menu.**

2. Click on **Reschedule.**
3. Select the client whose loan should be rescheduled.
4. Specify the loan to be rescheduled.
5. Enter the new number of installments.
6. Click on **Reschedule button**.

Write-off a loan

When a client is unable to pay back his loan in full, it can be written off as a bad debt. When you write off a loan, it can be recovered in the future if circumstances allow. To write-off a loan, follow the steps below.

1. Click on **Loans menu.**
2. Click on **Loan write off.**
3. Select the client whose loan should be written-off.
4. Select the loan to be written-off
5. Provide a reason why the loan should be written-off and click on **Write off** button.

Waive a loan

When a loan is waived, the organization "forgives" borrowers and does away with the loan balances. A waived loan cannot be recovered in the future. To waive a loan, follow the steps below.

1. Click on **Loans menu.**
2. Click on **Waive a loan.**
3. Select the client whose loan should be waived.
4. Select the loan to be waived.
5. Provide a reason why the loan should be waived and click on **Waive button.**

Note: You can only waive or write-off an active or defaulted. Once a loan has been written off or waived, *Fibo* ceases loading penalties and closes the respective loan account.

Loan calculator

The loan calculator feature allows to quickly run and generate a dummy amortization schedule for a given loan product. For instance a client may want to know in advance the monthly installment and total interest if he/she applies for loan product **(p)** of **(x)** amount for period of **(m)** months. To use the calculator follow the step given.

1. Click on **Loans menu.**
2. Click on **Loan calculator.**
3. Select the **loan product.** *Fibo* will show you the interest rate as set and the rate type whether Flat Rate or Reducing Balance.
4. Enter principal amount.
5. Enter number of installments.
6. Specify the amortization mode whether **Daily, Weekly** or **Monthly.**
7. Click on **Calculate.**
8. Amortization schedule will be generated showing the details above.

Incomes and Expenses

Fibo is complete and fully integrated accounting software for **SACCOs, CHAMAs and MFIs.** It posts general ledger entries on the fly.

Incomes

What is an Income account?

This is an account that tracks the source of your organization's income. (Think of an income as money that comes into the organization)

How to record an income transaction

To achieve this, follow the steps below.

1. Click on **Incomes & Expense menu.**
2. Click on **Record Income** under **Incomes section.**
3. Select the **Income account** to be credited.
4. Enter **amount.**
5. Specify **mode of payment**.
6. Specify the date of transaction.
7. In the **Received From** field, specify the payee.
8. Enter receipt/reference number.
9. Specify the bank account to be debited.
10. Type a comment/note and click on **Save.**
11. Print the generated receipt and issue to the payee.

Expenses

What is an Expense account?

This is an account that tracks and categorizes what your organization is spending. (Think of an expense as money that leaves the organization)

Adding vendors

1. Click on **Incomes & Expense menu.**
2. Click on **Add vendor** under **Vendors & Bills.**
3. Fill in the vendor's information as required and click on **Save.**

Edit vendors

1. Click on **Incomes & Expense menu.**
2. Click on **Edit vendor** under **Vendors & Bills.**
3. Select the vendor whose information should be edited.
4. Make the necessary changes and click on **Save.**

List vendors

1. Click on **Incomes & Expense menu.**
2. Click on **List vendors** under **Vendors & Bills.**

Tip:

Double click on a vendor to open their bills.

Enter bill

To achieve this, follow the steps below.

3. Click on **Incomes & Expense menu.**
4. Click on **Enter bill** under **Vendors & Bills.**
5. Select the **Vendor** to be paid.
6. Select the **account/item** to be paid for.
7. Enter **amount.**
8. Specify **reference number**.
9. Specify the date of transaction.
10. Specify **due date**.
11. Type a **comment or note** and click on **save.**

Pay bills

To achieve this, follow the steps below.

---

1. Click on **Incomes & Expense menu.**
2. Click on **Pay bill** under **Vendors & Bills.**
3. Select the vendor to be paid.
4. All the unpaid bills belonging to the selected vendor will be listed, mark/check the bills you need to pay.
5. In the Amount to pay column, specify the amounts appropriately.
6. Choose the bank to spend from.
7. Enter the voucher number.
8. Choose the date of transaction.
9. Specify mode of payment.
10. Enter cheque/reference number.
11. Type a comment and click on Save.

Listing expenses

To achieve this, follow the steps below.

1. Click on **Incomes & Expense menu.**
2. Click on **List expense** under **Vendors & Bills.**
3. Specify the date range and click on filter.

Reports & Statements

Reports and Statements generated in **Fibo** are printable and can easily be converted to excel and PDF formats.

Reports

Active loans report.

This report gives a list of all active loans. An active loan is a loan that has been disbursed and processed and it is still within its repayment period.

To generate this report:

1. Click on **Reports & Statements** menu.
2. Under **Loans & Repayments section,** click on **Active loans option.** You can search for a specific record in this report using the "**Search all active loans"** option.

Q   Search All Active Loans

Pending loans report

A pending loan is a loan that is yet to be approved. You can list all loans that have been applied but are yet to be approved. To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Under **Loans & Repayments section,** click on **Pending loans option.** You can search for a specific record in this report using the "**Type here to search"** option.

Search: Type here to search

Undisbursed loans report

This report lists all loans that have been applied and approved but the disbursement is pending. To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Under **Loans & Repayments section,** click on **Undisbursed loans option.**
3. Select a date range and click on generate to generate this report. You can search for a specific record in this report using the "**Type here to search"** option.

Search: Type here to search

Rejected loans report

This report lists all loans that have been rejected and cites reason for rejection. To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Under **Loans & Repayments section,** click on **Rejected loans option.**
3. You can search for a specific record in this report using the "**Search all rejected loans"** option.

Q   Search All Rejected Loans

Disbursed loans report

This report lists all loans that have been disbursed within a date.

It shows loan details such as client's name, registration number, loan product, date applied, date issued, amount applied and amount disbursed. To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Under **Loans & Repayments section,** click on **Disbursed loans option.**
3. You can search for a specific record in this report using the "**Search"** option.

Due loans report

This report lists all loans that are supposed to be paid today.

It shows details such as client's name, registration number, loan product, date applied, amount applied, principal due, interest due, penalties due and the total amount due.

To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Under **Loans & Repayments section,** click on **Due loans option.** You can search for a specific record in this report using the "**Search All Due Loans"** option.

Q   Search All Due Loans

Defaulted loans report

This report lists all loans that have been defaulted. A loan becomes a default when the entire repayment period has ended but its yet to be fully repaid.

It shows details such as client's name, registration number, loan product, date applied, amount applied, principal due, interest charged, penalties charged, expected completion date, total amount repaid, total amount owed.

To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Under **Loans & Repayments section,** click on **Defaulted loans option.**
   You can search for a specific record in this report using the "**Search All Defaulted Loans"** option.

Loans balances report

This report lists all loan balances. It can be generate by client, by group, by loan product or by all the clients.

It captures details such as client's name, registration number, loan product, date applied, amount applied, principal paid, principal balance, interest charged, interest paid, interest balance, penalties charged, penalties paid, penalties balance, total loan amount, total loan paid, , total amount repaid, total loan balance.

To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.

2. Under **Loans & Repayments section,** click on **Loans balances option.**
3. Switch to the correct tab e.g. by client/group/loan product or all clients.

Written-off loans report

This report shows all loans that were written off. A written-off loan can be recovered in the future if circumstances allow.

To generate this report follow the steps below.

1. Click on Reports & Statements menu.
2. Click on Written-off loans.
3. The software generates the report indicating the client's name, loan product, amount applied, principal written off, interest written off, penalty written off, total amount written off and reason for writing off the loan.

Waived loans report

This report shows all loans that were waived. A waived loan cannot be recovered in the future.

To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Waived loans.**
3. The software generates the report indicating the client's name, loan product, amount applied, principal waived, interest waived, penalty waived, total amount waived and reason for waiving the loan.

Loans portfolio report

This report indicates how various loans are performing at any given time. It is a key indicator in the SACCO/Organization's health. Normally, the report shows details such as the name of the client, type of loan product applied,

principal in arrears, interest in arrears, total in arrears, and the portfolio at risk.

To generate this report follow the steps below.

4. Click on **Reports & Statements** menu.
5. Click on **Loan Portfolio**

Aging report

This report shows all loans that are in arrears and projects the period the loans have been arrears. The reports groups these arrears in 7 ranges of 1– 30 days, 31-60days, 61-90days, 91-120days, 121-150days, 151-180days, and over 180days. This report is a key feature in decision making; it helps the SACCO/Organization decide when to pursue a client for payments. For instance, an organization can decide to start pursuing clients whose loans are over 60days in arrears.

To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Aging Report**
3. You can search/filter for data on this report using the search box

Group status report

This report shows how a group is performing at any given time. The report pulls out all the members of a group and their accounts.

To generate this report follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Group Status Report.**
3. Specify the group and the date range you want to view and click on **Generate Report** button.

Account balances report

This report pulls out a list of all the clients, their respective accounts and balances in those accounts.

To generate this report follow the steps given below.

1. Click on **Reports & Statements** menu.
2. Click on **Account balances.**

You can search for a particular client in by typing his/her name in the search box.

Q Search...

Actual Vs. Budget Report

This report shows how well you are meeting your budget for income and expenses. For each type of income or expense account, the report compares your budgeted amounts to your actual income and expenses.

To generate this report follow the steps below.

1. Click on **Incomes & Expenses** menu.
2. Click on **Actual vs Budget** under **Planning & Budgeting** Section.
3. Select the date range and click on **Generate Report** button.

How to interpret the report:

- The **Over Budget** column shows the difference between your budgeted amount and the actual amount. A negative amount means that you were under budget for the month; a positive amount means that you were over budget.
- The **% of Budget** column shows the actual amount as a percentage of the budgeted amount. Less than 100% means that you were under budget for the month; more than 100% means that you were over budget.

Chart of accounts

This is a complete list of a company's accounts.

To view your SACCO's/Organization's chart of accounts, follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Chart of accounts.**

Set up accounts:

To set up accounts

1. Click on Account settings tab under the chart of accounts report.
2. Enter account name.
3. Enter account code.
4. Select account group
5. Specify if it's a sub account of another account.
6. Click on save.

Clients Statement:

Account statement

This option lets you generate a statement of account for a given client's account. To generate the statement follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Account Statement**.
3. Select the client whose statement you want to generate.
4. Specify the account.

General statement

This option generates a statement of account for all of the accounts operated by a given client.

1. Click on **Reports & Statements** menu.
2. Click on **General Statement**.

3. Enter registration number of the client whose statement should be generated.

Loan statement

This option generates a loan statement for a given client. To generate the statement, follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Loan Statement**.
3. Select the target client.
4. Select the loan you need to generate the statement for.

Note:

1. To open the amortization, switch to the amortization tab.
2. To view guarantors, switch to the guarantor tab.

Financial statements

Profit and loss statement

This report is also known as an income statement. It summarizes your income and expenses for the financial period, so you can tell whether you're operating at a profit or a loss. The report shows subtotals for each income or expense account in your chart of accounts. The last line shows your net income (or loss) for the financial period.

To generate this report, follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Profit and Loss Statement**.

Date range

The default date range is for the current financial period to date. You can show profit and loss for a different date range by choosing another date range from the Dates Selector.

General ledger

This report shows the activity in your accounts over a specific period of time. For each account in your chart of accounts, the report shows all the transactions that occurred in that account. To generate this report, follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **General Ledger**.
3. Select the date range.
4. Select **All** Under "**Select Account"** option.
5. Click on **Generate Report** button.

Note:

To open a ledger for a given account, specify the account under the "**Select Account**" option.

Trial balance

In traditional accounting, a trial balance is document that adds up all the debits and credits so that mistakes can be traced if debits don't equal credits. To generate this report, follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Trial Balance**.

Date range

The default date range is for the current financial period to date. You can generate a trial balance for a different date range by choosing another date range from the Dates Selector

Cash book

In traditional accounting a Cash Book is a Book in which all cash receipts and cash payments are recorded.

To generate this report, follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Cash book**.
3. Select the date range then click on **Generate Report** button.

Balance sheet

A balance sheet summarizes the financial position of the SACCO/Organization. It shows the value of your company's assets, liabilities, and equity as of a particular day. It is called a balance sheet because the value of the assets is always exactly equal to the combined value of the liabilities and equity.

To generate this report, follow the steps below.

1. Click on **Reports & Statements** menu.
2. Click on **Balance Sheet**.

Date range

The default date range is for the current financial period to date. You can generate a trial balance for a different date range by choosing another date range from the Dates Selector